

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 6, 2014**

CALL TO ORDER: Serving as Temporary Chairman, Supervisor Bechtel called the meeting to order at 7: 00 PM followed with the Pledge of Allegiance.

ROLL CALL: Supervisors Bechtel, Bruner, Schreffler and McBurney are present. Supervisor Paul is absent. Secretary Carolyn Nye and Roadmaster Corey Stazewski are present. Solicitor Bruce Warshawsky and Engineer Tom Wilson were not required to attend.

PUBLIC COMMENT PERIOD: **Flo Mallonee** welcomed the new board members.

ELECTION OF CHAIRMAN: Supervisor Bruner nominated Supervisor Bechtel to serve as Chairman for 2014. Supervisor McBurney seconded the nomination, no other nominations were made, vote called, motion carried 4-0.

ELECTION OF VICE CHAIRMAN: Supervisor McBurney nominated Supervisor Bruner to serve as Vice Chairman for 2014, Supervisor Schreffler seconded the nomination, no other nominations made, vote called, motion carried 4-0.

APPOINTMENT OF SECRETARY-TREASURER: Supervisor Bruner nominated Carolyn Nye to serve as Secretary-Treasurer for 2014, Supervisor Schreffler seconded the nomination. There were no other nominations, vote called, motion carried 4-0.

Motion - Supervisor Bruner motioned to approve the following compensation package for Carolyn Nye, seconded by Supervisor McBurney, vote called, motion carried 4-0.

Annual Salary: \$33,620
Hours: 9AM-3PM, Monday-Friday
Two weeks and 2 days of paid time off
Attend Supervisors Meetings/Special Meetings
Attend Planning Commission meetings upon request from PC Chairman or Vice Chair
Auditor meetings when necessary
Budget Meetings
Paid Holidays
Reimbursement for mileage on banking and errands at approved Federal rate.

AMOUNT OF BONDING FOR SECRETARY-TREASURER: **Motion** - Supervisor Bruner motioned to approve bonding for the Secretary-Treasurer position in the amount of \$500,000. Supervisor Schreffler seconded the motion, vote called, motion carried 4-0.

APPOINTMENT OF OPEN RECORDS OFFICER: **Motion** - Supervisor Schreffler motioned to appoint Carolyn Nye to serve as the Township's Open Records Officer. Supervisor McBurney seconded the motion, vote called, motion carried 4-0.

APPOINTMENT OF ROADMASTER: **Moton** - Supervisor Schreffler motioned to appoint Corey Stazewski to serve as Township Roadmaster for 2014. Supervisor Bruner seconded the motion, vote called, motion carried 4-0.

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Motion - Supervisor McBurney motioned to approve the following compensation package for Corey Stazewski, Supervisor Schreffler seconded the motion, vote called, motion carried 4-0.

Annual Salary: \$33,825 plus a \$10,000 Benefit Package
Two weeks paid vacation leave plus two days
Township Vehicle (to and from work)
Use of Gas Card for Township Trucks
Paid Holidays
Serve as Building Permit Officer at no extra salary, but Board is amenable to 5 days paid leave.

APPOINTMENT OF ROAD CREWMAN: Motion - Supervisor Bechtel motioned to appoint Raymond Maus to serve as Assistant Roadmaster with the following compensation package, Supervisor Bruner seconded the motion, vote called, motion carried 4-0.

Annual Salary: \$35,875
Five weeks paid vacation leave
\$2500 net retirement bonus to be paid in quarterly increments
Township Vehicle (to and from work)
Township paid health benefits to include:
-Maximum Reimbursement of up to \$1300 for the annual deductible
- Quarterly Reimbursement of Medicare Part B premiums paid by the employee
Use of Gas Card for Township Vehicles

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY: Motion - Supervisor Bruner motioned to approve the hourly rate of pay for temporary laborers and drivers as follows:

CDL Drivers \$12/Hour
Laborers \$11/Hour

Supervisor McBurney seconded the motion, vote called, motion carried 4-0.

Motion: Supervisor Bruner made a motion to classify Jay Bechtel as permanent part time crewman at the rate of pay of \$13.25/hour, seconded by Supervisor Schreffler, under discussion Supervisor McBurney clarified that Jay Bechtel is to be the first on call due to having worked for the township for many years, vote called, Supervisor Bechtel recused himself, motion carried 3-0 .

APPROVAL OF PAY PERIODS: Motion - Supervisor McBurney motioned to approve the following pay periods, Supervisor Bruner seconded the motion, vote called, motion carried 4-0.

Employees: Bi-weekly pay 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 - Supervisor Bruner motioned to approve the following paid holidays, Supervisor Schreffler seconded the motion, vote called, motion carried 4-0.

New Year's Day	Labor Day	Christmas Day
Memorial Day	Veteran's Day (floating)	July 4
Thanksgiving Day		

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APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE: Motion - Supervisor McBurney motioned to reappoint Bruce Warshawsky to serve as Township Solicitor for 2014 and to approve his 2014 proposed retainer and fee schedule, Supervisor Schreffler seconded the motion, vote called, motion carried 4-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE: Motion - Supervisor Bruner motioned to reappoint Kurowski & Wilson (K&W) to serve as Township Engineer under his 2014 fee schedule (which is the same as 2013), seconded by Supervisor Schreffler, vote called, motion carried 4-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE: Motion - Supervisor Bruner made a motion to retain Light-Heigel and Assoc. as the Township's primary SEO for 2014, Supervisor McBurney seconded the nomination, vote called, motion carried 4-0. **Motion:** Supervisor Bruner made a motion to approve the proposed SEO's 2014 fee schedule, seconded by Supervisor McBurney, vote called, motion carried 4-0.

APPOINTMENT OF ALTERNATE SEO: Supervisor Schreffler made a motion to not appoint an alternate SEO, seconded by Supervisor Bruner, vote called, motion carried 4-0.

APPOINTMENT OF AUDITORS: Deb Meyers is re-elected thru December 31, 2019. Robert Wentzel is appointed to 2015. Gwen Corsnitz is appointed thru 2017.

Annual Fire Company Audit: Motion – Supervisor Bruner made a motion to appoint Deb Meyers along with one other appointed person at a later date to audit Halifax Fire Company at a rate of \$10/hr, Supervisor Bechtel seconded the motion, under discussion Melinda Warfel asks if there is anything in the Fire Company Agreement that relates to who the auditor (s) should be, i.e. independent auditors rather than in-house personnel, vote called, motion carried 4-0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN: Motion - Supervisor Schreffler made a motion to appoint Flo Mallonee to serve as Vacancy Board Chairman, seconded by Supervisor Bruner, vote called, motion carried 4-0.

DEPOSITORIES: Motion - Supervisor Bruner motioned to retain the following depositories for the Township, seconded by Supervisor McBurney, vote called, motion carried 4-0.

Susquehanna Bank:

- General Fund
- Liquid Fuels Fund
- Ft. Halifax Park Checking
- Money Market Account
- Plan Escrow Account
- Debit Card Account

Halifax National Bank:

- Street Light Tax Checking

APPOINTMENT OF REPRESENTATIVES TO PLANNING COMMISSION AND AUTHORITIES:

Planning Commission Members (4 YR Term) Term Expiration

Fred Ford

12/31/2015

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Vacant	12/31/2014
Randy Paul	12/31/2016
Flo Mallonee	12/31/2016
Dwight Hoffman	12/31/2015

HAWASA Representatives (5 YR Term): **Term Expiration:**

Fred Ford	12/31/2016
Jon Miller	12/31/2018
Vacant	12/31/2014

Motion: Supervisor Bruner made a motion to appoint Jon Miller as HAWASA representative, seconded by Supervisor Bechtel, vote called, motion carried 4-0.

The Board discussed the HARA Representative issue and it was felt these representatives are no longer needed since the township opted out to have an agreement with HARA. This will be put on the agenda for the January 13th meeting.

PSATS ANNUAL STATE CONVENTION: Motion – Supervisor Bruner made a motion to appoint Scott McBurney as the voting delegate to the 2014 PSATS Annual Convention, seconded by Supervisor Bechtel, vote called, motion carried 4-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES:

Dauphin County EIT Committee: Chairman Bechtel noted that Gary Shade had expressed an interest in continuing to serve as the Township's Representative on the Dauphin County EIT Committee. **Motion** - Supervisor Bechtel made a motion to appoint Gary Shade to the committee, seconded by Supervisor Bruner, vote called, motion carried 4-0.

Valleys Regional Comprehensive Plan (VRCP): Motion – Supervisor Bruner made a motion to appoint Supervisors Bechtel and Schreffler as representatives to the VRCP and to have Melinda Warfel serve as alternate, seconded by Supervisor Schreffler, vote called, motion carried 4-0.

UDCOG: Motion - Supervisor Bruner made a motion to appoint Chairman Bechtel as delegate and Supervisor Paul as alternate, seconded by Supervisor McBurney, vote called, motion carried 4-0.

EMERGENCY MANAGEMENT : Emergency Management Coordinator: Motion - Supervisor Bechtel made a motion to re-appoint Charlie Bisking to serve as the Township's EMC for 2014, Supervisor McBurney seconded the motion, vote called, motion carried 4-0.

Deputy Emergency Management Coordinator: Motion – Supervisor Bechtel made a motion to appoint Supervisor Bruner, Michelle Bisking and Tim Neiter as Deputy Emergency Management Coordinators, seconded by Supervisor Schreffler, vote called, motion carried 4-0.

STANDARD MILEAGE RATE FOR 2013: Motion – Supervisor Bruner made a motion to approve a mileage reimbursement rate of \$.56 /mile for 2014. Supervisor Schreffler seconded the motion, vote called, motion carried 4-0.

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POWELLS CREEK WATERSHED COMMITTEE: Supervisor Schreffler made a motion to appoint Supervisor Bechtel to the committee and appoint Fred Ford and Supervisor Bruner as alternates, seconded by Supervisor Bruner, vote called, motion carried 4-0.

TOWNSHIP EXPLORATORY COMMITTEE: Supervisor Bechtel made a motion to maintain appointment of Supervisors Bruner and Paul, seconded by Supervisor Schreffler, vote called, motion carried 4-0.

WEBMASTER: Supervisor Schreffler made a motion to retain Travis Enders as web master for 2014 (Currently Cloud5Solutions, formerly Enders Technology) at same fee as 2013 (\$369.49), seconded by Supervisor Bruner, vote called, motion carried 4-0.

FT. HALIFAX PARK COMMITTEE: Supervisor Bruner made a motion to appoint Supervisors Paul, and McBurney and also Roadmaster Corey Stazewski to committee, seconded by Supervisor Bechtel, vote called, motion carried 4-0.

INTER-MUNICIPAL EQUIPMENT RATES: The Board discussed some of the rates and the possibility of changing them. Corey will provide a new proposal of the fee schedule for the January 13 meeting. The current rates are as follows:

Equipment:	Rate Per Hour:
Pick-up Truck	\$55.00
Small Dump Truck	\$65.00
Large Dump Truck	\$80.00
Pay Loader	\$80.00
Grader	\$70.00
Sweeper	\$70.00
Mower	\$80.00
Air Compressor	\$60.00
Backhoe	\$80.00
4X4 Tractor	\$80.00
Boom Mower	\$110.00

MONTHLY BOS MEETINGS: Monthly BOS meetings for 2014 were previously approved. They are to occur the 2nd Monday of the month at 7PM at the Township Municipal Building

MONTHLY PC MEETINGS: Panning Commission meetings for 2014 are to occur the 1ST Monday of the month at 7PM (with the exception of January which is scheduled for January 7 at 7 p.m. and September which is scheduled for September 3 at 7 p.m.) at the Township Municipal Building.

ANNOUNCEMENTS: Chairman Bechtel announced the following upcoming meetings:

Auditor's Reorganization Meeting	January 7, 2014 6PM
Township BOS Monthly Meeting	January 13, 2014 7PM
PC Reorg/Regular Meeting	January 7, 2014 at 7 p.m.
PC Monthly Meeting	February 3, 2014 7PM
Township BOS Monthly Meeting	February 10, 2014 7PM

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ADJOURNMENT: Motion - Supervisor Bruner motioned to adjourn at 9:45 p.m., seconded by Supervisor Schreffler, vote called, motion carried 4-0.

Respectfully Submitted,

Carolyn Nye, Secretary