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Middle Paxton Township

BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING MINUTES
October 7, 2013

Call to Order

The October 7, 2013 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Chairman Andrew Megonnell in the Township meeting room. Also present were Supervisor James Fisher, Vice Chairman and Secretary; Supervisor Richard Peffer, Treasurer; Supervisor Mitchell Rissinger; Supervisor Mary Jane Davis; Julie Seeds, Township Manager and Assistant Secretary/Treasurer; Steve Stine, Solicitor; and Ed Fisher, Township Engineer.

Pledge of Allegiance and Public Comments

Following the Pledge of Allegiance, public comments were requested from those in attendance.

Mr. Robert Keyser, 1221 Gap View Road, once again expressed his continued complaint about Route 22/322 traffic noise and requested the Board communicate the need for relief to PennDOT.

Mr. Dan Deichmiller representing the Dauphin Recreation Association (DRA) informed the Board that the DRA Board of Directors had voted to sell an approximate 3 acre parcel of land to the rear of the Dauphin Pool and was providing the Township first right of refusal. DRA's asking price is \$50,000 plus the costs associated with subdividing the parcel estimated to be \$3,000. The Board informed Mr. Deichmiller that DRA's offer would be taken under consideration during calendar year 2014 budget deliberations.

Approval of Minutes

Chairman Megonnell requested a motion to approve the minutes from the September 3, 2013 regular monthly meeting. Motion by Supervisor Rissinger to approve the minutes from the September 3, 2013 regular monthly meeting was seconded by Supervisor Davis. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

Julie Seeds, Assistant Secretary/Treasurer, presented the Treasurer's Report and reported the total of Fiduciary (\$418,433.96) and General Account (\$1,595,492.73) funds to be \$2,013,926.69 as of September 30. Ms. Seeds also reported having deposited \$5,000 in the Mid Penn Bank Money Market Account #9093 (New Building Fund) that had been transferred to the Mid Penn Bank Checking Account #3367 (Operating Fund) to meet monthly payroll expenses during the previous month.

Township debt loan balances include:

- New Municipal Building @ \$379,087.85 (estimated payoff first quarter 2015)
- Fire Company Pumper Tanker @ \$119,059.41 (debt reduction grant application pending)

Supervisor Rissinger noted the \$4,169.40 balance in the Susquehanna Bank Checking Account #1337 (Fire Hydrant Account) seemed somewhat excessive and suggested the fire hydrant tax could be reduced next year.

Motion by Supervisor Rissinger to approve the Treasurer's Report and Monthly Financial Statement to be filed for audit was seconded by Supervisor Davis. *Motion passed unanimously.*

Agenda Items

2014 Budget Requests

1. *Dauphin-Middle Paxton Fire Company No. 1* – Fire Commission Chairman, Tom O'Connell, presented the fire company's 2014 budget including a requested \$27,500 contribution from the Township for general operations (\$25,000) and firefighter training (\$2,500). Mr. O'Connell thanked the Township for its generous assistance with grant preparation and funding toward purchase of the 2014 Predator MFD pumper/tanker scheduled to be delivered during 2014 at a pre-paid cost of \$517,367.
2. *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Megonnell reported the Authority's 2014 operational budget request to Dauphin Borough and the Township totaled \$20,000 of which \$17,240 was the Township's designated share. The Authority had earlier requested in-kind services of mowing and trimming the grass surrounding the Authority's ambulance station versus contracting out those services next year.
3. *Dauphin Area Senior Transit* – DAST correspondence requested the Township continue to fund fuel costs (approximately \$1,846 year-to-date), handle daily scheduling for riders via the Township office and provide garage space for the DAST van.
4. *Emergency Management Coordinator* – EMC correspondence requested the Township continue the monthly salary of \$200, provide up to \$500 for reimbursement of training costs and designate \$1,000 for food and miscellaneous operational expenses during emergency situations.
5. *Fishing Creek Community Association* – The only request received was for replacement of folding tables used within the community building.

6. *Dauphin-Middle Paxton Park Authority* – Authority correspondence requested the Township continue the \$18,000 annual allocation for general operations, as well as the in-kind services of mowing and trimming the park lawns and playing fields.

Game Time Grant – Playground for Dauphin-Middle Paxton Park Authority

Ms. Seeds reported having prepared a grant application in the amount of \$30,847 intended to offset the \$68,549 cost of the proposed all-inclusive playground for the Dauphin-Middle Paxton Park Authority with the Township as the designated recipient. The Park Authority has committed \$20,000 and the remaining \$17,702 plus freight costs would have to be funded by the Township and Dauphin Borough upon grant award in order to proceed with the project.

Motion by Supervisor Fisher for the Township to submit the Game Time grant application on behalf of the Park Authority was seconded by Supervisor Davis. *Motion passed unanimously.*

Website Update

Supervisor Fisher reported the Township has been offered the opportunity to be a pilot and charter member for the Pennsylvania State Association of Township Supervisors (PSATS) hosting and deployment of township websites. PSATS will soon be offering a new member service for townships to have an affordable web presence hosted by PSATS with website setup and design assistance using *WordPress* as the content management system. Once setup, townships versus PSATS must maintain their own website due to Sunshine Law requirements.

The first step to building the Township’s website hosted by PSATS is to designate a leader directly responsible for website implementation. Supervisor Fisher volunteered for that role and Supervisor Megonnell indicated interest in assisting.

Roberts Valley Road

In response to Mr. Bruce Cohick’s previous inquiry about the requirements for the Township to accept dedication of 0.6 miles of Roberts Valley Road serving 15 single family dwellings, Supervisor Davis reported having researched that topic reaching back to actions of the Planning Commission and Board during 1987. As it pertains to Roberts Valley Road, Supervisor Davis reported the Planning Commission recommended a waiver be granted on the length of the roadway leading into a cul-de-sac on the subdivision plan and the Board approved Roberts Valley Road as a private local street with certain conditions pertaining to the subdivision of lots being accessed from that local street. Supervisor Davis further reported access to Frog Hollow Road from Roberts Valley Road was vacated as a result of the approved subdivision plan.

Given the understanding of previous Board actions in approving the subdivision of lots accessed via Roberts Valley Road as a private local street not constructed to Township roadway design standards, it was the consensus of the Board that accepting dedication of Roberts Valley Road should it be improved to Township roadway design standards would not be in the best interest of the Township. The Board directed Mr. Cohick be informed of the Board’s position in this matter.

Appointments to the Parks and Recreation Board

Motion by Supervisor Davis to appoint Clarks Valley resident Scott Mann and Fishing Creek Valley resident Maria Haste to terms on the Parks and Recreation Board to fill the remaining two vacancies was seconded by Supervisor Fisher. *Motion passed unanimously.*

Fishing Creek Community Building Renovations

1. *Payment request* – Township Engineer Ed Fisher reported having received a payment request from Jones Masonry Restoration Corporation in the amount of \$26,091 less 10% retainage for repointing the Fishing Creek Community Building masonry. Inasmuch as a few items need completed, as well as the submission of certified payroll forms, Mr. Fisher provided a written recommendation dated October 7 that payment be released in the amount of \$23,400 until the remaining items are completed. Mr. Fisher also noted that approximately 20 bricks were replaced at the awarded bid price of \$50 per brick, but that the actual count needed to be verified before recommending payment for brick replacement. Motion by Supervisor Fisher to release payment in the amount of \$23,400 to Jones Masonry was seconded by Supervisor Rissinger. *Motion passed unanimously.*
2. *Front entrance* – The Board requested quotes be obtained to repair the front porch roof, as well as replace the front entrance doors with more secure and energy efficient doors.
3. *Basement door* – Jones Masonry quoted a change order in the fixed price amount of \$2,350 to remove and reset the metal basement door jamb believed to have been damaged by vandals attempting to gain access to the building basement. It was the consensus of the Board that Jones Masonry be authorized to proceed with resetting the basement door jamb on a time-and-material basis under the direction of the township engineer versus accepting the fixed price change order.
4. *Gutters and downspouts* – The building's roofing contractor Hi-Tech/Hi-Art submitted a quote in the amount of \$5,497 to remove and replace the existing gutters and downspouts with 6" half-round aluminum guttering and round downspouts to match the copper roof color. The Board requested two additional quotes be obtained prior to awarding a contract for that work.
5. *Survey of property* – Ms. Seeds recommended the Board consider authorizing its engineer to perform a survey of the Fishing Creek Community Building property inasmuch as the boundary lines are not currently marked and the actual boundaries are uncertain. Discussion followed, however, no action was taken on Ms. Seeds' recommendation.

Kathy Hagy Subdivision Improvement Guarantee

Township Engineer Fisher provided a written recommendation dated October 7 to release the site improvement guarantee in the amount of \$13,166.59 with the condition that the Developer provide a signed letter/agreement stating that "at the time a permit is requested for a driveway, house or accessory building on Lot #4, that the swale will be constructed as per the approved plan at the

current owner's expense and that this requirement is disclosed to all future property owners." Mr. Fisher noted lot #4 was sold to the existing adjoining landowner and is currently being used as a horse pasture. Reportedly, there are no current plans to build a house or driveway on lot #4 requiring the long driveway swale shown on the plan to be constructed and matted.

A motion by Supervisor Rissinger to release the Kathy Hagy Subdivision improvement guarantee in the amount of \$13,166.59 conditioned upon the Township's receipt of a written agreement entered into between the Developer and current owner of Lot #4 as outlined in Mr. Fisher's October 7 correspondence was seconded by Supervisor Fisher. *Motion passed unanimously.*

Reports

Emergency Management Coordinator – Robert Rusbatch – No report was presented.

Dauphin-Middle Paxton Joint Park Authority – No report was presented.

Solicitor – Steven Stine, Esquire – No report was presented. Upon questioning by the Board, Solicitor Stine reported the Dauphin County Court of Common Pleas upheld the Zoning Hearing Board's decision pertaining to Case No. 2013-1 (Decision granting appeal, with reservations, from Zoning Officer's determination regarding yard adjustment regulations) application of Jennifer Lynn Maldonado a/k/a Jennifer Del Sol. Solicitor Stine recommended the Zoning Ordinance definition of 'Front Yard' be further clarified to avoid future determinations of a similar nature.

Engineer – Ed Fisher – See attached report.

Mr. Fisher also reported that he and Road Master Bob Hofer have compiled a list of 27 culvert drainage cross pipes on Stony Creek Road, 3 culvert drainage cross pipes on McKelvey Road and 1 culvert drainage cross pipe on Frog Hollow Road needing scheduled for replacement before those roadways should be considered for repaving.

Road Master – Robert Hofer - See attached report.

The Road Master's report included a written quote in the amount of \$12,469.25 from Alpha Space Control, Inc. for line painting all township roads currently striped with double yellow and/or single white lines. As previously directed by the Board, line painting will be scheduled immediately upon completion of the current roadway crack sealing operations.

Zoning and Codes Enforcement Officer – Alicia Riegel-Kanth – See attached report.

Manager's Report– Julie Seeds – See attached report.

Review/Approval of Bills

Motion by Supervisor Rissinger to pay the September 2013 General and New Municipal Building bills was seconded by Supervisor Davis. *Motion passed unanimously.*

Information Items/Letters Received

Ms. Seeds presented items of general interest, as well as correspondence received by the Township during the previous month that did not require Board action.

Executive Session

The Board recessed into executive session at 9:12 PM to discuss matters pending litigation and personnel matters upon a motion by Supervisor Rissinger, seconded by Supervisor Megonnell. *Motion passed unanimously.*

The Board reconvened into regular session at 10:07 PM and took no action.

Board Member Comments

Supervisor Megonnell reported having attended a recent Smart Growth Program workshop and noted that the Stony Creek trail would be open for motor vehicles on Sunday October 20.

Adjournment

There being no further business, the meeting adjourned at 10:23 PM upon a motion by Supervisor Rissinger, seconded by Supervisor Megonnell. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Secretary