

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
102 FISHER STREET
HALIFAX, PA 17032
JANUARY 3RD, 2023, 7:00 P.M.**

By unanimous consent, Supervisor Bechtel is serving as temporary Chairman and Sara Glace is serving as temporary Secretary.

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 Sara Glace and Roadmaster Tim Belk. Solicitor Bruce Warshawsky and Engineer Marc Kurowski were not required to attend.

PUBLIC COMMENT PERIOD: No public in attendance.

ELECTION OF CHAIRMAN: A **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 for 2023. There were no other nominations. Vote called. The **Motion** carries 5-0 to close the nominations. Ken Bechtel is the Chairman of the Board of Supervisors.

ELECTION OF VICE CHAIRMAN: A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to nominate Supervisor Brad Bruner as Vice Chairman of the Board of Supervisors for 2023. There were no other nominations. Vote called. The **Motion** carries 5-0 to close the nominations. Brad Bruner is the Vice Chairman of the Halifax Township Board of Supervisor.

APPOINTMENT OF SECRETARY/TREASURER: A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Sara Glace to serve as Halifax Township Secretary/ Treasurer for 2023. There were no other nominations. Vote called. The **Motion** carries 5-0.

COMPENSATION PACKAGE FOR SECRETARY/TREASURER: A **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the following compensation for the Secretary/Treasurer for 2023. Vote called. The **Motion** carries 5-0.

- Hourly Rate of 20.00 an hour.
- Hours: 9:00 a.m. to 2:00 p.m., Monday, Wednesday, & Friday and 9:00 a.m. to 4:30 p.m., Tuesday & Thursday 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
- Retirement Account with up to 3% Match from Halifax Township

AMOUNT OF BONDING FOR SECRETARY-TREASURER: A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve bonding for the Secretary/Treasurer position in the amount of \$1,000,000. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF OPEN RECORDS OFFICER: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to appoint Sara Glace to serve as the Halifax Township Board of Supervisor's Open Records Officer for 2023. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF ROADMASTER: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Tim Belk to serve as Halifax Township Board of Supervisor's Roadmaster for 2023. No other nominations were received. Vote called. The **Motion** carries 5-0.

COMPENSATION PACKAGE FOR ROADMASTER: A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the following compensation package for Tim Belk for 2023. Vote called. The **Motion** carries 5-0.

- Annual Salary: \$69,255.00
- 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
- Attend Supervisor Meetings
- \$310.00 Stipend per month for Health Benefits
- Retirement Account with up to 3% Match from Halifax Township

APPOINTMENT OF FULL TIME ROAD CREW: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to reappoint Ryan Malone as Fulltime Roadcrew to as the Halifax Township Board of Supervisors for 2023. No other nominations were received. Vote called. The **Motion** carries 5-0.

COMPENSATION OF FULL TIME ROAD CREW: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to accept the following compensation package for the Fulltime Roadcrew for the Township for 2023. Vote called. The **Motion** carries 5-0.

- Wage: \$24.15 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
- Retirement Account with up to 3% Match from Halifax Township

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY: A **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to pay Raymond Maus an hourly rate of \$15.00 as a part time employee for 2023. Vote called. The **Motion** carries 5-0. The **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to pay Jay Bechtel \$19.00 hour as a permanent part time employee and as a CDL plow operator. Vote called. The **Motion** carries 4-0-1. Chairman Bechtel abstained from the conversation and from voting. A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the hourly rate of pay for CDL plow operators/CDL drivers at the rate of \$18.50/hour, non-CDL plow operators and general laborers' rate set at \$15.50/hour for the Halifax Township. Vote called. The **Motion** carries 5-0.

APPROVAL OF PAY PERIODS: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to approve the following pay periods for 2023. Vote called. The **Motion** carries 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: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to approve the following paid holidays for 2023. Vote called. The **Motion** carries 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: A **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to reappoint Bruce Warshawsky as Solicitor for 2023. Vote called. The **Motion** carries 5-0. The **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the compensation package of \$500 per month retainer and \$200 thereafter as outlined in the fee schedule. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Herbert, Rowland, & Grubic, Inc. to serve as the Township Engineer firm. Vote called. The **Motion** carries 4-1. A **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to accept Herbert, Rowland, & Grubic, Inc. to accept proposed hourly and meeting fee schedule for 2023. Vote called. The **Motion** carries 3-2.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to appoint Building Inspection Underwriters of PA as primary UCC Inspectors and to accept the fee schedule for 2023. Vote called. The **Motion** carries 5-0. A **Motion** was made

by Supervisor McBurney and second by Paul to appoint Barry Isett & Associates, Inc. as alternate UCC Inspectors and to accept the fee schedule for 2023. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor Paul and second by Supervisor Bruner to appoint Brian McFeaters as Halifax Township’s primary SEO for 2023 with his 2023 fee schedule. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF ALTERNATE SEO: There is no alternate SEO appointed at this time.

APPOINTMENT OF AUDITORS: A **Motion** was made by Supervisor Bruner and second by Supervisor Paul to appoint Melinda Warfel (elected for two years from 2022-2024), Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2023. Vote called. The **Motion** carries 5-0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN: A **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to appoint Gary Shultz to serve as Vacancy Board Chairman for 2023. Vote called. The **Motion** carries 5-0.

DEPOSITORIES: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to retain the following depository for the Township for 2023. Vote called. The **Motion** carries 5-0.

Mid Penn Bank:

- General Fund
- Liquid Fuels Fund
- Money Market Account
- Plan Escrow Account
- Credit Card Account
- American Rescue Plan

PSATS ANNUAL STATE CONVENTION: A Motion was made by Chairman Bechtel and seconded by Supervisor Paul to nominate Supervisor Schreffler as voting delegate at the 2023 PSATS Annual Convention.

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	12/31/2024

A **Motion** was made by Chairman Bechtel and seconded by Supervisor Paul to reappoint Chad Lebo to the Planning Commission Board as a member for another four year, December 31, 2024. Vote called. The **Motion** carries 5-0.

Halifax Area Water and Sewer Authority (5 YR Term) Term Expiration:

Jon Miller	12/31/2023
------------	------------

Tim Neiter
Ken Hoover

12/31/2026
12/31/2024

A **Motion** was made by Supervisor Bruner and seconded by Supervisor Schreffler to reappoint Tim Neiter to the Halifax Area Water and Sewer Authority as a member for another five years, December 31, 2026. Vote called. The **Motion** carries 5-0.

Halifax Area Recreation Authority:

Emily Hoffman
Scott Corsnitz

DAUPHIN COUNTY EIT COMMITTEE: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Tyler James as representative on the Dauphin County EIT Committee for 2023. Vote called. The **Motion** carries 5-0.

UDCOG: Chairman Bechtel volunteered to be the delegate for UDCOG for 2023.

EMERGENCY MANAGEMENT COORDINATOR: A **Motion** was made by Chairman Bechtel and seconded by Supervisor Bruner to reappoint Tim Neiter as the Halifax Township EMC for 2023 with a stipend set at \$600 annually to be paid in equal quarterly payments for 2023 and \$15 monthly for compensation of his data package. Vote called. The **Motion** carries 5-0.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Supervisor Bruner as Deputy EMC representing Halifax Township along with Jeff Tracey and Bob Stout for 2023. Vote called. The **Motion** carries 5-0.

FIREWORKS COMMITTEE: A **Motion** was made by Chairman Bechtel and seconded by Supervisor Paul to reappoint Supervisor Bruner and Supervisor Schreffler to serve on the Fireworks Committee for 2023. Vote called. The **Motion** carries 5-0.

HUMAN RESOURCES COMMITTEE: Supervisor McBurney and Supervisor Bruner volunteered to serve on the HR Committee for 2023.

WEBMASTER: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Cloud 5 Solutions as webmaster for 2023 with the cost of \$450.00 a year. Vote called. The **Motion** carries 5-0.

STANDARD MILEAGE RATE FOR 2023: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor McBurney to approve reimbursement of whatever the Federal Mileage Rate for 2023 is at that given time. Vote called. The **Motion** carries 5-0.

BID THRESHOLD FOR 2023: The bid threshold for 2023 is \$22,500.00.

INTER-MUNICIPAL EQUIPMENT RATES:

<u>Equipment:</u>	<u>Rate Per Hour:</u>
Pick-up Truck	\$65.00
Small Dump Truck	\$75.00

Large Dump Truck	\$80.00
Pay Loader	\$90.00
Grader	\$80.00
Sweeper & Tractor	\$100.00
Road Mower & Tractor	\$100.00
Zero Turn Mower	\$45.00
Backhoe	\$90.00
4X4 Tractor (J.D. 6400 Loader included)	\$75.00
JCB	\$150.00
2 Ton Asphalt Roller	\$50.00
Trailer (10,000 lbs.)	\$35.00 per day
Weed Spraying	\$95.00

BOARD OF SUPERVISORS & PLANNING COMMISSION MEETINGS: A **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2023. The Board of Supervisors 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 Halifax Township Municipal Building. The Planning Commission Meetings are held on the 1st Monday of each month except for July 5th, 2023, and September 6th, 2023, which will be held on the Wednesday following the observed holidays. Vote called. The **Motion** carries 5-0.

MONTHLY BOARD OF SUPERVISORS' MEETINGS: All begin at 7:00 p.m.

January 9th, 2023
February 13th, 2023
March 13th, 2023
April 10th, 2023
May 8th, 2023
June 12th, 2023
July 10th, 2023
August 14th, 2023
September 11th, 2023
October 9th, 2023
November 13th, 2023
December 11th, 2023

MONTHLY PLANNING COMMISSION MEETINGS: All begin at 7:00 p.m.

January 4th, 2023–Re-Org/Regular Meeting (Tuesday)
February 6th, 2023
March 6th, 2023
April 3rd, 2023
May 1st, 2023
June 5th, 2023
July 5th, 2023 (Wednesday)

August 7th, 2023
September 6th, 2023 (Wednesday)
October 3rd, 2023
November 6th, 2023
December 4th, 2023

ANNOUNCEMENTS:

- **Auditors' Reorganization Meeting:**
January 4, 2023, at 6:30 p.m.
- **Planning Commission Reorganization/Regular Meeting:**
January 4, 2023, at 7:00 p.m.
- **Board of Supervisors Monthly Meeting:**
January 9th, 2023, at 7:00 p.m.

ADJOURNMENT: A **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to adjourn the meeting at 8:42 p.m. Vote called. The **Motion** carries 5-0.

Respectfully Submitted,

Sara M. Glace
Secretary