

**North Middleton Township Board of Supervisors
May 4, 2017**

The meeting of the North Middleton Township Board of Supervisors was held at the Township Municipal Building, 2051 Spring Road, Carlisle PA on May 4, 2017. Chairman Robert Reisinger called the meeting to order at 6:00 p.m. Board members present were Vice Chairman Harry Kelso, Supervisor James Hare, Supervisor Pat McDowell, Solicitor Mark Allshouse, Manager Deborah Ealer, Police Chief Gary Carver and Recording Secretary Lori Coleman. Supervisor David Smith was not in attendance.

Visitors: see attachment.

Public Hearing @ 6:30p.m.

Supervisor Reisinger announced a public hearing was scheduled for this evening @ 6:30 p.m. for Ordinance 2017.01 –Lot Grading.

Public Comment

a. SEK-2016 Audit Review

Kevin Stouffer and Scott Henry of Smith Elliot Kearns & Company, LLC were present this evening to review the 2016 audit. Mr. Stouffer presented a packet to the board. The summary results included: an unmodified audit opinion, an increase in fund balance for most funds in the current year, and no findings. Mr. Stouffer explained the DCED report to the board. He reviewed the cash balances, revenue breakdown, revenue allocation, expenditure breakdown, and expenditure allocation utilizing a graphical analysis for each category. Mr. Stouffer then discussed the charts for taxes per individual, total revenue per individual, total taxes the township received for the year along with the total expenditures per individual. The next portion of the presentation covered the census population of the township in comparison to the average municipality in Cumberland County and the state of Pennsylvania. Mr. Stouffer reviewed the Management letter that indicated they found no findings (material weakness or significant deficiency) from the audit. The other letter included in the audit is the Communication with those Charged with Governance. The letter included the qualitative aspects of accounting practices, a description of any difficulties encountered during the audit and a description of any disagreements with management. It also addresses management representations, management consultations with other independent auditors, and other audit findings or issues. Mr. Stouffer added there were no such issues found. In summary, they issued the unmodified audit opinion which is the best opinion they can offer to the DCED, noted a slight increase in fund balance for most funds in the current year, and no findings. Supervisor Reisinger asked if they could provide a breakdown of the taxes for school, county and township. He felt it was a clearer explanation for the taxpayer to see exactly where their taxes are going. Mr. Stouffer said he would make a note for next year. Supervisor Kelso asked if they review the usage of credit cards. Mr. Stouffer noted they do select random credit card transactions and verify the time and receipts. He added it is a process that is completed with all audits. The board thank Mr. Stouffer for the presentation.

Consent Agenda

- a. **Meeting Minutes: 04/06/17 Action Meeting**
- b. **Payment of the bills: 04/17/17; 05/01/17**
- c. **Tax Collector Reports: #6-8**
- d. **Plan#17.02- Miller Final Minor Subdivision**
Waivers: Section 180-15; Section 180-24.B(1)/180.27.B(1); Section 180-24.B(14); Section 180-41.C; Section 180-27B(14); contingent upon all County, Engineering and legal comments being addressed.
- e. **Solid Waste Contract**
Supervisor Reisinger requested the meeting minutes be pulled from the consent agenda. Supervisor Kelso moved to approve consent agenda items b through e, and Supervisor Hare seconded the motion. The motion carried.

Business of Township Officials**Township Manager**

- a. **April Report**
Ms. Ealer presented her April report to the board. Supervisor Kelso questioned if the township was using the Orrstown deposit app for checks. Ms. Ealer said they have not received it yet since she just completed the paperwork. Supervisor Reisinger asked if the Codes Department looks for code violations or just responds to complaints. Ms. Ealer said normal procedure is to investigate any complaints they receive, but if they see something they will address it.
- b. **Financial Report**
Ms. Ealer presented the financial report to the board.
- c. **Mountainview Estates Phase 2- Time Extension**
Ms. Ealer presented a letter from Alpha Consulting Engineers, Inc. seeking a time extension for Mountainview Estates Phase 2 to July 31, 2017. Supervisor Kelso moved to approve the time extension for Mountainview Estates Phase 2 to July 31, 2017. Supervisor McDowell seconded the motion, and the motion carried.
- d. **Raymond Stiteler- part-time parks**
Ms. Ealer stated a current opening existed on the Parks Department. Ms. Ealer and Mr. Zook completed some interviews and recommended the hiring of Raymond Stiteler as a part-time parks department employee contingent upon his references and background check being completed. Supervisor Hare moved to hire Raymond Stiteler in accordance with the township wage regulations and references and background check being completed. Supervisor McDowell seconded the motion, and the motion carried. Supervisor McDowell inquired if the toilet at Creekview Park was damaged due to vandalism. Ms. Ealer was unsure, but would complete a follow-up.

Police Chief

- a. **April Report**
Chief Carver presented his report to the board. Supervisor Hare asked if the department could handle the coverage with the absence of an officer. Chief Carver said they would handle the coverage. He noted it was a difficult season with the upcoming car shows, but they could handle the coverage. Supervisor Hare asked about the coverage and if the budget would increase. Chief Carver noted the part-time budget may have a slight

increase. Supervisor Kelso inquired about the contract with the Carlisle Productions. Chief Carver requested an executive session to discuss two issues.

Solicitor's Report: Mark Allshouse

a. April Report

Solicitor Allshouse presented his report to the board. He will not be present for the June 1st meeting.

New Business

a. Bicycle

On April 3rd, Chief Carver noted the department received a call from a resident in which a bicycle was found. Since the bike was too large, it was picked up by the Public Works department and brought back to the station. Corporal Peterson completed the reporting process, tagged the bike and placed it behind the salt shed. Two weeks later, a resident reported the bike being stolen. The bike matched the description already on file. They went back to retrieve the bike, but it was missing. Chief Carver noted a claim was made to the township's insurance company. The local municipalities were contacted to be on the lookout for the stolen bike. The Cannondale bike was worth \$5000. Since the complaint, North Middleton Authority has provided a fenced space to store the bikes.

Public Hearing @ 6:30p.m- Ordinance No. 2017.01 Lot Grading

See attachment.

Bicycle (continuation)

Supervisor McDowell shared an incident after a storm in which he found a baby carriage in his yard. He roped it to a tree and called 911 to contact the North Middleton Police. He then posted the found carriage on a website. The next day the carriage was gone. Supervisor McDowell stressed as citizens we have no recourse but to call the police.

Supervisor Hare asked if the storage site is fenced. Chief Carver said it was not at the time, but now the items are in a fenced area. Supervisor Hare asked if the area is large enough to store cars. Chief Carver replied no. He plans on putting that request in the budget for next year.

Supervisor Kelso asked about kids riding their bikes in the area. Chief Carver noted kids do ride their bikes on Clearwater Drive, but not in the vicinity of where the bikes were stored. They have never had a problem in the past. Supervisor Kelso questioned if it was a liability issue of kids riding their bikes in the area. Chief Carver said Clearwater is a public road, and the kids are not riding around the buildings.

Supervisor Reisinger asked why the resident did not contact her homeowner's insurance. Solicitor Allshouse said the owner already had a claim and it would increase her homeowner's insurance. He added the bike missing from the police storage area is an act of a crime. He felt offering the insurance claim from the township was sufficient. The funds would be sent directly to the owner of the bike. Supervisor Kelso asked if the township's rate would increase. Ms. Ealer felt it would not.

Executive Session

An executive session would be held following the meeting to discuss a legal contract negotiation.

Adjournment

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Deborah Ealer
Township Secretary

Lori Coleman
Recording Secretary