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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

February 5, 2018

**Call to Order**

The February 5, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Vice-Chairman Mike Sudia in the Township meeting room. Also present were Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Solicitor Steve Stine; and Ed Fisher representing Light-Heigel & Associates, Inc. Supervisor and Chairman Jeffery Smith was absent and unable to attend due to a prior commitment.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

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

**Approval of Minutes**

Motion by Supervisor Evans to approve the minutes from the January 2, 2018 annual reorganizational and monthly business meeting was seconded by Supervisor Fisher. *Motion passed unanimously.*

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

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$232,216.37; *Fiduciary Account* \$92,039.15; and *General Account* \$1,330,716.16 funds to be \$1,654,971.68 as of January 31, 2018. Manager Seeds also distributed the January deposit detail and profit & loss statements.

Motion by Supervisor Fisher to accept the January 2018 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Agenda Items**

### Autumn Glen Subdivision – Street Renaming Request

Mark Joseph Kasian requested Carlson Drive, which intersects Tegllyn Drive within the Autumn Glen subdivision, be renamed *TEGLLYN CIRCLE*. Inasmuch as he was advised Dauphin County 911 may object to a street having the same first name, he also proposed *MARWYD CIRCLE* as an alternate street name for the Board's consideration.

Motion by Supervisor Fisher to rename *Carlson Drive* as *MARWYD CIRCLE* was seconded by Supervisor Cooney. *Motion passed unanimously.*

### Potato Valley Road Bridge Replacement and Roadway Realignment Project Update

HRG project manager Ryan Hostetter presented a status report dated February 2, 2018 indicating no issues or concerns impacting the project's scheduled milestones. In response to a question from the Board, he estimated road closure during the construction phase could range from 3 to 4 months.

### Parkway Estates Preliminary Subdivision and Land Development Plan

Snyder, Secary & Associates, LLC project manager, Gregory R. Schwartz, representing Calabria Estates, LLC presented the Parkway Estates Preliminary Subdivision and Land Development Plan. Parkway Estates consists of approximately 60 acres subdivided into 13 lots within an A-RR district situated off of the Blue Mountain Parkway.

The Township's Planning Commission unanimously recommended approval of the proposed preliminary subdivision plan. General comments were provided within the Dauphin County Subdivision/Land Development Review Report No. 17-108 which also noted no waivers were being requested. Light-Heigel & Associates, Inc. review comments dated January 5, 2018 were individually addressed within Snyder, Secary & Associates, LLC correspondence dated January 23, 2018. The aforementioned correspondence indicated the vast majority of the Light-Heigel & Associates, Inc. review comments pertaining to a preliminary subdivision plan were satisfied.

Supervisor Fisher questioned the necessity of the 28' width of Park Avenue considering the rather extensive distance from the roadway to the proposed residential structures within the subdivided lots. It was noted that the width of the roadway within the neighboring Aiden Grove subdivision was only 24' versus the SALDO required 28' width. He suggested consideration be given to reducing the width of the paved roadway inasmuch as it appeared unlikely residential vehicles would be parked along Park Avenue, as well as the proposed dedication of Park Avenue to the Township for maintenance.

Motion by Supervisor Evans to approve the Parkway Estates Preliminary Subdivision and Land Development Plan conditioned upon receipt of a Feasibility Study on sewer and water facilities for the tract and for land developments, and a Plan Revision Module for Land Development along with recommendations from the regional office of the Pennsylvania Department of Environmental Protection, as well as other outstanding comments being satisfied, was seconded by Supervisor Cooney. *Motion passed unanimously.*

### Stony Creek Road Joint Municipal Paving Project

Ed Fisher distributed bid documents prepared for the Stony Creek Road T-535 Roadway Paving & Sealing Project No. 88-0097 SC. The Township portion of the Stony Creek Road

paving project extends from west of Stone Glen to Singer Lane with Alternate/Option 1 beginning at Singer Lane and ending at the Borough Line. Alternate/Option 2 provides for placement of 2A stone along new paving shoulder edges with roadway widening equipment where directed.

Mr. Fisher noted that the Dauphin Borough engineer had prepared a corresponding bid document for paving their portion of Stony Creek Road and anticipated Borough Council would take action at their February 6 meeting to join with the Township in advertising and soliciting bids for the Stony Creek Road paving project. A joint pre-bid meeting would be held on February 22 with bids to be received and opened by the respective municipalities on March 5.

In response to Supervisor Fisher's question whether the project would be bid and managed via *PennBid*, Mr. Fisher stated that entering a paving overlay project into *PennBid* would not be cost-effective for the Township inasmuch as interested bidders would most likely be local to the area.

Manager Seeds noted Dauphin Borough had requested Township assistance in completing a CBDG-DR grant application to provide partial funding for their project, as well as assistance from the Township road crew while the Borough crew is performing base repair in preparation for the paving overlay project. It was the consensus of the Board to assist the Borough with those tasks inasmuch as completing the Stony Creek Road paving project was of mutual benefit to residents of both municipalities.

Motion by Supervisor Fisher to advertise and solicit bids for the Stony Creek Road T-535 Roadway Paving & Sealing Project No. 88-0097 SC was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Fishing Creek Community Building Improvement Project

Ed Fisher distributed construction specifications prepared for an accessible ramp, exterior door replacements and front and side entrance porch roofs at the Fishing Creek Community Building. The project is being funded under a Local Share Municipal Grant awarded to the Township by Dauphin County.

Motion by Supervisor Evans to advertise and solicit bids for the Fishing Creek Community Building Improvement Project was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### PPL Virtual Metering for the Dauphin-Middle Paxton Fire Company

Manager Seeds reported PPL Electric Utilities will not permit virtual metering of the Dauphin-Middle Paxton Fire Company's electric service account since the fire company's account is not held by the Township. Therefore, the fire company cannot benefit from the Township's solar system kWh production which was engineered with the objective to obtain a NET ZERO (kWh delivered to customer – kWh received from customer) for both the Township municipal building and fire company accounts.

Motion by Supervisor Fisher to request transfer of the Dauphin-Middle Paxton Fire Company's PPL electric service account to the Township for virtual metering purposes and for the Township to pay the associated monthly electric bill once that transfer can be accomplished was seconded by Supervisor Evans. *Motion passed unanimously.*

### Zoning Ordinance Update

Manager Seeds reported the Zoning Ordinance update being performed in conjunction with our consultants, Environmental Planning & Design LLC, should be in draft form by the end of the month inasmuch as the TCRPC Regional Connections Grant funding cycle requires it to be adopted by June 30.

### Fishing Creek Community Building – Furnace Steam Boiler Replacement

Manager Seeds reported a water level safety cutout switch apparently malfunctioned resulting in the furnace steam boiler overheating and multiple fire companies being dispatched to the Fishing Creek Community Building on the afternoon of January 31. Damage appeared to be contained to the furnace with some residual smoke ventilated from the building by the fire companies.

Given an understanding with the Township's casualty insurance carrier, *PennPRIME*, that replacement of the furnace would be considered a covered expense, a steam boiler replacement proposal for work to be performed on a time-and-material basis for a not-to-exceed price of \$19,355 under a COSTARS contract held by the Edwin L. Heim Company was entered into on January 1. This was considered an emergency procurement inasmuch as the outside temperature was forecast to be well below freezing during the next several days possibly contributing to further building damage from frozen water lines.

Manger Seeds also reported the furnace steam boiler replacement was able to be accomplished for significantly less than the estimate, but that Heim Company also determined the vestibule and restroom radiators, as well as the meeting room radiators required maintenance to be fully functional.

Motion by Supervisor Fisher to ratify acceptance of the Edwin L. Heim Company steam boiler replacement proposal dated February 1, 2018 and authorize Heim Company to perform the necessary maintenance work to restore full heating capacity to the vestibule, restroom and meeting room radiators was seconded by Supervisor Sudia. *Motion passed unanimously.*

### HVAC System Maintenance Plan for Township Buildings

Motion by Supervisor Fisher to issue a request for proposals to enter into an annual maintenance agreement with a commercial HVAC company to inspect, service and maintain all HVAC systems in Township buildings was seconded by Supervisor Sudia. *Motion passed unanimously.*

### Joint Municipal Building Meeting Room Carpet Tile Re-Installation

Motion by Supervisor Fisher to accept a quote from *Harrisburg Wall & Floor* in the amount of \$7,776 to remove all J&J commercial carpet tiles in the meeting room, seal the concrete floors with Opti seal floor sealer, re-install the carpet tiles with adhesive in accordance with J&J specifications, and furnish and install new contrasting J&J commercial carpet tile as a perimeter border was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Joint Municipal Building Landscape Maintenance

Motion by Supervisor Fisher to accept an estimate in the amount of \$1,030 from B.R. Mutzabaugh Jr. Inc. to provide landscape beds, tree and shrub maintenance at the Joint Municipal Building during 2018 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Township Website Employee Portal Solution

The Township's webmaster, Higher Information Group, proposal to add an employee portal to host employee only documents within the Township's website presented two options with Option A being a shared password protected login page at \$500 and Option B being a user unique password protected login page at \$1,000.

Motion by Supervisor Cooney to accept the proposed Option A to add an employee portal within the Township's website at a cost of \$500 was seconded by Supervisor Fisher. *Motion passed unanimously.*

#### Township Employee Handbook

Supervisor Sudia announced the Board met with special counsel in executive session on January 22 to review the final draft of the Employee Handbook.

Motion by Supervisor Sudia to adopt the *Middle Paxton Township Employee Handbook* as presented incorporating revisions made during the Board's review of the final draft document was seconded by Supervisor Fisher. *Motion passed unanimously.*

#### Full-Time Roadcrew Position Opening

Motion by Supervisor Fisher to advertise an opening for the additional full-time road crew position included in the 2018 budget was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Zoning Hearing Board Appointment

Motion by Supervisor Fisher to appoint Sebastian DeTres, 2444 Mockingbird Drive, to the Zoning Hearing Board was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Reports**

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

A written report for the month of January was presented.

#### Roadmaster – Robert Hofer

A written report dated February 5 was presented.

#### Zoning Officer – Matt Sauers

A written report dated February 5 was presented.

#### Emergency Management Coordinator – Robert Rusbatch

Mr. Rusbatch reminded the Board of the joint emergency management orientation and training session for Township and Dauphin Borough officials to be held in the Township meeting room on Thursday, February 8.

### Manager – Julie Ann Seeds

Manager Seeds presented a written report dated February 5, as well as the January Code Enforcement report and an updated status listing of active Township projects.

### Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority met on January 22 and indicated the Kennedy Field grandstand rehabilitation project was still on budget despite several change orders having been issued. He also reported that replacement of the damaged section of the Kennedy Field chain link fence along Cluster Boulevard would be covered by the vehicle operator's insurance.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on January 30 and approved the minutes of the previous meeting on November 28, as well as the Fire Company and Volunteer Firefighters' Relief Association financial statements for the period 11/29/17 – 1/30/18, copies of which are on file at the Township office. A copy of the Auditor General's January 5 exit memorandum following the audit of the Relief Association's 2015-2016 financial report was submitted to the Commission indicating "no findings or observations", as well as compliance with prior audit findings. A request was submitted to Dauphin County to re-program the \$8,889 remaining balance of the \$50,000 2015 Local Share Municipal Grant (used to pay off the loan on Engine 38) for purchase of the enclosed trailer for the UTV, as well as an LED emergency lighting package upgrade for Rescue 38. The Fire Company was awarded a \$13,570 grant from the Office of State Fire Commissioner to purchase a rescue tool power unit and spreader and a \$2,000 grant from the Dauphin-Middle Paxton Home Association to purchase 10 sets of dress uniforms. The firefighters' annual banquet is scheduled for March 3 at the Country Club of Harrisburg and the next Fire Commission meeting is scheduled for Tuesday, February 27 at 6:00 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Authority met on January 10 with draft copies of the meeting minutes forwarded to the Township and Borough. Newly elected Dauphin Borough Councilman Don Harner joined the Authority replacing Dianne Price who had served since the 2011 formation of the Authority and officers for 2018 were elected. The next Authority meeting is scheduled for Wednesday, April 11 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the annual dinner meeting was held on January 15, 2018 at the *Central Hotel & Conference Center* with Supervisors Evans, Fisher and Sudia, as well as Manager Seeds in attendance. Officers for 2018 were elected and Congressman Scott Perry was the dinner speaker. 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 January 2018 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for January 2018 and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Cooney. *Motion passed unanimously.*

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

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. She distributed January 12 correspondence from the

Pennsylvania Department of Environment Resources approving the Township's request for a waiver from NPDES MS4 permitting requirements for a 5-year term expiring on January 31, 2023. Manager Seeds also distributed the State Ethics Commission *Statement of Financial Interests* to be completed by Board members no later than May 1 and reported the Joint Municipal Building fire alarm system was inspected and successfully tested last week.

### **Executive Session**

Not required.

### **Board Member Comments**

Supervisor Fisher suggested the Township consider entering into an annual maintenance contract for inspection, tune-up and maintenance of all overhead garage doors and operators to ensure user safety. He also recommended picture ID cards be produced to identify Township staff and Supervisors to the public, as well as to permit badge-holder access to controlled areas during emergency or disaster situations.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:07 PM upon a motion by Supervisor Cooney, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary