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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES
September 2, 2014

Call to Order

The September 2, 2014 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Vice-Chairman and Secretary/Treasurer James Fisher in the Township meeting room. Also present were Supervisor Jeffrey Smith; Supervisor Dick Peffer; Supervisor Mitch Rissinger; and Julie Seeds, Township Manager and Assistant Secretary/Treasurer. Chairman Andrew Megonnell was excused due to being out of town. Steve Stine, Township Solicitor, and Ed Fisher, Township Engineer, were absent due to conflicting meeting schedules.

Pledge of Allegiance and Public Comments

Following the Pledge of Allegiance, Vice-Chairman Fisher invited public comments from those in attendance who were not listed on the agenda. There were no public comments presented.

Approval of Minutes

Vice-Chairman Fisher requested a motion to approve the minutes from the August 4, 2014 meeting. Motion by Supervisor Rissinger to approve the August 4, 2014 meeting minutes was seconded by Supervisor Smith. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

Julie Seeds, Assistant Secretary/Treasurer, presented the monthly Treasurer's Report showing the total of Fiduciary Funds (\$149,923.49), State Accounts (\$355,380.76) and General Account Funds (\$1,331,968.21) to be \$1,837,272.46

as of August 31, 2014. The Fire Truck loan balance is \$99,113.72 with no other Township indebtedness at this time.

Ms. Seeds noted the monthly Treasurer's Report included a correction to the July monthly statement Escrow Account due to a deposited check having been returned with an associated service charge. The returned check was subsequently re-deposited to the Escrow Account with the builder notified to pay the service charge.

The General Fund P&L Budget versus Actual statement for the period January 1 through September 2, 2014 was also distributed with Ms. Seeds noting expenses remain fairly in line with the budget.

Motion by Supervisor Smith to approve the Treasurer's Report to be filed for audit was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Ms. Seeds recommended closing General Account #1329 (General Checking Account) with Susquehanna Bank and transferring those funds to the Operating Fund Account #3367 (Payroll – Direct Deposit) with Mid Penn Bank. Both accounts are currently paying 0.5% interest and Mid Penn Bank has committed to continuing that interest rate with no fees associated with account transactions. Consolidating those accounts will eliminate frequent General Account transfers to the Operating Fund Account required to meet payroll.

Motion by Supervisor Smith to close General Account #1329 with Susquehanna Bank and transfer those funds to the Operating Fund Account #3367 with Mid Penn Bank was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Agenda Items

St. Matthew Catholic Church Landscape Screening

St. Matthew correspondence dated August 15, 2014 indicated the original land development tree buffer plan would be followed and requested approval to use Arborvitae as the buffer plantings. Light-Heigel & Associates correspondence dated September 2, 2014 indicated Arborvitae plantings 6' in height and installed per the approved plan would be satisfactory to comply with the approved plan and Zoning Ordinance. The Board requested a copy of the Township Engineer's correspondence be forwarded to Rev. Paul Clark of St. Matthew Church.

United Water – Hydrant Meter Service Application

Ms. Seeds reported having received correspondence from United Water indicating the Township would be required to install a meter to obtain water from any hydrant. No action was required inasmuch as the Township does not currently draw water from any hydrant.

Stidfole/Harris Request for Release of Improvement Guarantee

Light-Heigel & Associates correspondence dated July 8, 2014 indicated satisfactory completion of site improvements for home construction at the Stidfole/Harris property located at 111 Mountain Road and recommended release of the improvement guarantee.

Motion by Supervisor Smith to release the improvement guarantee being held for the Stidfole/Harris property at 111 Mountain Road pursuant to the Township Engineer's recommendation was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Hagy Park – Quotes for Restroom Door Time Locks

Ms. Seeds presented the following vendor quotes to install electric locks, time clock and sensors on the Hagy Park restroom doors:

- A&S Electric - \$2,800.00
- Shearer Security - \$3,198.57
- Knight Security - \$1,715.00
- Morefield Communications - \$2,303.00

Motion by Supervisor Rissinger to enter into an agreement with Knight Security in the amount of \$1,715.00 to install electric locks, time clock and sensors on the Hagy Park restroom doors providing their quote met the required specifications was seconded by Supervisor Smith. *Motion passed unanimously.*

Township Offices and Public Areas – Quotes for Cleaning Services

Ms. Seeds presented the following vendor quotes for cleaning the Township offices and public areas of the Municipal Building:

- Top to Bottom Services - \$266.00/month for 2 cleanings per month
- Merry Maids - \$251.86/month for 2 cleanings per month with the first time cleaning in the amount of \$769.56
- Personal Touch - \$499.00 /month for 2 cleanings per month
- Vanguard Cleaning Systems - \$299/month for weekly cleanings

Motion by Supervisor Rissinger to enter into an agreement with Vanguard Cleaning Systems in the amount of \$299/month for weekly cleaning of the Township offices and public areas of the Municipal Building was seconded by Supervisor Smith. *Motion passed unanimously.*

Speece Lane Road Damage

Ms. Seeds reported having received an offer from Jay Fulkroad & Sons, Inc. to repair the section of Speece Lane near the intersection with McKelvey Road reportedly damaged by their trucks hauling millings from the Clarks Valley Road project to a dump site off Speece Lane. Fulkroad has offered to perform the work required to repair the damaged section of roadway with the Township paying solely for the cost of materials.

Motion by Supervisor Rissinger to accept the Jay Fulkroad & Sons, Inc. offer to repair the damaged section of Speece Lane with the Township paying for the costs of materials contingent upon roadway repairs being performed in accordance with Township ordinance requirements was seconded by Supervisor Smith. *Motion passed unanimously.*

Jones Masonry Request for Payment - Municipal Building Water Intrusion Repairs

Motion by Supervisor Smith to make a partial payment to Jones Masonry in the amount of \$20,000 against an invoice of \$22,200 for re-pointing and water-sealing the Mezzanine single-wythe block wall areas of the Municipal Building with the remaining balance to be paid immediately upon receipt of a final approved inspection report from D'Huy Engineering was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Ms. Seeds reported D'Huy Engineering has not yet prepared the change order awarded to Jones Masonry during the August meeting for repointing and water-sealing the single-wythe block wall areas on the south side of the Municipal Building. Ms. Seeds also reported quotes were being requested to restore the Fire Company day room interior wall to its original finish, replace the carpeting within the day room, and restore the interior wall of the upper mezzanine area to its original condition.

All-inclusive Playground Installation – Quotes for Play Area Mulch

Ms. Seeds presented the following quotes for engineered wood fiber mulch to cover the 40' x 57' play area to a depth of 12" under and surrounding the newly installed all-inclusive playground apparatus at the Dauphin-Middle Paxton Community Park:

- Bitting Recreation - \$4,347.00
- Zeager Bros., Inc. - \$2,158.30

Motion by Supervisor Smith to enter into an agreement with Zeager Bros., Inc. in the amount of \$2,158.30 to furnish 128 cubic yards of engineered wood fiber mulch for the playground area was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Reports

Solicitor – Steve Stine, Esq.

No report was presented.

Engineer – Ed Fisher, P.E. – See attached report.

Mr. Fisher reported having provided Robinson Excavating a copy of the culvert pipe replacement permit plans for Phase I of the Stony Creek Road project. Replacement of one of the culvert pipes and setting a concrete headwall for another pipe requires equipment larger than the Township operates.

With a paving contractor being under contract to complete repaving work by the end of the month, pipe replacement permits having been received while the Township crew is engaged in crack sealing operations with leased equipment, as well as the need for a trackhoe to complete several of the pipe replacements, Robinson Excavating was requested to provide a quote to complete all remaining pipe replacement work for Phase I of the Stony Creek Road project.

Motion by Supervisor Smith to engage Robinson Excavating at the quoted price of \$10,500 to complete all remaining culvert pipe replacement work for Phase I of the Stony Creek Road project by the end of next week providing their quote is lower than the third requested excavator quote with the Township to provide flagging during roadway work was seconded by Supervisor Rissinger. *Motion passed unanimously.*

It was the consensus of the Board that Light-Heigel & Associates should expedite submittal of DEP permit applications for those culvert pipes required to be replaced during Phase II of the Stony Creek Road project intended to be completed next year. The Board also discussed having Light-Heigel & Associates investigate and make recommendations for widening Stony Creek Road through the S curve at Stone Glen when addressing culvert pipe replacements required in that narrow stretch of roadway.

Road Master – Robert Hofer – See attached report.

Zoning and Codes Enforcement Officer – See attached report.

Emergency Management Coordinator – Robert Rusbatch

Mr. Rusbatch reported having requested Dauphin County Emergency Management Agency coordinate a meeting with Cumberland and Perry County Emergency Management Agencies to initiate highway project-specific emergency plans to address the planned closure of Routes 11/15 during the summer months of 2015 and 2016.

He also reported preliminary conversations with United Water indicate the Township would have to pay for the quarter-turn adapters to be placed on the approximate 20 fire hydrants located within the Township. However, United Water has not yet provided pricing for those adapters.

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

Committee/Organization Reports

- Dauphin-Middle Paxton Joint Park Authority

No report was presented.

- Dauphin-Middle Paxton Joint Public Safety Authority

No report was presented inasmuch as the Authority only meets quarterly.

Review/Approval of Bills

The listing of bills for August was distributed to the Board for review/approval. Motion by Supervisor Rissinger to pay all General bills for August with the exception of Guy P. Beneventano Law Office invoices #723 and #729 relating to Zoning Hearing Board solicitor services was seconded by Supervisor Peffer. *Motion passed unanimously.*

Motion by Supervisor Smith to pay all New Municipal Building bills for August was seconded by Supervisor Rissinger. *Motion passed unanimously.*

Motion by Supervisor Fisher to refer Guy P. Beneventano Law Office invoices #723 and #729 to the Township Solicitor for a determination whether the services described were: 1) within the scope of work deemed necessary to be performed by a solicitor retained by a Zoning Hearing Board; 2) reasonably equivalent to the hours reported; and 3) specifically requested to be performed by the Township's Zoning Hearing Board was seconded by Supervisor Smith. *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.

Ms. Seeds reported APMM is offering an internship program whereby 50% of the cost for 300 hours service would be funded upon a successful grant application. It was the Board's consensus to submit a grant application for the APMM internship program prior to the September 12, 2014 deadline. Ms. Seeds also reported

having been notified the Township's 2015 Minimum Municipal Obligation (MMO) for the employee pension plan would be \$19,184.

Board Member Comments

Supervisor Rissinger inquired as to the status of exterior door replacements at the Fishing Creek Community Building.

Supervisor Fisher noted the August CAPCOG meeting was cancelled with the next meeting scheduled for September 15.

Supervisor Smith commented on the cleanliness of the restrooms at Hagy Park and noted that weeds needed cut back to improve the clear sight triangle at the park exit onto Mountain Road.

Executive Session

Not required.

Adjournment

There being no further business, the meeting adjourned at 9:01 PM upon a motion by Supervisor Smith, seconded by Supervisor Rissinger. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Secretary