

MINUTES

NON-LEGISLATIVE MEETING

FEBRUARY 1, 2012

The Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:25 P.M. by President Frank Linn, Sr.

The following officials were in attendance:

- Frank Linn, Sr., President
- William L. Leonard, Jr., Vice President
- Michael J. Davies, Secretary
- Thomas L. Mehaffie III
- Jon G. Wilt
- Harry N. Krot, Manager
- Peter R. Henninger, Solicitor
- Richard Wiley, Police Chief
- Steve Anderson, Public Works Director
- Brandon Myers, HRG
- Jean R. Arroyo, Recording Secretary

Residents and visitors in attendance:

- Chris DeHart (LST Fire Department)
- Jim Lewis (Press & Journal)
- Dan Wagner (resident)

MS4 UPDATE:

President Linn introduced Brandon Meyers from HRG, who is here this evening to provide the annual update and public presentation portion of the MS4 (Municipal Separate Storm Sewer Systems) Program, which is mandated by DEP. Mr. Meyers explained that this is year nine of the permit, which has been extended to ten years. There are six minimum control measures that must be met in order to be in compliance: (1) Public Education and Outreach, (2) Public Participation/Involvement, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Runoff Control, (5) Post-Construction Runoff Control and (6) Pollution Prevention/Good Housekeeping. Mr. Meyers explained that the Township continues to meet the requirements of this program. He briefly explained how each requirement is being met, and

noted that he will continue to update the Board on the program requirements of this permit, as they evolve.

Vice President Leonard asked how tabs are being kept on the Susquehanna River Basin Commission. Mr. Meyers explained that the river basin is not involved in this permit. He agreed, however, to check into how notification would be received should pollutants be found in the river basin. He will report back to the Township with this information.

Commissioner Davies questioned the investigation of stormwater outlets, and where they empty into retention/detention pond areas. Mr. Meyers explained that privately owned detention ponds out of the Township's jurisdiction and are also not included in these permit requirements.

President Linn thanked Mr. Meyers for providing the update to the Board.

President Linn stated there are several items which require formal action tonight, and asked that these be addressed prior to the department reports.

A motion was made by Commissioner Davies, seconded by Commissioner Mehaffie, to approve the appointment of Jason Wagner as member-at-large to a one-year term on the Olmsted Regional Recreation Board. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Commissioner Mehaffie, to approve payment of Estimate No. 18 in the amount of \$8,239.71 to Navarro & Wright Consulting Engineers for construction phase services related to the Meade Avenue Project. Mr. Krot noted that the road has been dedicated, but there are still some clean-up of costs filtering through. This project is funded through a federal grant program; the project is billed to the Township but these invoices are then forwarded to PennDOT for payment. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to approve authorization of payment for the Middletown Borough Authority Waste Water Treatment Plant BNR construction upgrades, Requisition 23-A in the amount of \$19,037.01, to Middletown Borough Authority. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Davies, to approve authorization of payment for the Highspire Borough Authority Waste Water Treatment Plant BNR construction upgrades, Requisition No. 20, in the amount of \$2,703.27, to Highspire

Borough Authority. The motion was unanimously approved. In response to a question from Commissioner Mehaffie, Mr. Krot confirmed that this projected should be wrapped-up.

A motion was made by Vice President Leonard, seconded by Commissioner Mehaffie, to approve authorization to direct William Flannery, township labor counsel to retain the services of Debra Wallet to review operational and personnel matters related to the Police Department. The motion was unanimously approved.

President Linn asked the Commissioners to be prepared to have their group photo take on February 15.

POLICE DEPARTMENT REPORT:

Richard Wiley, Police Chief, reported on call statistics for the month of January. There were 8 Part 1 offenses and 49 Part II offenses, 610 service calls, 43cases opened, 20 arrests, 5 suspects, 33 victims, 2 DUI arrests, 71 traffic citations, 11 non-traffic citations, 45 warnings and 116 vehicle investigations.

Chief Wiley thanked the Public Works Department for doing an outstanding job on stripping down and waxing the flooring in the police station. This job was usually contracted out, so having the work done-in house resulted in a cost savings to the Township.

The Police Advisory Board met on January 11, and Jim Kazakavage was elected Chairman of this board. Chief Wiley noted that there is one vacancy on this board, since a member has moved out of state. It is being recommended that this position be filled by Randy Breon. Chief Wiley stated that the Advisory Board would also like to see its membership increase by an additional member. Darlene Stoudt has expressed interest in being appointed to this Board when she retires. President Linn asked that these names be submitted to the Police Committee for a recommendation to the Board. Chief Wiley noted that he has provided this information in a memorandum which was submitted to Mr. Krot.

Chief Wiley informed the Board that car 18-4 is in need of a new engine. The engine block in this vehicle has been cracked since back in October. There are basically two options: put in a used engine or don't replace it. A rebuilt engine would cost approximately \$4,432. He asked the Board to consider this purchase. Vice President Leonard stated that as a member of the Police Committee, he is endorsing this request to purchase a used engine and perform as much of the repair work in-house as is possible. Commissioner Wilt, also a member of the

Police Committee, agreed that he is in favor of replacing the engine as opposed to purchasing a new vehicle. President Linn asked the Chief how many police cars the department presently has. Chief Wiley responded that there are nine marked units, and three unmarked units. Many of these vehicles have a lot of mileage on them. He noted, however, that vehicles are purchased on a yearly rotation schedule, and no vehicles will be purchased this year due to budgetary constraints. Commissioner Davies questioned if there is latitude in the budget for this purchase. Mr. Krot stated it is an unbudgeted expense, but can be looked into. After further discussion, President Linn suggested that the Board accept the recommendation of the Police Committee (Vice President Leonard and Commissioner Wilt) to approve the engine replacement. A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to accept the recommendation to replace the engine block in the police vehicle at a cost of \$4,432, with the understanding that as much of the replacement work as possible be done in-house. The motion was unanimously approved. Chief Wiley added that the Township will get some money back from the engine that is being removed. He thanked the Board for approving the request.

Chief Wiley requested an executive session with the Board upon conclusion of tonight's meeting in order to discuss personnel issues.

PUBLIC WORKS DEPARTMENT REPORT:

Steve Anderson, Public Works Director, reported that the Department borrowed the Borough of Middletown's portable wood chipper from the woody waste complex to clean up brush and shrubbery left over from the flood. This included work on Swatara Park Road, Richardson Road, and Industrial Lane. The Department also repaired the discharge end of the retention pond culvert at the soccer field this week. That completes all of the flood related damage to the Township. Mr. Anderson reported that he is updating the MS-4 report; the Department has cleaned and repaired over thirty manholes and culverts. Work continues on the preparation of FEMA paperwork for flood related expenses.

There is an ongoing issue with water runoff along the right of way behind 2001 Market Street. The Department has put in #2 stones to try to build this up. As mentioned by Chief Wiley, the Department recently performed stripping and waxing of the floors in the Police Department. Continuous vehicle maintenance and repairs are being conducted and include: Truck # 2 – repaired

and adjusted salt spreader controls; Truck # 3 – repaired and adjusted salt spreader controls, and Street Sweeper – repaired wiring harness and switch.

Two members of the department attended weed and pesticide training classes for recertification. Three members of the department attended a presentation of winter maintenance materials, chemicals, and the new asphalt “warm-mix” material and application. The snow event on Saturday, January 21, dropped about 5” of snow. The crews spent about twelve hours treating and plowing the roads. The Department is also putting manhole rings around manholes and water-plugs that were hit when plowing. Since this is a rather expensive project, the Department is waiting for the budget to get healthier to purchase rings to finish this work. Signs on Stoner Drive were replaced in order to be in compliance. Mr. Anderson informed the Board that he is looking into using more crack-sealing on the roads. This gives the roads better life, and is used on linear cracks, like the ones on Spring Garden Drive. The biggest drawback is aesthetics. He also reminded the Board and residents that the dumpster will be available on Saturday, February 4th from 8:00am to noon for use by Township residents.

Commissioner Mehaffie asked if Penn DOT had yet addressed the previous issue with back-up from the pipe on Fulling Mill Road and Route 441. Mr. Anderson stated that it had not, although Penn DOT had indicated that it would be coming out with a TV. truck to televise this line.

Mr. Anderson also informed the Board that the Dauphin County Probation Office would like the Township to participate in a community service project in February. This would involve minor offenders picking up and bagging litter along Township roadways. This “litter crew” would be supervised by a probation officer and would only be picking up litter along Township roads, not state roads. The Township’s role would be to supply vests and rubber gloves to the crew, as well as pick up the bagged trash. In response to a question from President Linn, Mr. Anderson stated that any liability would be the responsibility of the Department of Probation and Corrections. Solicitor Henninger agreed that this is a common procedure and should not present a problem. He suggested, however, that it would still be good to check with the Township’s insurance carrier. Commissioner Davies asked if the crew members would be identifiable or wearing civilian clothing. Mr. Anderson confirmed that they would be wearing vests and civilian clothes. Solicitor Henninger confirmed that these individuals are not part of the prison system, but first time offenders.

FIRE DEPARTMENT REPORT:

Chief DeHart reported that calls for the month of January totaled 46. Upcoming fundraisers include the Roast Beef Dinner on February 19. As previously reported, the bid specifications for the new Heavy Rescue Truck were pulled due to the amount of questions from the vendors at the pre-bid meeting. The Fire Department is close to being finished with cleaning up the specs. Chief DeHart added that the Fire Department and Township now hope to purchase this vehicle through the state's COSTAR's program. Solicitor Henninger agreed that it looks very favorable that this program will be utilized for the purchase. Mr. Krot has been able to touch base with another municipality using this program to purchase a rescue vehicle. Chief DeHart also updated the Board on the new engine. He and Chief Furlong will be traveling to Louisiana on February 23-24 for the final inspection. The engine will then come to the dealer in Lancaster for the final finish work. It should be received by the end of March/beginning of April. The department will then need to participate in intensive training on its use. Chief DeHart noted that the national average for a new engine is \$460,000. The cost of this engine is \$412,000. He stated that this is a no-frills engine.

Chief DeHart reported that the Dauphin County Casino Board and County Commissioners have finished the fire study for the county. He asked if Vice President would like to report on this item. Vice President Leonard explained that this study was drive in part by the many requests for money from the casino funds, a lot on behalf of emergency services. The County looked at redundancy all around the county as well as where there are gaps. Hypothetically, Lower Swatara Fire Department is in good shape in part due to its planning. Chief DeHart noted that the report shows that the oldest on-line vehicle in Dauphin County in need of replacement is actually Lower Swatara Fire Department's rescue truck. He added that the County will be hosting a meeting for fire departments tomorrow at 5:00 P.M. to explain this study. Chief DeHart also reported that one of the findings of the study states that there are sixty-one pieces of out-dated apparatus in Dauphin County, and it would cost almost 12 million dollars to replace this equipment. Obviously, most departments will not be able to do so due to budgetary issues.

Chief DeHart reported that the Department is still working on FEMA paperwork for damages that resulted from the flooding. He also reported that the old fire police vehicle which was donated to the fire police by the Township was recently given back to the Township.

It was noted that the Fire Department and Township still need to select a date to meet and review the Fire Department's budget.

Commissioner Wilt referenced the \$412,000 spent on the engine, and asked if this was covered through gambling funds. Chief DeHart stated that it was not. This purchase was funded entirely by the Fire Department through its investments, budgetary revenue, etc. The rescue truck is the only vehicle being purchased with revenues from the casino grant.

MANAGER'S REPORT:

Mr. Krot stated that Mr. Paul had prepared a transition plan for upcoming retirements, and the budget was set up based on this plan. One of the positions that will need to be filled this year due to an anticipated retirement will be the Department Secretary in the Code Department. Mr. Krot noted that he had provided the Personnel Committee with a tentative timeline for the replacement hiring of this position. He will be requesting authorization to advertise for this position as part of the February agenda.

Mr. Krot also reported on several house-cleaning items that need to be completed, including the new Board photo, Commissioner biographies for the new website, personal contact information for the 2012 Township Directory, and completion and submission of the ethic reports.

BOARD COMMENTS:

President Linn reported that Movie Night at the Shoppes Gardens Park is scheduled for June 23. This is hosted by the Dauphin County Commissioners, Dauphin County Parks and Recreation, Lower Swatara Township and the Lower Swatara Lions Club, and has been extremely successful. The Lions Club provides complimentary food and drink to those in attendance; there were over 200 participants last year.

Commissioner Mehaffie reported that work on the new website continues. The Township is also looking for a more reliable host for its new site. He noted that at the recent meeting of the Olmsted Recreation Board, he and Commissioner Davies had suggested that the Recreation Board look at ways to better identify what programs and activities it offers for Township residents. Commissioner Mehaffie suggested that one way would be to provide a specific link on the Township's new website which will be dedicated to programs of the Recreation Board. He and Commissioner Davies will provide Ms. Arroyo with updates on what is being offered, and she will post these directly on the site. He added that he would also like to ask that a link to the Dauphin County Library System be placed on the new website. Lastly, Commissioner Mehaffie stated that

he would like to see the Board move forward with its desire to have a new Township logo designed. Last year, the Board had discussed the possibility of having an art student at the High School submit some designs for the Board's review. He suggested that since Commissioner Davies had been a member of the School Board, he may be able to provide a contact person for this project. President Linn suggested that the art department at Penn State Harrisburg might also be able to contribute a design. The Board agreed to pursue this project with the art departments of both the High School and Penn State Harrisburg.

President Linn addressed Commissioner Mehaffie's comments about the activities of the Recreation Board, and agreed that he would like to see exactly what activities are offered, since they don't seem to be well advertised. Commissioner Davies, who was appointed Vice President of the Olmsted Recreation Board, stated that it appears from information that was provided that the Recreation Board does offer a surprising array of events, although they may not be annual events. Commissioner Mehaffie, who was appointed Assistant Treasurer of this group, agreed that he and Commissioner Davies will be focusing on working to improve this notification process. President Linn stated that if he can't see progress in what is offered as far as recreation benefits to Township residents, he will not be in favor of financing this expenditure in the next budget. He added that one area that is missing is programs for the elderly. Vice President Leonard stated that in defense of the Recreation Board, the problem is most likely more of a lack of awareness of what is actually offered by the Recreation Board rather than the lack of efforts. He agreed that providing updates on the website is a good idea. Commissioner Wilt asked if there had been any thought given to advertising the programs in the Middletown Shopper, since this would be free. Commissioner Davies agreed that the Recreation Board doesn't often use the local newspapers, since there are advertising costs involved. Commissioner Mehaffie stated that another suggestion offered is to advertise the programs/events on the local radio station that is run out of the school.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

With no further business to discuss, a motion was made by Commissioner Mehaffie, seconded by Commissioner Davies, to adjourn and convene in executive session. The motion was unanimously approved, and the meeting adjourned at 8:06 P.M.

ATTEST:

Harry N. Krot
Township Manager