

HALIFAX TOWNSHIP
102 Fisher Street
BOARD OF SUPERVISORS
MONTHLY BUSINESS MEETING MINUTES
March 12, 2018 7:00 p.m.

CALL TO ORDER - Chairman Bechtel called the meeting to order at 7:04 pm followed with the Pledge of Allegiance.

ROLL CALL - Supervisors Bechtel, Bruner, Schreffler, Paul and McBurney are present along with Solicitor Warshawsky, Assistant Roadmaster Levi Swigart and Secretary Wendy M. Wentzel. Engineer Tom Wilson and Roadmaster Corey Stazewski were not present.

RECORDING MEETING – No one other than the Recording Secretary is recording this evening’s meeting.

EXECUTIVE SESSION – There was an executive session held this evening from 6:43 pm until 6:57 pm to discuss Personnel and land acquisition. In addition, there was an executive session held on March 5, 2018 from 7:05 pm until 8:07 to discuss personnel and land acquisition. All Supervisors were present except for Supervisor McBurney, who was present by telephone during the session.

PUBLIC COMMENT PERIOD – **Jim Bell** was present to share with the Board, his conversation with Denise from the Fish and Boat Commission. Mr. Bell stated that the Fish and Boat Commission informed him that there are no intentions to ever reopen the boat launch at Susquehanna Trail Road. Solicitor Warshawsky will be checking to see if this is true. **Dane Snyder** stated that he will be out at Fort Halifax on Wednesday during the day working on the open archeological digging sites and closing them up. He will also be there on Thursday to meet with the Student from IUP to determine the location of his thesis.

SECRETARY/TREASURER REPORT

Paid Interim Bills – **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to approve the paid interim bills thru March 11, 2018. Vote called. Motion carries 5-0. **Current Unpaid Bills** – **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay the unpaid bills as of March 12, 2018. Vote called. Motion carries 5-0. **Minutes** – **Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the meeting minutes February 12, 2018 meeting. Vote called. Motion carries 5-0. **Financial Report** – Placed on file for audit at a later period.

EMC REPORT – EMC Tim Neiter was present to inform the Board that the application for the gaming grant monies was conditionally approved and the Township should be receiving a letter sometime in June.

PLANNING COMMISSION REPORT – Chairperson Mallonee was present and reported that there was nothing new for the regular meeting for the Planning Commission, therefore the monthly meeting had been cancelled.

ENGINEER REPORT – Engineer Wilson was absent but had submitted his report dated February 23, 2018 for services during the month of February 2018 and was placed on record. Engineer Wilson had asked the Board for permission to only attend the monthly meetings if there was a topic that needed his comments. The Board approved his request.

SOLICITOR REPORT – Solicitor Warshawsky presented his report dated March 8, 2018 for services during February and provided an overview of the items in his report. The report will be placed on record. Bold text items are on the agenda. **Intermunicipal Liquor License Transfer – Sheetz** – The advertised Liquor License Transfer hearing to transfer the Liquor License from Susquehanna Township to Halifax Township was held this evening at 6:00p.m. which was open to the public for residents of the Township to ask questions and voice their concerns for the transfer.

All Board members were present except Supervisor Schreffler. The Board had the opportunity to examine the applicant's representative and counsel. **Motion** was made by Supervisor McBurney and second by Supervisor Bruner to approve the request for the Intermunicipal Liquor License Transfer. Vote called. Motion carries 4-0-1 with an abstention by Supervisor Schreffler. **Motion** was made by Supervisor Bruner and second by Second Paul dispense with the reading of the Resolution authorizing the Liquor License Transfer. Vote called. Motion carries 4-0-1 with an abstention by Supervisor Schreffler. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the Resolution authorizing the Transfer of the Liquor License to Halifax Township. Vote called. Motion carries 4-0-1 with an abstention by Supervisor Schreffler. **Brown/Hoover** – The Brown's counsel has left the law firm and another attorney within the firm has taken over. Mr Hoover terminated his counsel and may or may not be seeking successor counsel. Solicitor Warshawsky asked for a copy of the draft document which would embody the Resolution between them and resolve their civil lawsuit be provided so they properly address the issue of the closing of the cesspool. The document did not address the cesspool issue. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to actively pursue enforcement of the complaint against the Browns regarding the closing of the cesspool. Vote called. Motion carries 5-0.

ROADMASTER REPORT – Roadmaster Stazewski submitted his report for February which will be placed on record. Assistant Roadmaster Levi Swigart was present on the Roadmaster's behalf and shared that resident Jay Bechtel has applied for a building authorization for repairs due to a house fire at his residence. Chairman Bechtel handed the topic over to the Vice Chairman to discuss. **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to waive the Township fee associated with the filing of the Permit Authorization. Vote called. Motion carries 4-0-1 with an abstention from Chairman Bechtel.

Friends of Fort Halifax will be making improvements at Fort Halifax that will require a building permit authorization. Levi asked the Board to waive the filing fees associated with the Township fee for this permit. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to waive the application fee for the Building Authorization. Vote called. Motion carries 5-0.

Roadmaster Stazewski provided a list of road projects for either tar and chipping or paving. Approval of the advertising for the tar and chipping and paving projects will be during next month's meeting with the bid opening being held during the May Board meeting.

Kieffer Road – Roadmaster Stazewski met with Scott Lehman from PennDOT regarding Kieffer Road. They determined that the paving of Keiffer Road would cost approximately \$162,400 not including the old portion of Kieffer Road which has to be determined. This is a section that the Township would not be able to collect Liquid Fuels if there is no cul-de-sac. Conversation is needed with Mr. Funk to determine if the paving of the old portion of Kieffer Road should be paved. No Liquid Fuels monies will not be used to fund this project. A concern is where the center of the road lies. The Board must determine whether a survey needs done. The paving of this project will not cover the whole right-of-way, but rather 32 feet. They will determine where the boxes will go based upon paving 32 feet wide.

Tar and Chipping – Roads being considered for tar and chipping are Keiffer Road; Baddorf Road; Dunkle School Road; Hilltop; Manor Drive; Round Top Road; Cornfield Drive and Ridge Road; Pawnee Lane and Konick Road. Hershey Road – the hand-built culvert needs to be looked at before anything further gets done.

Chairman Bechtel reported that the Township received \$199,432.72 in Liquid Fuels on March 1, 2018.

SEO REPORT – No report as there was no activity during the month of February.

ADMINISTRATIVE

Employee Handbook – The Board is requesting some revisions in the Employee Policy Handbook which includes clocking in on 15 -minute intervals; PTO verbiage needs clarified under 1-5 years; Solicitor Warshawsky will make the revisions for approval at next month's meeting. Comp time should be stricken from the handbook since exempt employees no longer accrue comp time. The Sexual Harassment policy should be reviewed with today's climate. In addition, In October, notices will go to employees. At budget time, personnel reviews and PTO reviewed. Verbiage

needs to be added regarding an employee getting PTO in January and terminate their employment during the current year, payout of PTO needs to be identified in the policy.

Township Sign Ordinance – Chairman Bechtel stated that this was an agenda item at a previous COG meeting. There was discussion about municipalities being required to have an inventory of all the Township signs. He asked Secretary Wentzel to contact PSATS regarding the enforcement of such ordinance with PSP.

OLD BUSINESS

Act 172 – The Board was in receipt of Millersburg Borough’s Ordinance Adoption Timeline for the Act 172. The Board has not had an opportunity to review it and has asked Solicitor Warshawsky to review it. This is on the agenda for next month.

207 Tourist Park Road – No changes. The Board instructed Secretary Wentzel to send a letter to the tenants to ask them to continue with their cleanup and remind them of the clean-up days scheduled in May for the Township. On the agenda for next month.

Act 537 – Justin Mendinsky and Cory Salmon from HRG were present their proposal and timeline for updating the Act 537 Plan. After some discussion and answering questions from the Board, a **Motion** was made by Supervisor Paul and second by Supervisor McBurney to accept HRG’s proposal to update the Act 537 plan. Vote called. Motion carries 5-0.

Quail Commons Deed of Dedication – Solicitor Warshawsky received a check from Gary Lenker and the signed page for the Deed of Dedication by Donald and Michelle Lenker. **Motion** was made by Supervisor McBurney and second by Supervisor Bruner to dispense with the reading of the Resolution. Vote called. Motion carries 5-0. **Motion** was made by Supervisor McBurney and second by Supervisor Paul to accept the Deed of Dedication. Vote called. Motion carries 5-0.

Moving Funds Workers Compensation – Ambulance – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to deduct the increase of \$306 for the Halifax Ambulance’s Workers Comp policy from the donation amount dedicated to the Halifax Ambulance for 2018. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Bruner to deduct the increase of \$2,652 for the Halifax Fire Department’s Workers Comp from the amount originally dedicated to the Halifax Ambulance for 2018. Vote called. Motion carries 5-0.

HARA Representative – The Township received two applications to fill the vacancy created by Fred Ford on the Halifax Area Recreation Authority. **Motion** was made by Supervisor McBurney and second by Supervisor Paul to appoint Scott Corsnitz as the Township’s representative to serve on the Halifax Area Recreation Authority. Vote called. Motion carries 4-0-1 with Chairman Bechtel abstaining. A letter will be sent to the other applicant.

NEW BUSINESS

Liquor License Transfer – Sheetz – See above under Solicitor’s Report

IUP Thesis Work – Fort Halifax – **Motion** was made by Supervisor Paul and second by Supervisor McBurney to permit student Patrick McGinty from IUP to do his thesis on ground penetration radar test units at Fort Halifax. Vote called. Motion carries 5-0.

Real Estate – **Motion** was made by Supervisor McBurney and second by Supervisor Paul to enter into a Sales Agreement with the Carl Snyder Estate to purchase a strip of land consisting of 3.2 acres that adjoins the Township’s Municipal Building and Land for the amount of \$20,500. Vote called. Motion carries 4-0-1 with Supervisor Bruner abstaining.

AGENDA ITEMS FOR NEXT MEETING

Act 172
207 Tourist Park Road
Act 537
Employee Policy Handbook

ANNOUNCEMENTS

April 2, 2018 – Planning Commission Meeting – 7:00 pm
April 9, 2018 – Board of Supervisors Monthly Meeting – 7:00 pm
April 10, 2018 – Senator John DiSanto’s Office – 9:00 – Noon at Municipal Building
April 24, 2018 – Senator John DiSanto’s Office – 9:00 – Noon at Municipal Building

ADJOURNMENT

Motion was made by Supervisor Bruner and second by Chairman Bechtel to adjourn at 9:11pm. Vote called. Motion carries 5-0.

Respectfully Submitted,

Wendy M. Wentzel
Secretary