

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Board Meeting held October 13, 2009

A workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 6:16 p.m. by Chairman William B. Hawk, on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were: William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and David B. Blain.

Also in attendance were George Wolfe, Township Manager; Steve Stine, Township Solicitor; Sam Robbins, Public Works Department; Rebecca Denlinger and Stephen Gabriel, Rettew Associates; Bryce Hoch, Energy Systems and Installation, Inc.; Patrice Ametrano, Penn Colonial Swim Club; and Ted Robertson and Watson Fisher, SWAN.

Pledge Allegiance

Mr. Blain led the recitation of the Pledge of Allegiance

Public Comment

No public comment was provided.

Presentation by Rettew Associates
regarding strategic planning services

Mr. Wolfe noted that staff has entertained a proposal from Frank Chlebnikow of Rettew and Associates, a former Township employee, for strategic planning service that they are beginning to market to municipalities. He noted that he did not inform the representatives from Rettew that the Township has a Strategic Plan in place and that the Board began that process four or five years ago. He noted that the Board is nearing the end of the current Strategic Plan, and it has not been reviewed in the past few months, since the Board was very busy with its budget considerations. He noted that it would be appropriate for the Board to consider the Community's long-term needs and where to go in the next phase of the strategic plan.

Mr. Wolfe explained that his conversation with Mr. Chlebnikow was very appropriate, noting that Rettew uses a process that appears to be very similar to the one the Board used, in-house, but they also seem to have some detailed information for the next phase of the strategic planning process funding, and how to obtain funding for it from outside of the Township. He noted that Stephen Gabriel and Rebecca Denlinger are present to provide their presentation.

Ms. Denlinger distributed a color copy of the Board's four-page packet. She thanked the Board for allowing them to make their presentation.

Ms. Denlinger explained that Rettew Associates is a multi-service, full-service, engineering, environmental, consulting, land development, and community planning firm. Mr. Wolfe explained that Rettew Associates is working with Mr. Yingst on the Shadebrook TND.

Ms. Denlinger explained that she and Mr. Gabriel have been with Rettew Associates within the Civil Municipal Engineering Group as part of a Community Development Group. She noted that she and Steve have four years of service with Rettew, and before coming to Rettew, she noted that they have 40 plus years in the public sector. She explained that she comes with a different perspective, more like sitting down at the table, rather than a private consultant approach. She noted that Rettew has put an emphasis on community development, and more specifically, helping communities move projects from identification, through planning, securing resources, to project delivery. She noted, as part of that focus, they have developed a community management tool called the Community Readiness Access (CRA). She noted that when the stimulus funding was made available, many communities questioned why they did not get the funding. She noted that they questioned why their projects were not shovel-ready. She explained that successful communities do certain things to be ready for project funding and delivery. She noted that they created the CRA as a tool to help work with the clients and other communities to get them ready and their projects ready to move towards implementation. She noted that there are multiple benefits to the CRA program.

Mr. Gabriel noted that the CRA is especially good for communities that may not have enough staff to get projects from the idea stage to funding and implementation. He noted that the CRA tool would help municipalities organize to move the projects forward. He noted that communities that are higher capacity, such as Lower Paxton Township, fully staffed, well-run, may need help as the strategic plan is coming to a close, to take time to evaluate it and institute a new one. He note that the CRA is short and to the point, to kick-start the strategic planning process for the Township, and help the elected officials and staff identify the partners that could help in accomplishing projects and identify the resources that could fund the projects.

Ms. Denlinger noted that a set of fresh eyes would help the Township determine what its priorities are, and how to go about getting funding. She noted that it would put the projects down

on paper to develop a plan. She noted that the Township has a strategic plan, but many communities do not.

Ms. Denlinger noted that she would like to review the areas covered through the CRA process. Mr. Crissman questioned where Rettew would compliment the Township, not replacing what has already been done. He suggested that Ms. Denlinger already knows what the Township has been doing and he would like for her to identify what supplemental help they could provide.

Mr. Gabriel noted that the first area is planning. He noted that good planning sets the foundation for the projects, for the outreach to partners, and for the funding request. He noted that he would meet with staff and elected officials to discuss the Comprehensive Plan, Special Purpose Plans, such as transportation or open-space improvements, Sewage Facility Plans, and Capital Improvements Plans. He noted that he would question if those plans are meeting the needs of the Township, up-to-date, and going in the direction that the Township wants to head. He noted that some changes may have occurred that would call for an update to those plans to help identify the current priorities and future priorities as of today. He noted that he would discuss the implementation of ordinances, such as zoning and subdivision ordinances that help to carry out the strategic plan.

Mr. Gabriel noted that the second area of review is organization, communication and partnership. He noted that he would review the staff, its communication between staff and elected and appointed officials, particularly as it relates to project idea, development, defining projects and developing the projects. He noted that it is important to have a clear idea of who is responsible for the projects and who will oversee the projects. He noted that this would include external communication with the community and other organizations, be they federal, state or local community organizations. He noted that it helps to build support and momentum to carry out projects, and to have a strong outreach to potential partners. He noted that the partners become very important, not only for funding. He stated that he would look for opportunities to collaborate with others who could be helpful, or just for the purpose of joining forces to get a project done to maximize the resources both internally to the Township and to the community.

Mr. Gabriel noted that he would discuss the Township's process for defining projects and how they move from the idea stage, all the way through to implementation. He noted that this would include budgeting, funding, add accountability to ensure the projects move forward and all the steps are taken.

Mr. Hawk noted that the Board would be discussing a proposal for a solar energy farm immediately after this presentation. He questioned, if the Township wanted to undertake this project, would Mr. Gabriel work with the community to explain the process, as well as searching for additional funding to make it a reality. Mr. Gabriel noted that the CRA would identify the steps that need to be taken to assure good effective communication with the community to ensure the best chance at funding for the project from the outside.

Mr. Hawk invited Mr. Gabriel to remain after his presentation to listen to the next presenter.

Mr. Gabriel noted that once a report is completed then he would be available to help with some of those steps, as a byproduct of a CRA. Ms. Denlinger noted that Rettew's approach to project development and funding has never been about knowing every single program that is out there. She noted that her approach is through people, and with the CRA, if there are high priority projects identified through the process, she would come back with specific contact people to connect with. She noted, if there is time within the process, she would make the connections as well. She noted that the most successful programs are who you know, and not your knowledge of every program that is available.

Mr. Gabriel noted that he could point the Township in the direction that it needs to go, to identify the individuals that could be most helpful, whether in the community or through funding agencies.

Ms. Denlinger noted that the process for the CRA is a two part process. She noted that before she would start the part one work, she would want the Township to send her every planning document, to allow her to have a good foundation of knowledge about the Township. She noted that this would include budgets, newsletters, and minutes. She noted that her staff would spend a full day in the Township, and for the first half of the day they would meet with key staff, department heads, elected officials, and appointed officials. She noted that they would provide lunch, and would follow the discussion guide to provide a framework to ask questions and solicit feedback. She noted that after lunch she would take a tour of the Township, noting that many projects and needs would have been identified earlier in the day. She noted that she would then come back and have additional meetings with staff or other officials. After that the team would break for dinner and then, would make a presentation to the Board members during a meeting. She noted that a special meeting could be called for another date. She noted that she

would discuss what was learned during the day and also ensure that no gaps were left in the information. She noted that a list of needs would be presented for the Board to prioritize. She noted that two weeks later she would return with a final draft report. She noted that she would present the draft and ask for feedback, collect the documents in another two weeks, and turn the edits and comments into a final document.

Mr. Gabriel noted that the difference between this process and a comprehensive plan is that the action plan is the final chapter for the plan that lays out the projects and programs. He noted that they are made for a long-time frame, and everyone who participates is exhausted after the process is done. He noted, in many cases, the implementation side gets the short side, and not as much attention is paid to this side of the plan. He noted that the day-to-day governance takes precedence over everything. He noted that projects are short-term and very focused and he to make the process as pointed as possible for the Township.

Mr. Gabriel noted that the report would contain six or seven sections, with an overview of the process describing the discussions, and three chapters, each explaining the planning assessment discussed as part of the process, the organization and communication partnership section, and project development and implementation. He noted that each chapter would contain a summary of the discussions, and the findings as to how each process is currently operated or undertaken within the Township, and recommendations for projects and priorities to move forward within each area. He noted that it may be necessary to reach out to certain community organizations for certain projects, and these would be identified in each chapter. He noted that the fifth section would be the copulation of all the projects that have been identified with identification of potential funding sources as well as a prioritization based upon the discussions held, along with their recommendation. He noted that the sixth section would include the highest priority projects, roughly three or four, and the information would contain detailed action steps to carry the Township all the way to completion. He noted that the last section would provide more detail, to include the individuals to be contacted for the funding assistance that is so important for the projects.

Mr. Crissman questioned how Rettew's ranking and assessments of projects interfaces with the comprehensive plan. He noted that the comprehensive plan contains the objectives that are before the Board to complete, and he questioned what Rettew's role is in the process. He questioned what would have changed from the time staff identified the goals that were in the

Comprehensive Plan that Mr. Gabriel would be introducing. Mr. Gabriel answered, in terms of connecting the two, he would review the Comprehensive Plan before meeting with staff to determine what it stated at the time it was adopted, and what was considered to be the most important projects, as well as the direction that the Township wanted to take. He noted that he would verify if the priorities have remained the same, and if anything has changed, what has changed. He noted that new or supplemental priorities would be discussed for the Township, bringing everything up to date. He noted that it would include any projects that he would see that might be able to move those policies forward as well. Mr. Crissman noted that it takes a long time to complete a comprehensive plan, he questioned how Rettew would access from the community what they think is important. He noted that this seems to be an interim process for the comprehensive plan, noting that Rettew would add or delete to the list. Ms. Denlinger noted that she would be taking the projects identified in the comprehensive plan and the strategic plan and anything else that comes up in the discussion, noting that part of the discussion would include the troubles and challenges that the Township has met that prevented it from moving forward. She noted that there would be a lot of “have you thought of this approach” or questions about reaching out to certain organizations. She noted that the report should provide more resources to help move projects forward. She noted that she would not be creating a new Comprehensive Plan, rather more of a management plan. She noted that their work would show the gaps in communication, partnering, and how can Rettew provide resources and connections to help move projects forward.

Mr. Gabriel noted that potential partners could be State or Federal agencies for funding, as well as private funding that most municipalities do not take advantage of. Ms. Denlinger noted that Rettew has the ability to do research to that end and provide a list of potential resources. Mr. Gabriel noted that during the day long session, he would hear about community organizations, and private sector businesses that have been involved with the community and very supportive of what the Township has been trying to do. He noted that many times, these people are overlooked to help move projects and establish programs. He noted that he would identify those avenues to move projects forward. He noted that legislators are also key in funding projects. He noted that long-term relationships could be created with the legislators to assist each other.

Mr. Hawk questioned if part of the approach is by lobbying. Ms. Denlinger answered that Rettew is not a lobbyist service. Mr. Wolfe suggested that Rettew’s services are more of a step

before the lobbyist. Mr. Gabriel noted that he was able to make contact with the legislator and gain support for funding, and it has made a difference. Ms. Denlinger noted that her recent experience on the State level shows that there has been a back lash against lobbyists in getting grants funded through the process. She noted that communities that come forward with well-planned, well-defined and communicated projects can be positioned to get funding without the use of a lobbyist. She noted that she has had success in this respect. Mr. Gabriel noted that well-thought projects are more likely to be funded by private funding interest. He noted that they know that their money would be well spent.

Mr. Hawk questioned, if after the process is started, how would the Board work to get the necessary funding. He questioned if Rettew would step in to find funding, or to receive legislative support. Ms. Denlinger noted that the CRA would provide a document that would lay out the steps. Mr. Wolfe noted that when the Board completed the last Comprehensive Plan, 27 items were identified and prioritized. He noted that descriptions of those items were developed, as well as an estimate of cost, and an assignment for the items. He noted that since the plan was created, some issues have been accomplished, some were determined not to be necessary; others have been reevaluated and changed. He explained that Rettew is talking about this type of process. He noted that they would not look for funding for the Village of Linglestown Square project. He noted that it would be a whole other step entirely. He noted that their services are geared to the development of a strategic plan with staff identifying the strategic needs. Mr. Hawk noted that the Dog Park could have been one of the projects.

Ms. Denlinger noted that she would talk to whomever the Board brings in front of them. Mr. Gabriel noted that the day long assessment is structured to be most valuable for the Township's purposes.

Mr. Hawk questioned how much the process would cost the Township. Ms. Denlinger answered that Rettew could provide the service for under \$5,000. Mr. Gabriel noted that it would serve as a blueprint for the Township in taking its next steps. Mr. Wolfe noted that the next steps may occur with design services provided by HRG or CET, or staff putting together a grant application. He noted that the Township may even determine that it may need a lobbyist. He noted that the Board may determine that it needs to issue bonds, or hire other professionals. He noted that Rettew's efforts are geared to help identify and memorialize our priorities.

Mr. Crissman questioned what other municipalities Rettew has provided these services to. Ms. Denlinger answered that it is a new tool for Rettew, and they are now completing an assessment in Valley Township in Chester County. She noted that she is having the same discussions with municipalities in Dauphin, Cumberland, Lancaster and Chester Counties. She noted that Valley Township is west of Coatesville and has a population of 8,000. Mr. Crissman questioned where Rettew is in the process with Valley Township. Ms. Denlinger noted that she is finalizing the report and would be delivering the final product within a week. Mr. Crissman questioned if Ms. Denlinger could provide Mr. Wolfe with a contact person from Valley Township. Ms. Denlinger answered that she would.

Mr. Hornung noted that the Township has already done this in the past, and he questioned where this would fit into the current system. Mr. Wolfe noted that Rettew could identify funding sources that the Township is not aware of. He noted that staff and the Board have identified its priorities, but getting to the next step, the funding step, is more difficult. He noted that the Board has created its own strategic plan and implemented it over a four to five year period, but having a fresh set of eyes would not hurt. He suggested, having some additional help with the second phase of the strategic plan, and having a fresh perspective would not be a bad idea. He noted that it would be more relevant as the Township is looking to reinvent itself, changing how it pays for things by downsizing municipal operations or rightsizing municipal operations. He noted that the Township is changing from what it was 12 months ago, and doing it relatively quickly. He noted that having a fresh perspective would not be a bad idea. Mr. Hawk noted that the State Planning Board is seeing more mergers and consolidations. Ms. Denlinger noted that she would not be making that recommendation.

Ms. Denlinger provided a one-page email newsletter on funding. Mr. Wolfe noted that with the stimulus programs, the Township has been bombarded with information about State and local programs, some of which he has never heard of. He noted that having someone assist in reviewing funding programs, and guiding the Township in the right direction would be very helpful.

Mr. Hornung questioned how long it would take to complete the process. Mr. Wolfe explained that the process would include participating in the day-long process, review of the draft report, providing a limited amount of guidance to the development team, and working with the Board on priorities. He suggested that it would take much less time than when the Board

created its own strategic plan. He noted that the Board made a commitment to develop a plan, noting that it conducted specific meetings for the strategic plan preparation, starting from a brainstorming session to prioritization sessions, and it was done with Department Heads and Board members over three or four meetings. He noted that this would smooth that process out, having paid staff and Rettew complete much of the leg work for the Board.

Mr. Hornung questioned how many hours Rettew would spend on the project. Mr. Denlinger noted it would take roughly 50 hours, to include the day long meeting, review of documents prior to that meeting, and report writing. Mr. Hornung questioned if the work is done by one or two people. Mr. Gabriel noted that he and Ms. Denlinger would be doing most of the work, with the ability to call on others if needed.

Mr. Hawk noted as the Township approaches its buildout; the funding situation would become more critical. He noted that the Township must begin to reinvent itself in order to maintain the same quality of life for its residents using the existing tax revenues. He noted with unemployment at 10%, it is a major concern. Ms. Denlinger noted that future state funding would be very bleak for years to come, so it is important to get even smarter in planning future projects.

Mr. Hornung noted that \$5,000 does not sound like a lot of money, but he is fearful that once they get their foot in the door, then phase two will come along, with more expenditures. Mr. Blain noted that Rettew is offering a service for \$5,000, and if they come up with a group of recommendations, it may make sense to retain them longer. Mr. Gabriel noted that his services are based on need.

Mr. Hornung questioned what the services would be like. Ms. Denlinger noted that it could include project planning to funding assistance, to engineering, to whatever it may be. Mr. Blain suggested that Rettew could do the entire Comprehensive Plan. Mr. Wolfe noted that Rettew has been interviewed by the Township in the past for these types of services.

Mr. Hawk thanked the presenters for coming to the meeting. Mr. Gabriel noted that the long-term funding on the State level has become more difficult, and he noted that the key is to get the projects done, and to make things happen that meets the needs of the residents.

Mr. Crissman noted that there is money available for Township projects.

Review of the final proposal from Energy Systems and Installation, Inc. for
development of a solar farm at the closed municipal landfill

Mr. Wolfe noted that Bryce Hoch is present from Energy Systems and Installation (ESI). He explained that the Board agreed to procure services from ESI for the development of solar farm at the closed municipal landfill. He noted that it would be a facility providing a little more than 3 megawatts at an estimated cost of \$14 million. He noted that the Board has agreed to the planning agreement with ESI, but it was conditioned upon ESI providing detailed information on costs for services in regard to a \$12,000 consulting service agreement.

Mr. Wolfe noted that additional information was provided by ESI and was included in the Board's packet. He noted that ESI divided the services into four categories, civil engineering, systems sizing, funding application, and feasibility with utilities. He noted that Mr. Hoch is present to answer any questions the Board members may have regarding the agreement.

Mr. Hawk noted that there was an article in today's paper on the different uses of energy with natural gas and Marcellus Shale, bio-fuels, solar energy, and windmills. He questioned how all this fits in with what the Township proposes to do. Mr. Hoch noted that solar energy is fixed, it doesn't change; and that 25 years from now, the Township would continue to provide 100% of the power. He noted that you would not get that with any other form of energy because they are not renewable resources. He noted that solar is fixed for the life of the system, it doesn't change. Mr. Hoch explained that this is one of the issues that is holding up a House Bill that covers many of the energy issues, in that it is trying to sort out the natural gas problem.

Mr. Blain questioned what new technology could develop in the next year or two that could significantly increase the amount of power that a solar plant could create. He noted that \$14 million is a lot of money to put into a multiple-acre solar plant versus the possibility of new technology. Mr. Hoch answered, in the last ten years, there has been no change in the technology other than two items, the modules are larger, and they have come out with a morphis silicon, a thin coating product, however, it does not generate as much power as the traditional polygrip modules. He explained that he tries to stay current on the latest technology, but he has not heard of significant improvements. He noted that some of the solar collectors, in a desert situation where they get nine to ten hours of sun per day, could be converted into steam power to turn a turbine, however, that could not occur in this area. He noted that he does not see any

changes in the technology coming soon for the Eastern United States, at least not before this system would be paid for.

Mr. Wolfe noted that ESI has been working on the Township's behalf, and has prepared a grant application to the Commonwealth Financing Authority (CFA), and a resolution to that effect will be on the next business agenda scheduled for October 20th. He noted that the grant application requests \$3 million towards the \$14 million project. Mr. Hawk suggested that it may have to be funded by a bond issue. Mr. Wolfe noted that some funding is available at zero percent interest rate. He noted that the Township should make considerable money on the project with the Swatara Township Authority being the end user since it is located less than two miles from the facility. He noted that the facility was sized to accommodate the needs of the Sewer Plant. Mr. Hoch noted that there is more land available at the landfill that could be used, but the solar farm was sized for the water treatment facility.

Mr. Hoch noted that he talked about the renewable portfolio standard at the last meeting that was driving the renewable energy credit (REC) market. He noted, at the end of 2010, the curve for demand will start to go up. He noted, at this time, it is a level playing field. He noted that many projects are stalled at this time except for the State of New Jersey. He noted that Maryland is seeing REC values over \$300. He noted that New Jersey's REC values are over \$600. He noted that he did the Township's financial projections on REC values of \$250, and the positive cash flow was based on \$250, and it could be more. He noted that New Jersey's solar farms are very active after four years of service, and they have not seen any declines in values.

Mr. Hornung questioned, depending on the funding awards, and since this is new for the Township, would it be wiser to build a smaller project, with the ability to expand. Mr. Hoch answered that it could be done, but the only additional associated costs that would occur would be engineering costs, especially the electrical engineering and the manufacturer of the inverter transformer. He noted that he consulted with PPL and designed to their specifications. He noted that usually it is the other way around, with the vendor telling the utility what they are installing. He noted that he does not work that way, and builds to what the utility would like to see. He noted that these would be the additional costs, since the equipment does not change much. Mr. Hornung questioned if the engineering could be done now, only installing half of the system. He noted that the converters could be installed to allow additional solar panels. Mr. Hoch noted that it could be done. Mr. Hornung questioned if this could be considered in the analysis. He noted

that Mr. Blain had a good point as to what would happen if in three years from now the solar panels provide for a greater efficiency. He suggested that additional funding in the future years could be capitalized upon. He noted that he was told that certain items may require a higher maintenance, and it might be good to start on a smaller scale to get used to it. Mr. Hoch noted that the only downside to that is that the money is available now. He noted that it is based upon percentages, noting that it would not change what you would get for the project, but the programs are open and available now. He noted that normally, in the past, when a funding program ended, a new one was implemented. He noted that the municipality does not qualify for certain things that have specific deadlines.

Mr. Crissman questioned if the grant application is a once and done application or could the Township apply for this each year. Mr. Hoch noted that this grant closes December 21, 2009. He noted that he is not the grant writer, and he suggested that it may be replaced by another program, but there is nothing written as of today to extend it. Mr. Crissman questioned, to what extent are there other sources for grants for these types of projects. He noted that it would be nice to talk to that person to see what they see for the future. Mr. Hoch noted that they do not know at this time. He noted that he hears many things, but would want to see it in writing. Mr. Crissman noted that the State and Federal government can approve programs, but they also have to approve the appropriations for those programs. Mr. Hoch noted that the State has made many mistakes in this manner, noting that they have appropriated the funding, and they are learning. He noted that there are many technical issues, noting that it is a fairly new technology for this part of the world. He noted that there are not many people experienced, on the government level, that understands some of the obstacles. He noted, in many cases, they do not know what they are looking at.

Mr. Crissman questioned, as the Township goes through the process, he assumed that there would be continual dialogue with ESI grant people to keep the Township up to date to help offset the costs. Mr. Hoch answered that two staff people work with grants full time.

Mr. Hoch explained, if anyone had any general questions to feel free to call him. Mr. Wolfe noted that ESI has been very easy to work with up to this point. He noted that he needs the Board's affirmation to the additional information provided by ESI. He questioned if the additional information is acceptable. Mr. Hornung noted that he is not sure in the order that the tasks are performed. He noted, if the feasibility study shows that it is not looking too good, then

the Township should not spend all that money. Mr. Hoch noted that he specifically builds to what the utility wants. He noted that he was assured, verbally, that the transmission lines would be able to handle the power. He noted that that is the only thing that would stop the project. Mr. Hornung questioned if this should be done first, as it was listed third in order. Mr. Hoch noted that it is the first step. He noted that many things are done simultaneously. He noted that the grant submission would be the first thing to do, since he would not hear anything back for at least five weeks. Mr. Crissman requested Mr. Hoch to keep Mr. Wolfe up to date on that. He noted that PECO has just signed an agreement with the Public Utility Commission (PUC) for their plan to purchase REC's over the next ten years. He noted that they are the first to put that out on the table in the State. He noted that they average \$280 in REC's. He noted that this is how the utility meets their requirement for the renewable portfolio, and it only reaffirms his projections for what he sees occurring in the State.

Mr. Wolfe noted that a resolution will appear on the October 20th agenda authorizing the submission of a grant to the CFA.

Mr. Stine noted that the letter in the packet for megawatts is not consistent with the other information. Mr. Wolfe noted that he would verify it tomorrow.

Request from the Penn Colonial Swim Club for assistance
in repaving its parking lot

Ms. Patrice Ametrano, from the Penn Colonial Swim Club, (PCSC) noted that she has never approached a Board before. She explained that her husband is Jeff Myers, from Cedric Bank. She noted that the Penn Colonial Pool is 50 years old, explaining that the Wood Estate gave all the land on Elmwood Drive to the Penn Garden Civic Club in the 1950's. She noted that it included the playground, ballfield and parking lot. She noted that the land to the pool was deeded by residents of the area, noting that the PCSC is a non-profit organization that owns the land but the rest of the land is owned by the civic club. She noted at some point in time the civic club became defunct, and in 2005 the Lower Paxton Youth Club (LPYC) emerged claiming an indenture on all the land that was previously owned by the civic club. She noted in 1960, the pool leased the parking lot from the civic club for a 50-year lease for \$50. She noted that she does not know the terms of the lease, however, the LPYC has been pressuring the pool to do something about the parking lot. Mr. Wolfe noted that the PCSC, is by lease, responsible for

maintenance of the parking lot owned by the civic club. He noted that he researched this years ago when he was on the Board of the PCSC. Mr. Wolfe explained that the PCSC needs to pave the parking lot even though they don't own it. Ms. Ametrano noted that she was told that there is an underground spring under the parking lot. She noted that she took some pictures of the site and presented them to the Board members. She explained that the driveway from Elmwood Drive is in beautiful shape, noting that the back end of the parking lot is not so bad, but the part that is used by the pool is in bad shape. She noted that the PCSC is at a loss as to what to do. She explained that they received a quote back in 2004 to pave the parking lot for \$50,000. She noted that they conducted a couple of fundraisers, however, they are a long way from coming up with that amount of money.

Mr. Blain questioned why the parking lot had to be paved, and questioned why it could not be stone based. Mr. Wolfe replied that all that is left of the parking lot now is stone. Mr. Blain suggested that it might be better to install a fresh layer of stone, to build up the base. Ms. Ametrano explained that she called the LPYC in regards to renewing the lease for the parking lot and has not heard back from anyone. She noted, without the use of the parking lot, the pool could not be opened. She noted that she anticipates that the LPYC would not renew the lease unless PCSC paves the parking lot. She noted that the swim club only has a small reserve at the end of each season, and they do not know what to do.

Mr. Blain questioned how much the pool pays to the LPYC for the use of the parking lot. Ms. Ametrano answered that 50 years ago, the PCSC paid \$50. Mr. Blain questioned what Ms. Ametrano thought they would renew the lease for. Ms. Ametrano answered that it may be the cost of a new paved parking lot. Mr. Blain noted that the PCSC never really paid anything for its use. Ms. Ametrano noted that the Woods Estate called for areas to be green. Mr. Crissman suggested that there is no money left in the Woods Foundation, noting that it was totally exhausted. He noted that, initially, the parking lot was stoned, and then it was paved at a later date. Mr. Wolfe noted that the Township has dumped its left over asphalt in that area in the past, and he cannot recall that the parking lot had been paved in over 20 years. Mr. Blain noted that he always remembered that the parking lot was stone. Mr. Wolfe noted that the issue between the two organizations has been there for years, noting that the civic club, (baseball people) want the parking lot paved, and the pool is supposed to do it since they have agreed to do it, but they have never done it. Ms. Ametrano noted that the Lions Club is involved as well. Mr. Blain noted that

the swim club needs the parking and would have a hard time renewing the lease. Mr. Blain questioned why the parking lot must be asphalt, and suggested that Ms. Ametrano should suggest that a stone base would suffice. He suggested that Mr. Robbins could provide some guidance on this especially since it has been nothing but a stone base for years. Ms. Ametrano noted that she played softball for Penn Gardens years ago and she only remembers a stone parking lot.

Mr. Robbins noted that stone could be dumped and rolled to tighten the base; however, it would not stay tight forever. Mr. Blain suggested that it would cost significantly less than asphaltting the parking lot, last a much loner time, and would cost a lot less money. Ms. Ametrano noted that she very rarely saw anyone at the youth building this summer, and the food pantry was moved to Calvary United Methodist Church. Mr. Blain noted that since the pool has patrons using the parking lot, they should spend some money on improving the parking lot, possibly adding more stone. He noted that they would not want anyone to get hurt on the parking lot.

Ms. Ametrano noted that the Woods Estate deed included 3.6 acres, and she questioned how much it would cost to stone the parking lot. Mr. Robbins noted that he would need to know the dimensions. Mr. Blain noted that it would cost significantly less than \$50,000. Mr. Robbins suggested that it may cost between \$10,000 and \$12,000. He questioned if it was ever paved before. Ms. Ametrano answered yes. Mr. Robbins noted that you could grind up the existing pavement, add cement, roll it, and it would provide a durable base, but the equipment would be expensive to rent. Ms. Ametrano noted that she is worried about the underground spring. Mr. Wolfe noted, if there is a spring in the area, you would see evidence of it in the current parking lot. Ms. Ametrano noted that she has not seen any evidence of a spring. She noted at the base of the hill coming down from E.H. Phillips, there is a drain area. Mr. Robbins noted that it is a drainage swale. Mr. Blain noted that the Township could not pave the parking area for the pool since it is not owned by the Township, and it is not a public improvement to a public road. He noted that the Township could only provide direction into ways to improve the parking lot.

Mr. Robbins explained that grinding is the inexpensive part of the project; however, the cost of cement is what makes it expensive. He noted that the Township does not have the equipment to do this, and it must hire someone to do the grinding. Mr. Wolfe explained that he informed Ms. Ametrano that the Township has paved the parking lot for the fire companies, only providing the labor and not the materials. He noted, if the Board extended the same

consideration, it would reduce their costs a little. Mr. Crissman noted that the project would be well beyond their financial ability to pay.

Mr. Hornung noted that when the Township provided assistance to the Koons Pool Swim Club, it knew that it would open the doors to other requests. He questioned how this request would be different from the Koons Pool request. Mr. Blain answered that Koons Pool is a public pool. Mr. Stine noted that the Township owns the pool since it owns the land.

Ms. Ametrano questioned, if the pool is a non-profit corporation, why does it pay taxes. Mr. Wolfe answered that the Township pays taxes. Mr. Blain noted that there would be no exemption for the pool for paying property and school taxes. He explained that non-profits don't pay income tax. He noted that everyone pays property taxes on municipal, county and school district taxes. Mr. Hornung explained that the Township's take from the property tax bill is roughly 5%. Mr. Stine noted that the exception for the Township would be when the property is used for governmental use, noting that there is no tax on the municipal building. He noted that a pure public charity does not pay tax on property, and the pool would not qualify for the exemption.

Ms. Ametrano questioned if it would behoove the PCSC to request a reassessment. Mr. Blain noted that since property values have been depressed, this is the time to do it, however, since the last assessment was more than ten or twelve years ago, he would not recommend it. Mr. Wolfe suggested that the last assessment was probably conducted during the county-wide assessment of 2002.

Ms. Ametrano noted that the Lenker Manor Pool closed and she hopes to gain more memberships as a result of that closure. She noted that she has 240 members, and four of the addresses are outside of the local area. She noted that the pool is 50 years old and is using the original pump and filtering system, and at some point in time, it will fail.

Ms. Ametrano thanked the Board Members for their time, and requested Mr. Robbins to look over the site to determine a cost to re-stone the parking lot.

Continued review of a draft letter proposed to be sent to residents with
basketball goals in public right-of-ways

Mr. Wolfe displayed a picture of tan bark that has been piled on the street in front of homes in the Forest Hills Development. He noted that this is another example of residents

putting obstructions in the Township right-of-way. He noted that basketball courts are not the only obstructions found in the Township right-of-way.

Mr. Wolfe noted, during a workshop meeting, he presented a draft letter to be sent to the residents in regards to right-of-way violations. He noted that the letter was found to be acceptable; however, Board members wanted more information on what local municipalities are doing to enforce this issue. He explained that Susquehanna Township sends a police officer if the standard is in the paved cartway, ignoring those in the grass; Swatara Township tolerates them, and will move them to a driveway when they are collecting leaves; Lower Swatara Township has an ordinance and they enforce it; Derry Township has an ordinance and they enforce it; Hampton Township tolerates them, but if they become a problem they will ask the owners to remove them; and Lower Allen Township doesn't have a specific policy, and if it becomes a problem they find a way to have them removed.

Mr. Wolfe noted that the Township, at last count, had 450 basketball hoops in the right-of-way, and he would have Mr. Robbins send the letter to the residents if it is the Board's desire to do so. Mr. Blain noted that his basketball hoop is located in his driveway. Mr. Wolfe explained that staff does not want children playing in the street. Mr. Robbins noted that during the Road Tour, in the Heatherfield area alone, there were 18 hoops on the streets, seven outside the right-of-way, in a paved area close to a garage. Mr. Blain noted that it is something when you see the hoops in the streets and the people have painted the three-point line, foul line and the lane on the street. Mr. Robbins noted that he polled three truck drivers and three laborers and the consensus was when they are trying to sweep the roads or plow the snow, they will hit the hoops, and pull them at a 45 degree angle, damaging the equipment. He noted that the hoops become another obstacle to look out for when plowing during a snow storm. He noted that his staff wanted to know who would be responsible for damage to a hoop or the vehicle if a truck hits one. Mr. Blain questioned if anyone called to complain that their hoop was hit by a Township vehicle. Mr. Robbins noted that he can recall three calls, but the Township did not do anything about it.

Mr. Crissman questioned how many hoops are permanently installed on the street as opposed to those that are movable. Mr. Robbins suggested that there are 25 permanent hoops installed in the street. Mr. Crissman noted, if a letter is sent, it would not be an issue that the residents could not move them since they are portable. Mr. Robbins noted that he had his staff

research the list and found 20 to 25 hoops, of which three have power to them. He noted that in the development off of Fairmont Drive, the large hoops as well as the small plastic hoops for children are drug out to the curb. He noted that off of Tyler Road, the property owner had three different size hoops in the grass strip along the road.

Mr. Wolfe questioned if the Board wanted Mr. Robbins to proceed with the warning letter. Mr. Blain noted that he understands where the public works personnel are coming from, but nothing has been done in the past. He noted that he is concerned that some people will comply while others will not and residents will be calling to complain. He questioned if it is that big of an issue. He noted that some local municipalities enforce restrictions while others do not. Mr. Hawk questioned if the hoops are left out during the winter months. Mr. Robbins answered yes. Mr. Hawk noted if a hoop is damaged who would pay for it, noting that the Township does pay for damaged mailboxes. Mr. Wolfe noted that most of the calls come from neighbors complaining about the children playing in the street. He noted that they complain that they won't move out of the way for traffic, they create noise, and leave garbage in the streets or hit their vehicles. Mr. Crissman noted that those items are a safety issue for him. He noted that he would not want a child injured because he was playing in the street. Mr. Hornung questioned if there has been a reported incident of a child hit by a car while playing basketball in the street. Mr. Wolfe answered that he is not aware of any incidents. Mr. Blain suggested that someone would get hit sooner or later.

Mr. Hornung noted, if the Board is concerned about excessive feedback and angry residents, there is a way to write the letter to soften the tone. He noted that the bottom line would be that the Township is asking the residents to be considerate of the drivers and have respect for other people, to include the safety of the children, and to ask them to support the Board in this cause. He noted if they call, then they are stating that they do not agree to the above mentioned items. Mr. Wolfe noted that he would not mind putting these suggestions in the letter, but some residents will still call in to complain. Mr. Hornung suggested that less people may call in to complain. He noted that some people may push the standard out in the street when they play and put it back after they are done. He noted that that would solve part of the problem. Mr. Wolfe noted that the infraction would be enforced through a Township Ordinance and not the police. He noted that the residents would not be cited, but they could be cited on a civil complaint that may go before a Magisterial Judge.

Mr. Seeds questioned if the current ordinance is strong enough to enforce. Mr. Wolfe noted that it is only as strong as the Magisterial Judge. Mr. Wolfe noted that the ordinance states that nothing can be in the mandatory front setback. Mr. Stine agreed that it is enforceable. Mr. Seeds noted that the Magisterial Judge can do whatever he wants to. Mr. Robbins noted that he is seeing more residents dumping tanbark in the street, for a week or a month, and it is covered by a tarp. He noted that it becomes a MS4 issue when it rains and the sediment is carried into the storm sewers. Mr. Seeds questioned why the residents do this. Mr. Robbins answered that their intention is to spread the mulch, but they don't want to put it on their grass because it will kill it. Mr. Blain noted that two of his neighbors do that all the time. Mr. Robbins noted that a homeowner on Yorkshire Road had a pile of stone dumped in the street as he was building a swimming pool and he ended up having staff pick it up with a front end loader. He noted that the resident would not clean the pile up to make the road passable.

Mr. Hawk suggested softening up the letter and sending it out. Mr. Robbins questioned if the tanbark issue should be addressed in the letter as well. Mr. Wolfe noted that he could put an article in the sewer insert educating people that they should not place articles in the road right-of-way. He noted that an article could also be put in the Township Newsletter. He questioned if he should send a softened version of the letter to the residents. Mr. Blain agreed to do this. Mr. Crissman noted that the issues should be listed and then the residents should be asked to cooperate and comply with the request, noting the health and safety issues of children playing in the street, and damage to Township equipment as well as the homeowner's equipment. He noted that the educational articles for the springtime are very good. Mr. Hawk noted that it should be mentioned that the neighbors are complaining about the right-of-way issues.

Review of changes that have been made to the International Code Council Property Maintenance Code

Mr. Wolfe explained that the International Code Council (ICC) has developed a new version of the Property Maintenance Code (PMC). He noted that the PMC is revised every three years, and he would like to review the changes with the Board members. He noted that the ICC is the state-wide building code, but the PMC is not part of the building code and a separate action is needed to adopt the PMC prepared by the ICC. He noted that the Township adopts the PMC separately as a companion document for property maintenance for the Township. He explained

that this would be an example of enforcement for high grass in the Township. He noted that changes have been made to the code and staff is asking that those changes be adopted by the Board for the Township.

Part 2- Administration and Enforcement

Section 108.1.5- Dangerous structure or premises.

Mr. Wolfe noted that this is a new section that is not found in the current code, and it would be very useful for calls for EMS and Police when they have trouble getting in and out of a structure, where passage ways may be obstructed, or there are unsafe stairways. He noted that this would provide the opportunity to cite property owners for those items, and to take corrective action.

He noted that subsection seven, includes a section in regards to dilapidated and unsecured structures which become a public nuisance for children or vagrants. He noted that there is a fear that unsecured structures could become a place for youth to play or have parties, etc.

Section 108.2.1 – Authority to disconnect service utilities.

Mr. Wolfe noted that this provides the Township the authority to disconnect utilities when it has been illegally connected such as the sanitary sewer system. He noted that it would be in addition to the Township Authority rules and regulations.

Section 110.1 Demolition

Mr. Wolfe noted that most of this section is new and provides the code official the authority to have the structure demolished, removed, and or secured when it is deemed unsafe. He noted that it also permits the boarding up of a building for future repairs, and sets a period of one-year for this to occur. He noted that this would be very helpful in the instances where banks have taken ownership of dilapidated buildings. Mr. Crissman questioned if the Township already had the authority to do this. Mr. Wolfe answered, not in this clear and specific language.

Mr. Hornung noted, in regard to Section 104.3, Right of Entry, that the code official has the authority to enter a building to make an inspection with reasonable cause to believe that a problem exists inside. Mr. Wolfe noted that the codes official would have to have reasonable cause. He noted that the code enforcement officer could secure a search warrant from the Magisterial Judge. Mr. Stine noted that it is not like a criminal search warrant where probable cause must be shown. Mr. Wolfe noted that a codes enforcement officer is a sworn officer. Mr. Stine noted that this would occur when the neighbors complain that there are rats in the

neighborhood and seen moving in and out of a certain house, but the owner would not permit staff to inspect the premises. Mr. Wolfe noted on one occasion the Township had to secure a warrant.

Section 304.1.1 – Unsafe Conditions

Mr. Wolfe noted that this section lists 13 unsafe conditions that are all new to the code, however, they are not unique to the ICC. He noted that they are all contained in the building codes, but this now makes the 13 unsafe conditions a property maintenance violation. He noted that it makes it easier for one person to enforce structure and other violations as well. Mr. Crissman noted that this would have covered the cat house situation. Mr. Wolfe noted that that issue was previously covered by several codes instead of one code. Mr. Wolfe noted that without looking for violations, staff has their hands full with what they are dealing with.

Section 306.1.1 Unsafe Conditions

Mr. Wolfe noted that the six listed conditions are all a part of other codes; however, they are now re-codified in the PMC.

Section 309 – Pest Elimination

Mr. Wolfe noted that this is a new section. He noted that Section 309.3 covers tenant issues with pests, noting that the tenant is responsible for the correction. He noted, in a multi-occupancy building, the owner is responsible for the building.

Section 506.3 – Supply

Mr. Wolfe noted that this section would cover the Old Country Buffet situation; a grease trap that is not properly maintained could be enforced under this section in addition to the Authority regulations.

Appendix A - Boarding Standards

Mr. Wolfe noted that staff does this five or six times a year, noting the PMC has specific standards as to how to board up a structure.

Mr. Wolfe noted that he would put this into an Ordinance and ask that the Board adopt it in the near future.

Citizen request to establish an Environmental Advisory Committee

Mr. Wolfe noted that he received an email request from Susan Norris to create an Environmental Advisory Council (EAC). He noted that EAC's are authorized by State Act 177 of 1996. He explained that the Township had an EAC, but the Board disbanded the EAC several

years ago because they pushed a natural features ordinance which was significantly oppressive and detrimental to development activities, adding substantial increase costs to development. He noted that the Board parceled off the environmental duties to the Planning Commission, Shade Tree Commission, Arts Council, and the Recycling Committee. He noted that the Township does not have one council that is completely dedicated towards the environment.

Mr. Wolfe noted that Ms. Norris listed the following concerns in her email: peak oil, climate change, and economic instability as the major issues for the Township to deal with in a short time. He noted that Ms. Norris does not feel that the Township is adequately prepared to address these issues. Mr. Hawk questioned what Ms. Norris means by peak oil. Mr. Blain suggested that it would have to deal with a peaking price of oil that would cause an energy crisis, noting that the Township is not trying to do anything to address the environmental impact of the use of oil.

Mr. Wolfe noted that for the peak oil issue, a potential solution would be working with the County Transit Authority on development of park and ride area so that people could park at a commercial lot and ride a bus.

Mr. Hornung noted that when he and Mr. Seeds came on the Board, there were many committees and he and Mr. Wolfe disbanded some of the committees. He noted for every committee, there is staff time needed, and that amounts in overtime costs to the Township. He noted that there are additional costs for every committee, and it is not cheap. Mr. Blain suggested that it would make more sense to address Ms. Norris' issues through Dauphin County's efforts in regards to mass transit. He noted that there are so many international issues, and it would be impossible to have a committee for every issue. He suggested that Ms. Norris' issue is how to protect the environment, too many cars on the road, and to provide meaningful transportation, noting this is more of a county effort, and not a township issue. Mr. Hornung noted that many committees come up with recommendations that require the Board to spend money, and the Board does not always have the money to do so, and it results in an act of frustration for all involved. Mr. Blain suggested that the response should be that these issues are better addressed at a county-level. Mr. Seeds noted that many of the Township's current Boards or Commissions already address these issues as their mission. Mr. Stine noted that there are also watershed associations that are very active in the area.

“Otta Know” Presentation
Township health care performance and rates as a member of PMHIC

Mr. Wolfe noted that the font for the information came out very small, and his point was not to have the Board members read all the information; rather to summarize the information.

Mr. Wolfe noted that the Capital Region Insurance Trust (CRIT) includes the membership roster for the trust with some 37 members. He noted that the Township was a founder of the trust with Swatara and Susquehanna Townships. He noted that he has served as the CRIT chair since its inception since 1996, and it has grown from three members to over 30 members. He noted that the CRIT is in a self-insured environment, which is composed of six trusts, to include the Capital Region Insurance Trust, Center Region Trust, Lehigh Valley Trust, Berks Insurance Cooperative, Northeast Purchasing Alliance, and the Schuylkill Region Cooperative. He noted that all of these municipal trusts have joined together to form the Pennsylvania Municipal Health Insurance Cooperative (PMHIC).

Mr. Wolfe noted that the Township has been a member of PMHIC for five years now, and he currently serves as a vice-chairman of the PMHIC. He noted that the Township is well represented in the PMHIC organization. He noted that their membership includes over 150 municipalities.

Mr. Wolfe noted that the Surplus Distribution Report for 2008 includes the sharing arrangement, beginning with the Berks County Cooperative, and lists all the other groups. He noted the Township is listed in the Capital Region Cooperative, noting that the claims fund, based upon an actuarial valuation of rates, to the self insured cooperative for 2008 was \$1,510,727. He noted that the experience loss ratio during that year was under 70%, with the actuarial assumption being 85%. He noted that the Township had a surplus in 2008 of \$479,097. He noted that the trust agrees to share a portion, a maximum of 50%, at any one year to be used to contribute to the losses of members who do not have a surplus. He noted, after the cross sharing, \$464,483 was returned to the Township as surplus distribution for 2008. He noted that the Township received the funds in 2009. He noted that the Township had a good performance and received a dividend of over \$400,000. He noted that the rate increase for 2009 was 7%, and it is projected to be 6.24% for 2010.

Mr. Wolfe noted that the 2009 performance report is as follows. He noted that the Township is at a loss ration of 92%, and after cross sharing, the dividend is expected to be

\$68,184.00. Mr. Crissman questioned if those were final figures. Mr. Wolfe answered no. Mr. Wolfe noted that this was a higher experience year for the Township. He noted with an 85% loss ratio, the actuarial assumption of anything 90% or above would not be considered a good year. He noted that it was a good year, yet the Township is still in surplus condition. He noted that he wanted to explain how the Township purchases health care, noting that the Township is one of 150 members of a cooperative, self-insured, with stop-loss insurance and cross-sharing among the members of the cooperative. He noted that he has been in a leadership roll in the initial cooperative, and the overall cooperative for some time. He noted that the Township has been experiencing increasing rates less than that of health insurance inflation, and since the Township has been in the self-insurance environment for the past two years, the Township has received a return on investments.

Mr. Crissman noted that he is glad that the Township is self-insured, noting that the Township is saving money. He questioned if the audited numbers would be available by the end of the first quarter. Mr. Wolfe answered that the numbers would not be available until the third quarter. Mr. Crissman requested Mr. Wolfe to inform the Board of those numbers when they become available. Mr. Wolfe noted that he would. He noted that the PMHIC Board authorized a 75% distribution of the year-end surplus in March of last year, and then the 90% distribution was made in June, but it was not closed-out until September.

Mr. Wolfe explained that this is one example, on the municipal level, of a means to control health care costs. He noted that one of the goals of PMHIC is to join all the different plan structures within the many collective bargaining units together to form one plan structure. He noted that they are dealing with 100 plus individual plan structures, and the consolidation of plan structures and benefits would make it more marketable and manageable. Mr. Crissman noted that it would take time, but the sooner it could be achieved, the more savings would be recognized.

Mr. Wolfe noted that a new law was recently passed for health care providers, that an optional plan would provide coverage to dependant children up to age 30; the PMHIC group has turned this down. He noted that Melissa's Law was named after a girl who lost health care coverage in college, developed cancer, couldn't continue college and was not covered under her parent's benefit plan. He noted that there is a law that requires maintaining college students on the coverage, which the group turned down as well. He noted that the group is very proactive at keeping benefits, as much as possible, from not expanding from its current phase.

The Chesapeake Bay TMDL

Mr. Wolfe explained that the Township went through a year-long effort to fight the Paxton Creek TMDL, and it appears that the fight was a success only to have another TMDL created, the Chesapeake-wide Bay TMDL was created. He noted that this TMDL would probably be more restrictive than the Paxton Creek TMDL, and the entities will have to live with it. He noted that this is part of President Obama's executive order and ten federal agencies getting together to put together seven strategies for what each agency is to do to protect and improve the Chesapeake Bay. He noted that they are working on a two-year strategic planning process and implementing and evaluating on a two-year basis.

Mr. Wolfe noted that the TMDL will be implemented for the bay-wide TMDL; the EPA will work with partner states and the District of Columbia to develop an overall TMDL. He noted that the program would specify reduction targets by geographic location, with Pennsylvania being the hardest hit, to achieve allowable loadings, as well as a description and schedule of actions that would be undertaken to achieve reductions. He noted that informed by the TMDL, EPA, the states, and the District of Columbia will also provide commitments every two years specifying what actions would be taken to reduce nitrogen, phosphorus, and sediment during that period. He noted that ultimately Pennsylvania and the other states will issue permits under the Clean Water Act including limitations on nitrogen and phosphorus to the Bay. He noted that the Bay TMDL will allocate pollutant reductions to both point source and non-point source to achieve reasonable assurance that pollution will be reduced.

Mr. Hornung questioned where this will position Mr. Hall and his firm. Mr. Wolfe noted that this would provide another litigation to fight with the government.

Mr. Wolfe noted that if there is already a TMDL in place, and the Bay's TMDL is more stringent, the Bay TMDL would apply.

Adjournment

There being no further business, Mr. Blain made a motion to adjourn the meeting. Mr. Seeds seconded the motion, and the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Maureen Heberle
Recording Secretary

Approved by,

Gary A. Crissman
Township Secretary