

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
102 Fisher Street
REORGANIZATION MEETING MINUTES
JANUARY 7, 2019**

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 7:03 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 Tom Wilson were not required to attend.

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

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

APPOINTMENT OF SECRETARY-TREASURER – Motion was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Wendy M. Wentzel to serve as Secretary/Treasurer for 2019. There were no other nominations. Vote called. Motion carried 5-0.

Motion was made by Supervisor Schreffler and second by Supervisor Paul to approve the following compensation for the Secretary/Treasurer for 2019. Vote called. Motion carries 5-0.

- Annual Salary: \$34,970
- 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.

AMOUNT OF BONDING FOR SECRETARY-TREASURER – 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. Motion carried 5-0.

APPOINTMENT OF OPEN RECORDS OFFICER – Motion was made by Supervisor McBurney and second by Supervisor Paul to appoint Wendy M. Wentzel to serve as the Township’s Open Records Officer for 2019. Vote called. Motion carried 5-0.

APPOINTMENT OF ROADMASTER – Motion was made by Supervisor McBurney and second by Supervisor Paul to reappoint Tim Belk to serve as Township Roadmaster for 2019. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Schreffler and second by Supervisor Paul to approve the following compensation package for Tim Belk for 2019. Vote called. Motion carried 5-0.

- Annual Salary: \$49,650
- Leave as outlined in the Employees’ Handbook
- Township vehicle (to and from work)
- Use of Gas Card for Township Trucks
- Paid Holidays
- Use of Township Credit Card
- \$25.00 per month stipend for use of personal cell phone to conduct business
- Nuisance Officer

APPOINTMENT OF ASSISTANT ROADMASTER/FULLTIME ROADCREW – Motion was made by Supervisor McBurney and second by Supervisor Paul to reappoint Levi Swigart as Assistant Roadmaster for 2019. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor McBurney and second by Supervisor Paul to accept the following compensation package for the Assistant Roadmaster for the Township for 2019. Vote called. Motion carried 5-0.

- Wage: \$17.61 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

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY – 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. Vote called. Motion carried 5-0. **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to pay Jay Bechtel \$15.00 hour as a permanent part time employee and \$16.50 as a CDL snowplow. Motion carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the hourly rate of pay for CDL plow operators at the rate of \$16.50/hour, Non-CDL plow operators at \$12.00/hour, CDL drivers at the rate of \$12.00/hour and laborers’ rate set at \$11.00/hour for the Township. Vote called. Motion carried 5-0.

APPROVAL OF PAY PERIODS – Motion was made by Supervisor Schreffler and second by Supervisor Paul to approve the following pay periods for 2019. 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 2019. Vote called Motion carried 5-0.

New Year's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day (Floating)
Thanksgiving Day
Christmas Day
Floater Day

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor McBurney and second by Supervisor Paul to reappoint Bruce Warshawsky as Solicitor for 2019 and to approve option of \$750 per month retainer and \$150.00 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 2019 being the same as the 2018 Fee Schedule. Vote called. Motion carried 5-0. One other firm submitted for consideration, but their fees exceeded K & W's.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Paul and second by Supervisor Bruner to reappoint Building Inspection Underwriters of PA and Light-Heigel and Associates as UCC inspectors for the Township for 2019 and fee schedule for 2019. Vote called. Motion carries 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and second by Supervisor Schreffler to appoint Brian McFeaters as the Township's primary SEO for 2019 with his 2019 fee schedule with no alternate SEO at this time. Vote called. Motion carried 5-0.

APPOINTMENT OF ALTERNATE SEO – See above.

APPOINTMENT OF AUDITORS – Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Robert P. Wentzel, Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2019. 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 2019. Vote called. Motion carried 5-0.

DEPOSITORIES: Motion was made by Supervisor Paul and second by Supervisor Bruner to retain the following depository for the Township for 2019. 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 Supervisor McBurney and second by Supervisor Paul to appoint Supervisor Schreffler as the voting delegate to the 2019 PSATS Annual Convention. Vote called. Motion carried 5-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES

Planning Commission Members (4 YR Term) Term Expiration

Jake Gruver	12/31/2019
Randy Paul	12/31/2020
Flo Mallonee	12/31/2020
Dwight Hoffman	12/31/2019
Chad Lebo	12/31/2022

Motion was made by Supervisor Bruner and second by Supervisor Paul to reappoint Chad Lebo to the Planning Commission. Vote called. Motion carries 5-0.

HAWASA Representatives (5 YR Term): Term Expiration:

Jon Miller	12/31/2023
Tim Neiter	12/31/2021
Ken Hoover	12/31/2019

Motion was made by Supervisor Bruner and second by Supervisor Paul to reappoint Jon Miller as a representative to the Halifax Area Water and Sewer Authority. Vote called. Motion carries 5-0.

Dauphin County EIT Tax Collection Committee: Motion was made by Supervisor Schreffler and second by Supervisor McBurney to reappoint Robert P. Wentzel as representative on the Dauphin County EIT Committee for 2019. Vote called. Motion carried 5-0.

UDCOG: Motion was made by Supervisor Paul and second by Supervisor Bruner to have Chairman Bechtel be the delegate for UDCOG for 2019. Vote called. Motion carried 5-0.

Emergency Management Coordinator: **Motion** was made by Supervisor Bruner and second by Supervisor Paul to reappoint Tim Neiter as the Township EMC for 2019. Vote called. Motion carried 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to keep the stipend set at \$600 annually to be paid in equal quarterly payments for 2019 and \$15 monthly for compensation of his data package. Vote called. Motion carried 5-0.

Deputy Emergency Management Coordinator: **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout for 2019. Vote called. Motion carried 5-0.

Township Exploratory Committee: **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to reappoint Supervisor McBurney and Supervisor Paul to serve on the Township Exploratory Committee for 2019. 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 2019. Vote called. Motion carried 5-0.

Human Resources Committee: **Motion** was made by Chairman Bechtel and second by Supervisor Paul to reappoint Scott McBurney and Brad Bruner to the HR Committee for 2019. Vote called. Motion carried 5-0.

Webmaster: **Motion** was made by Supervisor McBurney and second by Supervisor Paul to appoint Cloud 5 Solutions as webmaster for 2019. Vote called. Motion carries 5-0.

STANDARD MILEAGE RATE FOR 2019: **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the Federal Mileage Reimbursement of \$.58 per mile for 2019. Vote called. Motion carried 5-0.

INTER-MUNICIPAL EQUIPMENT RATES: **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to adopt the following rates for Inter-Municipal Equipment Fees for 2019. 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
Large Dump Truck (tandem axel)	\$80.00
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 14, 2019	July 8, 2019
February 11, 2019	August 12, 2019
March 11, 2019	September 9, 2019
April 8, 2019	October 14, 2019
May 13, 2019	November 11, 2019
June 10, 2019	December 9, 2019

MONTHLY PC MEETINGS

January 8, 2019 – Re-Org/Regular Meeting	July 1, 2019
February 4, 2019	August 5, 2019
March 4, 2019	September 4, 2019 (Wednesday)
April 1, 2019	October 7, 2019
May 6, 2019	November 4, 2019
June 3, 2019	December 2, 2019

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 2019. They 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. Vote called. Motion carried 5-0.

ANNOUNCEMENTS:

Senator DiSanto’s Office – January 8, 2019 and January 22, 2019 – 9:00 am - Noon
 Auditors’ Reorganization Meeting - January 8, 2019 at 6:30pm.
 Planning Commission Reorganization/Regular Meeting - January 8, 2019 at 7pm.
 Board of Supervisors’ Regular Business Meeting - January 14, 2019 at 7pm.
 COG Monthly Meeting - January 17, 2019 at 7:00pm. Refreshments at 6:30pm – Halifax Township Building

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