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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

**ANNUAL REORGANIZATIONAL AND REGULAR MONTHLY MEETING MINUTES**

January 2, 2018

**Call to Order**

The January 2, 2018 annual reorganizational and regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor Jeffery Smith, Supervisor James Fisher, Supervisor Wilbur Evans and Supervisor Mike Sudia. Supervisor Larry Cooney; Steve Stine, Solicitor; and Ed Fisher representing Light-Heigel & Associates, Inc. were absent and unable to attend due to prior commitments.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**- ANNUAL REORGANIZATION MEETING -**

**2017 Elections/Appointments**

Election of the Chairman of the Board

Motion by Supervisor Evans to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Fisher. *Motion passed unanimously.*

Election of the Vice-Chairman of the Board

Motion by Chairman Smith to elect Supervisor Sudia as Vice-Chairman of the Board was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of the Secretary and Assistant Secretary

Motion by Supervisor Evans to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Evans to appoint Supervisor Fisher as Assistant Secretary was seconded by Chairman Smith. *Motion passed unanimously.*

#### Appointment of the Treasurer and Assistant Treasurer

Motion by Chairman Smith to appoint Supervisor Evans as Treasurer was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Evans to appoint Township Manager Julie Ann Seeds as Assistant Treasurer was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Motion by Chairman Smith to appoint Supervisor Fisher as the voting delegate and Supervisor Evans as the alternate delegate to the PSATS State Convention was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Establishment of the 2018 Schedule for Business and Workshop Meetings

Motion by Chairman Smith to establish the first Monday of each month commencing at 7:00 PM as the Business meeting date/time unless the first Monday of the month falls on a holiday, then the Business meeting will take place at 7:00 PM on the next day (Tuesday).

Motion by Chairman Smith to establish the third Tuesday of each month commencing at 7:00 PM as the Workshop meeting date/time (as needed) was seconded by Supervisor Fisher. *Motion passed unanimously.*

#### Resolution 2018-01 Appointments/Compensation

Motion by Supervisor Evans to adopt Resolution 2018-01 to include the re-appointment of Don Morse to a four-year term (2018 – 2021) on the Planning Commission and correction (BB&T versus Susquehanna Bank) in the Bank Depository listing was seconded by Supervisor Sudia. *Motion passed unanimously.*

## **- BUSINESS MEETING -**

### **Public Comments**

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda. No comments were presented.

### **Approval of Minutes**

Motion by Supervisor Fisher to approve the minutes from the December 4, 2017 regular monthly meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to approve the minutes from the December 19, 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* \$232,257.93; *Fiduciary Account* \$87,972.81; and *General Account* \$1,354,195.01 funds to be \$1,674,425.75 as of December 31, 2017.

Manager Seeds reported the Auditors would be meeting tomorrow evening to reorganize and initiate the 2017 audit process.

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

## **Agenda Items**

### Resolution 2018-02 – Fee Schedule

Motion by Chairman Smith to adopt Resolution 2018-02 establishing fees to be charged for 2018 to include a notation under Zoning Fees that costs for stenographic transcripts are to be paid by the requester was seconded by Supervisor Evans. *Motion passed unanimously.*

### Stormwater Escrow Release Requests

- Light-Heigel & Associates, Inc. correspondence dated December 28, 2017 indicated the driveway has been corrected and the stormwater facilities have been completed in general conformity with the approved plan for the Telencio property, 3235 Sutton Drive, and recommended release of the remaining Improvement Guarantee.

Motion by Chairman Smith to release the \$4,000 improvement guarantee held for completion of the stormwater facilities on the Telencio property, 3235 Sutton Drive, pursuant to Light-Heigel & Associates, Inc. correspondence dated December 28, 2017 was seconded by Supervisor Evans. *Motion passed unanimously.*

- Light-Heigel & Associates, Inc. correspondence dated January 2, 2018 indicated the stormwater facilities have been completed in general conformity with the approved plan and the site graded, seeded and stabilized with ground cover for the Nikki Frye property, 1545 Fishing Creek Valley Road, and recommended release of the remaining Improvement Guarantee.

Motion by Chairman Smith to release the \$500 improvement guarantee held for completion of the stormwater facilities on the Nikki Frye property, 1545 Fishing Creek Valley Road, pursuant to Light-Heigel & Associates, Inc. correspondence dated January 2, 2018 was seconded by Supervisor Evans. *Motion passed unanimously.*

### 2018 Road Projects

Light-Heigel & Associates, Inc. has prepared the bid specifications to complete the Stony Creek Road paving project with the section east of Singer Lane as the base bid and the section from Singer Lane to the Borough line as an alternate. It was the consensus of the Board to await a determination whether Dauphin Borough was prepared to bid their portion of Stony Creek Road before advertising for bids. The Board deferred further action until the February meeting.

Cross pipe and culvert replacement work on the Blue Mountain Parkway is intended to be initiated this year in preparation for roadway repaving. Supervisor Fisher suggested entering into discussions with Dauphin Borough for another cooperative effort to crack seal roadways requiring maintenance.

### 2018 Brush Site

Manager Seeds reported Jil Strang (Robinson's Excavating & Mulch LLC) has offered to accept residential brush trimmings and tree pruning waste from Township residents at the *Dig My Earth* site on Fort Hunter Road in Susquehanna Township under an annual contract with the Township in the amount of \$5,000 versus the Township continuing to

operate its own brush site and contracting with a hauler to clear the site. It was also noted that leaves would be accepted at the *Dig My Earth* site, however, they would have to be delivered in bulk by the Township versus being accepted directly from residents.

Motion by Supervisor Fisher to enter into an annual agreement with Robinson's Excavating & Mulch LLC permitting residents having purchased a brush site permit to deliver residential brush trimmings and tree pruning waste to the *Dig My Earth* site and close the Township brush collection site was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to establish a one-day brush site permit in the amount of \$25 was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Chairman Smith to amend Resolution 2018-02 and include the one-day brush site permit fee of \$25 in addition to the annual permit fee of \$50 was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Reports**

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

A written report for the month of December was presented.

### Roadmaster – Robert Hofer

A written report dated January 2 was presented.

### Zoning Officer – Matt Sauers

No report was presented.

### Emergency Management Coordinator – Robert Rusbatch

A written report dated December 27, 2017 was presented. EMC Rusbatch announced the date of Thursday, February 8 at 6 PM was established for a joint emergency management orientation/training session for Township and Dauphin Borough officials to be held in the Township meeting room.

### Manager – Julie Ann Seeds

Manager Seeds presented a written report dated January 2, as well as the December Code Enforcement report and an updated status list of Township projects. She reported all Township CRS program tasks have been completed with the assistance of Light-Heigel & Associates, Inc. and DCED in support of the Dauphin County CRS Program.

### Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the next Fire Commission meeting is scheduled for Tuesday, January 30 at 5:30 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Authority met on December 13 with draft copies of the meeting minutes forwarded to the Township and Borough. The next Authority meeting is scheduled for Wednesday, January 10 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the December monthly meeting was cancelled with the annual dinner to 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, February 19 at the Hampden Township office.

## **Review/Approval of Bills**

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

## **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. She requested those Board members interested in attending the January 15, 2018 CapCOG Annual Dinner to let her know as soon as possible to make the necessary reservations. She also reported having received correspondence from the PA Department of Labor and Industry establishing the 2018 public bid requirement at \$20,100 and written telephonic bid requirement at \$10,900.

## **Executive Session**

Not required.

## **Board Member Comments**

Supervisor Sudia noted he was happy to be here and looked forward to working together with the Board during his term of office. Supervisor Evans thanked the members of the Board for their cooperation during the previous year. Supervisor Fisher simply reiterated Supervisor Sudia's comments. Chairman Smith welcomed Supervisor Sudia to the Board and indicated he looked forward to his continued input and participation.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:18 PM upon a motion by Chairman Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary