

## MINUTES

### JUNE 3, 2015 WORKSHOP MEETING

#### LOWER SWATARA TOWNSHIP BOARD OF COMMISSIONERS

The June 3, 2015 Workshop Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:05 P.M. by President Thomas L. Mehaffie III. Pledge of allegiance and roll call was dispensed of, since it was taken at the Special Meeting which just adjourned.

The following officials in attendance:

- Thomas L. Mehaffie III, President
- Laddie J. Springer, Secretary
- Michael J. Davies, Commissioner
- Dominic D. DiFrancesco II, Commissioner
- Samuel D. Monticello, Township Manager
- 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 Superintendent
- Jean R. Arroyo, Recording Secretary

Absent:

- Jon G. Wilt, Vice President

Residents and visitors in attendance:

PLEASE SEE ATTACHED SIGN-IN SHEET

President Mehaffie welcomed the visitors to the meeting and opened the floor for public comments.

#### PUBLIC COMMENTS:

Mark Imler, 1794 Brentwood Drive, explained that he is a resident and a USPS Business Development Specialist. Part of his job is to reach out to local communities and put together a “Grow Your Business Day” Event. He would like to host one here at the Township Building. Basically, it would be advertised locally to all business in Lower Swatara Township. The

seminar would involve discussion on direct mail marketing and shipping. The Board expressed no objection to Mr. Imler scheduling this event, and asked him to coordinate this with Mr. Monticello.

DEPARTMENT REPORTS:

Fire Department – Chief DeHart – referenced a report about mutual aid that was previously requested by the Board and explained how the data was collected. Calls for the month of May totaled 36, which brings the total for the year so far to 256. Chief DeHart reported that the PennDOT emergency turnaround is in rough condition. Mr. Wagner agreed that this can be addressed with a few truck loads of stone once PennDOT gives its okay. Chief DeHart reported that June 21 is the baked chicken dinner fundraiser. President Mehaffie referenced the MS4 program, and noted that the Fire Department will be asked to become more involved in this. Ms. Letavic explained the Township in not asking the Fire Department to change its procedures, only to document things. Specifically, anytime a fire event or hazardous situation impacts the stormwater system or a creek, it needs to be reported to the Township and recorded. Ms. Letavic asked Chief DeHart to send her a copy of the report that the Fire Department currently use. They can then discuss adding a line or two to address the MS4.

Police Department – Chief Brandt –referenced the monthly report and reviewed call and crime statistics for the month of May. It was another very good month, with low crime. There were 645 total calls for service. There were 12 total arrests, 4 DUIs, 39 traffic citations, 3 non-traffic citations, and 36 warnings. Patrolman Randy Richards just completed training for the motor carrier assistance program and is now certified to inspect trucks. Chief Brandt reported that this past weekend, there was a mini crime spree in which thefts from vehicles occurred in Old Reliance Farms and Twelve Oaks. All these thefts were from unlocked vehicles, and one hand gun was stolen. Ultimately, this led officers to Fairview Township where the two suspects were arrested with Lower Swatara Township police leading to their capture. Chief Brandt praised the Township’s two detectives and the patrolman involved for their excellent work. Chief Brandt also reported that Officer Steve Sassani will be retiring at the end of the month after a long tour with the Township. President Mehaffie suggested the Board honor him with a citation. Commissioner Davies asked if the fraud reported was mostly targeted at senior citizens. Chief Brandt responded not necessarily. Most of these were internet or phone scams. Commissioner

Davies also questioned the average time for an officer to perform a truck inspection. Chief Brandt explained that it takes the officer between one to two hours to perform a full truck inspection.

Planning and Zoning/Codes Department – reported that the Final Land Development Plan for Allied Properties located at 2751 Spring Garden Drive, Industrial Warehouse addition, File #2015-01 was recorded on May 7. The Final Land Development for Penn State University, Student Enrichment Center, PSU Campus, File #2014-03 is not recorded yet. The Township is waiting on the O&M Agreement execution, posting of the Security Agreement and receipt of Letters of Credit for sanitary sewer and site improvements before plan is recorded. There will probably not be a Planning Commission meeting in June. There was no Zoning Hearing Board Meeting in May. Mr. Monticello, Mr. Fure, and Mr. Greene met again with Joe Messick regarding completion of improvements and paving of private drives and roads in the Woodridge Development. He has contacted three paving contractors and is looking to approve a bid soon with expectations for paving later this year. Staff also discussed the need for Messick Construction to provide a Bond or Letter of Credit to assure and cover the estimated cost for final paving of Overlook Drive, Phase 2, Section 8. Mr. Greene will be attending a webinar hosted by PCCA on May 29 giving an update on the PA Alternative Energy Code. Staff is scheduled to meet with Michael Peters, General Code, on Friday, June 12 to review and discuss a proposal for Codification Services to update the Township's Code of Ordinance. Following the meeting, Mr. Greene will prepare a report with recommendations and present it to the Board at a later meeting. The Township has received written notification authorizing to proceed with preliminary field engineering for the Middletown AMTRAK Station project located in the Borough of Middletown and Lower Swatara Township. The preliminary work includes location of existing utilities and plans for any needed relocation. A utility field view is scheduled for June 17 with all affected utilities. The anticipated letting date for the project is April 14, 2016 according to the letter received. Mr. Fure and Mr. Greene attended a meeting with SARRA, HIA on the proposed Compressed Natural Gas (CNG) project scheduled to begin in the near future. The proposed site will be located on the west side of the Airport Connector highway giving easy access to vehicles traveling the nearby highway systems. Mr. Greene will begin working soon with Michelle Brummer, Gannett Fleming, with the implementation of the Comprehensive Plan to establish a Plan Advisory Committee Team. It is recommended that the committee consist of

not more than fifteen members and include representation from: Board of Commissioners, Planning Commission, business community, recreation, Historical Society, residents, Dauphin County Planning Commission or Tri-County Planning Commission, and other individuals deemed relevant to the cause. As requested by the Board, Mr. Greene has begun working on the task of researching documentation of older developments in an effort to bring closure of any outstanding improvements including final paving, updating letters of credit, security agreements, maintenance agreements and deed of dedication. A progress report will be provided in upcoming meetings. Commissioner DiFrancesco referenced the committee to review the comprehensive plan, and suggested that someone who speaks for the farmers be represented. President Mehaffie stated that John Strite may be interested. He asked how soon the committee needs to be formed. Mr. Greene responded as soon as possible. Dan Magaro asked to be on this committee. Mr. Greene added that Mr. Monticello had indicated that someone from the Williams farm would like to serve on the committee. Commissioner Davies suggested that someone from the parks or recreation boards be represented, as well as an individual from the retail community. Commissioner DiFrancesco stated that Lori Yeich would be ideal with her knowledge. He added that a commercial realtor would also be beneficial. President Mehaffie asked the Board to submit names to Mr. Greene. The Board will vote on appointment of the committee members at the June legislative meeting.

Bonnie Kiner asked what input the public has on the temporary soccer field that Penn State is planning for her neighborhood. She explained that she was informed that the fencing will have slats to block the view of the field. Ms. Kiner explained that she would rather be able to see the games than have to view a solid fence. President Mehaffie explained that Penn State's plan for the slatted fence is for the protection of the neighbors. He asked that she speak to her neighbors to get their feelings on the slatted fence before the Township approaches Penn State. Ms. Kiner also expressed concern about the runoff from that field. She observed the use of sump pumps to pump the water out onto the street.

Public Works Department – Daniel Wagner – asked to first address Ms. Kiner's comments about the sump pumps. One of the employees had informed him of the pond on Dauphin Street being pumped out. He visited the site and observed muddy water running down onto Route 230. He asked them to shut off the pumps immediately, and contacted HRG about their question of putting a filter sock on the pump. The Soil Conservation District was also contacted and after

further discussion, they were told it is permissible. They resumed pumping again today. The water is cloudy, but it is contained sediment. It appears that they are meeting their obligations at this point. Ms. Letavic agreed that HRG has been reviewing this project. Her colleague stopped by to do an inspection and confirmed that they are meeting the requirements of the site plan. Mr. Wagner updated the Board on current and future projects. The Public Works Department has been busy in the parks with mowing. All Township streets have been swept except for a few locations on state roads. Road repairs include working on Candlewycke and Blacklatch to prepare them for paving next year. The Township mechanic is working on the bed of the oldest dump truck which was falling apart. The street sweeping stockpile is in the 200 – 220 ton range. Mr. Wagner and Ms. Letavic are working on arrangements for disposal. The Department did sweep the School District parking areas for them. Mr. Wagner reported that he identified some of the worst infrastructure here in the Township. The list is lengthy. He is prioritizing things, and is attempting to compile a two to three year replacement plan. Ms. Letavic has put numbers to them. Mr. Wagner stated that he hopes to have the plan ready for the next meeting, and will need direction from the Board. The reality is that the Township had to spend significant money on Riverview Drive, and these situations will continue to occur if not addressed. It is unfortunate that things were left go, but the Township needs to move forward and take the bull by the horns. He has identified the worst pipes that are rotted out and roads that need the most attention now in order to get both underground work and roads done. He added that he is also looking at an equipment replacement plan and would like to come up with a 25-year plan for the Board to review. Mr. Wagner reminded residents that the dumpster will be open on June 6, from 8:00 A.M. to Noon. Commissioner DiFrancesco referenced the state of the roads, and stressed that the Board needs to discuss this, as it is important not to get any further behind. Roads do come with a heavy price tag and all the regulations do not make it any easier. He noted that certain roads, regardless of the price-tag, will have to be looked at for infrastructure repairs. President Mehaffie agreed that the last few winters were devastating on the roads. He asked Mr. Wagner if he is asking that the Board move on this now, beyond budgeted amounts. If necessary, the Capital Improvements Fund can be used for this type of expense. Commissioner DiFrancesco stated that rainy day funds are used on rainy days, and it is raining. Mr. Wagner agreed that it will be necessary to go above and beyond the budget. Liquid Fuels money that is received from the state each year is not keeping up with the needs. With MS4 requiring more

and more time, it is difficult for the Department to keep up with normal maintenance. Mr. Wagner added that the water company is looking to do some work on Strites Road in 2016. The Township can hopefully partner with them as far as cost sharing. He stated that the Township needs to do more of this type of cost sharing with utilities. Commissioner Davies asked what utility was working along Route 441 towards Souders Mini-Market. Mr. Wagner stated that this was a subcontractor of UGI. They were running natural gas lines. Mr. Monticello added that he had made contact with UGI regarding where the gas lines will be going. Information will be forthcoming. Commissioner DiFrancesco asked if the Township is up to date on fees and the way it handles new road cuts. Solicitor Henninger said he is not certain. President Mehaffie suggested Dan Cohen review this. Solicitor Henninger stated that he had just received a proposal from Mr. Cohen to do a complete right of way review. He will forward it to the Board.

#### MANAGER'S REPORT:

Mr. Monticello stated he had one item for formal action tonight. A motion was made by Commissioner DiFrancesco, seconded by Commissioner Davies, to approve the Collective Bargaining Agreement of January 1, 2015 to December 31, 2018 between the Lower Swatara Township Board of Commissioners and the Lower Swatara Police Civic Association. The motion was unanimously approved.

Mr. Monticello requested the Board convene into executive session immediately upon conclusion of this evening's meeting in order to discuss three personnel matters.

#### ENGINEER'S REPORT:

Ms. Letavic reported that the annual report submission to PA DEP for the Municipal Separate Storm Sewer System (MS4) will be completed in time for the June 30 deadline. Ms. Arroyo had provided copies of the all documentation that staff has been completing for inclusion in this report.

An update was provided on the Richardson Road Bridge (DCIB Loan and Gaming Grant). A site visit for UGI utility coordination is scheduled for June 4. A detour plan will be completed early in the project in the event that the Township needs to close the road prior to construction.

PennDOT has approved a signal timing change to the Fulling Mill Road and Union Street traffic signal to provide free operation, instead of operation coordinated with the signal at the interchange, earlier than previously approved. The permit changed the free operation from 9 AM to 8:15 AM. Once it is confirmed that the change is made to the signal, contact will be made with FedEx to confirm that the change has improved the safety of the intersection during its peak dispatch time in the morning.

President Mehaffie referenced the Greenfield Well Irrigation project. He asked about the warranty, as he is concerned that things will work correctly. Ms. Letavic stated she is not certain, but believes it is a 12-month warranty. She agreed to check into this.

President Mehaffie thanked Ms. Letavic for the nice presentation earlier this evening on the parks.

#### SOLICITOR'S REPORT:

Solicitor Henninger referenced previous reference tonight to Dan Cohen, special counsel who assists the Board with such matters as its cell tower ordinance. The Township did update its cell tower ordinance a few years ago, but there are a lot of changes as technology moves forward. Mr. Cohen also submitted a utility right of way proposal, and stated that he would be glad to talk to the Board about the proposal. Solicitor Henninger will get this information to the Board. President Mehaffie asked if Solicitor Henninger could make contact with Mr. Cohen and ask him to attend the July workshop meeting. Solicitor Henninger agreed to do so, and added that he had read in last month's meeting minutes that there was discussion about Verizon. Mr. Cohen also negotiated the Verizon contract, so he can make sure that Verizon is in line with what it is required to do per the agreement. Mr. Monticello explained that he had made contact with Verizon about the question of when FIOS will be coming to the different areas. He had spoken to eight individuals who all told him that they are looking at other areas to expand to, but could not provide a specific timetable. Commissioner DiFrancesco added that the Board could also request Verizon to attend a future meeting to answer these questions.

President Mehaffie noted that there is a vacancy on the Police Pension Advisory Board and the Non-Uniform Pension Advisory Board due to the resignation of long-term member Alex Billy. A motion was made by Commissioner DiFrancesco, seconded by Commissioner Springer, to approve the appointment of Tim Knoll to fill an unexpired term on the Police Pension Advisory

Board and on the Non-Uniform Pension Advisory Board. Term will expire on December 31, 2015. The motion was unanimously approved.

FINAL COMMENTS:

Commissioner DiFrancesco questioned if the Township has a dollar limit on the advertising that it can place for things like community calendars. Solicitor Henninger explained that there are no dollar limits. It is a very gray area since ads are paid for through tax dollars. In response to a question from Commissioner DiFrancesco, Solicitor Henninger stated that he feels something like a "Happy Memorial Day" ad in the local paper would be permissible. Commissioner DiFrancesco explained that he was approached about the Township advertising in the Press and Journal for a campus guide for students at Penn State Harrisburg. Commissioner DiFrancesco stated that he is a very vocal proponent that the area should embrace these college students. He feels information about the Township hours, emergency phone numbers, services, etc. would be helpful. Solicitor Henninger agreed that this should not be a problem, since it is an informative piece about the Township for the benefit of the students. President Mehaffie stated that he feels this type of advertising makes more sense than a "Happy Memorial" Day message. Mr. Monticello added that the Township did participate in this campus guide last year; he will provide last year's information to the Board.

President Mehaffie thanked the public for coming out tonight to the special park meeting and the workshop meeting.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

With no further business to discuss, a motion was made by Commissioner DiFrancesco, seconded by Commissioner Springer, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 8:45 P.M.

ATTEST:

  
Jean R. Arroyo, Recording Secretary

**SIGN-IN SHEET**  
**Lower Swatara Township**  
**Park Development Public Meeting**

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