

**Upper Paxton Township Board of Supervisors  
Regular Monthly Meeting  
December 10, 2019**

Those in attendance: Robert Stoner and John Orr; Supervisors, Luanna Zimmerman; Secretary/Treasurer, Pete Howland; Solicitor, Bob Coleman, and Sean Grimm; Emergency Management Coordinator.

The meeting was called to order by Vice Chairman Stoner at 7:00 p.m. All present recited the Pledge of Allegiance to the flag. A moment of prayer was said for Supervisor Hepner.

**Public Comments:** None

**Approval of Minutes and Financial Report:** Minutes of the November 27<sup>th</sup> monthly meeting were reviewed. Robert Stoner made a motion to approve the meeting minutes. Second by John Orr. With all in favor, motion carried. Luanna Zimmerman presented the November financial report and a list of bills to be paid. Upon review of these documents, John Orr made a motion to approve the financial documents and pay the bills. Second by Robert Stoner. All in favor, motion carried.

**Old Business:**

1. John Orr made a motion to approve the proposed budget for 2020 with a change to budget category 1.450, Culture & Recreation, (Millersburg Pool Donation). This category will be increased from \$20,000 to \$30,000. Second by Robert Stoner. With all in favor, motion carried.
2. The Board reviewed the terms of the agreement, drawn up by Solicitor Howland, between the Township and the owner of Paxton Precast. John Orr will meet with Burch Associates to discuss this.
3. John Orr made a motion to sign the contract with HRG (selecting Option 2, in the amount of \$31,500.00) for the work to update the Township's Act 537 Plan. Option 2 states that Township SEOs Brian & Carrie McFeaters will collect samples. This will be an additional fee of \$13,320.00 and approximately \$7,087.50 in lab fees. Second by Robert Stoner. All in favor, motion carried.
4. John Orr said that he had spoken with Deb Laudenslager (Program Coordinator with Dauphin County Community & Economic Development) regarding the CDBG money awarded to Upper Paxton Township for West Pearl St (MYO Park Road) Reconstruction. Orr informed the Board that if any money is spent prior to HUD awarding the contract the Township must pay for it or possibly use the recent Dauphin County Gaming Grant funding awarded for the project. John Orr made a motion to sign the contract with HRG, in the amount of \$39,100.00, for the design and other related engineering services for this project. Second by Robert Stoner. With all in favor, motion carried.
5. Supervisor Orr informed the Board that he is working through an alternate design for Landfill Road. He is also waiting for a response from PA DEP.

6. Robert Stoner made a motion to add the following to the Township's fee schedule starting 1-1-20: \$50 recoding fee for O &M Agreements to be passed on to the residents. Second by John Orr. All in favor, motion carried.
7. Luanna Zimmerman said that she had spoken with all full-time employees concerning the Township's retirement contribution. All full-time employees have indicated that they would like the contribution paid directly to them to invest at their discretion.

**New Business:**

1. Robert Stoner stated that currently the Township has a CD, in the amount of \$300,000.00, invested with Mid Penn Bank. This CD will mature on 12-13-19. Robert Stoner made a motion to invest the full \$300,000.00 in a 12 - month term CD, at the interest rate of 1.8%, with Mid Penn Bank, with the interest from the CD maturing to be placed into the General Fund Account. Second by John Orr. With all in favor, motion carried.
2. New key card purchases for the Township Compost Lot were discussed. John Orr made a motion, as of 12-11-19, for new card purchases to be set at \$25.00. This fee would activate the card through 2020 until it needs to be renewed for 2021. Second by Robert Stoner. All in favor, motion carried.
3. John Orr made a motion to pay the PSATS invoice, dated 12-1-19 (INV – 62030 – C2H6), in the amount of \$1,363.00. Second by Robert Stoner. With all in favor, motion carried.
4. Robert Stoner said that Luanna Zimmerman was asked to “clean-up” the balance sheet and noted that she had done so. Stoner also said that in the future encumbered funds will be tracked using an Excel spreadsheet.
5. Sean Grimm spoke to the Board regarding the current Emergency Operations Plan for Millersburg Borough and Upper Paxton Township. Grimm said that this must be updated with Dauphin County every two years. John Orr made a motion to approve and adopt Resolution NO. 12-10-19 and sign the Promulgation pertaining to the Emergency Operations Plan. Second by Robert Stoner. All in favor, motion carried.

**Public Comments:** None

With no further business on the agenda, Robert Stoner moved to adjourn. John Orr seconded the motion. All in favor, motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Luanna Zimmerman,  
Secretary/Treasurer