

**Upper Paxton Township Board of Supervisors
Regular Monthly Meeting
April 13, 2021**

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

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 March 24th monthly meeting were reviewed. John Orr made a motion to approve the meeting minutes. Second by Bob Coleman. With all in favor, motion carried. Luanna Zimmerman presented the March financial reports and a list of bills to be paid. Upon review of these documents, Bob Coleman made a motion to approve the financial documents and pay the bills. Second by John Orr. All in favor, motion carried.

Old Business:

1. The Board reviewed the Snyder Mill Road base mapping drawings prepared by Burch Associates. Options for moving the road were discussed. Burch was asked to mark off for the new road and provide Solicitor Howland with a description in order for the land to be acquired through Eminent Domain.
2. Robert Stoner said that 35 additional letters & surveys were sent out to residents for well water sampling and on lot disposal system surveys for the update to the Township's Act 537 Plan. John Orr said that he reviewed the data from Herbert Rowland & Grubic for the surveys that were already completed. Orr said there were 12 sites that were marked problematic by HRG, however; nothing suspicious was observed by the Sewage Enforcement Officer when the surveys were done. Orr informed the Board that he would like to get permission from the landowners and visit those sites.
3. Robert Stoner said that he spoke with a landowner on Adams Lane regarding the deteriorating roadway. William Burch was asked to do surveying work to mark the boundaries. Stormwater pipe and road improvements were discussed and will be revisited at a future meeting.
4. Bob Coleman made a motion to amend page 5 of the Employee Personnel Policy Handbook to remove the following: *"There will be no carryover of unused vacation days, unless approved by the Board of Supervisors for special circumstances."* and add the following: *"Employees may carry over a maximum of 40 vacation hours from the end of the year to the beginning of the new year."* Second by Robert Stoner. With all in favor, motion carried.
5. Truck traffic on Landfill Road was discussed. Robert Stoner said that letters were sent to 4 businesses located in the State Route 209 and Landfill Road area. A Township resident has reported that large trucks are continuing to use Landfill Road. Several options were

discussed. Solicitor Howland was asked to do more research. This was tabled and will be revisited at a future meeting.

New Business:

1. The 2020 Liquid Fuels audit finding was discussed. Robert Stoner made a motion to sign the exit conference memorandum and submit the following comments:

“On March 6, 2020, Upper Paxton Township received bids for 2 work items related to cutting and patching existing roads. One bid called for 4” of defective road material to be removed and replaced with new asphalt and the other bid was for the same work except to a 6” depth. The total bid price indicated on the bid forms were \$34,699.44 and \$26,698.00 respectively for a total of \$61,397.44 contract award amount. In checking the math on each bid form, it was noted that the unit price per square yard of work on the one bid, if multiplied out, would have given a higher total cost than the \$26,698 indicated as the bid amount. We acknowledge that there was an irregularity. However, prior to the award of the contract we consulted with our Liquid Fuels PennDOT representative and our Township Solicitor. The contractor confirmed that the total bid amount as shown was the correct amount and an error in transposing his numbers from his work sheet to the bid form occurred for the unit price breakdown. The bottom line was that the contract was properly awarded in the exact amount of the bid total, \$61,397.44. The finding of your department suggests that the bid should have been thrown out which most assuredly would have resulted in a higher project cost or possibly not receiving any bids on a rebid. We believe that our actions were appropriate and above reproach thereby resulting in the highest and best use of the tax-payers funds. We do not agree with your finding and request that this finding be rescinded.”

Second by Bob Coleman. All in favor motion carried.

2. Robert Stoner said that notice was received that the 2020 audit for the Millersburg Fire Company was completed and approved by the auditing committee.
3. The Board reviewed the comments from the Dauphin County Planning Commission & Light – Heigel for the Smucker Plan. William Burch addressed the comments with the Board. Bob Coleman made a motion to approve and sign the Smucker Plan. Second by Robert Stoner. With all in favor, motion carried.
4. Comments from the Dauphin County Planning Commission & Light – Heigel were reviewed for the Steppy Plan. William Burch addressed the comments with the Board. Robert Stoner made a motion to approve and sign the Steppy Plan. Second by Joh Orr. All in favor, motion carried.
5. The Board acknowledged receipt of a letter from the owner of the property located at 675 Middle Road in Upper Paxton Township. The letter states that there is water running down the driveway of the property causing wash outs in the driveway. The landowner believes this is the result of a faulty infiltrator that the Township placed on the property. The roadcrew observed and took photos of the driveway after a rainstorm and did not observe a wash out. A letter will be sent to the landowner stating that this area will be monitored closely by the Township roadcrew.

6. Mud and dirt washing out from a driveway onto Summers Road was discussed. Roadmaster Wiest was asked to contact the Dauphin County Conservation District to inquire as to whether they have information pertaining to this driveway.
7. Robert Stoner said that he had contacted a landowner located at a property on Nelson Terrace regarding erosion along the roadway. This was discussed with Roadmaster Wiest and will be corrected.
8. Luanna Zimmerman was asked to send “thank you” letters and gift cards to the volunteers that helped with the recent spring cleanup event. The Board discussed the possibility of having a second cleanup day in 2021. Luanna Zimmerman was asked to prepare an article to be published in the Upper Dauphin Sentinel asking for volunteer help.
9. John Orr said that he was notified that the Millersburg Pool Association will be proceeding with their renovation project. The Board has \$30,000 earmarked for a donation to this project.

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 8:46 p.m.

Respectfully submitted,

Luanna Zimmerman,
Secretary/Treasurer