

TOWNSHIP OF DERRY
BOARD OF SUPERVISORS MEETING MINUTES
APRIL 28, 2020

CALL TO ORDER

On March 30, 2020, PA Governor Wolf put Dauphin County under a Stay-at-Home Order. In order to ensure public safety during the COVID-19 crisis, the April 28, 2020 meeting was held by audio and video conferencing via a Zoom Virtual Webinar and shown live on YouTube on the Derry Township YouTube page.

Chairman Abruzzo called the April 28, 2020 Regular Meeting of the Township of Derry Board of Supervisors to order at 7:10 p.m. via video conferencing with a Zoom Virtual Webinar through the on-line Meeting Room. He advised that all public meetings are recorded for providing accurate notes. After the Pledge of Allegiance, a roll call was performed. He announced that the Board met in Executive Session from 6:45 p.m. to 7:03 p.m. to discuss a personnel issue and no action was taken.

IN ATTENDANCE:

SUPERVISORS

E. Christopher Abruzzo, Chairman
Natalie L. Nutt, Vice Chairwoman
Carter E. Wyckoff, Secretary
Richard D. Zmuda
Susan M. Cort

ALSO PRESENT:

Christopher Christman, Township Manager
Patrick Armstrong, Township Solicitor
Chuck Emerick, Director of Community Development
Thomas Clark, Director of Public Works
Chief Garth Warner, Police Department
David Sassaman, Hershey Volunteer Fire Company
Matthew Mandia, Director of Parks and Recreation
Cheryl Lontz, Manager of Payroll & Employee Benefits
Laura O'Grady, Director of Hershey Public Library
Lauren Zumbrun, Economic Development Manager
Matt Bonanno, HRG Engineer
Brian Blahusch, IT Director
Julie Echterling, Recorder

VISITOR/PUBLIC COMMENTS:

Mr. Louis Paoletti, 156 West Areba Avenue, thanked the Board for passing the resolution providing real estate tax relief to residents. Waiving the interest and fees was a nice gesture toward the taxpayers as many wait until the end of the year to make their payments. He asked them not to lose sight of the summer traffic issues they face each year. He asked them to work on a permanent fix for the backups and thanked Supervisor Zmuda for providing updates from the Transportation meetings.

ADOPTION OF MINUTES

Supervisor Zmuda made a motion to adopt the minutes for the April 14, 2020 Board of Supervisors Regular Meeting. Vice Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

NEW BUSINESS:

AGREEMENT-RESOLUTION 2020-12-HERSHEY WEST END PROJECT-MAINTENANCE:

Mr. Emerick stated this agreement and resolution sets forth certain actions and obligations related to the \$3 million Economic Development Transportation Fund grant that Hershey Trust Company received for the transportation improvements on Waltonville Road and Frontage Road, including a roundabout, roadway realignment, stormwater improvements, sidewalks involved with the roundabout, pavement, pavement marking, and signs associated with the Hershey West End project. He noted as a result of this

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funding and construction with Resolution No. 2020-12, Derry Township agrees to the following items related to the funding for the proposed transportation improvements:

1. Derry Township acknowledges Hershey Trust Company as being financially responsible for the design and construction of the transportation improvements.
2. The Derry Township Board of Supervisors designates E. Christopher Abruzzo, Chairman of the Board of Supervisors, to execute all documents and agreements between Derry Township, Hershey Trust Company, and PennDOT to facilitate the advancement of the transportation improvements, understanding that it is funded by Hershey Trust Company and will be partially reimbursed by PennDOT.
3. Derry Township will not accept any financial responsibility for the design or construction of the transportation improvements.
4. Upon satisfactory completion of the transportation improvements, Derry Township will, from that point forward, operate and maintain the drainage facilities and sidewalks involved with the roundabout, as well as pavement, pavement markings, and signage on the side road labeled West End Avenue.
5. The Township can enter into a separate agreement with Hershey Trust Company in order to assign or designate certain maintenance responsibilities.

He noted that PennDOT requires municipalities to own and operate stormwater management facilities that cross PennDOT roads. The agreement also requires Hershey Trust Company to maintain any constructed or planted decorative features within the roundabout. The agreement allows Hershey Trust Company to assign their responsibilities within the agreement to the Hershey West End Land Condominium Association, Inc. Solicitor Armstrong reviewed the documents and his comments and additions have been incorporated.

Supervisor Zmuda made a motion to accept the terms of and authorize Christopher S. Christman to execute the Sidewalk Maintenance Agreement with Hershey Trust Company and that Resolution No. 2020-12 is adopted for the purposes noted therein. Supervisor Cort seconded the motion. **Motion carried 5-0.**

SIGNATORIES- PENNDOT LETTER OF AMENDMENT FOR PARK BLVD – TITLE VI:

Mr. Christman stated PennDOT is in the process of closing out the 2015 Park Boulevard Project. They require Township Officials to sign-off on certain documents. Supervisors Foley and Moyer were designated in 2015. New signatories must be designated now. The Administration is recommending Board Secretary – Carter E. Wyckoff and Assistant Township Secretary Christopher S. Christman.

Chairman Abruzzo made a motion to designate Supervisor Carter Wyckoff and Township Manager Christopher Christman as signatories for the PennDOT Letter of Amendment – Title VI as it relates to the Park Boulevard Project. Vice Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

FINANCIAL SECURITY-S-2019-023-MHS SUPPLY CENTER PARKING LOT EXPANSION:

Chairman Abruzzo made a motion to accept the financial security in the amount of \$202,670.00 in the form of Hershey Trust Company Letter of Credit No. 2020-03 and enters into the Agreement to Provide Financial Security between Milton Hershey School and the Township for the Stormwater Management Plan for Milton Hershey School Supply Center Parking Lot Expansion, S-2019-023. Supervisor Cort seconded the motion. **Motion carried 5-0.**

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POSTING AUDIO RECORDING & ADOPTED DECISIONS FOR ZHB:

Mr. Emerick stated at the April 15, 2020 Zoning Hearing Board meeting, the members discussed a desire to post the audio recording of the meetings, for the sake of a complete record beyond the present posting of the meeting minutes. They desire to have the adopted decisions posted as well. The reasons that they desire to have this information posted is to increase governmental transparency and to allow applicants and concerned parties easy access to discover what transpired at meetings.

Chairman Abruzzo made a motion to approve the Department of Community Development posting the audio recordings of the Zoning Hearing Board meetings beginning with their next meeting on May 20, 2020 as well as posting the adopted written decisions beginning with January 2020. Vice Chairwoman Nutt seconded the motion. **Motion carried 5-0.**

PROCLAMATION- APRIL 24, 2020 -OBSERVANCE OF ARBOR DAY:

Mr. Clark stated as part of the criteria needed to meet the requirements to be granted Tree City, USA status each year, the elected body of the Municipality must pass a proclamation establishing a day of Arbor Day observance within the Municipality.

Vice Chairwoman Nutt made a motion proclaiming the last Saturday in April, that being April 24, 2020, the official day for observance of Arbor Day in Derry Township. Supervisor Cort seconded the motion. **Motion carried 5-0.**

EXECUTE THE AGREEMENT- DEPARTMENT RADIO REPLACEMENT PROJECT:

Mrs. Zumbrun spoke about the grant agreement for the Police Department and Public Works Department Radio Replacement project awarded funding through the Dauphin County Local Share Municipal Grant Program. The Township is receiving an award of \$148,000 for portable and mobile radio replacements.

Vice Chairwoman Nutt made a motion authorizing the Township Manager to execute the grant agreement for the Police Department and Public Works Department Radio Replacement project that was awarded funding through the Dauphin County Local Share Municipal Grant Program. Supervisor Cort seconded the motion. **Motion carried 5-0.**

CORRESPONDENCE BOARD/COMMITTEE INFORMATION:

Supervisor Zmuda spoke about the transportation meeting. He noted the lights for Park Boulevard installation has been moved to the fall. He spoke about upcoming public discussion about traffic with HE&R. Supervisor Cort spoke about the All Things Diversity meeting being virtual this Thursday and discussion about upcoming meetings. Supervisor Wyckoff spoke about the DTMA meeting and their financial situation with upcoming projects. He noted they are projecting a 25% reduction in their revenues compared with budget.

REPORTS:

<u>Fire</u>	Mr. Sassaman welcomed Solicitor Armstrong to the Township. He noted they performed 5 drive-by birthday celebrations and Service Pro has cleaned their station.
<u>Public Works</u>	Mr. Clark noted they are mowing and fixing vehicles as needed. He spoke about the landfill project. In March, they sprayed Township properties for Hemlock.

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<u>Accounting:</u>	Mrs. Lontz stated real estate taxes collected to date is 76% of the budget compared with 91% in 2019. She noted expenses are down 2.5% from last year primarily due to retirements. EIT collected is down 3% from 2019 which is due to a timing issue. The amusement/parking revenues are down 3% from 2019. She is working on a detailed report for the next meeting.
<u>Library</u>	Mrs. O’Grady stated their virtual story time is going well. They are planning a summer virtual program. Construction will resume on Monday and be completed in 3 weeks.
<u>Recreation</u>	Mr. Mandia spoke with the contractors and they will begin Monday on abatement of the building, followed by demolition. Once they update the schedule, he will share it with the Board.
<u>Engineer:</u>	Mr. Bonanno spoke about permitting on the culvert. He mentioned the stormwater article written in PSATs about DTMA and Derry Township.
<u>Economic Development</u>	Mrs. Zumbrun stated she will present to the Board the HATS/HE&R/Greater Hershey Transportation/TIPS draft for 2024 after May. She spoke about a new HATS opportunity with each county receiving \$1 million. She believes there will be stimulus money and she is working with each of the departments on their capital needs.
<u>Manager:</u>	Mr. Christman spoke about working on the 2021 budget to see where money can be saved. Chairman Abruzzo asked them to look to build up the reserves. Supervisor Cort asked that PFM be part of the discussions.

ACCOUNTS PAYABLE and PAYROLL:

Supervisor Cort made a motion to approve accounts payable in the amount of \$630,131.29 and payroll of \$312,302.81. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

VISITOR/PUBLIC COMMENTS:

Mrs. Linda Eyer, 2321 Raleigh Road, thanked the Board for presenting information on the financials.

ADJOURNMENT:

Supervisor Cort made a motion to adjourn the meeting at 8:01 p.m. Supervisor Zmuda seconded the motion. **Motion carried 5-0.**

SUBMITTED BY:

Carter E. Wyckoff
Township Secretary