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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

October 4, 2021

**Call to Order**

The October 4, 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. Supervisor Smith reported that an executive session of the Board of Supervisors was held immediately prior to this meeting to obtain legal advice from the Township Solicitor.

**Public Comments**

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda. Ryan Evans, 1211 Clarks Valley Road, presented the Board with a framed original 1875 atlas map of Middle Paxton Township for display in the township building.

**Approval of Minutes**

Motion by Supervisor Sudia to approve the minutes from the September 16, 2021 Monthly Business Meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

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

The September monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$185,703.08; *Mid Penn Bank* Fire Hydrant Account \$10,821.27; Fiduciary Funds (Escrow & Fire Co. Vehicle/Equipment Accounts) \$372,862.60; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec Accounts) \$243,026.82; *PLGIT Term* Reserve Account (Capital & Sewer) \$549,046.65; *PLGIT ARPA* Funds \$268,238.50; *Mid Penn Bank* Money Market Account \$378,874.34; *Mid Penn Bank* General Fund (Public Safety &

Operating) \$1,058,147.18; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,066,721.44** as of September 30, 2021.

Manager Seeds reported Volunteer Firefighter Relief Association funds received from the Pennsylvania Department of the Auditor General in the amount of \$29,097.09 will be transferred to the Fire Company. She also reported real estate transfer tax receipts in the amount of \$27,275.78 far exceeded payments received during prior months.

Motion by Supervisor Fisher to accept the September 2021 Treasurer's Report to be filed for audit was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

### Red Hill Road Bridge/Culvert Replacement Project

The HRG October 4 status report indicated completion of the base-mapping, PNDI search and wetland delineation, as well as preliminary roadway design. HRG requested feedback from the Board regarding widening of the roadway shoulders at the proposed culvert replacement location. Manager Seeds recommended an additional five (5) foot roadway width be provided on both sides of the bridge/culvert to safely accommodate pedestrian and bicycle traffic at an estimated cost of \$20,000.

Motion by Supervisor Fisher to approve the proposed 5 foot widening of the roadway shoulders on both sides of the Red Hill Road bridge/culvert to safely accommodate pedestrian and bicycle traffic was seconded by Supervisor Evans. *Motion passed unanimously.*

### 2022 Budget Requests

- Dauphin Area Senior Transit (D.A.S.T.) – D.A.S.T. coordinator Rue Megonnell thanked the township for its continued support including the administrative function of rider scheduling and daily driver notification, as well as for providing a *PLGIT* P-card used to purchase fuel for the van. She submitted a written request for the township to budget \$1,200 for fuel to enable D.A.S.T. to continue offering transportation services to both our township and Dauphin Borough senior citizens.
- Dauphin-Middle Paxton Fire Company No. 1 – The Fire Company's 2020 balance sheet, statement of income and expenses for 2018 - 2020, as well as their 2022 budget were submitted by the Fire Company Oversight Committee requesting a total 2022 contribution of \$75,000 from the township. Fire Company treasurer Bradley Field thanked the township for its continued support and noted that the 2008 KME engine/rescue is the next vehicle scheduled for replacement in approximately 5 years at an estimated cost between \$850,000 - \$1,000,000.
- Dauphin-Middle Paxton Joint Park Authority – Supervisor Cooney reported the Park Authority was requesting an annual contribution of \$20,000 equivalent to the previous budget year.
- Dauphin-Middle Paxton Emergency Management Agency – Emergency Management Coordinator Bob Rusbatch submitted a written request totaling \$11,850.
- Middle Paxton Lions Club – Club secretary Larry Potteiger submitted a written request for a \$1,500 contribution to help offset the cost of the fireworks display during the annual carnival.

The Board referred the 2022 budget requests, as well as the 2022 Sewage Enforcement Fee Schedule submitted by the township's Sewage Enforcement Officer (SEO) Brian S.

McFeaters for consideration of the Finance Committee during their preparation of the preliminary 2022 budget.

#### Well Isolation Distance Waiver Requests

- 1766 Heather Lane - A well isolation distance waiver request dated September 21, 2021 was received from the township's SEO Brian S. McFeaters pertaining to the John Leonard property located at 1766 Heather Lane. Correction of a malfunctioning on-lot sewage disposal system will require the proposed new absorption area to encroach upon the regulated isolation distance of 100 feet to their existing well water supply due to the lot being limited by poor soil conditions and a stream to the rear.

Motion by Supervisor Fisher to approve a waiver of the regulated 100 feet well isolation distance for 1766 Heather Lane contingent upon a hold-harmless and indemnification agreement prepared by the Township Solicitor being properly executed, recorded and affixed to the property deed of record and installation of a UV light sterilizer placed on the existing well water supply system was seconded by Supervisor Smith. *Motion passed unanimously.*

- 1721 Pine Lane – A well isolation distance waiver request dated September 21, 2021 was received from the township's SEO Brian S. McFeaters pertaining to the Jeremy Reichert property located at 1721 Pine Lane. Correction of a malfunctioning on-lot sewage disposal system will require the proposed new absorption area to encroach upon the regulated isolation distance of 100 feet to the existing well water supply due to the limited lot size.

Motion by Supervisor Fisher to approve a waiver of the regulated 100 feet well isolation distance for 1721 Pine Lane contingent upon a hold-harmless and indemnification agreement prepared by the Township Solicitor being properly executed, recorded and affixed to the property deed of record and installation of a UV light sterilizer placed on the existing well water supply system was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Final Subdivision Plan for Hillside Road Subdivision – KCI Technologies, Inc.

Property owner Gerard J. Blinebury, Jr. presented the *Final Subdivision Plan for Hillside Road Subdivision* prepared by KCI Technologies, Inc. Mr. Blinebury explained the plan was submitted to reconfigure internal property lines creating one lot with an existing house within Dauphin Borough (Lot #1) and reconfiguring the remaining lands into two lots. Construction of a new single-family residence is anticipated for the newly configured Lot#2 within Dauphin Borough and the remaining tract (Lot #3) primarily within the township with access via Stump Road is to remain undeveloped.

Motion by Supervisor Smith to approve the requested waiver from SALDO Section 307, Final Plans–Specifications, and the *Final Subdivision Plan for Hillside Road Subdivision* submitted under KCI Technologies, Inc. cover letter dated September 22, 2021 contingent upon the comments contained in the Light-Heigel & Associates, Inc. September 8, 2021 plan review correspondence and Dauphin County Subdivision/Land Development Review Report No. 21-091 being addressed was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Declaration of Consolidation of Lots – Bowman Irrevocable Grantor Trust

Mark Hummel presented a request to consolidate two tracts of land at 610 Stony Creek Road totaling 1.7590 acres (Dauphin County Tax Parcel Numbers 43-018-020 and 43-018-031) into a single lot.

Motion by Supervisor Smith to approve the Declaration of Consolidation of Previously Subdivided Lots to consolidate and combine Tax Parcel No. 43-018-020 and Tax Parcel No. 43-018-031 into a single lot, piece or parcel of land and abrogate and cancel the individual status of the component Lots was seconded by Supervisor Evans. *Motion passed unanimously.*

#### Sewage Planning Module – Component 4A

Light-Heigel & Associates, Inc. September 10, 2021 correspondence indicated the Sewage Planning Module prepared for the Cori Hurley Subdivision consisting of an approximate 50 acre tract of land identified as Lot #3 Clarks Valley Road and being processed to construct a single family dwelling is consistent with the Comprehensive Plan and recommended township approval of Component 4A – Municipal Planning Agency Review.

Motion by Supervisor Smith to approve Component 4A of the Sewage Planning Module for the Cori Hurley Subdivision pursuant to Light-Heigel & Associates, Inc. September 10, 2021 correspondence was seconded by Supervisor Sudia. *Motion passed unanimously.*

#### Public Works

- Vehicle Replacement Recommendation – Supervisor Smith presented a COSTARS quotation (COSTARS allowance 025-155) from *Keystone Ford* for a 2021 F-550 chassis 4X4 SD Regular Cab 169" WB DRW XL (F5H) configured per Quote ID: MidPaxton dated 09/20/2021 in the amount of \$53,438.00 to be upfitted by *MJR Equipment*, a division of Stephenson Equipment, per specification T-1951 dated 9/21/2021 (COSTARS contract 025-171 and 025-021) in the amount of \$54,523.00 for a total purchase price of \$107,961 to replace the township's 2003 F-350 pickup truck that has been placed out of service.

Motion by Supervisor Fisher to purchase the 2021 Ford F-550 chassis per *Keystone Ford* Quote ID: MidPaxton to be upfitted per *MJR Equipment* specification T-1951 under the COSTARS program at the total purchase price of \$107,961 was seconded by Supervisor Sudia. *Motion passed unanimously.*

- 2022 Estimated Liquid Fuels Allocation – The township's estimated Liquid Fuels (Act 655) Allocation for 2022 is \$197,874.73 based upon the state's Motor License Fund taxes anticipated to be collected during the remainder of the calendar year. Manager Seeds noted that the estimated 2022 allocation is approximately \$14,000 less than the 2021 allocation.
- 2022 Proposed Road Projects – Manager Seeds reported Light-Heigel & Associates, Inc. was compiling estimated pricing for chip and fog seal roadway pavement preservation and asphalt maintenance projects for various township roads east of S.R. 225 (Peters Mountain Road) for presentation at the next Board meeting.

#### Pennsylvania State Association of Township Supervisors (PSATS)

- 2021 Proposed Resolutions – The proposed 2021 resolutions to be presented for consideration by the voting delegates at the PSATS 2021 business meeting on October 15 were previously distributed to the Board. Supervisor Evans recommended that dirt

bikes and golf carts be added to the vehicles listed under resolution 21-11, while Supervisor Fisher noted that particular resolution was rather poorly worded and much too broad. It was the consensus of the Board to support all other 2021 resolutions noted as being supported by the PSATS Resolutions Committee.

- PSATS Unemployment Compensation Group Trust 2021 Ballot for Election of Trustees

Motion by Supervisor Fisher to cast the township's ballot for Clyde "Champ" Holman and E. Christopher Abruzzo for election to the PSATS Unemployment Compensation Group Trust was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Departmental Reports**

### Township Engineer

Light-Heigel & Associates, Inc. submitted a written report of items and activities completed during the month of September. Light-Heigel & Associates, Inc. October 1, 2021 correspondence recommended payment in the amount of \$145,857.97 to Russell Standard for completing the 2021 chip seal and fog seal road preservation projects representing an increase of \$1,945.41 over the \$143,912.56 bid amount due to an adjustment between the estimated square yards of fog seal coat material bid versus actual square yards of fog seal coat material applied.

Motion by Supervisor Fisher to pay the Russell Standard invoice in the amount of \$145,857.97 was seconded by Supervisor Smith. *Motion passed unanimously.*

### Public Works

Roadmaster Robert K. Hofer II submitted a written report of items and activities completed during the month of September.

### Zoning & Codes Enforcement

Zoning Officer Ed Fisher submitted a written report of items and activities completed during the month of September. Mr. Fisher noted that 91 permits have been issued during the past 9 months versus approximately 90 permits during the prior year.

Motion by Supervisor Fisher directing Solicitor Stine to file an enforcement action with Magisterial District Court 12-3-02 against the Lavern and Cindy Brown property located at 717 Hunt Meadow Lane for continued violation of the township's zoning ordinance and failure to bring the property into compliance with the Zoning Hearing Board decision was seconded by Supervisor Smith. *Motion passed unanimously.*

### Emergency Management Coordinator

No report was submitted.

### Sewage Enforcement Officer

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

### Township Manager

Manager Seeds submitted a written report summarizing items and activities completed during the month of September, as well as projects and matters currently being addressed. She also reported Light-Heigel & Associates, Inc. is completing the bid specifications for the records storage room buildout in the lower level of the Joint Municipal Building intended to be advertised during the month of November.

The Board commended Manager Seeds for having compiled the records necessary for an audit of the Liquid Fuels Fund by the Department of the Auditor General on September 28 at which time the Audit Supervisor issued an exit report of “no findings”.

## **Committee/Organization Reports**

### Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported having attended the Dauphin Recreation Association’s (DRA) September 21 public meeting regarding the proposed Dauphin Pool renovation at which time DRA consultant, Aquatic Facility Design, presented a proposal to rehab and renovate the pool to fix current issues, improve accessibility and provide added features for the enjoyment of the community at an estimated cost of \$1.1M.

### Capital Region Council of Governments (CapCOG)

Supervisor Fisher submitted a written report dated October 4.

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

Supervisor Fisher submitted a written report dated October 4.

### Zoning Ordinance Update Committee

Manager Seeds reported the committee intends to meet weekly on Thursdays to review all notes compiled to date and assemble a final draft of the updated Zoning Ordinance and Ordinance of Definition.

### Dauphin County Tax Collection Committee (DCTCC)

Supervisor Evans reported DCTCC continues to struggle with the state not being responsive to DCTCC’s request to submit reports directly to DCTCC versus the individual municipal tax collectors. He also expressed DCTCC’s appreciation for the township continuing to host their meetings with the county’s 52 municipal and school district representatives.

## **Approval/Payment of Bills**

Motion by Supervisor Smith to submit the HRG invoices totaling \$16,635.60 for the Red Hill Road Bridge preliminary design work and ROW services to Dauphin County for payment under the DCIB loan, remove the Russell Standard invoice in the amount of \$145,857.97 previously approved by the Board from the list of total bills due, pay the remaining 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.*

## **Informational Items/Correspondence Received**

Copies of recent mail and email correspondence received by the township were included in the Board’s meeting folder.

## **Board Member Comments/Announcements**

No comments were presented.

## **Adjournment**

There being no further business, the meeting adjourned at 8:19 PM upon a motion by Supervisor Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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James H. Fisher, Assistant Secretary