

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
102 Fisher Street
REORGANIZATION MEETING MINUTES
JANUARY 6, 2020**

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 7:07 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 Tim DeWire were not required to attend.

ELECTION OF CHAIRMAN – Motion was made by Supervisor Schreffler and second by Supervisor Paul to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors for 2020. There were no other nominations. **Motion** was made by Supervisor Paul and second by Supervisor Bruner to close the nominations. Vote called. Motion carried 5-0 to close the nominations and vote Ken Bechtel as Chairman of the Board of Supervisors.

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 for 2020. There were no other nominations. **Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to close the nominations. Vote called. Motion carried 5-0 to close the nominations and vote Brad Bruner as Vice Chairman of the Board of Supervisor.

APPOINTMENT OF SECRETARY-TREASURER – Motion was made by Supervisor Schreffler and second by Supervisor Paul to reappoint Wendy M. Wentzel to serve as Halifax Township Secretary/ Treasurer for 2020. There were no other nominations. Vote called. Motion carried 5-0.

Motion was made by Supervisor Schreffler and second by Supervisor Bruner to approve the following compensation for the Secretary/Treasurer for 2020. Vote called. Motion carries 5-0.

Annual Salary: \$36,020

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.

\$310.00 Stipend per month for Health Benefits

AMOUNT OF BONDING FOR SECRETARY-TREASURER – Motion was made by Supervisor Bruner 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 Chairman Bechtel and second by Supervisor McBurney to reappoint Wendy M. Wentzel to serve as the Township’s Open Records Officer for 2020. 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 2020. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Bruner and second by Supervisor Schreffler to approve the following compensation package for Tim Belk for 2020. Vote called. Motion carried 5-0.

Annual Salary: \$51,140.00

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

\$310.00 Stipend per month for Health Benefits

APPOINTMENT OF FULLTIME ROADCREW – Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Ryan Malone as Fulltime Roadcrew for 2020. No other nominations were received. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Schreffler and second by Supervisor Paul to accept the following compensation package for the Fulltime Roadcrew for the Township for 2020. Vote called. Motion carried 5-0.

Wage: \$15.45 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

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 for 2020. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay Jay Bechtel \$15.50 hour as a permanent part time employee and \$17.00 as a CDL snowplower. Motion carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor Paul and second by Supervisor Bruner 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 McBurney and second by Supervisor Paul to approve the following pay periods for 2020. 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 2020. Vote called Motion carried 5-0.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Floater Day

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to reappoint Bruce Warshawsky as Solicitor for 2020 and to approve the compensation package 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 2020. Vote called. Motion carried 4-1. Supervisor McBurney provided the No vote.

APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE – **Motion** was made by Supervisor Paul and second by Supervisor Bruner to appoint Building Inspection Underwriters of PA as primary UCC Inspectors and Light-Heigel and Associates as alternate UCC inspectors for the Township for 2020 and fee schedule for 2020. Vote called. Motion carries 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to appoint Brian McFeaters as the

Township’s primary SEO for 2020 with his 2020 fee schedule with no alternate SEO at this time. Vote called. Motion carried 5-0.

APPOINTMENT OF AUDITORS – Motion was made by Supervisor Paul and second by Supervisor Bruner to appoint Robert P. Wentzel, Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2020. Vote called. Motion carries 5-0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN – Motion was made by Supervisor Paul and second by Supervisor Schreffler to appoint Gary Shultz to serve as Vacancy Board Chairman for 2020. Vote called. Motion carried 5-0.

DEPOSITORIES: Motion was made by Supervisor McBurney and second by Supervisor Paul to retain the following depository for the Township for 2020. 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 Schreffler and second by Supervisor McBurney to appoint Supervisor Schreffler as the voting delegate to the 2020 PSATS Annual Convention. Vote called. Motion carried 5-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES

Planning Commission Members (4 YR Term) Term Expiration

Jake Gruver	12/31/2023
Randy Paul	12/31/2020
Flo Mallonee	12/31/2020
Dwight Hoffman	12/31/2023
Chad Lebo	12/31/2022

Motion was made by Supervisor Bruner and second by Supervisor Paul to reappoint Jake Gruver and Dwight Hoffman to the Planning Commission with a term expiration of 12/31/2023. 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	12/31/2024

Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Ken Hoover as a representative to the Halifax Area Water and Sewer Authority with a term expiration of 12/31/2024. Vote called. Motion carries 5-0.

Dauphin County EIT Tax Collection Committee: Motion was made by Supervisor Bruner and second by Supervisor Paul to reappoint Robert P. Wentzel as representative on the Dauphin County EIT Committee for 2020 along with Matt Ulmer serving as Alternate. Vote called. Motion carried 5-0.

UDCOG: Motion was made by Supervisor Bruner and second by Supervisor McBurney to have Chairman Bechtel be the delegate for UDCOG for 2020. Vote called. Motion carried 5-0.

Emergency Management Coordinator: Motion was made by Chairman Bechtel and second by Supervisor Paul to reappoint Tim Neiter as the Township EMC for 2020. Vote called. Motion carried 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to keep the stipend set at \$600 annually to be paid in equal quarterly payments for 2020 and \$15 monthly for compensation of his data package. Vote called. Motion carried 5-0.

Deputy Emergency Management Coordinator: Motion was made by Chairman Bechtel and second by Supervisor Paul to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout for 2020. 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 2020. 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 2020. Vote called. Motion carried 5-0.

Webmaster: Motion was made by Supervisor Schreffler and second by Supervisor Paul to appoint Cloud 5 Solutions as webmaster for 2020 with the cost of \$390.61. Vote called. Motion carries 5-0.

HARA - Motion was made by Chairman Bechtel and second by Supervisor Paul to have Supervisor Bruner and Supervisor McBurney meet with the HARA committee to discuss rejoining. Vote called. Motion carries 5-0.

STANDARD MILEAGE RATE FOR 2020: Motion was made by Supervisor Bruner and second by Supervisor Schreffler to approve the Federal Mileage Reimbursement of \$.575 per mile for 2020. Vote called. Motion carried 5-0.

INTER-MUNICIPAL EQUIPMENT RATES: Motion was made by Supervisor Paul and second by Supervisor Bruner to adopt the following rates for Inter-Municipal Equipment Fees for 2020. 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
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 13, 2020	July 13, 2020
February 10, 2020	August 10, 2020
March 9, 2020	September 14, 2020
April 13, 2020	October 12, 2020
May 11, 2020	November 9, 2020
June 8, 2020	December 14, 2020

MONTHLY PC MEETINGS

January 7, 2020 – Re-Org/Regular Meeting	July 6, 2020
February 3, 2020	August 3, 2020
March 2, 2020	September 9, 2020 (Wednesday)
April 6, 2020	October 5, 2020
May 4, 2020	November 2, 2020
June 1, 2020	December 7, 2020

Motion was made by Supervisor Bruner and second by Supervisor Schreffler to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2020. Board Meetings 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. The Planning Commission meetings are held on the 1st Monday of each month except for September, which is held on the Wednesday following Labor Day. Vote called. Motion carried 5-0.

HALIFAX FIRE DEPARTMENT – Motion was made by Chairman Bechtel and second by Supervisor Paul to have Supervisor Bruner and Supervisor Schreffler meet with the Fire Department to discuss their 5-year plan. Vote called. Motion carries 5-0.

ANNOUNCEMENTS:

- Planning Commission Reorganization/Regular Meeting January 7, 2020 at 7 p.m.
- Auditors’ Reorganization Meeting January 7, 2020 at 6:30 pm.
- Township Meeting January 13, 2020 at 7 p.m.

ADJOURNMENT: Motion was made by Supervisor Bruner and second by Supervisor Schreffler to adjourn. Meeting was adjourned at 8:58 pm.

Respectfully Submitted,

Wendy M. Wentzel
Secretary