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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

**ANNUAL REORGANIZATION AND REGULAR MONTHLY MEETING MINUTES**  
January 3, 2017

**Call to Order**

The January 3, 2017 annual reorganization and regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor James Fisher, Supervisor Jeffery Smith, Supervisor Richard Pepper and Supervisor Wilbur Evans. Supervisor Larry Cooney, Township Solicitor Steve Stine and Township Engineer Ed Fisher were absent and unable to attend due to previous commitments.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**- ANNUAL REORGANIZATION MEETING -**

**2017 Elections/Appointments**

Election of the Chairman of the Board

Motion by Supervisor Pepper to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Evans. *Motion passed with Supervisor Smith abstaining.*

Election of the Vice Chairman of the Board

Motion by Supervisor Evans to elect Supervisor Fisher as Vice Chairman of the Board was seconded by Chairman Smith. *Motion passed unanimously.*

Appointment of the Secretary

Motion by Supervisor Fisher to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Chairman Smith. *Motion passed unanimously.*

Appointment of the Treasurer

Motion by Chairman Smith to appoint Township Manager Julie Ann Seeds as Treasurer was seconded by Supervisor Pepper. *Motion passed unanimously.*

Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Motion by Chairman Smith to appoint Supervisor Fisher as the voting delegate and Township Manager Julie Ann Seeds as the alternate delegate to the PSATS State Convention was seconded by Supervisor Evans. *Motion passed unanimously.*

Establishment of the 2017 Schedule for Board Meetings

Motion by Chairman Smith to establish the first Monday of each month commencing at 7 PM as the Board meeting date/time unless the first Monday of the month would be a holiday, then the Board meeting will take place at 7 PM on the next day (Tuesday), and to establish the third Tuesday of each month commencing at 7 PM as the Workshop meeting date/time was seconded by Supervisor Fisher. *Motion passed unanimously.*

Resolution 2017-01 Appointments/Compensation

Township Manager Julie Ann Seeds suggested the role of Treasurer would be better suited for a Supervisor and declined the earlier appointment as Treasurer. Motion by Supervisor Fisher to appoint Chairman Smith as Treasurer and Township Manager Julie Ann Seeds as Assistant Treasurer was seconded by Supervisor Pfeffer. *Motion passed unanimously.*

Motion by Chairman Smith to appoint Supervisor Fisher as Assistant Secretary was seconded by Supervisor Pfeffer. *Motion passed unanimously.*

Motion by Supervisor Fisher to re-appoint Don Morse, Tom O'Connell and Supervisor Fisher to one-year terms on the Dauphin-Middle Paxton Joint Fire Commission was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to adopt Resolution 2017-01 to include the aforementioned appointments made by the Board, as well as the appointment of Holly Greenly as Alternate SEO and the addition of Emergency Management Coordinator Robert Rusbatch to the Employee Compensation Schedule with an annual salary of \$3,800 was seconded by Supervisor Evans. *Motion passed unanimously.*

## **- BUSINESS MEETING -**

### **Public Comments**

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda. Mr. Duane Sherksnes, 404 Riverview Terrace, addressed the Board regarding the numerous baseball hits on the siding and garage doors of his home located directly across Claster Boulevard from Kennedy Field and presented an accumulation of baseballs he retained from those hits since having moved into his residence. The Board noted Mr. Sherksnes' residence was located in Dauphin Borough and not Middle Paxton Township, and that Kennedy Field was under the ownership and operation of the Dauphin-Middle Paxton Joint Park Authority. Manager Seeds requested Mr. Sherksnes contact the Township office the next day to be provided the proper contacts who could address his concerns.

## **Approval of Minutes**

Motion by Supervisor Fisher to approve the minutes from the December 5, 2016 regular monthly meeting was seconded by Supervisor Evans. *Motion passed with Chairman Smith abstaining due to having been absent from the December 5 meeting.*

Motion by Chairman Smith to approve the minutes from the December 20, 2016 Workshop meeting was seconded by Supervisor Evans. *Motion passed with Supervisor Peffer voting Nay due to his objection to an increase in the hourly pay rate for the Roadmaster granted during the December 5 meeting that was affirmed upon adoption of the 2017 General Fund Budget on December 20.*

## **Treasurer's Report/Monthly Financial Statements**

Manager Seeds presented the monthly Treasurer's Report showing the total of *State Accounts* \$219,676.72; *Fiduciary Accounts* \$84,847.76 and *General Accounts* \$1,488,639.86 to be \$1,793,164.34 as of December 31, 2016. Manager Seeds reported account interest rates are expected to remain the same during 2017 based upon discussions with managers at BB&T Bank, Mid Penn Bank and Centric Bank. Manager Seeds also reported having had discussions with representatives of the Pennsylvania Local Government Investment Trust (PLGIT) and noted the Township would not be able to obtain higher rates of interest via investing its accounts with PLGIT at this time.

Motion by Supervisor Fisher to accept the December 2016 Treasurer's Report to be filed for audit was seconded by Chairman Smith. *Motion passed unanimously.*

## **Agenda Items**

### Resolution 2017-02 - Fee Schedule

Motion by Chairman Smith to adopt Resolution 2017-02 establishing the 2017 Fee Schedule to include a notation at the bottom of page 2 that the UCC building permit fees attached to this Resolution are doubled when work is started without a permit having first been issued, as well as increasing the driveway permit fee from \$50.00 to \$75.00 was seconded by Supervisor Evans. *Motion passed unanimously.*

### Final Subdivision Plan for the Lands of Linda L. Brindle

Roger Watson (NAVTech, Inc.), representing landowner Linda L. Brindle, presented a final subdivision plan to subdivide the existing lands of Linda L. Brindle into three new lots, i.e. residual Lot 1 (53.88 AC), proposed Lot 2 (2.00 AC) and proposed Lot 3 (49.88 AC). Light-Heigel & Associates, Inc. correspondence dated December 9, 2016 provided review comments and noted no objections to the Applicant's waiver requests. The Township Planning Commission also reviewed the plan and waiver requests and recommended approval.

Motion by Chairman Smith to approve the requested waivers to SALDO Section 304 – Preliminary Plan Requirement; Section 308.D – Steep Slope Report; Section 802.A.6 – Location Map Scale; and Section 802.B.6 – Total Drainage Area Loading Rate with reservation until the lot grading is finalized in accordance with Light-Heigel & Associates, Inc. correspondence dated December 9, 2016 was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to approve the *Final Subdivision Plan for the Lands of Linda L. Brindle* last revised 12/13/2016 subject to completion of those items noted in Light-Heigel & Associates, Inc. correspondence dated December 9, 2016, as well receipt of the DEP Sewage Planning Module and the O&M Agreement being approved by the Township Solicitor and executed was seconded by Supervisor Evans. *Motion passed unanimously.*

Hagy Park Walking Trail Project – Farhat Excavating Application & Certificate for Payment  
Light-Heigel & Associates, Inc. December 30, 2016 correspondence recommended release of final payment in the amount of \$69,347.00 to Farhat Excavating, LLC for paving the Hagy Park walking trail as indicated on the attached Application and Certificate for Payment.

Motion by Supervisor Fisher to release final payment in the amount of \$69,347.00 to Farhat Excavating, LLC was seconded by Chairman Smith. *Motion passed unanimously.*

#### 2017 Proposed Road Projects

Based upon meetings and roadway inspections conducted in conjunction with Township staff and Supervisors, Township Engineer Ed Fisher recommended undertaking the following roadway improvement projects during 2017 (reference item #6 within the December 2016 Engineering Report):

- Blue Mountain Parkway – pipe replacement and surface patch work to maintain the roadway for another 2-3 years until funds can be set-aside for a full 9.5 mm asphalt overlay
- Frog Hollow Road – base repair, crack seal and a full 9.5 mm asphalt overlay
- McKelvey Road – full 9.5 mm asphalt overlay
- Heckton Road – full 9.5 mm asphalt overlay

Motion by Supervisor Fisher to perform the recommended roadway improvement work on the Blue Mountain Parkway during 2017 and setting-aside 1/3 of the engineering estimate of \$250,000 - \$300,000 for the 9.5 mm full asphalt overlay in the Liquid Fuels Account for that project; perform the recommended roadway improvement work on Frog Hollow Road and authorize Light-Heigel & Associates, Inc. to prepare and issue bid specifications for a 9.5 mm asphalt overlay and alternate bid specifications for a Bituminous Seal Coat (chip seal) and application of a highly-polymerized, asphalt emulsion fog seal; perform the recommended roadway improvement work on McKelvey Road and authorize Light-Heigel & Associates, Inc. to prepare and issue bid specifications for a 9.5 mm asphalt overlay; and perform any necessary base repair (patch) to maintain the integrity of Heckton Road was seconded by Chairman Smith. *Motion passed unanimously.*

Bid specifications are to be prepared and issued such that bids can be received and reviewed by the Township Engineer with recommendations for award being presented to the Board at its March 6 regular meeting.

## **Reports**

Engineer – Ed Fisher (Light-Heigel & Associates, Inc.)

A written report for the month of December 2016 was presented.

Roadmaster – Robert Hofer

A written report dated January 3, 2017 was presented.

Zoning and Codes Enforcement Officer – Julie Ann Seeds

A written report dated January 3, 2017 was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A written report dated January 3, 2017 was presented.

Chairman Smith commended Manager Seeds for having planned and coordinated the Holiday party that was thoroughly enjoyed by all those folks who contributed their time and talents to another successful year of community service to the residents of Middle Paxton Township.

Motion by Supervisor Fisher to engage the professional services of Mike Miller, Esq. of Eckert Seamans Cherin & Mellott, LLC to draft a personnel policy and job descriptions, as well as provide consultation to the Township Manager and Personnel Committee pertaining to Human Resource issues was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Evans to establish a Personnel Committee consisting of Chairman Smith, Supervisor Cooney and Manager Seeds was seconded by Supervisor Fisher. *Motion passed unanimously.*

Project Reports

- *Potato Valley Road Bridge Replacement and Roadway Realignment Project* – A status report compiled by HRG and dated January 3, 2017 was presented.
- *Hagy Park Walking/Fitness Trail Project* – reference project list distributed by Manager Seeds.
- *Joint Municipal Building Energy Efficiency (Solar) Project* – reference project list distributed by Manager Seeds.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the next meeting is scheduled for 5:30 PM Tuesday, January 24 in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Authority met on December 14 and received an update on *Community LifeTeam EMS* operational changes from its newly appointed Medical Director, Dr. R. Daniel Bledsoe. The current building lease and EMS agreements with *Community LifeTeam EMS* were reviewed and by taking no further action, the March 31, 2017 termination date of those concurrent agreements automatically extends through March 31, 2019. Demolition to remove the 2-story house on the Authority's property occurred the week following the meeting. Supervisor Fisher also reported the Authority sent an inquiry to the Township and Dauphin Borough seeking a determination whether they would be interested in sharing responsibility for snow removal and lawn maintenance at the Authority's property (930 Peters Mountain Road) to eliminate the recurring expense of using contracted services. Chairman Smith said he would talk with the Roadmaster to determine whether snow removal can be added to that particular snow removal route

and the Township will add that location to the properties listed when soliciting bids for lawn maintenance contract services during 2017. The next Authority meeting is scheduled for Wednesday, January 11 at 6 PM in the Township meeting room.

- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the December meeting was cancelled and the Annual Dinner Meeting will be held at the Hershey-Harrisburg Sheraton on Monday, January 16.

## **Review/Approval of Bills**

The listing of vendor bills for December 2016 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for December 2016 including an invoice in the amount of \$1,409.81 presented by Hoffman's Outdoor Power & Repair for parts and repair of the Bearcat chipper was seconded by Chairman Smith. *Motion passed unanimously.*

## **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township.

## **Executive Session**

Not required.

## **Board Member Comments**

Supervisor Evans thanked his fellow Supervisors and Manager Seeds for providing guidance during the first year of his elected term of office on the Board.

Chairman Smith authorized Manager Seeds to open any and all correspondence addressed to his attention at the Township office to avoid any possible delay in the Township being able to respond to a notice addressed to his attention.

## **Adjournment**

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

Respectfully submitted,

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James H. Fisher, Assistant Secretary