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Middle Paxton Township

BOARD OF SUPERVISORS**MONTHLY BUSINESS MEETING MINUTES**

October 1, 2018

Call to Order

The October 1, 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 Center 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 September 4, 2018 monthly business meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Evans to approve the minutes from the September 18, 2018 workshop meeting was seconded by Supervisor Sudia. *Motion passed with Supervisor Smith abstaining due to his absence 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* \$447,142.23; *Fiduciary Accounts* \$96,951.16; *Fire Hydrant Account* \$6,460.20; *PLGIT Prime General Accounts* \$133,666.12; *PLGIT Term Reserve Accounts* \$763,362.62; and *Mid Penn Bank General Accounts* \$328,614.44 funds to be **\$1,776,196.76** as of September 30, 2018.

Motion by Supervisor Fisher to accept the September 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 October 1 project status report was distributed to the Board with HRG project manager Ryan Hostetter present to brief the Board on various completed and upcoming project tasks, as well as to entertain questions. He reported Right-of-Way (ROW) acquisition offers had been made to the five (5) affected property owners with settlement documents presented to those owners having accepted an offer. A status report of the ROW property acquisitions was also distributed to the Board.

Manager Seeds reported she and Supervisor Fisher meet on Thursday to review and independently score the proposals received from Herbert, Rowland & Grubic, Inc. (HRG); VE Engineering, Inc.; Navaro & Wright Consulting Engineers, Inc.; and T.W. Consultants, Inc. in response to the Township's solicitation to retain a PennDOT ECMS Registered Business Partner to provide construction inspection services for the Potato Valley Road Bridge Replacement and Roadway Realignment Project. The ranking of those proposals was transmitted to PennDOT's engineering consultant, McCormick Taylor, who will assist in making the final determination before the Township enters into negotiation with the selected ECMS Registered Business Partner.

Parkway Estates Final Subdivision and Land Development Plan

Light-Heigel & Associates, Inc. correspondence dated September 28 provided review comments on the Final Subdivision and Land Development Plan for Parkway Estates prepared by Snyder, Secary & Associates, LLC for Calabria Estates, LLC. Gregory R. Schwartz, representing Calabria Estates, LLC, questioned whether the Township would require stormwater management facility fencing and/or guiderail where the basin and swale slopes meet the roadway (SALDO Section 701.A.7). The Board determined that fencing would not be required surrounding the proposed stormwater management facilities, but reserved the right to perform a guiderail review analysis following construction of those facilities to determine whether a guiderail may be necessary.

Motion by Supervisor Smith to approve the Final Subdivision and Land Development Plan for Parkway Estates for Calabria Estates, LLC conditioned upon all comments within Light-Heigel & Associates, Inc. correspondence dated September 28, 2018 having been satisfied, a Sewage Facilities Plan Module for Land Development as required under Act 537 of 1966, as amended being provided to the Township and reserving the right of the Township to perform a guiderail review analysis to determine whether a guiderail may be necessary following construction of stormwater management facilities was seconded by Supervisor Cooney. *Motion passed unanimously.*

Declaration of Consolidation of Previously Subdivided Lots – Kevin & Tracy Taylor

Kevin Scott Taylor and Tracy L. Taylor submitted a lot consolidation plan for four (4) adjoining lots, pieces or parcels of land intending to consolidate and combine those lots, pieces or parcels of land into a single lot containing 1.89 acres to abrogate and cancel the individual status of the component lots. The combined lot will comprise Tax Parcel No. 43-020-016 with the address of record being 810 Red Hill Road.

Motion by Supervisor Fisher to approve the Declaration of Consolidation of Previously Subdivided Lots for Tax Parcel No. 43-020-016 with the address of record being 810 Red Hill Road to be recorded in the office of the Dauphin County Recorder of Deeds was seconded by Supervisor Smith. *Motion passed unanimously.*

2019 General Fund Budget Requests

Budget requests and supporting documents received from Dauphin Area Senior Transit (DAST), Dauphin-Middle Paxton Fire Company No. 1, Dauphin-Middle Paxton Joint Park Authority, Dauphin-Middle Paxton Joint Public Safety Authority, Dauphin-Middle Paxton Emergency Management Agency, and the Middle Paxton Lions Club were reviewed with those requests to be further discussed during the October 16 workshop meeting for incorporation within the proposed 2019 General Fund Budget.

Financial Security Release – Dollar General

Light-Heigel & Associates, Inc. correspondence dated September 19 indicated all work has been completed in conformance with the revised As-Built Plan for the Dollar General property at 881 Peters Mountain Road and recommended release of the remaining \$5,200 being held in escrow for this project.

Motion by Supervisor Evans to release the remaining \$5,200 being held in escrow for the Dollar General property at 881 Peters Mountain Road pursuant to Light-Heigel & Associates, Inc. correspondence dated September 19 was seconded by Supervisor Smith. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of September was presented. Ed Fisher also distributed a detailed Bridge Report for the Red Hill Road Bridge Culvert which is 99 years old and in need of short-term repairs, as well as continued monitoring prior to being replaced in the next few years.

Roadmaster – Robert Hofer

A written report dated October 1 was presented. Light-Heigel & Associates, Inc. requested the contractor review the reported unsatisfactory condition of the Blue Mountain Parkway chip-seal project and perform the necessary corrections.

Zoning Officer

Manager Seeds reported there were 79 telephone calls, 31 walk in visits and 19 complaints received during the prior month with approximately 12 building permits having been issued.

Emergency Management Coordinator – Robert Rusbatch

A written report dated October 1 was presented.

Manager – Julie Ann Seeds

A written report dated October 1 was presented. Manager Seeds also reported the Zoning Hearing Board was scheduled to meet on October 10 to hear an applicant's request for a variance.

Committees/Authorities/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Park Authority minutes for the August 27 meeting were distributed to the Board.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – A written report dated October 1 was presented by Supervisor Fisher.
- *Capital Region Council of Governments (CapCOG)* – A written report dated October 1 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated October 1 was presented by Supervisor Fisher. The Board requested a copy of the Committee's prior meeting minutes, as well as the Fire Company and Volunteer Firefighter's Relief Association monthly financial statements also be distributed to the Board when submitted to the Township office.

Review/Approval of Bills

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

Executive Session

Motion by Supervisor Evans to enter into executive session at 8:35 PM to discuss employee matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 9:20 PM.

Motion by Supervisor Smith to immediately re-assign two (2) Road Crew employees from the crack-sealing project to sweep the recently chip-sealed roadways upon receipt of the insurance certificate from the sweeper rental vendor was seconded by Supervisor Cooney. *Motion passed with Supervisor Fisher voting Nay.*

Information Items/Letters Received

Manager Seeds presented September 14 correspondence from PennDOT District 8 Executive Michael C. Keiser in response to the Township's August 17 correspondence regarding the catch basins and drainage system along the curb line of S.R. 0225 (Peters Mountain Road) line at the intersection of McElwee Road. Mr. Keiser's correspondence stated the system was functioning as designed and fully operational and concluded that PennDOT was not responsible for drainage systems located in the township for capacity issues.

The Board requested Manager Seeds forward a copy of the PennDOT correspondence to Mark Chronister who submitted an earlier complaint concerning basement flooding issues at his 10 McElwee Road residence he attributed to stormwater runoff from S.R. 0225.

Board Member Comments

Supervisor Sudia noted that he would be unable to attend the October 16 workshop meeting.

Supervisor Fisher reported he attended the *PSATS Regional Fall Forum* in Mechanicsburg on September 25-26 and found the breakout sessions and networking opportunity with other township supervisors and administrative staff to be quite informative and very worthwhile.

Adjournment

There being no further business, the meeting was adjourned at 9:23 PM upon a motion by Supervisor Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary