

PAXTANG BOROUGH COUNCIL
Regular Business Meeting
June 17, 2008

Vice-President Beaver called the monthly meeting of the Paxtang Borough Council to order at 7: 15 p.m. followed by the Pledge of Allegiance to the Flag, led by Mayor Stambaugh.

Roll call was taken:

Council Members Present:

Council Vice-President E. Denny Beaver

Council Members Sheilah Borne Fuller – arrived at 7:19
Heather LaCour
Virginia Panza
John Rowe
Deborah Seneca

Mayor Keldeen Stambaugh

Borough Manager-Chief Kenneth E. Beard
Borough Engineer W. Max Shradley
Borough Solicitor J. Stephen Feinour
Fire Chief Todd Zwigart

Council Members Absent: President John R. Ninosky

Vice-President Beaver made a change in the order of business to accommodate the introduction of our newest part-time police hire, Officer Kenneth Horst. Mayor Stambaugh had administered the Oath of Office to Officer Horst prior to this evening. Chief Beard offered to Council the opportunity to meet and greet Officer Horst.

MINUTES

*1) Councilwoman Panza made a motion to dispense with and approve the Minutes of the Regular Business Meeting of May 20, 2008. The motion was seconded by Councilman Rowe. Motion carried.

TREASURER'S REPORT

*2) Councilwoman Panza made a motion to dispense with and approve the Treasurer's Report of the Regular Business Meeting of May 20, 2008. The motion was seconded by Councilman Rowe. Motion carried.

REPORT OF THE FIRE CHIEF

Chief Zwigart referred Council to his written report for the Month of May.

Councilwoman Borne-Fuller arrived at this point – 7:19 p.m.

An application has been filed for State certification through the State Fire Commissioners Office.

A State Grant was received for \$21,000.00. The money received from this grant was put towards the purchase of new rescue equipment. A grant sponsored through Betty Crocker entitled "The Hamburger Helper Grant" has been applied for.

A hydraulic rescue tool, know as a "Combo Unit" originally purchased with Borough funds allocated to the Fire Department has been sold by the Fire Company to the Steelton Fire Department. The money from the sale of this equipment was added to grant monies received to purchase rescue equipment, including an updated version of the "Combo Unit". a "Speedway Cutter". Councilman Rowe asked Solicitor Feinour if

he provide options to retroactively approve this sale and setting a policy for future transactions of like manner. It was the preference of Solicitor Feinour that he be allowed time to research possible options and present his information to Council at the July meeting.

*3) Councilwoman Panza made a motion to table discussion on this matter till the July Regular Business Meeting. Motion seconded by Councilman Rowe. Motion carried.

REPORT OF THE MANAGER

Manager Beard read the following for the benefit of Council:

- June 24 PSATS Workshop Securing a Financial Future
- June 27 HATS Transportation Study Committee
- August 5 – Harrisburg Area Community College Rapid Response Training – The Role of Public Health in a Multi Agency Response to Zoonotic Avian Influenza in Pennsylvania.

Memorial Day: Manager Beard referred Council to a written summary outlining income and expenses for the Annual Tony Surace-Clyde Stohler Memorial Day Picnic. Manager Beard asked Council to identify their preference would be regarding disposal of surplus soda.

*4) Councilwoman Panza made a motion to donate the soda to the Fire Company Ladies Auxiliary for fundraising purposes. Motion seconded by Councilwoman Borne Fuller. Motion carried.

Lightning Strike: During a recent storm, the Municipal Building fell victim to a lightening strike which to date has damaged the modem card on one of the police computers, and a phone in the police office. A base station radio, scanner, and an AM/FAM radio located in the Fire House were damaged. Items tied into a DC/AC converter system in the Fire House might have damage as well. An air conditioner unit in the gym received damage also. Manager Beard asked Council which direction they would like to take concerning these losses. Vice-President Beaver asked Manager Beard to compile a list of the damages, find out what items are outdated, what items need to be replaced, and notify the insurance company of our loss.

*5) Councilwoman Panza made a motion to table this discussion till the July Council meeting. Motion seconded by Councilman Rowe. Motion carried.

Trash Contract: Manager Beard advised Council that our contract with Waste Management is up for renewal and suggested the Health and Sanitation Committee schedule a meeting to determine their criteria then report back to the Administration Committee for advertising purposes.

Manager Beard referred Council to a memo from Waste Management indicating they will provide services for Spring Clean Up at 2007 prices.

As outlined in the Minutes from March 18, 2008, we will continue to pay the normal billing pursuant to the contract.

Verizon Franchise: We have received information from the Cohen Law Group regarding franchise negotiations. The manager, responding to a request from the Cohen Group, asked for a franchise fee of five percent of the gross revenue generated through the Borough. Five percent is the maximum allowable by law. Manager Beard also informed them that the borough is not interested in public access channels at this time.

Yard Sale: The community yard sale was held on Saturday, June 7.

Werner Shade Tree: A communication has been received from Mr. Arch Werner of 514 requesting removal of a borough tree due to the possibility of roots causing numerous sewer backups. Manager Beard has been in contact with Mr. Ray Patakis of the Shade Tree Commission and it is the opinion of Mr. Patakis that the tree in question should be removed. Arrangements have been made to have the tree removed.

Shade Tree Grant: We have received our first installment of \$750.00 from the PA Urban and Community Forestry Council, to be used for the planting of shade trees. The second and final payment of \$750.00 is expected in the near future.

Dauphin County Co-Op Grant: Manager Beard informed Council of a matching grant available for municipalities seeking to purchase equipment through a joint venture. Manager Beard would like to pursue this opportunity with the Borough of Penbrook. This grant has a cap of \$50,000.00 with a contribution of \$25,000.00 from each municipality.

*6) Councilman Rowe made a motion to authorize the Borough Manager to move ahead with procedures relating to a co-operative grant with Penbrook. Motion seconded by Councilwoman Borne Fuller. Motion carried.

Codification: Manager Beard has been in contact with Solicitor Feinour regarding the codification process. The cost for this service is approximately \$8,000.00 to \$12,000.00, and will take approximately one year to complete. Payments may be made over a three-year fiscal period. Manager Beard suggested obtaining an RFP from Warren Elliott for his service.

*7) Councilwoman Panza made a motion to prepare an RFP for the codification process. Motion seconded by Councilman Rowe. Motion carried.

Traffic Signal Maintenance: Manager Beard informed Council it has come to our attention that one half of the responsibility for maintaining the traffic signal at 29th and Derry Street falls to the Borough. PennDOT is requesting an audit showing that our traffic signals are operating properly. Mr. Hildum (Hildum Electric) is proceeding with this task.

Bitner Electric: A proposal has been received from Bitner Electric for installation of guide wires on the "banner poles" as well as an allowance for fixtures for signs at the traffic signal light at 29th and Derry. The Borough will provide in-kind services in lieu of payment from Bitner Electric.

Playground Equipment: The playground equipment at the lower field has been installed. Paperwork for the grant close out report has been completed and sent into DCED.

Tour de Belt: The Tour de Belt was held on Sunday, June 8th. Manager Beard expressed his gratitude to Mr. Grunden and the Special Fire Police for their assistance in directing traffic for this event.

Police Vehicle: The new police vehicle has been delivered and is being prepared for service.

Police Report: The officer in charge of providing a written report for Council was unable to do so.

PMRS: Manager Beard referred Council to a letter from PMRS indicating labor negotiations have been initiated regarding the police contract.

Request for Landscaping: An individual associated with the Fire Company has requested permission to cut out a 12 by 20 foot section of concrete located at the flag pole in front of the Municipal Building in order to plant grass and / or shrubs in this area. This individual is willing to plant and maintain the landscaped area at no cost to the Borough. Manager Beard suggested the Borough purchase a drain box that would replace the well for the Christmas Tree.

*8) Councilwoman Borne Fuller made a motion to allow the interested party permission to landscape the area per their request. Motion seconded by Councilwoman LaCour. Motion carried.

Derry Street Property: The property at 3429 Derry Street is scheduled for Sheriff's Sale. Manager Beard expressed interest in possibly relocating the offices of the police and administration to this location. Manager Beard asked Council to consider discussing this matter at an Executive Session.

*9) Councilwoman Panza made a motion to move forward and have the property reappraised. Motion seconded by Councilwoman Borne Fuller. After discussion from Council, Councilwoman Panza withdrew her motion until this matter is discussed further.

AUDIENCE PARTICIPATION

Mr. John D. Killian, of Killian & Gephart, referred Council to a letter written on behalf of his son, David B. Killian, who resides at 3103 Duke Street. A carport built on the property by a previous owner extends approximately one foot beyond Mr. Killian's property line onto the grounds of an unopened street. Mr. John Killian is in the process of selling his home and is requesting the Borough grant a Deed or issue a permanent Easement for the 30 feet adjoining his property. This action would allow the owner use of the grounds remaining from the unopened street. Solicitor Feinour discussed the possibility of the Borough executing a Quit Claim Deed, relinquishing any public interest the Borough might have or if a Comfort Letter would be acceptable to Mr. Killian.

*10) Councilwoman Borne Fuller made a motion for the Borough Solicitor to proceed with a Comfort Letter and any appropriate documentation needed in order to meet a June 30th deadline date for Mr. Killian. Motion seconded by Councilwoman Panza. Motion carried.

REPORT OF THE MAYOR – No Report _

REPORT OF THE SOLICITOR – No Report

REPORT OF CODES ENFORCEMENT

The Borough Manager referred Council to the written report for the month of May from Codes Enforcement Officer Ed Wenger.

REPORT OF THE ENGINEER

Engineer Shradley referred Council to his written report summarizing the status of projects performed for the Borough by Rettew Associates for the month of May:

- A pre-construction meeting is set for Thursday, June 18th regarding the microsurfacing project.
- A notice to proceed was issued to Rogele Inc., in furtherance of the street reconstruction/resurfacing project.
- A quote of \$9,024.00 from Keystone Precision Instruments for GPS software and equipment has been obtained. This quote was obtained through a state contract.

*11) Councilman Rowe made a motion to approve the expenditure of \$9,024.00 for GPS equipment to be paid from Sewer Funds. Motion seconded by Councilwoman Panza. Motion carried.

COMMITTEES

Administration – Vice-President Beaver provided an update regarding the collection of the Earned Income Tax through the Capital Tax Collection Bureau. The bureau has accepted the resignation of Mr. William Harbeson and appointed Mr. David Doyle as Acting Interim Director. Possible options for consideration is the outsourcing to either Berkheimer Associates, Centax, combining with the West Shore School District, or purchasing new equipment in order to expedite the taxes in a more efficient manner. Vice-President Beaver along with other representatives to CAPTAX will be researching these options.

Highway – Councilwoman LaCour asked if the curbs on Derry Street designating “No Parking” could be repainted.

Councilwoman Seneca inquired plans were in the works regarding the pending repair of sidewalks throughout the Borough. Solicitor Feinour suggested pursuing the availability of grants to fund this project. Engineer Shradley made a recommendation to send letters to Borough residents in the fall, advising them that the Borough would be evaluating the repair their sidewalks in the spring of 2009. There was discussion as to having a policy set in place outlining the specifications for repair to public sidewalks while maintaining the Borough trees that are planted between the sidewalk and curbing. Vice-President Beaver suggested putting this on the agenda for the August Workshop.

Property and Recreation – Councilman Rowe offered his gratitude to Council members, Borough staff, and all those offering their services during the Annual Clyde Stohler- Tony Surace Memorial Day Picnic. Councilman Rowe also acknowledged his appreciation to Mayor Stambaugh for delivering the opening speech.

Public Safety – No Report

Public Relations – The Paxtang Post will be ready for delivery the week of June 23rd. Contact Councilwoman LaCour if you would like to help distribute the newsletters.

Health and Sanitation – No Report

UNFINISHED BUSINESS – No Report

NEW BUSINESS – No Report

COMMUNICATIONS

- Letter from Paxton Presbyterian Nursery School asking if borough Employees could refrain from working in the area while children were at Saussaman Park.
- Anonymous inquiry as to the condition of the borough properties in the area around 29th Street.
- Anonymous inquiry as to area business vehicles driving over curbing and parking on the sidewalk.

PRESENTATION OF THE BILLS

*12) Councilwoman Panza made a motion to pay the bills. Motion seconded by Councilman Rowe. Motion carried.

At 8:55 p.m. Vice-President Beaver announced that Council would retire to Executive Session for the purpose of discussing personnel matters.

At this time Councilwoman Seneca dismissed herself from the regular business meeting – 8:55 p.m.

At 9:23 p.m. Vice-President Beaver reconvened the regular business meeting announcing that personnel issues were discussed.

*13) Councilman Rowe made a motion to accept the proposed Non-Union Employee Vacation and Sick Leave Policy as presented by the Borough Manager for adoption. Motion seconded by Councilwoman Panza. Councilman Rowe amended the motion to read: to include the amendments or changes stated in the updated 2008 policy. Motion seconded by Councilwoman Panza. Motion carried.

For clarification, Vice-President Beaver explained that the Borough has two Unions that cover all employees except one, that being the Borough Secretary. Consideration was given for employment from 1997 to 2006 in the form of three years credit. Consideration was also given for employment from 2007 to the present in the form of two years credit for a total of five years credit.

*14) Councilman Rowe made a motion to authorize the Borough Manager to attend the Sheriff Sale of the property at 3429 Derry Street and to express interest in placing such bids as would be appropriate not to exceed an amount of \$25,000.00. Motion seconded by Councilwoman Borne Fuller. Motion carried.

ADJOURNMENT

*15) Councilman Rowe made a motion to adjourn the regular business meeting. Motion seconded by Councilwoman Panza. Motion carried. Vice-President Beaver adjourned the regular business meeting at 9:27 p.m.

Secretary

1. Minutes
2. Treasurer's Report
3. Fire Dept Equipment Sold
4. Donate Soda – Ladies Auxiliary

5. Damages due to Lighting Strike
6. Co-Op Grant – Paxtang/Penbrook
7. Prepare RFP-Codification
8. Landscape-Front of Municipal Bldg
9. 3429 Derry St –Appraisal
10. 3103 Duke St. – Boundary Line
11. Purchase GPS Equipment
12. Pay Bills
13. Non Union Employee Benefits
14. 3429 Derry St – Sheriff Sale
15. Adjourn