



**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

Phone: 717-921-8128

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Fax: 717-474-8146

*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

April 1, 2024

**Call to Order**

The April 1, 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; Supervisor Mike Sudia; Supervisor Ryan Evans; 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).

**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 Pat Booten requested to review the LDI Plans to make sure the fence between his property and the proposed apartments is still noted on the Plans. Mr. Booten noted he stopped in the office the prior week and Manager Seeds was not available and was also expecting a phone call about reviewing the Plans or a phone call to tell him if the fence is on the LDI proposed Land Development Plans.

Township Resident, Bob Speece, had questions about Chestnut Hill Subdivision Plan Phase 2 Re-approval, that is listed on the April Agenda and had questions on Chestnut Hill Phase 1. Mr. Speece also mentioned the Plan that he is involved with located off Speece Lane that his engineer, R.J. Fisher & Associates, Inc., is currently working on that includes a sewage module. Mr. Speece requested to review the Chestnut Hill Plans and Sewage Module. It was advised to make an appointment with Manager Seeds prior to arriving at the Township Building to review the documents requested.

Township Resident Chris Rowe stated he reviewed the Municipal Solid Waste (MSW) Contract between Waste Management and Middle Paxton Township and feels there are deficiencies not noted in the contract that in his experience, should be in the contract.

## **Approval of Minutes**

Motion by Supervisor Cooney to approve the minutes from the March 4, 2024, monthly Business meeting was seconded by Supervisor Wilbur Evans. *Motion passed unanimously. Supervisors Ryan Evans and Mike Sudia abstained because they were not present at the March 4, 2024, meeting.*

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

The April monthly Treasurer's Report for Balance ending March 31, 2024 showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$60,353.55; *Mid Penn Bank* Fire Hydrant Account \$10,769.77; *Mid Penn Bank* Escrow Account \$256,842.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$279,927.85; *PLGIT Prime* DCIB-G Fund \$702,911.08; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$351,005.60; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$584,906.34; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$579,875.84; *PLGIT Prime* Public Safety Account \$431,811.13; *Mid Penn Bank* General Operating Account \$203,368.97; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$11.21 to be **\$3,461,783.64** as of March 31, 2024.

Manager Seeds reported the Term Account in the PLGIT Fire Company Equipment Fund recently matured. Manager Seeds recommended placing the Term amount that matured into a PLGIT CD Program for 180 days at estimated 5.55%. Motion Supervisor Wilbur Evans, Seconded, Supervisor Cooney. *Motion passed unanimously.*

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

## **Agenda Items**

Chestnut Hill Phase 2 – Final Phase 2 Subdivision and Land Development Plan - Request for Plan Reapproval.

Motion by Supervisor Wilbur Evans to re-approve the Chestnut Hill Final Phase 2 Subdivision and Land Development Plan contingent upon all engineering comments, contingent items listed, and items listed in the minutes from August 2022 Board Meeting, was seconded by Supervisor Smith. *Motion passed unanimously.*

Pennoni Associates, Inc. Time Extension Letter Request for Preliminary/Final Subdivision Plan for Mountain Road Properties.

Motion by Supervisor Smith to accept the Time Extension Letter for Preliminary/Final Subdivision Plan for Mountain Road Properties, dated March 28, 2024, only until the May 6, 2024, Board of Supervisors Meeting, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Mr. & Mrs. Robert Bond were in attendance and requested to read a statement noting opposition to the proposed Mountain Road Properties Preliminary/Final Subdivision Plan, as they stated it affects their property and is a land dispute that should not be before the Board of Supervisors to determine who owns the property.

Final Grade Excavation LLC – Request to Release Payment #3 Kelly House Raising Project 1804 Towpath Road

Motion by Supervisor Wilbur Evans to release funds in the amount of \$76,510, Payment #3 to Final Grade Excavation, LLC, invoice dated March 27, 2024, for the Kelly House Raising

Project located at 1804 Towpath Road, pursuant to Light-Heigel & Associates, Inc. correspondence dated March 28, 2024, indicating the invoice covers placement of the dwelling back on the elevated foundation, porch piers, and completed HVAC, electrical and plumbing. The invoice also covers replacing the rotted porch floor beams and support block per Change of Scope #1, seconded by Supervisor Sudia. *Motion passed unanimously.*

Final Grade Excavation LLC – Request to Release Payment #1 McKelvey Road Culvert Replacement

Motion by Supervisor Smith to release funds in the amount of \$52,042.50, Payment #1 to Final Grade Excavation, LLC, invoice dated March 12, 2024, for the McKelvey Road Culvert Replacement Project, pursuant to H.R.G Inc., correspondence dated March 12, 2024. indicating the invoice covers work completed and the General Requirements of the Contract, seconded by Supervisor Cooney. *Motion passed unanimously.*

Supervisor Wilbur Evans asked Jake Hoffman, Representative for Township Engineer, H.R.G. Inc., if the concerns brought to the Board’s attention by a Township Resident, at the March 2024 Board meeting were verified they were completed per scope of work per the Contract. Mr. Hoffman answered in the affirmative, that all concerns brought to the Boards attention, were verified they were completed per scope of work.

N.A.S Contracting LLC – Electrical Estimates

Motion by Supervisor Smith to approve the estimate by N.A.S Contracting LLC, dated March 14, 2024, in the amount of \$2,110.00, to provide all materials to connect the power to both sides of the proposed Message Board Sign, was seconded by Supervisor Wilbur Evans. *Motion Passed unanimously.*

Motion by Supervisor Wilbur Evans to approve the estimate by N.A.S. Contracting LLC, dated March 14, 2024, in the amount of \$3,401.00, to provide materials for and install (2) 4’ solar powered LED sign lights on both exterior Municipal Signs as noted on the estimate, was seconded by Supervisor Ryan Evans. *Motion Passed unanimously.*

James Crum, Architect AIA – Proposal for Safety Upgrade Project to Municipal Building

Motion by Supervisor Wilbur Evans to approve the proposal by James Crum, AIA, that includes, Design Phase, Construction Documents, Bidding Phase, and Construction Phase, for the Security Upgrade Project, in the amount of \$18,660, was seconded by Supervisor Smith. *Motion passed unanimously.*

Part Time Seasonal Laborer Public Works Position

Manager Seeds reviewed the Seasonal Laborer Position with the Public Works Department interviews with the recommendation from the Road foreman to hire Tucker Carrigan. Motion Supervisor Wilbur Evans to offer the seasonal laborer position to Tucker Carrigan, was seconded by Supervisor Cooney. *Motion passed unanimously.*

2024 Proposed PSATS Resolutions

Manager Seeds reviewed the 2024 Proposed PSATS Resolutions with the Board. It was the consensus of the Board to direct the township’s voting delegate to the *Pennsylvania State Association of Township Officials* (PSATS) to support and enter a “yes” vote to adopt the resolutions supported by the PSATS Resolutions Committee, except to enter a “nay” for Resolutions 24-17 and 24-20, at the PSATS 2023 Educational Conference and Exhibit Show.

## **Reports**

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

A written engineering report dated March 28, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that the Red Hill Road Bridge Project is moving along with setting the box culvert and wingwalls with anticipating the road to open by April 30, 2024. The municipal building elevator project is moving forward with a pre-bid meeting scheduled for April 2, 2024.

### Light-Heigel & Associates

A written report for March 2024 activity was presented that summarized the Kelly House Raising Project, the mileage marker signs along Clarks Valley Road are all installed, with 2 signs in Middle Paxton Township and 2 Signs in Rush Township have been vandalized and need to be replaced. The 2024 Road project has been bid out with Martin Paving the lowest bidder. The Municipal Parking Lot ADA Handicap Parking Project awarded to Morgan Paving is anticipated to be completed by April 19, 2024.

### Public Works – Road Foreman Jeff Warfel

A written activity report dated April 1, 2024, 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 March 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 (EMC)– Robert Rusbatch

Supervisor Smith noted that EMC, Robert Rusbatch, recently met with the Township Manager, Chairman Smith and representatives of Dauphin Borough and will be meeting quarterly. Also, Mr. Smith reported there are NIMS classes that need to be taken by the Board of Supervisors who are not yet certified. More information will be provided by the Manager.

### Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of March 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 Gaming Grant was received for the Message Board sign, meeting with PPL to review a Pole Light location at the corner of the municipal property to light up the intersection of Elizabeth Avenue and S.R. 225, Peters Mountain Road, Ms. Seeds also reported an abandoned/neglected cemetery located off Hicks Drive known as Geiger Cemetery. Ms. Seeds was notified by an organization, Daughters of the Revolutionary, who volunteered to assist in cleaning up the cemetery. Ms. Seeds noted that Section 1536 B, of the Second-Class Township Code, addresses the responsibility of the Township for abandoned or neglected cemeteries.

### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reviewed the grant finding the Park has applied for.
- *Capital Region Council of Governments (CapCOG)* – Auction date July 17, 2024, two speakers were in attendance, Mary Kuna, Executive Director with Housing & Redevelopment Authority that addresses blighted properties in Cumberland County spoke about their Mission to create quality, affordable housing, and sustainable development opportunities to strengthen communities.

Shaun Davidson with Rettew Associates provided an overview on a House Bill that includes Municipalities to follow OSHA safety protocols.

- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the March meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Wilbur Evans reported the DCTCC met on March 20, 2024, in the township’s meeting room at which a new solicitor was appointed and according to Keystone Collections Group, 2023 was the best year yet since 2012 when they started collecting for Dauphin County, in the collections of earned income tax, especially delinquent tax collections.

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

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the April 1, 2024, meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Sudia. *Motion passed unanimously.*

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

Manager Seeds noted a letter was received by The Nature Conservancy notifying the Township they are submitting a DCNR Grant Application for a fee simple interest in the Buonarroti Trust Land that is located off Cemetery Road in Middle Paxton Township and consists of 500+/- acres. Ms. Seeds noted opening day for Softball/Baseball is scheduled on Saturday, April 13, 2024, with a Blackhawk Helicopter to be landed in one of the athletic fields.

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

No comments were presented.

### **Adjournment**

There being no further business, the meeting was adjourned at 8:15 PM upon a motion by Supervisor Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

---

Julie Ann Seeds, Secretary