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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

REGULAR MONTHLY MEETING MINUTES

April 7, 2014

**Call to Order**

The April 7, 2014 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Chairman Andrew Megonnell in the Township meeting room. Also present were Supervisor James Fisher, Vice Chairman and Secretary/Treasurer; Supervisor Mitchell Rissinger; Supervisor Jeffrey Smith; Supervisor Richard Pepper; Julie Seeds, Township Manager and Assistant Secretary/Treasurer; Steve Stine, Township Solicitor; and Ed Fisher, Township Engineer.

**Pledge of Allegiance and Public Comments**

Following the Pledge of Allegiance, Chairman Megonnell invited public comments from those in attendance who otherwise were not listed on the agenda.

Mr. Robert Keyser, 1221 Gap View Road, once again addressed the Board to express his continued complaint about Route 22/322 traffic noise and noted that portions of the highway are scheduled for reconstruction and/or paving overlay this year. He requested the Board communicate a recommendation to PennDOT that rubberized asphalt be used for the overlay to provide some relief from traffic noise.

**Approval of Minutes**

Chairman Megonnell requested a motion to approve the minutes from the March 3, 2014 meeting. Motion by Supervisor Smith to approve the March 3, 2014 meeting minutes was seconded by Supervisor Rissinger. *Motion passed unanimously.*

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

Julie Seeds, Assistant Secretary/Treasurer, presented the monthly Treasurer's Report and reported the total of Fiduciary Funds (\$155,389.67), State Accounts (\$392,420.90) and General Account Funds (\$1,421,490.76) to be \$1,969,301.33 as of March 31, 2014. Ms. Seeds also distributed the January - March Profit & Loss Statement and March General Fund Deposit Detail noting the P&L Statement net income was a deficit of \$8,058.65. Expenses were reported to be on budget for the first quarter of the year.

Motion by Supervisor Rissinger to approve the Treasurer's Report to be filed for audit was seconded by Supervisor Smith. *Motion passed unanimously.*

Ms. Seeds noted the Susquehanna Bank Certificate of Deposit #1825 (balance of \$114,781.00 as of March 31) matures on April 25. She recommended the Board consider transferring those funds to the Building Fund with the intent of using a portion of those funds to satisfy the municipal building mortgage upon receipt of the County's 2013-2014 Gaming Grant payment for municipal building debt reduction.

Motion by Supervisor Rissinger to transfer the funds from Susquehanna Bank Certificate of Deposit #1825 upon maturity to the Building Fund (Mid Penn Bank Money Market Account #9093) was seconded by Supervisor Smith. *Motion passed unanimously.*

Ms. Seeds reported the 2013 Municipal Annual Audit and Financial Report was completed by the auditors and filed with the Department of Community and Economic Development (DCED). A copy of that report was distributed to the Board. Ms. Seeds also reported the auditors recommended updating the Township's *QuickBooks* chart of accounts with DCED's concurrence.

Motion by Supervisor Rissinger to retain the professional services of a *QuickBooks* consultant as recommended by the Township Auditors and DCED to assist the Manager with updating the Township's chart of accounts was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

### Dauphin-Middle Paxton Fire Company

Joint Fire Commission chairman, Tom O'Connell, distributed a copy of the Dauphin-Middle Paxton Fire Company 2011-2013 Statement of Income and Expenses, as well as a Training and Certification Assessment Schedule indicating the levels of training and certifications held by active duty firefighters. Mr. O'Connell requested the Board release the \$10,000 budget allocation for fire company training based upon submission of the aforementioned training schedule.

Mr. O'Connell noted that the training and certification list would serve as a baseline and would be updated and submitted with the Fire Company's annual budget request. In response to a question raised by the Board, Fire Company Chief Mike Fagan replied that the Fire Company maintains a current general fund balance of approximately \$67,000.

Motion by Supervisor Fisher to defer action on the Joint Fire Commission request until the May 5 Board meeting was seconded by Supervisor Rissinger. *Motion passed unanimously.*

#### Joint Comprehensive Plan Consultant Proposal Review Committee Report

Supervisor Fisher presented a written report of the committee appointed to review the proposals received in response to the Request for Proposals soliciting professional planning consultants to assist the Borough and Township with preparation of a Joint Comprehensive Plan. After interviewing four (4) of the six (6) respondents, the committee entered into negotiations with Environmental Planning & Design, LLC who subsequently submitted a revised proposal in the not-to-exceed amount of \$64,500 to add a Parks and Recreation Review and Plan, as well as other Comprehensive Plan bid options requested by the committee.

Motion by Supervisor Fisher to retain the professional services of Environmental Planning & Design, LLC to assist with preparation of the Dauphin-Middle Paxton Joint Comprehensive Plan and Recreation Plan was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Preliminary/Final Subdivision Plan for McKelvey Road – Lot 5

Evans Engineering, Inc. (EEI) correspondence dated March 3, 2014 granted the Township a 45-day time extension for approval of the *Preliminary/Final Subdivision Plan for McKelvey Road – Lot 5* on behalf of applicants Carol S. Epperly and Virginia A. Beaver which was accepted by a motion of the Board during its March 3 meeting.

Brian Evans, P.E. (EEI) representing owners Carol S. Epperly and Virginia A. Beaver reported having engaged traffic engineering specialists Grove Miller Engineering, Inc. to conduct a traffic speed study to support the posting of McKelvey Road. As reported by Jay States representing Grove Miller Engineering, Inc., the traffic speed study was conducted from Tuesday, March 11 through Tuesday, March 18 with a count of 2,627 vehicles or approximately 400 vehicles per day having crossed the speed strips deployed for the study.

The McKelvey Road traffic speed study conducted by Grove Miller Engineering, Inc. was provided to Township Engineer Ed Fisher. Based upon the traffic speed study, Mr. Fisher recommended posting McKelvey Road for a maximum speed of

40 MPH with the addition of curve caution speed reduction signage in the east and west bound approaches to the Fulton Road intersection.

Motion by Supervisor Rissinger to prepare and advertise an ordinance to post a maximum speed of 40 MPH for McKelvey Road was seconded by Supervisor Fisher. *Motion was approved with Supervisors Smith and Peffer voting NAY.*

Mr. Evans offered to engage Grove Miller Engineering, Inc. to review the McKelvey Road and Fulton Road intersection and provide a recommendation for appropriate curve caution speed reduction signage to Township Engineer Ed Fisher.

Motion by Supervisor Rissinger to approve the three (3) requested waivers and approve the *Preliminary/Final Subdivision Plan for McKelvey Road – Lot 5* subject to completion of those items noted as pending or needing to be addressed in Light-Heigel & Associates, Inc. correspondence dated February 3, 2014 was seconded by Supervisor Fisher. *Motion was approved with Supervisor Smith voting NAY.*

#### Stony Creek Road – Paving Project Update

Ms. Seeds reported the request for bids for improvement and paving of Stony Creek Road from Lindsey Lane to the turnaround at Ellendale has been advertised with a bid opening scheduled for Friday May 2 at 11:30 AM. Given the engineering estimate for the Stony Creek Road paving project, Resolution No. 2014-01, Price Adjustment of Bituminous Materials for Small Quantities, was introduced to allow an escalator clause for bituminous material to be included as part of the MS-944 and MS-963 proposals.

Motion by Supervisor Smith to adopt Resolution 2014-01 Price Adjustment of Bituminous Materials for Small Quantities was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Ms. Seeds reported she is investigating whether grants may be available to help offset costs for full-depth reclamation of Hunt Meadow, Hunt Wyd and Hunt Glen. Township Engineer Ed Fisher recommended some pavement repairs to certain areas of McKelvey Road, but stated that the roadway condition does not yet warrant a complete paving overlay considering traffic volume.

#### CDBG-DR Grant – Potato Valley Road Bridge Replacement Update

Ms. Seeds reported having advertised for qualification statements to provide engineering services under the pending \$68,650 CDBG-DR grant for engineering design and preparation of permit applications for replacement of the Potato Valley Road Bridge with statements due on April 11. She also reported the Potato Valley Road Bridge is included for replacement under the draft Tri-County Regional Planning Commission's Transportation Improvement Program (TIP) for 2015-2018

and that final public notice of approved TIP projects would be issued in September. If approved under TIP, the Township would be responsible for assuming 5% of the project cost.

### 2014 Proposed PSATS Resolutions

Proposed resolutions to be considered by the membership at the Pennsylvania State Association of Township Supervisors (PSATS) annual educational conference and trade show (April 13-16) with the Resolutions Committee's recommended actions were distributed to the Board. The consensus of the Board was for our PSATS voting delegate, Supervisor Fisher, to vote in accordance with the Resolutions Committee's recommendations with the exception of Resolution 14-16 whereby the Committee opposes PSATS seeking legislation to require DCNR to identify and designate appropriate trails located in state forest land for use by all-terrain vehicles and snowmobiles.

## **Reports**

### Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority

Shannon Scott reported the restrooms are now fully functional after having been completely renovated and that the 3 water lines serving the concession stand that cracked due to freezing during the winter would be repaired. She also noted the Park Authority was considering improvements to the concrete apron surrounding the restrooms in order to improve handicap access to those facilities.

- Dauphin-Middle Paxton Joint Public Safety Authority

Chairman Megonnell reported the Public Safety Authority had selected PinnacleHealth Community Life Team as the community's Emergency Medical Services (EMS) provider at its March 12 meeting. Responsibility for delivery of EMS services to the community was intended to transition from the current EMS provider, Susquehanna Township Emergency Medical Services (STEMS), beginning April 1. However, STEMS ended primary EMS coverage effective April 1 and sent written notice to its subscribing members offering a pro-rated refund for the April-June membership subscription period.

Community Life Team Director, John Logan, addressed the Board and assured the residents that continued EMS coverage has been in place since April 1 and that Community Life Team would honor all current STEMS membership subscriptions from April 1 to June 30, as well as all the lifetime subscription arrangement for all former Dauphin-Middle Paxton Community Ambulance Association life members. Mr. Logan explained that the Community Life Team annual membership subscriptions run January through December and that Community Life Team

would be sending out correspondence soliciting Township and Borough residents for a 6-month membership subscription intending to cover the remainder of 2014.

Chairman Megonnell noted that the Public Safety Authority and Community Life Team were in the process of entering into a triple-net lease agreement for Community Life Team to house its vehicles and crew at the ambulance station, as well as an operating services agreement to provide basic and advanced life support EMS coverage to the Township and Borough.

Solicitor – Steve Stine, Esq. – No report was presented.

Engineer – Ed Fisher, P.E. – See attached report.

Ms. Seeds noted the proposed amendment of the Township’s Stormwater Management Ordinance to incorporate Option 3 exemption criteria was advertised for adoption at the May Board meeting.

Road Master – Robert Hofer – See attached report.

Road Master Bob Hofer reported having received quotes from DeAngelo Brothers, Inc. (\$2,147.00) and All Phase Landscaping (\$4,800.00) for controlling undesirable vegetation around guiderails, signs and culverts through an annual spraying program versus the labor intensive manual trimming operations currently being employed. Motion by Supervisor Rissinger to award a contract to DeAngelo Brothers, Inc. in the amount of \$2,147.00 for a one-time spraying application during 2014 was seconded by Supervisor Smith. *Motion passed unanimously.*

In response to the Road Master’s report requesting a course of action to address the severe rust issues along the cab area of the 1997 CAT 924 loader, the Board requested the Road Master obtain pricing for all repairs deemed necessary to the front end loader versus replacement of the unit.

The April and May public works schedule was also distributed to the Board.

Zoning and Codes Enforcement Officer – See attached report.

Ms. Seeds reported the Zoning Hearing Board would meet on April 9 with two cases currently scheduled on the agenda for action.

Emergency Management Coordinator – Robert Rusbatch – No report was presented.

Manager’s Report – Julie Seeds – See attached report.

## **Review/Approval of Bills**

The listing of bills for March was distributed to the Board for review/approval. Motion by Supervisor Rissinger to pay all General and New Municipal Building bills for March was seconded by Supervisor Smith. *Motion passed unanimously.*

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

Ms. Seeds presented items of general interest, as well as correspondence received by the Township during the previous month that did not require Board action.

Correspondence was received from Kevin and Kim Laing with property at 605 Stoney Creek Drive adjoining the driveway entrance to St. Matthew Church (607 Stoney Creek Drive) reporting traffic noise and highlight glare, as well as continued water runoff from the driveway onto their property. The Laing's requested the Township investigate whether the driveway buffer screening and water management requirements had been properly met by St. Matthew Church. The Board requested the Zoning Officer and Township Engineer investigate the reported issues and recommend corrective action where warranted.

Ms. Seeds reported 14 regularly scheduled meetings were being hosted in the Township meeting room on a monthly basis and that Congressman Lou Barletta's office would be providing an opportunity for senior citizens to meet with their staff at the Township office from 2-4 PM on Thursdays to obtain assistance.

Ms. Seeds also reported having received award letters for the Dauphin County local municipal share grants, as well as the \$153,192.47 Liquid Fuels check for 2014.

### **Board Member Comments**

Supervisor Peffer asked why a part-time summer seasonal employee was currently working, as well as why Township vehicles were being serviced at Warren's Truck Repair. Ms. Seeds provided a response to both questions.

### **Executive Session**

The Board recessed into executive session at 9:46 PM to discuss personnel matters upon a motion by Supervisor Smith, seconded by Chairman Megonnell. *Motion passed unanimously.*

The Board reconvened into regular session at 10:00 PM and took the following action.

Motion by Supervisor Smith to hire Donald Dimm as a part-time employee for summer seasonal work at the hourly rate of \$13.00 considering his experience and immediate availability to being work was seconded by Supervisor Fisher. *Motion passed with Supervisor Rissinger voting NAY.*

## **Adjournment**

There being no further business, the meeting adjourned at 10:06 PM upon a motion by Supervisor Rissinger, seconded by Supervisor Smith. *Motion passed unanimously.*

Respectfully submitted,

## **SIGNATURE ON FILE**

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James H. Fisher, Secretary