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Middle Paxton Township

BOARD OF SUPERVISORS

ANNUAL REORGANIZATION AND MONTHLY BUSINESS MEETING MINUTES

January 6, 2025

Call to Order

The January 6, 2025, annual reorganization and monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor Jeffery Smith, Supervisor Ryan Evans, Supervisor Wilbur Evans, Supervisor Larry Cooney, Supervisor Mike Sudia, and Jacob Hoffman, Township Engineer, with Herbert, Roland & Grubic, Inc. (HRG) and Brett Flower Township Solicitor, with Eckert, Seamans, Cherin & Mellot LLC.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

- ANNUAL REORGANIZATION MEETING -

2025 Elections/Appointments

Election of the Chairman of the Board

Motion by Supervisor Mike Sudia to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Cooney. *Motion passed unanimously.*

Election of the Vice-Chairman of the Board

Motion by Supervisor Ryan Evans to elect Supervisor Wilbur Evans as Vice-Chairman of the Board was seconded by Supervisor Sudia. *Motion passed unanimously.*

Appointment of the Township Secretary

Motion by Supervisor Wilbur Evans to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Appointment of the Township Treasurer

Motion by Supervisor Wilbur Evans to appoint Supervisor Cooney as Treasurer was seconded by Supervisor Smith. *Motion passed unanimously.*

Appointment of the Township Recording Secretary

Motion by Supervisor Smith to appoint Township Manager Julie Seeds, as Recording Secretary was seconded by Supervisor Cooney. *Motion passed unanimously.*

Appointment of the Township Assistant Treasurer

Motion by Supervisor Smith to appoint Township Manager Julie Ann Seeds as Assistant Treasurer was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Supervisor Smith moved to appoint Township Manager Julie Seeds as the voting delegate and Supervisor Wilbur Evans as the alternate voting delegate to the PSATS State Convention, which was seconded by Supervisor Cooney. The motion *passed unanimously.*

Appointment of the Delegate and Alternate to the Capital Region Council of Governments

Motion by Supervisor Smith to appoint Township Manager, Julie Seeds as the delegate and Supervisor Wilbur Evans, as the alternate delegate to the Capital Region Council of Governments was seconded by Supervisor Cooney. *Motion passed unanimously.*

Resolution 2025-01 Appointments

Motion by Supervisor Smith to adopt *Resolution 2025-01 Appointments* establishing the appointments to various township positions, boards, commissions, and committees for the year 2025 was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

- MONTHLY BUSINESS MEETING -

Public Comments

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda concerning matters of general or individual concern in the township. No comments were presented.

Approval of Minutes

Motion by Supervisor Sudia to approve the minutes from the December 2, 2024, Monthly Business meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Smith to approve the minutes from the December 17, 2024, Workshop meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The December monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$73,802.92; *Mid Penn Bank* Fire Hydrant Account \$12,538.29; *Mid Penn Bank* Escrow Account \$360,339.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$322,583.46; *PLGIT Prime* DCIB-G Fund \$730,843.46; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$240,327.98; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$618,431.31; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$1,768.83; *PLGIT Prime* Public Safety Account \$448,970.50; *Mid Penn Bank* General Operating Account \$660,150.56; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$262,261.62 to be **\$3,732,018.23** as of December 31, 2024.

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

Agenda Items

Resolution 2025-02 Establishing a Fee Schedule for 2025

Motion by Supervisor Cooney to adopt *Resolution 2025-02 Establishing a Fee Schedule for 2025*, was seconded by Supervisor Smith. *Motion passed unanimously.*

Chestnut Hill Phase II Financial Guarantee Reduction Request

Motion by Supervisor Wilbur Evans to reduce the bond amount held for the site improvement of Phase II for the Chestnut Hill subdivision pursuant to H.R.G Inc. correspondence dated December 30, 2024, Financial Security Adjustment #1, based upon observations of work completed in conformance with the approved plans, the original Financial Security amount of \$677,073.00 to be reduced by \$482,786.00 leaving a remaining balance, of \$194,287.00, was seconded by Supervisor Smith. *Motion passed unanimously.*

Municipal Building Elevator Project Assignment

Motion by Supervisor Wilbur Evans to approve Change Order #1 from Right Elevator to extend the contract date for substantial completion from December 30, 2025, to February 4, 2025, due to supplier issues, pursuant to H.R.G. Inc. correspondence, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Smith to approve Pay Application #4 in the amount of \$16,479.00, from Right Elevator pursuant to H.R.G Inc., correspondence dated December 23, 2024, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Motion by Supervisor Smith to approve Pay Application #5 in the amount of \$25,299.00 from Right Elevator pursuant to H.R.G Inc., correspondence dated January 2, 2025, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Triangle Fire Protection, Inc. Proposal – Fire Pump Repack

Motion by Supervisor Wilbur Evans to approve the proposal from Triangle Fire Protection, Inc., in the amount of \$3,965.00, to repack the existing fire pump pursuant to the proposal dated December 10, 2024, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Resolution 2025-03. A Resolution for Plan Revision for New Land Development

Sewage Facilities Planning Module – 311 Speece Lane Subdivision

Motion by Supervisor Sudia to adopt Resolution 2025-03 to be submitted to the Pennsylvania Department of Environmental Protection for approval of the Sewage Facilities Planning Module for the 311 Speece Lane Subdivision as a revision to the "Official Sewage Facilities Plan" of the municipality was seconded by Supervisor Smith. *Motion passed unanimously.*

Zero Turn Mower Proposals

Motion by Supervisor Cooney to accept the proposal from Land Pro Equipment LLC, for a John Deere Z994R Diesel Commercial ZTrak, in the amount of \$16,597.94, pursuant to the proposal dated January 3, 2025, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Potato Valley Road Stream Relocation Plan and Cost Opinion

Motion by Supervisor Smith to approve the plans and cost opinion for the Potato Valley Road Stream Relocation Plan to put the project out to bid, pursuant to H.R.G, Inc correspondence dated 1/2/2025, and plans dated 1/3/2025, was seconded by Supervisor Evans. *Motion passed unanimously.*

Reports

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

A written engineering report dated January 2, 2025, was presented. Jacob Hoffman summarized engineering services provided during the month, as well as future potential projects, municipal planning opportunities, and funding opportunities under review for township consideration.

Township Engineer/Zoning/Codes Enforcement Officer – Light Heigel & Associates

(L/H) A written engineering report dated December 2024 was submitted by Ed Fisher, summarizing engineering and zoning/codes services provided during the month.

Public Works – Road Foreman Jeffrey Warfel

A written activity report dated January 6, 2025, was presented. Supervisor Smith requested that any questions from the Board pertaining to items listed in the report be presented to Manager Seeds.

Emergency Management Coordinator – Robert Rusbatch

No report was presented.

Sewage Enforcement Officer – Brian McFeaters

A written activity report for the month of December was presented. Supervisor Smith requested that any questions from the Board pertaining to items listed in the report be presented to Manager Seeds.

Township Manager – Julie Ann Seeds

A written activity report for the month of December was presented, summarizing activities in December and planned work for January.

Committees/Organizations

No reports were presented inasmuch as no meetings were held during the month of December.

Review/Approval of Bills

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the January meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Smith. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

Manager Seeds noted that the Eagle Scout Flagpole Project, located at Hagy Park, is finished. The Eagle Scout, Justin Carre, is planning a ribbon-cutting ceremony in Spring 2025.

Board Member Comments/Announcements

Supervisor Wilbur Evans wished everyone a Happy New Year.

Adjournment

There being no further business, the meeting was adjourned at 7:48 PM upon a motion by Supervisor Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Recording Secretary