

**Upper Paxton Township Board of Supervisors
Workshop Meeting
April 23, 2014**

Those in attendance: Ron Hepner, John Orr, and Joe Snyder, Supervisors; Betty Warfel, Secretary/Treasurer; Steve Erdman, Roadmaster; and Tom Shaffer.

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: Tom Shaffer addressed the Board to have information regarding the proposed purchase of a truck clarified. In previous minutes, Supervisors had discussed replacing the 1988 Ford dump truck with either a new dump truck or a smaller truck which could be used for other purposes. Shaffer cited the reasons why he felt that the dump truck needed to be replaced with another large truck. He feels that providing access for emergency vehicles during a snow event is vital and could not be handled with a smaller truck. Shaffer also is of the opinion that having a smaller road crew and sourcing out snow removal work is not a viable solution. Chairman Hepner advised that no further action has been taken with respect to the purchase of a new truck. John Orr advised that increased road project and maintenance costs, engineering costs requiring permit fees, and increased employee health insurance coverage costs are putting a heavy burden on the Township's budget. Orr stated that that the Board has to be frugal and realistic about spending and have to develop a plan for all proposed expenses. Hepner advised that the Board is doing the best it can to provide the most service for the Township's residents. Hepner also recognized all of the improvements made by previous Board members over the years.

Old Business:

1. Supervisors proceeded to discuss renewal of the employees' group health plan. Nate Weems, of Deibler, Straub & Troutman, provided figures for the cost of the current coverage with a \$250, \$1,000, and \$2,000 deductible. Discussion ensued regarding whether the Board should choose the coverage with the higher deductible and hire an outside firm to reimburse employees for the coverage expended over \$250, or to incur the cost of the \$250 deductible. Following discussion of the options currently available, Ron Hepner made a motion that the Board go with the \$250 deductible for the Capital Blue Cross PPOC31/RXRC12 plan for this coming year. Second by John Orr. All in favor, motion carried. The possibility of instituting a flexible spending arrangement through an Internal Revenue Service-approved plan will be looked into for renewal of coverage in 2015. Ron Hepner will contact Nate Weems to arrange the contract agreement.

2. The Board reviewed documentation received with respect to the DS Marketing Land Development Plan. To date, no permits have been issued. Light-Heigel, the Township's Zoning Officer, has indicated that there are discrepancies in the plan. The Plan is currently in the technical review stage with Dauphin County. Approval of the plan has been put on hold until May.

3. Ron Hepner spoke with Andy Schade regarding providing mowing services for the MYO Park and Hottenstein/Kocher Glen. Schade previously submitted an

application for part-time employment with the Township. Joe Snyder submitted the name of an individual for consideration, but later withdrew the request. Ron Hepner made a motion to nominate Andy Schade as a part-time employee to mow the MYO Park and Hottenstein/Kocher Glen for the summer. John Orr seconded the motion. With all in favor, motion carried. Hepner will contact Schade to advise him of the Board's decision.

4. Manager Luanna Zimmerman has submitted a proposed list of office hours to begin on May 5, 2014. Zimmerman's advertised office hours will be Monday, Tuesday, Thursday from 9:00 a.m. to 12:00 noon and Wednesday from 2:00 p.m. to 5:00 p.m. Zimmerman will be present at workshop and monthly Board meetings. John Orr moved to accept the proposed office hours submitted by Luanna Zimmerman. Second by Joe Snyder. All in favor, motion carried.

New Business

1. Supervisors reviewed correspondence received from Peter Howland, Esquire, and Darla Markel, of Deibler, Straub and Troutman, regarding a bond application for Manager Luanna Zimmerman. The minimum bond required is \$35,000. Bonding of the Township Manager is required under the 2nd Class Township Code. Following discussion, Ron Hepner made a motion that the Township approve the purchase of a bond in the amount of \$35,000 at a cost of \$104 per year for Manager Luanna Zimmerman. Second by John Orr. All in favor, motion carried.

2. Marty Sowers, of Light-Heigel, has suggested that the Board may want to increase the cost of a Zoning Permit. The \$10 administrative fee was set by Resolution in 2005. Ron Hepner will discuss with Sowers what a reasonable fee would be based on the time required to process permits and remain fair to the residents who are seeking the document.

3. Supervisors proceeded to discuss a suitable expression of thanks for volunteers' help at Spring Cleanup Day. Youth volunteers will be given movie passes to the Colonnade and adult volunteers will receive Walmart gift cards.

4. Chairman Hepner introduced the idea of developing a social networking or Facebook page. Following discussion with employees, the Board decided that this was not needed at the present time.

5. Millersburg Borough has made a request for funds to help with the extensive damage caused by an SUV or truck being driven on the MYO baseball field. The estimated damage is \$1,200. The Borough and Millersburg School District have split the cost of the repairs. Millersburg Borough is requesting that the Township consider sharing its share of the cost or \$300. If the perpetrator is apprehended and convicted, the Township would be entitled to any restitution that would be secured. Ron Hepner made a motion to give Millersburg Borough the amount of \$300 out of the Township's encumbered funds for playground equipment to help cover the cost of the damage. Second by John Orr. Joe Snyder was opposed to this motion. With two Supervisors in favor, motion carried.

6. Supervisors and Manager Zimmerman have received complaints from several resident living around the Hottenstein/Kocher Glen about barking dogs. None of the

residents can provide a name of the owner of the barking dogs. Ron Hepner has made physical visits to the Glen area to try to determine the source of the barking, but has not been successful in finding the dogs' owner or owners. In order to send letters about the barking issue under the Township's nuisance ordinance, the source of the barking must be determined and the owner identified.

7. Complaints about several Township residents with junk or junked vehicles on their property have been received. The most prevalent complaint received is with respect to the Bolton property on Route 209. In the past, the issue has not been addressed because a District Justice action is an expensive and lengthy process. Unless the junk on the property proved to be a health or safety hazard, it was not addressed.

Roadmaster Report:

- a. Steve Erdman reported that the road crew has begun filling holes on the dirt roads. Cracksealing will begin on Monday. Tasks are being done on roadways to begin paving and sealcoating work.
- b. Supervisors and Erdman discussed the GPS system which could be used to inventory pipes, signs, etc. on the roadways. The cost of the basic system would be \$1,800. All agreed that this would be a useful tool; however, there are several large items pending in this year's budget.
- c. An estimate of engineering costs received from Buchart-Horn was reviewed. The estimated cost of engineering services only is as follows: Charles Road - \$16,500; Summers Road (culvert) - \$16,900; and Landfill Road - \$24,900. This estimate does not include any paving, drainage or pipe work.
- d. With respect to Charles Road, Ron Hepner made a motion that the Board draw up specs for Charles Road and advertise the project for bid. Second by John Orr. All in favor, motion carried.
- e. For Summers Road, John Orr would like to have a second engineering estimate for this work. Bill Burch surveyed this roadway and could possibly suggest another engineering firm to provide an estimate.
- f. Regarding Landfill Road, Supervisors would like to have DEP come and look at the roadway and advise what we are allowed to do with respect to the stream causing the erosion. Following the award of the road project packages, the Board will know where we stand with regard to money left in the budget for more roadwork.
- g. Several inquiries have been received about the type of townhouses to be constructed in the Ricker Development. This section of the development was included in the original Rabbit Hill Estates plan. Since that time, the developer has changed several times. The Board has no control over the construction of the townhomes because the area is zoned as Residential – Multi-family.

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, motion carried. Meeting adjourned into Executive Session at 11:00 a.m.

Executive Session:

The Board entered into Executive Session to discuss personnel matters. Following review of a Separation Information Request received from the Interstate Tax Service, Inc., for a claim for unemployment compensation benefits made by Randy Witmer, John Orr made a motion that the Board execute and do not contest the request. Second by Ron Hepner. All in favor, motion carried. Another personnel issue was discussed, and the Executive Session will be extended and continued on Tuesday, April 29, 2014, at 9:00 a.m. With no further matters to discuss at the current time, the session ended at 12:10 a.m., to resume on April 29, 2014, at 8:00 a.m.

Executive Session resumed on April 29, 2014, at 8:00 a.m. Supervisors proceeded to review the 2014 budget. Following site visits with William Gaspari, of DEP, Supervisors discussed various roadwork projects. With no further business to be considered, Ron Hepner moved to adjourn. Second by John Orr. All in favor, session adjourned at 10:30 a.m.

Respectfully submitted,

Betty A. Warfel,
Secretary