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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

November 1, 2021

**Call to Order**

The November 1, 2021 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; Township 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**

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda. Rick Roadcap, 1330 Stone Glen Road, noted that the stormwater detention basin for the Orchard Lane subdivision was being filled with debris by the homeowner. He also noted that the culvert pipe at that location was overflowing stormwater across the Stony Creek roadway during periods of heavy rain.

**Approval of Minutes**

Motion by Supervisor Evans to approve the minutes from the October 4, 2021 Monthly Business Meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

**Treasurer's Report/Monthly Financial Statement**

The October monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$185,709.66; *Mid Penn Bank* Fire Hydrant Account \$10,824.28; Fiduciary Funds (Escrow & Fire Co. Vehicle/Equipment Accounts) \$331,736.45; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec Accounts) \$243,035.43; *PLGIT Term* Reserve Account (Capital & Sewer) \$549,066.10; *PLGIT ARPA* Funds \$268,248.50; *Mid Penn Bank* Money Market Account \$378,979.70; *Mid Penn Bank* General Fund (Public Safety &

Operating) \$1,000,330.99; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$2,967,932.114** as of October 31, 2021. A Profit & Loss statement for January 1 through October 1, 2021 showing a net income of \$624,118.31 for that period was also reviewed by the Board.

Manager Seeds reported that the Finance Committee would be looking into whether certain accounts should be transferred from investment under *PLGIT* to *Mid Penn Bank* due to the current interest rate differential.

Motion by Supervisor Fisher to accept the October 2021 Treasurer's Report subject to audit was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

### Red Hill Road Bridge/Culvert Replacement Project

The HRG November 1 status report indicated completion of final roadway design and QA/QC on structure type size and location design during the past month.

### Designation of Agent Resolution 2021-05 for Tropical Storm IDA Disaster Relief

Motion by Supervisor Fisher to adopt Designation of Agent Resolution 2021-05 to authorize Emergency Management Coordinator Robert W. 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 for damages resulting from Tropical Storm IDA was seconded by Supervisor Evans. *Motion passed unanimously.*

### Final Minor Subdivision Plan for Sean & Elizabeth Miriello Time Extension

An October 28, 2021 written grant of extension of plan review time until February 14, 2022 to allow time to resolve outstanding issues pertaining to the Final Minor Subdivision Plan for Sean & Elizabeth Miriello was received from Melham Associates, PC.

Motion by Supervisor Fisher to accept the grant of extension of plan review time until February 14, 2022 for the *Final Minor Subdivision Plan for Sean & Elizabeth Miriello* was seconded by Supervisor Sudia. *Motion passed unanimously.*

### Request to Withdraw Preliminary/Final Land Development Plan for 111 Partners, LLC

Email correspondence dated October 13, 2021 was received from ACT ONE & Associates withdrawing the *Preliminary/Final Plan for 111 Partners, LLC* for property located at the intersection of McKelvey Road and S.R. 225.

Motion by Supervisor Fisher to accept the request to withdraw the *Preliminary/Final Land Development Plan for 111 Partners, LLC* for property located at the intersection of McKelvey Road and S.R. 225 was seconded by Supervisor Smith. *Motion passed unanimously.*

### Proposal to Furnish and Install a Ceiling Fan in the Fire Station Apparatus Bay

Manager Seeds presented a COSTARS proposal from HEIM Company dated October 26, 2021 outlining the scope of work to furnish and install a 12' diameter commercial ceiling fan in the fire station apparatus bay for the total cost not to exceed \$15,780.

Motion by Supervisor Fisher to contract with HEIM Company to furnish and install a 12' diameter commercial ceiling fan in the fire station apparatus bay for the total cost not to

exceed \$15,780 pursuant to their COSTARS proposal dated October 26, 2021 was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Draft 2022 General Fund Budget

The Board reviewed the draft 2022 General Fund Budget presented by the Finance Committee. Manager Seeds noted that all budget requests received from Township supported organizations/agencies were able to be fully incorporated in the draft budget which was balanced with a total projected revenue and corresponding expense of \$1,540,903.

Motion by Supervisor Fisher to advertise the preliminary 2022 General Fund Budget for public inspection at the Township Office during normal business hours and present it for adoption at the December 6 monthly Business meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

## **Departmental Reports**

#### Township Engineer

Light-Heigel & Associates, Inc. submitted a written report of items and activities completed during the month of October. The Board concurred with the township engineer's recommendation that the property owner at 1401 Potato Valley Road obtain an easement from an adjoining property to provide proper sight distance for a proposed driveway versus seeking a waiver of sight distance.

#### Public Works

Road Master Robert K. Hofer II submitted a written report of items and activities completed during the month of October.

#### Zoning & Codes Enforcement

Zoning Officer Ed Fisher submitted a written report of items and activities completed during the month of October.

#### Emergency Management Coordinator

EMC Bob Rusbatch submitted a written report and requested the Board adopt a resolution designating the 2021 Dauphin County Hazard Mitigation Plan as the township's official Hazard Mitigation Plan.

Motion by Supervisor Smith to adopt Resolution 2021-04 whereby the 2021 Dauphin County Hazard Mitigation Plan is designated as the official Hazard Mitigation Plan of Middle Paxton Township was seconded by Supervisor Evans. *Motion passed unanimously.*

EMC Rusbatch submitted the Insurance Services Office, Inc. (ISO) Public Protection Classification (PPC) survey providing an analysis of the structural fire suppression delivery system for Dauphin Borough and Middle Paxton Township. EMC Rusbatch explained the PPC plays an important role in the underwriting process used by insurance companies in their rate-making methodology and noted that the hydrant flow testing results indicate the water pressure being provided by *Suez Water Harrisburg* is less than adequate for a full credit condition. The Board requested Manager Seeds communicate with *Suez Water Harrisburg* to determine whether corrective action can be taken to improve the hydrant pressure condition noted within the PPC analysis.

EMC Rusbatch also reported the Thursday night BINGO game fundraisers recently introduced by the fire company have been well attended by the community. The Board also concurred with the proposed placement of picnic tables on the north side of the fire station that are being provided as part of the Boy Scout Troup 233 Eagle project.

#### Sewage Enforcement Officer

SEO Brian S. McFeaters submitted a written activity report for the month of October.

#### Township Manager

Manager Seeds summarized items and activities completed during the month of October, as well as projects and matters currently being addressed.

## **Committee/Organization Reports**

#### Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported no meetings would be held during the months of November and December. The Authority's statement of 2022 projected expenses and income, as well as their budget request of \$20,000 from the township was provided.

#### Capital Region Council of Governments (CapCOG)

Supervisor Fisher submitted a written report dated November 1. He suggested the township contact *Achieve Energy Solutions* (AES) to determine whether AES would be able to provide the township with a solution to obtain significantly lower electric rates by combining its "solar" and "non-solar" utility accounts as they reportedly did for Susquehanna Township.

#### Dauphin-Middle Paxton Fire Company Oversight Committee (aka Joint Fire Commission)

Supervisor Fisher submitted a written report dated November 1.

#### Zoning Ordinance Update Committee

Manager Seeds reported the committee is meeting weekly from 11 AM to 2 PM each Thursday to compile a final draft of the updated Zoning Ordinance and Ordinance of Definition for review by the Planning Commission.

#### Dauphin County Tax Collection Committee (DCTCC)

No reported was submitted.

## **Approval/Payment of Bills**

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

Motion by Supervisor Smith to pay the *Triangle Fire Protection, Inc.* Invoice No. 42670 in the amount of \$30,980 for service work performed to correct the Joint Municipal Building fire sprinkler system deficiencies per their proposal dated March 5, 2021 and to refill the sprinkler system with 1,110 gallons of antifreeze was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Informational Items/Correspondence Received**

It was the consensus of the Board to re-open the township's meeting room to accommodate community organization meeting requests reported by Manager Seeds now that the emergency declaration due to the COVID-19 pandemic has expired. Manager Seeds also

noted the hearing presentation to the Dauphin County Gaming Advisory Board would be held on November 10 at 6:30 PM to review the township's grant application.

### **Board Member Comments/Announcements**

Supervisor Evans requested the JCB wheel loader idle time report be included in the monthly Road Master's report.

### **Adjournment**

There being no further business, the meeting adjourned at 8:04 PM upon a motion by Supervisor Smith, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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James H. Fisher, Assistant Secretary