

**Upper Paxton Township Board of Supervisors
Monthly Meeting
September 23, 2020**

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

The meeting was called to order by Chairman Stoner at 10:00 a.m. All present recited the Pledge of Allegiance to the flag. Bob Coleman made a motion to approve the minutes from the September 8th meeting. Second by John Orr. With all in favor, motion carried. John Orr made a motion to pay the bills. Second by Bob Coleman. All in favor, motion carried.

Public Comments: None

Roadmaster's Report: Roadmaster Wiest reported that the roadcrew has been busy with the following items: installing inlets & doing shoulder work on Landfill Road, roadside mowing, grass cutting at the municipal site, and cutting up downed trees.

Old Business:

1. John Orr informed the Board that paving on the W. Pearl Street project was to be started today. Orr said that line painting will be done in approximately 30 days. John Orr made a motion to approve payment of HRG invoice #145200, in the amount of \$4,367.24, for additional construction observation for the W. Pearl Street Project. Second by Robert Stoner. With all in favor, motion carried. John Orr made a motion to approve payment of Fares Farhat Contractor's Application for Payment No. 2, pending review & approval from Herbert, Rowland & Grubic, in the amount of \$70,147.70 for the W. Pearl Street Project. Second by Bob Coleman. All in favor, motion carried.
2. Luanna Zimmerman said that Township S.E.O. Brian McFeaters had contacted her stating that approximately 70 reports/samples have been done for the update to the Township's Act 537 Plan. McFeaters stated that more sampling needs to be done. He plans to contact Justin Mendinsky, with Herbert, Rowland & Grubic to get direction on how to proceed.
3. The Board set a date of Monday, 10-19-2020, at 2:00 pm to work on the 2021 budget.
4. On a motion made by Robert Stoner, second by Bob Coleman, Luanna Zimmerman was instructed to amend the Employee Personnel Policy Handbook as follows:

Page #5 Vacation, Full-time employees shall earn vacation pay in accordance with the following schedule:

- Year 1 – 10 paid vacation days (two weeks)
- Year 4 – 11 paid vacation days
- Year 5 – 12 paid vacation days
- Year 6 – 13 paid vacation days
- Year 7 -- 14 paid vacation days
- Year 8 – 15 paid vacation days (three weeks)

There will be no carryover of unused vacation days, unless approved by the Board for special circumstances. Vacation time shall be prorated. (This shall be in effect as of January 1, 2021.

Also, on **Page 5**, under **Sick Leave** it shall be added, “sick time shall be prorated”.

On **Page 7**, under **Medical/Dental/Vision Benefits**, add “Insurance payment in lieu of an employee taking the Township insurance is set at \$4,000 and shall be paid at the insurance renewal date and prorated, as necessary.

With all in favor, motion carried.

5. Bob Coleman made a motion to increase the base payrate for David Rhoades and Rich Wiest by .25 (\$19.50) per hour. Second by Robert Stoner. All in favor, motion carried.
6. The Board reviewed the drawings by Burch Associates for guiderail for Landfill Road. Roadmaster Wiest was instructed to obtain quotes for the work.
7. Luanna Zimmerman was instructed to place the order for the initial fill for road salt as per the Costars Contract. It was decided that the salt shed will be repaired in the Spring of 2021. Robert Stoner made a motion to sell salt/anti-skid to Millersburg Borough and Gratz Borough at cost. Second by Bob Coleman. With all in favor, motion carried.

New Business:

1. Robert Stoner made a motion to hire Brian Coles, at a starting rate of \$19.25 per hour, to work on the Township Roadcrew. Second by Bob Coleman. All in favor, motion carried.
2. Luanna Zimmerman reported that the Township has received the 2020 volunteer fire relief money of \$18,401.50. John Orr made a motion to pay this amount of \$18,401.50 to the Millersburg Fire Company (Relief Association). Second by Bob Coleman. With all in favor, motion carried.
3. John Orr made a motion to authorize use of township roads for the Northern Dauphin Christian School 5K race on November 14, 2020. Second by Bob Coleman. All in favor, motion carried. Robert Stoner said that he had received a

request from Heidi Mace requesting this authorization. Mace said that the proper emergency personnel will be notified, and the appropriate signs will be placed throughout the race route.

4. Robert Stoner made a motion, in conjunction with the date set by Millersburg Borough Council, to set the date for Trick or Treat night in Upper Paxton Township, as Thursday, October 29, 2020 from 6 pm - 8 pm. Second by John Orr. With all in favor, motion carried.
5. Luanna Zimmerman informed the Board that there is a CD, in the amount of \$150,000, maturing on 10-10-2020 and another in the amount of \$300,000 maturing on 12-13-2020. Zimmerman was instructed to get renewal rates. This will be revisited at a future meeting.

Public Comments: None

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 11:26 a.m.

Respectfully submitted,

Luanna Zimmerman,
Secretary/Treasurer