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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

October 6, 2025

Call to Order

The October 6, 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 and Treasurer Larry Cooney; Supervisor Ryan Evans; Supervisor Mike Sudia; 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 announced the Board held an executive session immediately prior to the monthly business meeting to discuss matters pending litigation and then invited comments from those in attendance concerning matters of general or individual concern in the township not listed on the meeting agenda.

Resident Bob Fannasy inquired about several metal barrels at the Gas & Diesel property along Allegheny Street, which appears to be in the right-of-way of Erie Street. Mr. Fannasy expressed his concerns about not knowing the contents and the lack of safety measures around the barrels, which could be struck by a vehicle due to their proximity to Allegheny and Erie Street. Manager Seeds will speak to the Zoning and Codes Enforcement Officer to address this matter.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from September 4, 2025, monthly business meeting, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The September monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$168,680.45; *Mid Penn Bank* Fire Hydrant Account \$13,846.99; *Mid Penn Bank* Escrow Account \$406,380.55; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$402,814.89; *PLGIT Prime* DCIB-G Fund \$755,294.43; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$615,034.76 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$639,121.23; *PLGIT Prime* Public Safety Account \$463,991.21; *Mid Penn Bank* General Operating Account \$545,650.04; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43,802.65; APRA Account \$0.00 to be **\$4,054,617.20** as of September 30, 2025.

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

Agenda Items

2026 Budget Requests

- Dauphin Area Senior Transit (DAST) – DAST Coordinator Craig Staller was in attendance to present the 2026 Budget request of \$2,000 to cover annual fuel expenses. Mr. Staller also thanked the Board for its continued support with rider scheduling and commented that the Township receptionist does an excellent job of coordinating the riders.
- Dauphin-Middle Paxton Fire Company No. 1 – Don Morse was in attendance to represent the Oversight Committee. The Fire Company presented the 2022-2024 financials, 2025 Year-to-date revenues and expenditures and its 2026 budget were prepared and submitted by the Fire Company's Oversight Committee requesting a 5.263% increase in the township's annual contribution which would total \$100,000 with \$29,000 for general operating expenses, \$3,000 for training and \$68,000 being added to the township's Fire Company Vehicle Replacement Fund.

The Fire Commission also noted in the budget request that the Township's contributions also include the payment of Workers' Compensation for the Fire Fighters, the Fire Company's electricity, and various building/maintenance repairs as needed on the Fire Company's portion of the shared municipal services building. The amount to date in 2025 is approximately \$36,983.21, in addition to the \$95,000 annual contribution allocated for 2025.

- Dauphin-Middle Paxton Joint Park Authority – Larry Cooney was in attendance from the Park Authority to present the 2026 budget request of \$30,000 for various improvements at the Dauphin Middle Paxton Joint Park.
- Dauphin-Middle Paxton Emergency Management Coordinator—EMC Mike McKenna submitted a 2026 budget request that includes a monthly stipend, training costs, and an hourly rate for declared disaster administration. The 2026 Budget Request totals \$6,850, which provides for \$15.00 per hour for administrative work and time in the event of a disaster declaration.
- Middle Paxton Lions Club –Wilbur Evans was in attendance from the Middle Paxton Lions Club, requesting a \$2,000 contribution towards the aerial fireworks display during the annual community carnival.
- Dauphin Middle Paxton Soccer Association (DMPSA)– Katie Reibsane was in attendance to represent the DMPSA. Ms. Reibsane submitted financials for 2025 and a 2026 Budget, with a budget request of \$10,000 for new uniforms and equipment.

The Board thanked all who presented their 2026 Budget Requests and stated that they will be carefully considered along with the Township’s 2026 Budget.

Time Extension for Final Minor Subdivision Plan over lands of Anita L. Gonsar and Anita L. Miller and Stephen J. Miller

A September 24, 2025, written grant of time extension until the January 5, 2026, 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 Cooney. *Motion passed unanimously.*

Request for Improvement Guarantee Escrow Release for Stormwater Facilities

Motion by Supervisor Sudia to approve the final release of the Improvement Guarantee in the amount of \$8,800.00, held for Brungart Builders, Corey and Kristen Farner, Lot #12 – Tannin Way, Chestnut Hill Development, pursuant to Light-Heigel & Associates correspondence dated September 24, 2025, indicating the required stormwater facilities have been completed in general conformity with the approved plan, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Sudia to approve the final release of the Improvement Guarantee in the amount of \$1,650.00, held for Dennis Buffington, property located off Gregg’s Road, pursuant to Light-Heigel & Associates correspondence dated September 19, 2025, indicating the required stormwater facilities have been completed in general conformity with the approved plan, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Sudia to approve the final release of the Improvement Guarantee in the amount of \$6,500.00, held for Albert & Abigail Brulo, Lot #15 – Tannin Way, Chestnut Hill Development, pursuant to Light-Heigel & Associates correspondence dated October 3, 2025, indicating the required stormwater facilities have been completed in general conformity with the approved plan, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisor Sudia to approve the final release of the Improvement Guarantee in the amount of \$9,299.00, held for Nathan Tiday, property located off Arnold Avenue, pursuant to H.R.G Inc., correspondence dated October 1, 2025, indicating the required stormwater facilities have been completed in general conformity with the approved plan, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Chestnut Hill Phase III – Financial Security Adjustment Request #1

Motion by Supervisor Smith to reduce the bond amount held for the site improvement of Phase III for the Chestnut Hill subdivision pursuant to H.R.G Inc. correspondence dated October 3, 2025, Financial Security Adjustment #1, based upon observations of work completed in conformance with the approved plans, the original Financial Security amount of \$137,480.00 to be reduced by \$93,714.00 leaving a remaining balance, of \$43,766.00, Seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Township Building Security Upgrade Project – W.S.L Inc.

Motion by Supervisor Smith to approve the Application for Payment #3 from W.S.L Inc., in the amount of \$49,525.69, pursuant to H.R.G. Inc., correspondence dated October 3, 2025, based upon work completed and the general requirements of the contract, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Motion by Supervisors Sudia to approve the proposal by Morefield, Quote #027917 v7, dated October 1, 2025, for the Door Access Control to the Security Upgrade Project in the amount of \$19,594.00, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Stoney Creek Drive Pipe Replacement Project – Final Grade Excavation LLC

Motion by Supervisor Wilbur Evans to approve the Application for Payment #1, including Change Order #1, both totaling \$69,856.88, pursuant to Light-Heigel & Associates correspondence dated October 3, 2025, based upon work completed to date of the Contract, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Hagy Park – Restroom Water Pressure Issue

Motion by Supervisor Wilbur Evans to approve the quote dated October 1, 2025, from HEIM Company in the amount of \$2,980.00, to repair and upsize the piping at Hagy Park Building, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Request for Signage on McKelvey Road

Motion by Supervisor Smith to approve the placement of two 'Bus Stop Ahead' signs along McKelvey Road, in the vicinity of Country Lane, in accordance with the request by Alicia & Chris Keisling, Seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Local Share Municipal Grant Sponsorship Request

Dauphin County Redevelopment Authority & Dauphin County Land Bank Authority

A request was received by George Connor, Dauphin County, requesting sponsorship of two applications: a \$150,000 application to the Dauphin County Redevelopment Authority and a \$ 250,000 application to the Dauphin County Redevelopment Authority and the Dauphin County Land Bank Authority. Motion by Supervisor Smith to provide a sponsorship letter for the two applications, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Reports

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

A written engineering report dated October 2, 2025, highlights that HRG, Inc., completed a gaming grant application for the proposed Public Works Building. The Potato Valley Road Stream Realignment Project bid advertisement will be on PennBid on Friday, October 10, and October 24, 2025, with the Bid opening scheduled on December 4, 2025.

Light-Heigel & Associates

A written report for the September 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 October 6, 2025, covering September 2025 activities and outlining the work scheduled for October 2025, was presented. Additionally, an updated Operator's Daily Report was also submitted. Supervisor Smith requested that Manager Seeds be contacted with any Board questions regarding items listed in the reports.

Zoning & Codes Enforcement – Light-Heigle & Associates

A written Building-Zoning-Code Enforcement Activity Report for September 2025 was presented. Supervisor Smith requested that Manager Seeds be presented with any Board questions regarding the items listed in the report.

Emergency Management Coordinator – Mike McKenna

No report was submitted

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of September 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 two Gaming Grant Applications that were completed and submitted. Ms. Seeds also reported that discussions regarding the 2026 budget are planned with the Township Treasurer to prepare a draft 2026 Budget. Ms. Seeds also noted that she and Supervisor Cooney interviewed a candidate for the Executive Assistant position and will schedule a second interview with the candidate before the Board of Supervisors.

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 now completed.
- *Capital Region Council of Governments (CapCOG)* – The meeting was the annual Golf Outing/Dinner. The Township did not participate in the Golf Outing/Dinner. The next regular business meeting is scheduled for November 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, and reported that discussions were held between the Oversight Committee and the Fire Company on the 2026 Budget.
- *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 October meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Smith. *Motion passed unanimously.*

Informational Items/Letters/Emails Received

Manager Seeds reported that Capital Regional Water will be conducting active construction along its right-of-way, starting at the Water Tank location on Elizabeth Avenue in October. HATS is having an Active Transportation Summit on November 6, 2025, from 10:00 AM to 2:00 PM. It will be held at the Fort Hunter Centennial Barn, with a free lunch. The Game Commission will be holding a rescheduled ribbon cutting for the 500+ acres they acquired off Cemetery Road; the date and time will be forthcoming.

Board Member Comments/Announcements

Supervisor Ryan Evans reported that Dehart Dam Day will be held on October 24, 2025. You can find more details and register for the event on the Capital Region Water website. There may be a limited number of registrations for this event.

Executive Session

Motion by Supervisor Smith to enter executive session at 7:48 PM to discuss personnel matters was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

The Board reconvened the Monthly Business meeting at 9:00 PM.

Adjournment

There being no further business, the meeting was adjourned at 9:03 PM upon motion by Supervisor Cooney, seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary