MINUTES

NON-LEGISLATIVE MEETING – FEBRUARY 3, 2016

The February 3, 2016 Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Thomas L. Mehaffie III. President Mehaffie called for the pledge of allegiance and a moment of silence.

Roll call was taken with the following officials in attendance:

- Thomas L. Mehaffie III, President
- Jon G. Wilt, Vice President
- Laddie J. Springer, Assistant Secretary
- Michael J. Davies, Commissioner
- Todd F. Truntz, Commissioner
- Anne Shambaugh, Manager
- Jean R. Arroyo, Secretary
- Peter R. Henninger, Solicitor
- Erin G. Letavic, HRG, Engineer
- Robert S. Greene, Planning and Zoning Coordinator
- Richard D. Brandt, Police Chief
- Daniel L. Wagner, Public Works Director

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

PUBLIC COMMENTS:

Cathy Samarin, 1300 Spring Garden Drive, explained that she lives in the Woodridge development, which is owned by the Woodridge Homeowners' Association. Her home, as well as four other homes, is on a private drive which is to be plowed by the homeowners' association. However, nobody showed up to plow either Saturday or Sunday. Ms. Samarin stated that she worked Saturday, so she had to contact the police department to ask permission to park her vehicle here at the Township Building. Lower Swatara Township was nice enough to send someone out on Sunday around 3:00 P.M. to help plow them out. Ms. Samarin added that she has family members with health conditions, and 911 would never have been able to get to her home. She implored the Board to see what it can do to put this private drive into the Township's name so that it can be plowed. Solicitor Henninger explained that some loops in the Woodridge Development are private, and not Township roads. The unfortunate answer is that this matter is

between her and the homeowners' association since it is a private road. In order for this private road to become a Township road, two things would have to happen. First, the homeowners' association would have to be willing to turn the road over the Township. Secondly, the road would need to be built to Township standards. Ms. Letavic agreed that it would need to follow today's subdivision and land development specifications. She stated that she is not familiar with this project, since it was done before she came on as Township engineer. Commissioner Davies recalled that this road is narrower than the standard roads, and has no curbing or drainage. President Mehaffie asked what explanation the homeowners' association offered for the lack of snow removal. Ms. Samarin explained that she did not even receive a response to multiple phone calls. She noted that she pays more in homeowners' association fees than others in this development due to the private drive. She added that the two Township police sergeants were wonderful, and expressed hopes that the Township bills the homeowners' association for the plowing the Township performed. Solicitor Henninger recommended that the owners of the five homes on this private drive show up at the next homeowners' association meeting to voice their concerns, and also secure a private attorney if need be.

FIRE DEPATMENT REPORT:

Fire Chief Jason Brown reported that the Department responded to a total of 46 calls for the month on January. 2016 Fire Department Officers are as follows:

Chief – Jason Brown
Deputy Chief - Ken Phillips
Assistant Chief – John Weikle
Engine Captain – Sean Taylor
Rescue Captain – Dan Phillips
Engine Lieutenant – Chad Zimmerman
Rescue Lieutenant- Kevin Zimmerman

The Department completed submission of FEMA Assistance to Firefighter Grant Program (AFG) for replacement of six sets of turnout gear for a total of $24,896.00. It also sold the 1998 GMC Yukon command vehicle. The vehicle inspection was due to expire, and this vehicle was in need of $1,100.00 dollars of repairs to pass inspection. A wholesaler that provided an estimate on value for the decision to repair/sell purchased the vehicle above KBB value. The Department established a committee to replace the vehicle that was planned for in 2016 budget. Last night, it voted to replace that vehicle with a 2016 Chevy Tahoe.

Chief Brown reported that the Department responded to several assistance calls during Winter Storm Jonas and assisted residents who were without heat due to blocked exhaust vents and were unable to clear the snow.

Upcoming events include a stuffed chicken dinner on Sunday, January 17.

President Mehaffie thanked Chief Brown for the invitation to the Fire Department's recent meeting. The meeting was a good one, and President Mehaffie applauded the Department for its assistance during the storm. Chief Brown added that the Fire Department does have a plow truck. During the storm, there were no areas that they were unable to access.

POLICE DEPARTMENT REPORT:

Chief Brandt reviewed the monthly statistics with the Board, and stated that it was another good month with low crime. Total calls were at 585, which is normal. There were 3 DUI arrests, 47 traffic citations, 3 non-traffic citations, and 52 warnings. In response to a question from Commissioner Davies, Chief Brandt stated that the police did not really encounter any major storm related issues. Most people did not attempt to venture out due to the conditions.

PLANNING AND ZONING REPORT:

Mr. Greene referenced the reports on monthly inspections and permits issued. There was no January Planning Commission meeting. A letter from Planning Commission Chairman Chauncey Knopp was sent to President Mehaffie regarding action taken by the Planning Commission on December 17, 2015. This action recommended approval of the zoning map change request submitted by F. Lee Dickerson for properties located along N. Union Street changing from Residential Suburban (RS) to Commercial Highway (CH). There were no Zoning Hearing Board submittals. The Comprehensive Plan Steering Committee met on January 19 to continue review and give input. It also discussed the outline on: Regional Perspective and Local Trends, Assets and Issues, Goals and Early Recommendations, Land Use Alternatives and Next Steps. It is currently at Task 6 on the Project Schedule, which includes Envision Future Land Use, Infrastructure, and Service Areas. It will soon begin Task 7, Draft Action Plans.
Mr. Greene noted that he can provide copies of these outlines to the Board if it would like this information. President Mehaffie suggested it be scanned and emailed to the Board. Mr. Greene agreed to do so. He noted that the next meeting is scheduled to be held on Tuesday, February 16,

beginning at 6:30 P.M. In addition, a meeting is scheduled for Feb. 8 with the consultants and Township staff to review and discuss all matters and any outstanding issues to date. This is in an effort to put together a complete draft for submission to the steering committee at its February 16 meeting. Mr. Greene reported that the Township received notification from Sunoco Pipeline representative Matthew Gordon that it has filed an application with the Susquehanna River Basin Commission (SRBC) for a surface water withdrawal. Sunoco proposes to withdraw up to 2,880,000 gallons per day from the Susquehanna River at a location on property owned by the Highspire Boating Association in the Borough and Township. The temporary water withdrawal will be used to supply water for horizontal directional drilling and hydrostatic testing of the proposed pipeline. In another pipeline matter, Mr. Greene reported that on January 15, he and staff members met with Jeremy Miller and Henry Wills, representatives with STV Energy Services, Inc. to review and discuss its plan for street access and delivery of materials associated with the proposed pipeline construction project. They have since submitted a video of the current conditions associated with the required street bonding. The Township has also received applications from Percheron Field Services for temporary access drive permits and street cut permit applications and is working with them on this prior to taking action.

Commissioner Davies referenced the water withdrawal for hydrostatic testing and drilling, and asked what they plan to do with the wastewater. He asked if they have a wastewater plan that has been approved by DEP. Mr. Greene explained that a plan will definitely need to be in place at each of the sites where they will conduct this activity. Commissioner Davies stated that he wants to be sure there are no water pollution issues as a result of this work. Solicitor Henninger agreed that there are other approvals needed, including easements. Mr. Greene noted that they have been advised that all these approvals are necessary prior to the issuance of any permits. Commissioner Davies asked if there will also be agreements in place with this company and its contractors regarding the routing of extremely heavy water tank vehicles, as he understand that they are quite destructive to road surfaces. Mr. Greene stated that this will all need to be worked out during the application process. It is uncertain yet whether this will even be approved. Commissioner Davies added that he wants to make sure those water trucks are kept off of North Union Street. Ms. Shambaugh explained that the Township has also requested they videotape all the roads in question prior to any work being done. That way, if they are

damaged as a result of the trucks or construction or anything beyond the scope, they will be responsible for replacement or repairs. The Township did receive the first set of tapes last week.

PUBLIC WORKS REPORT:

Mr. Wagner referenced the videos taken of the roadways, and noted that after looking at one, he feels that the Township might need to do its own video work. He then reported that jobs recently completed include spring cleaning the garages, pothole repair, straightening signs, GIS work on state roads, installation of LED lights in the shop, painting and carpet replacement in the Public Works office, and very extensive repairs to the street sweeper. Three of the Department's employees attended a CAP COG MS4 training session which was held here at the Township Building. As part of the MS4 permit, the Department will be mapping storm drains on state roads. Projects currently being worked on include inspecting all plows and trucks after the storm, clearing inlets from the snow storm, clearing intersections and roadways where needed, and addressing all snow related issues.

Mr. Wagner noted that he is seeking approval for the purchase of a Snap-on diagnostic tool. Ms. Shambaugh will be addressing this under the Manager's Report. He added that a $1900 cat filter (exhaust filter) was purchased for a newer style exhaust system. Another item budgeted this year is a lift gate for the 1999 pick-up. Pricing is estimated at $2,500, and the purchase will be made within the next several weeks. In response to a question from Commissioner Davies, Mr. Wagner stated that the Department feels that it can get quite a few more years out of the '99 pick-up, and the mounts and brackets can then be transferred.

The dumpster will be available to residents on February 6, from 8:00 A.M. to Noon.

President Mehaffie thanked the entire crew for an excellent job during the blizzard and thanked the public for their patience during this trying time.

MANAGER'S REPORT:

Ms. Shambaugh reported that the 2016 budget includes the purchase of a Snap-on diagnostic tool which will be used for all Township vehicles. Costs will be split between the Public Works Department and the Police Department. She requested approval to proceed with the purchase, at a cost not to exceed $5,000. A motion was made by Commissioner Davies,

seconded by Commissioner Truntz, to approve the purchase of a Snag-on diagnostic tool at a cost not to exceed $5,000. The motion was unanimously approved.

Ms. Shambaugh reported that in the past week, she has been approached by two separate scouts about potential Eagle Scout projects. She spoke briefly to President Mehaffie about how the Board would like to be apprised of these requests, as well as the process for approval. She recommended that any scout interested in performing a project for the Township could approach a staff member. A written explanation of the project would then be submitted to her. She would, in turn, take that project to the appropriate committee of the Board for review. It would then be brought to the Board as a whole by the scout, who would do a presentation of the project scope. She asked if the Board had any feedback on this suggested procedure. Vice President Wilt stated that he likes this recommended policy. The Board agreed. Ms. Shambaugh will meet with the two scouts to get the process started.

Ms. Shambaugh reported that Alan Knoche, EMA Coordinator, is working with PEMA and FEMA in attempts to get reimbursement for the blizzard. He has been meeting with Mr. Wagner, Mr. Lanman, and Ms. Mundis to obtain the documentation that will be submitted to PEMA this Friday. The reimbursement will be for a 48-hour time frame (the Township selected Friday at 7 PM through Sunday at 7 PM), and about 75% of these expenses are eligible for reimbursement if approved.

ENGINEER'S REPORT:

Erin Letavic, HRG, updated the Board on the Shireman Farm Parcel – DCNR Grant. Quotes have been received for the appraisal which will be conducted in February. A pre-application meeting will be held on February 9. HRG has started the application.

A staff meeting was held yesterday to discuss the MS4 work completed in 2015 as well as 2016 goals. Some weekly meetings were scheduled for the month of February to get staff up to speed. Intentions are to establish more specific standard operating procedures in partnership with the plans already developed. This will allow any staff member to know what needs to be done to support the MS4 program within each department. The goal is to continue to prepare for the DEP inspection

The PADEP permit for the culvert replacement and sewer line stream crossing for the Richardson Road Bridge (funded by DECIB Loan and Gaming Grant) was received on January 22. The detour plan for the summer of 2016 has been sent to PennDOT for approval. The anticipated project schedule is as follows: advertise at the end of February 2016, open bids end of March 2016, Township to award at April 2016 legislative meeting, notice to proceed beginning of May 2016, and substantial completion beginning of August 2016 (complete construction while school is out of session).

The Township received preliminary notice of award for its Greenways, Trails and Recreation Park Grant. Upon receipt and execution of the grant agreement documents, HRG will work with Township staff to complete the park projects, specifically, the Old Reliance Park and the Shope Gardens Park.

Ms. Letavic referenced the truck restriction studies in the Board packets. There are two separate studies: one for Stoner Drive, and one for North Union Street from Route 441 to the Route 283 Interchange. The study for Stoner Drive found trucks to be incompatible with this roadway due to the residential nature of the adjacent land uses. Specifically, a truck maneuverability analysis found that the Route 441 and Stoner Drive intersection and the Rosedale Avenue and Stoner Drive intersection have inadequate turning radii for trucks. Trucks simply cannot maneuver those intersections without impacting the other lanes. The restriction recommended is for trucks over 16,000 GVWR. Basically, a dump truck or greater would not be able to travel on this roadway.

From a geometry standpoint, the study for North Union Street found maneuverability was okay. The problem is that there is no subbase under the layers of asphalt. The traffic analyses found a volume of 4,098 vehicles per day with 6% of them being heavy vehicles. The suggested restriction here would also be for trucks over 16,000 GVWR. Ms. Letavic added that there is also recommendations in the report about signage and where it should be placed to enforce the restriction if the Township decides to move forward.

President Mehaffie referenced the two small businesses on Stoner Drive – Douglas A. Shope Excavating and JC Cobb Small Engine Repair. He asked how this restriction would impact them. Ms. Letavic stated they may get an exemption. Solicitor Henninger agreed that this would need to be investigated. Commissioner Davies stated that this report does indicate that they would be exempted. Solicitor Henninger stated that if the Township does

move forward on the Stoner Drive restriction, one issue would be the turning radius getting off of Route 441. If the Township only signs Stoner Drive, the trucks making that movement will not see the signs until they have started making the movement. Ms. Letavic agreed that before placing the signs, she would recommend staff drive the area to make sure placement makes sense. President Mehaffie requested that Ms. Shambaugh and Mr. Wagner make a personal visit to the two small businesses here to explain the potential weight restriction. Mr. Wagner stated that he believes Mr. Shope will not be impacted, since he uses the access off Spring Garden Drive. He added that be believes that Mr. Cobb does not have any sizeable trucks entering the property, only UPS deliveries.

Ms. Letavic noted that the North Union Street restriction is also one that could impact businesses since drivers intending to go to Fulling Mill Road could go the wrong direction and end up here. Therefore, it might be a good idea to inform the Fulling Mill Road tenants about the potential restriction. She suggested that any industrial user on the Fulling Mill Road corridor, including the quarries, be notified. President Mehaffie asked Ms. Shambaugh to send letters to these businesses.

A motion was made by Commissioner Springer, seconded by Commissioner Davies, to direct the Solicitor to prepare an ordinance establishing weight restrictions on Stoner Drive and on North Union Street from Route 441 to the Route 283 Interchange, and to have staff explore the appropriate signage for Route 441 with PennDOT for the Stoner Drive restriction. The motion was unanimously approved.

President Mehaffie asked that Ms. Shambaugh also send letters to all of the neighboring municipalities about the upcoming weight restrictions, since this may impact their commercial businesses and carries with it a very heavy fine.

Ms. Letavic stated that another study to consider when preparing this ordinance is the one completed for Swatara Township on 80th Street. Signage has been placed for the sake of them enforcing their own restriction, but there is a small section of Township roadway that could be captured under the same ordinance.

SOLICITOR'S REPORT:

Solicitor Henninger reminded the Board that an ordinance amending the calculation of the sewer rates for commercial and industrial users will appear on the February 17 legislative agenda. He also requested a brief executive session immediately upon conclusion of this evening's meeting in order to discuss an intermunicipal agreement with regards to SARAA.

FINAL COMMENTS:

Patrick Ribec, 2143 North Union Street, stated that his question is in regards to new hires for the Police Department, which are desperately needed, and asked what actions have been taken to allow that. President Mehaffie responded that he believes that Chief Brandt has spoken to Ms. Shambaugh about this, and she is in the process of meeting with the Police Committee as was discussed last meeting. Ms. Shambaugh agreed that Chief Brandt did give her the information she had requested, and this has been passed on the Police Committee.

Commissioner Truntz echoed President Mehaffie's praise of the Public Works Department on the fine job it did with snow removal. He had stopped Friday morning, and was impressed with the Department's preparations for the storm: it was a well-oiled machine. He commended the crew for working long hours to ensure that emergency services could get through, and also thanked Michelle Wagner for providing soup for the crew. He stated that he would also like to recognize EMA Director Alan Knoche, who was here all day Saturday to field calls. Mr. Truntz requested a short executive session this evening for a personnel matter.

Vice President Wilt also expressed his appreciation to the Public Works crew and to Mr. Knoche and Ms. Shambaugh for keeping the Board updated on the situation. Vice President Wilt also requested an executive session with the Board for personnel issues, and asked that Chief Brandt stay for the session.

Commissioner Davies thanked the Lower Swatara team for a job well done.

President Mehaffie noted that the Board will be having its official photo taken prior to the February 17 legislative meeting and will need to arrive by 6:30 P.M. that evening.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other business, a motion was made by Vice President Wilt, seconded by Commissioner Davies, to adjourn the meeting and convene into executive session. The meeting adjourned at 8:00 P.M.

ATTEST:

Jean R. Arroyo, Township Secretary

PLEASE PRINT NAME CLEARLY

Board of Commissioners Workshop Mtg. – February 3, 2016, 7 PM

NAME	ORGANIZATION (IF APPLICABLE) OR ADDRESS
CATHERINE SAMARIN	
Bruce + Joanne Halter	
Eric Wise	
JASON BROWN	LOWER SWATARA FIRE Dept
Laura Ribec	
Patrick Ribec	
Michelle Wagner	644 Longview Drive, Middletown
M Pendergrass	BRIARCREEK LN
K. GOTSHALL	HEARTHSTONE LN