

PAXTANG BOROUGH
Regular Business Meeting
3423 Derry Street
April 18, 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 Mayor Martin.

COUNCIL MEMBERS PRESENT

Council President	Kathleen Bloss
Council Vice President	Christopher Spackman
Council President Pro Tempore	Jack Thomas

Thomas Wingert
Jennifer Britten
Corbin Bower
Eric Fillman

Mayor	Nathan A. Martin
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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 this evening's 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 this evening's meeting.

MINUTES – MARCH 21, 2023, REGULAR BUSINESS MEETING

*1) Councilman Thomas made a motion to dispense with the reading of the Minutes from the March 21, 2023, Regular Business Meeting and to approve the same. Motion seconded by Councilman Fillman. Motion carried after discussion that administrative modifications would be made.

MINUTES – MARCH 7, 2023, PUBLIC HEARING – QUEEN STREET HEARING

*2) Councilman Thomas made a motion to dispense with the reading of the Minutes from the March 7, 2023, Public Hearing. Motion seconded by Councilman Fillman. Motion carried.

MINUTES – APRIL 4, 2023, WORKSHOP

*3) Councilman Thomas made a motion to dispense with the reading of the Minutes from the April 4, 2023, Workshop and to approve the same. Motion seconded by Councilman Fillman. Motion carried.

TREASURER’S REPORT – MONTH ENDED MARCH 31, 2023

GENERAL FUND	\$904,497.38
SEWER ACCOUNT	\$954,231.09
LIQUID FUELS	\$ 90,968.40
SOLID WASTE	\$195,040.67
CAPITAL RESERVE	\$517,403.99

*4) Councilman Fillman made a motion to approve the Treasurer’s Report for the month ended March 31, 2023. Motion seconded by Councilman Wingert. Motion carried.

PUBLIC SAFETY REPORT

Swatara Township Lieutenant Dennis Krahling stated 67 calls for service were placed for Paxtang Borough for the month of March. Officers conducted a total of 4 foot patrols, 3 mobile patrols, and 2 school foot patrols.

COMMUNITY SERVICE REPORT

Various Officers participated in the following: Rutherford Park Apartments food drive/meet and greet with community members, attended the Hershey Medical Center’s “Light Up The Night” event, and the Swatara Township Middle School’s parent/teacher conference night presentation on Cyber Crime Awareness.

JOB SHADOWING/INTERNSHIP

Job shadowing consisted of 2 ride-alongs and the completion of 1 internship.

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

Three child passenger seats were installed in the month of March by officers certified as car seat installation technicians.

MOTOR CARRIER SAFETY ASSISTANCE PROGRAM (MSCAP)

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

SENIOR CITIZEN RESOURCE FAIR

Swatara Township is hosting a Senior Citizen Resource Fair on April 26 at the Lives Changed by Christ (LCBC) Church, 4150 Chambers Hill Road. The event is designed for those 60 years and older or for those providing care for a senior citizen.

CANINE UNIT REPORT

Various Officers participated in the following: Drug Awareness Day at the Upper Dauphin High School, assisted the Dauphin County Drug Task Force, provided a presentation at the Swatara Township Citizens Police Academy, assisted United States Marshals Service with a search warrant, and attended Career Day at Upper Dauphin Area High School. This is an overall report of usages and may or may not have taken place in Paxtang Borough.

REPORT OF FIRE SERVICES

Swatara Township Fire Chief Michael Ibberson stated 97 calls for service were placed, mutual aid was provided 22 times and received 11 times. Average response time from dispatch to arrival was 4 minutes and 34 seconds. Members responded to 13 fire incidents, 39 rescue/emergency medical incidents, 5 hazardous conditions, 6 service calls, 16 good intent and 16 false alarms. Members responded to 1 call in Paxtang for a rescue/emergency medical incident. Average turnout per incident was 10.2 with a total of 66 active responders. Staffing hours were 1,573 and training hours were 759. Firefighters completed fire instructor 1, forcible entry, vehicle rescue, rope rescue, wild land fire and exterior firefighting classes. The Department was awarded a cancer prevention grant through the Carney Strong Foundation, received a class on cancer prevention measures, received cleaning materials for turnout

gear and products for skin care to aid in reducing their risk to cancers. Ten firefighters submitted paperwork to complete a fire fighter physical. Paperwork was submitted for firefighters eligible for a Dauphin County tax credit of \$250.00 along with paperwork for the nominal stipend to be issued through the CAPCOG grant. A four-year grant program providing for college tuition reimbursement has been released. Qualified firefighters can apply for compensation for eligible tuition expenses.

REPORT OF BOROUGH MANAGER

RESOLUTION 2023-01 - DAUPHIN COUNTY EMERGENCY OPERATIONS PLAN

Resolution 2023-01 to be addressed under New Business. Borough Emergency Management Coordinator, Robin Bloss is requesting Council's consideration of said Resolution.

RESOLUTION 2023-02 – SALE OF UNUSED SMALL EQUIPMENT

Resolution 2023-02 to be addressed under New Business.

2023 ROAD PROJECT

The Public Works Department has provided the Borough Engineer and the Highway Committee Chairperson with their review of possible road work for 2023.

ADVERTISEMENT –REQUEST FOR PROPOSAL (RFP) – NON UNIFORM PENSION PLAN RECORD KEEPING

Advertise an RFP for the Non-Uniform Pension Plan Record Keeping. To be addressed under New Business.

REQUEST FOR PROPOSAL – BANKING SERVICES

Borough Solicitor to create an RFP for banking services. To be addressed under New Business

BOROUGH WIDE SIDEWALK INSPECTIONS

Borough wide inspection of sidewalks has begun. Article to appear in the upcoming edition of the Paxtang Post per the presentation at a previous Council meeting. Sidewalks will be inspected and marked accordingly in April and May followed by a letter in early June indicating details of any repairs or a letter advising the property owner that they have passed the initial 2023 sidewalk inspection.

DAUPHIN LEBANON COUNTY BOROUGHS ASSOCIATION

The Association will meet Tuesday, April 25 at 6:30 p.m. at the Hummelstown Borough Building.

RADAR SOLAR POWER SIGN

The radar solar powered sign is up and running. Technical issues will be resolved shortly.

MEMORIAL DAY PICNIC

Monetary donations and BINGO prizes are being received. Memorial Day Picnic to be held on Monday, May 29 at Saussaman Park.

CODES REPORT

One Street Cut and 3 Zoning permits were issued in March.

REPORT OF THE MAYOR

Mayor Martin expressed his gratitude to the Paxtang Lions Club and all those that were able to support the Lions at their Easter Egg Hunt on Saturday, April 8 at Saussaman Park. Everyone was invited to attend the Wilhelm Paxtang Athletic Association's opening day ceremony on Saturday April 22 at Taylor Park in Swatara Township starting at 10:00 a.m. and congratulations were conveyed to the Swatara Paxtang Softball Association on their opening day as well.

REPORT OF THE SOLICITOR

No Report from Solicitor Bonn

REPORT OF THE ENGINEER

SAUSSAMAN PARK

Engineer Smith reported that the topographic survey for the new playground and walkway improvements would be used to create a base map that will provide information to create a construction plan.

DERRY STREET CROSSWALK SIGNALS

The permit application has been submitted to PennDOT. Field measurements of existing conditions and anticipated pole locations have been collected. Information will be used in preparing the plan for the crosswalk signal permit application.

COMMITTEE REPORTS

Administration – No Report from Vice-President Spackman

Highway – No Report from Councilman Bower

Property and Recreation – No Report from Councilman Fillman

Public Safety – Councilman Wingert expressed his gratitude to Council on receipt of flowers and a visit from Manager Stambaugh and husband during the recent loss of Mrs. Wingert's Mother. Councilman Wingert thanked Council for their kind gestures.

Public Relations – Councilwoman Britten reported the Paxtang Post newsletter is at the print shop.

Health and Sanitation – Councilman Thomas reported that Arney Brothers Inc. completed the sewer reconstruction project on Queen Alley. A proposal from Arney Bros. Inc. was approved at the April 4, 2023, Workshop meeting.

NEW BUSINESS

RESOLUTION 23-01 DAUPHIN COUNTY EMERGENCY OPERATIONS PLAN

*5) Vice-President Spackman made a motion to approve and place into immediate effect the 2023 Emergency Operations Plan of Dauphin County/**Resolution 23-01**. Motion seconded by Councilwoman Britten. Councilman Fillman stated he appreciated the work that went into this process as the Plan addresses multiple situations with regard to emergency operations, provides up to date information for our own Emergency Operations Center and looks forward to assisting where able. After discussion, motion carried.

RESOLUTION 23-02 – SALE OF UNUSED SMALL EQUIPMENT

President Bloss read for Council **Resolution 23-02**, the Sale of Unused Small Equipment through the Capital Region Council of Governments Auction as follows:

- Titan, industrial Tax 2 t gas-powered air compressor
- Titan, gas -powered pressure washer
- Titan gas powered trash pump
- Titan 7500 diesel generator

*6) Councilman Fillman made a motion to adopt **Resolution 23-02** authorizing the disposition of the items as listed through the Capital Region Council of Governments auction. Motion seconded by Councilman Wingert. Motion carried after a discussion that the items are not listed as a bundle and each of the items is valued at less than \$1,000.00.

ADVERTISEMENT – REQUEST FOR PROPOSAL – PENSION PLAN RECORD KEEPING

*7) Councilman Fillman made a motion to move forward with advertising a Request For Proposal for Pension Plan Record Keeping. Motion seconded by Councilman Wingert. Motion carried.

REQUEST FOR PROPOSAL – BANKING SERVICES

*8) Councilman Thomas made a motion authorizing the Borough Solicitor to create a Request For Proposal for banking services. Motion seconded by Councilman Bower. Motion carried.

ROAD CLOSURE – MONTOUR STREET – BLOCK PARTY

A request was presented for the closure of Montour Street from Elm Street to Kelso Street for Sunday, May 7, 2023, from 10:00 a.m. to 2:00 p.m.

*9) Vice-President Spackman made a motion authorizing the closure of Montour Street from Elm to Kelso for Sunday, May 7, 2023, from 10:00 a.m. to 2:00 p.m. Motion seconded by Councilman Fillman. After discussion that the request was for a block party, motion carried.

REQUEST FOR A BANNER TO BE ERECTED ACROSS DERRY STREET

A request was presented for a banner to be erected across Derry Street for a month starting August 22, 2023.

*10) Councilman Fillman made a motion that Council refer this matter to the Administration Committee as it involves Borough staff to place said banner. Motion seconded by Councilman Thomas. Motion carried.

COMMUNICATIONS

Secretary Clark read a communication from Paxtang Lion Jack Thomas, Pancake Breakfast Chairman thanking Council for use of the municipal gymnasium and Borough staff for their assistance with regard to their annual Pancake Breakfast held on Saturday, February 11, 2023.

AUDIENCE PARTICIPATION

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

PRESENTATION OF BILLS

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

At 7:40 p.m. President Bloss announced that Council would be retiring to Executive Session to discuss matters of litigation and to seek the advice of legal counsel. Members of Council, Borough Mayor, Borough Manager, and Borough Solicitor were invited to attend. Regular Business Meeting would reconvene following the Executive Session.

Executive Session began at 7:40 p.m. and ended at 8:18 p.m. Matters of litigation and advice from Counsel was sought.

ADJOURNMENT

*12) Councilman Thomas made a motion to adjourn the April Regular Business Meeting. Motion seconded by Vice-President Spackman. Motion carried. Meeting adjourned at 8:19 p.m.

Secretary

- 1.Minutes – March 21 Regular Business Meeting
- 2.Minutes – March 7 Public Hearing – Queen Street
- 3.Minutes – April 4 Workshop
- 4.Treasurer's Report
- 5.Resolution 23-01 Dauphin Co. Emergency Operations Plan
- 6.Resolution 23-02 Sale of Unused Equipment
- 7.Advertise RFP – Pension Plan Record Keeping
- 8.RFP – Solicitor to Proceed with RFP Banking Services
- 9.Road Closure – Montour Street – Block Party
- 10.Erect Banner Derry St. Refer to Administration Committee

11. Pay Bills
12. Adjourn