

MINUTES

LEGISLATIVE MEETING – OCTOBER 20, 2021

The October 20, 2021, Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt.

Roll call was taken, with the following officials 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
- Michael McAuliffe Miller, Eckert Seamans, Solicitor
- Shawn Fabian, HRG
- Dominic Visconti, Chief of Police
- Brian Davis, MS4 Coordinator
- Kaylee Justice, Planning and Zoning Coordinator (via Zoom)
- Rebecca McClain, Accounting Manager (via Zoom)

Residents and visitors in attendance: (see attached sign in sheet)

Residents and visitors participating thru Zoom: Eric Diffenbaugh,
Patrick Ribec, Virginia Rios, Bobby Appleby

PUBLIC COMMENTS:

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

Linda Raphael, 62 Wayne Avenue, asked for an update on the potential buyout of her area. Ms. McBride reported that a few weeks ago she had met with the County which was possibly seeking funds from the state or federal government. She had told them of this particular area in the Township which floods often, and they agreed to look into it. This morning there was a Zoom call with a representative from HUD. About fifteen other township managers participated in the call. Ms. McBride noted she had again mentioned this area, and the other municipalities seemed to have similar problem locations that flood when it rains. Ms. McBride reported that it is on the radar and welcomed Ms. Raphael to call her anytime for updates.

Mark Cicak, business agent for Teamsters Local 776 in Harrisburg, stated he represents both Non-Uniform and Police employees, and is here tonight on behalf of the police and taxpayers to ask some questions. He asked if the taxpayers know how much the Township has spent on labor attorney costs since 2015. President Wilt noted this is not a question-and-answer period. Mr. Cicak inquired if he could ask questions; President Wilt responded he cannot. Solicitor Miller explained that Mr. Cicak does not have the courtesy of the floor since he is not a taxpayer/resident, but the Board is allowing it. Mr. Cicak noted the agenda shows "public comment" not "taxpayer comment". Mr. Cicak stated that since 2018, the Township has spent \$430,614.55 with Eckert Seamans and Attorney Mike Miller. Mr. Cicak added that on January 29, 2018, he filed a petition for election with the police, and Mike Miller argued this in front of the PA Labor Board and lost, and in front of the Commonwealth Court and lost. He asked if the Board knew that this was already settled case law that he was arguing. Hearing no answer to his question, Mr. Cicak stated he will put all his questions on record then and wait for answers.

Mr. Cicak commented that he does not know if all the Commissioners are aware, but some of the Commissioners approached his members and the Police Department saying that they are not happy with the contract and wished they could do something about it. He stated he would love to speak to the Commissioners in the future if they have this feeling. Mr. Cicak added that he would also like to sit down with the Board at some point and try to have a conversation with the Police to fix some things. He asked that the following questions be put on record: Why did the Township fight the Police Department for a year, calling them security guards and not police officers? These men put their lives on the line every day to protect every resident of this Township. Mr. Cicak added that in his mind, their minds, and a lot of the residents' minds, calling them guards is ridiculous. The Township was awarded \$890,000. How has the Township spent, or plan to spend, this money? What definite plans does the Township have in place for the 2017 acquisition of land to be known as the Shireman Park and why has nothing really been done in four years? Why does the Township allow that land to still be farmed, and does the Township collect any fees for allowing a private citizen to farm what is now public land? During a recent study of the Township roadways, a list was created to show the roads most in need of repairs and/or resurfacing. Were the top roadways addressed based on the recommendations of that study? Mr. Cicak asked if residents are aware that when the police

award came out, the Township implemented some of the award that only favored the Township but did not implement the award that gave raises to the police officers until a few weeks after?

Mr. Cicak again noted that he would love to sit down with the Board to get these answers. He added that Attorney Miller has his cell phone number, and he will be seeing the Board next week if answers can be provided at that time. Mr. Cicak stated he will continue to come back to Township meetings to ask these questions which are not from him but from taxpaying residents in the Township.

Marjie Hartz, 6142 N. Union St., stated she is a life-long resident of the Township, and can confirm that the Police Department has always been the backbone of the Township. The officers responded instantaneously over the years when there were numerous accidents at the corner where she resides. She noted she is aware that the Township has been in a state of transition over the last several years from administration down to the departments. The Commissioners have a unique opportunity to put a stop to this and sit down and work things out. She stated that they are dealing with peoples' lives. Ms. Hartz also inquired if a traffic study has been planned for North Union Street, specifically a speed study. Commissioner DeHart recalled this had been discussed last year, along with several other streets. Ms. Hartz explained that North Union Street has gone from a 22' wide winding country road to at least a mile of 35' wide road that will run into a 22' wide road with an "s" turn. The police cannot legally enforce speed since a traffic study was never done. Ms. Hartz expressed concern with the safety of her grandchildren. In addition, cattle and farm equipment cross that road. Help is needed to control speed. She asked that the Board put aside its differences, work with the Police, and make the Township great again like it used to be. Commissioner DeHart agreed North Union Street is a concern, and the Board does plan to have a traffic study conducted when the roadwork is totally completed.

APPROVAL OF MINUTES:

A motion was made by Commissioner DeHart, seconded by Vice President Truntz, to approve the Minutes of the October 6, 2021, Workshop Meeting. The motion was unanimously approved.

ANNOUNCEMENT OF EXECUTIVE SESSION:

President Wilt announced that on October 5, the Board had met in executive session for personnel reasons.

PAYMENT OF BILLS:

A motion was made by Commissioner Paul, seconded by Commissioner Davies, to approve the Payment of Bills – Warrant No. 2021-09. The motion was unanimously approved.

TREASURER'S REPORT:

A motion was made by Commissioner DeHart, seconded by Vice President Truntz, to approve the Treasurer's Report for September 2021. The motion was unanimously approved.

PUBLIC SAFETY REPORTS:

Police Department

Activity Report for September 2021

Chief Visconti provided a summary of the monthly statistics for September. There were 15 Part I crimes, 25 Part II crimes, 431 calls for service, 1 DUI arrest, 37 traffic citations, 7 non-traffic citations, and 40 warnings. There were 19 motor vehicle accidents, 6,947 patrol miles driven, and 323-foot patrol minutes. The Department had 204.5 hours of paid overtime, and 167 training hours for the officers, most of which were designated for special training for officers to deal with citizens that have special needs. Commissioner DeHart stated that he had talked to a resident off Candlewycke and Powderhorn and Springhouse who expressed concern about drivers going through the stop signs. He suggested there may be the need for some police presence there, or possibly a painted "stop" on the roadway. This is the area right before the playground. Chief Visconti agreed to get some directive patrol out there.

Fire Department

Ms. McBride presented the monthly statistics' report. During the month of September there were 42 calls and 30 responders with an average of 7 personnel per response. There were approximately 27 hours of time in service. There were 7 fire incidents, 11 Rescue and EMS incidents, 1 hazardous condition incident, 2 service calls, 10 good intent calls, and 11 false alarms. Mutual aid was provided to Conoy Twp. (2), Highspire Borough (2),

Middletown Borough (6), PA Turnpike (1), South Hanover Twp. (1), Steelton Borough (2), and Swatara Twp. (3).

MS4/Stormwater

Upcoming Plantings for the Community Roots Program

Mr. Davis updated the Board on the Community Roots Program which was implemented earlier this year to proactively plan where to plant trees as they arrive. The 10 Million Trees Partnership of Pennsylvania recently donated about 175 trees to the Township. As part of the program, most of these seedlings will be planted at the previously approved Swatara Shores location. Some will also be planted in the existing stormwater BMP facilities, mainly the Greenfield basin. Mr. Davis added that all of this will need to happen by the end of the month; otherwise, the seedlings will die. He noted this will not be a major volunteer effort due to the restrictions of access at the planting location. The Swatara Shores location is a good spot for the trees. There were issues with residents dumping there, and this has all been cleaned up. The plantings should help deter this from happening again.

Commissioner Paul asked if the Public Works Department will be doing the planting. Mr. Davis explained that this depends on the availability of the crew but anticipated he will be doing most of the planting. Commissioner Paul suggested volunteers be sought. Mr. Davis agreed this would be helpful, but the main concern is that Swatara Park Road is narrow and not ideal for a large group of people to be working near.

ENGINEER'S REPORT:

Mr. Fabian updated the Board on the Rosedale Manor stormwater project. The Township just received the inspection report from the Dauphin County Conservation District regarding the inspection last month. Comments are presently being addressed. The latest update indicates the pavement crew will mobilize to the site by the end of next week to complete the wearing course pavement.

A list of expenditures for the 2021 Drainage Improvement Project was compiled to show which would be compliant with liquid fuels, which sanitary portions would need to be removed from those liquid fuels, and what remaining costs would be. This information has been provided to Mr. Washinger. These projects include 217 Delmont, Scarlett, Spring Garden in front of the

caterer, Cockley, Swatara and Pennsylvania where there was a failure, and Nissley and Spring Garden.

Mr. Fabian reported that the scoping for the Bryn Gweled infrastructure replacement is going through internal review, as well as the scope for the Richard L. Shireman Park design and permitting scope. Commissioner DeHart asked when the Shireman scope will be ready. Mr. Fabian explained there is an item on tonight's agenda pertinent to this. There is a line-item under RACP for Shireman for \$1,050,000. Of that line item, the Township has been awarded \$300,000, so there is still an additional \$750,000 available on that line item. They are now open to the next round of requests, so it behooves the Township to request the rest of that money. In response to a question from Commissioner DeHart, Mr. Fabian explained there is a 20% thought, plus or minus, on what everything will be in that limited use study. Commissioner DeHart noted the Board of Commissioners should have input on what does and does not go in there, since some of the things are very costly. He suggested the Board be provided a list of items that are being planned, and the Commissioners can then give their thoughts on them before money is spent on designing something that can perhaps be pushed back.

Commissioner Davies referenced the Bryn Gweled scoping and asked if this could be expedited as this needs to be included in next year's paving project list. Mr. Fabian commented that the bulk of it is complete, and he anticipates having the scope presented to the Board for its review and approval in November. Commissioner Paul added that the remaining list of roadways that need to be paved in the upcoming year and even the following year would be nice to see on paper. Mr. Fabian responded that he and Mr. Washinger have been working through this, including what money is already committed for liquid fuels and some of the drainage improvement projects, and what funds are left. This needs to be finalized. There are also some leftover funds from the Dauphin County Infrastructure Bank that could cover one additional culvert replacement. Commissioner Davies agreed this information is essential for the November 3 Special Budget Meeting. He added there was mention of some remaining funds from the infrastructure bank loan. Mr. Fabian commented that there is some money left over from Highland and Lumber. Commissioner Davies stated it would be good to get the Richardson Road culvert work underway as well.

SOLICITOR'S REPORT:

Solicitor Miller thanked Mr. Fabian and the HRG team for working together to clean up some of the development projects. In addition, he noted it would be appropriate for the Board of Commissioners to convene into executive session sometime prior to Unfinished Business so he can update them on some labor and litigation issues.

MANAGER'S REPORT:

Executive session announced

Ms. McBride reported the Board had met in executive session on October 12 for personnel reasons.

Scheduling of Special Meeting to present 2022 budget

Board authorization is sought to schedule and advertise a Special Meeting on November 3 at 6:30 P.M. to present the budget. A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to authorize advertisement of a Special Meeting on November 3 at 6:30 P.M. The motion was unanimously approved.

Vehicle fleet consideration

Over the past several weeks, there has been discussion about going into a vehicle fleet system. Ms. McBride stated she has mixed emotions but is not suggesting it at this time. The Township has an excellent mechanic, and while this fleet system would not alleviate the need for him, she does not feel it is the best option right now. However, this will be a decision the Board needs to make.

Covid issues

Ms. McBride noted the Board has been on top of the covid issue from the beginning. There are presently two employees who are positive and will return to work upon securing a note from their doctors. Staff has been asked to continue to wear masks and use hand sanitizers. She thanked the Board for its ongoing support. In response to a question from Vice President Truntz, Ms. McBride stated that both Chief Visconti and Mr. Washinger have confirmed that covid supplies are adequate.

IT Services

Ms. McBride reported that the Township had a computer issue in December, and since that time the Township has used another company, along with PointSolve, to help with

monitoring. There is a one-year contract, and Ms. McBride suggested they be released with the proper notice since it appears that PointSolve is doing a good job covering any issues. The cost is a few hundred dollars a month. Commissioner DeHart expressed concern with dropping this coverage and stated that it is often better to have more eyes on something. Ms. McBride noted more information will be provided, and at the next meeting the Board will be asked whether it wishes to continue or terminate services with this firm.

Fencing

Ms. McBride stated that Officer Rios expressed concern about a situation where a couple continued to wait in the parking lot to speak to a particular officer, even though they had been told to come back at a later time. He suggested this area be fenced. Ms. McBride stated she was told that this was also suggested several years ago at a safety committee meeting and that plans were even drawn. She explained she is looking for this information. It was also suggested by the Township mechanic that the roof that the police vehicles park under be extended for the safety of the bodies of the cars. Officers wear a lot of equipment, making it necessary to swing the car doors open wider which sometimes results in them bumping the doors next to them. Ms. McBride stated she will be getting more information regarding both items. Vice President Truntz asked if the fencing is just for the police area or the entire perimeter of the property. Ms. McBride stated her feeling would be to install it to prevent people from driving into the police area, and to also protect the officers' personal cars. This would inconvenience the Public Works Department a bit, so the fence would need to have the ability to open. Vice President Truntz added that there are cameras back there now. President Wilt asked why these cameras are not sufficient. Ms. McBride stated she can understand the officers' concerns with these types of situations. Vice President Truntz suggested this at least be looked into.

Future Meeting Dates

President Wilt read aloud the list of future meeting dates:

October 25	7:00 P.M.	Municipal Authority Legislative Mtg.
October 27	CANCELED	Zoning Hearing Board Mtg.
October 28	7:00 P.M.	Planning Commission Mtg.
October 28	6:00 P.M. to 8:00 P.M.	Trick-or-Treat (rain date 10/29)
November 2	7:00 A.M. to 8:00 P.M.	General Election Day
November 3	6:00 P.M.	Recreation Board Mtg.
November 3	6:30 P.M.	Special Meeting of Board to present 2022 budget
November 6	7:00P.M.	Board of Commissioners Workshop

COMMITTEE REPORTS:

Public Safety Committee: Commissioner Paul – no report

Budget and Finance Committee: Commissioner Davies reported that the committee met today to look at the draft copy of the preliminary budget. He noted there are a few points of interests that everyone should be aware of. The current budget year called for an expenditure of \$7,143,000 and the future one looks to be a bit less, around \$6,535,000. There are still many outstanding issues, so these numbers are not firm. To the best of the committee's knowledge, however, it will not require any increased revenues through tax increases. One of the reasons it is down is that there has been a reduction in income tax revenues and reduction in collections of emergency services tax. A lot of this is due to covid and employees either not working or working from home. There is uncertainty as to where employees working from home will be paying their emergency services tax and whether they will be taxed based on the fixed facility or in the municipality where they are working from home. As mentioned, a tax increase is not anticipated, but there may be a very small transfer of money from reserves, probably in the \$25,000 range. Items in this draft budget include expenditures for a policy and procedure document which was previously approved, and paving/infrastructure improvement projects including the Bryn Gweled neighborhood. It looks like there will be a little over \$900,000 specifically earmarked for paving. Commissioner Davies added that in order to prepare for the policy and procedure manual, the Board should perhaps discuss at its next meeting the possibility of an internal control audit in order to look at how things are done and how to improve procedures. This could lead to simple improvements such as outsourcing payroll, which is common with local governments.

Public Works Committee – Vice President Truntz reported that the Department is mowing and has started curbside leaf collection.

Community Development: Commissioner DeHart reported that MARA meets next week. MARA is offering various programs , which can be seen on its Facebook page.

Personnel Committee: President Wilt – no report

CONVENE INTO EXECUTIVE SESSION:

Solicitor Miller requested an executive session for matters of personnel, litigation, and collective bargaining. The Board convened into executive session in the Manager's office at 7:42 P.M.

RECONVENE:

The Board reconvened the meeting at 8:04 P.M.

UNFINISHED BUSINESS:

Resolution No. 2021-R-4 accepting Morgan Drive

A motion was made by Commissioner DeHart, seconded by Vice President Truntz, to table Resolution No. 2021-R-4 accepting Morgan Drive from Craig Morgan and Brian Morgan for dedication to the Township. The motion was unanimously approved.

Preliminary Plan for Kinsley Residential Development

The Board addressed the Preliminary Plan for Kinsley Residential Development, PC#2021-02, 72.2 acres for 103 single-family lots located in the Residential Urban District, submitted by Snyder, Secary & Associates for DHK Residential, LLC. Project is located north of the turnpike and east of Stoner Drive. The Planning Commission granted a 90-day time extension on the plan on July 22, 2021. The plan is due to expire October 20, 2021.

Solicitor Miller referenced a letter from Snyder, Secary & Associates requesting a 60-day extension of time to act on the plan. He noted that both he and the engineer are recommending tabling the plan due to this extension. A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to table the Preliminary Plan for Kinsley Residential Development, PC#2021-02, 72.2 acres for 103 single-family lots located in the Residential Urban District, submitted by Snyder, Secary & Associates for DHK Residential, LLC. The motion was unanimously approved.

NEW BUSINESS:

Furniture First LLC Preliminary/Final Minor Subdivision Plan

A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve the Furniture First LLC (PC# 2021-07) Preliminary/Final Minor Subdivision plan with

waiver request for relief of the preliminary plan requirement. This plan was recommended for approval at the September 23 Planning Commission Meeting. The motion was unanimously approved.

Coble Property Preliminary/Final Minor Subdivision

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve the Coble Property (PC# 2021-03) Preliminary/Final Minor Subdivision plan with waivers and deferrals as previously approved at the June 16, 2021, meeting. Commissioner Paul recalled that the Board had already approved this plan. Ms. Justice confirmed that is correct; however, it was not recorded at the County within the required 90-day time period. There are no changes to the plan itself; this approval is just necessary to record the plan. The motion was unanimously approved.

Jednota South Lot for DHK Lot 2, LLC Preliminary/Final Subdivision Land Development Plan

The Board discussed 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. In response to a question from Commissioner DeHart, Mr. Fabian reported that they had resubmitted a plan that includes additional widening to Rosedale and sidewalks all the way to Whitehouse.

Judd Dayton with Snyder, Secary & Associates, explained the project itself is a warehouse on the south side of Rosedale Avenue, across the street from the D&H warehouse. The question of widening Rosedale and installing sidewalk has been worked through. Between the submittal at the Planning Commission meeting and the plan that is now before this Board tonight, additional improvements have been added which continues the sidewalk to Whitehouse and also proposes to extend road widening from where the construction stopped for D&H just west of the cul-de-sac/turnaround, and also extends curb and shoulder widening the whole way out to Whitehouse. Commissioner DeHart asked the width of the shoulder widening. Mr. Dayton explained it matches what is on the opposite wide of Whitehouse, which is an 11' lane with a 6' shoulder, with one exception where the bridge is where the shoulder was flared in by 2'.

Commissioner DeHart asked if the Planning Commission had seen this revised plan. Mr. Dayton explained the Planning Commission's recommendation was to extend sidewalk to the edge of the property for the warehouse and not the whole way to Whitehouse. They have not

seen these additional improvements but should be very pleased with them. Solicitor Miller stated that if the Planning Commission has not seen this revised plan, it should probably go back to them for recommendation. Commissioner DeHart agreed that he likes these revisions but wants to make sure proper protocol is followed. Solicitor Miller stated the plan can be tabled until the Board's next meeting. The Planning Commission meets next week and can review the revised plan and make a recommendation. Commissioner Paul asked what extent the improvements will exist at the culvert. Mr. Dayton stated primarily construction of an end wall at the end of the culvert. Commissioner Paul asked Mr. Fabian if HRG had looked at this. Mr. Fabian explained that HRG had just received the revised plan this week and has not done a detailed review. Commissioner Paul stated he would also recommend the plan be looked at by HRG and brought to the Planning Commission at its meeting next week. Vice President Truntz agreed that the Board is not trying to be difficult by delaying action but has to make sure protocols are followed so as not to set a precedent.

A motion was made by Vice President Truntz, seconded by Commissioner Paul, to table the Jednota South Lot for DHK Lot 2, LLC (PC# 2021-04) Preliminary/Final Subdivision Land Development plan. The motion was unanimously approved. Commissioner Paul asked if there is any issue with the timeframe on this plan. He asked Mr. Justice when the plan expires. Ms. Justice stated she is unsure but agreed to find out.

Resolution No. 2021-R-9 re: updated signatories for Mid-Penn Bank

A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve Resolution No. 2021-R-9 approving a list of updated signatories for submission to Mid-Penn Bank. Commissioner DeHart asked if the necessary changes to be the document had been made. Ms. McBride explained that Julie Wilt had been listed as a commissioner rather than tax collector. The document before the Board for signature tonight has been corrected. The motion was unanimously approved.

Job Descriptions

Ms. McBride reported that the Township has been working through preparation of job descriptions for several months, the last step being an opportunity for interested employees to meet with consultant Kathy McCool to review their descriptions. The Board has been given copies of the final product; Ms. McBride recommended approval. A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the job descriptions. The motion was unanimously approved.

Appointment of Dale Messick to Planning Commission

A motion was made by Commissioner DeHart, seconded by Commissioner Paul, to approve the appointment of Dale Messick to a vacancy on the Planning Commission (unexpired term ending 12/31/2021). The motion was unanimously approved. The Board thanked Mr. Messick for his willingness to serve and welcomed him aboard.

Bond refinancing

The Board discussed the possible advertisement of a parameter's ordinance for refinancing of bonds. Jay Wenger, Susquehanna Municipal Trust, explained they had been before the Board previously to discuss this opportunity. The market has not moved much since August, so the Township would still be in that \$50,000 - \$60,000 net savings after financing costs. The question is whether the Board would still like to proceed with the expectation that there is a rate fee if it does not proceed with the refinancing – about \$10,000 out-of-pocket. The alternative would be to go out and solicit bank loan proposals. The debt is relatively short and there is a good chance that the Township can get a fixed rate from a bank for the full term. That would preclude the need to pursue the rating process at all, avoiding the fee. An ordinance would not need to be advertised until the bank proposals are gotten back and a decision is made. The bank proposal option would be a zero-cost avenue. If the proposals received do not make sense, it would come back to the decision of whether the Board would be prepared to put some funds at risk for the rating process fee. Commissioner DeHart asked the amount of the outstanding balance. Mr. Wenger responded it is about 3.3 million. Mr. Wenger surmised the Township would be very attractive to banks in the marketplace. Vice President Truntz asked if the transaction costs are cheaper for a bank. Mr. Wenger stated slightly, but not a lot. The Board agreed that it would like to proceed with the bank option.

A motion was made by Commissioner Davies, seconded by Vice President Truntz, authorizing Susquehanna Municipal Trust to issue an RFP for a bank loan to determine interest in the market and report back to the Board. The motion was unanimously approved.

Financial Security Adjustment #2 for Hershey Creamery

A motion was made by Vice President Truntz, seconded by Commissioner DeHart, to approve Financial Security Adjustment #2 for Hershey Creamery (LST Plan 2018-06) in the amount of \$107,573 from \$107,573, leaving a zero balance and releasing the financial security in full. HRG does recommend approval. The motion was unanimously approved.

Application for Payment No. 7 to Doli Construction for Rosedale Stormwater Project

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve recommendation to the Lower Swatara Township Municipal Authority of Application for Payment No. 7, in the amount of \$437,266.24 to Doli Construction Corporation for the Rosedale Manor Stormwater Improvements Project. HRG does recommend approval. Commissioner Davies asked Mr. Fabian if he is satisfied that Doli will be addressing the issues that the Conservation District brought up. Mr. Fabian stated he has been unhappy with the timeliness of those responses. However, they are remobilizing to the site with their paving crew, and that is generally when they take care a lot of the other punch-list items. Mr. Fabian stated he is confident that this will be taken care of in the next week. The motion was unanimously approved.

Proposal from Axxess Networks for upgraded phone system

Ms. McClain presented a proposal for an upgraded phone system. She explained the biggest issue is that the current system will not be supported as of January 2022. Going to a hosted voice system will give many advantageous. One of the advantages is an app that can be downloaded on a computer or a cell phone. Those employees that have company cell phones can call residents or businesses, and the phone number that shows up on the caller ID will be the Township's phone number. It will also give the ability to talk on the computer without a desk phone. Ms. McBride explained this upgrade is necessary because if anything happens to any of the current phone components there will be no support after the end of the year. Solicitor Miller added he had reviewed this proposal and the bidding requirements of the First-Class Township code. Since it is an upgrade of the system, it is appropriate. Commissioner Davies asked if this system includes all the hardware that is necessary for the function of the receptionists and those that answer most of the calls. Ms. McClain confirmed that the staff will all get desk phones which will be very similar to what they use now. Vice President Truntz asked the cost. Ms. McClain responded that it will be approximately \$300/quarter more than the current fee, or about \$2,500/quarter.

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve a proposal from Axxess Networks for an upgrade to the Township's phone system. Vice President Truntz asked if a dollar amount should be included in the motion. Ms. McBride suggested a not to exceed amount of \$2,700/quarter. Commissioner Davies stated he accepts the not to exceed amount

of \$2,700/quarter as an amendment to his motion. Commissioner Paul seconded the amended motion, and the motion was unanimously approved.

Civil Services Rules and Regulations

Solicitor Miller asked that Chief Visconti come forward to help address this item. Before the Board is an amendment to the Civil Service Rules and Regulations. Currently, the regulations have a passing score of 85 out of 100 points on both the written and oral. That is much higher than most agencies. In times when there are a lot of applicants, this is a good thing because you get more qualified applicants. In times like present when there are less applicants, it limits the choices. Solicitor Miller stated that he has previously talked to Chief Visconti about this amendment. Both support the change and feel it will give a broader spectrum of potential candidates. Again, it is in-line with other agencies.

A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the Civil Service Rules and Regulations. The motion was unanimously approved.

Resignation of Travis Norton

A motion was made by Vice President Truntz, seconded by Commissioner Paul, to accept with thanks and best wishes the resignation of patrolman Travis Norton effective October 13, 2021. The motion was unanimously approved.

Township Civil Service List of candidates for police officer

President Wilt reported the next agenda item is approval of the Township Civil Service List of candidates for police officer. Solicitor Miller added his understanding that there are two names on the list that qualified after the written and oral. The Civil Service Commission recently met and certified that list. This certified list does not mean the Board has to make the choice to hire but does give the names of those who can be considered. The Board also needs to certify this list.

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to approve the Township Civil Service certified list of candidates for the position of police officer. The motion was unanimously approved.

Conditional offers of employment

The Board discussed approving conditional offers of employment with the following conditions being the successful completion of: a physical examination, a psychological examination, a polygraph examination, a background investigation, and an interview by the Board of Commissioners. Solicitor Miller stated that Section 5.2 of the Civil Service Rules and

Regulations states "After the Board of Commissioners selects an applicant from the certified list of three for appointment to the vacant position, that applicant shall submit to a physical examination, a psychological examination and a polygraph examination by the appropriate experts". In Section 4.9 which outlines the background investigation, a background investigation is not something that is done after a selection. Generally, the physical exam, psychological exam, and polygraph exam are done after a conditional offer is made. However, the background investigation and interview are usually done prior. Solicitor Miller recommended the Board go ahead with the motion as stated with the understandings that the next time around, the background investigation and interview be done prior to the conditional offer of employment. He noted the Chief is probably doing it this way because there are two on the list and the Township wants to be agile. Solicitor Miller added that the conditional offer means the candidate will have to pass those five conditions; it is not necessarily a full offer. Chief Visconti agreed there are several hurdles for a candidate to overcome prior to being given a formal offer of employment.

A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve providing conditional offers of employment with the following conditions being the successful completion of: a physical examination, a psychological examination, a polygraph examination, a background investigation, and an interview by the Board of Commissioners. In the future, the background investigation and interview by the Board of Commissioners will be done prior to a conditional offer of employment being extended. The motion was unanimously approved.

Transfer of Ed Finsterbush from Laborer to Systems Operator

Solicitor Miller referenced the proposed transfer of Ed Finsterbush from Laborer to Systems Operator, "start rate" effective pay period beginning October 23. He explained that Mr. Finsterbush will be coming into the Systems Operator position at the lowest level set forth in the chart of the negotiated collective bargaining agreement, the first-year rate for a Systems Operator. Solicitor Miller added that he understands Mr. Finsterbush has worked hard and has expressed his willingness and desire to be in this position. With the potential retirement of one of the operators, this will be a good time for him to get up to speed. A motion was made by Commissioner Paul, seconded by Commissioner DeHart, to approve the transfer of Ed Finsterbush from Laborer to Systems Operator, "start rate" effective pay period beginning October 23. The motion was unanimously approved.

Employment searches for Laborer and Administrative Assistant

A motion was made by Commissioner DeHart, seconded by Commissioner Davies, to approve the conducting of an employment search for a laborer and an employment search for an Administrative Assistant. The motion was unanimously approved.

Seeking of additional RCAP funds for Shireman

Ms. McBride addressed the seeking of additional RCAP funds for Shireman for the amount of \$750,000. She explained that about two years ago, the Township was awarded \$300,000 for RCAP funds. There were several six-month extensions granted, with the current extension ending in February of 2022. As Mr. Fabian mentioned earlier, funds are being released again. With approval, Ms. McBride will be putting in a grant request tomorrow to take the additional \$750,000 which will bring it up to \$1,050,000. The original proposal was the whole shebang with costs of about \$2,500,000. There are phases planned, the first phase being about \$1,500,000, the second phase being about \$1,000,000. These can be juggled, but it is a dollar-for-dollar match.

Ms. McBride added that for the first \$300,000, she found out that the minimum the Township can do is \$1,000,000. Therefore, if the Township only takes the \$300,000, it must still put in \$700,000. If the Township takes the \$1,050,000, it must put in another \$1,050,000. The Township does have the ability to do this with park money and some American Recovery money.

A motion was made by Vice President Truntz, seconded by Commissioner Davies, to approve seeking additional RCAP funds for Shireman in the amount of \$750,000. The motion was unanimously approved. Ms. McBride added that she had heard that when the Shireman property was acquired, indication was made that no tax money from residents would be used to improve this. The Township is proceeding along that road with these grants. Vice President Truntz added the park was initially purchased with Sunoco pipeline money and parks and recreation funds. The reason for things proceeding slowly is to identify and take opportunities to provide a nice facility at little or no cost to taxpayers, if possible.

FINAL COMMENTS:

Solicitor Miller asked if Ms. Justice or Ms. McBride had an answer on the plan expiration date for Jednota South Lot. Ms. McBride responded that she was able to find a review letter dated August 10, 2021, but it did not contain that information. Commissioner Paul noted the plan was submitted in June or July. Mr. Fabian stated he will verify when that plan expires, and if there is an

extension necessary, request a letter of extension for Board approval. Solicitor Miller added that it would be useful to have these expiration dates on the agenda so they can be included in the motion.

Commissioner DeHart reported that the Fire Department's Open House this month was well-attended. He added that he was pleased to see the new Smoke Trailer that was donated by UPS. He reminded everyone to be safe on Trick-or-Treat next Thursday.

Commissioner Davies thanked staff, particularly Ms. McBride and Ms. McClain, for reviewing the preliminary budget and thanked Commissioner Paul for his participation and input at this review meeting. A more thorough document will be presented at next month's meeting.

Commissioner Paul stated it is a busy time of year meeting-wise.

Vice President Truntz thanked Mr. Messick for stepping up to fill the position on the Planning Commission. He also thanked those who came out tonight and wished everyone a Happy Halloween.

President Wilt also thanked everyone for their participation.

ADJOURN:

Hearing no other comments, a motion was made by Commissioner Davies, seconded by Commissioner Paul, to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 8:45 P.M.

ATTEST:


Jean R. Arroyo
Township Secretary

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LEGISLATIVE MEETING – 7:00 P.M.

[illegible]