

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:02 p.m. Other Supervisors present were Danelle Del Corso, Barb Spencer, Andy Merritt and Todd Kirsten. Staff present were Susan Steele, Township Manager; Amy Smith Township Clerk and Erica Ehly, CRPA. Residents & others in attendance: None.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **MINUTES**

- ***MOTION: Ms. Del Corso moved to approve the minutes for September 22nd, 2016 and October 3, 2016; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.***

5. **TREASURER'S REPORT**

- ***MOTION: Ms. Del Corso moved to approve the Treasurer's Report dated October 13th, 2016 for end of month for August; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***

6. **BILLS LIST**

- ***MOTION: Ms. Del Corso moved to approve the Bills List dated October 13th, 2016; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***

7. **SMALL AREA PLAN FOR MIXED USE AREA ON FUTURE LAND USE MAP**

Ms. Steele stated the Board should make a motion to approve creating a small area plan for mixed use so staff can solicit interested members to serve on the Steering Committee. Ms. Steele stated staff could then bring back names and the Board could approve those members.

Ms. Ehly stated she prepared a flyer to solicit membership for the Steering Committee.

Ms. Steele commented that one difference Halfmoon Township will have compared to Harris Township is that they had the infrastructure already there when they developed their small area plan where Halfmoon Township does not.

Ms. Ehly stated the small area plan could be done in phases where the first phase could be done without sewer and then you would identify the phases in the plan. Ms. Ehly stated this would be useful prior to proceeding with the DRI process.

Ms. Steele reviewed a tentative timeline for working through the Steering Committee development, presentation, public comment period and public hearings.

- ***MOTION: Ms. Del Corso moved to approve creating a small area plan for mixed use area on future land use map; Ms. Spencer seconded; Mr. Stevenson stated he understood where more higher density development plays in but where does Ag play into the plan? Ms. Ehly stated phase I could show lower density Ag areas developing without the DRI as one option. Ms. Ehly stated the DRI and small area plan process could occur at the same time but phasing is always good. Ms. Ehly commented this helps show the transition into what the area will look like. Ms. Spencer stated she does not just want developers on the committee. Ms. Steele stated there will be citizens as well serving on the committee. Ms. Stevenson stated he hopes to have various stakeholders' at the table discussing it together. Ms. Spencer stated a lot of the work has already been done with the Halfmoon/Patton area plan, the comp plan and the work the Planning Commission had done. Ms. Ehly stated the Halfmoon/Patton area plan is outdated. Ms. Del Corso stated it could be used as a base. Ms. Spencer commented that if this is started it should be seen to the end. Vote 5-0-0; Motion Carried.***

Secretary

- **MOTION:** Ms. Spencer moved to approve the stakeholders to receive membership solicitation letter, approval of solicitation letter, distribution by mail, website, list serv, and handouts at polling venues on 11/8/2016, with first meeting of steering committee scheduled for 11/16/2016 at 7:00 p.m. and specific names of steering committee members to be approved at the Supervisors 12/8/2016 meeting; Mr. Kirsten seconded; there was discussion regarding the flyer and opportunities to distribute; Ms. Spencer stated she would only like to see Patton Township residents that border Halfmoon Township or are church members; Ms. Ehly stated it could be done in a radius; Mr. Stevenson suggested putting it to the Steering Committee and see what they think; Ms. Ehly stated is small area plan should show the impacts of schools, services, etc.; Mr. Stevenson commented that entities don't need to be on the committee but the committee could get input from them. Ms. Del Corso questioned whether the Board only wanted residents; Ms. Steele clarified that the Board wanted residents and landowners on the committee; Mr. Kirsten stated he had concerns that there may be too many interested parties; Mr. Stevenson suggested they wait and see what the interest is but have in mind a cut off number; Ms. Steele stated she would bring the names back to the Board in December and they could go from there; Mr. Kirsten stated he had concerns they may have to turn away residents; Ms. Steele commented that they could be on a sub-committee; Ms. Del Corso questioned how interested parties were to contact staff with their interest; Ms. Steele stated her email address could be added to the flyer; Ms. Ehly stated they would have a sign-up sheet at the November 16th meeting; Mr. Kirsten stated it would be nice to have the flyer to hand out at the Way Fruit Farm Festival; Mr. Kirsten commented he would like to have more time to think about appointments to the steering committee; Ms. Steele stated the Board could make those appointments at their December 8th meeting; Vote 5-0-0; Motion Carried.

Ms. Del Corso supplied some background information for the steering committee. Mr. Stevenson stated Harris Township knew the issues prior to developing a steering committee. The Board made changes to the statement which was included in the flyer.

Ms. Spencer stated she would like to start the DRI process ASAP due to UAJA being maxed out in nutrient credits. Mr. Stevenson commented that the Centre Region COG authorized UAJA to come up with a nutrient credit plan for the region. Mr. Stevenson stated no one should be starting development until a plan is completed. Ms. Spencer does not want to hold off on the DRI and stated the sooner the Board lets the Centre Region know they are moving forward the better. Ms. Ehly stated it is unknown whether development can happen without sewer.

8. **EXTENSION OF LEASE FOR TOWNSHIP OFFICES AT 1948 HALFMOON VALLEY ROAD**

- **MOTION:** Mr. Merritt moved to approve extending the lease at 1948 Halfmoon Valley Road for Township Offices through 12/31/2017 at the current rate of \$750.00 per month; Ms. Del Corso seconded; Mr. Kirsten stated for 2017 this is the only option; Mr. Stevenson stated this will be looked at again prior to 2018; Vote 5-0-0; Motion Carried.

9. **MANAGER REPORT**

Ms. Steele stated she hired Mike Siggins AIA as the design professional at a cost not to exceed \$864.00. Mr. Siggins's hope is both bathrooms should be able to be completed under \$19,500.

Ms. Steele stated she will be working to prepare the budget and reviewed the budget meeting dates.

Mr. Stevenson stated there was an executive session held on 10/10/2016, to discuss personnel issues.

Mr. Kirsten stated he provided a form that Ms. Steele could use to self evaluate.

Ms. Steele stated there would no waiver request coming to the Board because staff met and resolved this issue. Ms. Steele stated she would email the citizen with this information. Ms. Steele stated she would provide the Board with a memo of other concerns of other issues that may come up due to the revaluation of this issue.

Secretary

10. SUPERVISORS' REPORT

Ms. Del Corso stated she did not attend the Public Services but Centre Region Emergency Management is working with Benner Township to have Emergency Management Coordinator, Shawn Kauffman, work the university owned land in Benner Township.

Ms. Del Corso stated she attended the Right to Know & Sunshine Act seminar and feels staff and the Board does a good job.

Mr. Kirsten stated he attended the TLU Committee and they kicked around some ideas after Vern Squire from the CBICC attended a meeting in June and provided a presentation. Mr. Kirsten commented they discussed what role the Centre Region Planning Commission and the TLU Committee has in development issues, planning process and land inventory. Mr. Kirsten stated they are in the early stages of these discussion.

Mr. Kirsten stated he attended the Finance Committee and they reviewed the COG budget and recommended it to go to the General Forum. Mr. Kirsten commented that comments need to be back by November 17th by 8:30 a.m. This should be an agenda item for the Board of Supervisors for their November 10th meeting.

Mr. Kirsten stated he attended the C-NET Board meeting and they approved the C-NET strategic plan. Mr. Kirsten stated the C-NET budget was approved and there was a \$409.00 increase. The increase is a based on the rolling 5 year formula which is based on the number of programs used.

Ms. Spencer stated she attended the CCMPO meeting and there will be an increase to their budget due to losing two members.

Ms. Spencer stated the UBEH COG meeting was canceled but they did get the results from Auditor General for the Port Matilda Fireman's Relief which showed misappropriation of funds paid out to the Port Matilda EMS. Ms. Spencer explained that at one time the Port Matilda EMS partnered with the Fire Company but no longer is affiliated. Ms. Spencer stated she does not want folks to think there the Port Matilda EMS or Fire Company are doing their jobs because they are and she would like to see the Port Matilda EMS come back into the fold.

Ms. Spencer stated she attended the Municipal League Conference and it was very nice. Ms. Spencer stated they would like to keep the Second Class Townships involved and questioned what they could do the help and keep interest so we may be receiving a questionnaire.

Ms. Spencer stated she attended the Public Services Committee and they discussed DEP still calling the water that comes out of UAJA sewage. Ms. Spencer commented they need to work with the Legislatures so UAJA can gain from reuse.

11. NEW OTHER BUSINESS NOT ON THE AGENDA

There was no new business.

12. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 8:35 p.m.

- ***MOTION: Ms. Spencer moved to adjourn the meeting at 8:35 p.m.; Ms. Del Corso seconded; Vote 5-0-0; Motion Carried.***

Secretary