

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**Halifax, PA 17032**  
**BOARD OF SUPERVISORS**  
**REORGANIZATION MEETING MINUTES**  
**JANUARY 3rd, 2022, at 7 p.m.**

**By unanimous consent, Supervisor Bechtel is serving as temporary Chairman and Sara Glace is serving as temporary Secretary.**

**CALL TO ORDER:** Meeting was called to order by Temporary Chairman Bechtel at 7:03 pm. followed with the Pledge of Allegiance.

**ROLL CALL:** Supervisors Bechtel, Bruner, Paul, Schreffler and McBurney are present along with Secretary Sara Glace and Roadmaster Tim Belk. Solicitor Bruce Warshawsky and Engineer Marc Kurowski were not required to attend.

**ELECTION OF CHAIRMAN:** **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to nominate Supervisor Ken Bechtel as Chairman of the Halifax Township Board of Supervisors for 2022. There were no other nominations. **Motion** was made by Supervisor Bruner and second by Supervisor Paul 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 2022. There were no other nominations. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to close the nominations. Vote called. **Motion** carried 5-0 to close the nominations and vote Brad Bruner as Vice Chairman of the Halifax Township Board of Supervisor.

**APPOINTMENT OF SECRETARY/TREASURER:** **Motion** was made by Supervisor McBurney and second by Supervisor Paul to reappoint Sara M. Glace to serve as Halifax Township Secretary/ Treasurer for 2022. There were no other nominations. Vote called. **Motion** carried 5-0. **Motion** was made by Supervisor McBurney and second by Supervisor Paul to approve the following compensation for the Secretary/Treasurer for 2022. Vote called. **Motion** carries 5-0.

- Hourly Rate of 18.00 an hour.
- Hours: 9:00 a.m. to 2:00 p.m., Monday, Wednesday, & Friday and 9:00 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
- 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 Bechtel and second by Supervisor Schreffler 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 Supervisor Schreffler and second by Supervisor Paul to appoint Sara M. Glace to serve as the Halifax Township Board of Supervisor's Open Records Officer for 2022. Vote called. **Motion** carried 5-0.

**APPOINTMENT OF ROADMASTER:** Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Tim Belk to serve as Halifax Township Board of Supervisor's Roadmaster for 2022. No other nominations were received. Vote called. **Motion** carried 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Paul to approve the following compensation package for Tim Belk for 2022. Vote called. **Motion** carried 5-0.

- Annual Salary: \$54,781.00
- 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

**APPOINTMENT OF FULLTIME ROADCREW:** Motion was made by Supervisor McBurney and second by Supervisor Schreffler to reappoint Ryan Malone as Fulltime Roadcrew to as the Halifax Township Board of Supervisors for 2022. No other nominations were received. Vote called. **Motion** carried 5-0. **Motion** was made by Supervisor McBurney and second by Supervisor Schreffler to accept the following compensation package for the Fulltime Roadcrew for the Township for 2022. Vote called. **Motion** carried 5-0.

- Wage: \$17.62 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 Paul and second by Supervisor McBurney to pay Raymond Maus an hourly rate of \$15.00 as a part time employee for 2022. Vote called. **Motion** carries 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to pay Jay Bechtel \$18.00 hour as a permanent part time employee and as a CDL plow operator. Vote called. **Motion** carried 4-0-1. Chairman Bechtel abstained from the conversation and from voting. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to approve the hourly rate of pay for CDL plow operators/CDL drivers at the rate of \$17.00/hour, non-CDL plow operators and general laborers' rate set at \$14.50/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 2022. 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 2022. Vote called **Motion** carried 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:** **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to reappoint Bruce Warshawsky as Solicitor for 2022. Vote called. **Motion** carried 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to approve the compensation package of \$500 per month retainer and \$175.00 and \$200 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 Paul and seconded by Supervisor Bruner to appoint Herbert, Rowland, & Grubic, Inc. to serve as the Township Engineer firm. Vote called. **Motion** carried 5-0. **Motion** was made by Supervisor Schreffler and second by Supervisor Paul to accept Herbert, Rowland, & Grubic, Inc. to accept proposed hourly and meeting fee schedule for 2022. Vote called. **Motion** carried 5-0.

**APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE:** **Motion** was made by Supervisor Paul and second by Supervisor Schreffler to appoint Building Inspection Underwriters of PA as primary UCC Inspectors and to accept the fee schedule for 2022. Vote called. **Motion** carries 5-0. **Motion** was made by Supervisor Paul and second by Schreffler to appoint Barry Isett & Associates, Inc. as alternate UCC Inspectors and to accept the fee schedule for 2022. Vote called. **Motion** carries 5-0.

**APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE:** **Motion** was made by Supervisor Paul and second by Supervisor Bruner to appoint Brian McFeaters as the Township's primary SEO for 2022 with his 2022 fee schedule with no alternate SEO at this time. Vote called. **Motion** carried 5-0.

**APPOINTMENT OF AUDITORS:** **Motion** was made by Chairman Bechtel and second by Supervisor Paul to appoint Melinda Warfel (elected for two years from 2022-2024), Charnell Etzweiler, and Gwen Corsnitz as Auditors for 2022. Vote called. **Motion** carries 5-0.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN:** Motion was made by Supervisor Schreffler and second by Supervisor McBurney to appoint Gary Shultz to serve as Vacancy Board Chairman for 2022. Vote called. Motion carried 5-0.

**DEPOSITORIES:** Motion was made by Supervisor Schreffler and second by Supervisor Paul to retain the following depository for the Township for 2022. Vote called. Motion carried 5-0.

**Mid Penn Bank:**

- General Fund
- Liquid Fuels Fund
- Money Market Account
- American Rescue Fund
- Plan Escrow Account (non-interest bearing)
- Credit Card Account

**PSATS ANNUAL STATE CONVENTION:** Supervisor Schreffler volunteered to be voting delegate at the 2022 PSATS Annual Convention.

**REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES:**

**Planning Commission Members (4 YR Term) Term Expiration:**

Jake Gruver	12/31/2023
Randy Paul	12/31/2024
Flo Mallonee	12/31/2024
Dwight Hoffman	12/31/2023
Chad Lebo	12/31/2022

**DAUPHIN COUNTY EIT TAX COLLECTION COMMITTEE:** Motion was made by Supervisor McBurney and second by Supervisor Paul to appoint Tyler James as representative on the Dauphin County EIT Committee for 2022. Vote called. Motion carried 5-0.

**UDCOG:** Supervisor Bechtel volunteered to be the delegate for UDCOG for 2022.

**EMERGENCY MANAGEMENT COORDINATOR:** Motion was made by Supervisor Bruner and second by Supervisor Paul to reappoint Tim Neiter as the Township EMC for 2022 with a stipend set at \$600 annually to be paid in equal quarterly payments for 2022 and \$15 monthly for compensation of his data package. Vote called. Motion carried 5-0.

**DEPUTY EMERGENCY MANAGEMENT COORDINATOR:** Motion was made by Paul and second by Supervisor Schreffler to reappoint Supervisor Bruner as Deputy EMC representing the Township along with Jeff Tracey and Bob Stout for 2022. 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 2022. Vote called. Motion carried 5-0.

**HUMAN RESOURCE COMMITTEE:** Supervisor McBurney and Supervisor Bruner volunteered to serve on the HR Committee for 2022.

**WEBMASTER:** Motion was made by Supervisor Bruner and second by Supervisor Paul to appoint Cloud 5 Solutions as webmaster for 2022 with the cost of \$450.00 a year. Vote called. Motion carries 5-0.

**STANDARD MILEAGE RATE FOR 2022:** Motion was made by Chairman Bechtel and second by Supervisor Schreffler to approve the Federal Mileage Reimbursement of \$.58.5 per mile for 2022. Vote called. Motion carried 5-0.

**BID THRESHOLD FOR 2022:** \$21,900.00

**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 2022. Vote called. Motion carried 5-0.

<b><u>Equipment:</u></b>	<b><u>Rate Per Hour:</u></b>
Pick-up Truck	\$65.00
Small Dump Truck	\$75.00
Large Dump Truck (single axel)	\$80.00
Pay Loader	\$90.00
Grader	\$80.00
Sweeper & Tractor	\$100.00
Road Mower & Tractor	\$100.00
Zero Turn Mower	\$45.00
Backhoe	\$90.00
4X4 Tractor (J.D.6400 loader included)	\$75.00
Boom Mower & Tractor	\$120.00
Asphalt roller (small)	\$50.00
Trailer (10,000 lbs.)	\$35.00 per day
Weed Spraying	\$95.00

**BOARD OF SUPERVISORS & PLANNING COMMISSION MEETINGS:** Motion was made by Supervisor Bruner and second by Supervisor Paul to approve the published meeting dates for the Board of Supervisors and the Planning Commission for 2022. Board Meetings are to occur on the 2<sup>nd</sup> Monday of each month at 7:00 pm except for the Re-Org Meeting which is being held this evening at the Halifax Township Municipal Building. The Planning Commission meetings are held on the 1<sup>st</sup> Monday of each month except for July 6<sup>th</sup>, 2022, and September 7<sup>th</sup>, 2022, which will be held on the Wednesday following the observed holidays. Vote called. Motion carried 5-0.

**MONTHLY BOARD OF SUPERVISORS MEETINGS:**

January 10 <sup>th</sup> , 2022	July 11 <sup>th</sup> , 2022
February 14 <sup>th</sup> , 2022	August 8 <sup>th</sup> , 2022
March 14 <sup>th</sup> , 2022	September 12 <sup>th</sup> , 2022
April 11 <sup>th</sup> , 2022	October 10 <sup>th</sup> , 2022
May 9 <sup>th</sup> , 2022	November 14 <sup>th</sup> , 2022
June 13 <sup>th</sup> , 2022	December 13 <sup>th</sup> , 2022

**MONTHLY PLANNING COMMISSION MEETINGS:**

January 4 <sup>th</sup> , 2022 (Re-Org/Regular Meeting)	July 6 <sup>th</sup> , 2022 (Wednesday)
February 7 <sup>th</sup> , 2022	August 1 <sup>st</sup> , 2022
March 7 <sup>th</sup> , 2022	September 7 <sup>th</sup> , 2022 (Wednesday)
April 4 <sup>th</sup> , 2022	October 3 <sup>rd</sup> , 2022
May 2 <sup>nd</sup> , 2022	November 7 <sup>th</sup> , 2022
June 6 <sup>th</sup> , 2022	December 5 <sup>th</sup> , 2022

**ANNOUNCEMENTS:**

- **Auditors' Reorganization Meeting:**  
Tuesday, January 4<sup>th</sup>, 2022, at 6:30 p.m.
- **Planning Commission Reorganization/Regular Meeting:**  
Tuesday, January 4<sup>th</sup>, 2022, at 7:00 p.m.
- **Board of Supervisors Township Meeting:**  
January 10<sup>th</sup>, 2022, at 7:00 p.m.

**ADJOURNMENT:** Motion was made by Supervisor Bruner and second by Supervisor Schreffler to adjourn. Meeting was adjourned at 8:50 p.m. Vote called. **Motion** carried 5-0.

Respectfully Submitted,

Sara M. Glace  
Secretary