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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

February 3, 2020

**Call to Order**

The February 3, 2020 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Vice-Chairman Mike Sudia in the Township meeting room. Also present were 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.* Supervisor and Chairman Jeffery Smith was absent.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Supervisor Sudia 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 January 6, 2020 annual reorganizational and monthly business meeting was seconded by Supervisor Cooney. *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) \$20,266.70; *Mid Penn Bank* Fire Hydrant Account \$6,593.95; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$172,432.67; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$241,660.30; *PLGIT/Term* Reserve Account (Capital & Sewer) \$787,219.08; *Mid Penn Bank* Money Market \$100,243.18 and *Mid Penn Bank* General Fund (Public Safety & Operating) \$320,766.97 to be **\$1,649,182.85** as of January 31, 2020.

Manager Seeds reported the \$254,898.35 Capital Reserve Account investment holdings in PLGIT Term had a maturity date of 02/04/20 and that the Finance Committee recommends those funds be reinvested in PLGIT Prime.

Motion by Supervisor Fisher to reinvest the matured Capital Reserve Account PLGIT Term investment holdings in PLGIT Prime as recommended by the Finance Committee was seconded by Supervisor Sudia. *Motion passed unanimously.*

Manager Seeds also reported that \$26,000 was deposited in the Fire Company Vehicle Replacement Fund which represents the total of the \$25,000 budgeted for the Vehicle Replacement Fund and \$1,000 budgeted for training. Supervisor Fisher said he would advise the Dauphin-Middle Paxton Fire Company Oversight Committee of that transaction and report back should the Committee recommend the \$1,000 be transferred from the Vehicle Replacement Fund and redirected for training purposes.

Motion by Supervisor Fisher to accept the January 2020 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Agenda Items**

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

Manager Seeds presented the HRG project status report dated January 8. Project completion reportedly remains on schedule for June 30, 2020.

Motion by Supervisor Fisher to ratify approval of Contractor Estimate No. 003 in the amount of \$161,685.27 entered in PennDOT ECMS 19131 to process reimbursement request as recommended in HRG correspondence dated January 7, 2020 and to remit payment to Deblin, Inc. upon receipt of the corresponding payment from PennDOT was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Fisher to approve Contractor Estimate No. 01 – Construction Inspection in the amount of \$18,159.25 entered in PennDOT ECMS 19131 to process reimbursement request as recommended in HRG correspondence dated February 3, 2020 and to remit payment to T.W. Consultants, Inc. upon receipt of the corresponding payment from PennDOT was seconded by Supervisor Evans. *Motion passed unanimously.*

### Ordinance 2020-01

An ordinance approving the Certificate Requesting Termination of the Dauphin-Middle Paxton Joint Public Safety Authority was properly advertised and presented for the Board's consideration.

Supervisor Fisher questioned the validity of the proposed Ordinance 2020-01 inasmuch as any actions taken at the December 16, 2019 meeting of the Dauphin-Middle Paxton Joint Public Safety Authority were in direct conflict with Section 1 of Ordinance 2019-01 adopted by the Board on June 3, 2019 whereby the Authority was directed to immediately cease all activities. He also stated the Certificate Requesting Termination should be deemed invalid.

Motion by Supervisor Cooney to adopt Ordinance 2020-01 was seconded by Supervisor Sudia. *Motion passed with Supervisor Fisher voting NAY.*

#### Ordinance No. 2020-02

An ordinance establishing a speed limit for Denison Drive and providing penalties for violation thereof was properly advertised and presented for the Board's consideration.

Motion by Supervisor Fisher to adopt Ordinance No. 2020-02 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Resolution 2020-03

A proposed resolution to adopt and submit a Sewage Facilities Planning Module for the Chestnut Hill Subdivision to DEP for its approval as a revision to the Official Sewage Facilities Plan of the Township was deferred to the next meeting pending receipt of written recommendations from the Township's Engineer *Light-Heigel & Associates, Inc.*

#### 2020 Employee Healthcare Plan Renewal

A comparison of current and alternative healthcare plans recommended for the Board's consideration for policy renewal effective March 1 was submitted by *Trilogy Group Benefits, LLC*. Supervisor Cooney reported the Township's current plan was no longer available and that the Finance Committee was recommending policy renewal under the *Capital Blue Cross Silver PPO 4000* plan as being the closest to the current plan coverages. He also noted the anticipated maximum exposure (premium and employer's deductible responsibility) to the Township would be within the amount budgeted for 2020.

Motion by Supervisor Cooney to renew the employee healthcare plan under the *Blue Cross Silver PPO 4000* plan effective March 1 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Morefield Communications Proposal

Morefield Communications Quote #013851 v4 to replace the Township's municipal building 10-year old and now obsolete *Bosch* door access system with a new *Premisys* door access system with pricing based off *Costars* Contract 008-434 was distributed to the Board. The *Bosch* access boards and panels will be removed and replaced with *Premisys* hardware and panels to control access to 12 exterior and interior doors within the municipal building including those in the fire station. If the *Bosch* key fobs cannot be reprogrammed to work with the new readers, *Premisys* style key fobs may need to be ordered.

Motion by Supervisor Fisher to award a contract to Morefield Communications in the amount of \$16,952 for the bill of materials and professional services described in Quote #013851 v4 to remove and replace the existing *Bosch* door access system with a new *Premisys* door access system and to also include approval for the optional material expense in the amount of \$350 if the *Bosch* key fobs cannot be reprogrammed to work with the new readers was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Edwin L. Heim Company Proposals

Edwin L. Heim Company Quote #20-082 for an annual HVAC Preventive Maintenance Program to include two (2) full mechanical maintenance inspections, normal maintenance materials and twelve (12) monthly walk-throughs of the three (3) Township buildings (Municipal Building, Fishing Creek Community Center and Maintenance Garage) was distributed to the Board.

Motion by Supervisor Fisher to enter into an annual HVAC Preventive Maintenance Program with Edwin L. Heim Company in the amount of \$5,580 for the work described in Quote #20-082 was seconded by Supervisor Evans. *Motion passed unanimously.*

Edwin L. Heim Company Quote #19-496 to install automatic electronic timers on the Municipal Building basement exhaust fans was distributed to the Board. Manager Seeds explained that the Heim Company recommended both basement exhaust fans should be operating several times a day for proper ventilation and were installed with only manual on/off switching.

Motion by Supervisor Fisher to authorize Edwin L. Heim Company to install automatic electronic timers on the two (2) Municipal Building basement exhaust fans at the quoted price of \$870 for the work described in Quote #19-496 was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Proposed Sewage Management Program Ordinance

The Board concurred with the recommendation of Manager Seeds to schedule an informational session with our Sewage Enforcement Officer to review the various requirements and provisions of the proposed program to ensure compliance with Act 537. Supervisor Fisher recommended a complete copy of the Township's Official Sewage Facilities Plan (Act 537), as well as the most current copy of the proposed ordinance be made available to all Supervisors in advance of the meeting.

## **Reports**

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

A written report of items and activities completed during the month of January was presented.

#### Roadmaster – Robert Hofer

A written report dated February 3 was presented. Supervisor Fisher questioned the reported loss of 50 gallons hydraulic oil from the hydraulic lines for the spreader/auger on Truck #4 and suggested that would have constituted a hazmat reportable incident.

#### Zoning Officer – Ed Fisher

A written report dated January 30 was presented.

#### Emergency Management Coordinator – Robert Rusbatch

A written report for the month of February was presented.

#### Manager – Julie Ann Seeds

A written report dated February 3 was presented.

#### Committees/Organizations

- Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported Borough representatives Brian Cuddy and Jason Cramer had submitted resignations prior to the end of the year and were replaced by Borough appointees Mike Hartz and George Bechtel. Officers elected at the January 27 annual reorganizational meeting included Shannon Scott as Chairperson, Tim Wenrich as Treasurer and Ron Hull as Secretary.

- Dauphin-Middle Paxton Joint Public Safety Committee  
Supervisor Cooney had nothing to report.
- Capital Region Council of Governments (CapCOG)  
A written report dated February 3 was presented by Supervisor Fisher.
- Dauphin-Middle Paxton Fire Company Oversight Committee  
A written report dated February 3 was presented by Supervisor Fisher.
- Zoning Ordinance Update Committee  
Manager Seeds reported the committee met on January 23 and a meeting during February was being scheduled to continue the Zoning Ordinance update project.

## **Review/Approval of Bills**

The listing of vendor bills for the February meeting was distributed to the Board for review/approval.

Motion by Supervisor Sudia to pay all vendor bills listed for the February meeting and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Executive Session**

Not required.

## **Information Items/Letters Received**

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. Supervisor Fisher distributed a complete copy of a December 19 letter to the Board from Mr. Robert S. Klutas inasmuch as the meeting packet only contained pages 1 and 3 of the aforementioned 4-page letter.

## **Board Member Comments**

Supervisor Fisher inquired whether 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* approved by the Board at its January 6 meeting had been presented to LDI and signed within the required ten (10) days. Manager Seeds reported the agreement had been presented to and signed by the Developer within the required time frame.

## **Adjournment**

There being no further business, the meeting was adjourned at 7:56 PM upon a motion by Supervisor Cooney, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

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James H. Fisher, Assistant Secretary

**SIGNATURE ON FILE AT TOWNSHIP OFFICE**