

PAXTANG BOROUGH COUNCIL
Regular Business Meeting
January 16, 2007

Vice-President Ninosky called the monthly meeting of the Paxtang Borough Council to order at 7:19 pm followed by the Pledge of Allegiance to the Flag, led by Mayor Stambaugh.

Roll Call was taken.

Council Members present:

Council Vice-President	John Ninosky
	Councilman E. Denny Beaver
	Heather Misiti
	Virginia Panza
	John Rowe
	Deborah Seneca

Council President F. Joseph Spackman was absent

Mayor	Keldeen Stambaugh
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Borough Manager/Chief	Kenneth Beard
Borough Engineer	W. Max Shradley
Borough Solicitor	Stanley Laskowski
Fire Chief	Todd Zwigart

MINUTES

*1) Vice-President Ninosky made a motion to dispense with the reading of the Minutes of the Regular Business Meeting from December 19, 2006 and to approve same with the following correction: Under 'Roll Call' of officials and under the Engineer's Report, Rettew Associates was represented by Chris Knarr. The motion was seconded by Councilman Beaver. The motion carried unanimously.

TREASURER'S REPORT

*2) Vice-President Ninosky made a motion to dispense with the reading of the Treasurer's report and to approve same. The motion was seconded by Councilwoman Panza. The motion carried unanimously. _

REPORT OF THE FIRE CHIEF

Chief Zwigart presented Council with a written report on the monthly activities for the Fire Company and Fire Police. The Chief acknowledged the Fire Police and thanked them for their service.

Chief Zwigart made a request for a building permit for renovations to their bunk room and office area. He also reminded Council that they had agreed at an earlier time to provide funding for the paint. The Chief said that he would submit all receipts to the Borough for reimbursement.

*3) Councilman Rowe made a motion to provide the Building Permit and waive the fee. The motion was seconded by Councilman Beaver. The motion carried unanimously.

In reference to the incident that occurred at the tree lighting ceremony on December 3rd 2006, Chief Zwigart assured Council that he has been in contact with his drivers, advising them to be aware of their surroundings and to use caution when pulling from the station in response to emergency calls.

Vice-President Ninosky dispensed with the regular order of business to accommodate the Oaths of Office for Special Fire Police administered by Mayor Stambaugh to: Murvin Grunden, Captain, Michael Feldman, Norman Templin, Steve Kebede, and Thomas Leach

REPORT OF THE MANAGER

Manager Beard asked Council to consider approving the following appointments for 2007 and succeeding years:

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|--------------------------|---------------------|---------|
| • Solicitor | Caldwell and Kearns | 1 year |
| • Engineer | Rettew and Assoc. | 2 years |
| • Health Officer | Dr. William Bush | 5 years |
| • Health Inspector | Suzanne Yeager | 1 year |
| • Recreation Board | Maxine Wertz | 1 year |
| | Ricardo Duarte | 1 year |
| • Civil Service | Jill Rowe | 6 years |
| • Vacancy Board | Warren Martin | 1 year |
| • Zoning Hearing Board | Edith Martin | 3 years |
| • EMA Director | Robin Bloss | 4 years |
| • Assistant EMA Director | H. Edward Wenger | 4 years |

*4) Councilman Beaver made a motion to accept the appointments as stated by Manager Beard. The motion was seconded by Councilwoman Panza. The motion carried unanimously.

Manager Beard asked Council to consider naming Leon Feinerman as the Broker of Record for 2007.

*5) Councilwoman Panza made a motion to accept Leon Feinerman as the Broker of Record for Paxtang Borough. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Manager Beard asked Council to consider allowing the Secretary/Treasurer or her representative to pay bills related to labor, contracted services, and discount bearing accounts without prior approval from Council.

*6) Councilman Rowe made a motion to allow the Secretary/Treasurer to pay these bills. The motion was seconded by Councilwoman Panza. The motion carried unanimously.

The contracts for the development of the Mini Comp Plan were presented for Council's consideration, contingent upon the Solicitors approval.

*7) Councilwoman Panza made a motion to approve the contracts contingent upon the Solicitors approval. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Vice-President Ninosky asked that Resolution 2-07 be tabled till such time when David Laskowski could be in attendance.

The request by the Paxtang Cemetery and Ominpoint regarding to construct a cellular telephone tower in the cemetery will be heard by the Zoning Hearing Board on January 24th. The Borough will be represented by Codes Official Ed Wenger.

The contract with Rettew Associates for engineering services has been reviewed by the Solicitor and is ready for Council's consideration.

*8) Councilwoman Panza made a motion to authorize Council President to execute the contract agreement with Rettew Associates. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Mayor Stambaugh presented Council with an update in regard to the Paxtang Avenue curbing situation. Mayor Stambaugh was informed that PennDOT is looking for documentation to support their position on this matter.

Manager Beard informed Council of a request he received for a handicapped parking space at 2905 Greenwood Street. Manager Beard is looking further into this matter before making a presentation to Council.

Manager Beard urgently asked Council to address the Gym guidelines at the next Workshop.

TMI training was conducted last week and another session will be scheduled in February for those not able to attend the seminar.

Manager Beard asked Council to consider Resolution 1-07, permitting the Secretary/Treasurer to temporarily borrow monies from the Sewer Account. For the benefit of the audience and Council, Manager Beard explained that the Borough is not in need of borrowing at this time, but that the preparation of Resolution 1-07 would allow the ability to borrow if circumstances require.

*9) Councilman Rowe made a motion to adopt Resolution 1-07. Manager Beard added that the wording "the present" be changed to "any present". Solicitor Laskowski added that the wording should read: "on behalf of the Borough occurring in 2007". With these corrections, Councilman Rowe amended his motion. The motion was seconded by Councilman Beaver. The motion carried unanimously.

The Civil Service Commission report for 2006 was presented to Council for approval.

*10) Councilman Rowe made a motion to accept and approve the report of the Civil Service Commission as presented to Council. The motion was seconded by Vice-President Ninosky. The motion carried unanimously.

As a result of an accident on December 29, 2006, one of the police vehicles has been damaged beyond repair and will need to be replaced. Manager Beard asked Council to consider authorizing a lease of a 2007 Ford Crown Victoria Police Interceptor from Winner Ford in Cherry Hill, New Jersey at the state contract price of \$20,782.00, through Ford Motor Credit Company.

*11) Councilman Rowe made a motion to allow the Borough Manager to continue with the lease-purchase of the new police vehicle from Winner Ford and to authorize Council President to execute all documents. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Manager Beard presented Council with a written report of police department activities for the month of December.

On behalf of Fire Police Captain Murvin Grunden, Manager Beard presented a request for Council approval to use the Special Fire Police in non-emergency and special functions when approved by the Chief of Police.

*12) Councilman Rowe made a motion to authorize the deployment of Fire Police by the Chief of Police or the OIC for the specific functions requested or whenever deemed necessary. The motion was seconded by Councilman Beaver. The motion carried unanimously.

As a follow up to last months requests for information filed through the Freedom of Information Act, Manager Beard informed Council that he has responded to these requests.

AUDIENCE PARTICIPATION

None

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REPORT OF THE MAYOR

No Report _

REPORT OF THE SOLICITOR

Solicitor Laskowski distributed a copy and gave a detailed explanation of the proposed ordinance enacting an EMS Tax, which will replace the OPT tax. Solicitor Laskowski mentioned the exemption amount allowed would be up to \$12,000.00 with Council having the option of lowering said amount in the final

draft if they so desired. Solicitor Laskowski is looking at having the ordinance prepared for consideration at the February Council Meeting.

Solicitor Laskowski has been in contact with Manager Beard concerning the Right to Know Act and offered a sample of a records policy for disclosure of public information for his review.

REPORT OF CODES ENFORCEMENT

Codes Enforcement Office Ed Wenger presented Council with a detailed verbal explanation of code enforcement activity within the Borough. A request was made for a written report to be furnished for all future Council meetings. Mr. Wenger mentioned that he will be using a new format that will enable him to have detailed documentation of ongoing code issues and concerns. Mr. Wenger informed Council of the progress in regard to the renovations at the Paxton Presbyterian Church.

Mr. Wenger will be attending training to acquire certification as a Codes Official in the upcoming month.

Councilwoman Seneca asked for a correction from the December Minutes to read that complaint was received in reference to Pear Street, not Apple Street as indicated.

Councilwoman Seneca inquired about the issue of borough businesses and their display of advertising signs, to which Mr. Wenger stated that he will be looking into this matter.

If anyone is interested in assisting with EMA issues, please contact Mr. Wenger. Mayor Stambaugh mentioned to place this request on the borough web site and to contact Council members for their participation. Mr. Grunden mentioned there will be a TMI training seminar on February 3rd in Middletown.

Manager Beard asked Council to authorize MDIA as an agent for plumbing inspections.

*13) Councilman Beaver made a motion to accept MDIA as the plumbing inspector. The motion was seconded by Councilman Rowe. Manager Beard asked for an amendment so that the motion would read that we allow MDIA, in addition the Borough Plumbing Inspector, to conduct plumbing inspections. Councilman Beaver amended his motion indicating that Council authorize MDIA to conduct inspections as needed. The motion was seconded by Councilman Rowe. Councilwoman Seneca asked for a clarification on the wording. The motion was amended to read that Council authorize MDIA, in addition to the appointed borough officials, to conduct building inspections. The motion carried unanimously.

REPORT OF THE ENGINEER

Representing Rettew Associates, Chris Knarr reported that the Walker Street reconstruction survey and mapping are completed and presented Council with a project schedule. Mr. Knarr asked for Council's approval to authorize Rettew, the Borough Manager, and the Highway Committee Chair to review the West Shore COG project list for 2007 and to make arrangements through the COG or to proceed with separate bids through the borough.

*14) Vice-President Ninosky made a motion to authorize the Borough Manager, Borough Engineer, and the Highway Chair to consider the COG bid process for any and all roadwork or to go through the regular bid process if they deem it appropriate. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Mr. Knarr reminded Council that the Mini Comp Plan would take into consideration the issue of the sign ordinance as part of the project scope.

COMMITTEE REPORTS

Administrative:

Councilman Beaver read a proposal prepared by Commerce Bank outlining the conditions and terms that would be extended to the borough if they desired to transfer any accounts to their institution. Councilman Beaver explained the anticipated advantages of moving the borough accounts from the current institutions of MidPenn Bank and PLGIT to Commerce Bank. The accounts through MidPenn would be moved effective immediately. Due to PLGIT rates being locked in for 90 days, a financial review will take place in February before a decision is made on moving the PLGIT accounts.

*15) Councilman Beaver made a motion to move the borough monies from accounts at Mid Penn Bank to Commerce Bank as soon as reasonably possible. The motion was seconded by Councilman Rowe. The motion carried unanimously.

Highway:

As of this date Councilwoman Seneca has not heard anything in regard to the Street Sign Grant but anticipates having information for the workshop scheduled for January.

Property and Recreation:

Manager Beard reported plans for the administration and operation of the Mini Soccer Clinic conducted by Ricardo Duarte is proceeding. He reminded Council of a pending request by the Athletic Association for the unconditional use of the field at Saussaman Park for the summer and asked address this at the scheduled January workshop.

Public Safety:

Vice-President Ninosky informed Council that two part-time police officers have been unable or unwilling to dedicate any time for service to the Borough.

*16) Vice-President Ninosky made a motion to terminate the employment of part-time Police Officer Folk and part-time Police Officer Cantrell. The motion was seconded by Councilman Beaver. The motion carried unanimously.

Public Relations:

Councilwomen Panza provided Council members with a copy of the Paxtang Post for their review. Mayor Stambaugh made a request for a picture of Council and that it be available on the website. Councilman Rowe will make some contacts to have this arranged.

Health and Sanitation:

No Report

UNFINISHED BUSINESS:

No Report

NEW BUSINESS:

Manager Beard suggested to Council that a committee be appointed to serve in an advisory capacity for the Mini Comp Plan. Manager Beard will place a notice on the website for anyone interested in serving to contact the borough office.

COMMUNICATIONS:

Manager Beard presented the following information on area seminars:

- State Association of Boroughs is inviting elected and appointed staff to a Wake Up to the Issues Breakfast. Cost is \$10.00 per person. Dates of choice for our area are Feb 16 and March 9.
- DCED – Lessons in Planning, Maximizing Partnerships to benefit Planning in your Community on Wed. Jan 24th.
- Dauphin Lebanon County Boroughs Association in Millersburg on Jan 30th.
- PEMA is conducting a national weather emergency preparedness workshop on March 15th.
- State Association of Boroughs Spring Legislative Conference is scheduled for March 18th to 20th.

PRESENTATION OF BILLS:

*17) Councilman Rowe made a motion to pay the bills as presented. The motion was seconded by Councilwoman Panza. The motion carried unanimously.

ADJOURNMENT:

*18) Vice-President Ninosky made a motion to adjourn the meeting. The motion was seconded by Councilman Rowe. The motion carried unanimously. Vice-President Ninosky adjourned the meeting at 8:45 p.m.

Secretary

1. Dispense Minutes
2. Dispense Treasurer Report
3. Waive Fee-Bldg Permit – Fire Co.
4. Appointments
5. Broker 2007
6. Secretary Pay Bills
7. Mini Comp Plans
8. Rettew Contract
9. Res. 1-07
10. Civil Service Commission
11. Purchase Police Vehicle
12. Special Fire Police
13. MDIA
14. COG Bidding
15. Commerce Bank
16. Part-Time Police Employment Status – Folk and Cantrell
17. Pay Bills
18. Adjourn