

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
102 Fisher Street
Halifax, PA 17032
Monday, January 6th, 2025, 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: The meeting was called to order by Temporary Chairman Bechtel at 7:04 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Supervisors Bechtel, Bruner, Paul, Schreffler, and McBurney were 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 McBurney and seconded by Supervisor Paul to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors for 2025. There were no other nominations. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to close 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 Schreffler and seconded by Supervisor Paul to nominate Supervisor Brad Bruner as Vice Chairman of the Halifax Township Board of Supervisor for 2025. 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 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 seconded by Supervisor Paul to reappoint Sara Glace to serve as Halifax Township Secretary/Treasurer for 2025. There were no other nominations. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to close the nominations. Vote called. **Motion** carries 5-0. Sara Glace is the Secretary/Treasurer for Halifax Township for 2025.

COMPENSATION PACKAGE FOR SECRETARY/TREASURER: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to approve the following compensation for the Secretary/Treasurer Sara Glace for 2025. Vote called. **Motion** carries 5-0.

- Hourly Rate of 24.30 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
- Attending 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 McBurney and seconded by Supervisor Paul to approve bonding for the Secretary/Treasurer position in the amount of \$1,000,000.00 for an annual amount of \$1,283.00. Vote called. **Motion** carries 5-0.

APPOINTMENT OF OPEN RECORDS OFFICER: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to appoint Sara Glace to serve as the Halifax Township Board of Supervisor's Open Records Officer for 2025. Vote called. **Motion** carries 5-0.

APPOINTMENT OF ROADMASTER: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Matt Roland to serve as Halifax Township Board of Supervisor's Roadmaster for 2025. No other nominations were received. 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. Matt Roland is the Roadmaster for Halifax Township for 2025.

COMPENSATION PACKAGE FOR ROADMASTER: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the following compensation package for the Roadmaster Matt Roland for 2025. Vote called. **Motion** carries 5-0.

- Annual Salary: \$64,584.00
- 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 1: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to reappoint Ryan Malone as a Full Time Road Crew for the Halifax Township Board of Supervisors for 2025. No other nominations were received. Vote called. **Motion** carries 5-0.

CLOSE NOMINATIONS: A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to close nominations. Vote called. **Motion** carries 5-0. Ryan Malone is the Full Time Road Crew for Halifax Township.

COMPENSATION PACKAGE FOR FULL TIME ROAD CREW 1: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to accept the following compensation package for the Full Time Road Crew for Halifax Township for 2025. Vote called. **Motion** carries 5-0.

- Wage: \$25.87 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 Schreffler and seconded by Supervisor McBurney to reappoint Colton Warfel as Full Time Road Crew to the Halifax Township Board of Supervisors for 2025. No other nominations were received. Vote called. **Motion** carries 5-0.

COMPENSATION PACKAGE FOR FULL TIME ROAD CREW 2: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to accept the following compensation package for the Full Time Road Crew for Halifax Township for 2025. Vote called. **Motion** carries 5-0.

- Wage: \$24.84 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

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY: A **Motion** was made by Supervisor Paul and seconded by Supervisor Bruner to pay Raymond Maus an hourly rate of \$15.00 as a part-time employee for 2025. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to pay Jay Bechtel \$25.75 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 Schreffler and seconded by Supervisor Bruner 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** 5-0. A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Bruner to approve the hourly rate of pay for James Bainbridge CDL plow operators/CDL drivers at a minimum starting rate of \$20.00/hour, non-CDL plow operators and general labor rate set at a rate of \$16.50/hour for the Halifax Township. Vote called. **Motion** 5-0.

APPROVAL OF PAY PERIODS: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the following pay period for 2025. 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 occur on the last payday of the month.

APPROVAL OF EMPLOYEE PAID HOLIDAYS: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the following paid holidays for 2025. 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 Schreffler and seconded by Supervisor Paul to reappoint Bruce Warshawsky as Solicitor for 2025. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve the compensation package of \$1,000.00 per month retainer and \$200.00 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 Paul to reappoint Herbert, Rowland, & Grubic, Inc. to serve as the Halifax Township Engineer Firm and to accept proposed hourly and meeting fee schedule for 2025. Vote called. **Motion** carries 5-0.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to appoint Building Inspections Underwriters of PA as primary UCC Inspectors and to accept the fee schedule for 2025. 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 Schreffler and seconded by Supervisor Bruner to appoint Brian McFeaters and his daughter Carrie McFeaters as Halifax Township's primary SEO for 2025 with his 2025 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 McBurney and seconded by Supervisor Paul to appoint Gary Schultz to serve as Vacancy Board Chairman for 2025. Vote called. **Motion** carries 5-0.

DEPOSITORIES: A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to retain the following depositories General, Liquid Fuels, Plan Escrow, Dirt & Gravel, and Credit Card Accounts for Halifax Township for 2025. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to withdraw the CD in the amount of \$248,721.59 and CD 2 in the amount of \$587,686.69. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to place CD in the amount of \$248, 721.59 and CD 2 in the amount of \$587,686.69 into a money market with Edward Jones. 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 Bechtel to nominate Supervisor Schreffler as voting delegate at the 2025 PSATS Annual Convention. Vote called. **Motion** carries 5-0.

- May 4th through 7th, 2025, Hershey, PA

REGIONAL COUNCIL BOARDS, & COMMITTEE REPRESENTATIVES:

Board of Supervisor 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	12/31/2028
Don Hentz	12/31/2028
Dwight Hoffman	12/31/2027
Chad Lebo	12/31/2028

A **Motion** was made by Supervisor Bruner and seconded by Supervisor McBurney to reappoint Randy Paul, Don Hentz, and Chad Lebo to the Planning Commission Board as members for another four years, December 31st, 2028. Vote called. **Motion** carries 5-0.

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

Jon Miller	12/31/2028
Tim Neiter	12/31/2026

No action taken, placed on the Board of Supervisors Monthly Agenda for discussion.

Halifax Area Recreation Authority:

Emily Hoffman
Scott Corsnitz

A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Emily Hoffman and Scott Corsnitz to represent Halifax Area Recreation Authority. Vote called. **Motion** carries 5-0.

DAUPHIN COUNTY EIT COMMITTEE: No action taken, placed on the Board of Supervisors Monthly Agenda for discussion.

UDCOG: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Chairman Bechtel to be the delegate for UDCOG for 2025. Vote called. **Motion** carries 5-0.

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 2025 with a stipend set at \$600.00 annually to be paid in equal quarterly payments for 2025 and a \$15.00 monthly stipend for compensation of his data package. Vote called. **Motion** carries 5-0.

DEPUTY EMERGENCY MANAGEMENT COORDINATOR: A **Motion** was made by Chairman Bechtel and seconded by Supervisor Paul to reappoint Supervisor Bruner, as Deputy EMC representing Halifax Township along with Jeff Tracey and Bob Stout for 2025. 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 2025. Vote called. **Motion** carries 5-0.

HUMAN RESOURCES COMMITTEE: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Supervisor McBurney and Supervisor Schreffler to serve on the Human Resource Committee for 2025. Vote called. **Motion** carries 5-0.

WEBMASTER: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to reappoint Cloud 5 Solutions as webmaster for 2025 with the cost of \$729.00 a year and will not maintain www.halifaxtownship.net for an additional cost of \$25.00 annually. Vote called. **Motion** carries 5-0.

- **One Website or Two Websites**
hfxtwppa.gov
halifaxtownship.net

STANDARD MILEAGE RATE FOR 2025: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve reimbursement of whatever the Federal Mileage Rate for 2025 is at that given time. Vote called. **Motion** carries 5-0.

- **2025 Business Mileage Rate-70 cents per mile**

BID THRESHOLD FOR 2025: The bid threshold for 2025 is \$23,800.00.

- **2025 Bid Threshold is \$23,800.00**

INTER-MUNICIPAL EQUIPMENT RATES: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to increase the 2025 Inter-Municipal Equipment Rates by \$10.00. Vote called. **Motion** carries 5-0.

<u>Equipment:</u>	<u>Rate Per Hour:</u>
Pick-up Truck	\$75.00
Small Dump Truck	\$85.00
Large Dump Truck	\$90.00
Pay Loader	\$100.00
Grader	\$90.00

Sweeper & Tractor	\$110.00
Road Mower & Tractor	\$110.00
Zero Turn Mower	\$55.00
Backhoe	\$100.00
4X4 Tractor (J.D. 6400 Loader included)	\$85.00
JCB	\$160.00
2 Ton Asphalt Roller	\$60.00
Trailer (10,000 lbs.)	\$45.00 per day
Weed Spraying	\$105.00

MONTHLY BOARD OF SUPERVISORS' MEETINGS: All begin at 7:00 p.m. on the 2nd Monday of each month.

January 13th, 2025
February 10th, 2025
March 10th, 2025
April 7th, 2025
May 12th, 2025
June 9th, 2025
July 14th, 2025
August 11th, 2025
September 8th, 2025
October 13th, 2025 (Columbus Day)
November 10th, 2025
December 8th, 2025

MONTHLY PLANNING COMMISSION MEETINGS: All begin at 7:00 p.m. on the 1st Monday of each month.

January 7th, 2025-Re-Org/Regular Meeting (Tuesday)
February 3rd, 2025
March 3rd, 2025
April 7th, 2025
May 5th, 2025
June 2nd, 2025
July 7th, 2025
August 4th, 2025
September 3rd, 2025 (Wednesday)
October 6th, 2025
November 3rd, 2025
December 1st, 2025

NEW BUSINESS:

- **CD Certificate and Money Market at Edward Jones:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Bruner to withdraw the CD in the amount of \$248,721.59 and CD 2 in the amount of \$587,686.69. Vote called. **Motion** carries 5-0. A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to place CD in the amount of \$248, 721.59 and CD 2 in the amount of \$587,686.69 into a money market with Edward Jones. Vote called. **Motion** carries 5-0.
- **Dauphin County Tax Claim Bureau-Interest-Free Grace Period:** A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to approve the Dauphin County Tax Claim Bureau-Interest Free Period. Vote called. **Motion** carries 5-0.
- **Harrisburg Area Transportation Study Meeting Times & Dates:** Supervisor McBurney and Supervisor Bruner volunteered to attend the Harrisburg Area Transportation Study Meeting with Tanner Stroup, representative for Tri-County Regional Planning Commission.
- **2 Hazard Mitigation Updates, January 7th at 10:00 a.m. or 6:00 p.m.:** Tim Neiter, EMC representative for Halifax Township should be attending 2 Hazard Mitigation Updates scheduled for January 7th, 2025.

SECRETARY/TREASURER REPORT:

Paid Interim Bills: A **Motion** was made by Supervisor Paul and seconded by Supervisor Schreffler to approve the paid interim bills through January 6th, 2025. Vote called. **Motion** carries 5-0.

Current Interim Bills: A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve the unpaid bills through January 6th, 2025. Vote called. **Motion** carries 5-0.

ANNOUNCEMENTS:

- **Auditors' Reorganization Meeting:** Tuesday, January 7th, 2025, at 6:30 p.m.
- **Planning Commission Re-Org/Regular Meeting:** Tuesday, January 7th, 2025, 7:00 p.m.
- **Board of Supervisors Monthly Meeting:** Monday, January 13th, 2025, 7:00 p.m.
- **Planning Commission Meeting:** Monday, February 3rd, 2025, 7:00 p.m.
- **Board of Supervisors Monthly Meeting:** Monday, February 10th, 2025, 7:00 p.m.

ADJOURNMENT: A **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to adjourn the meeting at 9:18 p.m. Vote called. **Motion** carries 5-0.

Respectfully Submitted,

Sara M. Glace
Secretary/Treasurer