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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY BUSINESS MEETING MINUTES
October 5, 2026

Call to Order

The October 5, 2026, monthly business meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Chairman Ryan Evans in the Township meeting room. Also present were Supervisors Wilbur Evans, Ryan Jorich, Jace Hilton, and Rich Leitzel; Township Manager, Secretary, and Assistant Treasurer Julie Ann Seeds; Jake 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. Supervisor Ryan Evans reported that an executive session was held immediately prior to the Board meeting for matters pending litigation.

Public Comments

Supervisor Ryan Evans invited comments from those in attendance who were not listed on the meeting agenda.

Resident Dave Wenger questioned why the draft meeting agenda cannot be posted earlier than 24 hours before a Township meeting and why the minutes from the previous meeting cannot be posted before the next Township meeting.

Resident Bob Fannasy reported that the streetlight at the intersection of Hagy Lane and Allegheny Street is not working.

Approval of Minutes

Motion by Supervisor Jace Hilton to approve the regular business meeting minutes of September 10, 2026, was seconded by Supervisor Rich Leitzel. *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) $381,721.15; *Mid Penn Bank* Fire Hydrant

Account $14,175.19; *Mid Penn Bank* Escrow Account $443,528.55; *PLGIT Prime & Term* Fire Company Vehicle/Equipment Fund $487,558.80; *PLGIT Prime* DCIB-G Fund $749,896.50; *PLGIT Prime* General Fund (Building, Equipment, Parks & Rec) $833,650.66; *PLGIT Prime & Class Term* Reserve Account (Capital & Sewer) $664,100.02; *PLGIT Prime* Public Safety Account $482,125.41; *Mid Penn Bank* General Operating Account $486,188.19; and *Mid Penn Bank* FEMA Grant Account (Flood Mitigation Assistance Program) $44,348.90 to be **$4,587,293.37** as of September 30, 2026.

Motion by Supervisor Jace Hilton to accept the October 2026 Treasurer's Report as of September 30, 2026, to be filed for audit was seconded by Supervisor Rich Leitzel. *Motion passed unanimously*

Agenda Items

2027 Budget Requests

- Dauphin Area Senior Transit (DAST) – DAST Coordinator Craig Staller was in attendance to present the 2026 Budget request of $2,650 to cover annual fuel expenses and provide office assistance to schedule riders. Mr. Staller also thanked the Board for its continued support and said the Township receptionist does an excellent job coordinating the riders.

- Dauphin-Middle Paxton Fire Company No. 1 – Mike McKenna and Shane Swenson were in attendance to represent the Fire Company. The Fire Company presented the financials, 2026 Year-to-date revenues and expenditures, and its 2027 budget, which was prepared and reviewed by the Fire Company's Oversight Committee. The request is as follows: $34,000 for general operating expenses, $3,000 for the stipend/gift card program, and $68,000 to add to the township's Fire Company Vehicle Replacement Fund, for a total of $105,000.

  It was 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 is in addition to the $105,000 annual contribution requested for 2027.

- Dauphin-Middle Paxton Joint Park Authority – Mike Cohen was in attendance from the Park Authority to present the 2027 budget request of $35,000 for various improvements at the Dauphin-Middle Paxton Joint Park.

- Dauphin-Middle Paxton Emergency Management Coordinator – EMC Mike McKenna submitted a 2027 budget request that includes a monthly stipend, training costs, and an hourly rate for declared disaster administration. The 2027 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 – Brian Cuddy was in attendance from the Middle Paxton Lions Club, requesting a $2,500 contribution towards the aerial fireworks display during the annual community carnival.

- Dauphin Athletic Association (DAA) – Mark Fisher was in attendance to represent the DAA. Mr. Fisher submitted audited financials for 2022, 2023, and 2024 and included the 2027 Budget, with a budget request of $15,000 for various operational expenses.

The Board thanked everyone who presented their 2027 Budget Requests and said they will be carefully considered along with the Township's 2027 Budget.

Requests for Road/Traffic Studies

Resident Matt Baker submitted a written request for a traffic/feasibility study of the intersection of Clarks Valley Road and S.R. 225 (Peter's Mountain Road). Resident Paula Zankel expressed concerns regarding vehicle speeds on Clarks Valley Road. Following discussion, Supervisor Wilbur Evans made a motion to direct the Township Manager to contact PennDOT to request a traffic study of the intersection, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Resident Jill Lange submitted a written request for a speed study on Fishing Creek Valley Road and the installation of a "Hidden Driveway" sign. Following discussion, the Board determined that the speeding concerns appeared to be primarily an enforcement issue. Supervisor Ryan Evans made a motion to direct the Township Manager to contact the Pennsylvania State Police to request increased speed enforcement along Fishing Creek Valley Road, was seconded by Supervisor Rich Leitzel. *The motion passed unanimously.*

Request for Release of Letter of Credit – Red Hill Road

Motion by Supervisor Wilbur Evans to table the agenda item pending receipt of additional information, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Burget & Associates, Inc. – Time Extension Request

Motion by Supervisor Ryan Evans to accept the time extension request for the Preliminary/Final Minor Subdivision Plan over land of Salvatore Giunta & Jeremiah Hardy as requested in the letter received by Burget & Associates, Inc., dated September 28, 2026; the request is until January 4, 2027, and was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

McKelvey Road Culvert/Bridge Improvement Project

Motion by Supervisor Wilbur Evans to accept the quote dated September 23, 2026, from L.S. Lee in the amount of $25,171.15 for the installation of guiderail, and the quote dated September 7, 2026, from Arney Bros., Inc., in the amount of $11,838.00 for the replacement of the concrete wall, both in accordance with the plans and specifications prepared by Light-Heigel & Associates, was seconded by Supervisor Ryan Evans. *Motion passed unanimously.*

Potato Valley Road Improvement Project
Motion by Supervisor Rich Leitzel to approve Application for Payment No. 02 from J. Phillips Excavating & Hauling LLC, as recommended by Township Engineer H.R.G. in a letter dated September 30, 2026, in the amount of $37,970.73, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Public Works Equipment Proposals
Supervisor Jace Hilton moved to approve the proposal dated September 29, 2026, from Messick's to purchase a 2026 Kubota Skid Loader in the amount of $74,256.99; Supervisor Wilbur Evans seconded. *Motion passed unanimously*.

Motion by Supervisor Wilbur Evans to approve the proposal from Russ's Auto & Trailer Sales for a 2027 Top Hat Trailer, dated September 29, 2026, in the amount of $12,200, was seconded by Supervisor Ryan Jor. *Motion passed unanimously*.

Manager Seeds further reported that the Township was awarded Gaming Grant funding for the purchase of both a new skid loader and trailer.

Local Share Assessment (LSA) Grant – DCED – Resolution 2026-04
Motion by Supervisor Ryan Evans to adopt Resolution No. 2026-04, amending Resolution No. 2025-07, which was previously submitted with the Statewide Local Share Assessment Grant Application in support of the Dauphin-Middle Paxton Fire Company No. 1 for the purchase of a new fire truck, was seconded by Supervisor Wilbur Evans. *Motion passed unanimously.*

Manager Seeds reported that DCED advised the Township that the grant is reimbursable and provided two options for administering the funds. Option 1 would have the Township pay the expenses upfront and submit requests directly to DCED for reimbursement. Option 2 would involve the Township and the Fire Company entering into an agreement, with the expenses paid upfront and reimbursement funds issued to the Township before being forwarded to the Fire Company.

Following discussion, the Board reached a consensus to proceed with Option 1, whereby the Township will pay the expenses and request reimbursement directly from DCED, which is DCED's preferred option.

Reports
Township Engineer – Herbert, Roland & Grubic, Inc. (HRG)
A written engineering report dated October 1, 2026, was presented. The report indicated that the Potato Valley Road Improvement Project is progressing well, with base repairs currently underway.

Potato Valley Road Stream Realignment Project: The project was readvertised on October 9, 2026, with the bid opening scheduled for November 4, 2026.

Public Works – Road Foreman Jeff Warfel
A written activity report dated October 5, 2026, was presented outlining the Road Department's activities for September 2026, including hours worked, equipment utilized, work completed, and projects planned for October.

The Board discussed the importance of periodically operating the snowplow trucks to ensure they remain in working order and to identify any necessary repairs before the upcoming winter season.

Zoning & Codes Enforcement – Light-Heigel & Associates
A written engineering report dated October 2026, submitted by Ed Fisher, was presented, summarizing engineering and zoning/code enforcement services provided during September 2026. The report noted that ten (10) permits were issued and eight (8) permits remain pending.

The Board requested a follow-up report detailing the status of all outstanding enforcement matters.

Emergency Management Coordinator – Mike McKenna
Mike McKenna reported that Middle Paxton Elementary School requested that a fall evacuation drill be scheduled. Mr. McKenna will notify Manager Seeds once a date has been established.

Sewage Enforcement Officer – Brian S. McFeaters
A written activity report for the month of September 2026 was presented. Supervisor Ryan Evans requested that any questions from the Board regarding items listed in the report be directed to Manager Seeds.

A status report on the Septic Management (OLDS) Program was provided by Administrative Assistant Rachel Sweeney, highlighting each zone and providing a summary update.

Township Manager – Julie Ann Seeds
Manager Seeds reported on the following activities and provided highlights for September 2026:

- Began preparations for the 2027 Township budget to meet with the Township Treasurer.
- Began preparations on several Grant projects for the Local Share Gaming Grant.
- Met with the advisory group to finalize the draft Zoning Ordinance Update. Final draft was prepared and distributed to the Planning Commission.
- Attended various workshops and training sessions conducted by several organizations.
- Met with the CPA firm to review financial activity and QuickBooks.
- Attended various municipal meetings.

Committees/Organizations

Dauphin-Middle Paxton Joint Park Authority (DMPJPA) – Manager Seeds reported that the Park Authority met in September. The pool project was scheduled to begin during the last week of September, with limited work anticipated until construction resumes next spring. The Board was advised that there will be two vacant positions on the Park Authority Board in 2027. The Park Authority will submit its appointment recommendations to the Board of Supervisors for consideration. Discussion also

included the need for a certified pool manager. The park restrooms are scheduled to be winterized at the end of October.

Capital Region Council of Governments (CapCOG) – Manager Seeds reported the annual dinner/golf outing was on September 21, 2026, and well attended. The next meeting is scheduled for November 16, 2026.

Dauphin-Middle Paxton Fire Company Oversight Committee – Supervisor Ryan Evans reported that the Fire Commission discussed the monthly financial review, and discussions on replacing E38; fundraising, Grant opportunities, and the DCED LSA Grant award they received in the amount of $400,000 for a new fire truck.

Dauphin County Tax Collection Committee (DCTCC) – No meeting was held in August, the next meeting is scheduled on November 18, 2026.

Review/Approval of Bills

Motion by Supervisor Wilbur Evans to pay all vendor bills listed for the October 2026 meeting and to authorize payment of all recurring monthly expenses upon receipt to avoid late-charge penalties was seconded by Supervisor Rich Leitzel. *Motion passed unanimously*.

Informational Items/Letters/Emails Received

No additional informational items were received for discussion beyond those already included in the Manager's Report.

Board Member Comments/Announcements

Supervisor Jace Hilton welcomed and thanked all presenters for their participation in the meeting.

Supervisor Ryan Jorich requested that draft agendas and meeting minutes be added as an agenda item for the next Board of Supervisors meeting.

Supervisor Ryan Evans reminded those in attendance of the Aliver Foundation's Event and presentation of the outdoor AED enclosure at Hagy Park, scheduled for October 16, 2026.

Adjournment

There being no further business, the meeting was adjourned at 8:40 PM upon motion by Supervisor Wilbur Evans, seconded by Supervisor Rich Leitzel. *Motion passed unanimously*.

Respectfully submitted,

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Julie Ann Seeds, Secretary