

HALIFAX TOWNSHIP
102 Fisher Street
BOARD OF SUPERVISORS
MONTHLY BUSINESS MEETING
April 11, 2016 – 7:00 p.m.

CALL TO ORDER - Chairman Bechtel called the meeting to order at 7:04 pm followed with the Pledge of Allegiance.

ROLL CALL - Supervisors Bechtel, Bruner, Paul, and Schreffler are present along with Engineer Steve Roe, Solicitor Bruce Warshawsky, Roadmaster Corey Stazewski, and Secretary Wendy M. Wentzel. Supervisor McBurney was absent.

RECORDING MEETING - The Township Secretary is the only person recording this meeting.

EXECUTIVE SESSION – An executive session was held this evening from 6:35 pm until 7:00 pm to discuss issues dealing with personnel.

PUBLIC COMMENT PERIOD – **Norma Shearer** of the Friends of Fort Halifax, provided an update for the Festival being held on May 7, 2016 at Fort Halifax Park. Brief summary of events was shared. She also mentioned that on May 6, 2016, the 5th graders will be on the grounds of Fort Halifax Park for Education Day. Norma made a request to have the brickhouse open during the Festival from Thursday thru Sunday so the re-enactors may have a place to change out of their attire. **Frank Wilmarth** of the Friends of Fort Halifax would like to move the porta-potty inside the park with the gate open. He also made mention that the banner is going to be moved to the lot between Long's Flowers and the High School since there is no one available to run it across the road as was done in the past. **Emily Hoffman** a Halifax Pool volunteer, wanted to update the Township Supervisors and inform them that she is the midst of forming a non-profit group to run the pool. They are in the process of planning fund-raisers to raise monies in order to pay for the application of having being a non-profit group. Emily is having the pool tested for leaks. She asked if the Township was willing to donate monies for the pool. Chairman Bechtel explained that since the Township is not a member of the Halifax Area Recreation Authority, the check that was donated by the Township was in fact a donation and it was up to HARA to decide how to spend those monies.

SECRETARY/TREASURER REPORT

Paid Interim Bills – **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the paid interim bills thru April 11, 2016. Vote called. Motion carries 4-0. **Current Unpaid Bills** – **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay the unpaid bills as of April 11, 2016. Vote called. Motion carries 4-0. **Minutes** – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the Minutes of the March 14, 2016. Vote called. Motion carries 4-0. **Financial Report** – Placed on file for audit at a later time.

EMC REPORT – No report.

PLANNING COMMISSION RECOMMENDATION – Chairperson Flo Mallonee reported that there was nothing to bring to the Supervisors from the Planning Commission meeting held on April 4, 2016 to vote on. She noted that DCNR has not come back to the Planning Commission with a new Stormwater Management Application or plans. Flight Source is currently working with PennDOT regarding the parcel in Matamoras.

The Planning Commission is currently working on modification for the SALDO and are considering a separate ordinance for Stormwater Management.

ENGINEER REPORT – Engineer Roe provided an overview of his report dated March 30, 2016 with the Board of Supervisors. No action was taken and the report was placed on record. He was asked about the research for shadow vehicles for mowing. His research found that no shadow vehicle is needed if the road is under 10,000 ADT, unless the mower is on the road. It is still unclear whether a shadow vehicle is needed.

SOLICITOR REPORT – Solicitor Warshawsky presented his report dated April 6, 2016. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to withdraw the complaint filed against Kyle Lehman for being in violation of the approved Stormwater Management Plan. He has corrected the violation. Vote called Motion carries 4-0. The Dunkle School Road nuisance is still being abated. **UDITO** – Supervisor Schreffler gave a report on the hearing held at the Dauphin County. He stated that counsel for the Township presented as strong case to Judge Bratton. Defense counsel did not have much of a case and appeared to be grasping at straws.

Chairman Bechtel brought up about a concern regard the stone that was spread at the Kyle Lehman residence. This stone was spread in an area that was previously pervious. Solicitor Warshawsky stated that action would be a violation of the Stormwater Management Approval. Engineer Roe stated that he will run the calculations again to see if his current system can handle that extra amount of impervious coverage.

ROADMASTER REPORT – The Roadmaster presented his report for the month of March. He brought to the Board's attention the growth of unpermitted structures in the Township. He was asking for guidance on how to approach this issue. Chairman Bechtel brought up the issue of the amount of time that would have to be involved by Permit Officer Stazewski to do follow up inspections. He stated that the Board may have to consider raising the cost of the Building Permits to offset the time involved in the process.

Chairman Bechtel also had a question involving the UCC process. His concern is that garages are being built that should be referred to the UCC inspectors. Residents making applications for building permits are identifying the structure as a pole barns when they are being built and doors are installed which then classifies them as a garage and not a barn. This will be for further discussion at a later date.

SEO REPORT – Report dated April 8, 2016 was received and placed on permanent record.

ADMINISTRATIVE

Personnel Handbook – Changes are being made to address overtime. – This has been deferred until the next meeting. Chairman Bechtel asked for clarification on the topic of leave time. An Employee accrues leave time each month for the first year of employment. Thereafter, an employee is given 12 days a year, given to them at the beginning of the year. Roadmaster Stazewski brought to the Boards' attention the question of how to address an employee that uses all their leave time and still request time off. He asked that the Board consider a policy to address this issue.

Pilot Agreement – Chairman brought to the attention the that taxes that the Township received had decreased. His concern was that the School can raises taxes and reduce the amount that the Township receives to the point that the Township will end up receiving nothing from this Agreement. Solicitor Warshawsky will research this topic and get back to the Board.

Probationary Firefighter – This was taken care of under executive session.

Mileage Reimbursement for Roadcrew – Motion was made by Supervisor Bruner and Second by Supervisor Schreffler to reimburse Levi Swigart mileage of 88 miles to and from State College at the Federal rate of .54 per mile with a total cost of \$47.52 for a training using his private vehicle. Vote called. Motion carries 4-0.

Commercial Insurance Renewal – Meeting with Deibler, Straub & Troutman will be attended by Supervisor McBurney and Chairman Bechtel during the last week of April.

PSATS Resolutions – The Board supports what PSATS is supporting for vote at the upcoming Annual PSATS Conference.

OLD BUSINESS

Tobias Road Bridges – Solicitor Warshawsky has sent a simple agreement for which Mr. Buffington has signed for their company the right to use of the Township’s right of way to stage his logs and permits them to construct a private bridge that only they can use. They will also be improving parts of the Township road under the direction and supervision of the Township Roadmaster and will indemnify the Township for any and all acts relating to the use of the right of way and the private bridge. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to have the Chairman of the Board of Supervisors counter execute the agreement. Vote called. Motion carries 4-0.

Sidewalk Grant – Speed Limit Reduction – The Township is waiting on a decision from PennDOT. The Township will have that decision by next month’s meeting.

No Parking Ordinance

Intermunicipal Agreement

Sidewalk Maintenance Ordinance

Motion was made by Supervisor Bruner and Supervisor Schreffler to advertise the No Parking Ordinance, the Intermunicipal Agreement and the Sidewalk Maintenance Ordinance for adoption at the next Board of Supervisors Meeting in May, 2016. Vote called. Motion carries 4-0.

A Consent Agreement was sent to the Township Solicitor asking that the Township sign off on it but they have not provided the attachment that the Township would be agreeing to which is the agreement between the Borough and PennDOT. No action will be taken until that is provided.

DEP – Act 537 – Solicitor Warshawsky sent a letter to DEP and DEP replied with copies of two letters which were not seen in the Township files. Further discussion is deferred until next month’s meeting.

NEW BUSINESS

January Snowstorm Meeting – A meeting has been set up for those who could not attend the first meeting on April 18. Supervisor Bruner and Tim Neiter, Township EMC will be attending.

Landlord Letters – Melinda Warfel, Township Tax Collector spoke and mentioned that in the past, letters were sent to Landlords of township properties and forms were supplied for them to use to submit to the Township to let the Township know when a tenant moves out and a new one moves in for purposes of paying personal taxes. Melinda asked if this process can take place again to update the records. The Board agreed to this and Melinda will be working with the Township Secretary to implement the process.

Advertisement for Middle Road Project – A press release will be generated and submitted to the Upper Dauphin Sentinel for road closure of June thru mid-July, 2016.

Snow Delcaration – Designation of Agent Resolution - Motion was made by Supervisor Bruner and second by Supervisor Schreffler to waive the reading of the Resolution. Vote called. Motion carries 4-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to appoint Tim Neiter, Township EMC as the Designated Agent. Vote called. Motion carries 4-0.

Rocket Flying – Fort Halifax – Motion was made by Supervisor Bruner and second by Supervisor Paul to allow Southern PA Area Association of Rocketry to fly rockets at Fort Halifax on May 7th, 2016 and August 6th, 2016 under the condition they provide a Certificate of Insurance as noted in their request for the amount of \$2,000.000. Vote called. Motion carries 4-0.

Water Testing – Norma Shearer of Friends of Fort Halifax asked the Board if the water could be tested for drinking purposes at Fort Halifax before the festival. Frank Wilmarth stated that he can have the water tested once the water is turned on. The Board had no problem with them testing it as long as they were the ones handling the testing process.

AGENDA ITEMS FOR NEXT MEETING

Proposed amendment to the personnel handbook

Act 537

Sidewalk Grant – Speed Limit Reduction

No Parking Ordinance

Sidewalk Maintenance Ordinance

Intermunicipal Agreement

ANNOUNCEMENTS

PSATS Conference – April 17th thru April 20, 2016 – Hershey Lodge and Convention Center

Primary General Election – April 26, 2016 – Polls are open 7:00 am until 8:00 pm

Planning Commission Meeting – May 2, 2016 – 7:00 p.m.

Township Supervisors' Monthly Business Meeting – May 9, 2016 – 7:00 p.m.

Township Cleanup Days – May 13th between 7:00 am and 3:00 pm and May 14th between 6:00 am and Noon

ADJOURNMENT – Motion was made by Supervisor Bruner and second by Supervisor Paul to adjourn the meeting at 8:37 pm. Vote called. Motion carries 4-0.

Respectfully Submitted,

Wendy M. Wentzel
Secretary