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Middle Paxton Township

BOARD OF SUPERVISORS

REGULAR MONTHLY MEETING MINUTES
October 3, 2016

Call to Order

The October 3, 2016 regular monthly meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:03 PM by Chairman and Treasurer Jeffery Smith in the Township meeting room. Also present were Supervisor James Fisher, Vice-Chairman and Assistant Secretary; Supervisor Richard Peffer; Supervisor Wilbur Evans; Supervisor Larry Cooney; Julie Ann Seeds, Township Manager, Secretary and Assistant Treasurer; Township Solicitor Steve Stine; and Township Engineer Ed Fisher.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

Chairman Smith invited comments from those in attendance who were not listed on the meeting agenda. Jackie McClain, 1430 Hoffman Drive, requested the Township ban hunting within Ibberson Park noting shots have been fired toward homes adjacent to the park and reporting someone was shooting cats within the park.

Approval of Minutes

Motion by Chairman Smith to approve the minutes of the September 6, 2016 regular monthly meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Fisher to approve the minutes of the September 20, 2016 workshop meeting was seconded by Supervisor Cooney. *Motion passed with Chairman Smith and Supervisor Peffer abstaining due to having been absent from that meeting.*

Treasurer's Report/Monthly Financial Statements

Manager Seeds presented the monthly Treasurer's Report showing the total of *State Accounts* \$220,207.15; *Fiduciary Accounts* \$87,236.64 and *General Accounts* \$1,538,939.59 to be \$1,846,383.38 as of September 30, 2016. Manager Seeds also distributed the September deposit detail, September P&L and January – September P&L statements.

Motion by Supervisor Fisher to accept the September 2016 Treasurer's Report to be filed for audit was seconded by Supervisor Evans. *Motion passed unanimously.*

Agenda Items

Hagy Park Walking/Fitness Trail – Paving Bid Results

Bids opened on October 3 at 3:00 PM for paving the Hagy Park Walking/Fitness Trail were presented as follows:

- Hempt Bros., Inc. - \$79,983.00
- Farhat Excavating, LLC - \$62,600.00
- Malco Landscape, Inc. – 91,752.50
- Martin Paving, Inc. – 69,895.00

Light-Heigel & Associates, Inc. correspondence dated October 3, 2016 recommended award to Farhat Excavating, LLC.

Motion by Supervisor Fisher to award a contract to Farhat Excavating, LLC in the amount of \$62,600.00 for paving the Hagy Park Walking/Fitness Trail was seconded by Chairman Smith. *Motion passed unanimously.*

2017 Budget Requests

- *Dauphin-Middle Paxton Fire Company* – a 2017 budget packet prepared by the Dauphin-Middle Paxton Joint Fire Commission including a vehicle replacement plan, 2013-2015 statement of income and expenses was distributed to the Board. The 2017 budget request included \$25,000 for operating expenses and \$1,000 for firefighter training. Supervisor Fisher noted the budget request should also have indicated a \$15,000 allocation to the Township's Fire Company escrow account for vehicle replacement.
- *Dauphin-Middle Paxton Joint Park Authority* – a listing of expenses for 2016 projects and repairs completed by the Park Authority, as well as projected 2017 expenses was distributed to the Board. The Park Authority expressed appreciation to the Township for mowing the park grounds and playing fields, requesting those services be continued for 2017 and submitted a \$14,700 budget request for 2017 operating expenses.
- *Emergency Management Coordinator* – Robert Rusbatch presented a 2017 budget request including \$50 for office supplies, mileage reimbursement in accordance with the IRS allowable mileage rate during disaster response and recovery efforts within the Township, monthly compensation in the amount of \$500 and an hourly rate of \$12.50 when complete disaster damage surveys and associated paperwork for PEMA and FEMA reporting.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the Public Safety Authority had taken action at its July 13 meeting to submit a 2017 budget request totaling \$12,000 to be split proportionally between Dauphin Borough and Middle Paxton Township. Manager Seeds indicated the Township share of that request would be \$10,216.80 (85.14% of the total request).
- *Dauphin Area Senior Transit (DAST)* – Manager Seeds reported DAST requested the Township continue its in-kind services of handling rider trip request scheduling and housing of the DAST van.

Steckbeck Engineering – Authorization for Agent to Apply for Highway Occupancy Permit

Michael Swank submitted a request for the Township to authorize Steckbeck Engineering & Surveying, Inc. as the Agent to apply for a PennDOT highway occupancy permit on behalf of the Township pertaining to proposed improvements at the intersection of Elizabeth Avenue and SR 225 (Peters Mountain Road), as well as a proposed storm water management (SWM) system connection to PennDOT's existing SWM piping associated with the land development plan being presented to the Planning Commission for construction of a *Dollar General Store*. Although the proposed SWM system connection would obligate the Township to maintain that connection to the PennDOT SWM piping, Mr. Swank indicated an agreement would be entered into with the developer of the *Dollar General Store* to maintain the Township's portion of the SWM system connection.

Supervisor Fisher expressed concern about the traffic congestion and safety issues currently occurring at that intersection, as well as along Elizabeth Avenue during the morning drop off and evening pick up of students at the Middle Paxton Elementary School. He inquired whether proposed intersection improvements associated with construction of the *Dollar General Store* would help alleviate those issues or instead further aggravate the problem. He suggested the Board wait until the Planning Commission had taken final action on the land development plan before acting on the highway occupancy permit application.

Motion by Chairman Smith to approve the Applicant's Authorization for Agent to Apply for Highway Occupancy Permit (HOP) contingent upon the Township Solicitor overseeing the Agent's process under that permit application, the Agent paying all costs incurred by the Township for the Township Solicitor's and Township Engineer's involvement with the HOP application, and the Agent and developer not holding the Township liable pertaining to subsequent Township actions on the proposed land development plan for construction of the *Dollar General Store* was seconded by Supervisor Peffer. *Motion passed with Supervisor Fisher voting NAY.*

PSATS Unemployment Compensation Group Trust Board of Trustees Election

Motion by Supervisor Fisher to cast a ballot for Supervisor Michael E. Keller (Fox Township, Elk County) for election to the PSATS Unemployment Compensation Group Trust was seconded by Chairman Smith. *Motion passed unanimously.*

Hagy Park Vandalism

Manager Seeds reported a motorized vehicle severely damaged the sliding board on the children's playground structure at Hagy Park requiring replacement of the slide and support footings at a cost of \$1,424. Manager Seeds indicated a police report was filed, but the recently installed security system did not have a camera placed that captures activity in the vicinity of the playground structure.

Motion by Chairman Smith to replace the damaged slide and add one more camera to the security system focused on the playground structure was seconded by Supervisor Evans. *Motion passed unanimously.*

PA Game Commission – Proposed Cooperative Agreements for Ibberson Park

Manager Seeds presented email correspondence dated September 27 from a representative of the PA Game Commission proposing the Township consider entering into a cooperative agreement to incorporate a portion of Ibberson Park in a prescribed

fire burn unit with adjoining State Game Lands. Also proposed was entering into a cooperative access program permitting hunting on the Ibberson Park property whereby the Game Commission would enforce game land regulations including placing signage for safety zones and addressing ATV use issues. The cooperative access program would also afford the Township liability protection under the Recreation Act.

Chairman Smith asked Ms. McClain whether the proposed Game Commission cooperative access program to regulate hunting within Ibberson Park would address the earlier concerns she expressed to the Board and she concurred that it would.

Motion by Supervisor Fisher to request the Game Commission prepare a cooperative agreement to incorporate a portion of Ibberson Park in a prescribed fire burn unit with adjoining State Game Lands for review by the Township Solicitor and subsequent presentation to the Board for action was seconded by Chairman Smith. *Motion passed unanimously.*

Motion by Chairman Smith to request the Game Commission provide an agreement to incorporate Ibberson Park into a cooperative access program for review by the Township Solicitor and subsequent presentation to the Board for action was seconded by Supervisor Peffer. *Motion passed unanimously.*

Preliminary 2017 Budget Discussion

Manager Seeds distributed a copy of the 2016 General Fund Budget for the Board's review in preparation for budget discussions during the October 18 workshop meeting.

Reports

Engineer – Ed Fisher (Light-Heigel & Associates, Inc.)

A written report for the month of September 2016 was presented.

Roadmaster – Robert Hofer

A written report dated October 3, 2016 was presented.

Motion by Supervisor Fisher for the Township Solicitor to prepare an ordinance to prohibit parking at the Joint Municipal Building driveway entrance pursuant to Title 75 Section 3353 (a)(2)(v), as well as the entire length of Elizabeth Avenue was seconded by Chairman Smith. *Motion passed unanimously.*

Zoning and Codes Enforcement Officer – Julie Ann Seeds

A written report dated October 3, 2016 was presented.

Emergency Management Coordinator – Robert Rusbatch

A written report was presented.

Manager – Julie Ann Seeds

A written report dated October 3, 2016 was presented. Supervisor Fisher commended Manager Seeds for handling the arrangements for the September 24 open house and public official ribbon-cutting ceremony for the new Joint Municipal Salt Storage Shed funded by a grant from the Dauphin County Commissioners.

Project Reports

- *Potato Valley Road Bridge Replacement and Roadway Realignment Project* – No status report was submitted by HRG. Manager Seeds recommended the Combined Public Officials Meeting and Public Plans Briefing for the *Potato Valley Road Bridge Replacement and Roadway Realignment Project* be held at the Fishing Creek Community Building in November during a workshop meeting versus the regular meeting. Supervisor Fisher noted the Board took formal action at its September 6 meeting to advertise and hold the November 7 regular meeting at the Fishing Creek Community Building for that purpose.

Motion by Supervisor Fisher to advertise and hold the November 15 workshop meeting at the Fishing Creek Community Building versus the November 7 regular meeting and provide written notice to all Potato Valley Road residents of the Combined Public Officials Meeting and Public Plans Briefing for the *Potato Valley Road Bridge Replacement and Roadway Realignment Project* was seconded by Chairman Smith. *Motion passed unanimously.*

- *Hagy Park Walking/Fitness Trail Project* – Project status was previously discussed during award of the paving contract.
- *Joint Municipal Building Energy Efficiency (Solar) Project* – Manager Seeds reported HRG was finalizing the vendor material specification quotes required for the Township to purchase the project materials under the COSTARS program. She also reported the PV system contractor bids were not anticipated to be available for award until the November 7 regular meeting versus the October 18 workshop meeting as previously indicated.

Committee/Organization Reports

- *Dauphin-Middle Paxton Joint Park Authority* – No report was presented.
- *Dauphin-Middle Paxton Joint Fire Commission* – Supervisor Fisher reported the Joint Fire Commission met on Tuesday, September 27 and took action to approve the fire company's 2017 budget request to the Township. The fire company's proposed expenditure of funds required to place the new Crew Cab Utility vehicle into service is anticipated to be discussed at the next meeting scheduled for 5:30 PM Tuesday, November 22 in the Township meeting room.
- *Dauphin-Middle Paxton Joint Public Safety Authority* – Supervisor Fisher reported the next meeting is scheduled for 6 PM Wednesday, October 12 in the Township meeting room. Demolition of the 2-story house on the Authority's property at 930 Peters Mountain Road is scheduled to occur during October.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Fisher reported he, Supervisor Evans and Manager Seeds attended the 11th annual CapCOG picnic at Armitage Golf Course on September 19 and that an MS-4 presentation by DEP will open the next Board of Delegates meeting scheduled for Monday, October 17 in the Hampden Township meeting room.

Review/Approval of Bills

The listing of vendor bills for September was distributed to the Board for review/approval. Motion by Chairman Smith to pay all vendor bills listed for September was seconded by Supervisor Cooney. *Motion passed unanimously.*

Information Items/Letters Received

Manager Seeds presented items of general interest, as well as recent correspondence received by the Township. Manager Seeds reported the 2017 Liquid Fuels Fund allocation to the Township was anticipated to be \$202,243.08. Manager Seeds also reported the *Riverlands Safety Study* investigating existing safety and access concerns of US 22/322 through the Dauphin Narrows and Clarks Ferry north on US 11/15 through Watts Township was recently published. Copies will be made and distributed to the Board.

Executive Session

The Board recessed into executive session at 8:22 PM to discuss personnel matters upon a motion by Chairman Smith, seconded by Supervisor Evans. *Motion passed unanimously.* The Board reconvened into regular session at 8:31 PM.

Motion by Chairman Smith to approve the vacation request for days in excess of two weeks during November submitted by Roadmaster Robert Hofer was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Chairman Smith to hire Linda Megonnell for general office and code enforcement duties at a part-time hourly rate of \$12.00 was seconded by Supervisor Evans. *Motion passed with Supervisor Peffer abstaining.*

Board Member Comments

Supervisor Fisher reported having received an email invitation requesting a Township representative at upcoming meetings between the Dauphin Recreation Association (DRA) and Nutech Group, an aquatics design company. The consensus of the Board was that the Township recognized the Dauphin-Middle Paxton Joint Park Authority as their representative concerning DRA operations and/or planned improvements of the Dauphin Pool.

Supervisor Fisher noted receipt of correspondence from LTL Consultants, LTD offering municipal engineering, building inspection, code enforcement and sewage enforcement services and suggested the Board consider soliciting qualification statements from various professional firms for review before making its 2017 annual appointments for those services.

Adjournment

There being no further business, the meeting was adjourned at 8:37 PM upon a motion by Chairman Smith, seconded by Supervisor Peffer. *Motion passed unanimously.*

Respectfully submitted,

James H. Fisher, Assistant Secretary