

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Board Meeting held January 3, 2012

The annual reorganization meeting of the Board of Supervisors of Lower Paxton Township was called to order at 7:29 p.m. by Steven A. Stine, Chairman Pro Tem, on the above date, in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present were William B. Hawk, William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and David B. Blain.

Also in attendance were George Wolfe, Township Manager; Steve Stine, Township Solicitor; and Ted Robertson and Watson Fisher, SWAN.

Pledge of Allegiance

Mr. Wolfe led in the recitation of the Pledge of Allegiance.

Oath of Office to Newly Elected Municipal Officials

The Honorable Judge Richard A. Lewis administered the oath of office to the newly elected Supervisors William C. Seeds, Sr. and William L. Hornung.

Mr. Hornung thanked Judge Lewis for attending the meeting. He explained that he visited Judge Lewis's courtroom and expressed his appreciation in the way Judge Lewis treats those who come to his courtroom. He noted that the Judge takes the time to consider each person on an individual level and treats them with respect, trying to be supportive on an individual basis.

Election of the Chairman of the Board

Mr. Blain nominated William B. Hawk to serve as Chairman of the Board of Supervisors. Mr. Hornung seconded the motion. Mr. Crissman moved to close the nomination process. Mr. Blain seconded the motion. Mr. Stine called for a voice vote and a unanimous vote followed.

Mr Hawk noted that it is an honor to be named chairman and he expressed his thanks to the other four Board members and Mr. Wolfe who assist in making his job easier.

Election of the Vice-Chairman of the Board

Mr. Blain nominated William C. Seeds, Sr., to serve as Vice-Chairman of the Board of Supervisors. Mr. Hornung seconded the motion. Mr. Blain moved to close the nomination process. Mr. Hawk called for a voice vote and a unanimous vote followed.

Appointment of the Township Secretary, Vacancy Board Chairman, Township Treasurer and Assistant Treasurers, Township Manager, Township Solicitor, Township Engineer, Voting Delegate and Alternate to PSATS State Convention Establishment of Treasurer’s Bond, Depository and Regular Board Meetings

Mr. Hawk put forth the following names for appointment to the various boards and positions:

Township Secretary – Gary A. Crissman

Assistant Secretary – David B. Blain

Vacancy Board Chairman – Lohman Henry

Township Manager – George S. Wolfe

Treasurer – William L. Hornung

Assistant Treasures – Gary A. Crissman

Township Solicitor – Steven A. Stine, Stine Law Offices

Township Engineer – Herbert, Rowland and Grubic, Inc.

Sewer Authority Board – William B. Hawk, Gary A. Crissman and David B.

Blain

Representative and alternate to the Capital Region Council of Governments –

William C. Seeds, Sr. and Matthew Miller

Voting delegate and alternate to Pennsylvania State Association of Township

Supervisors State Convention – William B. Hawk and Gary A. Crissman

Representative to the Dauphin County Tax Collection Committee and Alternative

William B. Hawk and Gary A. Crissman

Mr. Crissman made a motion to approve the appointments made by Mr. Hawk. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

Mr. Hawk noted the following items:

Establishment of Treasurer's Bond – \$1,000,000.00.

Designation of Township Depository – M & T Bank.

Mr. Crissman made a motion to approve the Treasurer's Bond and Township Depository. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

Establishment of the Meeting Schedule for Board Meetings – First three Tuesday's of each month, except for holidays or Election Day. The first and third Tuesday would be the business meetings starting at 7:30 p.m. and the second Tuesday would be the workshop meeting starting at 6:00 p.m.

Authorization to the Secretary or Treasurer to pay all Fixed Expenses which resulted from Prior Board Action.

Mr. Crissman made a motion to authorize the secretary or treasurer to pay all of the fixed expenses which resulted from prior Board action. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

Board, Commission & Committee Appointments

Mr. Hawk put forth the following names for appointment to the following boards, commissions and committee members:

Friendship Center Operating Board – Denise Hussar for a three-year term.

Planning Commission – Douglas Grove and Richard Beverly, for a four-year term.

Shade Tree Commission – John Whaley, for a five-year term.

Arts Advisory Council – Mary Grace Newsome, David Russell, Stanley Smith, and Tavia Larson, for a one-year term.

Audit Committee – Gary A. Crissman as Chairman, William B. Hawk and George S. Wolfe, for a one-year term.

Greenway Committee – James Seidler (Parks and Recreation), Roy Newsome, (Planning Commission), Betsy Sibert, Priscilla St. Jacques Glusko, Michael Smith, and Rogette Harris, for a one-year term.

Mr. Crissman made a motion to approve the appointments to the various boards, and commissions as stated by Mr. Hawk. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

BUSINESS MEETING

Public Comment

Ms. Glenda Ware, 1119 Grove Road, thanked the Board for the repaving of Grove Road. She noted that her purpose for attending the meeting is to note the adverse impact that the paving has had on her property. She explained that she lives at the base of Grove Road and the road was built up higher than it was previously, and now it impacts the transition from the road onto her property. She noted that it particularly impacts the first parking space from her mailbox. She noted before the road was paved it was eight inches lower than it is now and the transition onto her property at the first parking space is at a 45 degree angle sloping downward toward her property. She noted that when someone moves from that parking space, they hit the bottom of their car, scraping the road. She explained when the road was in the gravel stage; she called Mr. Robbins and expressed her concern as to how high the road was. She noted that he assured her that everything would be taken care of in the final stages of the paving process. She noted that she found out from the person who occupies that parking space that every time she moves her car, she bottoms out and hits the new roadway. She explained that it was very evident when the

October snowstorm occurred as the neighbor tried to back out of her parking space and her wheels were spinning. She noted that her car was able to move from the parking space and as a result she had to occupy one of the two visitor's parking spaces, leaving less room for visitors to park their vehicles. She noted that it impacts those living in the building as it limits the parking spaces for visitors.

Ms. Ware noted when she spoke to Mr. Robbins in October to call him to let him know that the roadway was nice, she did not know immediately about her neighbor, Tracy Boyer's concern with her parking space. She noted that she called Mr. Robbins three or four times since and she has not heard from him. She noted that Ms. Boyer called Mr. Robbins on or about November 5th and she informed her that he has not returned her call either. She noted that she is concerned since it is impacting her way of life, damaging Ms. Boyer's car, and taking away the visitors parking space.

Ms. Ware noted that her mailbox was knocked down during the process but after two or three phone calls it was replaced. She noted that the project impacted five feet of her yard, and although she understands that grass cannot be grown this time of the year, they replaced the dirt with Georgia clay and she is frustrated with that. She noted that she wants her grass restored in the spring.

Ms. Ware noted that she hopes that the individuals that did the work are bonded noting that they need to raise that one parking space to be level with the new roadway. She noted that they will not lower the road to meet that parking space. She challenged the Board members to come out and view her property to see what she is talking about. She stated, if you drive down Grove Road and try to make a right turn at the bottom of the road, you will scrape the bottom of your car as the road is too high and the slope is too deep. She noted that they did not plan correctly.

Ms. Ware noted any help that the Board could provide would be greatly appreciated. Mr. Hawk noted that it has been sometime since he was on that road but Mr. Wolfe will make the necessary contacts to look into this problem.

Chairman & Board Members' Comments

No Comments were provided

Manager's Report

Mr. Wolfe noted that Waste Management will pick up Christmas Trees the weeks of January 9th and 23rd as part of their curbside program. He noted that the trees will be picked up the day following the normal trash day. He noted that residents can take their trees to Koons Park or the Public Works Department on Locust Lane until the 31st of January. He noted that all trees must be free of decorations and can not be in a plastic bag.

OLD BUSINESS

Resolution 12-01; Appointing a certified public accountant to audit the funds and accounts of the Township for the 2011 fiscal year

Mr. Wolfe noted that the Board authorized the advertisement of Resolution 12-01 which allows the replacement of the Elected Auditors by a Certified Public Accountant. He noted that the Board has retained Zelenkofske Axelrod, LLC, to audit Lower Paxton, Lower Paxton Authority, and the Friendship Center audits, in the amount of \$34,200.05. He noted that this will be the second year that Zelenkofske Axelrod will audit the Township's reports, and it is staffs and the Audit Committee's recommendation to approve Zelenkofske Axelrod to audit the Townships funds and accounts.

Mr. Blain made a motion to appoint, through Resolution 12-01, the accounting firm of Zelenkofske Axelrod, LLC, to audit the funds and accounts of the Township, Friendship Center and Sewer Authority for the 2011 Fiscal Year in the amounts of \$34,200.05. Mr. Crissman seconded the motion. Mr. Hawk called for a voice vote, and a unanimous vote followed.

NEW BUSINESS

Hutch Junk Yard License renewal

Mr. Hawk noted that Francis R. Hutchinson has submitted an application for a Junk Yard business located at 6861 Blue Ridge Avenue. He noted that the Board must approve the Junk Yard License annually.

Mr. Wolfe noted that the facility was inspected by staff and found to be in compliance with all Township regulations.

Mr. Crissman made a motion to approve the Junk Yard License Renewal for the Hutch Junk Yard located at 6861 Blue Ridge Avenue. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote, and a unanimous vote followed.

Resolution 12-02; Amending the Township's Procurement Procedure to comply with PA Act 84 of 2011

Mr. Wolfe explained that the Commonwealth recently approved Act 84 of 2011 that raised the minimum purchase amounts that requires advertisement for bids for construction or materials from \$10,000 to \$18,500, and increases the minimum purchase price for telephone quotes from \$4,000 to \$10,000. He noted that the Act also adjusts the above amounts annually, based upon the Consumer Price Index, with said new rates advertised in the Pennsylvania Bulletin.

Mr. Wolfe noted that he prepared Resolution 12-02 to increase the Township's procurement policy increasing the minimum threshold by which the Township is required competitive bids to \$18,500 with said amount to be adjusted annually as per Act 84. He noted that he increased the telephonic bid threshold from \$1,000 to \$2,500. He noted that the amount is less than what the State requires by PA Act 84, noting that the Township can be more restrictive but it cannot be less restrictive. He noted that it is his recommendation that the Board act affirmatively on this resolution.

Mr. Crissman made a motion to approve Resolution 12-02 for the new rates for the minimum threshold for competitive bidding and telephonic bidding as adopted by Resolution 91-22 and amended by Resolution 95-15. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

Mr. Hawk explained that the Pennsylvania State Association of Township Supervisors lobbied very hard to get the increase from the \$10,000 rate. He explained that he is on the Board of that organization and they were attempting to raise the rate to \$25,000, but a compromise was reached at \$18,500.

IMPROVEMENT GUARANTEES

Mr. Hawk noted that there were three Improvement Guarantees.

Holy Name of Jesus

An extension and 10% increase in a letter of credit with PNC Bank, in the amount of \$225,500.00, with an expiration date of January 3, 2013.

Chateau Woods – Kings Point

An extension in a letter of credit with Integrity Bank, in the amount of \$11,475.97, with an expiration date of January 3, 2013. The expiration date was changed to July 1, 2012.

Estates of Forest Hills, Phases I-VII

A reduction and extension in a letter of credit with Susquehanna Bank, in the amount of \$74,202.68, with an expiration date of January 3, 2013.

Mr. Seeds noted for the Kings Point improvement guarantee, a three-month extension was given and he was told that the Township Engineer, Steve Fleming is meeting with Steve Frey, from Dauphin County Conservation Office, to discuss this work with the property owner's

new engineer. He suggested with the time of the year it may be more appropriate to provide a six-month extension for the work to be completed. Mr. Hornung agreed to this

Mr. Crissman made a motion to approve the Improvement Guarantees as proposed except for the Chateau Woods – Kings Point guarantee, only providing an extension until July 3, 2012. Mr. Hornung seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

Payment of Bills

Mr. Seeds made a motion to pay the bills of Lower Paxton Township and Lower Paxton Township Authority. Mr. Crissman seconded the motion, and a unanimous vote followed.

Adjournment

There being no further business, Mr. Crissman made a motion to adjourn the meeting, and the meeting adjourned at 8:03 p.m.

Respectfully submitted,

Maureen Heberle

Approved by,

Gary A. Crissman
Township Secretary