

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**Halifax, PA 17032**  
**BOARD OF SUPERVISORS**  
**MONTHLY BUSINESS MEETING MINUTES**  
**Monday, September 9<sup>th</sup>, 2024, at 7:00 p.m.**

**\*ANY ITEM LISTED ON THE AGENDA AND/OR REPORT MAY BE AN ACTION ITEM\***

**CALL TO ORDER:**

Chairman Bechtel called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

**ROLL CALL:**

Supervisors Bechtel, Bruner, Paul, and McBurney were present along with Solicitor Warshawsky, HRG, Inc. Alex Greenly, Roadmaster Matt Roland, and Secretary Sara Glace. Supervisor Schreffler was absent.

**RECORDING MEETING:**

Halifax Township secretary is the only person reportedly recording the meeting.

**EXECUTIVE SESSION:**

There were no executive sessions held in the last month.

**PUBLIC COMMENT PERIOD:**

**Tiffany Lamb:** Current property owner of 502 N. 2<sup>nd</sup> Street, Halifax, PA 17032 attended the Board of Supervisors Meeting to bring attention to Bamboo Trees that need trimmed back and question who is responsible for the drainage pipe that is going through her yard. It appears that the drainage pipe that needs to be repaired is the responsibility of the homeowner, but it is advised to check with PennDOT on what the easement distance there is at her property.

**SECRETARY/TREASURER REPORT:**

**Paid Interim Bills:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the paid bills through September 9<sup>th</sup>, 2024. Vote called. **Motion** carries 4-0.

**Current Unpaid Bills:** A **Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to approve the unpaid bills through September 9<sup>th</sup>, 2024. Vote called. **Motion** carries 4-0.

**Meeting Minutes:**

**August 12<sup>th</sup>, 2024, Regular Meeting Minutes:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to approve the August 12<sup>th</sup>, 2024, Regular Meeting Minutes. Vote called. **Motion** carries 4-0.

**Financial Report:** Place on file for audit later.

**EMC REPORT:**

Chief Tim Neiter was not present but did submit a report for August 2024.

**PLANNING COMMISSION RECOMMENDATION:**

A report was submitted for the Planning Commission meeting that was held on Wednesday, September 4<sup>th</sup>, 2024. Chairman Bechtel advised that the Planning Commission continued discussing the SALDO, Sign Ordinance, Flag Lot, Small Projects Provisions to Stormwater Management, and Hale Land Development Plan which have been requested to be placed on the agenda for October.

**ENGINEER REPORT:**

HRG, Inc. Engineer Alex Greenly was present to cover his report dated September 6<sup>th</sup>, 2024, on services that occurred during the month of August 2024.

**12 Hilltop Road SWMP:** A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to give conditional approval with the following conditions/contingences to be satisfied as set forth in the attached August 29<sup>th</sup>, 2024, letter from HRG: Stormwater Management Administrative Comments 1-5. Vote called. **Motion** carries 4-0.

**Black Shoulder Lane Complaint:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to give HRG, Inc. Alex Greenly permission as Flood Plain Administrator to review the plans and inspect the buildings that are being renovated at Black Shoulder Lane since the buildings must follow the Flood Zone Regulations set forth in the SALDO Ordinance. Vote called. **Motion** carries 4-0.

**SOLICITOR REPORT:**

Solicitor Warshawsky submitted his report dated September 5<sup>th</sup>, 2024, on services during August. The report will be placed on record. Bold text items are on the agenda.

**ROADMASTER REPORT:**

A report was submitted for August 2024 by Matt Roland, Ryan Malone, and Colton Warfel. Roadmaster Matt Roland advised that 25 MPH signs were put up on Boyer Street, replaced pipe at the Halifax Township line on Matamoras Road, which completes Matamoras Dirt Road, pole cut and boom mowed Biting Road, boom mowed and trimmed trees on Price Road, and cleaned out inlets and brushed shoulder on Upper Middle Road.

**SEO REPORT:**

A report was submitted for the work that was done in the month of August 2024.

**FRIENDS OF FORT HALIFAX REPORT:**

No report was submitted for the Friends of Fort Halifax Report.

**NUISANCE REPORT:**

**194 Kinsinger Road:** Solicitor Warshawsky advised if the property owners at 194 Kinsinger Road did not make significant improvements in cleaning up the exterior of residence, that a follow up complaint would be issued on September 20<sup>th</sup>, 2024.

**3371 Peters Mountain Road:** This nuisance will be revisited at the next Board of Supervisors Meeting scheduled for October 14<sup>th</sup>, 2024, if the nuisance has not changed at that time.

**ADMINISTRATIVE:**

**Digitize Records:** The Board of Supervisors raised the question of: “What is the responsibility of the local government and retaining the records?” Solicitor Warshawsky provided the Municipal Records Retention Policy to be reviewed.

**OLD BUSINESS:**

**Keiffer Road:** No discussion or action taken.

**Public Railroad Crossing/CPC:** Supervisor McBurney advised that Commissioner Pries visited Fort Halifax on August 27<sup>th</sup>, 2024, and that Halifax Township would be applying for a Local Share Municipal Grant to finish work that has been started at Fort Halifax that is due October 3<sup>rd</sup>, 2024.

**Fort Halifax Farmhouse & Barn-Road Questions:** No discussion or action taken as this topic was discussed in the prior topic on the agenda.

**Doli 24” Pipe:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to approve the bid by S.S. Witmer for \$14,700.00 to replace the 24” pipe located at the intersection of Galli Road and Lauren Lane. Vote called. **Motion** carries 4-0.

**Future Building Projects:** The Board of Supervisors requested that Roadmaster Matt Roland obtain quotes from different contractors for a storage shed and a wash bay to bring back and present at the next Board of Supervisors Meeting on October 14<sup>th</sup>, 2024.

**Sycamore Ridge Drainage HOP Signature:** Chad Zimmerman, Engineer for Dawood, representing Sycamore Ridge, advised that a few items were needed from Halifax Township to complete the HOP application for Sycamore Ridge that included a Business Partner Identification Number, M-955, and Maintenance Agreement. A **Motion** made by Supervisor Bruner and seconded by Supervisor Paul gave conditional approval upon the execution of a HOP Maintenance Agreement that will require developer to maintain facilities within PennDOT HOP right-of-way that they are responsible for due to discharge to that area. Vote called. **Motion** carries 4-0.

**NEW BUSINESS:**

**Matamoras Road:** A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to authorize HRG, Inc. Alex Greenly to meet Roadmaster Matt Roland on Matamoras Road to have engineer plans drawn up for the Board of Supervisors to review and explore ways for better sight distance in certain areas of the road and to prevent certain areas of the road from washing out due to heavy rain that have been frequently this past summer. Vote called. **Motion** carries 4-0.

**Folk & Garber, Inc.:** A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to approve the Commercial Service Contract allowing Folk and Garber, Inc. to service the Heat Pump System once annually for \$157.00. Vote called. **Motion** carries 4-0.

**PSATS Trustees Ballots:** A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to nominate both candidates for the Board of Trustees of Health Insurance Cooperative Trust and to nominate both candidates for the Board of Trustees of Unemployment Compensation Group Trust. Vote called. **Motion** carries 4-0.

**2025 Workshop Meeting Dates & Advertisement:** A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to approve the 2025 Budget Workshop Meeting Dates of October 21<sup>st</sup>, October 28<sup>th</sup>, 2024, at 7:00 p.m. and November 4<sup>th</sup>, 2024, at 6:00 p.m. if necessary and authorized the 2025 Budget Workshop Meeting Dates to be advertised in the Citizen Standard. Vote called. **Motion** carries 4-0.

**Good's Tree & Lawn Care:** The Board of Supervisors advised the Roadmaster Matt Roland to go back to Good's Tree & Lawn Care and renegotiated the work and services to be performed on the Sycamore Trees at Fort Halifax Park. As it stands now, Halifax Township would have bid out the work as it falls well above the bid threshold.

**Elias Thompson:** A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to extend the agreement for Elias Thompson to temporary place and live in a mobile home on his property for another eighteen months. Vote called. **Motion** carries 4-0.

**Costars-Electric:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the COSTAR 2 Year Electric Contract that runs from January 1<sup>st</sup>, 2025, to December 31<sup>st</sup>, 2026. Vote called. **Motion** carries 4-0

**Law Enforcement:** Commander Sargent Williard spoke to the Board of Supervisors about the presence in the community and problems that they would like to see addressed by the Pennsylvania State Police. He advised the phone number of Pennsylvania State Police as (717) 362-8700.

#### **AGENDA ITEMS FOR NEXT MEETING:**

**Grant Paperwork**  
**3371 Peters Mountain Road**  
**Digitize Records**  
**Keiffer Road**  
**Public Railroad Crossing/CPC**  
**Fort Halifax Farmhouse & Barn-Road Questions**  
**Future Building Projects**  
**Matamoras Road**  
**Good's Tree & Lawn Care**

#### **ANNOUNCEMENTS:**

October 7<sup>th</sup>, 2024-Planning Commission Meeting at 7:00 p.m.  
October 14<sup>th</sup>, 2024-Board of Supervisors Meeting at 7:00 p.m.

#### **ADJOURNMENT:**

A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to adjourn the meeting at 9:53 p.m. Vote called. **Motion** carries 4-0.

**Respectfully submitted,**

**Sara M. Glace**  
**Secretary/Treasurer**