

## **MINUTES**

### **SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS**

**REGULAR MEETING**  
**April 11th, 2024**

#### **REGULAR MEETING:**

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, April 11th, 2024, at 6:59 p.m.

#### **ROLL CALL:**

##### **COMMISSIONERS:**

Jody Rebarchak – Present  
Gary Rothrock – Present  
Carl Hisiro – Present  
Frank Lynch – Present  
Sean Sanderson - Present  
Fred Faylona – Present  
Fred Engle – Present  
Pamela Cross - Present  
Steven Napper – Present

##### **TOWNSHIP PERSONNEL:**

David Pribulka – Secretary-Manager  
Betsy Logan – Assistant Township Manager  
Michael Miller, Esq. – Township Solicitor  
Rob Martin – Director of Public Safety  
Alex Greenly – Engineer, HRG

#### **EXECUTIVE SESSION:**

President Lynch announced that an Executive Session occurred prior to this meeting where matters of personnel, legal, and real estate were discussed as allowed by law.

**OTHERS IN ATTENDANCE:** Emily Doyle, Ben Heisey, R. J. Fisher & Associates, Mr. Doyle, Mr. Rhoads, Mrs. Doyle, T. Leitzell, Leonard Leitzell, and Dan Long, HRG

#### **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:**

President Lynch asked Commissioner Rebarchak to lead the Pledge of Allegiance, followed by a Moment of Silence.

**PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS:** None

## **APPROVAL OF MINUTES:**

*Commissioner Hisiro moved that the Board of Commissioners approve the March 28, 2024, meeting minutes. The motion was seconded by Commissioner Napper. The motion carried unanimously.*

## **RECOGNITIONS AND PRESENTATIONS:**

### **1. KOHN ROAD BRIDGE TEMPORARY CROSSING FEASIBILITY STUDY**

An Executive Summary from the Kohn Road Bridge Temporary Crossing Feasibility Study commissioned by the Board and assigned to HRG, Inc. was provided. The purpose of the study was to identify the plausible options for the construction of a temporary span across Paxton Creek if the Kohn Road Bridge is required to be closed or further weight restrictions are imposed.

Mr. Lena presented the alternative analysis to plan for the superstructure replacement. The purpose of the study is to evaluate the feasibility for construction of a temporary crossing over Paxton Creek to maintain continued (unimpeded) vehicular access in the case where the existing bridge is prematurely closed prior to replacement. Three temporary crossing alternatives were developed. Alternative 1 broken out into three sub-alternatives.

Commissioner Rebarchak commented that the Commissioners were not given the full report to review. Manager Pribulka noted that due to the size of the document, a link to access the document was embedded in the agenda. Manager Pribulka noted that the Township does not have the budget to cover Alternatives 1A, 1B, and 1C. Therefore, he would recommend Alternative 3, which would keep the bridge open as long as possible. The bridge is currently being inspected every three months, with the next inspection due in May 2024. Commissioner Rothrock noted that he was pleased that both construction and socio-economic impacts were considered. Commissioner Napper suggested this issue be discussed at the next Workshop meeting. This allows the Commissioners to review the reports. Manager Pribulka noted that the Township has approximately \$227,000 from the County for this project. Additional funds may be available, and we can begin the process to help offset the cost of this project.

*Commissioner Rothrock made a motion to table this discussion until the Board of Commissioners Workshop Meeting, scheduled for Thursday, April 25, 2024. Commissioner Sanderson seconded the motion. The Motion carried unanimously.*

### **2. POLICE DEPARTMENT PROMOTIONS AND HIRES**

Director Martin recommended the conditional offer of employment to Alexander Butler, John Pesce, Kade Kravits, and Kelvin Del Cid.

*Commissioner Engle made a motion to offer conditional employment to Alexander Butler, John Pesce, Kade Kravits, and Kelvin Del Cid. Commissioner Faylona seconded the motion. The Motion carried unanimously.*

Director Martin provided the Civil Service List for certification for Patrol Officer First Class.

*Commissioner Engle made a motion to certify the Civil Service List for certification. Commissioner Faylona seconded the motion. The Motion carried unanimously.*

Director Martin presented Officer Alex Wolf for promotion to Patrol Officer First Class.

*Commissioner Engle made a motion to promote Officer Alex Wolf to Patrol Officer First Class. Commissioner Faylona seconded the motion. The Motion carried unanimously.*

Director Martin presented Officer Charles Rhoads for promotion to Patrol Officer First Class.

*Commissioner Engle made a motion to promote Officer Charles Rhoads for promotion to Patrol Officer First Class. Commissioner Cross seconded the motion. The Motion carried unanimously.*

Director Martin presented the Civil Service List for promotion to Corporal for certification.

*Commissioner Engle made a motion to certify the Civil Service List for promotion to Corporal. Commissioner Faylona seconded the motion. The Motion carried unanimously.*

Director Martin presented Patrol Officer First Class Ben Lauver for promotion to Corporal.

*Commissioner Engle made a motion to promote Patrol Officer First Class Ben Lauver to Corporal. Commissioner Hisiro seconded the motion. The Motion carried unanimously.*

Director Martin presented the Civil Service List for promotion to Sargeant for certification.

*Commissioner Engle made a motion to certify the Civil Service List for promotion to Sargeant. Commissioner Napper seconded the motion. The Motion carried unanimously.*

Director Martin presented Patrol Officer First Class Darryl Brown for promotion to Sargeant.

*Commissioner Engle made a motion to promote Patrol Officer First Class Darryl Brown to Sargeant. Commissioner Napper seconded the motion. The Motion carried unanimously.*

Director Martin presented Corporal Justin Boyle for promotion to Sargeant.

*Commissioner Engle made a motion to promote Corporal Justin Boyle to Sargeant. Commissioner Hisiro seconded the motion. The Motion carried unanimously.*

Director Martin thanked the Board members and Manager Pribulka for their continued support in Director Martin's recruiting efforts.

#### **REPORTS OF COMMITTEES:**

1. Building and Grounds – No report
2. Budget, Finance, Insurance & Pension – Commissioner Sanderson noted that the next meeting is scheduled for this month.
3. Public Works – Commissioner Napper – In the month of March, the Township Engineer and Public Works personnel evaluated roadway conditions in the 4<sup>th</sup> Ward on Hillcrest, Centerfield, and Brookfield Streets for roadway restoration. These streets will be upgraded to full curb to curb restoration due to roadway conditions. The Mill and Overlay project should be completed by August 2024.
4. Health & Sanitation – Commissioner Rebarchak noted that the second yard waste collection is scheduled for 4/20/24. At the Board's request, Manager Pribulka will reach out to Joel Washok at Penn Waste and arrange for him to attend a future Board of Commissioners meeting.
5. Administration & Personnel – No report
6. Police – No report
7. Fire, EMS, EMA – Commissioner Hisiro noted that the Fire Study has been produced and will be examined over the next few weeks.
8. Planning & Zoning – Commissioner Rothrock reported on the agenda items considered by the Planning Commission on March 25<sup>th</sup>.
9. School Board – No report – The next meeting is scheduled for April 22<sup>nd</sup>.
10. Authority – Commissioner Napper reported that maintenance personnel replaced an 80-foot storm line pipe at Appletree pumping station along with driveway and yard restoration at Blue Ridge, Fox Run, and Wayne Avenue pumping stations. As a final note, last month Commissioner Napper reported an authorization to proceed was issued

for the sewer emergency repair project on Galen Road in the Mountindale development. Commissioner Napper reported on the status of a gas line that was accidentally struck in connection with that repair.

11. Shade Tree – Commissioner Cross remarked that the next meeting is scheduled for April 18<sup>th</sup>. The Arbor Day Celebration is scheduled for April 26<sup>th</sup> at Sara Lindemuth Elementary School.
12. Communications – Commissioner Rebarchak shared that she and Commissioner Rothrock met with Manager Pribulka, Assistant Manager Logan, and Director Knauss to discuss initiating a RFP for Managed Information Technology Services, as well as ways to reduce costs to the Township by looking at the Township’s Community Outreach Tools, specifically the newsletter, Zencity, the Township website, and See Click Fix.
13. Human Relations – Commissioner Cross noted the next meeting is scheduled for April 17<sup>th</sup>
14. Parks & Recreation – Commissioner Faylona noted the next meeting is scheduled for April 16<sup>th</sup>. The Committee met on March 22<sup>nd</sup> to review the final draft of the Bike/Ped Plan and Greenway Master Plan.

## **PUBLIC HEARINGS**

### **1. A PUBLIC HEARING ON AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING CHAPTER 11, HOUSING; PART 3, HOTELS, MOTELS, AND INNS**

President Lynch adjourned the Board of Commissioners meeting at 7:48 pm and asked Solicitor Miller to Chair the Public Hearing on the Ordinance. Solicitor Miller called the Public Hearing to order at 7:48 pm. Solicitor Miller noted that the Public Hearing was advertised as legally required. No public testimony was offered.

Discussion followed addressing typographical errors in the ordinance and several additions recommended by Commissioner Hisiro to expand definitions and enforcement procedures established by the ordinance.

Solicitor Miller adjourned the Public Hearing at 8:02 pm. President Lynch reconvened the Board of Commissioners meeting at 8:03 pm and announced the vote for adoption of Ordinance 2024-03 will be moved forward on the agenda and asked the Commissioners for a motion.

*Commissioner Hisiro made a motion that the Board of Commissioners adopt the ordinance establishing Chapter 11, Housing; Part 3, Hotels, Motels, and Inns of the Susquehanna Township Code of Ordinance with the additional examples of prostitution,*

*patronizing a prostitute, and human trafficking be added to the §11-301 Definitions and Word Usage, as well as changing the wording of §11-315 Injunction, Other Court Action to identify a hotel as a public nuisance based on three or more unabated violations of this Ordinance within the space of six (6) months. The Motion was not seconded.*

*Commissioner Rebarchak made a motion that the Board of Commissioners adopt the ordinance amending Chapter 11, Housing by adding Park 3, Hotels, Motels, and Inns. Commissioner Faylona seconded the motion.*

The Board noted that further amendments could be made in the future if there were clarifications or additional issues to resolve. Manager Pribulka noted that the Pennsylvania Restaurant and Lodging Association was given an opportunity to review the draft prior to the public hearing and noted no objections to its passage. *The Motion carried unanimously.*

## **BIDS AND CONTRACTS**

### **1. AWARD OF DESIGN AND ARCHITECTURAL SERVICES FOR THE RENOVATION OF THE SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT**

A proposal from By Design Consultants, Inc. of Camp Hill for architectural and design services, as well as mechanical, electrical, and plumbing engineering for the renovation of the Susquehanna Township Police Department is provided. This includes the downstairs office space that has been expanded to accommodate growing staff and storage needs, as well as an area to be designated for future community use. The primary goals of the renovation are to accommodate current and future space needs; paint and install new flooring where needed; and improve facilities to provide better accommodations for male and female officers. All applicable building and life safety code egress requirements, as well as any additional accessibility (ADA) requirements, will be incorporated into the design. The Township has budgeted for this renovation using the unspent appropriation in the American Rescue Plan Act (ARPA) Fund. Manager Pribulka noted that the consultant will include the space that was temporarily occupied by Township staff to use for community purposes. The cost will remain the same.

*Commissioner Faylona made a motion to award the contract for design and architectural services for the Police Department Renovation Project, which includes the area that was previously utilized by Township staff to use as a community space, to By Design Consultants, Inc. in an amount not to exceed \$32,000. Commissioner Sanderson seconded the motion. The Motion carried unanimously.*

### **2. AWARD OF PAVING PROJECT ON FRANCES AND SUMNER DRIVES**

Lower Paxton Township received bids for its 2024 paving projects and intends to award on April 16<sup>th</sup>. The presumptive low bidder is New Enterprise Stone & Lime Co., Inc. and includes the streets identified in the attachment provided. At Susquehanna Township's request, Lower Paxton Township bid an alternate for the segments of Frances and Sumner Drives that are in Susquehanna Township.

*Commissioner Faylona made a motion to award the contract for paving Frances and Sumner Drives to New Enterprise Stone & Lime Co., Inc. in an amount of \$71,154.75. Commissioner Hisiro seconded the motion.*

Commissioner Hisiro stated that he appreciates the cooperation with other Townships. President Lynch asked if this was part of the Mini Basin Project. Mrs. Lovett indicated it is not part of the Mini Basin Project. *The Motion carried unanimously.*

## **ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**

### **1. THE ESTATES AT MARGARET'S GROVE, PHASE 2 – PLAN MODIFICATION**

A copy of the submitted "Site Design Modification Plan for The Estates at Margaret's Grove, Phase 2" is provided. The purpose of this request is to revise the design of the temporary cul-de-sac on the northern side of Mountain Rise Drive (to be renamed McCallister Drive) from a bulb design to a hammerhead design. Additional wetlands were discovered on site necessitating the redesign of the temporary cul-de-sac, along with other minor changes to the approved plan. This project is in the R-4 Residential Urban Zoning District and the Second Ward. A staff report and review letter from the Township Engineer summarizing all comments and recommended conditions of approval was also provided.

*Commissioner Rebarchak made a motion to approve the Plan Modification for The Estates at Margaret's Grove Phase 2 subject to the conditions recommended by the Zoning Administrator and Fire Marshal. Commissioner Rothrock seconded the motion. The Motion carried unanimously.*

## **STAFF REPORTS**

1. Township Manager – Mr. Pribulka reported that the Township was recently notified of its acceptance as Tree City USA. The recognition acknowledges the Board's and Tree Commission's dedication to the preservation and expansion of the urban tree canopy in the Township. To be recognized, a community must dedicate a certain amount of dollars per capita toward tree care, host an annual Arbor Day celebration, and have an established Tree Commission and Ordinance.
2. Public Safety/Police – No report

3. Community and Economic Development – No additional report.
4. Public Works – The Public Works report is included in the board packet.
5. Engineering – The Engineering report is included in the board packet.
6. Solicitor – No report
7. Parks and Recreation – The March 2024 report is included in the board packet.

**OLD BUSINESS** - None

**NEW BUSINESS**

**1. CONSENT AGENDA**

- a. Statement of Bills Paid
- b. Authorization to Hire – Fire/Property Maintenance Inspector Intern – Ryan Johns

*Commissioner Hisiro made a motion to approve the consent agenda. Commissioner Engle seconded the motion. The motion carried unanimously.*

**2. REVIEW OF THE DRAFT ZONING ORDINANCE TEXT AND MAP AMENDMENT ESTABLISHING A STATE INSTITUTION OVERLAY DISTRICT**

A copy of a draft ordinance amending Chapter 27, Zoning by establishing a new State Institution Overlay District was introduced by staff. The intent of the ordinance is to recognize the public uses germane to the Commonwealth of Pennsylvania and its land holdings in Susquehanna Township. The overlay could be applied to multiple underlying zoning districts as appropriate, and provide for additional uses, provisions, and area regulations to augment the affected districts. At this time, the staff is recommending the draft ordinance be referred to the Planning Commission for review and comment. In addition to the text amendment, a Zoning Map amendment is also proposed to establish the overlay on a section of the State Hospital Ground campus. Both the map and text amendments would be presented back to the Commissioners to authorize a public hearing at a future date.

*Commissioner Rothrock made a motion to refer the draft State Institution Overlay Ordinance and Zoning Map amendment to the Planning Commission as well as Dauphin County Planning Commissioners for review and comment. Commissioner Cross seconded the motion. The motion carried unanimously.*

**3. APPLICATION FOR ZONING ORDINANCE AMENDMENT TO ESTABLISH A “MULTIPLE FAMILY COMPLEX” USE AND ASSOCIATED REGULATIONS FOR THE MIXED-USE 1 ZONING DISTRICT**

Township staff received a request to amend the Susquehanna Township Zoning Ordinance to allow for a new permitted use, entitled Multiple Family Complex. This amendment would provide for a new multi-family use, different from the existing multiple-family dwelling use (§27-2008) currently outlined in the Zoning Ordinance. In addition to the new use, a new definition and parking standards are provided related to



the use. The Multiple Family Complex is proposed to be a permitted use in the Mixed-Use 1 zoning district. Design standards are included in the new use as well.

*Commissioner Rothrock made a motion to refer the application for Zoning Ordinance amendment to the Planning Commission for review and comment. Commissioner Faylona seconded the motion. Discussion followed on the timing of the requested amendment and whether it was being considered for a single applicant. It was noted that a moratorium on additional zoning amendment requests would be in place until the comprehensive zoning amendment concluded. Commissioner Rebarchak stated she cannot support changing the ordinance for one developer. The Motion carried with a vote of 8-1.*

#### **5. GREASE TRAP VARIANCE – 19 NORTH PROGRESS AVENUE**

A copy of the request for variance submitted by Kapil Khatiwoda, owner of Harrisburg Meat Market, for the grease trap interceptor required for the business is attached. The property is located at 19 North Progress Avenue and will not have any food preparation facilities or cooking onsite. The premises will not be a restaurant but will sell raw and frozen fish and meat. The Susquehanna Township Authority approved the variance request at its meeting on Tuesday, April 2<sup>nd</sup>, subject to the property owner entering into a Memorandum of Understanding stipulating the conditions of approval including that the use of the premises will not include any food preparation or cooking activities or facilities.

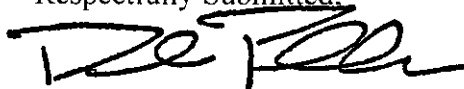
*Commissioner Faylona made a motion to approve the grease trap variance request for 19 North Progress Avenue subject to the conditions imposed by the Susquehanna Township Authority. Commissioner Hisiro seconded the motion. Commissioner Rothrock asked if a smaller grease trap is being installed. Mrs. Lovett confirmed a 35-gallon grease trap has been installed. The Authority approved the size of grease trap for the number of sinks in the facility. The Motion carried unanimously.*

**COMMISSIONER COMMENTS** – Commissioner Rothrock thanked Mr. Greenly and HRG for their assistance with Boyd Park. He and members from HRG met with the contractor and walked the property. There were trees planted on April 10<sup>th</sup>.

#### **ADJOURNMENT**

*Commissioner Sanderson moved to adjourn the Board of Commissioners Regular Meeting for April 11, 2024, at 8:36 p.m. Commissioner Engle seconded the motion. The motion carried unanimously.*

Respectfully Submitted,



David Pribulka  
Secretary-Manager