

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:03 p.m. Other Supervisors present were Todd Kirsten, Ben Pisoni, Barbara Spencer and Andy Merritt. Staff present were Susan Steele, Township Manager. Residents & others in attendance: None.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **FINAL BILLS LIST FY 2012**

- ***MOTION: Mr. Kirsten moved to approve the final bills list dated December 20th, 2012; Ms. Spencer seconded; Vote 4-0-1; Messrs. Kirsten, yea; Merritt, yea; Pisoni, yea; Ms. Spencer, yea; No nays; Mr. Stevenson abstaining; Motion Carried.***

5. **APPROVAL OF MINUTES**

- ***MOTION: Mr. Kirsten moved to approve the meeting minutes dated December 13th, 2012 with changes provided by Mr. Kirsten; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.***

6. **APPROVAL OF NEW APPOINTMENTS TO THE TOWNSHIP ABC'S**

Ms. Steele provided a list of interested candidates to serve on the Open Space Preservation Board (2 positions), Planning Commission (2 positions), Parks & Recreation Board (2 positions) and Zoning Hearing Board (2 positions). Mr. Stevenson requested the Board vote on a preferred person. Mr. Pisoni questioned whether there were any recommendations made by any of the ABC Board members. Ms. Steele stated she had received no comments or recommendations. The Board made their recommendations. The Open Space Preservation Board – Brooks Way & D. Christine Bracken-Piper; Planning Commission – Allen Wilson & Sam Evans; Park & Recreation Board – Todd Kirsten & Doug Dillon; Zoning Hearing Board – Ed Miranda & Jim Andrews. Ms. Steele stated she spoke to the Zoning Hearing Board Solicitor (Mr. Terry Williams) and he recommended keeping Mr. Miranda on the ZHB since there is a hearing in process and he is familiar with the history of the current hearing. Mr. Williams also stated that the person appointed other than Mr. Miranda would be able to sit in on the Board during the Houtz pending hearing but not discuss or vote on any decision. The Board commented that they were pleased to have so many qualified, interested people to choose from that were willing to serve and commit to these positions. There was discussion on appointing alternates to the OPSB. The Board requested Ms. Steele inquire with Mr. Wilson and Mr. Riefel to see if they would be interested in serving on the OPSB as alternates.

7. **APPROVAL OF SEWAGE ENFORCEMENT OFFICER AGREEMENT**

Ms. Steele provided a draft agreement used by previous Sewage Enforcement Officers that was slightly modified to provide updated state mandates. Mr. Piper has reviewed this agreement and attached a rate schedule for 2013 that will be reviewed at the reorganization meeting in January for approval. Ms. Steele stated she has received no complaints from citizens or anyone Mr. Piper has worked with, and encourages the Board to enter into this agreement. Ms. Steele explained Mr. Piper is an independent contractor so this is why an agreement is needed. Mr. Pisoni questioned whether there were any rate increases. Ms. Steele stated there is a small increase but Mr. Piper has changed some of the flat rate fees to hourly fees. Mr. Kirsten questioned how the Workmans Comp Insurance is involved. Ms. Steele stated that Mr. Piper carries his own Workman's Comp. Mr. Stevenson commented that he feels Mr. Piper does a great job as Sewage Enforcement Officer.

- ***MOTION: Ms. Spencer moved to approve the agreement with Mr. Piper; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.***

8. **APPROVAL OF PAVILION RESERVATION AGREEMENT**

Ms. Steele stated the Park & Recreation Board drafted a field use and pavilion agreement. The fee will be \$20 for residents and \$30 for non-residents to reserve the pavilion. The sports' field fee will be \$25 for a ½ day (4 hours or less) and \$50 for full day (4 or more hours). These forms will have to be filled out to reserve either the fields or

Secretary

pavilions. Ms. Steele commented there has been no reservation policy in paper form and has been reserved by phone or email. Ms. Spencer stated this does not prevent people from coming to the park and using it if it is not being used. Ms. Spencer questioned whether there would be a sign that states either the pavilion or fields are reserved? Ms. Steele stated staff can post a sign at the pavilions but there is not a sign at the fields but the Supervisors at the last meeting had asked her to look into a sign. Mr. Stevenson questioned whether the parking language used for Autumn Meadow Park should be also included in the pavilion reservation form. Mr. Kirsten agreed that it should be added. Ms. Spencer questioned what would happen if a group of folks were using the field when no one else was using it and a group comes that reserved the pavilions shouldn't staff make sure there is enough parking for both? Ms. Steele commented that parking in all municipal lots are not reserved and are used a first come, first serve basis. Mr. Kirsten explained the Park Board felt that parking at Autumn Meadow Park was more of a concern. Mr. Stevenson commented that there had to be more than 35 cars using the Autumn Meadow parking lot during a football game. Ms. Steele commented that it is in the Centre Bulldogs lease that they could use the grass area to park in front of the Maintenance Building for additional parking. Mr. Pisoni commented that maybe the pavilion should not be rented out during a sporting game. Ms. Steele commented that there is always someone on the fields or at the pavilion in the summer at Municipal Park and staff does let them know when they reserve the pavilion that there are games or practices being held so they are aware that others will be utilizing the park. Pavilions were always required to be reserved by everyone, whether a sporting group or anyone else wants to reserve it. Mr. Kirsten commented that park facilities cannot be closed just because a sport group is using the field. Mr. Stevenson agreed. Mr. Stevenson questioned whether the Centre Bulldogs would need to pay the \$20 for the pavilion. Ms. Steele commented that yes they would if they wanted to reserve the pavilion. Presently their lease only includes the field and concession stand. Ms. Spencer stated the Boy Scouts should not be charged to use the pavilion. Mr. Pisoni stated that it should be made clear that the reservation forms and fees are only to ensure the reservation so the facilities are available when the group or individuals want to use them, whether it is scouts or any other non-for-profit. There was discussion on how the reservation policies came into place. Mr. Stevenson commented he had concerns over regulating on street parking. Mr. Stevenson questioned if there were a sports team conflict would there be a sign indicating the field was reserved and the dates/times. Mr. Kirsten stated the Park Board discussed a small marquee to satisfy field and pavilion reservations. Ms. Steele stated there is no park and rec staff and therefore, with the reservation policy there should be no conflicts. There was discussion on the lights on the lower field at Municipal Park. Ms. Steele stated in her Manager report she has provided language for signage that included lighting language as the supervisors' requested. Mr. Merritt commented that keys should not be given out for the lights and if a group wants to use the lights they should get a key from staff and it should be returned to the office. Mr. Stevenson commented that the first step is to put the signage up that would state that lights should not be used without permission. Ms. Steele commented that it is asking a lot of volunteers to come get a key every day. Mr. Kirsten commented he is more concerned that the lights will not get turned off but is open to having them as a public facility. Mr. Stevenson commented that maybe something could be put in place so after a certain time the lights can't be used. Ms. Steele suggested that for now the supervisors just get the citizens used to the reservation agreements and get the reservation policies in place and maybe next year bring it back and see what problems there may be. Ms. Spencer stated she has concerns about liability issues. Mr. Stevenson commented that he does not want to over complicate and if field maintenance is an issue than the Township can approach that certain group. Ms. Steele commented she has not had a chance to look over the Little League lease that was sent back but she wants to speak to them about sub-leasing. Mr. Kirsten stated the Park & Recreation Boards stand point is that it needs to be fair and not one group owns the fields and these agreements help bring order to reservation needs.

- **MOTION:** *Mr. Pisoni moved to approve the pavilion reservation agreement and the sport field reservation agreement and fee schedules to become effective January 1, 2013; Mr. Kirsten seconded; Vote 4-0-1; Messrs. Stevenson, yea; Merritt, yea; Kirsten, yea; Pisoni, yea; No Nays; Ms. Spencer abstention; Motion Carried.*

Ms. Steele stated just for clarification that parking language should be added to the pavilion agreement. Mr. Pisoni questioned whether the Centre Bulldogs and Little League would get priority over the fields. Ms. Steele stated the lease and reservation agreement determines the hours.

9. APPROVAL TO SPONSOR TWO CNET COVERAGES OF SPRING CREEK WATERSHED COMMISSION MEETINGS FY 2013

- **MOTION:** *Ms. Spencer moved to approve the sponsorship of CNET to cover two Spring Creek Watershed Commission Meeting for 2013; Mr. Merritt seconded; Mr. Stevenson stated Halfmoon*

Secretary

Township has benefited from the policy feed group and they are working on a recharge map and that is a good resource; Vote 5-0-0; Motion Carried.

10. APPROVAL OF RESOLUTION 2012-30, A RESOLUTION OF THE TOWNSHIP OF HALFMOON PURSUANT TO THE ESTABLISHMENT OF FEES AND USE OF THE MUNICIPAL BUILDING LOCATED AT 100 MUNICIPAL LANE, PORT MATILDA PA, TO BECOME EFFECTIVE JANUARY 1, 2013

Ms. Steele provided new language to repeal the old Resolution regarding the establishment of fees and use of the Municipal Building. The old Resolution states that only a resident can rent the building and that is discriminatory and it needs to be opened to everyone. There was discussion whether non for profit groups should have to pay the usage fee. Ms. Steele stated the Gold Prospectors donates \$200.00 every year. Ms. Steele stated they would not have to pay the usage fee but would have to provide the \$50 key deposit. Ms. Spencer questioned that if a group gets moved outside due to a township meeting would they have to pay the pavilion fee? Ms. Steele stated that if they get moved out due to township business than they would not get charged the fee.

- ***MOTION: Mr. Merritt moved to repeal and replace Resolution 1998-9 and approve Resolution 2012-30; A Resolution of the Township of Halfmoon pursuant to the establishment of fees and use of the Municipal Building located at 100 Municipal Lane, Port Matilda, PA to become effective January 1, 2013; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.***

Mr. Pisoni commented that he would like to assume that staff has the flexibility to make changes on a case by case basis.

11. APPOINTMENT OF TOWNSHIP DELEGATE TO ANNUAL PSATS CONVENTION IN 2013

Ms. Steele stated she is not attending the PSATS Convention and neither is the Roadmaster. Ms. Steele stated Mr. Kirsten was thinking about attending and if he attends could be appointed as the delegate. Mr. Kirsten stated he was hoping that there would be something closer and less expensive for 2013. Mr. Kirsten does not want to commit to attending the Convention. There was discussion if there needed to be a delegate. Mr. Stevenson stated that if Mr. Kirsten decides to attend that he could be the delegate, otherwise the Township would not be sending a delegate on its behalf.

12. APPROVAL OF LETTER OF ENGAGEMENT OF PARENTE BEARD TO CONDUCT THE TOWNSHIP 2012 BUDGET AUDIT

Ms. Spencer commented that Parente Beard does a good job with the audit. Ms. Steele stated there was \$3,500 budgeted for the township audit and \$1500 for the pension audit. Parente Beard is requesting to be paid \$3,750 for the Township audit and \$1,500 for the pension audit. Ms. Steele questioned whether the Board wanted to do the pension audit every other year. Ms. Steele explained that the Attorney General does a pension audit every odd year so the auditor could do the audit when the Attorney General is not doing the audit. The Board agreed.

- ***MOTION: Mr. Merritt moved to approve the letter of engagement of Parente Beard to conduct the Township's FY 2012 audit in the amount of \$3,750; Mr. Pisoni seconded; Mr. Kirsten questioned whether the township was required to do an audit annually. Ms. Steele stated the audit could be done by the township auditors or a CPA firm, but one had to be done annually as well as no pension audit this year; Vote 5-0-0; Motion Carried.***

13. APPROVAL OF SIGNAGE LANGUAGE REQUIRING RESEVATION OR LEASE AGREEMENTS FOR USE OF ALL TOWNSHIP PARKS' FIELDS, LIGHTS, CONCESSION STANDS, BLEACHERS AND PAVILLIONS

Ms. Steele provided draft language for the signage the Supervisors' asked to be put into place in the parks. There was discussion on the language sounding like you just can't play anything without a reservation. Ms. Spencer stated she thought the Board did not want to regulate this that much. Mr. Kirsten recommended using the language Centre Region uses that states, facilities operate under a reservation system and permit holders have sole use of the facility. Mr. Kirsten stated he thought that was simple and did not come across that you have to reserve to use the facilities. Mr. Pisoni suggested using the language; use of any sports fields, etc. are on a first come, first serve basis unless prior reservation has been made through the Township office. Mr. Pisoni pointed out that the concession stands cannot be reserved or rented. Ms. Steele stated they are labeled leasable. Ms. Spencer stated the she liked what Mr. Pisoni suggested and it could just say; use of any sports

Secretary

fields, bleachers or pavilions are on a first come, first serve basis unless prior reservation has been made through the Township office.

- **MOTION:** *Mr. Pisoni moved to approve the language; use of any sports fields, bleachers or pavilions are on a first come, first serve basis unless prior reservation has been made through the Township office; Ms. Spencer seconded; Mr. Kirsten questioned whether the office would provide something to the person holding the reservation to show that they have the reservation in case someone else is using that facility and they need to show they have it reserved. Ms. Steele stated staff will post a sign but no permit will be issued; Vote 5-0-0; Motion Carried.*

Ms. Steele stated she would like to take this slow because it is going to be a real change.

14. MANAGER'S REPORT

Ms. Steele provided the present lighting district. Ms. Steele explained that 71% of property owners in the district have to approve to make it a district. Ms. Steele also explained that to set up a district you are putting a land restriction on that property and you would need a petition. Ms. Steele explained people did not want the lighting so that is why she thinks the corner property is not in the district where the lighting was requested. Ms. Steele questioned whether the Board wanted her to draft a letter to the adjoining property owners inquiring whether they were interested. Ms. Steele stated she could call them. Ms. Steele stated a gentleman requested the lighting for safety concerns. Ms. Steele will get the individuals name and contact him as well. Ms. Spencer suggested contacting the School District and request that they move the drop off location. Mr. Merritt stated he feels this is a legitimate issue and Ms. Spencer provided a good suggestion. Ms. Steele will contact the School District. Mr. Pisoni questioned whether the Township should be paying for the lights and not the property owners. Ms. Steele stated the lights cost \$12 per month, per light. Ms. Steele commented it is not a question of money but the pole is in the property owners' right-of-way. Mr. Pisoni commented that the Township does not have to charge them for it. Ms. Steele stated that the district assessment would need to be redone if they did not want future assessments. Mr. Stevenson suggested Mr. Pisoni bring this up during budget sessions next year.

There was discussion on whether Centre Region COG had its own IT Department. Mr. Merritt stated Mr. Schneider is being bombarded with IT questions for the new code software. Ms. Steele explained that all the municipalities go through the State College Borough for IT issues. Mr. Stevenson questioned what happens if the State College Borough pulls out of the Code Office. Ms. Steele stated the Code software program was purchased at the end of November so if the Borough pulls out now there would be an early exit fee they would owe and this is one of the things the Borough is weighing. Ms. Steele explained that the software would not interface with each other if the Borough and the Code Office had the same Tyler software and the Borough would have to put the information in twice. Mr. Kirsten explained that there is an exit fee – if the municipality exits early and an early termination fee – if COG terminates early. Ms. Spencer stated this whole program has been a can of worms to begin with and does not know why a program was purchased that does not interface. Ms. Steele stated Ms. Smith will attend the meetings monthly and Mr. Piper will only attend the training sessions.

Ms. Steele stated she has not had a chance to review the Little League lease.

Ms. Steele stated the CACC hired a franchise attorney to draft a right-of-way agreement for the municipalities involved in the franchise agreement with Comcast. Ms. Steele will research more and bring back to the Board.

Ms. Steele stated Ms. DelCorso has agreed to help out with strategic planning for the Board of Supervisors. Ms. DelCorso does this professionally.

Ms. Steele stated comments on the Centre Region Comp Plan comments needed to be to Jim Steff by March. The supervisors asked her to send to the Planning Commission for review and comments.

Ms. Steele stated if the Board agrees she will get a cost estimate for a Treasurer's bond for Ms. Smith as Secretary for the Upper Bald Eagle Halfmoon COG.

Ms. Steele reviewed holiday office closing hours.

Ms. Steele discussed the Township's Workman's Comp and explained the difference between an independent contractor and a sub-contractor and who needs to carry Workman's Comp.

Secretary

15. **SUPERVISORS' REPORTS**

Ms. Spencer stated the UBEH COG will be holding a General Forum on February 5th at 7:00 p.m. at the Port Matilda Borough Building to hammer out a letter of agreement with the Port Matilda Fire Company. Ms. Steele will provide a power point. Ms. Spencer stated this may be moved to the Port Matilda Elementary School.

Mr. Stevenson wished everyone a Merry Christmas and Happy Holiday. Mr. Merritt & Mr. Kirsten also wished everyone a Happy Holiday as well.

16. **ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 8:31 p.m.

- ***MOTION: Mr. Kirsten moved to adjourn the meeting at 8:40 p.m.; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.***