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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

May 4, 2020

**Call to Order**

The May 4, 2020 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 Vice-Chairman Mike Sudia; Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Solicitor Steve Stine; and Ed Fisher representing the Township Engineer, *Light-Heigel & Associates, Inc.*

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Provisions were made to accommodate the public and maintain adequate social distancing within the meeting room during the coronavirus (COVID-19) pandemic, however, there were no public comments presented nor were there any email or telephonic comments regarding the website published meeting agenda submitted to the Board in advance of the advertised monthly meeting.

**Approval of Minutes**

Motion by Supervisor Sudia to approve the minutes from the April 6, 2020 monthly business 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 *PLGIT/Prime* State Account (Liquid Fuels) \$235,474.05; *Mid Penn Bank* Fire Hydrant Account \$9,930.56; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$169,972.66; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$242,479.18; *PLGIT/Term* Reserve Account (Capital & Sewer) \$793,647.05; *Mid Penn*

Bank Money Market \$100,519.71 and Mid Penn Bank General Fund (Public Safety & Operating) \$389,895.90 to be **\$1,941,919.11** as of April 30, 2020.

Manager Seeds reported that interest rates continue to decrease for account funds held by both PLGIT and Mid Penn Bank as a direct result of the financial crisis resulting from the COVID-19 pandemic. She also reported the current year Liquid Fuels Fund payment in the amount of \$215,082.46 was received.

The Finance Committee was requested to review the projected loss of 2020 revenue resulting from Governor Wolf's March 19 order for all businesses that weren't life-sustaining to be shut down as the state braced for exponential increases in the number of people sickened by COVID-19. DCED published a sample budget spreadsheet to be utilized by municipalities to make that revenue budget deficit projection that has been suggested could range anywhere from 11-25%. The other concern is a projected significant reduction in the availability of Dauphin County gaming grant funds resulting from the continued closure of *Hollywood Casino* as a non-life sustaining business.

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

## **Agenda Items**

### Potato Valley Road Bridge Replacement and Roadway Realignment Project Status

The HRG monthly Status Report dated May 1 indicated project work should be restarted within the next week after having been suspended since March 20. COVID-19 Safety Plans will have cost implications that will be paid by PennDOT project funding. The COVID-19 work shutdown is anticipated to impact the scheduled June 30 project completion date with a revised project schedule and time extension request from the contractor to be forthcoming.

### Declaration of Disaster Emergency

Pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, the Board of Supervisors issued a Declaration of Disaster Emergency as a result of the imminent threat to the health, safety and welfare of the citizens of the Township posed by the novel coronavirus (COVID-19) on March 15 which was subsequently renewed on March 23, March 30 and April 6.

Motion by Supervisor Fisher to issue a corresponding Declaration of Disaster Emergency that will expire on June 2 was seconded by Supervisor Smith. *Motion passed unanimously.*

### Hagy Lane/Hecks Drive Speed Limit Reduction Request

Light-Heigel & Associates, Inc. memorandum dated May 4 provided observations and recommendations regarding the characteristics of Hagy Lane and Hecks Drive and the current 35 MPH speed limit posting of those streets. In his monthly report dated May 4, Roadmaster Hofer recommended Hagy Lane speed limit posting remain at 35 MPH, reducing the Hecks Drive speed limit posting to 25 MPH and the installation of slow curve/reduced speed caution signs at selected locations on both streets.

Motion by Supervisor Fisher to designate the Hecks Drive neighborhood as a residential district, establish by ordinance the speed limit for Hecks Drive to be 25 MPH and install

slow curve/reduced speed caution signs at selected locations on both Hagy Lane and Hecks Drive was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Resolution 2020-03

Brian S. McFeaters, Sewage Enforcement Officer, correspondence dated April 26 to the Board stated the Sewage Facilities Planning Module for all lots in Phase One of the Chestnut Hill Subdivision was found to be acceptable and recommended the Board approve and submit the module to DEP for their review.

Motion by Supervisor Fisher to adopt Resolution 2020-03 *Plan Revision for New Land Development* and submit the *Sewage Facilities Planning Module for Phase One of the Chestnut Hill Subdivision* to DEP for its approval as a revision to the "Official Sewage Facilities Plan" of Middle Paxton Township was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Resolution 2020-04

Motion by Supervisor Smith to adopt Resolution 2020-04 *Amending the Franchise Agreement between the Township of Middle Paxton and Comcast of Southeast Pennsylvania, LLC to Increase the Franchise Fee from Four Percent (4%) to Five Percent (5%) of Annual Gross Revenues Received from the Operation of the Cable System* was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Resolution 2020-05

Dauphin County adopted Resolution 2020-10 directing the County Tax Office, the County Tax Claim Bureau and the Office of County Treasurer to waive any and all calculations of interest or penalties for late payment of the real estate taxes pertaining to the 2020 County Real Estate Tax Notice through December 31, 2020 in the best interest of Dauphin County individuals and businesses whose livelihoods have been impacted by the COVID-19 pandemic mitigation measures mandated by the Governor.

Motion by Supervisor Fisher to adopt Resolution 2020-05 *Extending Deadlines for the Payment of Real Estate Taxes, Including Fire Hydrant Taxes, to Middle Paxton Township for Taxable Year 2020* was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Resolution 2020-06

Motion by Supervisor Smith to adopt Resolution 2020-06 authorizing Manager Seeds and Emergency Management Coordinator Robert Rusbach to execute for and in behalf of Middle Paxton Township all required forms and documents for the purpose of obtaining financial assistance under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Joint Municipal Building Split Block Water Sealing to Prevent Water Intrusion

Manager Seeds reported an area of water intrusion observed adjacent to the entrance door to the south lower elevation of the Joint Municipal Building during a recent heavy rain event. She reported the building split face block was water sealed in 2014 to eliminate a water intrusion issue being experienced in the mezzanine areas and that it had been recommended the water seal compound be reapplied every five (5) years. Supervisor Smith suggested the rain gutters above the south lower elevation doorway be checked to ensure they weren't blocked contributing to the water intrusion and the

consensus of the Board was to obtain quotes for a contractor to re-apply the water seal compound last used 5-years ago to water seal the Joint Municipal Building split face block.

#### Public Works Maintenance Garage Overhead Door and Header Repair Quotes

- Quotes to repair the headers above the maintenance garage overhead doors were received from Dave Schirmer Construction (\$1,700.94), Matt Smith Construction (\$1,575.00) and Honorable Services LLC (\$714.24). Roadmaster Hofer had notated the Honorable Services LLC quote as being incomplete.

Motion by Supervisor Fisher to award a contract to Matt Smith Construction in the amount of \$1,575.00 to repair the maintenance garage overhead door headers was seconded by Supervisor Cooney. *Motion passed with Supervisor Smith abstaining from voting inasmuch as the contractor is a member of his immediate family and voting could be considered a conflict of interest.*

- A quote to replace the bottom panels of two (2) overhead garage doors on the maintenance garage was received from Dave's Garage Door Sales & Service (\$822.00).

Motion by Supervisor Fisher to award a contract to Dave's Garage Door Sales & Service in the amount of \$822.00 to replace the bottom panels of two (2) overhead garage doors on the maintenance garage was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Heavy Duty Equipment Trailer Quotes

Quotes were obtained to purchase a heavy duty equipment trailer intended to transport the Township's wheel loader and backhoe to job sites throughout the township versus those work vehicles continuing to be being driven on state highways. Quotes were presented from Stephenson Equipment (\$31,367.45), Groff Tractor & Equipment (\$20,892.60) and All-Pro Trailer SuperStore (\$29,933.57). A corresponding estimate in the amount of \$1,827.86 was presented to retrofit a dump truck to haul the trailer and it was also noted that the roadcrew would be required to upgrade their CDL licenses to operate the dump truck and heavy duty equipment trailer combination.

The Board took no action other than to determine whether Robinson's Excavating and Mulch LLC would be able to transport the Township's wheel loader and backhoe to and from our designated work sites on a rental basis. The roadcrew will also be reminded that a shadow vehicle is required to follow the Township's wheel loader, backhoe and tractor/boom mower at all times whenever those slow moving work vehicles must be driven on state highways.

## **Reports**

#### Engineer – Light-Heigel & Associates, Inc.

A written report of items and activities completed during the month of April was presented. A proposed Deed of Dedication (permanent easement) has been prepared for execution by Marshall E. and Marsha A. Fisher, owners of tax parcel No. 43-017-129, to permit removal of a tree and grading required for the proposed improvement of the McElwee Road and Creek Drive intersection turning radius.

#### Roadmaster – Robert Hofer

A written report dated May 4 was presented.

#### Zoning Officer – Ed Fisher

A written report dated April 30 was presented.

#### Emergency Management Coordinator – Robert Rusbatch

A written report for the month of May was presented. The Board thanked EMC Rusbatch for his services during the COVID-19 pandemic.

#### Manager – Julie Ann Seeds

A written report dated May 4 was presented. The Board thanked Manager Seeds for her diligence and extra duties performed during the month to mitigate the impact to Township operations during the COVID-19 pandemic.

#### Committees/Organizations

- Dauphin-Middle Paxton Joint Park Authority

No report was presented.

- Dauphin-Middle Paxton Joint Public Safety Committee

No report was presented.

- Capital Region Council of Governments (CapCOG)

A written report dated May 4 was presented by Supervisor Fisher.

- Dauphin-Middle Paxton Fire Company Oversight Committee

A written report dated May 4 was presented by Supervisor Fisher.

- Zoning Ordinance Update Committee

No report was presented.

- Detweiler Park Steering Committee

Manager Seeds reported Public Meeting #2 for Dauphin County's Detweiler Park Master Site Plan would be held on Monday, May 11 at 7 PM and invited the Board to participate in the virtual meeting.

### **Review/Approval of Bills**

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

### **Executive Session**

Not required.

### **Information Items/Letters Received**

Manager Seeds reported having received HRG correspondence dated April 13 indicating that all signs located at Township owned bridges were in accordance with retro-reflectivity standards as determined in conjunction with the Dauphin County NBIS Bridge Inspection Program and their engineering services to update the Dauphin County Sign Management Database.

Manager Seeds also reported line-work being performed by Verizon along the Blue Mountain Parkway right-of-way and within Fishing Creek Valley was being reviewed to determine whether that work was related to cable TV installation and, if so, that activity will require Verizon to enter into a cable franchise agreement with the Township.

## **Board Member Comments**

Supervisor Sudia commended the Township's office staff and roadcrew employees for their diligence and cooperation while working under the conditions imposed by the Governor's COVID-19 pandemic mitigation efforts.

The delayed opening and issuing of permits for the Township's brush site due to the COVID-19 mitigation efforts was also discussed. Motion by Supervisor Sudia to issue brush site permits and immediately re-open the brush site for use by Township and Dauphin Borough residents displaying valid permits on Saturdays from 9 AM to 12 Noon with access to the brush site being monitored through July 6 by one of our seasonal part-time employees was seconded by Supervisor Smith. *Motion passed unanimously.*

Supervisor Fisher noted that the clear sight triangle at the intersection of Erie and Allegheny Streets clearly delineated by a 'no parking' sign has been blocked for several weeks by a utility pick-up truck listed 'for sale' at the J-L Service Center. Manager Seeds said she would notify the J-L Service Center to immediately remove the offending vehicle from that location.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:12 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary