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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES

November 6, 2017

Call to Order

The November 6, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:02 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Steve Stine, Solicitor; and Ed Fisher representing Light-Heigel & Associates, Inc. Supervisor Richard Pepper was absent.

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. Andy Megonnell, 850 Mt. Pleasant Road, spoke to the rumor being circulated on social media that a municipal tax may be imposed during 2018. He suggested the Board review the cost attributed to Board members participation in the Township's group healthcare insurance benefits before considering the need to levy a municipal tax.

Approval of Minutes

Motion by Supervisor Evans to approve the minutes from the October 2, 2017 regular monthly meeting was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to approve the minutes from the October 17, 2017 workshop 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* \$232,506.25; *Fiduciary Account* \$92,322.54; and *General Account* \$1,356,454.42 funds to be \$1,681,283.21 as of October 31, 2017.

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

Agenda Items

Dauphin-Middle Paxton Joint Park Authority Report

Nichole Staley O'Gorman inquired whether the Board had any questions regarding the Park Authority's 2018 budget request and projects currently underway or intended to be undertaken during 2018. She explained the cost overrun on the Kennedy Field grandstand renovation project was attributed to structural support rust damage being more apparent after the seat boards were removed, as well as recommended safety improvements including installation of screening behind the top row and kickboards between the seating and walkways. She also reported the renovation work bids came in somewhat over budget and that the Park Authority had submitted a second Local Share Municipal Grant application for the additional work including roof replacement.

The Board recommended the Park Authority reinstate the annual solicitation letter mailed to Borough and Township residents that proved to be highly successful in previous years to help fund both park improvements and continued maintenance.

Potato Valley Road Bridge and Roadway Realignment Project Update

A written status report dated November 2, 2017 was submitted by the Herbert, Rowland & Grubic, Inc. (HRG) project engineer Ryan Hostetter, P.E. Mr. Hostetter reported the meeting with PA Department of Environmental Protection to discuss the wetland mitigation approach appeared to be favorable to being able to conduct wetland mitigation within the project impact area. He also presented the following technical and cost proposals solicited by HRG to complete a habitat assessment for the Northern-Cricket Frog reported to be a "potential impact" as a result of the updated PA Natural Diversity Inventory (PNDI) Search for Threatened and Endangered Species:

- Skelly and Loy Engineering-Environmental Consultants @ \$1,700.00 (Proposal No. R17-0572.P00)
- Herpetological Associates, Inc.-Environmental Consultants @ \$1,980.00 (HA File No. PA17.62)

Motion by Supervisor Fisher to authorize HRG to enter into contract with Skelly and Loy Engineering-Environmental Consultants to conduct a Northern-Cricket Frog habitat assessment of the Potato Valley Road Bridge and Roadway Realignment Project action area with the Township to receive a copy of the final report prepared for submission to the PA Fish and Boat Commission was seconded by Chairman Smith. *Motion passed unanimously.*

Mr. Hostetter noted that Right-of-Way acquisition services would have to be added to the project contract with those services intended to be initiated immediately following receipt of Environmental Clearance and ROW Plan approvals. He inquired as to what extent the Township wanted to be involved in that process.

Motion by Chairman Smith for HRG to proceed with Right-of-Way acquisition work was seconded by Supervisor Cooney. *Motion was withdrawn before voting pending receipt of further information from HRG regarding estimate of cost and approach.*

Joint Municipal Building Solar Field Project – Final Payment Recommendation

Motion by Supervisor Fisher to make final payment in the amount of \$13,251.10 to Spotts Brothers, Inc. pursuant to HRG recommendation and closeout documentation correspondence dated October 26, 2017 was seconded by Supervisor Evans. *Motion passed unanimously.*

Comcast Confidentially Agreement

Motion by Supervisor Fisher to authorize the Township Manager to execute the *Confidentiality Agreement By and Between Middle Paxton Township and Comcast of Southeast Pennsylvania, LLC* to permit the Township to perform a homes passed address review pursuant to Comcast's Cable Television franchise granted by the Township was seconded by Chairman Smith. *Motion passed unanimously.*

Fishing Creek Community Building – Automatic Standby Generator System Project

Motion by Chairman Smith to issue *Dynatech* a change order in the amount of \$510 to place and install the 500 gallon propane tank underground versus above ground as initially bid and accepted was seconded by Supervisor Evans. *Motion passed unanimously.*

2018 General Fund Budget Discussion

The Board reviewed the proposed 2018 General Fund Budget draft compiled from the Board's October 17 workshop meeting deliberations where year-to-date revenue and expense line items were reviewed and budget requests from the various Township boards, commissions, authorities and public safety agencies were incorporated. Several additional line item adjustments were made to accommodate projected 2018 revenue and expenses to achieve a balanced budget without an interfund transfer from the Reserve Account.

The final draft 2018 General Fund Budget will be submitted to the Board at the November 21 workshop meeting for approval to be advertised and made available for public inspection prior to adoption at the Board's December 19 workshop meeting.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of October was presented. The Board requested Light-Heigel & Associates, Inc. proceed with preparing bid packages with the intent to receive contractor bids by February 2018 to complete the Stony Creek Road paving improvement project and will encourage Dauphin Borough to consider joining with the Township in bidding their portion of Stony Creek Road.

Roadmaster – Robert Hofer

A written report dated November 6, 2017 was presented.

Zoning Officer – Matt Sauers

A written report for the month of October was presented.

Emergency Management Coordinator – Robert Rusbach

Mr. Rusbach provided a verbal report of his activities during the past month and proposed a meeting with community residents during 2018 to address emergency preparedness principles, as well as to update the listing of those residents with special needs in the event of an emergency situation such as power loss or flooding.

Manager – Julie Ann Seeds

Manager Seeds provided an update on the listing of Township projects currently in progress or recently completed.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – see Agenda Items.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on October 11 and approved the minutes of the previous meeting, as well as the Fire Company monthly financial reports which were forwarded to the Township. The Commission noted the most recent Fire Company audit was completed for 2012 and recommended full audits be completed for 2015 through 2017 with audit reviews performed for 2013 and 2014. Form 990 returns required for tax-exempt Section 501(c)(3) organizations were reported to have been filed for each of those preceding calendar years. The next Fire Commission meeting is scheduled for Tuesday, November 28 at 5:15 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported The Authority met on October 11 with draft copies of the meeting minutes forwarded to the Township and Borough. The Authority's 2018 budget request for \$10,000 was approved with correspondence sent to the Township requesting an appropriation of \$8,514 (85.14%) for the Township's portion of anticipated 2018 Authority operating expenses. The next Authority meeting is scheduled for Wednesday, December 13 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported The Board of Delegates met on October 16 with an opening presentation by 15th District Senator John DiSanto. The annual road salt (sodium chloride delivered) bid from Eastern Salt in the amount of \$59.99/ton was awarded and noted to be the same price as the previous year. Members were encouraged to attend the "Best Practices for Government Social Media Sites" to be held on December 5 from 8 to 10:30 AM. Notice of the September 27 State Supreme Court ruling in favor of the Emmaus Firefighters Association was distributed. That ruling upheld a lower court opinion defining Emmaus firefighters as "employees" inasmuch as the Borough of Emmaus had classified them as "paid volunteers", thus establishing an employee/employer relationship. The draft 2018 budget was distributed (proposing no increase in membership dues) with adoption anticipated during the November meeting and the annual dinner will be held on January 15, 2018 at the Central Hotel & Conference Center (800 East Park Drive). The next Board of Delegates meeting will be held at 7:00 PM on Monday, November 20 at the Hampden Township office.

Review/Approval of Bills

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

Executive Session

Motion by Chairman Smith to enter into executive session at 8:18 PM to discuss personnel matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board of Supervisors reconvened at 8:41 PM and took no action regarding personnel matters discussed during executive session.

Board Member Comments

Supervisor Fisher reported water was ponding between the perimeter of the last playing field at Hagy Park and the all-weather walking trail and provided photos of storm water retention in that area two days after a recent rain. Supervisor Fisher also reported having received a request for the original Hagy Park entrance sign from the Dauphin-Middle Paxton Historical Society.

Motion by Chairman Smith to transfer ownership of the original Hagy Park entrance sign to the Dauphin-Middle Paxton Historical Society was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to post "Employees Only" signs on all exterior entrance doors to the Township garage was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Chairman Smith to grant Dauphin Area Senior Transit (DAST) permission to operate the Township van for scheduled senior citizen transportation while the DAST van is out of service for collision repairs as long as all DAST drivers meet and comply with Township vehicle operator insurance requirements was seconded by Supervisor Cooney. *Motion passed with Supervisor Evans voting Nay.*

Adjournment

There being no further business, the meeting was adjourned at 8:57 PM upon a motion by Chairman Smith, seconded by Supervisor Fisher. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary