

**Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 3, 2023
1:00 p.m.**

The meeting was called to order at 1:05 p.m. Present were Robert Stoner, John Orr, Bob Coleman; Supervisors, Luanna Zimmerman; Secretary/Treasurer, Rich Wiest; Roadmaster, David Rhoades, and Brian Cole; Roadcrew. All present recited the Pledge of Allegiance to the Flag.

John Orr waived the appointment of a temporary chairperson and nominated Robert Stoner to serve as Chairman of the Board of Supervisors for 2023. Bob Coleman seconded the motion. Two members voting in favor, motion carried. Robert Stoner abstained from the vote.

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 Bob Coleman, 2nd made by John Orr, 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. Orr stated that this is with the understanding that the job description and responsibilities of the roadcrew will be up for review periodically.

Engineer – On a motion by Robert Stoner, 2nd made by John Orr, Light – Heigel was appointed as Township Engineer. Two in favor, motion carried. Bob Coleman abstained from the vote.

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

Zoning Officer- On a motion by John Orr, 2nd made by Robert Stoner, Marty Sowers, with Light – Heigel, was appointed as Zoning Officer. All in favor, motion carried.

Zoning Hearing Board – Bob Coleman made a motion, 2nd by Robert Stoner, to reappoint Laura Phillips to serve another 3-year term on the Zoning Hearing Board. All in favor, motion carried.

Sewage Enforcement Officer – Robert Stoner made a motion to retain Brian & 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 Bob Coleman. 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 2023. Second by Robert Stoner. 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 February it will be held on the 1st Tuesday and the months of March and November it will be held on the 5th Wednesday) as per a motion made by Robert Stoner, second by Bob Coleman, with all in favor, motion carried, as established at the November 10, 2022 meeting. Proof of Publication of Meeting Notice in the *Citizen Standard* is on file.

Upper Dauphin Council of Governments Delegate – On a motion by John Orr, with 2nd by Bob Coleman, Robert Stoner was named as the COG Delegate and John Orr 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 \$1,500,000.00 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 3 township employees to attend the Convention if they wish to do so. Second by Bob Coleman. With all in favor, motion carried. Robert Stoner made a motion to designate John Orr as the Township's voting delegate at the Convention. Second by Bob Coleman. All in favor, motion carried.

Funds Depository – John Orr 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 Bob Coleman. 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 2022 financial records of the Millersburg Fire Company. Second by John Orr. With all in favor, motion carried.

Emergency Responders – Millersburg Area Ambulance Association was 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.

UCC Appointment – John Orr made a motion to retain Light -Heigel, BIU, and Lehigh Engineering for UCC inspections in Upper Paxton Township with fees set forth for their services as UCC Inspectors. Second by Bob Coleman. With all in favor, motion carried.

Rental Fees: The rates for 2023 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

John Orr made a motion to approve the rental fee rates for 2023 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 2023:

- Richard Wiest - \$22.50 + \$1.00 (Roadmaster)
- David Rhoades - \$22.50
- Brian Cole - \$22.50
- Luanna Zimmerman - \$22.89

Robert Stoner made a motion to approve the wage scale for full-time employees for 2023. Second by Bob Coleman. With all in favor, motion carried.

- Custodial Services - \$16.25
- On-Call Part-time Help - \$15.75

Robert Stoner made a motion to approve the wage scale for custodial services and on-call part-time help for 2023. Second by Bob Coleman. With all in favor, motion carried.

Employee Benefits:

Robert Stoner made a motion to contribute \$2,000.00 to each full-time employee's individual retirement plan to be paid to the employee on or by January 31, 2023. Second by Bob Coleman. (This will be paid out as stated in the Employee Personnel Policy Handbook.) All in favor, motion carried.

Additional Business:

Robert Stoner made a motion to pay the IRS rate, for 2023, of 65.5 cents per mile for reimbursable miles charged to the Township. Second by Bob Coleman. All in favor, motion carried.

Bob Coleman 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

Robert Stoner 2nd. All in favor, motion carried.

Robert Stoner made a motion to approve the Employee Personnel Handbook for 2023 as last amended on April 13, 2021. Second by Jon Orr. With all in favor, motion carried.

Robert Stoner made a motion to adjourn the Reorganizational Meeting at 2:02 p.m. Second by Bob Coleman. With all in favor, motion carried.

Submitted by,

Luanna Zimmerman,
Secretary/Treasurer