

1. **CALL TO ORDER**

Temporary Vice-Chair Todd Kirsten called the meeting to order at 7:07 p.m. Other Supervisors present were Andy Merritt, Danelle DelCorso and Barbara Spencer. Staff present was: Susan Steele, Manager, Jeff Stover, Township Solicitor and Amy Smith, Township Clerk. Residents and others in attendance: None.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **ORGANIZATION OF THE BOARD OF SUPERVISORS**

a. **Appointment of Chairman**

- ***MOTION: Mr. Kirsten moved to nominate Mr. Stevenson as Chair; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

b. **Appointment of Vice-Chair**

- ***MOTION: Ms. Spencer moved to nominate Mr. Kirsten as Vice-Chair; Mr. Merritt seconded; Vote 4-0-0; Motion Carried.***

4. **CITIZEN COMMENTS**

There were no citizen comments.

5. **MEETING SCHEDULE**

- ***MOTION: Mr. Merritt moved to keep the present meeting schedule of the second and fourth Thursdays of each month at 7:00 p.m. except for the months of November and December when the meetings will be on the second and third Thursdays; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

6. **LOCAL AGENCY BOARD OF ADJUDICATION**

- ***MOTION: Mr. Merritt moved that the Chair, Vice-Chair and members at large for the Local Agency Board of Adjudication be the same as those of the Board of Supervisors; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

7. **LOCAL AUTHORITY BOARD OF ADJUDICATION**

- ***MOTION: Mr. Merritt moved that the Chair, Vice Chair and members at large for the Local Authority Board of Adjudication be the same as those of the Board of Supervisors; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

8. **APPOINTMENTS**

- ***MOTION: Mr. Merritt moved to appoint Susan Steele as Township Treasurer; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.***
- ***MOTION: Mr. Merritt moved to appoint Brett Laird as Assistant Treasurer; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.***
- ***MOTION: Mr. Merritt moved to appoint Susan Steele as Township Secretary; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***
- ***MOTION: Mr. Merritt moved to appoint Jeffrey Stover as Township Solicitor; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

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- **MOTION:** Mr. Merritt moved to appoint Betsey Dupuis as Township Zoning Hearing Board Solicitor; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Don Franson as Township Engineer; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Susan Steele as Township Manager; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Scott Brown as Township Roadmaster; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint David Piper as Township Sewage Enforcement Officer; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Ken Soder, Patton Township Zoning Officer as Halfmoon Township Zoning Officer; Ms. DelCorso seconded; Vote 4-0-0; Motion Carried.

Mr. Stevenson arrived at 7:13 p.m. and resumed the meeting as Chairman.

- **MOTION:** Mr. Merritt moved to appoint Susan Steele as Township Code Officer; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Amy Smith as Township Clerk; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Amy Smith as Township Assistant Secretary; Ms. DelCorso seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Amy Smith as Township Open Space Preservation Board Administrator; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Susan Steele as Delegate and Amy Smith as the Alternate to the Centre Tax Collection Committee; Ms. DelCorso seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Brett Laird as Township Deputy Tax Collector; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Mr. Merritt moved to appoint Shawn Kauffman as Township Emergency Management Coordinator; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.

9. **COG COMMITTEE ASSIGNMENTS**

Members of the Board of Supervisors serve on Centre Region COG standing and Ad Hoc Committees. Following is a list of COG Committees, and 2016 Halfmoon Township representatives.

<u>Committee</u>	<u>2016 Representative</u>
Executive	Stevenson
Finance	Kirsten
Human Resources	Merritt, Alternate DelCorso
Public Safety	DelCorso
Transportation & Land Use	Kirsten
Public Services & Environmental	Spencer, Alternate Steele
CCMPO Coord.	Spencer
CCMPO Technical	TBD

- **MOTION:** Mr. Merritt moved approve the appointments as listed; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.

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- **MOTION:** *Mr. Kirsten moved approve the appointments as listed with voting rights for alternates; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.*

10. SPRING CREEK WATERSHED COMMISSION

- **MOTION:** *Mr. Merritt moved to appoint Mr. Stevenson as the representative to Spring Creek Watershed Commission and Mr. Merritt as the alternate; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

11. CENTRE AREA CABLE CONSORTIUM DIRECTOR COMMITTEE

- **MOTION:** *Ms. Spencer moved to appoint Mr. Merritt as the representative to Centre Area Cable Consortium Director Committee; Ms. DelCorso seconded; Vote 5-0-0; Motion Carried.*

12. CENTRE NETWORK BOARD OF DIRECTORS (C-NET)

- **MOTION:** *Mr. Merritt moved to appoint Mr. Kirsten to the Centre Network Board of Directors (C-NET); Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

13. UPPER BALD EAGLE/HALFMOON COUNCIL OF GOVERNMENTS

- **MOTION:** *Ms. DelCorso moved to appoint Ms. Spencer as the representative to the Upper Bald Eagle COG and Ms. DelCorso as the alternate; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*

14. OPEN SPACE PRESERVATION BOARD REPRESENTATIVE

- **MOTION:** *Ms. Spencer moved approve the appointment Danelle DelCorso as the representative to the Open Space Preservation Board; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.*

15. APPOINTMENTS BOARDS AND COMMISSIONS

- **MOTION:** *Mr. Merritt moved to appoint the following members to the Planning Commission; Mr. Bob Strouse, Mr. Mike Brown & Ms. Kathy Kelley; Township Vacancy Board, Mr. Barry Hamilton; Open Space Preservation Board, Mr. Joe Tylka; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

16. PROFESSIONAL SERVICE APPOINTMENTS

Ms. Steele stated there is no interested party for special council. Mr. Stover clarified that it is actually called conflict council. Ms. Steele stated she would check with a law firm she had spoken with regarding another matter and see if they would be interested in the position.

- **MOTION:** *Mr. Merritt moved to appoint the following; Earned Income Tax Collection, State College Borough Tax Office; Alternate Sewage Enforcement Officer, Terry Wilkinson and Alternate Engineer, McCormick Taylor Engineering; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

17. BOND LIMITS

- **MOTION:** *Mr. Merritt moved to set the bond limits for Township Treasurer Bond at \$450,000; Township Clerk Bond at \$50,000 and Assistant Treasurer's Bond at \$450,000; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

18. EMERGENCY EXPENDITURE APPROVALS

- **MOTION:** *Mr. Merritt moved to authorize the Manager to approve individual purchases of a routine nature up to \$2,000; and of an emergency nature of up to \$10,000; with all procurement actions to be reported to the Board of Supervisors; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

19. APPOINTMENTS MUNICIPAL EMPLOYEES

- **MOTION:** *Mr. Merritt moved to retain the current full-time and part-time Public Works Department Employees and working supervisors who are regular employees with pay set by the Board of Auditors if necessary; Ms. DelCorso seconded; Vote 5-0-0; Motion Carried.*

20. DEPOSITORIES OF TOWNSHIP FUNDS

- **MOTION:** *Mr. Merritt moved to continue M&T Bank and PLGIT as the general depositories for the Township's checking and savings accounts and Retirement Funds through PSATS, with the stipulation that any bank savings institution or PLGIT may be used for the investment of Township Funds; Ms. Spencer seconded; Vote 4-0-1; Messrs. Mr. Merritt, yea; Mr. Kirsten, yea; Ms. Spencer, yea; Ms. DelCorso, yea; No Nays; Mr. Stevenson abstaining; Motion Carried.*

21. REIMBURSEMENT FOR MILEAGE RATE FOR TOWNSHIP

Ms. Steele stated the current IRS mileage reimbursement rate is .54 cents a mile.

- **MOTION:** *Mr. Merritt moved to approve the mileage rate at .54 cents a mile; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.*

22. TOWNSHIP FEE SCHEDULE

- **MOTION:** *Mr. Merritt moved approve Resolution 2016-01, Township Fee Schedule; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved approve Resolution 2016-02, Solicitor Fee Schedule; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved approve Resolution 2016-03, Township Zoning Hearing Board Solicitor Fee Schedule; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved approve Resolution 2016-04, Township Engineer Fee Schedule; Ms. DelCorso seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved approve Resolution 2016-05, Township Sewage Enforcement Officers Fee Schedule; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

23. PSATS & PML CONFERENCE ATTENDANCE

Ms. Steele questioned whether the Board was interested in attending either the PSATS Conference or PML Conference. The Board was not sure of availability for the PSATS Conference. Ms. Spencer & Mr. Stevenson expressed interest in attending the PML Conference.

24. RESOLUTION 2016-06 TO ADOPT HALFMOON TOWNSHIP ROAD CLASSIFICATIONS

- **MOTION:** *Ms. DelCorso moved to approve Resolution 2016-06; A Resolution of the Township of Halfmoon, Centre County, to adopt Halfmoon Township Road Classifications; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.*

Secretary

25. AWARD BIDS FOR BITUMINOUS, AGGREGATES & MACHINERY FY 2016

- ***MOTION: Mr. Kirsten moved to approve the bid recommendations provided by Township Engineer, Don Franson per the January 4th, 2016 bid sheet; Ms. DeICorso seconded; Vote 5-0-0; Motion Carried.***

26. 2016 WORK PLAN

Ms. Steele shared a work sheet plan with priorities the Board set for 2016. Ms. Steele questioned when the Board would like to see these items on for agenda items and possible public hearing schedules. One item, continuing relationship with Centre Region COG, the Board requested that staff contact the COG Office and request a refreshed white paper copy stating the services they provide. Mr. Stevenson stated he would like to see a strategic view of where the monies should be going to COG.

Mr. Steele questioned what the Board would like to have a town hall meeting for and when would they like that scheduled. Ms. Steele stated she felt since there would be listening sessions for zoning the town hall meeting should be concentrated on the park plan. Mr. Kirsten stated he enjoyed the town hall meeting at Way Fruit Farm and felt it was a nice informal greet and chat.

27. ADJOURNED

- ***MOTION: Ms. DeICorso moved to adjourn the meeting at 8:28 pm; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***