

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:01 p.m. Other Supervisors present were Andy Merritt, Todd Kirsten, Barb Spencer and Ben Pisoni. Staff present was Susan Steele, Township Manager; Scott Brown, Roadmaster. Audience in attendance: Bill Donley & Don Houtz.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

Mr. Donley questioned the status of the decision regarding the possible change to the Dog Kennel language in the Agriculture district. Ms. Steele stated the Board of Supervisors made a motion at their last meeting to send this topic to the Planning Commission who will meet with the Township Solicitor and Planner and discuss and make a recommendation to the supervisors for their June 13th meeting.

Mr. Donley stated at the last Board of Supervisors meeting there were two gentlemen pushing an agenda for some criteria for a need for the board of supervisors to address internal concerns about people using the program that are part of the program. Mr. Donley commented that he thought that was an extremely important topic as he tries to educate himself on what has happened in the past and members of the Board of Supervisors and Open Space Preservation Board that have benefited from that program. Mr. Donley stated he was appalled that it got squelched by the supervisors and was addressed in a public forum in front of the camera and it didn't go anywhere. Mr. Donley stated he felt these were two intelligent guys that had a serious recommendation that got pushed aside by the supervisors and he did not think it was in the best interest of the township.

Mr. Merritt responded that this same topic had been addressed by the supervisors previously with the Township Solicitor. The Township Solicitor advised the supervisors that having board members from either board also in the program was not a conflict of interest as long as those individuals were not voting on anything involving their property.

Mr. Donley stated he read the minutes on members that have property in the program and they just refrained from the vote but that is not historically a good tool to squelch favoritism or internal reward just because they abstain from the vote. Mr. Donley commented that there are four other members to carry the motion and there should be more meat to it as a tax payer.

Ms. Spencer stated it would be like a developer on the Board of Supervisors and discussing developing or not developing. They would just not vote. They could have the same kind of influence.

Mr. Donley stated it seemed important for the two Open Space Preservation Board members but it quickly got downgraded by the Board of Supervisors at their last meeting.

Ms. Spencer stated this has been discussed and re-discussed over and over again on some of these issues and this is why there were some changes to the membership criteria and the supervisors are not ignoring the issue. It has already been resolved.

Mr. Stevenson stated that people who were most interested in seeing this program work were the large landowners of the township who wanted to preserve their land. These landowners spent a great deal of time getting the program organized and putting legs under it and doing some real cutting edge stuff. Mr. Stevenson commented without those people the program wouldn't exist. Mr. Stevenson stated the Board has made the membership on the Open Space Preservation Board tighter with staggered terms and there are no automatic re-appointments so everyone has a chance to serve. Mr. Stevenson stated in his opinion the next logical step is to look at the program's financial analysis which the Open Space

Board and Township staff had previously presented to the Board of Supervisors. Mr. Stevenson commented the Board of Supervisors had given the Open Space Preservation Board some things to work on at the last supervisor meeting. But he does respect where some of the members of the Open Space Preservation Board are coming. From the collective vote of the Board of Supervisors, there are other priorities that are more important than the theoretical debate on conflict of interest. Mr. Stevenson reiterated what Mr. Merritt stated earlier regarding the abstention of a voting member.

Mr. Donley stated the township has operated as a tight knit community for many years with players and associates and big land owner farmers running it and commented as we move forward to a more progressive township we have the possibility of major development and we have to make sure we are doing things with the absence of malice.

4. MINUTES

• **MOTION:** *Ms. Spencer moved to approve the minutes of April 11th, 2013; Mr. Pisoni seconded; Mr. Kirsten requested staff review comments made regarding discussions regarding his comments on conflict of interest and make any necessary corrections; Vote 5-0-0; Motion Carried.*

5. DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING NEW 911 RADIOS DUE TO COUNTY UPGRADE OF 911 SYSTEM

Ms. Steele stated the County upgraded their 911 system which means the current radios the Township has will not work with the new system beginning this fall. Ms. Steele commented the Township would have to purchase all new radios. Ms. Steele stated there is a 32% discount right now for the new radios but does not know how long that discounted price will last. The radios were not budgeted for this year so Ms. Steele will have to research to see how long the discount will be available. Ms. Steele stated she spoke with Mr. Brown and they agreed they only needed 5 handheld radios to replace the current radios. Ms. Steele commented that the radios would cost approximately \$2500 per radio. Ms. Steele stated the current radios will not work after October but Mr. Kauffman offered to get the Township through December until new radios can be purchased. There was discussion regarding the cost of the radios. Ms. Steele stated approximately \$15,000 will be necessary to be purchased the new radios. Mr. Stevenson questioned the longevity of the radios and questioned how often there would be an upgrade. Ms. Steele commented there was no way of knowing as technology as well as homeland security requirements change. Mr. Stevenson questioned how Mr. Kauffman was going to get the Township through December. Ms. Steele stated she would check with Mr. Kauffman.

6. DISCUSSION AND POSSIBLE APPROVAL OF PARK BOARD DESIGN OF BASKETBALL COURT AT AUTUMN MEADOW PARK AND DIRECT DESIGN AND SPECIFICATIONS TO BE CONDUCTED

Ms. Steele provided the Park & Recreation Board recommendations received from Mr. Kirsten. Mr. Kirsten reviewed possible locations on the map of Autumn Meadow Park for a half Basketball Court. Ms. Steele stated she is looking to see if the Board wants Mr. Franson to spec it or RFP it out to a Basketball designer. Mr. Stevenson commented he has full faith in Mr. Franson and felt a designer would add to the cost. Mr. Kirsten reviewed pictures of Basketball Courts the Park & Recreation Board looked at and discussed. Mr. Stevenson stated he liked the second design Mr. Kirsten provided. Ms. Steele questioned whether the Board wanted the court specs with or without paint. Mr. Stevenson commented that the court did not need to be painted but the lines needed to be painted. There was discussion whether there needed to be a fence, safety issues due to location and the orientation of the court. Mr. Stevenson stated he had suggested a wall on the back side of the court that could be used for wall ball. Ms. Steele stated she will have Mr. Franson spec no surface painting just painted lines on the court, no fence but a possible wall on one side of the court. Mr. Kirsten stated while he was at the PSATS Conference he spoke to two vendors regarding an adjustable hoop. Mr. Kirsten was told by both vendors that an adjustable hoop will have a lot of wear and tear and will rust and that they should

be used inside. Ms. Steele had also formerly stated same to Mr. Kristen. Mr. Kirsten commented that they could get a fixed height hoop and get a lower hoop for a second hoop. Mr. Stevenson stated Circleville Park has that type of setup. Mr. Stevenson questioned what type of materials would be needed and used for a fixed hoop. Ms. Steele stated it would be commercial grade. Mr. Stevenson requested Mr. Franson spec the materials and make recommendations. Ms. Steele suggested waiting until the Board sees how much the court is used before installing a second hoop. The Board agreed with only one hoop at this time. Mr. Pisoni stated he is not sure of the location. Ms. Steele stated she would notify Mr. Franson to design and spec and have ready for the supervisors for approval at their second meeting in May. Mr. Stevenson thanked staff and the Park & Recreation Board and the residents who attended the public meetings and made suggestions and commented that this is step into diversifying use at Autumn Meadow Park.

- **MOTION:** Ms. Spencer moved to direct Mr. Franson to design specifications as listed by Ms. Steele; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.

7. **DISCUSSION AND POSSIBLE APPROVAL OF ADVERTISING FOR BIDS THE LOVEVILLE ROAD REPAIRS**

Ms. Steele provided an impact statement as requested by the Board. Ms. Steele commented that this winter Loveville Road's wearing surface deteriorated which was now jeopardizing the underlayment. Ms. Steele stated this will need to be repaired whether it gets paved or not. Ms. Steele reviewed the 10 year plan and commented Mr. Brown would like to do the repair this year and would like the Board to approve advertising for this project. Mr. Brown stated this area will not last another winter. Ms. Steele stated she will provide budget adjustments. Mr. Kirsten questioned how much it would cost to repave from the deteriorated section to Marengo Road and should it just be done now. Mr. Brown stated he can request Mr. Kanepf write up two separate bids for this project. Mr. Kirsten commented this would keep from inconveniencing those residents for 2-3 times in the next few years and looking at projected costs provided by Mr. Franson may be cheaper to do it now. Ms. Steele stated this project including paving to Marengo Road would cost about \$83,000. Mr. Kirsten stated that he felt it would be more expensive next year. Ms. Steele stated she would work numbers. Ms. Spencer stated it makes sense to take care of this now and agrees it would be cheaper this year than next. Ms. Steele stated Mr. Brown can get two bids and it can be brought back to the Board for approval and advertising approval. There was discussion whether it could be one bid instead of two separate bids. Ms. Steele and Mr. Brown said typically they are bid as one, but in this instance, since the nothing had been budgeted this year for road improvements, it is prudent to see what the bids come in at in the event they only want to fix the road rather than repave it at the same time. Mr. Stevenson requested staff see what Mr. Kanepf recommends. This will be brought back to another meeting. There was no action taken.

8. **DISCUSSION AND POSSIBLE APPROVAL OF DESIGNATING MAY 19-25, 2013 EMS WEEK**

Mr. Stevenson stated the EMS deserves a week of recognition. Mr. Stevenson questioned whether the Board could send them money. Ms. Steele stated typically the proclamation gets posted to the website and in the update every year at this time. Ms. Spencer stated the Township should also encourage residents to purchase hoagies and memberships. Mr. Kirsten suggested also adding that the EMS is looking for volunteers to help with fundraisers and members. Mr. Merritt recognized the young members and commented there are a number of students that have the certification to be an EMS. Mr. Stevenson read the proclamation aloud.

- **MOTION:** Mr. Merritt moved to designate May 19-25, 2013 as EMS week; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.

9. **MANAGER'S REPORT**

Ms. Steele stated she spoke to Ms. McKinley from the County Election Office who provided her with statistics on voting numbers in the last primary election. Ms. Steele stated the Ms. McKinley hoped to

have the township split by the November 2013 General Election. Ms. Steele commented she went to the Halfmoon Christian Fellowship Church on Sunday and there were 48 cars parked there. There are 68 parking spots at the Municipal Building parking lot with the centerline roped during the summer sports, but otherwise the municipal lot only contains 40-50 spots. Pursuant to the supervisors' request, Ms. Steele received a quote from Fullington Bus for \$300.00 to rent a van to shuttle voters from the church to the Municipal Building parking lot on election day(s). There was discussion regarding other locations with more parking. Ms. Spencer commented that November's presidential election was the first election where she was checked in by one person and it got backed up. Ms. Spencer stated she did not feel there was a need for the van. Mr. Pisoni questioned whether Ms. Steele inquired as to Ms. Spencer's question. Ms. Steele stated that she had but has not received a response. There was discussion whether the election board was paid or just volunteers and if they had to be residents. Mr. Kirsten stated he did not feel it was necessary being a municipal election to rent a van to shuttle voters. There was discussion on the district numbers and how that is determined. Mr. Stevenson stated he would favor one voting location if there were ample parking. The supervisors again discussed the County using Way's Fruit Farm as a voting venue. Ms. Steele stated there would be a tremendous interruption to the business at Way's Fruit Farm and the Board should consult Way's before discussing this further. Mr. Stevenson stated he is okay not renting a van now but would like to leave the option open for the November Election. Mr. Kirsten questioned whether anyone was available to assist with traffic. Ms. Steele stated there is has never anyone that assist with traffic wherever the location in the past.

Ms. Steele stated West Penn will be taking down the power in Stormstown on April 25, 2012 from around 10:00 a.m. to 11:00 a.m. to repair the sub-transmission line between State College and Tyrone. We have notified residents through the Township website and update. Mr. Stevenson commented that he felt the power was down at his home quite a bit. He therefore might bring to the supervisors in the future the possibility of the Township writing to the PA Public Utility regarding his multiple power outages.

SHARED DRIVEWAY/PRIVATE ROADS ORDINANCE CHANGE: This is presently scheduled to be set for public hearing as the Supervisors directed for the 5/23/13. Kathleen is working on a draft ordinance for the supervisors' approval at their 5/9/13 meeting.

ADDING KENNELS AS A PERMITTED USE IN THE AG ZONE: The Supervisors at their 4/11/13 directed the Planning Commission to review this change as well as review the limited commercial within the AG zone. The Planning Commission will do so at their 5/7/13 and 5/14/13 meetings with Kathleen in attendance. The Planning Commission's recommendation is scheduled to come back to the Supervisors for their 6/13/meeting.

PRESENT ZONING DISTRICT REVIEW IN CONJUNCTION WITH DRAFT FUTURE LAND USE PLAN BY PLANNING COMMISSION: The Planning Commission has begun its review of the Township's present zoning districts, permitted uses, and accessory uses to prepare a white paper of recommendations to the Board of Supervisors by the end of FY 2013 to implement the draft Future Land Use Map. The Planning Commission has begun this process by reviewing our present R-1 district. To do same, they are reviewing the intent of Centre Region Municipalities as to their residential district, maps, and permitted uses. They are also reviewing definitions such as "open land," "open space," and "home occupation." The Planning Commission will be temporarily halting this process in the month of May, 2013 when they will review the AG district per the supervisors' wishes with the Township Solicitor.

LUTZ TO SHANNELLY DRIVE PROPOSED TRAIL ON OFFICIAL MAP: Per the supervisor's wishes at their 4/11/13, this 600 foot trail will be removed from the draft official map. DJ told this to the Planning Commission at their 4/18/13 meeting.

CODE SOFTWARE: Amy has been attending the Code Software meetings on behalf of the Township which are conducted almost every week from Tuesday through Thursday with Tyler and the other municipalities.

DRI PROCESS REVIEW: The COG Executive Committee will place this on the General Forum to send back to the municipalities for comment. Mr. Stevenson provided a memo from the DRI Ad Hoc Committee and stated he felt this would be important for the Board to read through. The memo discusses what to do with the Regional Growth Boundary and Sewer Service Area and all the issues related to that and where there were areas of consensus, where there was consensus and what the majority was and what the descending views are. This will be coming to the municipalities and Halfmoon Township should be involved.

NEW DEP BEST PRACTICES FOR ON LOT AND COLDS SYSTEMS: DJ will do the presentation for the supervisors at their 5/9/13 meeting. This presentation will be available to view on C-NET. Mr. Kirsten stated comments will be taken until the end of June.

PROPOSED CHANGES TO PRESENT FIRE REGULATION ORDINANCES: The Planning Commission has discussed the Township's present fire regulation ordinances with both fire companies. The drafted regulations will be presented and discussed with the supervisors at their 6/13/13. The Port Matilda Fire Company will also be attendance for a work session to not only discuss the proposed changes but the draft Fire Agreement effective in FY 2014.

LACROSS NETS AT AUTUMN MEADOW PARK: They are presently to be placed underneath the football field goalposts and will be chained to avoid any theft. They will be removed beginning August 1, 2013, when the Centre Bulldog's lease runs from August 1 through October 31.

SUMMER PARKS PROGRAM: The Township received six youth and two adult leader applications.

TENNIS COURT: The asphalt has been drilled for the sleeves. The sleeves are already concreted in. Scott is just waiting for the welding company to give him the inserts. The tentative schedule for completion, including cement, is by the end of the week. Mr. Kirsten questioned whether once pressure is applied there is enough support. Mr. Brown stated they are concreted in so they are very sturdy.

C2P2 DCNR GRANT: Staff met with the DCNR regarding a proposed grant for park improvements as scheduled by the Supervisors on the Capital Replacement Budget for the next five years. The figures on the Capital Replacement Budget as they relate to parks was the 50% amount indicating what the Township would owe if they received the DCNR grant. If not, those figures would double. The application will be due in 4/2014 with contracts submitted to awarded municipalities by 1/2015 for construction in 2015. There are many variables but the DCNR felt we had good projects. The plan at this time is for staff to bring the slated improvements to the supervisors at their 6/25/13 meeting to discuss: 1) are the improvements indeed the ones the supervisors wish to pursue, 2) if they wish to proceed in submitting a grant application (many steps prior required), 3) which park will go first; 4) implementation options; and 5) implementation schedule. This 6/25/13 meeting would be a joint meeting with the Park Board.

PARKING LOT ROPING: We had not put it up due to the fact that Hawbaker's heavy equipment was using the municipal parking lot as a staging area for the new batting cages. It has been completed and therefore the roping in the parking lot as well as along Municipal Lane like last year will be up by the end of the week.

SIGNAGE REGARDING RESERVATIONS OF FIELDS: Scott placed them in both parks last week.

STATE ROAD 550 PEDESTRIAN SPEED STUDY: Scott placed the semi permanent speed sensor at the corner of Houtz and SSR 550 on 4/17/13 to take speeds from cars coming from the West. The speed data was taken from 4/17/13 to 4/22/13. During said time 8,428 vehicles passed by the speed sensor, with 1939 vehicles the high on Friday, 4/19/13. The 85% percentile speed (what the state uses) was 42 mph. Scott moved the semi permanent speed sign to take speeds from the East (coming into the township) for the next three days. Upon receiving this data, we will then place the pedestrian channeling devices to capture for three days both ways to see how much speeds are diminished, if at all, with the pedestrian channeling devices. After those three days, the pedestrian channeling devices will be removed until the summer parks program as Todd and Ben wished. Mr. Kirsten stated that he, Mr. Brown, Mr. Pisoni discussed placing the channeling signs back up when school lets out for the summer. Mr. Kirsten commented that citizens may get desensitized to the signage so that is why he feels it is better to take them up and down. Ms. Spencer stated she would like to leave them up. Mr. Stevenson suggested making a schedule when they come up and down. Ms. Steele stated there was one already in place Mr. Stevenson stated he would like to see the speed radar sign up at least a week before it is turned on. Ms. Steele stated the agreement with the state is to keep the speed in stealth mode.

FIRE AGREEMENT WITH WARRIORS MARK TOWNSHIP: The fire agreement to Warriors Mark a while ago and am waiting for their revisions.

STATE POLICE ANNUAL REPORT: Sgt Mann will be giving the state police's annual report to the supervisors at their 5/23/13 meeting.

GENERAL AUDITOR'S LAST THREE YEARS OF AUDIT OF PENSION PLAN: Staff will be meeting with the State regarding the last three years of the Township's defined pension plan on May 1, 2013. This is required for any municipality receiving state pension monies.

LINE ITEM VS. PROGRAM BUDGETING: Inquiry: There had been discussion last year about transitioning the Township's past line item budgeting to program budgeting format (i.e., like COG's). Ms. Steele had recommended this last year but the supervisors wished to forego until a later time. Do you want to make this transition for the FY 2014 budget? It will give the Township as well as citizens a better picture of what programs are costing more than others as well as how the revenues are used. Ms. Steele explained program budgeting would accumulate expenses so it showed how much staff time is used on a specific item. The supervisors stated they wished to make the transition from line item budgeting to program budgeting this fiscal year.

OPEN SPACE: At the supervisors' 4/11/13 meeting, it was determined the Open Space Board would give recommendations to the supervisors on the following items:

1. Financial analysis/forecasting/actuarial assessment
2. Lien/subordination/first position
3. Land rating
4. Language and rules for acquisitions

The Open Space Board cancelled its meeting scheduled for 4/17/13 due to lack of quorum. Ms. Steele has run Joe's forecasting for the program for years 2014 and 2015 and has asked both Joe and Mark if that is sufficient or what the end product will be. Ms. Spencer stated she is concerned that there was no quorum.

GENERAL FORUM: Has been rescheduled for 4/29/13.

MARK STEVENSON'S WISH TO REARRANGE TABLES SO HE COULD SEE ALL THE SUPERVISORS DURING DISCUSSION: In an effort to implement Mark's request, we have placed casters on the large wooden tables with the hopes of being able to angle them better prior and during a meeting as the supervisors wish.

PERSONNEL MANUAL REVIEW: Unfortunately, I have not had an opportunity to begin drafting and reviewing changes to forward to an expert. I will keep on my open list of items to complete.

NEW BUILDING OPTIONS: The developer Mark and I spoke to I have followed up with a couple of times. I do not think they are interested but will pursue other options. This is another thing I unfortunately have had to put on the back burner to attend to other Township issues. My hope is I can do some sort of update by year end.

MAY 22, 23 AND 24, 2013: I will not be here but at a personal conference out of town. I will be using vacation days to do so.

10. SUPERVISORS' REPORT

Mr. Kirsten stated he attended the PSATS Conference in Hershey and discussed workshops he attended. Mr. Kirsten commented he received some useful information on grant funding.

Ms. Steele stated she would like to discuss with the Board at a later meeting the possibility of becoming a member of the PA League of Municipalities.

11. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 8:50 p.m.

- ***MOTION: Mr. Kirsten moved to adjourn the meeting at 8:50 p.m.; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***