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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

June 2, 2025

Call to Order

The June 2, 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.

Paula Zankel, Clarks Valley Road, inquired who was awarded the trash and recycling bid. Michael Dipalo, of North Front Street, thanked the Township Manager for sending him the speed study for North Front Street, which was conducted by PennDOT. However, he felt that a traffic study should also be conducted.

Approval of Minutes

Motion by Supervisor Sudia to approve the minutes from the May 5, 2025, monthly business meeting was seconded by Supervisor Ryan Evans. Supervisor Smith abstained because he was not in attendance at the May meeting. *Motion passed unanimously.*

Motion by Supervisor Cooney to approve the minutes from the May 15, 2025, workshop meeting was seconded by Supervisor Sudia. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The June monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$282,603.88; *Mid Penn Bank* Fire Hydrant Account \$15,168.32; *Mid Penn Bank* Escrow Account \$420,730.30; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$362,862.39; *PLGIT Prime* DCIB-G Fund \$744,396.84; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$511,069.14 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$629,899.89; *PLGIT Prime* Public Safety Account \$457,296.60; *Mid Penn Bank* General Operating Account \$486,312.01; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$17.90; APRA Account \$4.78 to be **\$3,910,362.05** as of May 31, 2025.

Motion by Supervisor Wilbur Evans to accept the May 2025 Treasurer's Report as presented. and to file the report for audit, was seconded by Supervisor Sudia. *Motion passed unanimously.*

Agenda Items

Burget & Associates – Preliminary/Final Subdivision Plan over lands of Anita L. Gosnar and Anita L. Miller & Stephen J. Miller

A representative with Burget & Associates LLC, was in attendance to present the plan. The purpose of the plan is to reconfigure four (4) existing tracts by creating lot additions to adjoining lands, including a portion of an unopened alley.

Jacob Hoffman with HRG, Inc., reviewed his comment letter, as well as comment letters from Ed Fisher with Light-Heigel & Associates and the Dauphin County Planning Commission. A concern was raised regarding the ownership of the unopened alley, along with accessory structures from an adjoining property owner that appear to be encroaching on the unopened alley.

Solicitor Brett Flower explained that the unopened alley will require formal vacating action.

Motion by Supervisor Smith to table the plan, based on the outstanding comments received by HRG INC., dated May 28, 2025, Light-Heigel & Associates, dated May 9, 2025, and Dauphin County Planning Commission, dated May 1, 2025, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Township Building Security Upgrades – WSL, Inc.

Motion Supervisor Smith to approve Change Order #1 to extend the contract time change for substantial completion, from August 29, 2025, to September 12, 2025, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Dauphin County Local Bridge Inspection Program 2025-2029 – Local Municipal Participation Agreement

Motion Supervisor Cooney for the Township to sign the agreement to participate in the Dauphin County Local Bridge Inspection Program 2025-2029, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Comcast Business Service Agreement – Internet Installation – Fishing Creek Community Center

Motion by Supervisor Smith to approve the agreement as presented on the Comcast Business Service Order Agreement to receive the installation of internet at the Fishing Creek Community Center, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Ordinance 2025-01 – An Ordinance to Prohibit Parking on Additional Cul-de-Sacs Hunt Meadow Drive, Hunt Glen Drive, and Orchard Lane

Motion by Supervisor Wilbur Evans to adopt Ordinance 2025-01 as drafted to prohibit parking on cul-de-sacs, Hunt Meadow Drive, Hunt Glen Drive, and Orchard Lane, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

CapCOG Auction Items

Motion by Supervisor Smith to approve the miscellaneous items as listed from the Road Foreman to be sent to the CapCOG auction, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

REPORTS

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

A written engineering report dated May 29, 2025, noting that the Potato Valley Road Stream Realignment received an approval letter from PA DEP and the Township has now received a permit for the project. The Township was awarded a gaming grant of \$55,000 for architectural and engineering services for the proposed public works building.

Light-Heigel & Associates

A written report for the May 2025 activity was presented, summarizing several items. These included the Stoney Creek Drive Culvert Pipes and Inlet Replacement Project, which was awarded at the May 15, 2025, workshop meeting. Additionally, several letters were sent for stormwater projects, and one Notice of Violation was issued.

Public Works – Road Foreman Jeff Warfel

A written activity report for May 2025 activity and work scheduled for June was presented. Additionally, an updated work calendar and an Operator's Daily Report were also submitted. Supervisor Smith requested that Manager Seeds be contacted with any questions from the Board regarding items listed in the reports.

Zoning & Codes Enforcement – Light-Heigle & Associates

A written Building-Zoning-Code Enforcement Activity Report for May 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 the Middle Paxton Elementary School evacuation drill went very well and thanked the assistance of the road crew. EMC McKenna also noted the proposed work planned for 22/322 and provided feedback to PennDOT, along with the Township Manager, regarding concerns with the extent of the project and lane restrictions. Additionally, EMC McKenna reported there were over eleven (11) calls during the Saturday evening storm that occurred recently and thanked the assistance of the road foreman.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of May 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, including the Township's award of gaming grants for debt service on loans for infrastructure projects and a grant for architectural and engineering services for a proposed public works building. Ms. Seeds also reported that she and Supervisor Larry Cooney met with Lauren Zumbrun with HRG, Inc., to discuss grant opportunities for several township projects.

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported that the Authority did a walk-through of the park to identify items that need repair. The Grants received for Park and Pool improvements were discussed, and the walking track resurfacing project is scheduled for July, once the athletic fields are no longer in use until Fall ball begins.
- *Capital Region Council of Governments (CapCOG)* – Manager Seeds reported that the meeting scheduled for May 19, 2025, was cancelled.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Ryan Evans summarized a brief report and presented the minutes and financial documents from the meeting and reported that the Fire Company is planning on purchasing another Fire Truck due to the age of the current truck.
- *Dauphin County Tax Collection Committee (DCTCC)* – Manager Seeds reported the Committee met on May 21, 2025. Keystone Tax Collection was in attendance and reported that the earned income collection is up 4.1% from last year at this time; additionally, delinquent recoveries are up \$63,000 from the same period.

Review/Approval of Bills

Motion by Supervisor Cooney to pay all vendor bills listed for the June 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

No information was presented.

Board Member Comments/Announcements

No comments were provided.

Executive Session

Motion by Supervisor Smith to enter into executive session at 7:50 PM to discuss personnel matters was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

The Board reconvened the Monthly Business meeting at 8:50 PM.

Adjournment

There being no further business, the meeting was adjourned at 8:52 PM upon a motion by Supervisor Sudia, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary