

**HALIFAX TOWNSHIP  
BOARD OF SUPERVISORS  
102 Fisher Street, Halifax  
MONTHLY BUSINESS MEETING MINUTES  
NOVEMBER 9, 2015 – 7:00 PM**

**CALL TO ORDER** – Chairman Bechtel called the meeting to order at 7:02 pm followed with the Pledge of Allegiance.

**ROLL CALL** – Supervisors Bechtel, Bruner, Paul, Schreffler and McBurney are present along with Engineer Steve Roe, Solicitor Bruce Warshawsky, Roadmaster Corey Stazewski, and Secretary Wendy M. Wentzel.

**RECORDING MEETING** – The Township Secretary is the only person recording this meeting.

**EXECUTIVE SESSION** – An executive session was held on October 26, 2015 from 6:00pm – 6:50 pm to discuss personnel related matters.

**PUBLIC COMMENT PERIOD** – **Frank Wilmarth** provided an update to the happenings at the Fort Halifax Park.

**SECRETARY/TREASURER REPORT - Paid Interim Bills** – **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the paid interim bills thru November 9, 2015. Vote called. Motion carried 5-0. **Current Unpaid Bills** – **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to pay the current unpaid bills as of November 9, 2015 with a correction to the date of Vote called. Motion carried 5-0. **Minutes** – **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to approve the Minutes from the October 12, 2015, Board of Supervisors Monthly Business Meeting. Vote called. Motion carried 5-0. **Minutes** – **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the Minutes from the October 19, 2015, Board of Supervisors Budget Workshop. Vote called. Motion carried 5-0. **Minutes** – **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the Minutes from the October 26, 2015, Board of Supervisors Budget Workshop. Vote called. Motion carried 5-0. **Financial Report** - The Board reviewed the Financial Report and had no comments. The Report will be placed on file and made part of the records for audit at a later time.

**EMC REPORT** – No Report

**PLANNING COMMISSION RECOMMENDATION** – Chairperson Mallonee reported on the Planning Commission's meeting dated November 2, 2015. The Commission accepted the application from Flight Source, Inc. to demolish an existing building and replace it with a larger one. The Commission also approved recommending to the Board of Supervisors the changes to the Sheetz plan. The changes reduce the size of the building and an additional vestibule is added to the Plans. Flo also stated that the Commission continues to review and consider changes to the SALDO.

**ENGINEER REPORT** – Engineer Steve Roe was present and provided a quick overview of the report from K & W Engineering dated November 3, 2015. No action was taken with the report and it was made part of the permanent records.

**SOLICITOR REPORT** –Solicitor Warshawsky presented his report dated November 5, 2015 covering activities during the month of October. **UDITO:** Motion for Summary Judgment will be filed within a

couple days and a few of the issues have been cleared up. **Stewart Property** has been sold but the sheriff's deed has been recorded yet. The only item outstanding is our lien. **Kolva** – Sheriff Sale was scheduled and Wendy Wentzel was in attendance on behalf of the Township. Mr. Kolva was present but no one appeared from the public. Mr. Kolva agreed to set up payments of \$50.00 per month.

**ROADMASTER REPORT** – Roadmaster Stazewski submitted his report for October for permanent record. No action was taken.

**SEO REPORT** – A report dated November 5, 2015 was submitted and part a permanent part of the records.

#### **ADMINISTRATIVE**

**PSATS 457 Plan and Short Term Disability** – Levi Sweigart, Assistant Roadmaster presented to the Board information regarding a 457 Plan which would be 100% employee contributed. He had asked the Board for consideration of participating in this program and by offering it to eligible employees of the Township. This item will be placed on the agenda for next month's meeting for advertising and approval.

**Laptops** – The Secretary/Treasurer has asked permission to purchase two laptops – one for the Roadmaster to replace his obsolete laptop, and one for the Secretary/Treasurer to be used at Township related meetings. Supervisor McBurney suggested a port replicator for the laptop in place of the current desktop model. Quotes will be obtained with the specs. Also, requested was the purchase of dual monitors for the office of the Secretary/Treasurer. The quotes will be brought to the next meeting.

**Escrow Funds** – Currently, the Escrow Account is currently an interest-bearing account. The question raised was who is entitled to the interest. The Township is not required to maintain the funds in an interest-bearing account. The Board asked that the Secretary/Treasurer reach out to the Bank and review the options for this account and bring the report to the next meeting.

**Letter of Collateralization** – The Township received a Letter of Collateralization from Susquehanna Bank. It was recommended by the Board that a Letter of Collateralization be obtained from BB & T Bank since they have acquired Susquehanna Bank.

#### **OLD BUSINESS**

**Sewer Ordinance** – The Sewer Authority asked if the Township would consider the right to defer for only residential properties on the forthcoming Sewer Ordinance. **Motion** was made by Supervisor McBurney and second by Supervisor Paul to extend the deferral to residential properties. After further discussion, the motion was withdrawn. **Motion** was then made by Supervisor Schreffler and second by the Supervisor McBurney the right to defer hookup for all properties for up to 5 years for the Sewer Ordinance. Vote called. Motion carried 5-0.

**CRS** – David Feidt – Engineer Steve Roe stated that \$1500-2000 in engineering fees would be needed for the 1<sup>st</sup>-2<sup>nd</sup> years. Yearly costs would be \$200-300. Every five (5) years there would be an audit which Fees would be \$800 - \$1,000. Fifty-five properties would be needed to break even. Currently there are 11 properties that carry flood insurance out of the 113 properties within the flood plain.

**Quail Commons – Street Dedication** – Solicitor Warshawsky had received no communication regarding the street dedication. No action was taken. It was noted by Engineer Steve Roe that three existing manholes on Dustin Drive failed the vacuum test and that they need to pass this test before the streets could be dedicated.

**TAP Sidewalk Project** – Jeff Enders did not apply for any grants for this project to cover the Engineering fees. He stated that there were no grants that this project would qualify for. Research would be done to seek another alternative for these monies.

#### **NEW BUSINESS**

**Joint Municipality Trash Collector** – Mayor Jeff Enders of Halifax Borough, spoke about the idea of having a joint trash collector with Halifax Township. Adrian from Fulkroad Disposal also spoke and shared with the Township the disadvantages of having just one trash collector for the Township. It was determined that the Township is too diversified as far as the land, with open farmland, and development areas to enter into agreement having one trash collector and requiring residents to use an appointed trash collector when there are residents that do not use a trash collector and instead burn their trash on their farmlands. No further action was taken.

**Advertisement for Appointed CPA Firm for the 2015 Audit – Motion** was made by Supervisor McBurney and second by Supervisor Bruner to advertise the notice of appointing an outside firm for purposes of auditing all the accounts of the Township for the 2015 year. Vote called Motion carried 5-0.

**Abandoned vehicle – Lenker Estates** – As of the time of the meeting, there were no vehicles abandoned in the Lenker Estates. No action was taken.

**2016 Proposed Budget – Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to advertise the notice of adoption of the 2016 budget in the Upper Dauphin Sentinel. Vote called. Motion carries 5-0.

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

- Sewer Ordinance
- Retirement Ordinance
- Laptops
- Sidewalks
- Appointment of CPA Firm

#### **ANNOUNCEMENTS**

- Planning Commission Meeting – Monday, December 7, 2015 at 7:00 pm.
- Township Business Meeting – Monday, December 14, 2015 at 7:00 pm.

**ADJOURNMENT** – Motion was made by Supervisor Bruner and seconded by Supervisor Paul to adjourn the meeting at 8:43 pm. Vote called. Motion carried 5-0.

Respectfully Submitted,

Wendy M. Wentzel, Secretary