

**Upper Paxton Township Board of Supervisors
Regular Monthly Meeting
September 8, 2020**

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

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 August 26th monthly meeting were reviewed. Bob Coleman made a motion to approve the meeting minutes. Second by John Orr. With all in favor, motion carried. Luanna Zimmerman presented the August 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. John Orr informed the Board that the wall for the W. Pearl St Project is completed. The Board discussed the caps for the wall. John Orr said the contractor wants to pour and form the caps. The Board rejected the option of filling the voids with concrete without a cap at the top of the wall. Robert Stoner made a motion to approve a change order, with no change in the cost of the contract, for a time extension to the contract. Second by John Orr. With all in favor, motion carried. (The original contract completion date was 9-4-2020.)
2. Luanna Zimmerman informed the Board that Township SEOs Brian & Carrie McFeaters are still conducting testing (OLDS surveys & water sampling) for the update to the Township's Act 537 Plan.
3. Articles for a Fall Newsletter were discussed. The newsletter will be sent out prior to Fall Clean-up day which is scheduled for 10-10-20.

New Business:

1. The Board reviewed a letter of resignation from John Hoffman. Hoffman's last day of employment with Upper Paxton Township will be 9-11-2020. Chairman Stoner stated the following: 1.) As per the Employee Personnel Handbook, prorated retirement compensation for 2020 will be paid to John Hoffman sometime in January of 2021. 2.) Robert Stoner made a motion to amend the Employee Personnel Handbook to reflect that an employee be paid for one half of his/her sick time upon his/her resignation. Second by Bob Coleman. All in favor motion carried. Upon approval of this motion Hoffman will be paid for ½ of his sick time. 3.) Bob Coleman made a motion to pay John Hoffman \$1.00 per hour for 350 hours. (This is back pay from 1-29-2020 to 3-27-2020 when Hoffman was appointed temporary Road Foreman.) Second by John Orr. With all

in favor, motion carried. The Board clarified that the ½ sick pay and \$350 backpay is to be paid at the Township's regular payroll schedule date on 9-21-2020. A list of items that need to be returned to the Township were reviewed. Roadmaster Wiest was instructed to collect those items.

2. Luanna Zimmerman informed the Board that Cindy King resigned from cleaning the Township Administration Building. John Orr made a motion to hire Patricia Guarneri at \$15.00 per hour to clean the administration building. Second by Bob Coleman. With all in favor, motion carried. It was recognized that this is a part time position.
3. Snowplow drivers were discussed for the upcoming Winter Season. Bob Coleman said that he will talk with Brian Long, AJ Deibler, and Shawn Bordner. If they are interested, they will be instructed to submit a copy of their PA driver's license to Luanna Zimmerman for approval from the Township's insurance carrier.
4. Township Solicitor Howland told the Board he had an inquiry from Melham Associates regarding a possible subdivision located along Berry Mountain Road. It was questioned if this could be done as a "de facto subdivision" because this tract of land is already separated by Berry Mountain Road. The Board indicated that their thought is that this should go through the standard subdivision and land development process.
5. Hiring of a third person for the roadcrew was discussed with Roadmaster Wiest and Dave Rhoades. The Board reviewed the applications on file and instructed Luanna Zimmerman to schedule interviews with three of the applicants.
6. A timeline for 2021 budget meetings will be discussed at the 9-23-2020 township meeting.
7. Bob Coleman said that he had received a phone call regarding traffic on Branch Road. Solicitor Howland suggested that the homeowners should do a title research for the properties located along that road.
8. Improvements to the emergency access road, located off Goodling Road were discussed. This is something the Board will investigate and revisit later.

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 8:35 p.m.

Respectfully submitted,

Luanna Zimmerman,
Secretary/Treasurer