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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

October 2, 2023

**Call to Order**

The October 2, 2023 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 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 announced the Board held an executive session immediately prior to the monthly business meeting to discuss matters pending litigation and then invited comments from those in attendance concerning matters of general or individual concern in the township and not listed on the meeting agenda.

Rue Megonnell requested copies of the meeting minutes be made available together with the agenda at meetings. The Board informed her minutes of the previous meeting are in draft form until approved by the Board during the meeting before being posted on the township website once approved. Ms. Megonnell also inquired as to the township's healthcare insurance benefit costs and the number of employees covered by that benefit. Manager Seeds responded that annual healthcare insurance costs were approximately \$102,000 with six employees covered under the plan.

**Approval of Minutes**

Motion by Supervisor Evans to approve the minutes from the September 7 Monthly Business meeting was seconded by Supervisor Smith. *Motion passed unanimously.*

## Treasurer's Report/Monthly Financial Statement

The September monthly Treasurer's Report showed the total of the *PLGIT* Liquid Fuels Fund \$200,380.79; *Mid Penn Bank* Fire Hydrant Account \$12,713.58; *Mid Penn Bank* Escrow Account \$223,605.55; *PLGIT* Fire Company Vehicle/Equipment Fund \$269,632.13; *PLGIT* DCIB-G Fund (Potato Valley Road Improvements) \$683,836.75; *PLGIT* General Fund (Building, Equipment, Parks & Rec) \$522,104.37; *PLGIT* Capital Reserve & Sewer Account \$577,571.57; *PLGIT* American Rescue Plan Act (ARPA) Fund \$564,140.24; *PLGIT* Public Safety Account \$420,093.42; *Mid Penn Bank* General Operating Account \$243,382.62; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,717,462.02** as of September 30, 2023.

Manager Seeds reported the *PLGIT* Capital Reserve & Sewer Account funds in the amount of \$209,703.44 previously in the Class investment option were transferred to the Term investment option for 270 days to take advantage of the higher 5.91% interest rate as recommended by the Board. She also reported the \$35,682.80 Volunteer Firefighters' Relief Allocation received from the State Auditor General will be paid to the Dauphin-Middle Paxton Fire Company's Volunteer Firefighters' Relief Association and noted receipt of General Municipal Pension System State Aid in the amount of \$17,483.66 used to fund part of the township's Employee Pension Plan Minimum Municipal Obligation for 2023. Manager Seeds also noted the township's year-to-date investments had earned approximately \$81,000.

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

## Agenda Items

### 2024 Budget Requests

- Dauphin Area Senior Transit (DAST) – DAST Coordinator Rue Megonnell summarized year-to-date operating expenditures and receipts before thanking the Board for its continued rider scheduling support and requesting the township continue to cover its approximate \$1,000 annual fuel expense.
- Dauphin-Middle Paxton Fire Company No. 1 – Fire Company 2020-22 financials and its 2024 budget were prepared and submitted by the Fire Company's Oversight Committee requesting an 8.4% increase in the township's annual contribution which would total \$93,500 with \$26,500 for general operating expenses, \$2,000 for training and \$65,000 being added to the township's Fire Company Vehicle Replacement Fund.
- Dauphin-Middle Paxton Joint Park Authority – Supervisor Cooney reported the Park Authority's 2024 budget including a \$30,000 budget request from the township would be forthcoming upon its final adoption by the Authority.
- Dauphin-Middle Paxton Emergency Management Coordinator – EMC Rusbatch presented a 2024 budget request totaling \$22,389 including a monthly stipend, training costs, hourly rate for declared disaster administration, replacement sleeping bags for sheltering and two (2) InstAlert Variable Message Signs.
- Middle Paxton Lions Club – Supervisor Evans noted correspondence from the Middle Paxton Lions Club was submitted requesting a \$1,500 contribution towards the aerial fireworks display during the annual community carnival.

### McKelvey Road Culvert Replacement Project Update

HRG correspondence dated September 29 indicated 15 bids were received and reviewed with prices ranging from \$66,550 to \$150,897 for the McKelvey Road Culvert Replacement project to increase the size and capacity of the culvert. The lowest responsible bid was submitted by Final Grade Excavation, LLC and HRG recommended the Board award a contract to Final Grade

Excavation, LLC subject to the following conditions: complete bid review by the Township Solicitor; execution of the Agreement between Owner and Contractor; receipt of required insurance documents; and receipt of acceptable Performance and Payment Bonds.

Motion by Supervisor Smith to award a contract to Final Grade Excavation, LLC for the McKelvey Road Culvert Replacement project in the amount of \$66,550 subject to the following conditions: complete bid review by the Township Solicitor; execution of the Agreement between Owner and Contractor; receipt of required insurance documents; and receipt of acceptable Performance and Payment Bonds was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Proposals for Overhead Door Preventative Maintenance Agreements

Bids were solicited and received from *OZIO Door Service* and *Central State Door Service* for preventative maintenance agreements for the township's 16 overhead doors (municipal building and maintenance garages) and the fire company's six (6) overhead doors.

Motion by Supervisor Smith to enter into a 2-year maintenance agreement in the amount of \$1,424 annually with *Central State Door Service* for Platinum Planned Maintenance (1-time annual PM frequency) covering the township's 16 overhead doors was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Fisher to enter into a 2-year maintenance agreement in the amount of \$1,919.76 annually with *Central State Door Service* for Platinum Planned Maintenance (4-time annual PM frequency) covering the fire company's six (6) overhead doors was seconded by Supervisor Cooney. *Motion passed unanimously.*

#### Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) for 2024

Motion by Supervisor Fisher to ratify execution of the Middle Paxton Township Employee Pension Plan Financial Requirement and Minimum Municipal Obligation for 2024 Municipal Budget in the amount of \$27,426 was seconded by Supervisor Smith. *Motion passed unanimously.*

#### Tri-County Regional Planning Commission Nomination

Tri-County Regional Planning Commission (TCRPC) correspondence dated September 5 requested nominations for a representative of the Dauphin Southwest Regional Planning Area to serve on the TCRPC Board for the upcoming 2024-2025 term. The letter indicated Mr. Frank Chlebnikow of Susquehanna Township has expressed an interest in continuing to serve on the TCRPC Board representing the Dauphin Southwest Regional Planning Area.

Motion by Supervisor Fisher to nominate Mr. Frank Chlebnikow of Susquehanna Township to represent the Dauphin Southwest Regional Planning Area on the TCRPC Board for the 2024-2025 term was seconded by Supervisor Evans. *Motion passed unanimously.*

#### 2024 Preliminary Budget Discussion

Manager Seeds provided the Board copies of the January through December 2022 Revenue & Expenditures, as well as the January through December 2023 General Fund Budget and will follow through with a draft 2024 General Fund Budget incorporating the aforementioned budget requests for the Board's review in preparation for budget deliberations to be held during the October 17 workshop meeting.

## **Departmental Reports**

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

A written engineering report dated September 29 was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that submittals have not yet been received from the contractor for the Red Hill Road Bridge Replacement Project, submission of the Potato Valley Road Wetland Mitigation Monitoring Report to PADEP and that no work was performed on the 1440 Potato Valley Road Rehabilitation Project in anticipation of potential TISIP grant award inasmuch as any expenses incurred by the township prior to grant award would not be reimbursable.

Public Works – Road Foreman Jeff Warfel

A written activity report dated October 2 was presented. Supervisor Smith requested 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 September was presented. Supervisor Smith requested 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 September was presented. Supervisor Smith requested 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 was presented by Manager Seeds. Highlighting several items, she reported she and our township engineer intend to meet with PADEP to discuss required repairs to the Potato Valley Road Wetland Mitigation Area where a portion failed due to a high rain event. She also reported the township's TISIP grant application for the 1440 Potato Valley Road Stream Realignment project was pending final action by the Dauphin County Board of Commissioners on November 1<sup>st</sup>.

Other items mentioned by Manager Seeds included the Clarks Valley Road (S.R. 325) mileage markers having been ordered by Rush Township with the township's roadcrew to be engaged to install those markers within the township's portion of the roadway; receipt of the state's 2024 Liquid Fuel Fund allocation estimate of \$204,207.65; the Kelly house raising project under the FEMA Flood Mitigation Assistance Program was put out to bid with a pre-bid meeting scheduled for October 20 and bid opening for November 2; CBDG grant funding in addition to the Local Share Municipal Grant award was received for the municipal building elevator; PennDOT had not yet issued the agreement transferring ownership of the Hagy Lane intersection pole light to the township; and the DCIB loan for the Potato Valley Road Bridge project will be paid off in January 2026.

## **Committee/Organization Reports**

### Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported the Park Authority was unable to meet during the month, but was in the process of finalizing its 2024 budget for submission to the township.

### Capital Region Council of Governments (CapCOG)

A written report dated October 2 was presented with several items of note summarized by Supervisor Fisher.

### Dauphin-Middle Paxton Fire Company Oversight Committee (aka Joint Fire Commission)

A written report dated October 2 was presented with several items of note summarized by Supervisor Fisher.

### Dauphin County Tax Collection Committee (DCTCC)

Manager Seeds reported the DCTCC is currently reviewing the EIT (earned income tax) collection contract with *Keystone Collections Group* which expires in 2024 to determine whether to extend the contract for either a 3-year or 5-year period.

## **Review/Approval of Bills for Payment**

Motion by Supervisor Smith to pay all vendor bills including road project bills listed for the September 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 the Music Fence constructed by the Girl Scouts at Hagy Park was vandalized over the past weekend and would require repairs to restore it to its intended purpose.

## **Board Member Comments/Announcements**

Supervisor Fisher commended the efforts of the township staff in publishing a highly informative Fall/Winter edition of the *Middle Paxton Digest* newsletter that is currently posted on the township's website in advance of the printed newsletter mailing. He also encouraged the Board to consider appropriating a portion of the American Rescue Plan Act (ARPA) funds to fully implement the recommendations contained within the *Pennsylvania State Police Risk and Vulnerability Assessment* of the township's municipal center that was conducted in August 2017.

## **Adjournment**

There being no further business, the meeting was adjourned at 7:46 PM upon a motion by Supervisor Smith seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

### **SIGNATURE ON FILE**

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James H. Fisher, Assistant Secretary