

1. **CALL TO ORDER**

Vice-Chair Barbara Spencer called the meeting to order at 6:58 p.m. Other Supervisors present were Andy Merritt and Todd Kirsten. Staff present were Susan Steele, Township Manager and D.J. Liggett, CRPA. Residents & others in attendance: Del Scott & Cathi Alloway, Schlow Library.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **TREASURER'S REPORT**

Ms. Steele reviewed the end of year budget figures.

- ***MOTION: Mr. Merritt moved to approve the Treasurer's Report dated January 10<sup>th</sup>, 2013; Mr. Kirsten seconded; Vote 3-0-0; Motion Carried.***

5. **BILLS LIST**

- ***MOTION: Mr. Kirsten moved to approve the Bills List dated January 10<sup>th</sup>, 2013; Mr. Merritt seconded; Vote 3-0-0; Motion Carried.***

6. **MINUTES**

The minutes were tabled until next meeting.

7. **PRESENTATION – SCHLOW LIBRARY**

Ms. Steele stated that there were representatives from the Schlow Library to talk about the municipality's contributions and answer any questions the board might have. Ms. Scott, Halfmoon Township's citizen representative, stated she would like to explain how Schlow Library is funded within the municipalities in response to a citizen's comment at a previous meeting questioning the contribution amount asked of Halfmoon Township. Ms. Scott explained that to get the amount Ms. Alloway looks at her budget and takes away all funds that she knows she will receive (i.e. State funds, donations) and then splits up the remaining costs between the COG municipalities based upon that Township's percent of the total library circulation. This includes books, e-book downloads, DVDs, CDs, newspapers, etc. Ms. Scott stated that Ms. Alloway had budgeted that in 2013 she would need to ask the COG municipalities to give \$1.2 million of the \$2.2 million budget and that Halfmoon Township's contribution was based upon their 2.69% circulation rate. Ms. Spencer questioned if any of that was going to pay off the debt of the new building. Ms. Alloway answered that all of Halfmoon Township's annual contribution was going toward operating expenses and that perhaps a small portion of the overall budget would get transferred into a capital budget fund to go to replacements and repairs in the building. Ms. Steele asked if the Schlow Library received any money from the county. Ms. Alloway answered that they do receive a contribution from the county.

Ms. Scott continued explaining that of the 2,267 population of Halfmoon Township, 1,001 have cards (1 in 3 in the Township have a card) and those, 899 had used their cards in the past year. Ms. Scott further stated that in the year 2011 they had 251 new registered cards and that from January to October of 2012 there were 186 new cards registered. Ms. Scott stated that there were 2,760 books total taken from the return box at the pizza parlor and 2,975 books taken from the return box at Carson's Corner for an average of over 50 books a week returned at those locations. Ms. Scott commented that for their reading program at Grays Woods Elementary School there were 155 students that participated, most of the children being from Halfmoon Township. Ms. Scott stated that there were 23 residents of Halfmoon Township that donated a total of \$10,390.00 to the library as donations in the past year.

Mr. Kirsten stated that those numbers showed what he had thought, that some residents within the township agree to using and funding Schlow Library, and some do not. Ms. Alloway stated that she runs efficiently on the budget she puts out and that it is usually on a lower scale than many other libraries that are in similar areas. Ms. Alloway further stated that the state requires they spend 12% on new materials and they are currently at 13.7% and that their staffing is about average for a library. Ms. Alloway stated that she is trying to find a way to get some resources out to Halfmoon Township like computers once she can find a secure place in the community to house

them. Mr. Merritt stated that the contribution is to make the service available for everyone and that he felt at the price they were give, if broken down per capita, is a bargain.

**8. PRESENTATION ON OFFICIAL MAP/LISTENING SESSIONS**

Ms. Steele reviewed a memo that was sent to all Supervisors about the intention of holding listening sessions before scheduling a public hearing on the official map that is proposed on Monday, January 28, 2013 from 1pm-3pm and Tuesday, January 29, 2013 from 7pm-9pm. Ms. Liggett stated she felt it best to see if there was support from the township before putting it into a public hearing. Ms. Liggett stated the new official map proposed would consist of a few proposed trail connections, a park, and using some township roads to connect neighborhoods and neighborhoods to parks. Ms. Liggett further stated that the official map is in place to allow for the township a year to get together financials to work with developers and property owners to help make their visions for road or trail connections or parks in the community. Mr. Kirsten questioned whether the property owner had to sell the property to the township in one year. Ms. Liggett stated that the rights were with the property owners and that the official map only gives the Township one year to come up with the finances to pay for the land. Ms. Liggett further stated that other than paying for the property, the only other option would be to exercise eminent domain, which she did not recommend. Ms. Spencer stated she saw one trail connection that was proposed was by Trotter Farm and questioned whether there should be negotiations started now for that since they are still building. Ms. Liggett stated there was already an emergency access lane there and that it was put on the official map because it could be a good connector road if there was interest.

Ms. Liggett stated that this was an update on the current official map and that after the two listening sessions she would report any comments she heard and bring any changes made back before the board before it was sent for public hearing.

**9. DISCUSSION AND POSSIBLE MOTION TO DIRECT TOWNSHIP SOLICITOR TO DRAFT A REVISED DRIVEWAY ORDINANCE**

Mr. Kirsten stated it might be best to table agenda items 9 and 10 due to their only being three supervisors present.

- ***MOTION: Mr. Kirsten moved to table agenda items 9 and 10 until the first regular February meeting; Mr. Merritt seconded; Vote 3-0-0; Motion Carried.***

**10. DISCUSSION AND POSSIBLE MOTION TO DIRECT TOWNSHIP SOLICITOR TO DRAFT A REVISED PRIVATE ROAD ORDINANCE**

This item was tabled in the previous motion.

**11. PRESENTATION ON RIGHT OF WAY ORDINANCE AND DIRECT MANAGER TO REVIEW WITH SOLICITOR TO PLACE DRAFT OF ORDINANCE ON AGENDA FY 2014**

Ms. Steele stated there was a right of way ordinance drafted to create uniformity across townships about requiring a permit for use of the right of way. Ms. Steele stated it would require the user to send in an application to Mr. Franson, the Township Engineer so that he could outline if there would be a possibility of damage to property. Mr. Kirsten agreed that it would be a good ordinance to have and would help in possible restitution issues in the future if damage did occur since there would be paperwork involved. Ms. Spencer questioned if there was a motion needed to proceed. Ms. Steele stated no motion was necessary and this was just a presentation to see if the supervisors liked the idea as a possibility for the next fiscal year.

**12. AWARD BIDS FOR BITUMINOUS, AGGREGATES AND MACHINERY FY 2013**

- ***MOTION: Mr. Merritt moved to accept the bids for bituminous, aggregates and machinery as suggested in the letter dated January 7<sup>th</sup>, 2013 from Mr. Franson; Mr. Kirsten seconded; Vote 3-0-0; Motion Carried.***

**13. MANAGER'S REPORT**

Ms. Steele stated that for future meetings she would send out a memo to the supervisors summarizing the material and presentations to be heard at the meeting so questions could be prepared ahead of time. Ms. Steele stated that end of year reports were complete for payroll, state and federal. Ms. Steele stated that the Little League agreement required a revision and that her comments on the revision were sent to Mr. Patrick Hawbaker.

---

Secretary

Ms. Steele stated the Act 153 lawyer agreed to look over the 1999 referendum for a purchase program to look for consistency in current 99 year lease program for \$650.00. Ms. Steele stated that Ms. Smith is filling out paperwork for her Treasurer's bond. Ms. Steele stated that the COG Finance Committee has changed their meetings to the 2<sup>nd</sup> Thursday instead of the 2<sup>nd</sup> Tuesday. Ms. Steele questioned whether the Board wanted to have the staff party next weekend since there was a high number of people who could not come, supervisors agreed, the party was canceled. The supervisors all stated that perhaps another one could be planned for later in the year.

**14. SUPERVISORS' REPORT**

Mr. Kirsten stated that the C-NET highlights for the year of 2012 is that Halfmoon Township, including bulletin board messages, had 31.20 programs which is 5.56% of C-NET's total program. Mr. Kirsten further stated that this brought their totals from 2008 until 2012 to 141.05 programs or 5.30% of C-NET's total programming. Mr. Kirsten stated that the re-vamping of C-NET's website and live streaming was set for 2013.

Ms. Spencer stated that the Upper Bald Eagle COG would now be meeting every other month and that their General Forum meeting would now be held in March instead of February. Ms. Spencer further stated that the only agenda item for that meeting would be to discuss the memorandum of agreement with the Fire Company. Ms. Spencer stated that the General Forum meeting would be held on March 5<sup>th</sup>, 2013. Ms. Steele stated she'd send a reminder out 2-3 weeks before the meeting inviting the Fireman's' Relief to the meeting. Ms. Spencer stated that total payments made by COG to the Fire Company were \$93,134.40, which was what the Fire Company had requested.

Ms. Spencer stated that EMS memberships were in the mail and make sure the donation was sent to the Port Matilda EMS. Mr. Merritt reminded everyone to sign the back of the slip or it would not count. Ms. Spencer stated that the Public Utility Commission would need to see both the 2011 and 2012 budgets for Act 13. Ms. Spencer further stated that this was a heads up to Ms. Steele that more information was forthcoming for her about it.

**15. ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 8:08 p.m.

- ***MOTION: Mr. Kirsten moved to adjourn the meeting at 8:08 p.m.; Mr. Merritt seconded; Vote 3-0-0; Motion Carried.***

---

Secretary