

**Upper Paxton Township Board of Supervisors
Workshop Meeting
March 26, 2014**

Those in attendance: Ron Hepner and John Orr, Supervisors; Betty Warfel, Secretary/Treasurer ; Luanna Zimmerman, Manager; Steve Erdman, Roadmaster; Tom Troutman and Nate Weems. (Joe Snyder, Supervisor – Absent)

The meeting was called to order by Chairman Hepner at 9:00 a.m. All present recited the Pledge of Allegiance to the flag.

Public Comments: None

Old Business:

1. Tom Troutman and Nate Weems addressed the Board to provide information regarding the cost of renewal of the employees' health care insurance policy in May. Supervisors reviewed a GHP analysis outlining renewal of the plan with Capital Blue using the current health benefits. Weems explained HRA deductible reimbursement plans. Per the Supervisors' request, Weems will prepare an analysis using a \$250 deductible. Supervisors will also review and make any necessary changes to the values of large equipment included in the Township's general policy.
2. Luanna Zimmerman provided a quote with respect to the Township's current government cell phone plan with Verizon Wireless. She will check with AT&T to determine whether this could be a more economical plan for us.
3. Supervisors reviewed a quote from Millersburg Information Systems for a new computer for the Township Manager. The merits of purchasing a new multi-function printer with scan/fax/copier capabilities over upgrading the current leased photocopier to include these functions to be used by all computers were discussed. Secretary Warfel will contact Mark Chronister of Toshiba to obtain a cost for upgrading the current leased copier. Luanna Zimmerman will contact MIS to inquire about the costs of networking the two office computers. John Orr made a motion to buy the computer outlined in the quote from Millersburg Information Systems, Inc., and make a decision on the printer at a later date. Second by Ron Hepner. All in favor, motion carried.
4. Supervisors asked Roadmaster Erdman if the road crew would be able to mow the MYO Park and Hottenstein/Kocher Glen and also handle roadside mowing. With all of the maintenance and road projects planned for spring and summer, Erdman did not feel that the road crew would be able to handle mowing. Ron Hepner will talk to Randy Witmer to determine whether he would be willing to provide mowing services.
5. Luanna Zimmerman provided information regarding rates for electric providers in order to obtain a better rate for services for the office, shop and flashing light. Some of the fixed rate providers have a very short term on the contracts and also may have an early termination fee. As the Township had been previously enrolled in this plan, she will check into PPL Energy Plus plan. Zimmerman has also obtained

application materials to apply for a refund of increased fees from the Attorney General's website.

6. Attorney Howland provided an engagement letter regarding accounting work to be performed by auditor, Trout, Ebersole & Groff, LLP, in the UDITO matter. The fifteen municipalities and school districts involved in the litigation will share the cost of the audit to be performed. Upper Paxton Township's share of the retainer would be \$886.71. Following discussion, John Orr moved that the Board accept the cost for Trout, Ebersole & Groff, LLP, auditor, as outlined in Attorney Peter Howland's communication, and allow Ron Hepner, Chairman, to execute the engagement letter. Ron Hepner seconded the motion. With all in favor, motion carried.

New Business

1. Jason Miller has made a request to rename his private drive. Private drive name changes have to be made with the post office and the 911 Emergency Management system. Several private roads are located in the Township including Guys Road and Emerald Road. The Township does place signage on private drives for 911 to be able to find residences.

2. Skip Wingard has requested a letter acknowledging the Township's approval for the tour de Millersburg Bike Race to be held on August 9th and August 10th. This letter of approval is needed for the race organizers to obtain PennDot approval because a portion of the race takes place in our municipality. John Orr moved to grant approval for the tour de Millersburg Bike Race to be held within the Township's boundaries on August 9th and August 10th. Second by Ron Hepner. Chairman Hepner executed the approval letter.

3. Extended warranty documents for the John Deere mower were reviewed. Following discussion, Supervisors decided not to purchase the extended warranty coverage.

4. John Orr was named as Right to Know Officer at the January Reorganizational Meeting. The Township Manager will be in the office on a daily basis and have easier access to materials regarding RTK requests. John Orr made a motion that Luanna Zimmerman be named as the Township's Right to Know Officer. Ron Hepner seconded the motion. With all in favor, motion carried.

5. Supervisors have received several requests to have residents clean up properties which contain an unsightly, junky appearance. Supervisors directed Luanna Zimmerman to take photos of these properties so that documentation of cleanup efforts can be maintained and any violation letters can be prepared.

6. John Orr made a motion to approve the registration fee for Luanna Zimmerman to attend the Right to Know and Records Retention Seminar on April 2nd at the Premier Best Western in Harrisburg. Second by Ron Hepner.

7. Audits have been completed on the 2013 Township's financial records and the 2012 liquid fuels financial records. The 2013 Financial Statement has been advertised

in the Upper Dauphin Sentinel. Advertisement for the Spring Cleanup and Street Sweeping will appear in the next two issues of the Sentinel.

Roadmaster Report:

- a. Steve Erdman, Roadmaster, and Supervisors will make a road inspection on Friday, March 28th at 8:00 a.m. to determine roads to be placed out for early bid.
- b. Scott Lehman, PennDot District 8 representative, will meet with the Roadmaster, Supervisors and Manager on April 3rd at 8:00 a.m. to discuss preparation of bid packages for road projects that will be paid with liquid fuels monies.
- c. Erdman has scheduled cracksealing services for April 21st. Jordan Township and UPT will perform flagging services for each other during the cracksealing process.
- d. Roadmaster has prepared a long list of roads to be looked at for projects. Bob Hooper has been working on the road study to help in prioritizing this list. Etzweiler Road would be a good candidate for the use of Tensor matting instead of performing a full depth reclamation.
- e. The cost of a new inverter for the Ford F550 truck would be \$781.

Public Comments: None

With no further business on the agenda, Ron Hepner moved to adjourn. John Orr seconded the motion. With all in favor, motion carried. Meeting adjourned at 11:35 a.m.

Respectfully submitted,

Betty A. Warfel,
Secretary