

**PAXTANG BOROUGH
Workshop Meeting
3423 Derry Street
July 1, 2025**

COUNCIL MEMBERS PRESENT

Council President	Kathleen Bloss
Council Vice-President	Eric Fillman – Arrived at 7:20 p.m.
Council President Pro-Tempore	Jack Thomas

Thomas Wingert
Jennifer Britten
Corbin Bower
Matthew Leonard

Mayor	Nathan Martin
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BOROUGH OFFICIALS

Borough Manager	Keldeen Stambaugh
Borough Solicitor	Nicholas Schwartz for Josh Bonn
Borough EMA Director	Robin Bloss

President Bloss called to order the July 1, 2025, Workshop meeting at 7:00 p.m.

PUBLIC COMMENT

President Bloss opened the floor for anyone wishing to share comments. President Bloss stated since no members of the public approached Council, it would not be necessary to present the protocol for voicing opinions on matters of public concerns and proceeded with this evening's meeting.

REPORT OF THE MAYOR

Mayor Martin expressed his condolences to Council Vice-President Eric Fillman on the passing of his Mother. Mayor Martin invited all to support the Paxtang Lions 5-K Patriot Dash on Friday, July 4 at Saussaman Park. Event will begin at 8:00 a.m.

REPORT OF COMMITTEES

Administration – No Report due to the absence of Council Vice-President Eric Fillman

Health, Sanitation, and Codes – No Report from Councilman Thomas

Highway and Stormwater – No Report from Councilman Leonard

Property and Recreation – No Report from Councilman Bower

Public Relations and Grants. – Councilwoman Britten reported Paxtang Borough summer interns are working on the newsletter *The Paxtang Post*. Edition will cover the months of July through to and including December 2025. Topics will include summer events, yard maintenance, snow

clearing, and property management. Future plans are to offer versions of the *Paxtang Post* in languages representative of those living in the Borough starting with a Spanish edition. Versions of the newsletter and other Borough information could be accessed through a “QR Code” or quick response code.

Public Safety – Councilman Wingert expressed his gratitude to the Swatara Township Police for increasing their presence in the Borough as outside activity increases during summer months.

SUSQUEHANNA TOWNSHIP EMERGENCY MEDICAL SERVICES PRESENTATION

Mr. Donald Kunst Executive Director of Susquehanna EMS reported that STEMS is seeking funding through a Dauphin County Local Share Gaming Grant. Mr. Kunst is asking that Council consider becoming a Municipal Co-Sponsor for the grant application. Susquehanna EMS would like to replace current Lifepak 15 cardiac monitors with Lifepak 35 cardiac monitors. Municipal sponsorship would be for Susquehanna EMS to request \$75,000.00 towards the purchase of 1 cardiac monitor.

Vice-President Fillman entered at 7:20 p.m. during Mr. Kunst’s presentation

REPORT OF THE SOLICITOR

No Report from Nicholas Schwartz

REPORT OF THE BOROUGH MANAGER

RENTAL PROPERTIES - IDENTIFICATION AND BUSINESS PRIVILEGE TAX COLLECTION PROCESS

Manager Stambaugh requested postponing this item in order to discuss with the appropriate committee chair.

TRAFFIC CALMING PROJECT – PARK TERRACE AND DUKE STREET

Borough summer intern Aubrie Thomas presented an outline of the project with a breakdown of projected ideas for locations as follows: (1) Park Terrace from Brisbane Street to Greenwood Street with a focus on a center line mark, parking spaces, and school crosswalk, (2) Park Terrace from Greenwood Street to Prince Street with a focus on a center line mark and parking spaces, (3) Park Terrace from Prince Street to Duke Street with a focus on a center line mark and parking spaces, (4) Park Terrace Derry Street to Apple Street with a focus on a center line mark and parking spaces, (5) Park Terrace from Apple Street to Brisbane Street with a focus on a center line mark, SLOW 25 MPH surface marks, and school crosswalk, (6) Duke Street with a focus on center line marks, SLOW 25 MPH surface marks, and to possibly add 25 MPH traffic signs between Murdock Street and 29th Street. It was noted that some areas on Duke Street will be unable to accommodate parking spaces due to lack of space as mandated by current ordinance.

Discussion was held on the projected number of speed humps to be installed and the projected number of parking spaces that would be available on Duke Street after the installation of speed humps. Manager Types of paint and pricing for the cost of paint for surface markings is being researched.

MEMORIAL SERVICE – HELEN KOSER – FORMER BOROUGH TAX COLLECTOR

A memorial service was held on Sunday, June 29, 2025, for former Borough Tax Collector, Helen Koser. Services were held at the Good Shepherd Lutheran Church on Wilhelm Road in Swatara Township. Mrs. Koser taught fifth grade at the Rutherford Elementary School from 1971 to 1999, assisted with the family business, the Tackle Shop in Penbrook Borough, served as the Paxtang Borough Tax Collector for 12 years and with her husband Colin, raised their family in the Paxtang community.

MUNICIPAL GYMNASIUM LIGHTING REPLACEMENT

The gymnasium light replacement project has a tentative start date for the third week in July.

SHADE TREE TRIMMING

The Shade Tree trimming project is scheduled to begin the week of July 7. Project will include the removal of the tree stump from the shade tree that was removed, due to poor health, at 2918 Brookwood Street.

DOWNSPOUT REPLACEMENT MUNICIPAL BUILDING

Proposals from Equity Roofing and Thomas Evanoff were presented to Council for consideration. Funds would be paid from the American Rescue Plan Act – COIVD 19 pandemic relief fund. Discussion was held that Borough Public Works employees were comfortable with both businesses that presented proposals. To be addressed under Business

MUNICIPAL SPONSOR REQUEST – CO APPLICANT – SUSQUEHANNA EMS

To be addressed under Business

CHICKEN ORDINANCE DRAFT DISCUSSION – EGG PRODUCTION FOR PRIVATE USE ONLY

Council members were presented with a draft copy, as prepared by the Borough Solicitor, regarding an ordinance allowing chickens for egg production private use only. To be addressed under Business.

MOBILE FOOD TRUCK REQUESTS FOR EVENTS ON BOROUGH PROPERTY

A request from the George and Hetti Love Memorial Library was received for use of the municipal parking lot to bring in a mobile food truck. The Borough, as the property owner, would have to follow through with the Special Event Permit. Vice President Fillman stated he was in agreement with the request as long as they are in compliance with the requirements. To be addressed under Business.

BUSINESS

MUNICIPAL SPONSORSHIP SUSQUEHANNA EMS

Consideration of Municipal Sponsor 2025 request for Local Share Grant application specifically for Susquehanna EMS in order to request \$75,000.00 towards the purchase of 1 cardiac monitor.

*1) Vice-President Fillman made a Motion that Council give a favorable consideration as a municipal sponsor for the request for a Local Share Gaming Grant application from Susquehanna EMS for the purchase of a cardiac monitor. Motion seconded by Councilman Wingert. Council President Bloss stated she would abstain from the vote due to a conflict of interest. Motion carried after statement from President Bloss.

ADVERTISE BID PACKET – AMERICANS WITH DISABILITIES CURB CUTS – ADA RAMPS AND MATS

Manager Stambaugh stated at the June 17, 2025, Council Meeting, Council approved the low bid received from DNM Contracting, Inc. 7736 B Chambers Hill Road, Harrisburg, PA for ADA curb cuts to be paid from Liquid Fuels. After further research, it was discovered that DNM Contracting was not a member of the Commonwealth of Pennsylvania Cooperative Purchasing Program known as COSTARS and therefore the project may not move forward. The project is required to be acquired through COSTARS or be placed out to bid.

*2) Councilman Wingert made a Motion authorizing the Borough Engineer to put together a bid packet and to advertise the Americans with Disabilities Act curb ramp project. Motion seconded by Councilwoman Britten. Motion carried.

DOWNSPOUT REPLACEMENT MUNICIPAL BUILDING

*3) Councilman Thomas made a Motion to move forward with hiring Equity Commercial Roofing to repair the downspout on the municipal building at a cost of \$2,226.04 to be paid from the American Rescue Plan Act fund. Motion seconded by Councilman Bower. Motion carried.

Estimates as received: Thomas Evanoff, 7873 Skyline Drive Harrisburg, PA at \$2,700.00 and Equity Commercial Roofing, 390 Mulberry Street Mifflinburg, PA at \$2,226.04.

CHICKEN ORDINANCE DRAFT DISCUSSION – EGG PRODUCTION PRIVATE USE ONLY

Nicholas Schwartz presented a summary of ordinances from Penbrook Borough and Swatara Township with regard to the keeping of chickens for egg production private use only. Highlighted information was offered as follows: need for a permit to keep chickens and a permit to build or place a coop on property, keeping chickens in a humane manner, specifications for chicken coop, a chicken run, set backs, square footage per chicken to a coop, limit of 6 hens, no roosters, no coop or run in a front yard, regulations on storing feed, management and disposal plan for manure, language defining nuisance and animal cruelty as defined by the Pennsylvania crimes code.

Initial permitting, renewals, and non-renewals would be carried out by Borough staff, applicants would submit a site plant, documentation that they met all requirements relating to the ordinance, submission of manure management and disposal plan, and written approval from the property owner if applicant is other than the owner.

Council to consider the following: change language from “**shall** issue a permit within 30 days” to “**may** issue a permit within 30 days”, address provision in the draft for appeals to be brought before Council or establish an ad hoc committee for review and compliance purposes, chickens would not be able to be utilized for commercial and or business purposes, possibly limit eggs to family and friends on a nominal fee or non-monetary basis, and to address enforcement through police. Manager Stambaugh will contact Penbrook Borough for their thoughts on their ordinance as written.

President Bloss stated Council would revisit the draft ordinance for thoughts and possible revisions.

MOBILE FOOD TRUCK REQUEST FOR EVENT ON BOROUGH PROPERTY

*4) Vice-President Fillman made a Motion to approve the request by the Love Memorial Library to include a food truck to be situated on the municipal parking lot during their September book sale subject to the condition that the use of the food truck complies with all other requirements that the Borough may have with regard to use of Borough property. Motion seconded by Councilman Thomas. Discussion was held that the request was for Saturday September 13, 2025, only, a Certification of Insurance from the vendor would need to be submitted noting a monetary value of one million dollars, Paxtang Borough would be listed as an Additional Insured, and Manager Stambaugh would review the ordinance for permit compliance. Motion carried after discussion and clarification on requirements.

PUBLIC COMMENT

President Bloss opened the floor for anyone wishing to share comments. President Bloss stated since no members of the public approached Council, it would not be necessary to present the protocol for voicing opinions on matters of public concerns and proceeded with this evening's meeting.

ADJOURNMENT

*5) Councilman Thomas made a Motion to Adjourn. Motion seconded by Vice-President Fillman. Motion carried. Meeting adjourned at 8:08 p.m.

Secretary

1. Susuehanna EMS – Local Share Grant – Cardiac Monitor
2. Engineer to Advertise Bid Packet – ADA Ramp Project
3. Award – Equity Roofing Commercial Roofing – Downspout Municipal Building
4. Request – Food Truck – Love Memorial Library – Municipal Parking Lot September 13, 2025
5. Adjourn