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Middle Paxton Township

**BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING MINUTES
March 4, 2013**

Call to Order

The March 4, 2013 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Chairman Andrew Megonnell in the Township meeting room. Also present were Supervisor James Fisher, Vice Chairman and Secretary; Supervisor Richard Pepper, Treasurer; Supervisor Mitchell Rissinger; Julie Seeds, Township Manager and Assistant Secretary/Treasurer; Steve Stine, Township Solicitor; and Ed Fisher, Township Engineer. Supervisor Mary Jane Davis was absent.

Pledge of Allegiance and Public Comments

Following the Pledge of Allegiance, public comments were requested from those in attendance. No comments were presented to the Board of Supervisors.

Approval of Minutes

Chairman Megonnell requested a motion to approve the minutes from the February 4, 2013 regular monthly meeting. Motion made by Supervisor Rissinger to approve the minutes from the February 4, 2013 regular monthly meeting was seconded by Supervisor Fisher. *Motion passed unanimously.*

Chairman Megonnell requested a motion to approve the minutes from the February 19, 2013 workshop meeting. Motion made by Supervisor Rissinger to approve the minutes from the February 19, 2013 workshop meeting was seconded by Supervisor Fisher. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

Julie Seeds, Assistant Secretary/Treasurer, presented the Treasurer's Report and reported the total of designated and undesignated funds was \$2,029,717.81 at the end of February. Ms. Seeds noted the Centric Bank CD# 1550 in the amount of \$126,645.02 will mature in April and suggested the Board consider taking action at its April meeting to transfer those funds to the Mid Penn Money Market Account# 9127 to further embellish the Sewer Fund for updating the Township's 537 Plan.

Ms. Seeds reported 2012 County Gaming Grant reimbursements in the amount of \$143,814.97 were received which included \$60,000 for Potato Valley Road bridge repairs and \$83,814.97 for municipal building debt reduction. Motion made by Supervisor Rissinger to apply \$83,814.97 against the municipal building loan principal and deposit \$60,000 in the Mid Penn Money Market Account# 9093 (Building Fund) to be held in reserve for renovations to the Fishing Creek Community Building was seconded by Supervisor Fisher. *Motion passed unanimously.*

Ms. Seeds also reported a 2010 County Gaming Grant reimbursement in the amount of \$15,495.80 for new municipal building furniture and fixtures was received. Motion made by Supervisor Rissinger to deposit those funds in the Mid Penn Money Market Account# 9093 (Building Fund) to be held in reserve for renovations to the Fishing Creek Community Building was seconded by Supervisor Fisher. *Motion passed unanimously.*

Motion made by Supervisor Rissinger to approve the Treasurer's Report and Monthly Financial Statement to be filed for audit was seconded by Supervisor Fisher. *Motion passed unanimously.*

Agenda Items

Parks and Recreation Board Ordinance 2013-03

Draft ordinance No. 2013-03 establishing a Township Parks and Recreation Board was reviewed. Motion made by Supervisor Fisher to advertise Ordinance No. 2013-03 establishing a Township Parks and Recreation Board was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Supervisor Rissinger reported a preliminary meeting was held with Township Engineer Ed Fisher regarding the process for updating the Parks and Recreation Plan with the initial step being a complete inventory of the Township's parks and recreation facilities. In the meantime, the Township newsletter will indicate the Township is seeking applications from residents interested in being considered for appointment to fill the three remaining seats on the Parks and Recreation Board.

Planning Commission Appointment

Ms. Seeds reported Planning Commission chairman Chip Brown has recommended William Kotkiewicz of 1153 Fishing Creek Valley Road for appointment to the vacancy on the Planning Commission. Motion by Supervisor Rissinger to appoint William Kotkiewicz to a -year term on the Planning Commission was seconded by Supervisor Fisher. *Motion passed unanimously.*

Comment [c1]: Need the year entered

Deamer Trucking LTD Hauling Agreement

Ms. Seeds reported Deamer Trucking has offered to pick up and dispose of brush and tree trimmings (leaves are not included) at a cost of \$150.00 per 50 yards using a 100 yard grapple truck. Motion by Supervisor Rissinger to enter into an agreement with Deamer Trucking LTD to pick up and dispose of the Township's residential brush and tree trimmings in accordance with the terms of their offer letter dated March 4, 2013 for an annual contract amount not to exceed \$9,999 was seconded by Supervisor Fisher. *Motion passed unanimously.*

Resignation of Auditor

A letter dated February 21, 2013 from the Township's elected auditor, Marita Kelley, was read whereby Ms. Kelley tendered her resignation effective April 1, 2013. Motion by Supervisor Fisher to accept Ms. Kelley's resignation with regret noting the Board's sincere appreciation for her many years of public service was seconded by Supervisor Rissinger. *Motion passed unanimously.*

The Board requested Ms. Seeds notify the Dauphin County Board of Elections of Ms. Kelley's resignation in order to initiate the proper steps to seek a replacement.

Reports

Emergency Management Coordinator – Robert Rusbatch – No report was presented.

Solicitor – Steven Stine, Esquire

Mr. Stine reported he replied to correspondence received from Dauphin Borough Council suggesting a meeting be held between the parties to outline objectives preliminary to his drafting a Township maintenance agreement for the Borough's 2/10 mile section of Stony Creek Road.

Engineer – Ed Fisher – See attached report.

Mr. Fisher reported bid specifications and contract breakdowns for the Fishing Creek Community Building renovations would be presented to the Board during its April meeting for authorization to advertise for bids.

Supervisor Rissinger noted the Board was briefed on the Texas Eastern and Appalachia Market (pipeline) Expansion Project 2014 (TEAM 2014) during an executive session earlier this evening and that repaving of Stoney Creek Road would be deferred until completion of TEAM 2014 which will result in heavy construction traffic along the entire length of Stoney Creek Road to Lindsey Lane. The Board requested, however, that culvert work and pipe replacements continue in preparation for eventual repaving of Stoney Creek Road.

Road Master – Robert Hofer - See attached report.

Zoning and Codes Enforcement Officer – Alicia Riegel-Kanth – See attached report.

Manager's Report– Julie Seeds – See attached report.

In addition to those items included in her report, Ms. Seeds reported:

- She met with county representatives regarding the Infrastructure Bank being established by the County Commissioners to provide low interest loans for municipal infrastructure projects. Ms. Seeds suggested the Township may be able to obtain financing for replacement of the Potato Valley Road bridge from the Infrastructure Bank.

- The IPADS have been received and would be distributed for use by the Board as soon as a training session for the IPADS and digital projection system can be scheduled for the Supervisors and staff with the Township's IT provider.
- A check in the amount of \$2,940 was received under the Tree Vitalization Grant for the trees planned around the municipal building during the fall.
- Cottonwood developer, Raymond Stanley Miller, was previously given notice that he had until April 1, 2013 to complete cul-de-sac work and provide the township with as-built plans for the detention basin required for dedication of Linden Lane. The Board requested Solicitor Stine send correspondence to Mr. Miller reminding him of the approaching April 1st deadline after which the Township would proceed to collect the remaining balance of the developer's letter of credit or performance bond and complete the necessary work.
- February 22nd correspondence was received from the Dauphin County Board of Commissioners informing the Township it was being awarded 2012-13 Gaming Local Share Municipal Grant funds in the amount of \$125,000 for debt service on the municipal building and \$275,000 towards purchase of the fire company's KME Predator Pumper Tanker contingent upon the Township loan for \$235,000 to fund the \$510,000 project. Supervisor Fisher recommended the Township reply to the County's award notice clarifying the terms of the \$235,000 loan to be a \$125,000 loan under taken by the Township and a \$110,000 loan under taken by the Dauphin-Middle Paxton Fire Company from the state's 2% loan program for fire companies. Supervisor Fisher also requested the Fire Commission and fire company be notified of the grant award and advised that no action on the project be taken until receipt of the County's grant agreement to avoid any possibility of losing allocated funds due to non-compliance with grant regulations.
- The Governor's Center for Local Government Services was sponsoring a workshop entitled "Collaborative Approaches to Funding Fire and EMS Services" on March 20th at the PSATS Educational Center. Motion made by Supervisor Rissinger for the Township to pay the \$50 registration fee for any member of the Fire Commission or officer of the Dauphin-Middle Paxton Fire Company interested in attending the workshop was seconded by Supervisor Fisher. *Motion passed unanimously.*

Review/Approval of Bills

Motion made by Supervisor Rissinger to pay the February 2013 General and New Municipal Building bills presented for payment was seconded by Supervisor Fisher. *Motion passed unanimously.*

Information Items/Letters Received

Correspondence from Mr. John Flatley of 1730 Towpath Road was read wherein Mr. Flatley praised our local firefighters for extinguishing a chimney fire at his residence on February 2, 2013. The Board requested Ms. Seeds forward Mr. Flatley's correspondence to the Dauphin-Middle Paxton Fire Company with the Board's note of thanks.

Board Member Comments

Chairman Megonnell noted the director of the Dauphin County Recycling Center would be making arrangements to view the proposed transfer station site for Township residents to drop off unwanted electronic devices on a monthly basis for transportation to the Dauphin County Recycling Center at 1620 South 19th Street. Those electronic devices must be stored inside and out of the weather pending transport to the county's recycling center.

In response to questions regarding the status of the Township newsletter, Ms. Seeds reported newsletter publication had been delayed by late submissions of local community group articles. It was the consensus of the Board that the Township's quarterly newsletter article submission deadlines should be held firm so as not to delay publication of news that may be date dependent.

Supervisor Rissinger said the Dauphin County Anglers and Conservationists is requesting millings to repair their parking lot entrances to the children's fishing area at the E.J. Stackpole Memorial trout nursery before opening day of trout season if at all possible. The Board requested Road Master Hofer determine whether there were any surplus millings available to improve the transition from Clarks Valley Road into the trout nursery parking area and, if so, authorized the road crew to dump spread millings in that location.

Executive Session

The Board recessed into executive session at 8:18 PM to discuss matters pending litigation and employee matters upon a motion by Supervisor Rissinger, seconded by Supervisor Fisher. *Motion passed unanimously.*

The Board reconvened into regular session at 8:55 PM. Motion made by Supervisor Rissinger directing special counsel, Matt Chabal, issue a demand letter for FireMak to provide the Township with 'as-built' drawings of the municipal building fire sprinkler system and complete all repairs necessary to correct leaking sprinkler heads within 30 days otherwise the Township will seek legal recourse was seconded by Supervisor Peffer. *Motion passed unanimously.*

Adjournment

There being no further business, the meeting was adjourned at 9:06 PM upon a motion by Supervisor Rissinger, seconded by Supervisor Peffer. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Secretary