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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

September 5, 2024

Call to Order

The September 5, 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 Ryan Evans; 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). Supervisors' Larry Cooney and Mike Sudia were absent.

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. No comments were presented.

Approval of Minutes

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

Treasurer's Report/Monthly Financial Statement

The August monthly Treasurer's Report for Balance ending August 31, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$72,599.56; *Mid Penn Bank* Fire Hydrant Account \$13,778.22; *Mid Penn Bank* Escrow Account \$297,726.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$315,337.09; *PLGIT Prime* DCIB-G Fund \$718,925.44; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$236,408.89; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$607,045.78; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$478,150.25; *PLGIT Prime* Public Safety Account \$441,649.04; *Mid Penn Bank* General Operating Account \$215,231.76; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$47.31 to be **\$3,396,899.64** as of August 31, 2024.

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

Agenda Items

Final Minor Subdivision Plan over Lands of Pamela J. Bowman, Cedar Wood Lane

Ben Kirk with Burgert & Associates LLC. Mr. Kirk was in attendance to present the plan. The purpose of the plan is to subdivide a 4-acre lot to create a new building lot with a proposed right of way for access. Mr. Kirk reported all comments were addressed and the sewage module was sent to the township for signatures to send to DEP. The easement agreement will be sent to the Township for the Solicitor to review before plan recording.

Motion by Supervisor Smith to approve the following Waivers: Sheet size (SALDO section 307), and Temporary Waiver (SALDO section 308.C) stormwater management plan required to be submitted when the building layout is finalized, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Motion by Supervisor Ryan Evans to approve the plan itself, contingent upon all H.R.G Engineering Comment in Review Letter #4, dated, August 21, 2024, and Dauphin County Planning Commission Comment Review Report dated, May 31, 2024. Seconded by Supervisor Smith. *Motion passed unanimously.*

Red Hill Road Bridge Replacement

Motion by Supervisor Smith to approve Change Order #1, in the amount of \$12,568, which reconciles installed quantities, Seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Motion by Supervisor Wilbur Evans to approve the final payment in the amount to Lobar Site Development Corp, of \$4,875, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Request for Improvement Guarantee Escrow Release for Stormwater Facilities

Motion by Supervisor Smith to approve the final release of the Improvement Guarantee in the amount of \$39,314.00, held for the Andrew and Aleesha Lauger property located off Blue Mountain Parkway, pursuant to H.R.G., Inc. correspondence dated August 29, 2024, indicating the required stormwater facilities have been completed in general conformity with the approved plan. Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Motion by Supervisor Wilbur Evans to approve the final release of the Improvement Guarantee in the amount of \$13,332.00, held for the Matthew Baker and Rachel Fox, property located off Primrose Lane, pursuant to H.R.G., Inc. correspondence dated August 20, 2024, indicating the required stormwater facilities have been completed in general conformity with the approved plan. Seconded by Supervisor Smith. *Motion passed unanimously.*

Employee Pension Plan Minimum Municipal Obligation (MMO) for 2025 Municipal Budget

Motion by Supervisor Ryan Evans to certify the calculations of the Middle Paxton Township Employee Pension Plan Financial Requirement and Minimum Municipal Obligation (MMO) for the 2025 Municipal Budget totaling \$27,544 to be deposited into the Plan's assets by December 31, 2025, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Municipal Building Sprinkler Replacement System

Motion by Supervisor Smith to accept the proposal dated September 4, 2024, from HEIM COMPANY to provide the sealing of the Archive/Storage Room that needs to be completed prior to installing a Clean Agent Fire Suppression System in the amount of \$16,922 and to reject the proposal from Triangle Fire Protection, Inc., dated June 3, 2024, to provide the Server/File Room with the Clean Agent System, in the amount of \$28,750, Seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

2025 Municipal Road & Parking Lot Projects

Motion by Supervisor Smith to instruct Light-Heigle & Associates, to prepare bid specifications and initiate the bidding process, to chip/fog seal the entire length of Red Hill Road, to obtain cost estimates to seal and/or chip and fog seal all municipal parking lots; Municipal Building, Hagy Park, Fishing Creek Community System, to provide bid specifications to replace the pipes along Denison Drive that was damaged due to Tropical Storm Debbie, and the pipe along Stoney Creek Drive, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Reports

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

A written engineering report dated August 30, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month. The municipal building elevator project, Right Elevator is in the process of submitting shop drawings for review. The Potato Valley Road Improvement Project is moving along with 50% of the preliminary plans to be completed and will be reviewed with the Township Manager in September 2024, H.R.G Inc., 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 August 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 September 5, 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 August 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 a report dated September 5, 2024, outlining various activities over the month of August, including surveying the storm damage from Tropical Storm Debbie. Mr. Rusbatch thanked Joey Wynn, Township Roadcrew, for assisting PEMA around to report the damage by the Tropical Storm. The estimated costs were submitted to PEMA/FEMA.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of August 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. Ms. Seeds highlighted several items including the new LED message board sign that will be located along S.R. 225, the project has been completed and 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. Seeds reported office staff is working on the 2024-25 Fall Winter Newsletter and she will be working on Gaming Grant Applications due October 1, 2024, and the 2025 MUNICIPAL BUDGET.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – No new activity reported.
- *Capital Region Council of Governments (CapCOG)* – No meeting was held in August.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the August 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 Wilbur Evans to pay all vendor bills listed for the September 2024, meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

Manager Seeds reported Penn State Extension is offering several virtual webinars on the Introduction to On-Lot Septic Systems, the first webinar is scheduled for October 1, 2024. The link to the webinars is on the Township website.

Manager Seeds reported the Game Commission is offering tree/shrub seedlings from their Howard Nursery to the Township. This service is free because the Township participates in the Pennsylvania Game Commission's Hunter Access Program. The orders are due by November 1, 2024.

Ms. Seeds reported that Enbridge (Texas Eastern Transmission, LP, will be conducting right-of-way maintenance activities upon its easement on Township-owned property the right-of-way traverses through.

Board Member Comments/Announcements

Supervisor Smith acknowledged and thanked Supervisor Wilbur Evans, Supervisor Ryan Evans, and Manager Seeds, for obtaining a Certificate of Completion on Township Emergency Management 101 on August 13, 2024. Supervisor Smith requested copies of the certificate be provided to the Township Emergency Management Coordinator, Robert Rusbatch.

Adjournment

There being no further business, the meeting was adjourned at 7:38 PM upon a motion by Supervisor Smith, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary