

**Upper Paxton Township Board of Supervisors
Monthly Meeting
January 29, 2020**

Those in attendance: Robert Stoner, John Orr, and Bob Coleman, Supervisors; Luanna Zimmerman, Secretary/Treasurer; Steve Erdman, Roadmaster; John Hoffman, Dave Rhoades, Marty Sowers, Zoning Officer; Keith Heigel, Bill Burch, and Dan Schlegel.

The meeting was called to order by Chairman Stoner at 10:00 a.m. All present recited the Pledge of Allegiance to the flag. John Orr made a motion to approve the minutes from the January 14th meeting and pay the bills. Second by Bob Coleman. With all in favor, motion carried.

Public Comments: None

Roadmaster's Report: Roadmaster Erdman said that Spruce Street in Lenkerville (off Pearl Street) is in bad shape and he recommends making improvements to the road. Robert Stoner said that he will inspect it. Dave Rhoades said that he will be taking his test to obtain his CDL License on Monday 2-3-2020. Bob Coleman said that he will contact Rick Levan and schedule a meeting to discuss preparation of road bid packages. Robert Stoner said he would like to see bid packages prepared for the 2-11-2020 meeting.

Old Business:

1. Engineering/Zoning services were discussed with Zoning Officer Marty Sowers and Keith Heigel. Robert Stoner said that the Board has no issues with the current zoning services from Light – Heigel and the Board would like to see them continue providing Upper Paxton Township with zoning services and the stormwater reviews that go along with the zoning services. Stoner also noted that the Board did not appoint an Engineer at the 2020 Reorganizational Meeting. Marty Sowers said that Light – Heigel's goal is to provide the Board with the services that the Township needs. Stoner mentioned that he believes the issues the Board has is with the engineering services that Light – Heigel provided for Landfill Road. John Orr said that he had met with PA DEP regarding streambank stabilization for Landfill Road and that Dan Schlegel of Paxton Precast is currently working on a design to stabilize the streambank under the permit the Township has already obtained.
2. Supervisor Orr said that he had previously met with Bill Burch and Dan Schlegel to review the proposed Plan drawn up by Bill Burch for the Paxton Precast site located at 725 Paxton Drive, Dalmatia, PA ,17017, and the agreement between Upper Paxton Township and Paxton Precast drawn up by Solicitor Howland. It was noted that the intention is for the Plan to act as a baseline recognizing what is located on the property and going forward any changes/additions to the property must be properly permitted. Burch asked that on page 2 of the agreement the first

stormwater basin be deleted from the Agreement. Schlegel also asked to be able to extend his yard area. John Orr said that the Board would need to see a new Plan with these modifications in place and then the current proposed Agreement would need to be modified. Burch said that he will make these changes to the Plan so the Board can review this at the 2-11-2020 meeting.

3. The Board discussed the proposed streambank stabilization project for Landfill Road with Dan Schlegel. Schlegel said that he will have his engineer, Bart Shippee, stamp the Plan for this project which is to be done under a Costars contract. John Orr asked Schlegel for a proposal for the project including adding or deducting block from the project. Dan Schlegel said he will attend the 2-11-2020 meeting and provide the Board with more information on this project.
4. Bob Coleman made a motion to advertise a public meeting to discuss the work for the update to the Township's Act 537 Plan. The meeting will be held on March 10, 2020 at 7:00 p.m. Second by John Orr. All in favor, motion carried.
5. John Orr said that the Board has received a letter from George Connor concerning the Gaming Award money for West Pearl Street. The letter states that as per the grant contract Upper Paxton Township has until March 1, 2020 to initiate the Project and/or expand the grant funds. Orr said that he had drafted a letter and instructed Luanna Zimmerman to send it to George Connor.

New Business:

1. John Orr informed the Board that he had attended a meeting, representing Upper Paxton Township, on 1-28-2020, concerning the proposed merger of Millersburg Area School District and Upper Dauphin Area School District. Orr said this consisted of a community focus group discussing logistics such as the school calendar, start & end times of the school day, the school name, and mascot. Orr said he is planning to attend a future meeting for this as well.
2. Chairman Robert Stoner read aloud **Resolution No. 1-29-2020** recognizing and thanking Ron "Pickle" Hepner for his service to Upper Paxton Township as Supervisor. Robert Stoner made a motion to adopt this Resolution. Second by John Orr. With all in favor, motion carried. Stoner also recognized Roadmaster Steve Erdman for his nearly 30 years of service to Upper Paxton Township. Erdman's last day of employment is 1-31-2020.
3. Robert Stoner said that it has come to the attention of the Board that Tom Billow, Supervisor and Roadmaster of Mifflin Township, has health issues and is currently hospitalized. Bob Coleman made a motion to allow the Upper Paxton Township roadcrew to provide assistance in the event of winter weather, if needed. Second by John Orr. All in favor, motion carried.

4. The Board reviewed job descriptions for the position of roadcrew and roadmaster. John Orr made a motion to adopt these job descriptions. Second by Bob Coleman. With all in favor, motion carried.
5. John Orr stated that John Brabits donated a projector and screen to Upper Paxton Township and asked Luanna Zimmerman to send a thank you note.
6. Bob Coleman made a motion, second by John Orr, to send a letter of appreciation to James Fulkroad. Fulkroad has been providing the Township Administration Building and Township Maintenance Garage with free trash removal for the past 30 years. All in favor, motion carried.

Public Comments: None

With no further business on the agenda, Robert Stoner moved to adjourn into Executive Session. Bob Coleman seconded the motion. With all in favor, meeting adjourned into Executive Session at 11:21 a.m. to discuss personnel issues pertaining to Steve Erdman retiring and how to handle someone filling his job temporarily.

Following discussion, the meeting reconvened at 11:50 a.m.

1. Robert Stoner made a motion to pay Steve Erdman for his accumulated sick time at ½ of his current hourly wage. Second by Bob Coleman. With all in favor motion carried.
2. Robert Stoner made a motion to pay Steve Erdman for 120 hours of vacation time at his current hourly wage. Second by Bob Coleman. John Orr opposed. Majority in favor, motion carried.
3. John Orr made a motion stating that full time employees will accrue vacation time at an hourly amount per pay period. The amount will be determined as per the time earned per years of service as per the Employee Personnel Policy Handbook. It is to be stated in the Employee Personnel Policy Handbook that an employee may request an advance of up to one week in vacation days. If an employee is terminated or terminates their employment with the Township, they will owe the time back if they have not earned it. It will be deducted from their last paycheck.
4. John Orr made a motion to authorize the following people to plow snow for the Township pending they submit the required personal information and show interest in the position. They are as follows: Brian Long, Shawn Bordner, Allen Deibler, and Doug Snyder. They will be compensated at the part time hourly rate of \$14.50 per hour which was determined at the January 6, 2020 Reorganization Meeting. Second by Bob Coleman. With all in favor, motion carried.

5. Bob Coleman provided the Board with the start of a work list for the roadcrew. With concurrence from the rest of the Board, Coleman will pass this on to the roadcrew.

6. In lieu of the fact that Roadmaster Steve Erdman's last day of employment with Upper Paxton Township is 1-31-2020, Bob Coleman made a motion to appoint John Hoffman as temporary road foreman. Second by John Orr. All in favor, motion carried.

With no further business on the agenda, Robert Stoner moved to adjourn. Bob Coleman seconded the motion. With all in favor, motion carried. Meeting adjourned at 12:07 p.m.

Respectfully submitted,

Luanna Zimmerman,
Secretary/Treasurer