

**Upper Paxton Township Board of Supervisors
Workshop Meeting
November 25, 2015**

Those in attendance: Ron Hepner, John Orr and Robert Stoner, Supervisors; Betty Warfel, Secretary/Treasurer; Luanna Zimmerman, Manager; and Steve Erdman, Roadmaster.

The meeting was called to order by Chairman Hepner at 10:00 a.m. All present recited the Pledge of Allegiance to the flag.

Public Comments: None.

Roadmaster Report: N/A

Old Business:

1. Supervisors entered into a discussion of whether to award the bid to purchase a pre-owned dump truck and/or to hire a contractor to provide snowplowing services. At the opening bid meeting held on Monday, November 23, 2015, one bid was received from Best Contracting Company, Inc., of Churchville, Maryland, for a 2005 International 7400 in the amount of \$35,000. An advertisement to request contractor proposals for snowplowing services was placed in two subsequent issues of the Upper Dauphin Sentinel beginning October 20, 2015. The Board considered the option to hire a contractor for snowplowing services based on proposals received from Collins Paving and Landscaping, Millersburg, with a snowplow truck and driver at a cost of \$70 per hour or a salt-cinder truck and driver at \$60; and a proposal from A to Z Construction, Halifax, for a variety of options ranging from \$110 to \$175 per hour. Another option would be to plow with four trucks instead of five, which would lower the quality of the service that residents are accustomed to receiving during a snow event. Roadmaster Erdman provided input as to his reasons for not selling the 1997 International four-wheel drive truck that he normally drives during snow events and for hauling purposes during the summer months. This truck also works well for grading gutters. Discussion ensued as to whether having three large trucks would be economically feasible because we only have two full-time crew members and the vehicle would need to be operated by an additional CDL driver. Supervisors also reviewed the proposed replacement costs of township equipment outlined in the road crew's five-year and ten-year plan. Following extensive discussion of the available options, Ron Hepner made a motion that the Board not purchase the 2005 International 7400 truck from Best Contracting Company and that we hire Collins Paving & Landscaping as a stop gap measure to plow snow in the upcoming winter season. Second by Robert Stoner. All in favor, motion carried.

2. Supervisors reviewed information received from Sean Grimm, Emergency Management Coordinator, with respect to the Dauphin County 2015 Hazard Mitigation Plan. Following review, John Orr moved that the Board adopt the Plan as presented and execute the Resolution stating that this will become the official Hazard Mitigation Plan of Upper Paxton Township. Robert Stoner seconded the motion. With all in favor, motion carried.

3. The Board proceeded to discuss the possible installation of street lights in the Cloverly Acres development. Manager Zimmerman advised that she has discussed this proposition with representatives of PP&L and that they will be willing to meet with township officials in order to discuss the number and placement of the street lights. They will also help us determine which properties will receive the benefit of the lights. Zimmerman will arrange a meeting with PP&L to develop a plan for installation prior to contacting residents of the development in order to receive their input on this matter.

4. Chairman Hepner reported that he received an estimate of approximately \$4,000 for the value of timber on the Township's property in Lenkerville. Supervisors discussed the merits of selling the property by sealed bid or at auction. Setting a reserve price for the property was also discussed. John Orr made a motion that we proceed to advertise the mountainland for sale and contact Attorney Howland to provide us with the legal terminology to prepare an advertisement for sealed bid. Second by Robert Stoner. All in favor, motion carried. Luanna Zimmerman will contact Attorney Howland in order to obtain the required information.

5. The Board received notification from the Department of Environmental Protection that the septic plan application for the Donna Stroup property has been rejected. Manager Zimmerman reported that Bill Burch and Mike Long will be meeting with Brian McFeaters, Sewage Enforcement Officer, and will prepare a revised application for this project.

New Business:

1. In the interests of simplifying keeping the financial records for the Township, the following motions were made: (1) John Orr made a motion to authorize Secretary/Treasurer Betty Warfel to streamline the Township's checking accounts by combining these six accounts - General Fund and General Fund Ready Reserve, the 1% Wage Tax and 1% Wage Tax Reserve, and the State Funds and State Funds Prime Investment into three separate operating funds accounts, General Fund, 1% Wage Tax, and State Funds and removing the term "Reserve". Second by Ron Hepner. All in favor, motion carried. (2) John Orr made a motion to amend the 2015 budget to include \$30,000 to be encumbered for the building fund in addition to the funds previously encumbered for this purpose. Second by Ron Hepner. All in favor, motion carried. (3) John Orr also moved to authorize Betty Warfel to establish a new account entitled "Encumbered Funds" and move the currently encumbered funds into this account in January, 2016, following passage of the budget. Second by Ronald Hepner. With all in favor, motion carried.

At 11:55 a.m., the Board adjourned the public meeting and entered into Executive Session.

Executive Session: Discussion of payroll for the proposed 2016 budget were the primary purpose for this session. The Executive Session was adjourned at 12:10 p.m., and re-adjourned into Public Session.

2. Supervisors proceeded to insert figures for payroll costs into the proposed line item budget for 2016. The proposed budget is a balanced document setting forth proposed Income of \$864,500 and Expenses of \$864,500. John Orr moved to approve

the tentative proposed budget for 2016 for advertisement in the next issue of the Upper Dauphin Sentinel. Second by Robert Stoner. With all in agreement, motion carried.

Public Comments: None

With no further business on the agenda, Ron Hepner moved to adjourn. John Orr seconded the motion. With all in favor, motion carried. Meeting adjourned at 12:50 p.m.

Respectfully submitted,

Betty A. Warfel,
Secretary