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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

SPECIAL MEETING MINUTES  
February 11, 2016

**Call to Order**

The February 11, 2016 special meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Vice-Chairman and Assistant Secretary James Fisher in the Township meeting room. Also present were Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; and Township Solicitor Steve Stine. Chairman and Treasurer Jeffery Smith was absent.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Vice-Chairman Fisher invited public comments from those in attendance who were not listed on the agenda. No comments were presented.

**Agenda Items**

Joint Municipal Building Energy-Efficiency Project

Township Manager Seeds explained the Township would need to initiate work on the Joint Municipal Building Energy-Efficiency Project on or about March 1 under the terms of the 2014-2015 Dauphin County Local Share Gaming Grant. Ms. Seeds also reported having received verbal notice from Dauphin County Department of Community & Economic Development (DCED) Director Skip Memmi, that Dauphin County had approved the Township's request to reallocate the \$165,000 Local Share Gaming Grant initially awarded for the Joint Municipal Salt Storage Shed to fund the Joint Municipal Building Energy-Efficiency Project. The Township's request to reallocate Local Share Gaming Grant funds was an action taken during the Board's June 1, 2015 meeting upon notice Dauphin County was allocating County Liquid Fuels Tax Funds in the amount of \$165,000 for construction of the Joint Municipal Salt Storage Shed.

Ms. Seeds presented an updated base project construction budget totaling \$169,540 excluding the six (6) 20,000 BTU infrared heaters required to offset use of the natural gas heaters in the fire company apparatus bays and \$193,960 including the six (6) 20,000 BTU infrared heaters. Ms. Seeds also distributed a draft proposal for professional engineering services dated February 11, 2016 received from Herbert, Rowland & Grubic, Inc. (HRG) to include project design engineering, bid document preparation and construction administration.

Ms. Seeds suggested the HRG professional services agreement would need to include a retainer fee payable upon execution inasmuch as DCED indicated project costs must be incurred prior to March 1 in order for the 2014-2015 Local Share Gaming Grant to remain active. The Board requested Solicitor Stine review the draft HRG professional services agreement and provide oversight in its completion.

Motion by Supervisor Evans to authorize the Township Manager to enter into a consulting services agreement with Herbert, Rowland & Grubic, Inc. (HRG) for design engineering and related services required for the Joint Municipal Building Energy-Efficiency Project contingent upon receipt of written confirmation that Dauphin County approved the Township's request to reallocate the \$165,000 Local Share Gaming Grant award to fund the energy-efficiency project was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Evans to include acquisition and installation of the six (6) 20,000 BTU infrared heating units for the fire company apparatus bays within the bid specification being prepared for the Joint Municipal Building Energy-Efficiency Project was seconded by Supervisor Pepper. *Motion passed unanimously.*

#### Part-Time Seasonal Employee Hiring Recommendation

Township Manager Seeds reported the Township Roadcrew could be short staffed due to the reported unavailability of several part-time seasonal employees during a snow storm predicted to occur on Monday and Tuesday of the next week. Ms. Seeds recommended the Township retain former Supervisor Andrew Megonnell as an hourly part-time seasonal employee in the event additional operators are required to maintain passable roadways during the predicted storm.

Motion by Supervisor Cooney to retain Andrew Megonnell as an hourly part-time seasonal employee was seconded by Supervisor Evans. *Motion passed unanimously.*

#### **Informational Items**

Township Manager Seeds presented items of general interest that did not require Board action.

## **Adjournment**

There being no further business, the meeting was adjourned at 7:30 PM upon a motion made by Supervisor Peffer, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary