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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

April 2, 2018

Call to Order

The April 2, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Chairman Jeffery Smith in the Fishing Creek Community Building meeting room. Also present were Supervisor and Vice-Chairman Mike Sudia; 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.

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 March 5, 2018 monthly business meeting was seconded by Supervisor Smith. *Motion passed with Supervisor Sudia abstaining due to having been absent from that meeting.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$231,963.00; *Fiduciary Account* \$92,073.12; and *General Account* \$1,349,515.77 funds to be \$1,673,551.89 as of March 30, 2018. Manager Seeds reported the Escrow Account #9018 at BB&T was being changed from an interest bearing savings account to a non-interest bearing checking account and that she and Supervisor Cooney were reviewing new investment options with PLGIT (Pennsylvania Local Government Investment Trust) which is offering a higher rate of interest than currently available from our banking institutions.

Motion by Supervisor Smith to accept the March 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 April 2 project status report from HRG noted concerns over a possible schedule slip attributed to Environmental Clearance document reviews delayed at PennDOT reportedly as a result of their work backlog.

Final Minor Subdivision & Lot Addition Plan – Flemish Down, LLC

Joe Burget of Burget & Associates, Inc. representing Flemish Down, LLC presented the *Final Minor Subdivision & Lot Addition Plan over lands of Flemish Down, LLC*. The plan proposes to subdivide two existing lots (existing Lot 2 and existing Lot 8) of common ownership to create two lot additions (PR. Lot 2A and PR. Lot 8A) to be consolidated to create a new building lot of 13.053 acres.

The Township's Planning Commission unanimously recommended approval of the proposed final subdivision plan and requested waivers. General comments were provided within the Dauphin County Subdivision/Land Development Review Report No. 18-028. Light-Heigel & Associates, Inc. review comments dated March 30, 2018 were individually addressed by Mr. Burget with the vast majority of the Light-Heigel & Associates, Inc. review comments having been satisfied with no noted objections to the requested waivers pertaining to Section 304 (Preliminary Plan Submission), Section 307 (Sheet Size) and Section 308.D (Steep Slope Report).

Motion by Supervisor Fisher to approve the requested waivers to SALDO Sections 304, 307 and 308.D for the *Final Minor Subdivision & Lot Addition Plan over lands of Flemish Down, LLC* was seconded by Supervisor Smith. *Motion passed unanimously.*

Motion by Supervisor Smith to approve the *Final Minor Subdivision & Lot Addition Plan over lands of Flemish Down, LLC* conditioned upon all outstanding comments being satisfied was seconded by Supervisor Cooney. *Motion passed unanimously.*

Stormwater Improvement Guarantee Release Request – 1430 Peters Mountain Road

Light-Heigel & Associates, Inc. correspondence dated March 30, 2018 indicated the stormwater management work has been completed in general conformity with the approved plan for the 3B Ice Cream property at 1430 Peters Mountain Road and recommended release of all but \$500 of the Improvement Guarantee until the site is stabilized with ground cover.

Motion by Supervisor Smith to release \$2,800 of the \$3,300 Stormwater Improvement Guarantee being held for completion of the stormwater facilities on the 3B Ice Cream property at 1430 Peters Mountain Road pursuant to Light-Heigel & Associates, Inc. correspondence dated March 30, 2018 was seconded by Supervisor Evans. *Motion passed unanimously.*

Dauphin County *South Central Alert* – Annual Service Fee Proposal

Motion by Supervisor Evans to enroll in the *South Central Alert* system pursuant to Quote SCA 2018-02-0038 at an annual service base fee of \$500 and \$0.08 cost per household fee was seconded by Supervisor Sudia. *Motion passed unanimously.*

Stony Creek Road Joint Municipal Paving Project

Manager Seeds reported Dauphin County DCED has advised us that bids can now be solicited for the Stony Creek Road Joint Municipal Paving Project now that Dauphin Borough's CBDG-DR grant application seeking funding for their portion of the joint project has been reviewed and is pending final approval. The project will now proceed in accordance with 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.

The Board discussed utilizing the *PennBID e-Procurement* tool to manage the project solicitation and procurement process versus the paper-based bid management and tracking process typically employed by Light-Heigel & Associates, Inc.

Fishing Creek Community Center

- Improvement Project (ADA accessible ramp, exterior door replacements and new front and side entrance porches) Status Report – Ed Fisher reported that no bids were received and several bidders reportedly missed the deadline for bids to be submitted on March 22 as a result of the snow storm encountered that date. Due to bidding requirements, the project will now have to be re-advertised. A new bid opening date of May 3 with award recommendations being presented to the Board on May 7 was deemed acceptable.
- Furnace Replacement Project Status Report – Manger Seeds reported the \$11,399 invoice from *Edwin L. Heim Company* for replacement of the damaged furnace was submitted to the Township's insurance carrier *PennPrime*. Manager Seeds also reported the additional work approved by the Board during the March 5 meeting intended to restore full heating capacity to the vestibule and restroom radiators was successfully completed by Heim.
- Parking Lot and Entrance Improvement Project Status Report – Given notice that the Township's Local Share Municipal Grant application had been approved by the Dauphin County Commissioners, the Board authorized Light-Heigel & Associates, Inc. to prepare bid specifications for the parking lot and entrance improvement project. Manager Seeds reported having received a 'timeliness letter' from Dauphin County DCED advising the Township that \$25,008.53 remained unspent from the 2015 Local Share Municipal Grant awarded for debt reduction on the Township's loan for the fire company's KME pumper-tanker. The Board authorized Manager Seeds to submit a request to Dauphin County to permit the Township to reprogram those unspent funds toward the Fishing Creek Community Center parking lot and entrance improvement project.

Joint Municipal Building Energy Efficiency Project

Manager Seeds reported having received a 'timeliness letter' from Dauphin County DCED advising the Township that \$43,879.14 remained unspent from the 2015/2016 Local Share Municipal Grant awarded for the solar project. She noted that the project engineering bills in the amount of \$29,655.52 from HRG could now be submitted for reimbursement and suggested making a request to Dauphin County to permit the

Township to reprogram the remaining \$14,223.62 toward additional energy efficiency items to include conversion of the parking lot lights to LED lamps, as well as other municipal building lighting and security improvements identified within the *Risk and Vulnerability Assessment* performed by the Pennsylvania State Police. The Board concurred and authorized Manager Seeds to proceed accordingly.

Hetrick Lane and Fishing Creek Valley Road Intersection Safety Concerns

Supervisor Fisher reported he was informed by Dauphin County Commissioner Jeff Haste of another serious accident having recently occurred on Fishing Creek Valley Road (SR 443) at the intersection with Hetrick Lane. According to Commissioner Haste, there have been several serious accidents at that location which he attributed to excessive speed and the limited sight distance due to the rise on Fishing Creek Valley Road as it approaches Hetrick Lane westbound. Commissioner Haste noted that Hetrick Lane was the primary access to the County's solar farm for service vehicles in addition to the several residences located on that lane.

Motion by Supervisor Smith to submit a request to PennDOT for a highway traffic safety study of the Fishing Creek Valley (SR 443) and Hetrick Lane intersection to determine whether corrective actions would be warranted was seconded by Supervisor Cooney. *Motion passed unanimously.*

PADEP Proposed Onlot Sewage Planning Policy

PADEP has posted *Draft Technical Guidance: Site Suitability and Alternatives Analysis Guidelines for New Land Development Proposing Onlot Sewage Disposal* (385-2207-001) in the PA Bulletin for which PADEP is soliciting comments. The proposed planning policy will prohibit a municipality from approving planning modules that have marginal conditions unless the municipality first establishes a Sewage Management Program with mandatory pumping. A copy of the PADEP proposed onlot sewage planning policy has been forwarded to the Township's SEO Brian McFeaters requesting his review of the proposed policy to enable the Township to submit comments to PADEP concerning the proposed policy.

2018 Proposed PSATS Resolutions and Nominations Report

The proposed Resolutions and Nominations Report for consideration at the 2018 PSATS Annual Educational State Conference and Trade Show were reviewed by the Board. It was the Board's consensus for the Township's voting delegate to oppose Resolution 18-05 amending Section 3205(a)(8) of the Second Class Township Code.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of March was presented.

Roadmaster – Robert Hofer

A written report dated April 2 was presented.

Zoning Officer – Matt Sauers

A written report dated April 2 was presented.

Emergency Management Coordinator – Robert Rusbatch

EMC Rusbatch reminded the Board of the April 19 public meeting intended for Dauphin Borough and Township residents to be informed of the community's emergency management planning, as well as an introduction to the *South Central Alert* notification system and the benefits of registering to receive alerts of emergency incidents and/or imminent threats to health and safety.

Manager – Julie Ann Seeds

A written report dated April 2 was presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority met on March 23 and noted opening day for the park is scheduled for April 24. He also reported late winter weather has delayed completion of the Kennedy Field grandstand project since warmer weather is required for painting the structure and seating areas.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported 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 March 19 with presentations from *Bicycle South Central PA* (Dick Norford) advocating bicycle friendly communities, as well as *Fair Districts PA* (Arthur Florio) a non-partisan, citizen-led statewide coalition working to create a process for redistricting that is transparent, impartial and fair as specified in SB 22 and HB 722 currently before the General Assembly. Copies of the February 19 meeting minutes and February financial statements are on file at the Township office. This year's Joint Bids were ratified with vendor information to be distributed to member municipalities. The next Board of Delegates meeting will be held at 7:00 PM on Monday, April 16 at the Hampden Township office.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on March 27 and approved the minutes of the February 27 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. Approval was granted for an expenditure of \$1,200 to 911 Rapid Response of Annville to letter and custom decal the new UTV trailer acquired by the fire company. Approval was also granted for an expenditure of \$2,306.97 over and above the \$13,570.48 Office of State Fire Commissioner grant received for purchase of a new Honda power unit and battery combo tool for the Amkus tool system carried on Rescue 38. Proposed fire company outdoor sign concept drawings were reviewed and discussed. The commission recommended the fire company first meet with the Township Zoning Officer to determine sign compliance requirements with the Township's zoning ordinance. The next Fire Commission meeting is scheduled for Tuesday, April 17 at 6:00 PM in the Township meeting room.

Review/Approval of Bills

The listing of vendor bills for March was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for March and 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. She reported having received bridge inspection reports for MPT-3 Allegheny Street Bridge over Clarks Creek and MPT-2 Gap View Road Bridge with the recommended routine maintenance items already having been scheduled or completed. She also reported Township Clerk Linda Megonnell had passed her notary exam and would soon be receiving her notary credentials. Manager Seeds also noted she has recently been appointed to the Government Relations Committee of the Harrisburg Regional Chamber of Commerce, as well as to the Suez Customer Advisory Council.

Executive Session

Not required.

Board Member Comments

Supervisor Sudia inquired as to the various cost elements of the recently published *Middle Paxton Digest* and commented on the quality of that community publication.

Supervisor Evans questioned whether Dauphin County should have assumed ownership of the MPT-3 Allegheny Street Bridge over Clarks Creek inasmuch as the previous bridge in that general location which connected Red Hill Road to Route 22/322 before construction of the Route 22/322 bypass around Dauphin was a county-owned bridge.

Supervisor Fisher complimented the Township staff on the quality of the 2018 Spring-Summer edition of the *Middle Paxton Digest* noting particularly the layout of the newly incorporated *Community Bulletin Board*. Manager Seeds noted that Township Clerk Linda Megonnell was primarily responsible for the newsletter layout and Supervisor Fisher requested his compliments on the quality of the newsletter be passed on to Mrs. Megonnell.

Manager Seeds noted that employment applications were being received for the job openings posted in the newsletter and inquired whether the Board would entertain holding the April 17 workshop meeting to consider the Personnel Committee's hiring recommendations.

Motion by Supervisor Fisher to authorize the Personnel Committee to hire the full-time Road Maintenance Employee and part-time Summer Seasonal Lawn Maintenance Employee to fill the currently advertised job openings was seconded by Supervisor Sudia. *Motion passed unanimously.*

Adjournment

There being no further business, the meeting was adjourned at 9:06 PM upon a motion by Supervisor Fisher, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary