

SWATARA TOWNSHIP

REGULAR MEETING II

BOARD OF COMMISSIONERS

DECEMBER 14, 2016

1. Call to Order: The Regular Meeting II of the Swatara Township Board of Commissioners was called to order by President Troxell at 7 PM on Wednesday, December 14, 2016, at the Township Administration Building, 599 Eisenhower Blvd., Swatara, PA 17111.
2. Pledge of Allegiance: President Troxell led the audience in the Pledge of Allegiance.
3. Invocation: President Troxell gave the invocation.
4. Roll Call: Commissioners Boudier, Chiavetta, Connolly, Milakovic, Moyer, and Troxell were present. Also present: Township Manager LeBlanc, Solicitor Wyland, Secretary Rubinic, Finance Director Fosselman, Zoning Director Hardman, Township Engineer Representative Kenworthy, Fire Marshal Ibberson, and Chief and Sgt.-at-Arms Umberger.
5. Motion to Approve Agenda: Commissioner Chiavetta moved to approve the Agenda as presented. Commissioner Connolly seconded the motion; carried unanimously.
6. Motion to Approve Consent Agenda:
Commissioner Boudier moved to approve the following Consent Agenda.
Commissioner Connolly seconded the motion; carried unanimously.
 - A. Monthly Departmental Reports
 - B. Committee Reports
 - C. Manager's Report
 - D. Codes ReportCommissioner Chiavetta moved to approve the Consent Agenda items as listed above. Commissioner Milakovic seconded the motion; carried unanimously.
7. Consideration of Minutes - Regular Meeting II - December 7, 2016:
Commissioner Moyer moved to approve these minutes as presented. Commissioner Connolly seconded the motion; carried unanimously.
8. Concept Design Presentations by Kimmel Bogrette and H Edward Black & Associates: Martin Kimmel gave a presentation showing an overall picture of the design work completed to date on a new municipal campus. The topography of the land leads them to recommend placing the public works on the south side of Rt. 441 and the rest of the complex at the top of the north side with access off Eisenhower at the existing light. He answered questions about access for public and police, amount of acreage for parks and recreation, and size and location of the individual departments in the building. Administration and public space would be on the upper level with police operations beneath in a bank-barn style with about half of the level underground. The next steps will be to continue meeting with the

departments to tweak their needs and to look at the exterior architecture to come up with a building design that fits the community and its needs.

Edward Black introduced the team working on the landscape architecture. They have been analyzing the site and coming up with a diagram phase showing the layout of fields, etc. They too have been meeting with the departments and are taking steps to make sure the project is eligible for public grants like DCNR. He explained the contours of the land, the areas of wetlands, and the depth of the bedrock. He reported on the response for public input on recreation from 254 individuals and listed the top ten choices. One feature being considered is a pumptrack that could be used for BMX bikes, skateboards, and in-line skates. He also highlighted an amphitheater, pavilions, splash pad water features, community gardens, walking/hiking trails, sports fields, and restrooms. The old farmhouse and barn ruins could be incorporated into a passive recreation feature. It is still very early in the process and all input is appreciated. The design team will keep coming back with updates and the Board will have to be making some decisions on the recreation features.

9. Visitor Requests & Comments: Mrs. Katie Ibberson said she is a Township resident and as mother of a toddler knows a lot of other mothers in the Township who utilize Lower Paxton's facilities such as playground, splash pads, and pavilions. She is speaking on behalf of these moms who would appreciate facilities that are family friendly and not just sports friendly.

10. Reports:

- A. Treasurer's Report: Treasurer Fosselman does not have a Treasurer's Report for November due to a payroll reporting error just discovered. Commissioner Boudier moved to table approval of the Treasurer's Report until next month. Commissioner Connolly seconded the motion and the motion carried unanimously.
- B. Solicitor's Report: Solicitor Wyland said unless there were any questions, he had nothing to report.
- C. Chief of Police Report: Chief Umberger reported on the police activities for the month of November. Officers handled a total of 1,372 calls for service; thankfully this is a relatively lower number than in the past. A breakdown of calls is shown on the monthly report posted on the bulletin board. The full report of police activities in schools, with juvenile and adult probation checks, and other community events is also posted. The oral board examinations to establish a Civil Service list for hiring police officers are almost completed. The Bigs in Blue program has begun with 8 of our officers volunteering to be a mentor for a Little in our community. At their December meeting Big Brothers and

Big Sisters recognized our Police Department for leading the way on this initiative, and having encouraged many other Police Departments to do the same.

Chief Umberger was contacted by the Lawnton American Legion indicating they were making a \$5,000 donation to the Police Department; this will be used for training equipment and other needs. It was a much appreciated Christmas gift.

The 4th Annual Hero Run was held on November 6, at the Harrisburg Mall with 691 registered participants and raised over \$9,000. This will be donated to Cops for KOPS and Keystone Wounded Warriors.

The Police Department has received a \$60,000 grant from the Pa. Department of Education to support the School Resource Officer for the current school year and an additional \$30,000 for the 2017-18 school year.

Finance Director Fosselman added that all preparation for the grant was done by our Police and Township staff; Steelton-Highspire did nothing to get the grant which is a direct benefit to their school district.

Commissioner Chiavetta requested Chief Umberger contact the office manager at St. Catherine's about traffic control for the Christmas Eve Masses.

- D. Fire Services Report: Fire Services Director Ibberson read the Fire Services report showing 130 total calls for service during the month of November (with average personnel turnout per incident):

Bressler	39	(5)
Lawnton	66	(5)
Rutherford	40	(7)
Swatara	77	(6)
Chambers Hill	36	(5)

A copy of the detailed report will be posted on the bulletin board in the lobby.

He also reported that he and several of the Fire Chiefs made their Gaming Gant presentation to Dauphin County and should hear something by February.

The Fire Services Board has had three meetings and formed some subcommittees; it is going well.

- 11. Recognition of Staff Achievement: Commissioner Connolly called several staff members forward for recognition of teamwork on the same situation.

They included Fire Marshal Ibberson, Lt. Darrell Reider, Corp. Timothy Shatto, Det. Christopher Seiler, Det. Thomas Robbins, Zoning Director Janet Hardman, Codes Director Samantha Everett, and Chief Umberger.

This incident involved a building being used as an illegal nightclub with no permitting. It involved the cooperation between Fire Services, Codes, Zoning, and the Police. This could have averted a tragedy such as the recent warehouse fire in Oakland where 36 people lost their lives. The Board thanked everyone involved in this operation and urged them to keep up the good work.

12. Consideration of Ordinance-2017 Budget: Finance Director Fosselman reported we have a budget with no tax increase for property owners. This is a balanced budget has been properly advertised and is ready for adoption.

Commissioner Chiavetta moved to adopt Ordinance 2016-11 (full text available in Township Ordinance Book) adopting the 2016 Swatara Township Budget.

Commissioner Connelly seconded the motion.

Commissioner Moyer reminded the Board to be vigilant, but to remember we are carrying about \$200,000 in leases for the next couple years. This budget is \$2 million over what is normally brought in. we have to look down the road for the next three years where things may not be as positive. Mr. Fosselman said last year was budgeted to take \$600,000 out of Capital Reserve, and this year we didn't have to do that so the Reserve is just under \$4 million. TurnKey taxes is working and has gotten a 5-digit figure of money we didn't have before. The Business Privilege tax is a very important source of income, but by law rates cannot be increased. Work is continuing to find all who should be paying LST.

Commissioner Connolly thanked Mr. Fosselman for his work with the Finance Committee. Jim spreads credit all around for a good job and Commissioner Connolly wanted to give him credit for all he does. Mr. Fosselman cautioned that you can't go on forever without a tax increase; expenses for everyone go up and it's just inevitable. President Troxell said that if revenues are increased, the residents deserve a return on it.

The 2017 Budget was unanimously approved by roll call vote.

13. Consideration of Ordinance-2017 Tax Rates: Solicitor Wyland reviewed the tax rates to support the 2017 Budget as follows:

General Tax	2.32628 mills/\$1.00 assessed value or 23.2628 cents/\$100.00
Fire Protection Tax	0.90070 mills/\$1.00 assessed value or 9.0070 cents/\$100.00
Debt Service	0.44080 mills/\$1.00 assessed value or 4.4080 cents/\$100.00
Emergency Services	0.09610 mills/\$1.00 assessed value or .961 cents/\$100.00

Commissioner Moyer moved to adopt Ordinance 2016-12 (full text available in Township Ordinance Book) so fixing the tax rates with no total tax increase over last year. Commissioner Chiavetta seconded the motion and was unanimously approved by roll call vote.

14. Consideration of Resolution-Tax Discounts & Penalties: Solicitor Wyland reviewed the Resolution fixing the 2017 tax discounts and penalties on the tax rates.

Commissioner Milakovic moved to approve Resolution R-2016-44 (full text available in Township Resolution Book) fixing the tax discounts and penalties. Commissioner Chiavetta seconded the motion and was unanimously approved by roll call vote.

15. Consideration of Adjustment of Leave/Carry Forward Policy: Commissioner Connolly moved to approve the proposed adjustment of Leave/Carry Forward Policy for Administrative staff. Commissioner Chiavetta seconded the motion. Commissioner Moyer asked what the change involves and Commissioner Connolly explained that they currently can only carry over 5 days; this would increase the days to 20 allowed to carry over. It does not affect their total leave days; only the number they are allowed to carry forward. There was discussion about unfunded liabilities reaching the astounding amount of \$3.9 million, which is basically the amount in the Capital Reserve. Commissioner Moyer urged the Board to keep this in mind. He would like to discuss other ways to provide benefits to employees that would not cost the Township a significant amount of money. Commissioner Connolly said this only addresses the Administrative staff of 13 or 14 people and does not have the monetary impact being discussed. Commissioner Moyer would like to see what the new policy looks like, is there a maximum number of days that can be carried. Finance Director Fosselman agreed that there should be a cap on the days carried forward due to impact on unfunded liabilities. Commissioner Connolly said he understands things got out of control before, but this is an effort for us to rein it in and still get the work done. Commissioner Moyer and Commissioner Varner would still like to see this in policy form.
The motion carried 4-2 with Commissioner Varner and Commissioner Milakovic voting no, and Commissioner Moyer abstaining due to lack of information.
16. Consideration of Resolution-Police Pension Contribution Rate: Commissioner Moyer moved to adopt Resolution R-2016-45 (full text available in Township Resolution Book) setting the annual member contribution by the Swatara Township Police Force to the Swatara Township Police Pension for 2016 at 5.5% of the participant's monthly compensation. Commissioner Connolly seconded the motion and the motion carried unanimously.
17. Consideration of Trap Neuter Release (TNR) Program with Steelton Community Cats: Commissioner Varner moved to adopt Resolution R-2016-46 (full text available in Township Resolution Book) approving a cooperative effort for a Trap Neuter & Release Agreement with Steelton Community Cats as done in the past. Commissioner Connolly seconded the motion and the motion carried unanimously. Additional information for the public will be placed in the next newsletter.
18. Consideration of Service Agreement-Humane Society: Commissioner Varner moved to approve the 2017 Municipal Domestic Animal Protection Service Agreement with the Humane Society as presented with a contract fee of \$250.00 and a payment of \$2,178.83. Commissioner Connolly seconded the motion and the motion carried unanimously.

19. Consideration of Agreement-Zelenkofske Axelrod Audit Services: Finance Director Fosselman highly recommended approval of the contract with Zelenkofske Axelrod LLC to extend audit services for the years ending December 31, 2016 thru 2019. The 2016 fee reflects a decrease of \$2,800 from the 2015 fee and the fees for 2017 thru 2019 reflect a 3% increase. Commissioner Chiavetta moved to approve the contract with Zelenkofske Axelrod LLC as presented. Commissioner Milakovic seconded the motion and the motion carried unanimously.
20. Authorization to Advertise to Join the Susquehanna Municipal Trust: The Township is seeking proposals on Workmen's Compensation Insurance, one of the options is an intermunicipal organization. Solicitor Wyland explained that if the Township is to join the Susquehanna Municipal Trust it needs to be done in a particular way under Ordinance. This is a standard intergovernmental Ordinance. Because this is the last meeting of the year, tonight the action sought is authorization to advertise the Ordinance in the event this vendor is selected. We are awaiting response from one other vendor; but there are significant savings to be realized by beginning the contract in January.
Commissioner Connolly moved to authorize advertisement of the Ordinance if Susquehanna Municipal Trust is the vendor selected. Commissioner Chiavetta seconded the motion; carried unanimously.
21. Subdivision/Land Development Plans:
- A. Plan Denial/Extension Request - Hickory Ridge Plan 2001-14, Keckler Road: Zoning Director Hardman reported an Agreement to Extend Time for Rendering and Communicating a Decision form was submitted for this plan today. Commissioner Connolly moved to accept the grant of time extension offered by the developer. Commissioner Milakovic seconded the motion; carried unanimously.
- B. Plan Denial/Extension Request - Ridgeview Commerce Park, Preliminary/Final Subdivision Plan 2005-08, Rt. 322: Zoning Director Hardman reported an Agreement to Extend Time for Rendering and Communicating a Decision form was submitted for this plan today so no action is needed. Commissioner Connolly moved to accept the grant of time extension offered by the developer. Commissioner Milakovic seconded the motion; carried unanimously.

Manager LeBlanc said she has a problem with Time Extensions on these plans which are 16, 14, and 11 years old. Our Ordinances have changed in that time and if these plans have not received planning commission approvals, there has to be reasons to deny. She urged the Board to think about how long to carry plans that perhaps are not relevant given today's Ordinances.

- C. Plan Denial - Platinum Plus Partners, Preliminary Land Development Plan 2002-03, Gibson Blvd.: Commissioner Connolly moved to deny the Platinum Plus Partners

Preliminary Land Development Plan 2002-03, 711 Gibson Blvd. unless an Agreement to Extend Time for Rendering and Communicating a Decision form is submitted to the Township by December 30, 2016. Commissioner Milakovic seconded the motion; carried unanimously.

D. Joseph Roberge, Minor Subdivision Plan-8101& 8081 Somerset Street: Zoning Officer Hardman presented this plan for the Board's consideration.

This plan proposes correction of two lot line encroachments.

A request was received for waiver of separate preliminary plan. Commissioner Connolly moved to approve waiver of the separate submission as requested.

Commissioner Chiavetta seconded the motion and the motion carried unanimously. The plan has been reviewed by the Dauphin County Planning Commission, the Swatara Township Planning Commission, the Township Engineer, and Township staff, and conditionally recommended for approval.

All outstanding conditions and comments have been satisfied as outlined in the Resolution. Commissioner Connolly moved to adopt Resolution R-2016-47 (full text available in Township Resolution Book) approving the Joseph Roberge plan.

Commissioner Milakovic seconded the motion, carried unanimously.

22. Additional Public Comments: There were no additional public comments.

23. Investigation of Any Possible Stormwater Violations: None noted.

24. Commissioners Requests & Comments:

Commissioner Moyer-- noted that leaf collection will end this Friday. He urged residents to "Adopt a Drain" and make sure they are free of debris for the upcoming icy, snowy weather. Also, when we get snow make sure any fire hydrants near you are cleared of snow.

Commissioner Boudier-- gave a big thank you to the Administrative staff, Jan and Kim, and Commissioner Connolly for reinstating the tree lighting ceremony at the twp. It was well attended after an absence of many years.

He asked for the status of the traffic signal at Lindle and Sheetz. Manager LeBlanc said they are waiting to see if the new owners of High Point Commons will participate. The original traffic study recommended that the split-timing we are now requesting be put in. She is staying on top of this and will be doing follow-up with Unisom and Wolf's this week.

Commissioner Boudier wished everyone a Merry Christmas and Happy New Year.

Commissioner Connolly-- thanked Commissioner Boudier for the kind words about the tree lighting. There were over 300 people in attendance. He also thanked the staff, police, fire police, and highways for all their efforts. Donations of a bicycle and a gift certificate to Red Lion Hotel were raffled off. There were extra donations of the snacks and hot chocolate, so staff packaged up 241 care packages which were

delivered by Mr. Ibberson and Commissioner Connolly to Hoy Towers, Latsha Towers, and Bistline House. They were truly appreciative and we ended up with two nice events by organizing one.

As far as the Budget, he feels confident that we did a really good job for the residents, everyone has input and ideas--this goes to the Commissioners, staff, and Mr. Fosselman. He also thanked Mr. Donato for all he does throughout the year. On the leave issue, he sees 6 people here tonight who fall into that category of only being able to carry over five days--these are the same people who stay late for meetings, they come out on calls, they were here for the tree lighting. He also wished everyone a Merry Christmas and a Happy New Year.

Commissioner Milakovic-- gave kudos to Commissioner Connolly and everyone who helped put together the tree lighting program. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Chiavetta-- asked if the meeting time will stay at 7 PM next year. Manager LeBlanc said nothing has changed. He also wished everyone a Merry Christmas and a Happy New Year.

Commissioner Varner-- said that there was some confusion on the leave policy change. He is willing to work with staff on this. Part of the problem is just receiving the email and not being in on the discussion makes it hard to make a decision on something like that. He would appreciate if in the future they can be given a little more time to review and discuss it with everyone.

President Troxell-- thanked the public for the opportunity to serve them throughout the year. He wished everyone a Merry Christmas and Blessed New Year.

25. Adjournment: Commissioner Connolly moved to adjourn, seconded by Commissioner Milakovic and carried unanimously. The Regular Meeting II adjourned at 9:30 PM.



Dolores M. Rubinic, Township Secretary

SWATARA TOWNSHIP
COUNTY OF DAUPHIN
COMMONWEALTH OF PENNSYLVANIA

TREASURER'S REPORT

TREASURER : James R. Fosselman				November 2016	November 2015
	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE	ENDING BALANCE
GENERAL FUND	\$3,150,822.72	\$2,681,072.03	\$3,540,403.86	\$2,291,490.89	\$2,251,346.47
GENERAL PAYROLL	\$103,731.96	\$945,045.87	\$605,925.43	\$442,852.40	\$62,095.86
GENERAL FUND	\$3,254,554.68	\$3,626,117.90	\$4,146,329.29	\$2,734,343.29	\$2,313,442.33
FIRE FUND	\$194,123.58	\$43,072.91	\$44,936.70	\$192,259.79	\$180,419.21
FIRE RESERVE	\$300,567.01	\$111.17	\$0.00	\$300,678.18	\$100,288.10
FIRE PROTECTION FUND	\$494,690.59	\$43,184.08	\$44,936.70	\$492,937.97	\$280,707.31
DEBT SERVICE FUND	\$24,829.74	\$8,345.91	\$0.00	\$33,175.65	\$82,071.14
SWATARA AMBULANCE EMS FUND	\$46,331.67	\$1,249.01	\$0.00	\$47,580.68	\$54,637.02
LIQUID FUELS FUND	\$431,784.65	\$154.94	\$24,974.78	\$406,964.81	\$400,747.60
CAPITAL RESERVE FUND	\$4,015,210.57	\$1,481.30	\$23,702.03	\$3,992,989.84	\$3,781,272.27
BOND CAPITAL PROJECTS	\$618,659.37	\$228.82	\$0.00	\$618,888.19	\$617,851.02
BOND BUILDING	\$3,394,764.49	\$1,250.77	\$30,298.47	\$3,365,716.79	\$3,532,281.36
BOND FUNDS	\$4,013,423.86	\$1,479.59	\$30,298.47	\$3,984,604.98	\$4,150,132.38
POLICE BOOKING	\$89,949.48	\$33.27	\$0.00	\$89,982.75	\$78,665.81
POLICE DONATIONS	\$35,567.91	\$13.15	\$0.00	\$35,581.06	\$24,819.38
POLICE 5K RUN	\$15,924.73	\$3,972.38	\$2,878.37	\$17,018.74	\$11,184.16
POLICE FEDERAL FORFEITURE	\$54,448.24	\$20.14	\$0.00	\$54,468.38	\$55,935.97
POLICE DA	\$4,144.15	\$1.53	\$0.00	\$4,145.68	\$4,533.77
POLICE FUNDS	\$200,034.51	\$4,040.47	\$2,878.37	\$201,196.61	\$175,139.09
OLDS RESERVE	\$53,136.37	\$419.26	\$1,370.46	\$52,185.17	\$56,018.73
IVY RIDGE RECREATION AREA	\$3,709.92	\$1.37	\$0.00	\$3,711.29	\$3,701.13
SPECIAL FUNDS	\$56,846.29	\$420.63	\$1,370.46	\$55,896.46	\$59,719.86
TOTAL FUNDS	\$12,537,706.56	\$3,686,473.83	\$4,274,490.10	\$11,949,690.29	\$11,297,869.00

ALL ABOVE MONETARY ACCOUNTS HAVE BEEN RECONCILED WITH BANK STATEMENTS AS OF NOVEMBER 30, 2016 AND TRULY REFLECT THE BALANCES AS OF THAT DATE

JAMES R. FOSSELMAN, FINANCE DIRECTOR and TREASURER