

HALFMOON TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES

APRIL 28TH, 2022
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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); Corey Rilk, Township Planner (present at Community Center); Township Solicitor, Zachary Rice (present by Zoom) and Jaclyn Davidson, Boyer & Ritter (present by Zoom). Residents & others in attendance: Bruce Helms (present at Community Center); Tammy Perkins (present at Community Center); Tom Majewski (present at Community Center); Peggy Sue Majewski (present at Community Center); Karen Miller (present at Community Center); Lorin Nauman (present at Community Center); Irene Schaperdoth (present at Community Center); Becky Brooks (present at Community Center); Rose Ann Hoover (present at Community Center); Bill Donley (present at Community Center); Andrew Meehan (present at Community Center); Jeffrey Miller (present by Zoom); Halie Kines (present by Zoom); Susan Seybert (present by Zoom); Colin Zarzycki (present by Zoom); Connie Jones (present by Zoom); Hyeseon Kim (present by Zoom); Denise Sticha (present by Zoom); Wayne Foster (present by Zoom); Audra Simpson (present by Zoom); Karen Miller (present by Zoom); Linda Gummo (present by Zoom); Ginger Breon (present by Zoom); Melissa DeSandre (present by Zoom); Cheryl Barr (present by Zoom); Rene Day (present by Zoom); Kacee Burke (present by Zoom) and Scott Flory (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. You may also view locally produced programs online at www.cnet1.org
- 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 Secretary, Amy Smith.

3. **APPROVAL OF AGENDA**

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

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

a. Don Houtz Final Minor Subdivision (Plan #2021-04), *plan expires May 14, 2022*

i. 60-day Time Extension Email, dated April 20, 2022 (If accepted, plan would expire July 13, 2022)

- **MOTION:** *Ms. Hartle moved to approve the 60-day time extension for the Don Houtz Final Minor Subdivision; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

b. Halfmoon Acres Preliminary Subdivision Plan (Plan #2021-02), *plan expires May 1, 2022*

i. 30-day Time Extension Email, dated April 22, 2022 (If accepted, plan would expire May 31, 2022)

- **MOTION:** *Ms. Hartle moved to approve the 30-day time extension for the Halfmoon Acres Preliminary Subdivision Plan; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

5. **APPROVAL OF MINUTES**

a. April 14, 2022 - Regular Board of Supervisors Meeting Minutes

- **MOTION:** *Mr. Servello moved to approve the April 14, 2022, regular meeting minutes; Mr. Strouse seconded; Vote 5-0-0; Motion Carried.*

6. CONSENT AGENDA

- a. Approve payment of the Bills List for the period of 04/09/2022 to 04/22/2022 from the following funds:
 - (ii) General Fund in the amount of \$5,862.26
 - (iii) Park & Recreation Fund in the amount of \$2,999.62
 - (iv) State Highway Liquid Fuels Fund in the amount of \$380.16
- c. Recognize May 16th through May 21st as EMS Week 2022
- **MOTION:** *Ms. Hartle moved to approve the consent agenda; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

7. PRESENTATIONS

- a. 2021 Real Estate Tax and Municipal Annual Audit and Report by Boyer & Ritter

Ms. Davidson reviewed the 2021 Real Estate and Municipal Audit Reports. Mr. Servello complemented Ms. Davidson and staff for their hard work and for a clean audit. Mr. Davidson complemented staff on taking necessary steps on their own to fine tune the accounting practices of the Township. Ms. Davidson thanked the Board for the opportunity to work with the Township and stated she hopes to continue in the future.

- b. Administrative Office Renovation/Relocation Project by Ron Servello

Mr. Servello review his proposal for the administrative office renovation and relocation. Mr. Servello quoted the project to cost an estimated \$32,914.96 and stated that due to the bulk of the costs stemming from COSTARS contracts the typically legal bidding threshold of \$11,800 did not apply in this case. Mr. Piper questioned if the proposal allowed for the use of the kitchen for renters of the Community Room side. Mr. Servello confirmed that the basis by the addition of the keypad and closer to the rear office door was to allow for public kitchen use by renters. Ms. Hartle questioned if staff had reviewed and was pleased with the proposal. Mr. Servello confirmed staff was involved from beginning to end and continues to be involved. Mr. Strouse questioned if the State College Borough was contracted to do the installation of CAT wiring. Mr. Servello stated the quote was from X-Pert Communications, Inc. which is a trusted and recommended vendor of the State College Borough. Mr. Servello questioned the timeline of the State College Borough removing and selling the projectors in the proposed office space and stated he would reach out the Borough for an update. Ms. Perkins questioned if the total cost of \$32,914.96 included the cost of replacing the outside door keypad to ADA standards. Mr. Servello stated it did not because that was an emergency as it was not working, and staff already received a quote and proceeded with the project. Mr. Donley thanked Mr. Servello for all his time and effort and commended Mr. Servello for a job well done. Ms. Miller questioned if the demountable walls were shapable. Mr. Servello confirmed the walls could be altered to another shape if the need would arise. Mr. Servello stated he needed approval tonight for the quotes to still be valid since the costs for all COSTARS contracts are set to increase on May 1st, 2022.

- **MOTION:** *Ms. Hartle moved to approve the proposal to complete the administrative office renovations and relocation; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*

8. ACTION ITEMS

- a. Approve Roadmaster Job Description and Permission to Advertise for Position

Mr. Servello stated he and Mr. Beck had reviewed the Roadmaster job description and thanked Mr. Laird for his help on collecting their thoughts and formatting the job description.

- **MOTION:** *Mr. Strouse moved to approve the Roadmaster job description; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*
- **MOTION:** *Mr. Strouse moved to direct staff to advertise for the Roadmaster position; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

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- b. Selection of Interview Process and Candidates for Public Works Laborer Position
Mr. Servello stated he reviewed the 52 applications for the public works laborer and narrowed it down to 11 or 12 applicants. Mr. Piper suggested holding an executive session on May 5th at 7PM for the Board to review the applications and discuss the interviewing process.
- c. Annual CPI Adjustment for Open Space Program Preservation Leases (MEMO)
Ms. Smith stated that according to the Open Space Preservation Program Lease, there should be an adjustment to the rate paid per acre annually. Ms. Smith explained that this adjustment is based on the Consumer Price Index for Northeast Urban Consumers (CPI-U) and calculated as an average from the previous 12-month period (April – March). Ms. Smith stated the adjustment for 2022 will be 5.217%. Ms. Smith commented the price paid in 2021 was \$36.31 per acre and that the price for 2022 with the adjustment will be \$38.20 per acre.

9. DISCUSSION ITEMS

- a. Job Description for Manager
Mr. Servello stated he was still working on some amendments to the Manager job description, Manager Ordinance, and personnel manual. Mr. Strouse stated he supports discussing the matter at the May 5th executive session.
- b. Emergency Services
Mr. Strouse stated he met with Chief John Witherite and other members of the Port Matilda Fire Company to discuss their financial situation. Mr. Strouse stated he invited Mr. Witherite to attend the May 12th Board of Supervisors meeting to discuss possibly contributing 34% of the Township's ARPA funds towards their financial needs. Mr. Strouse added the fire company is also in need of a new fire truck since the truck purchased four years ago is already failing and consumes 100% to 250% of the maintenance budget on an annual basis. Mr. Strouse stated he has been in discussions with a charitable organization to help fund the purchase of the new truck. Mr. Strouse added the only stipulation to gain the organization's help with funding is to prove the fire company is sustainable. Mr. Servello stated he was also included in the meeting and had a few concerns. Mr. Servello stated he appreciated Mr. Witherite's effort in producing a budget but noticed the end of year amount showed a \$250,000 deficit between both the capital and operating budgets. Mr. Servello stressed he did not feel the portion of the 1.7 mil Fire Protection Tax would help the fire company become solvent. Mr. Servello added he felt private funding of donations and other fundraising may be the answer and not more taxes. Mr. Servello stated he felt the five municipalities that encompass the Upper Bald Eagle Halfmoon COG need to equally share responsibility of fire protection as one household is no more vital than another. Mr. Servello added all homeowners should be concerned with fire protection due to the increasing rates of homeowners insurance due to fire protection limitations. Mr. Strouse commented he hoped Mr. Servello was not implying the fire fighters needed to do more as they are already doing enough between working their jobs, fighting fires and training which can equate to 80 hours a week. Mr. Servello stated he was not implying the fire fighters should do more but was stating more private citizens can do their part to help the fire company by volunteering for other aspects of the organization. Mr. Servello added his last concern was the fire company's choice to not include private donations in their budget for income, due to the income being a variable from year-to-year. Mr. Servello stated he felt the total income should be presented as a more transparent budget and would help the fire company gain more private donations if the citizens of the five communities knew the full situation. Mr. Servello added he also wants to meet with the Port Matilda EMS to discuss their financial situation.

10. DEPARTMENT REPORTS

- a. Budget Report
 - i. P&L General Fund
 - ii. Balance Sheet

There were no comments or questions.

11. SUPERVISOR'S REPORTS

Solar Power Purchase Agreement Work Group - Mr. Strouse reported he attended the Solar Power Purchase Agreement Working Group and stated that he invited Joe Viglione of Centre Region COG to the May 12th meeting to discuss a non-binding percentage of energy Halfmoon Township is interested in purchasing.

Executive Committee - Mr. Strouse reported he attended the executive committee meeting, and the committee is seeking feedback regarding the use of virtual meetings. Ms. Hartle commented she likes keeping virtual meetings as an option but encourages people to attend physically.

General Forum - Ms. Hartle reported she attended the General Forum and the discussion topics included Musser Gap to Valleylands Project Update, the Solar Power Purchasing Agreement (SPPA) project and the recognition of Tom Zilla's retirement after 32 years of service.

Mr. Beck reported he and the seasonal public works crew took the plows and spreader off all the trucks. Mr. Beck added that he and Mr. Smith toured the Township roads looking for in-house projects.

Mr. Servello reported that he attended the Open Space Preservation Five-Year Review Committee, and they studied a financial analysis as well as discussed alternatives to preservation.

Mr. Servello questioned what the status of the Meek's Lane Pump Station was after being rejected earlier in the year. Mr. Rilk explained it was rejected informally earlier in the year and now is beginning the formal process and must go through LUCI, CRPC and then General Forum where it will be passed back to the municipalities for official action by resolution.

Mr. Piper stated he attended the Planning Commission where they discussed and recommended denial of the Halfmoon Acres Subdivision Plan dated April 4, 2022, unless a time extension was provided.

12. GOOD & WELFARE

Mr. Servello stated there has been progress in the State College Little League contract with Halfmoon Township. Mr. Rice commented that he felt the draft that was provided was a great starting point and with a few minor adjustments may be ready to sign soon.

Mr. Majewski questioned if the Township had run tests regarding the performance issue with Zoom, as it appeared to not be a bandwidth issue. Mr. Laird stated he would contact Comcast and include Mr. Strouse to try and find an answer to the performance issue.

Ms. Smith commented that Ms. Hyeseon Kim had a proclamation she wanted to read regarding Asian American Pacific Islander Heritage Month but had to leave the meeting before she was able to discuss this item.

13. ADJOURNMENT

There being no further business before the board, the regular meeting was adjourned at 8:33 p.m.

- **MOTION: Mr. Strouse moved to adjourn the meeting at 8:33 p.m.; Mr. Servello seconded; Vote 5-0-0; Motion Carried.**

Respectfully submitted,

Amy M. Smith
Amy M. Smith,
Township Secretary

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