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*Middle Paxton Township*

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

April 6, 2020

**Call to Order**

The April 6, 2020 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 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; and Solicitor Steve Stine. Supervisor and Vice-Chairman Mike Sudia participated by conference call.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Although provisions were made to accommodate the public and maintain adequate social distancing within the meeting room during the coronavirus (COVID-19) pandemic, there were no other individuals present in the meeting room nor were there any email or telephonic comments submitted to the Board in advance of the advertised monthly meeting.

**Approval of Minutes**

Motion by Supervisor Evans to approve the minutes from the February 3, 2020 monthly business meeting conditioned upon placing a period after the word "invalid" and deleting the words "inasmuch as it was attested to by an individual representing himself as holding the office of Secretary even though the Authority's elected office of Secretary was vacated concurrent with the effective date of Ordinance 2019-01 and no election was held to fill the vacated office of Secretary as verified in the December 16 meeting minutes included in the Board's meeting packet." from the second sentence within the second paragraph of the Ordinance 2020-01 agenda item was seconded by Supervisor Cooney. *Motion passed with Supervisor Smith abstaining due to having been absent from that meeting and Supervisor Fisher voting NAY.*

Motion by Supervisor Cooney to approve the minutes from the March 2, 2020 monthly business meeting was seconded by Supervisor Smith. *Motion passed with Supervisor Sudia 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 (Liquid Fuels) \$20,318.96; *Mid Penn Bank* Fire Hydrant Account \$6,311.59; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$172,653.39; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$242,283.58; *PLGIT/Term* Reserve Account (Capital & Sewer) \$793,228.68; *Mid Penn Bank* Money Market \$100,437.18 and *Mid Penn Bank* General Fund (Public Safety & Operating) \$401,569.53 to be **\$1,736,802.91** as of March 31, 2020.

Manager Seeds noted the rather significant decrease in interest rates for those account funds held by both PLGIT and Mid Penn Bank as a direct result of the financial crisis resulting from the coronavirus (COVID-19) pandemic.

Motion by Supervisor Fisher to accept the March 2020 Treasurer's Report to be filed for audit was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

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

Manager Seeds reported construction was shut down on or about March 20 following Pennsylvania Governor Wolf's order for all businesses that aren't life-sustaining to be shut down immediately as the state braced for exponential increases in the number of people sickened by the novel coronavirus (COVID-19).

### Declaration of Disaster Emergency

The Commonwealth of Pennsylvania issued a proclamation of disaster emergency on March 6 as a result of the imminent threat to the health of the citizens of the Commonwealth posed by the novel coronavirus (COVID-19). Dauphin County issued a declaration of disaster emergency on March 13 recognizing the potential of this imminent disaster to cause significant adverse impacts upon the population of Dauphin County including the possible loss of life associated with COVID-19 declared as a pandemic by the World Health Organization on March 11.

Pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, the Board of Supervisors issued a Declaration of Disaster Emergency on March 15 which was renewed on March 23 and March 30.

Motion by Supervisor Smith to ratify the Declaration of Disaster Emergency dated March 15, March 23 and March 30 and issue a corresponding Declaration of Disaster Emergency that will terminate on April 30 was seconded by Supervisor Evans. *Motion passed unanimously.*

### Fishing Creek Community Center

Motion by Supervisor Fisher to award a contract to Nelson L. Ziegler Excavating and Septic Service in the amount of \$2,350 to replace the existing metal septic tank with a 1,500 dual compartment septic tank corresponding to the contractor's quotation dated March 24, 2020 with the Township to perform the excavation, backfill and driveway repair

work as specified therein was seconded by Supervisor Smith. *Motion passed unanimously.*

Supervisor Smith reported the existing septic system drainfield appeared to be working properly with all work being performed under the inspection and permit issued by Sewage Enforcement Officer, Brian McFeaters. He also reported the water system UV light sterilizer unit requires water to constantly be recirculated in order to cool the unit and then discharges that water to the septic system. Research is underway to determine whether there is a DEP approved UV light sterilizer unit that does not require water routinely being discharged to the septic system.

#### Higher Information Group Proposal for IT System Upgrade to Cloud Infrastructure

The Finance Committee presented a Cloud Infrastructure Project Summary recommending the Township upgrade its IT system and migrate those functions to the cloud in order to increase the security of Township data through multiple daily system backup and offsite data storage. The Dauphin-Middle Paxton Fire Company shares certain components of the Township's IT infrastructure and in the spirit of mutual support, the committee also recommended including the purchase of new IT equipment for the fire company and adding them to our cloud platform with the understanding they will be completely walled off from access to the Township's data and that any future fire company IT equipment upgrades would be the sole responsibility of the fire company.

Motion by Supervisor Fisher to accept the IT System Upgrade recommendations of the Finance Committee, award a contract in the amount of \$27,576.53 to purchase the specified equipment components from Higher Information Group, authorize Higher Information Group to perform the scope of work corresponding to their Infrastructure Solution Proposal dated 9/23/2019 and enter into a 12-month services contract with Higher Information Group for Cloud and IT support was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Stormwater/Improvement Guarantee Escrow Release Requests

- James Pyfer, 1910 Towpath Road

Motion by Supervisor Smith to release the \$2,750 improvement guarantee held for completion of the required stormwater facilities on the James Pyfer property located at 1910 Towpath Road as recommended in *Light-Heigel & Associates, Inc.* correspondence dated March 10, 2020 was seconded by Supervisor Evans. *Motion passed unanimously.*

- Scott Schatz, 1480 La Carr Lane

Motion by Supervisor Smith to release the \$2,750 improvement guarantee held for completion of the required stormwater facilities on the Scott Schatz property located at 1480 La Carr Lane as recommended in *Light-Heigel & Associates, Inc.* correspondence dated April 3, 2020 was seconded by Supervisor Fisher. *Motion passed unanimously.*

## **Reports**

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

A written report of items and activities completed during the month of March was presented.

#### Roadmaster – Robert Hofer

A written report dated April 6 was presented.

#### Zoning Officer – Ed Fisher

A written report dated April 3 was presented.

#### Emergency Management Coordinator – Robert Rusbach

A written report for the month of March was presented.

#### Manager – Julie Ann Seeds

A written report dated April 6 was presented. Supervisor Smith requested Board members contact Manager Seeds directly via telephone or email regarding any questions they may have on the various reports to minimize the duration of this particular meeting.

#### Committees/Organizations

- Dauphin-Middle Paxton Joint Park Authority

No report was presented.

- Dauphin-Middle Paxton Joint Public Safety Committee

No report was presented.

- Capital Region Council of Governments (CapCOG)

A written report dated April 6 was presented by Supervisor Fisher.

- Dauphin-Middle Paxton Fire Company Oversight Committee

A written report dated April 6 was presented by Supervisor Fisher.

- Zoning Ordinance Update Committee

No report was presented.

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

Motion by Supervisor Smith to pay all vendor bills listed for the April 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**

Not required.

### **Information Items/Letters Received**

Manager Seeds had nothing of interest to report.

### **Board Member Comments**

No comments were presented.

### **Adjournment**

There being no further business, the meeting was adjourned at 7:25 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