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Middle Paxton Township

BOARD OF SUPERVISORS

ANNUAL REORGANIZATION AND MONTHLY BUSINESS MEETING MINUTES

January 2, 2024

Call to Order

The January 2, 2024, annual reorganization and monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Township Manager Julie Ann Seeds in the Township meeting room. Also present were Supervisor Jeffery Smith, Supervisor Ryan Evans, Supervisor Wilbur Evans, Supervisor Larry Cooney, Supervisor Mike Sudia, and Jacob Hoffman representing the Township Engineer, Herbert, Roland & Grubic, Inc. (HRG). Solicitor Steve Stine was unable to attend due to prior commitments.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

- ANNUAL REORGANIZATION MEETING -

2024 Elections/Appointments

Election of the Chairman of the Board

Motion by Supervisor Wilbur Evans to elect Supervisor Smith as Chairman of the Board was seconded by Supervisor Cooney. *Motion passed unanimously.*

Election of the Vice-Chairman of the Board

Motion by Supervisor Ryan Evans to elect Supervisor Wilbur Evans as Vice-Chairman of the Board was seconded by Supervisor Cooney. *Motion passed unanimously.*

Appointment of the Township Secretary

Motion by Supervisor Cooney to appoint Township Manager Julie Ann Seeds as Secretary was seconded by Supervisor Evans. *Motion passed unanimously.*

Appointment of the Township Treasurer

Motion by Supervisor Wilbur Evans to appoint Supervisor Cooney as Treasurer was seconded by Supervisor Smith. *Motion passed unanimously.*

Appointment of the Township Recording Secretary

Motion by Supervisor Smith to appoint Township Manager Julie Seeds, as Recording Secretary was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Appointment of the Township Assistant Treasurer

Motion by Supervisor Smith to appoint Township Manager Julie Ann Seeds as Assistant Treasurer was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Appointment of the Voting Delegate and Alternate to the PSATS State Convention

Motion by Supervisor Smith to appoint Township Manager, Julie Seeds as the voting delegate and Supervisor Wilbur Evans as the alternate voting delegate to the PSATS State Convention was seconded by Supervisor Cooney. *Motion passed unanimously.*

Appointment of the Delegate and Alternate to the Capital Region Council of Governments

Motion by Supervisor Smith to appoint Township Manager, Julie Seeds as the delegate and Supervisor Wilbur Evans, as the alternate delegate to the Capital Region Council of Governments was seconded by Supervisor Cooney. *Motion passed unanimously.*

Resolution 2024-01 Appointments

Motion by Supervisor Smith to adopt *Resolution 2024-01 Appointments* establishing the appointments to various township positions, boards, commissions, and committees for the year 2024 was seconded by Supervisor Cooney. *Motion passed unanimously.*

- MONTHLY BUSINESS MEETING -

Public Comments

Supervisor Smith invited comments from those in attendance who were not listed on the meeting agenda. Paula Zankel commented on the difficulty in the evening to see and navigate the intersection of Elizabeth Avenue and S.R. 225, Peter's Mountain Road. Mrs. Zankel suggested a light pole be installed at the intersection.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from the December 4, 2023, Monthly Business meeting was seconded by Supervisor Cooney. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The December monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$203,172.16; *Mid Penn Bank* Fire Hydrant Account \$11,618.45; *Mid Penn Bank* Escrow Account \$212,055.55; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund \$271,255.31; *PLGIT Prime* DCIB-G Fund \$693,420.15; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$529,421.22; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$581,256.65; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$572,046.18; *PLGIT Prime* Public Safety Account \$425,980.68; *Mid Penn Bank* General Operating Account \$161,407.29; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$1.00 to be **\$3,436,723.10** as of December 31, 2023.

Motion by Supervisor Smith to accept the December 2023 Treasurer's Report to be filed for audit was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Agenda Items

Bryce Tobin – Eagle Scout Project Troop 77

Manager Seeds presented an email response from Bryce Tobin summarizing the costs and funds raised for his Eagle Scout Project. Bryce is working on an Eagle Project benefiting the Dauphin Pool, installing a lightning detection system, adding signs to explain the system, and repainting the pumphouse wall, where the system will be installed. This system will be visible from the Dauphin Middle Paxton Park, and the ball fields, so the safety of people attending the park, and sporting events, will be enhanced as well.

Bryce attended the December 4, 2023, Board meeting and presented his Eagle Scout Project, searching for community sponsorship for his project. The Board requested Bryce to submit to the Township Manager a detailed spread sheet of the costs of the project and the amount of funds raised thus far for the project.

Motion by Supervisor Smith to contribute the amount of \$1,332 towards the Eagle Project Lightning Detection System. The funds must be used solely for the project, and not donated towards the pool or other organizations, Seconded by Cooney. *Motion passed unanimously.*

Appointment by the Board of Supervisors to fill the vacancy position of the Township Elected Auditor.

Township resident, Sherry Mutzabaugh submitted a letter expressing interest in filling the vacancy position of Auditor for Middle Paxton Township. Motion by Supervisor Smith to appoint Sherry Mutzabaugh to fill the vacancy of Auditor, Seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Resolution 2023-02 Establishing a Fee Schedule for 2024

Motion by Supervisor Wilbur Evans to adopt *Resolution 2024-02 Establishing a Fee Schedule for 2024* was seconded by Supervisor Smith. *Motion passed unanimously.*

Motion to change Middle Paxton Township Public Works Employee, Joseph Wynn, from Part Time to Full Time Employment.

Manager Seeds presented a letter from Township Employee, Joseph Wynn, requesting to change his employment from regular Part Time to Full Time.

Motion by Supervisor Smith to change the employment status of Joseph Wynn, from regular Part Time to Full Time with employee benefits as outlined in the Employee Manual, Seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

2024 Proposed Road Project – Chip and Fog Seal

Manager Seeds presented a list of the following roads recommended by Light-Heigel & Associates and the Road foremen to be chip and fog sealed during 2024:

- *Gap View Road*
- *Lower Riverview*

Motion by Supervisor Smith authorizing Light Heigel & Associates, Inc. to prepare bid specifications and advertise same to obtain contractor bids to chip and fog seal the roads listed as proposed 2024 road projects was seconded by Supervisor Sudia. Motion passed unanimously.

Reports

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

A written engineering report dated December 28, 2023, was presented. Jacob Hoffman summarized engineering services provided during the month, as well as future potential projects, municipal planning opportunities and funding opportunities under review for township consideration.

Township Engineer – Light Heigel & Associates (L/H)

A written engineering report dated January 2, 2024, was presented. Ed Fisher summarized in his report the engineering services provided during the month.

Public Works – Road Foreman Jeffrey Warfel

A written activity report dated January 2, 2024, 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 December 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 McFeaters

A written activity report for the month of December 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 for the month of December was presented.

Committees/Organizations

No reports were presented inasmuch as no meetings were held during the month of December.

Review/Approval of Bills

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

No items were presented.

Board Member Comments/Announcements

Manager Seeds announced the Township Roadcrew is installing mileage markers along Clarks Valey Road from the intersection of S.R. 225, Peter's Mountain Road, to Rush Township. The mileage markers are paid for by a grant received by Rush Township. The project is a mutual municipal road project by Middle Paxton Township and Rush Township.

Adjournment

There being no further business, the meeting was adjourned at 8:15 PM upon a motion by Supervisor Smith, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

Julie Ann Seeds, Recording Secretary