

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
102 Fisher Street
REORGANIZATION MEETING MINUTES
JANUARY 2, 2018**

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

District Justice Greg Johnson was present and administered the Oath of Office to Melinda Warfel, Tax Collector; Brad Bruner as Halifax Township Supervisor and Randy Paul as Township Supervisor.

CALL TO ORDER - Meeting was called to order by Temporary Chairman Bechtel at 7:03 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 Tom Wilson were not required to attend.

PUBLIC COMMENT PERIOD: Flo Mallonee stated that to save time, she will not publicly speak at this re-org but will be speaking under public comment at the next regular monthly meeting.

ELECTION OF CHAIRMAN – Motion was made by Supervisor McBurney and second by Supervisor Schreffler to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors. There were no other nominations. Vote called. Motion carried 5-0.

ELECTION OF VICE CHAIRMAN – Motion was made by Supervisor McBurney and second by Supervisor Paul to nominate Supervisor Brad Bruner as Vice Chairman of the Board of Supervisors. There were no other nominations. Vote called. Motion carried 5-0.

APPOINTMENT OF SECRETARY-TREASURER – Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Wendy M. Wentzel to serve as Secretary/ Treasurer for 2018. There were no other nominations. Vote called. Motion carried 5-0.

Motion was made by Supervisor McBurney and second by Supervisor Schreffler to approve the following compensation for the Secretary/Treasurer for 2018. Vote called. Motion carries 5-0.

Annual Salary: \$31226

Hours: 9:00 am – 3:00 pm, Monday – Friday along with a half hour floater each day

Paid leave as outlined in the Employee Policy Manual

Attend Supervisors’ Meetings/Special Meetings

Attend Planning Commission Meetings upon request from PC Commission Chair or Vice Chair

Meet with auditors as needed
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 second by Supervisor Paul 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 Bruner and second by Supervisor Paul to appoint Wendy M. Wentzel to serve as the Township’s Open Records Officer for 2018. Vote called. Motion carried 5-0.

APPOINTMENT OF DEPUTY TAX COLLECTOR - Motion was made by Supervisor Bruner and second by Supervisor Paul to nominate Kylie Schadel as Deputy Tax Collector for Halifax Township. Vote called. Motion carries 5-0.

APPOINTMENT OF ROADMASTER – Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Corey Stazewski to serve as Township Roadmaster for 2018. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor McBurney and second by Supervisor Schreffler to approve the following compensation package for Corey Stazewski for 2018. Vote called. Motion carried 5-0.

Annual Salary: \$48,906
Leave as 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 Credit 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 Paul to reappoint Levi Swigart as Assistant Roadmaster for 2018. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor McBurney and second by Supervisor Schreffler to accept the following compensation package for the Assistant Roadmaster for the Township for 2018. Vote called. Motion carried 5-0.

Wage: \$16.11 per hour
Paid leave as outlined in the Employee Policy Manual
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 Paul 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 \$14.50 hour as a permanent part time employee and \$16.00 as a CDL snow plower. Motion carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor McBurney and second by Supervisor Bruner to approve the hourly rate of pay for CDL plow operators at the rate of \$16.00/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 McBurney and second by Supervisor Schreffler to approve the following paid holidays. 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 2018 and to approve option of \$750 per month retainer and \$175.00 and \$100 thereafter as outlined in 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 Bruner to reappoint Kurowski & Wilson (K & W Engineers) to serve as the Township Engineer firm as outlined in the fee schedule for 2018 being the same as the 2017 Fee Schedule. No other applicants were received. Vote called. Motion carried 5-0.

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

as the UCC for the Township for 2018 and fee schedule for 2018. Vote called. Motion carries 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Schreffler and second by Supervisor Bruner to appoint Brian McFeaters as the Township’s primary SEO for 2018 with his 2018 fee schedule with no alternate SEO at this time. Vote called. Motion carried 5-0.

APPOINTMENT OF ALTERNATE SEO – See above.

APPOINTMENT OF AUDITORS – Motion was made by Supervisor Paul and second by Supervisor Bruner to appoint Ernest Schreffler, Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2018. Vote called. Motion carries 4-0-1. One abstention by Supervisor Schreffler. **Motion:** Motion was made by Chairman Bechtel 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 Bruner and second by Supervisor Schreffler to appoint Gary Shultz to serve as Vacancy Board Chairman for 2018. Vote called. Motion carried 5-0.

DEPOSITORIES: Motion was made by Supervisor Paul and second by Supervisor Bruner to retain the following depository for the Township. Vote called. Motion carried 5-0.

Mid Penn Bank:

- General Fund
- Liquid Fuels Fund
- Money Market Account
- Plan Escrow Account – non-interest bearing
- Credit Card Account

PSATS ANNUAL STATE CONVENTION – Motion was made by Supervisor McBurney and second by Supervisor Paul to appoint Supervisor Schreffler as the voting delegate to the 2018 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

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

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

Dauphin County EIT Committee: Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Robert P. Wentzel as representative on the Dauphin County EIT Committee for 2018. Vote called. Motion carried 5-0.

UDCOG: Motion was made by Supervisor Paul and second by Supervisor Bruner to have Chairman Bechtel be the delegate for UDCOG for 2018. 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 2018. 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 2018 and \$15 monthly for compensation of his data package. Vote called. Motion carried 5-0.

Deputy Emergency Management Coordinator: Motion was made by Supervisor Paul and second by Supervisor Schreffler to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout for 2018. 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 2018. Vote called. Motion carried 5-0.

Economic Task Force – Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Supervisor McBurney and Supervisor Schreffler to serve on the Economic Task Force for 2018. Vote called. Motion carries 5-0.

Fireworks Committee: Motion was made by Supervisor Paul and second by Chairman Bechtel to reappoint Supervisor Bruner and Supervisor Schreffler to serve on the Fireworks Committee for 2018. Vote called. Motion carried 5-0.

Human Resources Committee: Motion was made by Supervisor Paul and second by Supervisor Schreffler to reappoint Scott McBurney and Brad Bruner to the HR Committee for 2018. Vote called. Motion carried 5-0.

Webmaster: Motion was made by Supervisor McBurney and second by Supervisor Bruner to table until the January 8, 2018 Monthly Board of Supervisors meeting. Vote called. Motion carries 5-0.

STANDARD MILEAGE RATE FOR 2018: Motion was made by Supervisor McBurney and second by Supervisor Bruner to approve the Federal Mileage Reimbursement of \$.54.5 per mile for 2018. Vote called. Motion carried 5-0.

INTER-MUNICIPAL EQUIPMENT RATES: **Motion** was made by Supervisor Paul and second by Supervisor Bruner to adopt the following rates for Inter-Municipal Equipment Fees for 2018. Vote called. Motion carried 5-0.

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
Weed Spraying	\$85.00

MONTHLY BOARD OF SUPERVISORS MEETINGS AND PLANNING COMMISSION MEETINGS: - **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2018. They are to occur on the 2nd Monday of each month at 7:00 pm except for the Re-Org meeting which is being held this evening at the Township Municipal Building. Vote called. Motion carried 5-0.

HOUSE BILL 1620 – Motion was made by Supervisor Bruner and second by Supervisor Paul to dispense with the reading of the Resolution in Opposition to House Bill 1620. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Paul and second by Supervisor Paul to adopt the Resolution in Opposition to House Bill 1620. Vote called. Motion carries 5-0.

ANNOUNCEMENTS:

Auditors’ Reorganization Meeting January 3, 2018 at 6:30pm
 Planning Commission Reorganization/Regular Meeting January 3, 2018 at 7pm
 Board of Supervisors’ Regular Business Meeting January 8, 2018 at 7pm
 COG Monthly Meeting January 18, 2018 at 7:00 pm. Refreshments at 6:30pm – Halifax Twp Building

ADJOURNMENT: **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to adjourn. Meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Wendy M. Wentzel
 Secretary