

Upper Paxton Township Board of Supervisors

Special Meeting

November 6, 2013

Those in attendance: Ronald Hepner, Chairman; Joseph Snyder and John Orr, Supervisors, and Betty Warfel, Secretary/Treasurer.

The meeting was called to order by Ron Hepner at 9:00 a.m.

Public Comments: None

New Business

Preparation of 2014 Budget: A special meeting duly advertised in the October 15, 2013 issue of the Upper Dauphin Sentinel was held in order to prepare the proposed 2014 township budget. The balanced budget plan includes \$1,386,890 in opening cash assets, proposed income in the amount of \$799,456 and anticipated expenses in the amount of \$799,456.

Discussion of developing a Township Manager/Zoning Officer position in 2014 ensued. Supervisors discussed whether to have this position be a full-time one with benefits or be a part-time job. The position would have set office hours. Possible responsibilities, salary and benefit packages were discussed.

Supervisors also discussed the possibility of hiring a full-time road crew employee. Also considered was hiring a part-time seasonal employee for snow plowing and mowing the MYO Park and Hottenstein/Kocher Glen. Raises for current employees were also discussed. The Board discussed whether the road crew's primary function should be to maintain the roads or if employees should also be required to perform road construction work.

All items contained under the 409 expense category shall relate to building repairs, supplies and services. All charges under the 437 category would pertain to the repairs of tools and machinery. A new category numbered 438.38 was established for rental of street sweepers and cracksealing machinery.

An encumbered building fund was established under the 2013 budget and will have \$30,000 from this year designated from the 1% Wage Tax Account to the 1% Wage Tax Reserve Account. The purpose of this item is to form a building fund for construction of a new township building.

Money was earmarked for the purchase of new equipment under line item 430.74 of the 2013 budget. The proposed purchases in the amount of \$50,000 were to be paid from the \$5.00 Resident Tax Fund. Following the purchase of equipment in 2013, any remaining funds earmarked for this purpose will be transferred to the 1% Wage Tax Reserve Account. An additional \$50,000 for the purchase of new equipment will be included in the 2014 budget. Replacement of current types of equipment and vehicles was discussed.

Under the 2013 budget, Supervisors set aside \$5,000 for the purchase of playground equipment for the local parks under item 451.53. If this money has not been expended by the end of 2013, this sum will be transferred to the 1% Wage Tax Reserve Account and held in reserve for a future purchase. An additional \$5,000 will be earmarked under line item 451.53 in the 2014 budget for the same purpose.

The Liquid Fuels allocation of \$157,869 to be received in 2014 will be used solely for highway projects.

The proposed budget will be reviewed and subsequently advertised for public view and comments at either the December Monthly or Workshop meeting.

Public Comments: None

With no further business to be discussed, Ron Hepner made a motion to adjourn. John Orr seconded this motion. With all in favor, motion carried. Meeting adjourned at 12:45 p.m.

Respectfully submitted,

Betty A. Warfel, Secretary