

**PAXTANG BOROUGH COUNCIL**  
**Regular Business Meeting**  
**September 19, 2006**

President Spackman called the monthly meeting of the Paxtang Borough Council to order at 7:19 p.m., followed by the Pledge of Allegiance to the Flag, which was led by President Spackman.

Roll Call was taken.

Council Members present:

Council President	F. Joseph Spackman
Council Vice President	John Ninosky
	E. Denny Beaver
	Heather Misiti
	Virginia Panza
	John Rowe – entered at 7:21 pm
	Deborah Seneca
Mayor	Keldeen Stambaugh – absent
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 and to approve same. The motion was seconded by Councilman Beaver. The motion was approved unanimously.

**FINANCIAL RPEORT**

\*2) Vice-President Ninosky made a motion to dispense with the reading of the Treasurers Report and to approve same. The motion was seconded by Councilwoman Panza. The motion was approved unanimously.

Councilman Rowe entered the meeting at this point.

**OATH OF OFFICE – SHADE TREE**

President Spackman proceeded with the Oath of Office of Shade Tree Commissioner to Mr. Rodger T. Faill,

**RESOLUTION 14-06**

President Spackman read **Resolution 14-06** amending **Resolutions 1-06, 4-06, 11-06**. **Resolution 14-06** amends and clarifies the terms of office for Council Members Deborah Seneca, Virginia Panza and Linda Beaver, Auditor to terminate on January 7, 2008, to coincide with the next scheduled municipal election.

\*3) Vice-President Ninosky made a motion to approve **Resolution 14-06**. The motion was seconded by Councilman Beaver. With Councilwoman Panza and Councilwoman Seneca abstaining from the vote, the motion was approved.

**REPORT OF THE FIRE CHIEF**

Chief Zwigart presented Council with a written report on the monthly activities for the Fire Company and Fire Police. Chief Zwigart indicated that the CrabFest went well and thanked Council and the Borough

Manager for their support. Fire Police Captain Murv Grunden requested the use of the Council Room on Monday March 19<sup>th</sup> 2007 for a Dauphin County Fire Police Meeting.

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

**Avenue Curb Update:** Manager Beard indicated we are still holding an invoice for approximately \$88,000.00. Manager Beard stated he has correspondence from Senator Jeffrey Piccola addressed to Mr. Alan Beiler, Secretary to the Department of Transportation asking him to look into this and address this matter to our satisfaction. An email communication was received from Mayor Stambaugh indicating she had two meetings this past month and is looking into further options.

**Masonry Proposal:** Manager Beard is still in the process of obtaining quotes for this project.

**Roof Project:** Manager Beard indicated the roof project is completed and although he has not had an opportunity to do an inspection on the punch list, he is confident with the work done by the contractor. Manager Beard will ask Councilman Beaver and Councilwoman Misiti to accompany him on this inspection. Council discussed the possibility of contacting Inservco, the Borough Insurance Carrier to ascertain whether damage to the gym floor due to heavy rains could be covered under the policy. Manager Beard stated that he has emailed the insurance company, but at this time does not have a reply.

**Yard Sale:** It was decided to hold a Community Fall Yard Sale on Saturday, October 21<sup>st</sup>.

**Fall Cleanup:** A Community Fall Clean up has been scheduled for Saturday, October 28<sup>th</sup>.

**Certification of Pension MMO:** Manager Beard presented Council with an outline of the Minimal Municipal Obligation for retirement packages, one covering uniform and one covering non-uniform employees. Manager Beard explained in detail the outline presented to Council.

\*4) Vice-President Ninosky made a motion to certify the MMO as presented by the Borough Manager. The motion was seconded by Councilman Rowe. The motion was approved unanimously.

**Police Report:** Manager Beard presented Council with a written report for the month of August. Manager Beard also offered a detailed verbal explanation of his written report.

**Halloween Parade:** The Paxtang Lions have requested permission to hold the annual Halloween Parade on Tuesday, October 24<sup>th</sup>, 2006.

\*5) Vice-President Ninosky made a motion to permit the Paxtang Lions Club to hold the annual Halloween parade on October 24<sup>th</sup>, 2006. The motion was seconded by Councilwoman Misiti. The motion was approved unanimously.

\*6) Vice-President Ninosky made a motion to authorize the Fire Police to solicit help for the Halloween Parade from neighboring Fire Companies. The motion was seconded by Councilwoman Panza. The motion was approved unanimously.

A request was received from Penbrook Police to detail an officer to assist at their Halloween Parade on Thursday, October 19<sup>th</sup> at 7:00 pm. for approximately 1½ hours, resulting in a 4 hour call out for an officer.

\*7) Vice-President Ninosky made a motion to approve the request to provide an officer to Penbrook per their request of 1½ hours. The motion was seconded by Councilman Beaver. The motion was approved unanimously.

**Highway Truck:** Manager Beard indicated the borough pick up truck is out of service for repairs and that he would like to discuss options concerning this matter at a workshop meeting.

**Request for an Executive Session:** Manager Beard presented Council with a request for an Executive Session at the conclusion of the regular business meeting for the purpose of discussing personnel matters.

#### **AUDIENCE PARTICIPATION**

Murv Grunden of 3323 Brisban Street reported the following:

- Crime Watch as of September 13th has \$589.78 in their account

- Paxtang Historical Society will hold their meeting on Monday, October 2<sup>nd</sup> at 7:00 pm
- Citizens Advisory Committee had their meeting on September 16<sup>th</sup>. The Committee would welcome more members and participation. The Citizens Advisory Committee is willing to help Council in areas so designated by Council.
- Some residents have indicated to him that they did not receive a copy of the Paxtang Post.
- Discussion held as to the Citizens Advisory Committee helping distribute future issues of the Paxtang Post.
- Compliment made on the appearance of the Greenbelt area from the PPL Day of Caring.

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

Manager Beard reported in the absent of Mayor Stambaugh that she is in the process of working on the Paxtang Avenue Curb issue.

#### **REPORT OF THE SOLICITOR**

Solicitor Laskowski reported the following recommendations in reference to the Sign Ordinance:

- Sign height of 36 inches
- Eliminate the setback for signs. Solicitor Laskowski discussed adding a section stating that no temporary sign will obstruct vehicular traffic nor will they create traffic hazards by blocking vehicular sight distances or placed in vehicular travel lanes, nor will they obstruct pedestrian or ADA routes of travel
- Signs are not to be illuminated

Discussion was held on several issues concerning the sign ordinance. A decision was reached to put this matter on the agenda for the next Workshop Meeting.

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

Manager Beard referred to the written report provided to Council.

- Manager Beard recommended that Council authorize the Solicitor to look into the proper legislation for the consideration of transferring codes enforcement to a third party vendor.
- Citations have been filed against several borough properties. Manager Beard indicated he is waiting for the citations to work through the system before they can be issued again.

Councilwoman Seneca asked what would be an acceptable alternative to send notices to violators. Manager Beard indicated personal delivery would be acceptable under the existing Ordinance.

#### **REPORT OF THE ENGINEER**

Engineer Shradley indicated the Mini Comp Plan has been submitted to the County and they are working on advertising. A schedule should be received at the Borough from his office shortly.

- Engineer Shradley asked Council if they are interested in looking at streets this fall in preparation for a spring decision and for budget purposes.

#### **COMMITTEES:**

##### *Administration:*

Councilman Beaver stated he attended a conference with Manager Beard on Municipal Budgets.

##### *Highway:*

- Councilwoman Seneca indicated she is working with Mayor Stambaugh on the street name sign grant. Councilwoman Seneca is also working on the design and cost aspect for the proposed street signs.
- Councilwoman Seneca will conduct an accident analysis for Derry Street at a later point in time.

##### *Property & Recreation:*

- Councilwoman Misiti indicated guidelines for the use of the gym should be put on the schedule for an upcoming Workshop.

- Manager Beard recommended that letters of thanks be directed to PPL, the Capital Area Greenbelt Association, and Asplundh Tree Service in recognition of their service to the Day of Caring and the clearing of the Greenbelt. Manager Beard and Councilman Beaver also helped with this project. Manager Beard stated he estimated the Borough probably saved between \$13,000 to \$15,000 through PPL and their Day of Caring.
- Manager Beard indicated that there was an issue with fruit flies which was traced to a refrigerator in the basement that failed. Steps were taken to solve this matter.
- Manager Beard brought up the subject of gym usage. Organizations have been cautioned if they are in a long term rental, that we are willing to honor the existing fees but if Council restructures, the existing conditions, including fees could change.
- A request was received from Mr. Ricardo Duarte to conduct a Mini-Kicker Soccer League at a “not for profit” status. It was decided Mr. Duarte would use the gym at no charge. Discussion was held on fees, guidelines, and organizations that use the gym. It was recommended that this matter be discussed at an upcoming Workshop.

Councilwoman Seneca asked Engineer Shradley if he heard anything concerning an energy audit for the gym. Engineer Shradley indicated that he would look into it.

*Public Safety:*

No Report.

*Public Relations:*

Councilwoman Panza thanked Councilman Beaver and Councilwoman Misiti for their assistance in delivering the Paxtang Post.

*Health and Sanitation:*

No Report

**UNFINISHED BUSINESS:**

No Business

**NEW BUSINESS:**

No Business

**COMMUNICATIONS:**

Manager Beard presented Council with letters of resignation from the following:

- Mark Stonbraker as a part-time Police Officer
- Craig Powers as Deputy Coordinator for Emergency Management
- Saul Schmoltz as Code Enforcement Officer
- Saul Schmoltz as Emergency Management Director
- Chuck Wevodau as Code Enforcement Officer

A letter was received from Tim Holden’s office asking if assistance is needed with regard to the Communications Opportunity Promotion and Enhancement Act, to contact his office. This is in reference to regulating cable operators. Manager Beard indicated this could be held for discussion at a workshop.

A letter was received from Rhoades and Wodarczyk, a limited liability company offering a governmental benefits update seminar on October 13<sup>th</sup>. Contact Manager Beard if you are interested.

Notice of the Fall Leadership Conference for the Pennsylvania State Association of Boroughs October 20-22, 2006.

Notice of the annual PennPRIME seminar on September 28<sup>th</sup>. The Borough will be represented by Manager Beard and Secretary/Treasurer Clark.

### **PRESENTATION OF BILLS**

\*8) Vice-President Ninosky made a motion to pay the bills. The motion was seconded by Councilman Beaver. The motion was approved unanimously. Manager Beard called to the attention of Council a budget analysis for the period of January 1, to August 31<sup>s</sup>. He urged Council to provide recommendations for their respective area of responsibility. Manager Beard also asked Council to think beyond the calendar year of 2007 to some mid range goals and start compiling a separate budget referred to as a Capital Budget. This would be for Capital projects to be funded in the three, five and ten year term. Planning in this manner would also help with the prospect of obtaining grants in the future. Manager Beard urged Council not to ignore planning for future expenditures and discussed the importance of proper budgeting in a Capital program in order to avoid a major shortfall at some point.

President Spackman announced at 8:27 pm that Council would retire to Executive Session for the purpose of discussing personnel matters.

President Spackman reconvened the public meeting at 9:31pm.

\*9) Vice-President Ninosky made a motion to authorize the Borough Manager to advertise for a part-time Codes Enforcement Officer. The motion was seconded by Councilman Rowe. The motion was approved unanimously.

\*10) Vice President Ninosky made a motion to authorize the Police Chief to extend an offer of part-time employment to Jack Harlackner contingent upon his ability to receive his MPOETC certification within a reasonable amount of time. The motion was seconded by Councilman Rowe. The motion was approved unanimously.

### **ADJOURNMENT**

\*11) Vice-President Ninosky made a motion to adjourn the meeting. The motion was seconded by Councilwoman Misiti. The motion was approved unanimously. The meeting was adjourned at 9:32 pm.

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Secretary

1. Reading of Minutes
2. Reading of Treasurers Report
3. Approve Res. 14-06
4. Certify MMO
5. Halloween Parade
6. Fire Police solicit man power
7. Detail officer Penbrook parade
8. Pay bills
9. Advertise Part-Time Codes Officer
10. Hire Officer Harlackner
11. Adjourn