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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY WORKSHOP MEETING MINUTES

December 15, 2020

Call to Order

The December 15, 2020 workshop meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 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; and Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

No visitors were in attendance during the course of the meeting.

Agenda Items

Stormwater Escrow Release Request

Christie Dennis (Yingst Homes) email correspondence dated December 14, 2020 indicated the Sara Lawson property located at 1230 Hagy Lane was ready for the final stormwater inspection required for release of the \$5,060 stormwater escrow being held for that property. Light-Heigel & Associates, Inc. email correspondence dated December 15, 2020 indicated the required final inspection would be performed at that location.

Motion by Supervisor Fisher to release the \$5,060 stormwater escrow being held for the Sara Lawson property located at 1230 Hagy Lane contingent upon final inspection and receipt of Light-Heigel & Associates, Inc. correspondence indicating the required stormwater facilities have been completed in general conformity with the approved plan for that site was seconded by Supervisor Evans. *Motion passed unanimously.*

Backhoe Lease and Rental Costs

The Board reviewed updated municipal lease cost quotations from Stephenson Equipment, Inc. to replace the 1993 John Deere Loader & Backhoe Model 510DG for which the service estimate to repair the damaged rear axle housing was determined to exceed the current value of that piece of equipment. Annual municipal lease costs (return at end of lease term and own at end of lease term) for 2 and 3 year terms for 250 hours per year of operation were presented.

The Board also reviewed the terms of an annual monthly rental contract proposed by Best Line Equipment and discussed the availability for short-term rental of a backhoe from local excavating contractors when needed for work projects.

Motion by Supervisor Smith to rent a backhoe when needed to perform scheduled work projects was seconded by Supervisor Evans. *Motion passed unanimously.*

Fishing Creek Community Center HVAC System Proposal

Manager Seeds presented a COSTARS proposal from Heim Company to furnish and install high output multi-zone split system heat pumps with indoor wall packs in the bathrooms, entrance foyer and meeting room of the Fishing Creek Community Center for the T&M not-to-exceed price of \$57,311.00, as well as to furnish and install a new 400 amp 240 volt single-phase main electrical service to power the new multi-zone split system heat pumps for the T&M not-to-exceed price of \$17,135.00.

Motion by Supervisor Smith to award Heim Company a contract under the COSTARS program to furnish and install the multi-zone split system heat pumps and wall packs for the not-to-exceed amount of \$57,311.00 and to furnish and install the 400 amp 240 volt single-phase main electrical service for the not-to-exceed amount of \$17,135.00 as specified in their COSTARS proposal dated December 11, 2020 for the Fishing Creek Community Center was seconded by Supervisor Cooney. *Motion passed unanimously.*

Declaration of Snow Emergency

Motion by Supervisor Fisher to issue a Declaration of Snow Emergency to take effect at 11:59 PM December 15 until 11 PM December 18, 2020 in preparation for Winter Storm Gail was seconded by Supervisor Evans. *Motion passed unanimously.*

Draft 2021-01 Resolution – Appointments and Compensation for 2021

Manager Seeds distributed a draft of Resolution 2021-01 and proposed 2021 employee compensation schedule prepared by the Personnel Committee for the Board's review in preparation for the annual re-organization meeting on January 4, 2021.

Executive Session

It was deemed unnecessary for the Board to enter into executive session to discuss personnel matters inasmuch as no visitors were present in the meeting room.

Motion by Supervisor Smith to provide 2020 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 \$3,500 end-of-the year bonus in recognition of her continuing initiative and leadership resulting in the Township being awarded grants for various Township

improvement projects accomplished throughout the year was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Smith to establish the following employee salary and hourly pay rates effective January 1, 2021 and incorporate those salaries and hourly pay rates into Resolution 2021-01 (Appointments/Compensation) was seconded by Supervisor Evans. *Motion passed with Supervisor Smith voting Nay.*

- Township Manager - \$68,000 (annual salary) plus benefits package
- Township Roadmaster (full time) - \$23.88 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (full-time) - \$19.91 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (part-time) - \$17.75 per hour
- Public Works Roadcrew Laborer w/CDL (seasonal part-time) - \$17.50 per hour
- Lawn Maintenance (seasonal part-time) - \$13.50 per hour
- Township Emergency Management Coordinator - \$300 per month
- Office Clerk (part-time) - \$16.10 per hour
- Receptionist (part-time) - \$14.00 per hour

Adjournment

There being no further business, the meeting was adjourned at 8:07 PM upon a motion by Supervisor Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary