

**PAXTANG BOROUGH**  
**Municipal Building**  
**Regular Business Meeting**  
**September 20, 2016**

President Martin called the monthly meeting of the Paxtang Borough Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor Ninosky.

**COUNCIL MEMBERS PRESENT**

Council President	Nathan Martin
Council Vice-President	Erie Fillman
Council President Pro Tempore	Raymond Patackis
Council Members	Kathy Bloss
	Christopher Spackman
	Jack Thomas
	Thomas Wingert
Mayor	John R. Ninosky

**BOROUGH OFFICIALS**

Borough Manager	Keldeen Stambaugh
Borough Solicitor	Nathaniel J. Flandreau for J. Stephen Feinour
Borough Engineer	W. Max Shradley
Borough Fire Chief	Fire Captain John Tinari for Chief Todd Zwigart

**AUDIENCE PARTICIPATION**

**Mrs. Darlene Kvaternik, Shade Tree Chairperson and resident of 3309 Brisban Street** said Shulls Tree Service would be trimming 44 Shade Trees. Tree removals on Park Terrace and Brookwood Street will take place the second week in October. The following grants are being applied for, *"Trees for Tomorrow"*, and *"Tree Vitalize"*.

**MUNICIPAL SEPARATE STORMWATER SEWER SYSTEM (MS-4)**

President Martin asked if anyone in attendance had questions or concerns with regard to the MS-4 program. Hearing none, President Martin continued with the meeting.

**MINUTES**

\*1) Vice-President Fillman made a motion to dispense with the reading of the Minutes from the August 16, 2016 Regular Business Meeting and to approve the same. Motion seconded by Councilman Thomas. Motion carried.

**TREASURER'S REPORT**

Secretary Clark read for Council the Treasurer's Report for the month of August, 2016.

GENERAL FUND	\$394,438.70
SEWER ACCOUNT	\$511,149.10
LIQUID FUELS	\$ 96,874.84
SOLID WASTE	\$ 73,787.74
CAPITAL RESERVE	\$222,255.71

\*2) Vice-President Fillman made a motion to approve the Treasurer's Report as read. Motion seconded by Councilman Spackman. After an explanation on the Revenue line item of "Sale of Recyclable Material", motion carried.

#### **POLICE REPORT – SWATARA TOWNSHIP**

Swatara Township Police Chief, Jason Umberger presented an overview of police activities for the month of August stating a total of 128 calls for service were placed for Paxtang. Officers provided 12 foot patrols and 11 bike patrols. Two foot patrols were conducted at the Paxtang Elementary School. The Youth Advisory Council will meet on October 5, 2016 at the Central Dauphin East High School. The curriculum “The Law and your Community” will be presented. Councilman Patackis expressed his gratitude to Swatara Officer, Patrick Walsh, for responding in a timely and professional manner to an act of vandalism involving a pellet gun and property damage.

#### **REPORT OF THE FIRE CHIEF**

Fire Captain John Tinari presented the report of Fire Company activities for the month of August. The Fire Company had a total of 30 calls, 4 being in the Borough with an average crew of 4. Total hours spent in service were 15 hours and 40 minutes. The Engine ran 9 calls, the Rescue 23 and the Utility 3. Four members attended 1 maintenance night training session.

#### **REPORT OF THE BOROUGH MANAGER**

Manager Stambaugh said a Town Hall Meeting will be held in conjunction with the Regular Business Meeting on October 18, 2016. Topics of discussion will be the 2017 Budget, MS-4, and any other business brought before Council. The Meeting will be held at the Paxton Presbyterian Church located at 3500 Sharon Street.

#### **HALLOWEEN PARADE – TRICK OR TREAT**

The Paxtang Lions Club will hold their Halloween parade on Tuesday, October 25. Trick or Treat will take place on Thursday, October 27 from 6:00 p.m., to 8:00 p.m.

#### **DAUPHIN LEBANON COUNTY BOROUGH ASSOCIATION**

The fourth quarter DLCBA meeting and dinner will be held on Tuesday, October 25, location to be determined at a later time.

#### **RECYCLING DAY**

“Paxtang Recycles” event will be held on November 12 from 9:00 a.m. to 12:00 noon at the Borough building. Manager Stambaugh will have more information as the program progresses.

#### **BUDGET 2017**

Manager Stambaugh is in the process of preparing the 2017 Budget and asked all Committee members to contact her with regard to items they would like discussed at the October 4 Workshop.

#### **FALL YARD SALE**

The Community wide yard sale held on Saturday, September 10 was deemed a success.

#### **PENNPRIME INSURANCE TRUST AND RISK MANAGEMENT CONFERENCE**

Manager Stambaugh attended the PennPRIME Insurance and Risk Management conference in State College and found the information to be very beneficial.

#### **JOINT STORMWATER EDUCATION ADVERTISEMENT**

As in past practice Paxtang will participate with the Capital Area Council of Governments in the placement of a newspaper advertisement informing the public of the MS-4 program. The cost will be \$40.00.

#### **ROAD CLOSURE – HALLOWEEN PARADE**

Manager Stambaugh will submit the Special Event Permit to PennDOT informing them of road closures during the Halloween parade. Councilman Wingert said the presence of police will be increased in the vicinity of 30<sup>th</sup> and 31<sup>st</sup> Streets. Manager Stambaugh said she has not discussed plans at this point with Chief Umberger but will be discussing the details of the police and fire police.

### **HIGHWAY DEPARTMENT TIME USAGE REPORT**

Manager Stambaugh presented for Council the August Time and Usage Report for Public Works employees.

### **REPORT OF THE MAYOR**

Mayor Ninosky expressed his appreciation to Borough staff, Swatara Police, and Paxtang Fire in advance for their time, effort, and dedication in regard to the numerous events that will be held during the month of October.

### **REPORT OF THE SOLICITOR**

No Report from Nathaniel J. Flandreau

### **REPORT OF CODES AND ZONING**

Manager Stambaugh reported that two Zoning permits were issued in August along with one Building Permit.

### **REPORT OF THE ENGINEER**

Engineer Shradley referred Council to his report and highlighted the following areas:

### **HANDICAP ACCESSABILITY CURB RAMPS**

Fogle Masonry will be installing 14 handicap accessible curb ramps in the early portion of this October.

### **MUNICIPAL SEWER STORMWATER SYSTEM BEST MANAGEMENT PRACTICES**

Engineer Shradley said the agreement for the Department of Environmental Protection Best Management Practices Implementation Grant will need to be signed and sent to DEP. Documentation can be found on page 410 of the 2016 Minute Book.

### **SEWER AND WATER – HIGHWAY GARAGE**

The following bids were received for the installation of sewer and water to the Borough highway garage:

Shiloh Paving Excavating Inc.	\$28,685.00	Farhat Excavating, LLC	\$24,000.00
Hutchinson Excavating, Inc.	\$25,900.00	Accurate Land Services	\$20,742.00
E. K. Services, Inc.	\$25,770.00	Lech Brothers	\$18,935.00
Custer Excavating, Inc.	\$24,900.00		

Even though Engineer Shradley has not had a working relationship with Lech Brothers, he has heard of no objections with past work performed by this company and stated that the documents have been approved by the Borough Solicitor. President Martin said this would be discussed under New Business.

### **REPORT OF COMMITTEES**

*Administration* – No Report from Councilwoman Bloss

*Highway* – Councilman Wingert said the microsurfacing project for 2016 has been completed and was pleased with the workmanship. Volunteers are needed to stencil and paint “Dump No Waste, Drains to Stream” at Stormwater inlets throughout the Borough.

*Property and Recreation* – Councilman Patackis said the Fire Chief’s 2004 Ford Crown Victoria is in need of a new transmission at an approximate cost of \$2,500.00. The estimated value of the vehicle with a working transmission is between \$650.00 and \$700.00. President Martin said a Borough vehicle is available for use by the Fire Chief for business travel. President Martin suggested this be discussed at an upcoming Workshop and that Councilman Patackis and Chief Zwigart meet before that time.

The current “in house” emergency generator has failed and the cost of a new unit is estimated to be \$24,000.00. Due to costs and code constraints, a new unit would need to be installed outside of the municipal building. Discussion was had on purchasing or renting a portable unit capable of operating the fire house bay doors and emergency lighting, or repairing the unit on a temporary basis and research a more permanent solution. Discussion was had to consider investigating the possibility of designating the building as an Operational Center for possible funding purposes. It was the decision of Council to table this matter for an upcoming Workshop.

*Public Safety* – Vice-President Fillman thanked Chief Umberger for instituting bike patrols throughout the Borough. Vice-President Fillman would like to meet with the Public Safety Committee to discuss and continue researching the regulation of animals within the Borough. Documentation can be found on page 393 of the 2016 Minute Book.

*Public Relations* – Councilman Spackman said the Paxtang Post newsletter would be going to print very shortly.

*Health and Sanitation* – Councilman Thomas said a sewer line on Park Terrace was recently flushed. Upon investigation, it was determined that the occurrence was the responsibility of the homeowner and not the Borough.

## **NEW BUSINESS**

### **WATER AND SEWER – HIGHWAY GARAGE**

Councilman Patackis voiced his concern with accepting the bid from Lech Brothers on cost alone. Councilman Wingert said he was very pleased with the professional manner in which Lech Brothers handled a project for him.

\*3) Vice-President Fillman made a motion to award the bid to Lech Brothers which encompasses the sewer, water, and soil lines in the amount of \$18,935.00. Motion seconded by Councilman Thomas. Motion carried. Councilman Patackis asked about non recurring expenses that would increase the quote as presented. Engineer Shradley said a provision was provided for the removal of rock if it should be struck.

### **SOLID WASTE CONTRACT BID**

Councilman Thomas, Manager Stambaugh, and Council reviewed the bid proposal in preparation for advertising. Bids will be opened on October 17. Discussion was held on interested parties having the ability to present a bid for the hauling of materials only or for providing receptacles as well.

\*4) Councilman Thomas made a motion to advertise the invitation to bid for the Municipal Solid Waste Collection and Recyclables Collection and Marketing for the contract time frame of February 1, 2017 through January 31, 2020. Motion seconded by Councilman Spackman. Much discussion and clarification with regard to the language of the contract was had. Manager Stambaugh said the contract has been reviewed by the Borough Solicitor with no objectionable comments. After discussion, motion carried.

### **REQUEST FOR HANDICAPPED PARKING – 539 PARK TERRACE**

President Martin presented for Council's consideration a request from Dr. Wilbur Stiles and Mr. Rick Koppenhaver for two (2) handicap parking spaces at 539 Park Terrace to be installed from the curb cut descending to Ivy Road.

\*5) Vice-President Fillman made a motion to refer the request to the Swatara Police Department for their review. Motion seconded by Councilman Wingert. Motion carried.

### **MINIMUM MUNICIPAL OBLIGATION WORKSHEET – PENSION PLANS**

President Martin presented for Council MMO worksheets for Uniform and Non-Uniform Pension Plans for 2017. The Borough's obligation for the police stands at zero, as the department was disbanded on December 31, 2014. The completion of this worksheet is a matter of procedure. As past practice, a Resolution will be presented stating the Borough has elected to waive any and all contributions by members of the police pension plan.

\*6) Vice-President Fillman made a motion to submit the MMO worksheets for the 2017 plan year before the date of October 14, 2016. Motion seconded by Councilwoman Bloss. Motion carried.

### **RESIGNATION – HEALTH INSPECTOR**

President Martin informed Council that Mrs. Suzanne Yeager wishes to resign as the Borough Health Inspector. President Martin said while he did not have anything in writing in front of him, he would offer the request for Council's consideration. President Martin noted that Mrs. Yeager has served the Borough very well in the capacity as Health Inspector and asked Council's consideration in appointing Mr. John Holder as Health Inspector for Paxtang Borough. The Oath of Office will be administered to Mr. Holder by Mayor Ninosky at a later date.

\*7) Vice President Fillman made a motion to accept the resignation of Mrs. Yeager as Health Inspector with regrets, and directed the Borough Manager to send a thank you letter to Mrs. Yeager on behalf of Council. Motion seconded by Councilman Thomas. Motion carried.

### **APPOINTMENT – HEALTH INSPECTOR**

\*8) Vice-President Fillman made a motion to appoint Mr. John Holder as the Health Inspector for the Borough of Paxtang. Motion seconded by Councilman Spackman. Motion carried.

### **OLD BUSINESS**

No Business to Report

### **COMMUNICATIONS**

#### **CAMP CURTIN MEMORIAL-MITCHELL UNITED METHODIST CHURCH**

Manager Stambaugh read a letter from Pastor John L. Kurtz with the Camp Curtin Memorial-Mitchell United Methodist Church expressing their gratitude to Council for the support as a co-applicant for the Local Share Municipal Grant for their bell tower stabilization program. Documentation can be found on page 411 of the 2016 Minute Book.

#### **“THE PROGRAM” ITS ABOUT CHANGE**

Manager Stambaugh received a thank you from “The Program” expressing their gratitude to Council for the support as a co-application for a Local Share Municipal Grant to obtain funds for building renovations. Documentation can be found on page 404 of the 2016 Minute Book.

#### **CENTRAL DAUPHIN SCHOOL DISTRICT**

Manager Stambaugh received a thank you from the Central Dauphin School District to Council for the support as a co-applicant for a Local Share Municipal Grant for the funding of security enhancements to schools within the District. Documentation can be found on page 411 of the 2016 Minute Book.

#### **LOCAL SHARE MUNICIPAL GRANT - HOSPICE**

Vice-President Fillman has been contacted by a Hospice organization seeking support from the Borough as a co-applicant for a Local Share Municipal Grant. Vice-President Fillman informed them that Council has reached their capacity for co-applicant sponsorships for 2017. Documentation can be found on page 411 of the 2016 Minute Book.

### **PRESENTATION OF THE BILLS**

\*9) Vice-President Fillman made a motion that the Borough pay its just and lawful debts. Motion seconded by Councilman Thomas. Motion carried.

### **EXECUTIVE SESSION**

At 8:03 p.m., President Martin announced that Council would retire to Executive Session to discuss employee matters.

At 8:24 p.m., President Martin reconvened the Regular Business Meeting stating that personnel matters were discussed.

### **ADJOURNMENT**

\*10) Councilwoman Bloss made a motion to adjourn the Regular Business Meeting. Motion seconded by Councilman Thomas. Motion carried. Meeting adjourned at 8:25 p.m.

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Secretary

- 1.Minutes
- 2.Treasurer’s Report
- 3.Award Bid – Lech Brothers – Sewer and Water – Highway Garage
- 4.Advertise Solid Waste Contract
- 5.Handicapped Parking 539 Park Terrace – Refer to Swatara Police
- 6.MMO-Uniform and Non Uniform Pension Plans

7. Resignation – Health Officer – Suzanne Yeager
8. Appoint Health Officer – John Holder
9. Presentation of Bills
10. Adjourn