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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

May 1, 2023

Call to Order

The May 1, 2023 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:01 PM by Supervisor and Chairman Jeffery Smith in the township meeting room. Also present were Supervisor and Vice-Chairman Mike Sudia; Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Township Solicitor Steve Stine; 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 invited comments from those in attendance who were not listed on the meeting agenda.

Rick Roadcap inquired whether revisions to the proposed sewage management program ordinance he submitted the previous week were being considered to be incorporated. Supervisor Smith indicated that the proposed revisions would be taken into consideration by the Board before the proposed sewage management program ordinance is advertised for a public hearing.

Supervisor Smith announced the Board met in executive session on April 24 and immediately prior to this Monthly Business meeting to discuss personnel matters.

Approval of Minutes

Motion by Supervisor Smith to approve the minutes from the April 3 Monthly Business meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Smith to approve the minutes from the April 18 Workshop meeting was seconded by Supervisor Evans. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The April monthly Treasurer's Report showed the total of the *PLGIT* Liquid Fuels Fund \$690.63; *Mid Penn Bank* Fire Hydrant Account \$5,835.20; *Mid Penn Bank* Escrow Account \$202,716.55; *PLGIT* Fire Company Vehicle/Equipment Fund \$263,235.55; *PLGIT* DCIB-G Fund (Potato Valley Road Improvements) \$668,796.30; *PLGIT* General Fund (Building, Equipment, Parks & Rec) \$510,621.10; *PLGIT* Capital Reserve & Sewer Account \$559,400.00; *PLGIT* American Rescue Plan Act (ARPA) Fund \$551,732.42; *PLGIT* Public Safety Account \$410,853.80; *Mid Penn Bank* General Operating Account \$230,434.75; *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,404,317.30** as of April 30, 2023.

Manager Seeds distributed a current *PLGIT* interest rate sheet noting that *PLGIT* investment rates continue to increase enabling the township to optimize interest earnings on account values.

Motion by Supervisor Fisher to accept the April Treasurer's Report to be filed for audit was seconded by Supervisor Cooney. *Motion passed unanimously.*

Agenda Items

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

An April 27, 2023 written grant of extension of plan review time until the August 2023 Supervisors meeting to allow additional time needed for the attorney to review encroachment issues 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 August 2023 Supervisors meeting for the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC* was seconded by Supervisor Evans. *Motion passed unanimously.*

Project Assignment for Engineering Services – Potato Valley Road Improvement Project

Motion by Supervisor Fisher to approve the proposed Project Assignment *Potato Valley Road Improvements (R002752.0441)* descriptive of engineering and related services required for rehabilitation of 1.5 miles of existing roadway infrastructure along Potato Valley Road consisting of pavement base repair, a double application of chip/fog seal, replacement of 2 storm sewer cross pipes, installation of a drainage system to collect a surface spring eroding the roadway, and restoration of approximately 60 square feet of wetland berm on the southern side of the Potato Valley Road bridge to be performed under the existing Retainer Agreement with *Herbert, Rowland & Grubic, Inc. (HRG)* for the quoted lump sum of \$55,000 was seconded by Supervisor Evans. *Motion passed unanimously.*

Stormwater Escrow Release Requests

Motion by Supervisor Smith to release the Improvement Guarantee in the amount of \$5,500 held for the Crescent, LLC property (Lot 72) located at 5204 Mountainview Drive in Fishing Creek Estates pursuant to Light-Heigel & Associates, Inc. correspondence dated April 19, 2023 indicating the required stormwater facilities have been completed in general conformity with the approved plan was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Smith to release the Improvement Guarantee in the amount of \$3,300 held for the Dennis & Celia Spicher property located at 424 River Road pursuant to Light-Heigel & Associates, Inc. correspondence dated April 7, 2023 indicating the required stormwater facilities have been completed in general conformity with the approved plan was seconded by Supervisor Fisher. *Motion passed unanimously.*

Motion by Supervisor Fisher to release the Improvement Guarantee in the amount of \$550 held for the Mark Sullivan property located at 1310 Grant Street pursuant to Light-Heigel & Associates, Inc. correspondence dated April 28, 2023 indicating the required stormwater facilities have been completed in general conformity with the approved plan was seconded by Supervisor Cooney. *Motion passed unanimously.*

Flood Mitigation Assistance Program Grant Update

Manager Seeds reported the only bid received for elevation of the residential structure located at 1804 Towpath Road and owned by Johnny A. & Carol A. Kelly far exceeded the initial \$175,000 FEMA grant amount. Following notification to PEMA who is administering the FEMA Flood Mitigation Assistance Program, PEMA advised the township that FEMA realigned its guidance and increased the project Cost-Effectiveness Determination amount to \$205,000 with the understanding that there can be no funds contributed by the homeowner to complete the work to obtain an occupancy permit.

PEMA recommended the township rebid the project that remains eligible for reimbursement under the FEMA grant program. PEMA noted that should the second round of bids also exceed the revised FEMA grant amount, any associated costs incurred would be reimbursable to the township and the project closed out.

Manager Seeds informed the Board that the township's new engineer, HRG, would not undertake the project using another engineering company's bid specifications to rebid the project. It was the consensus of the Board to request Light-Heigel & Associates, Inc. provide a firm fixed-price quote to revise their bid specifications, advertise for bids, conduct a pre-bid meeting, issue any required bid addenda, review bids received and make a recommendation for award, provide construction oversight and submit a request for an occupancy permit with all engineering fees to be paid by the homeowner.

Dauphin Recreation Association Request for Support of a DCED Grant Application

On behalf of the Dauphin Recreation Association (DRA), Linda Klutas requested the township's support for a grant application intended to be submitted to the Dauphin County Department of Community and Economic Development (DCED). The estimated \$400,000 cost for proposed Phase II renovations to the pool infrastructure includes replacement of the 60-year old cast-iron piping and water return system, upgraded plumbing, replacement of the concrete decking and adding an ADA compliant chair lift.

Motion by Supervisor Smith to submit a letter of support to DCED for the proposed DRA grant application was seconded by Supervisor Evans. *Motion passed unanimously.*

May Workshop Meeting Reschedule Date

Manager Seeds informed the Board the advertised May 16 date for the May Workshop meeting conflicts with the Primary Election being held that date during which the meeting room is used as a polling location for the township's 1st Precinct.

Motion by Supervisor Smith to advertise the May Workshop meeting to be held on Monday, May 15 at 7 PM should that workshop meeting be required was seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

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

A written engineering report dated April 28 was presented. Jacob Hoffman provided a brief summary of engineering services provided during the month. The Board requested HRG accept and record the final Right-of-Way agreements received by HRG on April 20 versus the Declaration of Taking filed by the township on April 18 for the Red Hill Road bridge replacement project in order to proceed with placing the project out to bid.

Public Works – Road Foreman Jeff Warfel

A written activity report dated May 1 was presented. Supervisor Smith requested that any questions from the Board pertaining to 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 April 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 S. McFeaters

A written activity report for the month of April 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 dated April 30 was presented. Manager Seeds summarized activities accomplished during the month of April together with a list of upcoming activities anticipated for the month of May. She noted that Verizon Wireless submitted a building permit application for the monopole cell tower site to be located on leased township property and that the replacement cost for the cracked spiral slide on the playground structure at Hagy Park would be \$8,210 under the *Costars* contract with delivery anticipated during the month of July.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported a \$160,000 grant application was submitted to DCNR to help fund Phase 1 of the recently adopted Master Site Plan.
- *Capital Region Council of Governments (CapCOG)* – A written report dated May 1 was presented with several items of note summarized by Supervisor Fisher.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – A written report dated May 1 was presented with several items of note summarized by Supervisor Fisher.
- *PSATS 2023 Annual Educational Conference and Exhibit Show* – A written report dated May 1 was presented by Supervisor Fisher including an annotated copy of the 2023

Resolutions adopted by the membership during the April 25 General Session held at the Hershey Lodge.

- *Dauphin County Tax Collection Committee* – Manager Seeds who chairs the DCTCC submitted a written report providing a synopsis of the March 22 meeting. She noted first quarter 2023 EIT collections increased 5% over the first quarter of 2022.

Review/Approval of Bills

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

Informational Items/Letters/Emails Received

Manager Seeds noted there were no additional items to report beyond that already presented during the meeting.

Board Member Comments/Announcements

Supervisor Sudia noted having received positive feedback on the relined pickle ball courts at Hagy Park. No other comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 7:36 PM upon a motion by Supervisor Smith, seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary