

HALFMOON TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES

JULY 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 Chuck Beck (present at Community Center); Ron Servello (present at Community Center); Patti Hartle (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); Jim Smith, Public Works Department Lead (present at Community Center); Mark Boeckel (present at Community Center) and Solicitor Zach Rice (present by Zoom). Residents & others in attendance: Steve Kirsch, HRG (present at Community Center); Mark Maloney, Half Moon Acres (present at Community Center); Virginia Squier (present by Zoom); Tom & Peggy Majewski (present at Community Center); Steven Schellberg (present at Community Center); George Stine (present at Community Center); Daniel & Tammy Perkins (present at Community Center) 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](#).

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. 60-Day Time Extension Request

- **MOTION:** *Ms. Hartle moved to not accept the 60-day time extension; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*

b. Half Moon Acres Minor Subdivision Plan dated July 11, 2022_(expires September 13, 2022)

Mr. Boeckel stated that since the Township is not required to act on the plan until September 13, 2022, the Planning Commission tabled the plan to provide the applicant with additional time to submit plan revisions as necessary.

- **MOTION:** *Mr. Servello moved to table the Half Moon Acres Minor Subdivision Plan dated July 11, 2022; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*

c. Half Moon Acres Preliminary Subdivision Plan dated July 11, 2022_(expires July 30th, 2022)

- **MOTION:** *Mr. Servello moved to deny the Half Moon Acres Preliminary Subdivision Plan; Ms. Hoover seconded; Mr. Boeckel reviewed the comments that outlined the deficiencies with the Half Moon Acres Preliminary Plan dated July 11, 2022, that were provided by planning and zoning staff on July 15th, 2022; Vote 5-0-0; Motion Carried.*

d. Half Moon Acres Preliminary Plan Component 3 Sewage Planning Module dated April 22, 2022 (expires August 8th, 2022)

- **MOTION:** *Ms. Hoover moved to deny the Half Moon Acres Preliminary Plan Component 3 Planning Module; Mr. Servello seconded; Mr. Boeckel stated the CRPA offices conducted the Local Agency Review (Component 4A) and the County Planning Agency Review (Component 4B) in mid-May 2022. Mr. Boeckel explained that he conducted the Component 4B review and former Planner, Corey Rilk conducted the review on the Component 4A. Mr. Boeckel reviewed both the 4A Component review letter dated May 13, 2022 & 4B Component review letter dated May 12, 2022 explaining that there were questions within these components that they were unable to answer due to unavailable information or deficiencies within the Component 3 Sewage Planning Module; Vote 5-0-0; Motion Carried.*

- e. Barter Waiver Request – Staff Recommendation
Mr. Boeckel reviewed a request made by Mr. Bruce Kirkpatrick and Mr. Gary Pate from Hawbaker Engineering at the May 26, 2022 Board of Supervisors meeting. Mr. Kirkpatrick and Mr. Pate were in attendance with Ms. Tracy Wagner who were representing Mr. Bradley Barter on a potential waiver request. Mr. Kirkpatrick and Mr. Pate outlined four options and requested the board consider one of the options as a possible solution to allow for Mr. Barter to construct a single-family residence on his property. Mr. Boeckel explained that the Township holds a 99-year Open Space Preservation lease on this property and due to some restrictions in the Ordinance does not allow for the construction of a single-family residence without subdividing up to 10% of the property. Mr. Boeckel added that a maximum of 10.6 acres could be subdivided off the portion of the property that is located in Halfmoon Township. Mr. Boeckel reviewed the four proposed options. Mr. Boeckel stated that out of the four options, staff felt that option four was the most viable option but noted that staff does not recommend approving a waiver from public road access and setting a precedence. Mr. Boeckel added that the remaining lot would become a non-conforming lot without the public road access. Mr. Boeckel stated that staff recommends that up to 10% (10.6 acres) of the acreage located in Halfmoon Township should be subdivided off the tract and a public road should be constructed so both lots have public road access to avoid creating a non-conforming lot.

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6. APPROVAL OF MINUTES

- a. June 23, 2022 - Regular Board of Supervisors Meeting Minutes
 - b. July 14, 2022 – Regular Board of Supervisors Meeting Minutes
- **MOTION: Mr. Servello moved to approve the regular meeting minutes for the June 23rd, 2022; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**
 - **MOTION: Mr. Servello moved to approve the regular meeting minutes for the July 14th, 2022; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

7. CONSENT AGENDA

- a. Approve payment of the Bills List for the period of 07/09/2022 to 07/22/2022 from the following funds:
 - (ii) General Fund in the amount of \$4,211.19
 - (iii) Open Space Preservation Fund in the amount of \$8,503.32
- **MOTION: Mr. Servello moved to approve the consent agenda; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

8. EXECUTIVE SESSION – PERSONNEL

Mr. Piper announced there would be a brief executive session at 7:23 p.m. Mr. Piper reconvened the meeting at 7:25 p.m.

- **MOTION: Mr. Servello moved to approve a compression increase to Brett Laird from \$19.74 to \$21.00 an hour effective July 28, 2022; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

9. ACTION ITEMS

- a. Employee Review Evaluations Forms
 - **MOTION: Mr. Servello moved to approve the Employee Review Evaluation forms; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.**
- b. Resolution 2022-20 – Halfmoon Township Employee Manual
 - **MOTION: Mr. Servello moved to approve Resolution 2022-20; A Resolution amending the Halfmoon Township employee manual; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

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- c. Resolution 2022-21 – Intergovernmental Cooperation Agreement with Patton Township for Zoning Services
 - **MOTION:** *Mr. Servello moved to approve Resolution 2022-21; A Resolution of Halfmoon Township, Centre County, Pennsylvania, authorizing the entry into an intergovernmental cooperation agreement with Patton Township for Zoning Services; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*
- d. Patton Township Zoning Officer Agreement
 - **MOTION:** *Ms. Hartle moved to approve the agreement with Patton Township for Zoning Services; Mr. Servello seconded; Vote 5-0-0; Motion Carried.*
- e. Review and Release of Request for Proposals for an Appointed Auditor
 - **MOTION:** *Mr. Servello moved to approve the release of the request for proposal for appointed auditing services; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*
- f. Permission to advertise FY 2023 Budget Meeting dates
 - **MOTION:** *Mr. Servello moved to direct staff to advertise the budget meeting dates starting at 6:00 p.m. for the FY 2023 budget; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*
- g. Board of Supervisors Meeting Room Chair Replacement
 - **MOTION:** *Ms. Hartle moved to approve the quote for the purchase of seven chairs for the Board of Supervisors meeting room at \$2,369.10; Mr. Beck seconded; Vote 5-0-0; 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 stated there were three permits' issues for the month of June.
- d. Budget Report
 - i. P&L General Fund
 - ii. Balance Sheet
- e. Public Works Report
Mr. Smith reported that there is no delivery date set for the pipes needed for the stormwater projects due to supply issues. Mr. Smith stated the Public Works Department worked on repairs to Pauls Lane the last three days. Mr. Smith added that the Public Works Department will be working on berming next week and may begin the Tow Hill Road drainage project.

11. SUPERVISORS' REPORTS

Ms. Hartle stated she had nothing to report since she reported at the first meeting of the month.

Mr. Servello provided an update on the preparations of the office move and added the move date is expected to be August 10th, 2022.

Mr. Piper requested Ms. Hartle provide a report on the Centre Region COG building lease discussion that took place at the General Forum meeting. Ms. Hartle stated that 21-22 years ago the Centre Region COG entered into a lease agreement with the Centre Region municipalities to construct the current COG building. Ms. Hartle explained the Centre Region COG owned the land where the building is located but did not have funds to construct the building so the Centre Region COG municipalities loaned the Centre Region COG the monies to construct the building. Ms. Hartle commented that Halfmoon Townships share of this loan was 3.94% and is being paid back on an annual quarterly basis. Ms. Hartle stated that at the time of this agreement, there was no provision for what happens when the lease expires in 2028. Ms. Hartle stated there would need to be an

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amendment to this lease to provide for this provision. Ms. Hartle commented this would need to be addressed at the General Forum by a unit vote.

12. GOOD & WELFARE

There was nothing reported.

13. DIVERSITY, EQUITY & INCLUSION

Ms. Squier stated she had nothing to report at this time but would report later this summer.

14. ADJOURNMENT

There being no further business before the board, the regular meeting was adjourned at 7:46 p.m.

- **MOTION:** *Mr. Servello moved to adjourn the meeting at 7:46 p.m.; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

Respectfully submitted,



Amy M. Smith,
Township Secretary



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