

WORKSHOP MEETING MINUTES

February 6, 2012

Those in attendance: Ron Hepner, Chairman; Joe Snyder and John Orr, Supervisors; Betty Warfel, Secretary/Treasurer; Randy Witmer, Zoning Officer; Michael Stover, Stover Engineering; Tom Troutman, Deibler, Straub & Troutman; Justin Challenger, Bob Christoff, Tad & Stacey Troutman.

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

Public comments

None

Old Business

1. Tom Troutman presented a Summary of Coverage for the Township's insurance plan. This summary included the property, inland marine policy, commercial general liability policy, automobile policy, Workers' Compensation policy, Public Officials' policy, and the umbrella policy. This proposal is for the renewal which will occur on March 1, 2012. Overall annual premium will increase from \$19,510 to \$20,557 for 2012. Tom suggested that an insurance appraisal be conducted to determine a realistic value for the township's buildings. The approximate cost for this appraisal if performed by Mutual Insurance Bureau of Harrisburg is \$600.00. The appraisal is good for ten years and Deibler, Straub & Troutman pays for the updates for their clients. The Board granted Troutman approval to obtain a cost estimate for this appraisal work. Supervisors will discuss the proposed Summary of Coverage at Wednesday evening's monthly meeting and will contact Troutman with their decision on Thursday.

2. Justin Challenger, representing the Dauphin County Conservation District, provided the Board with a Chapter 102 Update Summary. This update included information on Erosion and Sediment Control Requirements, Permit Requirements, Permit application and fees, Permit Termination, PCSM Requirements, Notification of application of permits and Withholding permits. In response to John Orr's inquiry, Challenger advised that recording the applications in the Recorder of Deeds Office does not commit the Township to any further responsibility on the project. The landowner is responsible for maintenance. Challenger recommended that the Township keep a file on "as built" and record drawings. Certifications are to be performed by the developer's engineers. The Stormwater Management Ordinance could be amended to include language regarding inspections that would provide increased protection for the Township. Discussion ensued regarding whether specific situations encountered by the Township's road crew while grading would require an ENS Plan or 105 permit. John Orr suggested the Township prepare a universal ENS plan for all road maintenance within its borders.

3. Michael Stover, representing Early Bird/Night Owl Storage, presented a revised plan for the facility for review by the Township's engineer. Discussion ensued with respect to the advisability of including infiltration trenches which would retain more depth of water at the proposed site. John Orr stated that he is planning to recommend to the other Supervisors that the Board should decide not to accept an alternative stormwater plan. Orr would be more inclined to go with standard stormwater regulations. This would protect the Township from increased liabilities and costs in the event the stormwater measures utilized in the plan would fail at some time in the future. Joe Snyder voiced concerns regarding excavation and snow plowing issues at the site. The project's owners will be submitting their application for a NPDES permit to DEP. Stover also supplied a Request for Planning Waiver and Non-Building Declaration for the Supervisors' signatures.

4. Tad Troutman addressed the Board to request information regarding permits to construct a drive-thru addition containing a two-car bay adjacent to the A.W. Troutman Auto showroom. The timeframe for final construction documents to be submitted is May 1st with construction to begin in August. Troutman will need to obtain a zoning permit from Randy Witmer, Zoning Officer. A building permit must be obtained from the Department of Labor & Industry by application made to Light-Heigel. An easy remedy is available for any stormwater issue that may arise as a result of this construction. The Supervisors had no objection to the proposed construction as presented. If the building's fascia poses a problem, Troutman could seek a variance from the Zoning Hearing Board. Randy Witmer will make a site visit and take measurements.

Roadmaster Report

1. Due to a mild winter so far, the Township still has a good supply of road treatment materials on hand. A new cover for the anti-skid will need to be purchased in the coming year.

2. Coleman inquired whether funds were included in the 2012 budget to purchase a new mower for the road banks. Funds were included to purchase a new truck, but not for a mower. The cost of a new Tiger mower would be approximately \$30,000. Various pieces of equipment, including their ages and condition, were discussed. John Orr instructed Coleman to prepare a list of equipment that will need to be replaced in the next few years and prioritize the pieces by the urgency of need for replacement.

3. Coleman also inquired whether hiring an extra employee during the summer months to perform physical work would be permissible. The Supervisors will consider this request and advise Coleman of their decision in the near future.

4. Roadmaster will prepare an estimate for the Township's road projects for the summer season and provide the same to the Supervisors for consideration at Wednesday evening's meeting. Following the determination of the cost of planned roadwork, the Board will have a better idea of money that will be available to purchase a new truck.

New Business

1. Chairman Hepner shared a letter received from the Millersburg Little League in which they extended their gratitude for the Township's contribution to their recent field improvement and fencing project.

2. Board members reviewed a memo prepared by Treasurer Warfel regarding the process Gratz National Bank would need to go through to apply to the Federal Government under Act 72 of 1971 to cover the \$50,000 that the Township has on deposit in excess of the \$250,000 FDIC insurance limit. The Certificate of Deposit containing these funds will mature in November, 2012, and could be taken from the bank at that time. Ted Bonwit, GNB President, has offered to issue a check in this amount with no penalty for early withdrawal if the Supervisors determine that is the course of action they would like to pursue. However, the rate of interest being offered at other banks is lower than we are receiving at GNB. Therefore, a loss of interest would result from withdrawal. Supervisors agreed to leave the money on deposit at GNB until the certificate matures in November.

3. Sharon Young, of the Millersburg Ambulance Association, has requested that the Board consider allowing newly licensed EMTs over age 18, but still in training, to ride along on the ambulance. This program is being conducted in the hopes that these volunteers will consider pursuing a career as an

EMT. Tom Troutman has advised that any volunteers are covered under the Worker's Compensation coverage provided by the township and shared by Millersburg Borough. Following discussion, Joe Snyder made a motion that EMT volunteers be allowed to ride along on ambulance calls to provide experience and training in the field. Ron Hepner seconded the motion. All in favor, motion carried.

4. Rudy Erb and Michele Dunn, along with the Millersburg Area High School Conservation Club, are organizing a cleanup at Deibler's Gap area on March 9th and 10th. They have requested the use of the Township's loader and dump truck on these days. Randy Witmer and Steve Erdman indicated an interest in volunteering to help in this cleanup. John Orr made a motion that the Board approve the use of the Township's equipment for this cleanup effort. Joe Snyder seconded the motion. With all in favor, motion carried.

5. Chairman Hepner advised that the Township has entered into a contract with Enders Technology to develop and maintain a website. Information has been provided to begin the process and the website, upperpaxtontwp.org, should be on-line for public view by March 1st.

6. Randy Witmer advised that Todd Peifer is planning to apply for a zoning permit to begin building a home on the property he purchased in Greenbrier Terrace. According to the development's plan, no land development or stormwater plans appear to be required. Peifer would also like to have his driveway come off of the cul de sac. Peifer may have his attorney prepare his request for the Supervisors' consideration and response.

7. Supervisors reviewed correspondence received from Stephen Quigley, of the Ned Smith Center, regarding proposed intersection improvements at Water Company Road, NDPES PAG2-0022-03-013R, Swale 4A. John Orr and Roadmaster Coleman discussed the cost that would be incurred by the Township to make the improvements outlined in the plan which would be required to satisfy the NPDES Permit. Coleman will obtain an estimate of the cost for materials for the project. Following further discussion, it was determined that the required work could not be handled by the township's equipment. Further cost would be incurred with the rental of equipment and manpower to do the job. In Coleman's opinion, the proposed plan does not appear to be the best course of action to correct the problems.

8. Coleman requested that the Supervisors spend a day with the road crew to see how things operate.

9. Coleman also requested that when the personnel policy revisions are made the road crew would like to be included in the process so that management and employees would all have a clear understanding of the guidelines and benefits.

Public Comments

None

With no further business to discuss, Ron Hepner moved to adjourn. Second by Joe Snyder. All in favor, motion carried. Meeting adjourned at 12:37 a.m.

Respectfully submitted,

Betty A. Warfel, Secretary