

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 3, 2011**

CALL TO ORDER: Serving as Temporary Chairman, Gary Shultz called the meeting to order at 7PM. (Shanemarie Ferguson was appointed to serve as Temporary Secretary)

ROLL CALL: Supervisors Ken Hoover, Linda Stopfel, Carol Eppley, Gary Shultz, and Ken Bechtel were present along with Secretary Ferguson and Roadmaster Dale Shoop. Solicitor Warshawsky and Engineer Wilson were not required to attend.

PUBLIC COMMENT PERIOD:

Loretta Prouse: provided a brief report on the success of the Upper Dauphin Human Services (UDHS) Christmas program. She then indicated that she felt the need to clarify that many of the Northern Dauphin Human Services (NDHS) programs that are of benefit to the community (as presented by Bonnie Kent at the December meeting) were originally instituted by UDHS. Supervisor Stopfel noted that the Township was appreciative of the efforts of both agencies and noted that Bonnie Kent's attendance at the December meeting was to provide residents with information on the services available through NDHS.

ELECTION OF CHAIRMAN:

Ken Hoover nominated Ken Bechtel to serve as Chairman for 2011. Gary Shultz seconded the nomination. There were no other nominations. The vote then carried 5:0. Gary Shultz then turned the meeting over to Chairman Bechtel.

ELECTION OF VICE CHAIRMAN:

Chairman Bechtel nominated Gary Shultz to serve as Vice Chairman for 2011. Ken Hoover seconded the motion. There were no other nominations. Ken Hoover then motioned to close the nominations for Vice Chairman. Gary Shultz seconded the motion and the vote to appoint Gary to serve as Vice Chairman then carried 5:0.

APPOINTMENT OF SECRETARY-TREASURER:

Gary Shultz motioned to appoint Shanemarie Ferguson to serve as Secretary-Treasurer for 2011. Ken Hoover seconded the motion. There were no other nominations. Ken Bechtel then motioned to close the nominations for Secretary-Treasurer. Ken Hoover seconded the motion and the vote to appoint Shanemarie Ferguson to serve as Secretary-Treasurer then carried 5:0.

Linda Stopfel motioned to approve the following compensation package for Shanemarie Ferguson. Carol Eppley seconded the motion. The vote then carried 5:0.

Annual Salary: \$34,360 (\$25K-Secretary/\$9360-Treasurer)
Hours: 9AM-3PM, Monday-Friday
Two weeks and 1 day of paid time off
No medical or dental benefits

AMOUNT OF BONDING FOR SECRETARY-TREASURER:

Gary Shultz motioned to approve bonding for the Secretary-Treasurer position in the amount of \$500,000. Linda Stopfel seconded the motion. The vote then carried 5:0.

APPOINTMENT OF OPEN RECORDS OFFICER:

Ken Bechtel motioned to appoint Shanemarie Ferguson to serve as the Township's Open Records Officer. Ken Hoover seconded the motion and the vote carried 5:0.

APPOINTMENT OF ROADMASTER:

Gary Shultz motioned to appoint Dale Shoop to serve as Township Roadmaster. Ken Bechtel seconded the motion. Ken Hoover motioned to close the nominations for Roadmaster. Ken Bechtel seconded that motion and the vote to appoint Dale Shoop to serve as Township Roadmaster then carried 5:0.

Ken Hoover motioned to approve the following compensation package for Dale Shoop. Gary Shultz seconded the motion. Linda Stopfel then inquired of the cost associated with the vision and dental coverage. Secretary Ferguson indicated that it was approximately \$79/month. The vote to approve the following compensation package for Dale Shoop then carried 5:0.

- Annual Salary: \$49,776
- Five weeks paid vacation leave
- \$3500 net retirement bonus
- Township Vehicle (to and from work)
- Township paid health benefits to include:
 - Vision Coverage for Employee and Spouse
 - Dental Insurance Coverage for Employee and Spouse

APPOINTMENT OF ROAD CREWMAN:

Gary Shultz motioned to appoint Raymond Maus to serve as Road Crewman with the following compensation package. Ken Bechtel seconded the motion. Ken Hoover motioned to close the nominations and Ken Bechtel seconded that motion. Gary Shultz then noted for the record that in changing the health benefit provider for Raymond in 2011, the Township has in effect reduced its associated costs while providing Raymond with the same degree of health coverage. The vote to appoint Raymond Maus to serve as Road Crewman with the following compensation package then carried 5:0.

- Annual Salary: \$35,000
- Five weeks paid vacation leave
- \$2500 net retirement bonus
- Township Vehicle (to and from work)
- Township paid health benefits to include:
 - Maximum Reimbursement of \$1300 annual deductible
 - Reimbursement of Medicare Part B premiums paid by the employee

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY:

Gary Shultz motioned to approve the hourly rate of pay for part-time laborers/drivers as follows:

With CDL: \$12/Hour

Without CDL: \$11/Hour

Ken Hoover seconded the motion and the vote carried 5:0.

APPROVAL OF PAY PERIODS:

Ken Hoover motioned to approve the following pay periods. Linda Stopfel seconded the motion and the motion carried 5:0.

Employees: Bi-weekly pay periods with payday to occur on the Wednesday immediately following the end of the pay period.

Supervisors: Monthly pay periods with payday to occur on the last payday of the month.

APPROVAL OF EMPLOYEE PAID HOLIDAYS:

Gary Shultz motioned to approve the following paid holidays. Ken Hoover seconded the motion and the motion carried 5:0.

New Year’s Day

Labor Day

Christmas Day

Memorial Day

Veteran’s Day (floating)

July 4

Thanksgiving Day

1 Personal Day (to be used at employee’s discretion)

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE:

Ken Hoover motioned to reappoint Bruce Warshawsky to serve as Township Solicitor. Gary Shultz seconded the motion. Linda Stopfel then noted that a local attorney, Kevin Helm provided a proposal to the Township for his services as Township Solicitor at a significantly lower cost than that proposed by Bruce Warshawsky. Accordingly, she asked that the board give further consideration to his offer, noting the board’s obligation to be financially prudent with taxpayer monies. Gary Shultz noted his personal satisfaction with Bruce Warshawsky and commended him in terms of his performance in handling Township matters. Linda reiterated her concerns surrounding the substantial difference in cost between Mr. Helm and Mr. Warshawsky. Moreover, she noted her interest in supporting local business owners. Chairman Bechtel then noted that he would normally be in agreement. However he expressed reservations about having a Township Solicitor who conceivably could have client-related ties with local residents with whom the Township could have legal issues. In addition, he noted his concerns about having a Solicitor who appears to have no prior experience as a Municipal Solicitor. Finally, Chairman Bechtel noted his satisfaction with Bruce’s performance as well. Ken Hoover then motioned to close the nominations. Gary Shultz seconded that motion and the motion to reappoint Bruce Warshawsky to serve as Township Solicitor carried 3:2 with Linda Stopfel and Carol Eppley being opposed.

Chairman Bechtel motioned to approve Bruce Warshawsky's hourly Fee Schedule – Option B (see attached) instead of the alternatively proposed retainer. Ken Hoover seconded the motion and the vote carried 4:1 with Linda Stopfel being opposed.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE:

Gary Shultz motioned to reappoint Kurowski & Wilson (K&W) to serve as Township Engineer. Chairman Bechtel seconded the motion. He then motioned to close the nominations. Gary Shultz seconded that motion and the motion to reappoint K&W to serve as Township Engineer then carried 5:0.

With regard to the fee schedule proposed by K&W (see attached), Chairman Bechtel noted that there were no changes from the prior year. Gary Shultz then motioned to accept K&W's fee schedule for 2011 as presented. Linda Stopfel seconded the motion and the vote carried 5:0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE:

Ken Hoover nominated Michael Brown to continue to serve as the Township's SEO. Linda Stopfel seconded the nomination. Ken Hoover then motioned to close the nominations. Gary Shultz seconded that motion and the vote to reappoint Michael Brown to serve as the Township's SEO carried 5:0.

With respect to Michael's proposed fee schedule, Chairman Bechtel noted that his hourly rate increased this year from \$85/hr to \$90/hr. Discussion ensued. Linda Stopfel then motioned to approve the fee schedule as presented (see attached). Gary Shultz seconded the motion and the motion carried 5:0.

APPOINTMENT OF ALTERNATE SEO:

Ken Hoover nominated Justin Kuhn of K&W to serve as the Township's Alternate SEO. Linda Stopfel seconded the nomination. Ken Hoover then motioned to close the nominations. Gary Shultz seconded that motion and the vote to reappoint Justin Kuhn of K&W to serve as the Township's Alternate SEO carried 5:0.

APPOINTMENT OF AUDITORS:

Annual Township Audit: Chairman Bechtel noted that the elected auditors have agreed to perform the annual township audit.

Annual Fire Audit:

Appointed Auditor: Chairman Bechtel noted that elected auditor, Deborah Meyers had agreed to participate in the annual fire audit. He then motioned to appoint Deborah Meyers to attend the annual fire audit as the Township's appointed auditor and to compensate her for her time at a rate of \$10/hr (the standard rate of pay for an elected auditor). Gary Shultz seconded the motion and the motion carried 5:0.

Appointed Representative: Ken Hoover motioned to appoint Melinda Warfel to attend the annual fire audit as the Township's appointed representative and to

compensate her for her time at a rate of \$10/hr. Gary Shultz seconded the motion and the motion carried 5:0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN:

Gary Shultz nominated Paul Clugston to serve as Vacancy Board Chairman. Discussion surrounding his health ensued. Ken Hoover then nominated Loretta Prouse. Chairman Bechtel noted that Loretta’s involvement with the board of elections would prevent her from being able to serve in this capacity. Chairman Bechtel then asked Flo Mallonee if she would be interested to which she indicated she was. Linda then motioned to appoint Flo Mallonee to serve as Vacancy Board Chairman. Ken Hoover seconded the motion. Chairman Bechtel then motioned to close the nominations. Ken Hoover seconded that motion and the vote to appoint Flo Mallonee to serve as Vacancy Board Chairman then carried 5:0.

DEPOSITORIES:

Gary Shultz motioned to approve the following depositories for the Township. Linda Stopfel seconded the motion and the motion carried 5:0.

Susquehanna Bank:

- General Fund
- Liquid Fuels Fund
- Ft. Halifax Park Checking
- Ft. Halifax Park Master Site Plan Access CD
- Money Market Account
- Plan Escrow Account

Halifax National Bank:

- Street Light Tax Checking

APPOINTMENT OF REPRESENTATIVES TO PLANNING COMMISSION AND AUTHORITIES: No current vacancies (see below)

Chairman Bechtel noted that while there are no current vacancies on either the Planning Commission or the Authorities, Fred Ford’s recent reappointment (at the December 2010 BOS meeting) to serve an additional 5-year term as a HAWASA representative for the Township was premature. He noted that following Fred’s reappointment, Secretary Ferguson had been notified that his term was not to expire until 12/31/2012. Accordingly, Chairman Bechtel asked that the motion to reappoint Fred be rescinded at this time. Gary Shultz then motioned to that effect. Ken Hoover seconded the motion and the vote carried 5:0.

Planning Commission Members (4 YR Term):	Term Expiration:
Fred Ford – Chairman	12/31/2011
Robert Artman – Vice Chairman	12/31/2014
Randy Paul	12/31/2012
Mark Reed	12/31/2012
Steven Sipe	12/31/2011

HAWASA Representatives (5 YR Term):	Term Expiration:
Fred Ford	12/31/2011
Jon Miller	12/31/2013
Michael Sweigard	12/31/2014

HARA Representatives (5 YR Term):

Fred Ford
Tracy Cox

Term Expiration:

12/31/2013
12/31/2011

PSATS ANNUAL STATE CONVENTION:

Following Linda's expressed interest in both attending the PSATS Annual State Convention and serving as the Township's voting delegate, Gary Shultz motioned to approve her attendance and appoint her as the voting delegate. Ken Hoover seconded the motion and the vote carried 5:0. Chairman Bechtel then expressed a possible interest in attending the convention on Sunday and noted that he would confirm whether or not he would be attending at the next BOS meeting.

FT HALIFAX PARK – MSP STUDY COMMITTEE REPRESENTATIVES:

Chairman Bechtel inquired of the current Master Site Plan study committee members noting that some of the members that had been approved originally were no longer members. Carol Eppley indicated that those members had been replaced by Emery Eyster, Steven Panko and Lauren Bitting. Moreover, she indicated that DCNR, who required that the study committee be formed, was responsible for approving the appointment of study committee members. Chairman Bechtel then thanked Carol for the clarification.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES:

Dauphin County EIT Committee: Chairman Bechtel noted that Bob Artman had expressed an interest in continuing to serve as the Township's Representative on the Dauphin County EIT Committee. Linda then indicated that in light of the school board's need to be represented on this committee, she expected that Gary Shade would want to continue to serve as the alternate. Ken Hoover then motioned to reappoint Bob Artman as the Township's representative on the Dauphin County EIT Committee and Gary Shade as the alternate. Linda Stopfel seconded the motion and the vote carried 5:0.

Valleys Regional Comprehensive Plan (VRCP): Chairman Bechtel noted that Bob Artman had also expressed an interest in continuing his involvement with the VRCP. Gary also noted his interest as well. Chairman Bechtel then indicated that he would be willing to serve as alternate. Ken Hoover motioned then to have Bob Artman and Gary Shultz serve as the Township's representatives for the VRCP and to have Chairman Bechtel serve as the alternate. Linda Stopfel seconded the motion and the vote carried 5:0.

Northern Dauphin County Revitalization (NDCR): Chairman Bechtel noted that Florence Macguire has been the Township's representative for NDCR. Moreover, he noted that she expressed an interest in continuing to serve in that capacity. Linda Stopfel then motioned to have Florence Macguire continue to serve as the Township's representative for NDCR. Ken Bechtel seconded the motion. Ken Hoover motioned to close the nominations. Gary Shultz seconded that motion and the vote to reappoint Florence Macguire to serve as the Township's NDCR representative carried 5:0.

UDCOG: Following Carol Eppley's indication that she would be willing to continue to serve as the Township's representative for UDCOG, Ken Hoover motioned to reappoint her. Gary Shultz seconded the motion and the motion to reappoint Carol Eppley as the UDCOG representative carried 5:0.

Emergency Management Agency:

Emergency Management Coordinator: Chairman Bechtel motioned to reappoint Charlie Bisking to serve as the Township's EMC. Linda Stopfel seconded the motion and the motion carried 5:0.

Deputy Emergency Management Coordinator: Chairman Bechtel indicated that it his was understanding that Bob Stout was still agreeable to serving as the Township's Deputy EMC. Moreover, he noted that absent the need for a second Deputy EMC, Dale Shoop was not interested in the Deputy EMC appointment, but would nonetheless be of assistance when needed. Linda Stopfel motioned to appoint Bob Stout to serve as the Township's Deputy EMC. Ken Hoover seconded the motion and the motion carried 5:0.

Chairman Bechtel then noted that an emergency management training course had been scheduled for January 15, 2011 at the fire house. Moreover, he noted that Charlie Bisking indicated that he would like for the board to attend if at all possible. He then noted that the training would start at 8AM and would likely conclude by 1PM. Discussion ensued as to possible board-member availability for the training.

STANDARD MILEAGE RATE FOR 2011:

Gary Shultz motioned to approve a mileage reimbursement rate of \$0.51/mile for 2011. Ken Hoover seconded the motion and the motion carried 5:0.

INTER-MUNICIPAL EQUIPMENT RATES:

Gary Shultz motioned to approve the inter-municipal equipment rates for 2011 as listed below. Linda Stopfel seconded the motion and the motion carried 5:0.

Equipment:	Rate Per Hour:
Pick-up Truck	\$55.00
Small Dump Truck	\$65.00
Large Dump Truck	\$80.00
Pay Loader	\$80.00
Grader	\$70.00
Sweeper	\$70.00
Mower	\$80.00
Air Compressor	\$60.00
Backhoe	\$80.00
4X4 Tractor	\$80.00

MONTHLY BOS MEETINGS:

Chairman Bechtel noted the monthly BOS meetings for 2011 were scheduled to occur the 2nd Monday of the month at 7PM at the Township’s Municipal Building as follows:

01/10/11	05/09/11	09/12/11
02/14/11	06/13/11	10/10/11
03/14/11	07/11/11	11/14/11
04/11/11	08/08/11	12/12/11

MONTHLY PC MEETINGS:

Chairman Bechtel noted that the monthly PC meetings for 2011 were scheduled to occur the 1ST Monday of the month at 7PM (with the exception of holidays) at the Township’s Municipal Building as follows:

01/03/11	05/02/11	09/07/11 (Wednesday)
02/07/11	06/06/11	10/03/11
03/07/11	07/06/11 (Wednesday)	11/07/11
04/04/11	08/01/11	12/05/11

In addition, Chairman Bechtel noted that the PC workshop meetings were scheduled to occur on the 3rd Monday of the month at 7PM.

He then noted that there was no need to approve the BOS or PC meeting dates since they had been formerly approved for advertisement.

ANNOUNCEMENTS:

Chairman Bechtel announced the following upcoming meetings:

Auditor’s Reorganization Meeting	January 4, 2011 6PM
Township BOS Monthly Meeting	January 10, 2011 7PM
PC Workshop	January 17, 2011 7PM
PC Monthly Meeting	February 7, 2011 7PM
Township BOS Monthly Meeting	February 14, 2011 7PM

ADJOURNMENT:

Gary Shultz motioned to adjourn at 8:15PM. Ken Hoover seconded the motion and the motion carried 5:0.

Respectfully Submitted,

Shanemarie Ferguson, Secretary