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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

REGULAR MONTHLY MEETING MINUTES

April 3, 2017

**Call to Order**

The April 3, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Township Solicitor Steve Stine; and Ed Fisher representing Light-Heigel & Associates, Inc.

Chairman Smith stated that the Board of Supervisors had met in executive session immediately prior to the regular meeting to discuss personnel matters.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda.

Robert Keyser, 1221 Gap View Road, inquired whether the Board had received a response from PennDOT regarding his request for the Township to ask PennDOT to install acoustical shields to the jersey barriers along the SR 22/322 roadway to reduce the excessive traffic noise.

**Approval of Minutes**

Motion by Chairman Smith to approve the minutes from the March 6, 2017 regular monthly 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 *State Accounts* \$219,157.91; *Fiduciary Accounts* \$90,942.14; and *General Accounts* \$1,331,300.15 to be \$1,641,400.20 as March 31, 2017.

Manager Seeds also reported 2015 Liquid Fuel Fund audit findings require \$51,871.25 to be transferred from the General Operating Account to offset ineligible costs charged against the Liquid Fuel Fund for unallowable winter maintenance anti-skid materials, Stony Creek Road cross pipe installations exceeding the state bid requirement and the use of Flagger Force contract services exceeding the state bid requirement.

Motion by Supervisor Fisher to transfer \$51,871.25 from the General Operating Account to the Liquid Fuel Fund as a result of the 2015 Liquid Fuel Fund audit findings was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to accept the March 2017 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Agenda Items**

### Joint Municipal Building Energy Efficiency (Solar) Project – Bid Results

Bids received for the advertised Joint Municipal Building Energy Efficiency (Solar) Project were reviewed and summarized in a bid tabulation report compiled by the Township's project engineer Herbert, Rowland & Grubic, Inc. (HRG). HRG engineer Eric Boyer reported the low bid submitted by Spotts Brothers, Inc. for the Base Bid and Alternate 1 was fully qualified and noted that Spotts Brothers, Inc. had completed the Dauphin County solar farm installation located in Fishing Creek Valley. Manager Seeds reported the corresponding Dauphin County Local Share Municipal Grant should be sufficient to cover the project costs.

Motion by Chairman Smith to award a contract to Spotts Brothers, Inc. for the Base Bid and Alternate 1 in the amount of \$132,511.00 for procurement and installation of all specified solar project components was seconded by Supervisor Evans. *Motion passed unanimously.*

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

HRG engineer Ryan J Hostetter, P.E. introduced himself as the newly assigned project manager for the Township's Potato Valley Road Bridge and Roadway Realignment Project. Mr. Hostetter presented a brief verbal report on the project status noting that it was still on track to be bid during the second quarter of 2018. A written monthly status report will be forthcoming.

### Hagy Park Playing Field Damage

Josh Travitz, 609 Allegheny Street (Dauphin Borough), addressed the Board to apologize for the damage caused while operating his vehicle on the playing field surface during the March 14 snow storm. That act of mischief was identified from the park surveillance system and reported to the State Police.

An estimate in the amount of \$317 to repair the field damage was submitted by All Phase Landscaping. Mr. Travitz offered to repair the damage as outlined in the repair estimate

and at the suggestion of the Board, also committed to perform 6-weeks of community service assisting the Township road crew with clean up and emptying trash cans at the Dauphin-Middle Paxton Community Park property as retribution for his actions.

Motion by Chairman Smith to accept Josh Travitz's offer to repair the damage to the Hagy Park playing field surface and to defer filing charges against Mr. Travitz upon completion of 6-weeks community service was seconded by Supervisor Cooney. *Motion passed unanimously.*

Subdivision and Land Development Plan – Leonard & Heather Stormin and Derek Rudy  
A Preliminary/Final Subdivision Plan for Leonard S. & Heather M. Stormin and Derek Rudy for properties located at 1134 Red Hill Road and 1130 Red Hill Road, respectively, last revised March 17, 2017 was submitted to the Board upon recommendation of the Planning Commission. The purpose of the subdivision is to add Lot No. 1A subdivided from Lot No. 1 (Stormin) to Lot No. 2 (Rudy) to eliminate encroachment of the existing driveway. There is no building construction to take place as a result of the plan.

Light-Heigel & Associates, Inc. correspondence dated March 9, 2017 provided plan review comments noting no objections to the waivers requested for preliminary planning (SALDO Section 304) and plan scale requirements (SALDO Section 307).

Motion by Supervisor Fisher to approve the requested waivers to SALDO Sections 304 and 307 for the Preliminary/Final Subdivision Plan for Leonard S. & Heather M. Stormin and Derek Rudy was seconded by Supervisor Peffer. *Motion passed unanimously.*

Motion by Chairman Smith to approve the Preliminary/Final Subdivision Plan for Leonard S. & Heather M. Stormin and Derek Rudy subject to all conditions noted in Light-Heigel & Associates, Inc. correspondence dated March 9, 2017 and receipt of a copy of the maintenance agreement for the driveway easement providing access to Lot No. 1 before the plan can be filed with Dauphin County was seconded by Supervisor Peffer. *Motion passed unanimously.*

#### Joint Municipal Building Access Control System

Manager Seeds reported having investigated adding the door between the meeting room and offices to the key fob access control system. According to Morefield Communications, the building's *Bosch* access control system module is considered obsolete and cannot handle additional doors being added to the system. Morefield Communications recommended replacing the *Bosch* access control system with a *PremiSys* access control system which would cost in excess of \$12,000. The Board deferred any action until the requested Joint Municipal Building safety and security audit is completed by the Pennsylvania State Police.

#### Hagy Park Concession Building Door Lock Replacement

Manager Seeds presented an offer from Hershocks dated April 3, 2017 to replace the four (4) keyed door locks with *Kaba* mechanical push button locksets (Option #1) at \$3,025 or *Schlage* battery operated push button locksets (Option #2) at \$6,300.

Motion by Chairman Smith to award a contract in the amount of \$3,025 to Hershocks for installation of 4 *Kaba* mechanical push button locksets (Option #1) was seconded by Supervisor Cooney. *Motion passed unanimously.*

### Municipal Engineering Professional Services

Supervisor Fisher distributed the Request for Qualifications (RFQ) Review Committee Report dated April 3, 2017 providing the committee's recommendations for retaining municipal engineering services required by the Township. Based upon relevant experience and a cost-effective 2017 fee schedule in comparison to other candidate firms, it was the committee's unanimous recommendation that continuing to retain Light-Heigel & Associates, Inc. to provide municipal engineering and sewage enforcement services was in the best interest of the Township.

Motion by Supervisor Fisher to appoint Light-Heigel & Associates, Inc. designee Marlin (Marty) Sowers as the Township's Certified Floodplain Administrator (Light-Heigel & Associates, Inc. 2017 municipal fee schedule rate of \$60.00/hr.) and to revise Resolution No. 2017-01 accordingly was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher to appoint Light-Heigel & Associates, Inc. designee Matt J. Sauers as the Township's Zoning Officer (Light-Heigel & Associates, Inc. 2017 municipal fee schedule rate of \$55.00/hr.) and to revise Resolution No. 2017-01 accordingly was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher to designate Julie Ann Seeds as the Township's Assistant Zoning Officer and to revise Resolution No. 2017-01 accordingly was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher authorizing Manager Seeds to issue written correspondence dated April 3, 2017 to Light-Heigel & Associates, Inc. acknowledging appointment of Ed Fisher as their Municipal Representative and outlining the Township's expectations for Light-Heigel & Associates, Inc. manner of acting in its capacity as Township Engineer was seconded by Chairman Smith. *Motion passed unanimously.*

### Receptionist/Assistant Job Description

Motion by Supervisor Fisher to approve the Receptionist/Assistant job description presented by the Personnel Committee was seconded by Chairman Smith. *Motion passed unanimously.*

### Employee Correspondence

Motion by Supervisor Fisher directing Manager Seeds to issue correspondence on an employee matter was seconded by Chairman Smith. *Motion passed unanimously.*

## **Reports**

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

A written report for the month of March was presented.

### Roadmaster – Robert Hofer

A written report dated April 3 was presented.

### Zoning and Codes Enforcement Officer – Julie Ann Seeds

A written report dated April 3 was presented.

Emergency Management Coordinator – Robert Rusbach  
Mr. Rusbach stated he had nothing to report.

Manager – Julie Ann Seeds

A written report dated April 3, as well as a township project list annotated with the current status of each active project were presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission did not meet during March. The next Fire Commission meeting is scheduled for Tuesday, April 25 at 6 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next Authority meeting is scheduled for Wednesday, April 12 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the CapCOG Board of Delegates met on Monday, March 20 with presentations by the director of the ACCESS Employee Assistance Program and Administrator of Neighborhood Dispute Settlement. CapCOG issued a survey to member municipality fire companies to get input on whether they would benefit from the proposed Emergency Services Coordinator staff position. CapCOG is sponsoring Human Resource training on April 6 and a workshop on April 10 to assist emergency service providers in building and maintaining effective relationships with public officials. The next Board of Delegates meeting will be held at 7:00 PM on Monday, March 20 at the Hampden Township office.

## **Review/Approval of Bills**

The listing of vendor bills for March 2017 was distributed to the Board for review/approval. Motion by Chairman Smith to pay all vendor bills listed for March 2017 with the understanding the SECCO invoice in the amount of \$300.00 to properly secure a wire in the standby generator panel overlooked by Winter Engine will be deducted from the Winter Engine bill for the generator service call 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. Manager Seeds reported March 8, 2017 correspondence from the Dauphin County Board of Commissioners provided notification the Township will be allocated \$221,000 from the 2016-17 Local Share Municipal Grant Program for Potato Valley Road Bridge and Roadway Re-alignment Project debt reduction, Fire Department pumper/tanker debt reduction and the Fishing Creek Community Building improvement project.

## **Executive Session**

Not required.

## **Board Member Comments**

Chairman Smith thanked Supervisors Fisher and Cooney and Manager Seeds for their service as the Municipal Engineering Professional Services RFQ Review Committee.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:21 PM upon a motion by Chairman Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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James H. Fisher, Assistant Secretary