

## MINUTES

### NON-LEGISLATIVE MEETING – JANUARY 6, 2021

The January 6, 2021 Non-Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Jon G. Wilt via Zoom.

All officials were in attendance through Zoom:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ronald J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner (joined the meeting at 7:40 P.M.)
- Betsy McBride, Township Manager
- Jean R. Arroyo, Township Secretary
- Peter R. Henninger, Solicitor
- Shawn Fabian, HRG
- Lester Lanman, Public Works Director (via Zoom)
- Dominic Visconti, Police Chief

Residents and visitors participating through Zoom: Dale Messick

President Wilt welcomed everyone to the meeting, and opened the floor for public comments.

PUBLIC COMMENTS: None

#### APPROVAL OF MINUTES:

A motion was made by Commissioner Davies, seconded by Vice President Truntz, to approve the Minutes of the December 16, 2020 Legislative Meeting. The motion was unanimously approved.

#### DEPARTMENT REPORTS:

##### Planning & Zoning/Codes Department

Ms. McBride referenced reports provided by Ms. Hursh and Mr. Fure recapping activity for 2020. In terms of personnel, Rick Jenakovich, residential inspector, left in February and was

replaced by Bruce Henry. Madison Smith left her position as MS4 Coordinator and was replaced by Brian Davis. Both employees are doing very well in their new positions.

There were many large projects going on in 2020 including Campus Heights, Hershey Creamery, and DH&K which are expected to be completed early this year. UPS is slated to be completed in 2022. Wilsbach Distribution is scheduled to begin footings this year. Land development plans for UPS and D&H have been recorded at the courthouse. John Davidson retired as Solicitor of the Zoning Hearing Board, and Tucker Hull was hired as his replacement. Zoning permits and calls increased for sheds, fences and pools and land development continues with new projects.

Ms. McBride added that the Planning and Codes Department has done a great job in implementing the new Cassele software program.

#### Public Works Department

Mr. Lanman reported that inlet cleaning is presently being performed. All inlets were done in the early part of 2020, so hopes are that the process will be easier this time with less debris to remove. Outfall clearing has also started. Mr. Lanman reported that he and Mr. Fabian will be meeting later this week to start the road survey for the Sunoco pipeline work. They basically provided the original video from preconstruction and asked the Township to review it and send a list of what it feels needs fixed. Employees are picking up trash on the right of ways. After the last snowplowing, everything was plowed up next to the curbs.

Mr. Lanman referenced the annual recap he had provided to the Board. Major projects included many pump station upgrades, inlet cleaning in Old Reliance and Twelve Oaks, and preparation for various stormwater projects including the replacement of the culverts on Spring Garden Drive.

President Wilt asked what is going on at Spring Garden Drive, where traffic is being directed to one-lane only. Mr. Lanman stated he is not aware of this, but suggested it may be UGI doing the work.

Commissioner Paul stated that he gets questioned a lot about what is being done at the Greenplains pump stations. He asked if Mr. Lanman could give a brief explanation. Mr. Lanman explained that right now, what people are seeing is that the area has been excavated. It will be paved tomorrow. As far as the pump station itself, a wall was added inside the pump station to delineate the wet well from the rest of the pump station in the event any type of toxic or hazardous

fumes come out of the wet well. A grinder was also added to prevent clogs. An aeration system was installed to keep the grease suspended in the liquid. The entire electrical system was rebuilt from the pole where the service comes in all the way into the pump panel. Lighting safety upgrades were done, and a new generator was installed. Mr. Lanman added that PPL made some changes, so it was necessary to reroute the feed from the pole into the building. There is basically a diagonal cut that went across the parking area inside the fence. The Municipal Authority decided to go ahead and repave the whole thing instead of just patch it. There will also be a new sliding gate installed. In response to a question from Commissioner Paul, Solicitor Henninger stated this pump station is well over 30 years old.

Vice President Truntz reported that he and Commissioner Paul were at the Fire Department meeting the other night, and the question arose about whether the gas pumps are back up. Apparently they had been shut down due to a computer issue. Mr. Lanman explained the physical pumps can pump fuel again, but the computer issue still remains. This means the transactions cannot be tracked correctly, which is a problem since it is a requirement. Vice President Truntz asked if there is an estimated time when things will be back on-line, and expressed hopes that this can be resolved as soon as possible. Mr. Lanman explained he hopes to be able to get an account set up with Keystone Petroleum so they can take a look at this programming issue. He added that he had spoken to the Fire Department and told them if something is needed in an emergency, he can provide them the code to get into the system. However, they will need to write down all pertinent information: date/time/truck/driver/fuel down to the tenth of a gallon. He explained that he has not activated any department codes at this time, since he does not want any unauthorized or untracked transactions. Commissioner Davies asked if there is any extra computers in the building that can be used for the fuel terminal. Mr. Lanman explained the computer itself is actually fine and relatively new. The problem is the program, and it may be a simple fix for someone familiar with the system. Ms. McBride added that she would like to get a couple of Sheetz purchase cards so operations can continue to run smoothly during events such as this. She agreed to provide further information on this.

#### Police Department

##### *Updated quote for security cameras and intercom systems*

Chief Visconti referenced updated quotes provided to the Board from Stanley Security for security cameras for the police department and intercom systems for both the police department and

the main building entrance. He noted that it has been confirmed that Stanley Security is a Costars participant. The first quote, in the amount of \$12,794.32, is for ten cameras, leaving the two existing cameras in place at their present location. Two quotes were also provided for the intercom systems for the police entrance and for the main building entrance. The first quote totals \$3,723.68. For the Township entrance, it includes a master station at the reception desk and a sub master station at the accounting office. For the police entrance, it includes a master station at the receptionist desk. The third quote is an option if the Board chooses to add an additional sub master station allowing the intercom to be answered from the public works building. This would be a significant increase due to wiring to another building. That quote totals \$9,506.18. Chief Visconti noted that if the Board has no questions, he would suggest moving forward on these purchases. Ms. McBride recommended no action be taken until Chief Visconti has an opportunity to present this to Commissioner DeHart, who is very much in favor of security and intercom systems. President Wilt stated he does not see the need for a station in the public works building. Commissioner Paul also questioned that location, and asked if the intent was actually to have one in the codes department. President Wilt agreed that having one in the codes office would make more sense than the accounting department, since there are more employees in that office. Commissioner Paul concurred with Ms. McBride's suggestion to obtain Commissioner DeHart's thoughts on this before approval, as he may have some ideas. Ms. McBride asked Chief Visconti to make contact with Commissioner DeHart to discuss this.

In response to a question from Vice President Truntz, discussion ensued regarding staffing issues in the police department. Chief Visconti assured the Board that the Township is adequately protected at all times.

Commissioner Davies asked about Covid vaccines for safety personnel and if the state, through PEMA or another department, has a program for inoculating public safety officers. Chief Visconti stated that he does not have details on the order the vaccines will be offered, but agreed to keep his ears open for this opportunity.

MANAGER'S REPORT:

*Hiring of Public Works Manager*

A motion was made by Commissioner Davies, seconded by Commissioner Paul, to confirm the hiring of Scott Washinger as Public Works Manager effective January 4, 2021. The motion was unanimously approved.

*IRS standard mileage rate change*

Ms. McBride reported that the Township has historically used the IRS standard mileage rate when reimbursing employees for travel on Township business. The rate in 2020 was 57.5 cents; the standard mileage rate for 2021 is 56 cents. A motion was made by Commissioner Paul, seconded by Commissioner Davies, to accept the IRS standard mileage rate of 56 cents for 2021. The motion was unanimously approved.

*Covid*

Ms. McBride provided the Board with a draft policy regarding Covid. She asked that the Board review the draft, for possible adoption at the January 20 legislative meeting. Commissioner Davies questioned the quarantine threshold listed in certain sections of the document, using 14 days instead of a 10-day window. He stated his impression was the window had been revised to 10 days. Vice President Truntz stated that he believes there is a quirk with the CDC guidelines, and asked that this be double-checked with the labor attorney. Ms. McBride added that there are some places that are thinking about mandating the vaccine. She stated that while she feels people should be strongly encouraged to get the vaccine, perhaps there should be a provision that those opting out cannot file a workers compensation claim citing they caught covid while at work. She asked if she should look into this. Solicitor Henninger stated he is uncertain that this can be mandated. Commissioner Paul asked if testing can be mandated. Solicitor Henninger responded that he believes testing can be required for public employees, with the exception of religious objections or other valid reasons. Commissioner Paul referenced temperature testing at work, and asked who would be responsible for overseeing this. Ms. McBride explained there are walk-up style floor thermometers in the buildings, and it is her hope that everyone takes the responsibility to use them to protect themselves and the rest of staff.

*Bank accounts*

Ms. McBride explained that there was a computer hiccup a few weeks ago. After investigation, it was felt information was safe. However, the Township decided to open up new

bank accounts, and a bank resolution was signed. A motion was made by Commissioner Davies, seconded by Commissioner DeHart, to approve the bank resolution authorizing opening new bank accounts at Mid Penn Bank. The motion was unanimously approved.

Ms. McBride announced that the Board had met in executive session on January 3, 2021 for personnel reasons.

#### ENGINEER'S REPORT:

Shawn Fabian, HRG, referenced his written report and provided updates, beginning with the Rosedale Manor Stormwater project. Work on the project is advancing. Doli has submitted several claims to incorporate changes to the plans to avoid utility conflicts. These are currently under review with HRG. HRG will formalize its recommendations to Township staff and the Board after the review is complete.

The resolution for final adoption of the Township Comprehensive Recreation, Park and Open Space (PROS) Plan was approved at the Board's meeting on December 16, 2020. HRG has prepared final copies of the plan per DCNR's request.

Survey work has been performed for the boat launch project site, and final design can now begin.

A six-month extension letter has been drafted for the RACP Grant for Richard L. Shireman Park Development.

Mr. Fabian reported that the Township had submitted a PADEP Growing Greener Plus Application on December 20, 2019. The project scope included the stream restoration proposed on the Middletown Area School District property between the middle and high schools, which is identified as BMP-5 in the Chesapeake Bay Pollutant Reduction Plan. Grant awards were announced, and unfortunately no sites within Dauphin County were selected. This, however, does not preclude the Township from doing an additional submission.

Commissioner DeHart questioned the timeline for the boat launch. He noted that while it is not an official facility right now, it is already heavily used. Mr. Fabian stated his intention is to move forward with design over the next several weeks with hopes to have a final design by the end of this month or early next month. He noted that he is definitely interested in the Board's input regarding this facility. He anticipated construction to occur late spring/early summer, with the Board's approval.

Commissioner Paul referenced comments about a meeting this week regarding the Rosedale project. He stated that he has received a few concerned-citizen complaints about management of the traffic in that area during the construction, and asked if this could be addressed with the contractor during the meeting. Mr. Fabian agreed to follow-up on this. Mr. Lanman added that there was some communication today between Doli (the contractor) and the School District. Due to relocation of some of the manholes on Market Street Extended, school buses will not be able to get through. Doli and the School District are working through this issue.

SOLICITOR'S REPORT:

*Consent to Sublease Agreement w/Fire Department*

Solicitor Henninger explained that there had been discussion with Fire Department President Bill Leonard regarding the need for a written consent from the Township to a sublease agreement that the Fire Department has with the Lottery and with the EMS. Prior Boards had approved this verbally, but it should be in writing. In response to a question from Commissioner DeHart, Solicitor Henninger explained this Consent to Sublease does not change anything regarding the current arrangements with these entities. It just puts the verbal agreement in writing. A motion was made by Vice President Truntz, seconded by Commissioner Paul, to approve the Consent to Sublease Agreement between Lower Swatara Township and the Lower Swatara Township Volunteer Fire Department. The motion was unanimously approved.

*Mini cell-tower ordinance*

Solicitor Henninger stated that Cohen Law Group has been quite busy with the Comcast and Verizon franchise renewals, but anticipates having information to the Board regarding the mini cell tower ordinance by the end of the month.

GOOD AND WELFARE:

Commissioner Paul referenced an email from Bill Leonard, Vice Chairman of SARAA, stating that HIA has been nominated for consideration as one of the ten best small airports in the United States. This is a huge honor, and it is up to the public to vote to determine the final list. President Wilt noted he did not recall receiving the email. Ms. McBride agreed to forward this to all the Board members tomorrow.

Commissioner Davies reported that Phillips Managed Support Services had made a donation to the Police Department last month. He thank Mark Haffly, President, for this generous donation.

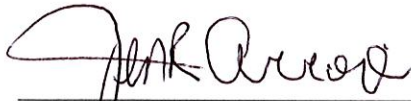
Vice President Truntz requested an executive session immediately upon conclusion of this evening's meeting for personnel issues. He also thanked Phillips for the generous contribution. Vice President Truntz asked for prayers for the country during these unsettled times.

President Wilt thanked everyone for their participation this evening.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other comments, a motion was made by Vice President Truntz, seconded by Commissioner Davies, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 8:11 P.M.

ATTEST:



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Jean R. Arroyo  
Township Secretary