

**Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 2, 2024**

The meeting was called to order at 10:00 a.m. Present were Robert Stoner, Bob Coleman, and Rich Wiest; Supervisors, Brian Cole; Roadcrew, Luanna Zimmerman; Secretary/Treasurer, Joe Underkoffler, Rod Lebo, and Rhonda Lebo.

The meeting was called to order at 10:00 a.m. All present recited the Pledge of Allegiance to the Flag.

Luanna Zimmerman was appointed temporary chairperson on a motion by Robert Stoner, second by Bob Coleman. 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. Rich Wiest seconded the motion. All members voting in favor, motion carried.

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

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

Secretary/Treasurer/Manager – On a motion by Robert Stoner, 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 Rich Wiest, Richard Wiest was appointed as roadmaster. All in favor, motion carried.

Engineer – On a motion by Robert Stoner, 2nd made by Bob Coleman, Light-Heigel was appointed as the primary Township Engineer. All in favor, motion carried.

Solicitor – On a motion by Robert Stoner, 2nd made by Bob Coleman, Pete Howland with 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 Robert Stoner, Marty Sowers with Light-Heigel was appointed as Zoning Officer. All in favor, motion carried.

Zoning Hearing Board – Robert Stoner made a motion, 2nd by Rich Wiest, to reappoint John Green to serve another 3-year term. All in favor, motion carried.

Sewage Enforcement Officer – Rich Wiest made a motion to retain Brian McFeaters & Carrie McFeaters with fees set forth for their services as Township Sewage Enforcement Officers. The motion also included appointing William Burch as a backup Sewage Enforcement Officer in the event that the McFeaters cannot perform their duties as Township SEO. 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 Rich Wiest. All members voting in favor, motion carried.

Open Records Officer – A motion was made by Robert Stoner to retain Luanna Zimmerman as Open Records Officer for 2024. Second by Bob Coleman. All in favor, motion carried.

Equipment Operators – On a motion by Bob Coleman, 2nd by Rich Wiest, 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 May 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 14, 2023, 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 Rich Wiest, Bob Coleman was named as the COG Delegate and Rich Wiest was named as alternate. All members voting in favor; motion carried.

Dauphin County Tax Collection Committee Delegate – On a motion by Bob Coleman with 2nd by Rich Wiest, 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 Rich Wiest. All members voting in favor, motion carried.

State Convention – Robert Stoner made a motion authorizing all full-time 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 Rich Wiest. All in favor, motion carried.

Funds Depository – Robert Stoner 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 Rich Wiest. All in favor, motion carried.

Millersburg Fire Company Auditor & Millersburg Area Ambulance Association Auditor – Robert Stoner moved that Jo Ann Horchler be approved to act as the Township’s auditor for the 2023 financial records of the Millersburg Fire Company and the Township’s auditor for the 2023 financial records of the Millersburg Area Ambulance Association. Second by Bob Coleman. With all in favor, motion carried.

Emergency Responders –The Millersburg Area 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 Bob Coleman. All in favor, motion carried. Bob Coleman added that this could possibly change depending on the outcome of the COG EMS Study.

Upper Paxton Township Ambulance Representative – Joe Underkoffler is named as the Upper Paxton Township representative to the Millersburg Area Ambulance Association. Motion by Bob Coleman, second by Rich Wiest. All in favor motion carried.

Township Auditor – Robert Stoner made a motion to appoint Seth Landgraf as Township Auditor. Second by Bob Coleman. All in favor, motion carried.

UCC Appointment – Rich Wiest 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 Robert Stoner. With all in favor, motion carried.

Rental Fees: The rates for 2024 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

Rich Wiest made a motion to approve the rental fee rates for 2024 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 2024:

Richard Wiest – To be determined at Auditor's Meeting on 1-3-2024

Brian Cole – .90 hourly increase (\$23.40)

Luanna Zimmerman – .90 hourly increase (\$23.79)

Robert Stoner made a motion to approve the wage scale for full-time employees for 2024. Second by Bob Coleman. With all in favor, motion carried.

Patricia Guarneri – 1.00 hourly increase (\$17.25)

On-Call Part-time Help – \$18.00 per hour non-CDL rate, \$20.00 per hour CDL rate

Robert Stoner made a motion to approve the wage scale for part-time help for 2024. Second by Bob Coleman. With all in favor, motion carried.

Employee Benefits:

Bob Coleman 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, 2024. Second by Robert Stoner. (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 2024, of .67 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

Rich Wiest 2nd. All in favor, motion carried.

Bob Coleman made a motion to approve the Employee Personnel Handbook for 2024 as last amended on April 13, 2021. Second by Rich Wiest. With all in favor, motion carried. Bob Coleman said that at some point this year he would like to reassess some items in the Employee Personnel Handbook.

Bob Stoner made a motion to adjourn the Reorganizational Meeting at 10:35 a.m. Second by Bob Coleman. With all in favor, motion carried.

The Board reconvened to discuss other items on the agenda. They are as follows:

Bob Coleman made a motion to approve the meeting minutes from December 12, 2023. Second by Rich Wiest. With all in favor, motion carried.

Luanna Zimmerman presented a list of bills to be paid. After review, Robert Stoner made a motion to approve and pay the bills. Second by Bob Coleman. All in favor, motion carried.

1. The Compost Lot Key Card renewal rate was discussed. Robert Stoner made a motion to set the rate at \$20.00 per card for 2024. Second by Rich Wiest. With all in favor, motion carried.
2. The COG EMS Study was discussed. Bob Coleman made a motion to approve advertisement of the Request for Proposals with the Patriot News/Penn Live with a date of February 16, 2024, as the last date to receive proposals. Second by Rich Wiest. All in favor, motion carried.
3. Robert Stoner made a motion to have Luanna Zimmerman send the Memorandums of Understanding to the municipalities that have committed to participate in the EMS Study. Second by Bob Coleman. With all in favor motion carried.
4. Robert Stoner also made a motion for Upper Paxton Township to write a check to pay for the study once the proposal is approved and the contract is awarded. Second by Bob Coleman. All in favor, motion carried. Stoner said this will be discussed further at the next COG EMS Committee meeting.

Public Comments: Discussion was had pertaining to snowplowing.

With no further business on the agenda, Robert Stoner moved to adjourn the meeting at 11:07 a.m. Second by Rich Wiest. With all in favor, motion carried

Submitted by,

Luanna Zimmerman,
Secretary/Treasurer