

EAST PENNSBORO TOWNSHIP  
BOARD OF COMMISSIONERS  
NOVEMBER 6, 2019

Regular Meeting

7:00 p.m.

A Regular Meeting of the East Pennsboro Township Board of Commissioners was held on Wednesday, November 6, 2019, at 7:30 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, Charley 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; Andy Kirkessner and Ed Myers, WWTP; Chief Mark Green, Police Department; and Erik Owen, Fire Marshal.

I. CALL TO ORDER

President Kuntzelman called the meeting to order at 7:30 p.m. A moment of silent meditation was observed remembering former Commissioner Bill Fry, who passed away yesterday morning, followed by the Pledge of Allegiance to the Flag.

President Kuntzelman congratulated Mr. Tyson for his reelection to the board.

II. APPROVAL OF REPORTS

MOTION approving the following itemized reports:

1. Building Report - October 2019
2. Police Report - September 2019

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

### III. PRESENTATION

Mr. Benjamin Ried, from Eckert Seamans, Bond Solicitor for the East Pennsboro Authority, reviewed with the board a \$500,000.00 loan from the Pennsylvania Infrastructure Authority for startup costs of the East Pennsboro Authority for the stormwater plan. The terms provided for the 5-year loan to the Authority are for \$500,000.00 interest only payments with a lump sum principle payment at the end. The idea is to cover the startup costs such as engineering to identify projects, the rate study to establish fees, and then adopt financing for the total project, and at that time the \$500,000.00 loan to the Authority will be amortized over a longer period of time together with a construction loan. By enacting the ordinance, the township will be guaranteeing the debt. He pointed out that normally when the township takes action to approve sewer related debt it is self-liquidating. That cannot be done here because there are no revenues to show it is self-liquidating, so it does slightly impact the Township's borrowing caps while it is outstanding.

### IV. BUSINESS FROM THE FLOOR

Ms. Kathy Brown, 1534 Third Street, showed photos to the board of tractor trailers coming down Chestnut Street and photos of trash sitting outside a garage on Chestnut Street that has been there for weeks. Cars have had to go around the trash for weeks now. She noted it is a public street and it should not be sitting there. Chief Green stated Officer Morris already dealt with the tractor trailer. He was making deliveries to a contractor but he blocked the streets making the deliveries. Officer Morris told them they cannot use the truck anymore to make deliveries to the contractor. He asked Ms. Brown to contact the police if he shows up again.

Mr. Quigley stated he will talk to the Township Manager regarding a special trash pickup.

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Mr. Dale Crossland, 627 Mountain Street, congratulated Commissioner Tyson on his reelection. He noted he has been in the township 55 years and whenever his company goes out to a house fire in the middle of the night, Mr. Kuntzelman is there with them. On the weekends when kids are at the park, he is there with them. When the township was having phone problems, he was there for that. He noted the community will miss Mr. Kuntzelman. Mr. Tyson concurred.

V. 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 approve Ordinance No. 211-2019 of the Township of East Pennsboro, Cumberland County, entering the Township into a Guaranty Agreement with the East Pennsboro Township Authority and PennVest, this agreement guarantees the payments of the principle and interest on the Authority note which is to be used for startup costs for implementing a stormwater management program to serve the township, was made by Ms. Magaro, seconded by Mr. Tyson, and was carried by a unanimous aye vote.

MOTION to approve the request from the East Pennsboro Township Volunteer Firefighters Carnival Committee to hold the 2020 carnival at Adams-Ricci Park on Tuesday, June 16, 2020, through Saturday, June 20, 2020, allowing them setup time from Friday, June 12, 2020, through cleanup on Monday, June 22, 2020, and to permit carnival activities including the fireworks display, with the township covering the bill for the dumpsters, portable bathrooms, police to do security, and assistance from the sign shop to prep for the carnival, was made by Mr. Skip Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

Mr. Gelb asked that not only Friday during setup, but if the Rec Department could try to hold off on other requests made by other parties for that date so they can

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set up. Mr. Pietropaoli noted legally they cannot shut down the park, but they will keep the very small pavilion open by the courts.

MOTION to approve the year-end transfer of \$100,000.00 from the Township General Revenue Fund to the Operating Reserve Fund for future buyback of paid time off for future retirees, was made by Ms. Magaro, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

MOTION to approve the year-end transfer of \$100,000.00 from the Township Sewer Revenue Fund to the Operating Reserve Fund for future buyback of paid time off for future retirees, was made by Mr. Skip Magaro, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

MOTION to approve the East Pennsboro Fire Police to assist with Wormleysburg Borough for a marathon on November 10, 2019, was made by Mr. Gelb, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

MOTION to approve Resolution no. 2019-17 of the Township of East Pennsboro, Cumberland County, authorizing entry into the Township Collateral Assignment and to then execute the Assignment and Loan Modification relative to the Assignment, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

Mr. Pietropaoli noted this agreement is necessary because the township is not the true owners of the property but just the financial backing. It notes for the 9-month period of the extension of the loan the township will keep the amount of money of all that is in the account as a guarantee. The township will not be paying interest payments in 2020, the developer will be.

MOTION to authorize the release by Mid Penn Bank of an amount of \$175,989.79 from Irrevocable Letter of Credit no. 514, which would reduce the outstanding balance from \$217,319.00 to \$41,329.21 for the Tristan Court subdivision, as recommended by the Township Engineer, was

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

VI. OLD BUSINESS

Ms. Coyne reviewed the proposed RFP for the large Fire Department vehicle replacement, a mid-mount aerial.

MOTION to authorize an RFP to be advertised for the purchase of a mid-mount aerial truck for the Fire Department, bid opening set for January 15, 2020, was made by Mr. Tyson, seconded by Ms. Magaro, and was carried by a unanimous aye vote.

Ms. Coyne noted subsequent to the last Board of Commissioners' meeting she advertised changes to the traffic ordinance, but the Township Engineer proposed a matter with regard to designation of one-way on Birch Street and she did not want to advertise that without guidance from the board, if that is something that the board is so inclined to do. There were some issues with regard to parking with the funeral home. Mr. Hockenberry stated he went through the criteria provided by the State for one-way streets and it looks like it could meet it, but it would provide an inconvenience for people coming from Wertzville Road. The proposal would be to make Birch one way from Cassatt Street to Wertzville Road.

MOTION to authorize the Solicitor to include the designation of one way on Birch Street, as directed by the Township Engineer, was made by Mr. Tyson, seconded by Mr. Gelb, and was carried by a unanimous aye vote.

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MOTION to approve the October 16, 2019, minutes, was made by Ms. Magaro, seconded by Mr. Tyson, and was carried by a unanimous aye vote.

VII. NEW BUSINESS

Mr. Pietropaoli referred to the memo from the Fire Chief to the Board of Commissioners. He asked the board

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over the next few weeks to review existing documents with the fire company in order to meet regarding the existing MOU and what revenue is out there now.

Mr. Pietropaoli noted he received correspondence from the trash hauler stating trash rates will be increasing starting January 1 due to the fact that the county has increased their tipping fees. Tipping fees went from \$32 per ton when the contract started to \$50 per ton. It is a pass-through in the agreement, so trash bills will be changing in 2020. This is the time for the board to absorb the credit card fees on those payments. Currently, trash and sewer customers are paying \$141 a quarter in the township. If the fee is raised to \$145, the township can absorb the credit card fees with the increase in tipping fees. Fifty percent of customers pay by credit card and are paying the \$2 fee on top currently. It will be an increase of \$4 per quarter to keep it an even number.

Mr. Pietropaoli reviewed the township audit review. They would like the township to be on a cash-free business, which would be almost impossible. They have started meetings with credit card companies and will go through the process again and try to minimize cash payments. He has spoken to the Police Department regarding parking tickets to try to, if possible, do online or credit card payments. They noted the township is still lacking one step in its formal deposit policy. The policy notes the person writing up the deposit, taking the deposit to the bank, and reconciling the deposit have to be different people. They also completed a four-year pension audit.

The board reviewed draft budgets of three departments - Police budget, which is part of the General Fund; the Sewer budget, and the Fire budget, which are separate line items.

Chief Green reviewed the Police budget. They had to include in the wages for 2020 that it is a 27-pay-period year. Chief Green requested consideration for a 24th

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officer for East Pennsboro. He noted Hampden is at 27 officers, Lower Allen is at 26 officers. East Pennsboro is the second largest municipality in Cumberland County.

Police renovations. The only thing left is the locker rooms need to be completed, and consideration of a second bathroom if they are going to be in this location for any period of time. Also, some type of a roof for police car covering. The work has all been done by township crews, and they have done a fantastic job.

Chief Green informed the board the whole front line is now outfitted with AEDs - every one of the patrol cars and also the sergeant on duty. The Sportsmen's Club, the American Legion, and local charities funded the grants for the AEDs. He thanked the wonderful civic groups who have always stepped up to help the fire and police for needed equipment that they would otherwise struggle to pay for. Mr. Tyson noted Rotary International has grant money available to buy tourniquets. The trauma society held a symposium on Stop the Bleed for trauma patients, and he asked how many Stop the Bleed kits the Police Department would need. Chief Green stated as many as they can get. The officers all carry one, but if they go to a critical incident call, officers will use as many as they can to save as many people as they can. Mr. Tyson suggested the idea would be to also have them in all public works vehicles, with training provided so people know how to use the tourniquet. The Stop the Bleed kits have items with a shelf life and need to be refreshed, which would be expensive. Chief Green stated there is a go-bag in each car, but having as many tourniquets as they can in the to-go bags would be very helpful. The quicker they can get tourniquets on people, the more they will be able to save.

Chief Green discussed the radio system. When Cumberland County decides to go to a new radio system, costs will be pushed down to the municipalities to have radios that work with the system. They collect the 911 tax revenue that municipalities do not get. Right now they are

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projecting 2023 for the radio system. The Police Department estimates \$320,000 in costs. Combined with Fire Department costs, it could be a million-dollar project. He suggested if there is ever room in the budget, that certainly is a capital project the township should start saving for or ultimately it might be a bond issue.

Chief Green thanked the board for the outstanding support the Police Department gets year after year. Additionally, he noted they hope to keep Commissioner Kuntzelman active, as they see him at the building every day, and at every crash and fire. They would like to have him help them in the future. President Kuntzelman thanked Chief Green.

Mr. Ed Myers and Mr. Andy Kirkessner reviewed the sewer and wastewater part of the budget. Mr. Myers noted all the adjustments made in the budget for the Sewer Department were taking the reliable ones from the financing in June starting in 2017 and combined the plant and collection system so you will see the list from all years. He noted they are in line with costs from last year.

MOTION to adjourn the meeting at 8:45 p.m. was made by Ms. Magaro, seconded by Mr. Tyson, and was carried by a unanimous aye vote.