

WORKSHOP MEETING MINUTES

AUGUST 28, 2013

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

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

Pledge of Allegiance to the flag.

Public comments: Steve Quigley addressed the Board to request a letter of compliance from the Board in order to complete an application for a grant the Ned Smith Center is seeking from the Department of Community and Economic Development and the Community Financing Authority for critical trail improvements. In order to be eligible for the grant, the proposed improvements would need to be in compliance with Upper Paxton Township's Comprehensive Land Use Plan adopted in 2007. The Center's Land Development Plan has already been filed with the Dauphin County Conservation District. The proposed improvements do not contain a grading change. John Orr made a motion that the Board provide a letter of acknowledgement that the proposed trail improvements at the Ned Smith Center for Nature & Art are in compliance with the Township's Comprehensive Land Use Plan. Secretary Warfel will prepare a letter to be executed by Chairman Hepner.

Roadmaster Report:

1. The new mower has come in. The old mower cannot be traded-in. It will not be sold at this time.
2. The road crew is installing the under drains on Kahler Road.
3. Due to personnel medical absenteeism, the proposed road work on Pearl Street will not be completed this season.
4. Grading gutters and trimming bushes and trees will need to begin in the fall.
5. Discussion ensued regarding hiring additional temporary road crew employees in order to complete the roadwork that has been bid out for the season. An attempt will be made to find available CDL drivers to help for the remainder of the season. Meckley's or S.S. Witmer may be hired to handle some of this work.
6. Work required on Charles Road was discussed. If time permits, the road crew will install an infiltrator alongside the road and a scratch coat placed on the road surface to direct the water. This will provide an opportunity to observe whether an infiltrator will help to handle the stormwater runoff from the road's surface during the winter months. This road project will receive top priority on the list for bid in 2014.
7. Following discussion of the road crew's time crunch problem in completing awarded bid projects, Joe Snyder made a motion to grant Steve Erdman and the road crew permission to work a flexible schedule, if needed, to work up to ten hours of overtime per week for a two-week period. Second by John Orr. With all in favor, motion carried.
8. Chairman Hepner and Steve Erdman will measure & mark areas on Summers Road for patchwork.
9. Several of the planned underdrains for Kahler Road can be eliminated.

Old Business

1. Supervisors proceeded to review the Early Renewal Offer for the Capital Blue Cross health insurance plan for full-time employees. The early renewal would change the date from May 1, 2014 to December 31, 2013. Rates listed on the Group Health Plan Analysis provided by Robert Pease of Deibler, Straub & Troutman were considered. Following discussion, John Orr moved that the Board would not take advantage of the early renewal offer for the Capital Blue Cross health care plan. Second by Ron Hepner. Supervisor Joe Snyder had to leave the meeting early, so with two Supervisors in favor, motion carried.
2. Two employee questionnaires with respect to Administrative and Road Maintenance Needs have been received. Following the receipt of the remaining three questionnaires, the information contained in the documents will be taken under consideration by the Board.
3. The stormwater runoff issue on Neagley Road at the Jeff Wilhelm property appears to be the result of actions taken by the property owner. The Township has done no major road construction work to increase the stormwater runoff onto the property. Failure by the landowner to install a pipe under his driveway prior to paving has caused the water to dam up on the property.
4. Sewage Enforcement Officer Brian McFeaters provided a report regarding a request he received from DEP to investigate a possible malfunction on the property of Robert Chubb, at 110 Neagley Road. The report included visits and tests that McFeaters had made to the property to determine the content of the discharge. After excavation of the malfunctioning area, exploratory probes in the area of the discharge showed that the septic system was flowing to the area of the malfunction but was under old macadam from a buried roadway. The Chubb property has an area suitable for an at-grade replacement system. McFeaters has provided written communication to Mr. Chubb outlining the procedure for installation of a replacement system. Supervisors agreed that McFeaters is making adequate progress on this issue.
5. Supervisors reviewed the contents of the first issue of the Township's newsletter prepared by Secretary Warfel. With minor changes, mailing should take place in early September.
6. Chairman Hepner made a site visit to Owen Erdman's recycling business. Hepner informed Erdman that the grass will need to be mowed and a pile of rubbish will need to be cleaned. Progress is being made on cleanup of the site.
7. In order to comply with insurance regulations, Ron Hepner and John Orr will build wooden steps for the back entrance to the Township office building in the next two weeks. Secretary Warfel will notify Tom Troutman of this decision.

New Business

1. Supervisors reviewed a correspondence received from the VFW Post 5507 advising of the parade route for the annual Millersburg Halloween Parade scheduled for Wednesday, October 16th from 7:00 p.m. to 9:00 p.m. with a rain date the following evening. No local roads in the Township will be affected.

2. Several stormwater issues within the Township were tabled for discussion and will be revisited next year.
3. Preparation of the 2014 budget will be scheduled to begin in October, 2013. A list of road projects will be prepared for consideration.
4. John Orr presented the results of his inquiries regarding a GIS system to collect and manage road inspection data for the Township. Developing this type of system would be extremely costly and would require data collection/procedures, software/hardware purchasing, hiring professional staff, data modeling and data design. The Fulcrum App is a data collection app for iPhones and Android devices, however, the Township does not provide these devices at the current time.
5. Supervisors will make arrangements with John Brabits to arrange NIMS training.

Public Comments: None

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

Respectfully submitted,

Betty A. Warfel, Secretary