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Middle Paxton Township

BOARD OF SUPERVISORS**MONTHLY BUSINESS MEETING MINUTES**

December 3, 2018

Call to Order

The December 3, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Supervisor and Vice-Chairman Mike Sudia in the Township meeting room. Also present were 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. Supervisor and Chairman Jeffery Smith was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Supervisor Sudia 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 November 5, 2018 monthly business meeting was seconded by Supervisor Fisher. *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* \$448,848.77; *Fiduciary Accounts* \$100,758.20; *BB&T Fire Hydrant Account* \$5,880.22; *PLGIT Prime General Accounts* \$134,176.26; *PLGIT Term Reserve Accounts* \$764,952.07; and *Mid Penn Bank General Accounts* \$368,551.83 funds to be **\$1,823,167.35** as of November 30, 2018.

Motion by Supervisor Fisher to accept the November 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 December 3 project status report was distributed to the Board, together with an updated listing of the Right-of-Way (ROW) property acquisitions. Manager Seeds reported all ROW acquisition settlement documents, including the Verizon temporary easement, have been fully executed.

A December 5 meeting between McCormick Taylor and PennDOT is scheduled to discuss the project bid (letting) date currently listed on the PennDOT Letting schedule for later in 2019 than the project milestone bid (letting) date of February 2019. Manager Seeds reported she would be discussing the required steps for the Township to engage the construction inspection services of a TCIS inspector with McCormick Taylor.

Resolution 2018-07

Motion by Supervisor Fisher to adopt Resolution 2018-07 appropriating specific sums estimated to be required for the specific purposes of municipal government (2019 General Fund Budget) and fixing the tax rate of 0.17 mills for fire hydrant maintenance during the year 2019 was seconded by Supervisor Evans. *Motion passed unanimously.*

Request for Release of Letter of Credit

Correspondence dated November 27, 2018 from Cynthia Hagy-Spade and Suzanne Clark requested release of the *Mid Penn Bank* Letter of Credit #469 in the amount of \$63,915.75 and the site improvement guarantee for the onlot stormwater controls for their Hagy Road subdivision be deferred until a building or zoning permit is requested for each lot. Although the subdivision was approved in 2009, the letter indicated the subdivided lots may not be built upon for several years.

The Board directed its solicitor to prepare an agreement which would enable the Board to release the Letter of Credit #469 being held for the Suzanne Clark – Cynthia Hagy-Spade Subdivision. Agreement terms would require the owner of each lot to provide an improvement guarantee for the required onlot stormwater controls prior to issuance of a building or zoning permit with that agreement being recorded in the office of the Dauphin County Recorder of Deeds prior to release of the letter of credit.

Stormwater Escrow Release

Correspondence dated November 30, 2018 from Light-Heigel & Associates, Inc. indicated the required stormwater facilities for the John D. Tallman property at 700 McKelvey Road have been completed in general conformity with the approved plan and recommended release of the \$6,640 letter of credit held for that work.

Motion by Supervisor Fisher to release the \$6,640 letter of credit held for the required stormwater facilities for the John D. Tallman property at 700 McKelvey Road pursuant to the November 30, 2018 correspondence from Light-Heigel & Associates, Inc. was seconded by Supervisor Sudia. *Motion passed unanimously.*

Stony Creek Road Paving Project – Dauphin Borough Grant Funding from Dauphin County

Correspondence dated November 20, 2018 from Light-Heigel & Associates, Inc. recommended the Board ratify payment of the Meckley's Limestone Products, Inc. invoice for the Stony Creek Road paving project in Dauphin Borough. The requested action was

necessitated as a result of the manner in which the underlying Dauphin County grant funding the project was awarded to Dauphin Borough.

Motion by Supervisor Fisher to ratify payment of the invoice from Meckley's Limestone Products, Inc. for the Stony Creek Road paving project in Dauphin Borough in order to obtain release of grant funds awarded to Dauphin Borough by Dauphin County was seconded by Supervisor Evans. *Motion passed unanimously.*

Fishing Creek Community Center Paving Project

Correspondence dated November 16, 2018 from Light-Heigel & Associates, Inc. recommended approval of Change Order #1 (adjusting quantities from estimated to actual quantities used) and payment in the amount of \$87,235.45 to Farhat Excavating LLC for the Fishing Creek Community Center paving project noting that additional base and wearing course materials were required to complete the project.

Motion by Supervisor Evans to approve Change Order #1 and pay Farhat Excavating LLC invoice #347 in the amount of \$87,235.45 for paving work completed at the Fishing Creek Community Center pursuant to Light-Heigel & Associates, Inc. correspondence dated November 16, 2018 was seconded by Supervisor Sudia. *Motion passed unanimously.*

2019 Road Projects

Motion by Supervisor Fisher directing Light-Heigel & Associates, Inc. to prepare bid specifications for the proposed 2019 chip-seal road projects including a double chip-seal coating and optional fog seal of Affection Road, South Road, Drake and Lesh Drives, and Miller Road (McKelvey Road to Mountain Road); a single chip-seal coating and optional fog seal for sections of Hagy Lane and Miller Road (McKelvey Road to Red Hill Road); and an alternate bid for a paving overlay of Miller Road (McKelvey Road to Mountain Road) was seconded by Supervisor Sudia. *Motion passed unanimously.*

2019 Draft Resolutions

Resolution 2018-01 (Appointments/Compensation) and Resolution 2018-02 (Permit Fees) were distributed for Board review in preparation for the 2019 Annual Reorganizational Meeting. Action on 2019 employee salaries and hourly pay rates was deferred until after discussions regarding personnel matters can take place during Executive Session.

Dauphin-Middle Paxton Joint Public Safety Authority

During its September 18 Workshop meeting, the Board questioned continued funding of the *Dauphin-Middle Paxton Joint Public Safety Authority* when the Township was fully capable of contracting directly with an EMS provider for delivery of emergency medical services to its residents. The Board's objection to continued Authority funding arises from the recurring cost of annual CPA audits required to prepare the *Annual Report of Municipal Authorities*, as well as other administrative requirements such as public officials' liability insurance coverage and not any specific actions of the Authority.

Solicitor Stine explained the *Municipality Authorities Act* outlines the procedures for an Authority requesting to terminate its existence by submitting a certificate requesting termination to the municipality or municipalities which created it. The Board requested Supervisor Fisher inquire whether the *Dauphin-Middle Paxton Joint Public Safety Authority* governing board would consider voluntarily terminating and conveying its project (ensuring continued delivery of emergency medical services within the municipalities of

Dauphin Borough and Middle Paxton Township) and all its property to those respective incorporating municipalities.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of November was presented.

Roadmaster – Robert Hofer

A written report dated December 3 was presented.

Zoning Officer

A written report dated December 2 was presented. The Board commended Ed Fisher for having stepped up to assist the Assistant Zoning Officer with processing zoning permit applications while the Township continued its recruitment effort to employ a full-time Zoning and Codes Enforcement Officer.

Emergency Management Coordinator – Robert Rusbatch

A written report dated December 3 was presented.

Manager – Julie Ann Seeds

A written report dated December 3 was presented. Supervisor Fisher noted he had the opportunity to attend the Millersville University Certified Public Manager graduation ceremony held at the Ware Center in Lancaster on November 13 during which Manager Seeds presented her Capstone project and was awarded her CPM certificate. The Board commended Manager Seeds on her accomplishment of successfully completing her studies at Millersville University and having achieved her goal of becoming a Certified Public Manager.

Committees/Authorities/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported there was a December 13 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 December 3 was presented by Supervisor Fisher.
- *Capital Region Council of Governments (CapCOG)* – A written report dated December 3 was presented by Supervisor Fisher and included a copy of the October 15 meeting minutes.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated December 3 was presented by Supervisor Fisher and included a copy of the October 23 meeting minutes, as well as the current Fire Company and Volunteer Firefighter's Relief Association monthly financial statements.

Motion by Supervisor Fisher to approve the Fire Company's request to distribute the Township's 2019 General Fund Budget allocation of \$41,000 as follows: \$28,000 to the Fire Company Vehicle Replacement Fund (held by the Township) with that fund being invested in PLGIT Term or Prime funds to maximize interest earnings; and \$13,000 disbursed to the Fire Company in two equal payments of \$6,500 for its Operating Fund during the first and third quarter of 2019 was seconded by Supervisor Sudia. *Motion passed unanimously.*

After having been informed the Fire Company was seeking vendor quotes for an annual maintenance contract for the six (6) commercial overhead garage doors and door openers within their leased portion of the Joint Municipal Building, the Board determined maintenance of those overhead garage doors and door operators was the responsibility of the Township under the terms of the lease agreement.

Motion by Supervisor Sudia to obtain vendor quotes for an annual maintenance agreement for all commercial overhead garage doors and door operators within the municipal campus with a priority response required for those overhead garage doors serving the Fire Company was seconded by Supervisor Fisher. *Motion passed with Supervisor Evans voting NAY.*

Review/Approval of Bills

The listing of vendor bills for the December meeting was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for the December 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

Motion by Supervisor Fisher for the Board to enter into executive session at 8:29 PM to discuss personnel matters was seconded by Supervisor Evans. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 9:41 PM and took the following actions:

Motion by Supervisor Sudia to increase employee hourly pay rates effective January 1, 2019 based upon the 2018 year-to-date *Consumer Price Index* of 2.5%, establish an hourly pay rate of \$12.00 for employment of a part-time receptionist and increase the annual salary of the Township Manager to \$65,500 was seconded by Supervisor Fisher. *Motion passed with Supervisor Evans voting NAY.*

As a result of the above motion, the following employee salary and hourly pay rates shall be incorporated into the Employee Compensation Schedule of Resolution 2019-01 (Appointments/Compensation):

- Township Manager - \$65,500 (annual salary) plus benefits package
- Township Roadmaster (full time) - \$23.57 per hour plus benefits package
- Public Works Roadcrew Laborer (full-time) - \$19.32 per hour plus benefits package
- Public Works Roadcrew w/CDL (part-time) - \$17.17 per hour
- Lawn Maintenance (part-time seasonal) - \$13.06 per hour
- Office Clerk (part-time) - \$14.35 per hour
- Receptionist (part-time) - \$12.00 per hour

Motion by Supervisor Sudia to provide 2018 holiday gift cards in the amount of \$200 to full-time hourly employees, holiday gift cards in the amount of \$100 to part-time hourly employees having worked in excess of 500 hours, holiday gift cards in the amount of \$50 to part-time hourly employees having worked less than 500 hours and grant the Township Manager a \$3,000 end-of-the year bonus in recognition of her continuing initiative and

leadership resulting in the Township having been awarded grants for various Township improvement projects accomplished throughout the year was seconded by Supervisor Evans. *Motion passed unanimously.*

Information Items/Letters Received

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. The Board commended Manager Seeds and Linda Megonnell on the excellent presentation of the Fall/Winter issue of the *Middle Paxton Digest* which received a very complimentary post on the Township's *Facebook* site from a new Clarks Valley resident.

Board Member Comments

Supervisor Evans once again complimented Manager Seeds for a job well done during the past month.

Motion by Supervisor Fisher for the Board to submit a nomination for Manager Seeds to be considered as a candidate for the Pennsylvania State Association of Township Supervisors 30th Annual President Leadership Award was seconded by Supervisor Evans. *Motion passed unanimously.*

Supervisor Fisher recommended accelerating implementation of the recommendations within the *Pennsylvania State Police Risk & Vulnerability Assessment* of the Township's municipal campus in response to yet another fatal shooting incident reported at a township administrative office in Monroe County.

Supervisor Fisher reported Dauphin Borough has advertised the enactment of an ordinance to levy a 1.0 mil Special Road Fund tax and that Section 3205 of the Township Code permits townships to levy an annual tax not exceeding five (5) mills to create and maintain a Revolving Fund to be used in making permanent street improvements. He projected a 1.0 mil tax would generate \$209,000 that when combined with *Liquid Fuels* revenue would fund significant annual road improvements throughout the Township. He suggested the Township adopt a long-term *Road Management and Maintenance Plan* during 2019 and include consideration of creating a Revolving Fund for roadway improvements during future years.

Adjournment

There being no further business, the meeting was adjourned at 10:02 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary