

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
102 Fisher Street
REORGANIZATION MEETING MINUTES
JANUARY 4, 2016**

Motion was made by Supervisor McBurney and seconded by Supervisor Schreffler to have Supervisor Bechtel serve as the temporary Chairman of the Board of Supervisors. Vote called. Motion carries 4-0.

Motion was made by Supervisor Schreffler and seconded by Supervisor McBurney to have Wendy Wentzel serve as temporary Secretary for the Township. Vote called. Motion carries 4-0.

CALL TO ORDER - Meeting was called to order by Temporary Chairman Bechtel at 7:06 pm. followed with the Pledge of Allegiance.

ROLL CALL - Supervisors Bechtel, Bruner, Schreffler and McBurney are present along with Secretary Wendy Wentzel and Roadmaster Corey Stazewski. Supervisor Paul was absent. Solicitor Bruce Warshawsky and Engineer Tom Wilson were not required to attend.

PUBLIC COMMENT PERIOD: No comments from the public.

ELECTION OF CHAIRMAN – Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to nominate Supervisor Bechtel as Chairman of the Halifax Township Board of Supervisors. Vote called. Motion carried 4-0.

ELECTION OF VICE CHAIRMAN – **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to nominate Supervisor Bruner as Vice Chairman of the Board of Supervisors. Vote called. Motion carried 4-0.

APPOINTMENT OF SECRETARY-TREASURER – **Motion** was made by Supervisor Schreffler and seconded by Supervisor Bruner to nominate Wendy M. Wentzel to serve as Secretary/ Treasurer for 2016. There were no other nominations. Vote called. Motion carried 4-0.

Motion: **Motion** was made by Supervisor Schreffler and seconded by Supervisor McBurney to approve the following compensation package for Wendy M. Wentzel as Secretary/Treasurer. Vote called. Motion carried 4-0.

Annual Salary: \$29,302
Hours: 9:00 am – 3:00 pm, Monday – Friday along with a half floater each day
12 days paid vacation leave
Attend Supervisors' Meetings/Special Meetings
Attend Planning Commission Meetings upon request from PC Commission Chair or Vice Chair

Attend Auditor meetings when necessary
Attend Budget Meetings
Paid Holidays
Reimbursement for mileage on banking and errands at approved Federal rate.

AMOUNT OF BONDING FOR SECRETARY-TREASURER – Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve bonding for the Secretary/Treasurer position in the amount of \$1,000,000. Vote called. Motion carried 4-0.

APPOINTMENT OF OPEN RECORDS OFFICER – **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to appoint Wendy M. Wentzel to serve as the Township’s Open Records Officer. Vote called. Motion carried 4-0.

APPOINTMENT OF ROADMASTER – **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to appoint Corey Stazewski to serve as Township Roadmaster for 2016. Vote called. Motion carried 4-0.

Motion: Motion was made by Supervisor Schreffler and seconded by Supervisor McBurney to approve the following compensation package for Corey Stazewski for 2016. Vote called. Motion carried 4-0.

Annual Salary: \$35,230.00 plus a \$10,036 benefit package
As outlined in the Employees’ Handbook
Township vehicle (to and from work)
Use of Gas Card for Township Trucks
Paid Holidays
Serve as Building Permit Officer at no extra salary in addition to 5 extra days of paid leave
Use of Township Debit Card
\$25.00 per month stipend for use of personal cell phone to conduct business

APPOINTMENT OF ASSISTANT ROADMASTER – **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to appoint Levi Swigart as Assistant Roadmaster for 2016. Vote called. Motion carried 4-0.

Motion: Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to accept the following compensation package for the Assistant Roadmaster for the Township for 2016. Vote called. Motion carried 4-0.

Annual Salary: \$27,856 plus a \$3016 benefit package
12 days paid vacation leave
Township Vehicle (to and from work)
Paid Holidays
Use of Gas Card for Township trucks
\$25.00 a month Stipend for use of personal cell phones to conduct business

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY – Motion was made by Supervisor McBurney and seconded by Supervisor Schreffler to pay Raymond Maus an hourly rate of \$15.00 as a part time employee. Vote called. Motion carried 4-0. **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to pay Jay Bechtel at the rate of \$13.25/hour. An amendment to the **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to pay Jay Bechtel \$13.50/hour instead of \$13.25/hour as a permanent part time employee. Vote called. Motion carried 3-0-1. Chairman Bechtel abstained from voting. Vote called on the original motion with the amendment. Motion carried 3-0-1. Chairman Bechtel abstained. **Motion** was made by Supervisor Schreffler and seconded by Supervisor McBurney to approve the hourly rate of pay for CDL plow operators at the rate of \$14.00/hour, Non-CDL plowers at \$12.00/hour, CDL drivers at the rate of 12.00/hour and laborers’ rate set at \$11.00/hour for the Township. Vote called. Motion carried 4-0.

APPROVAL OF PAY PERIODS – Motion was made by Supervisor Bruner and seconded by Supervisor McBurney to approve the following pay periods. Vote called. Motion called 4-0.

Employees: Bi-weekly 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 – Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve the following paid holidays. Vote called. Motion carried 4-0.

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day (Floating)
- Thanksgiving Day
- Christmas Day

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Schreffler and seconded by Supervisor McBurney to reappoint Bruce Warshawsky as Solicitor for 2016 and to approve his 2016 proposed retainer and Fee schedule. Vote called. Motion carried 4-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to reappoint Kurowski & Wilson (K & W) to serve as the Township Engineer firm contingent upon the fee schedule for 2016 being the same as the 2015 Fee Schedule. Vote called. Motion carried 4-0.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and second by Supervisor McBurney to appoint Light-Heigel and Associates

as the UCC for the Township for 2016 contingent upon the fee schedule remaining the same as 2015. Vote called. Motion carries 4-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and seconded by Supervisor McBurney to retain Light-Heigel and Associates as the Township’s primary SEO for 2016. Vote called. Motion carried 4-0. **Motion:** Motion was made by Supervisor Schreffler and seconded by Supervisor McBurney to accept their Fee Schedule for 2016. Vote called. Motion carried 4-0.

APPOINTMENT OF ALTERNATE SEO – Motion was made by Supervisor Schreffler and second by Supervisor Bruner to appoint Brian McFeaters as the Alternate SEO and accept the fee schedule as submitted for 2016. Vote called. Motion carries 4-0.

APPOINTMENT OF AUDITORS – Appointed Auditors are Ernest Schreffler, Charnell Etzweiler, and Gwen Corsnitz for 2016. **Motion:** Motion was made by Supervisor McBurney and seconded by Supervisor Bruner to have Auditors attend the audit of the Halifax Township Fire Department being paid at the rate of \$10.00 per hour. Vote called. Motion carried 3-0-1. One abstention by Supervisor Schreffler.

APPOINTMENT OF VACANCY BOARD CHAIRMAN – Motion was made by Supervisor Bruner and seconded by Supervisor McBurney to appoint Flo Mallonee to serve as Vacancy Board Chairman. Vote called. Motion carried 4-0.

DEPOSITORIES: Motion was made by Supervisor McBurney and seconded by Supervisor Schreffler to retain the following depositories for the Township. Vote called. Motion carried 4-0.

Susquehanna Bank:

- General Fund
- Liquid Fuels Fund
- Ft. Halifax Park Checking
- Money Market Account
- Plan Escrow Account
- Debit Card Account
- Street Light Tax Fund

PSATS ANNUAL STATE CONVENTION – Motion was made by Supervisor McBurney and seconded by Supervisor Bruner to appoint Wendy Wentzel was the voting delegate to the 2016 PSATS Annual Convention. Vote called. Motion carried 4-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES

Planning Commission Members (4 YR Term) Term Expiration

Fred Ford	12/31/2019
Randy Paul	12/31/2016
Flo Mallonee	12/31/2016
Dwight Hoffman	12/31/2019
Vacancy	

Motion was made by Supervisor McBurney and second by Supervisor Bruner to reappoint Fred Ford and Dwight Hoffman to the Planning Commission with their terms expiring on December 31, 2019. Vote called. Motion carries 4-0.

HAWASA Representatives (5 YR Term):	Term Expiration:
Fred Ford	12/31/2016
Jon Miller	12/31/2018
Ken Hoover	12/31/2019

Dauphin County EIT Committee: Motion was made by Supervisor McBurney and seconded by Supervisor Bruner to reappoint Gary Shade as representative on the Dauphin County EIT Committee for 2016. Vote called. Motion carried 4-0.

UDCOG: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to have Chairman Bechtel be the delegate for UDCOG for 2016. Vote called. Motion carried 4-0.

Emergency Management Coordinator: Motion was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Tim Neiter as the Township EMC for 2016 and to keep the stipend set at \$600 annually to be paid in equal quarterly payments. Vote called. Motion carried 4-0.

Deputy Emergency Management Coordinator: Motion was made by Supervisor Schreffler and seconded by Supervisor McBurney to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout. Vote called. Motion carried 4-0.

Ft. Halifax Park Committee: Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to keep the Fort Halifax Park Committee suspended for another year. Vote called. Motion carried 4-0.

Valleys Regional Comprehensive Plan (VRCP): Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to keep the VRCP committee suspended. Vote called. Motion carried 4-0.

Township Exploratory Committee: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to appoint Supervisor McBurney and Supervisor Paul to serve on the Township Exploratory Committee. Vote called. Motion carried 4-0.

Webmaster: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to retain Cloud 5 Solutions as the Township's webmaster for 2016. Vote called. Motion carried 4-0.

Alternative Funding Committee: Motion was made by Supervisor Bruner and seconded by Supervisor McBurney to suspend the Alternative Funding Committee. Vote called. Motion carried 3-1.

Human Resources Committee: Motion was made by Chairman Bechtel and second by Supervisor Schreffler to appoint Scott McBurney and Brad Bruner to the HR Committee and Corey Stazewski as the Township Representative to the Committee. Vote called. Motion carried 4-0.

Fireworks Committee: Motion was made by Supervisor Schreffler and seconded by Supervisor Bechtel to reappoint Supervisor Bruner and Supervisor Schreffler to serve on the Fireworks Committee for 2016. Vote called. Motion carried 4-0.

STANDARD MILEAGE RATE FOR 2015: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve the Federal Mileage Reimbursement of \$.54 per mile for 2016. Vote called. Motion carried 4-0.

INTER-MUNICIPAL EQUIPMENT RATES: Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to accept the following rates for Inter-Municipal Equipment Fees for 2016. Vote called. Motion carried 4-0.

Equipment:	Rate Per Hour:
Pick-up Truck	\$55.00
Small Dump Truck	\$65.00
Large Dump Truck (single axel)	\$70.00
Large Dump Truck (tandem axel)	\$80.00
Pay Loader	\$80.00
Grader	\$70.00
Sweeper & Tractor	\$90.00
Road Mower & Tractor	\$90.00
Zero Turn Mower	\$35.00
Air Compressor	\$60.00
Backhoe	\$80.00
4X4 Tractor (J.D.6400 loader included)	\$65.00
Boom Mower & Tractor	\$110.00
Asphalt roller (small)	\$40.00
Trailer (10,000 lbs)	\$25.00 per day

MONTHLY BOS MEETINGS: - Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to approve the published meeting dates for the BOS for 2016. They are to occur on the 2nd Monday of each month at 7:00 pm at the Township Municipal Building. Vote called. Motion carried 4-0.

MONTHLY PC MEETINGS: - **Motion** was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve the published meeting dates for the Planning Commission for 2016. They are to occur on the 1st Monday of each month (with the exception of January, which is scheduled for January 5, at 7:00 pm; July, which is scheduled for July 6th at 7:00 pm and September which is scheduled for September 7th at 7:00 pm) at the Township Municipal Building. Vote called. Motion carried 4-0.

ANNOUNCEMENTS:

Auditors' Reorganization Meeting January 5th at 6:30 p.m.

Planning Commission Reorganization/Regular Meeting January 5th at 7 p.m.

Board of Supervisors' Regular Business Meeting January 11th at 7 p.m.

COG Monthly Meeting January 21st at 7:00 pm. Refreshments at 6:30 pm

ADJOURNMENT: **Motion** was made by Supervisor Bruner and seconded by Supervisor McBurney to adjourn. Meeting was adjourned at 9:15 pm.

Respectfully Submitted,

Wendy M. Wentzel
Secretary