

**HALFMOON TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AGENDA**

January 4, 2016

1. CALL TO ORDER

The meeting is called to order by a temporary chairperson (Mr. Stevenson) and minutes recorded by a temporary secretary (Ms. Steele).

2. PLEDGE OF ALLEGIANCE

3. ORGANIZATION OF THE BOARD OF SUPERVISORS

a. Appointment of Chairman or Chair of the Board of Supervisors

Mr. Stevenson will take nominations in the form of a motion for the Chairman or Chair.

b. Appointment of Vice-Chairman or Vice-Chair of the Board of Supervisors

Mr. Stevenson will take nominations in the form of a motion for the Vice-Chairman or Vice-Chair.

c. The Board has Reorganized and the New Chairman or Chair will conduct meeting

The New Chairman or Chair will be handed the gavel by Mr. Stevenson and will conduct the rest of the meeting.

4. CITIZEN COMMENTS

Please ask that anyone having any comments come up to the podium to speak and state their name and address for the record.

5. MEETING SCHEDULE

6. *The Board has in the past conducted meetings on the second and fourth Thursdays at 7 p.m. The Board should establish its meeting dates for 2016. A motion is required to set the meeting dates and times. Meeting dates if kept the same would be 2nd & 4th Thursdays. January 14th & 28th, February 11th & 25th, March 10th & 24th, April 14th & 28th, May 12th & 26th, June 9th & 23rd, July 14th & 28th, August 11th & 25th, September 8th & 22nd, October 13th & 27th, November 10th & 17th & December 8th & 15th. November & December 2nd meetings have been moved to the 3rd Thursday due to holidays.*

7. REORGANIZATION LOCAL AGENCY

This is the Board of Supervisors sitting as the Local Agency [Title 25]

The Local Agency is the designated body to conduct business concerning sewage matters. The Board should, by motion, state that the Local Agency and Local Agency Board of Adjudication will be the same as the Board of Supervisors (i.e. Chairman and Vice-Chairman or Chairs)

8. REORGANIZATION LOCAL AUTHORITY

This is the Board of Supervisors sitting as the Local Authority Title 75

The Local Authority is the designated body to conduct business concerning transportation and highway matters.

The Board should, by motion, state that the Local Authority and Local Authority Board of Adjudication will be the same as the Board of Supervisors (i.e. Chairman and Vice-Chairman or Chairs)

9. APPOINTMENTS:

a. Appoint Township Treasurer by Motion – Susan Steele

b. Appoint Township Assistant Treasurer by Motion – Brett Laird

c. Appoint Township Secretary by Motion – Susan Steele

d. Appoint Township Solicitor by Motion

Jeffrey Stover, Esq. of Stover McGlaughlin have requested appointment; the Board should by motion vote on appointment.

e. Township Zoning Hearing Board Solicitor

Ms. Betsy Dupuis is requesting appointment to the Zoning Hearing Board.

f. Appoint Township Engineer by Motion

Mr. Franson, P.E. has requested reappointment.

g. Appoint Township Manager by Motion – Susan Steele

h. Appoint Township Roadmaster by Motion – Scott Brown

i. Appoint Township Sewage Enforcement Officer by Motion

Mr. David C. Piper has requested reappointment.

j. Appoint Township Zoning Officer by Motion

Appoint Mr. Ken Soder, Patton Township Zoning Officer

k. Appoint Township Code Officer by Motion.

Appoint Ms. Susan Steele

l. Appoint Township Clerk by Motion – Amy Smith

m. Appoint Assistant Secretary by Motion – Amy Smith

n. Appoint Township Open Space Preservation Administrator – Amy Smith

o. Appoint Delegate & Alternate members to the Tax Collection Committee

Ms. Steele should be appointed the Delegate and Ms. Smith should be appointed the alternate.

p. Appoint Deputy Tax Collector by motion – Brett Laird

q. Appoint Township Emergency Management Coordinator by Motion

Mr. Shawn Kauffman is under contract (by Ordinance) appointment by the Board should be by motion. This is required under Title 35.

10. CENTRE REGION COG COMMITTEE ASSIGNMENTS

Members of the Board of Supervisors serve on Centre Region COG Standing and Ad Hoc Committees. The following is a list of the COG Committees and meeting dates. Also Centre Region COG has asked for the Supervisors to make a motion as to what voting rights, if any, their committee alternates will have:

<u>Committee</u>	<u>2015 Incumbent</u>
Executive	Stevenson
Finance	Kirsten
Human Resources	Merritt, Alternate Steele
Public Safety	Pisoni
Transportation & Land and Use	Kirsten
Public Services & Environmental	Spencer, Alternate Steele
CCMPO Coord.	Spencer
CCMPO Technical	Steele

<u>Committee</u>	<u>2015 Meeting Date</u>	<u>2016 First Meeting*</u>
Executive	12:15 pm, Tuesday prior to GF**	12:00 pm, January 19
Public Safety	12:00 am, 2 nd Thursday	12:00 pm, January 14
Finance	8:30 am, 2 nd Thursday	8:30 am, January 14
Human Resources	12:00 pm, 2 nd Wednesday	12:00 pm, January 13
Public Services and Environmental	8:30 am, 2 nd Tuesday	8:30 am, January 12
Transportation and Land Use	12:15 pm, 2 nd Monday	12:15 pm, January 11

The Board should consider the COG Committee assignments for 2016 and, if desired, any regular alternates. In addition to committee appointments, we need to advise the Executive Director of COG of the voting powers of the alternates. Board should consider a policy whereby alternates, including other Board members and the Manager may vote at COG Committee meetings when they fill in for the regular Committee member. The 1989 COG Articles of Agreement require that this information be relayed to the Executive Director during January of each year.

11. **SPRING CREEK WATERSHED COMMISSION**

The Board needs to appoint a Supervisor to this Commission. Mr. Stevenson held this position in 2015. Mr. Merritt served as alternate.

12. **CENTRE AREA CABLE CONSORTIUM DIRECTOR COMMITTEE**

The Board needs to appoint a Supervisor to this Board. Mr. Pisoni has held this position in 2015 and should remain as the appointee.

(Under the Ordinance the Township Manger is the Committee's technical representative and attends the Committee meetings)

13. **CENTRE NETWORK BOARD OF DIRECTORS (C-Net)**

The Board needs to appoint a resident or Board Member to the Board of Directors. (Mr. Kirsten served as this appointee in 2015)

14. **UPPER BALD EAGLE / HALFMOON COUNCIL OF GOVERNMENTS**

The Board needs to appoint by motion, a member to serve as the Township Representative to the UBEH COG. Ms. Spencer currently holds this appointment. Mr. Kirsten currently holds the alternative appointment.

15. **OPEN SPACE PRESERVATION BOARD REPRESENTATIVE**

Mr. Pisoni held the position in 2015. The Board should appoint a Board of Supervisor to this position.

16. **APPOINTMENTS BOARDS AND COMMISSIONS**

The Board needs to appoint by motion, a member to serve as the Township Representative to the:

a. Township Planning Commission

Mr. Bob Strouse, Mr. Mike Brown & Ms. Kathy Kelley are requesting appointment.

b. Township Vacancy Board – The Vacancy Board shall consist of the Board of Supervisors and one elector of the township, who shall be appointed by the Board of Supervisors at the Board's first meeting each calendar year. The vacancy Board shall fill a vacancy if the vacancy is not filled within 30 days.

Mr. Hamilton is requesting to be re-appointed.

c. Township Zoning Hearing Board

Mr. Ed Miranda is requesting to be re-appointed.

d. Township Open Space Preservation Board

Mr. Joe Tylka would like to be re-appointed. There is a vacancy left by Bob Strouse.

17. **PROFESSIONAL SERVICE APPOINTMENTS**

The Board needs to appoint by motion, to appoint:

a. Special Council

There has been no interest in this position.

b. Earned Income Tax Collection

This is a formality: State College Borough Tax Office Serves as provided for under Ordinance as the Earned Income Tax Collector for the Township & County

c. Alternate Engineer

At the request of Mr. Franson to reappoint McCormick Taylor Engineering as the Alt. Engineer

- d. **Township Alternate Sewage Enforcement Officer**
Mr. Terry Wilkinson, has served and has requested reappointment
- e. **Township Second Alternate Sewage Enforcement Officer**
There has been no interest in this position.

18. **BOND LIMITS**

The Board should by motion, set the Bond amount for

- a. **Township Treasurer Bond (\$450,000)**
- b. **Township Clerk Bond (\$50,000)**
- c. **Township Assistant Treasurer's Bond (\$450,000)**

19. **EMERGENCY EXPENDITURE APPROVALS**

The Board should authorize the Purchasing Officer (Manager) to approve individual purchases of a routine nature up to \$2,000; and of an emergency nature up to \$10,000; with all procurement actions to be reported to the Board of Supervisors.

20. **APPOINTMENT MUNICIPAL EMPLOYEES**

The Board should by motion; vote to retain the current Full-Time and Part-Time Public Works Employees. The Board should also approve Supervisors who is also an employee, as is allowed under PA Statue § 606, with their pay rate to be set by the Board of Auditors.

21. **DEPOSITORIES OF TOWNSHIP FUNDS**

The Board should by motion, continue M & T Bank and PLGIT as the general depository 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.

22. **REIMBURSEMENT MILEAGE RATE FOR TOWNSHIP**

The Board has in the past set the rate the same as the IRS Rate for mileage reimbursement (as of January 1, 2016 it is .54 cents/ mile)

23. **TOWNSHIP FEE SCHEDULES**

The Board should move to Resolve:

These are each separate Resolutions

- a. **Township Fee Schedule 2016-01**
- b. **Solicitors Fee Schedule 2016-02**
- c. **Zoning Hearing Board Solicitors Fee Schedule 2016-03**
- d. **Engineers Fee Schedule 2016-04**
- e. **Sewage Enforcement Officers Fee Schedule 2016-05**

24. **PSATS & PML CONFERENCE**

The Board must select the following:

- a. **Conference Attendees**
- b. **Select one voting delegate**

25. **RESOLUTION 2016-06 TO ADOPT HALFMOON TOWNSHIP ROAD CLASSIFICATIONS**

26. **AWARD BIDS FOR BITUMINOUS, AGGREGATES & MACHINERY FOR 2016**

27. **2016 WORK PLAN**

28. **ADJOURN**