

MINUTES

NON-LEGISLATIVE MEETING – OCTOBER 2, 2019

The October 2, 2019 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
- Elizabeth McBride, Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Shawn Fabian, HRG
- Don Fure, Director of Codes & Planning
- Lester Lanman, Public Works Director
- Jeff Vargo, Chief of Police

Residents and visitors in attendance: (PLEASE SEE ATTACHED SIGN-IN SHEET)

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

PUBLIC COMMENTS:

Fire Chief John Weikle provided the Board with a flyer announcing the Lower Swatara Fire Department's Open House next Thursday, October 10, from 6 PM to 8 PM. Everyone is welcome to attend.

APPROVAL OF MINUTES:

A motion was made by Commissioner DeHart, seconded by Vice President Truntz, to approve the Minutes of the September 18, 2019 Legislative Meeting. The motion was unanimously approved.

PLANNING AND ZONING DEPARTMENT REPORT:

Time Extension for Star Barn Duplex Units

Don Fure, Director of Codes & Planning, reported that a time extension is being requested on the Preliminary/Final Subdivision/Land Development Plan for Star Barn Duplex Units. Ms. McBride added that she had spoken to Ms. Hursh about this, and she does recommend approval. A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve a time extension until December 14, 2019 for the Preliminary/Final Subdivision/Land Development Plan for Star Barn Duplex Units, PC File #2018-03, with a time deadline of October 15, 2019. The motion was unanimously approved.

Presentation on New Synthetic Turf Field for Middletown Area School District

Holly Evans, Evans Engineering, Inc., updated the Board on the stormwater project for the New Synthetic Turf Field for Middletown Area School District. Ms. Evans noted that she was before the Board in April with a sketch plan for this project. This new synthetic field will be installed at the intersection of North Union Street by the Pennsylvania Turnpike area location where there are currently two practice fields. Again, this is strictly a stormwater management plan. The plan is now awaiting final approval from the County Conservation District. This is anticipated to occur very shortly. Ms. Evan pointed out that back in April, the plan showed two support facilities. Everything has since been consolidated into one support facility/amenities-type building. The field is basically designed for less intense sports such as field hockey, lacrosse, soccer, etc. Another use will be little league football on the weekends. There is a bleacher arrangement for about 500 visitors. The existing parking will be utilized at the high school, but the plan does provide additional ADA parking. There is also a drop-off provided for buses and students coming in. Walkways will be provided along the field. Ms. Evans explained that all the stormwater is being handled by an underground stormwater detention basin. The issues with the basin along the PA Turnpike were able to be resolved.

In response to a question from Commissioner DeHart, Ms. Evans explained they will be providing ten parking spaces, all ADA compliant. There will be no impact on the existing school parking, just addition of these ADA spaces. Solicitor Henninger added that the Municipal Authority has approved a revised Operations and Maintenance (O&M) Agreement because of the uniqueness of this plan and the fact that they are building facilities on top of existing facilities. HRG was comfortable with the O&M agreement. Commissioner Paul asked if the Planning Commission is

okay with the plan. Solicitor Henninger responded that he did not recall any adverse comments. Commissioner Paul asked if the future sanitary sewer easement is still there. Ms. Evans confirmed that it has not been impacted at all. Commissioner Davies asked about these subterranean detention facilities and how the water escapes from the retention system. Ms. Evans explained how these systems simply hold the water and then release it at a controlled rate. Commissioner DeHart referenced the field itself, and asked what was planned for as far as the rate of rain it can handle. Ms. Evans responded that the field can handle a 100-year storm coming into it; the basin was sized for a 100-year storm. Commissioner DeHart asked the schedule of the project. Ms. Evans stated they hope to go out to bid over the winter months, start construction when the weather breaks, and have it completed and ready for use by the next school year. The Board thanked Ms. Evans for the update.

Modification of plans for Campus Heights Village III

Ambrose Heinz with Stevens & Lee presented a request for modification of approved final plan for Campus Heights Village III, LP, File #PC2018-01, Final Lot Consolidation and Land Development Plan previously approved by the Board of the Commissioners on October 17, 2018. He explained that when the project was originally proposed, it was a consolidation of numerous properties, two of which actually involved little pieces that were orphaned when Lawrence Street was relocated and they were part of the adjoining Campus Heights II project. The intention at the time this plan was proposed and approved was to consolidate those two little pieces with this tract. Unfortunately, the circumstances relating to the neighboring tracts' security and financing has caused an issue with doing this. Attorney Heinz explained the request tonight is to modify the project boundary on the west side to not include those two small pieces; they will remain part of the neighboring tract. The project would proceed as proposed, with the slight adjustment of sliding that building over in order to comply with the approved setback which was approved by variance. Again, these pieces would simply remain as part of the Campus Heights II project and property.

Solicitor Henninger noted there was a lot of discussion over the past few weeks to see if this could be accomplished without going back through the entire approval process. He stated that in both his opinion and the opinion of Ms. Hursh, this is a de minimis change and the plan is not required to go back through the process. HRG also concurs. In addition, the developer has actually required additional properties, so from a stormwater standpoint and an impervious coverage standpoint, it is actually in a better circumstance. Solicitor Henninger added that the lender on

Campus Heights II is different than the lender on Campus Height III. Commissioner Paul asked if the recording of this amended plan will require the Planning Commission to sign-off on it.

Solicitor Henninger confirmed it would, although the Board can legally approve it without it going back to the Planning Commission. The Planning Commission will then need to retroactively approve the modification at its next meeting. Commissioner DeHart asked how far the building will be shifted. Attorney Ambrose explained about 20' over. Again, this is so they will comply with the approved setback. Vice President Truntz asked if there will be any fire or safety issues as a result of this. Solicitor Henninger explained they still meet the setbacks between the buildings.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the amended Land Development Plan for Campus Heights Village III, as presented this evening. The motion was unanimously approved.

PUBLIC WORKS DEPARTMENT REPORT:

Mr. Lanman provided an update on projects of the department, including repairs to two of the large plows, inlet repairs on Spring House Road, crack sealing for the roads anticipated to be paved next year, and outlining of areas needed for base repairs prior to next year's paving work. Park benches at Little Hollywood are being rebuilt with all new wood seats and backs; they will be stained in the spring. Benches, trash cans and bike racks for the Shope Gardens and Old Reliance parks will be laid out and marked for one calls. Excavation will start Monday. A small concrete mixer was purchased to do this at the department's own pace. Several of the Public Works crew went to a demonstration today at Founders Park in Hershey on a piece of equipment called a Ventrac, which can mow up to a 30 degree slope. This would not be a 2020 purchase, but information will be gathered for consideration in 2021. A demonstration will be done here in the fall for a leaf collection/blower attachment. The budget for 2020 has been submitted to Ms. McClain. The offset, right of way mower was also picked-up. It is on the tractor and will be probably be out on the road this week.

Commissioner Davies stated he has an unrelated question, and observed there is a crew installing pipe on Stoner Drive. He asked if the final coat will be put on before the cold weather arrives and paving ceases. Mr. Lanman explained this is the contractor for Buddy's Run. He stated that he does not know the schedule for that work but would have to discuss this with HRG; in the

worst case, they would have to temporarily pave that and then come back next year to do the final paving.

Vice President Truntz referenced discussion on the Ventrac, and noted he is aware of the need for a walk-behind mower for the right of ways and such. He asked if this piece of equipment would be able help with this. Mr. Lanman agreed it would. Vice President Truntz suggested consideration may want to be given to put this purchase on the front burner.

Commissioner DeHart noted the Township usually goes out every so often to survey neighborhoods for trees that property owners may need to trim back. He observed O'Hara Lane, Ebenezer Road, and Blacklatch Lane have trees that probably need trimmed. Mr. Lanman agreed this is typically done throughout the year, with the assistance of Mr. Jenakovich in the Code Department. Main focus has been in Shope Gardens and the Rosedale area. Commissioner DeHart noted he will keep Mr. Lanman informed as he comes across these. Commissioner DeHart also referenced AIP Drive where they flattened out that land across from UGI. The roadway was damaged from this; he asked if they would be helping when the Township goes to pave that.

Mr. Lanman stated that he is unaware of any road damage. He and Mr. Fure agreed to look into this. Commissioner DeHart asked if the Township had heard anything more from PennDot or FedEx about the end of Fulling Mill Road, where the road is getting eaten away from water and keeps getting worse. Mr. Lanman explained that he has not been involved with this, but Ms. Hursh should be able to provide an update. Commissioner DeHart referenced Mr. Lanman's comments about his budget, and asked if he had included the replacement of some of the portable radios. Mr. Lanman agreed that he had put in four radios, at the cost of about \$9,000.

Commissioner Paul stated he has been receiving a lot of positive comments on the inlets that the crew is replacing in Old Reliance. The crew is to be commended for the great job. Mr. Lanman agreed.

Ms. McBride asked Mr. Lanman to provide an update on leaf collection. Mr. Lanman reported that the scheduled collection will run from October 21 thru mid-December, or until the snow hits. Holidays and times of heavy leaf fall could push the schedule back. There are some piles out there already, and the crew will do its best to collect these as time permits.

MANAGER'S REPORT:

Recreation Board Meeting of 9/25/19

Ms. McBride reported that the second Recreation Board meeting which focused on development of the Shireman tract was held on September 25. In addition to the Recreation Board members, the public is attending these meetings and is being encouraged to provide input. There have been some great suggestions made, and the last meeting input was provided on what the current parks offer and what they do not offer. For example, some parks only have swings for small children as opposed to swings for larger children. There is discussion on what needs to be done across the entire Township as opposed to each individual park. More information will be forthcoming, as there will probably be three or four more meetings.

Request by Middletown Area Alumni Association to use garage bay

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve the annual request by the Middletown Area Alumni Association to use a bay at the Public Works Building to work on Homecoming float construction from the estimated time period of October 4 through October 19. The motion was unanimously approved.

ENGINEER'S REPORT:

Shawn Fabian, HRG, referenced the written report and provided updates.

The Township has received FEMA Flood Mitigation Assistance for two properties on Bradford Avenue. Settlement on properties located at 99 and 163 Bradford Avenue has occurred, and pre-demolition asbestos sampling was done this morning. A report with the results should be ready within the next two weeks.

Progress continues on the Greenfield Park Basin Retrofit and Riparian Buffer project, and HRG will present the plan for staff input in the coming weeks.

The Old Reliance and Shope Gardens Parks Stormwater BMPs projects are also nearing completion. A punch list walk of the site was completed, corrective action for the punch list was performed, and the final inspection will occur in the next week. Project final payment request and close out is expected by the October 16 Board meeting.

Mr. Fabian referenced page 15 of the August 21 Board of Commissioners' minutes, which reflects approval of a payment to Mid-State Paving in the amount of \$31,905.75. Subsequent to that meeting, HRG identified that that amount was overstated and the Township paid the correct amount

of \$22,405.75. Solicitor Henninge noted that since it is a lesser amount, it will not require formal approval, but should be reflected in the minutes.

The Rosedale Manor Stormwater project is moving forward. A meeting was held this morning with Suez and the contractor to discuss scheduling for Suez' portion of the project to replace the water main in that general area. Commissioner DeHart asked if there was a meeting with the homeowner in that area who had been here last month to discuss her flooding issues. Mr. Fabian stated they did sit down with the contractor to explore various scenarios of what would provide relief and how it could fit into an early mobilization for them. They did mark out trees for removal on her property and looked at procurement of the two double inlets above her property, replacement of the clogged line and tying back into the inlet in the street to provide some relief over the winter months until they can fully deploy in the springtime. This partial remedy should happen within a month or two, and should resolve the worst issues until the final construction can occur.

Design continues for the Spring Garden Drive Arch Culvert Replacement. The Highland Street and Lumber Street /Greenwood Drive project went out to bid. Award is expected by October 16.

Another joint meeting between the Board of Commissioners and Municipal Authority was held on September 24 to discuss the stormwater utility implementation. In addition, the 2019 Annual Report for the Municipal Separate Storm Sewer System (MS4) Program was completed and delivered. Mr. Fabian stated that Ms. Smith did a good job on the report. There was some discussion on possibly digitizing some of those records to make the process easier for her on future reports.

Mr. Fabian called the Board's attention to two proposals from HRG on the agenda: one for a scope of work for professional planning services for the Township-wide Park, Recreation and Open Space (PROS) Plan Proposal and one for a scope of work for professional financial services for the Redevelopment Assistance Capital Program (RACP) Funding Assistance Proposal. Commissioner DeHart asked if any of these fees will be paid for from the original grant the Township received to do the scope for the Township. Mr. Fabian explained that what they did with the Township-wide Park, Recreation and Open Space (PROS) Plan Proposal was adjust the scope the best they could within the confines of the DCNR grant to match the cost of that approved grant and the 50% match. The final cost on that is in-line with that approval. Commissioner DeHart asked if the scope is now being changed to include the Shireman tract. Mr. Fabian explained it is

the same project and proposal, but was streamlined. It will not require any extra Township money. Commissioner DeHart asked if the RACP grant is to do the grant paperwork necessary. Mr. Fabian explained this is basically to do the business plan. A grant was awarded and accepted by the Township. The next step is the applications which RACP requires, which includes the creation of a business plan within six months of that award. Commissioner DeHart asked if that \$22,000 will come out of the grant. Ms. McBride stated she is under the impression that it will, but could not get a definite answer when she asked. Commissioner Paul asked, for a point of clarification, if it is correct that the Township's portions of these grants will come out of the General Fund rather than the Recreation Fund. Ms. McBride agreed that is correct. In response to a question from Vice President Truntz, Solicitor Henninger confirmed that he had reviewed the language, and found it to be standard, general conditions.

Scope of Work for professional planning services for Township-wide PROS Plan

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve a scope of work in the amount of \$30,000, which includes reimbursables, for professional planning services for the Township-wide Park, Recreation and Open Space (PROS) Plan Proposal, including: development of general information & community background, agency mission statement & goals, public participation facilitation, interviews, a facility & open space inventory, maintenance program review, recreational programs review, financing, recommendations and an Implementation & Executive Summary. The motion was unanimously approved.

Scope of Work for professional financial services for the RACP Funding Assistance Proposal

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve a scope of work not to exceed \$22,000 for professional financial services for the Redevelopment Assistance Capital Program (RACP) Funding Assistance Proposal, including: preparation of the PA Office of the Budget RACP Application and Business Plan, with required exhibits. The motion was unanimously approved. Commissioner DeHart added that grant money is not really free money, as there are often strings attached, such as this expense, that are not known when application is made. He expressed hopes that there aren't many more of these strings.

SOLICITOR'S REPORT:

Solicitor Henninger reported that the Board had met in executive session at 6:40 P.M., prior to this evening's meeting, to discuss a real estate matter.

As part of HRG's report, the Board was provided information regarding the Dauphin County Regional Stormwater Outlook. HRG had received this informational update from the Tri-County Regional Planning Commission and was asked to distribute it to its municipal clients. This initiative will likely be focused on regional stormwater opportunities that municipalities would have a hard time accomplishing on their own. Solicitor Henninger stated this is something the Township definitely wants to stay up to date on and involved with, since there could be significant cost savings in sharing resources looking into the next permit period.

Solicitor Henninger reported that he is Solicitor for the Central Association of Township Commissioners. This past weekend during their fall conference, he had an opportunity to talk to eCivis, which is kind of a one-shop grant management system. Through their on-line programming and software, eCivis provides municipalities the ability to get more indirect costs included in grants. He forwarded this information to Ms. McBride, as it may provide even more grant opportunities.

GOOD AND WELFARE:

Commissioner DeHart reported that MARA met this week, and has a proposed budget. The Olmsted Recreation Board is still being closed-out. The final amount needed from the Township, which was anticipated to be up to \$1,000, should be known soon. Commissioner DeHart added that he plans to attend the Fire Department's Open House, and hopes to see everyone there.

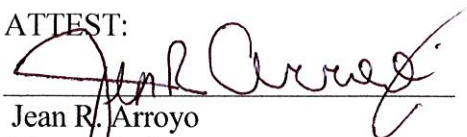
Commissioner Paul added the MARA has submitted its proposed budget recommendations, which will be passed on to the Township's budget committee.

Vice President Truntz thanked everyone for coming out tonight, and thanked the School District for the update on the new turf field, which should be a very nice project.

ADJOURN:

Hearing no other comments, a motion was made by Commissioner Davies, seconded by Vice President Truntz, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 7:52 P.M.

ATTEST:



Jean R. Arroyo
Township Secretary

PLEASE PRINT NAME CLEARLY

OCTOBER 2, 2019 WORKSHOP MTG. – 7 PM

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