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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

May 6, 2024

Call to Order

The May 6, 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 Chris Rowe provided a copy of the Municipal Waste Bid Specification from South Middleton Township and requested the Board of Supervisors review the document with the upcoming contract with Waste Management ending later in 2024.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from the April 1, 2024, monthly Business meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The April monthly Treasurer's Report for Balance ending April 30, 2024 showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$60,621.36; *Mid Penn Bank* Fire Hydrant Account \$14,844.00; *Mid Penn Bank* Escrow Account \$267,853.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$280,535.52; *PLGIT Prime* DCIB-G Fund \$706,031.33; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$275,748.16; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$586,106.22; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$530,199.59; *PLGIT Prime* Public Safety Account

\$433,727.96; *Mid Penn Bank* General Operating Account \$156,923.41; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$21.62 to be **\$3,312,612.47** as of April 30, 2024.

Manager Seeds reported the Term Account in the PLGIT Fire Company Equipment Fund that recently matured, \$165,000 was placed in a CD Program with PLGIT at 5.77%.

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

Agenda Items

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

Motion by Supervisor Wilbur Evans to deny the Time Extension Letter for Preliminary/Final Subdivision Plan for Mountain Road Properties, dated May 2, 2024, and to reject the Preliminary/Final Subdivision Plan for Mountain Road Properties, last revision date of January 12, 2024, was seconded by Supervisor Smith. *Motion passed unanimously.*

Time Extension for Final Minor Subdivision Plan over lands of WRTR Properties, LLC

An April 25, 2024, written grant of time extension until the August 2024 Supervisors meeting to allow additional time needed to receive DEP NPDES approval to the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC*, was received from Burget & Associates, Inc. Motion Supervisor Smith to recognize the time extension, Second Ryan Evans. *Motion passed unanimously.*

Final Grade Excavation LLC – Request to Release Payment #4 Kelly House Raising Project 1804 Towpath Road

Motion by Supervisor Wilbur Evans to release funds in the amount of \$43,656.20, Payment #4 to Final Grade Excavation, LLC, invoice dated April 19, 2024, for the Kelly House Raising Project located at 1804 Towpath Road, pursuant to Light-Heigel & Associates, Inc. correspondence dated May 2, 2024, indicating the invoice covers final items to finish the project and clean up, seconded by Supervisor Cooney. *Motion passed unanimously.*

Municipal Building Elevator Project

Motion by Supervisor Smith to reject the single bid received for the project and place the project out to bid again through the PennBid system, inasmuch the grant program through Dauphin County Department of Community & Economic Development (DCED), requires two bids to be received for projects, seconded by Supervisor Cooney. *Motion passed unanimously.*

Municipal Solid Waste & Recycling

Manager Seeds briefly reviewed the draft bid specifications for Municipal Solid Waste & Recycling for the Supervisors to review. The draft document was a blend of utilizing bid specifications from various Municipalities, providing bid options. Ms. Seeds also noted the current bid document, dated September 8, 2022, with Waste Management provides under Section One, Paragraph 1.28, Contract Extension, permits the extension of Waste Management services for an additional one year, October 1, 2024- September 30, 2025.

Supervisor Wilbur Evans, noted the options that are in the draft bid specifications, includes options such as waste haulers to bill customers, or the Township to provide the billing, which may cause the employment of additional municipal employees; continue recycling, or eliminate recycling; all residents may be using toters in lieu of trash bags; and waste & recycling haulers may not agree to drive back private lanes and roads as it is currently done throughout the Township by Waste Management, with residents to bring their containers to the end of all private lanes and roads. Supervisor Wilbur Evans pointed out these are changes with municipal solid waste & recycling services the residents **may** be facing in the **future**.

Motion by Supervisor Cooney to extend the contract for one additional year with Waste Management per Section One, Paragraph 1.28, of the Bid Document, noted with an 8% increase, referenced in the Waste Management Contract, dated September 28, 2024, seconded by Supervisor Sudia. *Motion Passed 4 Yeas, and 1 Nay by Supervisor Smith.*

Reports

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

A written engineering report dated May 1, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that the Red Hill Road Bridge was opened to the public on April 24, 2024. The municipal building elevator project was bid out on PennBid with a single bid received. The McKelvey Road Culvert Replacement Project the road crossing was paved and open to the public.

Light-Heigel & Associates

A written report for April 2024 activity was presented that summarized the Kelly House Raising Project, the mileage marker signs were ordered that were damaged by vandalism, along Clarks Valley Road. 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 was completed prior to Election Day.

Public Works – Road Foreman Jeff Warfel

A written activity report dated May 6, 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 May 2024 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 Rusbach

Robert Rusbach was in attendance to report that Middle Paxton Elementary School in conjunction with Emergency Management and Dauphin Middle Paxton Fire Company will hold a Mass Evacuation Exercise on Tuesday, May 7, 2024, at 1:30 PM. The students will be relocated to Dauphin Middle Paxton Fire Company and Elizabeth Avenue will be closed from Dollar General to Denison Drive with the exercise anticipated to last approximately one hour.

Mr. Rusbatch also reminded the Supervisors of the Informational Training that will be held on June 12, 2024, 6:30 PM in the apparatus bay, Dauphin Middle Paxton Fire Company.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of April 2024 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, the agreement with Community Life Team (CLT) is being reviewed by their legal counsel, the check was received from the Township's insurance company for the municipal truck that was involved in an accident on January 6, 2024, where it slid off the road, that she and Supervisor Smith met with Architect Jim Crum to go over preliminary plans for the municipal building security project.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported on the various grants and improvement activities at the park.
- *Capital Region Council of Governments (CapCOG)* – Manager Seeds reported no meeting was held in April, as CapCOG is now meeting quarterly. Next meeting is scheduled May 20, 2024.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the April 2024 meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Wilbur Evans reported the DCTCC did not meet in April, the next meeting is scheduled for May 15, 2024, with the new 5-year contract with Keystone Collections Group is proposed to be on the agenda.

Review/Approval of Bills

Motion by Supervisor Smith to pay all vendor bills listed for the May 6, 2024, meeting, which includes the invoice from Morgan Paving for \$11,200, to repair and pave the ADA Handicap Parking Spaces at the entrance of the municipal building, and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Informational Items

Manager Seeds reported on the upcoming Middle Paxton Elementary School Mayfair is scheduled on May 18, 2024, and the Township will have a table at the Mayfair with various information about the Township along with a Township Plow Truck for 'Touch a Truck'.

Board Member Comments/Announcements

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 7:40 PM upon a motion by Supervisor Smith, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary