

Halifax Township

Board of Supervisors

Annual Reorganization Meeting

January 4, 2010

CALL TO ORDER: Ken Bechtel called the reorganization meeting to order at 7 PM.

Citizen audio-taping the meeting was Carolyn Nye & Eileen Snyder.

Citizen video-taping the meeting was Donna Rode.

PUBLIC COMMENT PERIOD:

- A. Todd Etzweiler:** asked the board to give consideration to a \$ 1.00/hour increase in the pay of part-time helper, Jay Bechtel for his efforts in assisting the township and its citizens, especially in light of his assistance during times of inclement weather.
- B. Flo Mallonee:** asked that the board not act solely on its own behalf, but also on behalf of the citizens that it represents.

ROLL CALL: Ken Bechtel noted that Supervisors Carol Eppley and Ken Hoover would be attending via teleconference as they were unable to attend in person. Furthermore, he indicated that there was legal precedence that established the validity of allowing for board participation by way of phone. Supervisors Ken Bechtel, Linda Stopfel, and Gary Shultz were present in person along with Solicitor Dzurainin and Roadmaster Dale Shoop. Shanemarie Ferguson was present to take the minutes.

ELECTION OF CHAIRMAN:

Carol Eppley nominated Linda Stopfel for Chairman; Linda Stopfel seconded the nomination. Gary Shultz nominated Ken Bechtel; Ken Hoover seconded the nomination. Gary Shultz motioned to close the nominations; Ken Hoover seconded the motion. Supervisor Stopfel commented on the degree of effort required to serve in this capacity along with noting her tenure as a township Supervisor. Moreover, she indicated her willingness to work for and represent the people of the township. A vote was taken for each of the nominees with a 3:2 vote in favor of Ken Bechtel serving as Chairman.

ELECTION OF VICE-CHAIRMAN:

Ken Hoover nominated Gary Shultz for Vice-Chairman; Carol Eppley seconded the nomination. Linda Stopfel nominated herself for Vice-Chairman; Carol Eppley seconded the nomination. Linda Stopfel motioned to close the nominations; Ken Bechtel seconded the motion. A vote was taken for each of the nominees with a 3:2 vote in favor of Gary Shultz serving as Vice-Chairman.

APPOINTMENT OF SOLICITOR:

Chairman Bechtel moved next to appoint the Township Solicitor, noting the need to accommodate those attending via teleconference in the event that one or both might not be able to attend the entire meeting. Ken Hoover nominated Bruce Warshawsky; Gary Shultz seconded the nomination. Carol Eppley nominated Wix, Wenger and Weidner; Linda Stopfel seconded the nomination. Linda Stopfel then expressed concern over the possible change in legal representation noting the significant loss of expertise that it would create for the Township especially in light of the fact that Tom Wenger of Wix, Wenger and Weidner serves as the Solicitor for PSATS. In addition, she indicated that Bruce Warshawsky had served as the Township's Solicitor in the past and had provided advice to the Board that has created on-going legal ramifications for the Township. A vote then was taken for each of the nominees with a 3:2 vote in favor of appointing Bruce Warshawsky as Solicitor. The proposed fee schedule for the newly appointed Solicitor was not made available for consideration. Solicitor Dzurainin noted that there was nothing in the Township Code that would prevent the board from giving consideration to the proposed fee schedule at a later date.

APPOINTMENT OF VACANCY BOARD CHAIRMAN:

Ken Hoover nominated Paul Clugston; Chairman Bechtel seconded the nomination. Linda Stopfel inquired as to whether Paul Clugston had agreed to this appointment and Chairman Bechtel indicated that he had spoken with Mr. Clugston and that he was in fact agreeable to the appointment. Gary Shultz motioned to close the nominations. Chairman Bechtel seconded the motion and the vote to appoint Paul Clugston as vacancy board chairman carried 3:2. Following the vote, Carol Eppley indicated that she had to attend to personal matters and could no longer participate via teleconference.

APPOINTMENT OF SECRETARY:

Gary Shultz nominated Shanemarie Ferguson; Linda Stopfel seconded the nomination. Chairman Bechtel nominated Carolyn Nye; Ken Hoover seconded the nomination. Supervisor Stopfel then inquired of Solicitor Dzurainin whether a nomination from a Supervisor for an individual with whom that Supervisor was personally involved was appropriate. Solicitor Dzurainin indicated that the State Ethics Act states that Supervisors shall not take action in which they have a direct interest. Chairman Bechtel asked for clarification of what constitutes a direct interest however Solicitor Dzurainin did not provide a clear indication. Linda Stopfel suggested that cohabiting would imply a direct interest. Chairman Bechtel stated that he had already established himself as a resident of the township and expressed extreme disregard for comments put forth to the contrary. Chairman Bechtel then elected to withdraw his nomination, stating for the record, that Carolyn Nye was given a "bad deal." Ken Hoover then withdrew his second. Chairman Bechtel called for a vote on the appointment of Shanemarie Ferguson to the Secretary position and the vote carried 3:1. (Note: the nominations for Treasurer were taken prior to the discussion of the terms of employment for the Secretary position). Chairman Bechtel asked the remaining board to clarify the terms of employment that had been established previously upon hiring Shanemarie Ferguson. Gary Shultz indicated that the terms of employment included an annual compensation package of \$25,000, with Municipal office hours to be held from 9AM-3PM, Monday through Friday. Linda

Stopfel also indicated that 2 weeks paid leave had been included for vacation, sick and/or personal use. Chairman Bechtel noted that he was not in favor of these terms. Linda Stopfel indicated that additional responsibilities would be undertaken by Shanemarie Ferguson, to include grant writing, which she suggested was part of the reason Shanemarie was the chosen candidate for this position. Gary Shultz suggested that the Secretary's terms of employment were not firm and could be revisited at a later date. Linda Stopfel stated that the terms were established in an executive session with the board present. Solicitor Dzurainin confirmed that the terms had in fact been established and suggested to the board that they entertain a motion to approve the terms that were set forth when Shanemarie Ferguson was initially hired. Linda Stopfel made a motion to that effect and Gary Shultz seconded the motion. Gary Shultz then asked Solicitor Dzurainin if a unanimous vote would be required given that only three of the five Supervisors were remaining to cast their vote. Solicitor Dzurainin stated that given the presence of a quorum, only a majority vote was required. Chairman Bechtel then called for a vote to approve the terms of employment for Shanemarie Ferguson as established in prior discussions. The vote carried a 2:1 response in favor of maintaining the terms of employment that had been established to date with Shanemarie Ferguson.

APPOINTMENT OF TREASURER:

Gary Shultz nominated Dave Hoover for Treasurer; Ken Hoover seconded the nomination. (Note: Ken Hoover ended his participation in the teleconference after: (1) voting on the appointment of the Secretary and (2) nominations for the Treasurer's position were taken, but prior to: (1) establishing the terms of employment for the Secretary, (2) voting on appointing Dave Hoover for Treasurer, (3) establishing the terms of employment for the Treasurer and (4) all things following). With no other nominations having been put forth upon request of the Chairman, Chairman Bechtel then motioned to close the nominations. Gary Shultz seconded the motion and the vote to appoint Dave Hoover as Township Treasurer then carried 3:0. Chairman Bechtel inquired as to the amount of compensation set by Dave Hoover to perform the treasury functions. Linda Stopfel noted that it was \$12,000 annually or \$1,000 per month for his services. Chairman Bechtel noted again that he felt that the 17-18% increase in fees to perform the treasury function was too high. Linda Stopfel motioned to retain Dave Hoover to perform the functions of Township treasurer for an annual fee of \$12,000. Gary Shultz seconded the motion and the motion carried a 2:1 vote.

APPOINTMENT OF OPEN RECORDS OFFICER:

Chairman Bechtel inquired as to whether the newly appointed Secretary should be appointed as the Open Records Officer. Solicitor Dzurainin noted that there was no requirement to appoint the Secretary to serve in this capacity. Gary Shultz then nominated Shanemarie Ferguson to be the Township's Open Records Officer. Linda Stopfel seconded the motion and the motion carried 3:0.

APPOINTMENT OF ROADMASTER:

Chairman Bechtel nominated Dale Shoop for the position of Roadmaster; Linda Stopfel seconded the nomination. With no other nominations having been put forth upon request by the Chairman, Chairman Bechtel then motioned to close the nominations; Gary Shultz

seconded the motion. Supervisor Shultz then thanked Dale for his efforts, noting that he was a great pleasure to work with. Chairman Bechtel also recognized Dale for his efforts, emphasizing those put forth during bad weather. Discussion ensued with respect to the possibility of holding an executive session with both Dale Shoop and Raymond Maus to discuss their respective compensation package. Gary Shultz then motioned to maintain the following compensation package for Dale Shoop until the board had the opportunity to discuss it further with him in an executive session:

Annual salary: \$49,776

Five weeks paid vacation leave

\$3000 net retirement bonus

Township vehicle (transportation to and from work)

Township paid health benefits to include:

-Employee vision coverage

-Dental insurance coverage for employee & spouse

Chairman Bechtel seconded the motion and the motion carried 3:0.

APPOINTMENT OF ROAD CREWMAN:

Gary Shultz motioned to maintain the following compensation package for Raymond Maus until the board had the opportunity to discuss it further with him in an executive session:

Annual Salary: \$35,000

Five weeks paid vacation leave

\$2000 net retirement bonus

Township paid health benefits to include:

-Medical insurance coverage for employee & spouse

-Employee only vision coverage

-Dental insurance coverage for employee & spouse

-Reimbursement for Medicare B premiums paid by the employee

Linda Stopfel seconded the motion and the motion carried 3:0.

APPROVAL OF EMPLOYEE PAID HOLIDAYS/PERSONAL DAY:

Linda Stopfel motioned to continue to recognize the following as employee paid holidays:

New Year's Day	Memorial Day	July 4th
Labor Day	Veterans Day (floating holiday)	
Thanksgiving Day	Christmas Day	

Gary Shultz seconded the motion and the motion carried 3:0.

APPROVAL OF LABORERS/DRIVERS SALARIES:

Gary Shultz motioned to increase the hourly rate of pay from \$11/hr to \$12/hr. Dale Shoop noted that this rate was only for individuals possessing a CDL. Chairman Bechtel seconded the motion, noting that one of the part-time driver's was his brother. Furthermore he asked Solicitor Dzurainin to confirm that the vote was to establish an

hourly wage for all part-time laborers/drivers with a CDL and not a vote to increase pay for an individual person. Solicitor Dzurainin affirmed this and the vote then carried 3:0.

APPOINTMENT OF ENGINEER:

Gary Shultz nominated K&W Engineers for the appointment of Engineer. Chairman Bechtel seconded the nomination. With no other nominations having been put forth upon request by the Chairman, Chairman Bechtel motioned to close the nominations; Gary Shultz seconded this motion. The vote to retain the engineering services of K&W Engineers then carried 3:0. In the absence of a fee schedule for 2010 and per the advice of Solicitor Dzurainin, Chairman Bechtel motioned to retain K&W Engineers at their current fee schedule until a new fee schedule was provided for board consideration. Gary Shultz seconded this motion and the motion carried 3:0.

APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER:

Gary Shultz nominated Michael Brown to continue serve as the Township's SEO; Linda Stopfel seconded the nomination. With no other nominations having been put forth upon request by the Chairman, Chairman Bechtel motioned to close the nominations; Gary Shultz seconded the motion and the motion to appoint Michael Brown to the position of Township SEO carried 3:0. Chairman Bechtel motioned to adopt Michael Brown's 2010 fee schedule (see attached). Gary Shultz seconded the motion and the motion carried 3:0.

APPOINTMENT OF ALTERNATE SEWAGE ENFORCEMENT OFFICER:

Linda Stopfel nominated Justin Coon from K&W Engineers to serve as the alternate SEO for the Township. Gary Shultz seconded the nomination. With no other nominations having been put forth upon request by the Chairman, Chairman Bechtel motioned to close the nominations. Gary Shultz seconded this motion and the motion to appoint Justin Coon as the alternate SEO carried 3:0.

APPOINTMENT OF AUDITORS:

Chairman Bechtel inquired as to whether the Township had a multi-year auditing contract with independent auditors. Supervisors Shultz and Stopfel indicated that the Township had in fact entered into a multi-year auditing contract with Patton & Lettich of Pottsville. In light of the existing contract, Chairman Bechtel motioned to reappoint Patton & Lettich. Gary Shultz seconded the motion and the vote carried 3:0. Chairman Bechtel then asked Solicitor Dzurainin if the elected auditors negated the function of the appointed auditors and he indicated that they did not and noted that they would simply have a reduced function. Solicitor Dzurainin also indicated that no action was required to be taken with respect to the elected auditors. Chairman Bechtel noted that the elected auditors included, Bob Artman, who had been elected to serve a six-year term, Deborah Meyers, who had been elected to serve a four-year term and, Brad Bruner who had been elected to serve a two-year term.

APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR:

Linda Stopfel noted that Robert Stout recommended that the Township advertise this opening. In addition, he stated to her that a number of people from the Fire Company were interested in the position and he stressed the degree of commitment and effort that is

required of the EMC. Chairman Bechtel noted that Todd Etzweiler had expressed his interest in the position to him. Linda Stopfel indicated a preference to advertise the position and form a hiring committee to include Robert Stout since he would be working closely with the new EMC. Dale Shoop also suggested that the position be advertised and that the board give consideration to some form of compensation for this position. Gary Shultz motioned to advertise the opening and Linda Stopfel seconded the motion. Chairman Bechtel indicated the need to advertise right away. Solicitor Dzurani indicated that compensation could be determined at a later date. Gary Shultz noted that Robert Stout indicated that he would carry out the responsibilities of the EMC in the interim. The vote then carried 3:0.

APPOINTMENT OF REPRESENTATIVES TO AUTHORITIES & PLANNING COMMISSION:

Halifax Area Recreation Authority - Shanemarie Ferguson noted that per her discussion with Tracy Cox who is the Secretary of HARA, Kevin Steffan's term expired in 2008 and to Tracy's knowledge no one had been reappointed to the position.

Halifax Area Water and Sewer Authority - Chairman Bechtel noted that Ken Hoover's term with HAWASA expired in 2009.

Planning Commission - Chairman Bechtel inquired as to whether there were any openings currently on the Planning Commission Board. Shanemarie Ferguson indicated that she was unable to locate anything in the files that indicated the terms of those currently serving on the Planning Commission.

Linda Stopfel motioned to run a single advertisement for the HARA, HAWASA and EMC vacancies. Gary Shultz seconded the motion and the motion carried 3:0.

APPOINTMENT OF REPS TO REGIONAL COUNCILS, BOARDS, & COMMITTEES:

Emergency Management Agency – The board decided to postpone the EMA appointment until the EMC vacancy had been resolved.

Upper Dauphin Income Tax Advisory Board & Upper Dauphin Council of Governments – Linda Stopfel noted that Carol Eppley had been a prior representative on the Upper Dauphin Income Tax Advisory Board and would likely want to continue. In addition, she noted that Carol Eppley had an interest in serving on the Upper Dauphin Council of Governments. Linda Stopfel then motioned to appoint Carol Eppley to serve as the Township's representative on both the Upper Dauphin Tax Advisory Board and on the Upper Dauphin Council of Governments. Gary Shultz seconded the motion and the motion carried 3:0.

Valley's Regional Comprehensive Plan – Chairman Bechtel motioned to reappoint Bob Artman and Gary Shultz to serve on the Valley's Regional Comprehensive Plan Committee. Linda Stopfel seconded the motion and the motion carried 3:0.

Northern Dauphin Revitalization Project – Chairman Bechtel motioned to reappoint Florence MacGuire as the Township’s representative for the Northern Dauphin Revitalization Project. Gary Shultz seconded the motion and the motion carried 3:0.

County Stormwater Management Workgroup – Chairman Bechtel noted that Ken Hoover was the prior appointee to the County Stormwater Management Workgroup. Moreover, he indicated an interest in being involved himself on this committee given that Ken Hoover had no objections. Linda Stopfel motioned to appoint Chairman Bechtel to the County Stormwater Management Workgroup in light of his expertise on the subject and his experience with the county, noting that Ken Hoover could be added later as an alternate if he so desired. Gary Shultz seconded the motion and the motion carried 3:0.

PSATS State Convention/Voting Delegate – Chairman Bechtel motioned to reappoint Linda Stopfel to serve as PSATS voting delegate and to attend the state convention. Gary Shultz seconded the motion and the motion carried 3:0.

APPROVAL OF DEPOSITORIES:

Susquehanna Banks: General funds, liquid fuels, Master Site Planning Grants and Ft. Halifax checking account

Halifax National Bank: Reserve general funds CD, and Light Tax checking account

M&T Bank: Park Mortgage

Linda Stopfel motioned to approve the depositories as listed above. Chairman Bechtel seconded the motion and the motion carried 3:0.

APPROVAL OF TAX RESOLUTION FOR 2010:

Per the advice of Solicitor Dzurain, the approval of the tax resolution for 2010 was tabled until the next meeting when the board would have a written resolution in hand to consider.

ADOPTION OF 2010 MILEAGE RATE:

Gary Shultz motioned to adopt the 2010 IRS mileage reimbursement rate of \$.50/mile. Linda Stopfel seconded the motion and the motion carried 3:0.

ADOPTION OF INTERMUNICIPAL EQUIPMENT RENTAL RATES:

Chairman Bechtel inquired of a fee schedule. Dale Shoop noted that a fee schedule was in place, and that the fees had been increased two years ago. Moreover, Dale stated that he felt that the fees were sufficient as they were. Gary Shultz motioned to maintain the current fee schedule for equipment rental rates. Chairman Bechtel seconded the motion and the motion carried 3:0.

APPROVAL OF PAY PERIODS:

Chairman Bechtel motioned to retain the following pay periods:

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.

Gary Shultz seconded the motion and the motion carried 3:0.

ANNOUNCEMENT OF MEETING DATES:

Chairman Bechtel noted that the monthly Board of Supervisors meetings are scheduled to occur on the second Monday of the month at 7PM. In addition, he noted that the monthly Planning Commission meetings are scheduled to occur on the first Monday of the month at 7PM with the exception of the September meeting which is scheduled to occur on Wednesday September 8th at 7PM. Solicitor Dzurainin noted that the meeting dates for 2010 had already been advertised.

ANNOUNCEMENTS:

Chairman Bechtel announced the following upcoming meetings to be held at the Township's Municipal Building:

Auditors Reorganization Meeting	January 5, 2010 @ 6PM
Monthly BOS Meeting	January 11, 2010 @ 7PM
Valley's Regional Comprehensive Plan Meeting	January 12, 2010 @ 7PM

Bob Artman mentioned the need to appoint a representative and alternate to the Dauphin County EIT Committee. Linda Stopfel motioned to reappoint Bob Artman as the delegate. Gary Shultz seconded the motion and the motion carried 3:0. Chairman Bechtel motioned to reappoint Gary Shade as the alternate. Linda Stopfel seconded the motion and the motion carried 3:0.

Chairman Bechtel inquired as to whether consideration should be given to having a Township representative attend the January FEMA meeting concerning floodplain maps. Dale Shoop noted that Tom Wilson indicated that he was planning to attend on the Township's behalf.

Dale Shoop indicated that in past reorganization meetings, consideration had been given to the individuals who were to receive an annual subscription to the PSATS newsletter. He also stated that he did not feel there was a need for him to continue to receive a copy at his home address since the Township's subscription is accessible to him. Shanemarie Ferguson noted that the invoice was in her possession and that she would make it available to the board for consideration at the next meeting.

ADJOURNMENT:

Gary Shultz motioned to adjourn the meeting at 8:51 PM. Linda Stopfel seconded the motion and the motion carried 3:0.

Respectfully Submitted,

Shanemarie Ferguson
Secretary