

EAST PENNSBORO TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 3, 2018

Regular Meeting

7:00 p.m.

A Regular Meeting of the East Pennsboro Township Board of Commissioners was held on Wednesday, October 3, 2018, at 7:00 p.m. at the Community and Municipal Center, 98 S. Enola Drive, Enola, Pennsylvania.

Those present were: Commissioners - John Kuntzelman, President; George Tyson, Vice President; Kristy Magaro, Charles Gelb and Raymond "Skip" Magaro; John Pietropaoli, Township Manager; Lisa M. Coyne, Esquire, Township Solicitor; John B. Owen, Assistant Township Manager; Jared Hockenberry, Township Engineer; Dearan Quigley, Housing & Community Development; Chief Mark Green, Police Department; and Erik Owen, Fire Marshal.

I. CALL TO ORDER

President Kuntzelman called the meeting to order at 7:00 p.m. A moment of silent meditation was observed, followed by the Pledge of Allegiance to the Flag.

II. APPROVAL OF MINUTES

MOTION approving the minutes of the following itemized meetings:

1. Regular Meeting September 5, 2018
2. Workshop Meeting September 19, 2018

was made by Mr. Tyson, seconded by Mr. Skip Magaro, and was carried by a unanimous aye vote.

III. APPROVAL OF REPORTS

MOTION approving the Police Report for August 2018, was made by Ms. Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

IV. PRESENTATIONS

Mrs. Alicia Stine, friends of Fredrickson Library, presented to the board the strategic plan for the library for the next five years. She noted the library will have a book sale at the East Pennsboro Pumpkin Fest this Saturday, 9:30 a.m. to 5:00 p.m., and Sunday 11:00 a.m. until 5:00 p.m.

Mr. Andrew Schwartz from Environmental Planning and Design provided a comprehensive plan update. He reviewed the key highlights, from the goals to the essential recommendations. This was compiled working with township staff and the Planning Commission. The township planning goals for capital improvement planning is:

1. Strengthen and target the efficient use of physical and human resources to execute capital improvements;
2. Redevelopment, revitalization and infill, to readjust development regulations with a focus on right-sizing, repurposing and revitalizing per the new economy and the Township's exceptional qualities;
3. To reinforce the Township's commitment and emphasis on civic amenities by balancing new investments with long-term operational costs;
4. Target key linkages for multimodal connectivity and expand the network as resources become available;
5. Municipal services and systems, to expand cooperation between the township and its partners in an effort to move the community forward and improve the delivery of public services;
6. For regional relationships, to expand the leadership role within the capital region by further exploring cost effective opportunities to share services and provide mutual aid. He noted East Pennsboro is the leader in terms of that, the township wants to stay as the leader but at the same time the burden should not all be on East Pennsboro Township. There has to be a way of effectively sharing those.

Some of the discussions between the board, the Planning Commission, and staff focused on what were topic priorities, such as capital improvements; redevelopment/revitalization/infill; township systems; public services; amenities; connectivity; partnerships/relationships.

Their essential recommendation number one is a capital improvement plan, which policy components include: 1. Identify objectives and a timeframe for the plan; 2. Determine the individuals and departments to be involved and their responsibilities; 3. Inventory and assess capital assets owned and maintained by township; 4. Identify the rank project by priority; 5. Forecast financial resources for the timeframe; 6. Prepare funding requests.

Essential recommendation number two, update zoning and subdivision and land development ordinances. Policy components include: 1. Complete ordinance audits; 2. Make way for the seismic shift of development patterns historically associated with traditional neighborhood and strip center retail; 3. Increase the diversity of commercial opportunities in the township, including the provision of mixed use development.

Essential recommendation number three, consolidate zoning districts within West Fairview to create its own district. Policy components include: 1. Pursue and build upon recommendations of the ULI report to align land uses and possibilities for redevelopment; 2. Evaluate the applicability of form based provisions for the neighborhood to ensure amenable relationships between mixed uses and various residential/non-residential development needs; 3. Create incentive based zoning provisions to achieve what the township and its residents want.

Essential recommendation number four, implement an infill/redevelopment overlay. Policy components include: 1. Designate on the zoning map an

infill/redevelopment overlay, and include provisions for land uses and performance/urban design standards through a conditional use application process. An infill/redevelopment overlay can build upon existing provisions but vary depending upon distinct needs of various neighborhoods; 2. Broaden permissible uses including local service retail and services, entertainment, dining, and recreation/fitness should be permitted. Structures that integrate a mixture of residential, commercial, and office can be accommodated; 3. Update design standards in township ordinances to increase vitality and flexibility.

Essential recommendation number five, implement a public information enhancement strategy. Policy components include: 1. Complete an assessment of township communication to identify the strength, weaknesses, opportunities, and threats of existing policies and execution; 2. Prepare a blueprint for a coordinated communications strategy that will identify communication platforms, roles, and responsibilities; 3. Implement the strategy based with expectations set, a plan of action, and the benefits and drawbacks of a variety of communications possibilities.

Essential recommendation number six, increase opportunities for multimodal connectivity. Policy components include: 1. Prioritize and develop a connectivity plan to complete a road safety and audit study; 2. Implement the recommendations of the audit study with emphasis on the safety of pedestrians and bicyclists.

Essential recommendation number seven, develop the multi-year public safety plan. Policy components include: 1. Identify and pursue internal township needs with balancing budgeting; 2. Outline strategies for leading/serving as a provider for additional regional service.

Essential recommendation number eight, update and complete a comprehensive parks, recreation and open

space plan. Policy components include: 1. Partner with Highmark, Geisinger, Rite Aid and numerous health organizations to providers to implement pedestrian a bicycle linkages between the recreational assets or between the assets and this health oriented nucleus; 2. Evaluate physical feasibility of creating a land trail been between the Conodoquinet Creek walking trail and the village of West Fairview.

Essential recommendation number nine, create development policies to permit the transition redevelopment of industrial/commercial areas. Policy components include: 1. Encourage redevelopment that includes both nonresidential and residential uses in the same development. Mixed use development and establish standards and situations where developers may build not just out but up; 2. Reduce parking and setback requirements that hamper the flexibility of new bills and development.

Essential recommendation number 10, strengthen partnerships, working to set a precedent for the region. Working with neighbors and other entity stakeholders in the community in terms of maximizing public services.

Essential recommendation number 11, prepare performance standards for the CPL district and integrate into the township Zoning Ordinance. Policy components include: 1. Identify a compatible mixture of land uses to promote the area's long-term vitality; 2. Determine applicable processes associated with access and circulation.

Essential recommendation number 12, create a West Fairview parking strategy. 1. Evaluate the existing potential parking supply in the neighborhood and establish off-street parking ratios commensurate with the available fly as well as the function and scale appropriate for the neighborhoods; 2. Develop a process for sharing parking spaces between land uses in an effort to minimize the negative impacts of

creating additional parking spaces; 3. Address the need for signage, lighting landscape, buffer yards, setbacks and security as related to off-street parking. Any land use changes that happen to West Fairview there are other areas such as parking that has to be changed at the same time.

Essential recommendation number 13, identify reinvestment zones. 1. Delineate reinvestment zones where the pursuit of LERTA or the like designations can be helpful in stimulating revitalization and/or redevelopment; 2. Consider land use mixes and infrastructure needs based upon age and condition; 3. Identify transportation/access enhancements complement future land uses.

Essential recommendation number 14, develop an overlay to encourage higher density residential development in appropriate places. 1. Evaluate the locations and neighborhoods between township where there are opportunities for developing higher density housing while leveraging nearby open space, adequate traffic capacity and proximity to municipal service, public safety services, and commercial areas; 2. Prepare overlay provisions to support planning objectives and land use mixes.

Essential recommendation number 15, evaluate additional roadway connections to aid in the mobility and safety of township residents and visitors. 1. Evaluate the feasibility of new and/or enhanced multimodal linkages between neighborhoods and civic amenities; 2. Determine costs associated with feasible solutions; 3. Prioritize and pursue projects as applicable. These may all be 10 years off, but something to consider going forward.

Mr. Skip Magaro asked whether a lane will be created for bike routes in West Fairview. Mr. Schwartz stated not necessarily West Fairview, but targeted areas that probably as part of that comprehensive park/recreation/open space plan should

include trails or bike lanes. There are clearly some locations that could benefit from having additional connectivity, but getting that in West Fairview is a big challenge, as it is in a corner on its own, sandwiched between river, railroad, and highway. It is not necessarily going to benefit internally. There has been discussion whether to make a connection between park and the river front in West Fairview to the water trail. All that should be factored into doing the comprehensive park/recreation/open space plan to scrutinize whether it is realistic or not. The township has to look at the traffic and all the other issues that come with it.

Mr. Schwartz also referenced the handout which framed each of the recommendations, defined the timeframe priority and what the relative cost was, and the potential funding sources or funding streams that could be used to address those. They are working with township staff and the Planning Commission to fill in the township involvement and other potential key partners.

Mr. Owen noted it is important that the board digest the material and provide their recommendations to staff so they can get back to EPD, selecting projects of importance.

Mr. Pietropaoli noted Mr. Schwartz is also working on providing possible amendments to the Zoning Ordinance and the CPL zoning district. At the last Commissioners' meeting the board voted to look at the possibility of changing the ordinance in the Summerdale area, the CPL, which is also a portion of West Fairview. There was discussion internally that some of the uses that have been proposed there in the past are incongruent with the land uses adjacent to Summerdale, such as the warehouses or the flex space idea. There were a number of land uses that were proposed for that area to include indoor recreational, self-storage facilities, and a residential multi-family component. The board needs to discuss

how to re-envision it because it is not working as currently laid out from the perspective of the residents and the development. Mr. Schwartz noted in the CPL district, the notion that maybe we create a set of performance or design standards to guide the development so it is not just a land use discussion, it is how do we get any reuse of that set of properties and get it to be knitted into the adjoining neighborhood and still be able to take advantage of a highly visible area with easy access. He noted it is a challenging site that has some legacies to it. One of the things that has to happen early on in the discussion is the need to establish principles. There is a small stream that runs through the property. How does any development ever interface with that? You do not want to lose that, but it does bisect the property in half, and from a development standpoint it is probably in a bad spot. Defining what the principle is, what your perspective of the community is, what happens with that stream in the floodplain, where does stormwater get located, lighting, signage, building scale, existing vegetation, landscape/buffer yard at the edge of ramp of I-81 and Routes 11/15, ingress/egress, parking, building materials on First Street, setbacks from existing adjacent buildings, and edge of ramp of I-81 and 11/15, are all principles the board needs to look at. Is there anything on the list that they do not want to deal with? These are things that if I were in that neighborhood that I would be looking at as performance principles. As EPD works with the staff and the Planning Commission, they will use this as the starting point of what those categories are. Some of them may be combined, but it gives a blueprint to start from. Another discussion will be the Norfolk Southern land use.

Mr. Owen noted it is important from staff that they prefer one use not to dominate the site, to find a balance of potential uses for the parcel. Mr. Schwartz noted it is about a 50-acre site, if 40 acres are developed, is that too skewed? Does the board want four or five different uses?

Mr. Tyson noted from the several plans that were submitted, a couple plans included a residential component. Mr. Schwartz asked if a residential component was desirable. Several board members stated it would. Mr. Tyson noted there might not be a problem with a Sheetz or a bank, but the back part could be residential, along First Street. Mr. Schwartz noted all-residential development would cripple the traffic standpoint right now. Mr. Skip Magaro noted they do not want to mess with the aura of the community. Mr. Schwartz stated EPD will try to do a rough framework first and make sure everybody is on the same page. Land use is one piece, but there are a lot of things in the early list to flesh out with staff and the Planning Commission. They will return in the beginning of November, since the time line is tight.

V. BUSINESS FROM THE FLOOR

Mr. Sam Poole, 200 Front Street, West Fairview, asked if there was consideration of cleaning up congestion at Valley Road. President Kuntzelman noted the recommendations as to where the right-in would be came from PennDOT. Mr. Poole asked if the township had discussed with PennDOT rethinking the interchange in a way that can relieve congestion. He noted all the meetings where they talked about the Summerdale property, there have been a lot of discussions about the traffic issues at Valley and 11/15, and Valley and First Street, and the cure is not so much widening Valley because of the short distance between First Street and 11/15, it is to get some of the traffic out of there. Mr. Hockenberry noted the county had their last outreach meeting and brought up the HATS regional transportation plan of 2040.

Mr. Poole also asked that the presentation made this evening be posted on the township Web site.

Ms. Barb Gertzen, 835 Magaro Road, asked if the performance principles of building scale and building

materials on First Street will take into account the historic property. Mr. Schwartz stated it would.

VI. ITEMS FOR DISCUSSION AND APPROVAL

MOTION authorizing payment of invoices and payroll pending review and signatures of Commissioners, was made by Ms. Magaro, seconded by Mr. Tyson, and was carried by a unanimous aye vote.

MOTION to award the contract of the Pole Building construction project at the WWTP to low bidder Oak Crest Construction in the amount of \$24,900.00, was made by Ms. Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote. Mr. Hockenberry noted the size is 40' by 60'.

MOTION to approve the 2019 Minimum Municipal Obligation for the nonuniform pension plan in the amount of \$264,892.00, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote. Mr. Pietropaoli noted the employees pay 7 percent into the pension plan.

MOTION to approve the 2019 Minimum Municipal Obligation (MMO) for the police pension plan in the amount of \$427,079.00, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

Mr. Pietropaoli noted the uniform employees pay 1.75 percent into their pension, for 21 active members.

MOTION to direct the Township Solicitor to advertise the following Special Meetings of the Board of Commissioners for Wednesday, October 24, at 8:00 p.m.; Tuesday, October 30, at 6:00 p.m.; and Wednesday, November 28, at 7:00 p.m., and cancel the previously advertised workshop meeting for Wednesday, November 21, at 7:00 p.m., meetings are if needed and to be held at the municipal building, was made by Mr.

Board of Commissioners
October 3, 2018
Page 11

Gelb, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

MOTION to approve the request for the East Pennsboro Township Fire Police to assist with the following outside township events: Mechanicsburg Halloween Parade, October 9, 2018; Marysville Halloween Parade, October 22, 2018; and Marysville Veterans Day Parade, November 3, 2018, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

MOTION to approve the updated lease agreement with Norfolk Southern in the amount of \$2,350.00 for the property adjacent to the annex building in the Village of West Fairview, three-year lease, upon expiration of the current lease, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

MOTION to authorize the release of the irrevocable letter of credit number 18125330-00-000 by PNC Bank in the amount of \$16,860.00 for the Holy Spirit Boiler House expansion project, as recommended by the Township Engineer, was made by Ms. Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

MOTION to authorize the release of the irrevocable letter of credit number 050418A by Reliance Bank in the amount of \$500,762.00 for the Camp Hill Sheet project as recommended by the Township Engineer, was made by Ms. Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

VII. NEW BUSINESS

Mr. Pietropaoli noted Pumpkin Fest is this weekend.

Mr. Peitropaoli then reviewed the first three budget sections with the board, the sewer fund, fire, and highway aid, which are three independent budgets that have their own money coming in and going out.

Reviewing the sewer budget, he noted the township is still on the low side of sewer rates compared to neighboring municipalities.

Mr. Eric Owen reviewed the fire budget. The tax rate is the same. They are still about \$102,000.00 short in tax revenue from the past two years. Firemen's Relief lost another \$13,000.00 this year, and in reassessment alone, the fire budget lost \$2,700.00. In 2017, 2018, and going to 2019 for the current rate, the total loss to the township is \$31,000.00 in reassessment costs for fire. If fire companies merge into one fire company, there is a potential savings of fire insurance for vehicle, property and liability in the area of 40 to 60 percent.

Highway aid/liquid fuels budget. Mr. Hockenberry noted liquid fuels is a tax across the State disbursed to municipalities depending on how many miles of roadway divided by population. The last five or eight years the number received has gotten larger. With those funds, the township is looking to purchase a new trailer for the paver.

MOTION to adjourn the meeting at 9:05 p.m., was made by Ms. Magaro, seconded by Mr. Tyson, and was carried by a unanimous aye vote.