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Middle Paxton Township

BOARD OF SUPERVISORS

ANNUAL REORGANIZATION AND MONTHLY BUSINESS MEETING MINUTES

January 4, 2021

Call to Order

The January 4, 2021 annual reorganization and monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor Jeffery Smith, Supervisor James Fisher, Supervisor Wilbur Evans, Supervisor Larry Cooney and Supervisor Mike Sudia. Solicitor Steve Stine and Ed Fisher, representing the Township Engineer *Light-Heigel & Associates, Inc.*, were unable to attend due to prior commitments.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

- ANNUAL REORGANIZATION MEETING -

2021 Elections/Appointments

Election and Appointment of Board Officers and Delegates

Motion by Supervisor Evans to elect Supervisor Smith as Chairman of the Board, elect Supervisor Sudia as Vice-Chairman of the Board, appoint Township Manager Julie Ann Seeds as Secretary, appoint Supervisor Fisher as Assistant Secretary, appoint Supervisor Evans as Treasurer, appoint Township Manager Julie Ann Seeds as Assistant Treasurer, and appoint Supervisor Fisher as Voting Delegate and Supervisor Evans as Alternate Delegate to the PSATS State Convention was seconded by Supervisor Cooney. *Motion passed unanimously.*

Establishment of the 2021 Meeting Schedule for Board and Workshop Meetings

Motion by Supervisor Smith to establish the first Monday of each month commencing at 7:00 PM as the Board meeting date/time unless the first Monday falls on a holiday, then the Board meeting will take place at 7:00 PM on the next day (Tuesday), and to establish the third Tuesday of each month commencing at 7:00 PM as the Workshop meeting date/time (as needed) with those meetings to be held in the Joint Municipal Building

meeting room located at 10 Elizabeth Avenue, Dauphin was seconded by Supervisor Sudia. *Motion passed unanimously.*

- MONTHLY BUSINESS MEETING -

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 Smith invited comments from those in attendance who were not listed on the meeting agenda. No comments were presented.

Approval of Minutes

Motion by Supervisor Sudia to approve the minutes from the December 7, 2020 monthly Board meeting was seconded by Supervisor Cooney. *Motion passed with Supervisor Smith abstaining due to his absence for that meeting.*

Motion by Supervisor Smith to approve the minutes from the December 15, 2020 workshop meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The December monthly Treasurer's Report showed the total of the *PLGIT/Prime* State Account (Liquid Fuels) \$40,293.48; *Mid Penn Bank* Fire Hydrant Account \$8,177.17; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$189,267.27; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$242,939.60; *PLGIT/Term* Reserve Account (Capital & Sewer) \$548,810.84; *Mid Penn Bank* Money Market \$373,905.55 and *Mid Penn Bank* General Fund (Public Safety & Operating) \$520,074.88 to be **\$1,923,468.79** as of December 31, 2020.

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

Agenda Items

Resolution 2021-01 Appointments/Compensation

The Board reviewed the draft *Resolution 2021-01* presented for adoption to establish the appointments made by the Board and employee compensation for 2021. Supervisor Fisher noted the hourly pay rate stated for the Lawn Maintenance (seasonal part-time) position was unchanged from 2020 and Supervisor Smith noted the hourly pay rate stated for the Public Works Roadcrew w/CDL (seasonal part-time) position was also unchanged from 2020.

Motion by Supervisor Smith to adopt *Resolution 2021-01 Appointments/Compensation* with the exception of the hourly pay rates stated for the Lawn Maintenance (seasonal part-time) and Public Works Roadcrew w/CDL (seasonal part-time) positions to be discussed during an executive session was seconded by Supervisor Evans. *Motion passed unanimously.*

Resolution 2021-02 Fee Schedule

The Board reviewed the draft *Resolution 2021-02* presented for adoption to establish the schedule of fees, charges and expenses for Planning and Zoning related administration; Building and Zoning permits; Highway Occupancy and Road permits; Parks and Recreation reservations and usage; Sewage Enforcement, and all other fees, charges and expenses including the recently updated fees for access to public records of the Township under the Pennsylvania Right-to-Know Law for 2021.

Motion by Supervisor Smith to adopt *Resolution 2021-02 Fee Schedule* was seconded by Supervisor Evans. *Motion passed unanimously.*

Capital Region Water – Steven Early

Manager Seeds reported Capitol Region Water (CRW) intends to clear their water supply pipeline right-of-way (ROW) extending from the Dehart Dam in Clarks Valley to the Susquehanna River and inspect the pipeline for leakage. According to communications from CRW Community Relations Manager, Steven Early, property owners affected by the ROW clearing operation will be notified in advance and CPW is planning to host a presentation during the month of February to inform the public of its operation.

2021 Chip Seal Road Projects

The Board reviewed engineering estimates for double seal coat with fog seal for proposed 2021 road projects summarized in a Light-Heigel & Associates, Inc. December 31, 2020 memorandum. Proposed chip seal road projects include streets within the Fishing Creek Estates and Geisel High Point developments, as well as Heckton Road, Arnold Avenue and Cemetery Road.

Motion by Supervisor Smith to authorize the solicitation of bids for the proposed 2021 chip seal road projects to be segregated for Fishing Creek Estates and Geisel High Point developments, as well as Heckton Road, Arnold Avenue and Cemetery Road including an alternate bid limiting Cemetery Road work to skin patching designated areas was seconded by Supervisor Fisher. *Motion passed unanimously.*

Clarks Valley Zion Evangelical Congregational Church

Lonnie Moyer, representing Clarks Valley Zion Evangelical Congregational Church (CVZEC), presented a written request dated December 31, 2020 to defer the total amount of the financial guarantee required for the approved CVZEC Site Development Plan. He explained CVZEC intends to limit work to the completion of Parking Lots #1 and #2 and associated stormwater work and to defer construction of the proposed multi-purpose building addition and Parking Lots #3 and #4 to an uncertain future date.

Light-Heigel & Associates, Inc. correspondence dated January 4, 2021 recommended the Board approve deferment of the posting of the financial guarantee required for Parking Lot #3 and #4 until such time a permit is requested for that work or the multi-purpose building addition contingent upon an approved legal agreement by the Township Solicitor.

Motion by Supervisor Fisher to approve the CVZEC request to defer the total amount of the financial guarantee required for the approved CVZEC Site Development Plan, restrict site development to completion of Parking Lots #1 and #2 and associated stormwater work, and establish the amount of the financial guarantee required for the restricted site development work contingent upon a corresponding legal agreement being entered into

between the Township and CVZEC was seconded by Supervisor Smith. *Motion passed unanimously.*

2021 Equipment Rates

Hourly equipment and operator rate quotes for calendar year 2021 were received from Robinson's Excavating & Mulch LLC, Keystone Contracting, Inc., Farhat Excavating LLC and B.R. Mutzabaugh Jr., Inc.

Motion by Supervisor Fisher to engage B.R. Mutzabaugh Jr., Inc. to perform excavation work scheduled during 2021 at the quoted hourly equipment and operator rates was seconded by Supervisor Smith. *Motion passed unanimously.*

Personnel Matters

Manager Seeds requested the Board consider recruiting and filling the vacant full-time office clerk/receptionist position, as well as establishing full-time administrative and supervisory positions for zoning/codes enforcement and public works to enable the Township to better serve our residents.

Motion by Supervisor Fisher to refer Manager Seeds' recommendations to the Personnel Committee to develop corresponding job descriptions and report back to the Board with its hiring recommendations was seconded by Supervisor Sudia. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written engineering report for the month of December 2020 was presented.

Roadmaster – Robert Hofer

A written report dated January 4, 2021 was presented.

Zoning Officer/Codes Enforcement Officer

A written report dated January 4, 2021 was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A written report dated January 4, 2021 was presented.

Sewage Enforcement Officer – Brian McFeaters

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

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Capital Region Council of Governments (CapCOG)* – A written report dated January 4 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated January 4 was presented by Supervisor Fisher.
- *Zoning Ordinance Update Committee* – No report was presented.

Review/Approval of Bills

The listing of vendor bills for the January meeting was distributed to the Board for review/approval. Motion by Supervisor Evans 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 Smith. *Motion passed unanimously.*

Information Items/Letters Received

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

Motion by Supervisor Smith to send a letter to the member of the fire company who has been observed repeatedly depositing his own trash into the township's dumpster informing that individual to immediately cease such action and to copy the fire company such that they are made aware the individual has been so advised was seconded by Supervisor Sudia. *Motion passed unanimously.*

Executive Session

Motion by Supervisor Smith to enter into executive session at 7:47 PM to discuss personnel matters was seconded by Supervisor Evans. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:15 PM with a motion by Supervisor Evans to establish an hourly pay rate up to \$14.00 for the Lawn Maintenance (seasonal part-time) position and maintain the \$17.50 hourly pay rate for the Public Works Roadcrew w/CDL (seasonal part-time) position during 2021 with those pay rates to be entered into Resolution 2021-02 was seconded by Supervisor Fisher. *Motion passed unanimously.*

Board Member Comments

Supervisor Sudia commended the Roadcrew for having performed an excellent job in clearing the roads during the recent winter storm which, due to snow accumulation forecasts, necessitated the Township to issue a declaration of disaster emergency prior to that event.

Supervisor Cooney seconded Supervisor Sudia's commendation.

Supervisor Evans suggested the Township determine what action can be taken to address the continued deterioration of the abandoned property located at 1251 Peters Mountain Road to either board up or demolish the property in the interest of public safety.

Supervisor Fisher mentioned that Dauphin County Economic Development (DCED) could possibly assist and/or advise the Township with the process for demolishing an abandoned structure that has become so deteriorated or dilapidated and out of repair as to be dangerous, unsafe and otherwise unfit for human habitation.

Supervisor Smith requested the Zoning Officer's monthly report include a listing of building and/or zoning permits issued noting that he has observed what he believes to be construction activities taking place without permits having been issued.

Adjournment

There being no further business, the meeting was adjourned at 8:30 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE
James H. Fisher, Assistant Secretary