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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

October 5, 2020

Call to Order

The October 5, 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 while maintaining adequate social distancing within the meeting room during the continuing Declaration of Disaster Emergency as a result of the imminent threat to the health, safety and welfare of the citizens of the Commonwealth posed by the novel coronavirus (COVID-19) pandemic.

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda.

Mr. Gene Stilp representing *SaveFishingCreekValley.org* inquired whether the Township had any update concerning the proposed Zoning Ordinance text amendment requested by Jason Serrano pertaining to use of his property located at 2551 Fishing Creek Valley Road. Manager Seeds reported the Township has had no further communications concerning that topic since the August 10th Planning Commission meeting at which time the proposed text amendment was tabled upon the request of Mr. Serrano.

Mrs. Cindy Brown, 4915 State Route 209, Elizabethville, PA addressed the Board objecting to the Zoning Officer's notice of violation concerning use of the property at 717 Hunt Meadow Drive as a boarding house. After having identified himself as a member of the

Washington Township Board of Supervisors and making an accusation of civil rights having been violated, Mr. Laverne Brown demanded the notice of violation be rescinded within 3-days.

Approval of Minutes

Motion by Supervisor Evans to approve the minutes from the September 9, 2020 monthly business meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statements

The September monthly Treasurer's Report showed the total of the *PLGIT/Prime* State Account (Liquid Fuels) \$92,218.19; *Mid Penn Bank* Fire Hydrant Account \$8,787.39; Fiduciary Funds (Escrow & Fire Co. Vehicle Replacement) \$206,581.29; *PLGIT/Prime* General Fund (Building, Equipment, Parks & Rec) \$242,876.21; *PLGIT/Term* Reserve Account (Capital & Sewer) \$796,669.39; *Mid Penn Bank* Money Market \$125,061.21 and *Mid Penn Bank* General Fund (Public Safety & Operating) \$528,978.32 to be **\$2,001,172.00** as of September 30, 2020.

Copies of the January through September 2020 *Budget vs. Actual*, January through September 2020 *Revenue & Expenditures* and corresponding January through September 2019 *Revenues & Expenditures* statements were provided for comparison. Manager Seeds noted that current year-to-date Earned Income Tax (EIT) receipts exceeded 2019 receipts by approximately \$42,000 for that same period and have served to help offset other revenue losses attributed to the COVID-19 pandemic.

Manager Seeds reported a 90-day CD with PLGIT in the Capital Reserve Account was due to mature on October 13 and Mid Penn Bank was offering 0.45% interest. It was the consensus of the Board to transfer those funds to a Mid Penn Bank Money Market Account if PLGIT could not offer the Township an investment instrument with better interest rates.

Motion by Supervisor Fisher to accept the September 2020 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

Agenda Items

Potato Valley Road Bridge Replacement and Roadway Realignment Project Status

Manager Seeds presented the HRG monthly Status Report dated October 5 indicating completion of bridge and roadway construction activities except for the wetland plantings scheduled for the week of October 20. The contractor is also scheduled to re-route the sidewalk installed at the Rowe property (1310 Potato Valley Road) that restricts stormwater flow along the roadway shoulder. Final project documents are in the process of being completed by HRG to be filed with PennDOT and the Township.

2021 Budget Requests

The following requests were received for the Board's consideration during 2021 General Fund budget preparation and were referred to the Finance Committee:

- Dauphin Area Senior Transit (D.A.S.T) – requests continued administrative support for rider scheduling and funds for the purchase of fuel.
- Dauphin-Middle Paxton Fire Company No. 1 – requests \$19,000 for operating expenses, \$1,000 for training and \$55,000 be placed in the PLGIT Fire Company Vehicle Replacement Escrow Account.

- Dauphin-Middle Paxton Joint Park Authority – requests continued lawn mowing services and \$18,000 for operating expenses.
- Dauphin-Middle Paxton Emergency Management Coordinator (EMC) – requests a total budget allocation of \$10,650 to include the EMC stipend, training expenses, computer laptop replacement, *FirstNet* Data Connection, rental equipment for temporary sheltering (when deemed necessary) and food/miscellaneous expenses for disaster response teams.
- Middle Paxton Lions Club – requests a contribution of \$1,500 for the community fireworks display during the annual carnival.

Dauphin-Middle Paxton Fire Company No. 1 – Request for Resolution

Fire Company president Bradley Field presented a written request dated September 28 for a Resolution authorizing and extending Workers Compensation coverage for all fire company rostered members during non-firefighting activities.

Motion by Supervisor Smith authorizing and extending Workers Compensation coverage for all fire company rostered members during non-firefighting activities as outlined in Dauphin-Middle Paxton Fire Company No. 1 correspondence dated September 28 and directing that a Resolution be prepared for Board adoption at the next Board meeting should a corresponding Resolution not have been previously adopted was seconded by Supervisor Evans. *Motion passed unanimously.*

2020 Road Base Repair/Paving Work Project Bid Results

Light-Heigel & Associates, Inc. correspondence dated October 2 summarized bids received from Farhat Excavating (\$38,550.00), G&R Charles Excavating Ltd (\$46,112.12) and H&K Group, Inc. (\$46,062.16) and recommended contract award to Farhat Excavating LLC as the lowest responsible bidder.

Motion by Supervisor Fisher to award a contract to Farhat Excavating LLC in the amount of \$38,550.00 to complete the 2020 Road Base Repair/Paving Work Project was seconded by Supervisor Smith. *Motion passed unanimously.*

Stormwater Escrow Release Requests

- Light-Heigel & Associates, Inc., correspondence dated October 2 indicated the required stormwater facilities have been completed in general conformity with the approved plan and the site is now stabilized at the Ryan Jorich (Design Build Custom Construction, LLC) adjoining properties located at 1768 Miller Road and 800 Mountain Road and recommended release of the remaining Improvement Guarantees being held for those sites contingent upon completion of the stabilization work.

Motion by Supervisor Fisher to release the \$500.00 Improvement Guarantee being held for the Ryan Jorich (Design Build Custom Construction, LLC) adjoining properties located at 1768 Miller Road and 800 Mountain Road pursuant to Light-Heigel & Associates, Inc. correspondence dated October 2, 2020 was seconded by Supervisor Smith. *Motion passed unanimously.*

- Light-Heigel & Associates, Inc. correspondence dated September 29 indicated the required stormwater facilities have been completed in general conformity with the approved plan for the Scott Sutton property located at 741 Adams Lane and recommended release of the Improvement Guarantee held for that site.

Motion by Supervisor Smith to release the \$3,850.00 Improvement Guarantee being held for the Scott Sutton property located at 741 Adams Lane pursuant to Light-Heigel & Associates, Inc. correspondence dated September 29, 2020 was seconded by Supervisor Sudia. *Motion passed unanimously.*

Miller Road Extended Property Address Change

Email correspondence dated September 27 from Margaret Turns and handwritten written correspondence dated September 25 from Debra Stoner objected to the proposed address number changes for all seven (7) residences on Miller Road Extended to correct the two (2) residences on Miller Road Extended with address numbers that duplicate those in the 1700 block of Miller Road. Corresponding with an action of the Board during its March 2 meeting, Manager Seeds explained that Dauphin County 911 recommended new street addresses be assigned to all residences located on Miller Road Extended versus changing only the two address numbers that duplicate those in the 1700 block of Miller Road.

The Board deferred action pending further review and a recommendation from Manager Seeds and Emergency Management Coordinator/Fire Chief Rusbatch as to how best to proceed in the interest of public safety.

Proposed Frog Hollow Road Property Transfer

Manager Seeds explained the property owner of tax parcel No. 43-035-087 wishes to donate his 0.93 acre property which is immediately adjacent to the Boyd Big Tree Preserve Conservation Area to the PA Department of Conservation & Natural Resources (DCNR). However, due to the property owner's advanced age and the length of time DCNR anticipates will be required to accomplish the proposed land transfer to the Commonwealth, DCNR requested the Township initially accept transfer of the deed to the property and then initiate the process necessary to transfer the property to the Commonwealth.

Motion by Supervisor Smith to accept transfer of the deed to tax parcel No. 43-035-087 and then donate the 0.93 acre property to the PA Department of Conservation & Natural Resources was seconded by Supervisor Cooney. *Motion passed unanimously.*

Maintenance Garage Structural Crack Repair Recommendation

Light-Heigel & Associates, Inc. memorandum dated October 2 indicated deterioration of the lower blocks along the east side of the maintenance garage due to water infiltration, as well as physical damage to the block adjacent to the overhead door at the southeast corner. The Board concurred with the corrective actions recommended by its engineer and directed Light-Heigel & Associates, Inc. prepare the project scope of work specifications necessary to obtain masonry contractor bids to perform the required work.

Preliminary 2020 General Fund Budget Discussion

The Board requested the Finance Committee prepare a draft 2021 General Fund Budget for presentation at the next Board meeting.

Reports

Engineer – Light-Heigel & Associates, Inc.

A written report of items and activities completed during the month of September was presented.

Roadmaster – Robert Hofer

A written report dated October 5 was presented.

Zoning Officer – Ed Fisher

A written report dated October 2 was presented.

Emergency Management Coordinator – Robert Rusbatch

Mr. Rusbatch reported a copy of the 2014 Dehart Dam Emergency Action Plan has been posted in the Township office with that plan required to be updated in 2021. He has also requested a copy of the Hidden Valley Dam Emergency Action Plan from the engineer of record be submitted to the Township office.

Manager – Julie Ann Seeds

A written report dated October 5 was presented. Supervisor Fisher recommended the database program being reviewed to meet the requirements of the On-Lot Sewage Management Ordinance and for roadway asset management also be considered for use to maintain a post-construction stormwater management (PCSM) BMP inventory, associated operation & maintenance agreements and a record of annual inspections that will be required once the Township's MS-4 waiver expires.

Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority

No report was presented.

- Dauphin-Middle Paxton Joint Public Safety Committee

Supervisor Cooney reported the committee met via telephone conference with a representative of LifeTeam EMS and Dauphin County Emergency Management Agency director Steve Libhart to discuss the County's interest in acquiring the Station 12 property located at 930 Peters Mountain Road. Mr. Libhart indicated the County's solicitor is in the process of drafting a purchase offer to the Township and Borough for consideration.

- Capital Region Council of Governments (CapCOG)

A written report dated October 5 was presented by Supervisor Fisher. He also announced the low bid for road salt was received from Morton Salt at \$57.94/ton delivered for the contract period November 1, 2020 – October 31, 2021 which is a significant reduction from the 2019-2020 contract price of \$69.90.

- Dauphin-Middle Paxton Fire Company Oversight Committee

A written report dated October 5 was presented by Supervisor Fisher.

- Zoning Ordinance Update Committee

Manager Seeds reported the committee held a meeting on October 1 and outlined the work tasks remaining to complete the Zoning Ordinance update working in conjunction with our consultant EP&D.

- Detweiler Park Steering Committee

Manager Seeds reported the committee recently held a public hearing to review the draft master site plan with another public hearing to be held in December.

Review/Approval of Bills

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

Motion by Supervisor Smith to authorize payment of the \$19,246.19 Deblin, Inc. invoice under the DCIB loan for the Potato Valley Road Bridge and Roadway Re-alignment construction project was seconded by Supervisor Evans. *Motion passed unanimously.*

Executive Session

Motion by Supervisor Smith to enter into executive session at 8:03 PM to discuss personnel matters was seconded by Supervisor Sudia. *Motion passed unanimously.*

The Board reconvened the regular monthly business meeting at 8:15 PM.

Information Items/Letters Received

Manager Seeds reported having received notice that the 2021 payment to the Liquid Fuels Fund would total \$193,833.19

Board Member Comments

Supervisor Sudia commended the administrative staff for a job well done with the publication of the 2020 Fall/Winter edition of the *Middle Paxton Digest*.

Adjournment

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

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary