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Middle Paxton Township

BOARD OF SUPERVISORS

ANNUAL REORGANIZATION AND REGULAR MONTHLY MEETING MINUTES
January 4, 2016

Call to Order

The January 4, 2016 annual reorganization and regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor James Fisher, Supervisor Jeffery Smith, Supervisor Richard Peffer and Supervisor Wilbur Evans with one seat on the Board vacant due to the December 31, 2015 resignation of Supervisor Andrew Megonnell. Township Solicitor Steve Stine and Township Engineer Ed Fisher were unable to attend.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

- ANNUAL REORGANIZATION MEETING -

2016 Elections/Appointments

Election of the Chairman of the Board

Motion by Supervisor Peffer to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Fisher. *Motion passed unanimously.*

Election of the Vice Chairman of the Board

Motion by Supervisor Peffer to elect Supervisor Fisher as Vice Chairman of the Board was seconded by Chairman Smith. *Motion passed unanimously.*

Appointment of the Secretary

Motion by Supervisor Peffer to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of the Treasurer

Motion by Supervisor Peffer to appoint Chairman Smith as Treasurer was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Motion by Chairman Smith to appoint Supervisor Fisher as the voting delegate and Supervisor Evans as the alternate delegate to the PSATS State Convention was seconded by Supervisor Peffer. *Motion passed unanimously.*

Establishment of the 2016 Schedule for Board Meetings

Motion by Chairman Smith to establish the first Monday of the month at 7 PM as the regular meeting date/time and the third Tuesday of the month at 7 PM as the workshop meeting date/time was seconded by Supervisor Peffer. *Motion passed unanimously.*

Resolution 2016-01 Appointments/Compensation

Motion by Chairman Smith to adopt Resolution 2016-01 to include the appointment of Supervisor Fisher as Assistant Secretary and the appointment of Supervisor Fisher to fill the vacant seat on the Dauphin-Middle Paxton Joint Public Safety Authority was seconded by Supervisor Peffer. *Motion passed unanimously.*

- BUSINESS MEETING -

Public Comments

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda.

Don Morse, 1011 Hecks Drive, representing the Hagy/Hecks Concerned Citizens Action Committee requested the minutes of the Township's December 7, 2015 meeting be corrected to include all alleged plan deficiencies noted in the Committee's October 27, 2015 correspondence to the Board pertaining to the preliminary land development plan for River View at Middle Paxton submitted by LDI Associates, LLC. Mr. Morse also requested the Township's December 21, 2015 minutes either include all alleged plan deficiencies noted in the Committee's December 21, 2015 document submitted to the Board during that meeting or the aforementioned Committee correspondence and document be attached to the corresponding Township minutes.

Supervisor Fisher noted the December 7, 2015 minutes contain a notation referencing the Committee's October 27, 2015 correspondence and the December 21, 2015 minutes also contain a notation referencing the Committee's December 21, 2015 document, both of which remain on file with the Township. Supervisor Fisher explained the *Second Class Township Code* requires minutes include the names of citizens who appeared officially before the Board and the subject of their comments, but not a transcript of those comments. Listing of dated correspondence or documents presented to the Board is considered sufficient for the minutes to be deemed an official record of Board meetings.

Approval of Minutes

Motion by Chairman Smith to approve the minutes from the December 21, 2015 special meeting was seconded by Supervisor Evans. *Motion passed with Supervisor Peffer abstaining due to having been absent from the December 21 meeting.*

Treasurer's Report/Monthly Financial Statement

Township Manager Seeds presented the monthly Treasurer's Report showing the total of Fiduciary Accounts \$119,779.35, State Accounts \$243,083.57 and General Accounts \$1,406,049.46 to be \$1,768,912.38 as of December 31, 2015. Township Manager Seeds also reported the Centric Bank interest rate of 0.65% currently being paid on funds held in the General Reserve Account #3635 was the highest rate when compared to interest rates quoted by Mid Penn Bank, BB&T and PLIGT (Pennsylvania Local Government Investment Trust).

Motion by Supervisor Fisher to accept the December 2015 Treasurer's Report to be filed for audit was seconded by Supervisor Peffer. *Motion passed unanimously.*

Agenda Items

Resolution 2016-02 - Fee Schedule

Motion by Supervisor Fisher to double the UCC building permit fee when work is started without a permit having been issued upon concurrence by the Solicitor that such an action is permissible was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to adopt Resolution 2016-02 establishing the 2016 Fee Schedule to include the UCC building permit fee being doubled when work is started without a permit having been issued upon the Solicitor's concurrence that such an action is permissible was seconded by Supervisor Evans. *Motion passed unanimously.*

Preliminary/Final Subdivision Plan for Klase & Taylor

Tony Trost (Third Mountain Surveying) representing landowners Freda M. Klase, 630 McKelvey Road, and John F. & Shirley D. Taylor, 620 McKelvey Road, presented a preliminary/final subdivision plan to subdivide Lot 1A from Lot 1 (Klase) and convey Lot 1A to be combined with and become an integral part of an adjacent existing parcel (Lot 2) owned by John F. and Shirley D. Taylor. A December 10, 2015 review report was provided by the Dauphin County Planning Commission and Light-Heigel & Associates, Inc. correspondence dated December 14, 2015 provided review comments and noted no objections to the Applicant's waiver requests. The Township Planning Commission has also reviewed the plan and waiver requests and recommended approval.

Motion by Supervisor Fisher to approve the requested waivers to SALDO Article 3, Sections 304 (Preliminary Plan Requirement) and 307 (Plan Scale Requirement) was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Supervisor Fisher to approve the *Preliminary/Final Subdivision Plan for Klase & Taylor* subject to completion of those items noted in Light-Heigel & Associates, Inc. correspondence dated December 14, 2015 was seconded by Chairman Smith. *Motion passed unanimously.*

Request for Release of Stormwater Escrow – Kenneth & Mary Clemens

Kenneth & Mary Clemens requested release of \$9,300 improvement guarantee being held in escrow for completion of stormwater facilities on the Clemens property located at 500 Fishing Creek Valley Road. Light-Heigel & Associates December 15, 2015 correspondence noted the required stormwater facilities had been completed in general conformity with the approved plan.

Motion by Chairman Smith to release the \$9,300 improvement guarantee being held in escrow for completion of the stormwater facilities on the Clemens property located at 500 Fishing Creek Valley Road pursuant to Light-Heigel & Associates, Inc. December 15, 2015 correspondence was seconded by Supervisor Fisher. *Motion passed unanimously.*

Request for Release of Stormwater Escrow – Joseph Petroski

Joseph Petroski requested release of the \$5,000 improvement guarantee being held in escrow for completion of stormwater facilities on the Petroski property located at 1526 Potato Valley Road. Light-Heigel & Associates, Inc. engineering report for December 2015 noted a site visit to the Petroski property during the month of December for the purpose of inspecting stormwater facilities.

Motion by Chairman Smith to release the \$5,000 improvement guarantee being held in escrow for completion of stormwater facilities on the Petroski property located at 1526 Potato Valley Road contingent upon receipt of and pursuant to Light-Heigel & Associates, Inc. recommendations was seconded by Supervisor Evans. *Motion passed unanimously.*

Request to Purchase Concrete Blocks for Material Storage

Roadmaster Hofer submitted a request to purchase concrete blocks to construct two storage bins for additional road materials immediately adjacent to the existing winter material storage structures. A quote from Appalachian Stone in the amount of \$2,390 plus \$75 for delivery was presented for approval. It was the Board's consensus for the Roadmaster to proceed with the proposed project at the quoted cost for the required concrete blocks.

Reports

Engineer – Ed Fisher, P.E.

An engineering report for the month of December 2015 was presented.

Motion by Supervisor Fisher to prepare and advertise an ordinance to post a maximum safe speed of 25 MPH for Elizabeth Avenue based upon the traffic and engineering study conducted by *Light-Heigel & Associates, Inc.* to determine appropriate posted speed limit for Elizabeth Avenue was seconded by Chairman Smith. *Motion passed unanimously.*

Roadmaster – Robert Hofer

A report dated January 4, 2016 was presented.

Supervisor Fisher suggested the Roadmaster and Engineer make a determination as to whether the eastern entrance to Potato Valley Road can be widened, as well as trees removed from the right-of-way to improve that section of roadway in preparation for the temporary closing of the western entrance that will be required for bridge demolition and construction of the new bridge during 2017.

Zoning and Codes Enforcement Officer – Julie Ann Seeds

A report dated January 4, 2016 was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A report dated January 4, 2016 was presented.

Motion by Chairman Smith to amend the Board’s previous action establishing the 2016 Schedule for Board Meetings to state the regular meeting will be held on the Tuesday following the first Monday of the month when the first Monday of the month is a holiday was seconded by Supervisor Fisher. *Motion passed unanimously.*

Township Manager Seeds reported EP&D was incorporating comments received during the 45-day public review period into the final draft of the Joint Comprehensive Plan to be reviewed in its entirety by the Joint Comprehensive Plan Committee at a meeting to be held on January 27, 2016. Assuming the incorporated changes do not constitute a substantial change to the draft plan, a recommendation from the Committee for the municipalities to adopt the Joint Comprehensive Plan will require a public hearing to be advertised and held by both municipalities for plan approval.

Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority – No report was presented.
- Dauphin-Middle Paxton Joint Public Safety Authority – No report was presented.
- Capital Region Council of Governments (CapCOG) – No report was presented.

Review/Approval of Bills

The listing of vendor bills for December was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for December was seconded by Chairman Smith. *Motion passed unanimously.*

Information Items/Letters Received

Township Manager Seeds presented items of general interest, as well as recent correspondence received by the Township.

Correspondence from Dave Crew, 2350 Mockingbird Road, requested the Board consider removing the restriction from the Zoning Ordinance preventing him from placing a shed on his adjoining vacant residential lot for storage of a golf cart. Township Manager Seeds noted a shed would constitute an accessory structure as defined in the ordinance and is a non-permitted use on a vacant residential parcel. Motion by Chairman Smith to submit Mr. Crew's requested Zoning Ordinance amendment to the Solicitor for his review and recommendation was seconded by Supervisor Peffer. *Motion passed with Supervisor Fisher voting nay.*

Waiver of the established rental fee for use of the Fishing Creek Community Building was requested by the Fishing Creek Estates HOA. It was the Board's consensus that rental fees established under the annual Fee Schedule Resolution cannot be waived. It was also noted the Municipal Building meeting room was available for community organization meetings at no charge.

Township Manager Seeds reported having received a bridge inspection report from HRG recommending the Township undertake certain maintenance items pertaining to the Allegheny Street and Gap View Road bridges. It was the understanding of the Board that while Allegheny Street and Gap View Road were dedicated to the Township upon construction by PennDOT, those bridges were still owned by and the responsibility of PennDOT and not the Township. The Board directed Township Manager Seeds to investigate ownership of those bridges to determine responsibility for the bridge maintenance recommended by HRG.

Board Member Comments

Motion by Supervisor Fisher to authorize the Township Manager to advertise the vacancy on the Board of Supervisors and request candidates interested in being considered for appointment to serve in that office until the first Monday in January after the next municipal election should submit a letter of interest and resume was seconded by Chairman Smith. *Motion passed unanimously.*

The deadline for applications for appointment was established as January 19 to enable the Board to review candidate applications during the January 19 workshop meeting and make an appointment within the required 30-days after the vacancy occurred.

Executive Session

Not required.

Adjournment

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

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary