

**HALIFAX TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 3, 2012**

**CALL TO ORDER:** Serving as Temporary Chairman, Gary Shultz called the meeting to order at 7PM followed with the Pledge of Allegiance.

**ROLL CALL:** Supervisors Hoover, Shultz, Paul, Bruner and Bechtel were present along with Secretary Carolyn Nye and Roadmaster Corey Stazewski. Solicitor Warshawsky and Engineer Wilson were not required to attend.

**PUBLIC COMMENT PERIOD:** Flo Mallonee welcomed the new board members and is looking forward to a good relationship among the board members and public.

**ELECTION OF CHAIRMAN:** Supervisor Hoover nominated Supervisor Bechtel to serve as Chairman for 2012. Supervisor Paul seconded the nomination. There were no other nominations. Supervisor Hoover motioned to close the nominations for Chairman, Supervisor Shultz seconded the motion and vote was called, motion carried 5:0. Supervisor Shultz then turned the meeting over to Chairman Bechtel.

**ELECTION OF VICE CHAIRMAN:** Supervisor Shultz nominated Supervisor Bruner to serve as Vice Chairman for 2012, Supervisor Paul seconded the motion. There were no other nominations. Supervisor Hoover then motioned to close the nominations for Vice Chairman. Supervisor Shultz seconded the motion and vote was called, motion carried 5-0.

**APPOINTMENT OF SECRETARY-TREASURER:** Supervisor Hoover nominated Carolyn Nye to serve as Secretary-Treasurer for 2012, Supervisor Shultz seconded the motion. There were no other nominations. Supervisor Shultz then motioned to close the nominations for Secretary-Treasurer, Supervisor Hoover seconded the motion and the vote to appoint Carolyn Nye to serve as Secretary-Treasurer for 2012 carried 5:0.

Supervisor Bruner motioned to approve the following compensation package for Carolyn Nye, seconded by Supervisor Hoover, vote called, motion carried 5:0.

Annual Salary: \$32,800  
Hours: 9AM-3PM, Monday-Friday  
Two weeks and 1 day of paid time off  
Attend Supervisors Meetings/Special Meetings  
Attend Planning Commission meetings upon request from PC Chairman or Vice Chair  
Auditor meetings when necessary  
Budget Meetings  
Paid Holidays

**AMOUNT OF BONDING FOR SECRETARY-TREASURER:** Supervisor Bruner motioned to approve bonding for the Secretary-Treasurer position in the amount of \$500,000. Supervisor Hoover seconded the motion. The vote carried 5:0.

**APPOINTMENT OF OPEN RECORDS OFFICER:** Supervisor Shultz motioned to appoint Carolyn Nye to serve as the Township's Open Records Officer. Supervisor Paul seconded the motion and the vote carried 5:0.

**APPOINTMENT OF ROADMASTER:** Supervisor Shultz motioned to appoint Corey Stazewski to serve as Township Roadmaster for 2012. Supervisor Hoover seconded the motion. vote was called, motion carried 5-0.

Supervisor Bruner motioned to approve the following compensation package for Corey Stazewski. Supervisor Shultz seconded the motion. The vote to approve the following compensation package for Corey Stazewski carried 5:0.

Annual Salary: \$30,000.00 Plus \$10,000.00 (benefit package)  
Two weeks paid vacation leave  
Township Vehicle (to and from work)  
Use of Gas Card for Township Trucks  
Paid Holidays

It was noted an Employee Policy Committee will be formed in the future to work in executive sessions.

**APPOINTMENT OF ROAD CREWMAN:** Supervisor Shultz motioned to appoint Raymond Maus to serve as Road Crewman with the following compensation package. Supervisor Hoover seconded the motion. The vote to appoint Raymond Maus to serve as Road Crewman with the following compensation package carried 5:0.

Annual Salary: \$35,000  
Five weeks paid vacation leave  
\$2500 net retirement bonus to be paid first pay period in December 2012.  
Township Vehicle (to and from work)  
Township paid health benefits to include:  
-Maximum Reimbursement of up to \$1300 for the annual deductible  
- Quarterly Reimbursement of Medicare Part B premiums paid by the employee  
Use of Gas Card for Township Vehicles

**APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY:** Supervisor Hoover motioned to approve the hourly rate of pay for part-time laborers/drivers as follows:

With CDL: \$12/Hour  
Without CDL: \$11/Hour

Supervisor Shultz seconded the motion and the vote carried 5:0.

**APPROVAL OF PAY PERIODS:** Supervisor Shultz motioned to approve the following pay periods. Supervisor Hoover 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:** Supervisor Shultz motioned to approve the following paid holidays. Supervisor 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:** Supervisor Shultz motioned to reappoint Bruce Warshawsky to serve as Township Solicitor under Retainer Package Option A, Supervisor Hoover seconded the motion, vote called, motion carried unanimously 5-0.

**APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE:** Supervisor Shultz motioned to reappoint Kurowski & Wilson (K&W) to serve as Township Engineer under 2012 fee schedule, seconded by Supervisor Bruner, vote called, motion carried unanimously 5-0.

**APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE:** Supervisor Paul nominated Light-Heigel and Assoc. to serve as the Township's primary SEO with rate schedule that was supplied to the Board. Supervisor Bruner seconded the nomination. Supervisor Hoover then motioned to close the nominations. Supervisor Shultz seconded that motion and the vote to appoint Light-Heigel to serve as the Township's primary SEO carried 5:0.

**APPOINTMENT OF ALTERNATE SEO:** Supervisor Shultz nominated Mike Brown to serve as the Township's Alternate SEO with rate schedule that was supplied to the Board, Supervisor Bruner seconded the nomination. Supervisor Hoover then motioned to close the nominations. Supervisor Paul seconded the motion and the vote to appoint Mike Brown 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. **Appointment of Auditor: Motion** – Supervisor Shultz made a motion to appoint Charnell Etzweiler as Auditor for remaining two years, the position will have to be put on the ballot, seconded by Supervisor Hoover, vote called motion carried 5-0

**Annual Fire Company Audit:** Chairman Bechtel noted that elected auditor, Deborah Meyers and tax collector Melinda Warfel have agreed to participate in the annual Fire Company audit. **Motion** – Supervisor Bruner made a motion to appoint Deb Meyers and Melinda Warfel to audit Halifax Fire Company at a rate of \$10/hr, Supervisor Hoover seconded the motion, vote called, motion carried 5:0.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN: Motion** - Supervisor Shultz made a motion to appoint Flo Mallonee to serve as Vacancy Board Chairman, seconded by Supervisor Hoover, vote called, motion carried 5-0.

**DEPOSITORIES:**

**Motion** - Supervisor Shultz motioned to approve the following depositories for the Township, seconded by Supervisor Hoover, vote called, 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
- Debit Card Account

**Halifax National Bank:**

- Street Light Tax Checking

**APPOINTMENT OF REPRESENTATIVES TO PLANNING COMMISSION AND**

**AUTHORITIES: Motion** – Supervisor Hoover made a motion to reappoint Fred Ford and Steve Sipe to the Planning Commission for 4 year terms, seconded by Supervisor Shultz, vote called, motion carried 5-0. **Motion** – Supervisor Bruner made a motion to appoint Flo Mallonee to fill Mark Reed’s vacant Planning Commission position, seconded by Supervisor Shultz, Chairman Bechtel read Flo’s qualifications from her application, vote called, motion carried 5-0. **Motion** – Supervisor Shultz made a motion to reappoint Fred Ford to the HAWASA, seconded by Supervisor Hoover, vote called, motion carried 5-0. **Motion** – Supervisor Shultz made a motion to appoint Bob Artman to the vacant HAWASA Representative position, seconded by Supervisor Hoover, Chairman Bechtel read Bob’s application/resume, vote called, motion carried 5-0.

<b>Planning Commission Members (4 YR Term):</b>	<b>Term Expiration:</b>
Fred Ford – Chairman	12/31/2015
Robert Artman – Vice Chairman	12/31/2014
Randy Paul	12/31/2012
Flo Mallonee	12/31/2012
Steven Sipe	12/31/2015

<b>HAWASA Representatives (5 YR Term):</b>	<b>Term Expiration:</b>
Fred Ford	12/31/2016
Jon Miller	12/31/2013
Bob Artman	12/31/2014

<b>HARA Representatives (5 YR Term):</b>	<b>Term Expiration:</b>
Fred Ford	12/31/2013
Vacancy	12/31/2016

**PSATS ANNUAL STATE CONVENTION: Motion** - Chairman Bechtel made a motion to appoint Brad Bruner as the voting delegate to the PSATS Annual Convention, seconded by Supervisor Hoover, vote called, motion carried 5-0.

**FT HALIFAX PARK – MSP STUDY COMMITTEE REPRESENTATIVES: Motion** – Supervisor Shultz made a motion to send a letter of thanks to the committee members and decommission the committee, seconded by Supervisor Hoover, vote called, motion carried 5-0.

**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. **Motion** - Supervisor Hoover made a motion to appoint Bob Artman to the committee and Gary Shade as alternate, seconded by Supervisor Shultz, vote called, motion carried 5-0.

**Valleys Regional Comprehensive Plan (VRCP): Motion** – Supervisor Bruner made a motion to appoint Bob Artman and Supervisor Shultz as representatives to the VRCP and to have Melinda Warfel serve as alternate, seconded by Supervisor Hoover, vote called, motion carried 5-0.

**Northern Dauphin County Revitalization (NDCR):** Chairman Bechtel noted that Florence McGuire has been the Township’s representative for NDCR. Moreover, he noted that she expressed an interest in continuing to serve in that capacity. **Motion** - Supervisor Shultz made a motion to have Florence McGuire continue to serve as the Township’s representative to NDCR, Supervisor Hoover seconded the motion, vote called, motion carried 5-0.

**UDCOG:** Supervisor Bruner made a motion to appoint Chairman Bechtel as delegate and Supervisor Hoover as alternate, seconded by Supervisor Shultz, vote called, motion carried 5-0.

**Emergency Management Agency:**

**Emergency Management Coordinator: Motion** - Supervisor Hoover made a motion to re-appoint Charlie Bisking to serve as the Township’s EMC. Supervisor Shultz seconded the motion, vote called, motion carried 5:0.

**Deputy Emergency Management Coordinator: Motion** – Supervisor Hoover made a motion to appoint Brad Bruner and Tim Neiter as Deputy Emergency Management Coordinators, seconded by Supervisor Shultz, vote called, motion carried 5-0.

**STANDARD MILEAGE RATE FOR 2012: Motion** - Supervisor Shultz made a motion to approve a mileage reimbursement rate of \$.555 /mile for 2012. Supervisor Hoover seconded the motion, vote called, motion carried 5:0.

**INTER-MUNICIPAL EQUIPMENT RATES: Motion** - Supervisor Shultz made a motion to approve the inter-municipal equipment rates for 2012 as listed below, seconded by Supervisor Hoover, vote called, motion carried 5:0.

<b>Equipment:</b>	<b>Rate Per Hour:</b>
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 2012 are scheduled to occur the 2<sup>nd</sup> Monday of the month at 7PM at the Township's Municipal Building as follows:

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

**MONTHLY PC MEETINGS:**

Chairman Bechtel noted that the monthly PC meetings for 2012 are scheduled to occur the 1<sup>ST</sup> Monday of the month at 7PM (with the exception of holidays) at the Township's Municipal Building as follows:

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

**ANNOUNCEMENTS:** Chairman Bechtel announced the following upcoming meetings:

Auditor's Reorganization Meeting	January 4, 2012 6PM
Township BOS Monthly Meeting	January 09, 2012 7PM
PC Monthly Meeting	February 6, 2012 7PM
Township BOS Monthly Meeting	February 13, 2012 7PM

**ADJOURNMENT: Motion** - Supervisor Shultz motioned to adjourn at 9:08 p.m., seconded by Supervisor Hoover, vote called, motion carried 5:0.

Respectfully Submitted,

Carolyn Nye, Secretary