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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

November 4, 2024

Call to Order

The November 4, 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 Interim Solicitor Brett Flower, 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.

Sonia Evans, Affection Road, asked if there are any repercussions for those who burn during the burn ban. Emergency Management Coordinator, Robert Rusbatch, responded that if the Fire Company is called to extinguish the fire, the property owner may be billed for time and materials to put out the fire. Mrs. Evans also commented she could not find the Burn Ban on the Township Website and the website is not user friendly. Mrs. Evans also asked about the contract with Waste Management; when will the Waste/Recycling contract go out to bid? Supervisor, Jeffery Smith answered in early 2025, that he expects the bid documents will be finalized to be advertised with bid packets also sent to waste/recycling haulers.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from the October 7, 2024, monthly Business meeting was seconded by Supervisor Mike Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The November's monthly Treasurer's Report for Balance ending October 31, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$73,220.91; *Mid Penn Bank* Fire Hydrant Account \$13,184.56; *Mid Penn Bank* Escrow Account \$329,988.30; *PLGIT Prime & Term* Fire Company Vehicle Fund \$321,376.45; *PLGIT Prime* DCIB-G Fund \$725,080.03; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$238,432.75; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$613,554.42 *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$457,899.05; *PLGIT Prime* Public Safety Account \$445,429.92; *Mid Penn Bank* General Operating Account \$179,797.33; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$261,718.97 to be **3,659,682.69** as of October 31, 2024.

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

Agenda Items

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

An October 28, 2024 written grant of extension of plan review time until the February 2025 Supervisors meeting to allow additional time needed to receive DEP NPDES approval pertaining to the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC* was received from Burget & Associates, Inc.

Motion by Supervisor Smith to accept the grant of extension of plan review time until the February 2025 Supervisors meeting for the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC* was seconded by Supervisor Sudia. *Motion passed unanimously.*

Preliminary/ Final Subdivision Plan for Grassmyer Subdivision 250 Timber Trail Lane

An October 28, 2024, written request to withdraw the Preliminary/ Final Subdivision Plan for Grassmyer Subdivision 250 Timber Trail Lane, was received by Adam Davis with Hyland Engineering.

Motion by Supervisor Ryan Evans to accept the withdrawal of the Preliminary/ Final Subdivision Plan for Grassmyer Subdivision 250 Timber Trail Lane, prepared by Hyland Engineering, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Houck Proposal for Municipal Building Roof Leaks

A written proposal dated October 17, 2024, to repair Municipal Building Roof leaks was received from Jared Eby with Houck; a Co-Stars vendor. The scope of work is to replace the metal ridge cap along the apparatus bay portion of the building, in the amount of \$11,260.00.

Motion by Supervisor Smith to approve the written proposal from Houck, dated October 17, 2024, in the amount of \$11,260.00 to replace the metal ridge cap per the scope of work listed on the proposal, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Township Building Elevator Project

Jacob Hoffman, Township Engineer, reviewed Change Order #1, from Right Elevator, to furnish and install a cellular system rather than an analog line for the elevator emergency phone system. The change order amount is \$1,334.00. Supervisor Smith asked if Verizon has a plan in lieu of AT&T that is proposed since a Verizon Cell Tower is located on Township property to improve cellular reception. Jacob Hoffman will look into other options; the change order was tabled until December's Board meeting.

Resolution 2024-04 for Plan Revision for New Land Development Sewage Facilities Planning Module – Chestnut Hill Phase III, Chestnut Hill Holdings.

Motion by Supervisor Smith to adopt Resolution 2024-04 to be submitted to the Pennsylvania Department of Environmental Protection for approval of the Sewage Facilities Planning Module for the Chestnut Hill Phase III, Chestnut Hill Holdings, as a revision to the "Official Sewage Facilities Plan" of the municipality was seconded by Supervisor Sudia. *Motion passed unanimously.*

Resolution 2024-05

Motion by Supervisor Sudia to adopt Resolution 2024-05 authoring submission of a Statewide Local Share Assessment Grant application in the amount of \$1,000,000 for the construction of a Public Works Building, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Appointment of Township Zoning and Codes Enforcement Officer

Motion by Supervisor Smith to appoint Ed Fisher, with Light-Heigel & Associates as the Zoning and Codes Enforcement Officer. Solicitor Brett Flower to work with the Township Manager, to draft a termination letter to send to Barry Isett & Associates providing 60 days' notice to terminate the service agreement, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Appointment of Universal Construction Code (UCC) Building Inspection Agency

Motion by Supervisor Smith to appoint Light-Heigel & Associates, as the UCC Building Code Agency, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

2025 Preliminary General Fund Budget

Manager Seeds provided the Board copies of the draft 2025 General Fund Budget incorporating the budget requests for the Board's review in preparation for budget deliberations to be held during the November 19, 2024 workshop meeting.

Reports

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

A written engineering report dated October 31, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month; and reviewed the Elevator Project; Right Elevator is scheduled to start prepping mid-November and may be delayed around the Holidays. The Potato Valley Road Improvement Project is moving along with 60% of the preliminary plans completed and were reviewed with the Township Manager. The Township Manager reached out to the property owner by phone and waiting for a return call. Waiting to hear if the TISIP Grant was awarded for the McKelvey Road Bridge/Culvert Rehabilitation. The Grant was submitted in August of 2023, announcements of the Grant awards should be sometime in November.

Light-Heigel & Associates

A written report for the October 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 November 4, 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 October 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 on the following; November 21, Hazard Mitigation Plan, at Dauphin County DPS, Gibson Street in Steelton, 1:00 PM or 6:00 PM; Drought conditions are moderate and current wildfire conditions are HIGH, per DCNR.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of October 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 a few important 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 currently in the engineer's office at this time for final review. Ms. Seeds reported she worked on the 2025 Preliminary Budget with Supervisor/Treasurer Larry Cooney.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported bids were received to resurface the walking track at the Park, with Farhat Excavating awarded the project as the lowest responsible bidder at \$72,500.
- *Capital Region Council of Governments (CapCOG)* – No meeting was held in October, the next meeting is scheduled for Monday, November 18, 2024.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes from the October 2024 meeting.
- *Dauphin County Tax Collection Committee (DCTCC)* – No meeting was held in October, the next meeting is scheduled for Wednesday, November 20, 2024.

Review/Approval of Bills

Motion by Supervisor Smith to pay all vendor bills listed for the November 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 Wilbur Evans. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

No items were presented.

Board Member Comments/Announcements

Supervisor Wilbur Evans reported the Dauphin Middle Paxton Park Authority has a sign posted that disallows guns at the Park and according to the information provided at a meeting Mr. Evans attended, the sign is incorrect. Supervisor Smith requested Solicitor Brett Flower to research and provide information on this issue at a future meeting.

Adjournment

There being no further business, the meeting was adjourned at 7:47 PM upon a motion by Supervisor Cooney, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary