

MINUTES

JULY 2, 2014 WORKSHOP MEETING

LOWER SWATARA TOWNSHIP BOARD OF COMMISSIONERS

The July 2, 2014 Workshop 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 followed by 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, Secretary
- Michael J. Davies, Commissioner
- Dominic D. DiFrancesco II, Commissioner
- Samuel Monticello, Township Manager
- Peter R. Henninger, Solicitor
- Erin Letavic, HRG, Engineer
- Richard D. Brandt, Police Chief
- Robert S. Greene, Planning and Zoning Coordinator
- Daniel L. Wagner, Road Foreman
- Jean R. Arroyo, Recording Secretary

Residents and visitors in attendance:

PLEASE SEE ATTACHED SIGN-IN SHEET

President Mehaffie opened the floor for public comment.

PUBLIC COMMENTS: None

PENN STATE HARRISBURG PLANS FOR STUDENT ENRICHMENT CENTER (SEC):

Douglas Gamber and Catherine Hoover from Raudenbush Engineering, along with Don Holtzman from Penn State Harrisburg, presented Penn State's plans for the construction of a new Student Enrichment Center (SEC). Mr. Gamber reported that they had met with the Township staff several weeks ago to provide a preliminary presentation of the SEC, which will

sit nearly on top of the site of the existing bookstore. It will be immediately across the street from the Educational Activities Building (EAB) which is currently under construction.

Mr. Gamber stated that there are several key topics to discuss with the Board. The developer does recognize the need to seek zoning relief for several issues, including setback requirements which may require a variance and the building height which may require a special exception. Another issue is parking as it pertains to zoning. Mr. Gamber explained that from working on the recent High School project, he realizes that parking as it relates to auditoriums is still not well defined as far as what the expectations are. This building will have an auditorium, but it is felt that there is adequate parking on campus right now for the immediate construction of this building.

Mr. Gamber showed the Board images of the proposed building, which will be a three-story structure. He noted that they will make sure that fire protection services are adequate. He asked his associate, Catherine Hoover, to discuss issues pertaining to the land development plan. Ms. Hoover stated that they are working with the Fire Department and United Water regarding fire safety and the water connection. The new EAB building does have a fire access pull off that may be utilized for this building as well. There is access through the service court and adequate turning movement for large vehicles. The other issue is stormwater management, and intensive testing was done throughout the site area; it is anticipated that the volume of infiltration can be adequately handled. Ms. Hoover added that Penn State is looking to incorporate sustainable design features in all of its projects, so these stormwater management facilities will reflect those desires.

Mr. Gamber explained that the replacement of the existing book store is one of the functions of the SEC. The SEC will also include an auditorium for performances, and a spiritual center. Don Holtzman, Penn State Harrisburg, added that this center will put the support activities into one central location. It will include additional food services, a small convenience store, a "living room" type central area for students to congregate, and office space for student services. He referenced the situation with parking as mentioned by Mr. Gamber, and stated that they are not looking to add any students to the campus; they are just giving them another space to work in.

Mr. Gamber stated that in summation, there are five important points associated with this plan: (1) height, (2) setbacks, and (3) parking as they relate to zoning; and (4) stormwater

management and (5) fire protection as they relate to land development. As for scheduling, they hope to appear before the Zoning Hearing Board in two months or so. Once zoning approvals are received, they expect to come in during the fall/winter with the land development plan submittals with intention of starting construction in the spring of 2015 and building occupancy in August of 2016. Basically, there will be a year and a half of construction duration.

Commissioner DiFrancesco referenced the new theater as it pertains to parking, and asked the focus of the activity – student or public. Mr. Holtzman explained that the purpose of the theater is for small ensembles, speakers, etc. While they will certainly be open to the public, they will be student focused. Large scale productions are not anticipated. The theater is expected to have fewer than 400 seats.

Vice President Wilt referenced comments about the student population, and noted that with the continual growth he is not sure the current parking will accommodate what is being planned. Mr. Holtzman agreed that this is a fair issue that will need to be looked into. He added that they are also looking into redoing the walking paths, so that students at the adjoining student housing buildings can walk to campus rather than drive. In response to a question from President Mehaffie, Mr. Holtzman stated that the student enrollment last year was 4,441. He anticipated that it will be over 4,500 this year.

Commissioner Davies asked how close the parking areas are to this new building. Mr. Holtzman explained that parking areas are scattered through the perimeter of the area.

Commissioner DiFrancesco questioned if there are plans to put the bike share system in place. Mr. Holtzman responded that they do have an environmental committee on campus that has been taking a look at this possibility.

HIA PLANS FOR SNOW REMOVAL EQUIPMENT BUILDING:

Dave Spaulding, Deputy Director for Planning and Engineering at HIA, presented to the Board plans for a snow removal equipment storage facility, which is a project closely related to the ongoing demolition of the old terminal building. He explained that they were told by the FAA that they need to have this project under grant for construction this year. The facility will be built on the western-most portion of the site. Plans of the building were shown, and it was noted that it will be used strictly for storage. Nobody will be assigned to this building and nobody will work out of this building. The building will be completely air-side, on the active air

operations area of the airport. During construction, there will be a temporary fence put on the airside so that the construction can be done land side without all the security requirements. The main storage building will be 23,800 square feet. The small triangular piece will be support rooms. There will be one room that can be accessed through the land side, which is the valve room where the Fire Department standpipe will be. The building will be fully sprinklered. Locations of the fire hydrants and connections were shown. Mr. Spaulding reported that they have met with the Township staff several times. The project is currently out to bid, and bids will be opened on July 9. Plans will be submitted to the Township and to the other appropriate agencies, and they will also submit for an FAA grant which is expected to be received in September. The contract should be in place by mid-October, with construction starting sometime after that.

Commissioner Springer asked where the equipment is kept at present time. Mr. Spaulding explained that 80% - 90% of it is stored outside right now, which is hard on the equipment and reduces its lifespan.

Commissioner Davies questioned the approximate distance from the northeast-facing entry and the fence line. Mr. Spaulding responded that it is significant – about 150’.

Vice President Wilt referenced the comment that no one will be working at this building. Mr. Spaulding agreed that people will only be in the building to pull the equipment out, return it, or wash it. No vehicle maintenance to the equipment other than operator maintenance such as cleaning the vehicles, airing the tires, etc. will be performed at this location. Again, this is strictly storage space. Commissioner Davies asked if the area of the old terminal will be a paved area. Mr. Spaulding confirmed that it will be. This project will leave about 2/3 of the site available for development. In response to a question from President Mehaffie, Mr. Spaulding confirmed that this area is part of the KOZ (Keystone Opportunity Zone).

Commissioner DiFrancesco stated that it is quite impressive that 82% of the old terminal building was recycled and did not end up in a landfill. Mr. Spaulding confirmed that the financial impact of this was a \$100,000 credit against the bid.

DEPARTMENT REPORTS:

Fire Department – Chief DeHart – reported that the Department responded to 50 calls in June, with the yearly total thus far at 277 responses. The next Sunday Dinner is scheduled for July 20 (11:00 A.M. until sold out) and will be roast beef. The next Sunday Breakfast is scheduled for July 27 (7:00 A.M. to 11:00 A.M.). Chief DeHart reported that the Department has started working on the Boat and New Special Unit project. He informed Mr. Monticello that he will be in contact with him regarding the quarterly reports that will need to be filed. The new rescue is getting some tweaking and adjustments, and is expected to be in service at the end of July. The old rescue is still for sale. The engine was repaired and returned to service after completion of the warranty work. Chief DeHart referenced two charts he had provided the Board regarding call data, and noted that at this time, 66% of the calls responded to are in Lower Swatara Township. In response to a question from President Mehaffie, Commissioner DiFrancesco reported that he plans to attend the Fire Department’s meeting Monday evening. President Mehaffie asked Chief DeHart to provide the financial information to Mr. Monticello so that he can disburse it to the Board. That way, if any of the Commissioners have questions, they can relay them to Commissioner DiFrancesco and Commissioner Davies.

Police Department – President Mehaffie noted that Chief Brandt was unable to be in attendance this evening, but had provided the Board with a copy of the monthly report.

Public Works Department – Daniel Wagner – stated that he would first like to take the opportunity to recognize Jeff Sipe for his years of service to the Township and community and to the Department for the last several months in his role as Acting Superintendent. He then reported that projects to be completed in July include repairing inlets, finishing the painting of speed lines for the Police Department, repairing roads where needed, completing minor paving projects, grinding tree stumps at the parks and administration building, mowing roadsides, and putting in a small sidewalk for the Fire Department. Jobs recently completed include repairing inlets, digging out and repairing roads with base problems, mowing roadways for the first time, repairing park benches and picnic tables, cutting down two pine trees at the administrative building, cutting down several dead trees in the parks, and weekly mowing and maintenance at the parks. Rodger Mason, the newest hire, has been doing an excellent job with fixing and evaluating equipment. Mr. Wagner also noted that the Township dumpster will be open to residents on July 12, from 8:00 A.M. to noon. Mr. Wagner stated that he had received a call this

afternoon about a sinkhole on Swatara Drive. After inspection, it was found that the problem lies in the storm drain and storm piping system, which is rotted out on the bottom and is eroding everything underneath the roadway. He expressed concern that this is falling along the same footsteps as Riverview Drive, which was not addressed for years and resulted in more problems. He encouraged the Board to keep this in mind, as the Township needs to stay on top of this situation. He also noted that future paving projects will depend on the Riverview Drive project and the costs incurred there. Mr. Wagner extended an invitation to the Board members to accompany him and Mr. Monticello on a tour of the project areas that are planned to be addressed. Commissioner DiFrancesco stated that he would appreciate that, since it is one thing to see a list of road priorities on paper as opposed to seeing them in person. Commissioner Davies added that he would also be interested in a tour. President Mehaffie stated that the Township building looks great after removal of the trees, and there is an improvement with the lighting and visibility. He questioned if there are plans to put a smaller tree at the front of the building to replace the one that had been donated by the Lions Club. Mr. Wagner explained that there are no plans to do this, as he is leery because of the water line in that area. There is an electrical line there as well. Commissioner Springer asked if there were any updates on the sinkhole on Fulling Mill Road. Mr. Wagner responded that he did call PennDOT dispatch again today to advise them that the cracks in the road are getting worse. He was told that they will let their crew know, but it is a slow process. Commissioner DiFrancesco referenced the recent work done by Verizon in his neighborhood (Twelve Oaks) and asked if it is safe to remove the flags from the yards. Mr. Wagner stated that he can either give Commissioner DiFrancesco the contact information or speak to Verizon directly to verify that it is okay to do so.

Planning and Zoning Report – Robert Greene – referenced the report of recent plan reviews and job site visits/inspections, and the report of monthly permits issued. The Preliminary/Final Land Development Plan for Capital Valley Business Park, Building C, located along Kreider Drive, was discussed by the Planning Commission at its June 26 meeting. The Planning Commission recommended approval of the plan, subject to conditions. There have been revisions to the plan, along with attachments, and the Operations and Maintenance Agreement has been forwarded to the Authority. Action on this plan may be requested by the Board of Commissioners at its next meeting. At this time, there are no new applications for the Zoning Hearing Board to consider. Mr. Greene reported that he had compiled a new Subdivision and Land Development

Application form which has been put into use for all future applicants. Included with the new application is an attachment for those filing an Alteration of Requirements. This form has also been placed on the Township's website. On June 5, a meeting was held on-site with Brian Herr, new owner of McKinney's Mobile Home Park, to discuss plans to construct a new access drive turnaround. Work activity is compliant with County and Township Soil Erosion & Sedimentation Control regulations. A meeting was held on June 12 with HIA representatives to discuss the new Snow Removal Equipment Building. A meeting was held on June 10 with representatives from PSU Harrisburg to discuss the new Student Enrichment Center.

Mr. Greene referenced the Spring Street Property, and reported that the Lower Swatara Township Municipal Authority approved the Operation and Maintenance Agreement at its June 23 meeting. The approved Stormwater Management Plan will now be recorded. The Township has received two requests from Ronald Burkholder for reduction in Letters of Credit for the Old Reliance Farms Subdivision Plan, Section 12-B and Section 19. These reductions will appear on the July legislative agenda of the Board. Mr. Greene reported that he has forwarded a response letter to Alan Walker, Secretary of DCED regarding the HIA proposed Compressed Natural Gas (CNG) Fueling Station Project, Alternative and Clean Energy (ACE) project grant request. Mr. Greene asked if the Board would consider authorizing HRG to submit a proposal for the cost to prepare a new updated Township base Street Map and Zoning Overlay Map. There have been a number of changes to the current map since it was last revised on November 28, 2000. The Board acknowledged authorization for HRG to submit the proposal. President Mehaffie asked the time frame for completion of the Strites Road/Longview Drive connection. He noted that several residents have approached him with this question. Mr. Greene stated that while he cannot give a completion date, work is progressing. Commissioner DiFrancesco referenced the letter sent to Secretary Walker at DCED and stated that he does not have a copy. Mr. Greene agreed to provide the Board with a copy of this letter. President Mehaffie thanked Mr. Greene for his efforts in his new position as Planning and Zoning Coordinator, and stated that he has received many nice comments from the public regarding the assistance provided by the Codes/Planning & Zoning Department. He thanked Mr. Greene, Mr. Fure, Mr. Knoche, and Ms. Bibb-Sakr. Vice President Wilt echoed President Mehaffie's remarks, and added that he had spoken to a businessman from Highspire who expressed appreciation to both Mr. Greene and Mr. Fure for their help.

MANAGER'S REPORT:

Mr. Monticello stated that he has two requests pertinent to monetary considerations. The first pertains to a cooperative effort between Penn State Harrisburg and the Press & Journal to welcome new and returning students to the fall session. The business-card size ad would cost \$89.00 and would be placed in the Press & Journal's 7th Annual Penn State University Student Guide. Commissioner DiFrancesco stated that he would support this expenditure, since Penn State Harrisburg is a vital part of this Township. Although the students may or may not vote in this area, they are still constituents while they are living here. Commissioner Davies agreed that it is also a neighborly thing to do. A motion was made by Commissioner DiFrancesco, seconded by Commissioner Davies, to approve the \$89.00 expenditure for an ad in the Penn State University Student Guide. The motion was unanimously approved.

Mr. Monticello stated that the second request is from the Middletown Public Library for a \$250 donation to sponsor a car class at the Borough of Middletown's first-ever car show event which will take place on August 23 from 10:00 A.M. to 3:00 P.M. in downtown Middletown. President Mehaffie explained that Lower Swatara Township is taxed by the Dauphin County Library System. The Middletown Public Library, however, is independent of the Dauphin County Library System. It is funded by the state, however, so Township residents may also use this library. He confirmed that many Township residents do indeed use it, and he would endorse this sponsorship. Commissioner DiFrancesco agreed, and added that Middletown has been struggling to keep the library, which is an important asset to the community, open. A motion was made by Commissioner DiFrancesco, seconded by Vice President Wilt, to approve the \$250.00 expenditure to support the Middletown Public Library's fundraiser. The motion was unanimously approved.

Mr. Monticello requested the Board convene into a brief executive session immediately upon conclusion of tonight's meeting in order to discuss personnel matters.

ENGINEER'S REPORT:

Erin Letavic, HRG, referenced the MS4 Program and informed the Board that the annual report was submitted to PADEP. The Greenfield Well is currently under design and on-schedule. A Dauphin County Infrastructure Bank (DCIB) loan was filed with the Department of Community and Economic Development for the Richardson Road Bridge project. A CDBG

(County Development Block Grant) will be submitted next week for a portion of the debt service for the DCIB loan.

Ms. Letavic reported that she has been working with Mr. Monticello and Mr. Wagner on proposed park improvements for Shope Gardens and Old Reliance Farms. In front of the Board this evening is an aerial photo of the existing park, grade out features that could be potential future improvements, and bolded features that are proposed improvements for a grant application. Phase I of the potential park improvements, assuming the grant is received, will be related to playground equipment improvements. The Township will be pursuing the full amount of funding, totaling \$250,000. Engineering costs are included in the event that any of the improvements need to be bid out. Ms. Letavic noted, however, that it is her understanding that the Public Works Department should be able to install the majority, if not all, of these improvements. Ms. Letavic stated that no action is needed tonight; she is just asking for Board feedback. Commissioner Davies asked if the plans for the Shope Gardens playground are taking into account the work that will be done on the Nissley Drive bridge. Ms. Letavic agreed that this will be part of the design. President Mehaffie observed that rubber matting is the major cost of the proposals. Mr. Monticello explained that he is familiar with the use of rubber matting, and noted that it is very durable and alleviates the need to constantly replenish the mulch. He highly recommended it. President Mehaffie added that St. Joan of Arc in Hershey is now using rubber mulch in its playground, and it is very impressive. Mr. Monticello clarified that the rubber matting being proposed is actually poured into the area and is solid, not mulch. Ms. Letavic compared it to a rubberized track surface. She stated that from a cost perspective, it would probably be good to look at both materials. President Mehaffie added that the Township also has a Recreation Fund that must be utilized in a period of time. Solicitor Henninger agreed that any shortfalls for these projects can be covered through the Recreation Fund, with is totally separate from the General Fund. Recreation funds must be used for equipment and land. Ms. Letavic informed the Board that the grant application for these park improvements, through the Greenways, Trails and Recreation Program, is due July 21, 2014.

President Mehaffie referenced the agenda item regarding a Proposal for Professional Engineering Services, as submitted by HRG, for Riverview Drive Drainage and Paving Improvements. He suggested the Board wait until the legislative meeting to act on this item in order to fine-tune the cost factors for this project.

SOLICITOR'S REPORT:

Solicitor Henninger referenced a letter in front of the Board dated July 2, 2014 from Tim Edwards at HIA/SARAA regarding its sewage planning module. This module has been on the Board's agenda for some time now, and will soon expire. Right now, the parties involved are working on some calculations and may need additional time. Therefore, this letter requests an additional 90-day time extension. A motion was made by Commissioner Davies, seconded by Vice President Wilt, to grant a 90-day time extension on the Susquehanna Area Regional Airport Authority (SARAA) sewage planning module for the North 29 Area (land where Sheetz and other commercial properties are planned to be built). The planning module was due to expire on January 23, 2014. The Board of Commissioners granted 90-day time extension on January 15, 2014 and April 16, 2014. The planning module is due to expire on July 22, 2014. With approval of the 90-day time extension, the planning module will expire on October 20, 2014. The motion was approved by a 4 – 0 margin, with Commissioner DiFrancesco abstaining since he is a member of the SARAA Board.

Solicitor Henninger added that another item in front of the Board tonight is a sample resolution in support of Senate Bill 1111 and House Bill 1845, relative to proposed reform of Act 111. This draft was provided by the State Association, of which he is Solicitor and of which President Mehaffie is an Executive Board Member. Act 111 is the Police and Fireman's Collective Bargaining Act which has been in place since 1968 without any changes. There are cost concerns regarding the selection of arbitrators. One big concern all along has been that neutral arbitrators should really be from the area in which the municipality is located. There are also some issues with the openness of the process. Solicitor Henninger stated that this draft is just for Board review tonight, although the State Association will be seeking the support of its member municipalities. President Mehaffie stated that there are about seven modest changes proposed in this reform, but noted that he would first like to get more information from Amy Sturges and the PA Municipal League. If the Board so desires, it can then take action at the legislative meeting. Commissioner DiFrancesco stated that he would be more comfortable passing a resolution that specifies what the Board is trying to achieve and/or accomplish rather than one that just states support for a particular bill number. He noted this will be a controversial issue, although he agreed that the system does need to be reformed. Solicitor Henninger noted that he had just received this draft yesterday; he will obtain additional information for the Board.

President Mehaffie reported that the Township had two employees retire effective July 1. Long-time employee Marylou Rittner retired from her position as Financial Administrator. President Mehaffie noted that Ms. Rittner has been an integral part of this municipality for many years. He wished her well, and expressed hopes that she enjoys her retirement. Jeffrey Sipe, Systems Operator and Acting Public Works Superintendent, also retired from his position. Mr. Sipe was a key employee for the Municipal Authority for many years. President Mehaffie thanked him for his service and wished him well in his retirement.

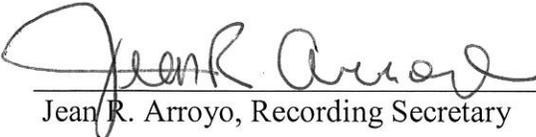
FINAL COMMENTS:

None

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

With no further business to discuss, a motion was made by Vice President Wilt, seconded by Commissioner DiFrancesco, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 8:27 P.M.

ATTEST:


Jean R. Arroyo, Recording Secretary

PLEASE **PRINT** NAME CLEARLY

Board of Commissioners Workshop Mtg. - July 2, 2014

NAME	ORGANIZATION (IF APPLICABLE) OR ADDRESS
DAVID SPAULDING	SARAA-HIA
Mike Williams	
David Benner	Urban Engineers
Don Holtzman	Penn State Hbg
Doug Gambar	Raudankush Eng.
Judson Goldsborough	ARORA ENGINEERS
Noelle Barrett	P&J
Phyllis Zimmerman	PennLive/Patriot-News
Chris DeW	KDL