

MINUTES

MAY 6, 2015 WORKSHOP MEETING

LOWER SWATARA TOWNSHIP BOARD OF COMMISSIONERS

The May 6, 2015 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 (via telephone)
- Michael J. Davies, 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:

- Laddie J. Springer, Secretary
- Dominic D. DiFrancesco II, Commissioner

Residents and visitors in attendance:

PLEASE SEE ATTACHED SIGN-IN SHEET

Solicitor Henninger stated that Vice President Wilt will be participating in tonight's meeting via telephone, as permitted under the laws of the Commonwealth. He had phoned Vice President Wilt just prior to the opening of the meeting, and confirmed the password with him.

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

PUBLIC COMMENTS: None

DEPARTMENT REPORTS:

Fire Department – Chief DeHart – reported that the calls for the month of April totaled 27, which brings the total for the year so far to 217 calls. The new utility was delivered and sent out to have the equipment mounted and lettering done. It will be put in service by June. The new boat went online, and the Department is expecting delivery in July. A water rescue class will be held in June. After the boat is delivered, the Department will take the rescue boat class. Chief DeHart referenced several graphs depicting alarm data. So far this year, 1:00 P.M. seems to be the busiest time of the day, while the slowest time is around 4:00 A.M. He noted that about 60% of calls are now in Lower Swatara Township. President Mehaffie asked if there is a way to know how much mutual aid comes into the Township. Chief DeHart agreed that he can obtain these figures for the next meeting. Chief DeHart also announced that there will be a soup and sandwich fundraiser next Saturday from 11:00 A.M. to 2:00. The Department is trying something different now that the Biker Breakfast fundraiser has been discontinued.

Police Department – Chief Brandt –referenced the monthly report and reviewed call and crime statistics for the month of April. There were 545 total calls, which is relatively low. There were 19 arrests for criminal charges, 7 DUI's, 30 traffic citations, 10 non-traffic citations, and 22 warnings. Chief Brandt noted that fraud is an ongoing problem, and warned residents not to divulge personal information through the phone or email. President Mehaffie referenced the fraud on April 15 in conjunction with the IRS income tax filing deadline, and asked if anyone had actually fell victim to this. Chief Brandt responded that the good news is that while the Department received many calls about this, none of the callers had divulged any personal information.

Planning and Zoning/Codes Department – reported that the Final Land Development Plan for Allied Properties located at 2751 Spring Garden Drive, Industrial Warehouse addition, had been conditionally approved by the Board on March 18. All conditions have now been met, and the plans are here tonight for Board signature. President Mehaffie noted that Commissioner Springer, Township Secretary, will not be able to sign the plans until he returns from vacation. Solicitor Henninger asked if the Township has an Assistant Secretary. President Mehaffie stated that it does not, and questioned if Commissioner Davies could serve in this role. Solicitor Henninger confirmed that he could. The Final Land Development for Penn State University, Student Enrichment Center, PSU Campus, was also given conditionally approval by the Board

and will be recorded once the conditions have been addressed. There will most likely not be a Planning Commission meeting in May. The Zoning Hearing Board did not have any hearings in March. A Stormwater Management Plan Application was submitted for Mack Trucks, Inc. located at 2800 Commerce Drive. The project includes parking expansion, storm water management facilities and temporary erosion and sediment control facilities. The O&M agreement was submitted to the Municipal Authority for review and approval at the April 27 meeting. Following completion of all review comments, the plan will be recorded. Mr. Greene reported that he will be attending a PennBOC meeting that will include a two hour Code Training Workshop on May 12 to be held at the PSATS Code Training Center. A sign permit application packet was submitted for the Capital Logistic Center properties that include business identification signs along Capital Lane and directional signs along SR230 and Meade Ave. Mr. Green and Mr. Fure met with Bob Barbush regarding use of property located at 1862 W. Harrisburg Pike for use and occupancy of car parking facility and general business office at the existing building. They also discussed with Mr. Barbush possible storm water management plans for properties at 171 Tioga Ave. and 276 Wyoming St. to pave the existing gravel parking lots including designated open vegetative areas. Mr. Greene noted that he had been in contact with Brian Morgan regarding the final paving of the streets in the Morgan's Run development including required inspection of existing infrastructure, bonding and 18 month maintenance period. Commissioner Davies asked if the car parking facility along Harrisburg Pike will be a commercial lot. Mr. Greene agreed that it will be, and is affiliated with the Airport parking.

Public Works Department – Daniel Wagner – reported that April was once again a very busy month for the Public Works Department, with the main focus on the parks and ball fields. Mr. Wagner noted that he would like to acknowledge Ed Finsterbush, who was hired last year, on successfully passing his CDL B test. The Department had several vehicle inspections that were not kind on the vehicle budget. Rodger Mason, Township Mechanic, was able to get the second new truck fully functional, which has been extremely beneficial. The Department has been street sweeping continuously since March, and is about half way done. The salt orders which were placed at the beginning of March have finally been received. For the month of May, the Department will continue to work in the parks and perform a lot of road work. Mr. Wagner thanked Middletown for bringing its ladder truck up on Monday to help the Department change

two light bulbs at Memorial Field. Mr. Wagner concluded his report by reminding residents that the dumpster will be open on June 6, from 8:00 to Noon.

President Mehaffie asked that the Board take action at this time to appoint Commissioner Davies as Assistant Secretary to the Board. A motion was made by President Mehaffie, seconded by Vice President Wilt, to appoint Michael J. Davies as Assistant Secretary to the Board of Commissioners. The motion was unanimously approved.

MANAGER'S REPORT:

Mr. Monticello reported that bids for four pieces of surplus Township equipment were publicly opened on May 4, 2015 at 2:00 P.M. He suggested the Board act on approval of the high bid for each vehicle.

A motion was made by Vice President Wilt, seconded by Commissioner Davies, to approve the award of the high bid for the 1996 Chevy 2500 Pickup Utility to Mark Motors, Inc. (Maple Shade, New Jersey) in the amount of \$1,675.00. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Wilt, to approve the award of the high bid for the 1998 Jeep to Marks Motors, Inc. (Maple Shade, New Jersey) in the amount of \$775.00. The motion was unanimously approved.

A motion was made by Vice President Wilt, seconded by Commissioner Davies, to approve the award of the high bid for the 2005 Ford Crown Victoria to Bayridge Motors, Inc. (Staten Island , New York) in the amount of \$399.00. The motion was unanimously approved.

A motion was made by Vice President Wilt, seconded by Commissioner Davies, to approve the award of high bid for the 2008 Dodge Charger Sedan to Bayridge Motors, Inc. (Staten Island, New York) in the amount of \$3,255.00. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Wilt, to accept the resignation of Tammy S. Blymire, Financial Administrator, which was effective April 17, 2015. The motion was unanimously approved.

A motion was made by Vice President Wilt, seconded by Commissioner Davies, to approve the hiring of Lisa M. Mundis as Director of Finance and Administration, effective May11, 2015. The motion was unanimously approved.

A motion was made by Commissioner Davies, seconded by Vice President Wilt, to approve the hiring of Rebecca McClain as Assistant to the Director of Finance and Administration, effective May 18, 2015. The motion was unanimously approved.

ENGINEER'S REPORT:

Ms. Letavic reported that another staff meeting was held yesterday to discuss the MS4 program, and she is pleased to report that there has been progress made over the past months.

The DCNR grant was submitted for new playground equipment, picnic tables, rain gardens, ADA walkways, and benches. Award is anticipated at the end of 2015.

The Greenfield Irrigation Project is substantially complete. Completion of punch list items is underway. Pavement restoration has been completed. Seed and topsoil have been placed but not according to the specification. Paperwork-related administrative items are also being completed.

Engineering is underway for update of the traffic signal at Fulling Mill Road and North Union Street. Funds provided for the land development project at 140 Fulling Mill Road will be utilized on engineering, permitting, and service to the existing equipment at the intersection.

On the agenda this evening is a recommendation to approve the final pay application to B.P. Paterson, the contractor for the Riverview Drive Project. Ms. Letavic noted that it is her understanding that the amount on the agenda will need to be adjusted slightly. Mr. Monticello agreed that the amount should be \$14.57 less, bringing the total to \$10,810.14. Commissioner Davis stated that he would reluctantly make a motion to approve payment to B.P. Paterson Inc. for Final Pay Application, dated April 2, 2015, for the Riverview Project in the amount of \$10,810.14 (split equally by Township and Authority). He stated that he is less than satisfied with the contractor's paving skills, but understand that the engineer feels it is acceptable and a temporary circumstance. The motion was seconded by Vice President Wilt, and unanimously approved. In response to a question from President Mehaffie, Mr. Wagner confirmed that the Township will be paving this street.

Ms. Letavic reported that prior to tonight's Board meeting, the Recreation Board had met to discuss grants already applied for as well as future grant funding. There is a desire to get the public more involved in the planning side. To date, recommendations have mostly come from

staff. Ms. Letavic explained that thoughts are to make improvements that are more meaningful to the public and will result in more use of the parks. President Mehaffie explained that the two parks that are earmarked for improvement are Shope Gardens and Old Reliance. However, the Township is interested in input from the public about needs at any of the parks. He noted that the Board will be having a Special Public Meeting on June 3, at 6:00 P.M., to talk about the parks and receive input from the community. Emails will be sent to the soccer and baseball/softball community, and flyers will be posted at the parks themselves. President Mehaffie also asked Ms. Arroyo to advertise the meeting in the Press & Journal.

SOLICITOR'S REPORT:

Solicitor Henninger reported that at its last meeting, the Municipal Authority had accepted the resignation of Donald Martino. The Board of Commissioners will also need to accept his resignation and fill this vacancy. Solicitor Henninger noted that Mr. Martino has been a wonderful asset to the Municipal Authority. President Mehaffie added that as commissioner-liaison to the Municipal Authority, he has worked with Mr. Martino over the years and agreed that he has been a real asset to the whole community. He wished him well. A motion was made by Commissioner Davies, seconded by Vice President Wilt, to accept the resignation of Donald Martino from the Municipal Authority, effective immediately. The motion was unanimously approved.

Solicitor Henninger noted that he had received the final documents for the DCIB loan and everything seems to be in order; the anticipated settlement date is May 15. No further action is required from the Board on the loan, except signing documents at a later time.

FINAL COMMENTS:

Commissioner Davies stated that the Board will miss working with Ms. Blymire, and wished her well in her new position. President Mehaffie agreed that she did a wonderful job for the Township and will be missed.

President Mehaffie requested a brief executive session to discuss personnel matters.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

With no further business to discuss, a motion was made by Commissioner Davies, seconded by Vice President Wilt, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 7:45 P.M.

ATTEST:


Jean R. Arroyo, Recording Secretary

PLEASE **PRINT** NAME CLEARLY

Board of Commissioners Workshop Mtg. – May 6, 2015

NAME	ORGANIZATION (IF APPLICABLE) OR ADDRESS
Chris DeLeon	FDLS
Donald Adams Kreiser	
DAN MAGARO	1315 PHEASANT RUN