

## WORKSHOP MEETING MINUTES

April 24, 2013

Those in attendance: Ron Hepner, Chairman, John Orr and Joe Snyder, Supervisors; Betty Warfel, Secretary/Treasurer, and Steve Erdman, Roadmaster.

The meeting was called to order at 9:00 a.m. by Chairman Hepner.

Pledge of Allegiance to the flag.

### Public comments:

None

### Roadmaster Report:

1. The road crew has performed snow plowing, cindering and cleaned up the equipment. Cold patch and stone have been used to fill potholes. Equipment has been repaired. The emergency route has been fixed.
2. The Ford F550 has been taken to Maxwell's to repair the hydraulics issue with the spreader.
3. Street cuts have been done on St. David Drive, Pearl Street and Berry Mountain Road. Kahler Road remains to be worked on at a future date.
4. The shop has been cleaned for Spring Cleanup Day and the monthly meetings.
5. The crew is getting things ready for the paving projects.
6. Discussion regarding the methods for awarding the road project bids. The bids can either be bid on an individual basis or based on an overall total cost for a group of projects. Since we have not added an addendum regarding the method to the projects currently out for bid, the projects will be awarded on an individual basis this year. In the future, awarding the projects as a package would financially benefit the township and the successful bidder.
7. Prices for a new tamper were discussed. SEI (through Service Supply) offers a Mikasa tamper for \$2,550. Groff offers the Whacker brand at a cost of \$2,950. John Orr made a motion to authorize the road crew to purchase a tamper at a cost of up to \$3,000 with the stipulation that the company will provide a 10-year service warranty on the equipment. Second by Ron Hepner. All in favor, motion carried.
8. A representative from Sealmaster will be coming to the township on Friday, April 26<sup>th</sup> at 8:00 a.m. to give a demonstration. Cracks on the township roads will be sealed before being paved.
9. Pennsy Supply performed street sweeping services from April 15<sup>th</sup> through April 19<sup>th</sup>. The general consensus of opinion was that Pennsy did a very good job on the township's roads. The machine that was used is not available for rental. Secretary Warfel will prepare a letter to Pennsy Supply commending them on the fine work that was done in the township. John Orr moved that the Board contact Pennsy Supply to get on their schedule for street sweeping for next year. Second by Joe Snyder. With all in favor, motion carried. Ron Hepner will contact Pennsy Supply to make these arrangements.

10. The new sign for the compost center has been received and the road crew will install the same.

11. Discussion ensued regarding renting a mower for the early roadside mowing. The approximate cost to rent a mower would be \$1,200 per week (\$5,000 for the four weeks that it would be needed). The township's John Deere mower is needed to run the generator in the shop. SEI has a flail mower with 3 pieces that could be rented for \$1,800 per week. John Orr suggested that a plan of action for mowing be developed. Orr advised Roadmaster Erdman that he should obtain several costs for the rental of a flail mower. Early mowing usually commences the middle of May and is completed by Memorial Day. Following use of a flail mower, a decision as to whether this type of mower would be a good fit for the township to purchase. A separate meeting between Supervisors and the road crew will be held to set up a plan for replacement of equipment.

12. Roadmaster Erdman inquired whether the pipe replacement at the Fenstermacher property in Paxton is on the Board's project schedule for this year. After the projects are awarded at the May monthly meeting, Supervisors will decide whether sufficient funds remain available for this project. Erdman will speak with Sean Coleman to make him aware that work is being planned for the area.

#### Old Business

1. The proposed amendments to the Open Burning Ordinance have been advertised in the Upper Dauphin Sentinel to be acted upon at the May 8<sup>th</sup> monthly meeting.

2. Penn State Construction is scheduled to begin work on the salt shed roof on Monday, April 29<sup>th</sup>.

3. Spring Cleanup Day went very well. Advanced Green Solutions, Inc., not only took all of the electronics, but also took the items containing refrigerants as well. Enough money was received to cover the cost of the tires at Mahantango Tire. Enough volunteer help was available for the day. Secretary Warfel will send letters of appreciation to BG's Market for their food donation, Ark Safety for the donation of gloves, Weis Markets for the bottled water, and Reed's Sunoco for the bags of ice. John Orr made a motion that we obtain \$15 Walmart gift cards to give to the volunteers in appreciation for their time and effort at Clean Up Day. Second by Joe Snyder. With all in favor, motion carried.

4. Chairman Hepner advised the representative from Koppys Propane to only fill the tank to one-half capacity because we will be changing suppliers when the propane reaches 5% full so that the tank can be removed. Erdman will soon be shutting off the tank for the season.

5. Several items of concern were brought to the Board's attention by resident Scott Isenberg. The first issue is a resident that this tearing apart trailers and appears to be burning the contents. The metal from these trailers may also be blown around in a strong wind and cause damage. Chairman Hepner will check on this matter and advise the individual that the metal needs to be properly secured. The second item is concern about the garbage bags full of trash on the property across the street from the Isenberg property. Supervisors will also take care of this issue. Several other similar situations at various locations throughout the township were discussed.

6. Attendees reported on the PSATS Annual Conference held in Hershey from April 21<sup>st</sup> through April 23<sup>rd</sup>. John Orr and Steve Erdman attended the Warm Asphalt class and found it quite informative. Information received at the conference regarding various types for remedies for road situations, i.e. rolled in place concrete, was discussed in relation to roads like Paxton Drive. With

respect to the purchase of a GIS system for use by the road crew, the cost of \$20,000 for the main package and \$3,500 for component packages is prohibitive at this time for the Township's budget.

7. A determination was made that a special computer graphics card would not be needed if a GIS system should be purchased at some time in the future. Therefore, the Board directed Secretary Warfel to order the computer outlined in the proposal received from Millersburg Information Systems.

8. Supervisors reviewed the hours spent by the elected auditors reviewing the financial records prepared by Treasurer Warfel. The hours appear to be excessive when compared to prior years' reviews. Ron Hepner and John Orr will meet with Tom Vottero, Chairman of the Auditing Committee, and discuss the audit practices to discuss if the process could be streamlined and amount of time could be reduced.

#### New Business

1. The performance of office administrative duties was discussed.

2. The placement of infiltrators in the event of the construction of a new building in the township's parking lot was discussed. The location of recycling bins was also discussed.

#### Public Comments:

None

With no further business to discuss, John Orr moved to adjourn to Executive Session. Second by Joe Snyder. All in favor, motion carried. Meeting adjourned at 11:35 a.m.

#### Executive Session:

Supervisors entered into Executive Session to discuss personnel matters. Following discussion, Ron Hepner moved to adjourn. Second by John Orr. With all in favor, meeting adjourned at 12:12 p.m.

Respectfully submitted,

Betty A. Warfel, Secretary