

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**BOARD OF SUPERVISORS**  
**MONTHLY BUSINESS MEETING MINUTES**  
**June 13, 2016 – 7:00 p.m.**

**CALL TO ORDER** - Chairman Bechtel called the meeting to order at 7:09 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 this evening, from 6:20 pm until 6:55 pm to discuss issues dealing with personnel.

**BID OPENING** – Chairman Bechtel opened the paving bids and went over the bid amounts submitted. The Board instructed the Roadmaster to review the bids and come back to the Board later on the agenda to discuss.

**PUBLIC COMMENT PERIOD – Michael Snody** – Reported that his stormwater management will be ready for inspection. Engineer Roe will try to be there on Thursday for the final inspection. **Norma Shearer** – provided a report for the Supervisors regarding the water analysis at Fort Halifax. She also provided a memorandum for the Supervisor asking permission for the Friends of Fort Halifax to take over the responsibility and maintenance of the Brick Ranch House. **Frank Wilmarth** – reported that two sycamore trees broke off during the wind event. He is getting a quote to replace the them. He also would like permission to install a 4' x 8' or a 3' x 10' welcome banner on the silo or on the barn at Fort Halifax Park. The Supervisor had no issues in granting permission for the banner to be hung. Frank also expressed a concern regarding Marty Konchar, owner of a property adjacent to Fort Halifax. This person was interrogating the visitors at Fort Halifax and causing the visitors to feel uncomfortable by his actions and the questions he was asking visitors. Solicitor Warshawsky will reach out to the property owner's attorney to check on the status of the deed description for the adjacent property.

**SECRETARY/TREASURER REPORT**

**Paid Interim Bills – Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the paid interim bills thru June 13, 2016. Vote called. Motion carries 5-0. **Current Unpaid Bills – Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay the unpaid bills as of June 13, 2016. Vote called. Motion carries 5-0. **Minutes – Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the Minutes of the May 9, 2016. Vote called. Motion carries 5-0. **Financial Report** – Placed on file for audit at a later time.

**EMC REPORT** – Tim Neiter, EMC for Halifax Township, reported that Johnson's Nursery allowed the fire Department to install a dry hydrant on their property. He also reported on the status of the Public Disaster Assistance Application for the major snowstorm in January. It is currently in PEMA's hands and under final review before submitting the application to FEMA. It is reported that reimbursement should be 75% of \$15,274.06 expenses reported which is estimated to be in the vicinity of \$11,000 - \$12,000. Chairman Bechtel recognized and commended Tim Neiter on his service to the Township as EMC. There was a round of applause given to him.

**PLANNING COMMISSION RECOMMENDATION** – Chairperson Flo Mallonee reported that a sketch plan for a driveway by Ricky and Nicole Sawdey on Sycamore Avenue was brought to the Planning Commission meeting. Based upon the Engineer’s review of their plan, it was decided by the applicants that the existing driveway be removed and a new driveway installed. **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to approve the Sawdey Plan with the condition of the letter of credit or financial security be provided. Vote called. Motion carries 5-0.

A Sketch Plan was brought to the Planning Commission by Doughboys. They would like to build a new restaurant, a microbrewery and a new parking that would hold 80 vehicles.

Mr. Ernie Schreffler was present at the Planning Commission meeting and asked a few questions regarding a property that does not have Township frontage but just a right to access it. He was interested in subdividing it.

**ENGINEER REPORT** – Engineer Roe provided an overview of his report dated June 10, 2016 with the Board of Supervisors for services during the month of May. No action was taken and the report was placed on record.

**SOLICITOR REPORT** – Solicitor Warshawsky presented his report dated June 8, 2016 for services during the month of May, 2016. **Sheetz Sycamore Trees** – Sheetz received two complaints about the removal of the tress on the Sheetz property. Sheetz contacted both complainants. As a good will gesture to the Township, Sheetz is willing to donate \$1,000 to the Township. The only requirement is that Sheetz receive a letter acknowledging receipt of the check. **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to accept the check in the amount of \$1,000.00 and to send a letter acknowledging acceptance of the check. Monies will be placed in an account to be used strictly for the maintenance of the Sycamore trees. Vote called. Motion carries 5-0.

**ROADMASTER REPORT** – The Roadmaster presented his report for the month of May. The Township received a new complaint regarding the Kline residence on Dunkel School Road. The complainant is stating that the property owners are moving items around on the property but not cleaning it up. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to forward with the enforcement action. Vote called. Motion carries 5-0. **Brothers property** - Roadmaster Stazewski reported that a stone driveway was put in but more than 3 unregistered vehicles remain on the property. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to send a formal nuisance letter. Vote called. Motion carries 5-0. The Pawnee Drive unregistered vehicle was moved. The Noll parcel on N. 2<sup>nd</sup> Street was mowed. The Zeigler property on Kinsinger Road – the daughter came to the office and acknowledged receipt of the letter sent and wanted to know exactly what was requested. It was communicated that the property needed to be cleaned up of the junk accumulated. It was shared with her there will be a follow up inspection by the next meeting to see if they have complied with the pre-nuisance letter. **Boyer Street** – The resident came to the office and it was explained to her that the signs cannot be placed on the Township right-of-way. It was suggested that if the signs are seen on the Township right of way again, they are to be picked up and a letter sent to the resident telling her that the signs can be picked up at the Township building. Supervisor McBurney said he would call her.

**SEO REPORT** – No report. The Chairman and Supervisor Bruner met with Keith Heigel to discuss some concerns. Marty Sowers will be reaching out to set up a meeting with Wendy to compile reports in order to keep everyone up to date on what is going on in the Township relative to Building Authorizations and SEO issues. The Supervisors requested that all payments be made at the Township first and not at Light Heigel. It has not been the practice of Light Heigel therefore, the Township has not been informed of issues until after the fact.

## ADMINISTRATIVE

**Commercial Insurance Renewal** – Deferred to next month's Board of Supervisors Meeting

**Audit Report** – A clean Audit was reported by Lettich and Zipay, Auditors that were appointed to audit the financial records of Halifax Township. The report is on record in the Secretary/Treasurer's office.

**Liquid Fuels Audit** – The Liquid Fuels Audit was conducted on June 2, 2016. Everything is fine and good to go for the Attorney General's Office to conduct their own audit.

**Workers' Compensation Audit for the Township** – Worker's Compensation Audit for the Township Employees is scheduled for June 15<sup>th</sup>.

**Masser Potatoes** – The Township office received notification that Masser Potatoes will be having a ribbon cutting ceremony at the end of July. This will be by invitation only. They asked if the Supervisor email addresses could be provided so that they could send out the invitations.

## OLD BUSINESS

**Retirement – Employees** – Levi spoke with Janet Wert at Edward Jones and she stated that she would come in and speak to the Supervisors. It was suggested that he go to an outside investor and have them set up payments. Because it is not a Township plan, it is not a deduction that can be pre-taxed. This item was tabled.

**Parking Issue** – An ordinance has been drafted for the parking issue. It was noted that the road along the Township is a right of way. More research is needed on this road/right of way. Tabled until next meeting.

**Lehman Property** – The Supervisors received a picture and a memo from Kyle Lehman explaining how the areas looked pre-construction. At the May 9<sup>th</sup> meeting, a request for an "As Built" with calculations or documentation including the driveway and improvements to prove that he has ample Stormwater Management or to provide proof that there is an 18-inch excess depth of volume or he could provide receipts of the stone that was used. **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to move forward with letter to Lehman to provide the Township with the options that the Township requires in deciding whether Kyle Lehman is in compliance with the Stormwater Management. Vote called. Motion carries 5-0.

**Swimming pool** – The Township will receive the invoice for the premium for the pool and will turn over the bill to the Halifax Swim Club who will pay the premium directly to the Insurance Company. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to waive the reading of the Resolution to place Halifax Swim Club on Halifax Township's Insurance for the pool which serves the residents of Halifax Township. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the Resolution to Place the Halifax Swim Club on Halifax Township's Insurance for the Pool which serves the residents of Halifax Township. Vote called. Motion carries 4-0-1, with Chairman Bechtel abstaining.

## NEW BUSINESS

**Matamoras Road – Ed Weaver** – Halifax Township resident Ed Weaver, had purchased a home situate on in the Jorich Subdivision on Matamoras Road. He provided a history of the Stormwater Management for his parcel. He stated that the Stormwater Management was not in compliance with the current SALDO. He stated that he would like to have it brought to the current SALDO regulations. He questioned the practices of the engineers for the Stormwater Management. Solicitor Warshawsky explained the process for the approval of the Stormwater Management and that the Stormwater Management on his property was in

compliance with the SALDO that was adopted at that time. Ed Weaver asked that the Engineer provide calculations of the As Built and that he wanted to review the SALDO that was in place at the time the Stormwater Management Plan for his parcel was being built. Engineer Roe agreed to provide those calculations. Ed Weaver would be notified when the Township office had the information that he was seeking.

**637 S. River Road – Nuisance Complaint** – Mr. Steve Auman, property owner of a parcel that borders 637 S. River Road, had submitted a complaint along with pictures of the parcel at 637 S. River Road, owned by A to Z Construction. The pictures show what appears to be a junk pile of tar paper and shingles along with other debris. He also complained about the backup noise of the trucks late in the evening around the 10 p.m. time frame. He did talk to the owner of 637 S. River Road. Mr. Farhat, owner, stated that he would be moving vehicles to the other property that he owns. There are approximately a dozen trucks. The Supervisors stated that the Township does not have zoning. The backup sound does not fall under the Noise Ordinance due to the Ordinance covering only amplified music. Mr. Farhat had responded that the materials lying around the property are used in his business. Solicitor suggested that a very directed nuisance letter be sent. The Supervisors directed the Roadmaster to go to the site and take inventory of the premises. The Solicitor and the Secretary will put together the nuisance letter.

**Town Hall Meeting** – Supervisor McBurney met with School Superintendent Orner about holding a Town Hall Meeting. It will be an open agenda with a fixed time frame. There would be two or more representatives from the Township along with Senator Teplitz and Representative Sue Helm being invited. It would be open forum, with residents being able to ask whatever questions they desire regarding the Township. The meeting will be sometime in September. This will be publicly advertised.

**Bid Approval** – Roadmaster Stazewski reviewed the bids submitted for the paving projects advertised. **Motion** was made by Supervisor Paul and second by Supervisor McBurney to award the bid to Meckley's Limestone for the road paving project on Camp Hebron Road for the amount of \$107,352.00 and Seiders Road for the total amount of \$35,511.00 and to New Enterprise Stone and Lime Company for Hill Drive in the amount of \$23,520.00. Vote called. Motion carries 5-0.

#### **AGENDA ITEMS FOR NEXT MEETING**

- Commercial Insurance
- Parking Issue
- Ziegler Nuisance

#### **ANNOUNCEMENTS**

- Planning Commission Meeting – Wednesday, July 6, 2016 – 7:00 p.m.
- Township Supervisors' Monthly Business Meeting – July 11, 2016 – 7:00 p.m.
- Fireworks – Fort Halifax Park – Fireworks begin at Dusk, July 16, 2016

**ADJOURNMENT** – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to adjourn the meeting at 11:20 pm. Vote called. Motion carries 5-0.

**Respectfully Submitted,**

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