

## MINUTES

### NON-LEGISLATIVE MEETING – MAY 4, 2016

The May 4, 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:

Ray Honeycutt presented the Board with correspondence that he had received from the water company. President Mehaffie asked that this be turned over to Solicitor Henninger for review, and added that other residents of the Township may have received this.

#### FIRE DEPARTMENT REPORT:

Chief Brown reported that there were 33 calls for April, with 264 personnel responding and an average of 8 personnel per response. He referenced charts showing incident break downs and mutual aid summary. Upcoming events include the May 15 Stuffed Pork Chop Dinner. Chief Brown reported that the department will be moving forward with accepting the donation by Gulf Oil LP Petroleum Terminals (former PPC), and will place into service a Class “B” Foam Trailer (450 gallon) as well as replacing the current pickup to tow the safety trailer. The

department has also established a committee to work with the Township and Life Lion EMS to discuss the potential of the Life Lion EMS cohabiting at the fire station. The department has been working on an apparatus replacement plan to project future benchmarks. Currently, the committee has identified that Tanker 59 is three years beyond its recommended service life of twenty. Also, the pump on it is deteriorating. The pump test will actually be back next week. The committee has also looked at the current and future department needs. Given current manpower and reduction of service area where the tanker is needed, the committee recommended to the department to work towards a plan to reduce the size of the fleet. The recommendation is to replace the tanker with a piece that also has the capability to function as an engine. This would combine the functions of Tanker 59 and Engine 59 into a single dual use piece that better supports the current and future operations of the department.

Commissioner Truntz asked if there would be a compromise to public safety if the Seagrave is not replaced. Chief Brown explained that as it stands right now, the department needs the flow capacity to maintain the Class 3 ISO rating in the Township. If the two pieces of equipment are combined, the department would ensure that it has the capabilities of both. The current tanker provides the water but does not necessarily have the ability to move that water. Combining both would mean a larger pump on a light piece of equipment in order to accomplish both tasks with one piece of equipment.

President Mehaffie asked if the department is preparing to do a grant presentation this year with the Dauphin County gaming commission for this piece of apparatus, or is planning to pursue this in 2017. Chief Brown explained that it depends on the results of the pump test. The manufacturer of the pump is unwilling to do anything with it given its current age. This pump is no longer manufactured, and was already rebuilt once. The individual who did the rebuild does not wish to take the task on again. Chief Brown explained that the department is preparing for the "what ifs".

President Mehaffie congratulated the Fire Department on a fantastic 60<sup>th</sup> anniversary banquet Saturday night, and thanked the department for inviting the Commissioners. Chief Brown thanked the Board for the representative it provided throughout the day at both the banquet and housing ceremony.

## POLICE DEPARTMENT REPORT:

Chief Brandt reported that Part 1 crimes were up slightly from last month, while Part 2 crimes were down a bit. There were 607 total calls for service, 28 total cases, 37 traffic citations, 13 non traffic citations and 67 traffic warnings.

At the last meeting, the Board had requested Chief Brandt look into pricing for speed signs. He had contacted Swatara Township, which uses All Traffic Solutions, a vendor that is on the state contract. Derry Township also uses this vendor, and both municipalities are happy with it. Chief Brandt stated that the unit he would recommend is the same style used by Swatara Township. It is a sign board that can be connected to any sign or portable sign. The total cost is \$4,665. The style that Derry Township uses is slightly different. This style is generally put on a trailer, but is a free standing unit. It also has an expanded sign board with messaging capabilities, which Derry Township uses for all its events. The price for this unit is \$5,968. The final option is the full trailer version, which would cost \$10,000. Chief Brandt added that all pricing includes software which would be able to generate reports including reports on speeds, traffic counts, etc. President Mehaffie noted that the Township's mechanic may be able to put the pole version on some type of trailer if need be. He suggested this possibility be discussed with him. President Mehaffie stated that he likes this idea, since it could be set anywhere rather than mounted in one spot. Chief Brandt agreed, but stated that the trailer would be a problem in some areas such as Shope Gardens, which has narrow streets. The pole version might be a better option, since it can be used on any type of pole and then locked into place. In response to a question from Vice President Wilt, Chief Brandt confirmed that all three units have pretty much the same capabilities as far as speed and traffic counts. Vice President Wilt stated that for a little bit more money, he feels the message board style might be the best option.

## PLANNING AND ZONING REPORT:

Mr. Greene referenced the monthly reports on inspections and permits. He noted that Mylin Messick recently passed away. Staff is working with his son Joe Messick to try to get the two older construction trailers removed from the site. The Planning Commission met on April 28 for a continued review of the Final Subdivision Plan for William's Manor, a 25 lot subdivision plan, File #2016-01, located on Lumber Street, submitted by R.J. Fisher Eng. & Assoc. on behalf of Rhodes Development Group, Inc. The Planning Commission took action to

recommend approval with numerous conditions. The main issue is the sewer interceptor on Lumber Street. The Zoning Hearing Board held a hearing on April 27 for a zoning variance request from Scott & Courtney McCall for property at 2 Heatherwood Circle to construct a 6' high fence in the front yard area of the property. The Zoning Heard Board granted the variance as requested. An application for a variance was submitted by David Tshudy on behalf of Fritz Lee Dickerson IV, Ashton C. Dickerson, Thomas Steele, Fritz Lee Dickerson III, Ann M. Korb, Timothy S. Santoro, and Sherry L. Santoro. The applicants are requesting relief from Section 27-502 (permitted uses in the R-S District) and Section 27-508 (lot coverage regulations in the R-S District) of the Zoning Ordinance. A tentative date of June 8 is being looked at for the hearing but has not yet been confirmed with legal counsel. Solicitor Henninger explained that if the Board of Commissioners is inclined to take a position either in favor of or against a requested variance, it needs to authorize him as its Solicitor to attend and present the position of the Board. He suggested the Board be given a copy of the application to review and be in a position to give him direction at the next meeting. Mr. Greene reported that the Comprehensive Plan Steering Committee held an Open House meeting for the public on April 7 at the Lower Swatara Fire Hall to discuss the proposed draft plan. Michelle Brummer gave the presentations that included draft recommendations for the 10-year plan. The committee also met on April 12 to discuss the comments and ideas that generated from the open house meeting, revisions needed to the draft Plan update, and the advance draft Plan update to the Planning Commission. The next step will be a Public Meeting to hear comments. He and Don Fure met with representatives of FedEx located at 2030 N. Union St. to discuss plans for construction of a second access drive off of North Union Street for employee vehicle access with upgraded security system. The applicant may need a zoning variance for lot coverage, and submission of a stormwater management plan, zoning and building permits and road access permit. Dan Wagner, Don Fure, Erin Letavic and Mr. Greene recently met with Catherine Prince, Raudenbush Eng. to discuss a possible grant from the National Fish & Wildlife Federation – Chesapeake Bay Stewardship Fund Grant offered to municipalities for Restoration and Community Stewardship and Stormwater Management Funding for Technical Assistance. This provides eligible applicants technical engineering services for projects that enhance local capacity to more efficiently and effectively restore the habitat and water quality of the Chesapeake Bay and its tributaries. It does not, however, cover any construction cost. More information and details regarding this program will

be presented at a later time. An on-site meeting with Scott Fisher, HRG, Carl Dupes, Facilities Mgr. Mid-Atlantic Corp., Don Fure and Mr. Greene was held at 1201 Fulling Mill Road to investigate a number of small sink holes that continue to develop on the property. Further investigation along with remediation proposals will be looked into. The Township has received a Letter of Map Revision from Evans Engineering, Inc. for the FEMA FIRM Map Revision report for the MRPI Fulling Mill, L.P. 140 Fulling Mill Road property. A copy of the revised map panel was submitted for the Township to keep on file for future reference and use, and public notification will be given on behalf of this change.

#### PUBLIC WORKS REPORT:

Mr. Wagner noted that this week has been challenging with the weather. The department has not been able to do much mowing at the parks, but will keep at it. In addition, the crack sealing machine that was rented for eight days on Monday was not able to be used. The company has agreed to give the Township another eight days starting next Monday. After this work is done, Alpha Line painting will be called in.

Mr. Wagner reported that one of the department employees came in at 4:00 A.M. this morning to finish street sweeping the School District's campus. This afternoon, the department finished screening the sweepings and hauled them off the property. Mr. Wagner thanked the Middletown Borough for allowing the Township to use its screener.

The department's newest employee, Hayden Crick, successfully passed his CDL test this past week. Two employees also attended flagger training through PSATS, and one attended training on PA One calls. Mr. Wagner reported that the dumpster will be open for residents this Saturday, May 7, from 8:00 A.M. to noon.

Mr. Wagner updated the Board on discussions regarding signage and crosswalks for Old Reliance Farms. The Land Development Plan does not specify the locations for crosswalks, speed limit signs, etc. He did provide Ms. Shambaugh with some figures to get the signage up to date and to install crosswalks, but will need some direction from the Board as far as scope of work. He asked if the Board would like to address the area from Powderhorn Road to Candlewycke Drive north now. Signage and crosswalks for the last two phases of this development should probably be addressed. Commissioner Davies asked how often the crosswalks are redone. Mr. Wagner explained that they are redone once a year in the fall. Time

will be needed to lay out the new crosswalks, but the work can be easily fit into the schedule. President Mehaffie also asked if pricing had been obtained for the pedestrian right of way signs that are placed in the middle of the crosswalks. Mr. Wagner reported that the cost for these is approximately \$325/each through COSTARS. Commissioner Davies asked what methodology would be used to determine the placement. Mr. Wagner stated that he had spoken to Eric Stump at HRG who confirmed that crosswalks would be placed at intersections. ADA ramps are already in place. President Mehaffie added that as far as the pedestrian right of way signs, he would suggest that they only be placed in intersections where drivers might think there is another stop sign but there is not. President Mehaffie asked Mr. Wagner to put together a plan of where he feels these should be placed and bring it back to the Board.

Commissioner Truntz commented that the fields were in nice shape for Opening Day on April 23. This is the largest event here in the Township, and draws about 300 families. He noted that he had received many compliments, and asked that Mr. Wagner extend his thanks along to the road crew.

Mr. Wagner advised the Board that three quotes have been obtained for the installation of the new electronic scoreboard at Memorial Park. A meeting will be held Monday with Ms. Shambaugh and Jason Wagner to finalize this. He will keep the Board updated.

#### MANAGER'S REPORT:

Ms. Shambaugh stated that the first item under her report is consideration of Resolution No. 2016-R-6, which recognizes Alan Knoche and his 16 years of service to Lower Swatara Township. Ms. Shambaugh read aloud the Resolution: *"Whereas, throughout his sixteen years with Lower Swatara Township, Alan J. Knoche worked tirelessly to promote the safety of the Township's residents, businesses, and all who visited; and Whereas, Alan has been a strong leader as the Emergency Management Director to the Township and was the steady person in times of crisis (Tropical Storm Lee, Winter Storm Jonas) and was committed to his community; and Whereas, his sense of humor, kindness, energy, graciousness and willingness to help anyone who needed it has enriched those fortunate enough to know and work with him, and; Whereas, Alan has decided to retire from Lower Swatara Township effective April 29, 2016. Now, therefore, be it Resolved: On behalf of the Board of Commissioners of Lower Swatara Township, the staff and its residents, we recognize the significant contributions of Alan J. Knoche over the course of his distinguished career*

*and; Extend our sincerest wishes for a wonderful retirement which has been duly earned.*

*RESOLVED this 4<sup>th</sup> day of May, 23.*” A motion was made by Commissioner Truntz, seconded by Vice President Wilt, to approve Resolution No. 2016-R-6. The motion was unanimously approved.

President Mehaffie remarked that Alan Knoche was, and is, an asset to the community. From the TMI drills to dealing with disasters, he was best in the county, bar none. President Mehaffie noted that he has even heard this from the County officials. Mr. Knoche spent countless hours here during storms to make sure the residents were safe. He has also had a difficult job in his role as Code Enforcement Officer, but did a great job dealing with people and complaints.

Vice President Wilt added that in times of crisis, Mr. Knoche knew how to react and how to console people. He added that on a personal note, while he and his wife were in Florida for her liver transplant, he received many encouraging emails and kind words from Mr. Knoche.

Commissioner Truntz stated that he is new to the Board, but will never forget the big snow storm this year. While everyone else was at home, Mr. Knoche was hunkered down here at the building putting the Township’s interest ahead of his own. He stated that it has been a pleasure working with him, and wished him the best.

Commissioner Springer also thanked Mr. Knoche for an outstanding job, and stated that he is not sure one person can fill his job.

Commissioner Davies agreed with Commissioner Springer, and added that nobody would take the time that Mr. Knoche did to go through the enormous amount of FEMA paperwork to make sure the Township received its compensation. He stated that he admires Mr. Knoche’s work ethic, and will miss him delivering the Board packets on Fridays.

The Board then presented a Certificate of Recognition to Mr. Knoche.

Ms. Shambaugh stated that she understands that the Board would like to table the next item under her report, a request to approve moving 2 million dollars into an eight-month CD with Centric Bank. President Mehaffie agreed that the item will be tabled until the next meeting.

Ms. Shambaugh reported that Patrick Quinn, a scout who lives in the Township, has presented the idea of doing his Eagle Scout project in the Township. The project would consist of placing new notification signs in each of the Township parks. Six park drawings were submitted – Georgetown Park, Rosedale Park, Shope Gardens Park, Woodridge Park, and Greenwood Hills Park – showing the proposed location of the signs. The signs would be wooden with PBC posts and would have the name of the park with “Lower Swatara Township” underneath. Ms. Shambaugh

stated that if the Board is interested in this project, Mr. Quinn has agreed to attend the May 18 Board meeting to give a full presentation. The Board directed Ms. Shambaugh to invite Mr. Quinn to the next meeting.

Ms. Shambaugh reminded the Board that it had partnered with the School District to pursue a peer to peer grant application through DCNR which would allow for a feasibility study on the parks and recreation facilities within the School District's area. The study would review the facilities and determine if, and what, additions are needed. This grant was submitted on April 13. This past Monday, the Township heard back from DCNR that available funds for School Districts have tightened up a bit. The Township could, however, act as the applicant rather than as the supportive role. The School District in turn would then act as the supportive role. Nothing else would change. The scope of the project would remain the same, and all information gained would then be shared with the School District to determine what additional fields are needed and where. Ms. Shambaugh explained that if the Board agrees to assume the applicant role, she and Ms. Letavic will work together to flip the existing application over into the Township's perspective. In response to a question from Vice President Wilt, Ms. Shambaugh confirmed that this switch will not obligate the Township more financially. President Mehaffie reminded the Board that this encompasses the entire School District which includes Middletown Borough and Royalton Borough. Ms. Shambaugh agreed, and stated that the two boroughs would be notified to switch their letters of support from the School District to the Township. A motion was made by Commissioner Springer, seconded by Commissioner Truntz, to approve the assumption of the applicant role to Lower Swatara Township for the peer to peer grant. The motion was unanimously approved.

Ms. Shambaugh reported that representatives from Public Financial Management, Inc. (PFM) are here tonight to present information on the potential re-funding of one of the Township's bonds. She introduced Scott Shearer, Zach Williard, and Ben Kapenstein to the Board, and they provided a brief background on PFM and its operations, along with a summary of the Township's debt and an explanation of a Series of 2011 refunding opportunity. While the Township usually does bond issues, there are some very competitive banks. A competitive bank loan RFP could be bid out and could then be compared to the bond market once those bids are received. Historically, the Township has done a competitive internet bond auction. It would also have the option of doing a hybrid competitive/negotiated process (using several underwriters) or a negotiated one (using one underwriter). No matter what route is taken, it is the job of the financial advisor to get the Township

the best rate. The basic concept is to take the old higher interest rates from 2011 and replace it with today's lower interest rate. The maturity date would be the same, with no extension of debt. Approximately \$4,450,000 is outstanding and would be refinanced. Based on today's market rates and current assumptions, a bond issue to refinance debt could potentially save the Township \$232,240. A bank loan refinance at today's market rates and current assumptions could potentially save the Township \$172,885. The savings shown on the handout are structured as upfront savings, but could also be structured over the life, over three or four years, etc. How the Township takes the savings is very flexible. Because interest rates are so low, the Township could also accelerate its payments.

In response to a question from Commissioner Truntz, Mr. Shearer confirmed that the Township could use its own attorneys.

President Mehaffie referenced the current payment structure on the bonds, and asked if the payment schedule could be restructured. Mr. Shearer agreed that it could be restructured based on the Township's financial needs. President Mehaffie also referenced the sewer fund bond, and asked if it would be advantageous to move on that now. Mr. Shearer explained that legally, that transaction has already been advance refunded. This is only allowed one time during the life of the bond issue; the Township would have to wait and be within 90 days of the call date of 6/1/2017.

The Board thanked PFM for the informative presentation.

#### ENGINEER'S REPORT:

Ms. Letavic updated the Board on the MS4 Program. HRG is assisting staff with documentation regarding private BMP operation and maintenance. Monthly meetings have been scheduled to facilitate program progress. During the last meeting, there were questions about pool discharges. At the recent MS4 inspection with DEP, the question of where the pool water should be discharged was discussed. At present time, it is legally allowed to go to the storm sewer system as long as the water is dechlorinated. The problem is the uncertainty of whether the water has been dechlorinated. In the next MS4 permit, the draft permit indicates that the water should go into the sanitary sewer. However, Ms. Letavic noted that the Township's current agreements with its sewer authority partners does not allow this. Once clarification is received, thoughts are to place a friendly notification on the blank space on the sewer bills to educate the public regarding the discharge of pool water. Ms. Letavic called the Board's

attention to a sticker designed by her colleague which could be placed directly on the bill. She asked that the Board look at it and provide some feedback on this concept. Commissioner Truntz questioned how a homeowner could even empty a pool into the sanitary sewer system. Ms. Letavic agreed that it would not be easy or logistically proper. The Township would not really want the pool water in the storm system either. Pumping out the water at a very slow rate onto the lawn is the only other alternative. The Board discussed the sample label. Ms. Letavic noted that the name and phone number of the contract person would also be added, as well as a link to the Township's website for more information. Commissioner Davies remarked that the wording "...maintained on the property..." is rather cryptic, and he would expect that residents would have questions about the meaning. Ms. Letavic agreed that this is a work in progress.

A conference call was held with DCNR today pertinent to the Greenways, Trails, and Recreation Park Grant and DCNR Grant Execution for the Old Reliance Farms and Shope Gardens Park. A submittal is due in July, which will include construction plans.

A comprehensive funding plan and engineering scope of work for the PENNVEST application for the Capital Improvement Plan is under development. The schedule was revised with staff's input, and the second Richardson Road culvert was added.

Ms. Letavic updated the Board on the Richardson Road Bridge. The schedule was updated to accommodate for the alternate that the Board approved at the last meeting. The Township will request bids to replace the existing structure with either a cast in place box or a precast box. The objective is to hopefully get the cast in place option at a quicker schedule. The goal is to award the project in July. Ms. Letavic stated that there is the possibility that the project will be completed this fall. A motion to advertise for bids will be on the agenda of the May 18 legislative meeting. This project will not be bid on PennBid. Paper copies will be required to be purchased. There is also a lengthy list of contractors that will be emailed or faxed the advertisement for bids.

Ms. Letavic stated that the Press & Journal did a good story on the two deficient bridges in the Township. She asked if the Board is interesting in entertaining of a scope of work to get started on the permitting for the Highland Street Bridge. President Mehaffie asked if the scope of work could include some type of financing through DCIB. Ms. Letavic agreed that it could certainly be looked into. A motion was made by Vice President Wilt, seconded by

Commissioner Davies, to authorize preparation of a scope of work for permitting for the Highland Street Bridge. The motion was unanimously approved.

Ms. Letavic also informed the Board that Eric Stump, traffic engineer for HRG, indicated that the data for the Old Reliance traffic counts was recently collected and received today. A report will be before the Board in the near future.

#### SOLICITORS REPORT:

Solicitor Henninger reminded the Board that at the last meeting, he had distributed draft copies of the telecommunications ordinance. He asked that any questions be forwarded to him as soon as possible, since this will be advertised for action at the May 18 meeting.

A meeting was held with Sunoco representatives this past week. Things are moving along, and the Township is awaiting signatures from DCNR and PEMA.

President Mehaffie asked where the Township is at regarding possible participation in the Steelton Community Cats Program. Numerous complaints are being received about cats. Solicitor Henninger recalled that the Board was awaiting more specifics about the program. He agreed to pull the file and get back to the Board.

#### FINAL COMMENTS:

Commissioner Truntz again congratulated Mr. Knoche, and also congratulated President Mehaffie on his win in the primary for State Representative. Commissioner Truntz also requested an executive session for personnel matters.

Commissioner Springer stated that he hopes Mr. Knoche enjoys his retirement. He also congratulated President Mehaffie

Vice President Wilt extended his congratulations to both Mr. Knoche and President Mehaffie.

Ms. Shambaugh stated that it was an honor and pleasure working with Mr. Knoche.

Commissioner Davies extended his congratulations to Mr. Knoche, and stated that he hopes to see him in the neighborhood walking the dogs.

Solicitor Henninger agreed that it has been a pleasure and honor working with Mr. Knoche. He recalled working with him during the two flood hazard mitigation grant programs, and stated that he hopes the Township does not have to do that again without him.

President Mehaffie again congratulated Mr. Knoche and thanked him for his outstanding service. He also informed the Board and Mr. Kapenstein, who also serves as President of the Middletown Borough Council, that he had met this afternoon with Londonderry Township. There is a good opportunity for those in the lower end of the County to work together on MS4 projects. He noted that Londonderry Township is a leader in the lower end with regards to its MS4 program. Its manager is top-notch when it comes to this program. He suggested to Mr. Kapenstein that the neighboring municipalities get together in the near future about the possibility of putting together a program.

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 motion was unanimously approved, and the meeting adjourned at 8:35 P.M.

ATTEST:



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Jean R. Arroyo  
Township Secretary

**PLEASE PRINT NAME CLEARLY**

**Board of Commissioners Workshop Meeting – May 4, 2016**

NAME	ORGANIZATION (IF APPLICABLE) OR ADDRESS
Roy Horeyott	325 Dauphin St. Middletown, PA.
BRUCE HARTER	1134 STRITES RD. M-TOWN
Ben Kapenskin	PFM
Michelle Wagner	644 Longview Drive, Middletown
Marjie K. Hartz	2142 N Union St
Laura Ribec	2143 N. Union St
CHET HARTZ	2142 N. Union St
KATHY GOTTSHALL	HEARTHSTONE LN
N. PENDERGRASS	BRIARCREEK LN
Nancy Avolese	1451 N. Union
Alan Knoche	917 Swatara Drive
Nancy Knoche	917 Swatara Drive
Zach W. W.	Publ. Fin. Mgmt.
Scott Shears	"
CAROL McQuaid	343 Lumber St
Jason Brown	FDLS