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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES

November 3, 2025

Call to Order

The November 3, 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; Joshua Sheetz, 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 concerning matters of general or individual concern in the township not listed on the meeting agenda.

Resident Sonya Evans expressed her dismay of dog owners that allow their pets to run off leash and do not clean up after them, especially on the athletic fields, at Hagy Park. Mrs. Evans suggested that if the pets owners continue to not comply with the Park Rules, to not permit any pets at Hagy Park.

Resident Elizabeth Lowe asked when the pipe crossings will be paved that were recently completed on Potato Valley Road.

Approval of Minutes

Motion by Supervisor Wilbur Evans to approve the minutes from October 6, 2025, monthly business meeting, Seconded by Supervisor Cooney. *Motion passed unanimously.*

Treasurer's Report/Monthly Financial Statement

The October monthly Treasurer's Report showed the total of the *PLGIT Prime* State Account (Liquid Fuels Fund) \$169,286.38; *Mid Penn Bank* Fire Hydrant Account \$12,998.82; *Mid Penn Bank* Escrow Account \$404,631.55; *PLGIT Prime & Term* Fire Company Vehicle Replacement Fund \$404,222.50; *PLGIT Prime* DCIB-G Fund \$758,007.64; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) \$617,244.13 *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) \$641,417.12; *PLGIT Prime* Public Safety Account \$465,657.99; *Mid Penn Bank* General Operating Account \$333,287.34; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) \$43,848.78; to be **\$3,850,602.27** as of October 31, 2025.

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

Agenda Items

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

A October 29, 2025, written grant of time extension until the February 2, 2026 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.*

Preliminary/Final Subdivision Plan over lands of Pamela J. Bowman, "Cedar Wood Lane and Kyle R. Wright & Rebecca R. Parsons

Motion by Supervisor Ryan Evans to re-approve the Preliminary/Final Subdivision Plan over lands of Pamela J. Bowman, "Cedar Wood Lane and Kyle R. Wright & Rebecca R. Parsons, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Paving Proposals for Pipe Replacement Project on Potato Valley Road

Motion by Supervisor Wilbur Evans to approve the proposal from Farhat Excavating, LLC, to pave the five (5) pipe crossings along Potato Valley Road, in the amount of \$10,625.00, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Stoney Creek Drive Culvert Pipes and Inlet Replacement Project – Final Grade Excavation, LLC

Motion by Supervisor Smith to approve Change Order #2, for the Stoney Creek Drive Culvert Pipes and Inlet Replacement Project, in the amount of \$7,297.38, was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Cooney to approve Payment Request #2 for the Stoney Creek Drive Culvert Pipes and Inlet Replacement Project, in the total amount of \$77,565.76, which includes Change Order #2, was seconded by Supervisor Sudia. *Motion passed unanimously.*

Review of zoning hearing board application of Jeremy Reichert for use variance of 1241 Gap View Road to allow the use of the property as a fill site and authorization of Township participation.

Motion by Supervisor Wilbur Evans to authorize the Township Solicitor to represent the Township at the Zoning Hearing on Wednesday, November 12, 2025, in opposition of the use variance application submitted by Jeremy Reichert for the property located at 1241 Gap View Road, which seeks approval to use the property as a temporary fill site. The motion was seconded by Supervisor Ryan Evans. *The motion passed with four (4) votes in favor and one (1) vote opposed (Supervisor Sudia).*

Comcast Cable Franchise Renewal - Draft Ordinance

Motion by Supervisor Cooney to direct the Township Manager to advertise that a Public Hearing will be held on December 1, 2025, regular township business meeting, to consider adoption of the Comcast Franchise Ordinance 2025-02 – An Ordinance of Middle Paxton Township Authorizing Execution of a Cable Franchise Agreement Between the Township and Comcast of Southeast Pennsylvania, LLC., was seconded by Supervisor Sudia. *Motion passed unanimously.*

2026 Preliminary General Fund Budget - Budget Discussion

The Board reviewed and made adjustments to various line items within the draft 2026 Budget. Manager Seeds noted that all budget requests received from Township supported organizations/agencies were incorporated in the draft 2026 Budget which was subsequently balanced with a total projected revenue and corresponding expense of \$1,852,251.00.

Motion by Supervisor Smith to advertise the preliminary 2026 Budget for public inspection at the Township Office during normal business hours and present it for adoption at the December 16, 2025, special meeting, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Reports

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

A written engineering report dated October 30, 2025, highlights that HRG, Inc., the Security Upgrade Project, the ballistic sidelight is to be installed this week. The Potato Valley Road Stream Realignment Project bid advertisement was on PennBid on Friday, October 10, and October 24, 2025, with the Bid opening scheduled on December 4, 2025. The final design for the Potato Valley Road Rehabilitation Project is 90% complete.

Light-Heigel & Associates

A written report for the October 2025 activity was presented, summarizing several key items and various 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 November 3, 2025, covering October 2025 activities and outlining the work scheduled for November 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 October 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 (E.M.C)– Mike McKenna

E.M.C McKenna was in attendance to report that the Dauphin Middle Paxton Fire Company did an annual Fire Prevention event at Happy Hollow Day Care. Mr. McKenna stated he is putting together information for residents on Winter Safety Tips, to place on the township website and in the newsletter. He also reported that there is a very detailed Emergency Preparedness Guide on PA.gov website that can also be printed for Township residents.

Sewage Enforcement Officer – Brian S. McFeaters

A written activity report for the month of October 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 the draft budget was completed with the assistance of the Township Treasurer. 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* – Manager reported that the Grants received for Park and Pool improvements were discussed, the walking track resurfacing project is now completed, but in a few areas the grass didn't take hold, and caused some minor erosion. Will wait until Spring to see how the grass is growing along these areas. Also, it was reported the restrooms were winterized.
- *Capital Region Council of Governments (CapCOG)* – No meeting was held in October.
- *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 vehicle replacement and several grants they are looking into with their grant writer. The motor to the boat was approved to be replaced. There is a bingo event on November 20th, for proceeds to go to firefighter Bradley Fields who is being treated for pancreatic cancer.
- *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 November 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 that for 2026 the Liquid Fuels allocation to be received from the State is \$198,882.00, which is down approximately \$7,000 from last year. Ms. Seeds reported she received an email from Carley Furlow with the Dauphin County AED Project, which is sponsored by The Peyton Walker Foundation, to place an AED in all parks in Dauphin County that have tennis courts. Manager Seeds completed the form and emailed it back to Carley Furlow, the completed form does not commit the Township, it's just a form expressing interest.

Board Member Comments/Announcements

Supervisor Wilbur Evans thanked Manager Seeds and Solicitor Brett Flower for their work on Township matters. Mr. Wilbur Evans also thanked the audience for attending the Township meeting.

Adjournment

There being no further business, the meeting was adjourned at 7:49 PM upon motion by Supervisor Sudia, seconded by Supervisor Cooney. *Motion passed unanimously.*

Respectfully submitted,

SIGNATURE ON FILE

Julie Ann Seeds, Secretary