

**HALIFAX TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
102 Fisher Street  
Halifax, PA 17032  
Monday, January 5<sup>th</sup>, 2026, 7:00 P.M.**

**A Motion was made by Supervisor Schreffler and seconded by Supervisor Paul to nominate Supervisor Bechtel to serve as temporary Chairman and Sara Glace is serving as temporary Secretary. Vote called. Motion carries 4-0.**

**CALL TO ORDER:** The meeting was called to order by Temporary Chairman Bechtel at 7:00 p.m. followed by the Pledge of Allegiance.

**ROLL CALL:** Supervisors Bechtel, Paul, Schreffler, and McBurney were present along with Secretary Sara Glace and Roadmaster Matt Roland. Solicitor Bruce Warshawsky and Engineer Alex Greenly were not required to attend. Supervisor Bruner was not in attendance.

**PUBLIC COMMENT PERIOD:** No public in attendance.

**ELECTION OF CHAIRMAN:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to nominate Supervisor Ken Bechtel as Chairman of Halifax Township Board of Supervisors for 2026. There were no other nominations. Vote called. **Motion** carries 4-0.

**CLOSE NOMINATIONS:** A **Motion** was made by Supervisor Paul and seconded by Supervisor McBurney to close nominations. Vote called. **Motion** carries 4-0. Ken Bechtel is the Chairman for Halifax Township Board of Supervisors.

**ELECTION OF VICE CHAIRMAN:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to nominate Supervisor Bruner as Vice Chairman of Halifax Township Board of Supervisors for 2026. There were no other nominations. Vote called. **Motion** carries 4-0.

**CLOSE NOMINATIONS:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to close nominations. Vote called. **Motion** carries 4-0. Brad Bruner is the Vice Chairman of the Halifax Township Board of Supervisors.

**APPOINTMENT OF SECRETARY/TREASURER:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Sara Glace to serve as Halifax Township Secretary/Treasurer for 2026. There were no other nominations. Vote called. **Motion** carries 4-0. Sara Glace is the Secretary/Treasurer for 2026.

**COMPENSATION PACKAGE FOR SECRETARY/TREASURER:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve the following compensation for the Secretary/Treasurer Sara Glace for 2026. Vote called. **Motion** carries 4-0.

- Hourly Rate of 24.90 an hour.
- Hours: 9:30 a.m. to 2:30 p.m., Monday, Wednesday, & Friday and 9:30 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
- Attending 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.

- \$350.00 Stipend per month for Health Benefits
- Retirement Account with up to 3% Match from Halifax Township

**BONDING FOR SECRETARY/TREASURER:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve bonding for the Secretary/Treasurer position in the amount of \$1,000,000.00 for an annual amount of \$1,283.00. Vote called. **Motion** carries 4-0.

**APPOINTMENT OF OPEN RECORDS OFFICER:** A **Motion** was made by Supervisor Bechtel and seconded by Supervisor Schreffler to reappoint Sara Glace to serve as the Halifax Township Board of Supervisor's Open Records Officer for 2026. Vote called. **Motion** carries 4-0.

**APPOINTMENT OF ROADMASTER:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to reappoint Matt Roland to serve as Halifax Township Board of Supervisor's Roadmaster for 2026. No other nominations were received. Vote called. **Motion** carries 4-0. Matt Roland is the Roadmaster for Halifax Township for 2026.

**COMPENSATION PACKAGE FOR ROADMASTER:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to approve the following compensation package for the Roadmaster Matt Roland for 2026. Vote called. **Motion** carries 4-0.

- Annual Salary: \$66,199.00
- 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
- \$350.00 Stipend per month for Health Benefits
- Retirement Account with up to 3% Match from Halifax Township

**APPOINTMENT OF FULL TIME ROAD CREW 1:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Ryan Malone as a Full Time Road Crew for the Halifax Township Board of Supervisors for 2026. No other nominations were received. Vote called. **Motion** carries 4-0.

**COMPENSATION PACKAGE FOR FULL TIME ROAD CREW 1:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to accept the following compensation package for Ryan Malone as a Full Time Road Crew for Halifax Township for 2026. Vote called. **Motion** carries 4-0.

- Wage: \$26.52 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.
- \$350.00 Per Month for Health Benefits
- Retirement Account with up to 3% Match from Halifax Township

**APPOINTMENT OF FULL TIME ROAD CREW 2:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to reappoint Colton Warfel as a Full Time Road Crew for the Halifax Township Board of Supervisors for 2026. No other nominations were received. Vote called. **Motion** carries 4-0.

**COMPENSATION PACKAGE FOR FULL TIME ROAD CREW 2:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to accept the following compensation package for Colton Warfel as a Full Time Road Crew for Halifax Township for 2026. Vote called. **Motion** carries 4-0.

- Wage: \$25.46 per hour
- Paid leave as outlined in the Employee Policy Manual
- Paid Holidays
- Use of Gas Card for Township Trucks
- \$25.00 a month Stipend for use of personal cell phones to conduct business.
- \$350.00 Per Month for Health Benefits
- Retirement Account with up to 3% Match from Halifax Township

**APPROVAL OF LABORERS/DRIVERS HOURLY RATE OF PAY:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to pay Jay Bechtel \$26.40 per hour as a permanent part time employee and as a CDL plow operator for 2026. Vote called. **Motion** carries 3-0-1. Chairman Bechtel abstained from the conversation and from voting. A **Motion** was made by Chairman Bechtel and seconded by Supervisor McBurney to approve the hourly starting rate of pay for CDL plow operators/CDL drivers at a minimum starting rate of \$19.00/hour, non-CDL plow operators and general laborers' starting rate set at a minimum starting rate of \$15.50/hour for the Halifax Township with a fifty cent increase going to James Bainbridge and Rodney Stamm as a CDL plow operator/CDL driver and non-CDL plow operator and general labor rate. Vote called. **Motion** carries 4-0.

**APPROVAL OF PAY PERIODS:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the following pay period for 2026. Vote called. **Motion** carries 4-0.

**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 occur on the last payday of the month.

**APPROVAL OF EMPLOYEE PAID HOLIDAYS:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to approve the following paid holidays for 2026. Vote called. **Motion** carries 4-0.

- 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:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to appoint Cunningham, Chernicoff, and Warshawsky, P.C. with the compensation package of \$1,000.00 per month retainer and \$200.00 thereafter as outlined in the fee schedule for Halifax Township Board of Supervisors for 2026. Vote called. **Motion** carries 4-0.

**APPOINTMENT OF ENGINEER & APPROVAL OF FEE SCHEDULE:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Herbert, Rowland, & Grubic, Inc. to serve as the Halifax Township Engineer and to accept the proposed hourly and meeting fee schedule for 2026. Vote called. **Motion** carries 4-0.

**APPOINTMENT OF UCC & APPROVAL OF FEE SCHEDULE:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor McBurney to reappoint Building Inspections Underwriters of PA as primary UCC inspectors and to accept the fee schedule for 2026. Vote called. **Motion** carries 4-0. There is no alternate UCC appointed at this time.

**APPOINTMENT OF SEO & APPROVAL OF FEE SCHEDULE:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Brian McFeaters and his daughter Carrie McFeaters as the Halifax Township's primary SEO for 2026 with the presented 2026 fee schedule. Vote called. **Motion** carries 4-0.

**APPOINTMENT OF ALTERNATE SEO:** There is no alternate SEO appointed at this time.

**APPOINTMENT OF AUDITORS:** There are two elected auditors, Charnell Etzweiler and Gwen Cornitz. No action needs to be taken.

**APPOINTMENT OF VACANCY BOARD CHAIRMAN:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to appoint Gary Schultz to serve as Vacancy Board Chairman for 2026. Vote called. **Motion** carries 4-0.

**DEPOSITORIES:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to retain the following depositories: General, Liquid Fuels, Plan Escrow, Dirt & Gravel, and Credit Card Accounts for Halifax Township for 2026. Vote called. **Motion** carries 4-0.

**Mid Penn Bank:**

General Fund  
Liquid Fuels Fund  
Plan Escrow Account  
Dirt & Gravel Account  
Credit Card Account  
CD

**PSATS ANNUAL STATE CONVENTION:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to nominate Supervisor Schreffler as voting delegate at the 2026 PSATS Annual Convention. Vote called. **Motion** carries 4-0.

- April 19<sup>th</sup> through 22<sup>nd</sup>, 2026, Hershey Lodge, Hershey, PA

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

**Board of Supervisor Members (6 YR Term) Term Expiration:**

Kenneth Bechtel, II	12/31/2027
Brad Bruner	12/31/2029
Randy Paul	12/31/2029
Steve Schreffler	12/31/2025
Scott McBurney	12/31/2025

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

Jake Gruver	12/31/2027
Randy Paul	12/31/2028
Don Hentz	12/31/2028
Dwight Hoffman	12/31/2027
Chad Lebo	12/31/2028

**Halifax Area Water and Sewer Authority (5 YR Term) Term Expiration:**

Jon Miller 12/31/2028  
Tim Neiter 12/31/2026  
Dennis Malone 12/31/2029

**Halifax Area Recreation Authority:**

Emily Hoffman  
Scott Corsnitz

**DAUPHIN COUNTY EIT COMMITTEE:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to nominate Melinda Warfel to the Dauphin County EIT Committee. Vote called. **Motion** carries 4-0.

**UDCOG:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to reappoint Chairman Bechtel to be the delegate for UDCOG for 2026. Vote called. **Motion** carries 4-0.

**EMERGENCY MANAGEMENT COORDINATOR:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to reappoint Tim Neiter as the Halifax Township EMC for 2026 with a stipend set at \$600.00 annually to be paid in equal quarterly payments for 2025 and a \$15.00 monthly stipend for compensation of his data package. Vote called. **Motion** carries 4-0.

**DEPUTY EMERGENCY MANAGEMENT COORDINATOR:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Supervisor Bruner, as Deputy EMC representing Halifax Township along with Jeff Tracy and Bob Stout for 2026. Vote called. **Motion** carries 4-0.

**FIREWORKS COMMITTEE:** A **Motion** was made by Chairman Bechtel and seconded by Supervisor Paul to reappoint Supervisor Bruner and Supervisor Schreffler to serve on the Fireworks Committee for 2026. Vote called. **Motion** carries 4-0.

**HUMAN RESOURCES COMMITTEE:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Paul to appoint Supervisor McBurney and Supervisor Bruner to serve on the Human Resource Committee for 2026. Vote called. **Motion** carries 4-0.

**WEBMASTER:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to reappoint Cloud 5 Solutions as webmaster for 2026 with the cost of \$785.00 a year. Vote called. **Motion** carries 4-0.

**STANDARD MILEAGE RATE FOR 2026:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to approve reimbursement of whatever the Federal Mileage Rate for 2026 is at that given time. Vote called. **Motion** carries 4-0.

- **2026 Business Mileage Rate-72.5 cents per miles**

**BID THRESHOLD FOR 2026:** The bid threshold for 2026 is \$24,500.00.

- **2026 Bid Threshold is: \$24,500.00**

**INTER-MUNICIPAL EQUIPMENT RATES:** A **Motion** was made by Supervisor Schreffler and seconded by Supervisor Paul to approve the Inter-Municipal Equipment Rates as listed. Vote called. **Motion** carries 4-0.

<b><u>Equipment:</u></b>	<b><u>Rate Per Hour:</u></b>
Pick-up Truck	\$75.00
Small Dump Truck	\$85.00
Large Dump Truck	\$90.00

Pay Loader	\$100.00
Grader	\$90.00
Sweeper & Tractor	\$110.00
Road Mower & Tractor	\$110.00
Zero Turn Mower	\$55.00
Backhoe	\$100.00
4X4 Tractor (J.D. 6400 Loader included)	\$85.00
JCB	\$200.00
2 Ton Asphalt Roller	\$60.00
Trailer (10,000 lbs.)	\$45.00 per day
Weed Spraying	\$105.00

**MONTHLY BOARD OF SUPERVISORS' MEETINGS:** All begin at 7:00 p.m. on the 2<sup>nd</sup> Monday of each month.

January 12<sup>th</sup>, 2026  
February 9<sup>th</sup>, 2026  
March 13<sup>th</sup>, 2026  
April 13<sup>th</sup>, 2026  
May 11<sup>th</sup>, 2026  
June 8<sup>th</sup>, 2026  
July 13<sup>th</sup>, 2026  
August 10<sup>th</sup>, 2026  
September 14<sup>th</sup>, 2026  
October 12<sup>th</sup>, 2026 (Columbus Day)  
November 9<sup>th</sup>, 2026  
December 14<sup>th</sup>, 2026

**MONTHLY PLANNING COMMISSION MEETINGS:** All begin at 7:00 p.m. on the 1<sup>st</sup> Monday of each month.

January 6<sup>th</sup>, 2026-Re-Org/Regular Meeting (Tuesday)  
February 2<sup>nd</sup>, 2026  
March 2<sup>nd</sup>, 2026  
April 6<sup>th</sup>, 2026  
May 4<sup>th</sup>, 2026  
June 1<sup>st</sup>, 2026  
July 6<sup>th</sup>, 2026  
August 3<sup>rd</sup>, 2026  
September 9<sup>th</sup>, 2026 (Wednesday)  
October 5<sup>th</sup>, 2026  
November 2<sup>nd</sup>, 2026  
December 7<sup>th</sup>, 2026

**ANNOUNCEMENTS:**

- **Auditors' Reorganization Meeting:** Tuesday, January 6<sup>th</sup>, 2026, at 6:30 p.m.
- **Planning Commission Re-Org/Regular Meeting:** Tuesday, January 6<sup>th</sup>, 2026, 7:00 p.m.
- **Board of Supervisors Monthly Meeting:** Monday, January 12<sup>th</sup>, 2026, 7:00 p.m.
- **Planning Commission Meeting:** Monday, February 2<sup>nd</sup>, 2026, 7:00 p.m.
- **Board of Supervisors Monthly Meeting:** Monday, February 9<sup>th</sup>, 2026, 7:00 p.m.

**ADJOURNMENT:** A **Motion** was made by Supervisor McBurney and seconded by Supervisor Schreffler to adjourn the meeting at 8:10 p.m. Vote called. **Motion** carries 4-0.

**Respectfully Submitted,**

**Sara M. Glace,  
Secretary/Treasurer**