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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES
December 5, 2016

Call to Order

The December 5, 2016 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:02 PM by Vice-Chairman and Assistant Secretary James Fisher in the Township meeting room. Also present were Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Township Solicitor Steve Stine; and Township Engineer Ed Fisher. Supervisor Jeffery Smith, Chairman and Treasurer, was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Supervisor Fisher invited comments from those in attendance who were not listed on the meeting agenda. No comments were presented.

Approval of Minutes

Motion by Supervisor Evans to approve the minutes of the November 7, 2016 regular monthly meeting was seconded by Supervisor Cooney. *Motion passed with Supervisor Peffer abstaining due to having been absent from that meeting.*

Motion by Supervisor Peffer to approve the minutes of the November 15, 2016 workshop 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* \$219,859.66; *Fiduciary Accounts* \$97,675.79 and *General Accounts* \$1,512,887.56 to be \$1,830,423.01 as of November 30, 2016. Manager Seeds also distributed the November deposit detail, November P&L, and January – November P&L statements. Manager Seeds reported the Township had received a direct deposit to the

General Operating Account in the amount of \$18,051.63 from FEMA as reimbursement for 2016 winter storm expenses incurred during the declared emergency.

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

Agenda Items

Joint Municipal Building Energy Efficiency (Solar) Project

Although a representative of HRG was scheduled to appear this evening to provide an update on the solar project, Manager Seeds reported in their absence that HRG was working with an energy efficiency company currently under contract with COSTARS to list all required solar project components including installation to enable the Township to procure a turn-key installed product directly off the COSTARS contract.

Motion by Supervisor Cooney to direct HRG to complete the solar project component and installation bid specifications in order for the Township to solicit contractor bids for turn-key procurement of all required solar project components including installation for comparison against COSTARS contract pricing was seconded by Supervisor Evans. *Motion passed unanimously.*

Stony Creek Road 'S' Turn Widening Project

Light-Heigel & Associates, Inc. November 28, 2016 correspondence recommended release of final payment in the amount of \$3,890.00 to G.R. Charles Excavating for widening of the Stony Creek Road 'S' turn.

Motion by Supervisor Evans to release final payment in the amount of \$3,890.00 to G.R. Charles Excavating was seconded by Supervisor Cooney. *Motion passed unanimously.*

Pennsylvania Game Commission Proposed Agreements for Ibberson Park

Motion by Supervisor Evans to enter into the proposed *Cooperative Access Agreement* with the Pennsylvania Game Commission (PGC) providing PGS access to State Game Lands through Ibberson Park lands solely for the purposes of controlled burn preparations and operations and permitting controlled burning within Ibberson Park lands as delineated therein during a 5-year period was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Evans to enter into the proposed *Hunter Access Program Cooperative Agreement* with the Pennsylvania Game Commission (PGC) to enroll Ibberson Park lands in the PGC Hunter Access Program with PGC to provide wildlife management enhancements and benefits for the public good during a 5-year period was seconded by Supervisor Cooney. *Motion passed unanimously.*

Office Copier Lease – Higher Information Group/JGF Funding, LLC

Motion by Supervisor Evans to enter into a 60-month lease agreement with JGF Funding, LLC for Lexmark XS748de and Lexmark XC2132 color copiers to be provided by Higher Information Group after deleting the clause "Lessee will indemnify and hold Lessor harmless from and against any and all claims, lawsuits, actions, penalties, expenses and liability (including, without limitation, negligence, strict liability, patent, copyright, trademark and tort claims) in any way arising with respect to this Lease or any item."

found with Paragraph 3 of the Lease Terms and Conditions as recommended by Township Solicitor Stine was seconded by Supervisor Cooney. *Motion passed unanimously.*

Fire Suppression Booster Pump Issues

Manager Seeds reported Viozzoi Bros. inspected the fire suppression booster pump due to water leakage and associated corrosion of pump fittings. A written recommendation and quotation to correct the observed condition of the suppression booster pump will be forthcoming. While some leakage is considered acceptable, it was suggested the water should be tested to determine whether the water is contributing to the excessive leakage and corrosion. It was the consensus of the Board to have the water tested by Water by Design, a firm recommended to us by Viozzoi Bros.

Request for Release of Stormwater Escrow – Dennis Knapp Project

Light-Heigel & Associates, Inc. November 29, 2016 correspondence indicated the required stormwater facilities have been completed in general conformity with the approved plan for the Dennis Knapp property located at 1851 Potato Valley Road and recommended release of the improvement guarantee being held in escrow.

Motion by Supervisor Peffer to release the \$7,500 improvement guarantee provided by project contractor Warren Crowl being held in escrow for completion of the stormwater facilities for the Dennis Knapp project located at 1851 Potato Valley Road pursuant to Light-Heigel & Associates, Inc. November 29, 2016 correspondence was seconded by Supervisor Cooney. *Motion passed unanimously.*

Dauphin County Infrastructure Bank (DCIB) Loan Payment

DCIB Loan Payment and Source of Funds Certification for the first of ten (10) annual debt service payments in the amount of \$124,334.16 associated with the Potato Valley Bridge and Roadway Realignment Project due January 1, 2017 was presented to the Board. Manager Seeds noted the Township had submitted a Local Share Municipal Grant application corresponding to the DCIB loan debt service annual payment, but action on that grant application would not occur until several months after the payment due date.

Motion by Supervisor Cooney to pay the \$124,334.16 DCIB loan debt service from the General Reserve Account was seconded by Supervisor Evans. *Motion passed unanimously.*

Project Updates

Manager Seeds distributed a listing of active projects that included the current status for each project and addressed several questions raised by Board members.

Reports

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

A written report for the month of November 2016 was presented. In response to a question by Supervisor Fisher regarding status of the MS-4 waiver application, Township Engineer Fisher reported the required mapping was complete with the corresponding MS-4 wavier application on track to be completed and submitted to DEP prior to the end of December. It is anticipated DEP will review the Township's waiver application and provide a response by March 2017 as to whether the waiver will be granted or require the Township to submit a complete MS-4 application by the September 2017 deadline.

Roadmaster – Robert Hofer

A written report dated December 5, 2016 was presented. Roadmaster Hofer also presented a written request for vacation time off from December 30, 2016 to January 6, 2017 noting that all full-time and part-time Road Crew members would be available for winter storm maintenance operations during that period.

Motion by Supervisor Cooney to grant Roadmaster Hofer the requested vacation time off from December 30, 2016 to January 6, 2017 was seconded by Supervisor Evans. *Motion passed unanimously.*

Zoning and Codes Enforcement Officer – Julie Ann Seeds

A written report dated December 5, 2016 was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A written report dated December 5, 2016 was presented.

Project Reports

- *Potato Valley Road Bridge Replacement and Roadway Realignment Project* – A status report compiled by HRG and dated December 5, 2016 was presented. HRG Project Manager Michelle Madzellan also provided written correspondence addressing concerns raised about the potential of an increase in stream velocity and hydrostatic changes impacting a downstream bridge owned by resident Bill Kotkiewicz resulting from removal of the existing bridge mid-stream pier.
- *Hagy Park Walking/Fitness Trail Project* – Signage will be procured for distance measures on the walking/fitness trail and follow up work is continuing by the Township's Road Crew to complete the transition alongside the trail paving.
- *Joint Municipal Building Energy Efficiency (Solar) Project* – addressed previously as a topic under Agenda Items.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Manager Seeds reported having received a copy of the Park Authority's fiscal audits for 2014 and 2015.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Joint Fire Commission met on November 22, approved the minutes of the September 27 meeting and reviewed the latest fire company financial reports subsequently forwarded to the Township. No other action items were presented. The next meeting is scheduled for 5:30 PM Tuesday, January 17, 2017 in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the demolition permit to remove the 2-story house on the Authority's property at 930 Peters Mountain Road has been issued with that work anticipated to be accomplished this month. The next Authority meeting is scheduled for Wednesday, December 14 at 6 PM in the Township meeting room.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the November 21 Board of Delegates meeting opened with a presentation by Dauphin County District Attorney Ed Marsico and Cumberland County 1st Assistant DA Jamie Keating on their efforts to stem the Heroin and Opioid crisis within our communities. A resolution was adopted to create the position of Fire and Emergency Services

Coordinator to provide administrative support services to fire and EMS companies operating within CapCOG member municipalities. CapCOG intends to seek funding to establish and maintain that new staff position. The 2017 CapCOG budget was approved with no increase in membership dues. The Board of Delegates recognized Executive Director Ann Simonetti for her 6 years of dedicated service as she retires at the end of 2016 to be succeeded by Gary Myers, former manager of Susquehanna Township. The December meeting was cancelled and the Annual Dinner Meeting will be held at the Hershey-Harrisburg Sheraton on Monday, January 16, 2017.

Review/Approval of Bills

The listing of vendor bills for November was distributed to the Board for review/approval. Motion by Supervisor Peffer to pay all vendor bills listed for November 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 announced the Township's previously denied application under the Tri-County Regional Planning Commission (TCRPC) *Regional Connections* grant program for funding assistance to update the Zoning Ordinance had been reconsidered upon TCRPC receipt of supplemental planning funds. The Township received TCRPC correspondence dated November 30, 2016 providing notification of being awarded *Regional Connections* grant funding in the amount of \$32,000 with a required local match of \$8,000 by the Township to undertake the Zoning Ordinance Update project.

Manager Seeds also reported having received five (5) qualification statements from engineering firms interested in being considered to provide municipal engineering, sewage enforcement, zoning and code enforcement services to the Township in response to the advertised RFQ deadline of December 1. Manager Seeds and Supervisors Cooney and Fisher were designated to evaluate the submitted qualification statements in accordance with the advertised evaluation criteria, engage in discussion with one or more of the firms under consideration and prepare a written recommendation to the Board for consideration.

Executive Session

Supervisor Fisher announced that an executive session had been held immediately preceding this meeting of the Board of Supervisors to discuss personnel matters including a vacation request and proposed salary adjustment.

Board Member Comments

Motion by Supervisor Evans to grant the Roadmaster a \$0.50/hour pay increase effective January 1, 2017 versus the \$0.25/hour pay increase approved during the November 17 workshop meeting was seconded by Supervisor Fisher. *Motion passed with Supervisor Peffer voting NAY.*

Motion by Supervisor Peffer to solicit bids for contracting lawn maintenance services during 2017 including all required contractor-furnished labor and equipment with bids to be quoted separately for Hagy Park, Dauphin-Middle Paxton Joint Park, Ibberson Park,

Fishing Creek Community Building grounds and the Joint Municipal Building campus was seconded by Supervisor Evans. *Motion passed unanimously.*

Supervisor Fisher suggested the Township consider engaging the services of a CPA versus continuing to use the elected auditors to complete the annual audit with the intent to reduce the Township Manager's workload during the rather hectic first quarter when multiple township reports must be compiled and filed with regulatory agencies. Manager Seeds responded that preparations for the elected auditors to conduct the annual audit will be sufficiently reduced as a result of the work accomplished during the past two years to setup Township accounts as new companies in *QuickBooks*. In addition, the Township's *QuickBooks* consultant, Mary Coble, assists with filing all quarterly reports thereby providing another set of 'eyes' on the Township's accounts.

Adjournment

There being no further business, the meeting was adjourned at 8:52 PM upon a motion by Supervisor Peffer, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary