



**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

October 7, 2024

**Call to Order**

The October 7, 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 Ryan Evans; Supervisor Mike Sudia; Township Manager, Secretary, and Assistant Treasurer Julie Ann Seeds; Township Solicitor Michael Miller, Esq.; 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 that the Board held an executive session prior to the monthly business meeting to discuss legal matters and then invited comments from those in attendance concerning matters of general or individual concern in the township that were not listed on the meeting agenda.

Justin Donnelly reported he is having problems with Waste Management. Mr. Donnelly was advised to speak to the Township Manager during business hours.

**Approval of Minutes**

Motion by Supervisor Wilbur Evans to approve the minutes from the September 5, 2024, monthly Business meeting was seconded by Supervisor Mike Sudia. *Motion passed unanimously.*

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

The October's monthly Treasurer's Report for Balance ending September 30, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$72,912.34 *Mid Penn Bank* Fire Hydrant Account \$13,792.63; *Mid Penn Bank* Escrow Account \$297,726.30; *PLGIT Prime & Term* Fire Company Vehicle Fund \$315,985.11; *PLGIT Prime* DCIB-G Fund \$722,024.35; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$237,427.93; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$610,976.19; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$480,211.31; *PLGIT Prime* Public Safety Account

\$443,552.76; *Mid Penn Bank* General Operating Account \$200,425.27; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$261,443.63 to be **3,656,477.82** as of September 30, 2024.

Ms. Seeds reported that the fire company vehicle replacement fund CD investment of \$165,000, will mature this month. Motion by Supervisor Wilbur Evans to re-invest the funds into a CD Program at 150 days at 4.75%, seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Wilbur Evans to accept the October 2024 Treasurer’s Report to be filed for audit, was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Agenda Items**

### 2025 Budget Requests

- Dauphin Area Senior Transit (DAST) – DAST Coordinator Rue Megonnell summarized year-to-date operating expenditures and receipts before thanking the Board for its continued rider scheduling support and requesting the township continue to cover its approximate \$2,000 annual fuel expense.
- Dauphin-Middle Paxton Fire Company No. 1 – Fire Company 2021-23 financials, 2024 Year-to-date revenues and expenditures and its 2025 budget were prepared and submitted by the Fire Company’s Oversight Committee requesting an 6.95% increase in the township’s annual contribution which would total \$100,000 with \$29,000 for general operating expenses, \$3,000 for training and \$65,000 being added to the township’s Fire Company Vehicle Replacement Fund.

The Fire Commission also noted in the budget request, that the Township’s contributions also include the payment of, Workers' Compensation for the Fire Fighters, the Fire Company electricity, and various building/maintenance repairs as needed on the Fire Company’s portion of the shared municipal services building. The amount to date in 2024 is \$34,365.52, in addition to the \$93,000 annual contribution allocated for 2024.

- Dauphin-Middle Paxton Joint Park Authority – Nichole Staley O’Gorman was in attendance from the Park Authority to present the 2025 budget request of \$30,000 for various improvements at the Dauphin Middle Paxton Joint Park.
- Dauphin-Middle Paxton Emergency Management Coordinator—EMC Rusbatch submitted a 2025 budget request that includes a monthly stipend, training costs, an hourly rate for declared disaster administration, and replacement of sleeping bags for sheltering/warming station. The 2025 Budget Request totals \$5,350 with \$15.00 an hour for administrative work and time if a disaster is declared.
- Middle Paxton Lions Club –Brian Cuddy was in attendance from the Middle Paxton Lions Club requesting a \$1,500 contribution towards the aerial fireworks display during the annual community carnival.

The Board thanked all who presented their 2025 Budget Requests and stated that they will be carefully considered along with the Township’s 2025 Budget.

Dauphin Middle Paxton Fire Company Oversight Commission

Bradley Field, Treasurer for the Dauphin Middle Paxton Fire Company was in attendance to request various vehicle repairs and upgrades completed on the vehicles to be reimbursed from the Fire Company Equipment Replacement Fund held in a Township PLGIT Account by the Board of Supervisors. The total amount of the invoices totaled \$19,885.75.

Supervisor Smith reported the Vehicle Replacement Fund was primarily set up to replace a future piece of apparatus, and it will not serve the purpose of the fund, if it is being used for other purposes.

Supervisors Wilbur Evans and Cooney concurred and stated the amount to replace a piece of apparatus could exceed a million dollars and expressed their concern of draining the fund for other purposes. No action was taken.

Richard & Mary Jane Davis – 609 Stoney Creek Drive

Mr. and Mrs. Richard and Mary Jane Davis were again in attendance to discuss the condition of their driveway pipe along Stoney Creek Drive. Mr. Davis stated the pipe had fallen into a deteriorated state and was replaced several years ago by the Township, and he and Mrs. Davis are requesting that the Township replace the driveway pipe.

Supervisor Smith explained that the driveway pipe is off the Township's right of way and the Township cannot perform work off the right of way. The Township Attorney, Michael Miller, Esq., concurred that the Township does not have the jurisdiction to perform work off the Township right of way. Mr. Davis stated that all the Township's water from the development of Stoney Creek Manor is funneled down to his driveway pipe. Supervisor Smith explained that the developer of Stoney Creek Manor put in all the stormwater drainage easements and swales and are not the responsibility of the Township and the Township does not create nor own the water.

No action was taken, and Mr. Davis left the meeting stating he was hiring an attorney.

LDI Associates Dauphin LLC

Mr. Eric Clancy with LDI & Associates was in attendance, to request a time extension request for the Final Land Development and Subdivision Plan for the River View at Middle Paxton. Mr. Clancy reported are still working on a few issues with PennDOT and the sewer line that will traverse under Allegheny Street. Mr. Clancy reported all comments were recently addressed and submitted back to PennDOT with final approval forthcoming in the next two months.

Motion Supervisor Smith to accept the time extension for LDI & Associates for the Final Land Development and Subdivision Plan for the River View at Middle Paxton until January 5, 2025, seconded by Supervisors Sudia. *Motion passed (4) Yeas and (1) Nay, Supervisor Ryan Evans.*

Scott Campbell – Declaration of Previously Subdivided Lots

Motion by Supervisor Cooney to approve the consolidation of lands owned by Scott Campbell, parcel 43-019-066 and 43-016-036, seconded by Supervisor Ryan Evans.

Chestnut Hill Final Phase 3 Subdivision and Land Development Plan

Ms. Teri Delo, with Integrated Consulting, representing Chestnut Hill Holdings, LLC (landowner and developer) presented the Final Phase 3 Subdivision and Land Development

Plan for the Chestnut Hill subdivision seeking the Board's approval for Phase 3 construction for the final phase of Chestnut Hill for Lots 11, 12, 13, 14, 15, and 16.

Motion by Supervisor Smith to approve the Final Phase 3 Subdivision and Land Development Plan for the Chestnut Hill Subdivision subject to all comments being satisfied in the H.R.G. Inc., Review Letter #2 dated October 1, 2024, and Dauphin County Subdivision/Land Development Review Report No. 24-091, dated August 21, 2024, was seconded by Supervisor Wilbur Evans. *Motion passed (4) Yeas to (1) Nay, Supervisor Ryan Evans.*

#### LED Upgrade Estimates for the Shared Municipal Services Building

Motion by Supervisor Wilbur Evans to approve the estimates provided by Hornung's Industrial Supply to upgrade the fluorescent lights in both the Municipal and Fire Company to LED lights and to utilize the ARPA Funds for the project. The project must be approved by PPL, both estimates total \$14,561.62, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

#### Light-Heigel Memorandum

A memorandum from Ed Fisher with Light-Heigel & Associates was submitted that detailed budget estimates to improve the parking lots for the Municipal Building, Fishing Creek Community Center, and Hagy Park. It was discussed that if the entrance drives were given a street name, Liquid Fuels funds, could be used on a portion of the project. Ms. Seeds advised that using liquid fuels funds will take away from road projects. It was decided that Supervisor Smith and Manager Seeds meet with Ed Fisher to go over the project. The supervisors suggest that Hagy Park receive a double seal coat and fog seal and the Fishing Creek Community Center and Municipal parking lot receive a sealer coating, with the Municipal Entrance drive to receive the double seal coat and fog seal.

### **Reports**

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

A written engineering report dated October 4, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month. Reviewed the Plan for Chestnut Hill subdivision seeking the Board's approval for Phase 3 construction. Right Elevator submitted shop drawings for review and they have been approved and the elevator is being fabricated. The Potato Valley Road Improvement Project is moving along with 60% of the preliminary plans to be completed and will be reviewed with the Township Manager and property owner, work to begin work in accordance with the TISIP Agreement. H.R.G Inc., prepared and submitted a TISIP application for the McKelvey Road Bridge/Culvert Replacement Project.

#### Light-Heigel & Associates

A written report for the September 2024 activity was presented that summarized road projects tasked to work on for the Township.

#### Public Works – Road Foreman Jeff Warfel

A written activity report dated October 7, 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 September 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 submitted information on two training classes he will be attending.

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

A written activity report for the month of September 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

An activity report was summarized by Manager Seeds. Ms. Seeds highlighted several items; received a follow-up for the proposed pole light that will be located along S.R. 225, at the intersection of Elizabeth Avenue, the plan is in the engineer's office at this time for review. Ms. Seed reported the light pole at the intersection of Hagy Lane and Allegheny Street finally has been repaired by PPL and is working. Ms. Seeds reported she will be working on the 2025 Budget with the Township Treasurer with a Preliminary Budget to be presented at the November regular business meeting.

#### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported bids are expected to be received to resurface the walking track around the fields.
- *Capital Region Council of Governments (CapCOG)* – No meeting was held in September, a golf outing/dinner event was held.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the September 2024 meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – The September meeting was held with draft revised draft By-Laws presented to the TCC by Attorney Jason Confair, with feedback from the TCC. Mr. Confair is to prepare the revised By-Laws per the Committee's input and have them ready for November's meeting.

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

Motion by Supervisor Smith to pay all vendor bills listed for the October 2024, meeting, along with the Elevator Project, as noted and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Cooney. *Motion passed unanimously.*

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

Manager Seeds reminded the Board of the upcoming America250, Semiquincentennial in 2026. Ms. Seeds reported that other municipalities discussed at managers' meetings, they are working on plans to do local celebrations in their community. Ms. Seeds was directed to work with Supervisor Ryan Evans.

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

No Board members' comments.

**Adjournment**

There being no further business, the meeting was adjourned at 8:27 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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Julie Ann Seeds, Secretary