

Middleton Township Board of Supervisors
April 28, 2016

The workshop meeting of the North Middleton Township Board of Supervisors was held at the Township Municipal Building, 2051 Spring Road, Carlisle PA on April 28, 2016. Vice Chairman Harry Kelso called the meeting to order at 6:00 p.m. Board members present were Supervisor Robert Reisinger, Supervisor Pat McDowell, Supervisor David Smith, Solicitor Mark Allshouse, Manager Deborah Ealer, Police Chief Doug Reitz and Recording Secretary Lori Coleman. Chairman James Hare was not in attendance.
Visitors: see attachment.

Public Hearing for Cable Franchise Fee Renewal at 6:00p.m.

See attachment.

Public Comment / Hearing of Visitors

No comments offered.

Subdivision and Land Development

No plans were presented.

North Middleton Authority

a. April Manager's Report

Supervisor Kelso presented the report.

b. March Minutes

Supervisor Kelso presented the minutes.

Solicitor

No report presented.

New Business

a. Board

No items were discussed.

b. Manager

1. Water for Village Park Soccer Field

Ms. Ealer reviewed a memorandum from Zachary Zook in reference to access to a water source close to the new soccer field in Village Park in order for the Men's soccer team to water the grass on occasion during dry times of the year. Mr. Zook did have a meeting with Chuck Stoup at the field to discuss the easiest and most cost effective solution to meet the team's need. Mr. Zook proposed that the township could install a "Frost Free" hydrant directly off the parking lot at #4 Pavilion in the area of the existing water fountain which is also near an existing water line. Supervisor Reisinger verified the hydrant would be utilized to water the soccer fields and supplemental water to the pavilion area. The item was added to the consent agenda.

2. Request for Time Extension: Bennington Subdivision Plan- December 31, 2017

Ms. Ealer noted the plan was due to expire on July 1, 2016. Solicitor Allshouse suggested reaching out to the developer with a reminder. Ms. Ealer referenced a letter from John Madden of Madden Engineering Services, Inc. requesting an extension to

December 31, 2017 for the plan. Supervisor Reisinger indicated his company has completed work with Madden Engineering on the Bennington subdivision plan in reference to water and utilities. The item was added to the consent agenda.

3. Request for Time Extension: Allan Wentz property- May 1, 2017

Ms. Ealer reviewed an extension request until May 1, 2017 on the Allan Wentz property. The item was added to the consent agenda.

4. Request for Withdrawal: Noll Associates – McClures Gap Road

Ms. Ealer reviewed a letter from John Madden which indicated his client is requesting to withdraw the plan from consideration. The item was added to the consent agenda.

5. GIS/MS4

Ms. Ealer noted a meeting with Ruben Lao and Todd Plank of GHD to discuss using the iPad and technology to continue to locate stormwater points and outfalls for the required MS4 NDPES application. The Township received a notification letter from DEP in August 2015 indicating the Township needs to apply for the NDPES permit by September 17, 2017 in order to comply with the MS4 regulations as well as the Chesapeake Bay initiatives. Ms. Ealer said the Township must identify and locate stormwater systems in the specified urbanized areas. Through the LeTort Stormwater Study in which the Township participated, they were able to purchase an iPad. While working with Skelly and Loy Engineering, the Township was able to identify some stormwater points needed for the MS4 program. Ms. Ealer noted the information was loaded into their Cloud account and downloaded into the Township system. She indicated the Township has about 90% of the MS4 area points and 75% of the Township completed. In order to complete the collection of data, the Township had two options: (1) the work could be outsourced to an engineering firm such as Skelly and Loy or (2) complete as much work in-house. Ms. Ealer recommended completing the work in-house. She noted Todd Plank of GHD is proposing to set up an online account for the Township using the ArcGIS software. He would migrate the Township's existing stormwater GIS data to the ESRI's local government database using the ArcGIS software in order to standardize the Township's data. The data collected in the field is then uploaded to the Cloud on our account with ESRI. The data would then be downloaded to the Township's GIS. She preferred this method since the Township would own the data, do our own work and save money. The estimate to complete the work is around \$2000. In the 2016 budget, \$7500 was budgeted. Supervisor Kelso asked how safe it was to use the Cloud. Ms. Ealer noted the Township has been using the Cloud for about 5 years. Supervisor Reisinger and Solicitor Allshouse noted it was safe and the Township would save money. The item was added to the consent agenda.

6. Part Time Parks Employee – Kim Raraigh

Ms. Ealer and Zachary Zook were seeking to hire Kim Raraigh as a part-time Parks employee. The background check was completed. The item was added to the consent agenda.

c. Police Chief

No report presented.

Old Business

a. Auditor Presentation

Ms. Ealer noted the auditor would complete a 2015 review at the next meeting.

b. Emergency Sheltering

Supervisor McDowell attended an Emergency Planning meeting at the county in which emergency sheltering was reviewed. He noted the only thing the county plans on taxing the Township would be for sheltering a group of people for a short amount of time if an emergency would occur. The sheltering would be for a group of 3-5 people for 3-4 days. Supervisor McDowell was seeking about \$1000 in the Emergency Management Budget for short term sheltering. Ms. Ealer verified it was for the 2016 budget. Supervisor McDowell agreed. The item was added to the consent agenda.

c. Meetings

Supervisor Reisinger noted he would not be in attendance at the May 5th or June 30th meeting.

Executive Session

Supervisor Kelso noted an executive session would be held following the meeting to discuss two personnel issues and a union matter.

Adjournment

The meeting was adjourned at 6:23p.m.

Respectfully submitted,

Deborah Ealer
Township Secretary

Lori Coleman
Recording Secretary