

**HALIFAX TOWNSHIP  
BOARD OF SUPERVISORS  
102 Fisher Street  
REORGANIZATION MEETING MINUTES  
JANUARY 3, 2017**

**By unanimous consent, Supervisor Bechtel is serving as temporary Chairman and Wendy Wentzel is serving as temporary Secretary.**

**CALL TO ORDER** - Meeting was called to order by Temporary Chairman Bechtel at 7:08 pm. followed with the Pledge of Allegiance.

**ROLL CALL** - Supervisors Bechtel, Bruner, Paul, Schreffler and McBurney are present along with Secretary Wendy Wentzel and Roadmaster Corey Stazewski. Solicitor Bruce Warshawsky and Engineer Frank Lentz were not required to attend.

**PUBLIC COMMENT PERIOD:** No comments from the public.

**ELECTION OF CHAIRMAN – Motion** was made by Supervisor Bruner and second by Supervisor Paul to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors. Vote called. Motion carried 5-0.

**ELECTION OF VICE CHAIRMAN – Motion** was made by Supervisor Paul and second by Supervisor McBurney to nominate Supervisor Brad Bruner as Vice Chairman of the Board of Supervisors. Vote called. Motion carried 5-0.

**APPOINTMENT OF SECRETARY-TREASURER – Motion** was made by Supervisor Schreffler and second by Supervisor Paul to nominate Wendy M. Wentzel to serve as Secretary/Treasurer for 2017. There were no other nominations. Vote called. Motion carried 5-0.

**AMOUNT OF BONDING FOR SECRETARY-TREASURER – Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to approve bonding for the Secretary/Treasurer position in the amount of \$1,000,000. Vote called. Motion carried 5-0.

**APPOINTMENT OF OPEN RECORDS OFFICER – Motion** was made by Chairman Bechtel and second by Supervisor Bruner to appoint Wendy M. Wentzel to serve as the Township’s Open Records Officer for 2017. Vote called. Motion carried 5-0.

**APPOINTMENT OF ROADMASTER – Motion** was made by Supervisor Paul and second by Supervisor Bruner to appoint Corey Stazewski to serve as Township Roadmaster for 2017. No other nominations were received. Vote called. Motion carried 5-0.

**Motion:** Motion was made by Supervisor Bruner and second by Supervisor Schreffler to approve the following compensation package for Corey Stazewski for 2017. Vote called. Motion carried 5-0.

Annual Salary: \$47,476  
Leaves outlined in the Employees' Handbook in addition to  
5 extra days of paid leave serving as Building Permit Officer at no extra salary  
Township vehicle (to and from work)  
Use of Gas Card for Township Trucks  
Paid Holidays  
Use of Township Debit Card  
\$25.00 per month stipend for use of personal cell phone to conduct business

**APPOINTMENT OF ASSISTANT ROADMASTER/FULLTIME ROADCREW – Motion** was made by Supervisor McBurney and second by Supervisor Bruner to appoint Levi Swigart as Assistant Roadmaster for 2017. No other nominations were received. Vote called. Motion carried 5-0.

**Motion:** Motion was made by Supervisor Schreffler and second by Supervisor Bruner to accept the following compensation package for the Assistant Roadmaster for the Township for 2017. Vote called. Motion carried 5-0.

Wage: \$15.34 per hour  
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 Bruner and second by Supervisor McBurney to pay Raymond Maus an hourly rate of \$15.00 as a part time employee. Vote called. Motion carried 5-0. **Motion** was made by Supervisor McBurney and second by Supervisor Paul to pay Jay Bechtel \$14.00 hour as a permanent part time employee. Motion carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the hourly rate of pay for CDL plow operators at the rate of \$14.00/hour, Non-CDL plow operators 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 5-0.

**APPROVAL OF PAY PERIODS – Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the following pay periods. Vote called. Motion called 5-0.

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 Paul and second by Supervisor Bruner to approve the following paid holidays. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to amend Supervisor Paul's motion for the paid holidays to insert another paid holiday as a floater day for fulltime employees. Vote

called. Motion carried 5-0. Vote was taken to approve the paid holidays as listed. Vote called Motion carried 5-0.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day (Floating)  
Thanksgiving Day  
Christmas Day  
Floater Day

**APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – Motion** was made by Supervisor Paul and second by Supervisor Schreffler to reappoint Bruce Warshawsky as Solicitor for 2017 and to approve option of \$750 per month retainer and \$175.00 thereafter as the fee schedule. Vote called. Motion carried 5-0.

**APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE – Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to reappoint Kurowski & Wilson (K & W Engineers) to serve as the Township Engineer firm contingent upon the fee schedule for 2017 being the same as the 2016 Fee Schedule. No other applicants were received. Vote called. Motion carried 5-0.

**APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE – Motion** was made by Chairman Bechtel and second by Supervisor Paul to appoint Light-Heigel and Associates as the UCC for the Township for 2017 and alternate being LTL Consultants contingent with the approved 2017 fee schedule. Vote called. Motion carries 5-0.

**APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to appoint Brian McFeaters as the Township's primary SEO for 2017 with the 2017 fee schedule. Vote called. Motion carried 5-0.

**APPOINTMENT OF ALTERNATE SEO – Motion** was made by Supervisor Bruner and second by Supervisor Paul to appoint Light-Heigel & Associates, Inc. as the Alternate SEO with the following SEO's: Pat Stockard, Holly Greenly, Mike Keffer and Keith Heigel and accept the fee schedule as submitted for 2017. Vote called. Motion carries 4-1.

**APPOINTMENT OF AUDITORS –** Appointed Auditors are Ernest Schreffler, Charnell Etzweiler, and Gwen Corsnitz for 2017. **Motion:** Motion was made by Supervisor McBurney and second by Supervisor Paul 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 4-0-1. One abstention was by Supervisor Schreffler.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN – Motion** was made by Supervisor Paul and second by Supervisor Bruner to appoint Gary Shultz to serve as Vacancy Board Chairman for 2017. Vote called. Motion carried 5-0.

**DEPOSITORIES: Motion** was made by Chairman Bechtel and second by Supervisor Paul to retain the following depositories for the Township. Vote called. Motion carried 5-0.

**BB & T:**

- General Fund
- Liquid Fuels Fund
- Money Market Account
- Plan Escrow Account
- Debit Card Account

**PSATS ANNUAL STATE CONVENTION – Motion** was made by Supervisor Bruner and second by Supervisor Paul to appoint Supervisor McBurney as the voting delegate to the 2017 PSATS Annual Convention. Vote called. Motion carried 5-0.

**REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES**

**Planning Commission Members (4 YR Term) Term Expiration**

Fred Ford	12/31/2019
Randy Paul	12/31/2020
Flo Mallonee	12/31/2020
Dwight Hoffman	12/31/2019
Chad Lebo	12/31/2018

**Motion** was made by Supervisor McBurney and second by Supervisor Bruner to reappoint Randy Paul and Flo Mallonee to the Planning Commission with their terms expiring on December 31, 2020. Vote called. Motion carries 5-0.

**HAWASA Representatives (5 YR Term): Term Expiration:**

Fred Ford	12/31/2021
Jon Miller	12/31/2018
Ken Hoover	12/31/2019

**Motion** was made by Supervisor Schreffler and Second by Supervisor Paul to reappoint Fred Ford to a 5 Year term as a Representative to the Halifax Area Water and Sewer Authority. Vote called. Motion carried 5-0.

**Dauphin County EIT Committee: Motion** was made by Supervisor Paul and second by Supervisor Bruner to reappoint Gary Shade as representative on the Dauphin County EIT Committee for 2017. Vote called. Motion carried 5-0.

**UDCOG: Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to have Chairman Bechtel be the delegate for UDCOG for 2017. Vote called. Motion carried 5-0.

**Emergency Management Coordinator: Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to reappoint Tim Neiter as the Township EMC for 2017. Vote called. Motion carried 5-0. **Motion** was made by Supervisor Schreffler and second by

Supervisor Paul to keep the stipend set at \$600 annually to be paid in equal quarterly payments for 2017. Vote called. Motion carried 5-0.

**Deputy Emergency Management Coordinator: Motion** was made by Chairman Bechtel and second by Supervisor Paul to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout for 2017. Vote called. Motion carried 5-0.

**Township Exploratory Committee: Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to reappoint Supervisor McBurney and Supervisor Paul to serve on the Township Exploratory Committee for 2017. Vote called. Motion carried 5-0.

**Fireworks Committee: Motion** was made by Chairman Bechtel and second by Supervisor Paul to reappoint Supervisor Bruner and Supervisor Schreffler to serve on the Fireworks Committee for 2017. Vote called. Motion carried 5-0.

**Human Resources Committee: Motion** was made by Chairman Bechtel and second by Supervisor Paul to reappoint Scott McBurney and Brad Bruner to the HR Committee for 2017. Vote called. Motion carried 5-0.

**Webmaster: Motion** was made by Supervisor Paul and second by Supervisor Bruner to retain Cloud 5 Solutions as the Township's webmaster for 2017. Vote called. Motion carried 5-0.

**STANDARD MILEAGE RATE FOR 2017: Motion** was made by Chairman Bechtel and second by Supervisor Paul to approve the Federal Mileage Reimbursement of \$.53.5 per mile for 2017. Vote called. Motion carried 5-0.

**INTER-MUNICIPAL EQUIPMENT RATES: Motion** was made by Supervisor Paul and second by Supervisor Bruner to accept the following rates for Inter-Municipal Equipment Fees for 2017. 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 (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
Weed Spraying	\$85.00

**MONTHLY BOS MEETINGS: - Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to approve the published meeting dates for the BOS for 2017. They are to occur on the 2<sup>nd</sup> Monday of each month at 7:00pm except for the Re-Org meeting which is being held this evening at the Township Municipal Building. Vote called. Motion carried 5-0.

**MONTHLY PC MEETINGS: - Motion** was made by Supervisor Paul second by Chairman Bechtel to approve the published meeting dates for the Planning Commission for 2017. They are to occur on the 1<sup>st</sup> Monday of each month (except for January's Re-Org/Regular meeting, which is scheduled for January 4, at 7:00 pm; and September which is scheduled for Wednesday, September 6<sup>th</sup> at 7:00 pm) at the Township Municipal Building. Vote called. Motion carried 5-0.

**ANNOUNCEMENTS:**

Auditors' Reorganization Meeting January 4th at 6:30pm  
Planning Commission Reorganization/Regular Meeting January 4th at 7pm  
Board of Supervisors' Regular Business Meeting January 9th at 7pm  
COG Monthly Meeting January 19<sup>th</sup> at 7:00 pm. Refreshments at 6:30pm

**ADJOURNMENT: Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to adjourn. Meeting was adjourned at 8:40 pm.

Respectfully Submitted,

Wendy M. Wentzel  
Secretary