

**HALFMOON TOWNSHIP OPEN SPACE PRESERVATION BOARD
REGULAR MEETING-MINUTES
APRIL 2, 2014**

1. CALL TO ORDER

Chair Ron Hoover called the meeting to order at 7:01pm. Other members present were Patti Hartle, Lorin Nauman, Andy Merritt, Christine Bracken-Piper and Joe Tylka. Staff present was Susan Steele, Manager, Amy Smith, OSPB Administrator and Rebekah Seymour, Recording Secretary. No audience was present.

2. PLEDGE OF ALLEGIANCE

3. MINUTES

- *MOTION: Mr. Nauman moved to approve the meeting minutes of March 5, 2014; Mr. Tylka seconded; Vote 6-0-0; Motion carried.*

4. WORK PLAN FY 2014

Ms. Smith began discussion on possible work plan items by stating that the last item given to the OSPB to review was the land rating policy to which the board agreed needed to be on top of their work plan to complete for this year. Ms. Steele stated that an office intern and Ms. Smith were currently drafting program guidelines for the board to review in the near future. Ms. Smith elaborated that it will help to serve as a checklist of items that need to be completed for new applications or advance payment applications.

Mr. Tylka stated he would like to have a detailed list from the solicitor of documentation needed for applications to review. Ms. Steele stated she had already added that to the work plan to be as there is a new application that has been received. Mr. Hoover questioned if there was any other items on their list from the BOS that needed action. Ms. Smith answered that only the land rating system was left and Mr. Merritt confirmed that nothing new had been discussed to send to the OSPB to review at this time.

Mr. Tylka asked if it had been documented in the ordinance where the OSPB lien would be in first position. Ms. Smith stated that yes it was in the new applications and had been added into the ordinance by the BOS. Mr. Tylka also stated that the BOS had approved the OSPB running a financial forecasting model as part of their due diligence for new applications or advance payment applications. Mr. Tylka requested it be put on the plan to run the model to ensure it worked. Ms. Steele stated she would add it to the list so it could be done by the OSPB's meeting in June or July to prepare recommendations to the BOS for their budget meeting. There was a brief discussion about whether lenders would give the OSPB lien first position over their own to which Mr. Tylka stated he knew of three local lenders who would do it and provided a brief explanation of how the lenders would adjust their appraisals in response to the loss of development rights on the property.

Ms. Steele reviewed items on the work plan as currently discussed. Mr. Tylka asked if there was a channel somewhere they could have access to with updates on federal programs that would help the OSPB. Ms. Steele answered with possible organizations where they might find the information and that she would look into signing them up to receive newsletters from other programs.

Ms. Steele reminded the board of the work they had completed on the 10% exception language and asked if the board wanted to continue work on the language since there might be a possibility that it would be needed in the future. Mr. Hoover agreed and suggested it be placed after land rating system review so it could be finished in a timely manner.

The final work plan checklist discussed by the OSPB for the year 2014 is as follows:

1. Land Rating System-complete a review
2. 10% exception- pick up discussion from where it had been left off
3. Program Guidelines- review draft constructed by office intern and Ms. Smith
4. Have Solicitor provide detailed list of proper documentations needed for future applications for review
5. Review financial forecasting model
6. Around July prepare a budget worksheet to give to supervisors at budget meeting
7. Late September/Early October schedule 5 year inspections.
8. Look to become involved or sign up to receive updates on USDA grants or state channel (i.e newsletters, Listserv, SEDA-COG)

5. 5 YEAR INSPECTIONS FOR 2014

Mr. Hoover stated they would tentatively slot inspections for properties this year around late September/early October to assure inspections did not run in cold or snowy weather.

6. OTHER BUSINESS

Ms. Bracken-Piper asked if there was a list of criteria/expectations (i.e. a checklist) that the OSPB used for when they performed five year inspections. Ms. Bracken-Piper further stated she was not sure of the process was why she was asking. Ms. Smith explained to her that the board members performing the inspection would take the file with the initial description of the land and look to make the land still matched that description. Ms. Smith elaborated that a board member would write a report confirming the findings and then send a letter to the landowner that they still met all requirements of the program.

7. CITIZEN'S COMMENTS

There were no citizen's comments

8. ADJOURNMENT

The meeting was adjourned at 7:44pm.

- ***MOTION: Mr. Merritt moved to adjourn the meeting at 7:44pm; Mr. Tylka seconded; Vote 6-0-0; Motion carried.***