

Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 7, 2013
9:00 A.M.

The meeting was called to order at 9 A.M. Present were Ronald Hepner, Board Chairman, Joseph Snyder and John Orr, Supervisors, and Betty Warfel, Secretary/Treasurer, Steve Erdman , Roadmaster and Tom Shaffer.

Joe Snyder was appointed temporary chairperson on a motion by Ronald Hepner, 2nd by John Orr. With all members voting in favor, motion carried. Snyder called for nominations for **Chairman**. On a motion by Joseph Snyder, Ronald Hepner was nominated for and appointed as Chairman of the Upper Paxton Township Board of Supervisors. John Orr seconded the motion. All members voting in favor; Motion carried.

Vice Chairman – On a motion made by Ron Hepner, 2nd by Joseph Snyder, John Orr was nominated for Vice-Chairman. All members voting in favor; Motion carried.

2nd Vice-Chairman – On a motion by Ron Hepner, with 2nd by John Orr, Joseph Snyder was nominated for 2nd Vice-Chairman. All members voting in favor; Motion carried.

Secretary-Treasurer – On a motion by Ron Hepner, 2nd made by Joe Snyder, Betty Warfel was nominated to be retained as Secretary-Treasurer. All members voted in favor of the appointment of Betty Warfel as Secretary-Treasurer. Motion carried.

Road Master – On a motion by John Orr; 2nd by Joe Snyder, Stephen Erdman was retained as the Roadmaster. All members voting in favor; Motion carried.

Assistant Road Master – Discussion ensued regarding the appointment of an Assistant Roadmaster. No appointment was made at the current time. Supervisors will be involved in the day-to-day activities in the event that Stephen Erdman is absent from the workplace.

Engineer – Buchart-Horn, Inc., with backup by William Burch Associates for minor work at the discretion of the Board, was nominated to be retained as Engineer on a motion by Joe Snyder; 2nd by John Orr. All members voting in favor; Motion carried.

Solicitor –The Law Offices of Wix, Wenger and Weidner, were retained as Solicitors, on a motion by John Orr. Second by Ron Hepner. With all members voting in favor, motion carried.

Sewage Enforcement Officer – The Board reviewed the proposed fees to be charged for services in 2013 by current SEO Michael Brown. Brown's new proposal calls for a retainer for services that could exceed \$350. Supervisors will

contact DEP and neighboring townships to determine fees being charged by other equally qualified SEOs. This appointment was tabled for a decision to be made at the regular monthly meeting on Wednesday, January 9th.

Equipment Maintenance – Robert Coleman was nominated to oversee the equipment maintenance on a motion by Ron Hepner; 2nd by Joe Snyder. All members voting in favor; Motion carried.

Equipment Operators – All Supervisors and authorized personnel are retained as equipment operators. All Supervisors are authorized to hire qualified operators and employees during emergency conditions, if needed, on a motion by John Orr; 2nd by Joe Snyder. All members in favor, motion carried.

Zoning Permits – Randy Witmer is authorized to issue Zoning Permits, on a motion by Ron Hepner, 2nd by John Orr. All members in favor; Motion carried.

EMC – On a motion made by Ron Hepner, Sean Grimm was nominated to be appointed as EMC with John Brabits as Deputy EMC; 2nd by Joe Snyder. All members voting in favor, motion carried.

Open Records Officer – This appointment will be made following a discussion to be held with current Open Records Officer Randy Witmer to determine his desire to remain in this office.

Meeting Dates – The 2nd Wednesday of each month at 7:00 PM, and the workshop meetings on the 4th Wednesday at 9:00 AM. As per Betty Warfel, Proof of Publication of Meeting Notice in the *Upper Dauphin Sentinel* is on file. On motion made by John Orr, dates and times were set as stated; 2nd by Joe Snyder. All in favor, motion carried.

COG Delegate – On a motion by John Orr; with 2nd by Joe Snyder – Ron Hepner was named as the COG Delegate. All members voting in favor; Motion carried. Hepner nominated Joe Snyder as the COG Alternate. John Orr, 2nd. All in favor, motion carried.

DCTCC Delegate – On a motion by John Orr; with 2nd by Joe Snyder – Ron Hepner was named as the DCTCC Delegate. All members voting in favor; Motion carried. Hepner nominated John Orr as the DCTCC Alternate. Joe Snyder, 2nd. All in favor, motion carried.

Treasurers Bond – Set at \$1,500,000.00 with Penn National Insurance; on a motion by John Orr and 2nd by Joe Snyder. All members voting in favor, motion carried.

State Convention – Supervisors will indicate their desire to attend the Convention at the January 9TH Regular Meeting. John Orr made the motion to designate Ron Hepner as the Township's voting delegate at the Convention. Motion was withdrawn. Ron Hepner moved that John Orr be designated as the Township's voting delegate at the Convention. Second by Joe Snyder. All in favor, motion carried.

Funds Depository – Joe Snyder made a motion to keep funds on deposit at Mid Penn Bank and any other FDIC Insured Financial Institutions as deemed appropriate by the Board. Second by John Orr. All in favor, motion carried.

Zoning Hearing Board – David Fralick was re-appointed to serve a full term on the Board on a motion by John Orr; 2nd by Joe Snyder. All members voting in favor; Motion carried. John Orr will contact Michael Clark to determine if he will consider being re-appointed as alternate for the Board.

Emergency Responders - Medic 6 will be the 1st due at ALS situations. MedEx Ambulance Services, of Halifax, will be second due. Motion by Ron Hepner, second by Joe Snyder. All in favor, motion carried.

Humane Society of Harrisburg Agreement - Supervisors reviewed the terms of the 2013 Municipal Domestic Animal Protective Services Agreement provided by the Humane Society of Harrisburg Area. Joe Snyder was named as primary contact and Ron Hepner as secondary contact. Ron Hepner made a motion to approve the Agreement as presented with the addition of the Township's Surrender Policy added as Exhibit "A" and the Township's Surrender Permission Slip added as "Exhibit B". John Orr seconded the motion. With all in favor, motion carried.

Rental Fees: The rates for 2013 will remain as they were last year, as follows:

GRADER	\$70.00 Per Hour
J/D LOADER	\$85.00 Per Hour
BACKHOE	\$55.00 Per Hour
CHIPPER	\$45.00 Per Hour
DUMP TRUCK	\$60.00 Per Hour
SNOWPLOWING	\$70.00 Per Hour
MOWER	\$50.00 Per Hour
ROLLER	\$40.00 Per Hour
TAX OFFICE RENT	\$ 2.00 Per Day

John Orr made a motion that rates for 2013 will remain as set last year with an additional charge of \$25.00 per hour for the operator's services. Ron Hepner, 2nd. With all in favor, motion carried.

Wage Scale – The wage scale for 2013 (2% increase for Erdman, 1% increase for Coleman):

Robert Coleman - \$17.60
Robert Hooper - \$17.43
Stephen Erdman - \$17.78
Randy Witmer - \$16.06 per hour
On-Call Part-time Help - \$12.00
Betty Warfel – Secretary/Treasurer - \$20,878.00 (Yearly Salary)

John Orr made a motion that the above hourly rates and salary amounts be approved as the wage scale for 2013; 2nd by Ron Hepner. All in favor, motion carried.

John Orr made a motion to set the monthly fee for cleaning services by Margaret Silks at \$85.00. Second by Joe Snyder. With all in favor, motion carried.

Employee Benefits:

Medical/Dental/Hospital & Prescription Drug Coverage.

Contribution of \$1,250 to the full time employee's individual retirement plan.

Ten (10) days paid vacation with fifteen (15) days to employees with 20 years of service. (3 Employees are over 20 years)

Seven (7) paid Holidays will be increased to Nine (9) paid Holidays as follows: New Year's, Primary Election Day (May) Memorial Day, July 4th, Labor Day, General Election Day (November, Thanksgiving Day, Christmas Day, and 1 Personal Day.

Ten (10) days paid sick leave accumulation to 50 days with no pay for unused days. Over 40 hours per week (overtime) to be paid at time and half rates. Newly hired employees would have sick days and vacation days prorated.

On motion made by John Orr, all employee benefits will amended as listed above from the minutes of the Reorganizational meeting minutes for 2012. Joe Snyder, 2nd. With all in favor, motion carried.

Tom Shaffer requested clarification regarding permissible burning on farms. At a future date, the Open Burning Ordinance may need to be amended to include smoke houses.

Motion to adjourn made by Ron Hepner. 2nd by Joe Snyder. All in favor, motion carried. Meeting adjourned at 11:08 a.m.

Submitted by,

Betty A. Warfel, Secretary/Treasurer