



**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Phone: 717-921-8128

Fax: 717-474-8146

*Middle Paxton Township*

**BOARD OF SUPERVISORS**

REGULAR MONTHLY MEETING MINUTES

April 4, 2016

**Call to Order**

The April 4, 2016 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Township Solicitor Steve Stine; and Township Engineer Ed Fisher.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda.

Ron Hull, representing the Dauphin-Middle Paxton Joint Park Authority, reported the Park Authority and Dauphin Recreation Association (DRA) are drafting an agreement for DRA's continued management and maintenance of the swimming pool and tennis courts pursuant to DRA's intent to transfer their 6.6 acre tract to the Park Authority. Preliminary terms of a proposed *User Agreement* were included in the Park Authority's written report dated April 4, 2016 distributed to the Board by Mr. Hull. Mr. Hull indicated both Dauphin Borough and Middle Paxton Township would be requested to review the terms of the proposed *User Agreement* before it is executed between the Park Authority and DRA.

**Approval of Minutes**

Motion by Supervisor Evans to approve the minutes of the March 7, 2016 regular monthly meeting was seconded by Supervisor Peffer. *Motion passed unanimously.*

## **Treasurer's Report/Monthly Financial Statement**

Manager Seeds presented the monthly Treasurer's Report showing the total of State Accounts \$220,175.81; Fiduciary Accounts \$98,226.22 and General Accounts \$1,462,342.44 to be \$1,780,744.47 as of March 31, 2016.

Motion by Supervisor Evans to accept the March 2016 Treasurer's Report to be filed for audit was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Agenda Items**

### Ordinance 2016-03 – Authorizing the Incurrence of Nonelectoral Debt

Attorney Scott Mehok, representing Eckert Seamans Cherin & Mellott, LLC and engaged by the Township as Note Counsel, was present to answer any questions pertaining to the proposed Ordinance authorizing the \$1,212,000 Dauphin County Infrastructure Bank (DCIB) loan to fund the *Potato Valley Road Bridge Replacement and Roadway Re-Alignment Project* over a ten (10) year term at an interest rate of 0.50%.

Motion by Supervisor Fisher to adopt Ordinance 2016-03 authorizing the incurrence of nonelectoral debt evidenced by its guaranteed revenue note, series of 2016 (Dauphin County Infrastructure Bank) in the maximum principal amount of \$1,212,000, as permitted by and pursuant to the Local Government Unit Debt Act was seconded by Chairman Smith. *Motion passed unanimously.*

### Paving Bids for Joint Municipal Salt Storage Shed

Solicited bids for paving the L-shaped apron in front of the new joint municipal salt storage shed were received from the following contractors:

- Farhat Excavating - \$19,150 for 800 square yards 3" depth 19mm material
- G&R Charles Excavating - \$19,400 for 820 square yards 3" depth 19mm material
- Morgan Paving - \$12,600 for 838 square yards 3" depth 19mm material

Upon reviewing the contractor bids, Engineer Fisher recommended making an award to the lowest bidder after first verifying the contractor's quoted material coverages and price.

Motion by Chairman Smith to award a contract in the amount of \$12,600 to Morgan Paving for paving the L-shaped apron in front of the joint municipal salt storage shed after verification of the contractor's material coverages and quoted price was seconded by Supervisor Pepper. *Motion passed unanimously.*

Request for Release of Stormwater Improvement Guarantee – Adam & Cara Flod Light-Heigel & Associates, Inc. correspondence dated March 28, 2016 indicated the required stormwater facilities have been completed in general conformity with the approved plan for the Flod tract at 3403 Hickory Hollow Road (Fishing Creek Estates) and recommended release of the improvement guarantee being held in escrow.

Motion by Chairman Smith to release the \$5,348.08 improvement guarantee being held in escrow for completion of the stormwater facilities on the Adam & Cara Flod tract at 3403 Hickory Hollow Road pursuant to Light-Heigel & Associates, Inc. March 28, 2016 correspondence was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Manada Conservancy DCNR Grant Support Request

Manager Seeds presented a request from the Manada Conservancy for the Township to support the Conservancy's request to DCNR for a grant to fund a conservation easement on the 165 acre Stackpole property with 95 acres intended to be open to the public for passive recreation in Clarks Valley.

Motion by Chairman Smith to support the Manada Conservancy grant request to DCNR for funding a conservation easement on the 165 acre Stackpole property was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Group Healthcare Insurance Plan Participation Request

Supervisor Cooney submitted a written request dated March 14, 2016 for participation in the Township's group healthcare insurance plan in accordance with Section 606(c) of the Second Class Township Code.

## **Reports**

#### Engineer – Ed Fisher, P.E.

An engineering report for the month of March 2016 was presented.

#### Roadmaster – Robert Hofer

A written report dated April 4, 2016 was presented.

#### Zoning and Codes Enforcement Officer – Julie Ann Seeds

A written report dated April 4, 2016 was presented.

#### Emergency Management Coordinator – Robert Rusbatch

A written report was presented. Mr. Rusbatch also distributed a *Designation of Agent Resolution* requiring Board action to designate an agent authorized to execute all required forms and documents for the purpose of obtaining 75% federal reimbursement of costs incurred by the Township during the record-breaking January 23-24 snow storm.

Motion by Chairman Smith to adopt Resolution 2016-04 *Designation of Agent Resolution* authorizing Emergency Management Coordinator Robert W. Rusbatch to serve as an agent of the Township and execute all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act for disaster number DR-4267 was seconded by Supervisor Evans. *Motion passed unanimously.*

### Manager – Julie Ann Seeds

A written report dated April 4, 2016 was presented. Manager Seeds also reported the proposed professional services agreement with Herbert, Rowland & Grubic, Inc. (HRG) for design engineering and related services required for the *Joint Municipal Building Energy-Efficiency Project* had been reviewed by Solicitor Stine and would be executed as authorized by the Board during its February 11 meeting. Manager Seeds also distributed a listing of documents intended to be appended to a resolution for destruction of records and requested the Board review the listed documents prior to the resolution being presented at the next Board meeting.

### Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority – See public comments.
- Dauphin-Middle Paxton Joint Public Safety Authority – Supervisor Fisher reported the next Authority meeting was scheduled for April 13 at 6 PM.
- Capital Region Council of Governments (CapCOG) – Supervisor Fisher reported the CapCOG Board of Delegates met on March 21 and opened with an informative presentation on PENNVEST financing opportunities. Agenda items included an update on the Chesapeake Bay Pollutant Reduction Plan Project; ratification of the bids for municipal materials/supplies and projects (crack seal, etc.); designation of a Safety Committee to review the fire company surveys; restructuring of staff positions due to the May 31 departure of the Administrative Assistant and pending retirement of the Executive Director at the end of the year. Upon recommendation from the CapCOG Executive Board, the former Susquehanna Township Secretary/Manager, Gary Myers, was hired as Executive Director and the current Perry County Chamber of Commerce Executive Director, Rhonda Campbell, was hired as the Administrative Assistant. The next Board of Delegates meeting is scheduled for Monday, April 18.

### **Review/Approval of Bills**

The listing of vendor bills for March was distributed to the Board for review/approval. Supervisor Fisher questioned the \$50,618.07 HRG invoice inasmuch as it was the Board's understanding HRG had suspended engineering work on the *Potato Valley Road Bridge and Roadway Realignment Project* due to the continued delay in passage of the Commonwealth's 2015-2016 budget required to fund the Dauphin County Infrastructure Bank loan.

Motion by Supervisor Fisher to pay all vendor bills listed for March with the exception of the \$50,618.07 HRG invoice was seconded by Chairman Smith. *Motion passed unanimously.*

### **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township.

## **Board Member Comments**

Supervisor Fisher suggested the Township consider applying for grant funds available under the *Trees for Tomorrow* program sponsored by the Alliance for the Chesapeake. Grant funds between \$5,000 (minimum) and \$20,000 (maximum) could be used to replace the shade trees lost at Hagy Park due to the Emerald Ash Borer disease. Grant applications are due by April 30 and will be funded on a first come, first serve basis with projects not funded being addressed on a rolling basis during future grant cycles.

Supervisor Fisher noted no action had been taken regarding a February 28, 2014 motion to draft a snow emergency ordinance requiring vehicles to be removed from Township roadway right-of-ways during a declared snow emergency. The Board requested Solicitor Stine draft a snow emergency ordinance for the Board's consideration.

Chairman Smith requested Engineer Fisher's correspondence be more descriptive and differentiate between minor and major projects when submitting recommendations for release of stormwater improvement guarantees.

## **Executive Session**

Not required.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:23 PM upon a motion by Chairman Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

---

James H. Fisher, Assistant Secretary