



**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  
May 5, 2014

**Call to Order**

The May 5, 2014 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/Treasurer; Supervisor Mitchell Rissinger; Supervisor Jeffrey Smith; Supervisor Richard Pepper; Julie Seeds, Township Manager and Assistant Secretary/Treasurer; Steve Stine, Township Solicitor; and Ed Fisher, Township Engineer.

**Pledge of Allegiance and Public Comments**

Following the Pledge of Allegiance, Chairman Megonnell invited public comments from those in attendance who otherwise were not listed on the agenda.

Mr. Steve Poffenberger, 1660 Hicks Drive, asked several questions concerning the recent Emergency Medical Services (EMS) provider change from Susquehanna Township EMS to PinnacleHealth Life Team EMS. Chairman Megonnell explained the change as was recorded in the April 7 Board meeting minutes and acknowledged the transition between the two providers did not proceed as seamlessly as was anticipated.

**Approval of Minutes**

Chairman Megonnell requested a motion to approve the minutes from the April 7, 2014 meeting. Motion by Supervisor Rissinger to approve the April 7, 2014 meeting minutes was seconded by Supervisor Smith. *Motion passed unanimously.*

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

Julie Seeds, Assistant Secretary/Treasurer, presented the monthly Treasurer's Report and reported the total of Fiduciary Funds (\$155,423.27), State Accounts (\$389,330.72) and General Account Funds (\$1,395,991.18) to be \$1,940,745.17 as of April 30, 2014. Ms. Seeds distributed the January - April Profit & Loss Statement and April General Fund Deposit Detail noting that expenditures were still leading revenue, but projected revenue would catch up during May upon receipt of the Comcast franchise fee and quarterly EIT payments. Ms. Seeds reported the Susquehanna Bank CD Certificate #1825 in the amount of \$115,073.45 was deposited in the Building Fund (Mid Penn Bank Money Market Account #9093) upon reaching maturity on April 25.

Ms. Seeds reported the Dauphin County 2013-2014 Gaming Grant contract had been accepted and returned to the County for processing. Upon final contract execution by the County, the awarded debt reduction funds can be requested and applied against the municipal building mortgage principal and the fire truck loan. The balance in the building fund will be more than sufficient to enable the Township to pay off the remaining municipal building mortgage (\$187,941.23 as of April 30, 2014) at that time.

Supervisor Fisher suggested closing the General Checking Account (Susquehanna Bank Account #1329) and transferring those funds to the Operating Fund (Mid Penn Bank Account #3367) to reduce the number of general accounts being managed, as well as fund transfers necessary to maintain an adequate balance to meet payroll expenditures from the Operating Fund.

Motion by Supervisor Smith to approve the Treasurer's Report to be filed for audit was seconded by Supervisor Rissinger. *Motion passed unanimously.*

## **Agenda Items**

### Stony Creek Road Paving Project Bid Results

Three bids submitted for the Stony Creek Road Paving Project Phase I were reviewed by Township Engineer Ed Fisher for conformance to the advertised bid specifications. Bids were received from J. Faulkroad (\$202,400), Handwerk Site Contractors (\$184,800) and Meckley's Limestone Products (\$163,900). Mr. Fisher recommended contract award to Meckley's Limestone Products as the lowest responsible bidder.

Motion by Supervisor Fisher to award a contract to Meckley's Limestone Products in the amount of \$163,900 (asphalt unit price of \$74.50 per ton) for the Stony Creek Road Paving Project Phase I was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Mr. Fisher noted Phase I (Ellendale turnaround to Lindsey Lane) of the Stony Creek Road Paving Project was approximately 25% of the total roadway length.

#### Joint Municipal Building Mezzanine Area Water Intrusion Repair Bid Results

Ms. Seeds reported bids were opened at 4 PM this afternoon for the Joint Municipal Building Mezzanine Area Water Intrusion Repair project. Bids were received from the following contractors:

- Jones Masonry \$22,200
- Eagle Ridge \$24,800
- C&D Waterproofing \$35,000
- Houck & Company \$39,865
- Bill Anskis \$48,475

Contractor bids will be forwarded to D'Huy Engineering, Inc. to be reviewed for conformance against the advertised bid specifications and determination of the lowest responsible bidder.

#### Potato Valley Road Bridge Replacement - Request for Engineering Qualifications

Ms. Seeds reported Light-Heigel & Associates, Inc. submitted the only response to the advertised request for engineering qualifications statement for replacement of the Potato Valley Road Bridge.

Motion by Supervisor Fisher to retain Light-Heigel & Associates, Inc. to provide professional services for engineering design and site acquisition, as well as preparation of permit applications and bid specifications for replacement of the Potato Valley Road Bridge was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Ordinance 2014-02 Stormwater Management Ordinance Amendment

Ms. Seeds reported the proposed Amendment to *Section 302. Exemptions/Modifications* of the Township's Stormwater Management Ordinance was properly advertised for adoption.

Motion by Supervisor Fisher to adopt the advertised Amendment to *Section 302. Exemptions/Modifications* of the Township's Stormwater Management Ordinance was seconded by Supervisor Rissinger. *Motion passed unanimously.*

#### Ordinance 2014-01 to Establish Speed Limit on McKelvey Road

Ms. Seeds reported the proposed Ordinance 2014-01 to establish a speed limit on McKelvey Road was properly advertised.

Motion by Supervisor Fisher to adopt Ordinance 2014-01 to establish and post a maximum speed of 40 MPH for McKelvey Road was seconded by Supervisor Rissinger. *Motion was approved with Supervisors Smith and Peffer voting NAY.*

Supervisor Fisher reminded Mr. Brian Evans, P.E. representing Evans Engineering, Inc. (EEI) that he had offered to engage Grove Miller Engineering, Inc. to provide Township Engineer Ed Fisher with a written recommendation for appropriate curve caution speed reduction signage for the McKelvey Road east and west bound approaches to the Fulton Road intersection. Mr. Evans acknowledged his offer and stated he would follow through.

#### Craig and Kimberly Coyne Declaration of Consolidation of Lots

Craig and Kimberly Coyne, 1621 Potato Valley Road, submitted a declaration to consolidate two separate tracts (tax parcel numbers 43-36-50 and 43-36-48) currently on one deed. The combined tracts would total 1.43 acres with one pre-existing residential structure on the consolidated tract.

Motion by Supervisor Fisher to approve the Craig and Kimberly Coyne Declaration of Consolidation of tax parcel numbers 43-36-50 and 43-36-48 was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Fort Hunter Station Adaptive Reuse Plan – 7 Month Time Extension Offer

Herbert, Rowland & Grubic, Inc. (HRG) on behalf of their client, Dauphin County Parks and Recreation Department, has offered yet another grant of extension enabling the Township to delay action on the Fort Hunter Station Adaptive Reuse Plan for an additional 7 months until December 2014.

Motion by Supervisor Smith to accept HRG's 7-month grant of extension until December 2014 for action on the Dauphin County Parks and Recreation Department's Fort Hunter Station Adaptive Reuse Plan was seconded by Supervisor Fisher. *Motion passed unanimously.*

#### Dauphin-Middle Paxton Fire Company – Request for Budgeted Funds

Action on the Fire Commission's request to release the \$10,000 budget allocation for fire company training based upon submission of a copy of the Dauphin-Middle Paxton Fire Company 2011-2013 Statement of Income and Expenses, as well as a Training and Certification Assessment Schedule indicating the levels of training and certifications held by active duty firefighters was pending from the April 7 Board meeting.

Motion by Supervisor Fisher to release the \$10,000 budget allocation for Fire Company training based upon a recommendation from the Fire Commission and receipt of a Training and Certification Assessment Schedule intended to serve as a

baseline document to be updated and submitted with the Fire Company's annual budget request failed to receive a second for consideration.

Motion by Supervisor Rissinger to grant the Fire Company \$500 for each of the ten (10) firefighters having current Firefighter 1 certification and \$150 for each of the 34 active duty firefighters for a total of \$10,100 was seconded by Supervisor Fisher. *Motion was approved with Supervisor Smith abstaining from voting inasmuch as he was not on the Board when the 2014 Budget was prepared and adopted.*

Motion by Supervisor Fisher to request the Fire Commission and Dauphin-Middle Paxton Joint Public Safety Authority convene a joint work session and consult with the Township's fire company and EMS provider to discuss the emergency services needs of the Township and, further, that the Commission and Authority make any recommendations to the Board of Supervisors deemed necessary to ensure the continued provision of fire and emergency medical services pursuant to Sections 1553 and 1803 of the Second Class Township Code was seconded by Supervisor Rissinger. *Motion failed with Supervisors Smith and Peffer and Chairman Megonnell voting NAY.*

#### Joint Comprehensive Plan Update and Committee Appointment

Ms. Seeds reported the terms of the \$40,000 Regional Connections Grant awarded by the Tri-County Regional Planning Commission require completion of the Joint Comprehensive Plan project tasks and deliverables by June 30, 2015. The project schedule stated in the Agreement with the Township's consultant Environmental Planning & Design, LLC has been accelerated from 16 months to 13 months to accommodate that requirement.

Ms. Seeds presented the following recommendations for appointment to the Joint Comprehensive Plan Committee:

- Milton (Mick) McCommons – Stony Creek Valley
- Elaine Backus – Fishing Creek Valley
- Amy Young – Stony Creek Manor
- Carl Dickson – River Road
- Jeffrey Smith – Hecks Drive/Hagy Lane
- Jim Fisher – Miller Road/Mountain Road
- Julie Seeds – Clarks Valley

Motion by Supervisor Smith to appoint the aforementioned Township residents to the Joint Comprehensive Plan Committee with the understanding Supervisor Fisher will relinquish his committee appointment should another qualified Township resident from the Miller Road/Mountain Road area express interest in serving in that capacity during the initial meetings was seconded by Supervisor Rissinger. *Motion passed unanimously.*

### Township 1997 CAT 924 Front End Loader Repair Update

Ms. Seeds reported CAT is requesting a fee of \$904 to inspect and make recommendations on repairs necessary to correct the cab to floor rust problem or a fee of \$1,808 to inspect the entire unit and make recommendations for any repair work deemed necessary. Considering the age of the unit, it was the consensus of the Board that price estimates be obtained for cab repair work only.

### St. Matthew Catholic Parish – Buffer Zone Plantings

Ms. Seeds reported additional plantings have been installed in the buffer zone of the new church building. Township Engineer Ed Fisher noted the current buffer zone plantings do not match the approved building plans on file which indicate 3 rows of evergreen trees for the buffer zone. Without a revised plan for the buffer zone having been submitted and approved by the Board, he cannot recommend the Board release the funds remaining in escrow.

### 2014-2015 Dauphin County Gaming Grant Projects

Ms. Seeds requested direction from the Board concerning projects to be developed for submission during the upcoming grant cycle. It was the consensus of the Board that the joint municipal salt shed project be resubmitted this year, as well as a request for debt service on the Township's loan for the new pumper-tanker and completion of improvements to the Fishing Creek Valley Community Building. Fire Chief Mike Fagan noted the Fire Company will be submitting a gaming grant request to the Township to include debt service on their \$110,000 loan for the new pumper-tanker.

## **Reports**

### Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority

Shannon Scott reported the Park Authority was obtaining quotes for improvements to the apron surrounding the restrooms in order to improve handicap access to those recently renovated facilities. She also reported opening day at the park was a huge success and thanked the Township for mowing and trimming the park grounds and playing fields.

- Dauphin-Middle Paxton Joint Public Safety Authority

Chairman Megonnell reported the Public Safety Authority is still in the process of negotiating a triple-net lease agreement for PinnacleHealth Community Life Team EMS to house its vehicles and crew at the ambulance station, as well as an

operating services agreement to provide basic and advanced life support EMS coverage to the Township and Borough.

Solicitor – Steve Stine, Esq. – No report was presented.

Engineer – Ed Fisher, P.E. – See attached report.

Supervisor Rissinger questioned whether the Cottonwood Development detention basin issue had been corrected. Township Engineer Ed Fisher reported it was not and the Board directed Ms. Seeds to send another certified notice to developer Stan Miller.

The Board also discussed the Orchard Lane detention basin inasmuch as it appears the detention basin is being filled with yard waste and other debris. Township Engineer Ed Fisher was requested to investigate that issue and make recommendations regarding any corrective actions required for notice to be issued to the land owner.

Road Master – Robert Hofer – See attached report.

Zoning and Codes Enforcement Officer – See attached report.

Ms. Seeds reported the Zoning Hearing Board would meet on May 14 with one case currently scheduled on the agenda for action.

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

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

## **Review/Approval of Bills**

The listing of bills for April was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all General and New Municipal Building bills presented for April with the exception of Hi Tech Hi Art (gutters and downspouts for FCCB) was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Motion by Supervisor Smith to contract with Sunrise Landscape Services for three additional landscape treatments of the Hagy Park playing fields in the amount of \$800.00 per treatment was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Motion by Supervisor Rissinger to pay the Orkin invoice in the amount of \$2,400 for removal of bats and contaminated insulation from the attic of the Fishing Creek Community Building and sealing of entry portals was seconded by Supervisor Fisher. *Motion passed unanimously.*

Motion by Supervisor Rissinger to pay the Micro-Tec Data invoice in the amount of \$850.00 for replacement of a malfunctioning and obsolete desktop PC was seconded by Supervisor Smith. *Motion passed unanimously.*

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

Ms. Seeds presented items of general interest, as well as correspondence received by the Township during the previous month that did not require Board action. No action was taken on a proposed resolution introduced by CAPCOG in support of Senate Bill 1340 and House Bill 1272 enabling all municipal police to use the same motor vehicle speed-timing equipment as the Pennsylvania State Police.

Ms. Seeds reported the PA Department of Community and Economic Development (DCED) has made arrangements to place summer student interns with various municipal governments in order to encourage college graduates to seek career opportunities with municipal governments. Having been approached by DCED with an opportunity to host a student intern, Ms. Seeds announced Ms. Sally Foster was scheduled to start her internship with the Township on May 19 for a 3-day week assignment for a total of 300 hours during the summer months.

Ms. Seeds presented correspondence from Township Auditor Sherry Mutzabaugh recommending the Township update its chart of accounts to facilitate a more efficient search for items during the annual audit. Ms. Seeds reported the *QuickBooks* Training and Consulting agreement with Ms. Mary E. Coble had been executed and that work is being scheduled to start during the last week of May to update the Township's chart of accounts.

### **Board Member Comments**

Supervisor Fisher attended the PSATS 92nd annual conference (April 13-16) as the Township's voting delegate and reported on the following:

- Resolution 14-16 that PSATS seek legislation to require DCNR to identify and designate appropriate trails located in state forest land for use by all-terrain vehicles and snowmobiles was APPROVED.
- Hotly contested Resolution 14-10 that PSATS seek legislation to authorize local governments to prohibit firearms in public buildings and use metal detectors to provide enhanced security for officials and the public was soundly REJECTED.
- Attended morning and afternoon workshops
  - Elected Officials' Worst Labor and Employment Mistakes: How to be Sued
  - Expanding Volunteer Recruitment and Retention for Fire/EMS
  - Building a Better Budget



- Social Media 101: A Legal View for Elected Officials and Managers
- How to Establish a Great (and Legal) Fee Schedule
- Fire and EMS Cooperative Agreements: Why they are necessary and how to start the process
- Road Masters' Roundtable
- Township Roundtable for populations 2,000 to 5,000
- Conference workshop presentations are now available online via the PSATS website members-only page

Supervisor Fisher also reported having attended the April 21 CAPCOG Board of Delegates Meeting and noted CAPCOG is looking into purchase of a retroreflectometer (\$10k) for shared use by its membership for sign inventory management compliance.

Supervisor Fisher recommended the purchase of time locks for dawn to dusk access to the Haggy Park restrooms by casual users during day light hours, as well as placement of a porta-john at the Fishing Creek Community Building (FCCB) for casual users during the spring-fall session when the building is not in use.

Supervisor Fisher also noted the FCCB Community House sign was in need of immediate repair and suggested the entrance driveway and parking area paved surfaces needed resurfacing.

Supervisor Smith asked the Planning Commission be requested to only forward plans for Board approval when they are complete and without contingencies.

### **Executive Session**

Not required.

### **Adjournment**

There being no further business, the meeting adjourned at 9:46 PM upon a motion by Supervisor Rissinger, seconded by Supervisor Smith. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Secretary