

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**BOARD OF SUPERVISORS**  
**MONTHLY BUSINESS MEETING MINUTES**  
**MAY 9, 2016 – 7:00 p.m.**

**CALL TO ORDER** - Chairman Bechtel called the meeting to order at 7:07 pm followed with the Pledge of Allegiance.

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

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

**EXECUTIVE SESSION** – An executive session was held on April 25, 2016 from 7:10 pm until 7:30 pm to discuss issues dealing with litigation. Solicitor Warshawsky was in attendance via telephone conference.

**PUBLIC COMMENT PERIOD** – **Michael Snody** inquired as to the status of the Middle Road Project. Roadmaster Stazewski stated that road construction will commence June 1<sup>st</sup> and continue thru the middle of July. He had asked if the engineering work was done. Roadmaster Stazewski stated that there was not any engineering work to be done and surveying was not required. A right of easement may be needed to access the Snody property. **Emily Hoffman**, a resident of Halifax Township, obtained permission by the Halifax Area Recreation Authority to have the swimming pool water tested by Boyer Pools. She asked if the Township was willing to add the pool as a liability to the Township's insurance under the non-profit group's name under the Recreation Authority. Supervisor McBurney stated that under the Township, the insurance for the pool could run approximately \$1,200 and that he would research it. The Township would have to add the non-profit group name as being insured. The township does not insure the building on the pool grounds. As a group by itself, the annual cost could run for insurance approximately for the non-profit group would fall in the \$6,000-7,000 range. **Norma Shearer**, representative of the Friends of Fort Halifax, noted that the Festival recently held at Fort Halifax Park was successful. She stated that there were more re-enactors than in the past, also noting that at one point during the festival attendance was approximately 1,300 people. She thanked the Township for use of the brickhouse and for the maintenance of the grounds by the Township employees.

**SECRETARY/TREASURER REPORT**

**Paid Interim Bills** – **Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the paid interim bills thru May 9, 2016. Vote called. Motion carries 5-0. **Current Unpaid Bills** – **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to pay the unpaid bills as of May 9, 2016. Vote called. Motion carries 5-0. **Minutes** – **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the Minutes of the April 11, 2016. Vote called. Motion carries 5-0. **Financial Report** – Placed on file for audit at a later time.

**EMC REPORT** – Supervisor Bruner reported that a meeting was held for the January Snowstorm. A substantial amount of paperwork was required to be filled out to which he publicly thanked Tim Neiter, the Township EMC, for his time and effort involved in getting the required paperwork completed and submitted. He thanked the help of the Roadmaster and the Township Secretary for their assistance in helping to pull the data together. Supervisor Bruner anticipates a reimbursement amount somewhere in the \$10,000 range which represents 75% of the costs by the Township associated with that particular snow event.

**PLANNING COMMISSION RECOMMENDATION** – Chairperson Flo Mallonee stated that there was nothing to bring to the Supervisors as there was not meeting in the month of May for the Planning Commission. She noted that DCNR is still an active player and they requested a meeting with the Township Engineer to discuss the comment letter submitted by Engineer Roe. Engineer Roe stated that a meeting will be scheduled for the next week.

**ENGINEER REPORT** – Engineer Roe provided an overview of his report dated May 2, 2016 with the Board of Supervisors for services during the month of April. No action was taken and the report was placed on record.

**SOLICITOR REPORT** – Solicitor Warshawsky presented his report dated May 5, 2016 for services during the month of April, 2016. **Nuisance Issue** - The Dunkel School Road nuisance is still being abated, but slowly. **Sheetz Fill** – fill was being moved from the Sheetz site to the Township site. There is an approved D & S plan in place. Secondary transfers of the fill are taking place to a site on Camp Hebron Road near the Corsnitz site. The Township is working with DCED and DEP to make sure there are no issues. The conservation District is reviewing the E & S plan and should be getting back to the Township with that report. **Druckenmiller SWM** – Million Dollar Road – Solicitor Warshawsky stated that the property is being sold and the new owners are required to follow the Stormwater Management that was proposed and approved which has been filed at the Courthouse and that a new O & M agreement would need to be executed and recorded.

Chairman Bechtel asked Solicitor Warshawsky about a follow-up on Quail Commons and the Pilot Agreement terms. Solicitor Warshawsky stated that there was a mistake and it will be corrected with the July 1<sup>st</sup> billing to which the increment billing will be added to the bill that the Township was supposed to receive.

Chairman Bechtel also stated that a resident of the township who lives on North River Road came to the office and inquired about his son's property on McClellan Road. They want to erect a structure on an existing blacktop driveway. They would tear up the blacktop to place the building in its place. Chairman Bechtel asked if a stormwater management would be needed. Both Engineer Roe and Solicitor Warshawsky stated that since they are building the structure directly in place of the blacktop, there would be no increase in the impervious coverage.

**ROADMASTER REPORT** – The Roadmaster presented his report for the month of April. As part of his report, he informed the Supervisors that what was an old nuisance as an unregistered vehicle on Pawnee Lane has returned. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to send a letter regarding the unlicensed vehicles on Pawnee Lane. Vote called. Motion carries 5-0. Roadmaster Stazewski reported that there were two trucks at the Maple Street address of previous concern. These trucks were cleaning up the property. He also brought to the Board's attention that the Susquehanna River Trail had made a public announcement that they are holding an event that ends up at Fort Halifax Park that neither the Board or the Roadmaster had been made aware about. They will be notified to fill out the proper forms for use of the Park.

**SEO REPORT** – No report. Discussion was held on concerns of the SEO and the way they conduct business with their reporting to the Township. Corey will be reaching out to Keith Heigel to address these concerns.

#### **ADMINISTRATIVE**

**Personnel Handbook – Overtime:** Solicitor Warshawsky read the changes to the definition of overtime for the Employee manual. The changes were approved during an executive session held in March. **Motion** was made by Supervisor McBurney and second by Supervisor Bruner to adopt the overtime policy was read

by Solicitor Warshawsky for Township's Employee Handbook. Vote called. Motion carries 5-0. **Volunteer Firefighting Policy – Motion** was made by Supervisor Bruner and Supervisor Paul to waive the reading of the Firefighting Policy for the Personnel Handbook. Vote called. Motion carries 5-0. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to adopt the Volunteer Firefighter Policy for the Employee Handbook. Vote called. Motion carries 5-0.

**Commercial Insurance Renewal** – Supervisor McBurney stated that there were no significant changes from the previous year's coverage. Chairman Bechtel stated that the only items for consideration were the new equipment and the appraisals. The annual cost for the commercial insurance had dropped \$2001 due to the drop in the Workers' Compensation. Another item brought up was the insurance for loss of salary and fringe benefits. This would be an estimated increase in the premium of \$155. Discussion on this topic determined that it would not be needed but Supervisor McBurney will research this further. Another topic researched was alcohol on Township Property. Alcohol has not been sanctioned by the Township, therefore, no coverage is needed. Supervisor McBurney will put together a written document for the commercial insurance for next month's meeting.

**Retirement and Health Benefits** – Wendy provided a report to the Board to get their feedback on moving forward with the enrollment for benefits. First the item was that there is an annual administrative fee that is billed to the Township by PSATS for participation in the Pension Trust. With five or less employees participating, the annual fee will be \$200.00 if the monies are sent electronically. If sent by a manual check, the fees jump to \$300.00. Another item that is required to be submitted is a probationary period, if any. The other item that is to be considered is since this is being offered to employees, should the benefit be listed in the Employee Handbook? This item is being deferred to executive session next month.

In reference to the Health Trust, the fees are built into the rates. The question of a probationary period exists as well. The Board agreed since this benefits is 100% employee funded, there should be no probationary period.

**Landlord Tenant Letters** – Melinda Warfel reported that 60 letters were sent out to Landlords of Township tenants. Most of the bigger landlords are reporting.

**Liquid Fuels Audit** - The date for the liquid Fuels Audit with PennDOT is being rescheduled due to the Outside Auditor for the Township not filing the Annual Financial Audit with DCED. The Township is waiting for that report.

Giant was contacted and asked if they were willing to provide gift cards to those working the cleanup days in the Township. All they asked for was a letter on Township Stationery. They will be donating \$50 in gift cards.

## **OLD BUSINESS**

**Sidewalk Grant – Speed Limit Reduction** – The Township received letter from PennDOT approving the speed reduction from 40 mph to 35 mph.

**No Parking Ordinance – Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to waive the reading of the No Parking Ordinance. Vote called. Motion carries 5-0. **Motion** was made Supervisor Schreffler and second by Supervisor McBurney to adopt the No Parking Ordinance for the Sidewalk Project. Vote called. Motion carried 5-0.

**Intermunicipal Agreement – Motion** was made by Supervisor Bruner and second by supervisor Paul to waive the reading of the Intermunicipal Agreement. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to adopt the Intermunicipal Agreement. Vote called. Motion carries 5-0.

**Sidewalk Maintenance Ordinance – Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to waive the reading of the Sidewalk Maintenance Ordinance. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to adopt the Sidewalk Maintenance Ordinance with the addition the number 6 in Section 2B, the number 18 in Section 3, and the verbiage of “not less than \$235 but not more than \$300” in Section 4 as discussed. Vote called. Motion carries 5-0.

**DEP – Act 537** – Solicitor Warshawsky received a response from DEP acknowledging his letter sent.

**Parking Issue** – The Township has received a number of complaints from residents concerning all the vehicles with no licenses or inspections that are parked in the alley-way by the Township building. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to send a pre-nuisance letter to the parcel owner. Vote called. Motion carries 5-0.

**Lehman Property** – Solicitor Warshawsky noted that the complaint for the Stormwater Management violation had been withdrawn at the District Justice office. There is a new problem. It appears that there is about 1700 total square feet of new impervious coverage including the building and surrounding stone area. Engineer Roe was asked to calculate new numbers to see if the existing Stormwater Management Plan can handle it. Engineer Roe presented the calculations indicating that additional cubic feet of storage area would be required. With the existing Stormwater Management Plan in place, a recommendation to modify the existing Stormwater Management Plan was made by Engineer Roe since the impervious coverage exceeds an additional 700 square feet. Mr. Lehman stated that he did not add any additional impervious. His representation to the Planning Commission was he was not creating any additional impervious coverage; therefore, a waiver was granted to him to build his garage. According to Engineer Roe, he exceeded impervious coverage. Solicitor Warshawsky suggested an “As Built” with calculations. Chairman Bechtel stated that if Mr. Lehman can prove that it is 18 inches deeper than the specs require, he should be well within what is needed for stormwater management. This information can be submitted without waiting until the next Board of Supervisors Monthly Meeting.

## **NEW BUSINESS**

**2016 Paving** – Roadmaster Stazewski stated that there are three roads under consideration for paving – Camp Hebron Road, Hill Drive and Seiders Road. An approximately \$5,000 is needed to be held back for line painting in the Township. This would leave \$238,000 for paving. It was recommended that we advertise for minimum requirements for blacktopping. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to advertise for bids for each individual road paving project and have bid opening at the next Board of Supervisors Monthly Meeting on June 13, 2016. Vote called. Motion carries 5-0.

**DCED** – Urban County – No action was taken based upon the letter since the Township chose not to opt out.

**Firewood** – The Township received a report that a person was seen taking firewood from the driveway at Fort Halifax Park without permission of the Township. Frank Wilmarth stated that an Elm Street was taken down on the Friends of Fort Halifax parcel and that wood was being removed. He stated that no one from their group had taken any wood from Fort Halifax.

**Boyer Street Intersection** – The Township received calls concerning signs being placed on the street at the bottom of Boyer Street. The signs were placed in the township right-of-way without the permission of the Board of Supervisors. Motion was made by Supervisor McBurney and second by Supervisor Bruner to send a letter to the landlord addressing the signs being placed on the street by the tenant. Vote called. Motion carries 5-0.

**AGENDA ITEMS FOR NEXT MEETING**

Executive Session at 6:00 pm  
Employee Retirement  
Parking Issue  
Commercial Insurance Renewal

**ANNOUNCEMENTS**

Planning Commission Meeting – June 6, 2016 – 7:00 p.m.  
Township Supervisors’ Monthly Business Meeting – June 13, 2016 – 7:00 p.m.  
Township Cleanup Days – May 13<sup>th</sup> between 7:00 am and 3:00 pm and May 14<sup>th</sup> between 6:00 am and Noon

**ADJOURNMENT** – **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to adjourn the meeting at 9:52 pm. Vote called. Motion carries 5-0.

**Respectfully Submitted,**

**Wendy M. Wentzel**  
**Secretary**