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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

March 5, 2024

**Call to Order**

The March 4, 2024, monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Chairman Jeffery Smith in the township meeting room. Also present were Supervisor and Vice Chairman Wilbur Evans; Supervisor Treasurer, Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Township Solicitor Steve Stine; and Jacob Hoffman representing the Township Engineer, Herbert, Roland & Grubic, Inc. (HRG). Supervisor Ryan Evans and Supervisor Mike Sudia were absent.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda.

Township Resident Paul Fish had a few comments from his observations of the McKelvey Road Culvert Replacement Project.

Chairman Smith recognized Scout Troop 233 and their Leaders who were present to observe a Government Meeting.

**Approval of Minutes**

Motion by Supervisor Wilbur Evans to approve the minutes from the February 5, 2024. Monthly Business meeting was seconded by Supervisor Smith. *Motion passed unanimously.*

**Treasurer's Report/Monthly Financial Statement**

The February monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$60,076.85; *Mid Penn Bank* Fire Hydrant Account \$11,381.16; *Mid Penn Bank* Escrow Account \$234,985.30; *PLGIT Prime & Term* Fire Company

Vehicle/Equipment Fund \$272,316.80; *PLGIT Prime* DCIB-G Fund \$699,687.22; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$464,866.36; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$583,666.62; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$577,216.28; *PLGIT Prime* Public Safety Account \$429,830.55; *Mid Penn Bank* General Operating Account \$147,269.90; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$3.35 to be **\$3,481,300.39** as of February 29, 2024.

Motion by Supervisor Wilbur Evans to accept the February Treasurer's Report to be filed for audit was seconded by Supervisor Cooney. *Motion passed unanimously.*

## **Agenda Items**

### 2024 Road Repair Project Bid Results

Motion by Supervisor Smith to award a contract to Martin Paving, Inc., deemed to be the lowest responsible bidder, in the amount of \$198,340.00 or \$3.38 per square yard for seal coat work and \$0.52 per square yard for fog seal work, and \$0.20 LF for Line Painting, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

### ADA Handicap Parking Lot Leveling Project

Motion by Supervisor Smith to award a contract to Morgan Paving in the amount of \$11,200 to correct the slope of the ADA Handicap spaces and re-stripe the parking space lines, that are located at the front entrance of the municipal building, was seconded by Supervisor Cooney. *Motion passed unanimously.*

### Request to Release Partial Payment Kelly House Raising Project

Motion by Supervisor Smith to release funds in the amount of \$69,194.70, Payment #1 to Final Grade Excavation, LLC, invoice dated January 26, 2024, for the Kelly House Raising Project located at 1804 Towpath Road, pursuant to Light-Heigel & Associates, Inc. correspondence dated January 26, 2024, indicating the invoice covers preparation for elevating the structure, foundation and building clearing and disposal, and mobilization, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

### Municipal Parking Lot – ADA Handicap Parking Space Alternatives

Manager Seeds explained that the ADA Handicap Parking Lot spaces located in front of the entrance doors of the municipal building, do not meet the Federal requirements. The level area of the parking spaces is off by approximately 5/8". HRG Inc., provided options and Ms. Seeds recommended Option B, which consists of correcting the leveling area of the two spaces that are designated for Handicap Parking, and removing two of the parking spaces that are directly in front of the entrance doors for safety purposes. Motion by Supervisor Smith to direct Light-Heigel & Associates, to obtain three bids to correct the parking spaces, seconded by Supervisor Wilbur Evans. *Motion Passed unanimously.*

### Municipal Office – New Telephone System Proposals

Manager Seeds presented quotes, from Higher Information Group, and Morefield Business Technology Solutions, on a new telephone system for the municipal office. The current phones are now obsolete and are no longer manufactured. Motion by Supervisor Smith to accept the proposal from Higher Information Group for a Voice Over Internet Phone system, (VOIP) for a five-year contract, that includes a monthly expense of \$291.95, and a one-time fee of \$984.88 to port the township phone numbers, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

### 2024 Proposed Road Projects

Manager Seeds presented Gap View Road and Lower River View Road, as the road projects for 2024 as discussed with the road foreman, with a recommendation of chip and fog sealing Gap View Road for 2024 and delay Lower River View Road until 2025. Motion by Supervisor Smith authorizing Light-Heigel & Associates, Inc. to prepare and advertise bid specifications for chip and fog seal along with line painting, to Gap View Road, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

### Parking on Certain Cul De Sacs

Manager Seeds explained that during the most recent snow events, the roadcrew complained of vehicles that were parked in cul de sacs, and not being able to properly perform winter maintenance on the roads and that in the past the Township passed an Ordinance of no parking in certain cul de sacs. Manager Seeds reported that letters were sent to the property owners. The consensus of the Board is to wait to see if the letter to the property owners corrects the issue and to ask the roadcrew to obtain pictures when they are out and come across road issues.

### 2024 Healthcare Plan Renewals

Motion by Supervisor Wilbur Evans to renew the *Capital BlueCross Silver PPO* healthcare plan and to renew the *United Concordia* dental and *Highmark* vision plans was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Reports**

### Township Engineer - Herbert, Roland & Grubic, Inc. (HRG)

A written engineering report dated January 31, 2024 was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that the Red Hill Road Bridge Project will be closing on February 12, 2024, and the McKelvey Road Project, the road is anticipated to close on February 19, 2024. The municipal building elevator project is moving forward with anticipated bid specifications to be completed and to the Board for review by March 1, 2024.

### Light-Heigel & Associates

A written report for January 2024 activity was presented that summarized the Kelly House Raising Project, the mileage marker signs along Clarks Valley Road that are being installed by the township's roadcrew is about 50% complete and the Dolly Singer driveway issue should be corrected by February 11, 2024.

### Public Works – Road Foreman Jeff Warfel

A written activity report dated February 5, 2024, was presented. Supervisor Smith requested any questions from the Board pertaining to items listed in the report be presented to Manager Seeds.

### Zoning & Codes Enforcement – Barry Isett & Associates, Inc.

A written Building-Zoning-Code Enforcement Activity Report for the month of January was presented. Supervisor Smith requested any questions from the Board pertaining to items listed in the report be presented to Manager Seeds.

### Emergency Management Coordinator – Robert Rusbatch

No report was presented.

#### Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of February was presented. Supervisor Smith requested any questions from the Board pertaining to items listed in the report be presented to Manager Seeds.

#### Township Manager – Julie Ann Seeds

A written activity report was presented by Manager Seeds. She highlighted several items including the fence company is to install the fence at the Fishing Creek Community Center as soon as weather permits, the LED message sign is on-hold until RPM Signs obtains final pricing from Beavertown Block, the 2023 Audit of all municipal financial accounts will commence in February, the Focus Group for the Municipal Solid Waste and Recycling will be meeting in February, the agreement for Community LifeTeam expires March 31, 2024 with Manager Seeds and Supervisor Wilbur Evans scheduled to meet with Community LifeTeam to discuss a new agreement.

#### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney was not in attendance to present a report.
- *Capital Region Council of Governments (CapCOG)* – A reorganizational meeting was held on January 15, 2024, to appoint officers. CapCOG will start this year by holding quarterly meetings.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the January meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Wilbur Evans reported the DCTCC met on January 17 in the township’s meeting room at which time Manager Seeds was re-elected to chair the Committee and reported the committee’s solicitor resigned and the Executive Management Committee will be searching for another solicitor.

### **Review/Approval of Bills**

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the February meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

### **Informational Items/Letters/Emails Received**

Manager Seeds reported that May 18, 2024, is the date scheduled for the May Fair held by Middle Paxton Elementary School. The Township will have a table at the May Fair with literature about Local Government and have a Township Truck on hand for ‘touch a truck’.

### **Board Member Comments/Announcements**

No comments were presented.

### **Adjournment**

There being no further business, the meeting was adjourned at 7:41 PM upon a motion by Supervisor Smith, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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Julie Ann Seeds, Secretary