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*Middle Paxton Township*

**BOARD OF SUPERVISORS**

MONTHLY BUSINESS MEETING MINUTES

August 4, 2025

**Call to Order**

The August 4, 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 July 7, 2025, monthly business meeting was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

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

The July monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$284,672.30; *Mid Penn Bank* Fire Hydrant Account \$14,261.54; *Mid Penn Bank* Escrow Account \$452,380.55; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$364,237.35; *PLGIT Prime* DCIB-G Fund \$749,845.18; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$514,809.73 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$634,510.17; *PLGIT Prime* Public Safety Account \$460,643.63; *Mid Penn Bank* General Operating Account \$336,775.42; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43,711.22; APRA Account \$4.82 to be **\$3,855,851.91** as of July 31, 2025.

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

## **Agenda Items**

### 2025-2026 Local Share Municipal Grant Requests

- Central Pennsylvania Rifle Club – Elizabeth Wise was in attendance to present a request for sponsorship of their Local Share Municipal Grant Application to replace the roof of the rifle club. The amount of the grant request is \$9,301.60. Motion by Supervisor Wilbur Evans to sponsor their application, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*
- Dauphin Middle Paxton Joint Park Authority – Nichole O’Gorman was in attendance to present a request for sponsorship of their Local Share Municipal Grant Application to renovate the tennis courts and add pickleball courts. The amount of the grant request is \$150,000. Motion by Supervisor Wilbur Evans to sponsor their application, seconded by Supervisor Smith. *Motion passed unanimously.*
- Dauphin Middle Paxton Historical Society – Terri Speece was in attendance to present a request for sponsorship for their Local Share Municipal Grant Application to continue Heritage Educational Day: canopy pole tent, food supply items, and a storage pod. The amount of the grant request is \$14,966.86. Motion by Supervisor Wilbur Evans to sponsor their application, seconded by Supervisor Smith. *Motion passed unanimously.*
- Dauphin County Hazardous Materials Response Team (HMRT) – A letter was received by Robert Stout with the Local Emergency Planning Committee requesting support of their Local Share Municipal Grant Application to add public water and natural gas to the station at 930 Peter’s Mountain Road, along with HVAC upgrades and a back-up generator. The amount of the grant request is \$75,000. Motion by Supervisor Wilbur Evans to provide a letter of support for their application, seconded by Supervisor Smith. *Motion passed unanimously.*

- The Borough of Dauphin – George Bechtel was in attendance to present a request of sponsorship for their Local Share Municipal Grant Application for a new sanitary sewer main in Dauphin Borough. The amount of the grant request is \$150,000. Motion by Supervisor Wilbur Evans to provide a letter of support for their application, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Resolution 2025-06 – Dauphin County Hazard Mitigation Plan for Municipalities  
Motion by Supervisor Smith to adopt Resolution 2025-06 whereby the 2025 Dauphin County Hazard Mitigation Plan is designated as the official Hazard Mitigation Plan of Middle Paxton Township was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Request for Stormwater Escrow Release

Motion by Supervisor Smith to release the Stormwater Escrow in the amount of \$16,742.00 held for Jeffrey & Nichole Swope pursuant to H.R.G Inc., correspondence dated July 18, 2025, indicating that the required stormwater facilities have been completed in general conformity with the approved plan, seconded by Supervisor Cooney. *Motion passed unanimously.*

Burget & Associates – Time Extension over lands of WRTR Properties, LLC

A July 24, 2025, written grant of time extension until the November 2025 Supervisors meeting to allow additional time to revise the plans for approved stormwater controls to the Final Minor Subdivision Plan over lands of WRTR Properties, LLC was received from Burget & Associates, Inc. Motion Supervisor Wilbur Evans, to recognize the time extension until November 2025, was seconded by Supervisor Cooney. *Motion passed unanimously.*

Akens Engineering Associates, Inc.

A July 14, 2025, written grant of time extension of plan review until the December 2025 Supervisors meeting to allow additional time needed to revise the plans for the Final Minor Subdivision for the Harrisburg Postal Employee Gun Club. Motion Supervisor Wilbur Evans, to recognize the time extension until December 2025, was seconded by Supervisor Smith. *Motion passed unanimously.*

Tracked Skid Loader – Proposals

Manager Seeds presented three (3) proposals for a skid loader to apply for a Local Share Gaming Grant for the Public Works Department. The consensus of the Board was to proceed with applying for a Local Share Gaming Grant for the skid loader.

James Crum, AIA – Proposal for a New Public Works Building

A proposal dated July 22, 2025, was presented to provide preliminary drawings for the design phase for the new Public Works Building in the amount of \$34,500.00. Motion Supervisor Ryan Evans to provide the services as outlined in the proposal, seconded by Supervisor Smith. *Motion passed unanimously.*

### Employee Handbook

Motion by Supervisor Smith to adopt revisions as discussed into the *Employee Handbook* was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

### **REPORTS**

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

A written engineering report dated August 1, 2025, highlighting the Security Upgrade Project and that all easements have been signed by the property owners for the Potato Valley Road Improvement Project.

#### Light-Heigel & Associates

A written report for the July 2025 activity was presented, summarizing several key items and upcoming road projects. Supervisor Smith requested that Manager Seeds be contacted with any questions from the Board regarding items listed in the reports.

#### Public Works – Road Foreman Jeff Warfel

A written activity report, dated August 4, 2025, covering July's activities and outlining work scheduled for August, 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 July 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 thanked the Township for the adoption of the Resolution for the Dauphin County Hazard Mitigation Plan. The plan is in place for the next five years. Mr. McKenna also announced the Fire Company Open House and Chicken BBQ, scheduled for Saturday, August 16, 2025, 10:00 AM to 2:00 PM.

#### Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of July 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 still seeking resumes for an Executive Assistant position to the Manager. Ms. Seeds reported that the position will be advertised on several government websites, including PSATS, PSAB, and GFOA. Ms. Seeds additionally reported that 2026 Budget discussions are planned with the Township Treasurer, and working on the Local Share Gaming Grant Applications is a priority.

### 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 once the athletic fields are no longer in use until Fall ball begins.
- *Capital Region Council of Governments (CapCOG)* – Supervisor Wilbur Evans reported that the meeting was held on July 21, 2025, with presentations by Berkheimer Business Services, and the Auction was success with the number of items that were auctioned off, and the next meeting is the Picnic/Golf Tournament scheduled on September 18, 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 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 Smith to pay all vendor bills listed for the August 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 the water heater was replaced at Hagy Park, as it was found to be leaking with lost water pressure in the restrooms; received a check from PPL for the solar panels overage; received a letter from PPL that the Township was approved at Hagy Park for the LED energy efficiency program upgrade; Teri Fegely with the Daughters of the Revolution have decided at this time not to pursue the clean-up of Geiger Cemetery.

### **Board Member Comments/Announcements**

Supervisor Ryan Evans reported that the Fire Company is actively pursuing the purchase of a new fire truck. Ryan reminded the Fire Company and Fire Commission that the Township must approve the use of the Fire Equipment Replacement Fund, and due to the nature of the Commission, term limits for all members should be considered. It was decided that a meeting should be scheduled between the Township and the Fire Company for further discussions.

## **Executive Session**

Motion by Supervisor Smith to enter executive session at 7:56 PM to discuss personnel matters was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

The Board reconvened the Monthly Business meeting at 8:22 PM.

## **Adjournment**

There being no further business, the meeting was adjourned at 8:29 PM upon motion by Supervisor Wilbur Evans, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

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Julie Ann Seeds, Secretary