

**Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 2, 2018
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.

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

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

Secretary – On a motion by John Orr, 2nd made by Ron Hepner, Luanna Zimmerman was nominated as Secretary. All in favor, 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 John Orr, 2nd made by Ron Hepner, Luanna Zimmerman was nominated to be retained as Manager. With all in favor, motion carried.

Road Master – On a motion by John Orr; 2nd by Ron Hepner, 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 Ron Hepner. All in favor, motion carried.

Engineer – Light - Heigel, with backup by Burch Associates, for minor work at the discretion of the Board, was nominated to be retained as Engineer on a motion by John Orr; 2nd by Ron Hepner. All members voting in favor, motion carried.

Solicitor –The Law Offices of Wix, Wenger & 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 25, 2017, the Board reviewed the proposed fees to be charged for services in 2018 by current SEO, Brian McFeaters. John Orr made a motion to retain Brian McFeaters & Carrie McFeaters, with fees set forth for their 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 John Orr; 2nd by Robert Stoner. All members in favor, motion carried.

Zoning Officer – Light-Heigel 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 2018. Second by Robert Stoner. All in favor, motion carried.

Meeting Dates – All regular monthly meetings will be held on the 2nd Tuesday at 7 p.m. and on the 4th Wednesday beginning at 10 a.m., (Except for the 8-22-18 meeting, which has been rescheduled for 8-29-18 at 10:00 a.m., as per a motion made by Ron Hepner, second by Robert Stoner. With all in favor, motion carried.) as established at the December 13, 2017 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.

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.

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

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

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

Funds Depository – John Orr 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 Robert Stoner. All in favor, motion carried.

Millersburg Fire Company Auditor – Ron Hepner moved that Jo Ann Horchler be approved to act as the Township’s auditor for the 2017 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 Robert Stoner, second by John Orr. All in favor, motion carried.

Rental Fees: The rates for 2018 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	\$ 0.00 Per Day

Ron Hepner made a motion to approve the rental fee rates for 2018 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 2018:

- Stephen Erdman - \$19.78 per hour
- John Hoffman - \$17.83 per hour
- Wendy Wentzel - \$17.75 per hour
- Luanna Zimmerman - \$18.25 per hour
- Rich Wiest - \$16.50 per hour
- Woody Stroup - \$13.50 per hour
- Cindy King - \$16.00 per hour
- Andy Schade - \$13.50 per hour
- On-Call Part-time Help - \$13.50 per hour

John Orr made a motion that the hourly rates be approved as the wage scale for 2018; 2nd by Robert Stoner. All in favor, motion carried.

Employee Benefits:

Contribution of \$1,250.00 to each full-time employee's individual retirement plan.

On a motion made by John Orr, the retirement contribution and all additional employee benefits as stated in the Employee Personnel Policy Handbook except Health Insurance – with the intention to review this within the next month, are approved for 2018. Robert Stoner, 2nd. With all in favor, motion carried.

Additional Business:

Ron Hepner made a motion to allow the Upper Paxton Township Tax Collector to charge the following fees as set by Resolution No. 03-12-2014:

Tax Certification Fee - \$10.00 per parcel

Duplicate Bill Fee - \$5.00 per parcel

Returned Check Fee - \$20.00

John Orr 2nd. All in favor, motion carried.

Motion to adjourn made by Ron Hepner. Second by Robert Stoner. All in favor, motion carried. Meeting adjourned at 11:00 a.m.

Submitted by,

Luanna Zimmerman, Secretary