

Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 4, 2016
7:00 P.M.

The meeting was called to order at 7 P.M. Present were Ronald Hepner, Board Chairman, John Orr and Robert Stoner, Supervisors, and Luanna Zimmerman, Manager.

Luanna Zimmerman was appointed temporary chairperson on a motion by Ronald Hepner, 2nd by Robert Stoner. With all members voting in favor, motion carried. Zimmerman called for nominations for **Chairman**. On a motion by Robert Stoner, 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 Robert Stoner, 2nd by Ron Hepner, John Orr 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, Robert Stoner was nominated for 2nd Vice-Chairman. All members voting in favor, motion carried.

Secretary – On a motion by Ron Hepner, 2nd made by John Orr, Luanna Zimmerman was nominated as Secretary. All members voted in favor of the appointment of Luanna Zimmerman as Secretary. Motion carried.

Treasurer – On a motion by John Orr, 2nd made by Ron Hepner, 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 Robert Stoner, 2nd made by Ron Hepner, Luanna Zimmerman was nominated to be retained as Manager. All members voted in favor of the appointment of Luanna Zimmerman as Manager. Motion carried.

Road Master – On a motion by Robert Stoner; 2nd by Ron Hepner, Stephen Erdman was retained as the Roadmaster. All members voting in favor, motion carried.

Assistant Road Master – On motion by Ron Hepner, 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; 2nd 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 Robert Stoner. Second by John Orr. With all members voting in favor, motion carried.

Sewage Enforcement Officer – At the regular monthly meeting held on December 9, 2016, the Board reviewed the proposed fees to be charged for services in 2016 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 John Orr. 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 Ron Hepner; 2nd by Robert Stoner. All members in favor, motion carried.

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

Emergency Management Coordinator – On a motion made by John Orr, Sean Grimm was nominated to be appointed as EMC with John Brabits as Deputy EMC; 2nd by Robert Stoner. 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 2016. Second by Robert Stoner. All in favor, motion carried.

Meeting Dates – All regular monthly meetings will be held on the 2nd Wednesday at 7 p.m. (with the exception of the February meeting which will be held on Tuesday, February 9th) and the workshop meetings on the 4th Wednesday beginning at 10 a.m., as established at the December 9, 2015 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 Robert Stoner; with 2nd by John Orr – 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, 2nd. All in favor, motion carried.

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

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

State Convention – John Orr made a motion to authorize Ron Hepner, Robert Stoner, Luanna Zimmerman, and one member of the roadcrew to attend the Convention. Second by Robert Stoner. John Orr also made the motion to designate Ron Hepner as the Township's voting delegate at the Convention. Second by Robert Stoner. All in favor, motion carried.

Funds Depository – Ron Hepner 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.

Zoning Hearing Board – Michael Clark was appointed to serve as alternate for 2016. An ongoing search will be conducted to fill Dave Fralick's position. On a motion by Ron Hepner; 2nd by John Orr. All members voting in favor, motion carried.

Millersburg Area Authority – Ron Hepner made a motion to reappoint Ben Margerum to serve as a board member on the Authority for another term. Second by Robert Stoner. All in favor, motion carried.

Millersburg Fire Company Auditor – Ron Hepner moved that Christine Walter be approved to act as the Township's auditor for the 2015 financial records of the Millersburg Fire Company. Second by John Orr. With all in favor, motion carried.

Emergency Responders - Life Team/Medic 6 will be the 1st due at ALS situations. Motion by Ron Hepner, second by John Orr. All in favor, motion carried.

Rental Fees: The rates for 2016 will remain as they were last year, as follows:

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

Ron Hepner made a motion that rates for 2016 will remain as set last year with an additional charge of \$30.00 per hour for the operator's services. Robert Stoner, 2nd. With all in favor, motion carried.

Wage Scale – The wage scale for 2016:

Stephen Erdman - \$19.00 per hour
John Hoffman - \$16.50 per hour
Wendy Wentzel - \$16.50 per hour
Luanna Zimmerman - \$17.50 per hour
Betty Warfel (part time as an annuitant) - \$17.00 per hour
On-Call Part-time Help - \$13.50

Robert Stoner made a motion that the above hourly rates and salary amounts be approved as the wage scale for 2016; 2nd by John Orr. All in favor, motion carried.

Robert Stoner made a motion to set the monthly fee for cleaning services by Margaret Silks at \$90.00. Second by John Orr. With all in favor, motion carried.

Employee Benefits:

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

On motion made by Ron Hepner, the retirement contribution and all additional employee benefits as stated in the Employee Personnel Policy Handbook are approved for 2016. John Orr, 2nd. With all in favor, motion carried.

Additional Business:

1. John Orr made a motion to have Betty Warfel's name removed from all bank accounts and have Wendy Wentzel's name added to all bank accounts. Wendy Wentzel will also be authorized to do transactions on behalf of the Township and her name will be a legal name to sign checks. All other authorized signatures remain the same. Second by Robert Stoner. All in favor, motion carried.

Motion to adjourn made by Ron Hepner. 2nd by John Orr. All in favor, motion carried. Meeting adjourned at 7:45 p.m.

Submitted by,

Luanna Zimmerman, Secretary