

**Upper Paxton Township Board of Supervisors  
Regular Monthly Meeting  
January 14, 2020**

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

The meeting was called to order by Chairman Stoner at 7:00 p.m. All present recited the Pledge of Allegiance to the flag.

**Public Comments:** None

**Approval of Minutes and Financial Report:** Minutes of the December 10<sup>th</sup> monthly meeting and the January 6, 2020 Reorganizational 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 December 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 Bob Coleman. All in favor, motion carried.

**Old Business:**

1. Discussion on the Paxton Precast property, located at 725 Paxton Drive, Dalmatia, PA 17017, was tabled until the 1-29-2020 meeting.
2. John Orr said that he had prepared an informative article, about the Act 537 requirements, for the February Township Newsletter. The Board discussed dates for a public meeting regarding Act 537. Bob Coleman made a motion to hold this meeting during the regularly scheduled March 10, 2020 Board of Supervisor's meeting. Second by John Orr. With all in favor, motion carried. This meeting will be publicly advertised. Orr stated that both Justin Mendinsky of Herbert, Rowland & Grubic and Brian & Carrie McFeaters, Township SEOs, will attend the March 10, 2020 meeting in order to address concerns and answer questions for Township residents.
3. Luanna Zimmerman said that she executed and signed contract with Dauphin County, for the Community Development Block Grant money the Township was awarded for the West Pearl Street Flood Damage Realignment, was mailed on 1-7-2020. This topic was tabled until the 1-29-2020 meeting.
4. John Orr informed the Board that he had met with PA DEP concerning Landfill Road. Orr said that in the scope of work, the stream may be closed off and diverted, but this must be listed in the permit application. Orr said that he and the roadcrew recently took elevations at various points in the stream. It was recommended that Dan Schlegel of Paxton Precast be contacted to review the site for the proposed options for streambank stabilization. Bob Coleman will contact Schlegel and the landowners where the proposed work would be done.
5. Robert Stoner said that a traffic study for the intersection at Earl Drive & Cornell Drive was received. Robert Stoner made a motion to approve and authorize the advertisement of an ordinance for 2 additional "Stop" signs to be placed on Cornell Drive at this intersection.

Second by Robert Coleman. With all in favor, motion carried. Township Solicitor Pete Howland will draft the ordinance and advertisement.

**New Business:**

1. John Orr made a motion to reinvest the CD for \$100,000, that matured on 1-10-2020, with Mid Penn Bank for 12 months at an interest rate of 1.8%, with the interest in the amount of \$1,110.79 being placed in the General Fund Account. Second by Bob Coleman. All in favor, motion carried.
2. Robert Stoner made a motion to approve Resolution No. 1-14-2020, allowing tax parcel #65-020-026, owned by Dale E. Koppenhaver, to be enrolled in the Upper Paxton Township Agricultural Security Area. Second by John Orr. With all in favor, motion carried. Pete Howland will record the documents and Luanna Zimmerman will notify Robert Christoff at the Dauphin County Conservation District.
3. With regret, Robert Stoner made a motion to accept the resignation letter from Stephen Erdman, terminating his position as Roadmaster for Upper Paxton Township, effective 1-31-2020. Stoner expressed his appreciation for Erdman's 30 years of service to the Township. Second by John Orr. With all in favor motion carried. Orr said that Erdman agreed to part time work for the Township for plowing snow and mowing if needed.
4. The Employee Personnel Policy Handbook was reviewed. Bob Coleman made a motion to accept the following changes:

**P5**, (second paragraph), under vacation, remove "Full-time employees hired prior to January 1, 2013 shall earn vacation pay in accordance with the following schedule: Each employee is entitled to 10 paid vacation days each year of employment. After 20 years of service an employee is entitled to 15 paid vacation days per year." This shall be removed as of 1-31-2020.

**P5**, (third paragraph), Remove, (after full-time employees) "hired on or after January 1, 2013".

**P5**, (sixth paragraph), Remove, "vacation time must be taken in ½ day increments as a minimum".

**P5**, (ninth paragraph), Remove, "Full-time employees hired prior to January 1, 2013 are eligible to accrue sick leave in accordance with the following conditions: An employee is entitled to 10 days paid sick leave per year, and may accumulate up to 50 days (400 hours). The 400-hour limit is the maximum an employee can carry over to January 1 of the next year. An employee that carries over the 400-hour maximum will earn an additional 10 days of sick leave beginning January 1 of each year." This shall be removed after 1-31-2020.

**P6**, (first paragraph), Remove, (after full-time employees) "hired on or after January 1, 2013".

**P6**, (at the end of the 3<sup>rd</sup> paragraph), Remove, Absence for part of a day that is chargeable to sick leave shall be charged in an amount of not less than two hours.

**P8**, (at the end of the fifth paragraph), Under Retirement Payment, add "The employee retirement payment is made in January for the previous year's employment. The compensation will be prorated based on full months of employment of the previous year.

Second by John Orr. With all in favor, motion carried. Luanna Zimmerman will make copies of the Employee Personnel Policy Handbook with the changes and distribute them to all full-time employees for them to sign and return the signature page.

5. Robert Stoner made a motion to sign the letter to Millersburg Borough approving detours going through the Township for the Cherry Blossom Festival, the Memorial Day Parade, Tour de Millersburg, and the Halloween Parade. Second by John Orr. All in favor, motion carried.
6. Bob Coleman made a motion to advertise for the positions of Township Roadmaster and roadcrew in the Upper Dauphin Sentinel and the PSATS website. Second by John Orr. With all in favor, motion carried. Job descriptions for both positions will be established.

**Public Comments:** None

With no further business on the agenda, Robert Stoner moved to adjourn. Bob Coleman seconded the motion. All in favor, motion carried. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Luanna Zimmerman,  
Secretary/Treasurer