

Thank you for expressing interest in helping the Board of Supervisors (BOS) fill the recent vacancy on the Board of Supervisors.

The board of supervisors plays the central role in township government. Article 15 of the Second Class Township Code places general supervision of the affairs of the township in the hands of the board of supervisors. The board serves as the legislative body of the township, setting policy, enacting ordinances and resolutions, adopting budgets and levying taxes. Since there is no separately elected executive, the board also performs executive functions such as formulating the budget, enforcing ordinances, approving expenditures and hiring employees. Certainly supervisors are the proper recipients of complaints, ideas and suggestions concerning township affairs. In many cases, the supervisor is called upon to perform as a problem solver, acting as an agent for township citizens with outside agencies or private firms. The supervisor has a role in representing the township's communal interests, past, present and future. Although assisted by a planning commission and a staff, many of the final decisions must be made by elected officials.

Below is an outline of the various duties incumbent upon the position.

#### Baseline Responsibilities

##### Township:

- Attend two BOS meetings each month (second and fourth Thursday of each month at 7:00 pm) where Township business is discussed and resolved (estimated 5 hours per month).
- Attend one organization BOS meeting every January to assign positions for the coming year (estimated one hour).
- Attend special budget meetings (3 to 5, typically) each autumn to set budget for the new fiscal year (estimated 8 hours).
- Participate in one or two other board or subcommittee meetings (such as Open Space Preservation, Park & Rec Board, Halfmoon/Patton Area Scope Plan, Planning Commission, etc.), which could mean another one or two meetings per month. These Boards or Commissions help to provide oversight and advice to staff and volunteer citizens as they carry out the business of the Township in areas of importance to Township residents (estimated 4 hours per month).

##### Region:

- Serve on one or more Centre Region Council of Government (COG) Committees (Code/Public Safety, Executive, Finance, Personnel/Human Resources, Public Services/Environmental, Transportation & Land Use) and/or the Upper Bald Eagle/Halfmoon Council of Government (UBEH COG) and represent Halfmoon Township's voice in that role (generally one meeting per month per committee). There is also a Centre County Metropolitan Planning Organization which typically meets once a month, Spring Creek Canyon Master Plan Advisory Committee and Spring Creek Watershed Committee (estimated 1 to 2 hours per meeting).
- Encouraged to attend monthly COG General Forum, a gathering of all the elected officials of the Centre Region governments to review regional policy and discuss issues of importance to all townships in the area (estimated 2 hours per month).

##### Compensation:

- Halfmoon Township Supervisors receive a salary of \$1,800 per year (paid in \$450 quarterly installments).
- Mileage and training/seminar expenses are reimbursed as appropriate.

Process for Selecting a New Supervisor to Fill a Vacancy:

- The BOS will invite all interested residents to an upcoming regular public meeting in which candidates can introduce themselves and answer questions from the Supervisors.
- After that meeting, the Supervisors will vote to select a new Supervisor from among the candidates.

Other Responsibilities (to the extent you wish to participate in them):

- Corresponding with Township residents who usually write in (usually via email) about issues of interest or concern and then acting on those concerns through BOS meeting discussions and votes.