

MINUTES
LEGISLATIVE MEETING – MAY 20, 2020

The May 20, 2020 Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt via Zoom.

The following officials were in attendance:

- Jon G. Wilt, President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Betsy McBride, Township Manager
- Jean R. Arroyo, Township Secretary
- Peter R. Henninger, Solicitor
- Shawn Fabian, HRG
- Ann Hursh, Planning & Zoning Coordinator
- Madison Smith, MS4 Supervisor/Asst. Public Works Director
- Daniel Tingle, Acting Chief

Absent: Todd F. Truntz, Vice President

Residents and visitors in attendance through Zoom or by phone:

*(**Access links/phone numbers were listed on the Township's website prior to this meeting, and the names listed below are as they appeared on the conferencing service)*

Laura Hayes (Press & Journal), Ron Secary (UPS), Mark Stanley (UPS), Caleb Krauter (HRG), Joanne Harter, Linda Mehaffie, Township Resident, Tony, Work ipad

President Wilt welcomed everyone to the meeting, and opened the floor for public comment.

PUBLIC COMMENTS: None

APPROVAL OF MINUTES:

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the Minutes of the May 6, 2020 Workshop Meeting. The motion was unanimously approved.

APPROVAL OF BILLS:

A motion was made by Commissioner Davis, seconded by Commissioner DeHart, to approve the payment of bills as presented on Warrant No. 2020-4. The motion was unanimously approved.

APPROVAL OF TREASURER'S REPORT:

A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve the Treasurer's Report for April 2020. The motion was unanimously approved.

PUBLIC SAFETY REPORTS:

Police Department

Acting Chief Tingle provided the summary of statistics for the Police Department for the month of April. There were 297 calls for service, 25 cases and 11 arrests. He noted that figures in many of the categories are down significantly.

Fire Department

Ms. McBride presented the monthly statistics as provided by Fire Chief Weikle. There were 34 calls in April and 30 responders, with an average of 9 personnel per response. Time in service for the month was approximately 20 hours. For the month of April, there were 3 fire incidents, 4 rescue and EMS incidents, 3 hazardous condition incidents, 2 service calls, 15 good intent calls, and 7 false alarms. Mutual aid was provided to Highspire, Londonderry, Middletown, PA Turnpike, Steelton, and Swatara.

ENGINEER'S REPORT

Shawn Fabian, HRG, referenced his report and provided project updates. He noted several of the items on his report appear under New Business on this evening's agenda.

HRG has issued a certificate of substantial completion for all work associated with the Highland Street and Lumber Street/Greenwood Drive project. A revised schedule has been supplied for the Greenfield Park Basin Retrofit and Riparian Buffer project. The contractor plans to mobilize to the site on June 1, 2020 to begin construction, weather pending. There has been coordination with Doli on the Rosedale Manor Stormwater project. They did issue a rider to add the Lower Swatara Township Municipal Authority to their performance and payment

bonds for the project to address PennVest's request. A preconstruction meeting was held for the Bradford Avenue Residential Home Demolition project. New substantial and final completion dates are being negotiated now and will be formalized in a change order after that schedule is reviewed.

The Township Recreation Board met last night to discuss the Township Comprehensive Recreation, Park and Open Space (PROS) Plan. Some additional comments were received and are being processed prior to providing the document to the Board of Commissioners for its consideration to approve forwarding to DCNR for their review.

The Spring Garden Culvert Replacement project has been advertised for bid. Bid opening is scheduled for June 4. Solicitor Henninger reported that he has provided the easements to the Township staff. As previously reported, the Shireman Tract Riparian Buffer Planting has been postponed by DCCD/DCNR until fall of this year.

Mr. Fabian reported that HGR has been reviewing a lot of the documentation from Snyder and Secary for the UPS project including plan reviews, financial security reviews, etc. Commissioner Davies stated it would be good to see a summary of that information at some point. Mr. Fabian and Ms. Hursh agreed to provide this. Mr. Fabian explained there has been a good deal of confusion between the three different phases of the project: the main site, the off-site, and the pump station. Commissioner Paul asked if all the comments are corrected on the plans from the conditional approval as far as the land development plan itself. Mr. Secary explained a letter was received this afternoon from HRG indicating that all items had been addressed. To his knowledge, there is nothing outstanding. There are two administrative comments relative to the O&M Agreement being signed and executed and plans being sealed by the surveyor. There were no outstanding design or technical comments. There is a letter providing the approved probable costs for the financial security for both the on-site land development related items and the off-site road related items. Mr. Secary added that on Monday night, the Municipal Authority approved the financial security amounts for the pump station, the on-site sanitary sewer, and the off-site sanitary sewer. At this point, there are letters indicating the amounts for all five letters of credit that would be required for the project. Ms. Hursh reported the Township does not have the updated plans for signature and recording. Mr. Secary agreed to provide these. Solicitor Henninger added that the Municipal Authority also approved the O&M Agreement on Monday evening.

Commissioner Paul addressed the North Union Street design, and noted there was discussion this morning about the curb-return at Longview Drive and the need to address this. Mr. Secary remarked that as mentioned during that meeting, UPS will honor whatever the Township feels is the best approach there. If the Township sees an advantage to opening that up a bit more, they would have no issue in doing so. Commissioner Paul explained he had suggested the curb-returns on Longview Drive end at a point which will create a cartway width in accordance with the standard design which is 32' wide. The existing cartway width is around 20'. There is a tremendous site clearance problem there, especially when the crops grow in the fields. The wider the road and the more open space, the safer that intersection will be. Commissioner Paul stressed that this is only his opinion. Commissioner DeHart concurred with this recommendation, and added it would also set the future width of the roadway. There are already a lot of tractor trailers going out that road and it would be beneficial to make it wider and plan for the future. Mr. Secary again noted this is a minor item and UPS would not object to it.

Commissioner Paul also inquired what is being done in the interchange area itself. He recalled that at the beginning of the process, there was talk about PennDOT making some recommendations. He asked if there is anything being done in the area of Fulling Mill Road to Route 283. Mr. Fabian explained there was discussion a few months ago about the early detection camera system. There were comments that it was not tracking the stacking properly. The cameras were realigned, and the issue was resolved. Mr. Fabian added he is not aware of what else is planned there from PennDot's perspective. Mr. Secary explained that part of this project does propose some improvements to the intersection of Fulling Mill Road and North Union Street and the ramps to add capacity. There will be an auxiliary lane situation -- another turning lane -- at the intersection of North Union Street and Fulling Mill Road that will require longer pole mast arms to be installed. There is an HOP pending with PennDOT for all those improvements. Eric Stump at HRG has reviewed the plan. Commissioner DeHart reminded Mr. Fabian that he had asked for a digital copy of the plans, but has not yet received it. Commissioner Davies added that he would greatly appreciate that some of the details of these intersection improvements be shared with the Board. Ms. McBride asked Ms. Hursh to provide her a report this Friday to forward to the Commissioners.

SOLICITOR'S REPORT:

Solicitor Henninger reported that the agenda for the next meeting will include a short, two-page agreement with the Municipal Authority with regards to the Lumber Street project. There was a change order of \$25,368.03 to do some sanitary sewer work as part of that project. The Municipal Authority will need to reimburse the Township, and this needs to be documented due to the DCIB loan.

Solicitor Henninger reported he will attend a meeting on Friday morning with Ms. Smith and Bruce Hulshizer from HRG with regards to some PennDot owned parcels that are not highway related but are access areas to other parcels. It needs to be determined how they will be handled as far as billing. There are also some that have to do with Norfolk Southern down along the Airport area. There are about 20 pages of things to take a look at so everything is good to go when the billing starts for the stormwater management fee.

Solicitor Henninger added that he has also been doing a lot of work relative to review of UPS related items.

MANAGER'S REPORT:

COVID-19

Ms. McBride reported that the employees continue to protect themselves as much as possible against Covid-19. The Police Department's supplies are well stocked. Masks are getting low in the administrative and public works departments, but are on order. Gloves and wipes are well stocked. Ms. McBride added that she is happy to see the staff being very cautious.

Future Meetings/Events:

May 25		Memorial Day Holiday – Township Offices closed
May 27		CANCELLED: Zoning Hearing Board
May 28		CANCELLED: Planning Commission Meeting
June 2		Primary Election Day
June 3	7 PM	Board of Commissioners' Workshop Meeting
June 17	7 PM	Board of Commissioners' Legislative Meeting
June 22	7 PM	Municipal Authority Meeting
June 24	7 PM	Zoning Hearing Board
June 25	7 PM	Planning Commission Meeting

COMMITTEE REPORTS:

Public Safety Committee: Commissioner Paul announced the Board had executive sessions on May 5, 11 and 12 to discuss personnel issues as it goes through the police chief interviews.

Budget and Finance Committee: Commissioner Davies reported that on May 1, he met with Ms. McBride and Ms. McClain to discuss the first quarter of 2020 and look at the revenue stream. Collected revenue was on track with the 2019 first quarter. However, the Township does expect to see some revenue decrease this year as a result of the pandemic. Some of the areas that will be impacted will be the Township's share of parking fees from HIA, Penn State, and Cramer Parking. The Township's representative on the SARA board has indicated that passenger travel is down 95% which will undoubtedly impact these revenues. The Township could also be looking at some effect to the earned income tax and the local services tax, which would be impacted by the increase in the County unemployment rate. The unemployment rate in March was 5.3. A year ago it was 3.7. Investment earnings are down because banks are paying lower interest rates. Last year, Mid-Penn was paying 1.1%; this year, it is only .75%. Rental income, which is fairly nominal anyway, is off because parks are closed and sports' organizations are not operating. A bright spot is that the real estate tax revenue at this time is remaining on budget; about 70% of these taxes are paid out of escrow. The Township is actually doing better this year than last year. At the end of March, the Township had collected 73% of the real estate taxes. At the end of March last year, it was 67.7%. The expense that is far larger than 2020 so far this year is engineering. Staff is aware of this, and an increase was put in this year's budget. Through the end of April last year, the Township has paid HRG \$108,961. This year, through April, the amount paid was \$226,458. Some of these funds will be recaptured as projects commence and move forward. The point is that there is a lot going on. Commissioner Davies added that the budget will be revisited in July. At that time, staff may be able to tell if any budgetary adjustments need to be made. He added that the Township can probably expect to see some expenses rise due to pandemic-related expenses that just cannot be enumerated at this time.

Community Development: Commissioner DeHart reported that MARA will be meeting tomorrow evening at 6:00 P.M. MARA has been unable to do much due to the pandemic, but will try to offer more on-line. Commissioner DeHart noted he will report back at the next meeting.

Personnel Committee: President Wilt noted that as Commissioner Paul reported earlier, interviews for police chief are underway.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Community Benefits' Agreement/UPS

The Board tabled the Community Benefits' Agreement with UPS.

Six-month extension request for RACP for Richard L. Shireman Park development

A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve the submission of a request for an additional six-month extension (to February 2021) on the RACP Grant for Richard L. Shireman Park development due to the COVID-19 situation. This is the second extension request; the first extension expires August 5, 2020. The motion was unanimously approved.

Proposal for services relative to Cockley Road culvert replacement

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve a proposal from HRG in the amount of \$57,200 for survey, engineering design, permitting, bidding and construction phase services for the replacement of the Cockley Road culvert. Commissioner DeHart asked what budget line item this would come from. Ms. McBride stated she is unsure. Ms. Smith added that she does not believe she and Mr. Lanman have discussed what budget line item it is coming out of. However, she noted this is a fix that needs to happen. Commissioner DeHart agreed, but asked if an email could be sent to him with the answer. Ms. Smith agreed to do so. The motion to approve the proposal was unanimously approved.

Certificate of Substantial Completion for Highland St. and Lumber St. culvert projects

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the signing of the Certificate of Substantial Completion for the Highland Street Culvert Replacement and Lumber Street Culvert Replacement Project. The motion was unanimously approved.

Requests for Funding

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve Request for Funding No. 34 (DCIB 2017 loan) in the amount of \$56,678.18 to the Dauphin County Infrastructure Bank for the Highland Street Culvert Replacement and Lumber Street Culvert Replacement Project (Payment Application No. 4 from Crilon Corp.). The motion was unanimously approved.

Resignations

A motion was made by Commissioner DeHart to approve the resignation of Officer Timothy Shea effective May 13, 2020. He wished him well, and thanked him for his service to the Township. The motion was seconded by Commissioner Paul, and unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to reluctantly accept the resignation of Madison Smith, MS4 Supervisor/Assistant to the Director of Public Works, effective June 12, 2020. Commissioner DeHart thanked Ms. Smith for her service, and added he is sorry to see her go. Ms. Smith stated it was a very difficult decision. The motion was unanimously approved.

Solicitor Henninger noted that the Board had tabled the UPS Community Benefits' Agreement because letters of credit approval, cost figures, etc. came in late today without sufficient time for the Board to review them. UPS has asked that this approval be placed on the June 3 agenda for consideration. The Board expressed no objection to this.

GOOD AND WELFARE:

Commissioner DeHart thanked the organizers of the antique car neighborhood ride-thru which was a nice event and gave people a chance to get out after being cooped up. He expressed hopes that it can be done again next year, perhaps with a police escort.

Commissioner Paul asked that everyone stay safe.

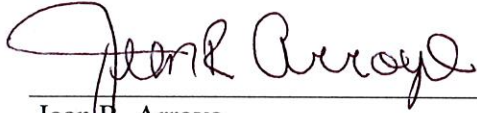
Commissioner Davies agreed that he enjoyed the antique car parade. He offered his best wishes to Timothy Shea and Madison Smith as they move on to new challenges. He also thanked the staff who is working with the UPS project for making every effort to get the Board information in a timely matter so things can move forward.

President Wilt thanked everyone for participating tonight, and wished Ms. Smith well in her endeavors. He expressed hope that everyone stays safe and that the state reopens soon.

ADJOURN:

Hearing no other comments, a motion was made by Commissioner Davies, seconded by Commissioner DeHart, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 7:48 P.M.

ATTEST:



Jean R. Arroyo
Township Secretary