

TOWNSHIP OF DERRY
BOARD OF SUPERVISORS MEETING MINUTES
SEPTEMBER 27, 2022

CALL TO ORDER

Vice Chairwoman Nutt called the September 27, 2022 Regular Meeting of the Township of Derry Board of Supervisors to order at 7:05 p.m. in the meeting room of the Township of Derry Municipal Complex, 600 Clearwater Road, Hershey, PA. She advised that all public meetings are recorded for providing accurate minutes. After the pledge of Allegiance a roll call was completed. She noted the Board met in executive session at 6:00 p.m. to discuss legal and land matters.

IN ATTENDANCE:

SUPERVISORS

E. Christopher Abruzzo, Chairman-ABSENT
Natalie L. Nutt, Vice Chairwoman
Carter E. Wyckoff, Secretary
Richard D. Zmuda
Michael P. Corado

ALSO PRESENT:

Christopher Christman, Township Manager
Patrick Armstrong, Solicitor
Chuck Emerick, Director of Community Development
Thomas Clark, Director of Public Works
Chief Garth Warner, Police Department
David Sassaman, Hershey Volunteer Fire Company
Zachary Jackson, Director of Parks & Recreation
Alison Trautmann, Director of Hershey Public Library
Maitlin Greiner, HRG Engineer
Becky Sweigart, Public Outreach Coordinator
Julie Echterling, Recording Secretary

Public in Attendance:

Rich Gamble, Oliva Lewis

VISITOR/PUBLIC COMMENTS:

Mr. Rich Gamble, 39 Hockersville Road, expressed concerns about the Courtyard of Honor. He showed the Board the website concept that makes it appear that it is all about Michael Horrocks and less about the veterans. He would like to see the concept be updated on the website. He stated Mr. Horrocks has been honored at the high school, his college, and other 9/11 memorials. He believes the focus should be local veterans and public safety officers who lost their lives. He does not believe it is right to focus on just one person from 9/11 instead of the veterans who lost their lives. He also does not think it should be a tourist attraction. Vice Chairwoman Nutt stated the Courtyard of Honor Committee is still working on the guidelines for it.

CONSENT CALENDAR

Supervisor Zmuda made a motion to approve the following items on the Consent Calendar:

1. Adoption of the Board of Supervisors Minutes for the September 13, 2022 Regular Meeting.
2. Approval of September 27, 2022 Accounts Payable of \$494,430.95 and Payroll of \$362,485.55.

Supervisor Corado made seconded the motion. **Motion carried 4-0.**

NEW BUSINESS:

CODE ENFORCEMENT OFFICER:

Mr. Emerick introduced the newest staff member in Community Development, Peter Sniderman. Mr. Sniderman started in August as a Code Enforcement Officer. He has lived in Hershey since 2014 and is a member of the Hershey Volunteer Fire Department. Prior to his employment, Mr. Sniderman operated a successful home inspection agency for 14 years in Hershey. He also holds over 20 certifications for

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professional home inspection and is part of many professional associations. He has passed the Building Code Official exam and is presently training for the Commercial Building Inspector and Plans Examiner certification and the Accessibility Inspector and Plans Examiner certification.

RFP – SECURE FINANCING-FIRE APPARATUS & TOWNSHIP EQUIPMENT:

Mr. Christman stated at the Board's August 23 meeting, the Township agreed to move forward with ordering and purchasing a new fire apparatus to replace Engine 48-1. Due to the timing of price increases in the manufacturing of the new engine, it has become important to move up the financing plan to preserve the highest level of discount available on the new engine. The estimated cost of this new engine, with discounts applied, is \$908,547. The Administration is recommending that an RFP be prepared and solicited for responses from financial institutions to quote both a line of credit and/or a fixed rate loan. In the case of the line of credit, the RFP would look for an 18-month draw up to a maximum amount of \$3 million. He stated it would be a line of credit for the engine and for Public Works and Police equipment also. The proposed timeline for securing the financing is as follows: 9/27 - BOS Authorization for RFP, 10/11 - BOS Consideration of Approval of financing, 11/11 - Settlement of financing pending PA DCED approvals.

Mr. Louis Verdelli spoke to the Board about looking for flexibility for the financing due to being able to make large payments with the gaming grants. He also stated they would be looking for fixing the interest rate for varied years instead of a straight rate for the whole loan. He noted the ordinance could be approved by the Board once they have the RFP results.

Vice Chairwoman Nutt made a motion to authorize the Administration, in consultation with Township Financial Advisor - Raymond James and Bond Counsel - McNeese, Wallace and Nurick, LLC, prepare and solicit an RFP for the purpose of securing financing for the purchase of Fire Apparatus and Township Equipment and authorize the legal notice (advertising) for the associated ordinance for the financing. Supervisor Corado seconded the motion. **Motion carried 4-0.**

MINIMUM MUNICIPAL OBLIGATION:

Mr. Christman stated the 2023 Minimum Municipal Obligation (MMO) for the Non-Uniformed Pension Plan and the Police Pension Plan is \$583,984 and \$506,633, respectively, for a total of \$1,090,617. This calculation is based on the estimated wages to be paid during 2022. He stated no action is required. These amounts will be in the 2023 budget.

TOWNSHIP CREDIT CARD PROCESSING-TYLER AGREEMENT:

Mr. Christman spoke about adding credit card processing, allowing residents the ability to pay with credit cards throughout Township facilities. Tyler Technologies is able to provide this service and link the transactions directly to our finance software. He proposes a total of six (6) machines for Admin., Community Development, Public Works, Recycling Center, Library and Police. There would be a one-time fee of \$2,514 to purchase credit card readers and \$1,080 annual fee. The processing fee of 3.75% with a minimum of \$2.50 will be passed on to the credit card user. He indicated that once they receive the approval and card readers, they would start using them.

Supervisor Wyckoff made a motion to approve entering into an agreement with Tyler Technologies to provide credit card processing services for the Township of Derry contingent upon the agreement meeting the satisfaction of the Township Solicitor. Supervisor Corado seconded the motion. **Motion carried 4-0.**

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HRG SCOPE OF WORK-UNDERPASS INSPECTION:

Mr. Christman stated they are required to inspect the pedestrian underpasses at SR743 and US422 by PennDOT. HRG provided a proposal to conduct the inspections at a cost of \$6,000. Supervisor Zmuda asked if this cost could be shared with Hershey. Mr. Christman will reach out and ask.

Vice Chairwoman Nutt made a motion to approve the scope of work for pedestrian underpass inspection services as outlined in the proposal dated September 20, 2022 from HRG, Inc. and authorize the Township Manager to execute the same. Supervisor Corado seconded the motion. **Motion carried 4-0.**

CORRESPONDENCE BOARD/COMMITTEE INFORMATION:

Supervisor Zmuda & Vice Chairwoman Nutt attended the transportation meeting today. The crossing light at Cocoa and Brook should happen in the near future. He talked about working on the left turn for Governor Road. He stated Choctoberfest will be held October 15. Supervisors Corado and Wyckoff attended the DTMA meeting where the loan program and grant were discussed. Vice Chairwoman Nutt noted that the trails at Bullfrog Valley Road will be closed for a DTMA project. She attended the Library meeting.

REPORTS:

<u>Police:</u>	Chief Warner has been working with Community Development and the Solicitor on an ordinance to prohibit commercial vehicle parking at Briarcrest. October 5 is national Coffee with a Cop Event, where they will be at Starbucks for a third year. They will be escorting the Hershey football team to the game with McDevitt this year as part of the Dauphin County Sheriff's honor of fallen officers.
<u>Fire:</u>	Mr. Sassaman thanked the Board for their support.
<u>Library:</u>	Ms. Trautmann noted that October 1 will be a book festival in Chocolate Park.
<u>Manager:</u>	Mr. Christman will be in Pittsburgh at a conference with PA Municipal League next week.

VISITOR/PUBLIC COMMENTS:

There were no public comments.

ADJOURNMENT:

Supervisor Zmuda made a motion to adjourn the meeting at 7:45 p.m. Supervisor Corado seconded the motion. **Motion carried 4-0.**

SUBMITTED BY:

Carter E. Wyckoff
Township Secretary