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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

May 7, 2018

Call to Order

The May 7, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Supervisor and Chairman Jeffery Smith in the Township 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. James Glessner, 70 McElwee Road, stated that eighteen-wheeler trucks were causing significant damage to lawns when attempting to turn from Creek Road onto McElwee Road due to the narrow turning radius. Herman Firsner, 10 Creek Road, also noted the same problem and suggested signage was needed to prohibit thru traffic for eighteen-wheeler trucks entering from either Briardale Road or McElwee Road noting they could be cited under Section 3111 (Obedience to Traffic-Control Devices) of the Pennsylvania Vehicle Code with the proper signage.

Motion by Supervisor Smith directing the solicitor to prepare an ordinance prohibiting thru traffic for 18-wheeler trucks entering either Briardale Road or McElwee Road from Peters Mountain Road (S.R. 225) was seconded by Supervisor Evans. *Motion passed unanimously.*

Approval of Minutes

Motion by Supervisor Smith to approve the minutes from the April 2, 2018 monthly business meeting after striking the words "the advantages of" from the third paragraph on page 3 was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Smith to approve the minutes from the April 17, 2018 workshop meeting was seconded by Supervisor Sudia. *Motion passed with Supervisor Cooney 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* \$451,623.15; *Fiduciary Account* \$89,288.20; and *General Account* \$1,329,612.78 funds to be \$1,870,524.13 as of April 30, 2018. Manager Seeds reported Escrow Account #9018 at BB&T was closed with those funds transferred to a non-interest bearing Escrow Account #1454 at BB&T and Liquid Fuels receipts in the amount of \$215,934.59 for 2018 were deposited in the Liquid Fuels Fund.

Manager Seeds also presented the JAN-MAR 2018 P&L statement, APR 2018 P&L Statement, APR 2018 Deposit Detail, APR 2018 General Fund Check Register, and JAN-APR 2018 General Fund P&L Budget vs. Actual statement.

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

Agenda Items

Potato Valley Road Bridge Replacement and Roadway Realignment Project Update

HRG project manager Ryan Hostetter presented the May 7 project status report noting a continuing delay in obtaining Environmental Clearance document reviews by PennDOT reportedly as a result of their work backlog. He was confident, however, that the project schedule would be maintained with bidding in November 2018 followed by construction notice to proceed in February 2019. He reported having discussed the project with resident Tim Fultz from whom a right-of-way would have to be acquired to accomplish roadway realignment and noted that right-of-way acquisition negotiations with affected property owners would begin immediately following environmental clearances.

Motion by Supervisor Smith to adopt Resolution 2018-03 authorizing the Chairman of the Board of Supervisors to enter into an Intergovernmental Agreement with the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery of the Department of Transportation, to register the Township as a Department business partner permitting access to the *Engineering and Construction Management System* to electronically submit technical proposals, invoices, engineering plans, designs and other documents necessary was seconded by Supervisor Evans. *Motion passed unanimously.*

Well Isolation Distance Waiver Request – 1913 Old State Road

Under correspondence dated April 25, 2018 Township SEO Brian McFeaters submitted a well isolation distance waiver request for a dwelling at 1913 Old State Road to permit installation of a sand-mound septic system as a replacement for a substandard system. SEO McFeaters noted the isolation distance between the proposed new well and the absorption area will be less than the required 100 feet and recommended the new well have a treatment system installed in the dwelling due to the reduced isolation distance.

Motion by Supervisor Fisher to approve a well isolation distance waiver contingent upon installation of a water treatment system pursuant to SEO recommendation and a hold harmless agreement prepared by the Township Solicitor being affixed to the property deed of record for 1913 Old State Road was seconded by Supervisor Evans. *Motion passed unanimously.*

Stony Creek Road Joint Municipal Paving Project

Light-Heigel & Associates, Inc. correspondence dated May 7, 2018 reported having reviewed three (3) bids submitted for the Stony Creek Road Paving & Sealing Project No. 88-0097 SC and indicated *Meckley's Limestone Products* to be the lowest responsive bidder in the amount of \$304,500.00 for paving the complete section of roadway (Option #3 Bid – Total Length from Dauphin Borough Line to Stone Glen), \$7,600.00 for machine installation of the corresponding 2A stone shoulders (Option #2 Shoulders (2A) Stone Base Bid) and \$10,200.00 (Option #2 Stone Base Bid Optional Section).

Motion by Supervisor Fisher to award a contract to *Meckley's Limestone Products* in the total amount of \$322,300.00 for the Stony Creek Road Paving & Sealing Project No. 88-0097 SC to include Option #3 Bid – Total Length from Dauphin Borough Line to Stone Glen, Option #2 Shoulders (2A) Stone Base Bid and Optional Section pursuant to Light-Heigel & Associates, Inc. correspondence dated May 7, 2018 was seconded by Supervisor Sudia. *Motion passed unanimously.*

Ed Fisher also reported *Meckley's Limestone Products* was the lowest responsive bidder for Dauphin Borough's portion of the Stony Creek Road Joint Municipal Paving Project with Light-Heigel & Associates, Inc. intending to present their recommendation for award to Borough Council on Tuesday evening.

Fishing Creek Community Center (FCCC)

- Light-Heigel & Associates, Inc. correspondence dated May 7, 2018 reported having reviewed two (2) bids received for the FCCC Improvement Project (ADA accessible ramp, exterior door replacements and new front and side entrance porch roofs) and indicated *Schirmer Construction LLC* to be the lowest responsible bidder in the amount of \$74,628.00.

Motion by Supervisor Smith to award a contract to *Schirmer Construction LLC* in the total amount of \$74,628.00 for the FCCC Improvement Project was seconded by Supervisor Evans. *Motion passed unanimously.*

- Manager Seeds presented a Preventive Maintenance Agreement proposal from *DynaTech Generators* for either a semi-annual plan in the amount of \$625 or annual plan in the amount of \$375 plus rates for additional services to maintain the generator *DynaTech Generators* recently installed at the FCCC.

Motion by Supervisor Fisher to enter into an annual maintenance agreement in the amount of \$375 with *DynaTech Generators* was seconded by Supervisor Cooney. *Motion passed unanimously.*

Hetrick Lane and Fishing Creek Valley Road Intersection Safety Concerns

Pennsylvania Department of Transportation correspondence dated April 27, 2018 in response to the Township's request for a traffic safety study of the intersection of Fishing Creek Valley Road (SR 443) and Hetrick Lane (Private Lane) indicated the appropriate signing and pavement markings were in place and installed according to PennDOT standards with the property owner(s) responsible for intersection operation. A copy of PennDOT's April 27 correspondence will be forwarded to Dauphin County Commissioner Jeff Haste who brought this safety concern to the Board's attention.

Joint Municipal Building

- HVAC Preventative Maintenance Proposal – Manager Seeds presented HVAC Preventive Maintenance Proposal No. 18-103 from the Edwin L. Heim Company, a COSTARS authorized vendor, detailing a scheduled preventive maintenance program for all HVAC systems at the Joint Municipal Building, Maintenance Garage and Fishing Creek Community Center in the amount of \$3,290.00 per year for those services to be performed on a 6-month cycle.

Motion by Supervisor Smith to enter into the annual HVAC Preventive Maintenance Agreement with Edwin L. Heim Company pursuant to Proposal No. 18-103 was seconded by Supervisor Fisher. *Motion passed unanimously.*

- Parking Lot and Perimeter Lighting Estimate – Manager Seeds presented an estimate from Tim Bower Electric dated February 22, 2018 detailing various options to provide energy-efficient and improved exterior illumination of various areas within the Joint Municipal Building campus. Several of those options are intended to address the *PSP Risk and Vulnerability Assessment Team Report* recommendation to eliminate all under-illuminated or poorly lit locations with energy-efficient LED lighting.

Motion by Supervisor Smith to authorize Tim Bower Electric to provide dusk-to-dawn illumination of the Township's sign at the corner of Elizabeth Avenue and Peters Mountain Road, replace all 17-400 watt parking lot lamps with 50 watt Mogul type V shoe box LED lamps and install an LED lighting standard at the entrance driveway from Elizabeth Avenue was seconded by Supervisor Evans. *Motion passed unanimously.*

- Hershocks, Inc. Proposal – Manager Seeds presented two proposals from Hershocks, Inc. to replace the reception area sliding glass window with protection Level 3 glass with a speak hole and deal tray pursuant to the *PSP Risk and Vulnerability Assessment Team Report* recommendation. The Board suggested obtaining a quote for the application of *3M Safety & Security Window Film and Attachment Systems* for all glass door and window areas from the building entrance way to include the reception area in order to provide forced entry protection.
- Triangle Fire Protection Proposal – Manager Seeds presented a proposal from Triangle Fire Protection, Inc. to remove the entire attic anti-freeze sprinkler system and install a new dry pipe fire suppression system in that area. The Board requested Manager Seeds contact the Joint Municipal Building architect, James Crum, to determine who designed the original fire suppression system and to obtain additional information.

- Plasterer Equipment Company, Inc. Service Quote – Manager Seeds presented a service quote dated 4/27/2018 in the amount of \$6,088.99 for repairs deemed necessary to restore the Township’s stand-by generator to full operational service. In consultation with Board Chairman Smith, Manager Seeds reported having authorized Plasterer Equipment Company, Inc. to proceed with the quoted work, as well as to perform whatever corrective action was deemed necessary to ensure the Fire Company’s stand-by generator remains fully functional pursuant to the Board’s motion recorded in the April 17 workshop meeting minutes.

Road Maintenance Employee Recommendation

The Personnel Committee reported having reviewed all applications received for the advertised full-time Road Maintenance employee position. Four applicants were scheduled for interviews with one of those applicants subsequently withdrawing from consideration. The remaining three applicants were interviewed with the committee having determined that none of those applicants fully meet the position requirements.

Motion by Supervisor Smith authorizing the Personnel Committee to meet with the Dauphin Borough Personnel Committee to discuss the feasibility of entering into a “job sharing” arrangement between the municipalities was seconded by Supervisor Evans. *Motion passed unanimously.*

2018-2019 Local Share Municipal Grant Project Applications

Manager Seeds noted pre-submission conferences for Local Share Municipal Grant project applications would soon be scheduled and inquired as what projects the Township intended to submit for award consideration. The Board recommended the following project applications be prepared for submittal:

- Debt reduction for the Potato Valley Road Bridge Replacement and Roadway Realignment Project DCIB loan
- Base repair and resurfacing of the Blue Mountain Parkway

Dauphin-Middle Paxton Joint Park Lawn Maintenance Duties

Motion by Supervisor Smith to advise the Dauphin-Middle Paxton Joint Park Authority that the lawn maintenance services being performed at the park by the Township are limited to mowing and that emptying trash containers located throughout the park is not included in those duties was seconded by Supervisor Evans. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of April was presented. The Board directed action be taken to remove sediment buildup in the shoulder swale/ditch along Stony Creek Road to facilitate a more positive drainage flow from the swale/ditch in front of 605 Stony Creek Drive pursuant to the recommendation of Light-Heigel & Associates, Inc.

The written report also indicated a site inspection of the Robert and Alice Finley property at 1760 Garber Lane found the stormwater facilities to have been completed in general conformity with the approved plan.

Motion by Supervisor Smith to release the Stormwater Improvement Guarantee being held for completion of the stormwater facilities for the Robert and Alice Finley property at 1760 Garber Lane contingent upon receipt of site-specific written correspondence from

Light-Heigel & Associates, Inc. was seconded by Supervisor Evans. *Motion passed unanimously.*

Roadmaster – Robert Hofer

A written report dated May 7 was presented. Supervisor Smith also presented a Road Inspection Report dated May 7 detailing observed road conditions and recommended chip sealing of distressed roads within the Hunt Wyd development, Miller Road (McKelvey Road intersection to Mountain Road), Denison Drive (Short Street to Stony Creek Road) and various other minor streets depending on available Liquid Fuel funding.

Motion by Supervisor Smith to authorize Light-Heigel & Associates, Inc. to prepare bid specifications for contractor applied chip seal of selected roadways for an approximate cost of \$50,000 was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Smith directing Light-Heigel & Associates, Inc. utilize the *PennBID e-Procurement* tool for the roadway chip seal project solicitation and procurement process was seconded by Supervisor Evans. *Motion passed unanimously.*

Zoning Officer – Matt Sauers

A written report dated May 3 was presented.

Emergency Management Coordinator – Robert Rusbach

EMC Rusbach reported the complete lack of public participation in the advertised April 19 public meeting intended to inform residents of the community's emergency management planning, as well as introduce residents to the *South Central Alert* notification system. He will be advising both Township and Borough officials of upcoming dates for *South Central Alert* training opportunities.

Manager – Julie Ann Seeds

A written report dated May 7 was presented. Manager Seeds noted she was still waiting on written recommendations from the carpet manufacturer to correct the issue with the meeting room carpet tile which continue to lift around the edges even after having been removed and re-installed according to manufacturer specifications. She also noted the signs were ordered for the Hagy Park walking/fitness trail and anticipated finalizing that project in the near term after meeting with DCNR representatives.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority intended to pursue repairing versus replacing the Kennedy Field grandstand roof and anticipated being able to reallocate those grant funds toward safety netting to stop foul balls from leaving the field of play. Minutes of the Park Authority's February 26 and March 26 meeting were distributed to the Board.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Authority met on April 11 with the draft meeting minutes distributed to the Township and Borough. The Authority engaged *Maher Duessel* to perform the 2016, 2017 and 2018 audits and corresponding *Annual Report of Municipal Authorities* for submittal to DCED. The Authority is seeking estimates to repair the deteriorated asphalt rear driveway entrance from McElwee Road. The EMS Provider Agreement and concurrent Ambulance Station 12 Lease Agreement with *Community Life Team, Inc.* terminates on March 31, 2019. The Authority has the option of either entering into negotiation

with *Community Life Team, Inc.* for continued service or issuing a solicitation for an EMS provider. That option will be discussed during the next Authority meeting scheduled for Wednesday, July 11 at 6 PM in the Township meeting room.

- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the Board of Delegates met on April 16. Copies of the March 19 meeting minutes and March financial statements are on file at the Township office. CapCOG is soliciting member municipalities scheduled to renew their Comcast Franchise Agreements during 2018-19 to join in a cooperative venture with the *Cohen Law Group* to prepare those agreement renewals. The next Board of Delegates meeting will be held at 7:00 PM on Monday, May 21 at the Hampden Township office.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on April 17 and approved the minutes of the March 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. Receipts from the annual newsletter mailed to residents totaled \$16,765 as of the meeting date. The Rescue 38 LED lighting upgrade project funded under the County's gaming grant was completed by *911 Rapid Response* at a cost of \$6,056.28. The recently acquired Special Unit 38 ATV trailer will be delivered to *911 Rapid Response* for lettering. The Fire Company is still reviewing outdoor sign concept drawings and intends to submit a proposed design to the Township Zoning Officer to ensure sign compliance requirements with the Township's zoning ordinance. The next Fire Commission meeting is scheduled for Tuesday, May 22 at 6:00 PM in the Township meeting room.

Review/Approval of Bills

The listing of vendor bills for April was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for April 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 noted that it has been a year since the Board took action to continue to retain Light-Heigel & Associates, Inc. as the Township Engineer pursuant to the April 3, 2017 recommendation of the Municipal Engineering Professional Services Request for Qualifications (RFQ) Review Committee. She suggested the RFQ Review Committee be reconvened to evaluate the performance of Light-Heigel & Associates, Inc. during the past year and revisit its previous recommendations to the Board.

Motion by Supervisor Fisher to reconvene the RFQ Review Committee to evaluate Light-Heigel & Associates, Inc. performance as Township Engineer during the past year and revisit its April 3, 2017 recommendations to the Board was seconded by Supervisor Smith. *Motion passed unanimously.*

Executive Session

Not required.

Board Member Comments

Supervisor Evans questioned whether the Hagy Park rules included a prohibition against the use of motorized vehicles on the walking/fitness trail. Manager Seeds responded in the affirmative and noted that corresponding signage has been ordered.

Supervisor Fisher reported he, Supervisor Evans and Supervisor Sudia attended the PSATS 96th annual conference in Hershey on April 22-25 and provided a brief update on the membership voting results for the resolutions that were placed before the PSATS General Assembly. He noted that he spoke in opposition to the proposed Prevailing Wage threshold increase to \$500,000 (Resolution 18-10) and recommended PSATS introduce a resolution proposing the Prevailing Wage Act of 1961 be repealed. The membership passed a newly introduced resolution requesting Governor Wolf immediately convene a special session of the General Assembly to address the overwhelming challenges affecting the Commonwealth's emergency responders.

Supervisor Fisher presented additional information on the *Asphalt Maintenance Solutions* (AMS) Road Sealer designed to chip seal distressed roadway areas noting it is a commercial rental program AMS offers to municipalities that includes the single truck mounted unit and driver/operator. Cost was quoted as \$350/hour for the truck and driver/operator with the municipality responsible for obtaining the 100 tons of #8 stone and 3,000 gallons of emulsion carried on the truck.

Supervisor Fisher also reported having attended the annual TCRPC luncheon on May 3 with an interesting keynote speaker presentation on *Connected and Automated Vehicles* and supporting systems required to deploy this new technology.

Adjournment

There being no further business, the meeting was adjourned at 9:29 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary