**PAXTANG BOROUGH**

**Regular Business Meeting**

**3423 Derry Street**

**May 17, 2023**

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 Vice-President Spackman.

**COUNCIL MEMBERS PRESENT**

Council President Kathleen Bloss

Council Vice President Christopher Spackman

Councilman Wingert

Councilwoman Britten

Councilman Bower

Councilman Fillman

Mayor Nathan Martin - **Absent**

**COUNCIL MEMBERS ABSENT** Jack Thomas

**BOROUGH OFFICIALS**

Borough Manager Keldeen Stambaugh

Borough Solicitor Joshua Bonn

Borough Engineer Jeremy Smith

Borough EMA Coordinator Robin Bloss

President Bloss presented an opportunity for residents and taxpayers to voice their opinions on matters of public concern. Borough Council would listen to speakers and should not interrupt or engage speakers in debate. Public comment is not a question and answer session. Questions raised will be referred to the appropriate committee or to the Borough Manager. Three minutes per speaker for general public comment would be allotted. Comments would begin with Paxtang Borough residents, businesses, or property owners and then proceed with comments from other individuals.

**AUDIENCE PARTICIPATION**

President Bloss opened the floor for anyone wishing to share comments. Hearing none, President Bloss proceeded with the meeting.

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

President Bloss opened the floor for anyone wishing to share comments. Hearing none, President Bloss proceeded with the meeting.

**MINUTES – APRIL 18, 2023, GENERAL BUSINESS MEETING**

\*1) Councilman Fillman made a motion to dispense with the reading of the Minutes from the April 18, 2023, Regular Business Meeting and to approve the same. Motion seconded by Vice-President Spackman. Motion carried.

**MINUTES – MAY 2, 2023, WORKSHOP MEETING**

\*2) Vice-President Spackman made a motion to dispense with the reading of the Minutes from the May 2, 2023, Workshop Meeting and to approve the same. Motion seconded by Councilman Wingert. Motion carried after discussion that administrative modifications would be made.

**MINUTES – PUBLIC HEARING – MARCH 21, 2023 M & T BANK**

\*3) Councilman Fillman made a motion to dispense with the reading of the Minutes from the March 21, 2023, Public Hearing and to approve the same. Motion seconded by Councilwoman Britten. Motion carried after discussion that the Minutes were from the Public Hearing with regard to the former Dauphin Deposit Building, now known as the M & T Bank building.

**TREASURER’S REPORT**

Secretary Clark read the Treasurer’s Report for the month ended April 30, 2023, as follows:

**GENERAL FUND** $951,844.87

**SEWER**  $991,434.14

**LIQUID FUELS** $ 91,144.23

**SOLID WASTE**  $224,664.12

**CAPITAL RESERVE** $528,276.25

\*4) Councilman Wingert made a motion to approve the Treasurer’s Report for the month ended April 30, 2023. Motion seconded by Councilman Bower. Motion carried.

**REPORT OF PUBLIC SAFETY**

Swatara Township Lieutenant Timothy Shatto stated 62 calls were placed for Paxtang Borough for the month of April. Officers issued 2 traffic citations, 2 motor vehicle code violation warnings, 1 foot patrol, 2 mobile patrols, and 1 school foot patrol.

**COMMUNITY SERVICE REPORT**

Various Officers participated in the following: Penn State Hershey Pediatric Trauma Unit child safety seat detail at the Steelton-Highspire Elementary School, Swatara Easter Egg Hunt, Meet and Greet at the Dauphin County Housing Authority complex on Mohn Street in Steelton, Drug Take Back Day at the Harrisburg Wal-Mart retail store, and hosted a Senior Citizen Resource Fair on April 26 at the Lives Changed by Christ (LCBC) Church 4150 Chambers Hill Road.

**TEACHING, EDUCATING AND MENTORING (T.E.A.M)**

Officers presented curriculum covering topics relating to student safety in grades Kindergarten through grade 12 at area schools.

**JOB SHADOWS/INTERNSHIPS**

One ride along was conducted in the month of April.

**AGGRESSIVE DRIVER COMPAIGN**

Officers participated in an Aggressive Driver Campaign resulting in 123 traffic stops and 125 citations.

**DRUG DROP BOX**

Residents are encouraged to deposit expired and or unused medications at the drop box located at the Swatara Township Municipal Building 599 Eisenhower Boulevard.

**CHILD PASSENGER SAFETY SEATS**

Six child passenger seat/installations/checks were conducted during the month of April by officers certified as car seat installation technicians.

**MOTOR CARRIER SAFETY ASSISTANCE PROGRAM (MCSAP)**

The MCSAP commercial driver vehicle inspections program is ongoing with inspections of commercial motor vehicles.

**YOUTH POLICE ACADEMY PROGRAM**

Applications are being accepted for the 2023 Youth Police Academy Program. Program is open to students ages 13 to 15 and is designed to educate youth about the field of law enforcement.

**CANINE UNIT REPORT**

Swatara Township is expecting a fourth canine to join their unit. Councilman Wingert offered his gratitude to the Swatara Police Department for their quick response to recent incidents where individuals canvas an area searching for unlocked vehicles with the intention of taking items by unforced entry.

**REPORT OF FIRE SERVICES**

Swatara Township Fire Chief, Michael Ibberson stated 115 calls for service were placed with 0 being in the Borough. Mutual aid was provided 29 times and received 12 times. Average response time from dispatch to arrival was 5 minutes 11 seconds. Members responded to 25 fire incidents, 35 rescue and emergency medical calls, 14 hazardous conditions, 5 service calls, 18 good intent calls, and 18 false alarms. Members of the Fire Department, Police Command Staff, EMA, multiple chief officers from surrounding jurisdictions, public works, and mutual aid departments assisted during a recent major gas leak in the Enhaunt area. Chief Ibberson expressed his gratitude to all those involved in this extremely hazardous situation. The average turnout per incident was 9.3 with a total of 62 active responders. Staffing hours were 1,937 and training hours were 477. Crews participated in many community outreach events, and installed 1 smoke detector.

**REPORT OF THE BOROUGH MANAGER**

**PORT A POTTY INCIDENT**

Tillett Toilets has secured the port a potty at the lower field in such a manor to deter future vandalism to the unit.

**MEMORIAL DAY PICNIC – MAY 29, 2023**

Monday, May 29, 2023, the annual Tony Surace, Clyde Stohler Memorial Day Picnic will be held at Saussaman Park at 12:00 noon. Manager Stambaugh invited all to attend.

**ROUTE 83 PROJECT – UPDATE**

Utility companies are working in the vicinity of Derry Street and 29th Street. Pennsylvania Power Light and Verizon will be in the area in July.

**REQUEST FOR ROAD CLOSURE – WALNUT STREET**

Consideration of the closure of a section of Walnut Street in the vicinity of 215 and 219 Paxtang Avenue to provide parking for a private event. To be addressed under New Business.

**CODES REPORT**

Three Building Permits and 1 Zoning Permit were issued for the month of April.

**REPORT OF THE MAYOR**

No Report due to the absence of Mayor Martin

**REPORT OF THE SOLICITOR**

No Report from Solicitor Bonn

**REPORT OF THE ENGINEER**

**SAUSSAMAN PARK IMPROVEMENTS**

Engineer Smith stated a preliminary set of plans for improvements to Saussaman Park has been developed. Comments from Borough staff will be considered before submission of a draft to the Pennsylvania Department of Conservation and Natural Resources.

**DERRY STREET CROSSWALK SIGNAL**

Comments from PennDOT were received, addressed, and the permit plan was resubmitted to PennDOT.

**AUTOMATED RED-LIGHT ENFORCEMENT GRANT (ARLE)**

Engineer Smith assisted Borough staff with the completion of the PennDOT grant preapplication form and cost estimate for the crosswalk flashing signals at the Derry Street/Park Terrace location and at the Paxtang Avenue/ Rutherford Street location.

**2023 STREET WORK PROJECT**

A review of streets assessed by Borough Public Works employees as being potential candidates for improvements in 2023 was conducted.

**REPORT OF COMMITTEES**

*Administration* – No Report from Vice-President Spackman

*Highway* – No Report from Councilman Bower

*Property and Recreation*

**USE OF THE GYMNASIUM – PAXTANG ART ASSOCIATION**

Councilman Fillman stated the Paxtang Art Association has requested gratis use of the gymnasium for October 19 through October 22, 2023 for their October art show. Councilman Fillman suggested waiving the fee for use of the kitchen as the association would be utilizing the kitchen on a minimal basis.

\*5) Councilman Fillman made a motion that Council approve the use of the gymnasium as requested by the Paxtang Art Association for October 19 through October 22, 2023, with waiver of fees. Motion seconded by Councilman Wingert. Councilman Wingert mentioned it was a pleasure to see the Paxtang Art Association at the Fort Hunter Cultural Days. After commentary, motion carried.

**USE OF THE PAVILION – PAXTON PRESBYTERIAN CHURCH**

\*6) The Paxton Presbyterian Church has requested use of the pavilion for their annual church picnic on September 10, 2023, along with the waiver of fees and waiver of the fee for the restroom key.

Councilman Fillman made a motion to approve use of the pavilion by the Paxton Presbyterian Church for their annual picnic on September 10, 2023, with the appropriate waiver of fees and key fee. Motion seconded by Vice-President Spackman. Motion carried.

**EAGLE SCOUT PROJECT – GAGA BALL PIT**

The tentative time frame for installation of a GaGa Ball Pit would be the end of May or beginning of June 2023. Location of the movable pit would be adjacent to the utility building and parking area at Saussaman Park. Borough will supply tan bark. The project is an Eagle Scout project initiated by Mr. Gregory Pitzner and was discussed at several meetings in 2023.

**USE OF THE GYMNASIUM – VARIANCE OF HOURS – GRADUATION JULY 2, 2023**

At the May 2, 2023, Workshop meeting Council approved a request for a gymnasium/kitchen rental for July 2, 2023, noting a variance from 9:00 a.m. to 6:00 p.m. to that of 10:00 a.m. to 10:00 p.m. Borough staff will proceed with a follow up.

**CONVENE PROPERTY AND RECREATION COMMITTEE**

Councilman Fillman stated he would like to call a brief meeting of the Property and Recreation Committee and called the meeting to order after recognition of a quorum. Councilman Fillman referenced updated rules for the pavilion at Saussaman Park. Amendments were circulated in September and October to members of Council. Councilman Fillman noted 2 additional amendments are being offered for consideration. No discussions were held privately on this matter.

\*) Vice-President Spackman made a motion to move forward with the amended rules and regulations for Saussaman Park. Motion seconded by Councilman Fillman. Vice-President Spackman stated he agreed with the recommendations as they were now in line with rules for the municipal gymnasium. Changes will be announced later at this evening’s meeting. Motion carried after discussion. Councilman Fillman noted the Committee moves to recommend to Council changes to the rules and regulations for use of the pavilion.

*Public Safety* – Councilman Wingert expressed his gratitude to the Swatara Township Police Department for a job well done in responding to recent incidents involving individuals canvasing the Borough in search of unlocked vehicles with the intention of taking items by unforced entry. Councilman Wingert noted to be aware of construction and an increase in traffic at 29th and Derry in preparation of the Route 83 Project.

*Public Relations* – Councilwoman Britten stated the deadline for submission of articles for the next edition of the Paxtang Post would be June 15.

*Health and Sanitation* – No Report due to the absence of Councilman Thomas

**NEW BUSINESS**

**HEATING/COOLING SYSTEM INSTALLATION**

Manager Stambaugh requested approval to allocate up to $12,000.00 from the Capital Reserve Building Fund for the installation of a Mini-Split heating/cooling system for the Administration office and the office of the Manager. Installation by Jacobs Service Company 1331 Norton Road, Oberlin.

\*8) Councilman Fillman made a motion authorizing approval to use funds up to $12,000.00 from the Capital Reserve Building Fund. Motion seconded by Councilwoman Britten. Motion carried after discussion that the cost of the unit and installation was $11,855.00.

**ROAD CLOSURE – WALNUT STREET**

Consideration of the closure of a section of Walnut Street in the vicinity of 215 and 219 Paxtang Avenue between Montour Street and Rutherford Street for a private event of a Borough resident on July 1, 2023.

\*9) Councilman Bower made a motion that Council approve the road closure on Walnut Street for parking purposes on July 1, 2023. Motion seconded by Councilman Fillman. Motion carried.

**SAUSSAMAN PARK RULES AND REGULATIONS**

Councilman Fillman offered the following changes to the rules and regulations for use of the pavilion at Saussaman Park: Council may approve or disapprove requests for events that go beyond the dawn to dusk requirement, remove requirement that reservations need to be made in person, list equal priority reservation system as for reserving the municipal gymnasium, security deposits would now be consistent with the gymnasium rules, remove language stating Borough reserves the right to charge additional fees, Borough has ability to retain part or all of the security deposit is unnecessary, priority reservations is consistent with rules for the gymnasium.

The Committee is recommending Council consider passage noting that amendments are consistent with the recommendations made by the Property and Recreation Committee.

\*10) Councilman Fillman made a motion that Council approve the amended rules as offered this evening. Motion seconded by Councilman Bower. Councilman Wingert questioned if the stated security deposits for respective keys/key fobs were fair market value for replacement purposes and if Council would consider researching programmable entrance keys. Motion carried after a discussion on cost of keys for the rest facilities at Saussaman Park and key fobs to the municipal gymnasium.

**COMMUNICATIONS**

Secretary Clark read a communication from the Wilhelm Paxtang Baseball Association thanking Council members and Mayor Martin for attending their opening day ceremony.

**AUDIENCE PARTICIPATION**

**Donald Follett, 3625 Brisban Street** asked if his request to have a banner placed across Derry Street promoting Crabfest 2023 was still in the hands of the Administration Committee. Councilman Fillman stated that was the case.

**PRESENTATION OF BILLS**

\*11) Vice-President Spackman made a motion that Council pay its just and lawful debts. Motion seconded by Councilman Fillman. Motion carried.

**ADJOURNMENT**

\*12) Vice-President Spackman made a motion to adjourn the May 17, 2023, Regular Business Meeting. Motion seconded by Councilwoman Britten. Meeting adjourned at 7:50 p.m.

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 Secretary

1.Minutes Regular Business Meeting April 18, 2023

2.Minutes Workshop May 2, 2023

3.Minutes Public Hearing M & T Bank March 21, 2023

4.Treasurers Report – April 2023

5.Use of Gym – Paxtang Art Association October 19-22, 2023

6.Use of Pavilion – Paxton Presbyterian Church September 10, 2023

7.Amend Rules and Regulations – Saussaman Park - Property and Recreation Committee

8.Install HVAC Mini Splits

9.Road Closure – Walnut Street

10.Approve Amended Rules/Regulations Saussaman Park – Council

11.Pay Bills

12.Adjourn