

**MIDDLESEX TOWNSHIP  
SUPERVISORS MEETING**

**April 3, 2024**

**7:00 p.m.**

|                           |                                 |                                                    |
|---------------------------|---------------------------------|----------------------------------------------------|
| <b>OFFICIALS PRESENT:</b> | <b>SUPERVISORS:</b>             | Vice-Chairman Steven Larson<br>William H. Goodhart |
|                           | <b>SOLICITOR:</b>               | Keith O. Brenneman                                 |
|                           | <b>PUBLIC SAFETY</b>            |                                                    |
|                           | <b>DIRECTOR:</b>                | Chief Steve D. Kingsborough                        |
|                           | <b>ZONING OFFICER:</b>          | Mark D. Carpenter                                  |
|                           | <b>ASST. CODES ENFORCEMENT/</b> |                                                    |
|                           | <b>MS4 COORDINATOR:</b>         | Gerald Steigleman                                  |
|                           | <b>ROADMASTER:</b>              | Zachary L. Zook                                    |
|                           | <b>FIRE / EMC:</b>              | Chief Edwin Beam                                   |
|                           | <b>MANAGER:</b>                 | Eileen M. Gault                                    |
| <b>OFFICIALS ABSENT:</b>  | <b>SUPERVISOR:</b>              | Chairman Donald S. Geistwhite, Jr.                 |
|                           | <b>ENGINEER:</b>                | Bud Grove                                          |

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Vice-Chairman Steven Larson called the meeting to order at 7:00 p.m. in the Middlesex Township Municipal Building, with Mr. Gerald Steigleman leading the Pledge of Allegiance.

**PRESENTATION OF AWARDS:** Chief Kingsborough called Detective Jeffrey Franks to the front of the meeting room and gave a brief summary of Detective Franks response and handling of an active shooter call on July 26, 2023. Chief Kingsborough then introduced Silver Spring Township Chief of Police Christopher Raubenstine who is also the President of the Cumberland County Chiefs of Police Association. Chief Raubenstine stated that on behalf of the Cumberland County Chiefs of Police, representing the 17 local law enforcement agencies in the County along with the DA Office, Cumberland County Sheriff's Office and County groups that assist, Detective Franks was nominated and unanimously agreed to be recognized for and presented the Exceptional Service Award on behalf of a grateful community. Chief Kingsborough then asked Lt. Michael Reibsane and Detective Dylan Kuhn to join Detective Jeffrey Franks and stated that this was a team effort and because of their actions on this case and dedication to their work, presented them with an Exceptional Service Award from the Board of Supervisors of Middlesex Township.

Vice-Chairman Larson expressed his appreciation to the Officers for what they do. Supervisor Goodhart added a special thank you to the spouses too.

**PUBLIC COMMENT:** Cindy Gleim-Pool commented that it has been a smooth transition to the new trash hauler and thanked the Supervisors for taking care of the residents.

**MS4 / STORMWATER:** No report.

**APPROVAL OF MINUTES:** On the motion of Vice-Chairman Steven Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of February 23, 2024.

On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of March 6, 2024.

On the motion of Vice-Chairman Steven Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of March 22, 2024.

**AUTHORIZE PAYMENT OF BILLS:** On the motion of Supervisor Goodhart, seconded by Vice-Chairman Larson, it was unanimously agreed to authorize the payment of the April 2024 bills.

**REPORTS:**

**Solicitor** – No report.

**Engineer** – Absent. No report.

**Director of Public Safety** – Chief Kingsborough submitted the monthly Police Report. Report entered into record.

**Fire/EMC** – Chief Beam submitted the monthly Fire Chief Report. Report entered into record.

**Zoning** – Mr. Carpenter submitted and briefly discussed the monthly Zoning Report. Report entered into record.

**Codes Enforcement** – Mr. Steigleman submitted the monthly Codes Enforcement Report. Report entered into record.

**Roadmaster** – Mr. Zook submitted and briefly discussed the monthly Roadmaster Report. Report entered into record. Mr. Zook reported that the Township had an inspection by DEP of the completed project which closed out the Mariner East Grant. The Staff is still working with Skelly & Loy about applying for another grant with regards to the Stream Restoration Project.

**Recreation/Recycling Coordinator** – Mrs. Jumper submitted the monthly Recreation Director Report. Report entered into record. The Manager followed up on behalf of Mrs. Jumper regarding the Easter Egg drive thru this year, thanking Mrs. Joann Rossi for her generous donations each year, Roadmaster Zook and Scott Shepler for creating the drive thru route, Chief Kingsborough, Corporal Kinsler and Patrolmen Smith and Foose for their presence at the event. She also thanked the Recreation Board and their families, Volunteer Bill Gillingham, and the Board of Supervisors for their continued support.

**Municipal Authority** – Township Solicitor Mr. Brenneman reported as of the last Municipal Authority meeting in March, there was an approved agreement to develop a second well site.

**Manager** – The Manager reported that the monthly report from the Cumberland County Tax Bureau was submitted, and the Township is doing well when comparing year to date. The Manager then reported that Penn Waste has transitioned well with Middlesex Township and that their communication from all departments has been great.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:**

**Discussion and Possible Motion** on the 2023 Audit Report: Present on behalf of the Middlesex Township Auditors was Mrs. Cindy Gleim-Pool. She reported that the auditors began the audit in

January and completed it in March and found the accounts to be in order and with the new system everything went well. There were a few issues until the auditors and staff realized how things flowed with the reports. The ARP (American Rescue Plan) Funds have been spent on a few assets. The Staff has stayed within the budget to end the year with a surplus. On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to accept the 2023 Audit Report and to compensate the Auditors for their time.

**Discussion and Possible Motion** to accept the resignation of Luke Shaffner as a Middlesex Township Representative on the Letort Regional Authority Board: Township Manager Mrs. Gault reported that Luke Shaffner has been on the Letort Regional Authority Board since 2019 and is unfortunately moving. On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve the resignation of Luke Shaffner as a Township Representative on the Letort Regional Authority Board.

**Discussion and Possible Motion** to approve the purchase of a 2024 John Deere 3039: On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to authorize the Roadmaster to purchase a 2024 John Deere 3039 tractor for the Parks and Recreation Department.

**Discussion and Possible Motion** to approve the Michael Baker International Client Contract General Terms and Conditions to review and comment on the Grange Development Traffic Impact Study submitted to date: Township Manager Mrs. Gault reported that this is the Contract General Terms and Conditions that has been reviewed and approved by the Township Solicitor Mr. Brenneman and the Township Engineer Mr. Grove. On the motion of motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve for execution the Michael Baker International Client Contract General Terms and Conditions.

**Discussion and Possible Motion** on the Cumberland County Tax Claim Bureau Repository Sale Consent: Properties on this list are subject to both statutory upset sale and judicial sale, but no bids were received to satisfy the municipal and/or school tax obligations that were owed on the property. With the property being in repository status, there is no tax revenue being generated. The Real Estate Tax Sale Law provides that the Tax Claim Bureau may accept an offer of any price on properties placed in the repository of unsold properties with the consent of all taxing districts where the property is located. On the motion of Vice-Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to consent to Cumberland County selling the property in Middlesex Township on the County Repository List.

**Discussion and Possible Motion** to approve Resolution 2024 – 7 authorizing the execution of the Agreement to Authorize Electronic Access to PennDOT Systems: Roadmaster Mr. Zook reported that as we move forward, everything is going toward electronic digital filing. This resolution will give the Township Staff authorization to have electronic access to PennDOT Systems. On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve Resolution 2024 – 7 authorizing the execution of the Agreement to Authorize Electronic Access to PennDOT Systems.

**SUPERVISOR/STAFF COMMENTS:** No comments.

**EXECUTIVE SESSION:** There being no further business, on the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to adjourn the meeting at 7:20 p.m. to Executive Session, with no action to be taken as a result.