

## MINUTES

### SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

### WORKSHOP MEETING FEBRUARY 22<sup>nd</sup>, 2024

#### WORKSHOP MEETING:

President Lynch called to order the Workshop Meeting of the Susquehanna Township Board of Commissioners on Thursday, February 22<sup>nd</sup>, 2024, at 6:46 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 – Excused  
Pamela Cross - Present  
Steven Napper – Present

##### TOWNSHIP PERSONNEL:

David Pribulka – Secretary-Manager  
Morgan Madden, Esq. – Township Solicitor  
Rob Martin – Director of Public Safety  
Nathan Bragunier –Public Works Director  
Mack Breech – Planning/Zoning Administrator  
George Drees – Fire Marshal/Assistant Public Safety Director  
Jill Lovett – Director of Finance

#### 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: Kerry and Kathy Wilson

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

President Lynch asked Mrs. Kathy Wilson 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 February 8, 2024 meeting minutes. The motion was seconded by Commissioner Sanderson. The motion carried unanimously.*

**RECOGNITIONS AND PRESENTATIONS:**

**1. A PROCLAMATION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA RECOGNIZING THE PUBLIC SERVICE OF KERRY WILSON TO THE SUSQUEHANNA TOWNSHIP PLANNING COMMISSION**

The staff recommends the Board of Commissioners adopt the proclamation recognizing the public service of Kerry Wilson to the Susquehanna Township Planning Commission.

President Lynch shared that Susquehanna Township loves our volunteers and tonight we are recognizing one who has gone above and beyond in terms of giving back to the community and in terms of the building infrastructure and the reason Susquehanna Township looks the way it does. In his 26 years of service he has attended approximately 312 meetings. President Lynch also took a moment to acknowledge Mrs. Kathy Wilson for her support of the work that her husband was doing in and for the Township.

Commissioner Rebarchak thanked Mr. Wilson for the many years of dedicated service on the Planning Commission. She stated that he exemplified true community service and that it has been a pleasure to work with him on the Planning Commission. Commissioner Rebarchak also thanked Mrs. Kathy Wilson for allowing Mr. Wilson to serve on the Planning Commission. She wished them both well and hoped that their legacy continue to inspire others.

Commissioner Rothrock read the proclamation being presented to Mr. Wilson.

Mr. Wilson thanked everyone for their support. "26 years doesn't seem that long when you're having fun." He thanked the commissioners for working with the Planning Commission. It is rewarding when you're making decisions for planning in the Township. He thanked the staff for their support over the years, for the information they provided to keep them on top of planning issues. He remembered attending an appreciation dinner for Mr. Salomon who spoke of the township and how great it was. Mr. Wilson echoed Mr. Salomon's sentiments. "I consider all of you first class citizens and the township is a first class township."

*Commissioner Rothrock made a motion to adopt the proclamation recognizing the public service of Kerry Wilson to the Susquehanna Township Planning Commission. Commissioner Rebarchak seconded the motion. The motion carried unanimously.*

## **TRAFFIC STUDIES:**

### **1. SCHOOLHOUSE LANE SPEED HUMPS**

On January 25<sup>th</sup>, the Board received a report from the Director of Public Safety regarding a traffic study conducted by HRG, Inc. on Schoolhouse Lane for speed mitigation. The report recommended the installation of two additional speed humps on a segment of Schoolhouse Lane. A copy of that report is provided. After receiving the report, the Board directed the Public Safety Department to consult adjoining property owners to determine whether they are supportive of the installations, which is a best practice of the PennDot Traffic Calming Policy Manual. The police have surveyed the neighborhood and every resident responded in favor of the speed humps. Director Martin is recommending the Board authorize the installation of one speed hump in the western limit of the studied area between Mayflower Alley and Redwood Street.

Commissioner Hisiro questioned why the Township is recommending one speed hump, rather than the two that are mentioned in the traffic study conducted by HRG, Inc. Director Martin addressed the Board. This lane has been used as a cut through road for many years. He recommends we start with one speed hump between Mayflower Alley and Redwood Street. The second speed hump is closer to the stop sign so he recommends we wait to see how the installation of one speed hump affects the speed mitigation.

*Commissioner Hisiro made a motion to direct staff to install one speed hump in the western limit of the studied area on Schoolhouse Lane between Mayflower Alley and Redwood Street. Commissioner Faylona seconded the motion. The motion carried unanimously.*

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

### **1. RESOLUTION 2024-R-10 A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA DESIGNATING FRIDAY, APRIL 26, 2024, AS “ARBOR DAY” IN SUSQUEHANNA TOWNSHIP**

A copy of the resolution designating Friday, April 26, 2024, as Arbor Day in Susquehanna Township was presented. The Susquehanna Township Shade Tree Commission urges residents, businesses, schools, and civic groups to participate in tree planting efforts throughout the Township. Susquehanna Township will sponsor an Arbor Day Festival, as an opportunity to educate Township residents on the importance of planting trees and protecting our environment. Tentatively planning on a program at

Sarah Lindenmuth school. The Township staff has had a brief introduction with the STEMS teacher at Sarah Lindemuth Elementary School.

*Commissioner Sanderson made a motion that the Board of Commissioners adopt the resolution designating Friday, April 26<sup>th</sup> as Arbor Day in Susquehanna Township. Commissioner Cross seconded the motion. The Motion carried unanimously.*

## **2. SUSQUEHANNA UNION GREEN, PHASE IIE BUILDING ADDITION – 4351 GARRISON AVENUE**

A Final Minor Land Development Plan for the purpose of constructing a 1,267-square-foot restaurant addition and associated site improvements is provided. This project is located in the TND-1, Traditional Neighborhood Development 1 Zoning District (Ward 9). This plan was reviewed and recommended for approval by the Susquehanna Township Planning Commission on January 22, 2024, with the following conditions:

- a. All comments from the Township staff memo dated 2/16/2024, the Township Engineer's memo dated 2/16/2024, the Thomas Comitta Associates, Inc. comments dated 12/11/2023, and the Dauphin County Planning Commission comments dated 12/14/2023 are addressed.
- b. That the signs identified on the elevations are a graphic representation only and are not to be considered part of the approval. A separate submittal for the signs must be provided to verify zoning requirements are met prior to issuance of permits.
- c. Provide financial security for the timely, proper, and complete construction of all applicable improvements, including but not limited to sidewalks, landscaping, utility changes, and parking restoration, before recording the Plan.
- d. Dumpsters must be installed and maintained in accordance with the regulations contained in the Zoning Ordinance and Design Guidelines.

Commissioner Rebarchak asked if the placement of refuse dumpsters is indicated on the plans? They are on the plans. They are in the existing location as previously. The dumpster pads are required to be screened and gated. Commissioner Rebarchak stated she saw dumpsters overflowing at business along Linglestown Road and they are unsightly. Township staff will investigate existing establishments along that corridor to be sure that they are in compliance with the Zoning Ordinance. The Board asked that an additional condition be added to the above plan.

*Commissioner Rothrock made a motion to approve the land development plan for Susquehanna Union Green, Phase IIE Building Addition, located at 4351 Garrison Avenue with the added condition that "Dumpsters must be installed and maintained in accordance with the regulations contained in the Zoning Ordinance and Design*

*Guidelines.” Commissioner Faylona seconded the motion. The Motion carried unanimously.*

### **3. APPROVAL OF RETAINER AGREEMENT WITH HRG, INC FOR ENGINEERING AND SERVICES RELATED TO THE TOWNSHIP ADMINISTRATION BUILDING SIDEWALK INSTALLATION**

As part of the Township’s ongoing efforts to improve the pedestrian accessibility and connectivity throughout the Township, the Township has been pursuing efforts to fund the design, permitting, and installation of a sidewalk along Linglestown Road, along the property frontage. The engagement includes a survey of the roadway, PennDOT Highway Occupancy permitting and design, and project management. The project is the subject of Dauphin County Local Share grant application. This project will require a highway occupancy permit from the State. A full scope of services is listed in the Retainer Agreement included in the meeting packet.

The Board asked if the cost includes any fees payable to PennDOT for the HOP. No, it does not include those fees. This would be for permitting and design only. The Board also asked if construction would bid out. Mr. Greenly estimated that construction would cost approximately \$100,000. The Board asked how long the sidewalk would be – 350 feet. The Township did receive a grant award in the amount of \$48,000 to fund the sidewalk. There is potential for additional grants to fund the remainder of the cost. Mr. Pribulka stated that the Township has budgeted \$150,000 for this project.

*Commissioner Sanderson made a motion to approve the Retainer Agreement with HRG, Inc. for the Township Administration Building Sidewalk design and permitting in the amount of \$34,150.00. Commissioner Cross seconded the motion. The Motion carried unanimously.*

### **CONSENT AGENDA**

1. Statement of Bills Paid
2. Financial Security Adjustment #5 – Susquehanna Union Green Phase 2A, 2C, 2E, 3B and 5 (\$24,445)
3. Wood Carpet Installation Agreement (\$11,020)

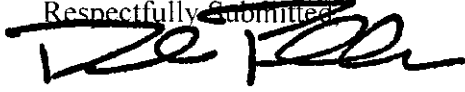
*Commissioner Sanderson made a motion to approve the consent agenda. Commissioner Rothrock seconded the motion. The motion carried unanimously.*

**COMMISSIONER COMMENTS** – Commissioner Rebarchak shared that the Township also received a \$38,400 gaming grant for development of Wedgewood Hills, and a \$96,000 for Progress Fire Station. Commissioner Faylona thanked the Board for their co-sponsorship of the Historic Harrisburg Association’s application to the Dauphin County Local Share Grant Program.

**ADJOURNMENT**

*Commissioner Sanderson moved to adjourn the Board of Commissioners Workshop Meeting for February 22, 2024, at 7:28 p.m. Commissioner Hisiro seconded the motion. The motion carried unanimously.*

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'D. Pribulka', written over the text 'Respectfully Submitted'.

David Pribulka  
Secretary-Manager