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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

December 2, 2024

**Call to Order**

The December 2, 2024, monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Vice Chairman Wilbur Evans in the township meeting room. Also present were Supervisor/Treasurer Larry Cooney; Supervisor Ryan Evans; Supervisor Mike Sudia; Township Manager, Secretary, and Assistant Treasurer Julie Ann Seeds; Township Interim Solicitor Theresa Davis, 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**

Tyler Russell, a student at Bishop McDevitt who resides in Middle Paxton Township, reported he is applying for various scholarships for his continuing education, and one criterion is to attend a Township meeting and obtain a letter of recommendation from the Township. Tyler introduced himself as an 11th-grade student at Bishop McDevitt High School with an expected graduation date of May 2026. He plans to study Engineering after high school and enjoys all sports; he is a member of the varsity Central Dauphin High School Ice Hockey team, the varsity Bishop McDevitt High School lacrosse team, and the Parliamentarian of the Future Business Leaders of America at Bishop McDevitt High School.

**Approval of Minutes**

Motion by Supervisor Sudia to approve the minutes from the November 4, 2024, monthly Business meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Cooney to approve the minutes from the November 19, 2024, Workshop meeting, seconded by Sudia. *Motion passed unanimously.*

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

The December's monthly Treasurer's Report for Balance ending November 30, 2024, showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$73,510.78; *Mid Penn Bank* Fire Hydrant Account \$13,197.55; *Mid Penn Bank* Escrow Account \$329,988.30; *PLGIT Prime & Term* Fire Company Vehicle Fund \$321,977.61; *PLGIT Prime* DCIB-G Fund \$727,950.54; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$239,376.68;

*PLGIT Prime & Class Term Reserve Account (Capital & Sewer) \$615,983.39 PLGIT Prime American Rescue Plan Act (ARPA) Fund \$459,711.82; PLGIT Prime Public Safety Account \$447,193.33; Mid Penn Bank General Operating Account \$217,357.96; and Mid Penn Bank FEMA Grant Account (Flood Mitigation Assistance Program) \$261,976.82 to be **3,708,224.78** as of November 30, 2024.*

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

Motion Cooney to move the Mid Penn Bank FEMA Account funds to PLGIT General Fund Account, Seconded by Ryan Evans. *Motion passed unanimously.*

## **Agenda Items**

### **Municipal Building Elevator Project Assignment**

Change Order #1 was presented for the installation of a cellular system in lieu of a new analog line for the elevator emergency phone system. Motion by Supervisor Cooney to approve Change Order #1, in the amount of \$1,334.00 for the installation of an AT&T cellular system for the elevator emergency phone system, which also includes a 2-year service contract, was seconded by Supervisor Sudia. *Motion passed unanimously.*

### **Burn Ban Discussion**

After a brief discussion, the Board of Supervisors, with the recommendation from Dauphin Middle Paxton Fire Company, lifted the Burn Ban on Fire Pits and Barbecue Grills, but not on burning yard debris and clearing land.

### **Executive Session**

Motion by Supervisor Wilbur Evans to enter into executive session at 7:20 PM to discuss personnel matters was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

The Board reconvened the monthly business meeting at 7:33 PM.

## **Reports**

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

A written engineering report dated November 27, 2024, was presented. Jacob Hoffman summarized engineering services provided by HRG during the month; and reviewed the Elevator Project; Elevator is to be fabricated within the next two weeks with substantial completion scheduled for January 2025. The Potato Valley Road Improvement Project is moving along with 60% of the preliminary plans completed and were reviewed with the Township Manager. 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. The 2024 Local Share Grant was submitted for the proposed Public Works Building.

### **Light-Heigel & Associates**

A written report for the November 2024 activity was presented that summarized road projects and other items tasked to work on for the Township.

#### Public Works – Road Foreman Jeff Warfel

A written activity report dated December 2, 2024, was presented. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any questions from the Board on items listed in the report.

#### Zoning & Codes Enforcement – Barry Isett & Associates, Inc.

A written Building-Zoning-Code Enforcement Activity Report for November 2024 was presented. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any questions from the Board on items listed in the report.

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

No written report was submitted.

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

A written activity report for November 2024 was presented. Supervisor Wilbur Evans requested that Manager Seeds be contacted with any questions from the Board on items listed in the report.

#### 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 Budget and the Capital Improvement and Infrastructure Budget with Supervisor/Treasurer Larry Cooney.

#### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported the Park Authority received a DCNR Grant in the amount of \$530,000 for improvements to the Dauphin Pool; a subcommittee will be tasked to oversee the grant funding.
- *Capital Region Council of Governments (CapCOG)*—Supervisor Wilbur Evans summarized a brief report for the meeting held on November 18, 2024, which consisted of passing the 2025 Budget and electing Officers.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the October 22, 2024 meeting minutes.
- *Dauphin County Tax Collection Committee (DCTCC)*—Manager Seeds summarized a brief report from the meeting held on Wednesday, November 20, 2024, which included the DCTCC Bylaws were revised, and adopted to streamline meetings among other changes commencing in 2025.

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

Motion by Supervisor Sudia to pay all vendor bills listed for the December 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 Ryan Evans. *Motion passed unanimously.*

**Informational Items/Letters/Emails Received**

Manager Seeds presented an invitation for the Marker Dedication to Honoring the Pennsylvania Revolutionary War Patriots on April 12, 2025. Ms. Seeds and Supervisor Ryan Evans were asked to say a few words at the presentation; Supervisor Evans will represent the Dauphin Middle Paxton Historical Society.

**Board Member Comments/Announcements**

No comments were presented.

**Adjournment**

There being no further business, the meeting was adjourned at 7:52 PM upon a motion by Supervisor Cooney, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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Julie Ann Seeds, Secretary