

MINUTES

NON-LEGISLATIVE MEETING – NOVEMBER 3, 2021

The November 3, 2021 Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt.

The following officials were in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Betsy McBride, Township Manager
- Jean R. Arroyo, Township Secretary
- Michael McAuliffe Miller, Eckert Seamans, Solicitor
- Shawn Fabian, HRG
- Scott Washinger, Public Works Manager
- Don Fure, Director of Codes and Planning (via Zoom)
- Brian Davis, MS4 Coordinator
- Dominic Visconti, Chief of Police

Residents and visitors in attendance (sign-in sheet attached)

Residents and visitors participating through Zoom:
Andy Warntz, Republic Services

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

PUBLIC COMMENTS: None

ADVERTISEMENT OF 2022 BUDGET ORDINANCE AND TAX ORDINANCE

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to advertise the proposed 2022 budget ordinance and tax ordinance, and to make the preliminary budget available for public inspection as required by law. Commissioner Paul asked if there were some adjustments made to the budget which can be reviewed by the Board in executive session tonight. Solicitor Miller explained the vote is only on the advertisement, but the Board

can certainly discuss this in executive session. Commissioner Paul recommended this be done. The motion was unanimously approved.

SOLID WASTE CONTRACT

The Board discussed the potential award of the low bid for the Contract for Collection and Disposal of Solid Waste and Collection, Processing, and Sale of Recyclable Materials for the period of January 1, 2022 to December 31, 2024 to Republic Services. Vice President Truntz asked Solicitor Miller if he had reviewed the bid document. Solicitor Miller confirmed that he had. Vice President Truntz stated the low bid came in at around \$99/quarter, which is significantly higher than the last contract. This is not surprising due to the rising costs in fuel, disposal fees and labor. There was an initial bid document with a longer contract term, and that bid came back significantly higher. The Board had then rebid the contract with the hopes of obtaining the best deal for the residents. This is the low bid that came back.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to approve the low bid for the Contract for Collection and Disposal of Solid Waste and Collection, Processing, and Sale of Recyclable Materials for the period of January 1, 2022 to December 31, 2024 to Republic Services. The motion was unanimously approved.

Commissioner DeHart recalled that when the current hauler originally bid on the contract several years ago, the bid was significantly lower than Penn Waste, who had been servicing the Township prior to that bid. He noted that unfortunately, it seems to have caught up with the Township. He suggested a letter be sent to the residents before the end of the year about this change. Commissioner Paul asked if this notification of change is part of the contract. Andrew Warntz, representing Republic Services, confirmed that they will create a mailer for the residents which will be sent out about a month ahead of time. It will explain the bid process and advise residents that their current service day – either Thursday or Friday – will remain the same. The mailer will contain contact information and instructions on how to download the Republic Service app, should residents choose to manage their account through the app. Also included will be a calendar showing all holidays for 2022. This mailer will be updated and mailed to residents yearly so they will always have the latest information. In response to a question from President Wilt, Mr. Warntz confirmed that holidays will result in a one-day delay. He added, however, that Republic is only shut down for six holidays: New Year's Day, Memorial Day, Independence Day,

Labor Day, Thanksgiving Day, and Christmas Day. Commissioner Paul asked if the amount of the new fees will be included in this mailing. Mr. Warntz confirmed that it will. Ms. McBride requested information also be sent to her for posting on the Township website. Mr. Warntz agreed to do so and added he will send the mailer to Ms. McBride for approval before it is sent out. Ms. McBride suggested that with the delays in mail, this be sent to her as soon as possible. Mr. Warntz noted he will have staff begin the process tomorrow.

Vice President Truntz added there were previous discussions about accounts in arrears, and the fact that all residents are paying for those who are not. When haulers bid on these contracts, this nonpayment is built into the contract price. He asked staff to look into this, since it is unfair that those not paying continue to get service. Solicitor Miller agreed to brief the Board in executive session or at an upcoming meeting about the plan for this.

JEDNOTA SOUTH LOT FOR DHK LOT 2

Judd Dayton with Snyder, Secary & Associates presented the Jednota South Lot for DHK Lot 2, LLC (PC# 2021-04) Preliminary/Final Subdivision Land Development plan. The plan was recommended for approval with conditions at the August 26 Planning Commission Meeting. Plan is due to expire on November 24, 2021. Mr. Dayton explained that he was before the Board last month to present the plan. The recommendation was to take the plan back to the Planning Commission to reaffirm the plan, since improvements were made that they had not seen. The Planning Commission did reaffirm its recommendation, and Board approval is now being sought.

Commissioner DeHart asked if the hydrant along Rosedale will be moved. Mr. Dayton agreed that it will need to be shifted back to make room for the roadway. Commissioner Paul added that he was at the Planning Commission meeting. He stated it is important for the Board to understand that there is a construction drawing of the road which will take care of things like hydrant locations, drainage, inlets, storm sewer, how the water will be handled, etc. That drawing will be reviewed by HRG. Commissioner DeHart noted that the Township had asked the developer to add the sidewalk and widen the roadway since it is part of the comp plan to provide more sidewalk around the whole Township. He expressed his appreciation for their willingness to do this. Mr. Dayton thanked Commissioner DeHart for his comments and noted he will take this back to Kinsley as well.

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the Jednota South Lot for DHK Lot 2, LLC (PC# 2021-04) Preliminary/Final Subdivision Land Development plan with conditions set forth at the August 26 Planning Commission Meeting. The motion was unanimously approved.

TERMINATION OF SERVICES WITH ARETE ADVISORS LLC

Ms. McBride explained that as a result of a computer issue last fall, the Township contracted with Arete for protection for a one-year period. That year is coming to a close. Ms. McBride explained that when Arete had suggested upgrades or additions, nine out of ten times PointSolve had already taken care of it. She suggested the service be terminated at the end of this year, as it appears to be a duplication of costs. In response to a question from Commissioner DeHart, Ms. McBride stated it would be about a \$5,500 savings to terminate this service. A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the termination of services with Arete Advisors LLC. The motion was unanimously approved.

RESOLUTION NO. 2021-R-10 DESIGNING AGENT FOR IDA ASSISTANCE

Ms. McBride explained that before the Board is a resolution which would designate her, as an agent, to execute for and on behalf of Lower Swatara Township all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act for FEMA 4618 (Hurricane Ida). Ms. McBride explained that this came down from the County EMA; Ms. Arroyo had attended a webinar about this since she had another meeting that morning. It was suggested the Township's appoint an agent to pursue this funding. Ms. McBride explained she as agent will be working closely with Rob Furlong, the Township's EMA Director. Commissioner Davies asked if this is for damages during a certain time window. Ms. McBride explained the focus right now is from Hurricane Ida, which was early September. However, this could continue for when the next issue arises.

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve Resolution No. 2021-R-10, Designation of Agent Resolution, designating Elizabeth McBride to execute for and in behalf of Lower Swatara Township all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and

Emergency Assistant Act for FEMA 4618 (Hurricane Ida). The motion was unanimously approved.

APPROVAL OF MINUTES

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the minutes of the October 20, 2021 Legislative Meeting. The motion was unanimously approved.

DEPARTMENT REPORTS:

Planning & Zoning/Codes Department

Mr. Fure reported that active projects include the following: UPS (site and building work continues and staff working with them on some sewer problems and issue with delay of pumps), Hershey Creamery (sanitary plant construction ongoing), Wilsbach Distribution Facility (ongoing progress on building and site work – about 80% complete), Fiddler’s Elbow Warehouse at 2070 N. Union (foundations completed and slab pour taking place), Stoneridge Lot 1 (foundation work underway), and 250 Fulling Mill Road warehouse (site work started, and footers to be dug next).

The Zoning Hearing Board is scheduled to meet on November 8 for Harrisburg Compressed Natural Gas Station for UGI in Harrisport. The Planning Commission met on October 28 to review two plans. There has been no business received yet for the November Planning Commission meeting. Statistics for the month include the issuance of 3 sewer permits, 1 demolition permit, 16 street cut permits, 2 signage permits, 5 zoning permits, and 3 commercial permits. This past month, Bruce Henry passed his certifications for commercial mechanical inspector and plan review and is now registered with Labor & Industry.

Public Works

Mr. Washinger reported that leaf pickup has begun, and three Public Works employees will cover the leaf pick up on the November 11 holiday. The fencing was replaced around the Shopes raingarden. The baseball season is coming to an end, so batting cages and cleanup has begun around all the ball fields.

The Township has been working on restoring the Burkett property at the end of Hanover Street back to its original condition. Mr. Washinger added that he did mention to Mr. Burkett today

that next year the Township will be looking at restoring the driveway area after the stormwater repairs are done down there. He had also mentioned the Township will look at the sinkage of topsoil that was already put in and address that next spring or summer. Doli will be out there sometime this week to restore the curbing.

The repair of the lighting in the Rosedale development was supposed to begin November 1. Mr. Washinger stated he is not sure if that work has started but will pursue this with PPL. Ms. McBride stated that she has heard from residents that some have been done.

Work was performed at 23 James Street, where the crew replaced a 20' section of storm pipe that was causing sinkholes in the resident's yard. It was noted that there used to be an old pump station in that area that was removed years ago. Beneath the storm pipe the old sanitary system remains. The crew packed the area with stone to hopefully alleviate any more wash out, and a black plastic corrugated pipe was used to replace the old, galvanized pipe that was rusted.

One more case of sanitizing wipes was ordered for disinfecting purposes, and more masks will be ordered.

President Wilt asked how the paving is going in the Rosedale area, and whether it will be completed on time. Mr. Washinger responded it is going well and should be finished up by Friday. Mr. Fabian explained that he had quoted a paving standard of 50F and rising. Apparently that was an old standard; the new standard is warmer than 40F for both temperature of the air and the ground. Based on the logistics of moving cars where necessary, they indicated it will take them about seven days to complete all the wearing course paving. They are making good progress.

Ms. McBride asked Mr. Washinger to address the new piece of equipment for the mechanic. Mr. Washinger explained that as discussed at a previous meeting, the equipment he ordered is an RF134B air conditioning unit system. He explained that he ordered it anticipating it to be here next year because of backorders. This purchase is a necessary evil; one vehicle had to be taken to Maguires Ford, and the bill was over \$1,000. This piece of equipment will pay for itself as time goes on and warranties expire. Mr. Washinger added he saved about \$5,000 by ordering it this year. However, it did arrive already and must be paid out of this year's budget. Commissioner Davies asked if this is a coolant recovery system. Mr. Washinger explained that is an all-in-one system. Commissioner DeHart asked if there is room in the budget for this. Mr. Washinger confirmed there is money in the 2021 equipment category. Commissioner Davies commented that this is a worthy purchase. Vice President Truntz stated the Township must be cognizant of buying an \$11,000

machine that is only used once a year or once every other year. Mr. Washinger agreed but added the Township's mechanic has already sent out two vehicles for air conditioning repairs. This purchase will pay for itself rather quickly when paying \$1,000 or even \$500 each time a vehicle needs this service.

Vice President Truntz stated he received word that the lights at the ballfield at Memorial Park are getting bad. The electric bill on these older bulbs is over \$600/season and the bulbs are burning out more frequently and are expensive and hard to acquire. Mr. Washinger agreed these bulbs cost about \$109 each to purchase. Putting them up is costly too because special equipment is needed. Mr. Fabian explained that HRG brought in its electrical engineer to sit down with the Athletic Association, and options are being explored. Vice President Truntz added the baseball association would probably be willing to chip-in to the extent they are able to, but this is a Township-owned facility. Mr. Washinger advised the Board that the light was put up at the shed area; the association paid for the expense of that, but the Township did the installation. Commissioner DeHart asked if there are any grants available for LED lighting. Mr. Washinger stated not that he is aware of. He agreed, however, to ask PPL if they would be willing to do this as a community-type project.

Commissioner DeHart referenced the UPS project and asked Mr. Washinger and Mr. Fure if they feel the paving will be done before the winter season. Mr. Fure stated from the last conversation he had with them two weeks ago, they should have this completed. The base course is almost complete now.

MS4/Stormwater

Mr. Davis updated the Board on the large donation of trees from the 10 Million Trees Partnership of Pennsylvania. Plantings were done and filled most of the available space on the properties in Swatara Shores. The remainder of the trees will be put into some of the stormwater BMPs. Public Works was able to assist in this project, which greatly sped up the process. Mr. Davis noted he did take pictures of the planting sites which he will post on the website.

As the Board may recall, the MS4 Annual Report was submitted. DEP has not yet provided any comments. Mr. Davis stated that if he does not hear from them by the end of the year, he will post the current version of the report on-line for the public to view.

Last month, there was an inspection of the Rosedale project by the County Conservation District. There were not too many surprises, but there were some red flags found regarding some

basic site maintenance performed by Doli. These are reoccurring issues that Doli is aware of, and which the Township has been reminding them of. There is a follow-up inspection next week, and staff is doing all it can to coordinate with Doli to get as many of these comments addressed as possible. Staff is also carefully documenting everything to have a paper trail showing the Township is doing all it can to have Doli make these corrections. Mr. Fabian added that a non-conforming work notice was issued to Doli for the issues brought up in the Dauphin County Conservation District's report. Doli will be out next Wednesday to address punch list items. They intend to have everything addressed prior to the inspection by the Conservation District. Commissioner DeHart asked if the Conservation District can issue fines. Mr. Fabian confirmed they can, but their mission is normally to seek voluntary compliance first. Mr. Davis stressed that these comments were not a surprise, as they are reoccurring issues. The Conservation District has been doing routine inspections, and some of these comments have been there from the beginning.

Commissioner Paul asked for an update on the drainage improvements at Hanover Street. Mr. Fabian explained that several exhibits were made, and a meeting was held with representatives of Highspire Borough on October 21. Everyone seemed generally receptive to the same approach for the piping in that location. Revisions were made to the exhibit and hydrology counts were re-run to see how this changes some of the hydraulic flow on Hanover Street. Mr. Fabian added he plans to review that hydro evaluation tomorrow afternoon, and he can then reissue this as a formal exhibit for Board review and approval. Commissioner DeHart asked if this is an additional cost not in the contract. Mr. Fabian explained that it was originally part of the contract, but unfortunately revisions had to be made do a lack of an easement. Commissioner Davies asked if this easement is now going to happen. Mr. Fabian explained that it will have to happen. No work can occur on Highspire Borough's property without both a construction easement and a drainage easement. Therefore, this will not be a solution that will be rectified within the next month. Mr. Davis stated it is worth noting that Highspire Borough has been very receptive to all the conservations as well as the design proposed.

MANAGER'S REPORT:

internal control audit

Ms. McBride reported that she has asked Zelenkofske Axelrod to come in and start documenting some things, so they will start with the police payroll. Timing for this seemed good, since there is an opening for an Administrative Assistant to do that.

vehicle Fleet services

Vehicle fleet services are not included in the proposed budget, and the Township will continue to purchase vehicles at this point in time.

lighting at Memorial Field

Ms. McBride noted she had also heard from the Athletic Association about their desire to have LED lighting at Memorial Field. She suggested that sometime in the future, the Board also look into this type of lighting for Shireman. Commissioner Paul asked if the Township plans to do the LED replacement in the upcoming year. Ms. McBride stated the Athletic Association would certainly love that. She explained staff is looking into various options to see what is available. In response to a question from Commissioner Paul, Ms. McBride stated this is an unbudgeted item.

Ms. McBride reported that calls are being received regarding trees growing over Shady Lane. However, this is a private road and not up to the Township to maintain. Calls are also being received from residents about issues regarding slow or no mail delivery. While this is not a Township issue, it is a growing problem. It also applies to the Township itself as it mails out checks to pay its own bills. The Township may want to consider moving to some type of automatic deposit for its regular vendors. This will be explored later. Vice President Truntz added his understanding that the Middletown Post Office is short five carriers. This is even more of a problem when a carrier is on vacation. Ms. McBride agreed they are very stressed.

ENGINEER'S REPORT:

Mr. Fabian reported that PennDOT has confirmed that the Township will need a Minimum Use Driveway Permit for the access to the proposed boat launch from the parking onto Fulling Mill Road. A supplement will need to be prepared in order to prepare and submit that permit. In response to a question from Commissioner DeHart, Mr. Fabian stated that approval of this permit should not take long; he is still hopeful for a spring timeline. Due to the high demand for recreation, there has been a lot of discussion lately regarding improvement of water trails. The Fish

and Boat Commission has reopened another round for the boat launch grant that the Township obtained for the improvements.

The RACP has another submission for an e-application. Commissioner DeHart asked if the Township is still on schedule to submit the business plan for Shireman to DCED. Mr. Fabian explained that he did pull together a new concept plan and cost estimate to push forward on this additional line item asked for in the e-submission. If they do approve the e-submission, the Township will need to make an extension so it can incorporate those additional funds. This has not been shared with the Board yet, but a copy was made available to Ms. McBride. Commissioner DeHart stated that since it cannot be farmed anymore, this land will need to be kept manageable. He asked the plan to do so. Mr. Fabian explained that it is probably best to plant it as a meadow right now. The farmer is aware that he will be unable to farm this moving forward. Mr. Fabian agreed to reach out to him to discuss this. Commissioner DeHart stated his concern is that endangered species could take root there, which would create a nightmare. Commissioner Davies asked if the farmer could be considered a contractor to plant this in an appropriate meadow condition. Mr. Fabian responded he assumes so, since he is familiar with the layout of the land and has equipment at his disposal.

President Wilt announced the Board will be convening into executive session immediately upon conclusion of this evening's meeting in order to discuss personnel issues.

GOOD AND WELFARE:

Commissioner Davies thanked Ms. McClain and Ms. McBride for their hard work in preparing the draft budget.

Commissioner Paul thanked the voters who re-elected him to serve another four years. He noted he has always been appreciative of being part of this community. The goal is always to do better, do more, and have a good working relationship with the employees and the citizens. Commissioner Paul expressed his hopes that everyone can pull together to do their best and improve things where necessary.

Commissioner DeHart also thanked the residents for re-electing him to continue to serve the Township. He stated the Board tries to help things run smoothly now, while also looking ahead to the future. He stated that he appreciated serving the last four years and hopes the next four years are just as good. Commissioner DeHart also reported that he attended the recent meeting of MARA.

Upcoming offerings, events, and trips of the group are listed on their website and Facebook page. The Director is trying to get a range of programs for all ages.

Vice President Truntz thanked Ms. McClain and Ms. McBride, as well as Commissioner Davies and Commissioner Paul, for the many hours they spent working on the budget. He congratulated Commissioner Paul and Commissioner DeHart on their election victories and stated both bring a tremendous amount of experience and knowledge to this Board. Vice President Truntz also thanked those who attended the meeting tonight.

President Wilt congratulated Commissioner Paul and Commissioner DeHart on their re-elections. He also congratulated his wife Julie on her re-election as Tax Collector. He thanked the public for coming out tonight and expressed his appreciation to the staff and commissioners that participated in the budget process.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

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

ATTEST:

Jean R. Arroyo
Township Secretary

PLEASE PRINT NAME CLEARLY

NOVEMBER 3, 2021 SPECIAL BUDGET MEETING – 6:30 P.M.

WORKSHOP MEETING – 7:00 P.M.

[illegible]