

**MIDDLESEX TOWNSHIP
WORKSHOP MEETING
December 27, 2024
7:30 AM**

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

CALL TO ORDER: Chairman Geistwhite called the meeting to order at 7:30 a.m. in the Middlesex Township Municipal Building.

PUBLIC COMMENT: There was no public comment.

Discussion and possible action to Adopt the 2025 Budget: On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to adopt the 2025 Budget in the amount of \$5,141,567.00 in Revenues and \$5,141,567.00 in Expenses.

Discussion and possible action to Adopt Ordinance 3 – 2024 establishing Real Estate, Fire Tax and Street Light District Assessment for 2025: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adopt Ordinance 3 – 2024 establishing the Real Estate Tax, Fire Tax and Street Light District Assessment for 2025.

Discussion and possible action to Adopt Resolution 2024 – 9 providing Foot Frontage Assessments on property in Street Light Districts 1 and 2: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adopt Resolution 2024 – 9 providing Foot Frontage Assessment in Street Light Districts 1 and 2 for 2025.

Discussion and possible action on Final Land Development Plan for RV Storage Facility for Claremont Road: Mr. Chris Dellinger, PE from HRG, was present on behalf of the applicant for the RV Storage Facility located near the intersection of Claremont Road and Harmony Hall Drive. It includes 286 RV Storage Spaces as well as a 900 SF Office. There was some discussion about the request for an exemption from doing a full Sewage Facilities Planning Module.

On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve submission of the DEP Sewage Facilities Planning Application Mailer for Public Sewer Planning Exemption for the Preliminary/Final Major Land Development Plan for RV Storage Facility for Claremont Road LLC.

On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to approve waivers of the following twelve (12) sections of the Middlesex Township Subdivision and Land Development Ordinance No. 8-2017 (SALDO) and the Middlesex Township Stormwater Ordinance No. 6-2011 (SWMO), for the Preliminary/Final Major Land Development Plan for RV Storage Facility for Claremont Road LLC, subject to the applicant providing written request and justification for each waiver and listing the waivers on the cover sheet of the plan set.

1. [SALDO Section 301]: Submission of a Preliminary Plan.
2. [SALDO Section 703.A.10] - Roadway widening along Claremont Road and Harmony Hall Drive.
3. [SALDO Section 703.E.1] - Lot paving section.
4. [SALDO Section 707.A.1] - Sidewalks along the frontage of Claremont Road and Harmony Hall Drive, with required note on plan.
5. [SALDO Section 708.A] - Curbing along Claremont Road and Harmony Hall Drive, with required note on plan.
6. [SALDO Section 712.C.2] – Extension of public water facilities.
7. [SALDO Section 716.B] – Retaining wall design calculations.
8. [SALDO Section 717] – Traffic impact studies.
9. [SALDO Section 719]: Street trees along the frontage of Claremont Road and Harmony Hall Drive, subject to providing modified street trees layout as shown on plan.
10. [SALDO Section 719.C.14] – Screen buffer, subject to providing modified screen buffers as shown on plan.
11. [SWMO Section 303.H.6] - Infiltration testing.
12. [SWMO Section 303.J.11] – Sediment forebay.

The applicant's representative is satisfied and agrees with the twelve (12) waivers.

On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve the Preliminary/Final Major Land Development Plan for RV Storage Facility for Claremont Road LLC, subject to the following conditions:

1. That the applicant satisfies all comments and conditions of plan approval detailed by the Township Engineer, Bud Grove, P.E. in written review dated November 25, 2024, in a manner acceptable to the Township Engineer, subject to his final review.
2. That the applicant satisfies comments of the Cumberland County Planning Department, in written report dated October 16, 2024, for plat number P24-543, subject to final review by the Zoning Officer.
3. That the applicant obtains an approval by DEP of the Public Sewer Planning Exemption for the Preliminary/Final Major Land Development Plan for RV Storage Facility for Claremont Road LLC., prior to the Township signing and releasing the plan for recording.
4. That the applicant enters into a Developer's Agreement with Middlesex Township regarding required public improvements, subject to review and acceptance by Township Engineer and Township Solicitor; and posts financial security for required public improvements for this plan with the Township in an amount acceptable to the Township Engineer and form acceptable to the Township Solicitor, prior to the plans being signed by the Township and released for recording.
5. That per Section 710.E.2b. of the Subdivision and Land Development Ordinance No. 8 – 2017, as amended, the applicant pays to Middlesex Township the required fee in lieu of dedication of park and recreation areas for the non-residential subdivision of \$1,000 per disturbed acre of development area, prior to the plans being signed by the Township and released for recording; subject to review and approval of disturbed acre calculation by Township Engineer.
6. That, when plans are released by Middlesex Township for recording at the Cumberland County Office of the Recorder of Deeds, the applicant records all plan sheets of the plan set.

The applicant's representative is satisfied and agrees with the six (6) conditions.

Discussion and possible action on the WAWA Development Plan – Highway Occupancy Permit Application: Township Engineer Mr. Grove reported that he has been working on this issue with Township Solicitor Mr. Brenneman and that he thinks a new Maintenance Agreement is needed. Mr. Grove has reviewed and provided comments on the current agreement to provide to Mr. Brenneman for review and is recommending that the Supervisors grant approval of the HOP Application subject to the review and approval of the Township Solicitor and Township Engineer. On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to approve the WAWA Development Plan HOP Application subject to the review and approval of the Township Solicitor and Township Engineer.

Discussion and possible action to adopt Resolution 2024 – 10 establishing the rate of compensation for Auditors for Middlesex Township: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adopt Resolution 2024 – 10 establishing the rate of compensation for the Auditors for Middlesex Township to \$18.00 per hour effective January 1, 2025.

Discussion and possible action to adopt Resolution 2024 – 11 certifying that a biennial review of the Emergency Operations has been done and updates have been made: Chief Beam reported that he has done an extensive review and update to the Emergency Operations which is required to be done every two (2) years, and it is available for review at the Township. This enables the Township to receive federal funding if available during an emergency. On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adopt Resolution 2024 – 11 certifying that a biennial review of the Emergency Operations has been done and updates have been made.

Discussion and possible action to award the sale of 2013 Ford F – 550: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to award the sale of the 2013 Ford F-550 on Municibid to Patrick Hawbaker of Port Matilda, PA for \$35,900.00

Discussion and possible action to award the sale of 2020 Ford Explorer: On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to award the sale of the 2020 Ford Explorer on Municibid to Liberty Motors of Jersey City, NJ for \$10,400.00

Discussion and possible action to approve purchase of Dump body, plow and spreader from US Municipal: Roadmaster Mr. Zook reported that approval for the chassis has already been done. On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve the purchase of a Dump Truck Body, plow and spreader from US Municipal

Discussion and possible action to approve purchase of 2025 Ford F – 150 for Highway Department: On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to approve the purchase of a Ford F-150 for the Highway Department which will replace the 2020 Ford F-150 that will remain in the fleet for use by the Township Planning and Codes Department or staff as needed.

Discussion and possible action to approve the minutes of November 22, 2024: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of November 22, 2024.

Discussion and possible action to approve the minutes of December 4, 2024: On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of December 4, 2024.

SUPERVISOR/STAFF COMMENTS: Chief Beam reported that he is working with Township Solicitor Mr. Brenneman to update the Automatic Fire Alarm Ordinance which hasn't been done since 1996. Chief Beam suggests separating residential and commercial properties and increasing the fees on a gradual scale.

Supervisor Goodhart commended the Staff for the excellent job that was done with the decorations and the Christmas Luncheon.

Chairman Geistwhite asked Township Zoning Officer Mr. Carpenter to give a brief update at the meetings to the Board on the construction and projects happening in the Township.

EXECUTIVE SESSION: There being no further business, on the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adjourn the meeting at 8:07 a.m. to Executive Session for a personnel matter with no action to be taken as a result.