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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

March 3, 2025

**Call to Order**

The March 3, 2025, 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; Jacob Hoffman, Township Engineer, with Herbert, Roland & Grubic, Inc. (HRG) and Brett Flower, Township Solicitor, with Eckert, Seamans, Cherin & Mellot LLC. Supervisors Mike Sudia and Larry Cooney were absent.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Public Comments**

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda.

Mr. Rick Roadcap was in attendance to inquire about when the Waste Management contract ended and the status of the Solid Waste & Recycling bid.

**Approval of Minutes**

Motion by Supervisor Wilbur Evans to approve the minutes from the February 3, 2025, monthly business meeting was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

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

The February monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$74,352.17; *Mid Penn Bank* Fire Hydrant Account \$11,858.82; *Mid Penn Bank* Escrow Account \$371,339.30; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$356,326.06; *PLGIT Prime* DCIB-G Fund \$736,183.48; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$505,430.19; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$622,949.91; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$1,781.54; *PLGIT Prime* Public Safety Account \$452,250.98; *Mid Penn Bank* General Operating Account \$600,405.61; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$17.84 to be **\$3,732,895.90** as of February 28, 2025.

Motion by Supervisor Wilbur Evans to accept the February 2025 Treasurer's Report to be filed for audit, was seconded by Supervisor Smith. *Motion passed unanimously.*

### **Agenda Items**

#### 2025 Road and Parking Lot Chip/ Fog Seal Project

Motion by Supervisor Smith to award a contract to Russell Standard, deemed to be the lowest responsible bidder, in the amount of \$169,783.65 to chip and fog seal the entire length of Red Hill Road, and chip and fog seal portions of the Municipal Building entrance and parking lot and the entire driveway entrance and parking lot at Hagy Park, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

#### Resolution 2025-04 – Emergency Operations Plan for Dauphin County

Michael McKenna was in attendance to present the 2025 Emergency Operations Plan for Dauphin County, which is to be adopted by Resolution every two years. Mr. McKenna reported that no changes were made to the Operations Plan. Motion Supervisor Smith to adopt the Emergency Operations Plan for Dauphin County as presented, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

#### All Traffic Solutions – Speed Alert Sign with Trailer

Motion by Supervisor Ryan Evans to approve the purchase of the Speed Alert Sign SA18, ATS-3 Trailer Package in the amount of \$10,827.00, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

#### PPL Electric Utilities Business Energy Efficiency Program

Manager Seeds recommended a PPL Energy Assessment for converting the interior and exterior lighting at Hagy Park and the Fishing Creek Community Center to LED Lighting. It was the consensus of the Board to obtain the assessments for their review at a future meeting.

## **REPORTS**

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

A written engineering report dated February 27, 2025, noting that the Potato Valley Road Wetland Mitigation Monitoring was submitted to DEP 12/18/2024, and recently approved by DEP and Dauphin County Conservation District.

The Municipal Elevator Project inspection by Labor & Industry took place on 2/19/2025, with the Elevator passing inspection, and Occupancy was received to utilize the Elevator by municipal employees, with final completion of punch list items is expected in mid-March.

There was a pre-construction meeting on 2/04/2025 for the Township Building Security Upgrade Project. The contractor is in the process of submitting shop drawings to Architect Jim Crum for review and approval.

### Light-Heigel & Associates

A written report for the February 2025 activity was presented that summarized the Stoney Creek Manor UGI utilities soft dig has been completed.

The Seal Coat work for 2025, including Red Hill Road and the Parking Lots, was opened with Russell Standard having the lowest responsible bid.

### Public Works – Road Foreman Jeff Warfel

A written activity report dated March 3, 2025, was presented. Supervisor Smith requested that Manager Seeds be contacted with any questions from the Board pertaining to items listed in the report.

### Zoning & Codes Enforcement – Light-Heigle & Associates

A written Building-Zoning-Code Enforcement Activity Report for the month of February was presented. Supervisor Smith requested that Manager Seeds be presented with any questions from the Board pertaining to items listed in the report.

### Emergency Management Coordinator – Mike McKenna

Mr. McKenna reported that a dump truck inadvertently dumped fill dirt on Red Hill Road, which was washed down by the company that owned it. Mr. McKenna monitored any icing issues that may have occurred on the roadway and reported no icing conditions.

### Sewage Enforcement Officer – Brian S. McFeaters

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

### Township Manager – Julie Ann Seeds

A written activity report was presented by Manager Seeds. She highlighted several items, including working on the Solid Waste & Recycling bid specifications; The Zoning Ordinance Update group met to review comments provided by the Planning Commission; prepared 2024 State Account for Audit; Attended a breakfast hosted by Senator Patty Kim; Discussed Wi-Fi options at Hagy Park and Fishing Creek Community Center with Higher Information Group; Prepared for Auditor General's Office to Audit Liquid Fuels Fund.

### Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Manager Seeds reported that dates were discussed for DAA Opening Day and for the Authority to do a walk-through of the Park. The Grants received for Park and Pool improvements were discussed.
- *Capital Region Council of Governments (CapCOG) Supervisor Wilbur Evans reported that no meeting was held in February. The Next Meeting is scheduled for March 17, 2025.*
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes and financial documents from the meeting.
- *Dauphin County Tax Collection Committee (DCTCC)*—Manager Seeds reported that no meeting was held in February. The next meeting is scheduled for May 21, 2025.

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

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the March 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 that Buchart Horn, on behalf of the Dauphin County Department of Parks and Recreation, received a notice via certified mail of their intent to apply to DEP for a Chapter 105 Permit to make minimal improvements to the exterior of the former Fort Hunter Park service station.

Ms. Seeds announced that the Middle Paxton Elementary School May Fair will be held on Saturday, May 17, 2025. As it did last year, the Township will provide a plow truck for the 'touch a truck' program and set up a table with information about the Township.

**Board Member Comments/Announcements**

No comments were presented.

**Adjournment**

There being no further business, the meeting was adjourned at 7:57 PM upon a motion by Supervisor Ryan Evans seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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Julie Ann Seeds, Secretary