

HALFMOON TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES

JUNE 23RD, 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 Chuck Beck (present at Community Center); Ron Servello (present at Community Center) and Rose Ann Hoover (present at Community Center). Staff present were Amy Smith, Township Secretary (present at Community Center); Brett Laird, Township Treasurer (present at Community Center); Chuck Beck, Public Works Laborer (present at Community Center) and Solicitor Zach Rice (present by Zoom). Residents & others in attendance: Ben Burns, HRG (present at Community Center); Karen Miller (present at Community Center); Virginia Squier (present at Community Center); Bruce Helms (present at Community Center); Tom & Peggy Majewski (present at Community Center); Michelle Schellberg (present by Zoom) and Connie Jones (present by Zoom).

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

3. **CITIZEN COMMENTS**

There were no citizens comments.

4. **APPROVAL OF AGENDA**

- **MOTION:** *Mr. Servello moved to approve the agenda; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.*

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

a. Half Moon Acres Plan Update (Ben Burns, HRG)

Mr. Burns stated that he is working on the Component 3 Sewage Planning Module for the Half Moon Acres Plan. Mr. Burns commented that Corey Rilk and Solicitor Rice worked on a timeline and according to that timeline comments will be provided on June 24th for the last submission of the plan dated June 17th, 2022. Mr. Burns commented that they had intended on attending the Planning Commission meeting on June 21st but the meeting was canceled due to the lack of a quorum. Mr. Burns stated there was a submission of a plan to subdivide off the southern portion of this property. Mr. Burns commented that he would like to attend the July 14th meeting to review the proposed wastewater treatment facility for Half Moon Acres. Mr. Burns stated that there is a similar facility in Millheim and stated if anyone was interested in visiting the facility, he could arrange a site visit. Mr. Burns stated he invited the operator of the Millheim facility to attend the next meeting to explain the operations of the facility. Ms. Smith clarified that Mr. Rilk did not work on the timeline and staff comments would be provided on July 5th for the submission dated June 17th and the new submission. Mr. Piper questioned what the developer planned on doing to address the single access street. Mr. Burns stated he was not prepared to discuss this at this time. Mr. Burns questioned whether the board was amenable with his attendance at the July 14th meeting. There were no objections from the board for Mr. Piper stated Mr. Burns could attend this meeting.

6. **APPROVAL OF MINUTES**

- May 26, 2022 - Regular Board of Supervisors Meeting Minutes
- June 9, 2022 - Regular Board of Supervisors Meeting Minutes
- June 15, 2022 - Board of Supervisors Special Meeting Minutes

- **MOTION:** *Mr. Servello moved to approve the regular meeting minutes for the May 26th & June 9th, and the special meeting minutes for June 15th; Mr. Beck seconded; Vote 4-0-0; Motion Carried.*

7. **CONSENT AGENDA**

- Approve payment of the Bills List for the period of 06/04/2022 to 06/17/2022 from the following funds:
 - General Fund in the amount of \$15,619.74

- **MOTION:** *Mr. Servello moved to approve the consent agenda; Mr. Beck seconded; Vote 4-0-0; Motion Carried.*

8. **ANNUAL/QUARTERLY REPORTS**

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- a. Quarterly Update Report [Schlow Library; Fire Company & EMS]
There were no reports provided.

b. Mid-Year Financial Report

Mr. Laird stated the 2022 General Fund is trending the same as 2021 so the board can expect a surplus by year-end. Mr. Laird commented that however, with the state of the economy, the year-end surplus may be decreased from the 2021 year-end balance of \$388,645.53, due to rising expenses. Mr. Laird stated that the board needs to note that the American Rescue Funds (ARPA) income was included in this figure and should be kept separate since there are federal guidelines on how these funds can be spent. Mr. Laird commented that currently, the board has not committed any of their ARPA funds. Mr. Laird stated that the board had a surplus of \$240,000 last year minus the ARPA funds that could be committed to debt or other expenses. Mr. Laird stated that to conservatively project the year-end anticipated surplus he decreased the amount by 15% so the board will actually have a projected potential of a \$205,000 surplus. Mr. Laird stated the board could pay down a portion of the Autumn Meadow Park loan; pay down or pay off the 2019 Western Star Truck lease; transfer money into a reserve account or roll the amount over to the General Fund balance. Mr. Laird stated staff recommends rolling the surplus over into the General Fund to pay off all debt, and complete building and/or road maintenance or repairs. Mr. Laird commented that most financial experts recommend having three to four months' worth of funds available in the fund balance for emergencies and this also allows the township to be sustainable until the peak of tax season. Mr. Laird explained that the current debt is roughly \$350,000 so there would be about \$450,000 that could be used maintenance/repair items (if needed). Mr. Laird stated he spoke to Solicitor Rice and agreed that in an effort to save costs on re-advertising this year's budget per the 2nd Class Township Code Section 3202(a) it would be best to roll the surplus over to the 2023 budget and the board could decide during budget discussions for the 2023 budget where they wanted to budget these funds. Mr. Laird commented he also spoke to DCED and Boyer & Ritter regarding the surplus to ensure the township was following all aspects of the law before proceeding. Mr. Laird stated Boyer & Ritter noted that from an auditing standpoint, the year the board chooses to deficit spend, the DCED report would show a loss and the township may or may not receive a finding. Mr. Laird stated that DCED commented that they do not promote or recommend deficit spending under any circumstance and if it occurs would flag the DCED report and they would check to make sure the township is fiscally sound and/or responsible and what exactly caused the deficit spending.

Mr. Laird reviewed the Fire Company fund. Mr. Laird stated staff recommends renegotiating the contracts with both fire companies and specify the exact millage rates the township would like to contribute to the fire companies. Mr. Laird commented that current millage rate per the contract is .595 mils for Port Matilda Fire Company and .255 for Warriors Mark Fire Company. Mr. Laird stated that staff also recommends approaching the Upper Bald Eagle Halfmoon COG (UBEH) to have a multi-municipal agreement for the Port Matilda Fire Companies worker's compensation insurance. Mr. Laird commented that currently, Halfmoon Township pays 34% of the annual premium to the Port Matilda Borough. Mr. Laird stated that there is no contractual agreement to provide funding for the workman's compensation insurance.

Mr. Laird reviewed the Open Space Preservation Funds. Mr. Laird stated there are projected Solicitor/Legal fees and Engineering fees for 2022 due to the pending Podgurski application and the potential Fisher easement acquisition. Mr. Laird commented that lease payments will be on the July 8th bills list for approval.

Mr. Laird reviewed the Park & Recreation Fund. Mr. Laird stated the park funds are basically an in and out expense to pay the park loan. Mr. Laird commented that once the park loan debt is paid off the board will need to determine what they want to use this fund while noting that this account can not be closed due to requirements in the Parkland Dedication Ordinance.

Mr. Laird reviewed the Capital Reserves Fund. Mr. Laird stated that currently there is a Building Fund and Equipment Fund established and commented the board will need to determine whether they want other Capital Reserve Funds. Mr. Laird explained that there was an Operating Reserve account, but it was closed in 2021 since the account had been dormant since April of 2016 with \$489.55 in the account.

Mr. Laird reviewed the State Highway Liquid Fuels Fund. Mr. Laird stated the board should think about what major road projects/projects they would like to accomplish in 2023. Mr. Laird commented that

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Sawmill Road is slated for 2023 per the five-year road improvement plan. Mr. Laird stated that Sawmill Road was estimated to cost \$155,000 but those prices may change. Mr. Laird commented that as of March 2022, both the federal and state are proposing a Gas Holiday Tax. Mr. Laird stated if passed, this may affect the amount of funds received from the motor vehicle fuel tax.

9. ACTION ITEMS

- a. Tennis Court Resurfacing [QUOTE] by Ron Servello
Mr. Servello stated this quote was revised to include the pickle ball lines so it had increased by \$600.00 from the original quote.
- **MOTION: Mr. Servello moved to approve the bid from American Pavement Sealcoating; Mr. Beck seconded; Mr. Piper questioned Mr. Laird if there was money in the budget for this project; Mr. Laird verified there was funds available; Mr. Servello added that the Public Works Department will be adding some topsoil around the outside of the tennis court perimeter; Vote 4-0-0; Motion Carried.**
- b. Installation of new LED Lights in Maintenance Building [PROPOSAL] by Ron Servello
Mr. Servello stated the maintenance building currently has mercury vapor lights that take about ten minutes to warm up and come on properly. Mr. Servello commented that these lights should be replaced with new LED lighting. Mr. Servello stated a quote was provided by Heritage Electric for two options. Mr. Servello stated there was a quote to change the bulbs and rewire the ten existing fixtures or change the existing fixtures to new ones. Mr. Servello stated that he recommends replacing the current lighting system with new LED light fixtures because with the 50% rebate it would make it cheaper than changing the light bulbs and rewiring the current system.
- **MOTION: Mr. Servello moved to approve replacing the current lighting system with new LED light fixtures in the maintenance building; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- c. Public Works Department Lead by Supervisor Chuck Beck
- **MOTION: Mr. Beck moved to appoint James D. Smith to the position of Public Works Department Lead; Mr. Servello seconded; Vote 4-0-0; Motion Carried.**
- Mr. Servello explained that Mr. Smith would essentially be responsible for the crew.
- d. Municipal Building Roof Inspection by Ron Servello
Mr. Servello stated he has noticed that the ceiling tiles are stained in the Municipal Building. Mr. Servello explained that this can come from condensation but could also mean the roof is leaking and would like to get a quote to have the roof inspected to prevent further damage.
- **MOTION: Mr. Piper moved to authorize Mr. Servello to obtain a quote for a roof inspection at the Municipal Building; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- e. Mileage Reimbursement Rate for use of personal vehicles update by Brett Laird
Mr. Laird explained that at the beginning of the year the mileage rate was specified and approved as the rate it was in January and now that rate has changed so the board should vote to increase the rate to the current rate. Mr. Laird stated that there is currently nothing budgeted for mileage, but the board should vote that any staff member who must use their own personal vehicle to conduct township business should receive mileage.
- **MOTION: Mr. Servello moved to approve increasing the 2022 mileage reimbursement rate to the new IRS standard of \$.062.5 cents per mile, effective July 1st; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.**
 - **MOTION: Mr. Servello moved to approve any staff member that must use their own personal vehicle to conduct township business to claim mileage reimbursement, effective July 1st; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.**

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- f. Public Works Tool Request/Wish Lists by Chuck Beck/Derrick Reese
Mr. Beck stated he and Mr. Reese put together a list of very basic tools to get the Public Works Department employees rolling on maintenance and repairs. Mr. Beck stated they have incomplete sets of tools. Mr. Beck stated they plan to purchase these tools at Lowes and Harbor Freight, so they are not extremely expensive tools.
- a. Public Works Department Tool Request List
 - b. Public Works Department Tool Wish List
- **MOTION: Mr. Servello moved to approve the purchase of the public works tool request list in the amount of \$1,211.00; Ms. Hoover seconded; Mr. Beck questioned whether the board wanted to approve up to \$1,500 for tools since it is in the budget; Mr. Servello withdrew his motion; Ms. Hoover withdrew her second.**
 - **MOTION: Mr. Servello moved to approve the purchase of the public works tool request list in the amount of \$1,500; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.**
- g. Resolution 2022-18 Township Schedule of Fees by Amy Smith
Ms. Smith stated the fee schedule was revised to include fees for projects that involve construction within the township right-of-way. Ms. Smith added that these revisions include application fees, inspection fees and a requirement for a restoration deposit or surety as determined by the township engineer.
- **MOTION: Mr. Beck moved to approve Resolution 2022-18; Township schedule of fees; Mr. Servello seconded; Vote 4-0-0; Motion Carried.**
- h. Resolution 2022-19 Restating a Retirement Plan Qualified Under Section 401(a) of the Internal Revenue Code by Brett Laird
Mr. Laird stated that under the IRS pre-approved plan program, the IRS reviews and approves the plan provisions every six years. Mr. Laird commented that the IRS has announced that employers who have a pre-approved plan document, must restate their plans no later than July 31, 2022. Mr. Laird added that if the plan is not restated and signed by July 31, 2022, it may lose its qualified status and could subject the township to substantial tax sanctions.
- **MOTION: Mr. Servello moved to approve Resolution 2022-19; Restating a retirement plan qualified under section 401(a) of the Internal Revenue Code; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.**
- i. Consent Letter to Change Current Autumn Meadow Park Loan Owners [EMAIL] by Brett Laird
Mr. Laird explained that the former manager and former chairman are currently the owners of the Autumn Meadow Park loan so the board will need to provide a letter to FNB to change ownership of the loan to himself and two current board members.
- **MOTION: Mr. Servello moved to directs staff to draft a letter to First National Bank changing ownership of the loan from previous board members and the previous manager to two current board members and the current township treasurer; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- j. Appoint Rose Ann Hoover to Centre Region COG Human Resources Committee
- **MOTION: Mr. Servello moved to appoint Rose Ann Hoover as the alternate to the Centre Region COG Human Resource Committee; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- Mr. Servello explained that due to his schedule with helping revise the employee manual, manager ordinance, public works department job descriptions and move back to the township he has asked that Ms. Hoover serve as an alternate to the committees he has been assigned to in the event he is not able to attend these meetings.
- k. Appoint Rose Ann Hoover as alternate to the Centre Region COG Public Safety Committee

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- **MOTION: Mr. Servello moved to appoint Rose Ann Hoover as alternate to the Centre Region COG Public Safety Committee; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- I. Appoint Rose Ann Hoover as alternate to the Centre Region COG LUCI Committee
- **MOTION: Mr. Servello moved to appoint Rose Ann Hoover as alternate to the Centre Region COG Public LUCI Committee; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**
- m. Appoint Ron Servello as Alternate to the State College Borough Water Authority
- **MOTION: Mr. Piper moved to appoint Ron Servello as alternate to the State College Borough Water Authority; Ms. Hoover seconded; Vote 4-0-0; Motion Carried.**

10. DEPARTMENT REPORTS

- a. Treasurer's Report
Mr. Laird provided the Treasurer's report.
- b. Tax Collector's Report
Mr. Laird provided the Tax Collector's report.
- c. Building/Code/Zoning Report
Ms. Smith provided the zoning permit report.
- d. Budget Report
 - i. P&L General Fund
 - ii. Balance Sheet
- e. Public Works Report
Mr. Beck provided a report on projects that were completed so far in June and reviewed the projects that are schedule for July. Mr. Beck stated he will continue to work with the township engineer to get stormwater repairs and other resident concerns addressed. Mr. Beck added that he and Mr. Reese will finish flagger training.

11. SUPERVISORS' REPORTS

Mr. Servello provided an update on the building status and the timeline with the move back to the municipal building.

12. GOOD & WELFARE

There was nothing reported.

13. DIVERSITY, EQUITY & INCLUSION

Ms. Squier stated that she is a member of the Inclusion, Equity & Alliance group, and the Centre County Leadership launched a website tapintohistory.net regarding the underground railroad and walking tour. Ms. Squier commented there are five locations on the walking tour. Ms. Squier stated one of the stops on the tour is the barbershop once owned by W.H. Mills, who petitioned the local school board to desegregate Bellefonte schools in 1885. Ms. Squier stated he was the grandfather of the Mills Brothers. Ms. Squier commented there was information about a slave catcher who came through Halfmoon Township Creek. Ms. Squier encouraged citizens to visit the website and take the tour.

14. ADJOURNMENT

There being no further business before the board, the regular meeting was adjourned at 8:08 p.m.

- **MOTION: Mr. Servello moved to adjourn the meeting at 8:08 p.m.; Mr. Beck seconded; Vote 4-0-0; Motion Carried.**

Respectfully submitted,



Amy M. Smith,
Township Secretary

