

**Upper Paxton Township Board of Supervisors
Reorganizational Meeting Minutes
January 5, 2026**

The meeting was called to order at 10:00 a.m. Present were Robert Stoner, Bob Coleman, Rich Wiest; Supervisors, Luanna Zimmerman; Secretary/Treasurer, Brian Cole, Rodney Lebo, Audrey Schulkins, and Jack Ney.

The meeting was called to order by Chairman Stoner at 10:00 a.m. All present recited the Pledge of Allegiance to the Flag. Stoner said the Reorganizational Meeting is combined with the regular monthly meeting which should have been scheduled for 1-13-2026.

Public Comments: None

Approval of Minutes and Financial Report: The minutes from the December 9, 2025, meeting were reviewed. Bob Coleman made a motion to approve the meeting minutes. Second by Rich Wiest. With all in favor, motion carried. Luanna Zimmerman presented a list of bills to be paid from today and from December 23, 2025, and the December financial documents. After review, Robert Stoner made a motion to pay the bills from 12-23-25. Second by Bob Coleman. All in favor, motion carried. Bob Stoner made a motion to approve the bills from today and the financial documents. Second by Rich Wiest. With all in favor, motion carried.

New Business:

1. Reorganization Nominations, Appointments & Other Business:

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

2nd Vice-Chairman – On a motion by Robert Stoner, with 2nd by Bob Coleman, Rich Wiest 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 Robert Stoner, Luanna Zimmerman was appointed as Secretary/Treasurer/Manager. All in favor, motion carried.

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

Engineer – On a motion by Robert Stoner, 2nd made by Rich Wiest, Light-Heigel was appointed as 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 Robert Stoner, 2nd made by Bob Coleman, Marty Sowers with Light – Heigel & Associates was appointed as Zoning Officer. All in favor, motion carried.

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

Vacancy Board - Bob Coleman made a motion to appoint Kevin Sponsler to the Upper Paxton Township Vacancy Board for 2026. Second by Robert Stoner. With all in favor, motion carried.

Sewage Enforcement Officer – Bob Coleman made a motion to retain Brian McFeaters & Carrie McFeaters with fees set forth for their services as Township Sewage Enforcement Officers. Second by Rich Wiest. 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 2026. 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. (the January 13th meeting will be combined with the January 5th meeting) and on the 4th Wednesday beginning at 10 a.m., (Except for the months of April & July 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 11, 2025 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, Robert Stoner 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 Robert Stoner with 2nd by Rich Wiest, Bob Coleman 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 3 township employees to attend the Convention if they wish to do so. Second by Bob Coleman. Rich Wiest made a motion to designate Bob Coleman as the Township’s voting delegate at the Convention. Second by Robert Stoner. 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 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 2025 financial records of the Millersburg Fire Company and the Township’s auditor for the 2025 financial records of the Millersburg Area Ambulance Association. Second by Rich Wiest. With all in favor, motion carried.

Liaison to Millersburg Ambulance Association – Bob Coleman 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 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 Rich Wiest. All in favor, motion carried.

UCC Appointment – Bob Coleman 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 Rich Wiest. With all in favor, motion carried.

Rental Fees: The rates for 2026 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, grapppling arm, and dozer blade)
TRACK SKID LOADER IMPLEMENTS	\$45.00 Per Hour (grinder & snow blower)

Rich Wiest made a motion to approve the rental fee rates for 2026 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 2026:

Richard Wiest – to be determined by the UPT Board of Auditors
 Brian Cole – \$25.40
 Luanna Zimmerman - \$25.79

Bob Coleman made a motion to approve the wage scale for full-time employees for 2026. Second by Robert Stoner. With all in favor, motion carried.

Angel Calo - \$20.00
 Joseph Underkoffler - \$22.00
 Patricia Guarneri - \$19.25
 On-Call Part-time Help – \$20.00
 On-Call Part-time Help (with CDL License) - \$22.00

Bob Coleman made a motion to approve the wage scale for part-time help for 2026. Second by Robert Stoner. With all in favor, motion carried.

Employee Benefits:

Robert Stoner made a motion to contribute \$2,200.00 to each full-time employee's individual retirement plan to be paid to the employee on or by January 31, 2026. 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 approve the Dauphin County Treasurer's tax certification fee of \$30 per parcel for 2026. Second by Rich Wiest. All in favor, motion carried.

Robert Stoner made a motion to pay the IRS rate, for 2026, of 72.5 cents per mile for reimbursable miles charged to the Township. Second by Bob Coleman. All in favor, motion carried.

Rich Wiest made a motion to approve the Employee Personnel Handbook for 2026 as last amended on March 12, 2024. Second by Bob Coleman. With all in favor, motion carried.

Robert Stoner made a motion to adjourn the Reorganizational Meeting at 10:30 a.m. Second by Bob Coleman. With all in favor, motion carried.

New Business (continued):

2. Rich Wiest said he had been contacted about the possibility of Paxton Drive being used as a detour route due to the fact that maintenance work on Bridge 38 (Kiwanis Farm Road) over Mahantango Creek is to be done in the near future. Bob Coleman said that he is not in favor of this due to the fact that Paxton Drive was not constructed for commercial traffic. Robert Stoner asked Luanna Zimmerman to respond to the email request from Herbert, Rowland & Grubic, Inc. letting them know that the Upper Paxton Township Supervisors are not comfortable with this detour and encourage them to rethink and respond back with additional dialogue.
3. Luanna Zimmerman informed the Board that she had spoken with Keith Heigel earlier today regarding Tanner's Run. Heigel said he would be making contact with Dauphin County and Senator Rothman's Office today. Heigel said the grant is not due until February 2026. Zimmerman said she would follow up with Heigel. This will be revisited at the January 28, 2026, meeting.
4. Rich Wiest made a motion to have Keith Heigel provide a design for an addition to the township garage. Wiest said he would like to apply for a Dauphin County Gaming Grant to fund this project. Second by Robert Stoner. All in favor motion carried.
5. Brian Cole said he is looking into renting a street sweeper for the week of May 4, 2026. This will be revisited at the February 10, 2026, meeting.

Public Comments: None

With no further business on the agenda Robert Stoner made a motion to adjourn the meeting at 10:42 a.m. Second by Bob Coleman. With all in favor, motion carried.

Submitted by,

Luanna Zimmerman,
Secretary/Treasurer