

**Upper Paxton Township Board of Supervisors  
Reorganizational Meeting Minutes  
January 3, 2017  
10:00 A.M.**

The meeting was called to order at 10:00 A.M. Present were Ronald Hepner, Board Chairman, John Orr, and Robert Stoner, Supervisors; and Luanna Zimmerman, Secretary/Manager.

Luanna Zimmerman was appointed temporary chairperson on a motion by Ron Hepner, 2<sup>nd</sup> by Robert Stoner. With all members voting in favor, motion carried. Zimmerman called for nominations for **Chairman**. On a motion by Robert Stoner, Ron Hepner was nominated for and appointed as Chairman of the Upper Paxton Township Board of Supervisors. John Orr seconded the motion. All members voting in favor, motion carried.

**Vice Chairman** – On a motion made by John Orr, 2<sup>nd</sup> by Ron Hepner, Robert Stoner was nominated for Vice-Chairman. All members voting in favor, motion carried.

**2<sup>nd</sup> Vice-Chairman** – On a motion by Ron Hepner, with 2<sup>nd</sup> by Robert Stoner, John Orr was nominated for 2<sup>nd</sup> Vice-Chairman. All members voting in favor, motion carried.

**Secretary** – On a motion by John Orr, 2<sup>nd</sup> made by Robert Stoner, Luanna Zimmerman was nominated as Secretary. All in favor, motion carried.

**Treasurer** – On a motion by John Orr, 2<sup>nd</sup> made by Robert Stoner, Wendy Wentzel was nominated to be Treasurer and Luanna Zimmerman was nominated to be Assistant Treasurer. All in favor, motion carried.

**Manager** – On a motion by John Orr, 2<sup>nd</sup> made by Robert Stoner, Luanna Zimmerman was nominated to be retained as Manager. With all in favor, motion carried.

**Road Master** – On a motion by John Orr; 2<sup>nd</sup> by Robert Stoner, Steve Erdman was retained as the Roadmaster. All members voting in favor, motion carried.

**Assistant Road Master** – On motion by John Orr, John Hoffman was retained as Assistant Roadmaster. Second by Robert Stoner. All in favor, motion carried.

**Engineer** – Light-Heigel & Associates, Inc., with backup by William Burch Associates for minor work at the discretion of the Board, was nominated to be retained as Engineer on a motion by Robert Stoner; 2<sup>nd</sup> by John Orr. All members voting in favor, motion carried.

**Solicitor** –The Law Offices of Wix, Wenger and Weidner, were retained as Solicitors, on a motion by John Orr. Second by Ron Hepner. With all members voting in favor, motion carried.

**Sewage Enforcement Officer** – At the regular monthly meeting held on October 12, 2016, the Board reviewed the proposed fees to be charged for services in 2017 by current SEO, Brian McFeaters. Robert Stoner made a motion to retain Brian McFeaters with fees set forth for his services as SEO. Second by Ron Hepner. With all in favor, motion carried.

**Equipment Operators** – All Supervisors and authorized personnel are retained as equipment operators. All Supervisors are authorized to hire qualified operators and employees during emergency conditions, if needed, on a motion by Robert Stoner; 2<sup>nd</sup> by Ron Hepner. All members in favor, motion carried.

**Zoning Officer** – Light-Heigel & Associates, Inc., is authorized to issue Zoning Permits, on a motion by Robert Stoner, 2<sup>nd</sup> by John Orr. All members in favor, motion carried.

**Emergency Management Coordinator** – On a motion made by Robert Stoner, Sean Grimm was nominated to be appointed as EMC with John Brabits as Deputy EMC; 2<sup>nd</sup> by John Orr. All members voting in favor, motion carried.

**Open Records Officer** – A motion was made by John Orr to retain Luanna Zimmerman as Open Records Officer for 2017. Second by Robert Stoner. All in favor, motion carried.

**Meeting Dates** – All regular monthly meetings will be held on the 2<sup>nd</sup> Wednesday at 7 p.m. and on the 4<sup>th</sup> Wednesday beginning at 10 a.m., as established at the December 14, 2016 meeting, Proof of Publication of Meeting Notice in the *Upper Dauphin Sentinel* is on file.

**Upper Dauphin Council of Governments Delegate** – On a motion by John Orr; with 2<sup>nd</sup> by Robert Stoner – Ron Hepner was named as the COG Delegate. All members voting in favor; motion carried. John Orr nominated Robert Stoner as the COG Alternate. Ron Hepner, 2<sup>nd</sup>. All in favor, motion carried.

**Dauphin County Tax Collection Committee Delegate** – On a motion by John Orr; with 2<sup>nd</sup> by Robert Stoner – Ron Hepner was named as the DCTCC Delegate. All members voting in favor; motion carried. John Orr nominated Luanna Zimmerman as the DCTCC Alternate. Robert Stoner, 2<sup>nd</sup>. All in favor, motion carried.

**Treasurers Bond** – Set at \$1,500,000.00 with Penn National Insurance; on a motion by Robert Stoner, and 2<sup>nd</sup> by Ron Hepner. All members voting in favor, motion carried.

**Manager's Performance Bond** – Set at \$35,000.00 with Penn National Insurance; on a motion by Robert Stoner, 2<sup>nd</sup> John Orr. All in favor, motion carried.

**State Convention** – John Orr made a motion to authorize any of the Supervisors to attend the Convention. Second by Ron Hepner. John Orr made the motion to designate Ron Hepner as the Township's voting delegate at the Convention. Second, Robert Stoner. All in favor, motion carried.

**Funds Depository** – Robert Stoner made a motion to keep funds on deposit at Mid Penn Bank and any other FDIC Insured Financial Institutions as deemed appropriate by the Board. Second by John Orr. All in favor, motion carried.

**Millersburg Area Authority** – Ron Hepner made a motion to reappoint Bill Minier to serve as a board member on the Authority for another term. Second by John Orr. All in favor, motion carried.

**Millersburg Fire Company Auditor** – John Orr moved that Jo Ann Horchler be approved to act as the Township's auditor for the 2016 financial records of the Millersburg Fire Company. Second by Robert Stoner. With all in favor, motion carried.

**Emergency Responders** - Life Team/Medic 6 will be the 1<sup>st</sup> due at ALS situations. Motion by Ron Hepner, second by Robert Stoner. All in favor, motion carried.

**Rental Fees:** The rates for 2017 are as follows:

GRADER	\$85.00 Per Hour
J/D LOADER	\$85.00 Per Hour
BACKHOE	\$75.00 Per Hour
CHIPPER	\$45.00 Per Hour
DUMP TRUCK	\$60.00 Per Hour
SNOWPLOWING	\$70.00 Per Hour
LARGE MOWER	\$50.00 Per Hour
SMALL MOWER	\$40.00 Per Hour
LARGE ROLLER	\$40.00 Per Hour
SMALL ROLLER	\$30.00 Per Hour
TAX OFFICE RENT	\$ 2.00 Per Day

Ron Hepner made a motion to approve the rental fee rates for 2017 with an additional charge of \$30.00 per hour for the operator's services. John Orr, 2<sup>nd</sup>. With all in favor, motion carried.

**Wage Scale** – The wage scale for 2017:

Stephen Erdman - \$19.38 per hour  
John Hoffman - \$16.83 per hour  
Wendy Wentzel - \$17.34 per hour  
Luanna Zimmerman - \$17.85 per hour  
Rich Wiest - \$16.50 per hour  
On-Call Part-time Help - \$13.50 per hour

Robert Stoner made a motion that the hourly rates be approved as the wage scale for 2017; 2<sup>nd</sup> by Ron Hepner. All in favor, motion carried.

**Employee Benefits:**

Contribution of \$1,250 to each full time employee's individual retirement plan.

On a motion made by Ron Hepner, the retirement contribution and all additional employee benefits as stated in the Employee Personnel Policy Handbook are approved for 2017. John Orr, 2<sup>nd</sup>. With all in favor, motion carried.

**Additional Business:**

John Orr made a motion to approve John Hoffman's request for 10 paid vacation days for 2017. Second by Ron Hepner. All in favor, motion carried.

Motion to adjourn made by Ron Hepner. 2<sup>nd</sup> by Robert Stoner. All in favor, motion carried. Meeting adjourned at 11:40 a.m.

Submitted by,

Luanna Zimmerman, Secretary