

MINUTES

NON-LEGISLATIVE MEETING – NOVEMBER 5, 2025

The November 5, 2025, 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.

The following officials were in attendance:

- Jon G. Wilt, President
- Todd F. Truntz, Vice President
- Ron J. Paul, Assistant Secretary
- Michael J. Davies, Commissioner
- Christopher DeHart, Commissioner
- Zachary Border, Manager
- Tracey Bechtel, Township Secretary
- Michael McAuliffe Miller, Solicitor
- Shawn Fabian, HRG
- Rich Snyder, Planning and Zoning Coordinator
- Scott Washinger, Public Works Director
- Ronald Burkholder, Code Enforcement Official
- Brian Davis, MS4 Coordinator
- Tom Bell, Jr., Police Chief

Residents and visitors in attendance: Please see attached sign-in sheet.

PUBLIC COMMENT: None

PRESENTATION: Chad Saylor with Keystone Municipal Solutions, thanked the Board for the opportunity to partner with the Township on their strategic management plan in cooperation with the state Department of Community and Economic Development who helped to manage matching grant to help fund the work. Their team of professionals worked side by side with the Township's Staff to pull all this information together with input from the members of the Board and the public. He noted that this report contains recommendations for the Township to implement to improve efficiency and operations and build upon the success that you have had here. The Department of Community and Economic Development requests that you officially vote to accept this plan, Mr. Saylor noted for the record that it is a vote to accept, not that the Township is going to automatically adopt every recommendation that is in here. The goal here is to foster and encourage discussion about the recommendations and long-term planning. This is a plan that they hope the Township will come back to on a regular basis and kind of monitor progress, see how things are going and ask what more can be done.

Mr. Saylor introduced Mr. Connelly, their finance expert, to give the presentation. Mr. Connelly

noted the purpose of this was to assess the financial condition of the Township and review multi year results rather than just a snapshot in time so we can get the patterns and the trends to determine how the next five years would look if nothing changed from those patterns and trends. We then developed a baseline five-year forecast, it is not that we expect exactly that to happen, but that is the parameters that they used to set up the full plan. They reviewed the operations and existing policies and procedures and got a lot of that information from working very closely with Township Staff, who was fantastic throughout this process, particularly Mr. Border and Ms. McClain. They incorporated those recommendations into a five-year plan so that they can improve that baseline forecast or at least sustain financial viability. He noted that the Township is in a very strong fiscal position; they reviewed financial records, other documentation, audits, general ledger details, and Collective Bargaining Agreements. They did a deep dive and conducted an online community survey. He indicated that some of their summary findings, the Township has achieved significant operating surpluses in recent years, which has enabled the Township to build fund balance in all major funds and address some of the capital needs. The Township achieved these surpluses without raising the millage rate for real estate taxes, primarily because of increased earned income tax collections and strong performance from development related revenues such as real estate transfer tax and license and permit revenue. Personnel costs, like every other municipality in the state and probably across the country, are the dominant operating cost driver. The Township has been successful in managing those costs in the past, recently vetted staff and enhanced some compensation that has resulted in increased costs but that has been done in a fiscally responsible way. Mr. Connelly stated that the baseline projections, assuming no corrective action is taken, show surpluses over time and added that this is abnormal compared to what they usually see when they do these forecasts in other places. Usually, they show deficits and the reason for that is because the baseline forecast keeps the real estate tax the same and expenses go up every year. In the Township's situation, we are projecting baseline surpluses, which is good. The Township has cash reserves that would provide flexibility to manage these increasing costs responsibly and to address capital needs. The Township has demonstrated a commitment to maintaining the capital, its capital infrastructure, but there are still needs in particular roads and police facilities.

Mr. Connelly indicated that they did an online survey, almost two hundred responses received, which may not sound like a lot but compared to other places they go to, it was a good response. Almost everybody who responded to the survey lives in the Township and 80% have lived here for over a decade. Police services were viewed particularly favorable with most residents expressing satisfaction with safety and responsiveness. Trash and recycling services provided by a third-party vendor received the lowest scores, about 25% responded to them as rating poor. They also do not like roads or code enforcement. That tends to be the general theme although they like the roads more here than they do in other places.

The residents were divided on the Township direction, 42% see it as stagnant, 8% perceived decline. Again, you take those results but your benchmark it to where what you see in other communities, and I would be happy with that sort of breakdown if he were here running the Township.

Mr. Connelly showed a graph of the general fund results since 2019. The revenue is above the expenses all the way across. The main punchline here is it is not linear straight up because of some of the earlier years the Township has some Covid related one time revenue. Your administration, and elected officials did a nice job of managing that on a year-to-year basis used one-time revenues for one-time expenses. The General Fund has realized steady growth from its core recurring revenue sources, Real estate taxes. Expenses like the revenues, not straight up, it is a little bit more up and down. The overall general fund growth from beginning to end averages 2% per year. That's very low expense. growth rate over that period of time which means that you are controlling your expenses very well. The baseline five year projection, it surpluses through the whole way, although they're narrowing over time, which means that the rate of increase of the expenses is going up a little bit more than revenue and the main reason for that is the baseline forecast assumes a constant rate in real estate taxes and if that's your main revenue source and its staying the same, were projecting a modest assessed value increase along the way. One of the key recommendations is to continue to diligently fund your capital investments and develop a more formalized five-year capital improvement plan. The capital assets and infrastructure are generally in good condition here and deferred maintenance is not as critical a matter as it is in other places, but there are significant needs. They had a public safety expert interview with our police Chief who noted that the police facility will need updating sooner rather than later and those projects are not inexpensive. How do we finance that? There are a number of ways, but one of the first steps in the process is to lay out what all your capital needs are over a multi-year period and then go through the exercise of matching your resources with those expenses. We do recommend that the Township consider pursuing an STMP Phase 2 grant to do a capital improvement plan. One of the benefits of doing this program is that any of the recommendations here, particularly the ones that we recommend for phase 2 funding, you can go back to the State and ask for a grant to help implement some of those recommendations. So, they are recommending an STMP Phase 2 grant that would pay 50% of the process of going through the multi-year planning process. They also made the recommendation to establish some financial policies and procedures. The Township is very well run, we have seen from previous slides everything done in a fiscally responsible manner they are recommending the Township memorialized some of these policies and procedures. The report itself, a big, long document does include some policies related to fund balance, debt management, and investment policy to consider and they were customized for the Township's situation, but obviously that is up for discussion. They also are making a recommendation that the Township seek DCD assistance or another STMP Phase 2 assistance for potential regionalization

opportunities for the fire service. They are actually doing three different STMPs five year plans for Dauphin County municipalities right now, here, Penbrook, and Susquehanna and all of them are frankly reacting to the Lower Paxton hiring of career firefighters and the general trend of declining volunteerism in the fire service is finally coming to a head. It is simply infeasible for most communities to fund career fire service. It is a very expensive proposition. These are regional issues, and we are encouraging all three of these communities to leverage some additional DC resources to consider regionalization strategies to attack this issue.

Mr. Connelly noted the revised forecast shows surpluses throughout the entire five-year period and strong cash reserves and still the ability to deliver essential services of a high quality to your residents. The objective of the plan itself is to take a lot of the information there, consider the recommendations, have a thorough discussion, and implement what you think is best for the Township. He added that this Township is one of the strongest fiscal situations that they have dealt with these five-year plans, the Township is in very good shape.

Commissioner DeHart commented that when he read the big study, he got a lot of information on the whole thing, a lot of good ideas and things to talk about and decide which way were going to go down the road, but definitely possibilities.

Commissioner Davies asked if one does work through DCED to investigate regional structures for emergency services like fire, is there some methods, funding, or assistance that they offer. Mr. Connelly advised that they offer in a couple of different ways. They have peer consultants in the fire would that they can deploy to help with the situation. This is a service they offer at no cost; there's obvious appeal in that. Those initiatives have been successful to varying degrees. They would not put it pursuing an STMP Phase 2 to actually pay a consultant that is in there that does not necessarily do it for free is something that is worth considering as well. See what your options are, if it is worth paying a little bit of money, but getting a discount on it in the way of a grant. Commissioner Davies stated he was curious about grants in terms of facility upgrade or facility expansion. He's not really sure what it is that we would need. We have had discussions about our existing physical plant for the fire company, it is getting to the point where it needs some improvements, just wondering if the state had any direct assistance programs that actually gave you a little financial boost for the facility itself. Mr. Connelly replied that he was not aware of any.

Commissioner Paul asked what the time frame is if the Board decides to make any of these recommendations. Mr. Connelly replied that with any recommendations in this plan the Township can pursue STMP Phase 2 within a 5-year period. After that point they will ask the Township to update this plan.

The Board thanked Mr. Saylor and Mr. Connelly for their presentation this evening.

APPROVAL OF MINUTES:

A motion was made by Vice President Truntz, seconded by Commissioner Davies to approve the Minutes of October 15, 2025, Legislative Meeting. The motion was unanimously approved.

Intent to Advertise the 2026 Budget Ordinance and Tax Ordinance

A motion was made by Commissioner Davies, seconded by Commissioner DeHart to approve the intent to advertise the 2026 Budget Ordinance and Tax Ordinance, and to make the preliminary budget available for public inspection as required by law. The motion was unanimously approved.

Authorization for public bid for the salt shed project

A motion was made by Commissioner Paul, seconded by Commissioner DeHart to approve the authorization for public bid for the salt shed project. The motion was unanimously approved.

Resolution No. 2025-R-16 to match the additional funding for the Redevelopment Assistance Capital Program (RCAP) Grant for the Shireman Tract

Vice President Truntz clarified that this is going to be a Township match of \$157,902 from the park and recreation fund. The parks and recreation fund is a fund that developers contribute money into in lieu of creating recreational areas in developments.

A motion was made by Vice President Truntz, seconded by Commissioner Paul to approve Resolution No. 2025-R-16 to match the additional funding for the Redevelopment Assistance Capital Program (RCAP) Grant for the Shireman Tract. The motion was unanimously approved.

Financial Security Adjustment #1 for PC#2023-08 Union Knoll, Final LDP

A motion was made by Vice President Truntz, seconded by Commissioner Davies to approve the Financial Security Adjustment #1 in the amount of \$306,778 for PC#2023-08 Union Knoll, Final LDP, reducing the Bond No. PB00155802488 to \$1,123,515 based on the October 30th letter from the engineer recommending that we do so. The motion was unanimously approved.

Acceptance of the resignation of Tamara Reed from the Civil Service Commission effective 12/31/2025

A motion was made by Commissioner DeHart, seconded by Commissioner Davies to approve the resignation of Tamara Reed from the Civil Service Commission effective 12/31/2025. The motion was unanimously approved.

Vice President Truntz thanked Ms. Reed for her service on the commission.

Moving Ronald Burkholder from 1820 hours to 2080 hours annually, effective 11/1/2025

A motion was made by Commissioner Paul, seconded by Commissioner DeHart to move Ronald Burkholder from 1820 hours to 2080 hours annually, effective 11/1/2025. The motion was unanimously approved.

DEPARTMENT REPORTS:

Planning and Zoning/Codes Department:

Mr. Snyder reported that for Planning and Zoning a lot of the projects are being finalized before the winter sets in. **McDonald's** is complete and is now opened as of a week and a half ago; **Linden Centre Hotel #2** is progressing, their intent is to open late December, early January; **Catherine Hershey School** is still trying to complete a couple punch list items; Penn Preserve, we have released all the funding out there, documents for the right of way and the improvement dedications are being worked on, as soon as we receive those from the developer we will process them.

The Zoning Hearing Board: **V#2025-12 1855 Bonnie Blue Lane** – Request for a variance. On the Zoning Hearing Board Agenda for 11/18/2025.

The Planning Commission: **PC#2024-03 Brook Meadow Farms (Preliminary/Final Plan)** – Tabled by the Planning Commission on 2/27/2025. **PC#2025-01 Greenfield Drive & Blue Raider Lane** – Remains tabled by the Plan Designer. Action on both a Waiver Request and another Time Extension Request will be on the BOC's Legislative Meeting Agenda for 11/19/2025. **PC#2025-04 Fulling Mills (2025)** – A response to Township comments/concerns was received on 10/29/2025. **PC#2025-07 Dermody Properties, LLC** – Application for Amendment to Zoning Ordinance is pending advertisement and/or public notification. **PC#2025-08 Halkias minor subdivision Plan** – On the Planning Commission Agenda for 11/20/2025. **PC#2025-09 The Pond of Fulling Mill-Phase 2** – On the Planning Commission Agenda for 11/20/2025. **PC#2025-10 The Pond II** – A TIS Determination & Scoping Meeting Application was received on 10/23/2025.

Permit activity for the month of October 2025 is as follows: Commercial – 5; Residential – 4; Sewer – 1; Sign – 1; Shop drawings – 3; Demolition – 0; Zoning – 9; Street Cut – 3

Mr. Snyder reviewed the K&W engineer's request for a waiver for Greenfield and Blue Raider Drive. The reason this is significant is typically we act on waiver requests at the time of the land development and subdivision plans. However, this one we are going to ask for the Board to consider an action on the waiver at the Legislative meeting in two weeks. The reason being the waiver has a significant impact on the design of not only Greenfield Drive, but the design as Greenfield Drive meets Oberlin Road, Route 441. Mr. Snyder indicated that he had talked with the Township Solicitor at great length, he feels the same way as Staff feels, that action upon the waiver is not granting us any means of not being able to go back and change it if we need to, but it is going to be a necessary waiver to move forward with the final design for the roads in the intersection down there. He added that a copy of K&W's request along with the associated plans of what they

are asking have been submitted in each Board members packet and asked if anyone had any questions understanding the waiver as it deals with the horizontal vertical alignment and the K values.

Commissioner Davies asked if someone could define K values. Mr. Fabain explained that they are looking at a utility that they have to cross at a certain clearance. So that requires, as you go through the dips and the crest of the hill, to try and reevaluate how those slopes are coming in it. The way the road is positioned right now, for them to be able to make clearance over this utility, they have to steepen things up. We just evaluate to make sure that tractor trailers do not pinch, hitches do not drag on pavement, things like that, so these all fit within those tolerances even though they exceed the recommended minimums.

Commissioner Paul asked if that part of Greenfield is going to be dedicated to the Township. Mr. Snyder answered Yes. Commissioner Paul inquired if the Township grants waivers on the substandard conditions that are in there, we the Township, are going to be responsible for anything that goes wrong in the future with that section of the drive. Mr. Snyder explained that this is driven by two factors, One, is the utility that exists down there right now, and to move that utility, it is financially non-feasible to move. Commissioner Paul commented that technically this is a driveway for the school district to use, and we happen to want the tail end of Greenfield Drive to come into that, therefore, it has been suggested in the past that it becomes a Township Road. Commissioner Paul asked why does it have to become a township road? Why cannot Greenfield Drive stop up at the top with a cul-de-sac or whatever and let that be a driveway to go through there where the Township does not have any responsibility. Commissioner Paul added that he is for helping the school district out, but we are here to protect the Township. Mr. Snyder suggested that it is a question that needs to be asked to K&W, the design engineer, and the school district. Mr. Snyder added that their representatives will be here at the November 19th meeting and will be prepared for that question. The Planning commission had already acted on it at the last meeting and recommended moving it forward, they did not have any concerns.

Mr. Snyder noted the four Zoning Map Amendments. Dermody, AIP Drive, the School District and Eisenhower Boulevard, they would like to have the Boards input in order to move these forward, they are all map amendments, no text amendments, he also noted the rewrite, but the significant amendments that were proposed for both the subdivision land development ordinance as well as the zoning ordinance.

Public Works Department

Mr. Washinger updated the Board on the following: **Lexington Ave, Brentwood Dr:** All old sod has been removed, new soil in all areas and new sod was placed in on the properties that signed up for the remediation. **Public Works:** Leaf season has begun; we have two men out in one of the trucks. **Shireman Park:** Application of weed control and fertilizer was place din some areas to help solidify some of the new grass growth in certain test areas. Slit seed was used to add new seed as well. Dugouts are being modified to alleviate wash out around the dugout area. Placed new topsoil, seed, and straw along the edges of the asphalt

on the entrance road to the park. **Farmhouse Ln and Berkley Dr:** Kinsley placed in the curb line and finished all the paving in two days. In November they will be back to finish the handicap ramps. **Woodridge Park:** Due to a safety issue on the playground, the old playground set is being removed, and the area is being prepped for the new playground set. The new play equipment was ordered October 27, 2025. Once removed, the contractor can install the concrete perimeter for the playground installation. **Mechanical room:** The mechanical room was cleaned out completely; the floor was scrubbed and new wax coat applied.

Mr. Washinger brought an item of concern to the Board's attention; There is a problem with getting equipment around some of the cul-de-sacs, such as the leaf machine and plowing has been horrible pervious years as well. He did talk to the Chief, finding that people were parking at a direct angle and not along the curb line. Even if they do park curb line, they still do not have enough to swing around so they must back everything in and try to come back out and sometimes on the boom truck the big pipe pinches and bends and breaks. Mr. Mason had to repair that two or three times now. After further discussion, Solicitor Miller indicated that we could work with Staff to do something to amend our current ordinance in order to enforce parking restrictions whether that be temporary or not.

Commissioner DeHart asked if the walkway at Shirman was paved and repaired. Mr. Washinger stated that is correct. He is looking into how much quantity of soil, topsoil to get. Mr. Border informed the Board that the rock that we had talked about getting is not available. Our next step that we talked about was to do just soil and then hydro seed. We can get the soil for no costs and have a contractor come in and do the hydro seeding. They are hoping to get this rolling within the next two weeks. To answer Commissioner's DeHart question, Mr. Washinger indicated that they could place fabric down off the sides a bit to deflect and hold in place. Commissioner Paul had also suggested using hay bales, so they do have possibilities.

MS4/Stormwater Department:

Mr. Davis updated the Board on the following: **Stormwater Issues** – There is a 72" corrugated metal pipe under Stoner Drive south of the Turnpike that carries drainage from Buddys Run. While this pipe was initially planned for replacement in the next couple of years, the bottom of this culvert has begun to rust/rot out. We feel this to be a serious enough issue that we are treating the work as an emergency repair. We have already solicited a couple of estimates for the project and will likely be utilizing Kinsley Construction for the work. The current plan would be to replace this pipe with a much longer lasting concrete pipe.

Commissioner Paul asked if we have to put concrete end walls on the end of those pipes. Mr. Davis indicated that we are not proposing any end walls, but we can certainly coordinate with HRG and double-check the design.

Commissioner DeHart inquired since the Turnpike is above there, are they involved at all, do we have to notify them. Mr. Davis indicated that the runoff that passes through there is mostly from Buddy's Run. This is halfway between the Turnpike and Rosedale Avenue. **Stormwater Inspection Schedule** – The

stormwater department has been coordinating with Public Works to develop a new inspection schedule for its stormwater infrastructure. Although, there are 1,372 inlets, manholes, and outfalls that will need to be cleaned, spot repaired and inspected routinely. Based on worker availability and anticipated labor hours, we are planning to perform inspection on a three-year cycle. Each inspection will include a brief report by staff and will be submitted and recorded digitally. We are experimenting with the best ways to integrate all these cleanings and inspections into Vialytics. **Rain Barrel Workshop** – We submitted a letter of commitment to purchase 20 rain barrels through the county’s workshop program. Participation for next year’s event is much higher than previous years, and the county is planning to purchase a large number of extra barrels to hand out to participants. No date has been set for our hosted event, but it will likely take place next summer.

MANAGER’S REPORT:

Greenfield Park

Mr. Border mentioned that the Township will be applying for a grant to upgrade this park, this grant is due by the end of this month, so the Board will see this item on the next meeting agenda.

Fulling Mills

Mr. Border noted that the Board had asked Commissioner DeHart and Commissioner Paul to meet with Mr. McNaughton to convey the Board’s wishes, concerns, and changes. Mr. McNaughton emailed his responses to those items which were included in the Boards packets this evening. Mr. Border asked the Board to give any feedback to himself, Mr. Fure or Mr. Snyder.

Commissioner Paul commented he knows we had talked about the distance between units, he hears what they are saying and he is not going to argue with why they conclude what they conclude, but he feels that as far as the distance between side yards go any lower than what is permitted in the Residential Urban District, (RU). President Wilt 100% agreed with Commissioner Paul. Mr. Border indicated that they would convey this back to Mr. McNaughton.

Projects

Mr. Border pointed out the spread sheet that was in the Boards packet. Since there are a lot of projects going on, with the help of HRG, they put this together to help keep track of everything like budgeting, phases of construction, design etc. He added that he will continue to provide updates to the Board as well.

Quick Ticket Ordinance

Mr. Border indicated that the Solicitor did go back through and look at some of the changes Vice President Truntz had suggested. There is a red line version and a clean version included in the packets. He would like to get approval to advertise this at the upcoming meeting.

In response to Vice President Truntz's concern, Mr. Border noted this Ordinance will give Staff another tool, they do not have to use it, and it does not stop enforcement, letters or citing, it is just another tool in the toolbox.

ENGINEER'S REPORT:

Mr. Fabian mentioned that Ms. McClain had stated earlier about the funding for the RACP for Shireman. HRG had a meeting with the Office of the Budget consultant for an exit interview for that funding yesterday. They do have a couple of action items to report back to them, but that process is now proceeding forward to bring the project to conclusion and work through the remaining steps to close out the RACP funding.

Mr. Fabian noted that at the last meeting for the Fiddler's Elbow Box Culvert he mentioned that there were some comments from PADEP to Veolia. Veolia confirmed that they addressed those comments and resubmitted them back to the department so hopefully they have a permit coming very soon for that project.

Mr. Fabian noted the North Union Street traffic study that final report was delivered, had a summary page at the beginning of the report. If there are additional questions on those, he can get back in touch with his traffic engineers and respond to those questions.

Mr. Fabian updated the Board on the Fiddler's Elbow road repair, HRG did get confirmation this morning that the borings were completed, as soon as they get the report back from those geotechnical borings they can move forward with the design on the road repair.

Commissioner DeHart asked Mr. Washinger, out on Fiddler's Elbow Road when you are coming in from Hershey over the bridge, is it possible to get those plastic road markers in the grass so when it is dark you can see the white or yellow poles and know where the edge of the road is. Mr. Washinger indicated he will look into this.

GOOD AND WELFARE:

Commissioner DeHart noted that he has a MARA coming up on November 17th, Commissioner Paul will be filling in for him. He appreciated the residents that came out and voted yesterday, he wished more people would come out and vote and be part of the government, which would be a good thing but appreciated those who did.

Commissioner Davies echoed Commissioner DeHart's comments and thanked the citizens for coming out to vote. He thinks we had almost 50% turnout, which is pretty good for an off year. He thanked his fellow Commissioner Ron Paul for being so helpful with this year's budget. He also thanked Zach Border

and of course Rebecca McClain for the hard work they put in to pull this all together in good order and in record time.

Commissioner Paul thanked everyone for everything they did and contributed, Rececca does a heck of a job with the numbers, we are very fortunate to have her, just like the staff, the code department and everybody else.

Vice President Truntz asked if anyone knew why there are telephone poles along Nissley Road. Mr. Washinger noted that they might be for The Pond development. Vice President Truntz thanked Mike, Ron, Rebecca and Zach for the budget, another job well done. He congratulated Ron and Chris for their heartfelt hard-fought election. He thinks they are probably the only Republicans that won within a 200-mile radius and Julie Wilt. He added that it is a pleasure to serve with them on the Board and he is glad we will be working together for at least another two years.

Vice President Truntz noted that the STMP report was very positive, it reflected the fiscal responsibility that we try to maintain here at the Township and a lot of that credit goes to the Staff. The Board only comes to a meeting a couple times a month, but it is the Staff that really does the hard work and makes sure that our tax dollars are spent wisely, and assets are managed properly. We appreciate that very much.

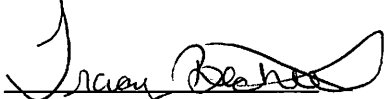
Vice President Truntz also wanted to mention the McDonald's grand opening. He just happened to see on Facebook where Representative Mehaffie was there, and County Commissioners were there but he did not get an invitation. He did not know if anyone else did, he must have been missed for that event. In any event, he thanked everyone for coming out.

President Wilt echoed what everyone else said this evening.

ADJOURN:

Hearing no other comments, a motion was made by Vice President Truntz, seconded by Commissioner Davies to adjourn the meeting. The motion was unanimously approved, and the meeting adjourned at 8:05 P.M.

ATTEST:


Tracey Bechtel
Township Secretary

PLEASE **PRINT** NAME CLEARLY
BOARD OF COMMISSIONERS NOVEMBER 5, 2025
SPECIAL AND WORKSHOP MEETING (6:30 PM)

Name/Organization	Address/Contact Information
Nancy Avolese	1451 N. Union Street