

**Upper Paxton Township Board of Supervisors
Regular Monthly Meeting
September 11, 2013**

Those in attendance: Ron Hepner, John Orr and Joseph Snyder, Supervisors; Betty Warfel, Secretary/Treasurer; Peter Howland, Esquire; and Cpl. Matthew Messinger, Pennsylvania State Police.

The meeting was called to order by Chairman Hepner at 7:00 p.m. All present recited the Pledge of Allegiance to the flag.

Public Comments: Cpl. Matthew Messinger, Troop H, Lykens Barracks, addressed the Board to provide information on the Pennsylvania State Police presence in Upper Paxton Township and to answer any questions that the Supervisors may have on enforcement matters. Messinger reported on the number of calls for burglary, public drunkenness, etc., the police responded to in August and also the number of speeding citations issued. In response to Hepner's inquiry regarding enforcement issues when responding to a violation of the Township's open burning ordinance, Messinger advised that if a public official is threatened during lawful enforcement of his duties the State Police can be called to the scene. A public official can make a summary arrest which would result in fines being issued by the District Justice. Discussion of the prohibition of the use of brake retarders on State roadways was discussed. Signage prohibiting the use of brake retarders may be enacted by a municipality without involving PennDot.

Approval of Minutes: Minutes of the August 14th monthly meeting and the August 28th workshop meeting were reviewed by the Supervisors. Joe Snyder made a motion to approve the minutes of the August meetings. John Orr seconded the meeting. With all in favor, motion carried.

Financial Report: Treasurer Warfel presented a monthly financial report and list of bills for payment. Upon review of the Treasurer's report, Joe Snyder made a motion to pay all the monthly bills. Second by John Orr. All in favor, motion carried.

Old Business:

1. Supervisors proceeded to discuss concerns raised by Scott Isenberg in his correspondence dated September 3, 2013, with respect to DS Recycling & Disposal. Attorney Howland advised action that could be taken to remedy issues that may be in violation of the Township's Code of Ordinances in Chapter 27, Section J, Sub-sections (2) and (5). There may also be possible violations to regulations outlined in the Solid Waste section of the Code. Zoning Officer Randy Witmer will make a determination of any violations and prepare a correspondence outlining the same and providing Mr. Erdman with options for remedying the problems. The correspondence should be directed to both Owen Erdman and Dean McCorkel, the owner of the property. The process for informing an individual of violations and the appeal process are outlined in Chapter 18 of the Code. A time frame for correcting any violations will be included in the notification. Attorney Howland will prepare draft letters for Witmer's review and approval.

2. Supervisors inquired whether an alternate Zoning Officer could be appointed in the event the Zoning Officer is unavailable to issue permits due to illness or injury. Attorney Howland will look into this and advise whether an alternate can be appointed under special circumstances. Supervisors will attempt to more clearly define the responsibilities of the Code Enforcement Officer and the Zoning Officer.
3. With respect to the proposed Comcast Franchise Agreement, Attorney Howland has left phone messages for Kristen Ritchey. To date, he has not received a response to his messages.
4. The Board will need to resolve several personnel matters in order to prepare the 2014 budget. Applications for employment for road crew positions are currently being accepted.
5. Supervisors reviewed the first issue of the Township newsletter. Attorney Howland suggested several language changes and clarifications. With minor changes, the newsletter is ready for publication.
6. Full-time employees had one question regarding language contained in the proposed Personnel Policy. The full-time work week is currently defined as 37-1/2 hours with 2-1/2 hours paid lunch. Following discussion, Supervisors requested that Attorney Howland modify the language to state that "Supervisors have defined 37-1/2 hours as an actual full-time work week".
7. Supervisors and full-time employees are in agreement that the Capital Blue Cross health care plan which renewed in May, 2013, contains a \$2,000 deductible for individuals and a \$4,000 deductible per family. Covered employees will pay the first \$250 of the deductible out of pocket. Premiums being charged for the policy will be reviewed to determine whether the Township is being billed for a \$250 deductible or a \$2,000 deductible. Treasurer Warfel prepared a spreadsheet outlining costs expended by Robert Coleman on his recent medical claim. Coleman has satisfied his \$2,000 deductible for the term of the policy. Supervisors directed Treasurer Warfel to issue a check payable to Robert Coleman in the amount of \$1,750 for the Township's portion of his deductible.

New Business:

1. Brian McFeaters provided his SEO fee schedule for 2014. Supervisors will review this schedule when preparing the 2014 budget.
2. A "Notice of Marketplace" Employee Notice will be provided to all employees covered by the Township's health care plan before October 1st.
3. Supervisors decided that "Trick or Treat Night" in the Township will be held on Thursday, October 31st, which is the same evening as the event is being held in Millersburg Borough.
4. Board members reviewed the Robert Martin Subdivision Plan. A decision will be made following the Dauphin County Planning Commission's review of the plan.
5. Supervisors discussed a request to have speed limit or slow down signs placed on Wilt Boulevard. The posted speed limit on this road at the current time is 25 miles per hour. Chairman Hepner will discuss the matter with the resident and Supervisors will discuss whether "Caution – Children Playing" signs will be placed along this roadway.
6. Chris McGann has advised that Millersburg Borough would be willing to provide traffic control for the Township's fall crack sealing.
7. McGann has also requested that a price for purchasing salt from the Township for 2014. Chairman Hepner will contact International Salt to determine the Township's cost per ton for the upcoming season.

8. Ron Hepner and Steve Erdman have marked several locations on Summers Road for spot paving. Estimated cost for this work is \$5,000. Supervisors are in the process of preparing a prioritized list of road projects for inclusion in the 2014 budget.

Public Comments: None

With no further business on the agenda, Ron Hepner moved to adjourn into Executive Session. Joe Snyder seconded the motion. With all in favor, motion carried.

Executive Session:

The Board entered into Executive Session at 9:05 p.m., to discuss personnel matters. John Orr moved to adjourn. Second by Joe Snyder. With all in favor, Executive Session was adjourned at 9:15 p.m.

Respectfully submitted,

Betty A. Warfel,
Secretary