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Middle Paxton Township

BOARD OF SUPERVISORS

ANNUAL REORGANIZATION AND MONTHLY BUSINESS MEETING MINUTES

January 3, 2022

Call to Order

The January 3, 2022 annual reorganization and monthly business 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 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 -

2022 Elections/Appointments

Election and Appointment of Board Officers and Delegates

Motion by Supervisor Evans to elect Supervisor Smith as Chairman of the Board was Seconded by Supervisor Sudia. *Motion passed with Supervisor Smith abstaining.*

Motion by Supervisor Sudia to retain all current (2021) officer positions and delegate appointments thereby electing Supervisor Sudia as Vice-Chairman of the Board, electing Manager Seeds as Secretary, electing Supervisor Evans as Treasurer, electing Supervisor Fisher as Assistant Secretary, electing Manager Seeds as Assistant Treasurer, appointing Supervisor Fisher as Voting Delegate and Supervisor Evans as Alternate Voting Delegate to the PSATS State Convention, and appointing Supervisor Fisher as Delegate and Manager Seeds as Alternate Delegate to the Capital Region Council of Governments (CapCOG) was seconded by Supervisor Cooney. *Motion passed unanimously.*

Establishment of the 2022 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 following Thursday (specifically July 7th and September 8th), 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.*

Resolution 2022-01 Appointments

Motion by Supervisor Fisher to adopt *Resolution 2022-01 Appointments* establishing the appointments to various township positions, boards, commissions and committees for the year 2022 was seconded by Supervisor Cooney. *Motion passed unanimously.*

- MONTHLY BUSINESS MEETING -

Public Comments

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 6, 2021 monthly Board meeting was seconded by Supervisor Cooney. *Motion passed with Supervisor Smith abstaining due to his absence from that meeting.*

Treasurer's Report/Monthly Financial Statement

The December monthly Treasurer's Report showed the total of the *PLGIT Prime State Account* (Liquid Fuels Fund) \$39,856.69; *Mid Penn Bank Fire Hydrant Account* \$9,523.16; *Fiduciary Funds* (Escrow & Fire Co. Vehicle/Equipment Accounts) \$345,426.58; *PLGIT Prime General Fund* (Building, Equipment, Parks & Rec Accounts) \$243,051.79; *PLGIT Term Reserve Account* (Capital & Sewer) \$549,103.06; *PLGITARPA Funds* \$268,266.05; *Mid Penn Bank Money Market Account* \$379,145.33; *Mid Penn Bank General Fund* (Public Safety & Operating) \$922,907.03; and *Mid Penn Bank FEMA Grant Account* (Flood Mitigation Assistance Program) \$1.00 to be **\$2,757,280.69** as of December 31, 2021.

Manager Seeds reported the Reserve Account (Capital & Sewer) is in the process of being transferred from investment under *PLGIT Term* to a Money Market Account at *Mid Penn Bank* as directed by the Board during its December 6th meeting.

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

Agenda Items

Resolution 2022-02 Fee Schedule

Motion by Supervisor Fisher to adopt *Resolution 2022-02 Fee Schedule* establishing a 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 and charges for year 2022 was seconded by Supervisor Smith. *Motion passed unanimously.*

Red Hill Road Bridge/Culvert Replacement Project Status

The HRG January 3 status report indicated progression of final roadway design and final structure plans, as well as the intended submission of the General Permit GP-11 to PADEP during the week of January 10th with work continuing on final structure plans during the upcoming months. The Board requested HRG provide a copy of the preliminary design for the Board's review.

Cellco Partnership d/b/a Verizon Wireless

The Board reviewed a draft Land Lease Agreement between the township and Cellco Partnership d/b/a Verizon Wireless which would grant Cellco Partnership the right to install, maintain and operate communications equipment upon a portion (approximately 10,000 square feet) of township property located to the north of the upper maintenance garage. Cellco Partnership proposes to construct a 50' x 50' telecommunications compound within the 100' x 100' lease area to include a proposed 150' monopole, equipment storage and backup generator within the area currently used as the township's brush and roadway material storage site.

It was the consensus of the Board that Cello Partnership should submit a corresponding land development plan to the Planning Commission for their review and subsequent recommendation to the Board of Supervisors.

Stormwater Escrow Release Request

Light-Heigel & Associates, Inc., correspondence dated December 13, 2021 indicated the required stormwater facilities have been completed in general conformity with the approved plan for the Philip & Janet Parker property located at 220 Peace Lane and recommended release of the stormwater escrow being held for that project.

Motion by Supervisor Sudia to release the stormwater escrow in the amount of \$1,100.00 being held for the Philip & Janet Parker property located at 220 Peace Lane pursuant to Light-Heigel & Associates, Inc. correspondence dated December 13, 2021 was seconded by Supervisor Cooney. *Motion passed unanimously.*

2021 Dauphin County Small Bridge Program

Motion by Supervisor Sudia to participate in the 2021 Dauphin County Small Bridge program as administered by the county's bridge engineer Herbert, Rowland & Grubic, Inc. (HRG), request Dauphin County conduct at no cost to the township, on its behalf, the inspections consistent with PennDOT Publication 100A AASHTO Manual for Condition Evaluation of Bridges and other relevant federal or state guidance for identified bridges as being 8 feet to 20 feet in length and authorize Dauphin County to proceed with the inspection of applicable township bridge(s) was seconded by Supervisor Evans. *Motion passed unanimously.*

Resolution 2021-08 Plan Revision for New Land Development

Motion by Supervisor Smith to ratify Resolution 2021-08 pertaining to the sewage facilities planning module for Cori Hurley – Lot 3 Clarks Valley Road approved at the October 4, 2021 Board meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Employee Handbook Policy Additions

Motion by Supervisor Smith to approve the addition of a Discipline Policy, Social Media Policy and Guidelines, and Policy Regarding Intoxicants in the Workplace to the Employee Handbook as prepared by outside counsel Eckert Seamans Cherin & Mellott, LLC and recommended by the Personnel Committee was seconded by Supervisor Evans. *Motion passed unanimously.*

Reports

Township Engineer – Light-Heigel & Associates, Inc.

A written engineering report for the month of December 2021 was presented. The Board requested Manager Seeds obtain an update on whether Light-Heigel & Associates, Inc. has advertised the bid specifications for construction of the archive room in the lower level of the Joint Municipal Building, as well encourage Light-Heigel & Associates, Inc. to expedite advertising the bid specifications for 2022 chip and fog seal road projects approved by the Board during its December 6, 2021 meeting.

Public Works – Roadmaster Robert Hofer

A written report dated January 3, 2022 was presented.

Zoning & Codes Enforcement – Light-Heigel & Associates, Inc.

A written report dated December 30, 2021 was presented.

Emergency Management Coordinator – Robert Rusbach

EMC Rusbach reported he continues working with FEMA on recovery of damages related to tropical storm IDA and requested additional documentation from the township to support its claim. He also reported Dauphin-Middle Paxton Fire Company No. 1 had responded to a total of 252 calls for service during 2022 and that 46 of those calls were handled individually by the responding Duty Officer in Charge without necessitating any further response by fire company apparatus and firefighters.

Sewage Enforcement Officer – Brian McFeaters

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

Township Manager – Julie Ann Seeds

Manager Seeds reported having advertised all meetings including Board of Supervisors, Auditors and Planning Commission for year 2022. She also reviewed the PSATS annual Educational Conference and Exhibit Show opportunities and highly recommends all employees attend the event on alternate days.

The Roadmaster is in the process of obtaining quotes to place barriers at the brush site to create six bins to separate various roadway materials stored at that site, as well as to make provision for holding leaves subject to a possible arrangement for final disposal at the Robinson's Excavating Dig My Earth site.

Per her discussions with the Roadmaster regarding safety and anti-theft deterrent, quotes are being requested for the installation of LED dusk-to-dawn outdoor lighting at both the upper and lower maintenance garages. She also met with Higher Information Group to obtain quotes for security camera installation for the maintenance area.

Manager Seeds also reported efforts for further joint sharing of equipment and labor resources between Dauphin Borough and the township. Supervisor Fisher recommended drafting a corresponding Intergovernmental Cooperation Agreement for consideration of both municipalities to formalize such an arrangement and address issues of liability subject to the requirements of the respective municipality insurance carriers.

The Board commended Manager Seeds for having arranged and orchestrated the annual holiday get-together on December 16th for all township and Dauphin Borough staff and elected officials, township commission, authority and committee members, community organizations and local, county and state elected officials at which time former Dauphin County Commissioner Jeff Haste was presented with the key to the township in recognition of his support during his tenure as county commissioner.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Capital Region Council of Governments (CapCOG)* – A written report dated January 3 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated January 3 was presented by Supervisor Fisher.
- *Zoning Ordinance Update Committee* – Manager Seeds reported a final draft of the updated Zoning and Ordinance of Definition has been compiled and was currently being edited for grammar and consistency in anticipation of being submitted to the Planning Commission at its February meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Evans reported the DCTCC would be meeting in the township’s meeting room on January 19 to reorganize and elect a new chairman following the resignation of August (Skip) Memmi.

Review/Approval of Bills

Motion by Supervisor Smith 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

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

Board Member Comments

Supervisor Evans recommended the Board include consideration of the Joint Municipal Building safety and security items recommended in the Pennsylvania State Police Risk and Vulnerability Assessment deemed to be eligible for funding under the American Rescue Plan Act (ARPA).

Supervisor Fisher suggested the Board consider requesting our Solicitor draft a nuisance ordinance to address neighborhood issues such as outdoor stockpiling of trash, garbage, refuse or junk, unlicensed vehicles, etc. which seem to be the primary source of neighborhood complaints. Manager Seeds noted the Zoning Ordinance (Sections 1309 and 1311) adequately addresses those matters, but the lack of effective code enforcement contributes to the problem.

Manager Seeds recommended the Board entertain interviewing representatives of Barry Isett & Associates, Inc. who has recently submitted a Professional Services Agreement to perform zoning and code enforcement, PA Uniform Construction Code (UCC) plan review/inspections, and Building Code Official (BCO) administration services for the township. The Board concurred and requested Manager Seeds invite those representatives to introduce their proposed services to the Board during the January 18th workshop meeting.

Executive Session

Motion by Supervisor Smith to enter into executive session at 8:12 PM to discuss personnel matters was seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:29 PM.

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