

1. CALL TO ORDER

Chair David Piper called the meeting to order at 7:00 p.m. (present at Community Center). Other Supervisors present were Bob Strouse (present at Community Center); Chuck Beck (present at Community Center); Ron Servello (present at Community Center) and Patti Hartle (present at Community Center). Staff present were Amy Smith, Township Secretary (present at Community Center); Brett Laird, Township Treasurer (present at Community Center) and Township Solicitor, Zachary Rice (present by Zoom). Residents & others in attendance: Bruce Helms (present at Community Center); Ginger Breon (present at Community Center); Tammy Perkins (present at Community Center); Tom Majewski (present at Community Center); Wayne Foster (present at Community Center); Peggy Sue Majewski (present at Community Center); Susan Seybert (present at Community Center); Daniel Perkins (present at Community Center); Karen Miller (present at Community Center); Rene Day (present at Community Center); Lorin Nauman (present at Community Center); Steven Yetsko (present at Community Center); Hyeseon Kim (present at Community Center); Ronald Rovanssek (present by Zoom); Charles Jones Jr. (present by Zoom); Jeff Pogue (present by Zoom); Colin Zarzycki (present by Zoom); Niki Brown (present by Zoom); Joel Catalano (present by Zoom); Jeffrey Miller (present by Zoom); Glen Hutchinson (present by Zoom); Karen Brown (present by Zoom); Denise Sticha (present by Zoom); Reed Moyer (present by Zoom); Jeff Daub (present by Zoom); Marty Mehring (present by Zoom); Susan Person (present by Zoom); Audra Simpson (present by Zoom); Lena Sheaffer (present by Zoom); William Smith (present by Zoom); Karen Miller (present by Zoom); William Smith (present by Zoom); Connie Jones (present by Zoom); Joyce Fleegeer (present by Zoom); Kacee Burke (present by Zoom); Cheryl Barr (present by Zoom); Jennilyn Vallejera (present by Zoom) and Bruce Edward Lord (present by Zoom)

Roll Call: Chairman Piper, present; Vice-Chairman Servello, present; Supervisor Beck, present; Supervisor Strouse, present; Supervisor Hartle, present.

2. OPENING ANNOUNCEMENTS

More information is available on the website: www.halfmoontwp.us

- This evening's meeting is being LIVE recorded on C-NET's YouTube channel. A direct link for the stream of tonight's meeting is: <https://youtu.be/IK-gNRS-3Fs>
- The township is asking for resident's email addresses for important updates and notices. To sign up, visit www.halfmoontwp.us and click on the CONTACT US button on the homepage.
- Volunteers are needed for open positions on various committees and boards. If you are interested in volunteering, please visit the township website, or contact Township Secretary, Amy.

3. STATEMENT REGARDING RESOLUTION 2022-14 MEETING RULES & REGULATIONS- presented by Ron Servello

Mr. Servello provided a synopsis of Resolution 2022-14 Meeting Rules & Regulations. Mr. Servello stated that in an effort to help with time management the citizen's comments a time limit has been established for five minutes per citizen regarding both agenda and non-agenda items. Mr. Servello added if the crowd size was larger in size, the amount can be reduced to three minutes to allow ample time for comments to be made but also get business completed. Mr. Servello requested that if a citizen would like to speak, they need to please raise their hand and the Chair will acknowledge their request. Mr. Servello added if a citizen would like something placed on the agenda, they should contact staff in an ample amount of time to be placed on an agenda. Mr. Servello stated generally the Board uses Robert's Rules of Order as a guideline to provide civility and order to the citizens and requested the citizens provide the same decorum toward the Board.

4. APPROVAL OF AGENDA

- **MOTION:** *Mr. Servello moved to approve the agenda; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*

5. SUBDIVISION/LAND DEVELOPMENT PLANS OR CONDITIONAL USES AND PUBLIC HEARINGS

- a. Weaver Replot of Tax Parcel 17-004-033 & 17-004-003B, (Plan # 2021-05), expires May 15, 2022
 - i. 90-Day Time Extension Email, dated April 5, 2022 (If accepted, plan would expire August 13, 2022)

- **MOTION:** *Mr. Strouse moved to accept the 90-day time extension; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

6. APPROVAL OF MINUTES

- a. March 24, 2022 - Regular Board of Supervisors Meeting Minutes

- **MOTION:** *Mr. Servello moved to approve the March 24, 2022 regular meeting minutes; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*

7. CONSENT AGENDA

- a. Approve payment of the Bills List for the period of 03/19/2022 to 04/08/2022 from the following funds:
- (i) General Fund in the amount of \$45,032.74
 - (ii) Fire Protection Fund in the amount of \$7,194.16
 - (iii) Open Space Fund in the amount of \$219.00
 - (iv) State Highway Liquid Fuels Fund in the amount of \$920.80
- b. Acknowledgement of Frank Keshvari resignation from Board of Auditors, effective March 24, 2022 (EMAIL)
- c. Acknowledgement of Marshall Mehring resignations from Open Space Five-Year Review Committee and Planning Commission, effective March 31, 2022 (EMAIL)
- d. Acknowledgement of Retirement Compensation Adjustment (MEMO)
- e. Acknowledgement of Zonge Double Assessment Refund (REQUEST)

- **MOTION:** *Mr. Servello moved to approve the consent agenda; Mr. Beck seconded;* Mr. Strouse requested Mr. Laird explain the retirement compensation adjustment and why it was needed. Mr. Laird stated in 2019, the Board approved survivor benefits for the current employees and it was believed with this benefit the employee's contribution were to increase to 3.75%. Mr. Laird stated it was discovered in late 2021, the funds were to have never increased above the 3% threshold. Mr. Laird stated after discussing the situation with PSATS, the plan administrator, it was determined refunds would be the easiest fix as the funds were already taxed; Mr. Laird further explained that the extra contributions that were paid would be moved into the township contributions for the plan; **Vote 5-0-0; Motion Carried.**

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8. OLD BUSINESS

- a. Update on Administrative Offices move back to 100 Municipal Lane

Mr. Servello provided an update on the administrative office move back to 100 Municipal Lane. Mr. Servello stated he was in the process of obtaining quotes for demountable walls and furnishings. Mr. Servello added the need for new furnishings is due to the lack of lockable items in the office. Mr. Servello stated the Township had two heat pumps installed in 2019 that have not been serviced since the installation and they will need to be serviced. Mr. Servello added the addition of the demountable walls would require a permit and inspection from Centre Region Code due the height of walls being taller than 6 feet. Mr. Servello stated the entire building is already in ADA compliance with the exception of the front door keypad which is higher than the compliance height. Mr. Servello added that later in the agenda the Board must decide to replace the keypad as it is currently not functioning properly and needs replaced, and that would be the best time to get the front door into ADA compliance. Mr. Servello stated he has a quote from Expert Communications that that was provided by the State College Borough is still valid for the Category 6 wiring needed to move the office. Mr. Servello stated he hoped to be ready to present to the Board at their April 28th meeting but roughly estimated the project to be between 25,000 and 28,000 dollars, but still feels it will save the Township considerably with him volunteering his time professionally in lieu of a paid professional.

Mr. Strouse questioned if by doing this volunteering, Mr. Servello would set a precedence for future Boards that may use the situation for ill-gotten gains. Mr. Strouse recommended getting an outside professional quote in lieu of using Mr. Servello's offer to volunteer for this project.

Mr. Servello questioned if Mr. Strouse was requesting, he remove his proposal and not offer to volunteer his time.

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Mr. Strouse confirmed personally he was requesting Mr. Servello remove his proposal and not volunteer for time.

Mr. Servello requested Solicitor Rice attest if anything he offered was illegal or appeared to be any wrongdoing.

Solicitor Rice stated there is not a conflict of interest since Mr. Servello is not being compensated for anything he is proposing. Solicitor Rice added there would be a liability aspect, but the liability would fall on Mr. Servello personally and not the Township.

Ms. Seybert commented she agreed with Mr. Strouse and felt Mr. Servello was taking Mr. Strouse's comments personally.

Mr. Majewski thanked Mr. Servello for his volunteering services and stated he felt Mr. Strouse was making light of Mr. Servello's offer to volunteer his services.

Ms. Hartle added she felt Mr. Strouse was talking about precedence and not ability.

Mr. Perkins thanked Mr. Servello for his volunteering services and stated he felt Mr. Strouse was being offensive by implying any wrongdoing by Mr. Servello.

b. Discussion on Job Description for Roadmaster

Mr. Servello stated he had made some points of interest and planned on submitting the comments to Mr. Beck for review and comment in hopes to have the job description ready for the April 28th meeting.

Mr. Perkins questioned if the full-time road crew laborer applications have been reviewed or if the process was on hold until the Roadmaster was hired. Mr. Servello stated there were 49 applications he personally reviewed and narrowed the applicants to 11 and wanted fellow Board members to do the same. Mr. Servello reminded the Board and citizens that due to the budget restraints, there is currently one position open for public works laborer, not two. Mr. Servello added he felt having a pool of part-time seasonal employees would be an asset to rely on for jobs such as the in-house stormwater projects slated for July.

c. Discussion on Job Description for Manager

Mr. Servello stated he felt before the Manager job description is advertised, there needed to be revisions to the job description, employee manual and Manager Ordinance. Mr. Strouse requested Mr. Servello make his comments on what he felt needed to change in the three documents and have them ready as soon as possible. Mr. Servello responded that he would provide the documents when he had them prepared.

9. NEW BUSINESS

a. Discussion and Possible Decision on Replacing Keypad Locking System and Meeting ADA Standards (Current keypad is not Code compliant) (QUOTE)

Ms. Smith provided the Board the quote for replacing the keypad locking system to meet ADA standards. Mr. Strouse questioned if the keypad was in-network. Mr. Servello stated it was not as that would take a lot more work. Mr. Strouse questioned if the quote was from the original vendor to avoid, being charged with hidden fees. Ms. Smith confirmed the vendor was the same just under a new name. Mr. Servello added in the future the Board may want to consider an awning to provide added protection of the keypad from the weather and citizens when entering the building.

Ms. Perkins questioned if the keypad will indeed comply with ADA standards as it is not stated on the quote. Ms. Smith confirmed she has written confirmation in an email regarding ADA compliance.

- **MOTION: Mr. Strouse moved to approve the quote to replace the keypad locking system to meet ADA standards; Mr. Servello seconded; Vote 5-0-0; Motion Carried.**

b. Discussion and Possible Decision on Comcast Bandwidth (MEMO)

Ms. Smith provided the Board a listing of prices comparing all bandwidth speeds offered by Comcast. Mr. Strouse stated he asked for this agenda item as he felt the added Zoom issues were due to bandwidth speed limitations.

Ms. Hartle questioned if the change could be made on a building per building basis. Mr. Laird confirmed this can be changed building per building, as needed.

Mr. Strouse stated he felt the middle of the road for an increase of 600 Mbps would be sufficient, as 1GB may be a bit pricey for the usage it will receive. Mr. Servello questioned if CNET has experienced any issues, or if it was purely Zoom. Mr. Strouse confirmed the issue was strictly with Zoom. Mr. Servello stated he felt that Zoom might be the issue and encouraged citizens to attend in person. Ms. Day commented that with Solicitor Rice having the same Zoom issues it would cost the Board travel fees for his to attend in person every meeting. Ms. Day added a lot of younger families in the community utilize Zoom as a way of getting involved in their community. Mr. Servello stated he was not implying that citizens should not utilize Zoom but if the citizen had a concern, he would like them to attend in-person so the Board can address the concern more appropriately. Mr. Servello commented that perhaps the issue is finding a better way to manage Zoom. Ms. Perkins stated she agreed with Mr. Strouse's recommendation of 600 Mbps and with Mr. Servello's comment of managing Zoom better. Ms. Majewski questioned if the \$69.95 was a one-time charge for the location change. Mr. Laird confirmed the charge is per location and per change.

- **MOTION: Mr. Strouse moved to approve upgrading the internet service at the Community Center to 600 Mbps; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

c. Discussion and Decision on RoadBotics Subscription Renewal (MEMO)

Ms. Smith provided the Board a listing of renewal subscriptions offered by RoadBotics. Mr. Piper provided his support of RoadBotics and felt the annual fee of \$625.00 to keep the information was reasonable. Mr. Piper added he felt an assessment could be completed every three to five years. Ms. Hartle and Mr. Strouse stated they agreed an assessment could be completed every three years. Ms. Hartle added she found the scoring system very helpful.

- **MOTION: Ms. Hartle moved to approve the renew the annual software subscription for \$625.00; Mr. Servello seconded; Vote 5-0-0; Motion Carried.**

d. Discussion on Contracted Mowing Services (MEMO)

Ms. Smith provided the Board with the proposal for the mowing and trimming of all Halfmoon Township facilities for the 2022 mowing season. There was a bid received that fell under the threshold for advertising requirements to either bid out the contract or solicit phone/written quotes. Mr. Strouse questioned if there would be a conflict of interest that the owner of the lowest proposal was the Port Matilda Fire Company Fire Chief.

Solicitor Rice stated there would not be a conflict of interest since the Fire Chief was not a sitting Board member. Mr. Beck questioned if there was only one proposal received. Mr. Laird responded that there were two proposals received but the other proposal was over the threshold requiring three written or phone quotes. Mr. Nauman questioned if the Board considered Little League's offer to mow the baseball fields and how that would affect the cost of the mowing contract. Mr. Servello stated, the talks between the Little League and Township are preliminary and for this year, there would not be a benefit, but it is something to consider in the future.

- **MOTION: Ms. Hartle moved to approve the proposal for contracted mowing services from A+ Collegiate Workforce; Mr. Servello seconded; Vote 5-0-0; Motion Carried.**

e. Discussion and Possible Decision on Part-Time & Seasonal Public Works Employees

Mr. Piper stated he asked for the agenda item because he felt the part-time seasonal employees, that currently hold a CDL were underpaid at \$16.50 per hour. Mr. Piper proposed increasing the hourly rate of a part-time seasonal employee with a CDL to \$25.00 per hour.

Mr. Piper added he spoke with the former Roadmaster, Scott Brown, and he is interested in coming back as a part-time seasonal CDL employee and as a licensed sprayer for \$30.00 per hour. Mr. Piper proposed hiring Mr. Brown back at \$30.00 per hour.

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Mr. Servello clarified that a part-time seasonal employee would be utilized on an as needed basis. Mr. Servello added he felt it was vital to have an abundance of part-time seasonal employees as it helps create a flexible schedule for public works in-house projects.

Mr. Servello acknowledged and thanked Jim Smith for being the only current part-time seasonal employee able to assist in the public works department.

Mr. Strouse stated he felt this was heading down a road of being improper, as he felt Mr. Brown's resignation is what lead to the attempted firing and eventual resignation of the previous Manager. Mr. Strouse questioned what would stop the Board from eventually hiring Mr. Brown back full-time as the Roadmaster.

Mr. Piper confirmed Mr. Brown had no interest in returning to a full-time.

Ms. Hartle questioned who would supervise Mr. Brown.

Mr. Servello stated he felt it should be one member of the Board and suggested Mr. Beck if he was interested.

Mr. Beck stated he would step in to help supervise Mr. Brown by suggesting road projects and managing hours.

- **MOTION: Mr. Strouse moved to raise the hourly wage for part-time CDL employees to \$25.00 an hour effective May 1, 2022; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**
- **MOTION: Mr. Servello moved to approve hiring Mr. Scott Brown as a seasonal part-time employee for \$30.00 an hour to oversee the road maintenance, training, and crew with some Roadmaster duties; Mr. Beck seconded; Vote 4-1-0; Mr. Piper, yea; Mr. Servello, yea; Mr. Beck, yea; Ms. Hartle, yea; Mr. Strouse, nay; No abstentions; Motion Carried.**
- **MOTION: Mr. Servello moved to appoint Mr. Beck to oversee Mr. Brown, keep track of the hours and report back to the board; Mr. Strouse seconded;** Mr. Strouse questioned if there was a conflict of interest in one sitting supervisor managing one employee directly. Solicitor Rice stated it is common for smaller municipalities to operate this way, including a supervisor being appointed as the Roadmaster; Mr. Servello clarified that Mr. Beck's offer was volunteering his time and there was no added compensation; Mr. Beck confirmed; **Vote 4-0-1; Mr. Piper, yea; Mr. Strouse, yea; Mr. Servello, yea; Ms. Hartle, yea; No Nays; Mr. Beck abstains; Motion Carried.**

f. Discussion on Future Board of Supervisor Meeting Workflow

Mr. Servello proposed using the first meeting of each month as a work session to discuss bigger items and helping to set an agenda for the second meeting, which would be used as primarily an action meeting.

Solicitor Rice added this practice is quite common and reminded the Board and citizens, work sessions are still available to the public.

Mr. Servello stated vital time sensitive decisions could be made at either meeting, if need be, but the first meeting would have the lighter workload to add for discussion topics

Mr. Hartle added she is willing to try the approach monthly for now but would like to see it shortened to quarterly planning meetings in the future.

Mr. Strouse stated he is willing to try this idea until the new Manager is hired because it is only fair to give them the opportunity to set the agenda.

The Board agreed to try this approach beginning at the first meeting in May.

10. DEPARTMENT REPORTS

There were no questions on the Department Reports.

11. SUPERVISOR'S REPORTS

Facilities Committee – Ms. Hartle reported groundbreaking took place at the Whitehall Road Regional Park and the Millbrook Marsh Nature Center. Ms. Hartle also reported there was a Project Manager hired to facilitate these projects with the Facilities Manager.

Finance Committee – Ms. Hartle reported the committee discussed the new budgeting process for the COG budget.

UBEH COG – Mr. Strouse reported the Port Matilda Fire Company (PMFC) financial situation is in dire straits and has been for quite a while. Mr. Strouse stated the PMFC receives enough money from the member municipalities to run the day-to-day operations but cannot keep up with capital equipment needs. Mr. Strouse commented that the PMFC were not able to purchase needed equipment last year and some of that equipment is state mandated. Mr. Strouse explained that the breathing apparatus has expiration dates so even if there is nothing wrong with the equipment it still must be replaced. Mr. Strouse stated the PMFC did not approach the municipalities last year due to COVID and not knowing what COVID had on the financial state of the municipalities. Mr. Strouse reported the PMFC needs \$83,743.17 for equipment needs. Mr. Strouse stated he would like to discuss the possibility of using the same formula that is used when dividing up the workman's comp insurance for the PMFC. Mr. Strouse commented that 34% is Halfmoon Township's share for the workman's comp insurance. Mr. Strouse stated using this formula, he would propose to give the PMFC \$28,000 towards capital purchases. Mr. Strouse commented that he felt this would give him some leverage with the other UBEH COG members. Mr. Strouse stated he is working with Mr. Witherite to figure this out.

12. GOOD & WELFARE

Mr. Strouse reminded citizens that the Clearwater Conservancy Roadside Cleanup Day is April 23, 2022 and encouraged anyone that is interested in participating to contact Clearwater Conservancy.

Ms. Kim added that this is the 26th Annual Watershed Cleanup Day which will be held Saturday, April 23, 2022 from 8 am – noon. Ms. Kim stated the Boy Scouts and Eagle Scouts participate in this event and reminded citizens to be alert.

13. ADJOURNMENT

There being no further business before the board, the regular meeting was adjourned at 9:07 p.m.

Respectfully submitted,



Amy M. Smith,
Township Secretary

