

**LOWER PAXTON TOWNSHIP AUTHORITY
RE-ORGANIZATIONAL AND BUSINESS MEETING**

Minutes of Township Authority Meeting held January 26, 2021

The annual re-organizational meeting of the Lower Paxton Township Authority was called to order at 7:00 p.m. by Chairman Pro Tem Steven Stine on the above date at the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Authority members present were David B. Blain, Robin Lindsey Chris Judd, Norman Zoumas, Paul W. Navarro, David Ramsey, and Robert Oakes. Also, in attendance were Bradley Gotshall, Township Manager, William Weaver, Sewer Authority Director, Timothy Nolt, Engineer, and Steven Stine, Authority Solicitor.

Pledge of Allegiance

Mr. Blain led the Pledge of Allegiance.

Election of Chairman of the Board

Mrs. Lindsey nominated David B. Blain, as Chairman of the Lower Paxton Township Authority Board. Mr. Zoumas seconded the motion. Mr. Stine moved to close the nominations for chairman. Mr. Stine called for a voice vote and a unanimous vote of approval followed.

Election of Vice Chairman

Mr. Navarro nominated Robin Lindsey as Vice Chairman of the Authority Board. Mr. Oakes seconded the motion. Mr. Blain moved to close the nominations. Mr. Blain called for a voice vote and a unanimous vote of approval followed.

Election of Secretary

Mrs. Lindsey nominated Chris Judd as Secretary of the Authority Board. Mr. Navarro seconded the motion. Mr. Blain moved to close the nominations. Mr. Blain called for a voice vote, and a unanimous vote of approval followed.

Election of Treasurer

Mr. Navarro nominated Norman Zoumas as Treasurer of the Authority Board. Mr. Ramsey seconded the motion. Mr. Blain moved to close the nominations. Mr. Blain called for a voice vote, and a unanimous vote followed.

Election of Assistant Secretary

Mrs. Lindsey nominated David Ramsey as Assistant Secretary of the Authority Board. Mr. Zoumas seconded the motion. Mr. Blain moved to close the nominations. Mr. Blain called for a voice vote, and a unanimous vote followed.

Appointment of Solicitor

Mr. Blain nominated the Law Offices of Steven Stine as the Authority Solicitor. Mr. Judd seconded the motion. Mr. Blain moved to close the nominations. Blain called for a voice vote, and a unanimous vote followed.

Appointment of Stormwater Engineer

Mr. Blain made a motion to appoint HRG, Inc. as the Authority Stormwater Engineer. Mr. Judd seconded the motion. Mr. Blain called for a voice vote, and a unanimous vote followed.

Appointment of Sanitary Sewer Engineer

Mr. Blain made a motion to appoint GHD Engineering Services, Inc. as the Authority Sanitary Sewer Engineer. Mr. Judd seconded the motion. Mr. Blain called for a voice vote, and a unanimous vote followed.

Establishment of Regular Meeting Schedule for Authority Board Meetings

Mr. Blain announced that the Authority meetings would be held the fourth Tuesday of each month in 2021, at the Lower Paxton Township Municipal Center beginning at 7:00 p.m.

BUSINESS MEETING

General Authority

Chairman/Board Member Comments

There was none.

Public Comment

There was none.

Stormwater Fund

New Business

Resolution 21-01-01-21-01-05; Authorizing Condemnation
of Storm Sewer Easements in the BC-5B Project Area

Mr. Weaver reported that the staff would make one final attempt to obtain signatures on the agreements.

Mrs. Lindsey motioned to adopt Resolutions 21-01-01-21-01-05, which authorizes the condemnation of storm sewer easements in the BC-5B project area. Mr. Ramsey seconded the motion. Mr. Blain called for a voice vote, and a unanimous vote followed.

Township Reports

- A. DEP MS4 Permit
- B. BC-2A/B/C, BC-5B Storm Sewer Contract/Construction
- C. 2020 Lower Paxton Township Drainage Improvements Contract/Construction
- D. BC-7 Design

Mr. Weaver reported that the DEP MS4 projects are in progress. HRG has submitted the DEP permit application for the Stonebridge project, the design is 85% percent complete. The Authority will advertise to bid the project in a few months, and it involves several pedestrian

bridges. A representative of HRG will attend the February or March Authority Board meeting to update the Board members on this project.

Mr. Weaver reported that Tim Nolt is assisting HRG with the BC-2 Storm Sewer construction. Tim will start including storm sewer construction updates with his monthly Sanitary Sewer contract updates.

Mr. Weaver reported that the Township just awarded the 2020 Drainage Improvements project to MacMor Construction. They had a preconstruction meeting and construction will begin in March or April.

Mr. Weaver reported that the BC-7 project is a sanitary sewer project which is part of the Township's Consent Decree. Tim Nolt coordinates the sanitary sewer projects and has also now began to coordinate the design of stormwater replacements. GHD is designing the sewer, and HRG is designing the stormwater, and Mr. Nolt is meeting with both engineers. This project must be bid by the end of the year to allow up to two years for construction. The completion of this project is mandatory by the Consent Decree and must be done by 2023.

SANITARY SEWER FUND

New Business

Resolution 21-02 – Destruction of Specific Records

Mr. Weaver announced that his staff would coordinate with the Township office to destroy records. As per the directives from Chairman Blain, the Laserfiche software is up and running, and all documents are retained electronically.

Mr. Blain inquired about the law, policy, and procedure in place for destroying municipal records. He wanted to know if they could establish a policy to destroy the documents rather than present the details to the Authority Board each time the documents are destroyed.

Mr. Weaver explained that the Authority follows the policy which was established by the Township more than 25 years ago, indicating that the Township will dispose of the records according to the law. Mr. Stine added that the Act requires the Authority to identify the records and present them to the Authority Board before destruction.

Mr. Weaver noted that the records are now stored in a cloud, and Laserfiche would charge a fee for the data, and there is enough space on the cloud to last for the next five to ten years.

Mr. Judd made a motion to approve Resolution 21-02, which authorizes the destruction of specific records. Mr. Zoumas seconded the motion. Mr. Blain called for a voice vote, and a unanimous vote followed.

Dedication of Developer Installed Sewers- Mindy Meadows Phase II

Mr. Weaver reported that once sewers are complete and have passed all required specifications and testing. All legal documents are signed off by GHD, Mr. Stine, and the developer. The sewers will be passed on to the Authority to be maintained.

Melissa Smith, GHD, was present to answer questions.

Mr. Zoumas made a motion to approve the Dedication of Developer Installed Sewers- Mindy Meadows Phase II. Mr. Navarro seconded the motion. Mr. Blain called for a voice vote, and a unanimous vote followed.

Township Reports

- A. BC-2A/B/C, BC-5B Sewer Replacement Contract/Construction Schedule
- B. 2020/2021 Lining Contract (SC2B/BC2/BC5)
- C. Maintenance/Emergency Sewer Repairs and Stormwater Collections System
Contract/Construction

- D. Sewer Re-locations for 2021 Township Bridge Projects – MacIntosh Road and Red Top Road Bridge
- E. I/I Crew BC-7 Private Sewer Replacements

Tim Nolt, Engineer, was present to answer questions about the Township Reports. Mr. Nolt noted that there is no new information to report since the last meeting.

Engineer’s Report

Alton Whittle, HRG, was present to answer questions about the Engineer’s Report.

Mr. Whittle thanked the Authority Board members for reappointing GHD as the Sanitary Sewer Engineer this year. He noted that both he and Melissa Smith are always available if the board members have questions or concerns.

Mrs. Lindsey inquired about HRG’s retainer and meeting fees. Jason Hinz, HRG, was available via teleconference. Mr. Hinz explained that the retainer fee in 2020 was \$2,000.00, and it was billed quarterly, and there is no meeting fee if no one attends.

Announcements

Mr. Blain announced that the next Authority meeting is scheduled for February 23, 2021, beginning at 7:00 p.m.

Adjournment

Mr. Zoumas motioned to adjourn the meeting, and Mr. Blain adjourned the meeting at 7:24 p.m.

Respectfully submitted,



Shellie Smith
Recording Secretary

Approved by,



Chris Judd
Authority Secretary