

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
102 Fisher Street
REORGANIZATION MEETING MINUTES
JANUARY 4, 2021**

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 7:00 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 Tim Belk. Solicitor Bruce Warshawsky and Engineer Marc Kurowski were not required to attend.

ELECTION OF CHAIRMAN – Motion was made by Supervisor McBurney and second by Supervisor Paul to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors for 2021. There were no other nominations. **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to close the nominations. Vote called. Motion carried 5-0 to close the nominations and vote Ken Bechtel as Chairman of the Board of Supervisors.

ELECTION OF VICE CHAIRMAN – Motion was made by Supervisor McBurney and second by Supervisor Schreffler to nominate Supervisor Brad Bruner as Vice Chairman of the Board of Supervisors for 2021. There were no other nominations. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to close the nominations. Vote called. Motion carried 5-0 to close the nominations and vote Brad Bruner as Vice Chairman of the Board of Supervisor.

APPOINTMENT OF SECRETARY-TREASURER – Motion was made by Supervisor McBurney and second by Supervisor Bruner to reappoint Wendy M. Wentzel to serve as Halifax Township Secretary/ Treasurer for 2021. There were no other nominations. **Motion** was made by Chairman Bechtel and second by Supervisor Bruner to close the nominations. Vote called. Motion carried 5-0.

Motion was made by Supervisor Bruner and second by Supervisor Paul to approve the following compensation for the Secretary/Treasurer for 2021. Vote called. Motion carries 5-0.

Annual Salary: \$37,101.00
Hours: 9:00 am – 3:00 pm, Monday – Friday along with an hour floater each day
Paid leave as outlined in the Employee Policy Manual
Permit Officer
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.
\$310.00 Stipend per month for Health Benefits

AMOUNT OF BONDING FOR SECRETARY-TREASURER – Motion was made by Supervisor McBurney and second by Supervisor Schreffler 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 Supervisor Schreffler and second by Supervisor Paul to reappoint Wendy M. Wentzel to serve as the Township’s Open Records Officer for 2021. Vote called. Motion carried 5-0.

APPOINTMENT OF ROADMASTER – Motion was made by Supervisor McBurney and second by Supervisor Bruner to reappoint Tim Belk to serve as Township Roadmaster for 2021. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Bruner and second by Supervisor Paul to approve the following compensation package for Tim Belk for 2021. Vote called. Motion carried 5-0.

Annual Salary: \$52,674.00
Leave as outlined in the Employee Policy Manual
Township vehicle (to and from work)
Use of Gas Card for Township Trucks
Paid Holidays
Use of Township Credit Card
Use of Township Cell Phone
Nuisance Officer
\$310.00 Stipend per month for Health Benefits
Attend Supervisor Meetings

APPOINTMENT OF FULLTIME ROADCREW – Motion was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Ryan Malone as Fulltime Roadcrew for 2021. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Schreffler and second by Supervisor McBurney to accept the following compensation package for the Fulltime Roadcrew for the Township for 2021. Vote called. Motion carried 5-0.

Wage: \$16.94 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
\$310.00 Per Month for Health Benefits

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 for 2021. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay Jay Bechtel \$16.00 hour as a permanent part time employee and \$17.50 as a CDL snowplow. Motion carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the hourly rate of pay for CDL plow operators at the rate of \$16.50/hour, Non-CDL plow operators at \$13.00/hour, CDL drivers at the rate of \$15.00/hour and laborers’ rate set at \$13.00/hour for the Township. Vote called. Motion carried 5-0.

APPROVAL OF PAY PERIODS – Motion was made by Supervisor McBurney and second by Supervisor Paul to approve the following pay periods for 2021. 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 Bruner and second by Supervisor Paul to approve the following paid holidays for 2021. Vote called Motion carried 5-0.

New Year’s Day
Memorial Day
Independence Day
Labor Day
3 Hours Thanksgiving Eve
Thanksgiving Day
Day after Thanksgiving
3 hours Christmas Eve
Christmas Day
Floater Day

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Bruce Warshawsky as Solicitor for 2021 and to approve the compensation package 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 Bruner and seconded by Supervisor Paul to reappoint Kurowski & Wilson (K & W Engineers) to serve as the Township Engineer firm as outlined in the fee schedule for 2021. Vote called. Motion carried 4-1. Supervisor McBurney provided the No vote.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Building Inspection Underwriters of PA as primary UCC Inspectors and Light-Heigel and Associates as alternate UCC inspectors for the Township for 2021 and fee schedule for 2021. Vote called. Motion carries 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Brian McFeaters as the Township’s primary SEO for 2021 with his 2021 fee schedule with no alternate SEO at this time. Vote called. Motion carried 5-0.

APPOINTMENT OF AUDITORS – Motion was made by Supervisor McBurney and second by Supervisor Paul to appoint Robert P. Wentzel, Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2021. Vote called. Motion carries 5-0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN – Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Gary Shultz to serve as Vacancy Board Chairman for 2021. Vote called. Motion carried 5-0.

DEPOSITORIES: Motion was made by Supervisor McBurney and second by Supervisor Schreffler to retain the following depository for the Township for 2021. 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 Chairman Bechtel and second by Supervisor Bruner to appoint Supervisor Schreffler as the voting delegate to the 2021 PSATS Annual Convention. Vote called. Motion carried 5-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES

Planning Commission Members (4 YR Term) Term Expiration

Jake Gruver	12/31/2023
Randy Paul	12/31/2024
Flo Mallonee	12/31/2024
Dwight Hoffman	12/31/2023
Chad Lebo	12/31/2022

Motion was made by Supervisor McBurney and second by Supervisor Bruner to reappoint Randy Paul and Flo Mallonee to the Planning Commission with a term expiration of 12/31/2024. Vote called. Motion carries 5-0.

Dauphin County EIT Tax Collection Committee: Motion was made by Supervisor Bruner and second by Supervisor Schreffler to reappoint Robert P. Wentzel as representative on the Dauphin County EIT Committee for 2021 along with Matt Ulmer serving as Alternate. 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 2021. Vote called. Motion carried 5-0.

Emergency Management Coordinator: Motion was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Tim Neiter as the Township EMC for 2021 with a stipend set at \$600 annually to be paid in equal quarterly payments for 2021 and \$15 monthly for compensation of his data package. 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 2021. 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 2021. Vote called. Motion carried 5-0.

Human Resources Committee: Motion was made by Chairman Bechtel and second by Supervisor Schreffler to reappoint Supervisor McBurney and Supervisor Bruner to the HR Committee for 2021. Vote called. Motion carried 5-0.

Webmaster: Motion was made by Supervisor McBurney and second by Supervisor Bruner to appoint Cloud 5 Solutions as webmaster for 2021 with the cost of \$390.61. Vote called. Motion carries 5-0.

STANDARD MILEAGE RATE FOR 2021: Motion was made by Supervisor Bruner and second by Supervisor Paul to approve the Federal Mileage Reimbursement of \$.56 per mile for 2021. Vote called. Motion carried 5-0.

Bid Threshold for 2021 is \$21,300.00

INTER-MUNICIPAL EQUIPMENT RATES: Motion was made by Supervisor Bruner and second by Supervisor Schreffler to adopt the following rates for Inter-Municipal Equipment Fees for 2021. 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
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:

MONTHLY BOS MEETINGS

January 11, 2021	July 12, 2021
February 8, 2021	August 9, 2021
March 8, 2021	September 13, 2021
April 12, 2021	October 11, 2021
May 10, 2021	November 8, 2021
June 14, 2021	December 13, 2021

MONTHLY PC MEETINGS

January 5, 2021 – Re-Org/Regular Meeting	July 5, 2021
February 1, 2021	August 2, 2021
March 1, 2021	September 8, 2021 (Wednesday)
April 5, 2021	October 4, 2021
May 3, 2021	November 1, 2021
June 7, 2021	December 6, 2021

Motion was made by Supervisor Schreffler and second by Supervisor Paul to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2021. Board Meetings 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. The Planning Commission meetings are held on the 1st Monday of each month except for September, which is held on the Wednesday following Labor Day. Vote called. Motion carried 5-0.

ANNOUNCEMENTS:

Auditors’ Reorganization Meeting January 5, 2021 at 6:30 pm
 Planning Commission Reorganization/Regular Meeting January 5, 2021 at 7:00 p.m.
 Township Meeting January 11, 2021 at 7:00 p.m.

ADJOURNMENT: **Motion** was made by Supervisor Bruner and second by Supervisor Paul to adjourn. Meeting was adjourned at 8:39 pm.

Respectfully Submitted,

Wendy M. Wentzel
 Secretary