

**PAXTANG BOROUGH**  
**Regular Business Meeting**  
**3423 Derry Street**  
**March 17, 2020**

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
Council President Pro-Tempore	Jack Thomas
Mayor	Sheilah Borne Fuller – <b>Absent</b>

**COUNCIL MEMBERS**

David Gui  
Angel Gonzalez  
Joshua Eisner – **Via Phone**  
Thomas Wingert – **Via Phone**

**BOROUGH OFFICIALS**

Borough Manager	Keldeen Stambaugh
Borough Fire Chief	John Tinari
Borough Solicitor	J. Stephen Feinour – <b>Via Phone</b>
Borough Engineer	Jeremy Smith - <b>Absent</b>

**AUDIENCE PARTICIPATION**

No participation from members of the audience

**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 - FEBRUARY 18, 2020 REGULAR BUSINESS MEETING**

\*1) Councilman Thomas made a motion to dispense with the reading of the Minutes from the February 18, 2020 Regular Business Meeting and to approve the same. Motion seconded by Councilman Gonzalez. Motion carried.

**MINUTES – MARCH 3, 2020 COUNCIL WORKSHOP MEETING**

\*2) Vice-President Spackman made a motion to dispense with the reading of the Minutes from the March 3, 2020 Council Workshop Meeting and to approve the same. Motion seconded by Councilman Thomas. Motion carried.

**TREASURER’S REPORT**

Secretary Clark read the Treasurer’s Report for the month of February 2020 as follows:

<b>GENERAL FUND</b>	\$277,150.44
<b>SEWER ACCOUNT</b>	\$634,234.67
<b>LIQUID FUELS</b>	\$ 4,460.45
<b>SOLID WASTE</b>	\$ 4,913.70
<b>CAPITAL RESERVE</b>	\$324,422.47

\*3) Councilman Gui made a motion to accept the Report of the Treasurer for the month ending February 29, 2020. Motion seconded by Vice-President Spackman. Motion carried.

**REPORT OF POLICE**

Swatara Township Lieutenant Dennis Krahling stated 67 calls for service were placed for the Borough. Three traffic citations, 10 motor vehicle code violations, and 7 parking violations were issued.

**REPORT OF THE FIRE CHIEF**

Paxtang Fire Chief John Tinari reported 36 calls for service were placed, 5 being in the Borough for a total manpower of 127 with an average crew of 4 for a total time in service of 18 hours and 45 minutes. The Engine ran 18 calls, Rescue 23, Utility 1, Office In Charge 0, Fire Police 1. Borough calls included 2 odor investigations, 1 motor vehicle accident, 1 Carbon Monoxide alarm, and 1 vehicle fire. There were 4 unanswered calls. One call went unanswered due to being out on a previous dispatch. The Company held 3 trainings with a total of 8 in manpower. Trainings were Maintenance Night, Self Contained Breathing Apparatus (SCBA) Qualifications, and Hazardous Materials Operations Refresher (HAZ MAT OPS) Hours in training was 12 hours.

**REPORT OF EMERGENCY MEDICAL SERVICES SUSQUEHANNA TOWNSHIP EMERGENCY MEDICAL SERVICES**

**Due to the absence of Chief Matthew Bailey, Executive Director/Chief with Susquehanna Township EMS,** President Bloss read the following report: 8 emergency calls were placed for the Borough, 6 required lights and sirens, 2 required no lights or sirens. Average dispatch to at patient time for Advanced Life Support was 6 minutes and 46 seconds. Average dispatch to at patient time for Basic Life Support was 8 minutes and 23 seconds.

**REPORT OF THE MANAGER**

**EVENTS – MEETINGS SCHEDULE CHANGES**

Manager Stambaugh said the Paxtang Lions Club Easter Egg hunt for 2020 has been cancelled. The Shade Tree Commission has postponed their meeting scheduled for Wednesday, March 18. The Zoning Hearing Board scheduled for Thursday, March 19 will be rescheduled with a date to be determined.

**ACT 44 LIQUID FUELS**

Manager Stambaugh acknowledged receipt of Liquid Fuels in the amount of \$55,481.59.

**CHAPTER 94 MUNICIPAL WASTEWATER LOAD**

The Chapter 94 report was prepared by the Borough Engineer with assistance from Borough staff. The report has been submitted to the proper authorities.

**RECYCLING GRANT APPLICATION – LEAF MACHINE**

A Letter of Support is being solicited from various elected officials with regard to a grant for a new leaf machine. Submission of the grant has been extended to May of 2020. Discussion was held at the March 3, 2020 Workshop Meeting.

**PENNSYLVANIA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES (DCNR)**

Manager Stambaugh is researching a grant through DCNR to fund assistance for rehabilitation of Borough public parks.

**RESOLUTION 2020-05**

Swatara Township is seeking support in their efforts to obtain grant money to fund construction equipment for their compost facility located at 7890 Kelker Street in Swatara Township. To be addressed under New Business.

**MAINTENANCE - MUNICIPAL PROPERTY**

Manager Stambaugh met with a representative from the Governor’s Center For Local Government Services to discuss a possible grant or loan for the repointing of brick on the municipal building, restoration of the municipal parking lot, and repairs to the municipal building roof. Approximate costs at this point is, \$100,000.00 for the roof, and \$75,000.00 for the parking lot. Estimates are being solicited for repointing. Information will be forwarded to the Property and Recreation Committee.

**HIGHWAY COMMITTEE**

Manager Stambaugh will be meeting with the Highway Committee to review and update the Vehicles and Traffic Ordinance.

**DISPOSAL OF OBSOLUTE SURPLUS OFFICE EQUIPMENT**

The following items are being considered for disposal through the Dauphin County Recycling Center: 2009 HP Scanjet 7800 Digital Scanner, Lexmark T520 Printer, Arthur Imaging Toner Cartridge AI-137, HP Inkjet Black 45 Ink Cartridge, 3 Panasonic Laptops, APC Battery back-ups for Internet Connection, HP Computer Tower, Bunn-Pour Omatic Coffee Maker, HP Officejet – 4500 Wireless Printer, Lexmark T642 Printer, Memorex Radio/CD Player, 2 Harman/Kardon Speaker for Computer, Computer Keyboard, and 3 Mouse Controllers. Manager Stambaugh will confirm that the computers have been cleared or scrubbed of any data before disposal. To be addressed under New Business.

**REPORT OF CODES AND ZONING**

Two sidewalk permits, and 1 Sewer permit were issued for the month of February.

**DECLARATION OF DISASTER EMERGENCY – CORONAVIRUS (COVID-19)**

On Monday March 16, 2020 Mayor Borne Fuller instituted a Declaration of Disaster Emergency due to the COVID-19 Pandemic. Mayor Borne Fuller will review and update the declaration on a weekly as need basis. Council is required to ratify one time only.

**EXECUTIVE SESSION**

Manager Stambaugh asked for an Executive Session later in the meeting to discuss personnel matters.

**REPORT OF THE MAYOR**

No Report due to the absence of Mayor Borne Fuller.

**REPORT OF THE SOLICITOR**

Solicitor Feinour will be putting the amendment to the Solid Waste Ordinance out for advertising. This is a requirement for a Recycling Grant for a new leaf machine. Topic was discussed at the March 3, 2020 Workshop Meeting. Matters relating to the establishment of a Stormwater Authority will be discussed under New Business.

**REPORT OF THE ENGINEER**

Due to the absence of Engineer Smith, Manager Stambaugh presented the following report:

**29<sup>TH</sup> STREET AND DERRY STREET SANITARY SEWER REPLACEMENT**

The contractor, Ankiewicz Enterprises is willing to address seeding and soil issues in mid April. An amount of \$10,000.00 is being held from the original contract due to this issue. Several members of Council voiced their opinion to hire another contractor to perform the work. Ankiewicz was awarded the project at the May 15, 2018 Regular Business Meeting.

**CHAPTER 94 MUNICIPAL WASTELOAD MANAGEMENT ANNUAL REPORT**

The Chapter 94 Report has been submitted to Capital Region Water.

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

Farhat Excavating would be addressing an issue on their end at the Brookwood and Park Terrace DEP BMP project. Farhat Excavating was awarded the project at the March 19, 2019 Regular Business Meeting.

**REPORT OF COMMITTEES**

*Administration* – No Report from Councilman Eisner

*Highway* – No Report from Councilman Wingert

*Property and Recreation* – No Report from Vice-President Spackman

*Public Safety* – No Report from Councilman Gui

*Public Relations* – No Report from Councilman Gonzalez

*Health and Sanitation* - Councilman Thomas reported a blocked sewer line in the vicinity of Derry Street and Pike Street has been located. The business establishment involved is working on resolving the issue. Discussion was had at the March 3, 2020 Workshop Meeting.

## **NEW BUSINESS**

### **AUTHORIZATION TO ESTABLISH A STORMWATER AUTHORITY**

Solicitor Feinour submitted a memorandum to Council outlining guidelines for the formation of a Stormwater Authority. The Authority would adopt rules, regulations, and rates for the Stormwater fee. Once the Ordinance is adopted, Articles of Incorporation are filed with the State. The State would issue a Certificate of Incorporation upon a successful review of compliance. Solicitor Feinour is asking for authorization to draft an Ordinance of Intent to establish a Stormwater Authority and to schedule a Public Hearing.

After discussing a time line, language, and other Stormwater Authority issues at length, Vice-President Spackman requested documents be made available to Council before advertising takes place. Manager Stambaugh asked that documents be available for the April 7, 2020 Workshop. Manager Stambaugh requested questions and concerns be sent to her. Solicitor Feinour said Council could refer to the websites of municipalities that already have Authorities for information regarding their procedures as well.

President Bloss was of the opinion that Council would not take any action this evening.

\*4) Vice-President Spackman made a motion to table authorization to establish a Stormwater Authority. Motion seconded by Councilman Eisner. Motion carried.

### **AUTHORIZE DISPOSAL OF OBSOLUTE OFFICE EQUIPMENT**

\*5) Vice-President Spackman made a motion authorizing the destruction and or recycling of items as mentioned this evening. Motion seconded by Councilman Thomas. President Bloss stated the need to confirm that any and all possible data would be cleared from computer hard drives. After discussion, motion carried.

### **PAXTANG POST 2020 ADVERTISING RATES**

Vice-President Spackman presented the following advertising rates for the Paxtang Post: business card size \$40.00 per issue or \$140.00 for a 4 issue discount, \$20.00 for Borough residents per issue. Rates for a quarter page, half page, and full page are available as well. Ready made ads would be offered at a discount.

\*6) Councilman Gonzalez made a motion to accept the Paxtang Post advertising rates as of March 2020. Motion seconded by Vice-President Spackman. Councilman Eisner asked for clarification. Vice-President Spackman said in addition to the retail rate, a resident rate/non profit rate was available. Organizations within the Borough such as the Paxtang Fire Company, Paxton Presbyterian Church, or Borough youth athletic organizations would not be charged to advertise in the Post. After clarification, motion carried.

### **PURCHASE FIRE TURN OUT GEAR**

President Bloss asked for a motion to purchase 3 sets of pants and 3 coats for the Fire Company at an approximate cost of \$2,960.00 per set plus the cost of shipping and handling.

\*7) Vice-President Spackman made a motion to purchase three sets of turn out gear for the Fire Company with funds appropriated from the Fire Tax account not to exceed an amount of \$10,000.00. Motion seconded by Councilman Gui. Councilman Eisner questioned the allocation of funds. Vice-President Spackman stated money would be taken from the Fire Tax Fund. After clarification, motion carried.

### **RESOLUTION 2020-05 – SUPPORT OF SWATARA TOWNSHIP RECYCLE GRANT APPLICATION**

\*8) Councilman Thomas made a motion to adopt **Resolution 2020-05** in support of Swatara Township's grant to fund the purchase of a Beast Grinder for the operation of their compost facility. Motion seconded by Councilman Gonzalez. Motion carried.

**PROCLAMATION – DISASTER EMERGENCY – CORONAVIRUS (COVID – 19)**

President Bloss presented for Council’s consideration ratification of a Proclamation declaring a disaster emergency in the Borough of Paxtang relative to the Coronavirus (COVID – 19). Disaster Emergency for the Borough went into effect at 0900 hours on Monday, March 16, 2020.

\*9) Councilman Gui made a motion to ratify the Emergency Declaration that was declared by Mayor Borne Fuller. Motion seconded by Councilman Thomas. President Bloss stated the Proclamation would be renewed every 7 days by the Mayor with ratification by Council 1 time. After discussion, motion carried.

**WORKSHOP – APRIL 7, 2020 – COVID – 19**

Due to the COVID – 19 Pandemic, Vice-President Spackman questioned the possibility of cancelling the Tuesday, April 7 Workshop. Manager Stambaugh is researching the feasibility of telecommunications. Manager Stambaugh will keep current with any extensions to the practice of limiting mass gatherings and maintaining a set distance from others in one location also known as “social distancing”.

**OLD BUSINESS**

No business was brought forth

**AUDIENCE PARTICIPATION**

Paxtang Fire Chief John Tinari thanked Council on their decision to purchase 3 sets of Turn Out Gear.

**COMMUNICATIONS**

**THANK YOU NOTE -PAXTANG LIONS**

Manager Stambaugh read for Council a letter from Jack Thomas, Paxtang Lions Club Pancake Breakfast Chairman, thanking Council for the use of the Borough gymnasium to host their 68<sup>th</sup> annual Pancake Breakfast. Over 500 Paxtang residents, family, and friends were served during the event.

**PRESENTATION OF THE BILLS**

\*10) Vice-President Spackman made a motion that Council pay their just and lawful debt. Motion seconded by Councilman Thomas. Motion carried.

**TELEVISIONING OF BOROUGH SEWER LINES**

Councilman Thomas said after discussing with Manager Stambaugh, it was decided to proceed with televising the remaining sewer lines in the Borough that were not done so during the last inspection in 2019. Manager Stambaugh suggested the following schedule: televise 25 percent in 2020 and 25 percent in 2021.

President Bloss asked for a motion to accept the proposal from Mr. Rehab LLC of Three Long Lane, Mechanicsburg, PA in the amount of \$12,300.00. The quote is for the cleaning of 8,000 Linear Feet including a \$700.00 mobilization fee with an option to have issues addressed on site.

\*11) Councilman Thomas made a motion authorizing Mr. Rehab to film and light clean sewer lines up to an amount of \$14,000.00. Motion seconded by Councilman Gui. Councilman Eisner asked for clarification of the total amount in question and if the cleaning was budgeted for. Vice President Spackman said \$12,300.00 was for “light” cleaning and mobilization, with an additional \$1,700.00 for any heaving cleaning for a total up to \$14,000.00 to be allocated from the Sewer Fund. After discussion, motion carried.

**EXECUTIVE SESSION**

At 8:07 p.m. President Bloss announced Council would retire to Executive Session to discuss matters of personnel. The Borough Manager was invited to attend as well as Solicitor Feinour, Councilman Eisner, and Councilman Wingert via phone.

*After the room was cleared, Council proceeded with Executive Session.*

At 8:28 p.m. President Bloss reconvened the Regular Business Meeting stating matters dealing with personnel was discussed.

**ADJOURNMENT**

\*12) Councilman Thomas made a motion to adjourn the Regular Business Meeting. Motion seconded by Councilman Eisner. Motion carried. Meeting adjourned at 8:29 p.m.

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Secretary

- 1.Minutes – February 18 Regular Business Meeting
- 2.Minutes – March 3 Workshop Meeting
- 3.Treasurer’s Report
- 4.Table – Authorization Stormwater Authority
- 5.Dispose of Obsolete Office Equipment
- 6.Paxtang Post Newsletter 2020 Advertising Rates
- 7.Purchase Fire Company Turn Out Gear
- 8.Resolution 2020-05 – Swatara Township Recycle Grant Application
- 9.Proclamation – Disaster Emergency COVID – 19
- 10.Pay Bills
11. Televisе Borough Sewer Lines – Mr. REHAB
- 12.Adjourn