

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2013**

CALL TO ORDER: Serving as Temporary Chairman, Gary Shultz called the meeting to order at 7: 03 PM followed with the Pledge of Allegiance.

ROLL CALL: Supervisors Hoover, Shultz, Bruner and Bechtel were present along with Secretary Carolyn Nye and Roadmaster Corey Stazewski. Solicitor Warshawsky and Engineer Wilson were not required to attend. Supervisor Paul is absent.

PUBLIC COMMENT PERIOD: **Melinda Warfel** spoke about the new County automated tax system which she will be using. She indicated this system is a much more efficient and cuts down her time as tax collector. **Jim Bell** suggested the Board hire a Manager and use this position to make decisions that would not require the Engineer and Solicitor. Chairman Bechtel stated that what he heard from the public during the budget process was the Township needs to make spending cuts. Creating a Managerial position would cost the Township more money and that position would not have the credentials to make legal and professional decisions as does the Engineer and Solicitor.

ELECTION OF CHAIRMAN: Supervisor Hoover nominated Supervisor Bechtel to serve as Chairman for 2013. Supervisor Bruner seconded the nomination. There were no other nominations. **Motion** - Supervisor Hoover motioned to close the nominations for Chairman, Supervisor Bruner seconded the motion and the vote was called, motion carried 4:0. Supervisor Shultz then turned the meeting over to Chairman Bechtel.

ELECTION OF VICE CHAIRMAN: Supervisor Shultz nominated Supervisor Bruner to serve as Vice Chairman for 2013, Supervisor Hoover seconded the nomination. There were no other nominations. **Motion** - Supervisor Shultz then motioned to close the nominations for Vice Chairman. Supervisor Hoover seconded the motion and vote was called, motion carried 4-0.

APPOINTMENT OF SECRETARY-TREASURER: Supervisor Shultz nominated Carolyn Nye to serve as Secretary-Treasurer for 2013, Supervisor Bruner seconded the nomination. There were no other nominations. **Motion** - Supervisor Hoover then motioned to close the nominations for Secretary-Treasurer, Supervisor Shultz seconded the motion and the vote to appoint Carolyn Nye to serve as Secretary-Treasurer for 2013 carried 4:0.

Motion - Supervisor Bruner motioned to approve the following compensation package for Carolyn Nye, seconded by Supervisor Shultz, vote called, motion carried 4:0.

Annual Salary: \$32,800

Hours: 9AM-3PM, Monday-Friday

Two weeks and 2 days of paid time off

Attend Supervisors Meetings/Special Meetings

Attend Planning Commission meetings upon request from PC Chairman or Vice Chair

Auditor meetings when necessary

Budget Meetings

Paid Holidays

Reimbursement for mileage on banking and errands at approved Federal rate.

Halifax Township Board of Supervisors Reorganization Meeting January 7, 2013

AMOUNT OF BONDING FOR SECRETARY-TREASURER: Motion - Supervisor Shultz motioned to approve bonding for the Secretary-Treasurer position in the amount of \$500,000. Supervisor Bruner seconded the motion. The vote carried 4:0.

APPOINTMENT OF OPEN RECORDS OFFICER: Motion - Supervisor Shultz motioned to appoint Carolyn Nye to serve as the Township's Open Records Officer. Supervisor Hoover seconded the motion and the vote carried 4:0.

APPOINTMENT OF ROADMASTER: Motion - Supervisor Shultz motioned to appoint Corey Stazewski to serve as Township Roadmaster for 2013. Supervisor Bruner seconded the motion, vote was called, motion carried 4-0.

Motion - Supervisor Bruner motioned to approve the following compensation package for Corey Stazewski,. Supervisor Shultz seconded the motion. The vote to approve the following compensation package for Corey Stazewski carried 4:0.

Annual Salary: \$33,000.00
Two weeks paid vacation leave plus two days
Township Vehicle (to and from work)
Use of Gas Card for Township Trucks
Paid Holidays
Serve as Building Permit Officer at no extra salary, Board is amenable to 5 days paid leave.

APPOINTMENT OF ROAD CREWMAN: Motion - Supervisor Bruner motioned to appoint Raymond Maus to serve as Assistant Roadmaster with the following compensation package, Supervisor Hoover seconded the motion. The vote to appoint Raymond Maus to serve as Road Crewman with the following compensation package carried 4:0.

Annual Salary: \$35,000
Five weeks paid vacation leave
\$2500 net retirement bonus to be paid in quarterly increments
Township Vehicle (to and from work)
Township paid health benefits to include:
-Maximum Reimbursement of up to \$1300 for the annual deductible
- Quarterly Reimbursement of Medicare Part B premiums paid by the employee
Use of Gas Card for Township Vehicles

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY: Motion - Supervisor Shultz motioned to approve the hourly rate of pay for temporary laborers and drivers as follows:

CDL Drivers	\$12/Hour
Laborers	\$11/Hour

Supervisor Hoover seconded the motion and the vote carried 4:0.

Motion - Supervisor Bruner made a motion to classify Jay Bechtel as part time Road Crewman at the rate of \$12/hour, seconded by Supervisor Hoover, vote called, Chairman Bechtel recused himself, motion carried by majority vote.

APPROVAL OF PAY PERIODS: Motion - Supervisor Shultz motioned to approve the following pay periods. Supervisor Bruner seconded the motion and the motion carried 4:0.

Halifax Township Board of Supervisors Reorganization Meeting January 7, 2013

- Employees: Bi-weekly pay 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 - Supervisor Shultz motioned to approve the following paid holidays. Supervisor Hoover seconded the motion and the motion carried 4:0.

New Year's Day	Labor Day	Christmas Day
Memorial Day	Veteran's Day (floating)	July 4
Thanksgiving Day		

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE: Motion - Supervisor Shultz motioned to reappoint Bruce Warshawsky to serve as Township Solicitor for 2013, Supervisor Hoover seconded the motion, vote called, motion carried unanimously 4-0. **Motion:** Supervisor Shultz made a motion to approve the Solicitor's proposed 2013 fee schedule, seconded by Supervisor Bruner, vote called, motion carried 4-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE: Motion - Supervisor Shultz motioned to reappoint Kurowski & Wilson (K&W) to serve as Township Engineer under 2013 fee schedule (which is the same as 2012), seconded by Supervisor Bruner, vote called, motion carried unanimously 4-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE: Motion - Supervisor Bruner made a motion to retain Light-Heigel and Assoc. as the Township's primary SEO for 2013, Supervisor Hoover seconded the nomination, the vote to appoint Light-Heigel to serve as the Township's primary SEO carried 4:0. **Motion:** Supervisor Bruner made a motion to approve the proposed SEO's 2013 fee schedule, seconded by Supervisor Hoover, vote called, motion carried 4-0.

APPOINTMENT OF ALTERNATE SEO: Motion - Supervisor Bruner made a motion to appoint Mike Brown as the alternate SEO with rate schedule that was supplied to the Board, Supervisor Hoover seconded, the Board discussed whether or not the township really needs an alternate SEO and then changed their minds to this idea. **Motion to Rescind Previous Motion** - Supervisor Shultz made a motion to rescind previous motion appointing an alternate SEO, seconded by Supervisor Bruner, vote called, motion carried 4-0.

APPOINTMENT OF AUDITORS:

Annual Township Audit: There is no need to appoint an auditor. The already appointed auditor remains for this year. Someone needs to run for the next election for a four-year term.

Annual Fire Company Audit: Chairman Bechtel noted that elected auditor, Deborah Meyers and tax collector Melinda Warfel have agreed to participate in the annual Fire Company audit. **Motion** – Supervisor Bruner made a motion to appoint Deb Meyers and Melinda Warfel to audit Halifax Fire Company at a rate of \$10/hr, Supervisor Hoover seconded the motion, vote called, motion carried 4:0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN: Motion - Supervisor Bruner made a motion to appoint Flo Mallonee to serve as Vacancy Board Chairman, seconded by Supervisor Shultz, vote called, motion carried 4-0.

DEPOSITORIES: Motion - Supervisor Shultz motioned to retain the following depositories for the Township, seconded by Supervisor Bruner, vote called, motion carried 4:0.

Halifax Township Board of Supervisors Reorganization Meeting January 7, 2013

Susquehanna Bank:

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

Halifax National Bank:

- Street Light Tax Checking

APPOINTMENT OF REPRESENTATIVES TO PLANNING COMMISSION AND AUTHORITIES:

Motion – Supervisor Bruner made a motion to re-appoint Randy Paul and Flo Mallonee to the Planning Commission Board, seconded by Supervisor Hoover, vote called, motion carried 4-0. The members of HAWASA and HARA are reflected below and terms are not up for appointment at this time.

Planning Commission Members (4 YR Term):	Term Expiration:
Fred Ford	12/31/2015
Robert Artman	12/31/2014
Randy Paul	12/31/2016
Flo Mallonee	12/31/2016
Vacancy	12/31/2015

HAWASA Representatives (5 YR Term):	Term Expiration:
Fred Ford	12/31/2016
Jon Miller	12/31/2013
Bob Artman	12/31/2014

HARA Representatives (5 YR Term):	Term Expiration:
Fred Ford	12/31/2013
Vacancy	12/31/2016

PSATS ANNUAL STATE CONVENTION: Motion - Chairman Bechtel made a motion to appoint Brad Bruner as the voting delegate to the PSATS Annual Convention, seconded by Supervisor Shultz, vote called, motion carried 4-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES:

Dauphin County EIT Committee: Chairman Bechtel noted that Bob Artman had expressed an interest in continuing to serve as the Township’s Representative on the Dauphin County EIT Committee. **Motion** - Supervisor Bruner made a motion to appoint Bob Artman to the committee and Gary Shade as alternate, seconded by Supervisor Hoover, vote called, motion carried 4-0.

Valleys Regional Comprehensive Plan (VRCP): Motion – Supervisor Bruner made a motion to appoint Bob Artman and Supervisor Shultz as representatives to the VRCP and to have Melinda Warfel serve as alternate, seconded by Supervisor Hoover, vote called, motion carried 4-0.

Northern Dauphin County Revitalization (NDCR): Chairman Bechtel noted that Florence McGuire has been the Township’s representative for NDCR. **Motion** - Supervisor Bruner made a motion to have Florence McGuire continue to serve as the Township’s representative to NDCR, Supervisor Hoover seconded the motion, vote called, motion carried 4-0.

Halifax Township Board of Supervisors Reorganization Meeting January 7, 2013

UDCOG: Motion - Supervisor Bruner made a motion to appoint Chairman Bechtel as delegate and Supervisor Paul as alternate, seconded by Supervisor Shultz, vote called, motion carried 4-0.

Emergency Management Agency:

Emergency Management Coordinator: Motion - Supervisor Hoover made a motion to re-appoint Charlie Bisking to serve as the Township's EMC, Supervisor Bruner seconded the motion, vote called, motion carried 4:0.

Deputy Emergency Management Coordinator: Motion – Chairman Bechtel made a motion to appoint Brad Bruner, Michelle Bisking and Tim Neiter as Deputy Emergency Management Coordinators, seconded by Supervisor Hoover, vote called, motion carried 4-0.

STANDARD MILEAGE RATE FOR 2013: Motion – Chairman Bechtel made a motion to approve a mileage reimbursement rate of \$.565 /mile for 2013. Supervisor Hoover seconded the motion, vote called, motion carried 4:0.

INTER-MUNICIPAL EQUIPMENT RATES: Motion - Supervisor Bruner made a motion to approve the inter-municipal equipment rates for 2013 as listed below, seconded by Supervisor Shultz, vote called, motion carried 4:0.

Equipment:	Rate Per Hour:
Pick-up Truck	\$55.00
Small Dump Truck	\$65.00
Large Dump Truck	\$80.00
Pay Loader	\$80.00
Grader	\$70.00
Sweeper	\$70.00
Mower	\$80.00
Air Compressor	\$60.00
Backhoe	\$80.00
4X4 Tractor	\$80.00

MONTHLY BOS MEETINGS: Motion - Chairman Bechtel made a motion to set the monthly BOS meetings schedule for 2013, which are to occur the 2nd Monday of the month at 7PM at the Township's Municipal Building, seconded by Supervisor Shultz, vote called, motion carried 4-0.

MONTHLY PC MEETINGS: Motion - Supervisor Bruner made a motion to set the monthly PC meetings for 2013, which are to occur the 1ST Monday of the month at 7PM (with the exception of January which is scheduled for January 8 at 7 p.m. and September which is scheduled for September 4 at 7 p.m.) at the Township's Municipal Building, seconded by Supervisor Shultz, vote called, motion carried 4-0.

ANNOUNCEMENTS: Chairman Bechtel announced the following upcoming meetings:

Auditor's Reorganization Meeting	January 8, 2013 6PM
Township BOS Monthly Meeting	January 14, 2013 7PM
PC Reorg/Regular Meeting	January 8, 2013 at 7 p.m.
PC Monthly Meeting	February 4, 2013 7PM
Township BOS Monthly Meeting	February 11, 2013 7PM

Halifax Township Board of Supervisors Reorganization Meeting January 7, 2013

ADJOURNMENT: Motion - Supervisor Shultz motioned to adjourn at 9:20 p.m., seconded by Supervisor Hoover, vote called, motion carried 4:0.

Respectfully Submitted,

Carolyn Nye, Secretary