

1. **CALL TO ORDER**

Temporary Chair Mark Stevenson called the meeting to order at 7:04 p.m. Other Supervisors present were Andy Merritt, Ben Pisoni, Todd Kirsten and Barbara Spencer. Staff present was: Susan Steele, Manager 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. Pisoni moved to nominate Mr. Stevenson as Chair; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***

b. **Appointment of Vice-Chair**

- ***MOTION: Mr. Merritt moved to nominate Ms. Spencer as Vice-Chair; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.***

Mr. Stevenson resumed the meeting as Chair.

4. **CITIZEN COMMENTS**

There were no citizen comments.

5. **MEETING SCHEDULE**

Mr. Stevenson suggested that in November & December if the second meeting is not needed to cancel them. The meetings will be advertised as is but canceled at the time if not needed.

- ***MOTION: Ms. Spencer 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 if necessary; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.***

6. **MINUTES**

- ***MOTION: Mr. Pisoni moved to approve the regular meeting minutes of December 20th, 2012; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.***

7. **LOCAL AGENCY BOARD OF ADJUDICATION**

Ms. Steele explained this is a body to conduct business concerning sewage matters.

- ***MOTION: Mr. Kirsten moved that the Local Agency and Local Agency Board of Adjudication will be the same as those of the Board of Supervisors; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.***

8. **LOCAL AUTHORITY BOARD OF ADJUDICATION**

Ms. Steele explained this is a body to conduct business concerning transportation and highway matters.

- ***MOTION: Mr. Merritt moved that the Local Authority and Local Authority Board of Adjudication will be the same as those of the Board of Supervisors; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.***

9. **APPOINTMENTS**

Mr. Stevenson reviewed the appointments as; Susan Steele, Township Treasurer; Susan Steele Township Secretary; Goodall & Yurchak, Township Solicitor; Don Franson, Township Engineer; Susan Steele, Township Manager; Scott Brown, Roadmaster; David Piper, Sewage Enforcement Officer; David Piper, Township Zoning Officer; David Piper & Susan Steele, Code Enforcement Officer; Amy Smith, Township Clerk/Assistant Secretary; Amy Smith, Open Space Preservation Administrator; Susan Steele as delegate and Amy Smith as alternate, Tax Collection Committee; Shawn Kauffman, Emergency Management Coordinator.

Secretary

- **MOTION:** *Mr. Merritt moved to appoint these positions as designated; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.*

10. COG COMMITTEE ASSIGNMENTS

Mr. Stevenson stated he is no longer able to serve on the Finance Committee due other conflicts. Mr. Stevenson offered to continue to serve on the Executive Committee and volunteered to serve as alternate to the Upper Bald Eagle Halfmoon COG. Mr. Merritt questioned whether it could be left unassigned and place Ms. Steele as an alternate. Ms. Steele commented that according to the Joint Articles of Agreement it must be an elected official. Mr. Stevenson complimented Mr. Kirsten on serving as Alternate on the Finance Committee and questioned whether he would be interested in serving on that committee. Mr. Kirsten stated he would need to check his availability but would consider it if the day and could be changed. Mr. Pisoni commented that the first meeting is when they choose the meeting dates and that would be tomorrow for the Finance Committee. Ms. Steele questioned whether there needed to be so many meetings and stated she spends 40% of her time at regional meetings. Ms. Steele will attend the meeting and suggest the day be changed.

Members of the Board of Supervisors serve on Centre Region COG standing and Ad Hoc Committees. Following is a list of COG Committees FY 2013 Halfmoon Township representatives.

<u>Committee</u>	<u>2013 Representative</u>
Executive	Stevenson
Finance	Steele/Kirsten
Human Resources	Steele/Merritt
Public Safety	Pisoni
Transportation & Land Use	Kirsten
Public Services & Environmental	Steele/Spencer
CCMPO Coord.	Spencer
CCMPO Technical	Steele
Halfmoon/Patton Area Scope Plan Ad Hoc Committee	Spencer/Eberhart/Stevens

- **MOTION:** *Mr. Pisoni moved to appoint these positions as designated with Mr. Kirsten serving on the Finance Committee if he is available; Mr. Andy seconded; Vote 5-0-0; Motion Carried.*

11. SPRING CREEK WATERSHED COMMISSION

Mr. Stevenson commented that he is unable to continue to serve on the Spring Creek Watershed Commission and questioned whether anyone else was interested.

- **MOTION:** *Mr. Pisoni moved to appoint Mr. Kirsten to the Spring Creek Watershed Commission with Mr. Merritt and Mr. Eberhart being alternates; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

12. CENTRE AREA CABLE CONSORTIUM DIRECTOR COMMITTEE

Mr. Pisoni agreed to serve as the Centre Area Cable Consortium Committee representative.

- **MOTION:** *Mr. Merritt moved to appoint Mr. Pisoni to the Centre Area Cable Consortium Director Committee; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*

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

Mr. Kirsten agreed to serve as the representative on the C-NET Board of Directors.

- **MOTION:** *Mr. Pisoni moved to appoint Mr. Kirsten to serve as representative on the Centre Network Board of Directors; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.*

15. UPPER BALD EAGLE/HALFMOON COUNCIL OF GOVERNMENTS

Mr. Stevenson agreed to replace Mr. Merritt as the alternate.

- **MOTION:** *Mr. Pisoni moved to appoint Ms. Spencer as the UBEH COG representative and appoint Mr. Stevenson as the alternate; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.*

16. APPOINTMENTS BOARDS AND COMMISSIONS

- **MOTION:** *Mr. Merritt moved to appoint Mr. Allen Wilson and Mr. Sam Evans to the Planning Commission; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved to appoint Mr. Todd Kirsten and Mr. Doug Dillon to the Park & Recreation Board; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*
- *Mr. Merritt moved to reappoint Mr. Barry Hamilton to the Vacancy Board; Ms. Spencer seconded; Mr. Stevenson questioned what the Vacancy Board was used for and the purpose; Ms. Steele explained that in the event of a vacancy and the board is unable to make a decision that Mr. Hamilton would help make the decision; Mr. Stevenson commented that in the event of a vacancy he would like to have Mr. Hamilton present at that meeting. Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved to appoint Mr. Brooks Way and Ms. D. Christine Bracken-Piper to the Open Space Preservation Board; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved to appoint Mr. Pisoni as the Board of Supervisor representative and Mr. Robert Eberhart as the Planning Commission representative to the Open Space Preservation Board; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Merritt moved to appoint Mr. Ed Miranda and Mr. James Andrews to the Zoning Hearing Board; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.*

17. PROFESSIONAL SERVICE APPOINTMENTS

Earned Income Tax Collection

- **MOTION:** *Ms. Spencer moved to appoint the Centre Tax Agency to collect Halfmoon Township's Earned Income Tax as provided for under Act 32 for countywide tax collection; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.*

Alternate Engineer

- **MOTION:** *Mr. Merritt moved to reappoint Uni-Tec Engineering as the alternate Engineer for Halfmoon Township; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

Alternate Sewage Enforcement Officer

- **MOTION:** *Mr. Merritt moved to appoint Richard Stryker as alternate SEO; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.*

18. BOND LIMITS

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

Mr. Stevenson stated he would like to discuss the Treasurer's Bond for Ms. Smith for the UBEH COG under other business.

19. EMERGENCY EXPENDITURE APPROVALS

- **MOTION:** Ms. Spencer 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; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.

20. APPOINTMENTS MUNICIPAL EMPLOYEES

Mr. Pisoni questioned who the part time Public Works Department Employees were and if they were the only people Mr. Brown could call in the event he needed extra help. Ms. Steele stated Mr. Brown has two part time people that help him but he is not restrained to those two people.

- **MOTION:** Mr. Merritt moved to retain the current full-time and part-time Public Works Department Employees; Ms. Spencer seconded; Vote 5-0-0; Motion Carried.

21. DEPOSITORIES OF TOWNSHIP FUNDS

Mr. Stevenson stated he will be abstaining from voting on this agenda item due to a conflict of interest.

- **MOTION:** Ms. Spencer moved to continue M&T Bank, First National 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; Mr. Kirsten seconded; Vote 4-0-1; Messrs. Pisoni, yea; Mr. Merritt, yea; Mr. Kirsten, yea; Ms. Spencer, yea; No Nays; Mr. Stevenson abstaining; Motion Carried.

22. REIMBURSEMENT FOR MILEAGE RATE FOR TOWNSHIP

Ms. Steele stated the current IRS mileage reimbursement rate is .56.5 cents a mile.

- **MOTION:** Mr. Merritt moved to approve the mileage rate at 56.5 cents a mile; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.

23. TOWNSHIP FEE SCHEDULE

a. Township Fee Schedule

Ms. Steele reviewed the changes to the fee schedule.

- **MOTION:** Ms. Spencer moved to approve Resolution 2013-01; A Resolution of the Township of Halfmoon establishing and setting forth the schedule of fees of the Township of Halfmoon; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.
- **MOTION:** Ms. Spencer moved to amend the approval of Resolution 2013-01; A Resolution of the Township of Halfmoon establishing and setting forth the schedule of fees of the Township of Halfmoon with the addition of adding the new park facility fees and the change to the mileage rate; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

b. Solicitors Fee Schedule

- **MOTION:** Ms. Spencer moved to adopt Resolution 2012-02, A Resolution of the Township of Halfmoon Establishing and setting forth the Schedule of the Solicitors Fees of the Township of Halfmoon at \$135.00 per hour; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

c. Zoning Hearing Board Solicitors Fee Schedule

- **MOTION:** Ms. Spencer moved to adopt Resolution 2012-03, A Resolution of the Township of Halfmoon Establishing and setting forth the Zoning Hearing Board Solicitors Fee at \$200.00 per hour; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

d. Engineers Fee Schedule

- **MOTION:** Ms. Spencer moved to adopt Resolution 2012-04, A Resolution of the Township of Halfmoon Establishing and setting forth the Township Engineer Fees at \$65.00 Professional Engineer; \$40.00 for Technician II; \$35.00 for Technician I; \$30.00 for Secretarial; .45 a mile; and \$70.00 lump sum for meeting attendance; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

e. Sewage Enforcement Officers Fee Schedule

- **MOTION:** Ms. Spencer moved to adopt Resolution 2012-05, A Resolution of the Township of Halfmoon Establishing and setting forth the fees for the Sewage Enforcement Officer; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

24. RESOLUTION 2011-06 TO ADOPT HALFMOON TOWNSHIP ROAD CLASSIFICATIONS

Ms. Steele explained that this should be completed each year as road classifications may change and helps staff administer ordinances more effectively. There was discussion on how many miles the township covers and maintains. Ms. Steele stated there are 21.69 miles that the Township maintains and 8.84 miles the State maintains which includes State Route 550. The Township receives liquid fuels for the 21.69 miles that is maintained by the Township.

- **MOTION:** Mr. Kirsten moved to approve Resolution 2012-06; A Resolution of the Township of Halfmoon, Centre County, to adopt Halfmoon Township Road Classifications; Mr. Merritt seconded; Vote 5-0-0; Motion Carried.

25. OTHER BUSINESS

Ms. Steele stated the bond that Ms. Smith currently has is a public officials bond that does not cover any work done under the UBEH COG. Ms. Smith would need a Treasurer's Bond to be covered under the UBEH COG as Secretary. Ms. Steele commented that the bond would cost up to \$250 for a \$100,000 bond.

- **MOTION:** Mr. Merritt moved to approve the Treasurer's Bond for Ms. Smith for the UBEH COG for up to \$250 for a \$100,000 bond; Mr. Kirsten seconded; Vote 5-0-0; Motion Carried.

Ms. Steele stated at the next Board meeting a representative from Schlow Library will be giving a presentation and there will be discussion the private road/shared driveways.

Mr. Pisoni stated he would like to discuss that the managers are spending 40% of their time at regional meetings. Mr. Stevenson commented that he likes Ms. Steele's idea to see if it is necessary to hold so many meetings. Ms. Steele stated that every 5 years surveys are sent out and maybe at that time the Board could adjust the services accordingly. Mr. Pisoni commented that the municipalities are paying staff to work at Halfmoon Township and Ms. Steele is spending 40% on regional matters. Mr. Pisoni stated he would like to see where Ms. Steele's time is spent on regional issues.

Mr. Stevenson commented that he would like to schedule an RFP schedule for the managers of the pension plan every three years.

Mr. Merritt stated the ice rink is great and seems to be getting a lot of use. There was discussion on getting some rubber matting for the ice skating blades around the rink.

Mr. Stevenson commented that he would like the Park & Recreation Board's thoughts on installing street hockey for the basketball court at Municipal Park. Mr. Stevenson observed one while coming through Tyrone and he thought this may be a possibility for the area at the park.

Secretary

Ms. Steele stated the new office hours started and seem to be working out. Ms. Steele commented she compiled the end of year payroll report and found \$10,000 more for cash carryover. Ms. Steele completed the W-2 forms and will be starting the State reports.

Mr. Stevenson stated he would like to see the 2012 pension plan allocations.

Mr. Merritt thanked the roadcrew for their work on the roads during the snow storms. Ms. Steele complimented the roadcrew as well.

26. **ADJOURNED**

- ***MOTION: Ms. Spencer moved to adjourn the meeting at 8:10 pm; Mr. Pisoni seconded; Vote 5-0-0; Motion Carried.***