

Upper Paxton Township Board of Supervisors
Regular Monthly Meeting
February 8, 2012

Those in attendance: Ron Hepner, Joseph Snyder, and John Orr, Supervisors, Betty Warfel, Secretary/Treasurer; Peter Howland, Esquire; and Tom and Tommy DeWees.

The meeting was called to order by Chairman Ron Hepner at 7:00 p.m.

Public Comments: None

Minutes of the January 3rd Reorganizational Meeting, January 9th Workshop Meeting, and the January 11th Regular Monthly Meeting were reviewed. Joe Snyder made a motion to approve the meeting minutes of all of the January meetings. Second by John Orr. All in favor, motion carried.

Treasurer Warfel presented a financial statement and list of bills for payment. Following review of the treasurer's report, John Orr made a motion to pay the bills. Joe Snyder seconded the motion. With all in favor, motion carried.

Old Business:

Renewal of Township Insurance Policy : The Board discussed having an appraisal of the value of the Township's buildings performed by a firm recommended by Deibler, Straub & Troutman. Tom Troutman estimated the cost of this appraisal at \$600. Following discussion, Ron Hepner made a motion to have an appraisal done on all of the Township's buildings contingent on the fee for this service would not significantly exceed \$600. Second by John Orr. All in favor, motion carried. Supervisors considered Troutman's suggestion to increase the umbrella portion of the policy. Joe Snyder made a motion that we keep the amount of the umbrella coverage in the same amount stated in the current policy. John Orr seconded the motion. With all in favor, motion carried.

Signage requirements at Railroad Crossings: Reviewed new guidelines for placement of required yield or stop signs at railroad crossings. Compliance dates are under review for these regulations adopted in 2009. A Township official should contact PennDot to determine whether the Township or the PUC is responsible for placement of new signs. Prior to placement, the Board will need to adopt an Ordinance to designate whether a yield or stop sign is to be installed.

Early Bird/Night Owl Storage Land Development Plan: Supervisors agreed that it is their duty to represent the citizens of the Township who would be affected by the runoff issues that would result if an alternative stormwater management plan would fail at some time in the future. Requiring that a plan contain current stormwater regulations would prove to be the best management practice to insure that runoff doesn't increase a problem for residents of Pearl Street. The BMP in the plan is not contained in the Township's Ordinance. John Orr made a motion that the Board return the revised Land Development Plan submitted by NAVTECH on February 6th and state that we do not wish to consider the alternative stormwater plan. Second by Joe Snyder. All in favor, motion carried. Correspondence advising NAVTECH of the Board's decision will be prepared and reviewed by counsel.

Lawn Care Plans for MYO Park and Hottenstein/Kocher Glen: Supervisors discussed the washout issues in the Glen and actions that can be taken to remedy the problems in the soggy, difficult to mow areas. Board members will walk through the Glen to identify the problem areas and designate the portions to be mowed and those that can be returned to their natural state.

The Board proceeded to discuss whether to bid out the mowing services for the MYO and the Glen or to purchase a mower and hire a part-time seasonal employee to perform this service. We will need to purchase a new mower if an employee will be mowing these parks. A job description outlining duties and hours to be worked by the seasonal employee will need to be prepared. Joe Snyder made a motion that the Township purchase a mower. Following further discussion, motion was withdrawn. During their walk through the Glen, Supervisors will determine the type of mower that will meet the Township's lawn care needs.

Todd Peifer's Proposed Plan to Build a Home in Greenbrier Terrace: Supervisors discussed the issues that may arise with Mr. Peifer's plan to build on the lot he recently purchased. Possible issues that will need to be addressed are whether the lot contains enough road frontage, ownership and paving of the temporary cul de sac, use of public or private sewage, and stormwater problems. Attorney Howland will review these issues in relation to the Township's zoning. Randy Witmer and Ron Hepner will meet with Mr. Peifer to provide him with the information he will need to proceed with the building process.

Proposed Roadwork for Spring and Summer 2012: Roadmaster Coleman has provided estimated costs for proposed paving work to be done on Senator Drive and maintenance work for Isle of Q Road. The estimated cost to place a leveling course on a portion of Senator Drive would be \$30,000. If the paving was to continue over current paving to the cul de sac, the cost would be \$45,000. Supervisors decided to perform a site visit to determine whether drainage pipes and grading will need to be done in order to prevent springs from breaking up the paved surface. With respect to Isle of Q Road, the cost to place oil and chip on a specified section of this road, the estimated cost would be \$15,000. If paving is done, guiderails may need to be installed. Supervisors will look at this project prior to preparing the bid package. After receiving the agreement of surrounding landowners, the road crew will work on the Novinger Road intersection. Supervisors discussed the roadwork that will need to be done at Water Company Road to correct the stormwater runoff issues. Roadmaster Coleman has made a site visit and determined that the design provided by H. Edward Black will not work as presented.

Street Sweeping and Spring Clean-up Day: Following discussion on proposed dates scheduled for both items, Ron Hepner made a motion to authorize publication in the Upper Dauphin Sentinel advertising scheduled dates for the Township's street sweeping from April 9th to April 14th and the Spring Clean-up Day on Saturday, April 14th. Joe Snyder seconded the motion. With all in favor, motion carried.

Preparation of Cell Phone Tower Ordinance: Supervisors determined that a Cell Phone Tower Ordinance should be included in the Township's Code of Ordinances. Attorney Howland will research this matter and provide the Board with a sample ordinance for review and revision.

FEMA Floodplain Ordinance: Chairman Hepner presented correspondence that he received from FEMA dated February 2nd informing the Supervisors that the time period to adopt the Floodplain Ordinance has commenced and must be completed by August 2nd.

Costars Salt Contract: The Board reviewed an email received from Robyn Loesch with respect to the obligation to purchase 60% of the salt for the 2010-2011 contract. Salt storage options were discussed. A decision about this matter will be made after further information is received from Loesch.

Seasonal Mowing Services: Chairman Hepner stated that he would like a roadside mowing schedule prepared and adhered to by the road crew. Roadside mowing should be done three times during the season during the weeks of one week in May, 4th of July and Labor Day. John Orr made a motion to proceed with the idea of hiring a part-time seasonal employee with a job description written up outlining the conditions and limitations of his employment. Ron Hepner seconded this motion. With all in favor, motion carried. Orr will prepare a job description for this employee.

Road Crew Responsibilities: Supervisors discussed the responsibilities and time management issues that have been observed in the shop. Chairman will discuss these issues with the road crew.

Upper Dauphin Tax Office Audit: Attorney Howland reported that the audit of the Upper Dauphin Tax Office approved at last month's meeting is proceeding.

Liquid Fuels Fund Audit Report: The examination report of the Liquid Fuels Tax Fund for the two years ending December 31, 2010 has been received from the Auditor General's Office and was presented for the Board's review. The report states that Treasurer Warfel's records contain no control deficiencies and all transactions are in compliance with PennDot's policies and procedures.

Note of Thanks: The Board received a letter from William A. Burch and Associates expressing their appreciation for being selected as the surveyor for the Township for 2012.

Township Website Progress: Enders Technology provided a sample of the cover page for the Township's website which will be up and running by March 1st.

Discussion regarding Disposal of Township Vehicle: Supervisors discussed whether to retain or dispose of various pieces of equipment and vehicles when new ones have been purchased. Joe Snyder made a motion to keep the F350 truck. Following further discussion, the motion died for lack of a second.

Public Comments:

Regulation of Septic Systems: Tom DeWees inquired whether the Township has regulations regarding maintenance of septic systems. DeWees suggested that the Board contact the PSMA and set up standards for pumping and inspections of systems. He will provide a sample three-part form that may prove helpful in enacting standards.

Ron Hepner made a motion to recess the meeting to discuss matters with Attorney Howland in Executive Session. Second by Joe Snyder. All in favor, motion carried. Meeting went into recess at 9:35 p.m.

Executive Session:

An Executive session was held to discuss personnel issues. Meeting reconvened at 10:00 p.m.

With no further business to be discussed, Joe Snyder made the motion to adjourn. John Orr seconded the motion. With all in favor, meeting adjourned at 10:05 p.m.

Respectfully submitted,

Betty A. Warfel, Secretary