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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES

July 3, 2017

Call to Order

The July 3, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Township Solicitor Steve Stine; and Ed Fisher representing Light-Heigel & Associates, Inc. Supervisor Richard Peffer was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Chairman 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 Evans to approve the minutes from the June 5, 2017 regular monthly meeting was seconded by Chairman Smith. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$261,406.71; *Fiduciary Account* \$95,766.96; and *General Account* \$1,333,929.90 funds to be \$1,691,103.57 as of June 30, 2017.

Motion by Supervisor Fisher to accept the May 2017 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

Agenda Items

Zoning Ordinance & Ordinance of Definition Update – Contract Award Recommendation

The RFP Review Committee consisting of Supervisors Fisher and Evans and Manager Seeds reported having reviewed proposals received from *Herbert, Rowland & Grubic, Inc.* (HRG) and *Environmental Planning & Design, LLC* (EP&D) with both firms determined to be qualified professional planning and land-use consultants. EP&D has the advantage of having guided the Township and Dauphin Borough through development and adoption of its *Joint Comprehensive Plan* the previous year, presented a detailed project approach with specified deliverables, and proposed a “Not-to-Exceed” price of \$31,975 to complete the RFP specified work. In comparison, the HRG project approach lacked substance and definition of deliverables, contained an engagement agreement for the basic services of an engineer furnishing civil, structural, mechanical and electrical engineering, and proposed to complete the work for an “estimated” \$43,250 under terms and conditions referenced as being attached, but were not attached to the proposal.

Motion by Supervisor Evans to enter into contract with Environmental Planning & Design, LLC at a “Not-to-Exceed” price of \$31,975 to update the Zoning Ordinance and Ordinance of Definition was seconded by Chairman Smith. *Motion passed unanimously.*

Manager Seeds was requested to submit recommendations to the Board for appointment to the steering committee intended to work directly with the consultant during update of the Zoning Ordinance and Ordinance of Definition.

Potato Valley Road Bridge Replacement and Roadway Realignment Project Update

HRG’s assigned project manager, Ryan Hostetter, submitted the July Status Report and explained that the existing roadway characteristics (slopes, curvature, etc.) within and adjacent to the project limits do not support the current 35 MPH posted speed limit. Mr. Hostetter recommended the Township consider reducing the posted speed limit to 25 MPH using the *Design Field View* report HRG will prepare for the project to justify the change. HRG’s July Status Report noted that Township concurrence with the proposed speed reduction was necessary prior to scheduling the safety review meeting with PennDOT.

Motion by Chairman Smith to designate a 25 MPH speed limit for Potato Valley Road beginning at Fishing Creek Valley Road and extending for 100 yards past the bridge replacement and roadway realignment project site was seconded by Supervisor Evans. *Motion passed unanimously.*

Component 3s Planning Module for Salli Ewing, 1051 Fishing Creek Valley Road

Grant Marshall of Marshall Engineering representing Salli Ewing, 1051 Fishing Creek Valley Road, submitted copies of certified mail delivery receipts from the adjoining property owners at 1040 and 1050 Fishing Creek Valley Road indicating they had been notified of the proposed SFTF installation that would discharge treated effluent into the unnamed tributary flowing through their properties. Manager Seeds reported that no comments were received by the Township from those adjoining property owners who accepted delivery of the notice on June 12 and June 13, respectively.

Motion by Supervisor Evans to approve a Component 3s Planning Module for the SFTF sewage system proposed for the Salli Ewing property at 1051 Fishing Creek Valley Road

contingent upon a subsequent action by the Township to enter into an *Installation and Maintenance Agreement for a Small Flow Treatment Facility* with the property owner was seconded by Supervisor Cooney. *Motion passed with Chairman Smith voting Nay.*

The Board requested Solicitor Stine to draft the *Installation and Maintenance Agreement for a Small Flow Treatment Facility* for the Board's review and consideration at its next regular monthly meeting.

2017-2018 Dauphin County Local Share Municipal Grant Application

Manager Seeds reported having received an application for 2017-2018 Dauphin County Local Share Municipal Grants and requested the Board's recommendation regarding the projects to be submitted for grant award consideration.

Motion by Supervisor Cooney to prepare and submit Local Share Municipal Grant applications seeking debt reduction funds to cover the Township's annual DCIB loan payment for the Potato Valley Road Bridge Replacement and Roadway Realignment Project and funds necessary to complete the Fishing Creek Community Building paving project was seconded by Chairman Smith. *Motion passed unanimously.*

CapCOG Auction – Bearcat 12 Chipper

Motion by Chairman Smith to set a reserve price of \$5,000 for the Bearcat 12 chipper currently listed for sale at the annual CapCOG municipal auction on July 19 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Stormwater Escrow Release

Motion by Supervisor Fisher to release the \$3,300 improvement guarantee being held for completion of stormwater management facilities at the Zane Amsden property located at 1390 Potato Valley Road in accordance with Light-Heigel & Associates, Inc. correspondence dated June 14, 2017 was seconded by Chairman Smith. *Motion passed unanimously.*

YMCA Initiative for Young Lungs at Play

Manager Seeds reported the YMCA would provide the Township with signage promoting an initiative for the *Young Lungs at Play* program aimed to help communities create tobacco-free parks, playgrounds and recreational areas for children.

Motion by Chairman Smith to post *Young Lungs at Play* signage provided by the YMCA around all Township park playing fields and playground equipment was seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of June was presented.

Motion by Supervisor Evans to select Option "A" presented by Light-Heigel & Associates, Inc. for the Fishing Creek Community Building front entrance porch roof type and slope was seconded by Chairman Smith. *Motion passed unanimously.*

Roadmaster – Robert Hofer

A written report dated July 3, 2017 was presented.

Roadmaster Hofer reported a portable 2-way radio was accidentally damaged beyond repair during roadwork operations. The Board directed Manager Seeds to file an insurance claim associated with the loss and to replace the portable radio that has been rendered unusable.

Manager Seeds reported having received email communications from Fishing Creek Valley resident Joe Dudick concerning his request to PennDOT for a stop sign to be placed on North Front Street to bring eastbound traffic to a full stop before proceeding through the intersection with S.R. 443. Manager Seeds noted that a written request for a traffic study must first be submitted to PennDOT from the municipality desiring modification to roadways within their jurisdiction. It was the consensus of the Board and Roadmaster Hofer that a stop sign at that location could cause eastbound traffic to back up onto the heavily congested S.R. 22/322 when exiting onto North Front Street during morning rush hours.

Roadmaster Hofer also reported having trimmed brush and vegetation adjacent to the detention pond fenced in area along the Allegheny Street approach to the Gap View Road and Red Hill Road intersection to improve the sight distance and that no additional signage was warranted for vehicles traveling at the posted 35 MPH speed limit.

Zoning Officer – Matt Sauers

Written reports listing Building and Zoning Permit applications received during the months of May and June were presented.

Emergency Management Coordinator – Robert Rusbatch

No report was submitted.

Manager – Julie Ann Seeds

A written status report of active projects dated June 30, 2017 and a code enforcement report for June was presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – A listing of contract options and vendor bids received by the Park Authority for the Kennedy Grandstand Project was distributed.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission met on June 27 and approved the minutes of prior meetings and monthly fire company financial statements which are now on file at the Township office. The Commission also ratified action taken via email correspondence authorizing the fire company to purchase a skid unit from Eastern Fire Equipment as a less expense alternate to the Kimtek skid unit previously approved for purchase (the skid unit attaches to the Kawasaki Mule Pro ATV to carry 82 gallons of water, pump and hose reel for mountain firefighting, as well as a stokes basket/rails and straps for mountain and trail rescue). The fire company is investigating the purchase of an enclosed trailer to store the Kawasaki ATV and skid unit outside from spring through fall and requests permission from the Township to store the fire company's older model ATV (used mainly for plowing snow around the fire station bay doors) in the basement of the Joint Municipal Building.

The consensus of the Board was that access to the Joint Municipal Building basement would continue to be restricted for storage of only Township owned property at this time.

The next Fire Commission meeting is scheduled for Tuesday, July 25 at 5:30 PM in the Township meeting room.

- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next Authority meeting is scheduled for Wednesday, July 12 at 6 PM in the Township meeting room. With a balance of \$4,561.84 in its treasury as of April 12, the Authority is also requesting payment of the remaining 2017 funds budgeted by the Township to enable the Authority to meet its obligations for payment of the annual premium for casualty insurance coverage of Station 12 property at 930 Peters Mountain Road.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the CapCOG Board of Delegates met on Monday, June 19 with a rather lack-luster presentation by State Representative Patty Kim of the 103rd Legislative District. Representatives of the *uFinancial Group* also made a presentation regarding a no-cost pension system analysis for individual municipal employees. The next Board of Delegates meeting will be held at 7:00 PM on Monday, July 17 at the Hampden Township office.

Review/Approval of Bills

The listing of vendor bills for June 2017 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for June 2017 and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to pay the Upper Dauphin Sentinel bill in the amount of \$271.00 for legal advertising of the Kennedy Grandstand project request for bids on behalf of the Dauphin-Middle Paxton Joint Park Authority was seconded by Supervisor Evans. *Motion passed unanimously.*

Information Items/Letters Received

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

Executive Session

Not required.

Board Member Comments

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 9:31 PM upon a motion by Chairman Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary