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Middle Paxton Township

BOARD OF SUPERVISORS

WORKSHOP MEETING MINUTES
November 15, 2016

Call to Order

The November 15, 2016 workshop meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Chairman and Treasurer Jeffery Smith in the Fishing Creek Community Building meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Wilbur Evans; Supervisor Larry Cooney; Supervisor Richard Pepper; and Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer.

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.

Agenda Items

Combined Public Officials Meeting and Public Plans Briefing for the Potato Valley Road Bridge Replacement and Roadway Realignment Project

HRG Project Manager Michelle Madzellan and Regional Vice-President Andrew Kenworthy presented an overview of the project and provided colorized plans detailing:

- Preliminary plan view
- Preliminary profile view
- Environmental constraints and mitigation
- Detour route
- Project schedule

In addition to the above, HRG distributed a *Project Information Sheet* and a sheet listing *Frequently Asked Questions* dated November 15, 2016. A question and answer period followed and comment cards were distributed to receive public comments to be evaluated for applicability to the project goals and incorporated into the design should those comments be deemed appropriate.

Design issues discussed at the meeting will be evaluated before HRG submits the preliminary design to PennDOT for approval. HRG also noted that preliminary plans were subject to change during the permitting and PennDOT design approval process.

Draft 2017 General Fund Budget Review

Manager Seeds presented the draft 2017 General Fund Budget compiled from the Board's October 18 workshop meeting budget discussions where year-to-date revenue and expense line items were reviewed and budget requests from the various Township boards, commissions, authorities and public safety agencies were incorporated. The Board made several line item adjustments to accommodate projected 2017 revenue and expenses and deferred further action on the proposed 2017 budget until after an executive session to discuss personnel matters.

Request for Partial Release of Stormwater Escrow – Nikki Frye

Manager Seeds presented a request from Nikki Frye, 1545 Fishing Creek Valley Road, for partial release of a \$5,639 stormwater escrow to enable her to finance and complete the stormwater facilities required to obtain a certificate of occupancy.

Motion by Chairman Smith to release \$5,139 of the \$5,639 improvement guarantee being held in escrow for completion of the stormwater facilities on the Nikki Frye property at 1545 Fishing Creek Valley Road was seconded by Supervisor Cooney. *Motion passed unanimously.*

Informational Items

None presented.

Executive Session

The Board recessed into executive session at 7:50 PM to discuss personnel matters upon a motion by Chairman Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

The Board reconvened into regular session at 8:12 PM and took the following personnel actions before resuming deliberations on the proposed 2017 General Fund Budget.

Motion by Supervisor Peffer to grant full-time and part-time hourly employees a \$0.25/hour pay increase effective January 1, 2017 with exception of the recently re-hired part-time Township Clerk was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to grant the Township Manager a \$3,000 end-of-year 2016 bonus in recognition for her continuing initiative and leadership resulting in the Township having been awarded grants for various projects accomplished during the year was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Chairman Smith to provide 2016 holiday gift cards in the amount of \$100 to full-time hourly employees and 2016 holiday gift cards in the amount of \$50 to part-time hourly employees was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Chairman Smith to establish the 2017 annual compensation for the Emergency Management Coordinator at \$3,800 was seconded by Supervisor Cooney. *Motion passed with Supervisor Evans voting Nay.*

Proposed 2017 General Fund Budget Action

Motion by Supervisor Cooney to include an interfund operating transfer from the General Reserve Account #3935 in the amount necessary to balance the 2017 General Fund Budget and advertise the 2017 General Fund Budget for final adoption at the Board's December 20, 2016 workshop meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

The proposed 2017 General Fund Budget will be available for public inspection at the Township office during normal business hours from the publication date of the budget announcement until adoption on December 20, 2016.

Adjournment

There being no further business, the meeting was adjourned at 8:20 PM upon a motion by Chairman Smith, seconded by Supervisor Peffer. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary