

**Mailing Address**  
**P.O. Box 277**  
**Dauphin, PA 17018**



**Office Address**  
**10 Elizabeth Avenue**  
**Dauphin PA, 17018**

**Phone: 717-921-8128**

**Fax 717-474-8146**

*Middle Paxton Township*

## **NEW RESIDENT - WELCOME TO MIDDLE PAXTON TOWNSHIP**

Middle Paxton Township is a mountainous, rural municipality in central Dauphin County. We are about 10 miles north of the capitol in Harrisburg and border the Susquehanna River. We have the largest land mass of any municipality in Dauphin County (almost 60 square miles) and a population of just over 5,000 (as of the 2020 census).

### **Township Office**

- The Township Office is open 9:00 a.m. to 4:00 p.m. on Mondays, Tuesdays, and Thursdays | 9:00 a.m. to 12:00 p.m. on Wednesdays | closed on Fridays (hours are subject to change).
- The Township Office shares the building with the Dauphin-Middle Paxton Fire Company.
- The Office is located at 10 Elizabeth Avenue, Dauphin, PA 17018. This is just off S.R. 225 (Peters Mountain Road). There is plenty of on-site parking, but please access the parking lot via Elizabeth Avenue, as the S.R. 225 access point is reserved for the Fire Company for emergency purposes only.
- Visit the Township Office to purchase trash tags, submit forms and applications, and meet with Township staff (appointments are required).

### **Township Website**

- The Township website is [www.middlepaxtontwp.org](http://www.middlepaxtontwp.org). Many resources are located on this site, including
  - Meeting notices, agendas, and minutes
  - Applications, forms, and permit requests
  - Information and resources for residents' benefit
  - Ordinances and requirements
  - Important phone numbers

### **Board of Supervisors**

- The Board of Supervisors is a five-member, elected board responsible for the governance of the Township.
- The Board of Supervisors conducts public meetings on the 1<sup>st</sup> Monday of each month, beginning at 7:00 p.m. at the Township Office. If the 1<sup>st</sup> Monday is a holiday, the meeting is held on the following Thursday, at 7:00 p.m.
  - The holiday rule does not apply to the January Reorganizational Meeting. This meeting must take place the first day of January after a holiday. In the event the holiday falls on a weekend and the Office is closed on Monday, this meeting will be on Tuesday.

- Supervisors conduct workshop meetings which are open to the public on the 3<sup>rd</sup> Tuesday of the month beginning at 7:00 p.m. at the Township Office. These are held on an “as needed” basis.
- Individuals are encouraged to attend these meetings and are invited to give public comment at the allotted time. Individuals requesting to be on the agenda should submit their request at least one week prior to the meeting date.

### **Planning Commission**

- The Planning Commission is a seven-member, Board of Supervisors-appointed, citizen advisory committee.
- The Planning Commission provides recommendations to the Board of Supervisors for matters of land use, zoning, and subdivisions.
- The Planning Commission conducts public meetings on the 2<sup>nd</sup> Monday of each month, beginning at 7:00 p.m. at the Township Office.

### **Zoning Hearing Board**

- The Zoning Hearing Board is a three-member / one alternate, Board of Supervisors-appointed, quasi-judicial body.
- The Zoning Hearing Board deals with zoning matters. It hears and acts on challenges, appeals, variances, and special exceptions. It cannot change or make policy – only interpret.
- The Zoning Hearing Board conducts public meetings on the 2<sup>nd</sup> Wednesday of each month, beginning at 7:00 p.m. at the Township Office only if an application is received by the Board.
- The Township provides a site for residents who have brush and tree trimmings to dispose of. Grass trimmings (including ornamental grasses), leaves, wood chips and/or whole trees are not allowed.

### **Disposal Site - Brush & Tree Trimming Waste**

- The site is located just north of the Township Garage (50 Elizabeth Avenue, Dauphin, PA 17018).
- The site is open 9:00 a.m. to 3:00 p.m. Tuesdays and Thursdays | 9:00 a.m. to 4:00 p.m. Saturdays from approximately late March to mid-November of each year (check the current Brush Site Permit Application for specific opening and closing dates, as they change from year to year).
- A permit is required prior to use of the site. The permit application can be found on the Township’s website and submitted in-person at the Township Office. The cost is \$20.00 for one-day use, or \$50.00 for annual use. A driver’s license / photo ID is required at the time of application to determine residency.
- The site is for residents of Middle Paxton Township and Dauphin Borough only. Landscape and lawn care companies are not permitted to use the site.
- The Township does not have a leaf collection program and recommends either mowing leaves for mulch to enrich the grass in your yard or composting.

### **Building & Zoning**

- The Township Zoning Officer should always be consulted prior to beginning any construction, remodeling, or renovation activity (or the planning of such projects) to ensure proper compliance and permitting. This includes any work involving prefabricated materials. Different projects may require different permits, and the Zoning Officer can assist you so that you submit the correct permit applications the first time.

- The Township contracts with the firm Barry Isett & Associates for zoning services. The Zoning Officer is in the Township Office on select days throughout the week. Appointments are required and can be scheduled by calling the Zoning Officer at 717-921-8128 ext. 107.
- Homeowners and contractors must call the Pennsylvania One Call System at 811 at least three business days before starting any digging or excavation project, as required by law. Calling 811 prior to digging protects underground facilities (sewer lines, water pipes, electrical cables, etc.) by notifying underground facility owners of your intent to excavate. The facility owner then marks where their lines are in relation to your project.
- Residents are reminded to install mailboxes in accordance with the requirements of the U.S. Postal Service and to keep all mailboxes out of Township right of ways. If the mailbox will be a permanent structure (brick, stone, etc.), along a Township road, the Roadmaster must approve the location. If along a State Road, please contact PennDOT.

## **Codes Enforcement**

- The Township depends on residents to report issues and concerns about ordinance violations.
- These are to be communicated to the Township by completing a complaint form located on the Township's website and submitting it at the Township Office. Anonymous and verbal complaints will not be investigated.
- The Township will review the complaint, and if warranted will send a letter to the property owner(s) with a copy of the applicable ordinance being violated.
- If the situation persists, a Notice of Violation may be issued, and possible fines imposed. It is up to residents to notify the Township if the issue persists; the Township cannot take further action if it is unaware that the situation has not been resolved.

## **Parks and Recreation**

- The Township operates the Fishing Creek Community Center and Grounds, Hagy Park, and Ibberson Conservation Area. It also contributes to the Dauphin Middle Paxton Community Park owned by the Dauphin Middle Paxton Joint Park Authority.
- The Fishing Creek Community Center and the Hagy Park Pavilion may be reserved upon approved application and a small rental fee for sports, parties, and other events. Please contact the Township Office for more details or to reserve a date.
- In addition to Township-operated parks and recreation facilities, Middle Paxton is home to several State-operated and County-operated facilities. Check out the full list of outdoor opportunities on the Township website.

## **Road Crew**

- State-maintained roads in Middle Paxton Township are Routes 225 (Peters Mountain Road), 325 (Clarks Valley Road / Mountain Road), and 443 (Fishing Creek Valley Road). PennDOT also maintains U.S. Route 22 / 322. The Township Road Crew maintains around 40 miles of local roads.
- Basketball hoops, mulch, construction materials and equipment, boats, vehicles, trailers, etc. cannot be placed on Township roads or in Township right-of-ways for the safety of motorists and our Road Crew.
- During snow removal, the Township operates with a four-man crew, each plowing the main Township roads first, such as Blue Mountain Parkway, Potato Valley Road, Stony Creek Road, Red Hill Road, Allegheny Street, and Gap View Road. Secondary roads and developments are then plowed, with a second pass on the main Township roads and then the secondary roads again, if necessary.

- The Township's policy on mailboxes damaged during Road Crew snow plowing operations is the same as PennDOT's; the Township is not responsible and will not replace mailboxes damaged by snow pushed by plows.
- Street sweeping operations occur during the spring.
- To report a pothole, a fallen tree limb blocking a road, or any other street concern, please call the Township Office.

## **Trash and Recycling**

- The Township has a contract with Waste Management for trash and recycling collection. All Township residents are required to have an account with Waste Management. Important phone numbers are;
  - Service: 1-800-869-5566
  - Billing: 1-800-642-8850
- Tuesday is the collection day. However, holidays and weather events can affect collection service.
- Residents have two service options;
  - Standard service, which is billed quarterly
  - Tag-a-Bag service, which is pay-as-you-use. A minimum of 20 tags must be purchased within a year. Unpurchased tags will be billed.
- Check out the differences between the two service options on the Township website.

## **Senior Services**

- The Township assists in the operation of the Dauphin Area Senior Transit (DAST), which provides transportation for Dauphin Borough and Middle Paxton Township residents aged 55 or older with no other means of transportation to doctors' appointments, therapy, shopping, and other needs to support a daily lifestyle (trips to the West Shore will only be for medical appointments).
- Service operates 8:30 a.m. to 3:30 p.m. on Tuesdays through Fridays. Service will be cancelled if the Central Dauphin School District closes due to inclement weather.
- Please contact Rue Megonnell, program coordinator, at 717-921-2727 for more details or to register. Once registered, contact the Township Office to schedule rides. Rides must be scheduled at least 24 hours in advance.
- Meals on Wheels delivers hot lunches on Mondays through Fridays to senior citizens in need. Contact Sonya Boden, program coordinator, at either 717-991-5815 or 717-921-8890 to register for this service.

## **Emergency Management**

- Emergency Management Agencies throughout the South Central Task Force, which includes Dauphin County, have implemented an emergency notification service called South Central Alert. This service allows residents and businesses in the nine-county area to be notified of an emergency and important alert messages in a variety of ways, including cell phones, home and work phones, and email.
- Many residents and business already have been added to the system from publicly available White and Yellow pages information. But this listing only provides a single contact phone number. People with unlisted phone numbers, or those whose primary phone number is a cell phone, must proactively provide their contact information if they wish to receive these alerts.
- Registration is handled online at [www.sctfpa.org/sc-alert](http://www.sctfpa.org/sc-alert).
- People who wish to receive alerts on phone numbers other than the number listed in the White or Yellow pages, and those people who would like to receive alerts via email or text messaging, will also need to register.
- Since the South Central Alert service uses mapping to identify the locations where alerts will be sent, you may also register with up to 5 different locations for which you would like to receive alerts.

- Questions may be directed to Robert Rusbatch, the Township's Emergency Management Coordinator, at 717-921-8128 ext. 108

We're so glad that you've decided to make Middle Paxton Township your new home. We hope you find our community to be a great place to live, grow, and work!