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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

REGULAR MONTHLY MEETING MINUTES

September 5, 2017

**Call to Order**

The September 5, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:04 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; and Jamie Dunkleberger representing Light-Heigel & Associates, Inc.

**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. Mitch Rissinger, 1470 Meadow Lane, questioned the status of completing the Stony Creek Road paving project. It was the Board's consensus that the 2018 roadway improvement project list would include provisions for additional paving of Stony Creek Road.

**Approval of Minutes**

Motion by Chairman Smith to approve the minutes from the August 7, 2017 regular monthly meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

**Treasurer's Report/Monthly Financial Statements**

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$222,553.15; *Fiduciary Account* \$91,397.39; and *General Account* \$1,323,883.81 funds to be \$1,637,834.35 as of August 31, 2017. Manager Seeds also distributed the January 1 through September 5 Profit & Loss Statement showing a net income of \$39,379.80, as well as the General Fund Deposit Detail.

Motion by Supervisor Evans to accept the August 2017 Treasurer's Report to be filed for audit was seconded by Supervisor Fisher. *Motion passed unanimously.*

## **Agenda Items**

### Solid Waste and Recyclables Collection – Bid Award

Manager Seeds reported collection year prices quoted by Waste Management for residential properties in their bid opened and recorded in the August 7 minutes were less than the corresponding prices for contract extension years 6 through 10 in the current Waste Management contract.

Motion by Chairman Smith to award a 5-year contract for residential solid waste and recyclables collection to Waste Management was seconded by Supervisor Evans. *Motion passed unanimously.*

### Fishing Creek Community Building Improvements

- Security Camera System

Manager Seeds reported an additional quote was still pending and that the quotes would be presented for the Board's consideration at the next monthly meeting.

- Automatic Standby Generator System

Manager Seeds presented a *Costars* quote from Dynatech in the amount of \$11,390 for installation of a *Briggs & Stratton* 20kW system including 500 gallon propane tank and pad and 6 year warranty and a corresponding quote from Tim Bower Electric in the amount of \$12,500 for a *Generac* 20kW system including a 250 gallon (filled) propane tank and pad.

Motion by Supervisor Cooney to award a contract in the amount of \$11,390 to Dynatech for installation of a *Briggs & Stratton* 20kW system including 500 gallon propane tank and pad and 6 year warranty was seconded by Chairman Smith. *Motion passed unanimously.*

### Resolution 2017-06 Appointments/Compensation (Revised)

Motion by Chairman Smith to adopt Resolution 2017-06 amending the appointment of the Sewage Enforcement Officer (Brian McFeaters) and Alternate Sewage Enforcement Officer (Nelson Ziegler) was seconded by Supervisor Evans. *Motion passed unanimously.*

### Stormwater Escrow Release

- Terry L. Hollen, 3040 Fishing Creek Valley Road

Motion by Supervisor Fisher to release the \$9,988 improvement guarantee being held for completion of stormwater management facilities for the Terry Hollen property at 3040 Fishing Creek Valley Road in accordance with Light-Heigel & Associates, Inc. correspondence dated September 5, 2017 was seconded by Supervisor Cooney. *Motion passed unanimously.*

- GBT Realty Corporation (Dollar General)

Motion by Chairman Smith to reduce the GBT Realty Corporation Letter of Credit (LOC) improvement guarantee for completion of stormwater management facilities for the property at Peters Mountain Road and Elizabeth Avenue by \$130,000 leaving an LOC balance of \$50,155.25 to address the remaining concerns in accordance with Light-Heigel & Associates, Inc. correspondence dated September 5, 2017 was seconded by Supervisor Evans. *Motion passed unanimously.*

### Middle Paxton Township Employee Handbook

It was the consensus of the Board for the Personnel Committee to compile the review comments submitted to date on the draft Employee Handbook and prepare a final draft document to be presented to the Board for adoption.

### Pennsy Supply, Inc. Contract Change Order for McKelvey Road Paving Project

Motion by Chairman Smith to approve a change order for Pennsy Supply, Inc. to complete McKelvey Road paving project stone shoulder work was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Reports**

### Engineer – Light-Heigel & Associates, Inc.

A written report for the month of August was presented.

Motion by Supervisor Evans to authorize Light-Heigel & Associates, Inc. to discuss corrective action with the property owners to mitigate the spring water drainage issue from the Arms property at 510 Stony Creek Road to the Hoover property at 511 Stony Creek Road was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher to remove one section of guiderail and install a guiderail radius to provide better access to the Longacre property at 151 Stony Creek Road was seconded by Chairman Smith. *Motion passed unanimously.*

### Roadmaster – Robert Hofer

A written report dated September 5, 2017 was presented. Roadmaster Hofer also reported the front end loader was placed out of service for 3-5 days to undergo replacement of a leaking rear axle seal at an estimated cost of \$6,726 by our local Caterpillar service center.

### Zoning Officer – Matt Sauers

A written report dated August 31, 2017 was presented.

### Emergency Management Coordinator – Robert Rusbatch

No report was presented.

### Manager – Julie Ann Seeds

A written report dated September 5, 2017 and updated status report of active projects were presented.

- Solar Project – a written report dated September 5, 2017 was submitted by HRG Civil Engineering Technician Chad Gladfelder.
- Potato Valley Road Bridge and Roadway Realignment Project – a written report dated September 1, 2017 was submitted by HRG. Manager Seeds pointed out that several discrete project milestones have been added to the status report including the anticipated date for *Construction Notice to Proceed* now being September 2018.

### Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission met on August 29 and approved the minutes of prior meetings and

monthly fire company financial statements which are now on file at the Township office. Based upon 3 quotes, purchase of a 7,000 GVWR 16' dual axle enclosed trailer for an amount not to exceed \$5,000 to transport and store the Fire Company's ATV and skid unit was approved. Guidance on Pennsylvania Act 172 of 2016 (Volunteer Service Credit Program) whereby municipalities can offer a real estate or earned income tax credit to active members of volunteer fire companies and nonprofit EMS agencies was distributed. The Fire Company was requested to submit active member program criteria for earning the Act 172 tax credit to the Fire Commission for their consideration whether to recommend adoption of the credit program to the Borough and Township. The concept of virtual net-metering aggregation whereby the Fire Company will directly benefit from the newly installed solar system on the Joint Municipal Building was explained. The Fire Company open house is scheduled for Saturday, September 23. The Fire Company reported its Sunoco credit card used for diesel fuel purchases has twice been hacked and they must now drive to the Halifax Sheetz for fueling fire vehicles. The Fire Company requested the Township's consideration to be able to fuel their vehicles at the Township's diesel fuel station on a cost-reimbursement basis. The next Fire Commission meeting is scheduled for Tuesday, September 26 at 5:30 PM in the Township meeting room.

Given the rather cumbersome process of making arrangements to fuel Fire Company vehicles at the Township's diesel fuel station, it was the consensus of the Board that the Fire Company should first consider making arrangements to open an account at the MT service station on Allegheny Street to obtain diesel fuel in lieu of traveling to the Halifax Sheetz.

- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next Authority meeting is scheduled for Wednesday, October 11 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the August CapCOG Board of Delegates meeting was cancelled and Board members were invited to attend the 12<sup>th</sup> annual CapCOG picnic on September 18 to be held at the Caddyshack Restaurant (Armitage Golf Course). The next Board of Delegates meeting will be held at 7:00 PM on Monday, October 16 at the Hampden Township office.

## **Review/Approval of Bills**

The listing of vendor bills for August 2017 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for August 2017 and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. Manager Seeds reported the Bearcat 12 Chipper and generator were sold for \$11,700 with the Township netting \$9,360 from the July 19 CapCOG surplus equipment auction.

## **Executive Session**

Not required.

## **Board Member Comments**

Supervisor Evans commended Manager Seeds for her foresight in having recommended the Joint Municipal Building be constructed to accommodate future installation of solar panels and acknowledged the Dauphin County Commissioners for having provided the Local Share Municipal Grant necessary for the Township to accomplish the previously envisioned solar energy project that is now nearing completion.

## **Adjournment**

There being no further business, the meeting was adjourned at 7:55 PM upon a motion by Chairman Smith, seconded by Supervisor Peffer. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary