

**1. CALL TO ORDER**

Chair Danelle Del Corso called the meeting to order at 6:38 p.m. Other Supervisors present were Bob Strouse, Patti Hartle, David Piper and Chuck Beck. Staff present were Susan Steele, Manager; Amy Smith, Township Clerk; Ken Soder, Zoning Officer; Jim May, CRPA; Corey Rilk, CRPA and Jeff Stover, Township Solicitor. Residents & others in attendance: Ron Servello and Deb Beck & Christina Beck.

**2. CITIZEN COMMENTS**

Mr. Servello commented that he feels it is time to have a phase out plan for the Open Space Preservation Program. Mr. Servello stated he realizes that participants need to be paid but there is a regular stream of income and it is time to give serious consideration to phase out the program. Mr. Servello requested that he would like to see an evaluation of the program. Mr. Servello stated he would like to see a priority plan in place. Mr. Servello commented that Smith Road was in bad shape and he thought it would be resurfaced with asphalt and it was not and he saw the park renovations being done and felt they Board took a half measure to address Smith Road. Mr. Servello stated roads are a higher priority than a park. Ms. Steele stated the Board of Supervisors had put together a strategic five-year plan and this could be done again. Ms. Del Corso stated roads have become a higher priority. Mr. Servello stated he will bring up his auditor discussion under that agenda item. Mr. Servello commented that he was under the premise that the Municipal Building would be re-used once the mold issues were addressed and we are still using a leased/rented building and he would like to see staff back in the Municipal Building. Ms. Del Corso thanked Mr. Servello for his comments.

**3. MINUTES**

- ***MOTION: Mr. Strouse moved to approve the minutes for December 12, 2019 & January 6, 2020; Ms. Hartle seconded; Mr. Piper stated he and Mr. Beck were not present at the December 12th meeting and would not know if the minutes were accurate; The Board discussed retracting the motion and making separate motions for each set of minutes; Mr. Strouse rescinded his motion; Motion rescinded.***
- ***MOTION: Mr. Strouse moved to approve the minutes for December 12, 2019; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.***
- ***MOTION: Mr. Strouse moved to approve the minutes for January 6, 2020; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.***

**4. BILLS LIST**

- ***MOTION: Mr. Strouse moved to approve the Bills List dated January 9th, 2020; Mr. Piper seconded; Vote 5-0-0; Motion Carried.***

**5. TREASURER'S REPORT**

- ***MOTION: Ms. Hartle moved to approve the Treasurer's Report dated January 9th, 2020 for end of month for November, 2019; Mr. Strouse seconded; Vote 5-0-0; Motion Carried.***

**6. CITIZEN'S COMMENTS CONTINUED**

Mr. Merritt stated he would like to thank Mr. Mark Stevenson and Ms. Barbara Spencer for the number of years they served on the Board of Supervisors. Mr. Merritt commented that turn-over is good. Mr. Merritt stated he would also like to thank Amy Smith, Susan Steele, Mike Coakley, Brett Laird and Scott Brown for their constant dedication to the Township. Mr. Merritt commented that with Ms. Steele coming aboard that she really moved the Township forward. Mr. Merritt commented that he looked at the reorg. meeting minutes and is wondering what the two new Supervisors thoughts were when they did not vote to appoint staff and what would happen the next morning. Mr. Merritt questioned what would happen if there was no one here to open the office or take care of the roads. Mr. Merritt stated Mr. Brown was out salting the roads Wednesday morning, what if there was no one to do that? Mr.

Piper commented that they were coming back, that was not the point. Mr. Merritt stated it could have easily been the point. Mr. Merritt stated if they had gotten a third vote and if they were calling a bluff they may have lost and who on Tuesday morning unlocks the door and on Wednesday morning who puts salt on the roads because they would not have been employed. Mr. Merritt commented that he did not know if they had another set of people lined up to take those positions. Mr. Merritt stated he was on the Committee to forward you a name for the new Manager and that is not done. Mr. Merritt commented that if it is a game, it is a dangerous game. Mr. Piper stated it is not a game. Mr. Merritt questioned what if Mr. Strouse had played and you got the third vote, what was the plan. Mr. Piper commented that he had asked prior to appointments that an Executive Session be held to discuss personnel legalities and the Board did not want to do that. Mr. Merritt questioned if the Solicitor had to be present for an Executive Session. Mr. Piper stated you do not need the Solicitor present. Ms. Steele commented that personally as one of the staff members, not appointed, she would not have minded the conversation. Mr. Merritt stated from a citizen stand point, several years ago a Manager was not appointed and she got up to leave and the Board asked her where she was going and she stated that she no longer worked there, so what was the plan if another Board member went along, what do we do? Mr. Merritt commented it is a dangerous place to be. Mr. Piper stated they did not fire anyone and we did not vote to fire anybody. Mr. Merritt stated no, but what was the plan had it happened. Mr. Piper stated what plan, that all the employees quit. Mr. Merritt commented, no, hypothetically, Bob Strouse votes with you, now it is 3-2 what was the plan? Mr. Piper stated the Board would have had an Executive Session. Mr. Merritt stated there was no Executive Session and Ms. Steele would have left, Ms. Smith would have left and Mr. Brown would not have been putting down salt Wednesday morning. Mr. Piper stated if Mr. Strouse would have voted with us then we would have had an Executive Session discussion. Mr. Piper stated he knows that Mr. Merritt was a past Supervisors and did a good job and he is not complaining about what you did but Chuck and I are Supervisors now. Mr. Merritt commented that it why he thinks as a citizen, they both a responsibility to say what was the plan. Mr. Piper stated that there is a lot of anger out there in the general public about Township business and that is why they are sitting there now and two other people are not. Mr. Merritt stated he respects turn-over, and its valuable and important but just didn't know if there was a plan, and there wasn't, and he just thinks it is dangerous. Mr. Merritt stated we are basically a Township of five people and there were not five votes to retain those five people. Mr. Piper commented that they were not appointed to the positions that were listed. Mr. Piper stated he did not vote to fire anybody and he did not vote to get rid of anybody, we just voted not to appoint those people to those positions. Mr. Beck added that they did not make those appointments until they could discuss it in Executive Session. Mr. Merritt asked Mr. Piper and Mr. Beck's thoughts on COG. Mr. Piper stated he voted to appoint the new Representative to the Schlow Library Board to replace Ms. Virginia Squier. Mr. Merritt stated as a resident, he would feel comfortable knowing they support the Library. Mr. Piper stated there was a time when he sat in the Manager position and he had to brow beat the Board to give the Centre County Library some monies to help pay for the Book Mobile and he thinks they gave them \$500.00. Ms. Del Corso stated she would like to stick to the citizen concern and comment and not go back twenty years. Mr. Merritt questioned whether Mr. Piper and Mr. Beck feel Schlow Library and Centre County Library are important for our Township. Mr. Piper stated the Library is important but he is not sure how much money the Township should be sending the Library. Mr. Merritt questioned if Mr. Piper understood how the formula is determined. Mr. Piper stated he understood that a bunch of people got together and made a formula but we are going to take a look at it. Mr. Merritt stated it is based on usage/checkout. Mr. Merritt stated at one point our Township was the most literate Township. Mr. Merritt stated they are both very big assets for our community and we are in a good place and would like to see the Township moving forward and not be stagnant or go backwards. Mr. Merritt stated he may be back and attend more meetings. Mr. Piper commented that he told Ms. Squier that he would consider taking a look at the information she had provided him. Ms. Del Corso stated these topics will definitely be discussed as they are on the plate every year. Ms. Del Corso stated they are going to build their relationship together as a Board and we want the citizens comments on what is important to them. Mr. Merritt thanked everyone because it is not an easy job and you are constantly balancing and he gets that. Ms. Del Corso thanked Mr. Merritt for being on the citizen committee. Mr. Merritt commented it was fun being on that committee.

**7. EXECUTIVE SESSION**

Ms. Del Corso adjourned the regular meeting for an Executive Session to discuss pending litigation at 6:59 p.m. Ms. Del Corso called the regular meeting back to order at 7:18 p.m. and stated no decisions were made in the Executive Session. Mr. Piper stated he would like to discuss personnel in an Executive Session prior to the next meeting since this was not an agenda item for this meeting. Ms. Steele stated she did not have a problem with the Board discussing anything pertaining to herself, outside performance issues, at an open meeting. Mr. Piper stated he would like an Executive Session. Ms. Steele commented she wanted it on record that she had no issue with discussion pertaining to herself, outside of performance issues, at an open meeting.

- *MOTION: Mr. Strouse moved to hold an Executive Session before the January 23rd meeting begins; Mr. Piper seconded; Vote 5-0-0; Motion Carried.*

**8. APPOINTMENT OF SEWAGE ENFORCEMENT OFFICER (TABLED FROM 1/6/2020 MEETING)**

Ms. Steele stated she received letters of interest and fee schedules from Ms. Lupton and the Centre Region Code Agency. Ms. Steele reported that due to the Joint Articles of Agreement, the Township would have to give one year's notice, and with notice, could terminate this service beginning January 1, 2022.

- *MOTION: Mr. Piper moved to withdraw from the Centre Region Code Agency SEO service; Mr. Beck seconded; Ms. Del Corso stated she would like to do more research before making this decision; Mr. Piper stated it is a monopoly and he wants residents to have choices; Mr. Piper stated if the Board is willing to research and consider this he would withdraw his motion. Mr. Piper withdrew his motion.*
- *MOTION: Mr. Strouse moved to appoint Centre Region Code Agency as the Sewage Enforcement Officer for 2020; Ms. Hartle seconded; Vote 3-2-0; Mr. Strouse, yea; Ms. Del Corso, yea; Ms. Hartle, yea; Mr. Piper, nay; Mr. Beck, nay, No abstentions; Motion Carried.*

**9. APPROVAL OF RESOLUTION 2020-05, FY 2020 TOWNSHIP FEE SCHEDULE (TABLED FROM 1/6/2020 MEETING)**

Mr. Piper commented that he thought the fees for a variance seemed high. Mr. Soder commented that any fees that were not used for the variance are returned to the applicant. Mr. Soder explained that you need to make sure the other tax payers are not paying for the variance request so it is better to set a high enough fee to cover the costs and return what is not used than have tax payers making up the difference.

- *MOTION: Mr. Strouse moved to approve Resolution 2020-05; FY 202 Township Fee Schedule; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

**10. APPROVAL OF RESOLUTION 2020-06, FY 2020 SEWAGE ENFORCEMENT OFFICER FEE SCHEDULE (TABLED FROM 1/6/2020 MEETING)**

- *MOTION: Ms. Hartle moved to approve Resolution 2020-06; FY 2020 Sewage Enforcement Fee Schedule; Mr. Piper seconded; Vote 5-0-0; Motion Carried.*

**11. APPOINTMENT TO CCMPO TECH COMMITTEE REPRESENTATION (TABLED FROM 1/6/2020 MEETING)**

Mr. Piper stated he had not had an opportunity to speak with the Engineer he thought may be interested since it has only been two days since the last meeting. The Board requested Ms. Smith post information regarding this position to the website, FB and email list to solicit interest and request that any interested party should have a technical background on roads, highways, etc. No action was taken on this agenda item.

**12. PUBLIC HEARING ON ORDINANCE 2020-01, AN ORDINANCE AMENDING AND RESTATING THE HALFMOON TOWNSHIP ZONING ORDINANCE (PASSED FROM 12/12/19 MEETING AND RE-ADVERTISED FOR 1/9/2020 MEETING)**

Ms. Del Corso opened the public hearing at 7:38 p.m. Ms. Steele stated this had been published twice, sent to the law library and reviewed by both the Centre County Planning Agency and the Centre Region Planning Agency. Ms. Steele stated there definitions were revised and moved to the beginning of the Ordinance in one place instead of scattered within the Ordinance; Home Occupation definition was included; zoning districts have been left unchanged with the exception of clean-up; the two different types of lots were removed and now there is only one lot type; no private roads; added yield plan; VZD had no setbacks, bulk uses and few uses; the charts from the back were removed; made commercial consistent everywhere and removed land scaping requirements. Ms. Del Corso commented that these revisions will make it easier to manage for residents and staff. Comments were received from both Centre County and Centre Region which Mr. Stover has reviewed and provided comments. The Board began review of those comments. Ms. Del Corso stated that due to the amount of comments received she is requesting Mr. Stover make revisions based on those comments where he feels revisions are necessary and bring

back to the Board for review. Once comments have been addressed the Board will approve advertising for public hearing. Mr. Servello stated he does not want to make light of the amendments especially when telling people what they can do with their property but when the Zoning Ordinance was adopted his property was zoned A-1 and changed to R-1 and he did not think it was fair that some residents could write a letter and request no change and it was not changed. Ms. Del Corso stated this is not a re-zoning and does not want to rehash something that happened twenty years ago. Mr. Piper stated the last codification was a mess but he is sure these are straight forward revisions. Ms. Beck stated she does not want Halfmoon Township to be like Patton Township and there seems to be a lot of regulations.

Ms. Del Corso closed the public hearing at 8:53 p.m.

**13. POSSIBLE MOTION TO APPROVE ORDINANCE 2020-01, AN ORDINANCE AMENDING AND RESTATING THE HALFMON TOWNSHIP ZONING ORDINANCE (TABLED FROM 12/12/19 MEETING TO 1/9/2020 MEETING)**

No action was taken.

**14. APPROVAL OF GRANT FUNDING FROM COUNTY LIQUID FUELS OF \$55,000**

Ms. Steele stated the Board approved applying for County Liquid Fuels Grant monies FY 2020 for road project of widening Smith Road curves and Township wide stormwater drainage issues. Ms. Steele stated the projected cost estimate is \$110,000. Ms. Steele applied for the grant monies and received \$55,000. Ms. Steele stated the County is requiring the application be approved and adopted by Resolution by the Supervisors and returned to the County.

- *MOTION: Mr. Strouse moved to approve and adopt MS 339 application for \$55,000 of County Liquid Fuels monies; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

**15. MOTION TO ADVERTISE INTENT TO USE INDEPENDENT AUDITOR'S MAHER DUESSELTO CONDUCT FY 2019 TOWNSHIP AUDIT**

Ms. Steele commented she did an RFP in 2016 for auditor services and received two proposals. Ms. Steele stated the Board is committed with Maher Duessel for the 2017, 2018 and 2019 audits and the Board can do another RFP later this year if they would like to go that route.

- *MOTION: Ms. Hartle moved to direct the Township Clerk to advertise its intent to use Maher Duessel to perform and audit on FY 2019 Township books and records; Mr. Strouse seconded; Vote 5-0-0; Motion Carried.*

**16. PRESENTATION BY RON SERVELLO, TOWNSHIP AUDITOR (ONE OF THREE) REGARDING TOWNSHIP AUDITOR OVERSIGHT**

Mr. Servello stated he wanted to point out that he was not aware that there was a contract already in place for the 2019 audit when he was in attendance at the Auditor meeting and had made a motion to table it. Mr. Servello commented that when he was elected Auditor, he never really thought the Auditors would complete the audit even though he knows it has been done historically before but thought there would be some role the Auditors would play in the audit process. Mr. Servello stated that he discovered that in recent years the Township passes a Resolution to hire an outside firm or CPA firm and the Code allows them to complete the audit and exempts the Auditors from having any role. Mr. Servello stated the Auditors only role then is to set the hourly rate for working Supervisors. Mr. Servello commented that he went through all this trouble to be elected Auditor only to have nothing to do with the audits. Mr. Servello stated he was taken aback when Charles Simons resigned as an Auditor. Mr. Servello stated it seems to him that the Board has a lot of discretion in terms of passing Resolutions to handle the audit and the manner to which it is actually conducted that he thought perhaps the Board might want to consider involving the Elected Auditors. Mr. Servello stated it could provide a transparency or second set of eyes. It may be a one-hour meeting with the Elected Auditors and file their report the Board of Supervisors. Mr. Servello stated it is just a suggestion. Mr. Servello stated it has been an interesting evening and he has learned quite a lot. Ms. Del Corso stated that what Mr. Servello is saying is that he is surprised at the lack of involvement by the Elected Auditors and is suggesting that, she will be honest in the four years she has been on the Board she has never met one of the Auditors. Mr. Servello stated he imagines that the Board of Supervisors have had to appoint them. Mr. Piper stated that is probably why they ended up with an Accounting Firm because they could

not find anyone to be an Auditor. Mr. Servello stated if the Board were to decide to have the Elected Auditors complete the audit it would be nice to have someone who is a CPA as well. Mr. Strouse stated in today's day they really need a professional auditor or CPA. Mr. Piper stated that is why he nominated someone the other night because they are Certified. Ms. Del Corso stated she loves having the Auditors somehow involved and since will be an agenda item at some point this year, we can definitely talk about how the auditors can be involved in the process. Mr. Servello stated he questioned his Legislature about this because he was kind of frustrated, and is sure this is a process that dates back to the beginning of the Commonwealth and beginning the classifications of Townships. Mr. Servello stated he can understand why the Township would hire an outside firm, that with the liabilities involved and with all the technical aspects of a fairly large budget and number of expenditures he can understand using a CPA firm. Mr. Servello commented he was not recommending the Township not hire a firm, he is more interested in the Elected Auditors being somehow involved that would serve as an extra set of eyes. Mr. Servello stated from the perception of a citizen that they see Auditor and it is what the Township does and how they spend money and so that is a perception that a lot of people have until you get elected Auditor. Mr. Servello stated it is just a suggestion he would like the Board to consider. Mr. Strouse stated he is sure Mr. Servello is right about it going back to the beginning of the Commonwealth. Mr. Strouse commented that he likes the idea of having the auditors involved and maybe meeting with the CPA firm once or twice as an extra set of eyes. The Board agreed there could be further discussion on the role of the auditors when discussing it as a future agenda item. Mr. Piper questioned whether the rate was set for the working Supervisors. Ms. Steele stated it was set at \$15.50 an hour. Mr. Servello questioned whether there was a third auditor. Mr. Servello stated he will then just sit back and listen.

**17. MOTION TO SOLICIT LETTERS OF INTEREST TO REPLACE AUDITOR CHARLES SIMONS**

Ms. Steele stated Mr. Simons resigned so there is one position available. Ms. Steele commented that Mr. Piper suggested one individual and another individual has expressed interest. Ms. Steele stated she is recommending Ms. Smith contact both individuals and solicit on the website, FB and email list serv. to have letters of interest into the Township by January and then appoint a replacement by February 13th, 2020. Ms. Del Corso stated she like to see people in person. Ms. Steele commented they could set up interviews. Ms. Steele stated since the Elected Auditors do not have an audit to do it is not time pressing.

**18. DISCUSSION AND APPROVAL OF DATE TO INTERVIEW TOWNSHIP MANAGER FINALIST**

The Board is all able to make January 18th at 2:00 p.m. to interview the Township Manager finalist. Ms. Smith should advertise this meeting.

**19. MANAGER REPORT**

Ms. Steele reported the following:

1. All follow ups from 1/6/20 meeting in process or completed; reorganizational meetings conducted
2. Received notice on 1/9/20 DCNR Grant complete. Final reimbursement authorized of approximately \$23,000 will be deposited into Township Parks account shortly
3. Treasurer & Assistant Treasurer Bond increases
4. Annual audit—Exit interview and Township sign off to Manager (CAO) and/or Board of Supervisor Chair
5. Meet with Staff (Scott, Amy and Brett) about budget purchases in FY 2020. Manager advised them to bring Invoices/purchase orders to supervisors for approval prior to purchasing. This is somewhat different than in other years wherein if budgeted, staff just purchased. But Manager's best practices in other communities where new supervisors are in place and not part of the budgeting process, takes in front of board purchases.

**20. NEW BUSINESS NOT ON THE AGENDA**

Mr. Piper stated he would like to re-open the budget.

- ***MOTION:** Mr. Piper moved to re-open the FY 2020 budget; Mr. Beck seconded; Ms. Hartle questioned why Mr. Piper wanted to open the budget; Mr. Piper stated he does not even like the way the budget is put together; Mr. Piper commented that he feels road stuff should be on the forefront and this may involve members of the UBEH COG to ensure Mr. Brown has the manpower; Ms. Beck questioned how Mr. Piper and Mr. Beck were supposed to know when the budget was being discussed last year; Ms. Del Corso commented that the budget meetings were advertised and they were on C-NET; Mr. Strouse stated that Mr. Brown had a part in the budgeting process; Mr. Piper stated he wants to make sure the job gets done; Ms. Del Corso stated roads have been made a higher priority; Mr. Piper commented that he wants to make sure Mr. Brown has everything he*

*needs to get the job done; Mr. Strouse questioned whether Mr. Piper has spoken to Mr. Brown; Mr. Piper commented that Mr. Brown usually has an answer for everything; Vote 2-3-0; Mr. Piper, yea; Mr. Beck, yea; Ms. Del Corso, nay, Ms. Hartle, nay; Mr. Strouse, nay; No abstentions; Motion Carried.*

Mr. Strouse commented that sometimes folks like to complain and when there is a legitimate complaint folks should email it so there is a paper trail. The Board questioned whether Mr. Piper would like Mr. Brown to attend the January 23rd meeting. The Board questioned what Mr. Piper and Mr. Beck would like Mr. Brown to prepare for review. Do they want some type of report? Ms. Steele commented that Mr. Brown does a monthly report and an annual report. Mr. Beck stated that an annual plan is fine but he would like to see a daily plan. Ms. Steele stated staff does keep a daily log. There was discussion on who Mr. Brown reports to or if he reports to anyone. Ms. Steele stated Mr. Brown reported to her. Mr. Servello and Mr. Beck stated they did not realize that he reported to Ms. Steele. Mr. Servello stated when he calls the office, he is directed to contact Mr. Brown. Ms. Steele stated any complaints or concerns should be passed along to her and she would address them with Mr. Brown. The Board requested Mr. Brown attend the January 23 meeting.

**21. SUPERVISORS' REPORT**

Mr. Strouse stated he attended the UBEH COG meeting and the Port Matilda EMS is strapped for cash. Mr. Strouse urged citizens who are receiving payments from their insurance companies for Emergency Medical Services that they should forward those monies onto the PMEMS. Mr. Strouse encouraged anyone who has not become a member yet to become one and send the membership fees to the PMEMS.

**22. ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 9:28 p.m.