

# TOWNSHIP of HAMPDEN

Pennsylvania

2010

END OF YEAR REPORT

*“Where People Come First”*



# HAMPDEN TOWNSHIP

230 S. Sporting Hill Road  
Mechanicsburg, PA 17050-3097

Phone 761-0119 Fax 761-7267  
e-mail address: hampden@hampdentownship.us  
home page: <http://www.hampdentownship.us>

## **DEPARTMENT**

## **PHONE**

Administration (includes Community Development and Finance) . . . . .	761-0119
230 S. Sporting Hill Road, Mechanicsburg	
EMS	
Emergency Services Building . . . . .	761-5343
295 S. Sporting Hill Road, Mechanicsburg	
Emergency Services Building North . . . . .	909-9572
1200 Good Hope Road, Mechanicsburg	
Fire Company	
Emergency Services Building. . . . .	730-7208
295 S. Sporting Hill Road, Mechanicsburg	
Emergency Services Building North. . . . .	737-3565
1200 Good Hope Road, Mechanicsburg	
Golf	
Pro Shop . . . . .	737-5344
800 Orr's Bridge Road, Mechanicsburg	
Police . . . . .	761-2609
230 S. Sporting Hill Road, Mechanicsburg	
Public Works Department. . . . .	737-0255
Fleet and Maintenance Division	
4202 Roth Lane, Mechanicsburg (use entrance off Technology Parkway)	
Wastewater Division	
Roth Lane Plant. . . . .	761-7963
4200 Roth Lane, Mechanicsburg	
Recreation . . . . .	761-4951
5001 Park Street Extended, Mechanicsburg	
Utility Billing. . . . .	909-7145
230 S. Sporting Hill Road, Mechanicsburg	

# **HISTORY**

## **HAMPDEN TOWNSHIP**

### **PAST TO PRESENT**

The area that now makes up Hampden Township was first settled by Scotch-Irish and German farmers around 1735. It was part of Pennsboro Township until 1845, when it became a separate township. It attained the status of first-class township - population of more than 10,000 - in 1960. Today, its population has grown to more than 25,000, the largest in Cumberland County.

### **THE REGION**

Hampden Township occupies 17.7 square miles in the eastern sector of Cumberland County. The Township is one of several municipalities situated on the west side of the Susquehanna River. These municipalities are known collectively in the metropolitan area as the West Shore. The Township benefits from proximity to Harrisburg, the capital of Pennsylvania, and to Carlisle, the county seat of Cumberland County. Cumberland County, Dauphin County and portions of northern York and southern Perry Counties constitute what is generally regarded as the Harrisburg metropolitan area. Officially, the Harrisburg Standard Metropolitan Statistical Area is made up of Dauphin, Cumberland and Perry counties.

### **PROSPERITY**

Hampden Township is one of the most prosperous communities in the metropolitan area. In recent history, it has notched the highest per-capita income of all 22 townships in Cumberland County and with the county's 12 boroughs included, the third highest per-capita income overall.

### **WELL-SERVED**

The Township is served by a large, accredited police force and a well-trained and equipped volunteer fire department. Emergency Medical Technicians are on duty round-the-clock to respond to emergency calls.

Water service is provided by the Pennsylvania-American Water Company and United Water.

The Township owns and operates four municipal parks: the Hampden Park/Pool Complex, which includes a swimming pool, tennis courts, soccer fields and ball fields; the 36-acre Creekview Recreation Area, which includes a lighted basketball court, lighted tennis court, play areas and pavilions; Salem Park, which includes ball fields and soccer fields; and the Conodoquinet Youth

Park. The Township also owns and operates an 18-hole, public golf course, the Armitage Golf Course, voted Harrisburg Magazine's "Simply the Best" in 2010.

## **A GOOD PLACE FOR BUSINESS**

The Hampden Township Industrial Development Authority (IDA) was, on September 5, 1967, the first authority to be chartered in Pennsylvania. Primarily a funding vehicle for business and industry, the IDA has the ability to acquire funds for favorable construction projects. As a municipal agency, the IDA is entitled to specific financial advantages to promote development and provide leadership in innovative approaches to economic development.

Hampden Township is part of a Cumberland County economy that has been consistently among the strongest and most stable anywhere in Pennsylvania, or in the Northeast for that matter.

In the early 2000s, Cumberland County boasted more than 5,000 business establishments producing more than \$1 billion in wages annually for more than 120,000 workers.

Many of the largest employers in the county are located in Hampden Township. The Naval Support Activity is the largest, with approximately 5,000 employees and an annual payroll of approximately \$255 million. Other large employers in the Township include IBM, The Patriot News, Pinnacle Health and Nestle Purina Pet Care.

## **ELECTED OFFICIALS**

Hampden Township is governed by a Board of Commissioners elected on an “at large” basis. These five Commissioners represent the total community and are charged with the responsibility of establishing policy for all aspects of municipal government.

Authority over daily administrative and maintenance programs is delegated by the Commissioners to qualified personnel in fields of general government, public protection, public health, sanitation, recreation and others.

Under this system, advisory boards, commissions and authorities are appointed to handle day-to-day recommendations and to provide guidance in accordance with policies and direction developed by the Commissioners.



### **2010 Board of Commissioners**

Seated, from left, President Al Bienstock and Vice President John V. Thomas  
Standing, from left Ken Fetrow, Donald R. McCallin and Nathan Silcox

## **HAMPDEN TOWNSHIP OFFICIALS**

- Michael H. Gossert, Township Manager
- Keith B. Metts, Assistant Township Manager
- Keith O. Brenneman, Solicitor
- Harry Clay, Chief of Police
- Maher Duessel, Auditor
- Glace Associates, Inc., Sanitation Engineer
- Grove Miller Engineering, Inc., Traffic Engineer

### **Elected Treasurer/Tax Collector**

- Michael P. Langan (Term expires 1/14)

The primary function of the Township Treasurer/Tax Collector is to collect, deposit, and distribute real estate and personal taxes for the Township, Cumberland Valley School District and Cumberland County. The position of Treasurer/Tax Collector is an elected position with a four-year term of office.

### **Elected Magisterial District Justice**

- Thomas Placey (Term expires 01/16)

### **Elected Constable**

- George W. Edmondson

### **Emergency Preparedness**

- Doug Gochenaur: Director
- Keith B. Metts: Assistant Director

### **Volunteer Fire Chief**

- John Rausch

### **Volunteer Fire Company President**

- Mike Starvaggi

### **Elected Tax Assessor (4-Year Term)**

- Frances Langan

## **BOARDS, COMMISSIONS & AUTHORITIES**

### **Armitage Golf Advisory Board** (1-Year Term)

The Armitage Golf Advisory Board is responsible for recommending to the Board of Commissioners methods of operation and improvements to the Golf Course. They review the budget, capital improvements, maintenance and the operation of the Pro Shop and restaurant.

The Golf Advisory Board meets the second Friday of every month from March through November. There are five members on the board, and they are currently appointed to a one-year term:

Nathan P. Silcox, Commissioner

1. Robert Conrad, Chairman
  2. Lee F. Esser, Vice Chairman
  3. Dale E. Ault
  4. Roger C. Lose
  5. Claudia Williams
- Sharon K. Browne, Recording Secretary

### **Industrial Development Authority (IDA)** (5-Year Term)

Primarily a funding vehicle for business and industry, the IDA has the ability to acquire funds for favorable construction projects. As a municipal agency, an industrial development authority is entitled to promote development. There are five board members and they are appointed to five-year terms:

John V. Thomas, Commissioner Liaison

1. Thomas B. Shriver, Chairman
  2. Edward M. Messner, Vice Chairman
  3. Henry F. McKonly, Jr., Secretary/Treasurer
  4. David Young, Asst. Secretary/Treasurer
  5. Glenn I. Orner
- Henry Coyne, Coyne & Coyne, PC, Solicitor  
Robert H. Long Jr., Thomas, Long, Niesen & Kennard, Bond Counsel  
Tracy L. Rash, Auditor  
Sharon K. Browne, Recording Secretary

**Planning Commission** (4-Year Term)

The Planning Commission reviews land use and site development plans submitted by developers, builders or residents for construction within the Township. They act as a review committee to recommend and advise the Board of Commissioners with respect to the Township's Subdivision and Land Development Ordinance, Zoning Ordinance, Comprehensive Plan and other regulations.

They can propose amendments to the Township's Subdivision and Land Development Ordinance for action by the Board of Commissioners.

The Planning Commission meets on the second Thursday of each month and the members are appointed to four-year terms by the Board of Commissioners.

Nathan P. Silcox, Commissioner Liaison

1. C. John Urling, Jr., Chairman
2. Philip H. Klotz, Vice Chairman
3. Tammy L. Shearer
4. Ronald E. Stephens
5. Craig Mellot

Kathy Finkenbinder, Recording Secretary

Rebecca Wisner, Cumberland County Planning Department Consultant

Keith O. Brenneman, Snelbaker & Brenneman, P.C., Solicitor

**Civil Service Commission** (6-Year Term)

The three-member Civil Service Commission is responsible for recommending eligible candidates to staff the Township Police Department. The Commission conducts examinations for new positions within the department; plus, it conducts hearings as to the legitimacy of a complaint or charge brought against the department. Meetings or testing are conducted when requested by the Township Commissioners.

1. Grant Harrison, Chairman
2. John B. Malcolm, Jr., Secretary
3. Kenneth E. Fetrow
4. Nevin W. Funk (Alternate)
5. Jerome E. Ozog, Alternate Delegate
6. Michael Reynolds, Alternate Delegate

Sharon Browne, Recording Secretary

**Vacancy Board** (1-Year Term)

The Vacancy Board consists of the Board of Commissioners and one appointed member, a registered voter of the Township, who is appointed to a one-year term. When a vacancy occurs in the office of Township Commissioner, Auditor, Treasurer, Assessor or Assistant Assessor by death, resignation or removal and the Board of Commissioners is unable to fill the vacancy within 30 days after the vacancy occurs, the vacancy board is charged with filling the vacancy within 15 additional days by appointing a registered elector of the Township to the vacancy.

- Henry F. McKonly, Jr.

**Sewer Authority** (5-Year Term)

The Sewer Authority is an independent, five-member body empowered to develop and finance capital additions or improvements to Hampden Township’s sanitary sewer collection or processing system. The Authority acts as the funding vehicle, while the Township staff maintains and operates the system through a lease agreement. The revenues acquired from residential, commercial and industrial users of the system are used to “pay off” the financing and operate the system.

The Authority meets on the second Wednesday of every month.

John V. Thomas, Commissioner Liaison

1. John V Thomas, Chairman
2. Matthew Todaro, Vice Chairman
3. Patrick T. Sullivan, Secretary
4. John Gaspich, Jr., Treasurer
5. Louise A. Knight, Asst. Secretary/Asst. Treasurer
  - Robert Shaffer, PE, Gannett Fleming, Inc., Sewer Engineer
  - Henry F. Coyne, Coyne & Coyne, PC, Solicitor
  - Jay Cooper, Goldberg Katzman, Right-of-Way Solicitor
  - Robert H. Long, Jr., Thomas, Long, Niesen & Kennard, Bond Counsel
  - Judy Robinson, Recording Secretary

**Zoning Hearing Board** (5-Year Term)

The Zoning Hearing Board is the first court of appeals for zoning matters that develop from a question on the validity of the Township’s Zoning Ordinance or the challenge of a decision made by the Zoning Officer. Hearings are held when an allegation has been made that the zoning ordinance has inflicted an unnecessary “hardship” on the applicant. It is the prerogative of the Board to review the case and grant a variance or special exception, if warranted.

Meetings are held on the third Wednesday of every month, if needed, and members are appointed by the Board of Commissioners.

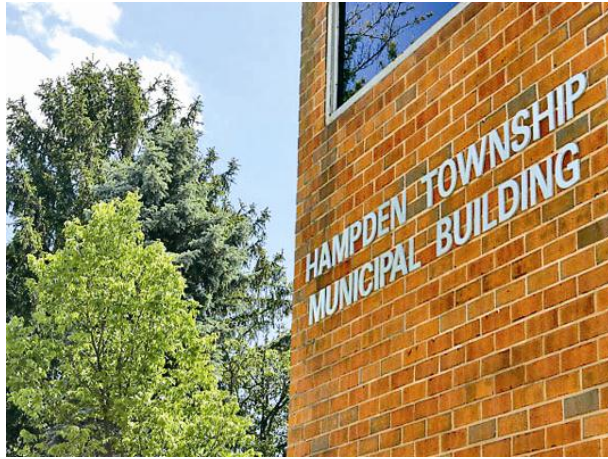
1. Eugene Baldwin, Chairman
2. Michael J. Kane, Secretary
3. Keren Roberts
4. Joseph G. Porter
5. Kathryn H. Silcox
6. James E. Rendler (Alternate)  
    Robert Saidis, Saidis, Shuff & Masland, Solicitor  
    Phyllis McCoy, Recording Secretary

**Fredricksen Library Board** (1-Year Term)

- Todd A. Milano

**Mechanicsburg Senior Adult Center Board** (1-Year Term)

- Cathy DePoi



**TOWNSHIP MEETINGS**

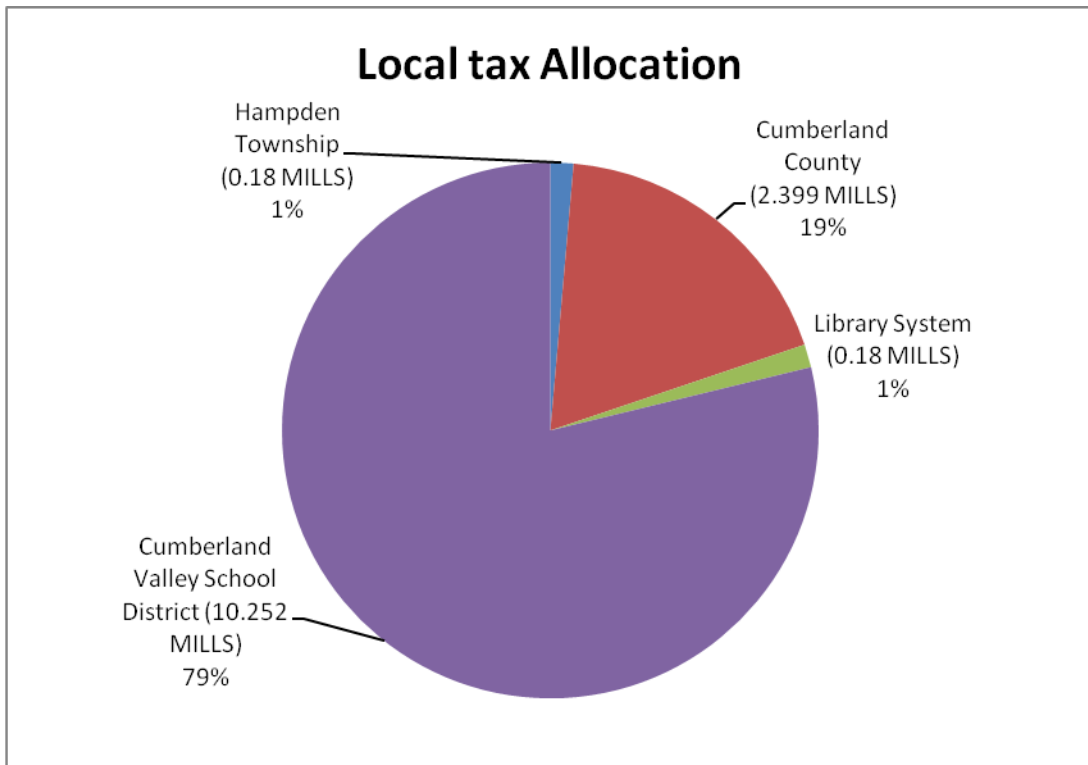
- Board of Commissioners Agenda Meeting . . . . . Thursday preceding 1st Tuesday
- Board of Commissioners Regular Meeting . . . . . 1st Tuesday, (if needed)
- Planning Commission Meeting . . . . . 2nd Thursday
- Zoning Hearing Board . . . . . 3rd Wednesday
- Sewer Authority Meeting . . . . . 2nd Wednesday
- Golf Advisory Board . . . . . 2nd Friday (March - November)

All meetings are held at the Hampden Township Municipal Building located at 230 S. Sporting Hill Road at 7:30 PM with the exception of the Golf Advisory Board which meets at the Armitage Golf Club at 800 Orr’s Bridge Road at 7:30 A.M.

## FINANCES

### Revenue

Your real estate tax dollar is one source of revenue for Hampden Township. As has been the case in the past, real estate tax revenues are shared among three separate and distinct governmental entities: the Township, Cumberland County and the local school district, Cumberland Valley. Your tax dollar amount is based on the millage rate per the assessed value of real estate property. Over the last year, your real estate millage rate has been divided as shown below.



Your real estate tax dollar amount is calculated by multiplying the millage rate by your assessed property value. Cumberland County properties are now assessed at 100 percent of their value.

A total millage of 12.723 mills was levied upon every property owner in Hampden Township - a mill being defined as one-tenth of one cent or one-thousandth of a dollar. The levy is broken down into the following: 10.252 mills are collected for the School District, 2.399 mills are collected for Cumberland County, 0.18 mills are collected for library system and 0.18 mills are collected for Hampden Township.

## 2010 BUDGET SUMMARIES

	<u>Total Revenue</u>	<u>Total Expenditures</u>	<u>Projected Carry-Over</u>
General Fund	\$10,146,036.18	\$10,121,370.00	\$24,666.18
Capital Improvement Fund	\$1,707,384.00	\$1,707,382.00	\$2.00
Highway (State Aid) Fund	\$2,430,161.00	\$2,426,780.00	\$3,381.00
Storm Sewer Fund	\$95,329.00	\$90,000.00	\$5,329.00
Sewer Fund	\$11,211,651.95	\$9,934,798.00	\$1,276,853.95
Sewer Imp./Maint. Fund	\$524,797.00	\$500,000.00	\$24,797.00
Sanitation Fund	\$1,814,122.10	\$1,778,473.00	\$35,649.10
Pool Fund	\$767,844.00	\$482,377.00	\$285,467.00
Armitage Golf Fund	\$1,266,298.00	\$1,066,138.00	\$200,160.00
Retired Benefits Fund	\$88,751.00	\$78,663.00	\$10,088.00
Unemployment Comp. Fund	\$35,450.00	\$26,000.00	\$9,450.00
<b>TOTALS</b>	<b>\$30,087,824.23</b>	<b>\$28,211,981.00</b>	<b>\$1,875,843.23</b>

## ADDITIONAL REVENUE SOURCES

<u>Tax Source</u>	<u>Hampden Township</u>	<u>Cumberland County</u>	<u>Cumberland Valley School District</u>
Real Estate	0.18 mills	2.399 mills	10.252 mills
Local Services Tax	\$47		\$5
Per Capita Tax	\$5	\$5	\$5
Earned Income	0.5%		1.1%
Realty Transfer	0.5%		0.5%

## TOWNSHIP DEPARTMENTS

### ADMINISTRATION

Township Manager: Michael H. Gossert

Assistant Township Manager: Keith B. Metts

Executive Secretary: Sharon Browne

Information Technology Manager: Scott McGee

Fire Administration Officer: Doug Gochenaur

Receptionist: Penny Carichner

Administrative Assistant: Wendy Dunlevy



The Administrative staff handles all of the day-to-day operations of the Township. The staff answers calls for requests for service from Township residents, issues dog licenses, processes peddlers' licenses, and records meeting minutes for the Board of Commissioners and greets visitors at the municipal building. In addition, the staff handles all Pennsylvania Emergency Management Agency (PEMA) and Federal Emergency Management Agency (FEMA) disaster assistance applications and numerous county, state and federal grant applications.

The Township continues to administer the mandatory Drug and Alcohol Testing Program. All Township employees who have a Commercial Driver's License (CDL) are required to participate in a Federally-mandated drug and alcohol testing program. The law also requires all new employees hired with a CDL to pass a drug test as a condition of employment.

In 2010, the Township staff updated the Home Page on the Internet with information about current events and services available from each department ([www.hampdentownship.us](http://www.hampdentownship.us)). The Manager's Corner provides updates on projects of interest to Township residents. In addition, a copy of the upcoming meeting agenda is posted. Several days later, a brief synopsis on the results of each Board of Commissioners' meeting is also posted.

Listed below are the department's major accomplishments in 2010:

- Track/follow-up requests for service 262
- Dog Licenses Issued 1,203
- Burn Permits processed 23
- Phone calls answered 100-200 per day
- Administer Drug and Alcohol Testing Program Quarterly
- Recertified Safety Committee with the State
- Published 8 four-color Newsletters (every 6 weeks)
- Published the 13th Township calendar and mailed to over 13,000 residences
- Produced the 1st Township Map and Directory at no cost to the residents

## **ARMITAGE GOLF CLUB**

Golf Professional: Scott Houseal

Pro Shop Staff

Assistant Golf Professional: Mark Stirling

Restaurant Operator (“Caddy Shack”): Nick Dunphy, Jr.



Armitage Golf Course has been owned by Hampden Township since 1977. The 112 acre, 18-hole course is built on gently rolling land with the exception of a 70-foot drop from nine tee to 17 green and the ravine in front of eight green. The high point of the course is the fourth tee and the low point is the wetland area below 17 green along Beech Run. Amenities include a fully stocked pro shop, target range, putting green, restaurant and the Armitage Meeting Room.

Recognized as one of the busiest courses in Central Pennsylvania, Armitage is also known for its beauty and playability. The golf course staff provides the necessary maintenance to attract golfers throughout the year. Armitage Golf Course was voted Harrisburg Magazine’s Simply the Best Golf Course for 2010 making it eight years in a row.

The well-equipped Pro Shop is an added attraction and the golf professional is responsible for its day-to-day operation. The golf professional also provides golf lessons and the guiding hand needed to maintain a reasonable pace of play at the course.

The leased restaurant area provides a unique dimension to Armitage Golf Course. The restaurant provides a leisurely environment for relaxation after a round of golf. The facility also provides a location for associations, businesses or families to hold parties or get-togethers.

In its ninth year of operation, the Armitage Meeting Room handled a number of events, including business meetings, wedding receptions and parties.

### **Recognition:**

- Winner of Harrisburg Magazine’s “Simply the Best” Golf Course

## **COMMUNITY DEVELOPMENT**

Director of Community Development: Darrell McMillan

### **Staff:**

Assistant Director of Community Development: Jon Powers

Plan Reviewer: Ivan Miller

Codes Enforcement Officer: Mark Anderson

Secretary: Kathy Finkenbinder



The Department of Community Development is served by a Director of Community Development, Assistant Community Development, Code Enforcement Officer, Plan Reviewer and Secretary. Much of the staff's time is devoted to reviewing applications and plans for building, sewer, zoning and plumbing permits and also conducting sewer and building inspections. The Codes Enforcement Officer provides routine inspections during different stages of construction to ensure quality construction and compliance to standards adopted by the Township. The monthly department reports and records of applications and permits provide insight to building and future construction within the Township.

Listed below is a summary of the Department of Community Development activity for 2010:

- Reviewed and issued 459 Building Permits with an estimated construction cost totaling \$49,416,957.00
- Reviewed and issued 59 Certificates of Use
- Reviewed and issued 68 Sign Permits
- Assisted in the review of 1 Zoning Hearing Board application
- Reviewed and field verified over 319 miscellaneous code enforcement complaints, covering a wide range of code violations
- Spent 1,431 hours on mainline sanitary sewer installation inspections
- Reviewed and issued 198 Plumbing Permits
- Conducted 376 final inspections and issued Occupancy Certificates
- Reviewed and issued 386 Zoning Permits
- Licensed 86 Contractors
- Licensed 131 Plumbers

## EMERGENCY MEDICAL SERVICES

Director of Emergency Medical Services: Bill Cook

### Emergency Medical Technicians:

George Broaddus	John Tinari, Jr.	Brian Smithmyer
Jen Stahlnecker	Paul Rundle	Mike Stare
Tim Potteiger	Kevin Swade	Jonathan Morris, Sr.



The Emergency Medical Services Department proudly displays the “Seal of Excellence” on all Township ambulances. This award is presented by the State Department of Health for the equipment standards and training certifications attained and maintained by the Township.

The Township employs 10 full-time and 10 part-time Emergency Medical Technicians to provide service for residents round-the-clock.

### Listed below are the EMS Department’s major accomplishments in 2010:

- Responded to over 2,700 ambulance calls.
- Assisted with the purchase of Automatic External Defibrillators (AEDs) for all Township Buildings and other outside agencies.
- Upgraded computer software which provides for more efficient patient care reporting
- Provided an ambulance for standby at several Hampden Township-sponsored events
- Participated in the Hampden Township Volunteer Fire Company open house in October, at Creekview Family Night in July and Touch a Truck in April.
- Trained personnel of various outside agencies in CPR and the use of AEDs. These agencies include Fire Company personnel, other Township staff and outside companies.
- Updated patient care report software for most current and accurate information.
- Continued to assist the Hampden Township Volunteer Fire Company and firefighters with rehab at fire scenes.
- Participated in a variety of community events.
- Sponsored West Shore EMS Chiefs’ meetings.
- Trained outside agencies in First Aid.
- Participated in Cumberland Valley School District Emergency Plan Update.
- Provided an In-service Program for Cumberland Valley School District Nurses.
- Participated in Trauma Society Lights for Life Program.

### Training:

- Staff continued to attend various training courses to maintain certifications and improve skill levels
- Staff was trained in several National Incident Management System (NIMS) classes

## **FINANCE DEPARTMENT**

Director of Finance: Terri Noll

### **Municipal Services Clerks:**

Rita Finkboner

Alisha Jones



### **Finance Clerk:**

Jackie Kline

The Finance Department manages all of the financial operations of the Township. This department is responsible for reconciling all bank accounts, billing and receipt of all sewer and trash payments, the payment of bills and the deposit of receipts. The Township's accounting system is fully computerized and, as required by the Pennsylvania First Class Township Code, audited on an annual basis.

As the administrator of the Township's finances, the Finance Department is responsible for the reconciliation of investments of all funds and the coordination of revenues and expenditures, following a budget adopted by the Board of Commissioners. In the preparation and management of the annual budget, the department centrally allocates the funds for all Township departments, preparing both the budget documents and monthly financial reports.

### **Listed below are the Finance Department's major accomplishments during 2010:**

- Continued to update the Township's property record inventory
- Billed nearly 10,000 utility customers quarterly
- Administered reduced trash rate program for eligible senior residents
- Operated the Local Government Solutions (LGS) software interfacing the Building Department, Finance, Payroll, Purchase Orders, Fixed Assets, Utility Billing, Human Resources and Cash Receipting
- Met all deadlines for financial reporting
- Maintained the mailing list for over 12,792 Newsletter recipients
- Implemented web-based utility billing payments, with 992 customers utilizing on-line payment processing, and 1,153 direct withdrawal customers.
- Established 175 new sewer and/or trash customer accounts.
- Continued to collect delinquent utility accounts.

## **PUBLIC WORKS DEPARTMENT**

The Hampden Township Public Works Department officially began operation on January 1, 2010.

This newly created department has combined many of the former maintenance departments of the Township into Three Divisions. The Fleet Division, the Maintenance Division and the Wastewater Division. A total of 46 highly trained, competent personnel work within the three Divisions.



### **PUBLIC WORKS DEPARTMENT – ADMINISTRATIVE STAFF**

Director of Public Works: Steven S. Campbell

Assistant Director of Public Works: Jeremy Miller, P.E.

Administrative Assistant: Judy Robinson

The Public Works Department was created to facilitate and stream-line routine maintenance operations throughout the Township. Additionally, the creation of this Department has helped reduce costs and provide the much needed manpower-support for larger, township-wide projects.

### **PUBLIC WORKS DEPARTMENT – PLAN REVIEW AND INSPECTION GROUP**

Assistant Director of Public Works: Jeremy Miller, P.E.

#### **Staff:**

Plan Review Technician: Michael Horvath

GIS Technician: Dennis Heisey

In 2010, the Township eliminated the Engineering Department. The responsibilities and duties of the former Engineering Department have been distributed to the Department of Community Development and the new Plan Review and Inspection Group created within the Public Works Department.

The Plan Review and inspection group is staffed by three full-time employees including the Assistant Director of Public Works, serving as Engineer, a Plan Review Technician, and a GIS Technician. Administrative support is provided by the Public Works Administrative Assistant and Community

Development Secretary. The primary responsibility of the Plan Review Inspection Group is to provide project oversight for all new development within the Township via the completion of subdivision and land development plan reviews, and performance of new infrastructure and sewer construction inspections. In total, the Plan Review Inspection Group reviewed eight land development plans, eight subdivisions plans and performed 1,500 hours of construction inspection at five new development sites. The Plan Review and Inspection Group is also responsible for conducting the Township's annual road inspection and resurfacing schedule, execution of numerous developer agreements, map design, addressing storm water drainage concerns and assisting with Land Development Ordinance revisions.

In 2010, new plan review and inspection fees were adopted in order to help offset the cost for the Township's oversight of development within the Township. As a result of the Group's effort, \$75,000 was collected for plan review and inspection during the year.

Listed below are the Group's major accomplishments in 2010:

- Performed construction inspection for 12 new developments/construction projects
- Reviewed eight Land Development Plans
- Reviewed eight Subdivision Plans
- Reviewed and issued 249 Street Cut Permits
- Reviewed and issued 26 Driveway Permits
- Reviewed and issued five Excavation & Fill Permits

### **PUBLIC WORKS DEPARTMENT – FLEET DIVISION**

The Fleet Division consists of the following individuals:

Fleet Superintendant: Donn Gutshall

Heavy Equipment Mechanic: Chuck Bubb

Small Engine/Fleet Mechanic: Tom McClarren

These three mechanics are highly trained and State certified to insure that DOT and NFPA regulations are adhered to. They are responsible for the mechanical up-keep of approximately 350 pieces of equipment, from small chain saws to the larger, heavy, licensed equipment such as backhoes and dump trucks, including, but not limited to, fire apparatus, police vehicles and ambulances, totaling approximately 105 Township vehicles. They maintain the back-up power system to the Emergency Services Buildings and the Public Works Building. They also ensure golf carts are in working order for Armitage Golf Club. When the scheduled workload warrants, they are able to call upon the talented pool of Public Works personnel to help assist them with various mechanical issues.

## **PUBLIC WORKS DEPARTMENT – MAINTENANCE DIVISION**

The Maintenance Division consists of four sub-divisions. Each sub-division has a specific area of responsibility and is staffed in accordance with the specific maintenance or project requirement at any given time. This Division consists of the following administrative staff:

Maintenance Superintendent: Glenn MaGatz

Assistant Maintenance Superintendent: Neale Magill

In addition, each sub-division has a highly qualified supervisor to assign and assist with the daily tasks and special projects required to maintain their respective responsibilities.

Golf Course Superintendent: Mark Jacobs

Golf Course Foreman: Scott Zook

Recreation Maintenance Supervisor: Chris Huffer

Road Maintenance Supervisor: Jim Geiling

Sign Technician: Ernie Hartman

Facilities Maintenance Supervisor: Mike McKinney

The full-time Maintenance Division staff includes the following:

Kyle Altland, Mike Brown, Phil Burton, Mike Chittester, William Duncan, Ryan Fausnacht, Don Fink, Glenn Herman, Tim Imhoff, Scott McCabe, Chris McClintock, Mike Moyer, Rodney Norton, Shawn Peck, Robert Rhone, Ted Rhykerd, Bill Slaseman, William Ward and Ray Wevodau.

In its first year of operation, the Maintenance Division was tasked with snow removal operations during the back-to-back blizzards of February 2010, clearing approximately 120-plus miles of Township owned and maintained roadways.

The staff constructed approximately 4,000 lineal feet of golf cart paths and repaired a major water leak at the Armitage Golf Club. Staff also replaced or reconstructed 20 storm water inlets and associated piping, replaced a major storm water culvert, assisted the Wastewater Division in a sanitary mainline replacement, performed extensive road repairs and instituted a new leaf collection schedule.

The Division's Sign Technician continues to work towards the reflectivity requirements instituted by PennDOT. The Division purchased a portable, line-painting machine which enables us to delineate parking lots and cross walks without hiring a subcontractor. Many of the personnel have attended various training classes involving winter maintenance, workzone flagging control, confined space entry, asphalt road repair, and PA One Call seminars.

The Facilities Maintenance staff has taken over maintenance of all Township owned structures and has spent countless hours repairing and maintaining them. This involves routine maintenance from changing a single light bulb to replacing windows and unit air conditioners. Much of the landscaping, plumbing, minor electrical repairs, painting and carpentry work is now able to be completed using personnel who possess a diverse skill set. The staff was able to standardize many of the products used in the everyday operation of the Township, such as hand soap, toilet paper and paper towels dispensers.

The staff responsible for maintaining the Township's recreation facilities completed installation of new soffit and fascia on the pavilion at Hampden Park and continually maintains 10 lighted tennis courts, two lighted basketball courts, five softball fields, 12 soccer fields, 11 baseball fields, five playground areas, two volleyball courts and five picnic pavilions. The Township's total park acreage exceeds 133 acres. In addition, certified personnel maintain a 550,000-gallon public swimming pool and water spray ground.

New safety training for the staff was instituted and our Divisions are now issued with OSHA and PennDOT recognized safety apparel. Staff has attended, and will continue to do so, seminars to help develop the skills necessary to cut costs and improve productivity.

## **PUBLIC WORKS DEPARTMENT - WASTEWATER DIVISION**

Superintendent: Diane Z. Fox

Operations Supervisor: Jeffrey Klahre

### **Staff:**

Plant Operator: Ken Good

Plant Operator: Wilbur Fake

Inflow/Infiltration Foreman: Thom Kautz

Pump Station Foreman: Tom Fealtman

Collection System Technician: Mike Orris

TV Truck Operator: Greg Bilger

TV Truck Operator: Andrew Morales

Flush Truck Operator: Kevin Danner

Flush Truck Operator: Henry Lee Timmons

Biosolids Technician: John Geiling

Biosolids Technician: Charles Nick Stouffer

The sewer system consists of approximately 180 miles of collection lines, 23 pumping stations, force mains, and a wastewater treatment plant with a budget of \$10.3 million

Listed below are the Wastewater Department's major accomplishments in 2010:

### **Administrative Tasks Completed**

- Two sections of mainline and two manhole castings were replaced prior to PennDOT repaving the Carlisle Pike.
- A manhole in the right of way of Creekview Road was relined due to hydrogen sulfite damage
- Substantial completion was achieved on the upgrades to the Roth Lane WWTP and the abandonment of the Pinebrook WWTP
- Construction has begun on the upgrades of Pumping Station 4, 16 and 19.
- Gannett Fleming, the Hampden Township Sewer Authority's Consulting Engineer, has begun the Basis of Design for Pumping Station 3,7,17 and 18
- 

### **Operational and Maintenance Tasks Completed in 2010**

- Flushed and cleaned over 2.2 miles of main lines in known trouble areas.
- Cleaned and televised over 6.5 miles of sanitary main lines.
- Air tested 812 feet of new main line.
- Tested 2,297 pipe joints and sealed 351 pipe joints using 216 gallons of grout in 2.79 miles.
- Televised and inspected 334 laterals.
- Utilized the high pressure flush truck to remove roots out of 115 laterals.
- Replaced three laterals due to root infiltration.
- Worked with the Public Works Maintenance Division on the Gale Road project to replace 260 feet of eight-inch sanitary mainline and seven laterals.
- Installed 28 manhole inserts, inspected 102 manholes and raised the casting on 2 manholes.
- Flushed and televised storm drains for Public Works Maintenance Division.
- Completed 2,840 locations request by PA One Call

### **Safety Training 2010**

- Right to Know Training - Snow Plow Training - Trenching and Shoring Training

## **PARKS AND RECREATION**

Director: Michael S. Erno, CPRP

Staff:

Program Coordinator: Shannon Minnich, CPRP

Program Specialist: Jeremy Mortorff

Recreation Services Clerk/Trip Coord: Jill Kalbach



The Township takes great pride in being one of the first Pennsylvania communities to receive the Community Award given by the Governor’s Council on Physical Fitness and Sports. The honor was awarded to Hampden Township for the excellent variety and quality of recreational opportunities provided to residents regardless of age, sex or ability. Since receiving this prestigious award, the Recreation Department has expanded from one park to four and has also expanded the number of programs offered to residents.

At one or more of Hampden’s four parks – Hampden, Creekview, Salem and Conodoguinet Youth Park – you will find modern and well-kept tennis courts, baseball, softball and soccer fields, swimming pool, picnic pavilions and several playgrounds. Over the winter months, in addition to a wide variety of program offerings, the Parks and Recreation staff plans activities and projects that are completed throughout the year.

Hampden Township Recreation Department maintains over 120 acres of parkland with the following modern facilities:

Hampden Park/Pool Complex - 32 acres

- |                            |  |
|----------------------------|--|
| 6 lighted tennis courts    | 1 picnic pavilion (water and electric) |
| 1 lighted basketball court | 6 soccer fields                        |
| 2 softball fields          | 1 roller hockey court                  |
| Paved walking trail        | 1 playground area                      |
| Public restrooms           | 1 volleyball net                       |

Public swimming pool - 550,000-gallon main pool, new zero-depth tot pool, 112-ft. waterslide, water spray ground, modern bathhouse facility, concession stand, picnic pavilion and playsystem.

Creekview Recreation Area - 36 acres

1 lighted basketball court	4 lighted tennis courts
4 soccer fields - 1 lighted	1 lighted volleyball court
1 lighted baseball field	1 lighted softball field
Lighted horseshoe pits	Paved-walking trail
2 picnic pavilions (water and electric)	1 small shelter (no water or electric)
3 playground areas	3 modern public restrooms
Sledding area	

Conodoguinet Youth Park - 8 acres

Overnight camping	Picnic pavilion	
Amphitheater	Fishing docks	Restrooms

Salem Community Park - 24 acres

10 baseball fields – 1 Lighted	Concession stand	Public restrooms
Picnic pavilion	Playground	

Westover Creek Front and Commons - 15 acres - Paved walking trail and benches

Smith Drive Recreation Area - 18 acres - Undeveloped

Recreation Building and Community Room

Capacity: 125 persons	Full kitchen	Restrooms
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Training

- American Red Cross Water Safety Instructor
- American Red Cross Lifeguarding Instructor
- American Red Cross Professional Rescuer Instructor
- American Red Cross Community First-Aid Instructor
- Aquatic Facility Operator License – National Recreation and Parks Association
- Certified Parks and Recreation Professional
- Pesticide Applicators License
- Playground Inspectors Certification – National Recreation and Parks Association
- American Heart Association CPR Instructor

Memberships

- National Recreation and Parks Association
- Pennsylvania Recreation and Parks Society

## **POLICE DEPARTMENT**

Chief: Harry K Clay Jr.

Lieutenant: vacant

Sergeants: Shaun Felty Steve Shissler

Corporals: Kevin Shaughnessy Jeffrey Snyder  
Thomas Speck Shawn Fullerton



### Patrolmen:

Glenn Adams	Bradley Sheetz	Crawford Gingrich	M. Catherine Hottenstein
Richard Nulty	Suzanne Coy	Jason Julseth	Matthew Grunden
Robert Higgins III	Brandon Stolley	Nathaniel Funk	Joseph Scalera
Justin Wright	Joshua Pressel	David Shaffer	Jared Zimmerman

Civilian Support Staff: Trisha L. McClain Ken Gutshall (part time)

2009 Retirees: Patrolmen Richard J. Kopko, Michael P. Sweeney, and James L. Sollenberger

2010 Retirees: Chief Michael Andreoli, Cpl. Gary Bonner, Patrolmen Sidney Deyo, James McAndrew and Stephen Spangler

The Police Department has a complement of 23 full-time police officers. The mission of the Hampden Township Police Department is to work in partnership with the community to enhance the quality of life in Hampden Township by providing quality police services with courtesy, fairness, impartiality and continually promote and preserve a sense of security and safety for all citizens within Hampden Township. Police officers undergo a series of written, oral, psychological and physical examinations prior to becoming a member of the department. As new officers, they are also required to successfully complete an 18-week training program as part of Act 120. This Municipal Police Officers' Education and Training Program includes course work in the Pennsylvania Motor Vehicle Code and Crash Investigation, Court Systems and Procedures, Juvenile Problems and Criminal Investigation, Physical Fitness and Firearms Training. New officers must successfully complete a one-year of probationary period which includes a twelve week, field training period.

On September 22, 2009 the Hampden Township Police Department was awarded accreditation status by the Pennsylvania Law Enforcement Accreditation Commission, under the auspice of the PA Chiefs of Police Association.

## 2010 Special Operations

- Participated in Cumberland County DUI checkpoints and blitzes
- Participated in Cumberland County Drug Task Force operations
- Presented Officer Phil Safety Programs to Shaull, Hampden and Sporting Hill schools
- Implemented Township traffic safety blitzes and surveys
- Participated in parallel investigations with the FBI and other Federal, State and County agencies
- Participated in Federal and State Smooth Operator Program targeting aggressive drivers
- Participated in the State Buckle Up and Smooth Operator Programs
- Participated in the Cumberland County Forensic Unit (police forensics) operations and Accident Reconstruction Team
- Partnered with the South Central Task Force, Law Enforcement Mobile Field Force Teams
- Partnered with the Cumberland County Special Response Team (SRT)
- Partnered with the Stop (Violence against Women) Task Force

## Training

- Basic Police Academy
- Mandatory In Service
- Mandatory CPR/AED
- Mandatory Firearms
- Mandatory National Incident Management Systems
- FTO (Field Training Officer)
- SFST (Standard Field Sobriety Training) initial training
- VSpec/Enradd/Robic speed Timing Devices
- Bias/Ethnic Policing
- South Central Task Force Training Advances MFF-LEST
- Special Response Team training
- School Safety Initiatives
- OPSEC Training
- Traffic Safety Law Enforcement
- PELRAS Conference
- PLEAC Training Conference
- Taser
- Safety Committee Training
- Child Seat Technician
- Interview/Interrogation
- Serious Mental Illness
- Stalking and Training Seminar
- Advanced Police Executive Development
- DUI Conference
- Interviewing Juveniles
- Basic Narcotics Investigations
- Electronic surveillance/Wiretap
- Rapid Deployment Training/School Shooter
- Essential on Pa. Human Relations

## New Equipment Purchased

- Two 2010 Ford Crown Victoria Police Interceptors
- IR Sony High Resolution camera
- Taser X26E

## **SOLID WASTE AND RECYCLING**

Director of Public Works: Steven S. Campbell

Hampden Township continues to be served by York Waste in accordance with the solid waste contract. The contract provides for the collection of unlimited amounts of solid waste and bulk items placed curbside on a weekly basis. The contract also provides residents with yard waste curbside service between March 1<sup>st</sup> and October 31<sup>st</sup>. The yard waste is transported to the Township Yard Waste Facility.



The Yard Waste Facility is located at the Public Works Complex off Technology Parkway and is open weekdays from 7:30 a.m. to 3 p.m. and from 7 a.m. to 3 p.m. the first and third Saturday of every month, with the exception of January, February and March.

### **Administrative Tasks Completed in 2010**

- In 2010, the Township reapplied for reimbursement through the Pennsylvania Recycling Grant Program for the cost associated with improvements to the Yard Waste Facility. The total amount of the construction grant was \$95,219.00.
- An application to the Pennsylvania Recycling Grant Program was also submitted for reimbursement in the amount of \$12,168 to help offset the cost of recycling bins purchased in 2007. Grant awarded.
- The Township submitted an application to the Pennsylvania Municipal Performance Grant Program, a performance grant based upon the tons of recyclables collected from residential and commercial properties. Grant amount applied for in 2010 was \$118,969.00.
- The Township also continues to participate in the Cumberland County Recycling & Solid Waste Authority Yard Waste Compost Equipment Program. Equipment used for preparing and composting leaf and yard waste is shared with townships, boroughs and cities within Cumberland County. The Township's cost for the participation in this program is \$5,575.00.

### **Interesting Facts for 2010**

- Over 2,600 Township residents dropped off yard waste at the Yard Waste Facility.
- Use of the Yard Waste Facility was made available to landscapers upon receipt of the associated permit and fee.
- Hampden Township continues the delivery program for tanbark and leaf compost. The cost for delivery to a resident's home is \$75.00 which generated \$14,175 in revenue. In comparison, the Township cost for the state-mandated, recycling programs exceeds over \$400,000 yearly.
- York Waste collected approximately 11,200 tons of solid waste from the curbside collection program.

- Public Works staff ground and composted over 2,500 cubic yards of yard waste utilizing the Cumberland County Recycling and Solid Waste Authority equipment. Tanbark is offered to residents at no cost if picked up.
- Public Works staff also collected and composted over 10,000 cubic yards of leaves. Leaf compost is also offered to residents at no cost if picked up.
- Township residents recycled 2,245 tons of aluminum, glass, plastics, cardboard and newspaper.
- Commercial properties located in the Township recycled over 5,124 tons of high grade office paper, cardboard, glass, plastics and aluminum.