

**Upper Paxton Township Board of Supervisors
Regular Monthly Meeting
March 12, 2014**

Those in attendance: Ron Hepner, John Orr and Joseph Snyder, Supervisors; Betty Warfel, Secretary/Treasurer; Peter Howland, Esquire; Luanna Zimmerman; Sgt. Denny Fry (PSP); Bill Burch; Nicole Monroe and Marianne Monroe.

The meeting was called to order by Chairman Hepner at 7:00 p.m. All present recited the Pledge of Allegiance to the flag. Hepner welcomed MHS Social Studies student Nicole Monroe. Members of the Board and staff were introduced and Hepner proceeded to explain the functions of the Board of Supervisors in the Township.

Public Comments: None

Approval of Minutes: Minutes of the February 12th monthly meeting and the February 26th workshop meeting were reviewed by the Supervisors. Joe Snyder made a motion to approve the minutes of the February monthly and workshop meetings. Second by John Orr. With all in favor, motion carried.

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

Old Business:

1. Sgt. Denny Fry, Station Commander for the Lykens Barracks of the Pennsylvania State Police, addressed the Board to provide an overview of police incidents in the Township. During the period from January 1st through March 12th, there were 111 police incidents including vehicle accidents, thefts, DUIs, criminal warrants, 911 hangups, attempted suicide and false alarms. Retail thefts caused the higher than normal incidents when compared to other municipalities. Drug problems are on the rise involving heroin and prescription drugs. The PSP will hold a prescription drug collection event on Saturday, April 26th, to remove these drugs from circulation. A speed concern on Route 25 was brought to Sgt. Fry's attention. Chairman Hepner inquired whether PennDot would need to be contacted in order to have a sign prohibiting the use of brake retarders on the stretch of Route 25 from the intersection of Rising Sun Road to the intersection at Route 209. Sgt. Fry advised that signage would be required in order for the police to enforce this type of activity.

2. Bill Burch brought several land development and subdivision plans before the Board for consideration and approval. (a) With respect to the Subdivision Plan for Christopher Lunt, Chairman Hepner informed Burch that this plan would be approved later in tonight's meeting and the executed copies would be brought to his office for recording in the Dauphin County Court House. (b) The second Subdivision Plan presented for consideration was the Jay and Delores Miller plan. This is the third parcel which the Millers are subdividing in order to transfer the same to the adjoining church property. The plans prepared and approved over a three-year period were handled in this manner to adhere to Clean and Green regulations. (c) The final set of plans

presented was a Land Development Plan for DS Marketing. The purpose of this plan is to erect a 40,000 square foot steel storage building for use by Ivan Rempel's company. A Stormwater Management Plan and Agreement have been prepared. The plan is being presented to both Dauphin County Conservation District for permitting and the Dauphin County Planning Commission. Timbering trees will take place on the property. PennDot entrances are in place and utilities noted on the plan. Target date for the work is late July. Several pieces of correspondence will be mailed to the Township including a completeness review letter and a certified mail document.

3. Supervisors reviewed the proposed Ordinance authorizing Tax Collector, Luanna Zimmerman, to charge fees for services rendered in the performance of the duties and responsibilities associated with the collection of taxes. A proposed Resolution setting forth the fees to be charged by the Tax Collector as authorized in Chapter 24 of the Code of Ordinances of the Township was also reviewed. The proposed Ordinance was duly advertised in the March 4, 2014 issue of the Upper Dauphin Sentinel. John Orr made a motion to accept the Tax Collector's Fees Ordinance and Resolution as advertised. Ron Hepner seconded the motion. With all voting in favor, motion carried.

4. Following discussion, John Orr made a motion to authorize the registration fee for Luanna Zimmerman and Roadmaster Stephen Erdman to attend the 92nd Annual PSATS Conference in Hershey from April 13-16, 2014, and also to cover the cost of a two-night stay in a State College hotel for Luanna Zimmerman to attend the EMS Certification Training for the PA Dirt and Gravel Road Program on April 22 & 23. Joe Snyder seconded this motion. All in favor, motion carried.

5. Supervisors proceeded to consider the Christopher Lunt Final Subdivision Plan. The purpose of this plan is consolidation of properties and including a sideyard addition. The Dauphin County Planning Committee has approved the plan. Ron Hepner moved to approve the Christopher Lunt Final Subdivision as presented. Second by Joe Snyder. With all in favor, motion carried.

6. Secretary Warfel provided the draft of the Spring 2014 Township newsletter for approval. Following review, John Orr made a motion to approve the newsletter for publication and distribution. Second by Ron Hepner. All in favor, motion carried.

New Business

1. Supervisors proceeded to discuss with Attorney Howland regulations contained in the Municipalities' Planning Code stating that the Zoning Officer position cannot be held by an elected Township official. The Municipalities' Planning Code creates the position of Zoning Officer. Board members proceeded to discuss the feasibility and advantages of hiring an outside firm to handle the zoning matters. The Zoning Officer position had been included as part of the Part-time Manager position when discussed in a previous Executive Session. John Orr made a motion that the Zoning Officer duties be removed from the position of Township Manager and that Luanna Zimmerman be hired as the part-time Township Manager. Second by Ron Hepner. All in favor, motion carried.

2. Chairman Hepner provided a proposed Commercial Service Agreement from DBI, Inc., setting forth one and three year costs for labor and materials to supply weed spraying to control undesirable vegetation. The cost for one year is \$645. The road crew members are in favor of having this service provided by an outside firm. Joe Snyder made a motion that we have DBI, Inc., provide weed-spraying services for one year. Second by Ron Hepner. John Orr cast a negative vote stating that he would like to have more information about the service before granting his approval of this service.
3. Discussion of questions the Supervisors had regarding the deductible of the employees' health insurance will be discussed in Executive Session. Tom Troutman will attend the workshop meeting on March 26th to answer any insurance questions the Board may have on the general policy and health plans.
4. Ron Hepner advised the Board of the results of his inquiries into a reduction in the cost of the general insurance policy by instituting a safety program. The cost of the instituting the program would be more than the savings that would result from having the program in place. Supervisors will continue to pursue affordable options to institute an affordable safety program.
5. Supervisors reviewed the press release prepared by Chris McGann, Millersburg Borough Manger, for Spring Cleanup Day on April 12th. Following discussion, Ron Hepner stated that he will inform McGann to remove any reference to Upper Paxton Township from his press release. Supervisors will revisit reducing the hours of the Spring Clean-up Day event from 7:00 a.m. to 2:00 p.m. to 7:00 a.m. to 1:00 p.m. for next year's event.
6. The Township's electric bills for the office, maintenance building and flashing street light have more than doubled with current supplier Pennsylvania Gas and Electric. Luanna Zimmerman will research electric suppliers to obtain a more affordable fixed rate.
7. Supervisors discussed the pros and cons of hiring an outside firm to handle the Zoning Officer duties. Following consideration of the benefits and cost savings which could result from this arrangement, John Orr made a motion that we retain Light-Heigel to assume the duties and responsibilities of Zoning Officer for Upper Paxton Township subject to a final engagement agreement and with this decision to be reviewed in a six-month time period. Ron Hepner seconded this motion. With all in favor, motion carried.
8. Board members discussed the purchase of a new or used dump truck to replace the one currently being used by Bob Coleman. Estimates on a new truck will be obtained and inquiries regarding purchasing a good used truck will be made. Decisions regarding what items will need to be removed from the budget to pay for the truck will be discussed at a future meeting.
9. Attorney Howland reported that he has not received any further information with respect to the Comcast Franchise Agreement.
10. Secretary Warfel will check the expiration date for the Township's Agreement with the Millersburg Fire Company.

Public Comments: None

With no further business on the agenda, Ron Hepner moved to adjourn into Executive Session. John Orr seconded the motion. With all in favor, meeting adjourned into Executive Session at 8:45 p.m. to discuss personnel matters.

Following discussion of various personnel matters, Joe Snyder moved to adjourn the Executive Session. Second by John Orr. All in favor, Executive Session adjourned at 9:02 p.m.

Respectfully submitted,

Betty A. Warfel,
Secretary