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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

June 4, 2018

Call to Order

The June 4, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:04 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.

Dauphin Area Senior Transit (DAST) coordinator, Rue Megonnell, thanked the Board for the Township's continued assistance providing administrative services for rider scheduling, as well as their fuel allowance enabling DAST volunteer drivers to complete 166 trips covering a total of 1,500 miles during the past month.

John W. Buffington, Jr. distributed correspondence dated June 4, 2018 to the Board detailing his request for written direction from the Township regarding the widening of an existing driveway at 1822 Towpath Road (tax parcel ID 43-007-014). Mr. Buffington explained that he had undertaken a project involving the placement of fill to widen his driveway and improve access to his residence from Towpath Road only to receive a "cease and desist" order from the Township and conflicting directions from Light-Heigel & Associates, Inc. designated municipal representative, Ed Fisher, and the Township's Floodplain Administrator, Marty Sowers, after reportedly having received assurances from Dauphin County Conservation District (Paul Wentz), DEP (Felicia Lamphere) and USACE

(Frank Plewa) that corrective measures undertaken at their direction satisfied their regulatory requirements.

Motion by Supervisor Fisher to refer Mr. Buffington's written correspondence and all associated documentation to Solicitor Stine to be reviewed against the provisions of the Township's Floodplain Management Ordinance and to present his recommendation to enable the Board to provide a proper response to Mr. Buffington's request for a written directive was seconded by Supervisor Smith. *Motion passed unanimously.*

Approval of Minutes

Motion by Supervisor Fisher to approve the minutes from the May 7, 2018 monthly business 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* \$451,673.54; *Fiduciary Account* \$86,565.72; and *General Account* \$1,395,864.38 funds to be \$1,934,103.64 as of May 31, 2018. Manager Seeds also distributed the Keystone Collections Group EIT (earned income tax) dashboard bar graph depicting 2nd quarter distributions and collections for prior and current years.

Motion by Supervisor Evans to accept the May 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

The HRG June 4 project status report was distributed to the Board. HRG project manager Ryan Hostetter was not present to address questions posed by the Board concerning reported task completion of the Environmental Document Approval (CEE) versus obtaining Environmental Clearance from PennDOT, a task scheduled for the upcoming month. There were also questions concerning the actual completion dates of milestones versus the scheduled completion dates.

Manager Seeds reported having received communication from PennDOT's engineering consultant, McCormick Taylor, indicating the Township may have to solicit and select a firm to provide Construction Inspection Services prior to advertising the project for construction. Although clarification from both McCormick Taylor and HRG regarding that requirement was deemed necessary, Manager Seeds suggested the Board entertain a motion to issue a solicitation so as not to encounter a delay in the project schedule.

Motion by Supervisor Cooney to prepare and issue a solicitation for Construction Inspection Services in coordination with our project engineer should that action be determined necessary by McCormick Taylor was seconded by Supervisor Sudia. *Motion passed unanimously.*

The Board directed Manager Seeds to request HRG ensure either the assigned project manager or other engineering representative is present at all future meetings to address any questions concerning the project status report and also request the status report be revised to include an additional column indicating the actual date of milestone completion in addition to status and scheduled date of completion.

Sewage Facilities Planning Module for the Flemish Down, LLC Subdivision

A completed sewage facilities planning module for the Flemish Down, LLC Subdivision prepared by Burgett Associates, Inc. and reviewed and signed by the Township's SEO Brian McFeaters was submitted for Board action.

Motion by Supervisor Smith to accept the Sewage Facilities Planning Module for the Flemish Down, LLC Subdivision for submission to DEP was seconded by Supervisor Evans. *Motion passed unanimously.*

Ordinance 2018-01

Motion by Supervisor Fisher to adopt Ordinance 2018-01 whereby the Township is authorized to join with other local government units as a settlor of the *Pennsylvania Local Government Investment Trust (PLGIT)* for the purpose of purchasing shares of the Trust was seconded by Supervisor Evans. *Motion passed unanimously.*

The Board reviewed and discussed the Finance Committee recommendations to consolidate funds currently held in certain Township accounts and allocate those consolidated funds to the designated PLGIT cash investment options detailed in the Committee's May 14, 2018 memorandum. A copy of the PLGIT investment options interest rates that are considerably higher than currently offered by commercial banks accompanied the Committee's memorandum.

Motion by Supervisor Fisher to consolidate funds currently held in certain Township accounts and allocate those consolidated funds to the PLGIT cash investment options in accordance with the May 14, 2018 recommendations of the Finance Committee was seconded by Supervisor Smith. *Motion passed unanimously.*

Subdivision and Land Development Plan for Parkway Estates for Calabria Estates, LLC

Gregory R. Schwartz, Snyder Secary & Associates LLC, representing Calabria Estates, LLC presented two waiver requests for the Board's consideration before proceeding with preparation of the *Final Subdivision and Land Development Plan for Parkway Estates*.

Based upon discussions during the Board's February 5, 2018 approval of the *Preliminary Subdivision and Land Development Plan for Parkway Estates*, Mr. Schwartz suggested reducing the SALDO Section 501.F required 28' paved width of Park Avenue to 24' with 4' grassy shoulders which would contribute to a reduction in stormwater runoff, as well as future maintenance costs upon dedication of the roadway to the Township. He also noted that it appeared unlikely vehicles would be parked along the roadway given the length of driveways extending to the residences.

Mr. Schwartz also presented PennDOT publication 13M (DM-2) highlighting requirements for roadway vertical alignment based upon AASHTO principles supporting his argument for a shorter transition curve for Park Avenue than required by SALDO Section 501.D.2.6. He noted a shorter transition curve would be fully compliant with the aforementioned publications, enable the developer to preserve existing trees, as well as reduce stormwater runoff. Light-Heigel & Associates, Inc. memorandum to the Township dated March 30, 2017 was also distributed to the Board providing further explanation of the issue surrounding vertical alignment and supporting the proposed shorter transition curve for a local street.

Motion by Supervisor Smith to approve a waiver to SALDO Sections 501.F and 501.D.2.6 conditioned upon the *Final Subdivision and Land Development Plan for Parkway Estates* designating Park Avenue as a local street within a residential area with No Parking and a Speed Limit of 25 MPH and the developer being required to pay for all associated roadway signage was seconded by Supervisor Cooney. *Motion passed unanimously.*

Memorandum of Understanding Lot 17B High Point Development

Motion by Supervisor Cooney to execute the Memorandum of Understanding by and between King Drive Corporation and Middle Paxton Township acknowledging that, by operation of an Order of the Court of Common Pleas of Dauphin County, Lot 17B exists as a lot of record as shown on the plan titled "Lot 17B Upon Quiet Title Order" to be recorded in the Office of the Recorder of Deeds of Dauphin County was seconded by Supervisor Smith. *Motion passed unanimously.*

Hershocks Proposal – Install 3M 800 Series Clear Film on Glass Surfaces

Motion by Supervisor Smith to accept Hershocks quote #2618-079 in the amount of \$2,600.00 for installation of 3M 800 Series Clear Film on the Joint Municipal Building exterior main entrance doors, sidelights and transom; interior entrance doors to the reception waiting area; and all slider glass at the reception desk was seconded by Supervisor Evans. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of May was presented.

Roadmaster – Robert Hofer

A written report dated June 4 was presented.

Motion by Supervisor Smith authorizing Light-Heigel & Associates, Inc. to undertake the required study to place a stop sign on Vesta Drive at the intersection with Middle Street was seconded by Supervisor Cooney. *Motion passed unanimously.*

Zoning Officer – Matt Sauers

A written report dated June 4 was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A written report dated June 4 was presented. Manager Seeds also reported the auditors have completed the General Fund 2017 audit with their final report forthcoming.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority's 2017 audit was underway. A copy of the Park Authority's audit for years ended December 31 2016 and 2015 was distributed to the Board.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next Authority meeting is scheduled for Wednesday, July 11 at 6:00 PM in the Township meeting room.

- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the Board of Delegates met on May 21 with a presentation on alternative energy suppliers by representatives of *Agera Energy*. Copies of the April 16 meeting minutes and April financial statements are on file at the Township office. 21 CapCOG member municipalities have committed to a cooperative venture with the *Cohen Law Group* to assist them in renewing their Comcast Franchise Agreements during 2018-19. CapCOG is seeking a total of 25 member municipalities to join in that venture, however, to obtain best pricing. The Board of Delegates voted to draft a resolution to support widening Interstate 81 from two to three lanes (northbound and southbound) between Interstate 78 and the Maryland border and continues to focus its effort on legislation before the General Assembly to support our volunteer firefighter and EMS organizations. The next Board of Delegates meeting is scheduled for Monday, June 18 at 7:00 PM in the Hampden Township office.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Fire Commission met on May 22 and approved the minutes of the April 17 meeting, as well as the Fire Company and Volunteer Firefighters’ Relief Association monthly financial statements. Copies of those documents are on file at the Township office. Receipts from the annual newsletter mailed to residents totaled \$19,710 as of the meeting date. The apparatus garage floor drain pits were pumped out and cleaned by Walters Environmental at a very reasonable cost of \$325. The next Fire Commission meeting is scheduled for Tuesday, June 26 at 6:00 PM in the Township meeting room.

Supervisor Smith pointed out that the May 22 financial statement indicated the fire company had a General Fund account balance of \$154,173.92 with no outstanding debt.

Review/Approval of Bills

The listing of vendor bills for May was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for May 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 listing of the Resolutions adopted by the membership at the PSATS Annual Educational Conference and Trade Show, as well as the current edition of *Townships Today* focusing on Pennsylvania’s volunteer firefighter crisis and the efforts of township officials to address this public safety crisis.

Manager Seeds also distributed a copy of the Municipal Engineering and Professional Services RFQ Review Committee’s report dated June 4, 2018 providing an evaluation of the performance of Light-Heigel & Associates, Inc. as Township Engineer during the past year. The Board directed the RFQ Review Committee to meet with Light-Heigel & Associates, Inc. president, Keith Heigel, to address the issues presented within the report.

Executive Session

Not required.

Board Member Comments

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 9:27 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary

**SUBJECT TO BOARD APPROVAL
JUL 2, 2018**