

1. **CALL TO ORDER**

Vice-Chair Todd Kirsten called the meeting to order at 7:00 p.m. Other Supervisors present were Barbara Spencer and Andy Merritt. Staff present were Susan Steele, Township Manager; Jeff Stover; Township Solicitor and Ron Hoover, OSPB Chairman. Others in attendance: Louwana Oliva, CATA.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **MINUTES**

- ***MOTION: Ms. Spencer moved to approve the meeting minutes of March 24th, 2016; Mr. Merritt seconded; Mr. Kirsten requested staff change the spelling of SWAT to SWOT; Vote 3-0-0; Motion Carried.***

5. **BILL'S LIST**

- ***MOTION: Mr. Merritt moved to approve the Bills List dated April 14<sup>th</sup>, 2016; Ms. Spencer seconded; Vote 3-0-0; Motion Carried.***

6. **TREASURER'S REPORT**

- ***MOTION: Mr. Kirsten inquired as to what the \$90,000 deposit into the General Checking account consisted of. Ms. Steele stated she did not have this information available and would look into when returning to Township offices to have available at the next meeting.***

***Mr. Merritt moved to approve the Treasurer's Report dated April 14<sup>th</sup>, 2016 for February 2016; Ms. Spencer seconded; Vote 3-0-0; Motion Carried.***

7. **PUBLIC HEARING OF ORDINANCE NO. 2016-01, AN ORDINANCE RESTATING AND AMENDING AN ORDINANCE ESTABLISHING A PROGRAM TO PROVIDE FOR THE PRESERVATION OF UNDEVELOPED OPEN SPACE WITHIN THE TOWNSHIP, SAID AMENDMENT REMOVING RENTAL HOUSING FROM THE LIST OF PERMITTED USES OF LAND THAT HAS BEEN DESIGNATED FOR OPEN SPACE USE INCREASING THE MINIMUM PARCEL SIZE TO 11 ACRES FOR THE SUBDIVISION OF ANY LAND PREVIOUSLY DESIGNATED FOR OPEN SPACE USE, AND REVISING THE RULES PERTAINING TO THE RIGHT OF AN OWNER TO SUBDIVIDE UP TO 10% OF THE DESIGNATED OPEN SPACE LAND TO BE USED FOR NON-OPEN SPACE USES.**

Mr. Kirsten opened the public hearing at 7:06 p.m. Ms. Steele presented a powerpoint presentation on the present ordinance and what was proposed to be changed. There were no public comments. Mr. Kirsten closed the public hearing at 7:16 p.m.

8. **POSSIBLE MOTION TO APPROVE ORDINANCE NO. 2016-01, AN ORDINANCE RESTATING AND AMENDING AN ORDINANCE ESTABLISHING A PROGRAM TO PROVIDE FOR THE PRESERVATION OF UNDEVELOPED OPEN SPACE WITHIN THE TOWNSHIP, SAID AMENDMENT REMOVING RENTAL HOUSING FROM THE LIST OF PERMITTED USES OF LAND THAT HAS BEEN DESIGNATED FOR OPEN SPACE USE INCREASING THE MINIMUM PARCEL SIZE TO 11 ACRES FOR THE SUBDIVISION OF ANY LAND PREVIOUSLY DESIGNATED FOR OPEN SPACE USE, AND REVISING THE RULES PERTAINING TO THE RIGHT OF AN OWNER TO SUBDIVIDE UP TO 10% OF THE DESIGNATED OPEN SPACE LAND TO BE USED FOR NON-OPEN SPACE USES.**

- ***MOTION: Mr. Merritt moved to approve Ordinance No. 2016-01, An Ordinance restating and amending an Ordinance establishing a program to provide for the preservation of undeveloped open space within the township, said amendment removing rental housing from the list of***

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*permitted uses of land that has been designated for open space use increasing the minimum parcel size to 11 acres for the subdivision of any land previously designated for open space use, and revising the rules pertaining to the right of an owner to subdivide up to 10% of the designated open space land to be used for non-open space uses; Ms. Spencer seconded; but the supervisors did have questions on farm worker housing which is in the present Ordinance. Mr. Stover and Mr. Hoover addressed each question. Vote 3-0-0; Motion Carried.*

**9. PRESENTATION OF CATA STATISTICS**

Ms. Steele requested CATA provide fiscal year numbers from last year and the first 9 months of this year.

	FY 2014-2015	7/1/15 – 3/31/16 – 9 months
Number of Total Riders for HMT Stops:	4503	2999
Number of these riders using 6:53 am run:	1152	951
Number of these riders using the 8:16 a.m. run:	933	448
Number of these riders using the 12:04 p.m. run:	620	399
Number of these riders using 4:04 pm run:	914	717
Number of these riders using 5:04 p.m. run:	884	484
Grand Total:	4503	2999
<b>Local Match Shares (LMS)</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>
Total HMT Operating Costs/LMS:	\$ 5336	\$ 5550
Total HMT Capital Costs/LMS:	\$ 1256	\$ 1507
Total HMT Costs (Operating & Capital/LMS):	\$ 6592	\$ 7057

Mr. Merritt stated he was surprised by the numbers seeming down for the first 9 months of this year. Ms. Oliva commented that she believed the drop in gas prices being the contributing factor and that has been a national trend.

Ms. Spencer stated she wished CATA could have more runs into the Township. Ms. Oliva commented that CATA is looking for possible other ways they could serve Halfmoon Township.

Mr. Kirsten questioned whether the numbers may bump up due to the warmer weather. Ms. Oliva stated the numbers are only down ½% but maybe the numbers will start coming back around.

Mr. Kirsten commented there seems to be a dedicated CATA users group. Mr. Merritt added that gas prices are increasing so that may improve the numbers as well.

Mr. Kirsten stated that he would like to see the numbers once this fiscal year is over.

**10. COMMENTS OF BOARD OF SUPERVISORS PER GENERAL FORUM DIRECTIVE OF COG PRIORITIES**

Ms. Steele presented in table form the recommendations of each COG Committee along with Supervisor Stevenson's comments forwarded to her prior to the meeting. The supervisors reviewed Mr. Stevenson's comments, Mr. Kirsten wanted added that he believed holding the revenues to what each municipality's revenues increase in unrealistic. Mr. Kirsten also instructed Ms. Steele to place on the next agenda a discussion on guidelines for increase of COG municipal contributions. Ms. Spencer wanted added the question of why Schlow Library must provide technical training to citizens rather than one of the technical schools. Ms. Spencer also

agreed with Ms. Steele's comment of encouraging not only green businesses but those businesses which practice green/sustainability best practices within their operations. Comments are attached.

**11. MEMORANDUM OF UNDERSTANDING AMENDMENT BETWEEN CENTRE COUNTY AND HALFMOON TOWNSHIP TO INCLUDE LANGUAGE FOR RTKL**

- *MOTION: Mr. Merritt moved to approve the memorandum of understanding amendment between Centre County and Halfmoon Township to include language regarding right to know law; Ms. Spencer seconded. Mr. Kirsten questioned Mr. Stover about the principles of Right to Know Law and how it affects the Township. Vote 3-0-0; Motion Carried.*

**12. MANAGER'S REPORT (Oral)**

Ms. Steele stated staff would like to nominate Don Houtz for the Good Citizen Award for his donation of a storage unit to hold office furniture and supplies while the remediation is being completed. All supervisors agreed.

Ms. Steele commented that health insurance premiums have increased and she has requested Geisinger provide quotes since they are now offering a package that includes health, dental, vision and long & short term disability.

Ms. Steele stated she met with DCED and DCNR and they were both pleased with the plan and the Township's preparation. Ms. Steele and Ms. Meek will present a flowchart and ask for directives at the next meeting. Ms. Steele stated the DNCR/DCED wanted one park be done in its entirety at a time. Ms. Steele said both agencies stated this would not hurt the chances of the Township receiving additional grants in the future.

**13. SUPERVISORS' REPORT**

Ms. Spencer stated she attended Centre County Association of Township Officials (CCATO) conference and Mr. Jim Baker from Seda-COG was present and discussed broadband.

Ms. Spencer stated she was disappointed in the lack of supervisors' attendance at the UBEH COG General Forum.

Ms. Spencer stated the Port Matilda Fire Company still has tickets available for the gun raffle.

Ms. Spencer stated there will be a spaghetti dinner on April 16<sup>th</sup> to benefit Megan Flory who is having some serious health issues. The dinner will be held at the Fire Company. Megan is a daughter to one of the Fire Fighters.

Ms. Spencer commented that there will be a fiber optic study done and it could cost \$200-500 to hook on to the fiber optic line. Mr. Kirsten stated this will be discussed at the Centre Region COG General Forum. Ms. Steele stated there needs to be a study completed before any decision is made because this could jeopardize the township's income for franchise fees through Comcast. Ms. Spencer commented that she would like to know what savings there would be in any.

Mr. Kirsten stated this is National Volunteer week and he thanked all the Boards, Commissions and Authorities and Fire Company and EMT volunteers.

Mr. Kirsten stated he attended the C-NET Board meeting and learned that in the first quarter of 2016 there was an average of 30 hits per meeting, and 10 to 15 minutes per hit.

Mr. Kirsten commented the Transportation and Land Use Committee reviewed the work priorities for 2017 for Centre Region Planning Agency one last time and it will be moving to the General Forum.

Mr. Kirsten stated the Finance Committee reviewed the guidelines for municipal contributions.

Mr. Kirsten stated the C-NET Board held a strategic planning retreat and Ms. Hahn will draft that plan and he will report back when that is complete.

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14. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 8:20 p.m.

- ***MOTION: Ms. Spencer moved to adjourn the meeting at 8:20 p.m.; Mr. Merritt seconded; Vote 3-0-0; Motion Carried.***

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<b>CENTER REGION PARKS AND PARKS CAPITAL (DID NOT LIST AS HMT NOT PART OF PROGRAM)--DETAILS IN DROPBOX FOR SUPERVISORS IF THEY WISH UNDER 4/14/MEETING</b>	<b>Halfmoon Township BOS Comments</b>
<b>FINANCE COMMITTEE (REASONS WHY UNDER 4/14/14 BOS MEETING IN DROPBOX)</b>	
<p>a. The annual program plan</p>	<p>Mixed: One supervisor believes for any program plans written for any agency, the finance committee should assess the expected organic revenue growth for each of the funding municipalities and then make sure the budget process is informed by that budget reality ex-ante; in other words make sure the target for COG's budget increase matches the expected increase in the funding municipalities revenues for 2017. Another supervisor, feels that keeping the expected increase equal to municipal anticipated revenue not be realistic.</p> <p>All supervisors believe Finance Committee should perform a health insurance analysis with an eye toward revamping the program's deductibles to lift them, but also fund health reimbursement accounts so that there is no effect on employee's financial situations but potentially the insurance premiums go down.</p>
<p>b. The Capital Improvement Plan</p>	
<p>c. The annual Detailed Budget</p>	
<p>d. The annual Summary Budget</p>	
<p>e. Establish the format and process for reviewing a-d above</p>	
<p>f. Provide guidance to staff on policy level issues and concerns they may have</p>	
<p>g. Services/Projects that should be done differently:</p>	
<p>Encourage more municipal officials to Participate in the review sessions for the Detailed Budget when the Committee Meets with the Agency Directors.</p>	
<p>Encourage municipal officials to become More familiar with the budget materials That are given them.</p>	
<p>Prior to the preparation of the Program Plan, the Executive Director should Prepare a one or two page summary Of the items that are likely to be included.</p>	

Agency Directors are encouraged to Update the GF in advance of major Proposed projects or programming Changes and let the members know if the Situation changes	
Communications between COG Committees and the governing Boards And Councils can be improved. Committee members should share This information with other members of Their municipality's boards.	
The idea of asking CNET to televise Budget discussions. No conclusions Reached.	
	<b>General Supervisor comments: Suggest a quarterly budget items of interest update.</b>
<b>PUBLIC SAFETY COMMITTEE (PRIORITIES AND REASONS WHY UNDER 4/14/14 BOS MEETING IN DROPBOX)</b>	
a. Fire Agency (Did not list as HMT is not part of program)	
b. Code Agency Provide an adequate staffing level	
c. Emergency Management Program	
First Priority: Provide CERT (Community Emergency Response Team) Programs to educate residents about how to prepare, respond, and assist with emergency situations	
Second Priority: Develop a new position for a paid intern for 2017 to work on projects such as identifying individuals and groups with mobility or other limitations that would require special attention during an emergency	
<b>HUMAN RESOURCE COMMITTEE (Reasons in Dropbox under 4/14/14 BOS Meetings)</b>	
a. Primary Roles:	
Ensure that COG compensation and benefits are adequate to attract and retain qualified and successful staff while maintaining affordability among the municipalities	Work with Finance Committee to perform a health insurance evaluation

Review and provide comments on proposal from Executive Director as they relate to staffing changes	
Provide a workplace where employees are treated in an open and fair manner that is consistent with COG Personnel Policy and State and Federal regulations	
b.	General supervisor comment: Any time there is a vacant position in COG, the position should be evaluated for need before advertising position.
c. Secondary Roles:	
Review proposals from Agency Directors as they relate to personnel changes	
d. The Committee believed the five questions posed by the GF were not a good fit for HR Committee. However, did reach consensus on the following overarching comments:	
At a high level overview, it appears that the COG Committee know the status of projects that are in progress or projected for the future. However, that information may not be known by municipal officials who are not members designed to that Committee. Looking ahead, the Committee members should have a higher level of accountability in keeping their governing boards/councils updated on issues being discussed by respective committees.	
There is already in process in place for the HR Committee to review and provide comments on personnel proposals	
Looking ahead, a priority of the Committee is to have the COG Administrative staff update COG policies and related documents, as well as to make sure job descriptions are accurate with current job duties. The Committee and COG staff believe this work can be done "in house" and outside consultants are not needed. Some of this work is currently in process.	
There is the opportunity for improvement in projected personnel costs for new COG Services. Questions that should be asked would include, but not be limited to:	

What will be the staffing costs with new projects, maintaining facilities or growth, etc.? How will those costs be funded.	
<b>SCHLOW LIBRARY (Reasons in 4/14/14 BOS Meeting Dropbox)</b>	Where do we stand with a parking system revenue fix?
a. Equal Weight as to Priority in six areas: All within state standards for public libraries. (Details of slogan meanings in Dropbox)	
We Are Where You Are	
Children Today, Leaders Tomorrow	
Community Connectivity	
Centre Region's Living Room	
Read It, Know It, Schlow It	
Firm Financial Foundation	
b. Library lacks the resources to respond to the following services, where demand is exceed capacity to supply:	
Additional ebooks and ematerials	
Additional remote pickup and delivery sites	
Information services and training for businesses	What sort of information services and training for businesses does the library feel it needs to provide?
c. No further recommended service cuts for 2017	
d. Services/projects that the Agency should do differently:	
Demand for public technology training on devices, software, and personal technology, including 3-D printing	Can the library quantify the demand for public technology training on devices, software, and personal technology, including 3-D printing? Where is this demand coming from and what is the plan and the cost to address it? Also suggest instead of Schlow providing these services, maybe these could be provided by CPI and other entities which train on these items.
<b>PUBLIC SERVICES &amp; ENVIRONMENTAL COMMITTEE (Reasons in 4/14/16 BOS Dropbox)</b>	
a. Priorities (Approved by GF for 2016)	
Beneficial Reuse-Service Area	
Centre Region Nutrient Management Policy for DEP Planning Modules	
Regional organic recycling program	
Update to the 437 Plan-Policy regarding Penn State Connection	

b. Other Priorities for 2016 not approved by GF	
Fiber optic infrastructure (municipal and economic opportunities, adopt regional policies)	Would support the continued exploration of bringing a fiber network to the area. Would encourage COG to include partners in the County government and CBICC as we move forward.
Water resources management plan	
Update to the Act 537 Plan-Includes review of the Sewer Management Program	
Sustainability/Energy conservation—SEDA-COG relationship	
Creating a policy or resolution or action plan on climate protection	Supports the theme of climate protection, including working with CBICC to develop or bring environmental companies to the area. As well as encouraging the CBICC to recruit businesses which implement sustainability/green practices (e.g. Kohl's, Geisinger) .
Municipal ordinances for solar panel, wind turbines, etc. (CRPA is currently compiling existing municipal ordinances to develop a model ordinance)	
c. Ranking for FY 2017	
Creating a policy or resolution or action plan on climate protection: includes energy, water and food; PSU information/projections	
Update to Act 537 Plan	
Fiber Optic Infrastructure	
Sustainability/Energy Conservation	
d. Services/Projects that it could be doing but not doing or done differently?	
Regional discussion on other areas of public infrastructure that may be needed, such as electric car charging station: work on private vendors, CBICC involvement, Consistent with climate action plan	
Maintenance of stormwater retention ponds	
Considerable more renewal energy/conservation alternatives when doing COG building projects (e.g. solar on park shed)	
Look at CBICC doing more-bringing more private sector environmental companies to area	

<p>Develop an environmental protection philosophy: update mission state of the COG, include human health along with environmental, consistent with Comp Plan</p>	
<p>e. Services that should be stopped or reduced?</p>	
<p>Brush and leaf collection—keep at municipal level, not a regional discussion</p>	

Halfmoon Township Board of Supervisor comments as approved 4/14/16