

**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Phone: 717-921-8128

Fax: 717-474-8146

*Middle Paxton Township*

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

September 4, 2018

**Call to Order**

The September 4, 2018 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 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; and Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds.

**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 August 6, 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 *PLGIT Prime State Account* \$446,361.78; *Fiduciary Accounts* \$96,928.57; *Fire Hydrant Account* \$6,750.19; *PLGIT Prime General Accounts* \$133,432.82; *PLGIT Term Reserve Accounts* \$763,358.38; and *Mid Penn Bank General Accounts* \$284,096.72 funds to be **\$1,730,928.46** as of August 31, 2018. Manager Seeds reported having received a grant award check in the amount of \$53,000 from DCNR for the Hagy Park walking trail project and a check from the Pennsylvania Game Commission in the amount of \$18,241.01 as payment in lieu of taxes.

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

## **Agenda Items**

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

The September 3 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 acquisition meetings would be scheduled with affected parcel owners starting next week to present offers from the Township.

Manager Seeds reported proposals were received from Herbert, Rowland & Grubic, Inc., 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 of one TCIS inspector for the Potato Valley Road Bridge Replacement and Roadway Realignment Project.

Motion by Supervisor Smith to appoint Supervisor Fisher and Manager Seeds as the proposal review committee to evaluate the proposals and recommend entering into negotiation with the highest ranked PennDOT ECMS Registered Business Partner was seconded by Supervisor Cooney. *Motion passed unanimously.*

### Ordinance 2018-02

Motion by Supervisor Smith to adopt Ordinance 2018-02 establishing a stop sign at the intersection of Middle Street and Vesta Drive for the southbound lane of Vesta Drive and providing penalties for violation thereof was seconded by Supervisor Fisher. *Motion passed unanimously.*

### Road Sign Location Plan

The proposed road sign location plan prepared by Light-Heigel & Associates, Inc. to prohibit thru traffic for 18-wheeler trucks attempting to enter either McElwee Road or Briardale Road from S.R. 225 (Peters Mountain Road) was reviewed. The Board noted that signage would be required at both northbound and southbound approaches to McElwee Road and Briardale Road. PennDOT will allow the Township to place signage on S.R. 225 in advance of those intersections, but had requested an exhibit of the proposed signage for their review prior to sign placements.

### Fishing Creek Community Center Upgrade Projects

- The Township received two bids for paving of the parking lot and access driveway of the Fishing Creek Community Center as summarized in Light-Heigel & Associates, Inc. correspondence to the Board dated September 4. Bid totals for the Base Bid, Option #1 (tennis court paving) and Option #2 (paving fabric) were Farhat Excavating, LLC \$79,650.00 and Morgan Paving, Inc. \$84,250.00.

Motion by Supervisor Fisher to award a contract to Farhat Excavating, LLC in the amount of \$79,650.00 for the base bid and two options as recommended by Light-Heigel & Associates, Inc. was seconded by Supervisor Smith. *Motion passed unanimously.*

- Contractor David Schirmer reported via email dated August 29 that the standing seam metal roofing material for the front and side porches was delivered to the project site, the replacement window above the front porch was installed, the doors and railing should arrive next week and project work should be completed within the next couple of weeks.

#### Stormwater Improvement Guarantee Release Request – 2331 Spruce Drive

Light-Heigel & Associates, Inc. correspondence dated August 28 indicated all stormwater management facilities had been completed in general conformity with the approved plan for the Peter Walsh property at 2331 Spruce Drive (Lot 87, Felicita) and recommended release of the \$16,448 Stormwater Improvement Guarantee.

Motion by Supervisor Fisher to release the \$16,448 Stormwater Improvement Guarantee being held for completion of the stormwater management facilities for the Peter Walsh property at 2331 Spruce Drive pursuant to Light-Heigel & Associates, Inc. correspondence dated August 28 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Township Employee Pension Plan Minimum Municipal Obligation

The 2019 Minimum Municipal Obligation (MMO) Report for the Township's Employee Pension calculated the 2019 MMO to be \$23,349 using the actuarial results from the January 1, 2017 valuation. The Board indicated the stated 2019 MMO should be included as an expense and an equivalent amount of State Aid anticipated to be received during 2019 included as revenue in the 2019 budget.

#### Joint Municipal Building Maintenance Items

- Dehumidifiers – Lower Level Storage Areas and Mechanical Room  
Edwin L. Heim Company quote #18-251 provided under the Township's annual HVAC maintenance agreement recommended the installation of two (2) Ebac CD200 commercial dehumidifiers in each side of the basement and one (1) Ebac CD85 commercial dehumidifier in the mechanical room quoting a price of \$15,562.00 for labor and material to complete the recommended scope of work.

Motion by Supervisor Smith to accept the Edwin L. Heim Company quote #18-251 in the amount of \$15,562.00 was seconded by Supervisor Evans. *Motion passed unanimously.*

- Certified Testing and Balancing of the Heat Pump Condenser Water Loop  
Edwin L. Heim Company quote #18-293 provided under the Township's annual HVAC maintenance agreement recommended certified testing and balancing of the heat pump condenser water loop (geothermal well field) quoting a price of \$1,223.00 to complete the recommended scope of work.

Motion by Supervisor Smith to accept the Edwin L. Heim Company quote #18-293 in the amount of \$1,223.00 was seconded by Supervisor Evans. *Motion passed unanimously.*

- Domestic Water Storage Tank  
Edwin L. Heim Company quote #18-292 provided under the Township's annual HVAC maintenance agreement recommended installation of a 85-gallon domestic water storage tank to keep the domestic water booster pump from short-cycling and

eliminate water pressure fluctuations quoting a price of \$2,867.00 to complete the recommended scope of work.

Motion by Supervisor Smith to accept the Edwin L. Heim Company quote #18-292 in the amount of \$2,867.00 was seconded by Supervisor Fisher. *Motion passed unanimously.*

The Board recommended the above building maintenance costs be paid from the Building Fund.

#### On-lot Sewage Disposal

Motion by Supervisor Smith for the Township's Solicitor and Sewage Enforcement Officer to review the Township's Sewage Facilities Plan (Act 537) requirements and provide the Board guidance on how best to proceed with implementation of an on-lot system maintenance program, as well as to recommend whether residential building lots pre-dating the SALDO requirement for one (1) acre lot minimum size should be required to have a replacement area was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Resolution 2018-06

Motion by Supervisor Smith to adopt Resolution 2018-06 whereby the Township agrees to be a co-applicant to the Local Share Municipal Grant application for the Dauphin Area Senior Transit (DAST) was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Reports**

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

A written report for the month of August was presented.

#### Roadmaster – Robert Hofer

Supervisor Smith reported the road crew was quite busy this past month preparing the Fishing Creek Community Center parking areas and access driveway for paving, as well as continuing to perform base repair on areas of the Blue Mountain Parkway in preparation for the chip seal project. Supervisor Cooney will discuss the proposed use of the Joint Park Authority's *John Deere* zero-turn mower by Township employees versus continued use of Township equipment when mowing the Park Authority fields.

#### Zoning Officer

No report was presented.

#### Emergency Management Coordinator – Robert Rusbatch

EMC Rusbatch reported he would be accompanying the FEMA damage assessment team during their visit to the Township later in the week to view flood damaged areas from the July 23-27 flooding event.

#### Manager – Julie Ann Seeds

Manager Seeds reported the Local Share Municipal Grant applications were submitted to Dauphin County DCED this morning, a Zoning Hearing Board case was being scheduled for the second Wednesday in October, a Finance Committee meeting was scheduled to initiate the 2019 budget preparation process in advance of the Board's September 18

Workshop Meeting and the Planning Commission meeting scheduled for September 9 was cancelled inasmuch as no plans were under review.

#### Committees/Authorities/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Park Authority minutes for the July 23 meeting were distributed to the Board.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – A written report dated September 4 was presented by Supervisor Fisher.
- *Capital Region Council of Governments (CapCOG)* – A written report dated September 4 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated September 4 was presented by Supervisor Fisher.

### **Review/Approval of Bills**

The listing of vendor bills for the September meeting was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for the September 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 Smith to enter into executive session at 8:04 PM to discuss employee matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:46 PM and took the following actions.

Motion by Supervisor Evans to reject the two Zoning Officer candidates proposed by Light-Heigel & Associates, Inc. and request the immediate assignment of Marty Sowers and/or Ed Fisher at no additional cost to complete the work backlog attributed to the less than satisfactory performance of the individual previously engaged under contract with Light-Heigel & Associates, Inc. was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Evans to retain the professional services proposed by Herbert, Rowland & Grubic, Inc. (HRG) as described in their September 4 correspondence and designate HRG's Terry Meek as the Township's Zoning Officer in the event Light-Heigel & Associates, Inc. is either unable or unwilling to provide the requested no-cost services was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Smith to compile a job description for a full-time Zoning & Codes Enforcement Officer and advertise that new employee position for prospective candidates was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Smith to convert the current office assigned to the Emergency Management Coordinator to the Zoning Office, relocate the Emergency Management Coordinator to the shared office suite and provide adequate partitioning to separate the work space within the shared office suite was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Smith to allow Brett Schwalm to perform 40 hours of community service by assisting with lawn maintenance to fulfill his Dauphin County Court ordered community service requirement contingent upon completion of paperwork provided by the Township Manager and working under the supervision of the Roadmaster 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.

### **Board Member Comments**

Supervisor Sudia noted that he would be absent from the November 1<sup>st</sup> meeting.

Supervisor Evans recognized Manager Seeds for her dedication to the business of the Township which regularly extends far beyond the normal workweek and continued throughout most of the recent 3-day holiday weekend to complete the Local Share Municipal Grant applications.

Supervisor Smith requested the minutes reflect the unanimous gratitude of the entire Board for the continued dedication of Manager Seeds to the interests and well-being of the Township.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:02 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