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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

February 18, 2021

**Call to Order**

The February 18, 2021 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. Note: due to a snow storm, the regularly scheduled February 1 monthly business meeting was canceled and had to be rescheduled.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance followed by with a moment of silence in remembrance of our former 6-term Supervisor Richard (Dick) Peffer who passed away earlier today due to COVID-19.

**Public Comments**

Provisions were made to accommodate the public while maintaining adequate social distancing within the meeting room during the continuing Declaration of Disaster Emergency as a result of the imminent threat to the health, safety and welfare of the citizens of the Commonwealth posed by the novel coronavirus (COVID-19) pandemic.

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 4, 2021 Annual Reorganization and Monthly Business Meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

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

The January monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$40,296.24; *Mid Penn Bank* Fire Hydrant Account \$7,680.75; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement Accounts) \$221,273.15; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec Accounts) \$242,956.21; *PLGIT Term* Reserve Account (Capital & Sewer) \$548,887.12; *Mid Penn Bank* Money Market Account \$374,039.23; *Mid Penn Bank* General Fund (Public Safety & Operating) \$569,204.66; and *Mid Penn Bank* Public Funds Account (FEMA Flood Mitigation Assistance Grant Program) \$1.00 to be **\$2,004,338.35** as of January 31, 2021.

Manager Seeds reported having transferred \$1.00 from the *Mid Penn Bank* Money Market Account to the *Mid Penn Bank* Public Funds Account to avoid that account from being declared dormant pending receipt of the FEMA grant monies.

Motion by Supervisor Fisher to accept the January 2021 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

## **Agenda Items**

### Chestnut Hill Subdivision – Proposed Road Names

Ryan Jorich representing Design Build Custom Construction, LLC presented a list of preferences for naming the streets of the Chestnut Hill Subdivision recognizing Street 'B' was not yet ready for recording, but intending to reserve the preferred street name.

Motion by Supervisor Sudia to name Chestnut Hill Subdivision Street 'A' *Lotus Passage* and Street 'B' *Tannin Way* was seconded by Supervisor Cooney. *Motion passed unanimously.*

### River View at Middle Paxton Sewage Facilities Planning Module

The Sewage Facilities Planning Module for the proposed River View at Middle Paxton development prepared by Glace Associates, Inc. was presented to the Board for review. Manager Seeds presented written documentation of Module Component 4A having been reviewed by the township's Planning Commission and Module Component 4B having been reviewed by the Dauphin County Planning Commission. Light-Heigel & Associates, Inc. correspondence dated December 14, 2020 indicated having reviewed the subject Sewage Facilities Planning Module.

Motion by Supervisor Sudia to approve Module Component 3 and adopt the Sewage Facilities Planning Module for the proposed River View at Middle Paxton development as a revision to the Middle Paxton Township Official Plan was seconded by Supervisor Evans. Motion passed unanimously.

### 1993 John Deere Loader & Backhoe Model 510DG

The Board reviewed the Plasterer Equipment Company, Inc. service quote No. 002648 totaling \$11,300.46 to repair the rear axle assembly (subtotal \$8,272.87), update the fuel system including injection pump, lift pump and injectors (subtotal \$2,481.17) and reseal the front boom lift cylinders (subtotal \$546.42) of the 1993 John Deere loader & backhoe model 510DG.

Motion by Supervisor Evans to authorize Plasterer Equipment Company, Inc. to perform the repair services to the 1993 John Deere loader & backhoe model 510DG as described

in service quote No. 002648 for the total amount of \$11,300.46 was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### PLGIT Procurement Card Program

Supervisor Evans reported having participated in a webinar presented by PLGIT explaining the various options and benefits of their Procurement Card Program. He noted that the PLGIT P-card offers the township added protection, as well as purchase rebates versus the current use of bank credit cards issued under the names of township personnel.

Motion by Supervisor Evans to establish a PLGIT procurement card account, obtain and assign P-cards as determined necessary by the Finance Committee and cancel the current credit cards issued by *Mid Penn Bank* was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Quotes and Proposals

- B.R. Mutzabaugh Jr. Inc. – Joint Municipal Building Landscape Services

Motion by Supervisor Fisher to engage B.R. Mutzabaugh Jr. Inc. to perform monthly landscape services surrounding the Joint Municipal Building from April – October as described in its estimate No. 402 was seconded by Supervisor Sudia. *Motion passed unanimously.*

- Sunrise Landscape Service Proposal – Hagy Park Field Treatment

Motion by Supervisor Evans to engage Sunrise Landscape Service to perform the Hagy Park field weed control applications, fall/winter fertilization and aeration services for the prices quoted in its proposal dated 1/20/2021 was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Ibberson Park Trail Request

Manager Seeds recommended the Board consider having the Ibberson Park property surveyed, corners marked and the park trail re-blazed. She also suggested the Board consider extending the Ibberson Park walking trail to connect with the Victoria trail in Clarks Valley and the possibility of routing the trail extension through Dauphin County's Detweiler Park crossing over Peters Mountain and providing connectivity to trails within the Ibberson Conservation Area (Wayne Township). It was the consensus of the Board for Manager Seeds to investigate the feasibility for extending the Ibberson Park walking trail to provide connectivity with the Ibberson Conservation Area.

Motion by Supervisor Evans to authorize Light-Heigel & Associates, Inc. to survey Ibberson Park and mark the property corners for placement of monuments was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Personnel Matters

- Healthcare, Dental and Vision Policy Renewals

Supervisor Cooney provided a comparative pricing summary of monthly premiums for the current Capital BlueCross healthcare plan, renewal of the Capital BlueCross healthcare plan showing a 4% premium reduction, as well as healthcare plans presented by Geisinger, Highmark, United Healthcare and UPMC. The summary report also included pricing for renewal of the current United Concordia dental plan and Highmark vision plan showing a minimal increase in plan premium.

Motion by Supervisor Fisher to renew the Capital BlueCross healthcare plan, United Concordia dental plan and Highmark vision plan was seconded by Supervisor Evans. *Motion passed unanimously.*

- **Personnel Committee Recommendations**

Supervisor Sudia reported the Personnel Committee recommends the Roadmaster be advised to delegate certain duties to members of the Road Crew based upon skill and performance levels, to immediately advertise to fill the vacant full-time Administrative Assistant and part-time Receptionist positions, and to engage Light-Heigel & Associates, Inc. for Code Enforcement services as outlined in its correspondence dated January 29, 2021. The Board concurred with the recommendations of the Personnel Committee and authorized Manager Seeds to follow through with those recommendations.

Supervisor Sudia introduced Dauphin Borough Councilman Kevin Musselman who was present in the audience and reported the Personnel Committee had entered into discussions with Dauphin Borough Council regarding the feasibility of combining the township road crew and borough crew into a joint public works department serving both municipalities. It was the consensus of the Board for the Personnel Committee to pursue the efficacy of such an arrangement and, in conjunction with Dauphin Borough Council, to draft a corresponding Intergovernmental Cooperation Agreement for consideration of both municipalities.

- **Vacancy Board Appointment**

Motion by Supervisor Fisher to appoint Linda Megonnell to the Vacancy Board was seconded by Supervisor Evans. *Motion passed unanimously.*

## **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 1 was presented. The Board expressed its appreciation for the level of detail being included in the Roadmaster’s monthly report.

### Zoning Officer – Ed Fisher

A written report dated January 28 was presented. The Board thanked the Zoning Officer for including a listing of permits issued during the month.

### Emergency Management Coordinator – Robert Rusbatch

No report was presented.

### Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of January was presented.

### Manager – Julie Ann Seeds

A written report dated February 1 was presented.

### Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported the Authority would be updating and replacing signs throughout the park.

- Dauphin-Middle Paxton Joint Public Safety Committee

Solicitor Stine reported Dauphin County was preparing the 930 Peters Mountain Road (Station 12) property Agreement of Sale and intended to schedule an inspection of the property in conjunction with that activity.

- Capital Region Council of Governments (CapCOG)

A written report dated February 1 was presented by Supervisor Fisher.

- Dauphin-Middle Paxton Fire Company Oversight Committee

A written report dated February 1 was presented by Supervisor Fisher.

- Zoning Ordinance Update Committee

Manager Seeds reported the township's consultant EP&D was compiling a final draft of the Ordinance of Definitions for presentation to the committee.

### **Review/Approval of Bills**

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

### **Information Items/Letters Received**

Nothing was presented.

### **Board Member Comments**

Supervisor Sudia complimented administrative staff on the quality of the Spring/Summer edition of the *Middle Paxton Digest* and suggested a future edition include an article showing residents how much the township receives from their taxes compared to Dauphin County and Central Dauphin School District, how those taxes are spent and what a bargain they get in return similar to the "Talking Taxes" article in the February 2021 edition of the PA Township News.

### **Executive Session**

Motion by Supervisor Sudia to enter into executive session at 8:05 PM to discuss legal matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:28 PM.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:28 PM upon a motion by Supervisor Cooney, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary