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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

September 3 2019

Call to Order

The September 3, 2019 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 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; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; and James Dunkelberger, P.E. and Keith Heigel representing Light-Heigel & Associates, Inc. Supervisor Larry Cooney was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda. No Comments were presented.

Approval of Minutes

Motion by Supervisor Smith to approve the minutes from the August 5, 2019 monthly business meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds reported the monthly Treasurer's Report was unable to be prepared inasmuch as the PGLIT financial report for the month of August required to compile the Treasurer's Report was not available as of this date due to technical issues.

Agenda Items

Potato Valley Road Bridge Replacement and Roadway Realignment Project Status

In the absence of HRG project manager Ryan Hostetter, Manager Seeds reported PennDOT is anticipated to issue the contractor a notice to proceed on or about October 7,

2019 and coordinate with the Township to schedule a preconstruction meeting within the next two weeks.

Final Subdivision and Land Development Plan – River View at Middle Paxton

Eric R. Clancy, Managing Member LDI Associates/Dauphin, LLC presented the *Final Subdivision and Land Development Plan – River View at Middle Paxton* seeking the Board's approval following the Planning Commission's recommendation for approval granted on August 12.

Supervisor Smith noted that the Board had just been handed the September 3, 2019 Light-Heigel & Associates, Inc. 17-page review and comment letter on the Applicant's Plan last revised August 19 and other documents submitted by the Applicant following the August 12 Planning Commission meeting and inquired whether the Applicant had also received the Light-Heigel & Associates, Inc. September 3 correspondence.

Mr. Clancy reported having received the Township Engineer's correspondence this date and Dave J. Weihbrecht, P.E. of *Advantage Engineering Services, LLC* representing the Applicant stated he felt the majority of those review comments could be readily addressed. Supervisor Smith suggested the Applicant may want to consider granting the Township a time extension to take action considering the Board was not fully prepared at this time to address the extensive list of review comments contained in the September 3 Light-Heigel & Associates, Inc. correspondence.

Supervisor Fisher noted he had compiled a written list of 17 questions for the Applicant following his review of the Applicant's August 20 submission of the August 19 revised plan and response to Light-Heigel & Associates, Inc. comments dated August 12 some of which may or may not have been addressed in the Light-Heigel & Associates, Inc. September 3 review correspondence. With the concurrence of the Board chairman, Supervisor Fisher distributed copies of his questions to the Applicant, as well as to Light-Heigel & Associates, Inc.

Mr. Clancy presented written correspondence dated September 3 from Applicant's legal counsel *Wix, Wenger & Weidner Attorneys at Law* to the Board granting an extension of time until October 18, 2019 for the Board to take action on the Plan.

Motion by Supervisor Smith to accept the Applicant's grant of an extension of time until October 18, 2019 to take action on the *Final Subdivision and Land Development Plan – River View at Middle Paxton* was seconded by Supervisor Evans. *Motion passed unanimously.*

Preliminary/Final Land Development Plan for Zion Evangelical Congregational Church

Correspondence dated September 3, 2019 was received from Zion Evangelical Congregational Church requesting (granting) a time extension until December 2019 for the Proposed Development Plan submitted on June 11, 2019 to address the Township Engineer's comments and gain additional time for NPDES Permit approval.

Motion by Supervisor Evans to accept the Applicant's grant of an extension of time until December 2019 to take action on the *Preliminary/Final Land Development Plan for Zion Evangelical Congregational Church* was seconded by Supervisor Sudia. *Motion passed unanimously.*

Request for Sponsorship of Local Share Municipal Grant Application

Motion by Supervisor Fisher to adopt Resolution 2019-08 whereby the Township agrees to be a co-applicant to the Local Share Municipal Grant Application for the *Dauphin-Middle Paxton Joint Park Authority* for a Master Site Development Plan and funding for Phase 1 ADA Accessible Path was seconded by Supervisor Evans. *Motion passed unanimously.*

Employee Pension Plan Minimum Municipal Obligation for 2020 Budget

Motion by Supervisor Fisher to include the Minimum Municipal Obligation of \$23,674 in the Township's 2020 General Fund Budget was seconded by Supervisor Evans. *Motion passed unanimously.*

Fishing Creek Community Center – Proposals for Window Replacement

Proposals were received from *Hershocks, Inc.* in the amount of \$2,195.00 and *Matt Smith Construction* in the amount of \$2,575.00 to remove and replace a broken window at the Fishing Creek Community Center. The Board noted that the *Hershocks, Inc.* proposal dated August 20 specifically excluded certain work items included in the *Matt Smith Construction* proposal No. 1068.

Motion by Supervisor Fisher to award a contract to *Matt Smith Construction* in the amount of \$2,575.00 for the work specified in contractor's proposal No. 1068 was seconded by Supervisor Evans. *Motion passed with Supervisor Smith abstaining.*

Public Works

- Recommendation for 2020 Road Projects

Supervisor Smith distributed a suggested list of Township roads to be chip and fog sealed during calendar year 2020 broken out into three (3) separate bid packages. The Board concurred with the recommended list of 2020 road projects and requested Light-Heigel & Associates, Inc. prepare the required bid specifications and solicit bids for the proposed 2020 road projects.

- Truck Dump Body Tarp Systems

Motion by Supervisor Fisher to install dump body tarp systems on the Township's two (2) *Sterling* dump trucks at a per vehicle cost of \$2,308.75 pursuant to U.S. Municipal quotation No. 1144107 under the COSTARS program was seconded by Supervisor Evans. *Motion passed unanimously.*

- Additional Line Painting

A quote in the amount of \$1,536.79 for center line painting of Hagy, Hecks, Frog Hollow and Fulton Roads was presented. Supervisor Smith noted that those roads had not previously been included when Township roads were line painted, but recommended they be line painted after having received a recommendation from the Roadmaster, as well as requests from several residents.

Motion by Supervisor Fisher to include Hagy, Hecks, Frog Hollow and Fulton Roads in the Township's line painting program and to line paint those roads before winter was seconded by Supervisor Evans. *Motion passed unanimously.*

- Speed Study Request for Denison Road

Motion by Supervisor Smith directing Light-Heigel & Associates, Inc. to conduct a speed study on Denison Road was seconded by Supervisor Fisher. *Motion passed unanimously.*

- Red Hill Road Bridge Replacement Project

Manager Seeds recommended the Board consider reallocating a portion of the projected \$796k funds to be remaining in the Potato Valley Road Bridge Replacement and Roadway Realignment Project DCIB loan for replacement of the Red Hill Road bridge.

Motion by Supervisor Fisher to obtain an engineering estimate and conceptual plan for replacement of the Red Hill Road Bridge and submit a corresponding request to Dauphin County DCED to enable the Township to reallocate a portion of the DCIB loan remaining balance to complete that project was seconded by Supervisor Evans. *Motion passed unanimously.*

- Widening of McElwee and Creek Road Intersection

Light-Heigel & Associates, Inc. correspondence dated August 14 provided the results of a traffic count study to obtain vehicle volume data on McElwee and Creek Roads to support an application for funding under the Low Volume Road (LVR) portion of the Pennsylvania Dirt and Gravel Road Maintenance Program. The study concluded the vehicle volume on those roads was well under the maximum volume to be eligible for LVR funding to assist the Township in widening the intersection of those roads to better accommodate school bus and local delivery truck traffic. The Board directed Light-Heigel & Associates, Inc. to prepare and submit the required application for funding assistance under the LVR portion of the Pennsylvania Dirt and Gravel Road Maintenance Program for the proposed intersection improvement.

- Stony Mountain Meadows/Hemlock Lane Pipe Replacement

It was reported the planned replacement of the drainage pipe at the Stony Mountain Meadows/Hemlock Lane intersection would be completed upon receipt of the required NPDES permit.

Conceptual Plan "C" for Municipal Building Lower Level Buildout

- Phase 1 – Archive/File Storage Room and Elevator

Manager Seeds distributed the conceptual plan and engineering estimate in the amount of \$159,753 for construction of a 690 SF climate controlled archive/file storage room and installation of a limited use limited application (LULA) elevator between the lower and upper levels of the Municipal Building that was submitted for funding consideration under the Dauphin County Local Share Municipal Grant Program.

- Phase 2 – Community Rooms, Kitchen and ADA Accessible Restrooms

Manager Seeds distributed a conceptual plan for the proposed construction of a community room with a dividing partition, kitchen facilities, ADA accessible restrooms, replacement of the two overhead doors in the west end southern wall with wall framing and glazing, and installation of a canopy roof over the west end southern wall entrance door to the lower level of the Municipal Building prepared by *Architecture + Engineering Innovations (a+ei)*.

- a+ei Proposal for Professional Services dated August 12, 2019

Motion by Supervisor Fisher to ratify execution of the a+ei Architectural/Engineering Services Proposal # 19.112-1 for Lower Level Fit-out Plans at the Middle Paxton Township Building was seconded by Supervisor Smith. *Motion passed unanimously.*

2020 General Fund Budget Discussions

Manager Seeds reported having issued correspondence to all community agencies and organizations to submit their requests to be considered during the Township's 2020 budget preparation. Further 2020 General Fund Budget discussions were deferred to the September 17 workshop meeting.

Reports

Engineer – Light-Heigel & Associates, Inc.

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

Roadmaster – Robert Hofer

A written report dated September 3 was presented.

Zoning Officer – Ed Fisher

A written report dated August 29 was presented. Supervisor Fisher noted that corrective action had not yet been taken by the 1230 Fishing Creek Valley Road property owner provided written notification by the Township over a month ago that their hedge was impeding the clear-sight triangle at the intersection of Potato Valley Road and Fishing Creek Valley Road (S.R. 443). Manager Seeds noted that the obstruction was in the right-of-way of a state highway and that she would once again contact PennDOT concerning the Township's complaint.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Manager – Julie Ann Seeds

A written report dated September 3 was presented.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Dauphin-Middle Paxton Joint Public Safety Committee* – Manager Seeds reported a meeting of the Committee would be convened now that an appraisal of the property at 930 Peters Mountain Road (Station 12) has been completed and the corrected deed required to transfer ownership of the property has been prepared by Solicitor Stine.
- *Capital Region Council of Governments (CapCOG)* – A written report dated September 3 was presented by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated September 3 was presented by Supervisor Fisher.
- *Zoning Ordinance Update Committee* – Manager Seeds reported the Planning Commission was provided copies of the proposed changes in the second draft of the updated Zoning Ordinance that were highlighted to better enable them to differentiate those changes being proposed for adoption.

Review/Approval of Bills

The listing of vendor bills for the September meeting was distributed to the Board for review/approval. Motion by Supervisor Smith to pay all vendor bills listed for the September meeting less the \$148,069.25 invoices included on the list for *Russel Standard Corporation (Hammaker East Limited)* which were paid under the Liquid Fuels Fund and authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Sudia. *Motion passed unanimously.*

Executive Session

Motion by Supervisor Smith to enter into executive session at 8:00 PM to discuss employee matters was seconded by Supervisor Sudia. *Motion passed unanimously.*

The Board reconvened the monthly business meeting at 8:27 PM.

Motion by Supervisor Smith to adopt the *Roadmaster Non-Uniform Job Description* with the addition of the entry "Must be available to work nights and weekends not included in normal work hours." was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Smith to adopt the *Road Maintenance Worker – Laborer Regular Full Time, Hourly Non-Uniform Job Description* and *Road Maintenance Worker – Laborer Regular Part Time, Hourly Non-Uniform Job Description* both including the addition of the entry "Must be available to work nights and weekends not included in normal work hours." 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.

Board Member Comments

Supervisor Fisher requested the Township's sponsorship to pay the \$75 registration fee and over-night accommodation cost to attend the 2-day *PSATS Regional Fall Forum* being held October 30-31 at the Liberty Mountain Resort in Adams County.

Motion by Supervisor Smith for the Township to register Supervisor Fisher as its delegate to the *PSATS Regional Fall Forum* on October 30-31 and cover the associated registration and over-night accommodation costs was seconded by Supervisor Sudia. *Motion passed unanimously.*

Adjournment

There being no further business, the meeting was adjourned at 8:41 PM upon a motion by Supervisor Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary