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Middle Paxton Township

BOARD OF SUPERVISORS

MONTHLY WORKSHOP MEETING MINUTES

November 16, 2021

Call to Order

The November 16, 2021 workshop meeting of the Middle Paxton Township Board of Supervisors was called to order at 7:00 PM by Supervisor and Chairman Jeffery Smith in the Township meeting room. Also present were Supervisor and Vice-Chairman Mike Sudia; Supervisor and Treasurer Wilbur Evans; Supervisor and Assistant Secretary James Fisher; Supervisor Larry Cooney; and Township Manager, Secretary and Assistant Treasurer Julie Ann Seeds.

Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance.

Public Comments

No visitors were in attendance during the course of the meeting.

Agenda Items

American Rescue Plan Act (ARPA) Update

The Board was invited to submit eligible project suggestions to the Finance Committee for consideration for ARPA funding. Manager Seeds advised the Board that a public hearing is required to receive resident input on proposed ARPA expenditures. ARPA funds must be obligated by December 31, 2024 and expended by December 31, 2026.

Parks and Recreation Board

Manager Seeds recommended the 5-member Parks and Recreation Board be re-established to include 2 residents, 2 supervisors and the Township Manager. Supervisors Smith and Cooney volunteered to serve and an invitation for interested residents to serve will be placed on the website.

2022 Draft Resolutions

Manager Seeds distributed a draft of Resolution 2022-01 *Appointments/Compensation* and a draft of Resolution 2022-02 *Fee Schedule* for the Board's review in preparation for

the annual re-organization meeting on January 4, 2022. Several items were updated on those draft resolutions and the Board was requested to submit any further comments or suggested revisions directly to Manager Seeds prior to the annual re-organization meeting.

2022 Meeting Schedule for Board and Workshop Meetings

Motion by Supervisor Fisher to establish the first Monday of each month commencing at 7:00 PM as the regular monthly Board meeting date/time with the exception of those meetings to be held on Thursday, July 7th and Thursday, September 8th when the first Monday of the month falls on a holiday and to establish the third Tuesday of each month commencing at 7:00 PM as the Workshop meeting date/time (as needed) with all meetings to be held in the township's Joint Municipal Building meeting room was seconded by Supervisor Smith. *Motion passed unanimously.*

Executive Session

It was deemed unnecessary for the Board to enter into executive session to discuss personnel matters inasmuch as no visitors were present in the meeting room.

Motion by Supervisor Fisher to provide 2021 holiday gift cards in the amount of \$300 to full-time hourly employees, holiday gift cards in the amount of \$150 to part-time hourly employees and grant the Township Manager a \$3,500 end-of-the year bonus in recognition of her continuing initiative and leadership resulting in the Township being awarded grants for various Township improvement projects accomplished throughout the year was seconded by Supervisor Sudia. *Motion passed unanimously.*

Motion by Supervisor Fisher to establish the following employee salary and hourly pay rates effective January 1, 2022 and incorporate those salaries and hourly pay rates into Resolution 2022-01 *Appointments/Compensation* was seconded by Supervisor Smith. *Motion passed unanimously.*

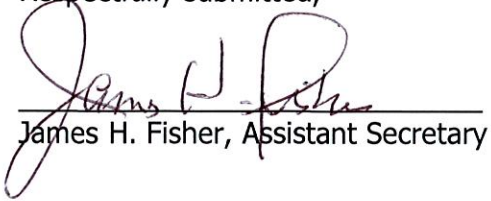
- Township Manager - \$72,012 (annual salary) plus benefits package
- Township Roadmaster (full time) - \$25.29 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (full-time) - \$22.00 per hour plus benefits package
- Public Works Roadcrew Laborer w/CDL (part-time) - \$20.50 per hour
- Public Works Roadcrew Laborer w/CDL (seasonal part-time) - \$19.50 per hour
- Lawn Maintenance (seasonal part-time) - \$15.00 per hour
- Township Emergency Management Coordinator - \$300 per month
- Administrative Assistant - \$45,000 (probationary annual salary) plus benefits package
- Receptionist/Clerk (part-time) - \$20.00 per hour

Motion by Supervisor Smith to add the disciplinary and social media policies prepared by special labor counsel *McNees Wallace & Nurick* and recommended by the Personnel Committee to the Employee Manual was seconded by Supervisor Evans. *Motion passed unanimously.*

Adjournment

There being no further business, the meeting was adjourned at 9:42 PM upon a motion by Supervisor Sudia, seconded by Supervisor Smith. *Motion passed unanimously.*

Respectfully submitted,



James H. Fisher, Assistant Secretary