

**Upper Paxton Township Board of Supervisors  
Monthly Meeting  
January 27, 2016**

Those in attendance: Ron Hepner, John Orr and Robert Stoner, Supervisors; Wendy Wentzel, Treasurer; Luanna Zimmerman, Manager/Secretary; 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:**

- a. Roadmaster Erdman stated that he is currently working on 2016 road projects.
- b. Erdman presented information on a geosynthetics workshop to be held on 2/9/16 in Adams County from 8:00 a.m. to 12 noon. Ron Hepner made a motion to send Steve Erdman, John Hoffman, and John Orr to this workshop. Second Robert Stoner. All in favor, motion carried. Luanna Zimmerman will register Erdman, Hoffman, and Orr for this workshop.
- c. Erdman also presented information for a seminar on road maintenance to be held on 2/18/16 at the Wooden Nickel in Millersburg. Ron Hepner made a motion to send Steve Erdman and John Hoffman to this seminar. Second John Orr. With all in favor, motion carried. Zimmerman will register the roadcrew for this seminar.
- d. John Orr personally commended the roadcrew for their snow removal efforts during winter storm Jonas. Erdman stated that they are still cleaning up from this storm.
- e. Roadmaster Erdman gave an estimate of \$50,000 on patching work that needs to be done in 2016. It is as follows: West Pearl Street - \$16,000, Kahler Road - \$6,500 (seal coating), Landfill Road - \$25,000 (guiderails and patchwork), Matter Lane - \$9,500. Paxton Drive and Snyder Mill Road are two more projects that are being considered for 2016. John Orr stated that we plan to apply for Dirt & Gravel Road money from the County for Snyder Mill Road. Ron Hepner stated that we want to start working on road bid packages in February. Erdman is in the process of consulting with representatives from various companies on options for upcoming roadwork.

**Old Business:**

1. Supervisors discussed the 2016-2017 COSTARS road salt contract. Luanna Zimmerman printed the contract for review. It was noted the price and supplier for Dauphin County has not changed since the 2015-2016 contract. The new contract must be submitted by 3/15/16. Supervisors will review this again the 3/9/16 meeting and decide on how much material they want to contract for at that time.
2. The proposed sale of the Berry Mountain property was discussed. Ron Hepner stated that he will follow up with Bill Burch to get the process started on correcting the measurements on the Long property that abuts the Township property.
3. John Orr stated that he had given the other Supervisors a draft copy of the next Township newsletter for them to review. Upon completion of their review, they will instruct Luanna Zimmerman on how to proceed with this.

## **New Business:**

1. Robert Stoner stated that based on discussion at the Special Advertised Supervisor Meeting held yesterday, January 20, 2016, that he would like to make the motion that the Township Treasurer be directed to establish an accounting for encumbered funds and \$187,471.08 be designated as Encumbered Funds to honor the intent of the 2013, 2014 and 2015 Township budgets. Encumbered funds in those budgets were never placed in a designated carry over line item. A breakdown of the encumbered funds is as follows: \$117,848.98 for Equipment Replacement, \$60,000 for Building Construction, and \$9,622.10 for Playground Equipment. Second Ronald Hepner. All in favor, motion carried. John Orr stated that "Worksheet II" will be attached to the official minutes to show this breakdown.
2. Ronald Hepner stated that in 2015 an amount of \$200,000 of reserve funds was designated for construction of a new Township Administrative office Building. Hepner made the motion that this \$200,000 be placed in the encumbered funds account. Robert Stoner second. All in favor, motion carried. Treasurer Wentzel clarified that a total of \$260,000 will be placed in the building fund.
3. Robert Stoner made the motion that for yearly budgeting purposes the amount of \$300,000 be designated as an Operating Reserve to remain in the Township General Fund account. The Operating Reserve Funds can be used throughout the year to meet revenue shortfalls, emergency needs or other such needs determined by the Supervisors to be in the best interest of the Township. Second Ron Hepner. With all in favor, motion carried.
4. Ronald Hepner made the motion that the Treasurer, in consultation with the Township Supervisors, be authorized to realign the chart of accounts and bank accounts to facilitate a streamlined accounting system. Robert Stoner second. All in favor, motion carried. Treasurer Wentzel then clarified how accounts will be combined.
5. Wendy Wentzel gave information regarding direct bill pay with certain vendors. John Orr made a motion to give Wentzel the authority to make online bill payments to those vendors with secure websites. Orr also stated that Wentzel has the discretion to choose which vendors will be paid online. Robert Stoner second. With all in favor, motion carried. Treasurer Wentzel brought up direct deposit for employees. Ron Hepner said that direct deposit for employees was approved at a previous meeting.
6. John Orr made a motion to transfer \$250 from the office supplies budget category to the office equipment category to use to update the Treasurer's computer. Second by Robert Stoner. With all in favor, motion carried.
7. Supervisors reviewed the Stormwater Management for Small Projects information given to them by Keith Heigel. Supervisors will discuss this further with Keith Heigel. Stormwater management updates will be part of the ordinance revisions that the Supervisors are discussing with Diane Krug from Tri-County Regional Planning Commission.

8. Supervisor Hepner said there is a need for the Township to have a snow ordinance. Hepner stated that he asked for an example of a snow ordinance from another Township. Secretary Zimmerman will also research this. It is planned that this also be included with the ordinance revision work being done by Diane Krug from Tri-County Regional Planning Commission.

### **Other Business**

1. Ron Hepner stated that the Township would need to get a waterline easement from Todd Peifer in order to place a water line across the field for the proposed new building. Hepner will speak with Peifer and John Orr will speak with the Millersburg Water Authority.
2. Hepner will check into street sweeping information provided to Luanna Zimmerman by Robyn Loesch.
3. Supervisors discussed meeting with Architect Don Klinger regarding the plans for the proposed new Township building. John Orr will contact Klinger to schedule a meeting.

**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 12:00 p.m.

Respectfully submitted,

Luanna Zimmerman,  
Secretary