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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

June 3, 2024

**Call to Order**

The June 3, 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 announced the Board held an executive session immediately prior to the monthly business meeting to discuss a personnel matter and then invited comments from those in attendance concerning matters of general or individual concern in the township and not listed on the meeting agenda.

Ron Hull stated that if the entrance to Hagy Lane is widened or is proposed to change at all, with the proposed LDI development, permits and approval from the Public Utility Commission may be required according to Title 66.

Brad Coy spoke about concerns with Waste Management and heard of a group that is negotiating a contract with Waste Management. Supervisor Smith stated that no Township Official in any capacity is authorized to negotiate a contract with Waste Management and that the Township must follow specific laws with regard to bidding out contracts.

Gene Stilp read a letter concerning the Waste Management contract. Mr. Stilp also read a letter requesting to burn Trump Flags on Township property.

Chris Rowe spoke about the Waste Management contract and thanked the Township for providing the bid documents on the Township Website to show transparency and recommended the Township agree as soon as possible to the extension year as noted in bid document from Waste Management.

Brett Zankel commented on the LDI Plan that was on the agenda. Mr. Zankel's comments were referenced more towards the company, LDI Associates LLC.

## **Approval of Minutes**

Motion by Supervisor Wilbur Evans to approve the minutes from the May 6, 2024, monthly Business meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

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

The June monthly Treasurer's Report for Balance ending May 31, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$267,643.24; *Mid Penn Bank* Fire Hydrant Account \$14,236.88; *Mid Penn Bank* Escrow Account \$297,853.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$281,064.33; *PLGIT Prime* DCIB-G Fund \$709,262.83; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$233,231.51; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$587,348.88; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$532,626.31; *PLGIT Prime* Public Safety Account \$435,713.13; *Mid Penn Bank* General Operating Account \$167,870.86; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43.89 to be **\$3,526,895.16** as of May 31, 2024.

Manager Seeds reported the Term Account in the PLGIT Capital Reserve and Sewer Fund that will mature on June 7, \$104,901.94. Ms. Seeds reported that in conversation with the Township Treasurer, Supervisor Larry Cooney, it is recommended to place the funds in a CD Program with PLGIT at 5.57%. Motion by Supervisor Smith to place the funds that matured in the PLGIT Capital Reserve & Sewer Fund, into a CD at 5.57%, seconded by Supervisor Cooney. *Motion passed unanimously.*

Manager Seeds also reported another term investment in the PLGIT Capital Reserve and Sewer Fund will mature on June 20, 2024.

Motion by Supervisor Cooney to accept the May 2024 Treasurer's Report to be filed for audit was seconded by Supervisor Sudia. *Motion passed unanimously.*

## **Agenda Items**

### Justin Carre – Troop 77 BSA

Justin Carre was in attendance to discuss his Eagle Scout Project of installing a Flagpole and a Solar Light at Hagy Park, with an estimated cost of \$5,375.00. Justin reported that he will seek donations from several companies and the American Legion. Motion Supervisor Smith to contribute the amount of \$5,375.00 towards the Eagle Scout project, contingent upon, any funds raised will be deducted from the contribution amount and any tools or materials left over from the project to be donated to the Scouts for future projects, seconded by Ryan. *Motion passed unanimously.*

Dauphin County Local Share Emergency Planning Committee (LSEPC)

Request for Sponsorship of the 2024-25 Local Share Municipal Grant

Motion Supervisor Cooney to provide a support letter to LEPC, for a 2024-25 Local Share Municipal Grant submission for new radios for the Dauphin County Hazardous Response Team (HMRT), seconded by Supervisor Wilbur Evans. *Motion Passed Unanimously.*

LDI Associates Dauphin, LLC

Request for Reapproval of the Final Land Development and Subdivision Plan - River View at Middle Paxton

Eric Clancy representing LDI Associates Dauphin LLC, was in attendance to go over in chronological order where the plan started to present and reviewed several of the agencies involved that the plan needed approval.

Township Engineer, Jacob Hoffman, went over the contingent items remaining that need to be satisfied prior to the recording of the plan.

Motion by Supervisor Smith to re-approve the Final Land Development and Subdivision Plan known as River View at Middle Paxton, originally approved on October 7, 2019, seconded by Supervisor Sudia. *The Motion passed four (4) Yays and One (1) Nay, Supervisor Ryan Evans.*

Final Grade Excavation LLC – Request to Release Payment for McKelvey Road Culvert Replacement Project

Motion Supervisor Wilbur Evans to release the final payment of \$12,057.50 which also includes Change Order #1, for the McKelvey Road Culvert Project, seconded by Supervisor Ryan Evans. *The Motion passed unanimously.*

Lobar Site Development Co., - Request to Release Payment Request #1 for the Red Hill Road Bridge Replacement Project

Motion Supervisor Smith to release Payment Request #1 in the amount of \$572,449.00, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Municipal Building Elevator Project Bid Results

Motion by Supervisor Sudia to award the Municipal Building Elevator Project, to Right Elevator Company, in the amount of \$138,000, with a one-year warranty, seconded by Supervisor Smith. *Motion passed unanimously.*

H.R.G INC., Scope of Services for Elevator Project

Motion by Supervisor Smith to approve the H.R.G. Scope of Services, under the existing Retainer Agreement dated February 21, 2023, in the amount of \$10,200, to provide engineering and construction phase services related to the Elevator Project, seconded by Supervisors Sudia. *Motion passed unanimously.*

MPT-103 McKelvey Road Bridge/Culvert Replacement Project

Dauphin County Transportation Infrastructure Safety Improvement Grant (TISIP)

Motion Supervisor Cooney to retain the services of H.R.G Inc. and submit a TISIP grant application for the McKelvey Road Project as described in their correspondence dated May 10, 2023, under Option 1, to completely replace the existing structure, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

### 2024-2025 Local Share Municipal Grant – Proposed Projects

Manager Seeds reviewed the list of projects to submit applications to the Local Share Municipal Grant (Gaming Grants) for 2024-2025. It was the consensus of the Board to move ahead with the following Grant Applications:

- Debt Service – DCIB Loan for the Red Hill Road Bridge Replacement Project
- Debt Service – DCIB-G Loan for the Potato Valley Road Improvement Project
- Preliminary Architectural Services (Feasibility Study) to construct a new Public Works Facility.

### Proposed Resolution 20240-03

#### A Resolution Providing Compensation for Auditor Compensation

Motion Supervisor Wilbur Evans to adopt Resolution 2024-03 to increase the Auditor Compensation to \$18.00 per hour, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

## **Reports**

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

A written engineering report dated May 30, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that the Red Hill Road Bridge Project is completed. The municipal building elevator project was bid out with two bids received. The McKelvey Road Culvert Replacement Project is substantially completed. The Potato Valley Road Improvement Project is moving along with H.R.G Inc., working on the Preliminary design of the stream realignment.

### Light-Heigel & Associates

A written report for May 2024 activity was presented that summarized the Kelly House Raising Project, the Parking Lot Handicap project is complete. The mileage marker signs along Clarks Valley are ordered to replace the signs that were damaged.

### Public Works – Road Foreman Jeff Warfel

A written activity report dated June 3, 2024, was presented. Supervisor Smith requested any questions from the Board on 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 June 2024 was presented. Supervisor Smith requested any questions from the Board on items listed in the report be presented to Manager Seeds.

### Emergency Management Coordinator (EMC)– Robert Rusbatch

Mr. Rusbatch reported that there will be training that will involve multiple fire companies and military helicopter Rescue/Fire to be held at the Dauphin Middle Paxton Park on Sheetz Field at 6:00 PM. Mr. Rusbatch also reminded the Supervisors of the upcoming Informational Workshop he is holding on June 12, 2024, at the Dauphin Middle Paxton Fire Company, at 6:30 PM.

### Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of June 2024 was presented. Supervisor Smith requested any questions from the Board on 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 Projects, waiting on a follow up from PPL to install 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 that she met with Architect James Crum to review plans for the Security Upgrade Project.

### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported on the new grills that were purchased for the Park Pavilions and the Girl Scouts painted the trash cans that spruced them up to look nicer in the park.
- *Capital Region Council of Governments (CapCOG)* – Supervisors Wilbur Evans reported the meeting was held on May 20, 2024, with a slide presentation from Sunoco Pipeline and the Safety Committee met to discuss the submission of a Safer Grant Application and discussions on changing the By-Laws.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the May 2024 meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – Supervisor Wilbur Evans reported the representative with Keystone Collections Group reported EIT collections were up the first quarter 2024 and also reported 2023 was a record year in EIT collections. The contract with Keystone Collections was voted on and passed for another 5 years. The By-Laws were discussed with recommended changes from Solicitor, Jason Confair. The Solicitor will draft revised By-Laws and forward them to the Executive Management Committee for their review before the next regularly scheduled meeting on September 18, 2024.

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

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the June 3, 2024, meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Smith. *Motion passed unanimously.*

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

Manager Seeds reported on an email received stating the first cases of West Nile Virus were found in a few Pennsylvania Counties, and to be mindful of ticks that carry several strains of tick-borne illnesses that include Lyme’s Disease, which can be a lifelong health struggle. Ms. Seeds also reported on a letter received from Texas Eastern, that they will be working on areas of the pipeline throughout the Township for the next several months.

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

No comments were presented.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:14 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

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Julie Ann Seeds, Secretary