

**HALIFAX TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 5, 2015**

Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to have Supervisor Bechtel serve as the temporary Chairman of the Board of Supervisors.

Motion was made by Supervisor Schreffler and seconded by Supervisor Bruner to have Wendy Wentzel serve as temporary Secretary for the Township.

CALL TO ORDER - Meeting was called to order by Temporary Chairman Bechtel as 7:06 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 Corey Stazewski. Solicitor Bruce Warshawsky and Engineer Tom Wilson were not required to attend.

PUBLIC COMMENT PERIOD: No comments from the public.

ELECTION OF CHAIRMAN – Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to nominate Supervisor Bechtel as Chairman of the Halifax Township Board of Supervisors. Vote called. Motion carried 5-0.

ELECTION OF VICE CHAIRMAN – Motion was made by Supervisor Paul and seconded by Supervisor Schreffler to nominate Supervisor Bruner as Vice Chairman of the Board of Supervisors. Vote called. Motion carried 5-0.

APPOINTMENT OF SECRETARY-TREASURER – Motion was made by Supervisor Bruner and seconded by Supervisor Paul to nominate Wendy M. Wentzel to serve as Secretary/Treasurer for 2015. There were no other nominations. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Bruner and seconded by Supervisor Paul to approve the following compensation package for Wendy M. Wentzel as Secretary/Treasurer. Vote called. Motion carried 5-0.

Annual Salary: \$26,520.00
Hours: 9:00 am – 3:00 pm, Monday – Friday
1 day per month paid time off
Attend Supervisors' Meetings/Special Meetings
Attend Planning Commission Meetings upon request from PC Commission or Vice Chair
Attend Auditor meetings when necessary
Attend Budget Meetings
Paid Holidays
Reimbursement for mileage on banking and errands at approved Federal rate.

AMOUNT OF BONDING FOR SECRETARY-TREASURER – Motion was made by Supervisor Paul and seconded 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 Bruner and seconded by Supervisor Paul to appoint Wendy M. Wentzel to serve as the Township’s Open Records Officer. Vote called. Motion carried 5-0.

APPOINTMENT OF ROADMASTER – Motion was made by Supervisor Schreffler and seconded by Supervisor Paul to appoint Corey Stazewski to serve as Township Roadmaster for 2015. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor Schreffler and seconded by Supervisor Paul to approve the following compensation package for Corey Stazewski. Vote called. Motion carried 5-0.

- Annual Salary: \$34,528.00 plus a \$10,036 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 in addition to 5 extra days of paid leave
- Use of Township Debit Card.

Motion: Motion was made by Supervisor Bruner and seconded by Supervisor Paul to approve the use of the Township card by the Secretary/Treasurer. Vote called. Motion carried 5-0.

APPOINTMENT OF ASSISTANT ROADMASTER – Motion was made by Supervisor Paul and seconded by Bruner to appoint Levi Swigart as Assistant Roadmaster. No other nominations were made. Vote called. Motion carried 5-0.

Motion: Motion was made by Supervisor and seconded by Paul to accept the following compensation package for the Assistant Roadmaster for the Township. Vote called. Motion carried 5-0.

- Annual Salary: \$27,040 plus a \$3016 benefit package
- 1 day a month paid vacation leave
- Township Vehicle (to and from work)
- Paid Holidays
- Use of Gas Card for Township trucks

APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY – **Motion** was made by Supervisor Paul and seconded by Supervisor Schreffler to pay Raymond Maus an hourly rate of \$15.00 as a part time employee. Vote called. Motion carried 5-0. **Motion** was made by Supervisor Bruner and seconded by Supervisor McBurney to keep Jay Bechtel’s pay at the rate of \$13.25/hour. Vote called. Motion carried 4-0. Supervisor Bechtel abstained from voting.

Motion was made by Supervisor Paul and seconded by Supervisor Schreffler to approve the hourly rate of pay for CDL drivers at \$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 Paul and seconded by Supervisor Bruner to approve the following pay periods. 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 seconded by Supervisor Schreffler to approve the following paid holidays. Vote called. Motion carried 5-0.

New Year's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day (Floating)
Thanksgiving Day
Christmas Day

APPOINTMENT OF SOLICITOR & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Paul and seconded by Supervisor Bruner to reappoint Bruce Warshawsky as Solicitor for 2015 and to approve his 2015 proposed retainer and Fee schedule. Vote called. Motion carried 5-0.

APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Kurowski & Wilson (K & W) to serve as Township engineer under his 2015 Fee Schedule (which is the same as 2014). Vote called. Motion carried 5-0.

APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE – Motion was made by Supervisor Bruner and seconded by Supervisor Paul to retain Light-Heigel and Associates as the Township's primary SEO for 2015. There were no other nominations. Vote called. Motion carried 5-0. **Motion:** Motion was made by Supervisor Paul and seconded by Supervisor McBurney to accept their Fee Schedule for 2015. Vote called. Motion carried 5-0.

APPOINTMENT OF AUDITORS – Appointed Auditors are Robert P. Wentzel, Melinda Warfel, and Gwen Corsnitz for 2015. **Motion:** Motion was made by Supervisor Bechtel and seconded by Supervisor Paul to have Auditors Robb Wentzel and Melinda Warfel to attend the audit of the Halifax Township Fire Department being paid at the rate of \$10.00 per hour. Vote called. Motion carried 5-0.

APPOINTMENT OF VACANCY BOARD CHAIRMAN – Motion was made by Supervisor Paul and seconded by Supervisor Bruner to appoint Flo Mallonee to serve as Vacancy Board Chairman. Vote called. Motion carried 5-0.

DEPOSITORIES: Motion was made by Supervisor Schreffler and seconded by Supervisor Paul to retain the following depositories for the Township. Vote called. Motion carried 5-0.

Susquehanna Bank:

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

PSATS ANNUAL STATE CONVENTION – Motion was made by Supervisor Bruner and seconded by Supervisor Paul to appoint Scott McBurney was the voting delegate to the 2015 PSATS Annual Convention. Vote called. Motion carried 5-0.

REGIONAL COUNCILS, BOARDS & COMMITTEE REPRESENTATIVES

Planning Commission Members (4 YR Term) Term Expiration

Fred Ford	12/31/2015
Wendy Wentzel	12/31/2018
Randy Paul	12/31/2016
Flo Mallonee	12/31/2016
Dwight Hoffman	12/31/2015

Motion was made by Supervisor Paul and seconded by Supervisor Bruner to appoint Wendy Wentzel for the vacancy currently on the Planning Commission with the position’s term expiring on 12/31/2018. Vote called. Motion carried 5-0.

HAWASA Representatives (5 YR Term): Term Expiration:

Fred Ford	12/31/2016
Jon Miller	12/31/2018
Ken Hoover	12/31/2019

Motion was made by Supervisor Paul and seconded by Supervisor Schreffler to reappoint Ken Hoover to the HAWASA with the position’s term ending 12/31/19. Vote called. Motion carried 5-0.

Dauphin County EIT Committee: Motion was made by Supervisor Paul and seconded by Supervisor Bruner to reappoint Gary Shade as representative on the Dauphin County EIT Committee. Vote called. Motion carried 5-0.

UDCOG: Motion was made by Supervisor McBurney and seconded by Supervisor Bruner to have Ken Bechtel be the delegate for UDCOG and Randy Paul serve as alternate. Vote called. Motion carried 5-0.

Emergency Management Coordinator: Motion was made by Supervisor Bruner and seconded by Supervisor Paul to appoint Tim Neiter as the Township EMC. Vote called. Motion carried 5-0.

Approval of Stipend for EMC – Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to approve the annual stipend of \$600. Vote called. Motion carried 5-0.

Deputy Emergency Management Coordinator: Motion was made by Supervisor Bechtel and seconded by Supervisor Schreffler to reappoint Brad Bruner as Deputy EMC. Vote called. Motion carried 5-0.

Ft. Halifax Park Committee: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to suspend the Fort Halifax Park Committee. Vote called. Motion carried 5-0.

Valleys Regional Comprehensive Plan (VRCP): Motion was made by Supervisor Paul and seconded by Supervisor Bruner to suspend the VRCP committee. Vote called. Motion carried 5-0.

Powells Creek Watershed Committee: Motion was made by Supervisor Paul and Seconded by Supervisor Schreffler to suspend the Powells Creek Watershed Committee. Vote called. Motion carried 5-0.

Township Exploratory Committee: Motion was made by Supervisor Bruner and seconded by Supervisor Schreffler to appoint Scott McBurney and Randy Paul to serve on the Township Exploratory Committee. Vote called. Motion carried 5-0.

Webmaster: Motion was made by Supervisor Paul and seconded by Supervisor Bruner to retain Cloud 5 Solutions as the Township's webmaster for 2015. Vote called. Motion carried 5-0.

Alternative Funding Committee: Motion was made by Supervisor Paul and seconded by Supervisor Bechtel to retain Steve Schreffler, Brad Bruner, Melinda Warfel and Donna Rode to serve on the Alternative Funding Committee. Vote called. Motion carried 5-0.

Fireworks Committee: Motion was made by Supervisor Paul and seconded by Supervisor Bechtel to reappoint Brad Bruner and Steve Schreffler to serve on the Fireworks Committee for 2015. Vote called. Motion carried 5-0.

STANDARD MILEAGE RATE FOR 2015: Motion was made by Supervisor Paul and seconded by Supervisor Schreffler to approve the Federal Mileage Reimbursement of \$.57.5/mile for 2015. Vote called. Motion carried 5-0.

INTER-MUNICIPAL EQUIPMENT RATES: **Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to accept the following rates for Inter-Municipal Equipment Fees for 2015. 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
Large Dump Truck (tandem axel)	\$80.00
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

MONTHLY BOS MEETINGS: - **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to approve the published meeting dates for the BOS for 2015. They are to occur on the 2nd Monday of each month at 7:00 pm at the Township Municipal Building. Vote called. Motion carried 5-0.

MONTHLY PC MEETINGS: - **Motion** was made by Supervisor Bruner and seconded by Supervisor Paul to approve the published meeting dates for the Planning Commission for 2015. They are to occur on the 1st Monday of each month (with the exception of January, which was scheduled for January 7th at 7:00 pm and September which is scheduled for September 9th at 7:00 pm) at the Township Municipal Building. Vote called. Motion carried 5-0.

ANNOUNCEMENTS:

Auditors' Reorganization Meeting January 6th at 6:30 p.m. Planning Commission
Reorganization/Regular Meeting January 7th at 7 p.m.
Board of Supervisors' Regular Business Meeting January 12th at 7 p.m.

ADJOURNMENT: **Motion** was made by Supervisor Bruner and seconded by Supervisor Schreffler to adjourn. Meeting was adjourned at 9:00 pm.

Respectfully Submitted,

Wendy M. Wentzel
Secretary

