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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

July 7, 2025

Call to Order

The July 7, 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 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. Supervisor Sudia was absent.

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. No comments were presented.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from the June 2, 2025, monthly business meeting was seconded by Supervisor Cooney. *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) \$283,618.28; *Mid Penn Bank* Fire Hydrant Account \$14,303.00; *Mid Penn Bank* Escrow Account \$420,730.30; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$363,536.69; *PLGIT Prime* DCIB-G Fund \$747,068.83; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$512,903.61 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$632,160.88; *PLGIT Prime* Public Safety Account \$458,938.06; *Mid Penn Bank* General Operating Account \$568,020.56; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$17.92; APRA Account \$4.80 to be **\$4,001,302.93** as of June 30, 2025.

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

Agenda Items

Time Extension for Preliminary/Final Subdivision Plan over lands of Anita L. Gosnar and Anita L. Miller & Stephen J. Miller

A June 24, 2025, written grant of extension of plan review time until the October 2025 Supervisors meeting to allow additional time needed to consult with legal counsel regarding the vacation of the right-of-way. Motion Supervisor Smith to recognize the time extension, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Stormwater/Financial Security Escrow Release Requests

Motion by Supervisor Wilbur Evans to release the Improvement Guarantee in the amount of \$1,401.00 held for 1251 Tannin Way, Chestnut Hill Lot 18, pursuant to H.R.G Inc., correspondence dated July 7, 2025, indicating that the required stormwater facilities have been completed in general conformity with the approved plan, contingent upon proof of properly installed overflow grates, seconded by Supervisor Smith. *Motion passed unanimously.*

Motion by Supervisor Wilbur Evans to release the Improvement Guarantee in the amount of \$13,909.75 held for Jeffrey C. Smith, Clarks Valley Road, pursuant to Light-Heigel & Associates, Inc., correspondence dated July 7, 2025, indicating that the required stormwater facilities have been completed in general conformity with the approved plan, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Adam & Aleana Jarrett – Private Lane Name Request – Fishing Creek

Motion by Supervisor Wilbur Evans to name a private lane off of Mountain Ridge Lane in Fishing Creek, *Jarrett Lane*, to accurately address the property, seconded by Supervisor Cooney. *Motion passed unanimously.*

2025-2026 Local Share Municipal Grant – Proposed Projects

Manager Seeds reviewed the list of projects to submit applications to the Local Share Municipal Grant (Gaming Grants) for 2025-2026.

- Debt Service – DCIB Loan for the Red Hill Road Bridge Replacement Project
- Debt Service – DCIB-G Loan for the Potato Valley Road Improvement Project
- Preliminary Architectural/Engineering Services to construct a new Public Works Facility.

Motion by Supervisor Smith to authorize the Manager to submit grant applications for the projects as presented, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

REPORTS

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

A written engineering report dated July 3, 2025, noting that HRG met with PEMA, along with the zoning officer, for a Community Assistance Contact (CAC). The purpose of the CAC was to discuss the revised FEMA Audit program, which is planned to begin implementation in 2026; HRG met with FEMA on 6/26/2025 for a virtual Flood Risk Review (FRR) Meeting. The meeting FEMA noted that they are in the process of revising the Flood Insurance Study (FIS) for Dauphin County, and preliminary maps should be ready for review later in 2025; the start date for the Security Project has been changed to 7/28/2025.

Light-Heigel & Associates

A written report for the June 2025 activity was presented, summarizing several key items. These included meetings with PEMA and FEMA, sending letters for stormwater projects, and holding ongoing discussions with the Manager and Road Foreman.

Public Works – Road Foreman Jeff Warfel

A written activity report covering June 2025 activities and outlining work scheduled for July 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 a resolution will need to be drafted to adopt the Dauphin County Hazard Mitigation Plan. Mr. McKenna will send the Township Manager a template in preparation for the August regular business meeting.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of June 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

Manager Seeds presented a written activity report. She highlighted several items, including that the Township is seeking resumes for an Executive Assistant position to the Manager; 21 resumes have been received to date. Ms. Seeds also reported that she viewed a webinar from the Department of Community and Economic Development, which provided information on the Municipal Assistance Program (MAP).

Committees/Organizations

- *Dauphin-Middle Paxton Joint Park Authority* – Supervisor Cooney reported that 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 meetings are held quarterly, and no meeting was held in June.
- *Dauphin-Middle Paxton Fire Company Oversight Committee* – Supervisor Cooney summarized a brief report and presented the minutes and financial documents from the meeting and reported that discussions were held between the Oversight Committee and the Fire Company on the purchase of a new fire truck.
- *Dauphin County Tax Collection Committee (DCTCC)* – Manager Seeds reported the Committee does not meet again until November 19, 2025.

Review/Approval of Bills

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the July 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 7:39 PM to discuss matters pending litigation and personnel matters was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

The Board reconvened the Monthly Business meeting at 8:05 PM.

Adjournment

There being no further business, the meeting was adjourned at 8:07 PM upon a motion by Supervisor Wilbur Evans, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary