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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

April 7, 2025

Call to Order

The March 3, 2025, 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 Wilbur Evans; Supervisor Ryan Evans; Supervisor Mike Sudia; Supervisor Larry Cooney; Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds; Jacob Hoffman, Township Engineer, with Herbert, Roland & Grubic, Inc. (HRG) and Brett Flower, Township Solicitor, with Eckert, Seamans, Cherin & Mellot LLC.

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.

Sherry Mutzabaugh was in attendance to ask if there is any activity planned for Geiger Cemetery. Mrs. Mutzabaugh explained the Cemetery is part of the farm that she owns and resides on and would like to be notified if the Daughters of the Revolutionary (DAR) or any group intends to do any clean-up activity. In addition, Mrs. Mutzabaugh said she was not aware until recently that there is a 15' wide right of way located off Hicks Drive that appears to provide access to the Cemetery. Mrs. Mutzabaugh stated the only legal access she is aware of is through her property to the Cemetery.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from March 3, 2025, monthly business meeting was seconded by Supervisor Ryan Evans. *Motion passed with Supervisor Cooney and Supervisor Sudia, who abstained from voting due to being absent.*

Motion by Supervisor Wilbur Evans to approve the minutes from March 18, 2025, the workshop meeting was seconded by Supervisor Smith. *Motion passed with Supervisor Cooney and Supervisor Sudia, who abstained from voting due to being absent.*

Treasurer's Report/Monthly Financial Statement

The March monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$74,622.56; *Mid Penn Bank* Fire Hydrant Account \$11,434.09; *Mid Penn Bank* Escrow Account \$414,047.30; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$357,030.59; *PLGIT Prime* DCIB-G Fund \$738,960.06; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$507,336.49; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$625,299.39; *PLGIT Prime* American Rescue Plan Act (ARPA) Fund \$1,788.26; *PLGIT Prime* Public Safety Account \$453,956.68; *Mid Penn Bank* General Operating Account \$524,294.73; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$17.86 to be **\$3,708,788.01** as of March 31, 2025.

Motion by Supervisor Smith to accept the March 2025 Treasurer's Report to be filed for audit, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Agenda Items

Tyler Russell -PSATS Scholarship Award Presentation

Executive Director of PSATS, David Sanko, and Deputy Director of Policy and Research, Katie Lizza were in attendance to present a Scholarship in the amount of \$1,000, to resident Tyler Russell for his academic and athletic achievements. Tyler is in his 11th year of high school and plans on seeking an engineering degree in college.

Resolution 2025-05 – Emergency Management Coordinator

Motion by Supervisor Smith to appoint Michael McKenna as the Township's Emergency Management Coordinator, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Township Building Elevator Project – Right Elevator

Motion by Supervisor Smith to pay Change Order #3, in the amount of \$4,088.44, per the recommendation letter from H.R.G, dated April 3, 2025, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Sudia to pay final payment Application #6, in the amount of \$30,472.44, per the recommendation letter from H.R.G, dated April 3, 2025, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Draft Ordinance – Regulating Certain Cul de Sacs

Solicitor Brett Flower presented two options for regulating parking on Township roads. One option is to regulate parking along the entire length of the road, and the second option is to regulate parking only in cul-de-sacs. Motion by Supervisor Wilbur Evans to advertise the option of regulating parking in cul-de-sacs located at Orchard Lane, Hunt Meadow Drive and Hunt Glen Drive, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

LED Lighting Upgrade Estimates

Motion by Supervisor Wilbur Evans to upgrade the interior and exterior with LED lighting at Hagy Park multi-use building/restrooms, per estimate #3935, in the amount of \$2,286.97, was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Wilbur Evans to upgrade the interior and exterior with LED lighting at the Fishing Creek Community Building, per estimate #3934, in the amount of \$3,177.53, was seconded by Supervisor Sudia. *Motion passed unanimously.*

PSATS 2025 Proposed Resolutions

Motion by Supervisor Wilbur Evans, to accept the 2025 Proposed Resolution List as presented, was seconded by Supervisor Smith. *Motion passed unanimously.*

McKelvey Road Culvert Crossing

Motion by Supervisor Smith to retain Light-Heigel & Associates to prepare final plans and specifications for the McKelvey Road Culvert Crossing, located near the intersection of McKelvey Road and S.R. 225, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Workshop Meeting Schedule Change

Motion by Supervisor Wilbur Evans to change the workshop meeting day from the third Tuesday to the third Thursday of the month, if needed, seconded by Supervisor Ryan Evans. *Motioned passed, Four yeas, and One nay, Supervisor Sudia*

REPORTS

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

A written engineering report dated April 3, 2025, noting that the Potato Valley Road Rehabilitation project is moving forward. Plans are in the process of being addressed per conversations with the Township Manager. Local forces will replace the pipes this year, noted along Potato Valley Road.

The Municipal Elevator Project - the final punch list items were completed and verified.

The Township Building Security Upgrade Project is moving along with shop drawings submitted to the Architect, Jim Crum for review.

Light-Heigel & Associates

A written report for the March 2025 activity was presented that summarized the Stoney Creek Manor UGI utilities soft dig has been completed with the project out to bid, and bids are due May 1, 2025.

Russell Standard was notified they were the low bidder of the Seal Coat work for 2025, including Red Hill Road and the Parking Lots. Light-Heigel will advise the Township when they know a date the work will commence.

Public Works – Road Foreman Jeff Warfel

A written activity report dated April 7, 2025, was presented. Supervisor Smith requested that Manager Seeds be contacted with any questions from the Board pertaining to items listed in the report.

Zoning & Codes Enforcement – Light-Heigle & Associates

A written Building-Zoning-Code Enforcement Activity Report for the month of March was presented. Supervisor Smith requested that Manager Seeds be presented with any questions from the Board pertaining to items listed in the report.

Emergency Management Coordinator – Mike McKenna

Mr. McKenna reported that Middle Paxton Elementary School will have an Evacuation Drill on Tuesday, May 27th, 2025, with a rain date of Thursday, May 29th, 2025. The children and staff will walk along Elizabeth Avenue to the Joint Municipal Services Building and stay in the Fire Company Apparatus Bay until the drill is completed. Mike McKenna requested that the Township provide road closure signage along the evacuation route.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of March was presented. Supervisor Smith requested that Manager Seeds be contacted with any questions from the Board pertaining to items listed in the report.

Township Manager – Julie Ann Seeds

A written activity report was presented by Manager Seeds. She highlighted several items: the Solid Waste & Recycling bid specifications are advertised; The Zoning Ordinance Update group met to finish reviewing comments provided by the Planning Commission; and prepared the 2024 General Fund Account for Audit on April 8, 2025. Attending a Marker Dedication at the Stroh Cemetery near Boyd's Big Tree.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Manager Seeds reported that dates were discussed for DAA Opening Day and for the Authority to do a walk-through of the Park. The Grants received for Park and Pool improvements were discussed.
- *Capital Region Council of Governments (CapCOG) Supervisor Wilbur Evans reported that joint bids were ratified at the March 17, 2025, meeting. Two presentations from various organizations were also given. The 2025 Auction is July 16, 2025, and a Manager’s meeting is scheduled for April 17, 2025.*
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes and financial documents from the meeting.
- *Dauphin County Tax Collection Committee (DCTCC)*—Manager Seeds reported that no meeting was held in March. The next meeting is scheduled for May 21, 2025.

Review/Approval of Bills

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

Informational Items/Letters/Emails Received

Manager Seeds reported several items, including the Liquid Fuels Allocation, which was received in the amount of \$206,489.71. A notice was received that the remaining FEMA Grant allocation is to be sent for the 2021 Tropical Storm IDA storm damage. Received a letter from the Nature Conservancy that they are submitting a grant application to DCNR for 126 acres, which is part of the King Drive Corporation Property. A letter was received from PennDOT outlining a road project along 22/322 that is anticipated to commence in 2027.

Board Member Comments/Announcements

Manager Seeds reminded that the Statement of Financial Interests is due May 1, 2025.

Adjournment

There being no further business, the meeting was adjourned at 7:45 PM upon a motion by Supervisor Smith, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary