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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES

June 5, 2017

Call to Order

The June 5, 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 Richard Peffer; 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.

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.

Mark Joseph Kasian, 1400 Heritage Lane, suggested cautionary signage be placed on the Allegheny Street approach to the Gap View Road and Red Hill Road intersection to alert motorists of vehicles that may be stopped in the travel lane awaiting a left hand turn onto Gap View Road. Chairman Smith will request Roadmaster Hofer make a determination whether the sight distance upon approach to the aforementioned intersection warrants such action.

Gary Clearwater, 1611 Miller Road, voiced his complaint concerning 1521 Hicks Drive where roadway millings and stone had been placed in a drainage ditch and also questioned whether accessory structures located at that address were placed where permitted. Manager Seeds reported a notice of violation was issued to the property owner requiring a plan be submitted to the Township describing the corrective action intended to bring the property into compliance and addressing placement of the accessory structures located on the property.

Matt McDeavitt, 7714 Valley View Avenue, Harrisburg, stated he owned Lot 15 at 1820 Geisel Highpointe Circle and was interested in purchasing an adjacent lot that was reportedly subdivided from Lot 17 for which no subdivision plan had apparently been filed and recorded. Mr. McDeavitt acknowledged the legal standing of the deeds to those lots was a matter currently under litigation. The Township is not a party to that litigation and the Board could offer no solution to Mr. McDeavitt's expressed interest in Lot 17.

Approval of Minutes

Motion by Supervisor Evans to approve the minutes from the May 1, 2017 regular monthly meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$274,292.92; *Fiduciary Account* \$95,757.86; and *General Account* \$1,243,737.06 funds to be \$1,613,787.84 as of May 31, 2017.

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

Agenda Items

Request for Proposals – Zoning Ordinance & Ordinance of Definition Update

Proposals received in response to the Township's solicitation for qualified professional planning and land-use consultants to update the Zoning Ordinance and Ordinance of Definition were opened. Proposals were received from *Herbert, Rowland & Grubic, Inc.* (HRG) with a time & material fee estimate of \$43,250 and *Environmental Planning & Design, LLC* (EP&D) for a grand total (time + reimbursable expenses) of \$31,975. The proposals were referred to the RFP Review Committee previously appointed by the Board.

Planning Module for Salli Ewing, 1051 Fishing Creek Valley Road

Gant Marshall of Marshall Engineering representing Salli Ewing, 1051 Fishing Creek Valley Road, presented a proposed Component 3s Planning Module to install a Small Flow Treatment Facility (SFTF) to replace a malfunctioning cesspool as an alternate to installation of a holding tank at the owner/occupied property. In order to apply for a Water Quality Management (WQM) General Permit to install an SFTF, a Component 3s Planning Module must be submitted to DEP for review. That permit application requires the Township to amend its Act 537 Plan to provide for installation of an SFTF on the property and enter into an *Installation and Maintenance Agreement for an SFTF* with the property owner.

The Board questioned whether the proposed SFTF effluent intended to be discharged to an unnamed tributary located on the Ewing property would flow through any adjoining properties before discharge into Fishing Creek and, if so, whether those property owners had been notified of the proposed SFTF effluent discharge through their properties. Mr. Marshall acknowledged the unnamed tributary did flow through two adjoining properties and that those property owners had not been notified of the proposed SFTF installation.

The Board suggested the adjoining property owners be properly notified of the proposed SFTF installation that would discharge effluent into the unnamed tributary flowing through their properties and that evidence of that notification, as well as any comments from the

property owners be provided to the Township before the Board would consider taking any action on the proposed Component 3s Planning Module.

Resolution 2017-01 – Right-to-Know Delegate Vacancy

Manager Seeds reported the Township's Right-to-Know (RTK) Delegate position was vacant and that in her absence as the Township's designated RTK Officer, the RTK Delegate would be required to provide a response to a RTK request within five (5) business days. The Board requested Manager Seeds provide a recommendation for the Board's consideration at the next regular monthly meeting.

Solid Waste and Recyclables Collection Contract

Manager Seeds reported the current contract with Waste Management of Pennsylvania for solid waste and recyclables collection throughout the Township would expire at the end of September and that a Request for Proposals (RFP) had been prepared to be issued. The Board requested leaf pickup be added as an option to the two (2) trash container/bag limit, one large item and recyclables contract requirement and directed Manager Seeds to issue the RFP.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of May was presented.

Roadmaster – Robert Hofer

A written report dated June 5, 2017 was presented.

Manager Seeds reported the #6 pickup truck required additional maintenance including rather extensive injector service, as well as repair of the driver's seat. The Board authorized the required repairs to the #6 pickup truck be completed in a timely fashion.

Motion by Chairman Smith for the Township to add mowing the grass at Station 12 (930 Peters Mountain Road) every two (2) weeks to the Township's work list in order to offset the operating expenses of the Dauphin-Middle Paxton Joint Public Safety Authority was seconded by Supervisor Cooney. *Motion passed unanimously.*

Zoning and Codes Enforcement Officer – Julie Ann Seeds

A Code Enforcement report for May was presented.

Emergency Management Coordinator – Robert Rusbatch

No report was submitted.

Manager – Julie Ann Seeds

A written report for the month of May was presented. Manager Seeds also distributed the May 1, 2017 status report on the Potato Valley Road Bridge Replacement Project provided by HRG, as well as Project Design Criteria Report and drawings for Line and Grade of Potato Valley Road corresponding to the bridge replacement and roadway realignment. The status report noted that PennDOT was questioning the design speed and suggested the posted speed within the project limits would need to be reduced from 35 to 25 MPH due to the existing roadway characteristics and the inability to attain a 35 MPH design within the confines of the project.

Manager Seeds reported she was working with DCNR on the closeout of the Hagy Park walking trail project and that the solar project pre-construction meeting between HRG and Spotts Brothers was scheduled for June 14. The Board requested a representative from the Township's Engineer (Light-Heigel & Associates, Inc.) be present at that meeting.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – Minutes for the April 24 and May 22, 2017 Authority meetings were distributed to the Board.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission met on May 23 and approved the minutes of prior meetings and the monthly fire company financial statements which are now on file at the Township office. At the conclusion of the meeting, Commission members toured the fire station to view the recently purchased Kawasaki Mule Pro ATV, as well as Utility 38 which has been placed in service after having returned from being fully outfitted for duty. The next Fire Commission meeting is scheduled for Tuesday, June 27 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.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported the CapCOG Board of Delegates met on Monday, May 15 with a presentation by Attorney Craig Staudenmaier on *Social Media and Pennsylvania's Right-to-Know Law*. From that presentation, we learned that it was highly advisable to include the handling of emails and text messages within the Township's *Record Retention Policy*, as well as to adopt a *Social Media Policy* addressing Township's Website and Facebook page. Andrew Bomberger and Diane Myers-Krugh with the Tri-County Regional Planning Commission also made a presentation summarizing the *Regional Growth Management Plan*. The next Board of Delegates meeting will be held at 7:00 PM on Monday, June 19 at the Hampden Township office.

Review/Approval of Bills

The listing of vendor bills for May 2017 was distributed to the Board for review/approval. Motion by Supervisor Fisher to pay all vendor bills listed for May 2017 and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties 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 8:41 PM upon a motion by Chairman Smith, seconded by Supervisor Peffer. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary