



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

July 1, 2024

Call to Order

The July 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 Steven 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 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.

Sherry Mutzabaugh announced her resignation as of 12/31/2024 as township auditor. Ms. Mutzabaugh was thanked by the Board of Supervisors for her work as an auditor for the past several years. Ms. Mutzabaugh highly recommended the Board of Supervisors search for someone with a finance/bookkeeping and accounting background.

Mrs. Mutzabaugh also spoke about the Geiger Cemetery located off Hicks Drive. Mrs. Mutzabaugh stated that the parcel the cemetery is located on is listed on the deeds with their family farm and would like to be included in any work that is proposed to be done to clean up the cemetery.

Approval of Minutes

Motion by Supervisor Sudia to approve the minutes from the June 3, 2024, monthly Business meeting was seconded by Supervisor Wilbur Evan. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The June monthly Treasurer's Report for Balance ending June 30, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$268,828.51; *Mid Penn Bank* Fire Hydrant Account \$13,937.02; *Mid Penn Bank* Escrow Account \$307,203.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$281,578.32; *PLGIT Prime* DCIB-G Fund \$712,403.75; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$234,264.33; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$602,531.46; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$473,812.74; *PLGIT Prime* Public Safety Account \$437,642.65; *Mid Penn Bank* General Operating Account \$260,836.50; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$47.21 to be **\$3,592,545.79** as of June 30, 2024.

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

Agenda Items

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

A letter was presented from Cynthia Long, Treasurer of Dauphin Borough requesting support from the township for their Local Share Municipal Grant application for \$150,000 for sitework preparation for a new Community Building to be in and owned and maintained by the Borough of Dauphin.

Motion by Supervisor Wilbur Evans for the township to provide a letter of support and sponsor the Borough of Dauphin Local Share Municipal Gaming Grant application as a co-applicant was seconded by Supervisor Sudia. *Motion passed unanimously.*

Central Pennsylvania Rifle Club - Request for Sponsorship of the 2024-25 Local Share Municipal Grant

Jim Turns was in attendance to present a request to the township to support a Local Share Municipal Grant application for \$16,713.40 for needed infrastructure improvements to the roof of their clubhouse. Mr. Turns explained the rifle club has been providing firearm training since 1931.

Motion Supervisor Smith to provide a letter of support and sponsor the Central Pennsylvania Rifle Club for a 2024-25 Local Share Municipal Grant application as a co-applicant, seconded by Supervisor Cooney. *Motion Passed Unanimously.*

Request for Improvement Guarantee Escrow Release for Stormwater Facilities

Motion by Supervisor Wilbur Evans to approve a partial release of the Improvement Guarantee in the amount of \$9,477, held for the Kate Baye property located at 4014 Pine Needles Drive, pursuant to H.R.G., Inc. correspondence dated June 24, 2024 indicating the required stormwater facilities have been completed in general conformity with the approved plan, the remaining balance to be held until final completion is \$2,629.00, was seconded by Supervisor Smith. *Motion passed unanimously.*

Triangle Fire Protection Inc. – Municipal Building Sprinkler System Replacement Quotes

Motion from Supervisor Wilbur Evans to engage with Triangle Fire Protection Inc. per proposals submitted in the total amount of \$167,530 to replace the Sprinkler System in the Municipal Building. The Server Room and Archive Room are proposed to receive a Clean

Agent System, and the remaining building will receive a Dry System. The rooms that are proposed to receive a Clean Agent System will also need work done out of their scope of work. Supervisor Sudia questioned the amount the extra work will cost which is not listed on the proposed quotes by Triangle Fire Protection. Motion 4 Yea, 1- Nay, Supervisor Sudia.

Resolution No. 2024-04 – Transportation Infrastructure Safety Improvement Program (TISIP)

Motion by Supervisor Smith to adopt Resolution No. 2024-04 authorizing the filing of an application for a Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) grant request of \$561,700 to be used for the MPT-103 McKelvey Road Bridge/Culvert Replacement was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Commonwealth of Pennsylvania – Pennsylvania Game Commission – Letter Proposing to Acquire Land in Middle Paxton Township

Manager Seeds read an email received from the Pennsylvania Game Commission informing the township they plan on voting on a proposed land acquisition on July 13, 2024, located in the township off Cemetery Road. The land acquisition is contingent upon a Land Conservancy successfully succeeding in acquiring the parcel of land and the PA Game Commission will then purchase the land from the Conservancy. The parcel of land will significantly improve public access, improve the ability to manage existing lands, and contain high-value wildlife habitat.

Motion by Supervisor Wilbur Evans directing Manager Seeds to provide feedback to the PA Game Commission that the Board of Supervisors is in favor of the land acquisition should it occur and include the comments from Manager Seeds' concerns, seconded by Supervisor Smith. *Motion passed unanimously.*

Reports

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

A written engineering report dated June 27, 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 awarded to Right Elevator at the June meeting and is waiting for the submission of documents. The Potato Valley Road Improvement Project is moving along with H.R.G Inc., to begin work in accordance with the TISIP Agreement. In addition, H.R.G Inc., is in the process of preparing a TISIP application for the McKelvey Road Bridge/Culvert Replacement Project.

Light-Heigel & Associates

A written report for June 2024 activity was presented that summarized the Kelly House Raising Project, and the Seal Coat work on Gap View Road was completed.

Public Works – Road Foreman Jeff Warfel

A written activity report dated July 1, 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 June 2024 activity 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 Rusbach

Mr. Rusbach was not in attendance but submitted a report dated June 30, 2024, thanking the Supervisors who attended the workshop training. Mr. Rusbach also provided links for the Supervisors to view training virtually and asked those who receive training to provide Mr. Rusbach with a Certificate of Completion.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for July 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 new LED message board sign, waiting on an update from RPM Signs, 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 a meeting with Architect James Crum to review plans for the Security Upgrade Project is scheduled for July 10, 2024.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported on the activity at the Dauphin Middle Paxton Park, including grant funding opportunities that were applied for, and improvements at the park that are per the DMP’s Community Park Master Plan.
- *Capital Region Council of Governments (CapCOG)* - No meeting was scheduled for June, CapCOG is meeting quarterly. The next meeting is scheduled for Monday, July 15, 2024.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the June 2024 meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – No meeting was scheduled. The next meeting is scheduled for September 18, 2024.

Review/Approval of Bills

Motion by Supervisor Smith to pay all vendor bills listed for the July 1, 2024, meeting 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/Letters/Emails Received

Manager Seeds reported on correspondence received from Texas Eastern Transmission, LP to inform the township of Texas Eastern’s intent to conduct anomaly excavations and repairs along an existing natural pipeline under Chapter 105 Water Obstruction and Encroachment General Permit.

Board Member Comments/Announcements

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 7:45 PM upon a motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary