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*Middle Paxton Township*

**BOARD OF SUPERVISORS****MONTHLY BUSINESS MEETING MINUTES**

November 5, 2018

**Call to Order**

The November 5, 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 Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Solicitor Steve Stine; and Ed Fisher representing Light-Heigel & Associates, Inc. Supervisor and Vice-Chairman Mike Sudia and Supervisor Larry Cooney were absent.

**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 Evans to approve the minutes from the October 1, 2018 monthly business meeting was seconded by Supervisor Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher to approve the minutes from the October 16, 2018 workshop 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 *PLGIT Prime State Account* \$447,994.64; *Fiduciary Accounts* \$100,729.94; *Fire Hydrant Account* \$6,170.21; *PLGIT Prime General Accounts* \$133,920.93; *PLGIT Term Reserve Accounts* \$764,841.75; and *Mid Penn Bank General Accounts* \$334,201.85 funds to be **\$1,787,859.32** as of October 31, 2018.

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

Manager Seeds reported the 90 day PLGIT Term investment of \$250,000 had matured and provided a listing of PLGIT Term investment options ranging from 60 to 365 days to reinvest those funds.

Motion by Supervisor Fisher to reinvest the matured 90 day PLGIT Term funds in a PLGIT Term fund for a period up to 180 days was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Agenda Items**

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

The November 5 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. He reported Right-of-Way (ROW) acquisition settlement documents had been executed with three of the five affected property owners and that settlement documents were currently under review by legal counsel representing the remaining two property owners. A written status report of the ROW property acquisitions was also distributed to the Board.

### Hess/Berkstresser and Laguna/Maloney Final Minor Subdivision & Lot Addition Plan

Light-Heigel & Associates, Inc. correspondence dated October 4 provided review comments on the Final Minor Subdivision & Lot Addition Plan over lands of Hess/Berkstresser and Laguna/Maloney prepared by Burget & Associates, Inc. Joe Burget, Jr. representing Hess/Berkstresser and Laguna/Maloney explained the purpose of the plan was to subdivide an existing 17+/- acre tract (existing Lot 6) to create a lot addition (proposed Lot 6A) to be consolidated with an adjoining lot (Existing Lot 3) with no improvements or earthmoving activities proposed as part of the plan.

Motion by Supervisor Smith to grant a waiver of SALDO Section 304 (Preliminary Plan Submission), Section 307 (Sheet Size) and Section 308.D (Steep Slope Report) pertaining to the Final Minor Subdivision & Lot Addition Plan over lands of Hess/Berkstresser and Laguna/Maloney was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Smith to approve the Final Minor Subdivision & Lot Addition Plan over lands of Hess/Berkstresser and Laguna/Maloney conditioned upon all comments within Light-Heigel & Associates, Inc. correspondence dated October 4, 2018 and comments provided by the Dauphin County Planning Commission having been satisfied was seconded by Supervisor Fisher. *Motion passed unanimously.*

### Fishing Creek Community Center Improvement Projects

Light-Heigel & Associates, Inc. correspondence dated November 1 recommended a combined payment in the amount of \$40,515.11 for Schirmer Construction LLC payment requests #3 and #4 inasmuch as all work pertaining to the handicap ramp, new porch roofs, porch handrails and exterior door replacements, as well as an additional window replacement (Change Order #1 in the amount of \$800) has been satisfactorily completed.

Motion by Supervisor Fisher to pay Schirmer Construction LLC \$40,515.11 representing the final payment of a total \$75,428.11 contract for work completed at the Fishing Creek

Community Center pursuant to Light-Heigel & Associates, Inc. correspondence dated November 1 was seconded by Supervisor Evans. *Motion passed unanimously.*

Ed Fisher reported the entrance roadway widening and parking lot expansion paving project awarded to Farhat Excavating had been delayed due to weather, but that the contractor was able to complete the base/leveling course prior to the November 6 General Election. Final leveling and wear course paving is intended to be completed as soon as the weather clears.

#### 2018 Road Project Requests for Payment

Motion by Supervisor Smith to approve Change Order#1 (a net decrease in the amount of \$15,054.86) for the Stony Creek Road paving project and pay Meckley's Limestone Products, Inc. \$307,245.14 for the complete project pursuant to Light-Heigel & Associates, Inc. correspondence dated November 2 was seconded by Supervisor Evans. *Motion passed unanimously.*

Invoice # 1006066 dated September 28, 2018 was received from Hammaker East LTD in the total amount of \$68,283.50 for chip sealing the following roadways:

- Blue Mountain Parkway (\$42,642.50)
- Denison Drive (\$10,397.00)
- Hunt Meadow, Hunt Glen and Hunt Wyd Drive (\$15,244.00)

Ed Fisher reported the contractor acknowledged the chips failed to adhere to the Blue Mountain Parkway road surface and offered to correct this failure and completely redo the roadway in the spring. Supervisor Smith also reported the chips failed to adhere to approximately 25% of Denison Drive, but that chip sealing of Hunt Meadow, Hunt Glen and Hunt Wyd Drive was deemed satisfactory.

Motion by Supervisor Smith to pay Hammaker East LTD a total of \$23,041.25 representing 75% (\$7,797.75) of the Denison Drive invoiced amount and the total amount invoiced (\$15,244.00) for Hunt Meadow, Hunt Glen and Hunt Wyd Drive to be accompanied by a letter of explanation from Light-Heigel & Associates, Inc. was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Draft Ordinance Providing for an On-Lot Sewage Management Program

Manager Seeds distributed a draft ordinance adding an on-lot sewage management program governing municipal management of on-lot sewage disposal facilities. Section 6.7 of the Official Sewage Facilities Plan (Act 537) for the Township indicates that it is necessary to formulate and implement a sewage management program to effectively prevent and abate water pollution hazards to the public health caused by improper treatment and disposal of sewage.

The purpose of the proposed ordinance is to create on-lot sewage disposal system management districts; provide for the regulation, inspection, maintenance and rehabilitation of on-lot sewage disposal systems; permit intervention in situations which may constitute a public nuisance or hazard to the public health; and establish penalties and appeal procedures necessary for the proper administration of a sewage management program. The proposed ordinance would also require a replacement area for an individual on-lot sewage system for all lots or lots to be created which are not serviced or to be serviced by a community sewage system upon the effective date of the ordinance.

Manager Seeds noted that the proposed ordinance had been prepared based upon the Solicitor's and SEO's review of the Township's Sewage Facilities Plan (Act 537) in response to an action by the Board during its September 4 business meeting and requested the Board review the proposed ordinance which will be an agenda item at a future meeting.

## **Reports**

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

A written report for the month of October was presented.

Motion by Supervisor Fisher to direct Light-Heigel & Associates, Inc. to prepare and submit a permit application to DEP for replacement of the Red Hill Road Bridge Culvert was seconded by Supervisor Smith. *Motion passed unanimously.*

### Roadmaster – Robert Hofer

A written report dated November 5 was presented.

### Zoning Officer

A written report dated November 2 was presented.

### Emergency Management Coordinator – Robert Rusbatch

A written report dated November 5 was presented. EMC Rusbatch also reported the most recent Pennsylvania flood damage assessment fell short of the 10 million dollar threshold required to qualify municipalities for federal grant funds.

### Manager – Julie Ann Seeds

A written report dated November 5 was presented.

### Committees/Authorities/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Manager Seeds reported there was a tentative November 20 meeting scheduled with a representative of DCNR to discuss potential grant funding for a Master Site plan.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – A written report dated November 5 was presented by Supervisor Fisher and included a draft copy of the Authority's October 10 meeting minutes.
- *Capital Region Council of Governments (CapCOG)* – A written report dated November 5 was presented by Supervisor Fisher and included a copy of the 2019 preliminary budget.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated November 5 was presented by Supervisor Fisher and included a copy of the Committee's September 25 meeting minutes, as well as the current Fire Company and Volunteer Firefighter's Relief Association monthly financial statements.
- *Dauphin County Association of Township Officials* – A written report dated November 5 was presented by Supervisor Fisher and included a copy of the Association's prior year meeting minutes and treasurer report.

## **Review/Approval of Bills**

The listing of vendor bills for the November meeting was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for the November meeting with the exception of the Bortek invoice for sweeper rental 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.

Manager Seeds reported the Dauphin Swim Team had requested use of the Township meeting room on Sunday evenings during the winter months. It was the consensus of the Board that use of the meeting room should be reserved for week day evening meetings so as not to conflict with fire company events requiring use of the meeting room tables and chairs.

Manager Seeds also reported the Fishing Creek Community Association had requested use of the basement of the Fishing Creek Community Center to store cooking kettles and tables or placement of a shed on the property for their use. It was the consensus of the Board to deny access to the Fishing Creek Community Center basement for any use other than the building HVAC and water system mechanicals currently secured in that location and noted that there was insufficient room to locate a shed on the property given the expanded parking spaces being provided.

## **Board Member Comments**

No comments were presented.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:32 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary