

**Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 3, 2022
11:00 a.m.**

The meeting was called to order at 11:00 a.m. Present were John Orr, Robert Stoner, and Bob Coleman; Supervisors, Rich Wiest; Roadmaster, Dave Rhoades, Brian Cole; Roadcrew, and Luanna Zimmerman; Secretary/Treasurer.

Luanna Zimmerman was appointed temporary chairperson on a motion by Bob Coleman, second by Robert Stoner. With all members voting in favor, motion carried. Luanna Zimmerman called for nominations for **Chairman**. On a motion by Bob Coleman, Robert Stoner 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 Bob Coleman, 2nd by Robert Stoner, John Orr was nominated for Vice-Chairman. All members voting in favor, motion carried.

2nd Vice-Chairman – On a motion by Robert Stoner, with 2nd by John Orr, Bob Coleman was nominated for 2nd Vice-Chairman. All members voting in favor, motion carried.

Secretary/Treasurer/Manager – On a motion by John Orr, 2nd made by Bob Coleman, Luanna Zimmerman was appointed as Secretary/Treasurer/Manager. All in favor, motion carried.

Roadmaster – On a motion by Bob Coleman, 2nd made by John Orr, Rich Wiest was appointed as roadmaster. All in favor, motion carried.

Engineer – On a motion by John Orr, 2nd made by Bob Coleman, Lehigh Engineering was appointed as Township Project Engineer and Light-Heigel was appointed as Township Engineer for Plan Reviews. All in favor, motion carried.

Solicitor – On a motion by Robert Stoner, 2nd made by John Orr, Wix Wenger & Weidner was appointed as Township Solicitor. With all in favor, motion carried.

Zoning Officer- On a motion by Bob Coleman, 2nd made by John Orr, Marty Sowers (with Light-Heigel) was appointed as Zoning Officer. All in favor, motion carried.

Zoning Hearing Board – John Orr made a motion, 2nd by Bob Coleman, to reappoint S. Kirk Miller to serve another 3-year term and Linda Douty to serve another 3-year term as alternate. All in favor, motion carried.

Sewage Enforcement Officer – Robert Stoner made a motion to retain Brian McFeaters and Carrie McFeaters with fees set forth for their services as Township

Sewage Enforcement Officers. Second by Bob Coleman. With all in favor, motion carried.

Emergency Management Coordinator – On a motion made by Robert Stoner, Sean Grimm was nominated to be appointed as EMC with John Brabits as Deputy EMC; 2nd by John Orr. All members voting in favor, motion carried.

Open Records Officer – A motion was made by John Orr to retain Luanna Zimmerman as Open Records Officer for 2022. Second by Bob Coleman. All in favor, motion carried.

Equipment Operators – On a motion by Bob Coleman, 2nd by John Orr, all Supervisors and authorized personnel are retained as equipment operators. All Supervisors and the Roadmaster are authorized to hire qualified operators and employees during emergency conditions, if needed. All in favor, motion carried.

Meeting Dates – All regular monthly meetings will be held on the 2nd Tuesday at 7 p.m. and on the 4th Wednesday beginning at 10 a.m., (Except for the month of June, the second monthly meeting will be held on the 5th Wednesday at 10:00 a.m.) as per a motion made by Robert Stoner, second by Bob Coleman, with all in favor, motion carried, as established at the December 14, 2021, meeting. Proof of Publication of Meeting Notice in the *Citizen Standard* is on file.

Upper Dauphin Council of Governments Delegate – On a motion by Bob Coleman, with 2nd by John Orr, Robert Stoner was named as the COG Delegate and Luanna Zimmerman was named as alternate. All members voting in favor; motion carried.

Dauphin County Tax Collection Committee Delegate – On a motion by John Orr, with 2nd by Bob Coleman, Robert Stoner was named as the DCTCC Delegate. All members voting in favor; motion carried.

Treasurers Bond – Set at \$1,000,000.00 with Penn National Insurance: on a motion by Robert Stoner, and 2nd by John Orr. All members voting in favor, motion carried.

State Convention – Robert Stoner made a motion authorizing 5 township employees to attend the Convention if they wish to do so. Second by Bob Coleman. Robert Stoner made a motion to designate Bob Coleman as the Township's voting delegate at the Convention. Second by John Orr. All in favor, motion carried.

Funds Depository – Bob Coleman 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.

Millersburg Fire Company Auditor – Robert Stoner moved that Jo Ann Horchler be approved to act as the Township's auditor for the 2021 financial records of the

Millersburg Fire Company. Second by Bob Coleman. With all in favor, motion carried.

Emergency Responders – Millersburg Ambulance Association is named as the primary ambulance service provider with Life Team/Medic 6 as the 1st due at ALS situations. Motion by Robert Stoner, second by John Orr. All in favor, motion carried.

Millersburg Area Authority – John Orr made a motion to reappoint Ben Margerum to serve as a board member on the Authority for another term. Second by Bob Coleman. All in favor, motion carried.

Rental Fees: The rates for 2022 are as follows (for other municipalities, water authority, and school districts where reciprocal services are not possible):

GRADER	\$95.00 Per Hour
J/D LOADER	\$95.00 Per Hour
BACKHOE	\$85.00 Per Hour
CHIPPER	\$60.00 Per Hour
DUMP TRUCK	\$75.00 Per Hour
SNOWPLOWING(truck only)	\$75.00 Per Hour
LARGE MOWER	\$50.00 Per Hour
SMALL MOWER	\$40.00 Per Hour
LARGE ROLLER	\$40.00 Per Hour
TRACK SKID LOADER	\$85.00 Per Hour (w/bucket, grappling arm, and dozer blade)
TRACK SKID LOADER IMPLEMENTS	\$45.00 Per Hour (grinder & snow blower)
TAX OFFICE RENT	\$ 0.00 Per Day

Robert Stoner made a motion to approve the rental fee rates for 2022 with an additional charge of 1.5 times the operator's hourly rate for the operator's services. Bob Coleman, 2nd. With all in favor, motion carried.

Wage Scale – The wage scale for 2022:

Richard Wiest - \$21.15 + \$1.00 (Roadmaster)
David Rhoades - \$21.15
Brian Cole - \$20.90
Luanna Zimmerman - \$21.54

John Orr made a motion to approve the wage scale for full-time employees for 2022. Second by Bob Coleman. With all in favor, motion carried.

Allen Deibler - \$14.75
Torrey Miller - \$14.75

Patricia Guarneri - \$15.25
On-Call Part-time Help - \$14.75

Bob Coleman made a motion to approve the wage scale for part-time help for 2022. Second by Robert Stoner. With all in favor, motion carried.

Employee Benefits:

Robert Stoner made a motion to contribute \$1,750.00 to each full-time employee's individual retirement plan to be paid to the employee on or by January 31, 2022. Second by John Orr. (This will be paid out as stated in the Employee Personnel Policy Handbook.) All in favor, motion carried.

Additional Business:

John Orr made a motion to pay the IRS rate, for 2022, of 58.5 cents per mile for reimbursable miles charged to the Township. Second by Bob Coleman. All in favor, motion carried.

Robert Stoner made a motion to allow the Upper Paxton Township Tax Collector to charge the following fees as set by Resolution No. 03-12-2014:

Tax Certification Fee - \$10.00 per parcel

Duplicate Bill Fee - \$5.00 per parcel

Returned Check Fee - \$20.00

Bob Coleman 2nd. All in favor, motion carried.

Robert Stoner made a motion adjourn the Reorganizational Meeting at 11:34 a.m. Second by John Orr. With all in favor, motion carried.

The Board proceeded with business as per the advertised agenda.

Robert Stoner made a motion to approve the meeting minutes from 12-14-2021. Second by Bob Coleman. All in favor, motion carried.

John Orr made a motion to approve the bills from 12-29-21. Second by Bob Coleman. With all in favor, motion carried.

Old Business:

1. Snyder Mill Road was discussed. Luanna Zimmerman said that all required documents were emailed to PEMA. John Orr said that he had sent an email to Lehigh Engineering but had not received a response. Chairman Stoner asked Luanna Zimmerman to follow up with Lehigh Engineering. This will be revisited at the 1-11-22 meeting.

2. Luanna Zimmerman said she sent letters to four landowners, regarding obtaining their signatures on a document, prepared by Burch Associates and Pete Howland, giving the Township the required right-of-way for improvements to Adams Lane. Zimmerman said, to date, she has gotten no response. This will be revisited at the 1-11-22 Township meeting.
3. John Orr provided the Board with a list of possible uses for ARP Funds. After discussion, Orr was directed to write an additional explanation and get it back to the Board for their review with the possibility of sending it to Zelenkofske Axelrod for approval for the use of American Rescue Plan Funds.

With no further business on the agenda, Robert Stoner made a motion to adjourn. Second by Bob Coleman. All in favor, motion carried. Meeting adjourned at 11:45 a.m.

Submitted by,

Luanna Zimmerman,
Secretary/Treasurer