

Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 3, 2012
7:00 PM

The meeting was called to order at 7:00 P.M. Present were Ronald Hepner, Board Chairman, Joseph Snyder and John Orr, Supervisors, and Betty Warfel, Secretary/Treasurer.

John Orr was appointed temporary chairperson on a motion by Ronald Hepner, 2nd by Joe Snyder. With all members voting in favor, motion carried. Orr called for nominations for **Chairman**. On a motion by Joseph Snyder, Ronald 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 Ron Hepner, 2nd by Tom Shaffer, Joseph Snyder was nominated for Vice-Chairman. All members voting in favor; Motion carried.

2nd Vice-Chairman – On a motion by Ron Hepner, with 2nd by John Orr, Joseph Snyder was nominated for 2nd Vice-Chairman. All members voting in favor; Motion carried.

Secretary-Treasurer – On a motion by Ron Hepner, 2nd made by Joe Snyder, Betty Warfel was nominated to be retained as Secretary-Treasurer. All members voted in favor of the appointment of Betty Warfel as Secretary-Treasurer. Motion carried.

Road Master – On a motion by Ron Hepner; 2nd by Joe Snyder, Robert Coleman was retained as the Roadmaster. All members voting in favor; Motion carried.

Assistant Road Master – On a motion by Ron Hepner; 2nd by Joe Snyder, Stephen Erdman was nominated for Assistant Roadmaster. All members voting in favor; Motion carried.

Engineer – Buchart-Horn, 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 Ron Hepner; 2nd by Joe Snyder. 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 – Michael Brown, with backup by William Burch Associates, was nominated for Sewage Enforcement Officer on a motion by Ron Hepner; 2nd by John Orr. With a “no” vote cast by Joe Snyder, motion carried with two Supervisors voting in favor. Snyder stated he has issues with Brown’s manner of dealing with the public and has received complaints that Brown’s fees were excessive.

Equipment Maintenance – Robert Coleman was nominated to be retained to oversee the equipment maintenance on a motion by Ron Hepner; 2nd by Joe Snyder. All members voting 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 Joe Snyder; 2nd by John Orr. All members in favor, motion carried.

Zoning Permits – Randy Witmer is authorized to issue Zoning Permits, on a motion by Ron Hepner, 2nd by John Orr. With Joe Snyder casting a “no” vote, motion carried with two Supervisors in favor.

EMC – On a motion made by Ron Hepner, Sean Grimm was nominated to be appointed as EMC with John Brabits as Deputy EMC; 2nd by Joe Snyder. All members voting in favor, motion carried.

Open Records Officer – Randy Witmer was nominated to be retained as Open Records Officer on motion made by John Orr. Second by Ron Hepner. With all in favor, motion carried.

Meeting Dates – The 2nd Wednesday of each month at 7:00 PM, and the workshop meetings on the Monday preceding the regular meeting at 9:00 AM. As per Betty Warfel, Proof of Publication of Meeting Notice in the *Upper Dauphin Sentinel* is on file. On motion made by Joe Snyder, dates and times were set as stated; 2nd by John Orr. All in favor, motion carried.

COG Delegate – On a motion by Joe Snyder; with 2nd by John Orr – Ron Hepner was named as the COG Delegate. All members voting in favor; Motion carried. Hepner nominated Joe Snyder as the COG Alternate. John Orr, 2nd. All in favor, motion carried.

Treasurers Bond – Set at \$1,250,000.00 with Penn National Insurance; on a motion by Ron Hepner and 2nd by Joe Snyder. All members voting in favor, motion carried.

State Convention – Supervisors will indicate their desire to attend the Convention at the January 11th Regular Meeting. John Orr made the motion to designate Ron Hepner as the Township’s voting delegate at the Convention. Second by Joe Snyder. All in favor, motion carried. Following discussion, Ron Hepner made a motion to allow John Orr to attend the PSATS Workshop for New Supervisors scheduled in March, 2012. Second by Joe Snyder. All in favor, motion carried.

Funds Depository – Joe Snyder 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. Secretary Warfel will contact Gratz National Bank to obtain a letter of guarantee of financial condition for funds on deposit by the Township.

Zoning Hearing Board – S. Kirk Miller was re-appointed to serve a full term on the Board on a motion by Ron Hepner; 2nd by Joe Snyder. All members voting in favor; Motion carried. John Orr will contact Michael Clark to determine if he will consider being re-appointed as alternate for the Board.

Millersburg Water Authority Board – William Minier was re-appointed to serve a full term on the Board on a motion by John Orr. Second by Joe Snyder. With all in favor, motion carried.

Rental Fees: The rates for 2011 will remain as they were last year, as follows:

TEREX LOADER	\$70.00 Per Hour
GRADER	\$70.00 Per Hour
J/D LOADER	\$85.00 Per Hour
BACKHOE	\$55.00 Per Hour
CHIPPER	\$45.00 Per Hour
DUMP TRUCK	\$60.00 Per Hour
SNOWPLOWING	\$70.00 Per Hour
MOWER	\$50.00 Per Hour
ROLLER	\$40.00 Per Hour
TAX OFFICE RENT	\$ 2.00 Per Day

Joe Snyder made a motion that rates for 2012 will remain as set last year with an additional charge of \$25.00 per hour for the operator’s services. Ron Hepner, 2nd. With all in favor, motion carried.

Wage Scale – The wage scale for 2012 (1% increase for Coleman, Hooper, Erdman, Witmer and Warfel):

Robert Coleman - \$18.31
Robert Hooper - \$17.43
Stephen Erdman - \$17.02
Randy Witmer - \$33,400.11 (Yearly Salary)
Part-time Help - \$12.00
Betty Warfel – Secretary/Treasurer - \$20,200.00 (Yearly Salary)

Ron Hepner made a motion that the above hourly rates and salary amounts be approved as the wage scale for 2012; 2nd by John Orr. All in favor, motion carried.

John Orr made a motion to raise the monthly fee for cleaning services by Margaret Silks by \$3.00 from \$82.00 to \$85.00. Second by Joe Snyder. With all in favor, motion carried.

Employee Benefits:

Medical/Dental/Hospital & Prescription Drug Coverage.

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

Ten (10) days paid vacation with fifteen (15) days to employees with 20 years of service. (3 Employees are over 20 years)

Seven (7) paid Holidays as follows: New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and 1 Personal Day.

Ten (10) days paid sick leave accumulation to 50 days with no pay for unused days. Over 40 hours per week (overtime) to be paid at time and half rates. Newly hired employees would have sick days and vacation days prorated.

On motion made by John Orr, all employee benefits will stay the same as set forth in the minutes of the Reorganizational meeting minutes for 2011. Joe Snyder, 2nd. With all in favor, motion carried.

Committee Formation: Ron Hepner suggested that the Board consider forming committees to better handle daily issues and provide a plan for the Township to move forward in an organized manner. The proposed committees include: Roads, Equipment, Personnel, Finance, Building Maintenance and Animal Control. Hepner suggested that each Supervisor head two committees.

Supervisors will consider this proposed plan and discuss this proposal in more detail at a future meeting. The Board will also study the current personnel policy and proposed changes will be discussed at a workshop meeting.

Joe Snyder made a motion to make the Zoning Officer's job a half-day position. This motion died for lack of a second. This item will be tabled for consideration at a future meeting.

Motion to adjourn made by Ron Hepner. 2nd by Joe Snyder. All in favor, motion carried. Meeting adjourned at 9:35 p.m.

Submitted by,

Betty A. Warfel, Secretary/Treasurer