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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES

October 2, 2017

Call to Order

The October 2, 2017 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:04 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Steve Stine, Solicitor; and Ed Fisher representing Light-Heigel & Associates, Inc.

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. Sebastian Detres, 2444 Mockingbird Drive, questioned the update status of the Township's website noting the most recent entry of the Board meeting minutes is for the March 6, 2017 meeting.

Approval of Minutes

Motion by Chairman Smith to approve the minutes from the September 5, 2017 regular monthly meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Evans to approve the minutes from the September 19, 2017 workshop meeting was seconded by Supervisor Peffer. *Motion passed with Chairman Smith abstaining due to having been absent from that meeting.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of the *State Account* \$429,242.70; *Fiduciary Account* \$91,409.66; and *General Account* \$1,411,233.21 funds to be \$1,931,885.57 as of September 30, 2017. Manager Seeds also distributed the January through September Profit & Loss Statement showing a net income of \$4,508.45.

Manager Seeds reported having closed the General Reserve Account at Centric Bank and transferred those funds to a new money market account at Mid Penn Bank to take advantage of a higher rate of interest pursuant to the Board's September 19 motion. She also noted receipt of the 2017 Liquid Fuels Fund payment in the amount of \$206,523.74 deposited to that corresponding account at Mid Penn Bank.

Motion by Supervisor Fisher to accept the September 2017 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

Agenda Items

2018 General Fund Budget Requests

2018 General Fund Budget requests were received from the following community agencies and organizations to be reviewed and considered during the upcoming October 17 workshop meeting:

- Dauphin Area Senior Transit (DAST)
- Dauphin-Middle Paxton Fire Company No. 1
- Dauphin-Middle Paxton Joint Park Authority – Ron Hull requested a time extension until the date of the workshop meeting for the Authority to submit its budget request.
- Dauphin-Middle Paxton Joint Public Safety Authority – see organization report.
- Dauphin-Middle Paxton Emergency Management Coordinator
- Middle Paxton Lions Club

Potato Valley Road Bridge and Roadway Realignment Project Update

A written status report dated October 2, 2017 was submitted by the project engineer HRG. Manager Seeds noted that test pit conditions for the recent wetland mitigation evaluation conducted by HRG did not prove to be very favorable to facilitate the required wetland mitigation.

Well Isolation Distance Waiver Revision – 1000 Gap View Road

Manager Seeds reported the John and Susan Vajda property located at 1000 Gap View Road has been determined to consist of two separate parcels that are required to be combined in order for the well and septic system to be located on the same parcel. She also suggested the waiver request approved during the September 19 workshop meeting be clarified to indicate the UV light sterilizer is to be installed on the water system.

Motion by Chairman Smith to revise the well isolation distance waiver granted during the September 19 workshop meeting to include the additional contingencies for parcel numbers 43-016-072 and 43-016-073 to be combined into one parcel, as well as installation of an UV light sterilizer on the water system was seconded by Supervisor Cooney. *Motion passed unanimously.*

Wheel Loader Replacement Quotes

Chairman Smith reported having requested Roadmaster Hofer to obtain pricing under Pennsylvania's cooperative purchasing program (*COSTARS*) to replace the Township's *Caterpillar 924F* wheel loader after being informed the shop estimate had increased from \$6,726 to repair what was initially thought to be a leaking rear axle seal to an estimate of \$18,734 required to replace all rear axle gear components. He noted the trade-in value of the wheel loader was quoted as being \$17,000 when it was fully operational the previous year. Roadmaster Hofer reported the Township has incurred a cost of approximately

\$2,000 for the work involved in disassembly and transportation of the wheel loader rear axle to the local *Caterpillar* service center prior to having obtained the revised repair cost estimate.

Chairman Smith stated leasing options were not viewed as being favorable to the Township and Roadmaster Hofer presented the following *COSTARS* prices for purchase of a comparable (2.0 cubic yard bucket) wheel loader with an interchangeable tool (IT) coupler:

- Caterpillar 926M @ \$146,250
- Case 621G @ \$134,850
- John Deere 524K @ \$138,565
- JCB 417HT @ \$124,500

Costars prices for wheel loaders one size smaller (1.5 cubic yard bucket) than the above units were also presented for the Board's consideration:

- Caterpillar 918M @ \$130,407
- Case 521G @ \$118,500
- John Deere 344K @ \$128,000
- JCB 411HT @ \$114,900

Roadmaster Hofer reported having received a verbal "as is" trade in quote of \$5,500 for the Township's *Caterpillar 924F* from JCB dealer Stephenson Equipment. The JCB 417HT quoted by Stephenson Equipment was immediately available to be shipped from the JCB Savannah, GA factory, while a new model order was quoted at \$129,500. The only difference between those models was an LED lighting package and rear camera.

Motion by Chairman Smith to purchase a JCB 417HT wheel loader from Stephenson Equipment at the *COSTARS* price of \$124,500 contingent upon installation of LED lighting components and an "as is" trade-in allowance of \$5,500 for the Township's *Caterpillar 924F* wheel loader (net purchase price of \$119,000) and to include \$15,000 in the Township's 2018 General Fund Budget for purchase of a street broom attachment was seconded by Supervisor Cooney. *Motion passed unanimously.*

Township Road Project Payment and Change Order Requests

- Motion by Supervisor Fisher to approve Payment Request #2 in the amount of \$21,216 for Frog Hollow Road paving work completed by Meckley's Limestone Products, Inc. pursuant to Light-Heigel & Associates, Inc. correspondence dated September 28, 2017 was seconded by Chairman Smith. *Motion passed unanimously.*
- Motion by Chairman Smith to approve Change Order # 1 to Meckley's Limestone Products, Inc. contract providing a credit in the amount of \$2,389.73 against the original contract bid award of \$62,715.14 (new contract amount \$60,325.41) due to an adjustment for material quantities used versus estimated quantities on the bid form was seconded by Supervisor Evans. *Motion passed unanimously.*
- Motion by Chairman Smith to approve Payment Request #1 in the amount of \$175,192.54 for McKelvey Road paving work completed by Pennsy Supply, Inc. pursuant to Light-Heigel & Associates, Inc. correspondence dated October 2, 2017 was seconded by Supervisor Cooney. *Motion passed unanimously.*
- Motion by Supervisor Fisher to approve Change Order #2 in the amount of \$947.34 to Pennsy Supply, Inc. contract for a new contract amount of \$175,192.54 for McKelvey Road paving and shoulder work due to an adjustment for material quantities used

versus estimated quantities on the bid form was seconded by Chairman Smith.
Motion passed unanimously.

Middle Paxton Township Employee Handbook

Manager Seeds reported the Personnel Committee compiled the Board's review comments of the draft Employee Handbook and submitted the final draft to our special counsel for review before presenting it to the Board for adoption.

Dauphin County Premier Project Award Submission

Manager Seeds suggested submitting the Joint Municipal Building Solar Project to be considered under the annual Dauphin County Premier Project Award. It was the consensus of the Board to encourage Manager Seeds to prepare a corresponding application for the Dauphin County Premier Project should she have sufficient time to work that into her busy schedule.

2018 General Fund Budget Discussion

The Board deferred 2018 General Fund Budget discussions until the October 17 workshop meeting.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report for the month of September was presented. Ed Fisher suggested an engineering cost estimate ranging from \$260,000 to \$280,000 to pave the 22 foot cartway and perform required shoulder improvement work for the remaining 2.4 miles of Stony Creek Road from Stone Glen to the Borough line.

Roadmaster – Robert Hofer

A written report dated October 2, 2017 was presented. The Board recognized Supervisor Peffer and his son Roger for assisting in removal of the three dead ash trees surrounding the pavilion at Hagy Park in conjunction with the Township's road crew.

Zoning Officer – Matt Sauers

A written report for the month of September was presented.

Emergency Management Coordinator – Robert Rusbatch

A written report for the month of September was presented.

Manager – Julie Ann Seeds

A written report dated October 2, 2017 was presented.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – A brief report was provided by Ron Hull during presentation of the 2018 General Fund Budget requests.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Commission did not meet on September 26 due to a meeting night conflict with the Township Zoning Ordinance Update kickoff meeting. The next Fire Commission meeting is scheduled for Tuesday, October 3 at 5:15 PM in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next Authority meeting is scheduled for Wednesday, October 11 at 6 PM in the

Township meeting room and noted a potential conflict with the Zoning Ordinance Update task force meeting recently scheduled for that same date. As previously indicated under the budget request agenda item, the Authority's 2018 budget request was not anticipated to exceed the prior year budget request of \$12,000 with the 2018 budget scheduled as an action item on the Authority's October 11 meeting agenda.

- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported that he, Supervisor Evans and Manager Seeds attended the 12th annual CapCOG picnic on September 18 held at the Caddyshack Restaurant (Armitage Golf Course). The next Board of Delegates meeting will be held at 7:00 PM on Monday, October 16 at the Hampden Township office.

Review/Approval of Bills

The listing of vendor bills for September 2017 was distributed to the Board for review/approval. Motion by Chairman Smith to pay all vendor bills listed for September 2017 and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Evans. *Motion passed unanimously.*

Information Items/Letters Received

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. Manager Seeds reported the PSATS Unemployment Compensation insurance fund contribution for 2018 would be reduced from 2.0% to 1.9%.

Executive Session

Not required.

Board Member Comments

Supervisor Fisher reported having attended the Upper Dauphin Council of Governments sponsored *Managing Stormwater in Upper Dauphin County* workshop on September 13 and complimented Ed Fisher for the very information presentation he made in conjunction with HRG and the Dauphin County Conservation District. He also suggested taking into consideration costs associated with the recommendations made by the Pennsylvania State Police pertaining to the Joint Municipal Building Risk and Vulnerability Assessment when crafting the 2018 General Fund Budget.

Adjournment

There being no further business, the meeting was adjourned at 8:30 PM upon a motion by Supervisor Peffer, seconded by Supervisor Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary