

**HALFMOON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

RESOLUTION 2026-19

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HALFMOON TOWNSHIP,
CENTRE COUNTY, PA, ADOPTING A COMMUNICATION POLICY TO ESTABLISH
CLEAR, CONSISTENT, AND PROFESSIONAL COMMUNICATION PROCEDURES
BETWEEN THE BOARD OF SUPERVISORS, TOWNSHIP STAFF, CONSULTANTS,
AND PROFESSIONAL SERVICE PROVIDERS**

WHEREAS, the Board of Supervisors of Halfmoon Township ("Township") is charged with the responsibility of governing the affairs of the Township and ensuring the efficient administration of municipal operations; and

WHEREAS, the Board of Supervisors recognizes the importance of maintaining clear, consistent, professional, and organized communication between elected officials, Township staff, consultants, and professional service providers; and

WHEREAS, the Board of Supervisors desires to establish formal procedures regarding communication, direction to staff, agenda preparation, requests for information, and coordination with consultants and vendors in order to promote efficient municipal operations, accountability, and effective governance; and

WHEREAS, the Board of Supervisors finds that the adoption of a formal Communication Policy is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT RESOLVED that the Halfmoon Township Board of Supervisors, on the 11th day of June 2026, adopts Resolution 2026-19, attached hereto as Exhibit "A" and incorporated herein by reference as though fully set forth at length.

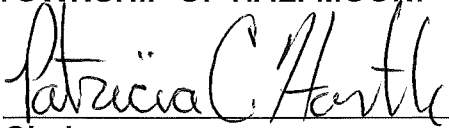
RESOLVED and adopted this 11th day of June 2026.

ATTEST:

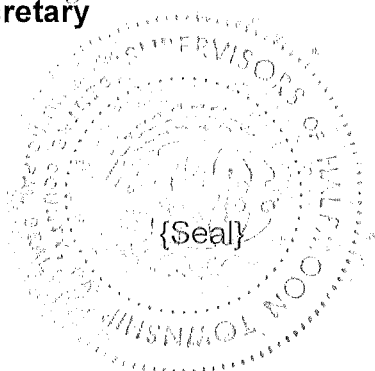


Secretary

TOWNSHIP OF HALFMOON:



Chair





**HALFMOON TOWNSHIP
100 MUNICIPAL LANE
PORT MATILDA, PA 16870**

Communication Policy

1. Purpose

The purpose of this policy is to establish clear, consistent, and professional lines of communication between the Board of Supervisors and Township staff in order to promote efficient operations, maintain proper governance, and avoid duplication of effort or conflicting direction.

2. Authority

This policy is adopted by the Board of Supervisors pursuant to its authority to govern the administration of Township affairs and to establish procedures for effective municipal operations.

3. General Policy

The Board of Supervisors shall act as a body in all matters of policy. Administrative and operational authority is delegated to the Township Secretary, who shall be responsible for coordinating administrative functions and supporting the Township staff as assigned by the Board of Supervisors.

4. Direction to Staff

4.1 Board Direction:

All official directions to staff shall be issued either through formal action of the Board of Supervisors or by the Chairperson acting on behalf of the Board when duly authorized.

4.2 Individual Supervisors:

Individual Supervisors shall not direct, supervise, or discipline staff, assign work tasks or projects, or alter priorities established by the Board of Supervisors

5. Township Secretary Responsibilities

The Township Secretary shall serve as the primary point of contact between the Board and staff, implement the directives of the Board, assign and prioritize staff work, and ensure the timely communication of information to the Board.



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6. Agenda Development, Submission and Approval Process

6.1 Agenda Preparation

The Township Secretary, in coordination with the Chairperson, shall prepare the proposed meeting agenda.

6.2 Submission of Agenda Items

Supervisors may request items for inclusion on an agenda by submitting such requests to the Township Secretary and/or the Chairperson. Such requests should include sufficient detail to allow for proper placement and the preparation of supporting materials, and the Township Secretary may request clarification prior to inclusion of any item on an agenda.

6.3 Agenda Review Prior to Public Release

A draft agenda shall be reviewed internally prior to public distribution, and the Chairperson shall review the proposed agenda with the Township Secretary before its release. No agenda shall be published or distributed to the public until it has been reviewed by the entire Board of Supervisors.

6.4 Agenda Changes

After public posting, changes to the agenda shall be limited to emergency matters or items permitted under applicable law or parliamentary procedure. Substantive additions should be avoided unless necessary and procedurally permitted.

6.5 Board Approval of Agenda

The Board of Supervisors shall formally approve the agenda at the beginning of each meeting, and once approved by motion, the agenda shall govern the order of business unless amended by a vote of the Board.

7. Supervisor Requests for Information

Supervisors may request information, reports, or clarification from the Township Secretary, suggest items for meeting agendas, and seek general information from staff provided that the request does not interfere with operations. All significant requests for staff time or resources shall be directed through the Township Secretary.



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8. Staff Communications with the Board

Staff shall communicate with the Board through the Township Secretary and through official reports, memoranda, or presentations. Direct communication from staff to individual Supervisors shall be informational in nature and shall include notification to the Township Secretary when appropriate.

9. Communication with Consultants and Professional Service Providers

9.1 General Policy

Consultants and professional service providers retained by the Township, including but not limited to the Township Engineer, Zoning Officer, Solicitor, and other contracted vendors, shall operate under the direction of the Board of Supervisors as a body. Day-to-day coordination and communication with such consultants shall be conducted through the Township Secretary, unless otherwise directed by formal action of the Board.

9.2 Coordination and Direction

The Township Secretary shall serve as the primary point of contact for consultants and vendors and shall be responsible for coordinating assignments, projects, and requests for services; ensuring consistency with Board-approved priorities and directives; facilitating communication between consultants, staff, and the Board; and monitoring progress to ensure timely reporting to the Board.

9.3 Board Interaction with Consultants

The Board of Supervisors may communicate directly with consultants during public meetings, workshops, or other authorized settings; however, outside of such settings, direction to consultants shall be provided only through formal Board action or through the Chairperson when authorized, and individual Supervisors shall not independently direct the work of consultants, request services, or alter project scope.

9.4 Staff Interaction with Consultants

Township staff may communicate with consultants for the purpose of exchanging information, coordinating projects, and facilitating Township operations, provided that such communication remains consistent with Board-approved direction and policies and is coordinated through, or communicated to, the Township Secretary when it is significant in scope or impact.



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9.5 Legal and Confidential Communications

Communications involving the Township Solicitor that relate to legal strategy, litigation, or privileged matters shall be handled in accordance with applicable laws governing attorney-client privilege. Coordination of such communications shall occur through the Township Secretary or Board as appropriate.

9.6 Accountability and Reporting

Consultants and vendors shall provide reports, updates, and recommendations to the Board of Supervisors through the Township Secretary or as directed by the Board. The Township Secretary shall ensure that relevant information is communicated in a timely and organized manner.

10. Emergency Communication

In urgent situations, staff may contact the Chairperson or Vice Chairperson, who shall notify the full Board as soon as practical.

11. Violations of Policy

Failure to adhere to this policy may result in operational inefficiencies and conflicting directives. Any concerns, grievances, or alleged violations of policy shall first be reported to the Chair for review and resolution. If the grievance or alleged violation involves the Chair, the matter shall be reported directly to the Vice Chair. If an individual is unable to report the matter to either the Chair or Vice Chair due to conflict, availability, or the nature of the complaint, a formal request for an Executive Session shall be submitted to the Township Secretary in order to discuss and address the grievance.