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Middle Paxton Township

**BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES
December 17, 2013**

Call to Order

The December 17, 2013 workshop meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:05 PM by Chairman Andrew Megonnell in the Township meeting room. Also present were Supervisor James Fisher, Vice Chairman and Secretary; Supervisor Richard Peffer, Treasurer; Supervisor Mitchell Rissinger; Supervisor Mary Jane Davis; and Julie Seeds, Township Manager and Assistant Secretary/Treasurer.

A motion by Chairman Megonnell to appoint Supervisor Davis as chairwoman in recognition of her 29 years of service to Middle Paxton Township including the past 10 years as Supervisor was seconded by Supervisor Rissinger. *Motion passed unanimously.* Supervisor Megonnell passed the gavel to Chairwoman Davis for the remainder of the meeting.

Pledge of Allegiance and Public Comments

Following the Pledge of Allegiance, Chairwoman Davis invited public comments from those in attendance. There were no public comments presented.

Adoption of Resolutions

Resolution 2013-11 – 2014 Appointments/Compensation

A motion by Supervisor Rissinger to adopt Resolution 2013-11 designating the 2014 appointments as listed with the addition of the appointment of Andrew Megonnell to the Dauphin-Middle Paxton Joint Public Safety Authority, as well as establishing the 2014 Employee Compensation Schedule was seconded by Supervisor Megonnell. *Motion passed unanimously.*

Resolution 2013-12 – 2014 Fee Schedule

A motion by Supervisor Rissinger to adopt Resolution 2013-12 establishing the fees to be charged during 2014 was seconded by Supervisor Megonnell. *Motion passed unanimously.*

Resolution 2013-13 – 2014 Budget

Ms. Seeds reported that an adjustment was made to line item 486.00 *Insurance-Buildings and Property* in the proposed 2014 budget reducing that line from \$40,000 to \$32,595 based upon a current quote from *PennPrime*. That adjustment increased the projected net income to \$7,571.53 from that of the proposed 2014 budget that was approved at the November 19 workshop meeting to be advertised for adoption.

A motion by Supervisor Fisher to adopt Resolution 2013-13 establishing the 2014 Budget was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Road Master Monthly Schedule

The proposed 2014 monthly work schedule for Road Crew operations listing work projects was distributed to the Board for review.

Informational Items

Ms. Seeds reported Dauphin County announced an increase in incinerator tipping fees for 2014 in conjunction with the Harrisburg Strong Plan that could possibly result in Waste Management collection fees being increased for Township residents. Ms. Seeds also reported DEP approved the proposed amendments to the Commonwealth's Act 167 (Storm Water Management Plan) for small projects that will require a corresponding update to the Township's Storm Water Management ordinance.

Ms. Seeds reported the draft request for proposal (RFP) to solicit proposals from professional community planning consultants to assist in the preparation of the Joint Comprehensive Plan had been reviewed by our solicitor. The draft RFP has been forwarded to Dianne Price, Chairperson of Dauphin Borough Council's Community Development Committee. Council's Community Development Committee will be collaborating with the Township in both the consultant selection process, as well as during preparation of the Joint Comprehensive Plan. According to the Regional Connections Grant contact which is helping underwrite the cost of the planning process, we should have a consulting firm selected and engaged under contract on or about March 1, 2014.

The Board acknowledged the recent DCNR grant award for the all-weather walking trail at Hagy Park and commended Ms. Seeds for her diligent work on compiling the rather extensive grant application.

Supervisor Fisher reported having received an email from Fire Chief Mike Fagan requesting the \$6,250 remaining balance of the fire company's operational funds budgeted for 2013 prior to noon on December 31st, as well as the \$15,000 budgeted for the fire company's vehicle replacement fund (Mid Penn Bank Money Market Account #9119) to be placed on the principal of the fire company's outstanding loan for Engine 38.

A motion by Supervisor Fisher to state that the monthly payments on the Township's \$125,000 loan to enable 100% pre-payment of the fire company's pumper/tanker ordered during the second quarter of 2013 were funded under the \$15,000 fire company vehicle replacement fund allocation budgeted for 2013 and to deposit the \$3,950.50 remaining in the fire company vehicle replacement fund allocation budgeted for the current year in the Mid Penn Bank Money Market Account #9119 was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Executive Session

The Board recessed into executive session at 7:30 PM to discuss personnel matters upon a motion by Supervisor Fisher, seconded by Supervisor Rissinger. *Motion passed unanimously.*

The Board reconvened into regular session at 7:52 PM. A motion by Supervisor Rissinger to grant Township Manager Julie Seeds a \$2,500 year-end bonus in recognition for her initiative and leadership resulting in the Township having been awarded grants in excess of \$651,000 during 2013 was seconded by Supervisor Megonnell. *Motion passed unanimously.*

Ms. Seeds thanked the Board for having granted her a year-end bonus, as well as the collaboration and assistance from the Board in supporting those grant writing initiatives undertaken during the past year.

In anticipation of receiving the \$125,000 Dauphin County Gaming Grant awarded for municipal building debt reduction during 2013, as well as being awarded the requested \$125,000 Dauphin County Gaming Grant for municipal building debt reduction during 2014, Ms. Seeds suggested the Board should consider using the remaining balance in the Building Fund (Mid Penn Bank Money Market Account #9093) to pay off the municipal building mortgage loan on or about March 2014. The consensus of the Board was that they would be pleased to undertake such an action following receipt of the funds under the anticipated 2014 grant award.

Board Member Comments

Supervisor Peffer questioned the status of resolving the new municipal building water intrusion issue based upon the Board's previous action of several months ago to direct our Special Council, Matt Chabal, to place a settlement offer in front of general contractor Poole Anderson. Ms. Seeds said she would follow up with Matt Chabal

regarding that issue, as well as determine what action Attorney Chabal recommends be taken to conclude the outstanding matter of fire suppression system as-built drawings that have repeatedly been requested from Fire Mak.

Supervisor Rissinger suggested Board Member Comments be placed on the agenda in advance of any required executive session at the close of a meeting or that executive sessions be scheduled prior to the start of meetings.

Supervisor Megonnell once again thanked Chairwoman Davis for her 28 years of dedicated service to the Township.

Chairwoman Davis expressed her appreciation for having been able to work with the present Board, as well as the learning experience she has enjoyed while collaborating with her fellow Board members. She reminded the Board to complete and formally dedicate the VanWagner Memorial Garden in front of the new municipal building intended to recognize the many years of dedicated service to the Township by our former Secretary-Treasurer and Supervisor Tom, his father George, as well as Tom's grandfather.

Adjournment

There being no further business, the meeting was adjourned at 8:11 PM upon a motion made by Supervisor Rissinger, seconded by Supervisor Megonnell. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Recording Secretary