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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

June 7, 2021

Call to Order

The June 7, 2021 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 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; Township Solicitor Steve Stine; and Ed Fisher representing the Township Engineer, *Light-Heigel & Associates, Inc.*

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance. Supervisor Smith reported that an executive session of the Board of Supervisors was held immediately prior to this evening's Board meeting to obtain legal advice from the Township Solicitor.

Public Comments

Provisions were made to accommodate the public while maintaining adequate social distancing within the meeting room during the continuing Declaration of Disaster Emergency as a result of the imminent threat to the health, safety and welfare of the citizens of the Commonwealth posed by the novel coronavirus (COVID-19) pandemic.

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 May 3, 2021 Monthly Business Meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The May monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$241,200.21; *Mid Penn Bank* Fire Hydrant Account \$11,476.69;

Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement Accounts) \$494,482.18; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec Accounts) \$242,993.92; *PLGIT Term* Reserve Account (Capital & Sewer) \$548,972.32; *Mid Penn Bank* Money Market Account \$378,311.74; *Mid Penn Bank* General Fund (Public Safety & Operating) \$935,091.80; and *Mid Penn Bank* Public Funds Account (FEMA Flood Mitigation Assistance Grant Program) \$1.00 to be **\$2,852,529.86** as of May 31, 2021.

Manager Seeds reported the 2021 Liquid Fuel funds received from the Commonwealth in the amount of \$200,896.40 were approximately \$7,000 higher than the original estimate provided to the Township and noted the \$335,513.18 received as the township's share from the sale of the property at 930 Peter's Mountain Road to Dauphin County was deposited in the Public Safety Account.

The 2020 Municipal Annual Audit and Financial Report was distributed to the Board under cover of correspondence from Auditing Committee Chairman Sherry A. Mutzabaugh.

Motion by Supervisor Smith to accept the May 2021 Treasurer's Report to be filed for audit was seconded by Supervisor Sudia. *Motion passed unanimously.*

Agenda Items

Boy Scout Troop 233 Eagle Scout Project – Andrew Young

Andrew Young distributed an update of his proposed Eagle Scout project to the Board including a written project summary and final drawing of the proposed honor garden at the entrance to the Joint Municipal Building and an outdoor space at the fire station, specifications and pricing for the three (3) benches and one (1) picnic table to be acquired, and a list of donations totaling \$11,955 toward the estimated \$14 – 15,000 project cost. The Board commended Mr. Young on his project planning and fund raising efforts to further his candidacy for Eagle Scout and assured him of the Township's cooperation to enable him to successfully complete his project commitment.

Motion by Supervisor Smith for the township to fund the remaining cost of Mr. Young's Eagle Scout project up to \$5,000 was seconded by Supervisor Evans. *Motion passed unanimously.*

Red Hill Road Bridge Replacement Project – Engineering Services Agreement

An agreement to provide engineering services for the Red Hill Road Bridge Replacement Project utilizing a portion of the funds remaining in the township's Dauphin County Infrastructure Bank (DCIB) loan after having completed the Potato Valley Road Bridge Replacement and Roadway Re-Alignment Project was presented by Herbert, Rowland & Grubic, Inc. (HRG). HRG proposed to complete the detailed scope of work including design, bidding and contract award, right-of-way services and construction administration & observation services for the lump sum of \$134,940.00. Construction costs were estimated to be in the neighborhood of \$275,000.

Motion by Supervisor Fisher to accept the proposed agreement with Herbert, Rowland & Grubic, Inc. (HRG) to perform engineering services for the Red Hill Road Bridge Replacement Project as specified in HRG proposal dated June 3, 2021 for the lump sum amount of \$134,940.00 was seconded by Supervisor Smith. *Motion passed unanimously.*

Clarks Valley Zion Evangelical Congregational Church Site Development Plan

Light-Heigel & Associates, Inc. correspondence dated June 7, 2021 recommended the Board re-approve the Clarks Valley Zion Evangelical Congregational Church (CVZEC) Site Development Plan prior to it being recorded inasmuch as the time required for CVZEC to enter into agreement with the township to restrict site development to completion of Parking Lots #1 and #2 and associated stormwater work, as well as posting the required improvement guarantee for the initial phase of the plan approved by the Board on January 4, 2021 had exceeded 90 days.

Construction of the CVZEC proposed multi-purpose building addition and Parking Lots #3 and #4, as well as posting of the financial guarantee for that work are being deferred to an uncertain future date under the terms of the agreement.

Motion by Supervisor Smith to approve the CVZEC Site Development Plan, but restricting site development to completion of Parking Lots #1 and #2 and associated stormwater work was seconded by Supervisor Sudia. *Motion passed unanimously.*

Resolution 2021-04 Extension of Deadlines for EIT Returns

Supervisor Evans introduced Resolution 2021-04 as a request from the Dauphin County Tax Collection Committee for municipalities to ratify extension of the statutory filing deadline for local earned income taxes (EIT) from April 15 to May 17, 2021.

Motion by Supervisor Fisher to adopt Resolution 2021-04 ratifying the extension of deadlines for filing final EIT returns, paying taxes, and disregarding certain penalties and interest relating thereto until May 17, 2021 and taking certain other actions incident thereto was seconded by Supervisor Cooney. *Motion passed unanimously.*

New Enterprise Stone & Lime Co., Inc. Payment Request

Ed Fisher recommended payment of the New Enterprise Stone & Lime Co., Inc. work order# 500166 for completing contracted work for base repair of the marked off sections of township roadway at Fishing Creek Estates, Arnold Avenue, Cemetery Road and Heckton Road. He reported the total paving applied was slightly over the estimated quantities, but that the contractor held to the total original bid amount of \$55,525.20.

Motion by Supervisor Smith to pay New Enterprise Stone & Lime Co., Inc. work order# 500166 in the amount of \$55,525.20 was seconded by Supervisor Sudia. *Motion passed unanimously.*

Hagy Park Playing Field Recommendations

Manager Seeds presented a written recommendation from All Phase Landscaping for repair of the Hagy Park playing field. She noted that the condition of the playing field has deteriorated over the past couple of years due to an invasive weed that has infiltrated many playing fields leaving turfs of grass and bare spots when it dies off early in the season.

The recommended action to restore the field to playing condition is to first obtain a soil test and then to top dress the field, aerate, reseed and apply starter fertilizer in the fall. All Phase Landscaping suggested the field could be repaired in two phases by relocating the current soccer field of play to the south portion of the field where the turf is in better

condition while the northern portion is being repaired. Manager Seeds noted that relocating the soccer playing field to the south will require installation of fencing on the other side of the walking trail to prevent balls from rolling down the hill.

It was the consensus of the Board to relocate the soccer playing field to the southern portion of the field and obtain pricing to repair the northern portion, as well as to install fencing adjacent to the walking trail.

American Rescue Plan Act Funding

Manager Seeds reported she was completing the required DCED application for funding under the American Rescue Plan Act (ARPA) with the anticipated award of \$536,429.72 to the township for uses permitted under the Act for responding to the COVID-19 pandemic and offsetting its negative economic impacts. It was the consensus of the Board that the Finance Committee should evaluate ARPA allowable use options and make program recommendations to the Board that would benefit the township.

Manager Seeds also reported the Pennsylvania Association of Township Supervisors (PSATS) engaged the certified public accounting firm of Zelenkofske Axelrod LLC (ZA) as a premier partner to offer discounted pricing to PSATS members for technical assistance and advice in relation to the policies, procedures and accountability of the ARPA funding program and presented the corresponding ZA proposal dated June 7, 2021 for the aforementioned professional services.

Motion by Supervisor Smith to approve the proposal dated June 7, 2021 to engage the professional services of Zelenkofske Axelrod LLC to provide technical assistance and advice in relation to the policies, procedures and accountability on the American Rescue Plan Act funding program on a periodic basis throughout the entire grant program ending 12/31/2024 for the fee of \$15,000 including out-of-pocket expenses was seconded by Supervisor Evans. *Motion passed unanimously.*

Reopening of Township Parks

It was the consensus of the Board to reopen the Fishing Creek Community Center and Hagy Park for scheduling of events effective June 28 coinciding with the Governor's announcement that the COVID-19 mitigation order requiring masks for unvaccinated and partially vaccinated individuals will cease on that date.

Departmental Reports

Township Engineer – Light-Heigel & Associates, Inc.

Light-Heigel & Associates, Inc. submitted a written report of items and activities completed during the month of May.

Public Works – Road Master

Road Master Robert K. Hofer II submitted a written report dated June 7.

Zoning & Codes Enforcement

Zoning Officer Ed Fisher and Assistant Zoning Officer Julie Ann Seeds submitted a written report dated June 3.

Emergency Management Coordinator

No report was presented.

Sewage Enforcement Officer (SEO)

SEO Brian S. McFeaters submitted a written activity report for the period of April 30 through May 26.

Township Manager

Manager Seeds submitted a written report summarizing items and activities completed during the month of May, as well as project items remaining to be addressed in the future.

Committee/Organization Reports

Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported he and Manager Seeds would be meeting with the Park Authority committee assigned to begin work on the Master Site Plan being funded under the Dauphin County Gaming Grant.

Capital Region Council of Governments (CapCOG)

Supervisor Fisher submitted a written report dated June 7.

Dauphin-Middle Paxton Fire Company Oversight Committee (aka Joint Fire Commission)

Supervisor Fisher submitted a written report dated June 7.

Zoning Ordinance Update Committee

Manager Seeds reported a committee meeting is scheduled for Thursday, June 24 to review the updated draft Ordinance of Definitions and continue work to conclude update of the Zoning Ordinance.

Dauphin County Tax Collection Committee

Supervisor Evans reported the next committee meeting is scheduled for 6:30 PM September 16 in the Township meeting room and that 2020 Earned Income Tax (EIT) receipts within the Central Dauphin School District had exceeded 2019 EIT receipts in spite of the COVID-19 pandemic. Manager Seeds reported the committee had once again expressed its appreciation to the township for continuing to host their meetings inasmuch as the township is centrally located for the county's municipal and school district committee members.

Approval/Payment of Bills

Motion by Supervisor Smith to pay all vendor bills listed for the June meeting and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Evans. *Motion passed unanimously.*

Informational Items/Correspondence Received

Manager Seeds presented items of general interest and distributed copies of recent correspondence received by the Township.

Executive Session

Motion by Supervisor Smith to enter into executive session at 8:10 PM to discuss personnel matters was seconded by Supervisor Evans. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:43 PM with a motion by Supervisor Smith that the wheel loader is not to leave the municipal campus unless it is either transported by trailer to a job site or in response to an emergency situation as directed by the township manager was seconded by Supervisor Sudia. *Motion passed unanimously.*

Board Member Comments/Announcements

Motion by Supervisor Smith to pay the registration fee for any supervisor requesting to attend the PSATS Regional Forum scheduled for August 17 at the Holiday Inn Harrisburg-Hershey, Grantville was seconded by Supervisor Evans. *Motion passed unanimously.*

Supervisor Fisher noted that several fluorescent ceiling fixtures in the joint municipal needed bulb replacement and suggested all ceiling light fixtures be re-lamped with LED bulbs as an energy efficiency measure.

Adjournment

There being no further business, the meeting adjourned at 8:51 PM upon a motion by Supervisor Sudia, seconded by Supervisor Smith. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary