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*Middle Paxton Township*

**BOARD OF SUPERVISORS****ANNUAL REORGANIZATION AND MONTHLY BUSINESS MEETING MINUTES**

January 7, 2019

**Call to Order**

The January 7, 2019 annual reorganization and monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:02 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor Jeffery Smith, Supervisor James Fisher, Supervisor Wilbur Evans, Supervisor Larry Cooney and Supervisor Mike Sudia. Solicitor Steve Stine and Ed Fisher representing Light-Heigel & Associates, Inc. were absent and unable to attend due to prior commitments.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**- ANNUAL REORGANIZATION MEETING -****2018 Elections/Appointments**Election of the Chairman of the Board

Motion by Supervisor Sudia to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Cooney. *Motion passed unanimously.*

Election of the Vice-Chairman of the Board

Motion by Supervisor Smith to elect Supervisor Sudia as Vice-Chairman of the Board was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of the Secretary

Motion by Supervisor Evans to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Supervisor Smith. *Motion passed unanimously.*

Appointment of the Assistant Secretary

Motion by Supervisor Cooney to appoint Supervisor Fisher as Assistant Secretary was seconded by Chairman Smith. *Motion passed unanimously.*

#### Appointment of the Treasurer

Motion by Supervisor Cooney to appoint Supervisor Evans as Treasurer was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Appointment of the Assistant Treasurer

Motion by Supervisor Evans to appoint Township Manager Julie Ann Seeds as Assistant Treasurer was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Motion by Supervisor Cooney to appoint Supervisor Fisher as the voting delegate and Supervisor Evans as the alternate voting delegate to the PSATS State Convention was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Establishment of the 2019 Schedule for Board and Workshop Meetings

Motion by Supervisor Smith to establish the first Monday of each month commencing at 7:00 PM as the Board meeting date/time unless the first Monday falls on a holiday, then the Board meeting will take place at 7:00 PM on the next day (Tuesday) and to establish the third Tuesday of each month commencing at 7:00 PM as the Workshop meeting date/time (as needed) was seconded by Supervisor Fisher. *Motion passed unanimously.*

Board and Workshop meetings will be held in the Joint Municipal Building, 10 Elizabeth Avenue, with the exception of the May 6 Board meeting which will be held at the Fishing Creek Community Center, 1361 Fishing Creek Valley Road.

#### Resolution 2019-01 Appointments/Compensation

The Board reviewed the draft *Resolution 2019-01 Appointments/Compensation* presented for adoption and took the following actions to update the Resolution.

Motion by Supervisor Cooney to eliminate the volunteer position of Public Works Director with special recognition and thanks to Supervisor Smith for his past year of service to the Township in that capacity and collectively assign those responsibilities to the Personnel Committee was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Cooney to re-appoint Supervisor Fisher to a five-year term (2019 – 2023) on the *Dauphin-Middle Paxton Joint Public Safety Authority*, correct the listed entries for the *Dauphin-Middle Paxton Fire Company Oversight Committee* and the *Dauphin-Middle Paxton Joint Park Authority*, and add the position of Emergency Management Coordinator (part-time) \$300 per month to the Employee Compensation Schedule was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Smith to adopt *Resolution 2019-01 Appointments/Compensation* with the aforementioned changes was seconded by Supervisor Evans. *Motion passed unanimously.*

## **- BUSINESS MEETING -**

### **Public Comments**

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda. Steve Mumma representing the *PA Krunch* softball team thanked the Board for enabling their use of the Hagy Park playing fields during the past year, as well

as expressed his appreciation to Manager Seeds for her assistance throughout the year to accommodate team playing requirements.

## **Approval of Minutes**

Motion by Supervisor Evans to approve the minutes from the December 3, 2018 monthly Board meeting with the employee hourly pay rate for Lawn Maintenance (part-time seasonal) being corrected to \$13.07 per hour was seconded by Supervisor Sudia. *Motion passed with Supervisor Smith 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 *PLGIT Prime State Account* \$142,131.89; *Fiduciary Accounts* \$100,787.44; *BB&T Fire Hydrant Account* \$5,880.27; *PLGIT Prime General Accounts* \$134,451.45; *PLGIT Term Reserve Accounts* \$764,954.83; and *Mid Penn Bank General Accounts* \$295,039.83 funds to be **\$1,443,245.71** as of December 31, 2018.

Manager Seeds reported having received written notification from BB&T that the Dauphin Financial Center on Peters Mountain Road was closing on April 12 and being consolidated with the Halifax Financial Center.

Motion by Supervisor Fisher to close out and move the Fire Hydrant Account# 9026 and Escrow Account# 1454 at BB&T to Mid Penn Bank was seconded by Supervisor Smith. *Motion passed unanimously.*

Manager Seeds also reported the \$250,000 Capital Reserve Account investment holdings in PLGIT Term had a maturity date of 01/25/19 and would need to be reinvested upon reaching maturity.

Motion by Supervisor Fisher to reinvest the matured Capital Reserve Account investment holdings in PLGIT Term as deemed appropriate by the Finance Committee was seconded by Supervisor Smith. *Motion passed unanimously.*

Manager Seeds reported she presented the opportunity for Mid Penn Bank to quote a higher rate of interest for the Fire Company Vehicle Replacement Fund Account# 0119 inasmuch as the Dauphin-Middle Paxton Fire Company Oversight Committee requested that account be invested with PLGIT to maximize interest earnings.

Motion by Supervisor Fisher for the Finance Committee to review any interest rate offer received from Mid Penn Bank in comparison to PLGIT interest rates and make a recommendation to the Board for investment of the Fire Company Vehicle Replacement Fund to maximize interest earnings was seconded by Supervisor Evans. *Motion passed unanimously.*

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

## **Agenda Items**

### Pennsylvania State Police 2018 Statistics Report

Cpl. Jason Carbaugh, PSP Troop H Patrol Unit Supervisor, presented the following 2018 statistics report compiled for the Township:

- Total Incidents Responded to: 1,277
- Criminal Incidents: 132
- Traffic Incidents:
  - Crashes – 90
  - DUI – 32
  - Citations Issued – 451
  - Warnings Issued – 500

He closed his report by noting “no crime trends detected in your township”. The Board thanked Cpl. Carbaugh for attending the meeting and presenting his report, as well as for the patrol coverage and response of the State Police to incidents within the Township during 2018.

#### Resolution 2019-02 Fee Schedule

The Board reviewed the draft *Resolution 2019-02 Fee Schedule* presented for adoption and recommended a few wording and format corrections.

Motion by Supervisor Fisher to adopt *Resolution 2019-02 Fee Schedule* as corrected was seconded by Supervisor Evans. *Motion passed unanimously.*

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

The January 7 project status report was distributed to the Board with HRG project manager Ryan Hostetter present to brief the Board on recently completed and upcoming project tasks, as well as to entertain questions. Mr. Hostetter reported \$1.35M for bridge construction funding was anticipated from the Department of Transportation that would also cover the costs for bridge construction inspection, as well as construction administration services.

Motion by Supervisor Smith to adopt *Resolution 2019-03 Authorizing the Execution of Agreements with the Department of Transportation for Acceptance of Transportation Funds* was seconded by Supervisor Fisher. *Motion passed unanimously.*

Motion by Supervisor Smith to enter into negotiations with HRG for a contract supplement to add ‘construction administration’ to the *Preliminary Engineering and Final Design Agreement* Scope of Work was seconded by Supervisor Fisher. *Motion passed unanimously.*

#### Stormwater Escrow Release

Light-Heigel & Associates, Inc. correspondence dated December 21, 2018 indicated the required stormwater facilities for the Austin Hoover property at 110 Elizabeth Avenue (Tax Parcel 43-023-056) have been completed in general conformity with the approved plan and recommended release of the funds being held in escrow for that project.

Motion by Supervisor Smith to release the \$2,200 being held in escrow for the required stormwater facilities for the Austin Hoover property at 110 Elizabeth Avenue (Tax Parcel 43-023-056) pursuant to the December 21, 2018 correspondence from Light-Heigel & Associates, Inc. was seconded by Supervisor Fisher. *Motion passed unanimously.*

## Reports

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

A written report for the month of December was presented.

### Roadmaster – Robert Hofer

A written report dated January 7 was presented. Supervisor Fisher recommended removal of construction debris and surplus office furnishings/equipment items and a general clean-up of the Joint Municipal Building basement be added to the work detail list.

### Zoning Officer

A written report dated January 4 was presented.

### Emergency Management Coordinator – Robert Rusbatch

No report was presented.

### Manager – Julie Ann Seeds

A written report dated January 7 was presented.

### Committees/Authorities/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported a meeting was held during December with a representative of DCNR to discuss the availability of grant funding for a Master Site plan and park improvements. The results from the meeting were encouraging and the Park Authority intends to continue its long-range planning efforts to upgrade park facilities.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – A written report dated January 7 was presented by Supervisor Fisher.

Motion by Supervisor Cooney to appoint Finance Committee members (Supervisors Cooney and Evans and Manager Seeds) to a 5-member Joint Public Safety Committee charged with determining the final disposition of Authority owned property and engaging the services of an EMS provider to ensure continued delivery of Emergency Medical Services upon termination of the Authority was seconded by Supervisor Sudia. *Motion passed unanimously.*

- *Capital Region Council of Governments (CapCOG)* – A written report dated January 7 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated January 7 was presented by Supervisor Fisher.

## Review/Approval of Bills

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

## **Executive Session**

Not required.

## **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. She reported the Township received a total of \$55,201.56 from Dauphin County as final reimbursement for various projects completed under Local Share Municipal Grants with those funds deposited in the General Operating Account.

## **Board Member Comments**

Supervisor Sudia expressed his appreciation to the entire Board and staff for their dedication and hard work accomplished during the past year.

Supervisor Evans concurred with Supervisor Sudia and also complimented Manager Seeds for her many accomplishments during the past year. Manager Seeds stated that those accomplishments could not have been achieved without the Board's support.

Supervisor Fisher reported he participated in presenting the Dauphin Area Senior Transit (DAST) Local Share Municipal Grant application with DAST coordinator Rue Megonnell before the Dauphin County Gaming Grant Committee on December 17. He suggested the Township determine whether the Red Hill Road bridge replacement project can be placed on the initial list of bridges for the 40% funding being allocated by Dauphin County under their municipal bridge replacement program.

Supervisor Fisher also reported Act 156 of 2018 amends the Sunshine Act to add security matters to the list of allowable reasons to hold an executive session and encouraged the Board to accelerate implementation of the recommendations within the *Pennsylvania State Police Risk & Vulnerability Assessment* of the Township's municipal campus considered essential for the security of township staff, elected officials and our visitors.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:19 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary