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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

December 4, 2023

**Call to Order**

The December 4, 2023 monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:05 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; 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 Larry Cooney was absent.

**Pledge of Allegiance**

The meeting was opened with the Pledge of Allegiance.

**Eagle Scout Presentation**

Supervisor Smith introduced Bryce Tobin who had requested an opportunity to present his Eagle Scout project to the Board and those in attendance. Scout Tobin is affiliated with Troup 77 and striving to attain the rank of Eagle Scout. His project objective is to raise funds from the community to sponsor the installation of a Lightning Detection System at the Dauphin Pool and painting of the pump house prior to its installation. He explained that the *Sky Scan System* will detect an approaching thunderstorm and sound a visible and audible alert enabling the pool to evacuate its users, as well as the users of the neighboring Kennedy Field and park facilities.

The Board thanked Scout Tobin for his presentation and indicated the January 2, 2024 Monthly Business meeting would include an agenda item whereby the Board could take action to assist him in attaining his Eagle Scout project fund raising goal of \$5,000.

**Public Comments**

Supervisor Smith invited comments from those in attendance concerning matters of general or individual concern in the township not listed on the meeting agenda.

Tracey Hanwell inquired where she could find various township ordinances, as well as an ordinance that governs the action of the Board of Supervisors. The Board explained that township ordinances have not yet been codified into a single Township Code and ordinances would have to be requested on a case-by-case basis while Board actions are governed under and specified within the *Second Class Township Code* of the Commonwealth of Pennsylvania.

Gene Stilp inquired as to the current status of his Right-to-Know (RTK) request and was informed that he had received acknowledgment of his RTK request within the 5-day requirement under the RTK Act advising him that a response to his request for specified documents pertaining to the Township's solid waste and recycling collection program would be forthcoming within the permitted 30-day response period. Mr. Stilp also expressed his dismay over having been offered use of the Township's Fishing Creek Community Center which he claimed does not meet his criteria to host a resident's meeting regarding *Waste Management* billing concerns versus hosting his meeting at the Township's municipal center meeting room.

## **Approval of Minutes**

Motion by Supervisor Sudia to approve the minutes from the November 6 Monthly Business meeting was seconded by Supervisor Evans. *Motion passed with Supervisor Smith abstaining due to having been absent from that meeting.*

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

The November Treasurer's Report showed the total of the *PLGIT* Liquid Fuels Fund \$202,236.08; *Mid Penn Bank* Fire Hydrant Account \$12,229.69; *Mid Penn Bank* Escrow Account \$212,055.55; *PLGIT* Fire Company Vehicle/Equipment Fund \$270,704.53; *PLGIT* DCIB-G Fund (Potato Valley Road Improvements) \$690,168.29; *PLGIT* General Fund (Building, Equipment, Parks & Rec) \$526,938.45; *PLGIT* Capital Reserve & Sewer Account \$580,006.17; *PLGIT* American Rescue Plan Act (ARPA) Fund \$569,363.52; *PLGIT* Public Safety Account \$423,983.00; *Mid Penn Bank* General Operating Account \$170,190.67; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,657,876.95** as of November 30, 2023.

Manager Seeds reported the *PLGIT* Prime investment rate increased from 5.1% to 5.5% as of this date, while *PLGIT* Term investment rates continue to decrease.

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

## **Agenda Items**

### Resolution 2023-07

Motion by Supervisor by Fisher to adopt Resolution 2023-07 authorizing the Township Manager to approve expenses and preconstruction activities set forth in Section 4 of the Dauphin County Transportation Infrastructure Safety Improvement Plan (TSIP) Intermunicipal Cost Sharing Agreement between Middle Paxton Township and the County of Dauphin for the Potato Valley Road stream relocation project was seconded by Supervisor Sudia. *Motion passed unanimously.*

The Board noted the Township was awarded a TSIP grant in the amount of \$262,600 to support the aforementioned project with the Township being obligated to fund a local share equal to 25% of the \$350,175 estimated project cost.

### Resolution 2023-08

Motion by Supervisor Evans to adopt Resolution 2023-08 authoring submission of a Statewide Local Share Assessment Grant application in the amount of \$394,840 for construction of an accessory structure and salt shed at the Township's Fishing Creek Community Center was seconded by Supervisor Smith. *Motion passed unanimously.*

### Request for Improvement Guarantee Escrow Release for Stormwater Facilities

Motion by Supervisor Smith to release the Improvement Guarantee in the amount of \$5,836 held for the Stefan R. Kruszewski property located at 732 Forrest Road pursuant to Light-Heigel & Associates, Inc. correspondence dated November 17, 2023 indicating the required stormwater facilities have been completed in general conformity with the approved plan was seconded by Supervisor Evans. *Motion passed unanimously.*

### Municipal Building Elevator Project Assignment

Motion by Supervisor Fisher authorizing HRG to complete the scope of work described as Phases 1 and 2 under its Retainer Agreement for Project Assignment No. P002752.0448 for the lump sum of \$18,400 pertaining to the engineering services required for the Township to enter into a contract for installation of an elevator within a pre-existing elevator shaft at the municipal building was seconded by Supervisor Smith. *Motion passed unanimously.*

### Resolution 2023-09

Motion by Supervisor Fisher to adopt Resolution 2023-9 appropriating specific sums estimated to be required for the specific purposes of municipal government during the year 2024 and fixing the tax rate of 0.17 mills on each dollar of assessed valuation for fire hydrant maintenance (pertaining only to real property within 1,000 feet of a fire hydrant) during the year 2024 was seconded by Supervisor Evans. *Motion passed unanimously.*

The Board noted that the adopted 2024 General Fund budget was balanced with a total projected revenue and corresponding expense of \$1,985,040 for municipal government operations without the imposition of a real estate tax on township properties.

## **Departmental Reports**

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

A written engineering report dated December 1 was presented. Jacob Hoffman summarized engineering services provided by HRG during the month noting that box culvert shop drawings and calculations received from the contractor for the Red Hill Road Bridge Replacement Project were reviewed and returned for corrections and the two remaining temporary construction easements required to begin the McKelvey Road Culvert Replacement Project are anticipated to be signed within the next 2 weeks.

### Public Works – Road Foreman Jeff Warfel

A written activity report dated December 4 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 November 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 November 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. She highlighted several items from that report.

## **Committee/Organization Reports**

Dauphin-Middle Paxton Joint Park Authority

No report was presented.

Capital Region Council of Governments (CapCOG)

A written report dated December 4 was presented by Supervisor Fisher with highlights of the November 20<sup>th</sup> Board of Delegates meeting noted. He also noted that CapCOG Board of Delegates meetings would be held every other month during 2024 versus monthly.

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

A written report dated December 4 was presented by Supervisor Fisher with highlights of the Committee's November 28<sup>th</sup> meeting noted.

Dauphin County Tax Collection Committee (DCTCC)

Supervisor Evans reported the DCTCC 2024 budget was adopted and that negotiations were underway for extending the contract with *Keystone Collections* at no increase in the fee associated with earned income tax collections for the county's municipalities and school districts.

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

Motion by Supervisor Smith to pay all vendor bills listed for the December 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**

No items were presented.

## **Board Member Comments/Announcements**

Supervisor Fisher commented that it has been a privilege to have served together on the Board of Supervisors these past 12 years as he was completing his second and final term on the Board at the end of the month. He also reminded the Board that Township delegates to both CapCOG and the Dauphin-Middle Paxton Fire Company Oversight Committee would need to be appointed during the Board's January 2 reorganizational meeting.

## **Executive Session**

The Board entered into executive session at 7:55 PM to discuss personnel matters and then reconvened the Monthly Business meeting at 8:30 PM.

Motion by Supervisor Fisher to provide 2023 holiday gift cards in the amount of \$500 to full-time hourly employees, holiday gift cards in the amount of \$250 to part-time hourly employees including the Emergency Management Coordinator and grant the Township Manager a \$5,000 end-of-the year bonus in recognition of her continuing initiative and leadership resulting in the Township being awarded grants for various Township improvement projects was seconded by Supervisor Smith. *Motion passed unanimously.*

Motion by Supervisor Sudia to approve all employee salaries, wages and hourly pay rates associated with the adopted 2024 Budget to be effective January 1, 2024 was seconded by Supervisor Smith. *Motion passed unanimously.*

## **Adjournment**

There being no further business, the meeting was adjourned at 8:32 PM upon a motion by Supervisor Sudia seconded by Supervisor Smith. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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James H. Fisher, Assistant Secretary