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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

March 5, 2018

**Call to Order**

The March 5, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 PM by Supervisor and Chairman Jeffery Smith 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 Vice-Chairman Mike Sudia 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 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 Evans to approve the minutes from the February 5, 2018 monthly business meeting was seconded by Supervisor Cooney. *Motion passed with Supervisor Smith abstaining due to having been absent from that meeting.*

Motion by Supervisor Smith to approve the minutes from the February 20, 2018 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* \$232,084.00; *Fiduciary Account* \$92,055.45; and *General Account* \$1,398,999.79 funds to be \$1,723,139.24 as of February 28, 2018.

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

## **Agenda Items**

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

The March 2 project status report from HRG noted a schedule delay in obtaining the Environmental Clearance reportedly due to PennDOT's work backlog, as well as the requested Stormwater Consistency Letter from the Township's engineer needed before submitting the Joint Permit Application to PADEP.

March 5 correspondence from Light-Heigel & Associates, Inc. to the Board stated no objections to the HRG requested waiver of the Stormwater Management Ordinance for the new additional impervious cover inasmuch as the HRG Hydraulic and Hydrological Report indicates no change in water surface elevation, velocity or flow from the current condition. The project design moves much of the stormwater from new additional impervious cover to the wetlands and incorporates best management practices to offset any minimal difference in runoff.

Motion by Supervisor Fisher to waive the Stormwater Management Ordinance requirement pertaining to stormwater volume control for the new additional impervious cover delineated within the Potato Valley Road Bridge Replacement and Roadway Realignment Project design was seconded by Supervisor Smith. *Motion passed unanimously.*

Based upon the above waiver having been granted, Light-Heigel & Associates, Inc. will forward the requested Stormwater Consistency Letter to HRG.

### Stony Creek Road Joint Municipal Paving Project

Manager Seeds reported Dauphin Borough's CBDG-DR grant application seeking partial funding for their portion of the joint project has been completed and will be filed with Dauphin County DCED. Manager Seeds also reported Dauphin County DCED recommended the joint project solicitation for bids be delayed until the CBDG-DR grant application has been received and placed under consideration. It was the consensus of the Board to temporarily delay the Board's February 5 action to advertise and solicit bids for the Stony Creek Road T-535 Roadway Paving & Sealing Project No. 88-0097 SC.

### Fishing Creek Community Building

Based upon questions asked during the pre-bid meeting for the advertised Building Improvement Project (ADA accessible ramp, exterior door replacements and new front and side entrance porches), Addendum 2 was issued extending the bid opening date to March 22 at 3:30 PM to allow bidders additional time to prepare the best possible bid.

Manager Seeds presented a March 5 email from *Edwin L. Heim Company* suggesting the lack of steam flow through the radiators in the vestibule and restrooms may be due to a blocked condensate return line and that further work beyond installation of new steam traps on those radiators would be required to restore full heating capacity in those areas.

Motion by Supervisor Fisher to authorize *Heim Company* to perform the repairs determined necessary to restore full heating capacity to the vestibule and restroom radiators was seconded by Supervisor Smith. *Motion passed unanimously.*

### PennDOT Connects – Riverlands Safety Implementation

The PennDOT Connects Project Initiation Form for the *Riverlands Safety Implementation Project* compiled by *Tri-County Regional Planning Commission (TCRPC)* as a result of the February 21 meeting with representatives from PennDOT District 8, TCRPC, Dauphin Borough and the Township was distributed for the Board's review. The project consists of corridor safety improvements identified in the *Riverlands Safety Study* on US 22/322 from PA 443 in Middle Paxton Township to the US 11/15 interchange in Reed Township and from that interchange on US 11/15 through Watts Township (Perry County).

Motion by Supervisor Smith to add public safety (police, fire and EMS) access concerns due to flooding in the US 22/322 railroad overpass to the additional element statement in the Stormwater and Green Infrastructure items to be considered and submit the completed form to TCRPC was seconded by Supervisor Evans. *Motion passed unanimously.*

### Bike Event – Gran Fondo Series USA

Manager Seeds distributed a February 28 email from *Hershey Harrisburg Sports & Events Authority* advising the Township of a Sunday, August 26 long-distance bicycle ride event that will involve a 6-mile stretch on Route 443 and another 2-3 miles on the Blue Mountain Parkway. No specific requests for Township assistance were presented; however, Manager Seeds reported she and Emergency Management Coordinator, Robert Rusbatch, would be attending a meeting concerning this event being held on March 6.

### New Full-Time Roadcrew Position

A draft Road Maintenance Worker job description prepared by the Personnel Committee was distributed for the Board's review.

Motion by Supervisor Smith to approve the Road Maintenance Worker job description after deleting "Employee must reside within a 15-mile radius of the Township", adding "and nights" to the "Ability to work weekends not included in normal work hours" and incorporating the "Other" requirements under "Essential Functions" was seconded by Supervisor Evans. *Motion passed unanimously.*

### Drop Off Box – Municipal Office

Motion by Supervisor Smith to purchase and install a Locking Security Drop Box at the outside entrance to the Municipal Office to secure mail, checks, keys, plans, etc. delivered after business hours was seconded by Supervisor Fisher. *Motion passed unanimously.*

### Dauphin-Middle Paxton Joint Park Authority – Letter of Resignation

A February 24 email from Russ Hornung advised the Board that he was resigning from the Park Authority in the hope that the Board would appoint Shannon Scott to the Authority inasmuch as her passion and commitment to the community would help grow the park for years to come. Supervisor Cooney noted that the Park Authority had unanimously endorsed the nomination of Shannon Scott to be appointed to the seat being vacated by Russ Hornung.

Motion by Supervisor Smith to accept the resignation of Russ Hornung with thanks for his community service and to appoint Shannon Scott to the vacant seat on the Dauphin-Middle Paxton Joint Park Authority to fill the unexpired term of Russ Hornung was seconded by Supervisor Evans. *Motion passed unanimously.*

## Reports

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

A written report for the month of February was presented.

### Roadmaster – Robert Hofer

A written report dated March 5 was presented.

### Zoning Officer – Matt Sauers

A written report dated March 1 was presented.

### Emergency Management Coordinator – Robert Rusbatch

A written report was presented and was intended to include a quote from *South Central Alert* pertaining to the Township utilizing that notification system to alert its residents to both emergency and other (road closures, etc.) situations. However, action on that item had to be deferred to the next business meeting pending receipt of the *South Central Alert* cost quotation.

### Manager – Julie Ann Seeds

A written report dated March 5 was presented.

### Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority met on February 26 and that the 2016 and 2017 audits should be completed by the end of this month. He also noted opening day for the park is scheduled for April 24 and that the Authority will be undertaking a review of its uniform pricing for field usage in comparison to neighboring park facilities.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the 2015 audit and Annual Report of Municipal Authorities was completed during February and submitted to DCED, as well as the Township and Borough offices. The Authority is currently reviewing a proposal and letter of engagement for a new auditor to undertake and complete the 2016 and 2017 audits inasmuch as the CPA firm who completed the 2015 audit is no longer performing Authority audits. 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 Board of Delegates met on February 19 with presentations from *McNees Wallace & Nurick LLC* regarding municipal bond continuing disclosure agreements, as well as *PPL Electric* regarding streetlight conversions from high pressure sodium/mercury vapor to LED lamps which typically result in 50% less power usage and are 'dark sky' compliant. This year's Joint Bids received on February 15 are being tabulated and the annual municipal used equipment auction will be held on July 18. Municipalities were also urged to consider placing "drug take-back" boxes in their lobbies as one measure to help combat the opioid epidemic. The next Board of Delegates meeting will be held at 7:00 PM on Monday, March 19 at the Hampden Township office.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on February 27 and approved the minutes of the January 30 meeting, as well as the Fire Company and Volunteer Firefighters' Relief Association monthly financial statements, copies of which are on file at the Township office. Dauphin County approved the fire company's request to re-program the \$8,889

remaining balance of the \$50,000 2015 Local Share Municipal Grant debt reduction funding used to pay off the loan on Engine 38 toward purchase of the enclosed trailer for the UTV. However, the County's letter was not specific as to whether or not use of those funds could also be applied for the requested LED emergency lighting upgrade on Rescue 38. The fire company will hold their annual Easter Flower sale on March 29-31 and the next Fire Commission meeting is scheduled for Tuesday, March 27 at 6:00 PM in the Township meeting room.

## **Review/Approval of Bills**

The listing of vendor bills for February was distributed to the Board for review/approval. Supervisor Smith questioned the PPL Electric bill amount entered for the Municipal Building and requested Manager Seeds verify the correctness of the bill before payment.

Motion by Supervisor Fisher to pay all vendor bills listed for February and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Smith. *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 a February 26 invitation from *PennState Health* to attend a March 29 informational update to learn more about the recent announcement of their strategic partnership with *Highmark Health*, as well as an educational fact sheet regarding Low Impact Development (LID) and Stormwater Best Management Practices (BMPs) from the Dauphin County Conservation District.

## **Executive Session**

Not required.

## **Board Member Comments**

Supervisor Fisher suggested the Township consider the engineering time reduction and resultant cost saving benefits of the *PennBid* e-procurement tool which could be utilized by our Township Engineer to issue and manage future solicitations for contracted services. He also noted that registrations for the PSATS Annual Conference and Trade Show in Hershey were required to be submitted by March 31 to take advantage of the discounted registration rate.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:28 PM upon a motion by Supervisor Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary