

HALFMOON TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES

OCTOBER 13TH, 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 Lead (present at Community Center) and Chuck Beck, Public Works Laborer (present at Community Center). Residents & others in attendance: John Hoover (present at Community Center); Peggy Majewski (present at Community Center); Connie Jones (present at Community Center); Donna Hughes (present at Community Center); Ben Pisoni, UHWC (present at Community Center); Lisa Rives Collens, Schlow Centre Region Library Director (present at Community Center); Karen Miller (present at Community Center); Virginia Squier (present at Community Center); Georgina Motter (present at Community Center); Dave Crow (present at Community Center); Brian Hoffman (present at Community Center); Cynthia Hahn, C-NET Executive Director (present at Community Center); Bruce Helms (present at Community Center); Wayne Foster (present at Community Center); Hyeseon Kim (present at Community Center); Andy Merritt (present at Community Center); Tom Majewski (present by Zoom); Hyung Joon Yoon (present by Zoom); Matt Raptosh (present by Zoom); Melissa Stine (present by Zoom); Tom Hall (present by Zoom); Cheryl Barr (present by Zoom) and JB Leve (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. EXECUTIVE SESSION

Mr. Piper announced the board will adjourn to an Executive Session to discuss personnel at 7:01 p.m.

Mr. Piper resumed the meeting at 7:38 p.m.

4. CITIZEN COMMENTS

Mr. Merritt stated he wanted to address the board with his shock that there was not a second to the motion to the Resolution Ms. Rovanseck proposed recognizing National Hispanic Heritage Month and requested the board reconsider the Resolution. Mr. Merritt quoted that it is never the wrong time to do the right thing.

Ms. Squier stated she would like to remind the board that about 40 people attended the citizen gathering at Way Fruit Farm and the third highest issue of concern is how to increase citizen engagement & communication. Ms. Squier added that cutting C-NET and Schlow Library is not opening the lines of communication.

Ms. Hughes commented that she had asked the board to increase communications and would like a policy established on the website with each supervisors contact information. Ms. Hughes stated she would like the ability to speak to any of the supervisors one on one and not have to come to a meeting and address everyone in attendance. Mr. Servello stated the County has a directory on their website that has all the municipal officials contact information. Ms. Hughes stated she has heard that citizens that email the board are not receiving responses. Ms. Hartle explained that when there was a Township Manager the board relied on them to reply on their behalf and so now the board needs to open the communications.

Mr. Hoffman stated he is the Treasurer of the Port Matilda Fire Company and recommends a 2-mil fire tax and adjusting the contract to match. Mr. Hoffman added that fundraising will not cover capital reserves. Mr. Piper stated the memos are just for discussion to put a number into the budget for discussion purposes.

Mr. Foster stated it seems Halfmoon Township is paying their fair share of fire services and hopes the Fire Chief is approaching the other municipalities. Mr. Foster suggested that before Halfmoon Township pays more the other municipalities should have to pay more.

Mr. Raptosh stated there is a problem with zoning and land use within the township. Mr. Raptosh commented that his neighbor has rented his house to at least four college students and they are partying three nights a week and there are 40-70 cars parked on the road. Mr. Raptosh stated they have filed police reports, but they are being told there is nothing they can do. Ms. Hughes offered to reach out to another community who has dealt with a similar situation and see if they can provide some information.

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Mr. Crow stated he is the Secretary for the Port Matilda Fire Company. Mr. Crow commented the UBEH COG was formed to bail out the Port Matilda Fire Company and the board should hold their ground at 1.7 mils. Mr. Servello expressed his concern that Halfmoon Township is paying more than the fair share and would like to find a fairer way to fund the Fire Company. Mr. Crow commented that they have positions available if anyone is interested in volunteering.

Mr. Pisoni stated he is attending on behalf of the Upper Halfmoon Water Company (UHWC) to request a waiver from the application fee and bonding requirements to work in the township right-of-way. Mr. Pisoni stated there is a sink hole on the cul-de-sac on Cedar Ridge Drive and they have been working with the township to determine if there is a water leak. Mr. Pisoni commented that through some investigation, it was determined there is a water leak. Mr. Pisoni stated the township has three accounts with the UHWC and they do not charge the township for water at the maintenance building and park and have not charged the connection fees and base fees. Mr. Piper stated he would like work out a mutual agreement that the township inspects any work done and that the UHWC should fill out the application, but the township will waive the fee.

- **MOTION: Ms. Hartle moved to waive the application fee and bonding requirements for the UHWC to work in township rights-of-way; Mr. Beck seconded; Vote 5-0-0; Motion Carried.**

5. APPROVAL OF AGENDA

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

6. CONSENT AGENDA

- a. Approve payment of the Bills List for the period of 09/17/2022 to 10/07/2022 from the following funds:
 - (i) General Fund in the amount of \$58,886.50
 - (ii) State Highway Liquid Fuels Fund in the amount of \$221.25
 - (iii) Park & Recreation Fund in the amount of \$2,999.62
 - (iv) Fire Protection Fund in the amount of \$2,639.34

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

7. BUDGET ITEMS

- a. Administrative Topics
2023 Staff Salaries & Wages
Ms. Hartle reviewed the pay rates as determined by the board.

- **MOTION: Mr. Servello moved to set the pay rate for Public Works Laborer Chuck Beck at \$21.00; Ms. Hoover seconded; Vote 4-0-1; Mr. Piper, yea; Mr. Servello, yea; Ms. Hoover, yea; Ms. Hartle, yea; No Nays; Supervisor Beck abstained; Motion Carried.**

- **MOTION: Mr. Servello moved to set the hourly pay rate for Public Works Laborer Derrick Reese at \$21.00; Part-Time Seasonal Laborer \$16.50; Part-Time Laborer with CDL \$25.00; Township Secretary \$26.85 and Township Treasurer \$23.52; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.**

Copier Lease

- **MOTION: Mr. Servello moved to sign a new lease with Topp Business Solutions at a monthly lease of \$199.71 per month that includes service/maintenance and toner costs and pay a \$10.50 base fee surcharge for copies (includes 500 B/W Copies). With an additional \$.007/copy for B/W copies in excess of 1,500 copies per quarter. Color copies are billed \$.0425 per color copy; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.**

Credit Card (MunicipiPAY)

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- **MOTION:** *Mr. Servello moved to accept credit card payments effective January 1, 2023, as long as the township is PCI compliant, and the chargeback and retrieval fees are inserted in the 2023 Fee Schedule; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

Annual Audit

- **MOTION:** *Mr. Servello moved to request staff continue their search for a CPA firm, the Township will be able to acquire services as long as the total cost of the audit is below the threshold of \$11,800.00. If the total cost of the audit exceeds \$11,800.00 but does not exceed \$21,900.00, the process would require three phones or written quotes; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

Township Manager

- **MOTION:** *Mr. Servello moved to abolish the position by repealing Ordinance 2021-03, which must be done at a public hearing, and begin to discuss what the board feels the current needs are in lieu of a Township Manager; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*

C-NET

Mr. Servello stated he would like the board to hold one meeting a month in 2023. Ms. Hartle commented that the board had been working toward that in 2022 and is agreeable to try to keep meeting once a month for 2023.

b. PUBLIC WORKS TOPICS

Township Roadmaster

There was a consensus amongst the board that there is no interest in appointing a Roadmaster in 2023 due to the lack of inexperience with the full-time Public Works Laborers.

Public Works Laborer (Mowing)

- **MOTION:** *Mr. Servello moved to hire a part-time seasonal position to mow both parks for 480 hours a year at an hourly rate TBD; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*

2023 Working Supervisor

- **MOTION:** *Mr. Servello moved to budget 33 hours a week for 2 months for a working Supervisor and appoint Supervisor Beck as the working Supervisor at the organization meeting in January 2023; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

2023 Liquid Fuels Fund Road Projects

- **MOTION:** *Ms. Hartle moved to budget the Shanelly Drive and Lutz Lane projects without funding Sawmill Road in 2023; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*

2023 General Fund Road Projects

- **MOTION:** *Mr. Servello moved to budget the general fund road projects in order as listed; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

2023 Equipment Requests

- **MOTION:** *Mr. Servello moved to budget for a backhoe for an estimated cost of \$150,483.20 for the deficit fund; Mr. Beck seconded; Vote 5-0-0; Motion Carried.*

c. TAXATION TAXES

Street Light Tax Levy

- **MOTION:** *Ms. Hartle moved to abolish the Street Light Tax Levy and pay the estimated \$1,100 annually from the general fund; Ms. Hoover seconded; Vote 5-0-0; Motion Carried.*

Fire Protection Tax Levy

Mr. Servello stated he would like to see the contracts approved on an annual basis and commented that it does not matter whether the money comes from the General Fund or Fire Protection Fund, there is a disproportion with the other townships. Mr. Hoffman stated there is enough money to cover operating expenses but not capital reserves. Mr. Piper commented that the board could discuss possibly setting aside some ARPA funds for the Fire Companies. Mr. Servello stated the township is already paying more than the contractual amount and all the municipalities need to pay equally.

- **MOTION:** *Mr. Servello moved to abolish the 1.7 mill Fire Protection Levy and revert to paying all emergency service expenses per newly drafted contracts from the General Fund; Ms. Hoover seconded; Vote 2-3-0; Mr. Servello, yea; Ms. Hoover yea; Mr. Piper, nay; Mr. Beck, nay; Ms. Hartle, nay; No abstentions; Motion Fails.*

d. EMERGENCY SERVICES TOPICS

Contracts (Port Matilda Fire Company; Warriors Mark-Franklin Volunteer Fire Company & Port Matilda EMS)

Mr. Piper & Ms. Hoover met with representatives from the PMEMS and explained that the insurance companies are paying the patient and not the PMEMS. Mr. Piper stated they would like to continue to work with the PMEMS to come up with a solution. Mr. Piper requested that contracts be reviewed at another time.

e. TRANSFERS TOPICS

Capital Reserves Fund

The board agreed to put \$50,000 in the Capital Reserves fund for budgeting discussion purposes.

Park & Recreation Fund

The board agreed to put \$50,000 in the Parks & Recreation fund for budgeting discussion purposes.

f. COMMUNITY ENGAGEMENT

Centre County Library Donation

- **MOTION:** *Mr. Piper moved to increase the donation by 5%; Mr. Servello suggested that there be a larger increase; Mr. Piper withdrew the motion.*
- **MOTION:** *Mr. Servello moved to increase the contribution to \$5,500 for budgeting discussion purposes; Ms. Hartle seconded; Vote 5-0-0; Motion Carried.*

g. COMMUNITY EVENTS

The board agreed to budget \$3,000 in for Community Day for budget discussion purposes.

h. BUILDING MAINTENANCE

The board agreed to add all 8 projects into the budget for budget discussion purposes.

i. ICE RINK LOCATION

There was discussion but no action or decision was made.

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8. SUPERVISORS' REPORTS

Finance Committee – Ms. Hartle stated the Finance Committee has been holding budget meetings and will wrap up those meetings on Monday. Ms. Hartle added that the Centre Region COG has been making a concentrative effort to keep costs down and reducing municipal contributions.

9. GOOD & WELFARE

Mr. Servello commented that he would like to state that taxes are not the only way to get things done or get things that we want.

10. DIVERSITY, EQUITY & INCLUSION

Ms. Rovansek stated she attended a Centre County Commissioners meeting where they adopted a Proclamation for Hispanic Heritage month.

Ms. Squier stated they are working on organizing a Heritage Festival in the spring.

11. ADJOURNMENT

There being no further business before the board, the regular meeting was adjourned at 10:15 p.m.

- **MOTION: Mr. Servello moved to adjourn the meeting at 10:15 p.m.; Mr. Beck seconded; Vote 5-0-0; Motion Carried.**

Respectfully submitted,



Amy M. Smith,
Township Secretary



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