

**HALFMOON TOWNSHIP BOARD OF
SUPERVISORS REGULAR MEETING
MUNICIPAL BUILDING
NOVEMBER 17, 2016 at 7:00
Supporting Documents in
Dropbox: BOS MEETINGS,
2016, November 17, 2016**

1. CALL TO ORDER - BARBARA SPENCER GONE

Chairman Mark Stevenson will call the meeting to order and take roll call of attendance.

2. CITIZEN COMMENTS

Members of the public are invited to comment on any items not on the agenda (five minute per person time limit please). Comments relating to specific items on the agenda should be deferred until that point in the meeting.

3. APPROVAL OF MINUTES

Approval of Minutes of November 10, 2016

4. SCHLOW LIBRARY FUNDING FORMULA TASK FORCE

- ✓ At the supervisors' 10/17/16 meeting under new business the supervisors directed staff to doodle poll the following individuals to set up a task force to begin discussions of the library funding formula. The supervisors also appointed two members and one citizens to this task force:

- Supervisor Mark Stevenson
- Supervisor Andy Merritt
- Citizen Chris Goedel

And to contact:

Cathi Alloway, Schlow Library Director

Joe Vigilone, COG Finance Director

Virginia Squier, HMT Library Board Rep

- ✓ Manager set out the doodle poll with dates through November to the above individuals as well as a memo to COG's Executive Director to inform him of the task force
- ✓ Cathi Alloway emailed Mr. Stevenson stating she wanted to prepare a white paper for the supervisors and appear before the entire Board prior to any task force meeting
- ✓ Chairman Stevenson reported to the supervisors at the 11/10/16 meeting the Task Force Meeting is scheduled for 11/28/16 at 4:00 p.m. at Schlow Library.
- ✓ Manager also informed Mr. Goedel (citizen representative) of the meeting date and time
- ✓ Chairman Stevenson asked Manager to place the library funding formula white paper, library presentation and discussion on the supervisors 11/17/16 agenda
- ✓ Cathi Alloway forwarded the white paper to the manager on 11/14/16 and Manager placed in drop box
- ✓ Library representatives will be making a presentation to the Board at this meeting

Action Step:

Board to discuss what they believe the intent, role and duties of the Task Force are: task force to do the leg work and research with the library reps, prepare recommendations, and then present to supervisors? Or bring the results of each step to them before proceeding?

- This will enable staff to know if quarterly, monthly, or when to place on future BOS agendas.
- Supervisor Stevenson to prepare and discuss the steps forward with the Task Force

- As well as Citizen Goedtel to be informed of all meetings

POSSIBLE MOTIONS:

THE BOARD OF SUPERVISORS APPROVES THE FOLLOWING ROLES AND DUTIES OF THE SCHLOW LIBRARY FUNDING FORMULA TASK FORCE TO BE:

- A. _____
- B. _____
- C. _____
- ETC.

THE BOARD OF SUPERVISORS DIRECTS THE TASK FORCE TO CONDUCT ITS FIRST MEETING ON 11/28/16 AT 4:00 P.M. AT THE SCHLOW LIBRARY AND THEREAFTER GIVE THEM:

- A. MONTHLY?
- B. QUARTERLY
- C. AS TASK FORCE CHAIR (STEVENSON) DEEMS NECESSARY

THE BOARD OF SUPERVISORS APPROVES THE FOLLOWING STEPS FOR CHAIRMAN STEVENSON TO IMPLEMENT (E.G. RECOMMENDATIONS TO BOARD, APPROVAL, FINANCE COMMITTEE, GENERAL FORUM, ETC.?)

- A. _____
- B. _____
- C. _____
- ETC.

5. HALFMOON TOWNSHIP FIVE YEAR STRATEGIC PLAN:

- ✓ On 9/24/16, the supervisors and staff met for a one day retreat to establish the vision, goals, and preliminary action steps for the Township over the next five to ten years
 - Hired Ferguson Township Assistant Manager to facilitate
 - Facilitator meet individually with each supervisor and staff member prior retreat as to concerns, ideas
 - Five Goals and Preliminary Action steps under each goal were established
- ✓ On 10/3/16, the supervisors and staff met to ascertain the top two action steps under each goal
- ✓ Manager then took these priorities and set out implementation steps for each over the next 5 to 10 years
- ✓ The draft product of which was forwarded to all supervisors and staff for comment

Action Steps:

- ✓ *What changes, if any, do the supervisors wish to make before a final product is presented to them for approval?*
- ✓ *Do the supervisors wish, before final product is approved, to get citizen input (this is usually done before retreat)?*
- ✓ *Or do the supervisors wish to approve the final product and then distribute to citizens so they are aware of what the goals and objectives are for the Township in the next five years?*
- ✓ *Manager recommends the last as supervisors are already directing and have begun implementing the strategic plan with their approved FY 2017 budget*

POSSIBLE MOTIONS:

THE BOARD OF SUPERVISORS MAKE THE FOLLOWING REVISIONS TO THE DRAFT STRATEGIC PLAN:

On Page _____, Paragraph _____, etc.

OPTION ONE: THE BOARD OF SUPERVISORS WISHES THE MANAGER TO PREPARE IN FINAL FORM AND SET FOR APPROVAL AT THEIR 12/8/16 MEETING? _____ YES _____ NO

THEN PREPARE A ONE OR TWO PAGE BULLET POINT SUMMARY TO SEND OUT TO CITIZENS?

(informational only) YES _____ NO _____

OR OPTION TWO:

BEFORE MANAGER PREPARES IN FINAL DRAFT FORM AND SETS FOR OFFICIAL APPROVAL THE DRAFT IS SENT TO CITIZENS FOR INPUT? (Survey Monkey)
_____ YES _____ NO

IF SO, HOW?

Goals listed only to prioritize (ranking)? ____ Yes _____ No
Goals listed to see if citizens agree (yes no)? _____ Yes _____ No
Goals with action steps to prioritize (ranking) _____ Yes _____ No
Goals with action steps to see if citizens agree (yes no)? _____ Yes _____ No

AFTER WHICH MANAGER WILL PRESENT THE FINDINGS TO THE SUPERVISORS BEFORE PROCEEDING FURTHER.

6. STATUS OF PARK SUPPORT LETTERS

✓ Status of Park Support Letters for Grants (see Dropbox for those received)

7. MANAGER REPORT

- a. Budget published set for 12/8/16 public hearing
- b. On 12/8/16, Mark and Barb gone—need everyone else here as will try to get all year end matters and resolutions approved so no second meeting in December needed
- c. Please remember to RSVP to the Local Government Reception (invitations mailed to you individually by snail mail) for 11/30/16
- d. Mark—Make arrangements to get PC Card for your Economic Development Seminar
- e. Staff will be having its holiday luncheon at Hoss's this Friday, 11/18/16, so offices will be closed from around 11:30 a.m. to 2:30 p.m.
- f. Manager will be taking a half day vacation after the luncheon

8. OTHER OR NEW BUSINESS NOT ON THE AGENDA

9. SUPERVISORS REPORTS AND COMMENTS

10. ADJOURN