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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES

August 7, 2017

Call to Order

The August 7, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 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.

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. No comments were presented.

Approval of Minutes

Motion by Supervisor Fisher to approve the minutes from the July 3, 2017 regular monthly meeting was seconded by Chairman Smith. *Motion passed with Supervisor Peffer abstaining due to having been absent from that meeting.*

Motion by Supervisor Fisher to approve the minutes from the July 18, 2017 workshop meeting was seconded by Supervisor Cooney. *Motion passed with Supervisor Evans voting nay.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$261,855.24; *Fiduciary Account* \$96,226.86; and *General Account* \$1,306,026.65 funds to be \$1,664,108.75 as of July 31, 2017.

Manager Seeds also distributed the *2016 Municipal Annual Audit and Financial Report* completed by the Auditing Committee and submitted to the DCED Governor's Center for Local Government Services.

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

Agenda Items

Bid Opening – Solid Waste and Recyclables Collection

The following bids were opened in response to the Township's advertised request for bids to provide solid waste and recyclables collection for residential properties:

- Penn Waste (York, PA) submitted a "no bid" letter dated August 3, 2017
- Waste Management (Camp Hill, PA) submitted bid documents listing the following residential prices (weekly collection includes 2 trash bags, 1 bulk item and mixed recyclables):
 - Collection Year 1 - \$24.72/month
 - Collection Year 2 - \$24.72/month
 - Collection Year 3 - \$25.59/month
 - Collection Year 4 - \$26.48/month
 - Collection Year 5 - \$27.41/month
 - Bag Tag Year 1 - \$5.30
 - Bag Tag Year 2 - \$5.30
 - Bag Tag Year 3 - \$5.30
 - Bag Tag Year 4 - \$5.30
 - Bag Tag Year 5 - \$5.30
 - Bulk Item Year 1 - \$35.00/item
 - Bulk Item Year 2 - \$35.00/item
 - Bulk Item Year 3 - \$35.00/item
 - Bulk Item Year 4 - \$35.00/item
 - Bulk Item Year 5 - \$35.00/item
 - 5-Year Contract Extension for Years 6 through 10 – 2.75% price increase over previous year rates

Motion by Chairman Smith to table action on the solid waste and recyclables collection contract award pending bid review by the Solicitor was seconded by Supervisor Evans. *Motion passed unanimously.*

Request for Sponsorship of Local Share Municipal Grant Applications

- Dauphin-Middle Paxton Joint Park Authority
Ron Hull, representing the Dauphin-Middle Paxton Joint Park Authority, presented correspondence dated August 2, 2017 requesting the Township be a co-applicant for Local Share Municipal Grant funds in the estimated amount of \$30,000 required to complete the Kennedy Field grandstand renovation project.

Motion by Chairman Smith to adopt Resolution 2017-03 whereby the Township agrees to be a co-applicant with the Dauphin-Middle Paxton Joint Park Authority to submit a Local Share Municipal Grant Application for renovations and repairs to the Kennedy Field Grandstand was seconded by Supervisor Evans. *Motion passed unanimously.*

- Central Dauphin Rams Diamondbackers Baseball Club

Deb Miller, secretary of the Central Dauphin Rams Diamondbackers Baseball Club, presented correspondence dated July 24, 2017 requesting the Township be a co-applicant for Local Share Municipal Grant funds to address capital repairs and renovations, as well as equipment needed for the Central Dauphin High School Varsity and Junior Varsity baseball program. The club has received initial estimates between \$40,000 and \$45,000 for the various projects and has some reserve funds available to leverage against grant funding.

The Board questioned the relevance of funding the Varsity team spring Southern trip as one of the 8 listed capital improvement and equipment project items and Ms. Miller acknowledged that item would be replaced by scoreboard renovations. Ms. Miller also acknowledged the club's request was submitted to the Township after their request to West Hanover Township to be a co-applicant had been denied.

Motion by Supervisor Fisher to adopt Resolution 2017-04 whereby the Township agrees to be a co-applicant with the Central Dauphin Rams Diamondbackers Baseball Club to submit a Local Share Municipal Grant Application for capital repairs and renovations, as well as equipment for the Central Dauphin High School Varsity and Junior Varsity baseball program was seconded by Chairman Smith. *Motion passed unanimously.*

Potato Valley Road Bridge Replacement and Roadway Realignment Project Update

HRG's Transportation Regional Service Group Manager, Ryan Hostetter, P.E. submitted the August Status Report and presented a proposed supplement to the engineering agreement to incorporate a scope of work for Wetland Mitigation required to address wetland impacts, as well as a scope and price for the Environmental Assessment of the utility shed impacted as part of the project.

Motion by Supervisor Fisher to approve Supplement A to the Preliminary Engineering and Final Design Scope of Work for Replacement of the Potato Valley Road Bridge and the Realignment of Potato Valley Road increasing the \$467,000 lump sum engineering services agreement cost by \$8,000 to be \$475,000 was seconded by Chairman Smith. *Motion passed unanimously.*

2018 Dauphin County Gypsy Moth Suppression Program

Motion by Supervisor Fisher for the Township to participate in the 2018 Dauphin County Gypsy Moth Suppression Program with all associated costs to be borne by the residents requesting suppression spraying of their property was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of Sewage Enforcement Officer and Alternate Sewage Enforcement Officer

Motion by Supervisor Cooney to appoint Brian S. McFeaters as the Sewage Enforcement Officer and to incorporate the associated 2017 fee schedule for on-lot sewage testing, permitting and inspection within Resolution 2017-01 was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to appoint Nelson Ziegler as the Alternate Sewage Enforcement Officer was seconded by Supervisor Cooney. *Motion passed unanimously.*

Project Updates

- Fishing Creek Community Building

Manager Seeds requested the Board's direction whether to solicit pricing for installation of either a propane or diesel fuel powered generator system noting that initial quotes for a diesel fuel powered generator system were considerably higher than the propane fuel powered generator system. She also noted that additional quotes were anticipated for installation of the security system.

Motion by Chairman Smith to obtain pricing for a propane fuel powered generator system for the Fishing Creek Community Building was seconded by Supervisor Cooney. *Motion passed with Supervisor Peffer voting nay.*

- Joint Municipal Services Building Solar Field Project

A status report dated August 4, 2017 prepared by HRG Civil Engineering Technician Chad Gladfelter was distributed to the Board with a request to issue Change Order No. 01 modifying the contract with Spotts Brothers, Inc. to extend the substantial completion date from August 1 to September 15, 2017 at no additional cost due to material back order and associated shipping/delivery delays.

Motion by Supervisor Fisher to approve Change Order No. 01 to the contract with Spotts Brothers, Inc. was seconded by Chairman Smith. *Motion passed unanimously.*

Stormwater Escrow Release

Motion by Chairman Smith to release the \$4,840 improvement guarantee being held for completion of stormwater management facilities for Aiden Grove Lot 4 on Sutton Drive in accordance with Light-Heigel & Associates, Inc. correspondence dated August 3, 2017 was seconded by Supervisor Evans. *Motion passed unanimously.*

Tuition Reimbursement Agreement

Motion by Supervisor Fisher to approve payment of the tuition for Manager Seeds to enroll in the Millersville University Certified Public Manager Level II Program subject to the terms of the Tuition Reimbursement Agreement was seconded by Chairman Smith. *Motion passed unanimously.*

Middle Paxton Township Employee Handbook

Manager Seeds distributed additional copies of the Employee Handbook and requested review comments from the Board be submitted no later than September 1 for consideration of the Personnel Committee in completing the draft document to be presented for adoption.

Frog Hollow Road Paving Project Request for Payment

Motion by Chairman Smith to pay \$39,109.41 to Meckley's Limestone Products, Inc. for Frog Hollow Road paving project work completed to date in accordance with Light-Heigel & Associates, Inc. correspondence dated August 7, 2017 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motorola Solutions Communications Proposal

Motion by Chairman Smith to approve purchase of two (2) Motorola APX1000 R2 UHF Model 1.5 portable radios and single unit chargers for the quoted price of \$4,550.88 from Motorola Solutions, Inc. was seconded by Supervisor Evans. *Motion passed unanimously.*

Resolution to Support Nuclear Energy in Pennsylvania

Motion by Supervisor Fisher to adopt Resolution 2017-05 to Support Nuclear Energy in Pennsylvania was seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of July was presented.

The Board requested Light-Heigel & Associates, Inc. present recommended 2018 roadway projects and associated engineering cost estimates for the Board's consideration during the September meeting to facilitate 2018 budget preparation.

Roadmaster – Robert Hofer

A written report dated August 7, 2017 was presented.

Zoning Officer – Matt Sauers

A written report dated July 31, 2017 was presented.

Emergency Management Coordinator – Robert Rusbatch

A written report dated August 3, 2017 was presented.

Manager – Julie Ann Seeds

A written report dated August 7, 2017 and an updated status report of active projects revised August 7, 2017 were presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission met on July 25 and approved the minutes of prior meetings and monthly fire company financial statements which are now on file at the Township office. The Fire Commission and Fire Company representatives expressed their appreciation to the Township and Manager Seeds for assisting them in completing the most recent Local Share Municipal Grant cycle whereby the loan for the 2014 pumper/tanker has been satisfied resulting in the fire company being completely debt free. It was reported that *Community LifeTeam EMS* has expressed interest in acquiring the recently retired Utility 38 vehicle and negotiations are underway to conclude that transaction. The next Fire Commission meeting is scheduled for Tuesday, August 29 at 5:30 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Authority met on July 12 and distributed copies of the draft minutes prepared from that meeting. The next Authority meeting is scheduled for Wednesday, October 11 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, July 17 with presentations by Karen Young representing *HR Resolutions* and representatives of *BeneCard*, a prescription benefit facilitator. *BeneCard* seeks to reduce group medical plan prescription costs and would be a consideration for large group plans, while *HR Resolutions* offers human resource expertise ranging from interviewing, hiring, evaluations, compensation review, etc. through termination to small businesses and municipal governments that do not have a dedicated HR department. CapCOG entered into a Local Government Partnership Program with the *Harrisburg Regional Chamber &*

CREDC whereby CapCOG member municipalities will be provided complimentary membership to the Harrisburg Regional Chamber and access to its associated benefits. CapCOG adopted a resolution supporting SB 745 which would provide local government entities the option to use a statewide database for publication of legal notices in lieu of expensive newspaper advertising. The next Board of Delegates meeting will be held at 7:00 PM on Monday, October 16 at the Hampden Township office.

Review/Approval of Bills

The listing of vendor bills for July 2017 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for July 2017 and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties 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.

Chairman Smith acknowledged and welcomed members of Boy Scout Troup 233 who were present in the audience during the meeting. Scouts Ian Culp, Hayden Jorich, Rylee Nagy and Jaiden Weis approached the podium and introduced themselves to the Board. Assistant Scout Master Ryan Jorich explained the scouts were working towards their Citizenship Merit Badge with the objective of involving youth in community and local government activities.

Executive Session

Not required.

Board Member Comments

Supervisor Peffer questioned the additional cost associated with assigning part-time Roadcrew employees to mow grass when summer seasonal employees were unavailable.

Adjournment

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

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary