

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
102 Fisher Street
Halifax, PA 17032
Tuesday, January 2nd, 2024, 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 Matt Roland. Solicitor Bruce Warshawsky and Engineer Alex Greenly were not required to attend.

PUBLIC COMMENT PERIOD: No public in attendance.

ELECTION OF CHAIRMAN: A **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors for 2024. There were no other nominations. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made by Supervisor Paul and seconded by Supervisor Schreffler to close the nominations. Vote called. **Motion** carries 5-0. Ken Bechtel is the Chairman for Halifax Township Board of Supervisors.

ELECTION OF VICE CHAIRMAN: A **Motion** was made by Supervisor McBurney and second by Supervisor Bechtel to nominate Supervisor Brad Bruner as Vice Chairman of the Board of Supervisors for 2024. There were no other nominations. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made Supervisor Paul and seconded by Supervisor McBurney to close the nominations. Vote called. **Motion** carries 5-0. Brad Bruner is the Vice Chairman of the Halifax Township Board of Supervisor.

APPOINTMENT OF SECRETARY/TREASURER: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Sara Glace to serve as Halifax Township Secretary/ Treasurer for 2024. There were no other nominations. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to close the nominations. Vote called. **Motion** carries 5-0. Sara Glace is the Secretary/Treasurer for Halifax Township.

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 2024. Vote called. **Motion** carries 5-0.

- Hourly Rate of 21.00 an hour.
- Hours: 9:30 a.m. to 2:00 p.m., Monday, Wednesday, & Friday and 9:30 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: \$1,283.00: A **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** 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 2024. Vote called. **Motion** carries 5-0.

APPOINTMENT OF ROADMASTER: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Matt Roland to serve as Halifax Township Board of Supervisor’s Roadmaster for 2024. No other nominations were received. Vote called. **Motion** carries 5-0.

COMPENSATION PACKAGE FOR ROADMASTER: A **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to approve the following compensation package for Matt Roland for 2024. Vote called. **Motion** carries 5-0.

- Annual Salary: \$62,400.00
- 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 will start September 25th, 2024.

APPOINTMENT OF FULL TIME ROAD CREW 1: A **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to reappoint Ryan Malone as Fulltime Roadcrew to as the Halifax Township Board of Supervisors for 2024. No other nominations were received. Vote called. **Motion** carries 5-0.

COMPENSATION OF FULL TIME ROAD CREW: A **Motion** was made by Supervisor Bruner and second by Supervisor Paul to accept the following compensation package for the Fulltime Roadcrew for the Township for 2024. Vote called. **Motion** carries 5-0.

- Wage: \$25.00 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

APPOINTMENT OF FULL TIME ROAD CREW 2: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to reappoint Colton Warfel as Fulltime Roadcrew to the Halifax Township Board of Supervisors for 2023. No other nominations were received. Vote called. **Motion** carries 5-0.

COMPENSATION OF FULL TIME ROAD CREW: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to accept the following compensation package for the Fulltime Roadcrew for the Township for 2024. Vote called. **Motion** carries 5-0.

- Wage: \$24.00 per hour
- Paid leave as outlined in the Employee Policy Manual
- 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 will start on June 23rd, 2024.

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY: A **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 2024. Vote called. **Motion** carries 5-0. The **Motion** was made by Supervisor McBurney and second by Supervisor Paul to pay Jay Bechtel \$25.00 per hour as a permanent part time employee and as a CDL plow operator. Vote called. **Motion** carries 4-0-1. Chairman Bechtel abstained from the conversation and from voting. A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to approve the hourly rate of pay for CDL plow operators/CDL drivers at a minimum starting rate of \$19.00/hour, non-CDL plow operators and general laborers' rate set at a minimum starting rate of \$15.50/hour for the Halifax Township. Vote called. **Motion** carries 5-0.

APPROVAL OF PAY PERIODS: A **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the following pay periods for 2024. Vote called. **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 Paul and second by Supervisor Bruner to approve the following paid holidays for 2024. Vote called. **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 2024. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the compensation package of \$600 per month retainer and \$200 thereafter as outlined in the fee schedule. Vote called. **Motion** carries 5-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Herbert, Rowland, & Grubic, Inc. to serve as the Township Engineer firm and to accept proposed hourly and meeting fee schedule for 2024. Vote called. **Motion** carries 5-0.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to appoint Building Inspection Underwriters of PA as primary UCC Inspectors and to accept the fee schedule for 2024. Vote called. **Motion** carries 5-0. There is no alternate UCC appointed at this time.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to appoint Brian McFeaters and his daughter Carrie McFeaters as Halifax Township's primary SEO for 2024 with his 2024 fee schedule. Vote called. **Motion** carries 5-0.

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

APPOINTMENT OF AUDITORS: There are two elected auditors, Charnell Etzweiler and Gwen Corsnitz. No action needs to be taken.

APPOINTMENT OF VACANCY BOARD CHAIRMAN: A **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to appoint Gary Shultz to serve as Vacancy Board Chairman for 2024. Vote called. **Motion** carries 5-0.

DEPOSITORIES: A **Motion** was made by Supervisor McBurney and second by Supervisor Paul to retain the following depository for the Township for 2024. Vote called. **Motion** carries 5-0.

Mid Penn Bank:

- General Fund
- Liquid Fuels Fund
- Plan Escrow Account
- Dirt & Gravel Account
- Credit Card Account
- CD
- CD 2

PSATS ANNUAL STATE CONVENTION: A **Motion** was made by Supervisor Bruner and seconded by Supervisor McBurney to nominate Supervisor Schreffler as voting delegate at the 2024 PSATS Annual Convention. Vote called. **Motion** carries 5-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES:

Board of Supervisors Members (6 YR Term) Term Expiration:

Kenneth Bechtel, II	12/31/2027
Brad Bruner	12/31/2029
Randy Paul	12/31/2029
Steve Schreffler	12/31/2025
Scott McBurney	12/31/2025

Planning Commission Members (4 YR Term) Term Expiration:

Jake Gruver	12/31/2027
Randy Paul	12/31/2024
Don Hentz	12/31/2024
Dwight Hoffman	12/31/2027

A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Jake Gruver and Dwight Hoffman to the Planning Commission Board as members for another four years, December 31, 2027. Vote called. **Motion** carries 5-0.

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

Jon Miller	12/31/2023
Tim Neiter	12/31/2026
Ken Hoover	12/31/2024

A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Jon Miller to the Halifax Area Water and Sewer Authority as a member for another five years, December 31, 2028. Vote called. **Motion** carries 5-0.

Halifax Area Recreation Authority:

Emily Hoffman
Scott Corsnitz

DAUPHIN COUNTY EIT COMMITTEE: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Tyler James as representative on the Dauphin County EIT Committee for 2024. Vote called. **Motion** carries 5-0.

UDCOG: Chairman Bechtel volunteered to be the delegate for UDCOG for 2024.

EMERGENCY MANAGEMENT COORDINATOR: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Tim Neiter as the Halifax Township EMC for 2024 with a stipend set at \$600 annually to be paid in equal quarterly payments for 2024 and \$15 monthly for compensation of his data package. Vote called. **Motion** carries 5-0.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Supervisor Bruner, as Deputy EMC representing Halifax Township along with Jeff Tracey and Bob Stout for 2024. Vote called. **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 2024. Vote called. **Motion** carries 5-0.

HUMAN RESOURCES COMMITTEE: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to have Supervisor McBurney and Supervisor Schreffler serve on the HR Committee for 2024. Vote called. **Motion** carries 5-0.

WEBMASTER: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to reappoint Cloud 5 Solutions as webmaster for 2024 with the cost of \$748.00 a year. Vote called. **Motion** carries 5-0.

STANDARD MILEAGE RATE FOR 2024: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve reimbursement of whatever the Federal Mileage Rate for 2024 is at that given time. Vote called. **Motion** carries 5-0.

BID THRESHOLD FOR 2024: The bid threshold for 2024 is \$23,200.00.

INTER-MUNICIPAL EQUIPMENT RATES: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul approve the 2024 Inter-Municipal Equipment Rates. Vote called. **Motion** carries 5-0.

<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 Schreffler to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2024. 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 September 4th, 2023, which will be held on the Wednesday following the observed holidays. Vote called. **Motion** carries 5-0.

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

- January 8th, 2024
- February 12th, 2024
- March 11th, 2024
- April 8th, 2024
- May 13th, 2024
- June 10th, 2024
- July 8th, 2024
- August 12th, 2024
- September 9th, 2024
- October 14th, 2024
- November 11th, 2024
- December 9th, 2024

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

- January 3rd, 2024–Re-Org/Regular Meeting (Wednesday)
- February 5th, 2024
- March 4th, 2024
- April 1st, 2024
- May 6th, 2024
- June 3rd, 2024
- July 1st, 2024
- August 5th, 2024
- September 4th, 2024 (Wednesday)

October 7th, 2024
November 4th, 2024
December 2nd, 2024

ANNOUNCEMENTS:

- **Auditors' Reorganization Meeting:**
January 3rd, 2024, at 6:30 p.m.
- **Planning Commission Reorganization/Regular Meeting:**
January 3rd, 2024, at 7:00 p.m.
- **Board of Supervisors Monthly Meeting:**
January 8th, 2024, at 7:00 p.m.
- **Planning Commission Meeting:**
February 5th, 2024, at 7:00 p.m.
- **Board of Supervisors Monthly Meeting:**
February 12th, 2024, at 7:00 p.m.

ADJOURNMENT: A **Motion** was made by Supervisor Bruner and second by Supervisor Paul to adjourn the meeting at 9:00 p.m. Vote called. **Motion** carries 5-0.

Respectfully Submitted,

Sara M. Glace
Secretary