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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

November 6, 2023

Call to Order

The November 6, 2023 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:02 PM by Supervisor and Vice-Chairman Mike Sudia in the Township meeting room. Also present were 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). Supervisor and Chairman Jeffery Smith was absent.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

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

Gene Stilp questioned the Board as to when residents intending to present their concerns regarding the Township's solid waste and recycling collection program would be able to make their comments and was informed that item was listed on the agenda per his request and residents would be given an opportunity to comment after he made his presentation.

Approval of Minutes

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

Motion by Supervisor Cooney to approve the minutes from the October 26 Special meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The October Treasurer's Report showed the total of the *PLGIT* Liquid Fuels Fund \$201,318.66; *Mid Penn Bank* Fire Hydrant Account \$12,217.24; *Mid Penn Bank* Escrow Account \$211,505.55; *PLGIT* Fire Company Vehicle/Equipment Fund \$270,174.24; *PLGIT* DCIB-G Fund (Potato Valley Road Improvements) \$687,037.42; *PLGIT* General Fund (Building, Equipment, Parks & Rec) \$524,548.06; *PLGIT* Capital Reserve & Sewer Account \$578,802.27; *PLGIT* American Rescue Plan Act (ARPA) Fund \$566,780.67; *PLGIT* Public Safety Account \$422,059.65; *Mid Penn Bank* General Operating Account \$181,029.30; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,655,474.06** as of October 31, 2023.

Manager Seeds reported the *PLGIT* Prime investment rates continue to increase, while *PLGIT* Term investment rates have decreased somewhat and also reported there are no current Term investments reaching maturity requiring reinvestment.

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

Agenda Items

Final Minor Subdivision/Lot-Addition Plan over lands of Scott D. & Alyssa N. Schatz

Joe Burget of Burget & Associates, Inc. presented the Final Minor Subdivision/Lot-Addition Plan over lands of Scott D. & Alyssa N. Schatz (1840 La Carr Lane) seeking approval to subdivide an existing 77.479 acre tract (Existing Lot 2) to create a Lot addition (Proposed Lot 2A) to adjoining land (Existing Lot 1) to resolve setback/encroachment issues. The residual Existing Lot 2 lands shall remain and be designated as Reconfigured Lot 2. Existing Lot 1 contains a dwelling and out-buildings with frontage and access onto La Carr Lane. Existing Lot 2 is an undeveloped tract with frontage and access onto Red Hill Road.

Reconfigured Lot 1 (Existing Lot 1 plus Proposed Lot 2A) would consist of 24.888 acres and Reconfigured Lot 2 (Existing Lot 2 minus Proposed Lot 2A) would consist of 57.702 acres with all lots to be unified by deed and no improvements, construction or earth disturbances are proposed on either reconfigured lots. Mr. Burget also requested a waiver from SALDO Section 307 for the sheet size to be on 24" x 36" rather than 18" x 24".

Motion by Supervisor Fisher to approve the aforementioned waiver from SALDO Section 307 pursuant to HRG correspondence dated October 5, 2023 was seconded by Supervisor Evans. *Motion passed unanimously.*

Motion by Supervisor Fisher to approve the Final Minor Subdivision/Lot-Addition Plan over lands of Scott D. & Alyssa N. Schatz subject to all comments in HRG correspondence dated October 5, 2023 and Dauphin County Subdivision/Land Development Review Report No. 23-087 being satisfied was seconded by Supervisor Evans. *Motion passed unanimously.*

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

An October 25, 2023 written grant of extension of plan review time until the February 2024 Supervisors meeting to allow additional time needed to receive DEP sewage approval and address the encroachment on the western side of the property pertaining to the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC* was received from Burget & Associates, Inc.

Motion by Supervisor Fisher to accept the grant of extension of plan review time until the February 2024 Supervisors meeting for the *Final Minor Subdivision Plan over lands of WRTR Properties, LLC* was seconded by Supervisor Sudia. *Motion passed unanimously.*

Gene Stilp – Municipal Solid Waste and Recycling Collection

Having submitted a previous written request to be placed on the agenda to present his plan for addressing issues with the Township's solid waste and recycling collection program, Supervisor Sudia invited Gene Stilp to make his presentation. Mr. Stilp requested the Board provide residents in attendance the opportunity to present their comments first in order that he may then incorporate those comments in the plan he intends to present to the Board at a later date and then returned to his seat.

Supervisor Sudia invited residents wishing to present comments regarding the subject agenda item to approach the podium and state their name for the record before making their comments.

The following individuals cited their concerns primarily regarding costs associated with services being provided under the Township's 2-year agreement with *Waste Management of Pennsylvania, Inc.* to provide residential solid waste and recycling collection (effective from October 1, 2022 through September 30, 2024) and offered several suggestions for the Board's consideration:

- Peggy McGeehan
- Danyelle Jenkins
- Mark Waxman
- Rue Megonnell
- Jay Pottieger
- Jacqueline Tokach
- Tracey Hanwell
- Gene Stilp

Supervisor Evans noted the subject of residential solid waste and recycling cost increases being experienced by other municipalities was a hot-button topic of discussion during his recent attendance at a *Pennsylvania State Association of Township Supervisors* Regional Forum and summarized his notes taken during those discussions.

The Board collectively thanked those individuals who presented their comments, indicated their concerns and suggestions would be taken into consideration when the Board prepares its solicitation for the next contract period and, upon a motion by Supervisor Fisher seconded by Supervisor Sudia, entered into a 5-minute recess as residents began departing the meeting room. The Board remained in recess from 7:57 PM until 8:02 PM before business resumed.

Kelly House Raising Project

Light-Heigel & Associates, Inc. correspondence dated November 3, 2023 indicated one bid was received from *Final Grade Excavating, LLC* with a Base Bid in the amount of \$299,700 and Alternate Bid #1 for the south stairs \$19,472 and Alternate Bid #2 for the east stairs \$14,670. Bid specifications and plans were also obtained by Riehl Brothers Builders (Lykens, PA) and Magpie Building (Conestoga, PA) although those contractors did not submit bids in response to the solicitation.

Light-Heigel & Associates, Inc. recommended awarding *Final Grade Excavation, LLC* a contract for the Base Bid of \$299,700 and did not recommend award of Alternate Bids #1 or #2 for this project.

Manager Seeds reported elevation of the residential structure located at 1804 Towpath Road and owned by Johnny A. & Carol A. Kelly would be fully funded under the Flood Mitigation Assistance (FMA) project grant entitled *FMA 2019 Middle Paxton Township Dauphin County Elevation Project* as indicated in FEMA correspondence dated May 31, 2023.

Motion by Supervisor Evans to award a contract to *Final Grade Excavation, LLC* for the *FMA 2019 Middle Paxton Township Dauphin County Elevation Project* in the amount of \$299,700 upon review by the Township Solicitor, receipt of required insurance documents, and receipt of acceptable Performance and Payment Bonds was seconded by Supervisor Cooney. *Motion passed unanimously.*

Request for Letter of Credit Release

Light-Heigel & Associates, Inc. correspondence dated October 27, 2023 noted receipt of a request for a recommendation for release of the Letter of Credit issued to the Township for the account of Donald & Julia Garrettson pertaining to an approved building plan for Lot #2 of the McKelvey Road Final Subdivision Plan for William Minsker. The Letter of Credit has been held for 14 years and the project is no longer moving forward and the permits have expired.

Motion by Supervisor Sudia to release the irrevocable Letter of Credit #198 in the amount of \$6,380 for the account of Donald & Julia Garrettson established to ensure installation of all required facilities as shown on the approved plan for McKelvey Road Lot #2 of the Final Subdivision Plan for William Minsker with the stipulation that no new permits are issued for this property until all plan approvals are received including an up-to-date stormwater plan and a new improvement guarantee has been posted with the Township was seconded by Supervisor Evans. *Motion passed unanimously.*

2023 Chip/Fog Seal Road Project – Request for Payment

Light-Heigel & Associates, Inc. correspondence dated October 10, 2023 recommended payment of Russell Standard invoice #1015748 in the amount of \$143,775 submitted for the 2023 Chip/Fog Seal Road Project completed on Primrose Lane, Linden Lane, Poet Lane, Buttonwood Drive, Heritage Lane, Hecks Drive, Briardale Road and Creek Road. It was noted that the contractor sealed the shoulders on Primrose and Linden Lanes at no extra cost and all work was performed per the bid contract.

Motion by Supervisor Fisher to pay Russel Standard invoice # 1015748 in the amount of \$143,775 was seconded by Supervisor Cooney. *Motion passed unanimously.*

Receptionist/Clerk

Motion by Supervisor Fisher to extend Christy Carrington an offer of employment to fill the part-time position of Receptionist/Clerk at an hourly rate of \$20 contingent upon verification of standard criminal record check and drug testing was seconded by Supervisor Evans. *Motion passed unanimously.*

Departmental Reports

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

A written engineering report dated November 3 was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that box culvert shop drawings and calculations were received from the contractor for the Red Hill Road Bridge Replacement Project, 1440 Potato Valley Road Stream Realignment Project work can now begin inasmuch as the TISIP grant has been awarded, one of three required temporary construction easements for the McKelvey Road Culvert Replacement Project have been signed, and a scope of work proposal for the municipal building elevator project would be submitted to the Board for consideration at its December meeting.

Public Works – Road Foreman Jeff Warfel

A written activity report dated November 6 was presented. Supervisor Sudia 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 October was presented. Supervisor Sudia 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 October was presented. Supervisor Sudia 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. She highlighted several items including having advertised the preliminary 2024 Budget to be presented for adoption at the December 4 meeting, a Zoning Hearing Board meeting scheduled for November 8 regarding a special exception application for a short-term rental use at 2011 Towpath Road, working with HRG to reapply for a Local Share Statewide Account Grant for a detached structure at the Fishing Creek Community Center to house Township road equipment, and preparing for a Local Share Municipal Grant presentation to the Dauphin County Gaming Advisory Board on November 13.

Committee/Organization Reports

Dauphin-Middle Paxton Joint Park Authority

Supervisor Cooney reported the Park Authority was awaiting notice regarding its DCED and Local Share Municipal Grant applications.

Capital Region Council of Governments (CapCOG)

A written report dated November 6 was presented by Supervisor Fisher.

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

A written report dated November 6 was presented by Supervisor Fisher.

Dauphin County Tax Collection Committee (DCTCC)

Manager Seeds reported the DCTCC will be meeting on November 15 in the Township's meeting room.

Review/Approval of Bills for Payment

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

Informational Items/Letters/Emails Received

Manager Seeds reported having received a request from the Dauphin-Middle Paxton Historical Society to sell blankets and puzzles on Election Day at the Township municipal building. It was the consensus of the Board that space was not available to host such an event inside Township facilities while also serving as a voting precinct and to advise anyone making a similar request to contact officials at the adjoining fire company facility.

Board Member Comments/Announcements

No comments were presented.

Adjournment

There being no further business, the meeting was adjourned at 8:23 PM upon a motion by Supervisor Cooney seconded by Supervisor Sudia. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

James H. Fisher, Assistant Secretary