

**Upper Paxton Township Board of Supervisors  
Reorganizational Meeting Minutes  
January 6, 2020  
6:00 p.m.**

The meeting was called to order at 6:00 p.m. Present were John Orr, Robert Stoner, and Bob Coleman; Supervisors, and Luanna Zimmerman; Secretary/Treasurer.

Robert Stoner was appointed temporary chairperson on a motion by John Orr, Second by Bob Coleman. With all members voting in favor, motion carried. Robert Stoner called for nominations for **Chairman**. On a motion by John Orr, Robert Stoner was nominated for and appointed as Chairman of the Upper Paxton Township Board of Supervisors. Bob Coleman seconded the motion. All members voting in favor, motion carried.

**Vice Chairman** – On a motion made by Robert Stoner, 2<sup>nd</sup> by Robert Coleman, John Orr was nominated for Vice-Chairman. All members voting in favor, motion carried.

**2<sup>nd</sup> Vice-Chairman** – On a motion by John Orr, with 2<sup>nd</sup> by Robert Stoner, Bob Coleman was nominated for 2<sup>nd</sup> Vice-Chairman. All members voting in favor, motion carried.

**Secretary/Treasurer** – On a motion by Robert Stoner, 2<sup>nd</sup> made by John Orr, Luanna Zimmerman was appointed as Secretary/Treasurer. All in favor, motion carried.

**Engineer** – Engineering for the Township was discussed and tabled for the time being. Luanna Zimmerman was asked to do research and put this on the agenda for a future meeting.

**Zoning Hearing Board** – Robert Stoner made a motion, 2<sup>nd</sup> by John Orr to reappoint the following persons to serve on the Zoning Hearing Board: Laura Phillips – 3 year term, S. Kirk Miller – additional 2 years, John Green – 1 additional year, and Linda Douty as alternate to serve an additional 2 years. With all in favor, motion carried.

On a motion by Robert Stoner, 2<sup>nd</sup> by John Orr, all other **appointed positions** shall remain as existing for 2020. All in favor, motion carried.

**Equipment Operators** – On a motion by Bob Coleman, 2<sup>nd</sup> by Robert Stoner, all Supervisors and authorized personnel are retained as equipment operators. All Supervisors and the Roadmaster are authorized to hire qualified operators and employees during emergency conditions, if needed. All in favor, motion carried.

**Meeting Dates** – All regular monthly meetings will be held on the 2<sup>nd</sup> Tuesday at 7 p.m. and on the 4<sup>th</sup> Wednesday beginning at 10 a.m., (Except for the months of

January, April, and July, the second monthly meeting will be held on the 5<sup>th</sup> Wednesday at 10:00 a.m. on those 3 months.) as per a motion made by John Orr, second by Bob Coleman, with all in favor, motion carried, as established at the November 12, 2019 & November 27, 2019 meetings, Proof of Publication of Meeting Notice in the *Upper Dauphin Sentinel* is on file.

**Upper Dauphin Council of Governments Delegate** – On a motion by John Orr, with 2<sup>nd</sup> by Bob Coleman, Robert Stoner was named as the COG Delegate and Luanna Zimmerman was named as alternate. All members voting in favor; motion carried.

**Dauphin County Tax Collection Committee Delegate** – On a motion by John Orr, with 2<sup>nd</sup> by Bob Coleman, Robert Stoner was named as the DCTCC Delegate. All members voting in favor; motion carried.

**Treasurers Bond** – Set at \$1,000,000.00 with Penn National Insurance; on a motion by Robert Stoner, and 2<sup>nd</sup> by Bob Coleman. All members voting in favor, motion carried.

**State Convention** – Robert Stoner made a motion authorizing all Township employees and supervisors to attend the Convention if they wish to do so. Second by Bob Coleman. Robert Stoner made a motion to designate John Orr as the Township’s voting delegate at the Convention. Second by Bob Coleman. All in favor, motion carried.

**Funds Depository** – Robert Stoner 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 Bob Coleman. All in favor, motion carried.

**Millersburg Fire Company Auditor** – John Orr moved that Jo Ann Horchler be approved to act as the Township’s auditor for the 2019 financial records of the Millersburg Fire Company. Second by Bob Coleman. With all in favor, motion carried.

**Emergency Responders** – Millersburg Ambulance Association is named as the primary ambulance service provider with Life Team/Medic 6 as the 1<sup>st</sup> due at ALS situations. Motion by Robert Stoner, second by John Orr. All in favor, motion carried.

**Rental Fees:** The rates for 2020 are as follows (for other municipalities, water authority, and school districts where reciprocal services are not possible):

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

Robert Stoner made a motion to approve the rental fee rates for 2020 with an additional charge of 1.5 times the operator's hourly rate for the operator's services. Bob Coleman, 2<sup>nd</sup>. With all in favor, motion carried.

**Wage Scale** – The wage scale for 2020:

Stephen Erdman - \$21.39 per hour  
John Hoffman - \$19.35 per hour  
David Rhoades - \$18.16 per hour (with a .50 cent increase per hour when CDL driver's license is obtained)

Robert Stoner made a motion to approve the wage scale for the roadcrew for 2020. Second by Bob Coleman. With all in favor, motion carried.

Luanna Zimmerman - \$19.89 per hour

Robert Stoner made a motion to approve the 2020 wage scale for Secretary/Treasurer Zimmerman for 2020. Second by John Orr. All in favor, motion carried.

Rich Wiest - \$18.00 per hour  
Cindy King - \$17.00 per hour  
Andy Schade - \$14.50 per hour  
On-Call Part-time Help - \$14.50 per hour

John Orr made a motion to approve the wage scale for part – time help for 2020. Second by Bob Coleman. With all in favor, motion carried.

**Employee Benefits:**

Robert Stoner made a motion to contribute \$1,250.00 to each full-time employee's individual retirement plan to be paid to the employee on or by January 31, 2020. Second by Bob Coleman. All in favor, motion carried.

The current Employee Personnel Policy Handbook is being reviewed and will be revisited at another meeting.

**Additional Business:**

1. The Board reviewed the letter from Doug Snyder on behalf of the Millersburg Fire Company. This letter is requesting the Board's approval for the Millersburg Fire Company to access \$220,000 from the Apparatus Fund Account to refurbish Engine 20. Robert Stoner made a motion to allow this request. Second by John Orr. All in favor, motion carried. Luanna Zimmerman was instructed to notify Doug Snyder and to process a check to the Millersburg Fire Company in the amount of \$25,000 no later than January 31, 2020. This donation was previously approved at the 10-23-19 Township meeting.
2. The Community Development Block Grant Contract for the West Pearl Street Flood Damage Realignment Project was reviewed. Joh Orr made a motion to sign and execute the contract. Second by Bob Coleman. With all in favor, motion carried.

Motion to adjourn made by Robert Stoner. Second by Bob Coleman. All in favor, motion carried. Meeting adjourned at 7:20 p.m.

Submitted by,

Luanna Zimmerman,  
Secretary/Treasurer