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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

July 2, 2018

Call to Order

The July 2, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:02 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. No comments were presented.

Approval of Minutes

Motion by Supervisor Smith to approve the minutes from the June 4, 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* \$451,843.62; *Fiduciary Account* \$86,581.30; and *General Account* \$1,205,114.75 funds to be \$1,743,539.67 as of June 30, 2018. Manager Seeds also reported the interest for all Township accounts held by Mid Penn Bank had been increased from 0.9% to 1.31% upon being advised that the Township intended to consolidate funds held in certain Township accounts and allocate those funds to various PLGIT cash investment options.

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

Manager Seeds also distributed correspondence from the Township Auditors confirming completion of the *2017 Municipal Annual Audit and Financial Report* with a copy of that report also included. Corrections necessary to clear out duplicate entries in the General Fund attributed to internal discrepancies in *QuickBooks* were documented with the Auditors recommending the Township continue to retain *QuickBooks* consulting services to provide additional staff training. The Auditors also established a wage of \$20.00/hr. for working Supervisors if needed.

Agenda Items

Potato Valley Road Bridge Replacement and Roadway Realignment Project Update

The HRG July 2 project status report was distributed to the Board and has been expanded to include actual milestone completion dates. HRG project manager Ryan Hostetter was present to brief the Board on various project tasks and answer questions. It was confirmed that Construction Inspection Services will need to be solicited and a firm retained to provide those services prior to advertising the project for construction.

Motion by Supervisor Fisher to adopt Resolution 2018-03 authorizing the negotiation, execution and signature authority on behalf of the Board of Supervisors for all correspondence and documents related to the acquisition of rights-of-way for the T-509 Potato Valley Road bridge replacement project, as well as authorizing the Township Solicitor to take the rights-of-way by exercise of the eminent domain power of the Township in the event the Township cannot expeditiously agree on terms of the acquisition was seconded by Supervisor Smith. *Motion passed unanimously.*

Offer for Repository Properties

- Parcel # 43-035-078 – Fishing Creek Valley Road
Motion by Supervisor Fisher to accept the Offer for Repository Property submitted to the Dauphin County Tax Claim Bureau by Dawn Englebright, 1020 Fishing Creek Valley Road, was seconded by Supervisor Sudia. *Motion passed unanimously.*
- Parcel # 43-005-005 – 1531 Beamer Lane
Motion by Supervisor Smith to accept the Offer for Repository Property submitted to the Dauphin County Tax Claim Bureau by Jason Snelbaker, 935 N. Duke Street, York, PA was seconded by Supervisor Cooney. *Motion passed unanimously.*

McElwee Road and S.R. 225 Complaints

- Ed Fisher offered to enter into discussions with PennDOT to determine proper sign placement to prohibit thru traffic for 18-wheeler trucks entering either McElwee Road or Briardale Road from S.R. 325 (Peters Mountain Road).
- A June 28, 2018 email from Mark Chronister summarizing a continuing complaint about basement flooding issues at his 10 McElwee Road residence which he attributes to stormwater runoff from S.R. 325 was distributed to the Board. Manager Seeds was requested to send a corresponding letter to PennDOT requesting their assistance in addressing the complaint.

Fishing Creek Community Center Upgrade Project – Schirmer Construction LLC

- Change Order – Schirmer Construction LLC submitted a change order in the amount of \$1,280 to replace the wood window above the front porch entrance roof with an

Anderson 100 Series vinyl-clad replacement window unit and install cladding over the exterior frame.

Motion by Supervisor Fisher to approve a change order in the amount of \$1,280 for Schirmer Construction LLC to perform the quoted work was seconded by Supervisor Smith. *Motion passed unanimously.*

- Handicap Ramp Railing Revision – The Township’s Building Code Official (BCO) is requiring the addition of a bottom guard rail on the handicap ramp side of the railing and the stair railing to be extended inside the porch posts. Schirmer Construction LLC provided notification of a possible change order associated with those BCO required changes should costs exceed the original project bid amount.
- Invoice No. 18019 – Motion by Supervisor Smith to pay Schirmer Construction LLC \$27,913.00 for project work completed as of June 29, 2018 pursuant to Light-Heigel & Associates, Inc. correspondence dated July 2, 2018 was seconded by Supervisor Fisher. *Motion passed unanimously.*

John & Carolyn Buffington – 1822 Towpath Road Driveway Widening

Solicitor Stine reported that upon his review of Township Floodplain Management Ordinance 91, he recommended a permit be issued to John & Carolyn Buffington authorizing the placement of fill to widen their driveway and improve access to their residence from Towpath Road in compliance with Section 5.01 (Special Requirements in Identified Floodplain Areas) Subsection A.3. providing for vehicle access uses limited to the least amount needed to construct the use and provide safety and structural integrity.

Edwin L. Heim Company Quote# 18-243

In conjunction with their June 22, 2018 preventative maintenance inspection report, Edwin L. Heim Company submitted quote# 18-243 recommending either repair (\$1,099) or replacement (\$2,588) of the currently non-functioning and 12-year old AO Smith water heater serving the Joint Municipal Building.

Motion by Supervisor Fisher to authorize Edwin L. Heim Company to replace the AO Smith water heater with a new AO Smith gas-fired water heater with same capacity for the quoted amount of \$2,588 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of June was presented.

Motion by Supervisor Fisher to award a contract to Hammaker East LTD in the amount of \$68,283.50 representing the base bid for the 2018 pavement chip seal coat projects with a unit cost of \$1.85 per square yard was seconded by Supervisor Cooney. *Motion passed unanimously.*

Roadmaster – Robert Hofer

A written report dated July 4 was presented.

Zoning Officer – Matt Sauers

A written report dated June 28 was presented. A draft copy of the June 14, 2018 reorganization meeting of the Zoning Hearing Board was also distributed.

Emergency Management Coordinator – Robert Rusbach

EMC Rusbach reported the South Central Alert training session for Township and Borough officials was rescheduled to July 12 at 10 AM in the Township meeting room. He also reported having used the South Central Alert system to notify Stony Creek Valley residents of the road closures and detours set in place during base repair to the Stony Creek Roadway in preparation for the joint Township and Borough paving overlay project.

Manager – Julie Ann Seeds

A written report dated July 2 was presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – no report was presented.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – A written report dated July 2 was presented by Supervisor Fisher.
- *Capital Region Council of Governments (CapCOG)* – A written report dated July 2 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Joint Fire Commission* – A written report dated July 2 was presented by Supervisor Fisher.

Review/Approval of Bills

The listing of vendor bills for July was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for July and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Smith. *Motion passed unanimously.*

Motion by Supervisor Smith to pay the \$5,184 balance due Harrisburg Wall & Flooring from their \$7,776 invoice for removal and re-installation of the Joint Municipal Building meeting room floor carpet tiles 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. Manager Seeds also reported having met with DCNR representatives to perform the final inspection of the Hagy Park walking trail project whereby DCNR encouraged the Township to proceed to Phase 2 design work necessary to submit a corresponding grant application. It appears that DCNR reimbursement for the Phase 1 project can be anticipated within the next 60-days following submission of the final paperwork.

Executive Session

Not required.

Board Member Comments

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 8:16 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
AUG 6, 2018**