

**PAXTANG BOROUGH  
Regular Business Meeting  
3423 Derry Street  
November 20, 2018**

President Bloss called to order the monthly meeting of the Paxtang Borough Council at 7:00 p.m. with the Pledge of Allegiance led by Mayor Borne Fuller.

**COUNCIL MEMBERS PRESENT**

Council President	Kathleen Bloss
Council Vice-President	Christopher Spackman
Council President Pro-Tempore	Jack Thomas

Council Members	Joshua Eisner David Gui Bonnie Pugliese
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Mayor	Sheilah Borne Fuller
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Council Members Absent	Thomas Wingert
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**BOROUGH OFFICIALS**

Borough Manager	Keldeen Stambaugh
Borough Solicitor	Joshua Bonn for J. Stephen Feinour
Borough Engineer	W. Max Shradley and Jeremy Smith
Borough Fire Chief	Fire Chief Todd Zwigart – <b>Absent</b>

**AUDIENCE PARTICIPATION**

**Ms. Darlene Kvaternik, Chairperson of the Shade Tree Commission and resident of 3309 Brisban Street** said the Commission will hold a meeting on December 19 in Council Chambers. Members will discuss the potential for the removal of 8 Shade Trees in the first quarter of 2019. The Commission is seeking new members and volunteers to assist with the trimming of Shade Trees.

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

President Bloss asked if anyone had questions or concerns with regard to the MS-4 Program. Hearing none, President Bloss proceeded with the Regular Business Meeting.

## **MINUTES**

\*1) Councilman Thomas made a motion to dispense with the reading of the Minutes from the October 16, 2018 Regular Business Meeting and to approve the same. Motion seconded by Councilman Gui. Motion carried.

## **TREASURER'S REPORT**

Secretary Clark read the Treasurer's Report for the month of October as follows:

<b>GENERAL FUND</b>	\$192,350.38
<b>SEWER ACCOUNT</b>	\$589,528.14
<b>LIQUID FUELS</b>	\$ 33,514.23
<b>SOLID WASTE</b>	\$ 40,279.17
<b>CAPITAL RESERVE</b>	\$297,247.68

\*2) Councilman Eisner made a motion to accept the report of the Treasurer for the month ending October 31, 2018. Motion seconded by Councilman Gui. Motion carried.

## **POLICE REPORT**

Swatara Township Police Chief Darrell Reider presented an overview of police activities for the month of October stating 93 calls for service were placed for Paxtang which is down from the same time period of 2017. Officers carried out 1 traffic enforcement detail, 12 foot/bicycle details, 6 operation school guardian details and 4 mobile patrol details. The High Enforcement Action Team or H.E.A.T. patrolled the Borough during Trick or Treat, provided security for and participated in the Paxtang Lions Club Halloween Parade.

Lieutenant Krahling presented an overview of an ongoing traffic detail in the 3300 block of Duke Street. The study found West bound traffic traveling at excessive speeds. The Swatara Board of Commissions gave approval for the hiring of three officers for the Swatara Department.

## **REPORT OF EMERGENCY MEDICAL SERVICES**

**Due to the absence of Chief Matthew Bailey, Executive Director Chief with Susquehanna Township EMS,** President Bloss presented for Council an overview of activities for the month of October 2018. A total of 12 calls for service were placed for Paxtang. The average dispatch to at patient time for Advanced Life Support was 5 minutes and 45 seconds and the average dispatch time to patient for Basic Life Support was 6 minutes and 34 seconds. The average call length from dispatch to available was 56 minutes and 45 seconds. The total time spent handling emergency calls in the Borough was approximately 12 hours and 28 minutes.

## **REPORT OF THE MANAGER**

### **REQUEST FOR USE OF GYM – ST. CATHERINE LABOURE CATHOLIC CHURCH – BASKETBALL**

A request has been received from Mr. Steve DeFrank, coach of the girls basketball team asking for use of the municipal gymnasium at a cost of \$300.00 for 25 practice times. This arrangement is the same as approved by Council in 2017 for use of the gym. To be addressed under New Business.

## **INFORMATION TECHNOLOGY – PHONE SYSTEM**

Manager Stambaugh said our current Information Technology contractor is able to offer phone line services for approximately \$50.00 per month. Paxtang can exit their current Government service agreement with another party without the assessment of penalties. To be addressed at an upcoming Workshop.

## **HUMANE SOCIETY AGREEMENT**

Manager Stambaugh presented for Council's consideration the 2019 Municipal Domestic Animal Protective Service Agreement at a cost of \$341.50. To be addressed under New Business.

## **EXCELON SIREN TESTING**

Excelon Generation will sound its emergency sirens during a three-minute test on Thursday, December 6 to begin at 12:15 p.m. All 96 sirens within a 10 mile radius of Three Mile Island will be tested.

#### **USE OF GYM – CUB PACK # 23**

Manager Stambaugh presented a request from Cub Pack # 23 for gratis use of the municipal gym on Tuesday, December 18 for their meeting. Council will discuss entertaining this request as well as any additional requests from any other scout troops under New Business.

#### **WORKPLACE SAFETY COMMITTEE RENEWAL**

The Borough Workplace Safety Committee renewal application for 2019 has been renewed by the Bureau of Workers Compensation/Health & Safety Division PA Department of Labor & Industry. This achievement will enable the Borough to receive a 5 percent premium discount for workers' compensation.

#### **WORKERS COMPENSATION PREMIUM**

Manager Stambaugh is now in receipt of figures for the Workers Compensation premium. The figures have been added to the Budget for Council's review.

#### **LOCAL SHARE MUNICIPAL GRANT – POPS HOUSE**

Manager Stambaugh and Council President Kathy Bloss attended a hearing on November 14, 2018 in support of POPS HOUSE. Discussion and approval in favor of becoming a Municipal Co-Applicant for this establishment was held at the June 19, 2018 and July 17, 2018 Regular Business Meeting. Manager Stambaugh anticipates a report shortly.

#### **PAXTANG RECYCLES DAY**

Manager Stambaugh reported that the Paxtang Recycles Day event was very successful. Items were collected and donated to Goodwill Industries, Paxtang Lions Club, Friends of Klein Library System, Sewin' Sisters Sewing, and the Humane Society. Numerous electronic items were collected and taken to the Dauphin County Recycling Center as well.

#### **CAPITAL REGION WATER**

Capital Region Water reported that the proposed gross rate for suburban users of the Capital Region Waters conveyance and treatment system is calculated to be \$4.39 per thousand gallons which is a 1.38 percent increase for 2019. It is anticipated that Paxtang is due a 2017 true up credit of \$60,168.00 to be designated to the Sewer Fund. Manager Stambaugh will contact Capital Region Water for further explanation.

#### **GREEN LIGHT GO FUNDING PROGRAM**

Manager Stambaugh will look into the Pennsylvania Municipal Signal Partnership Program, or "Green Light Go Program" which provides state funding in the form of grants for the operation and maintenance of traffic signals on state highways. Funding would be for pedestrian and crosswalk lighting.

#### **PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM**

Manager Stambaugh is awaiting contact from PMRS with regard to an "Excess Interest Award"

#### **NON UNIFORM PENSION PLAN – CHANGE OF NAME**

Ferrara Kampstra Wealth Management has merged with Stonebridge Financial Group. Manager Stambaugh will contact Solicitor Feinour to review documents as received and inquire about officially announcing the change.

#### **REPORT OF CODES ENFORCEMENT**

Permits for October were 3 Building Permits, 4 Zoning Permits and 4 Sidewalk Permits. Public Works employee Saul Schmolitz is finalizing the Borough wide sidewalk inspections.

#### **REPORT OF THE MAYOR**

Mayor Borne Fuller expressed her gratitude to the Swatara Township Police, Paxtang Fire Police, Paxtang Fire Department, and the Paxtang Lions Club for assisting with the numerous Borough events held in October. The Holiday Tree Lighting Ceremony will be held on Sunday, December 2 in front of the Borough building at 6:30 p.m.

### **REPORT OF THE SOLICITOR**

Joshua Bonn introduced Ms. Thea Paolini, a member of Nauman Smith who works with the firm's Tax Trusts & Estates, Business & Employment, Litigation and Right to Know Laws. Council extended a welcome to Ms. Paolini.

### **REPORT OF THE ENGINEER**

Jeremy Smith reported on the following:

#### **RAMP REPLACEMENT PROJECT – AMERICANS WITH DISABILITIES ACT**

This project has been completed. This project dealt with the installation of ADA ramps located at various locations in Paxtang.

#### **2016 MUNICIPAL SEPARATE STORMWATER SEWER SYSTEM DEPARTMENT OF ENVIRONMENTAL PROTECTION BEST MANAGEMENT PRACTICES IMPLEMENTATION FUNDING PROJECT**

The basin, located at Park Terrace and Prince Street, is functioning very well. The contractor will make arrangements to return in the Spring to reseed. A request has been submitted to DEP for a time extension and additional funding.

#### **2017 MUNICIPAL SEPARATE STORMWATER SEWER SYSTEM DEPARTMENT OF ENVIRONMENTAL PROTECTION BEST MANAGEMENT PRACTICES IMPLEMENTATION FUNDING PROJECT**

RETTEW Associates will be proceeding with the final design of a future water basin project at Brookwood Street and Park Terrace.

#### **DERRY STREET SANITARY SEWER REPLACEMENT PROJECT**

Ankiewicz Enterprises has been scheduling work around weather conditions. The sewer lines have been replaced. Work is now concentrated on finishing the sidewalks.

#### **STREAM RESTORATION PROJECT**

RETTEW Associates anticipates receiving a permit from the DEP for this project. The project is for the restoration of the western side of the stream bank by the City Line Diner located at 3302 Derry Street.

### **REPORT OF COMMITTEES**

#### *Administration*

At this point Manager Stambaugh presented Council with the following options for the purpose of balancing the 2019 Budget and cover anticipated expenditures including repayment of a loan to the Sewer Fund. Options would take into consideration rebuilding the Capital Reserve Building Fund as well.

**Option 1** – Initiate a tax increase to a total of \$46,000.00 to \$60,000.00

**Option 2** - Initiate a smaller tax increase of \$20,000.00 to \$30,000.00 combined with changing Fire Tax from .38 mills to .08 mills, and General Tax from 10.1 mills to 10.4 for an increase of \$17,900.00

**Option 3** – Defer payment for the year 2019 **only** to the Sewer Fund for Police, would save \$20,000.00 in expectation of a Stormwater Fee being instituted in the year 2020 in addition to moving mills collected from Fire Tax to the General Fund at approximately \$19,000.00.

After a lengthy discussion by Council members, Vice-President Spackman made a recommendation to shift the Fire Tax from .38 mills to .08 mills and to rely on a surplus to cover the remaining difference to balance the budget.

President Bloss recommended Council start discussions in early 2019 for the establishment of a Sewer Authority.

### **FIRST READING – BUDGET 2019**

President Bloss read for Council the **First Reading** of the proposed Budget for 2019. President Bloss took this time to thank everyone for all the time and effort put forth in working on the budget.

*Highway* – No Report due to the absence of Councilman Wingert

*Property and Recreation* – Councilman Spackman asked Manager Stambaugh for a status on phone services. Manager Stambaugh will proceed with switching phone services from our current provider to that of our IT contractor. Information will also be obtained for the installation of security cameras and locking mechanisms for the doors of the municipal building.

*Public Safety* – No Report

*Public Relations* – No Report

*Health and Sanitation* – No Report

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

Lieutenant Matthew Lemmon read for Council the report of Fire Company activities for the month of October. The Fire Company responded to a total of 35 calls, 6 being in the Borough with a total manpower of 124 with an average crew of 4. Hours in service were 9 hours and 6 minutes. The engine had 14 calls. The Rescue had 23 calls. Of the 6 calls in the Borough, 3 were for EMS assists, 1 for a gas leak, 1 for a motor vehicle accident, and 1 for a smoke detector activation. Top five responders for October were Lt. Lemmon at 22, Chief Zwigart at 21, Deputy Fire Chief Tinari at 19, Firefighter Clark at 13, Fire Captain Moyer at 10 and Firefighter Frankenfield at 10. The Company held two trainings, 1 on hydrants, and 1 on Engine Company Operations. Total manpower for the trainings were 10 with a total of 6 hours in training.

The Company participated in the following: Living Waters Church Fall Festival, Home Depot Safety Day, Crabfest dinner for all volunteers and members, Fire Prevention at Paxtang Elementary School, Fire Company Open House, Lower Swatara Open House, Paxton Presbyterian Church Day School, Food Truck Festival at Paxtang Elementary School, Fill The Helmet drives, assisted with set up for the Friends of Klein Library in the municipal gymnasium, Rutherford Fire Company Open House, Dillsburg for an 18 hour standby for the Farmer's Fair, Paxtang Halloween Parade, and Trick or Treat, and Dillsburg Fire Company for their merger ceremony with Franklinton Fire Company. Councilman Thomas thanked the Fire Company for assisting with the Halloween Parade and Trick or Treat.

#### **NEW BUSINESS**

##### **ADVERTISE 2019 BUDGET AND TAX ORDINANCES**

\*3) Councilman Thomas made a motion to advertise the 2019 Budget and Tax Ordinances. Motion seconded by Councilman Gui. Motion carried.

##### **HUMANE SOCIETY AGREEMENT**

\*4) Vice-President Spackman made a motion to approve the 2019 Humane Society Contract at a cost of \$341.50. Motion seconded by Councilman Thomas. Motion carried.

##### **USE OF GYM - ST. CATHERINE'S GIRLS BASKETBALL**

\*5) Councilman Thomas made a motion approving the use of the municipal gymnasium for the St. Catherine Labouré Church under the same arrangements Council approved for their 2017-2018 season. Motion seconded by Councilman Gui. Motion carried.

Terms for 2017-2018 season was discussed at the November 21, 2017 Regular Business Meeting.

##### **USE OF GYM – CUB SCOUT PACKS**

\*6) Councilman Gui made a motion to approve use of the gym requests by two Boy Scout Troops on a gratis basis as long as the dates in question are available. Motion seconded by Vice-President Spackman. Motion carried.

#### **OLD BUSINESS**

No Old Business to discuss

## **COMMUNICATIONS**

### **LIONS CLUB**

Manager Stambaugh read a communication from Rick Waltz, Parade Chairperson of the Paxtang Lions Club, expressing his gratitude to Borough staff and Council for their support and efforts leading up to, during, and after the Halloween parade.

### **PAXTANG ELEMENTARY SCHOOL**

Manager Stambaugh read a communication from Administrative Assistant Mr. Daniel Keich directed by Mr. Robert Stewart, Principal at the Paxtang Elementary School thanking the Swatara Township Police, The Swatara Township and Paxtang Borough Highway Departments, and the Paxtang Fire Company for their support during their annual school parade.

## **PRESENTATION OF THE BILLS**

\*7) Vice-President Spackman made a motion that the Borough pay its just and lawful debts. Motion seconded by Councilman Thomas. Motion carried.

## **ADJOURNMENT**

\*8) Councilman Thomas made a motion to adjourn the Regular Business Meeting. Motion seconded by Councilman Gui. Motion carried. Meeting adjourned at 8:37 p.m.

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Secretary

- 1.Minutes
- 2.Treasurer's Report
- 3.Advertise 2019 Budget and Tax Ordinances
- 4.Humane Society Contract
- 5.Use of Gym – St. Catherine Girls Basketball
- 6.Use of Gym-Boy Scout Troops
- 7.Pay Bills
- 8.Adjourn