

**Upper Paxton Township Board of Supervisors  
Reorganizational Meeting Minutes  
January 6, 2025**

The meeting was called to order at 10:00 a.m. All present recited the Pledge of Allegiance to the Flag. Present were, Robert Stoner, Bob Coleman, and Rich Wiest; Supervisors, Luanna Zimmerman; Secretary/Treasurer, Cayden Warfield, Rod & Rhonda Lebo, Henry Lapp, William Burch, Brian Cole, and Angel Calo.

Luanna Zimmerman was appointed temporary chairperson on a motion by Robert Stoner, second by Bob Coleman. With all members voting in favor, motion carried. 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, 2<sup>nd</sup> by Rich Wiest, Bob Coleman was nominated for Vice-Chairman. All members voting in favor, motion carried.

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

**Secretary/Treasurer/Manager** – On a motion by Bob Coleman, 2<sup>nd</sup> made by Robert Stoner, Luanna Zimmerman was appointed as Secretary/Treasurer/Manager. All in favor, motion carried.

**Roadmaster** – On a motion by Bob Coleman, 2<sup>nd</sup> made by Robert Stoner, Rich Wiest was appointed as roadmaster. All in favor, motion carried.

**Engineer** – On a motion by Bob Coleman, 2<sup>nd</sup> made by Robert Stoner, Light-Heigel & Associates was appointed as Township Engineer. All in favor, motion carried.

**Solicitor** – On a motion by Robert Stoner, 2<sup>nd</sup> 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, 2<sup>nd</sup> made by Rich Wiest, Marty Sowers with Light-Heigel & Associates was appointed as Zoning Officer. All in favor, motion carried.

**Zoning Hearing Board** – Robert Stoner made a motion, 2<sup>nd</sup> 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.

**Vacancy Board** – Rich Wiest made a motion to appoint Kevin Sponsler to the Upper Paxton Township Vacancy Board for 2025. Seconded by Robert Stoner. With all in favor, motion carried. Bob Coleman abstained due to a work-related conflict of interest.

**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 Officer. 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, 2<sup>nd</sup> by Bob Coleman. All members voting in favor, motion carried.

**Open Records Officer** – A motion was made by Bob Coleman to retain Luanna Zimmerman as Open Records Officer for 2025. Second by Robert Stoner. All in favor, motion carried.

**Equipment Operators** – On a motion by Robert Stoner, 2<sup>nd</sup> by Bob Coleman, 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 for 2025 will be held at 7:00 p.m. on the second Tuesday of each month (the January 14<sup>th</sup> meeting will be combined with the January 6<sup>th</sup> Reorganizational Meeting) and at 10:00 a.m. the fourth Wednesday of each month except for the month of October, it will be held at 10:00 a.m. on the fifth Wednesday. The meeting on the fourth Wednesday of December 2025 will be canceled and rescheduled for Tuesday, December 23<sup>rd</sup> at 10:00 a.m. as per a motion made by Robert Stoner, second by Rich Wiest, with all in favor, motion carried, as established at the November 13, 2024, 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 2<sup>nd</sup> by Rich Wiest, Robert Stoner was named as the COG Delegate. Bob Coleman was named as alternate on a motion by Robert Stoner, seconded by Rich Wiest. All members voting in favor; motion carried.

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

**State Convention** – Bob Coleman made a motion authorizing a total of 5 township employees/supervisors to attend the Convention if they wish to do so. Second by

Rich Wiest. Bob Coleman made a motion to designate Rich Wiest as the Township's voting delegate at the Convention. Second by Robert Stoner. All in favor, motion carried.

**Funds Depository** – Rich Wiest 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 & Millersburg Ambulance Auditor** – Robert Stoner moved that Jo Anne Horchler be approved to act as the Township's auditor for the 2024 financial records of the Millersburg Fire Company and the Township's auditor for the 2024 financial records of the Millersburg Area Ambulance Association. Second by Bob Coleman. With all in favor, motion carried.

**Liaison to Millersburg Ambulance Association** – Robert Stoner appointed Joe Underkoffler to serve as the liaison to the Millersburg Ambulance Association on behalf of the Upper Paxton Township Board of Supervisors. Second by Rich Wiest. All in favor, motion carried.

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

**UCC Appointment** – Rich Wiest made a motion to retain Light-Heigel & Associates, 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 2025 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

Bob Coleman made a motion to approve the rental fee rates for 2025 with an additional charge of 1.5 times the operator's hourly rate for the operator's services. Rich Wiest, 2<sup>nd</sup>. With all in favor, motion carried.

**Wage Scale** – The wage scale for 2025:

Richard Wiest – (to be determined by the elected Board of Auditors)  
Brian Cole – \$24.40  
Luanna Zimmerman - \$24.79

Bob Coleman made a motion to approve the wage scale for full-time employees for 2025. Second by Robert Stoner. With all in favor, motion carried.

Angel Calo - \$19.00  
Torrey Miller - \$19.00  
Patricia Guarneri - \$18.25  
Joe Underkoffler - \$21.00  
Mark Koppenhaver - \$21.00  
On-Call Part-time Help – \$19.00  
On-Call Part-time Help (with CDL License) - \$21.00

Bob Coleman made a motion to approve the wage scale for part-time help for 2025. Second by Robert Stoner. 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, 2025. Second by Bob Coleman. Rich Wiest abstained. (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 2025, of .70 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 Coleamn 2<sup>nd</sup>. All in favor, motion carried.

Rich Wiest made a motion to approve the Employee Personnel Handbook for 2025 as last amended on March 12, 2024. Second by Bob Coleman. With all in favor, motion carried.

Robert Stoner made a motion adjourn the Reorganizational Meeting at 10:35 a.m. Second by Rich Wiest. With all in favor, motion carried.

Chairman Stoner reconvened the reorganizational meeting into the regular monthly meeting.

**Public Comments:** Cayden Warfield informed the Board that she is a Senior at Millersburg Area High School and asked the Board for a letter of recommendation as she is applying for a Local Government Achievement Scholarship through PSATS. Chairman Stoner said that he would provide her with a letter of recommendation.

**Approval of Meeting Minutes & Financial Reports:** Bob Coleman made a motion to approve the minutes from the 12-11-2024 township meeting. Second by Rich Wiest. With all in favor, motion carried. After review, Rich Wiest made a motion to approve the bills paid on 12-24-24 & 1-6-2025, and the December financial documents. Second by Bob Coleman. All in favor, motion carried.

**New Business:**

1. Luanna Zimmerman provided the Board with information on the CD invested with Mid Penn Bank, maturing on 1-16-2025. After review and discussion Robert Stoner made a motion to put the CD, in the amount of \$106,172.79 plus the interest, in the General Fund Account. Second by Rich Wiest. With all in favor, motion carried. Stoner said that when the next CD matures in March 2025, the plan is to reinvest it plus additional township funds.
2. Millersburg Ambulance worker's compensation insurance for volunteers was tabled until the 1-22-25 meeting.
3. Roadmaster Rich Wiest informed the Board that Neagley's Road is closed due to a pipe collapse. After review and discussion, it was decided to have the roadcrew purchase the materials and rent the needed equipment to repair the issue and complete the work as soon as possible.

**Old Business:**

1. Bill Burch presented the Jay Henry Lapp Land Development Plan to the Board, After review and discussion, Bob Coleman made a motion to

approve and sign the Plan. Second by Rich Wiest. All in favor, motion carried.

**Public Comments:** Luanna Zimmerman asked the Board to set a date for Spring Cleanup for 2025. After discussion, it was decided that the event will be held on April 26, 2025, from 7 a.m. – 12 noon, at the Township Municipal Site. Brian Cole said that he will arrange for a street sweeper sometime in the spring.

With no further business on the agenda Robert Stoner made a motion to adjourn the meeting at 10:53 a.m. Second by Bob Coleman. With all in favor, motion carried.

Submitted by,

:

Luanna Zimmerman,  
Secretary/Treasurer