

MINUTES

SUSQUEHANNA TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING
FEBRUARY 8TH, 2024

REGULAR MEETING:

President Lynch called to order the Regular Meeting of the Susquehanna Township Board of Commissioners on Thursday, February 8th, 2024, at 7:07 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
Betsy Logan - Assistant Township Manager
Michael Miller, Esq. – Township Solicitor
Rob Martin – Director of Public Safety
Nathan Bragunier –Public Works Director

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: Mack Breech, Mark Kozar, Mike Repora, and Edward Cross, Jr.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE:

President Lynch asked Mack Breech 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 January 25, 2024 meeting minutes. The motion was seconded by Commissioner Faylona. The motion carried unanimously.

RECOGNITIONS AND PRESENTATIONS: None

REPORTS OF COMMITTEES:

1. Building and Grounds – No report
2. Budget, Finance, Insurance & Pension – No report
3. Public Works – Commissioner Napper reported in the month of January maintenance personnel performed daily checks and repairs at the pump stations. The maintenance staff performed tree removal along Paxton Church Road and several along the Greenbelt. Public Works Personnel performed street sweeping in the construction area of Crooked Hill Road. And as a final note, “It’s now pothole repair season”. Cold patch was applied heavy along Mayflower Alley located behind the Susquehanna Township Middle School.
4. Health & Sanitation – Commissioner Rebarchak shared there is no yard waste pick-up by Penn Waste this month.
5. Administration & Personnel – Commissioner Napper reported the Administration & Personnel committee met on 1/30/24 to discuss current vacant positions in the Township, one being the Zoning Administrator, which will be discussed later under New Business. Interviews are not being conducted for the Sewer Operations Manager and the Storm Water Technician position. As a final note, the Administration & Personnel Committee is reviewing the Police Department complement and revising the uniform and un-uniform organization chart.
6. Police – No report
7. Fire, EMS, EMA – Commissioner Hisiro reported on the 2023 year-end summary for Susquehanna Township Fire Rescue/Services. Fire responded to 1,949 incidences. Average response time was 1 minute 13 seconds for Progress Fire Company and 3 minutes 1 second for Resue Fire Company. Average turnout for Progress Fire Company was 8 firefighters, and 6 firefighters for Rescue Fire Company. Progress current live-in status is 4 full-time and 4 part-time firefighters. Rescue current live-in status is 3 full-time firefighters. Susquehanna Township EMS responded to 6, 283 emergencies in 2023, an increase of 6.5% with 70% of their calls in Susquehanna Township. 750 calls were in Harrisburg City, which was an increase of 12%. Year-end reports can be found in the packets.
8. Planning & Zoning – Commissioner Rothrock reported the Planning Commission met on 1/22/24. There was one item on the agenda, Susquehanna Union Green Phase 2E at 4351 Garrison Avenue (building addition to the former Panera restaurant). The plan was approved. The Zoning Hearing Meeting was held on 2/7/24. The property at 3801 Walnut Street, appeal of zoning officer decision on parking and request for variance to parking

as shown on site plan was discussed. This is the third hearing on this appeal. The case was carried over to next month.

9. School Board – No report
10. Authority – Commissioner Napper reported that in the month of January, the Sewer Authority flushed and televised the sanitary and storm sewer system. Sewer staff aided in snow removal in three snow events as well as removed snow from all the pump stations. Staff continues to update the lateral locations and storm sewer information to the GIS mapping system. Finally, the Public Works Committee will meet next month to review future capital projects, which includes tree planting, tree pruning, paving projects, sidewalk replacement, and the Public Works storage facility.
11. Shade Tree – Commissioner Cross reported the Shade Tree Committee met on 1/18 and had the organizational meeting and election of officers.
12. Communications – Commissioner Rebarchak reported that the newsletter was sent out. She encouraged residents to read through it as there is a lot of helpful information in the newsletter. Information on parking on lawns, etc., which is not permitted. The Township website is also a good tool. You can type key words into the Search bar to find the information you are looking for.
13. Human Relations – Commissioner Cross shared the Human Relations Committee met on 1/17/24 for their reorganization meeting, officers were elected. One item that was discussed was that the PA Human Relations Commission expanded the protected classes. In light of these new regulations the Committee will prepare a presentation for the Board to seek guidance on what role they should play. This presentation will occur sometime after their next meeting in April.
14. Parks & Recreation – No report

PUBLIC HEARINGS

1. A PUBLIC HEARING ON AN INTER-MUNICIPAL LIQUOR LICENSE TRANSFER APPLICATION FOR PRIMANTI CORPORATION FOR USE AT 4351 GARRISON AVENUE, HARRISBURG, PENNSYLVANIA 17110

An application for an inter-municipal liquor license transfer from the City of Harrisburg to Susquehanna Township was submitted by Primanti Corporation for a new restaurant located at 4351 Garrison Avenue. The Board of Commissioners received the application at the Regular Meeting on January 25, 2024 and authorized the public hearing this evening. President Lynch adjourned the Regular Meeting at 7:19 pm and called the public hearing to order at 7:19 p.m. Solicitor Miller conducted the public hearing.

Mark Kozar, Flaherty and O'Hara law firm, representing Primanti Corporation, is in attendance and asked to address the Board of Commissioners. Also in attendance is Mike Repora, District Manager for Primanti Brothers. Mr. Kozar noted that Primanti has

entered into an agreement to purchase a restaurant liquor license currently located in the City of Harrisburg. Primanti plans to move this license into Susquehanna Township, with the approval of the Township, pursuant to the inter-municipal transfer provisions of the Liquor Code (47 P.S. 461). Primanti owns and operates 41 Primanti restaurants in five (5) states, most located in the Pittsburgh area. Mr. Kozar gave a description of the restaurant and types of foods served at the restaurant. Primanti is making a significant investment in the Township which will provide employment opportunities to Township residents. All employees who serve alcohol at this restaurant will receive RAMP training, which teaches individuals how to recognize visually intoxicated people, recognize fake IDs, etc. Mr. Kozar asks that the Board of Commissioners pass the resolution before them. The Board asked if there will be games of chance at the restaurant. None are planned.

The public hearing was adjourned at 7:28 pm and President Lynch reconvened the Regular Meeting at 7:28 pm.

RESOLUTION 2024-R-08 – A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA APPROVING THE TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-16750 INTO SUSQUEHANNA TOWNSHIP

A copy of the resolution approving the inter-municipal liquor license transfer request by Primanti Corporation for new licensed premises located at 4351 Garrison Avenue was presented. The Board is requested to consider action on the request. The Manager and Public Safety Director have no concerns about the requested transfer and are recommending no further conditions be placed on the licensed premises.

Commissioner Rebarchak made a motion to adopt the Resolution approving the transfer of Restaurant Liquor License No. R-16750 into Susquehanna Township. Commissioner Hisiro seconded the motion. The Motion carried unanimously.

2. A PUBLIC HEARING ON AN ORDINANCE AMENDMENT ESTABLISHING A PARKING PROHIBITION ON THE EAST SIDE OF LONG ALLEY BETWEEN ELM ALLEY AND 3745 NORTH SIXTH STREET

The Board of Commissioners authorized a public hearing for this evening on an ordinance amendment to establish a parking prohibition on the east side of Long Alley between Elm Alley and Mr. G's Restaurant (3745 N. 6th Street). President Lynch adjourned the Regular Meeting at 7:30 p.m. and called the public hearing to order at 7:30 p.m. Solicitor Miller conducted the public hearing and asked if there was any public comment regarding the suggested ordinance amendment. Hearing none, the public

hearing was adjourned at 7:32 pm. President Lynch reconvened the Regular Meeting at 7:32 p.m. The Board was asked to consider action on the ordinance later this evening. A copy of the traffic study conducted by the Public Safety Department to evaluate the proposed prohibition was provided to the Board for review.

BIDS AND CONTRACTS - None

ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS

1. **ORDINANCE 24-02** AN ORDINANCE OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AMENDING CHAPTER 15, MOTOR VEHICLES; PART 4, GENERAL PARKING REGULATIONS; SECTION 403, PARKING PROHIBITED AT ALL TIMES IN CERTAIN LOCATIONS BY PROHIBITING PARKING ON THE EAST SIDE OF LONG ALLEY BETWEEN ELM ALLEY AND 3745 NORTH 6TH STREET

A copy of the ordinance amendment to Chapter 15 of the Code of Ordinances establishing a parking prohibition on the east side of Long Alley between Elm Alley and Mr. G's Restaurant. The public hearing was conducted earlier this evening, and staff is recommending adoption of the ordinance amendment as advertised. Signs will be posted every 100 feet on both sides of the alley. The residents will be given a grace period to get vehicles moved.

Commissioner Rebarchak made a motion to adopt the ordinance amending Chapter 15, Motor Vehicles; Part 4, General Parking Regulations; Section 403, Parking Prohibited At All Times In Certain Locations by prohibiting parking on the east side of Long Alley between Elm Alley and 3745 North Sixth Street. Commissioner Faylona seconded the motion. The Motion carried unanimously.

2. **RESOLUTION 2024-R-09** A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA REPEALING AND REPLACING A SIDE LETTER AGREEMENT WITH THE SUSQUEHANNA TOWNSHIP POLICE ASSOCIATION TO ESTABLISH A RECRUITMENT INCENTIVE FOR NEWLY HIRED OFFICERS

A copy of a resolution authorizing an amended Side Letter Agreement with the Susquehanna Township Police Association increasing the recruitment incentive for new hired officers was presented. The original agreement, authorized on July 13, 2023, has not been effective in improving recruitment efforts.

The Public Safety Director shared that this agreement allows us to change the way we approach recruitment. The starting salary in the Township is very low and we cannot compete. This bonus will give the Township an opportunity to bring new candidates in. We are 10% under complement right now.

Township resident, Edward Cross, Jr., 3803 Brytton Lane, Harrisburg, PA 17110 asked to address the Board of Commissioners. Mr. Cross asked if the Township plans to recruit minority men and women. Solicitor Miller assured Mr. Cross that Chief Martin has made every effort possible to recruit every possible member of this community. Chief Martin reported that Susquehanna Township has one of the most diverse police forces in the Commonwealth of PA. Chief Martin will continue to work tirelessly to recruit all individuals interested in pursuing a role in the Susquehanna Township Police Department.

Commissioner Faylona made a motion to adopt the resolution repealing and replacing a Side Letter Agreement with the Susquehanna Township Police Association to establish a recruitment incentive for newly hired officers. Commissioner Hisiro seconded the motion. The Motion carried unanimously.

STAFF REPORTS

1. Township Manager – Mr. Pribulka’s report is in the packet. A notice of liquor license transfer for Plaza Azteca Harrisburg, Inc. for a new restaurant at 2270 Kohn Road is included in your Board packet. The license is being transferred from the prior owner, Your Place, to Plaza Azteca, so no approval or consideration from the Board of Commissioners is required. Reviews and demonstrations of potential accounting software solutions continue. A recommendation for a contract award will be made to the Budget/Finance Committee on February 21st and an award will be placed on the Board of Commissioners Regular Meeting agenda on March 14th for consideration.
2. Public Safety/Police – No report
3. Community and Economic Development – The Community and Economic Development report is attached. Mrs. Logan reported that in January 2024 72 permits were issued, 227 inspections were completed, 87 violations were opened this month with 49 corrected.
4. Public Works – The Public Works report is included in the board packet. Mr. Bragunier is available for any questions from the Commissioners.
5. Engineering – The Engineering report is included in the board packet. Mr. Greely is available for any questions from the Commissioners.
6. Solicitor – No report
7. Parks and Recreation – The January 2024 report is included in the board packet. Mr. Knauss was available for any questions from the Commissioners.

OLD BUSINESS – None.

NEW BUSINESS

1. CONSENT AGENDA

- a. Authorization to hire Mack Breech as Zoning Administrator
- b. Approval of Compensation Adjustment

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

2. APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR GREENBELT TRAIL REPAIR

A retainer agreement with HRG for surveying, design, and project management for the Greenbelt Trail Repair project was presented. A segment of the Greenbelt Trail adjacent to State Farm Road had been damaged by erosion and root growth from surrounding trees. The proposed project would remove the existing damaged areas of the trail, complete improvements to prevent future damage, and restore the trail surface. The cost of the engagement would be applied to the Developer's Recreation Fund.

Commissioner Sanderson asked if the Board should expect more of these requests. Mr. Knauss remarked there are various sections of the Greenbelt that need to be repaired. Some will be done internally. CAGA is granting the Township \$3,800 for root barriers. The Township will be working with CAGA to obtain additional grants. No cost analysis has been completed at this point. Once completed we will have a better idea how to financially approach the repairs. Mr. Greely doesn't foresee this being an expensive project.

Commissioner Faylona made a motion to approve the Retainer Agreement with HRG, Inc. for the Greenbelt Trail Repair Project in the amount of \$13,150.00. Commissioner Napper seconded the motion. The motion carried unanimously.

3. APPROVAL OF RETAINER AGREEMENT WITH HRG, INC. FOR BOYD PARK ELECTRICAL DESIGN AND BIDDING

A Retainer Agreement with HRG for design, engineering, construction, and project management to provide electrical service to Boyd Park was presented. The Public Safety Department suggested additional lighting be installed at the park for increased visibility and safety. The engagement includes the design of a new power system coordination with the electric utility, and lighting design for the parking lot and existing pavilion. The cost of the engagement would be applied to the Developer's Recreation Fund.

Commissioner Rothrock commented that he would like to keep the lighting to a minimum due to the wildlife that is in and around the park. The Township staff will coordinate with the Public Safety Director on the hours the lights will be used in the evening.

Commissioner Hisiro made a motion to approve the Retainer Agreement with HRG, Inc. for the Boyd Park Electrical Design & Bidding Project in the amount of \$23,575.00. Commissioner Rothrock seconded the motion. The motion carried unanimously.

4. AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NATIONAL ASSOCIATION OF REALTORS TRANSFORMING NEIGHBORHOODS PROGRAM FOR THE NORTH 6TH STREET/FRONT STREET SMALL AREA PLAN DEVELOPMENT

A grant opportunity from the National Association of REALTORS that could assist the Township with its development of a Small Area Plan for the North 6th Street/Front Street corridors was identified. The Small Area Plan is a recommendation from the Susquehanna Township Sustainable 2030 Comprehensive Plan. The Greater Harrisburg Association of REALTORS is interested in sponsoring the Township's application to this program. If successful, a consultant from the Counselors of Real Estate Consulting Corps would be assigned to develop analysis, strategies, and actionable recommendations to address the challenges to community and economic development in the area. The Board would retain oversight of the project, and the Township would not have any local match to commit to the program, if selected.

Commissioner Rebarchak asked to be kept apprised of the progress of this grant application.

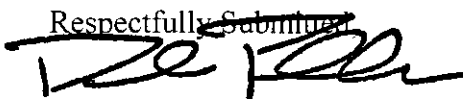
Commissioner Rebarchak made a motion to authorize the submission of a grant application to the National Association of REALTORS Transforming Neighborhoods Program for the North 6th Street/Front Street Small Area Plan development. Commissioner Faylona seconded the motion. The motion carried unanimously.

COMMISSIONER COMMENTS - None

ADJOURNMENT

Commissioner Sanderson moved to adjourn the Board of Commissioners Regular Meeting for February 8, 2024, at 8:00 p.m. Commissioner Napper seconded the motion. The motion carried unanimously.

Respectfully Submitted,



David Pribulka
Secretary-Manager