

**HALFMOON TOWNSHIP BOARD OF  
SUPERVISORS  
REGULAR MEETING  
7:00 PM  
OCTOBER 13, 2016  
Supporting Documents in  
Dropbox: BOS MEETINGS,  
2016, October 13, 2016**

1. CALL TO ORDER

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 September 22, 2016 and October 3, 2016

4. APPROVAL OF TREASURER'S REPORT

Approval of Treasurer's Report through August 31, 2016

5. APPROVAL OF BILL'S LIST

Approval of October, 2016 bills list

6. SMALL AREA PLAN FOR MIXED USE AREA ON FUTURE LAND USE MAP (FOLLOWING HARRIS TOWNSHIP PROCESS)

A. Pursue Small area plan for mixed use area on future land use map

**MOTION TO APPROVE CREATING A SMALL AREA PLAN FOR MIXED USE AREA ON  
FUTURE LAND USE MAP**

B. Approval of Setting Up Steering Committee

- ✓ Local Planner will present draft of solicitation letter
- ✓ Method of distribution: primary through mail to all stakeholders, secondary communication: website, list serv and flyers available at voting areas
- ✓ Steering Committee (actual individual names to be approved by the Supervisors at their 11/10/16 meeting) should consists of all possible stakeholders:
  - One Board of Supervisor Representative
  - One Planning Commission Representative
  - Township residents
  - Property owners within future mixed use area
  - Patton Township residents (borders Patton Township)
  - Infrastructure Utilities (UAJA, CCMPO, Penn Dot State College Water Authority, Columbia Gas, Comcast, etc.)—To insure Small Area Plan is created concurrent with DRI Application requirements<sup>7</sup>
  - Regional Services (CATA, Fire (both Port Matilda and Alpha), EMS)—To insure Small Area Plan is created concurrent with DRI application requirements
  - Other interested parties:
    - Patton Towship residents
    - Geisinger Medical Center
    - Catholic Church
    - School
    - Vern Squire-CBICC (to assist steering committee on regional commercial/industrial needs

which could be located within Township)

- ✓ Tentative Timeline (depends on Steering Committee's desired number of meetings per month)  
Steering Committee First Meeting – 11/16/16 at 7:00 p.m.

Topics to be covered:

Items per Strategic Plan-Town Centre, possible new municipal building, controlled growth—denser in one portion—directed infrastructure, sewer/water needs

How many meetings a month – once, every week, etc.?

What is mixed use?

Possible phasing (for infrastructure needs)

Present preliminary ideas to CRPC and TLU (to get comments towards DRI application)-7/17

Present to PC for comments – 9/17

Present to BOS for comments -10/17

Display and present to public – 11/17

Public comment period-through 11/30/17

Public Hearing and approval-12/17

**MOTION TO APPROVE STAKHOLDERS TO RECEIVE MEMBERSHIP SOLICITATION LETTER, APPROVAL OF SOLICITATION LETTER, DISTRIBUTION BY MAIL, WEBSITE, LIST SERVE AND HANDOUTS AT POLLING VENUES ON 11/8/16, WITH FIRST MEETING OF STEERING COMMITTEE SCHEDULED FOR 11/16/16 AT 7:00 P.M. SPECIFIC NAMES OF STEERING COMMITTEE MEMBERS TO BE APPROVED AT THE SUPERVISORS 11/10/16 MEETING.**

7. EXTENSION OF LEASE FOR TOWNSHIP OFFICES AT 1948 HALFMOON VALLEY ROAD

- ✓ Lease expires 12/31/16 at 1948 Halfmoon Valley Road
- ✓ Township needs to tell landlord as soon as possible if they will be needing the space in 2017
- ✓ Meeting Room at Municipal Building will be done by 11/8/16
- ✓ However, bathrooms not done until after January 1, 2017
- ✓ Supervisors will be discussing the rebuild options of former office area at Municipal Building in 2017

**MOTION TO APPROVE EXTENDING LEASE AT 1948 HALFMOON VALLEY ROAD FOR TOWNSHIP OFFICES THROUGH 12/17 WITH \_\_\_\_ (NUMBER OF YEARS/MONTH) TO RENEW AT THE CURRENT RENTAL RATE OF \$750 PER MONTH.**

8. MANAGER REPORT:

a. Municipal Building Update

Hired Mike Siggins AIA as design professional at a do not exceed cost of \$864.00

Mike met with Andrew (contractor) as well as Amy and myself who spoke to Code via conference call-Mike homes to get the building permit application into Code on the bathrooms this week

Mike's hope is the specs and estimate will come under \$19,500 for both bathrooms and then Andrew can do the work

b. Budget Preparation

Will be working on 10/11, 10/14 and through the weekend for the budgeting session 10/17 (from home)

Will be meeting with Scott for his budget requests on 10/12 at the office

Will be working on preparing published budget (after budget number approval on 10/27/16) from 10/28/16-11/13/16

c. Budget Meetings

10/17 at 6:30-General Fund Budget

10/18/16 at 6:30-Roads Operations and Capital Projects

10/20/16 at 7:00-Joint Meeting with OSB

10/27/16 at 7:00 – Regular Meeting to approve all Budget numbers and reserves and approve for publishing

- d. Other meetings:
  - 10/12/16-1:00 p.m. with staff on waiver request
  - 10/21/16-All Day-PELRAS/APPM Executive Meeting
  - 10/27/16-5:30 to 7:00-CBICC Manager Meeting
  - 10/28/16-Staff Meeting
- f. 10/15/16-Two supervisors needed to get revised park plan and easel on 10/14/16 for Way's meeting on Parks
- g. Due to other commitments—will revise and finalize strategic plan, dates, etc. sometime after 11/14/16

9. SUPERVISORS REPORTS AND COMMENTS

10. NEW OTHER BUSINESS NOT ON THE AGENDA

11. ADJOURN