

**PAXTANG BOROUGH**  
**Regular Business Meeting**  
**3423 Derry Street**  
**November 15, 2022**

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

Jennifer Britten  
Corbin Bower  
Eric Fillman  
Thomas Wingert

Mayor	Nathan Martin – <b>ABSENT</b>
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**COUNCIL OFFICIALS**

Borough Manager	Keldeen Stambaugh
Borough Solicitor	Joshua Bonn
Borough Engineer	Jeremy Smith
Borough EMA	Robin Bloss

On the advice of Counsel, President Bloss stated the following would be read at the beginning of each Council Meeting:

Public comment is an opportunity for residents and taxpayers to voice their opinions on matters of public concern. Borough Council will listen to each speaker and should not interrupt or engage speakers in debate. Public comment is not a question-and-answer session. Borough Council handles complex issues and further research may be necessary to insure accurate dissemination of information. Certain matters such as legal proceedings, contractual negotiations, or investigations may involve privileged or confidential information that cannot be publicly disseminated without adverse legal consequence to the Borough and its taxpayers. Ordinarily questions raised during public comment will be referred to the appropriate committee or the Borough Manager. The Council President may ask or permit other members of Council or Borough staff to ask clarifying questions of the speaker to obtain information necessary for an appropriate referral. The Borough Manager shall respond as appropriate generally by contacting the individual speaker directly. The Council President retains discretion to respond to questions that do not require further research such as the dates of upcoming events or services available to Borough residents. And with that as we have been stating, we allow 3 minutes per speaker for general public comment. You may approach the microphone and state your name and address. Everyone who would like to share comments is welcome to do so. We will begin with comments from the Paxtang Borough residents, business, or property owners. If there are no additional comments from Paxtang Borough residents, business, or property owners, we will proceed with comments shared by any other concerned individuals, and with that, it is open for public comment.

**AUDIENCE PARTICIPATION**

President Bloss opened the floor for anyone wishing to share comments.

**Linda Follett, 3625 Brisban Street** questioned the availability of having meeting agendas posted on site as well as on the Borough web site 24 hours before said meetings.

**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 – OCTOBER 18, 2022, GENERAL BUSINESS MEETING**

\*1) Councilman Thomas made a motion to dispense with the reading of the Minutes from the October 18, 2022, General Business Meeting and to approve the same. Motion seconded by Councilman Fillman. Motion carried.

**MINUTES – NOVEMBER 1, 2022, WORKSHOP MEETING**

\*2) Councilman Thomas made a motion to dispense with the reading of the Minutes from the November 1, 2022, Workshop Meeting and to approve the same. Motion second by Councilman Bower. Motion carried.

**TREASURER’S REPORT**

Secretary Clark read the Treasurer’s Report for the month ended October 31, 2022

GENERAL FUND	\$360,493.00
SEWER FUND	\$852,502.43
LIQUID FUELS	\$140,403.87
SOLID WASTE	\$130,924.29
CAPITAL RESERVE	\$497,073.65

\*3) Councilman Wingert made a motion to approve the Treasurer’s Report for the month ended October 31, 2022. Motion seconded by Councilman Fillman. Motion carried.

**REPORT OF POLICE SERVICES**

Public Safety Director Darrell Reider stated 94 calls for service were placed for Paxtang Borough including 6 traffic citations, 6 motor vehicle code warnings, 3 parking violations, 2 foot patrols, 6 mobile patrols, and 4 school patrols.

**COMMUNITY SERVICE REPORT**

Officers participated in the following community events: a women’s self defense class at the Swatara Karata Academy, autumn festivities at the Swatara Church of God, Living Water Community Church, and Tri Community Elementary School,

**Paxtang Halloween Parade**

Officers provided assistance at the Paxtang Halloween Parade. Public Safety Director Darrell Reider and Corporal Pokrop led the Paxtang Halloween parade in their community service vehicle which was pulling their Haunted Jail House float. Deputy Chief Stauffer and Fire Marshall Ibberson assisted with monitoring traffic safety points.

**SWATARA HALLOWEEN WALK THROUGH**

Event was held at Vanetta Park, 4901-4999 South 50<sup>th</sup> Street in Swatara Township. Participating departments were Swatara Parks and Recreation, Highway, Fire, Police, and Administration. Vendors provided candy to children that participated.

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

Program is ongoing with curriculum covering topics relating to student safety in grades Kindergarten through grade 12 in the Central Dauphin School District and surrounding districts.

**DRUG DROP BOX – UNUSED – EXPIRED MEDICATIONS**

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**

Two child passenger safety seats were checked/installed by officers certified as car seat installation technicians. Requests for installation, seat checks, or possible distribution of a child safety seat may be made to the Swatara Township Police for further information.

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

The MCSAP commercial driver vehicle inspection program is ongoing with inspections of commercial motor vehicles. Swatara Township Officer Tyler Margeson will be joining the program on a part time basis.

### **HARRISBURG AREA POLICE ATHLETIC LEAGUE - SHOP WITH A COP**

Swatara Township officers teamed up with area students for a day of shopping funded by the Walmart retail department store. Officers assisted students with selecting gifts for immediate family members. A \$12,000.00 donation was made by Walmart.

### **CANINE REPORT**

Officer Gibson and K-9 Kix assisted the Pennsylvania State Police with a recent detail and were present at Trick or Treat events in Swatara Township and Paxtang Borough. Corporal Bloss and K-9 JT attended the Halloween Walk Through event at Vanetta Park and aided the United States Marshalls with a warrant in Lower Paxton Township.

Public Safety Director Darrell Reider reported no incidents occurred during Trick or Treat giving credit to residents of Swatara Township and Paxtang Borough.

### **CHILD PASSENGER SAFETY SEATS**

As a follow up, Public Safety Director Darrell Reider stated if someone found it to be a hardship to purchase a child passenger safety seat, to contact Swatara Township for possible availability.

### **UNLEASED DOG – CAPITAL AREA GREENBELT**

Councilwoman Britten mentioned an unleashed dog frequents the Capital Area Greenbelt. Manager Stambaugh stated this issue is being addressed. Public Safety Director, Darrell Reider, mentioned one may contact Swatara Township for concerns relating to questions and or concerns along this line.

### **5-K HERO RUN**

The 9<sup>th</sup> Annual 5-K Hero Run was held on Sunday, November 6, 2022. Faulkner Automotive Dealership donated \$20,000.00 which was allocated to the Swatara Township Canine Unit, COPS for COPS, Keystone Worriers, and the National Fallen Firefighters Foundation.

### **SWATARA TOWNSHIP CHRISTMAS TREE LIGHTING**

A Christmas tree lighting ceremony will take place at the Swatara Township municipal building on Tuesday, December 6.

### **REPORT OF FIRE SERVICES**

Swatara Township Fire Chief Michael Ibberson presented the October 2022 Swatara Fire Rescue Report as follows: 120 calls for service were placed, mutual aid was provided 14 times, mutual aid was received 17 times, average response time from dispatch to arrival was 4 minutes and 26 seconds. Members responded to 11 fire incidents, 41 rescue/emergency medical incidents, 3 hazardous conditions, 15 service calls, 10 good intent and 24 false alarms. Calls for Paxtang Borough were 2 rescue/emergency medical incidents and 1 service call. Average turnout per incident was 8.2 with a total of 68 active responders. Total number of staffing hours were 2,737 and total training hours were 273. Firefighters successfully completed Firefighter I, II, Fire Officer II, Fire Instructor III, Vehicle Rescue Operations, and Emergency Vehicle Operations certifications throughout October. Crews devoted approximately 36 hours to community events and taught fire safety education to students throughout Swatara Township and Paxtang Borough. Four new volunteer membership applications were received during the month of October.

Councilman Fillman expressed his gratitude to Chief Ibberson for their participation in the Paxtang Halloween parade stating he had the opportunity to stop by several command stations throughout the parade route. Chief Ibberson was grateful for the numerous Fire Police from municipalities throughout Dauphin County that were able to provide assistance.

#### **REPORT OF THE MANAGE**

##### **HUMANE SOCIETY AGREEMENT**

Manager Stambaugh reported the Agreement from the Humane Society would not be brought forth for consideration as the Agreement has not been made available at this point in time.

##### **SIGNAL SERVICES CONTRACT – MAINTENANCE OF TRAFFIC CONTROL DEVICES**

Recommendation is to move forward with a maintenance contract with Signal Services at an annual cost of \$400.00. To be addressed later this evening.

##### **PRESENTATION OF THE PROPOSED 2023 BUDGET**

Proposed 2023 Budget to be addressed later this evening.

##### **ADVERTISEMENT OF THE PROPOSED 2023 BUDGET**

To be addressed later this evening.

##### **REPORT OF CODES AND ZONING**

Building Permits for the month of October: 0 Building, 1 Zoning, 3 Street Cuts, and 1 Sewer

##### **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**

###### **2022 STREET PROJECT – BRISBAN STREET AND GREENWOOD STREET**

A change order has been processed to extend the contract completion date to October 31, 2022. A final inspection was carried out between New Enterprise Stone & Lime Company and Borough staff. A work inventory was addressed and a final change order is being processed to reflect the actual quantities utilized.

###### **MUNICIPAL PARKING LOT PROJECT ELM STREET AND PIKE STREET**

Engineer Smith recommended approval of the final payment to Pennsy Supply for the work completed on the municipal parking lot which included Elm Street and Pike Street.

##### **REPORT OF COMMITTEES**

*Administration* –Manager Stambaugh offered for Council’s consideration the **FIRST READING** of the proposed Budget for 2023. Discussion was held that funding for improvements to the municipal building would be allocated from the 2023 Budget. Vice-President Spackman presented Schedule A referencing projected revenue and expenditures.

##### **ADVERTISE PROPOSED 2023 BUDGET**

\*4) Vice-President Spackman made a motion to advertise the Proposed 2023 Budget. Motion seconded by Councilman Fillman. Motion carried.

President Bloss offered her gratitude to Manager Stambaugh and Vice-President Spackman for their efforts on preparing the 2023 Budget and doing so without in increase at the present time in terms of taxes.

*Highway* – No Report from Councilman Bower

### *Property and Recreation*

\*5) Councilman Fillman made a motion authorizing use of the municipal gymnasium to the Freedom Guard Drill Team on December 13, 2022, and December 27, 2022, at a reduced rate of \$25.00 per session. Motioned seconded by Councilman Thomas. Motion carried.

### **ART ASSOCIATION EXHIBIT**

Councilman Fillman reflected on the success of the art exhibit and sale by the Paxtang Art Association. The Association is interested in reserving the municipal gymnasium for approximately the same time frame in 2023. Councilman Fillman expects to have the revised Rules and Regulations for use of the municipal gymnasium available shortly.

*Public Safety* – Councilman Wingert stated a tractor trailer recently made contact with the Norfolk Southern railway bridge at the Paxtang underpass. Discussion was held on protocol when dealing with dogs off lease and if the Borough could recoup costs involved for services rendered by the Humane Society. Councilman Wingert requested more detailed information be brought forth at the December 6, 2022, Workshop meeting.

Public Relations – No Report from Councilwoman Britten

Health and Sanitation – No Report from Councilman Thomas

### **NEW BUSINESS**

#### **CONTRACT AWARD – MUNICIPAL BUILDING IMPROVEMENT PROJECT**

Manager Stambaugh presented a Bid Summary sheet for the Municipal Building Improvement Project with a low bid from Jones Masonry Restoration Corporation.

\*6) Councilman Fillman made a motion to award the Municipal Building Improvement Project to Jones Masonry Restoration Corporation to include the Base Bid, Alternate Bid Number 1 and Alternate Bid Number 2. Motion seconded by Councilman Wingert. Councilman Thomas inquired if Jones Masonry was the low bid for the Base Bid, Alternate number 1, and Alternate number 2. Councilman Fillman stated Jones Masonry was the low bid at \$123,100.00. After discussion, motion carried. Base bid includes repairs to the western façade. Alternate 1 includes repairs to the northern façade. Alternate 2 includes window replacement and partial infill.

#### **RESOLUTION 22-13 – IMPLEMENT ACT 57-of 2022 - TAX PENALTY PROVISIONS**

A Resolution of the Borough of Paxtang, Dauphin County, Commonwealth of Pennsylvania, To Implement Act 57 Of 2022 Property Tax Penalty Waiver Provisions.

\*6) Councilman Fillman made a motion to adopt **Resolution 22-13**. Motion seconded by Councilman Thomas. After discussing details of the resolution, motion carried.

#### **CONTRACT AWARD – SIGNAL SERVICES – MAINTENANCE OF TRAFFIC CONTROL DEVICES**

\*7) Councilman Bower made a motion to enter into a contract with Signal Services to service Borough traffic lights, school lights, and crosswalks. Motion seconded by Vice – President Spackman. Motion carried.

#### **2023 MUNICIPAL DOMESTIC ANIMAL PROTECTIVE SERVICES AGREEMENT**

Due to staffing issues at the Harrisburg Humane Society, the 2023 Municipal Domestic Animal Protective Services Agreement has not been provided at this point in time.

#### **USE OF THE MUNICIPAL BUILDING – FREEDOM GUARD DRILL TEAM**

Use of the municipal gymnasium by The Freedom Guard drill team was addressed under Property and Recreation.

#### **ADVERTISEMENT – 2023 YEARLY MEETING SCHEDULE**

President Bloss announced there are 3 days in 2023 where meeting dates would need to be scheduled on a Wednesday instead of a Tuesday due to elections and the 4<sup>th</sup> of July holiday.

\*8) Councilman Wingert made a motion to advertise dates along with the two changes from a Tuesday to a Wednesday for the 2023 meeting schedule. Motion seconded by Councilman Bower. Motion carried.

### **REQUEST FOR ROAD CLOSURE – PAXTANG ELEMENTARY SCHOOL – JUNE 2, 2023**

The Paxtang Elementary PTO has requested road closures for June 2, 2023, for a Hello Summer Fest. Road closures include: Walnut Street from Rutherford to Montour, Montour Street from Walnut to Swan and Swan Street from Rutherford to Montour. Hours of closure would be from 4:00 p.m. to 9:00 p.m.

\*9) Vice-President Spackman made a motion authorizing the closure of Swan Street from Rutherford to Montour, Montour Street from Swan to Walnut, and Walnut Street from Montour to Rutherford. Motion seconded by Councilman Wingert.

\*10) Vice-President Spackman amended his motion to include road closure to be from 4:00 p.m. to 9:00 p.m. Motion seconded by Councilman Wingert. Motion carried.

### **COMMUNICATIONS**

President Bloss read a communication from Eagle Scout Mr. Collin Hinkle thanking Council for the opportunity to work with the Capital Area Greenbelt Association on his Eagle Scout project of an educational kiosk at the Paxtang Commons Park.

Secretary Clark read a communication from Ms. Leanna Waldron thanking Council for being attentive to her concerns with regard to motorcycle groups that would frequent the area and for the improvements she has noticed.

Secretary Clark read a communication from Mr. Michael Bongo of Living Water Community Church, Swatara Township, regarding the use of tables and chairs for their fall festival. Enclosed with the thank you note were gift cards to Subway fast food restaurant. Gift cards shall be offered as BINGO prizes at a Paxtang Community event.

### **AUDIENCE PARTICIPATION**

President Bloss opened the floor for anyone wishing to share their comments.

**Matthew Lemmon of 2444 Parkway Boulevard, Harrisburg** voiced the following: encouraged members of Council to review the Pennsylvania Sunshine Act as information is available for posting of meeting agendas, agenda items, Executive Sessions, Committee Meetings, Committee Minutes, and other items of interest.

### **PRESENTATION OF THE BILLS**

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

### **EXECUTIVE SESSION**

President Bloss announced that Council would retire to Executive Session to discuss matters of potential litigation and personnel matters. The Borough Manager, and Borough Solicitor were invited to join the meeting. The Regular Business Meeting would reconvene after the Executive Session.

Secretary Clark was excused for the remainder of the meeting.

President Bloss reconvened the meeting after an Executive Session where issues of potential litigation and personnel matters were discussed.

### **ADJOURNMENT**

\*12) Councilman Thomas made a motion to adjourn the Regular Business Meeting. Motion seconded by Councilman Wingert. Motion carried.

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Secretary

1. Minutes – Regular Business Meeting – October 18, 2022
2. Minutes – Workshop Meeting – November 1, 2022

3. Treasurer's Report
4. Advertise Proposed 2023 Budget
5. Use of Gymnasium – Freedom Guard – December 13 and 27, 2022
6. Award Contract – Municipal Building Improvement Project - Jones Masonry
7. **Resolution 22-13** – Tax Penalty Provisions
8. Award Contract –Signal Services – Maintenance of Traffic Signals
9. Advertise 2023 Meeting Schedule
10. Road Closure – Paxtang Elementary School June 2, 2023
11. Amend Road Closure
12. Pay Bills
13. Adjourn Meeting

