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Middle Paxton Township

BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING MINUTES
September 3, 2013

Call to Order

The September 3, 2013 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 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; and Keith Heigel substituting for 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, distributed documents supporting his quest for PennDOT to overlay Route 22/322 concrete surfaces with rubberized bituminous to reduce road noise levels. Once again, Mr. Keyser expressed his continued consternation over Route 22/322 traffic noise and requested the Board go on record asking PennDOT for relief.

Mr. Bruce Cohick, 1875 Roberts Valley Road, inquired as to the requirements for the Township to accept dedication of 0.6 miles of Roberts Valley Road serving 15 single family dwellings and was seeking affirmation that the Board would accept dedication should Roberts Valley Road be improved to Township design standards. Mr. Cohick was informed the roadway would have to be improved in accordance with the provisions detailed within Section 502 of the Subdivision and Land Development Ordinance and that the township engineer would need to undertake some fact finding prior to the next Board meeting in order to advise the Board whether roadway improvements could be made in conformance with the Ordinance.

Approval of Minutes

Chairman Megonnell requested a motion to approve the minutes from the August 5, 2013 regular monthly meeting. Motion by Supervisor Rissinger to approve the minutes from the August 5, 2013

regular monthly meeting was seconded by Supervisor Fisher. *Motion passed with Supervisor Davis abstaining from voting due to not having been present at the August 5 meeting.*

Treasurer's Report/Monthly Financial Statement

Julie Seeds, Assistant Secretary/Treasurer, presented the Treasurer's Report and reported the total of Fiduciary (\$418,548.15) and General Account (\$1,634,744.10) funds to be \$2,053,292.25 as of August 31 after having deposited a Dauphin County Local Share Municipal Grant Program check in the amount of \$275,000 in the Centric Bank General Account #3935 as reimbursement for the advance payment to KME Fire Apparatus for the Custom Predator Severe Service X-MFD Pumper Tanker. Ms. Seeds also reported having to transfer \$5,000 from the Mid Penn Bank Money Market Account #9093 (New Building Fund) to the Mid Penn Bank Account #3367 (Operating Fund) to meet monthly payroll expenses.

Township debt loan balances include:

- New Municipal Building @ \$388,391.50 (estimated payoff first quarter 2015)
- Fire Company Pumper Tanker @ \$122,966.55 (debt reduction grant application pending)

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

Fishing Creek Community Building – Brick Repointing Bid Results

Ms. Seeds reported having received and opened the following bids on August 30 in response to the Township's specifications for repointing the brick exterior of the Fishing Creek Community Building:

- Jones Masonry - \$27,990.00
- CD Waterproofing - \$31,290.00
- Spotts Brothers - \$55,177.00
- Lawrence Lang – bid determined to be non-responsive

Motion by Supervisor Fisher to accept the Jones Masonry bid was seconded by Supervisor Davis. *Motion passed unanimously.*

St. Matthew's Parish – Request to Change Buffer Plantings

Action on St. Matthew's Parish correspondence dated July 12 requesting the Board's approval to accept planting of rhododendrons in lieu of evergreen trees specified as buffer plantings along the north property line on the approved site development plan was tabled during the August 5 meeting until the area in question could be viewed by members of the Board. Having viewed the rhododendron plantings, it was the consensus of the Board that work completed to date was not satisfactory as an alternative to that specified on the approved site development plan.

Motion by Supervisor Rissinger to request St. Matthew's Parish prepare a sketch and submit an alternative plan for buffer screening in compliance with the Township Ordinance should they intend

to seek Board approval to deviate from the approved site development plan prior to undertaking additional work was seconded by Supervisor Davis. *Motion passed unanimously.*

Regional Grant Connections Resolution 2013-06

A resolution authorizing an application for a grant under the Pennsylvania Municipal Assistance Program for the Township and Dauphin Borough to develop and implement a joint comprehensive plan to coordinate and facilitate smart growth, infrastructure improvements, economic development, creation of public spaces, recreation and the visions of the residents and stakeholders of the Township and Borough was presented for Board approval. The resolution includes a commitment of municipal resources up to \$25,000 (\$20,000 from the Township and \$5,000 from the Borough) for the joint municipal comprehensive plan which would replace the Township's comprehensive plan adopted in 1998. Ms. Seeds suggested funding was available from the Mid Penn Bank Money Market Account #9127 (Sewer Fund) for this undertaking.

Motion by Supervisor Rissinger to adopt Resolution 2013-06, A Resolution Authorizing an Application for a Grant from the Pennsylvania Municipal Assistance Program, was seconded by Supervisor Fisher. *Motion passed unanimously.*

Potato Valley Road Bridge

A layout plan for bridge replacement was presented for the Board's review. The new bridge will include a pedestrian/bikeway and be much wider than the existing bridge requiring acquisition of additional right-of-ways. Light-Heigel & Associates continues to work on the basic layout and started the horizontal/vertical geometry to finalize grading for bridge layout. Wetland and PNDI studies have been completed and permitting and use of a GP-11 permit process is currently under discussion with DEP. The next step will be to initiate right-of-way work.

Ms. Seeds reported having received a bridge inspection report from HRG indicating bridge condition to be "scour critical". Road Master Hofer was requested to obtain a quote from Robinson's Excavating to provide a track-hoe and operator to remove debris collected around the bridge piers and, subsequently, to provide Township Engineer Ed Fisher with a scope of work to determine whether the previous DEP permit can be extended for the Township to complete that work.

Mockenhaupt Benefits Group – 2014 MMO

Ms. Seeds reported the Township's defined benefits plan Minimum Municipal Obligation (MMO) for 2014 to be \$14,175.

Reports

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

Ms. Seeds reported the fire company and emergency services have been notified of PennDOT's announced road closure of Route 325 East during two weekends in September. Road closures are

related to large culvert replacements approximately 4 to 5 miles out Clarks Valley Road in the vicinity of Camp Shikellamy and should not directly impact access to township residential properties.

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

Ms. Seeds reported she is assisting Park Authority representatives in preparing an application for a Game Time Grant for playground improvements.

Solicitor – Steven Stine, Esquire – No report was presented.

Engineer – Keith Heigel substituting for Ed Fisher – See attached report.

Mr. Heigel presented a change order in the amount of \$1,349.59 submitted by the Township's contractor Hi-Tech/Hi-Art to replace 288 square feet of rotted roof decking with ¾' material and a section of fascia board behind the rain gutters on the front of the Fishing Creek Community building prior to installation of the standing seam metal roof.

Motion by Supervisor Fisher to approve the Hi-Tech/Hi-Art change order in the amount of \$1,349.59 was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Road Master – Robert Hofer - See attached report.

The Board requested Road Master Hofer include a complete listing of all culvert pipes scheduled to be replaced during 2014 within his report for the next Board meeting.

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

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

Ms. Seeds suggested the Board appoint a budget committee to draft the 2014 Township Budget in order to minimize the need for workshop meetings during the upcoming months. Chairman Megonnell appointed Supervisor Davis, Supervisor Fisher and Manager Seeds as the 2014 Budget Committee.

Review/Approval of Bills

Motion by Supervisor Rissinger to pay the August 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 8:30 PM to discuss personnel matters upon a motion by Supervisor Rissinger, seconded by Supervisor Fisher. *Motion passed unanimously.*

The Board reconvened into regular session at 9:00 PM and took the following action:

Motion by Supervisor Rissinger to convert the Zoning and Codes Enforcement Officer position from salary to hourly effective the pay period beginning October 4, 2013 for a 32-hour work week at the hourly rate of \$18.82 with full employee benefits being continued through December 31, 2013 was seconded by Chairman Megonnell. *Motion passed unanimously.*

Board Member Comments

Chairman Megonnell reported the Dauphin-Middle Paxton Joint Public Safety Authority was seeking Township assistance with mowing the grass surrounding the Authority's ambulance station next year rather than continuing to contract out that service due to the cost involved. The Board will consider that request during 2014 budget preparations.

Adjournment

There being no further business, the meeting adjourned at 9:15 PM upon a motion by Supervisor Rissinger, seconded by Chairman Megonnell. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Secretary