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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

September 4, 2025

Call to Order

The September 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; 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. Supervisors Cooney and Sudia were 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. Township resident Jim Fisher commended the Township office staff for the very detailed and informative Fall/Winter Newsletter. Mr. Fisher also expressed his thanks to the Township for utilizing the Savvy Citizen notification system, which alerts residents and non-residents who are signed up to various essential events in the Township and the surrounding area.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from the August 4, 2025, monthly business meeting was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The August monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$168,083.70; *Mid Penn Bank* Fire Hydrant Account \$13,831.95; *Mid Penn Bank* Escrow Account \$406,380.55; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$401,428.25; *PLGIT Prime* DCIB-G Fund \$752,622.24; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$612,853.94 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$636,860.05; *PLGIT Prime* Public Safety Account \$462,349.63; *Mid Penn Bank* General Operating Account \$581,515.09; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43,754.28; APRA Account \$4.84 to be **\$4,079,684.52** as of August 31, 2025.

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

Agenda Items

2025-2026 Local Share Municipal Grant Requests

- Friends of Union Green – Nicole Conway was in attendance to present a request for sponsorship of their Local Share Municipal Grant Application to enhance recreational and community amenities located in Susquehanna Township. The grant request amount is \$75,000. Motion by Supervisor Wilbur Evans to not sponsor their application, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*
- Dauphin Middle Paxton Soccer Association – Katie Reibsane was in attendance to present a request for sponsorship of their Local Share Municipal Grant Application for equipment and improvements to the Soccer Program. The amount of the grant request is \$10,030.43. Motion by Supervisor Ryan Evans to sponsor their application, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Resolution 2025-07 – Dauphin Middle Paxton Fire Co., #1

Motion by Supervisor Smith to adopt Resolution 2025-07 authorizing the submission of an application by the Dauphin Middle Paxton Fire Co., #1 to the Statewide Local Share Assessment Grant to be used for the purchase of a new Fire Truck, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Burget & Associates, Inc. – Preliminary/Final Subdivision Plan over lands of Gary A. & Kimberly L. Hastings

Chris Hinkle with Burget & Associates, Inc., was in attendance to present the Preliminary/Final Subdivision over lands of Gary A. & Kimberly Hastings, dated April 17, 2025, and outlined the purpose of the plan is to reconfigure seven (7) existing tracts by creating four (4) reconfigured lots. After reviewing the H.R.G. Inc. comment letter, comments from Dauphin County Planning, and the Township's Zoning Officer, a discussion ensued regarding the septic system for the existing

house on Lot #5, which is shown on the plan to be located on Lot #6. Motion by Supervisor Smith and seconded by Supervisor Ryan Evans to approve the plan did not carry, with Supervisor Wilbur Evans voting against the motion. The plan was not approved.

Township Building Security Project Upgrades – WSL, Inc.

Motion Supervisor Smith to approve payment Application #2 submitted by WSL, Inc., for the Township Building Security Project in the amount of \$82,584, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Potato Valley Road Bridge Replacement – Wetland Monitoring Supplemental Monitoring Services Agreement – H.R.G, Inc.

Motion Supervisor Smith to approve the Supplemental Wetland Monitoring Agreement as presented by H.R.G, Inc., in the amount of \$1,700.00, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Stoney Creek Drive Culvert Pipes and Inlet Replacement Project- Change Order #1

Motion by Supervisor Wilbur Evans to approve Change Order #1 to extend the pipe across Stoney Creek Road from Stoney Creek Drive in the amount of \$21,186.57 as recommended by Light-Heigel & Associates in their letter dated September 4, 2025, seconded by Supervisor Smith. *Motion passed unanimously.*

Employee Pension Plan Minimum Municipal Obligation (MMO) for 2026 Municipal Budget

The Employee Pension MMO for 2026 was acknowledged by the Board of Supervisors, which outlined the calculations of the Middle Paxton Township Employee Pension Plan Financial Requirement and Minimum Municipal Obligation (MMO) for the 2026 Municipal Budget totaling \$28,121 to be deposited into the Plan's assets by December 31, 2026.

Reports

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

A written engineering report dated August 1, 2025, highlighting the Security Upgrade Project is scheduled to be substantially completed by September 12, 2025. A delay occurred due to one of the glass ballistic panels arriving broken, and the Bid Documents for the Potato Valley Road Improvement Project are expected to be completed by the end of September, with Bid Opening in December.

Light-Heigel & Associates

A written report for the August 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 September 4, 2025, covering the activities of August and outlining the work scheduled for September, 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 August 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 the Dauphin County Hazard Mitigation Plan was submitted to the County. The plan is in place for the next five years. Mr. McKenna also noted there will be a full-time security office stationed at Middle Paxton Elementary School. Mr. McKenna also reported that he is taking courses that involve active shooters and building evacuations and will be submitting a 2026 Budget Request.

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, and a resume was received from a candidate who served as a Township Manager in Beaver, PA. Ms. Seeds is scheduling an interview. Ms. Seeds also reported that discussions regarding the 2026 budget are planned with the Township Treasurer, and working on the Local Share Gaming Grant Applications is a priority, which are due October 1, 2025.

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 nearing completion.
- *Capital Region Council of Governments (CapCOG)* – No meeting was held in August, 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, and that Chairman Tom O'Connell resigned from the Committee.
- *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 September 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 tank was replaced at Hagy Park, as it was found to be leaking with lost water pressure in the restrooms. Additionally, Ms. Seeds reported that the Dauphin County Conservation District had found West Nile Virus in mosquitoes collected in the River Road and Towpath Road area. Also, a ribbon cutting is scheduled on October 3, 2025, for the newly acquired parcel of State Game Lands 211, located off Cemetery Road in Middle Paxton Township. Ms. Seeds also reported that a letter was received by Safe Cycle Coalition requesting that the Township, when improving roads, have proper shoulders on all roads and, if possible, install bike lanes.

Ms. Seeds also reported that she attended a meeting with the principal and various teachers from Middle Paxton Elementary School, noting that it was a very informative meeting and that she was invited to future sessions.

Board Member Comments/Announcements

Supervisor Wilbur Evans thanked Manager Julie Seeds and Solicitor Brett Flower for all they do for the Township.

Executive Session

Motion by Supervisor Smith to enter executive session at 7:55 PM to discuss personnel matters was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

The Board reconvened the Monthly Business meeting at 8:55 PM.

Adjournment

There being no further business, the meeting was adjourned at 8:56 PM upon motion by Supervisor Smith, seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary