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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

December 2, 2019

**Call to Order**

The December 2, 2019 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Supervisor and Chairman Jeffery Smith in the Township meeting room. Also present were Supervisor and Vice-Chairman Mike Sudia; Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Solicitor Steve Stine; and Ed Fisher representing the Township Engineer, *Light-Heigel & Associates, Inc.*

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Supervisor 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 Evans to approve the minutes from the November 4, 2019 monthly business meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

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

Manager Seeds presented the monthly Treasurer's Report showing the total of the *PLGIT/Prime* State Account (Liquid Fuels) \$20,205.15; *Mid Penn Bank* Fire Hydrant Account \$7,032.71; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$167,773.40; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$240,926.23; *PLGIT/Term* Reserve Account (Capital & Sewer) \$781,367.52; *Mid Penn Bank* Money Market \$100,018.63 and *Mid Penn Bank* General Fund (Public Safety & Operating) \$391,786.44 to be **\$1,709,110.08** as of November 30, 2019. She reported having opened the *Mid Penn Bank* Money Market Account with funds received from the Gaming Grant reimbursement for the Fishing Creek Community Center project and having

received third quarter EIT funds in the amount of \$97,555.30 which exceeds the budgeted revenue for that particular category.

Motion by Supervisor Fisher to accept the November 2019 Treasurer's Report to be filed for audit was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

### Potato Valley Road Bridge Replacement and Roadway Realignment Project Status

Manager Seeds presented the HRG project status report dated December 2. Construction accomplishments during the past month included removal of the existing pier and south abutment, excavation and installation of footings for the southern abutment and wing walls, and utility relocations. Project completion reportedly remains on schedule for June 30, 2020.

### Ordinance 2019-02

An ordinance approving an Intergovernmental Cooperation Agreement by and among Middle Paxton Township, the Borough of Dauphin, and the Municipal Authority of the Borough of Dauphin memorializing the arrangement by which the Municipal Authority may, from time to time, extend its Sewer System within the municipal boundaries of the Township for the purpose of providing sanitary sewer services to properties within the Township *including the Neighborhood Residential (N-R) District* was properly advertised and presented for the Board's consideration.

Supervisor Fisher noted that the Governor signed Acts 80 and 81 into law on November 7 amending the *Pennsylvania Statutes* and *Second Class Township Code* enabling Townships to enter into Intergovernmental Cooperation Agreements by resolution instead of an ordinance with both Acts taking effect on January 6, 2020. He recommended the Board consider approving the Intergovernmental Cooperation Agreement currently appended as Exhibit A to Ordinance 2019-02 and pass a corresponding resolution with an effective date of January 6, 2020 to avoid the legal and advertising expense associated with amending or repealing the ordinance should the Township desire to change the Intergovernmental Cooperation Agreement at a later date.

Solicitor Stine advised the Board that Supervisor Fisher's recommended actions could not be taken prior to the January 6, 2020 effective date of Acts 80 and 81.

Marty Eichelberger, 402 River Road, spoke in favor of including the Neighborhood Residential (N-R) District in the Intergovernmental Cooperation Agreement to address the environmental concerns of River Road residents located in that zoning district who are interested in seeking connection to the Dauphin Borough sanitary sewer system.

Motion by Supervisor Fisher to adopt Ordinance 2019-02 was seconded by Supervisor Sudia. *Motion failed with Supervisor Fisher voting AYE and Supervisors Smith, Evans, Cooney and Sudia voting NAY.*

### Ordinance No. 2019-03

An ordinance approving an Intergovernmental Cooperation Agreement by and among Middle Paxton Township, the Borough of Dauphin, and the Municipal Authority of the Borough of Dauphin memorializing the arrangement by which the Municipal Authority may, from time to time, extend its Sewer System within the municipal boundaries of the

Township for the purpose of providing sanitary sewer services to properties within the Township *excluding the Neighborhood Residential (N-R) District* was properly advertised and presented for the Board's consideration.

Motion by Supervisor Smith to adopt Ordinance No. 2019-03 was seconded by Supervisor Evans. *Motion passed with Supervisor Fisher voting NAY.*

#### Resolution 2019-09 (2020 General Fund Budget)

Motion by Supervisor Smith to adopt Resolution 2019-09 appropriating specific sums estimated to be required for the specific purposes of municipal government during the year 2020 and fixing the tax rate of 0.17 mills for fire hydrant maintenance (pertaining to real property within 1000 feet of a fire hydrant) during the year 2020 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Stormwater/Improvement Guarantee Escrow Release Requests

- Julie Ann Sherk, 1351 Miller Road

Motion by Supervisor Smith to release the \$2,750 improvement guarantee held for completion of the required stormwater facilities on the Julie Ann Sherk property at 1351 Miller Road as recommended in *Light-Heigel & Associates, Inc.* correspondence dated November 21, 2019 was seconded by Supervisor Fisher. *Motion passed unanimously.*

- Frank Payne, 3520 Fishing Creek Valley Road

Motion by Supervisor Smith to release the \$2,750 improvement guarantee held for completion of the required stormwater facilities on the Frank Payne property at 3520 Fishing Creek Valley Road with the understanding *Light-Heigel & Associates, Inc.* correspondence was forthcoming noting the required stormwater facilities have been completed in general conformity with the approved plan as verbally reported by Ed Fisher was seconded by Supervisor Sudia. *Motion passed unanimously.*

- Konrad & Yolanda Gorski, 611 Blue Mountain Road

Motion by Supervisor Smith to release the \$16,599 improvement guarantee held for completion of the required stormwater facilities on the Konrad & Yolanda Gorski property at 611 Blue Mountain Parkway as recommended in *Light-Heigel & Associates, Inc.* correspondence dated November 22, 2019 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Preliminary/Final Land Development Plan for Zion Evangelical Congregational Church

Correspondence dated November 27, 2019 was received from Zion Evangelical Congregational Church requesting (granting) the Township a time extension until March 2020 to take action on the Proposed Development Plans submitted on June 11, 2019 to provide the Applicant additional time for NPDES Permit approval and to address the Township Engineer's comments.

Motion by Supervisor Fisher to accept the Applicant's grant of an extension of time until March 2020 to take action on the *Preliminary/Final Land Development Plan for Zion Evangelical Congregational Church* was seconded by Supervisor Evans. *Motion passed unanimously.*

#### 2020 Draft Resolutions

Draft Resolution 2020-01 (Appointments/Compensation) and draft Resolution 2020-02 (Fee Schedule) were distributed for Board review in preparation for the 2020 Annual Reorganizational Meeting. Action on establishing 2020 employee salaries and hourly pay

rates was deferred until after discussions regarding personnel matters could take place during Executive Session.

### 2020 Road Projects

Ed Fisher presented an engineering cost estimate for the proposed 2020 chip and fog seal road projects broken out into three (3) separate bid packages. The Board authorized Light-Heigel & Associates, Inc. to prepare and advertise bid specifications for the proposed 2020 chip and fog seal road projects as detailed in the engineering cost estimate.

## **Reports**

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

A written report of items and activities completed during the month of November was presented. Ed Fisher also reported having completed and submitted the E-Grant Application to the Pennsylvania Emergency Management Agency (PEMA) under the Federal Emergency Management Agency (FEMA) Hazard Mitigation Non-Disaster Grant Program on behalf of Johnny & Carol Kelly, 1804 Towpath Road, for a grant to elevate their flood-prone residence above the base flood elevation (BFE).

### Roadmaster – Robert Hofer

A written report dated December 2 was presented.

### Zoning Officer – Ed Fisher

A written report dated November 29 was presented. Ed Fisher noted that the Township has now issued in excess of 100 permits year-to-date. It was also reported that the Zoning Hearing Board was scheduled to meet on December 11 to hear a special exception case for a Special Occasion Home designation on Lesentier Lane.

### Emergency Management Coordinator – Robert Rusbatch

A written report for the month of December was presented.

### Manager – Julie Ann Seeds

A written report dated December 2 was presented. Manager Seeds also reported post cards will be mailed to all Township residents providing notice of public informational meetings scheduled to be held at the Municipal Building on December 10 and the Fishing Creek Community Center on December 18 to introduce the proposed Ordinance *Adding an On-lot Sewage Management Program Governing Municipal Management of On-lot Sewage Disposal Facilities* in compliance with the Township's Official Sewage Facilities Plan (Act 537).

### Committees/Organizations

- Dauphin-Middle Paxton Joint Park Authority  
Supervisor Cooney reported the Park Authority met with the Dauphin County Gaming Advisory Board to present its grant application for a Master Site Development Plan.
- Dauphin-Middle Paxton Joint Public Safety Committee  
Supervisor Cooney reported a December 16 meeting of the Dauphin-Middle Paxton Joint Public Safety Authority was scheduled to obtain execution of documents prepared by the Solicitor pertaining to termination of the Authority and transfer of all Authority assets pursuant to Ordinance 2019-01.

- Capital Region Council of Governments (CapCOG)  
A written report dated December 2 was presented by Supervisor Fisher.
- Dauphin-Middle Paxton Fire Company Oversight Committee  
A written report dated December 2 was presented by Supervisor Fisher.
- Zoning Ordinance Update Committee  
Manager Seeds reported a January meeting of the Committee will be scheduled to continue the Zoning Ordinance update project.

## **Review/Approval of Bills**

The listing of vendor bills for the December meeting was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for the December meeting and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Executive Session**

Motion by Supervisor Smith for the Board to enter into executive session at 8:04 PM to discuss personnel matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:36 PM and took the following actions:

Motion by Supervisor Fisher to establish the following employee salary and hourly pay rates effective January 1, 2020 and incorporate those salaries and hourly pay rates into Resolution 2020-01 (Appointments/Compensation) was seconded by Supervisor Smith. *Motion passed unanimously.*

- Township Manager - \$66,500 (annual salary) plus benefits package
- Township Roadmaster (full time) - \$23.57 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (full-time) - \$19.65 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (part-time) - \$17.00 per hour
- Public Works Roadcrew Laborer w/CDL (seasonal part-time) - \$17.45 per hour
- Lawn Maintenance (seasonal part-time) - \$13.50 per hour
- Township Emergency Management Coordinator - \$300 per month
- Office Clerk (part-time) - \$15.35 per hour
- Receptionist (part-time) - \$12.00 per hour

Motion by Supervisor Fisher to provide 2019 holiday gift cards in the amount of \$200 to full-time hourly employees, holiday gift cards in the amount of \$100 to part-time hourly employees having worked in excess of 500 hours, holiday gift cards in the amount of \$50 to part-time hourly employees having worked less than 500 hours and grant the Township Manager a \$3,100 end-of-the year bonus in recognition of her continuing initiative and leadership resulting in the Township having been awarded grants for various Township improvement projects accomplished throughout the year was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Smith to establish Township office hours of 8:30 AM to 4:30 PM on Monday, Tuesday and Thursday; 8:30 AM to 12:30 PM on Wednesday; and close the office on Fridays during 2020 was seconded by Supervisor Fisher. *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 reminded the Board that the Township's 2019 Holiday Party was scheduled for 1 – 5 PM on Thursday, December 19.

### **Board Member Comments**

Supervisor Evans commended the Fire Company for its response and handling of the tree down and resulting power-line incident on McKelvey Road during the wind storm on Wednesday before Thanksgiving.

Motion by Supervisor Smith naming the Township Manager as the point of contact for all correspondence between Dauphin Borough and other organizations on behalf of the Board was seconded by Supervisor Evans. *Motion passed unanimously.*

Supervisor Fisher inquired as to the status of the Development Agreement between *LDI Associates/Dauphin, LLC* for the *Final Subdivision Plan for River View at Middle Paxton and Final Land Development Plan for Unit 1 of River View at Middle Paxton Condominium*. Manager Seeds reported the initial draft of the Development Agreement presented by the Applicant was reviewed and returned to the Applicant together with a copy of the October 7 meeting minutes detailing the plan elements, specifications and improvements agreed upon in order for the Board to enter into the Development Agreement granting Final Plan approval.

### **Adjournment**

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

Respectfully submitted,

SIGNATURE ON FILE

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James H. Fisher, Assistant Secretary