

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**BOARD OF SUPERVISORS**  
**MONTHLY BUSINESS MEETING MINUTES**  
**October 9, 2017 – 7:00 p.m.**

**CALL TO ORDER** - Chairman Bechtel called the meeting to order at 7:02 pm followed with the Pledge of Allegiance.

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

**RECORDING MEETING** – No one other than the Recording Secretary is recording this evening’s meeting.

**EXECUTIVE SESSION** – None

**PUBLIC COMMENT PERIOD** – None

**SECRETARY/TREASURER REPORT**

**Paid Interim Bills – Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the paid interim bills thru October 9, 2017. 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 October 9, 2017. Vote called. Motion carries 5-0. **Minutes – Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the meeting minutes of September 11, 2017. Vote called. Motion carries 5-0. **Financial Report** – Placed on file for audit at a later period.

**EMC REPORT** – None

**PLANNING COMMISSION REPORT** – Chairperson Mallonee submitted her report dated October 2, 2017 which has been made a permanent part of the Minutes. Recommended for approval with contingencies were the plans submitted by D & C Realty for the Medical Building Addition on South River Road. There was no representation for the Farhat Subdivision/Land Development therefore no action was taken.

**D & C Realty- Medical Building Addition – South River Road. Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the request of a waiver of the Preliminary Plans and a conditional waiver for curbs and sidewalks requirements with a provision that a note be placed on the plans. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the plan subject to the contingencies that the Township’s required note be placed on the plan with respect the curbs and sidewalks, the applicant provide the Financial Security Estimate and provide the Improvement Guarantee based upon the agreed Financial Security Estimate and all seals and signatures on the plan. Vote called. Motion carries 5-0.

**ENGINEER REPORT** – Engineer Gally provided an overview of his report dated September 29, 2017 with the Board of Supervisors for services during the month of September. This report has been placed on record.

**SOLICITOR REPORT** – Solicitor Warshawsky presented his report dated October 5, 2017 and provided an overview of the items in his report. Bold text items are on the agenda. **207 Tourist Park Road** – A nuisance letter had been sent to the parcel owner. The tenant of the property, Holly Mallett, was present to report on the efforts of cleaning up the property. No action was taken and this item will be on the agenda for next month’s meeting. **Cedars Corner Lot** – The Township received an email indicating that the corner lot will be taken care of. Solicitor Warshawsky recommended fines and enforcement be enacted if the lot is not cleaned up by the next Board meeting in November. **Fort Halifax Railroad Crossing** – Discussion took place regarding the application process and the financial investment and annual costs that the Township would incur if going forward. The option of closing the

entrance and opening up Buffalo Park Road was discussed. With no action was taken, it has been placed on the agenda for November's meeting.

**ROADMASTER REPORT** – Roadmaster Stazewski submitted his report for September which will be placed on record. He reported that the new truck will be assembled in two weeks. In addition to his report, the Roadmaster informed the Board that the Pawnee Lane Nuisance has been taken care of. He also informed the Board that the Matamoras Road Pipe has been repaired and the road is now open. Roadmaster Stazewski ask the Board whether they wanted to keep the old Dump truck or to sell it. After discussion, a **Motion** was made by Supervisor Paul and second by Supervisor Bruner to offer the dump truck to another Township for \$20,000. Vote called. Motion carries 5-0.

**SEO REPORT** – Reports from SEO McFeaters dated October 4, 2017 and Alternate SEO Light-Heigel dated October 9, 2017 for September's activities was received and placed on record.

#### **ADMINISTRATIVE**

**Liquid Fuels Monies – Changing Depositories – Motion** was made by Supervisor Bruner and second by Supervisor Paul to move the Liquid Fuels Account from BB & T Bank to Mid Penn Bank. Vote called. Motion carries 5-0.

**Request for Planning Waiver for non-Building Declaration** – Chairman Bechtel wanted the Board to be aware of the form for land development which is in the Township's SALDO under the general requirements for completing the sewer planning properly.

#### **OLD BUSINESS**

**Plan Escrow** – Solicitor Warshawsky shared with the Board research his findings on the interest that was accrued on the Plan Escrow account prior to the Board moving it to a non-interest-bearing account. He stated that the collection of the interest was not in violation of any 2<sup>nd</sup> Class Township Code provisions and may be moved to the General Fund, and recommended that the Plan Escrow account remain as a non-interest-bearing account.

**Bereavement** – Solicitor Warshawsky provided a draft Bereavement Policy for the Employee Handbook to the Board for discussion. **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to amend the Halifax Township Employee Manual to include the revised Bereavement Leave language provided by the Township Solicitor And to incorporate that language into an amended Township Employee Manual. Vote called. Motion carries 5-0.

**Fort Halifax Brickhouse** – The Roadmaster reported to the Board the estimates received to remove the garage doors and either cinder block and fill the area or to have a solid concrete wall installed. To block up 2 openings and block and a steel plate in each layer was estimated at \$1,380. Filling the blocks with concrete was estimated at adding another \$400 to that estimate. To form and pour two door openings with concrete will cost \$2,468. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to have the two openings blocked and filled. Vote called. Motion carries 5-0.

**Traffic Study – Camp Hebron Road** – After Engineer Gally gave a report on his report from the Traffic Engineer and discussing different options, the Board recommended that a letter be sent to Camp Hebron extending the offer to conduct a simplified study costing \$1,500 which Camp Hebron pays half the cost of the study and half the cost of the signs. The study would be conducted late spring/early summer. This item will be tabled until a response is received from Camp Hebron.

**1005 N. River Road** – The structure has been taken down. No further action taken.

#### **NEW BUSINESS**

**Relief Monies – Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to send the Volunteer Fire Relief monies received by the Township to the Halifax Fire Department in the amount of \$20,424.59. Vote called. Motion carries 5-0.

**PLCB Resolution – Motion** was made by Supervisor Bruner and second by Supervisor Paul to waive the reading of the Resolution. Vote called. Motion carries 5-0. **Motion** was made by Supervisors Schreffler and second by Supervisor Paul to approve the PLCB Resolution. Vote called. Motion carries 5-0.

**Members 1<sup>st</sup> – Form TE-160 – Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to waive the reading of Resolution for Form TE-160. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to approve the Resolution based on Members 1<sup>st</sup> required agreements. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to waive the reading the Resolution for HOP for Stormwater. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to conditionally approve the Resolution of the execution of Members 1<sup>st</sup> of the required agreements to maintain all the Stormwater Management facilities within the PennDOT right-of-way. Vote called. Motion carries 5-0.

**COG** – A request was submitted for a volunteer donation to help defray the cost to repair the forklift used for electronic cycling at Upper Paxton Township. **Motion** was made by Supervisor McBurney and second by Supervisor Bruner to donate \$275.00 toward to repair cost of the forklift used for electronic recycling at Upper Paxton Township. Vote called. Motion carries 5-0.

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

Railroad Crossing – Fort Halifax Park  
Cedars Corner Lot  
207 Tourist Park Road

#### **ANNOUNCEMENTS**

October 10<sup>th</sup> and October 24<sup>th</sup> - Senator DiSanto – 9:00 am til noon  
October 16<sup>th</sup> and October 30<sup>th</sup> – Supervisors Budget Workshop Meetings  
October 25<sup>th</sup> – Halloween Parade – 7:00 pm  
October 31<sup>th</sup> – Trick or Treat – 6:00 pm – 8:00 pm  
November 6th – Planning Commission Meeting – 7:00 pm  
November 13<sup>th</sup> – Monthly Supervisors Meeting – 7:00 pm

#### **ADJOURNMENT**

**Motion** was made by Supervisor Bruner and second by Supervisor Paul to adjourn at 9:07 pm. Vote called. Motion carries 5-0.

**Respectfully Submitted,**

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