

WORKSHOP MEETING MINUTES

January 22, 2014

Those in attendance: Ron Hepner, Chairman, John Orr and Joe Snyder, Supervisors; and Betty Warfel, Secretary/Treasurer; Marty Sowers and Keith Heigel, of Light-Heigel; and Don Klinger.

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

Pledge of Allegiance to the flag.

Public comments: None

Roadmaster Report:

1. Steve Erdman reported that work will need to be done on sections of Landfill Road. Landfill Road is one of the township's roads that experiences a high volume of traffic. Alligating on the road surface is the result of drying out due to the age of the paved surface. Resurfacing of this roadway needs to be a priority during the upcoming paving season. Four pipes need to be replaced and an additional pipe needs to be installed. The roadway needs to be moved about four to five feet in order to stabilize the bank and we need to install a fence. An agreement may need to be prepared between the Township and the landowner if we move the roadway. This project may require engineering and the cost will probably require that the project be put out for bid. The Supervisors granted authorization to Erdman to begin taking measurements to begin the process in the spring. Erdman also reported that the surface of Snyder Mill Road is dried out. Snyder Mill Road would require no reconstruction but just a leveling course and tar and chip.

Old Business:

1. Chairman Hepner is checking into companies which provide street sweeping services for the upcoming spring street cleanup.
2. The road crew is researching the cost of distance measuring devices for use in developing the Township's plan for prioritizing road projects.

New Business

1. Marty Sowers and Keith Heigel addressed the Board to discuss the services that could be provided by Light-Heigel & Associates. In addition to UCC Code services, Light-Heigel provides engineering, general code enforcement, sewage enforcement, grant & loan application writing, bid package preparation, bridge engineering, GPS and GIS database services. Currently, Chris Hoover provides local services out of Light-Heigel's Halifax office. Light-Heigel provides numerous local municipalities with these services with either an in-house or company-based representative. Supervisors reviewed a schedule of fees charged for these services. In-house work is billed at an hourly rate. John Orr advised that UPT is a small township with limited income and that the Supervisors strive to provide maximum services for the community while seeking to minimize our costs.

2. Supervisors reviewed correspondence received from the Dauphin County Treasurer's Office strongly advising municipal boards to authorize by ordinance or resolution the fees that the Tax Collector will charge taxpayers for all services rendered to them, i.e., tax certification fees, returned check fees, copy fees, etc. The Board directed Secretary Warfel to provide this information to Attorney Howland for his use in preparing a proposed Ordinance.

3. Chairman Hepner reported on the recent Dauphin County Tax Collection Meeting. Earned income tax collection is going well. Keystone Collections is doing a good job and has exceeded the State Organization's projection for taxes collected under the new collection system. A new contract for Keystone's services will be made available for review by the March DCTCC meeting.

4. Local architect, Don Klinger, provided information regarding the process for construction of a new Township Office building. A set of drawings would have to be prepared and reviewed by contractors. The proposed project would need to be placed out for bid. The contractor could arrange for all the electrical, HVAC and plumbing engineers. Contractors need to meet all UCC Code requirements. The proposed drawings and projected costs could then be used to apply for grant monies. The first step in having a proposal prepared would be to have a wish list of rooms and specialty areas to be included in the plan.

5. Supervisors proceeded to discuss the duties to be included in the part-time manager's position. The Board will consider the costs and benefit of company-based vs. individual in-house services in the development of this position.

Public Comments: None

With no further business to discuss, John Orr moved to adjourn. Second by Joe Snyder. All in favor, motion carried. Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Betty A. Warfel, Secretary