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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

March 7, 2022

Call to Order

The March 7, 2022 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Chairman Jeffery Smith in the Township meeting room. Also present were Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; Township Solicitor Steve Stine; and Ed Fisher representing the Township Engineer, *Light-Heigel & Associates, Inc.* Supervisor and Vice-Chairman Mike Sudia and Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds were absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

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 Evans to approve the minutes from the February 7, 2022 Monthly Business meeting was seconded by Supervisor Smith. *Motion passed with Supervisor Cooney abstaining due to having been absent from that meeting.*

Treasurer's Report/Monthly Financial Statement

The February monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$39,859.30; *Mid Penn Bank* Fire Hydrant Account \$9,021.60; Fiduciary Funds (Escrow & Fire Co. Vehicle/Equipment Accounts) \$424,252.81; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec Accounts) \$243,067.72; *PLGIT Term* Reserve Account (Capital & Sewer) \$1.49; *PLGIT ARPA* Funds \$268,283.63; *Mid Penn Bank* Money Market Account \$379,284.01; *Mid Penn Bank* General Fund (Public Safety & Operating) \$839,179.46; *Mid Penn Bank* Reserve Account (Capital & Sewer) \$549,292.63;

and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$2,752,243.65** as of February 28, 2022.

Motion by Supervisor Smith to accept the February 2022 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

Agenda Items

Red Hill Road Bridge/Culvert Replacement Project Status

The HRG March 1 status report indicated the project remains on schedule for a June bid opening, award/construction notice to proceed during July and substantial completion during November 2022.

2022 Road Repair Project Bid Results

Light-Heigel & Associates, Inc. correspondence dated February 28, 2022 indicated three (3) bids were received for the advertised chip seal coat and fog seal roadway maintenance projects. Russell Standard was the low bidder at \$237,954.89 for the Base Bid and \$41,136.44 for the Optional Bid (Primrose and Linden Lanes).

Motion by Supervisor Fisher to award Russell Standard a contract for the Base Bid chip seal coat and fog seal roadway maintenance projects in the amount of \$237,954.89 pursuant to Light-Heigel & Associates, Inc. correspondence dated February 28, 2022 and to defer the chip seal coat and fog seal of Primrose and Linden Lanes until 2023 due to the limited availability of Liquid Fuel Funds for the current year was seconded by Supervisor Smith. *Motion passed unanimously.*

Light Heigel & Associates, Inc. correspondence dated February 28, 2022 indicated two (2) bids were received for the advertised roadway base repair projects. Farhat Excavating LLC was the low bidder at \$28,900.00 including the Base and Option Bids.

Motion by Supervisor Smith to award Farhat Excavating LLC a contract for the Base Bid and Option Bid roadway base repair projects in the amount of \$28,900.00 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Resolution 2022-03

Motion by Supervisor Fisher to adopt Resolution 2022-03 requesting a Statewide Local Share Assessment grant from the Commonwealth Financing Authority to be used for an accessory garage and procurement of a front end loader to be located at the Fishing Creek Community Center was seconded by Supervisor Evans. *Motion passed unanimously.*

Higher Information Group COSTARS Proposals

Motion by Supervisor Fisher to purchase a Toshiba e-Studio 3515AC digital color copier and a Lexmark XC2235 desktop copier in the amount of \$8,628.00 and enter into a corresponding service contract in the amount of \$180/month pursuant to an office solutions proposal presented by Higher Information Group under COSTARS contract pricing was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Fisher to award a contract to Higher Information Group in the amount of \$14,851.77 for installation and configuration of a camera system for the maintenance garage in accordance with the proposed scope of work under COSTARS contract pricing was seconded by Supervisor Evans. *Motion passed unanimously.*

2022-2023 Facility HVAC Preventative Maintenance Proposals

Annual HVAC preventive maintenance proposals for the Joint Community Building, Maintenance Garage and Fishing Creek Community Center were received from Edwin L. Heim Company and Leibold Incorporated. Leibold Incorporated was the low bidder at \$5,992.00.

Motion by Supervisor Fisher to award a contract to Leibold Incorporated in the amount of \$5,992.00 for the contract maintenance period from 4/1/2022 to 3/31/2023 was seconded by Supervisor Smith. *Motion passed unanimously.*

Bill Stockum Painting Company Quote

Motion by Supervisor Smith to award a contract to Bill Stockum Painting Company in the amount of \$4,250.00 to prep, sand and paint the interior walls and trim throughout the Fishing Creek Community Center, as well as to prep and paint the exterior soffit was seconded by Supervisor Evans. *Motion passed unanimously.*

Reports

Township Engineer – Light-Heigel & Associates, Inc.

A written engineering report for the month of February 2022 was presented.

Motion by Supervisor Fisher to authorize Light-Heigel & Associates, Inc. to advertise the bid specification for build-out of the archive room in the lower level of the Joint Municipal Building was seconded by Supervisor Smith. *Motion passed unanimously.*

Ed Fisher also reported the Dauphin County Board of Commissioners awarded Rush Township a \$40,000 Local Municipal Share Gaming Grant for the acquisition and installation of double-digit intermediate reference location signs for the entire length of Clarks Valley Road (S.R. 325) from Tower City to Peters Mountain Road (S.R. 225) as a means for identifying the location of emergency incidents.

Working in collaboration with Rush Township for which Light-Heigel & Associates, Inc. also serves as the township engineer, Mr. Fisher requested direction from the Board as to whether those signs should be placed at either 1/2 or 2/10 mile intervals and inquired whether the Board would permit the township roadcrew to install those signs given the materials being provided under the grant to Rush Township and PennDOT authorization for sign placement.

Motion by Supervisor Smith to authorize the township road crew to install double-digit intermediate reference location signs on Clarks Valley Road (S.R. 325) every 2/10 mile from Peters Mountain Road (S.R. 225) to the Middle Paxton Township line given proper PennDOT authorization and upon receipt of the sign and post materials being acquired under the grant to Rush Township was seconded by Supervisor Cooney. *Motion passed unanimously.*

Public Works – Roadmaster Robert Hofer

A written activity report dated March 7, 2022 was presented.

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

A written activity report dated February 28, 2022 was presented.

Craig Morgan with Morgan Paving stated he was present on behalf of Joshua Rissinger and expressed his understanding the Board would be making a decision this evening on Mr. Rissinger's plan to construct a parking lot at the intersection of McKelvey Road and Peters Mountain Road (S.R. 225). Mr. Morgan was informed Mr. Rissinger's plan required a special exception approval from the Zoning Hearing Board in order to construct a parking lot within a floodplain area and that a hearing on Mr. Rissinger's application for a special exception has been scheduled for Wednesday, March 9, 2022.

Emergency Management Coordinator – Robert Rusbatch

Mr. Rusbatch reported meeting with the Township Manager and Roadmaster to provide guidelines for time reporting and preparation of daily work summaries required to request cost reimbursement from FEMA for work performed during declared disaster emergencies. He also requested Board approval to permit DNCR to offer a chain saw training session to the Dauphin-Middle Paxton Fire Company No. 1 using the felled trees located in the township's brush site.

It was the consensus of the Board to permit use of the township's brush site for DCNR to conduct a chain saw training session for the Dauphin-Middle Paxton Fire Company No. 1 once it can be determined whether the felled trees placed there by Capital Region Water's contractor can be used for that purpose. Mr. Rusbatch was requested to coordinate that training activity with the township manager.

Sewage Enforcement Officer – Brian McFeaters

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

Township Manager – Julie Ann Seeds

A written report addressing several of the meeting agenda items due to her absence from the meeting, as well activities accomplished during the month of February was presented.

It was reported the township's solar system installer, Spotts Brothers, registered the system account in its name as the PV installer to manage the SRECs (solar renewable energy credits) for the installed system. Spotts Brothers has been requested to transfer system account registration to the township and it was the consensus of the Board that Spotts Brothers also be requested to forward any SREC monies they may have received based upon the solar system energy production when account registration is transferred back to the township.

The Board also announced that a public hearing was scheduled to be held at 7:00 PM on April 4, 2022 immediately followed by the Board's regular monthly meeting to consider enactment of Ordinance 2022-01 to establish an On-Lot Sewage Management Program Governing Municipal Management of On-Lot Sewage Disposal Facilities and that a copy of the advertised public notice, as well as the complete ordinance has been made available on the township's website.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported a request for proposals for consulting assistance to prepare a Master Site Plan for the Dauphin- Middle Paxton Joint Park has been advertised. Review of proposals received in response to that advertisement should occur during the Authority's April meeting.

- *Capital Region Council of Governments (CapCOG)* – A written report dated March 7 was presented by Supervisor Fisher. He noted that the reported March 15 date for the press conference to publicly announce the kick off of the SAFER grant 4-year program effort to promote recruiting and retention for the 21 participating fire companies was postponed and rescheduled for April 25.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated March 7 was presented by Supervisor Fisher.
- *Zoning Ordinance Update Committee* – Manager Seeds' March 3 email to the Board reported that a final draft of the updated Zoning and Ordinance of Definition continues to be edited for grammar and consistency prior to being submitted to the Planning Commission.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Evans reported the next DCTCC meeting was scheduled to be held in the township's meeting room on March 16.
- *Parks & Recreation Committee* – Manager Seeds' March 3 email reported a committee meeting was being planned for later in the month.

Review/Approval of Bills

Motion by Supervisor Smith to pay all vendor bills listed for the March meeting and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Cooney. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

No items or correspondence were presented.

Board Member Comments/Announcements

Supervisor Fisher announced that the Dauphin County Board of Commissioners awarded Local Municipal Share Gaming Grants in the total amount of \$249,000 to the township for the following projects:

- \$124,000 debt reduction service on the township's DCIB loan (Potato Valley Road Bridge replacement and roadway realignment, as well as the Red Hill Road bridge/culvert replacement projects);
- \$70,000 for elevator installation in the Joint Municipal Building with the condition that CDBG funding must be used if available; and
- \$55,000 to the Dauphin-Middle Paxton Fire Company No. 1 for debt reduction service on their emergency response vehicle (recently acquired and fully outfitted Squad 38 duty officer vehicle).

Executive Session

Motion by Supervisor Smith for the Board to enter into executive session at 8:04 PM to discuss personnel matters was seconded by Supervisor Fisher. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:36 PM.

Adjournment

There being no further business, the meeting was adjourned at 8:36 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary