1. **CALL TO ORDER**

Chair Patti Hartle called the meeting to order at 7:00 p.m. Other Supervisors present were Bruce Helms; Ron Servello (by Zoom), Tammy Perkins and Lorin Nauman. Staff present were Amy Smith, Township Secretary; Brett Laird, Township Treasurer and Chuck Beck, Township Roadmaster.

Residents & others in attendance: Cliff Neal, Port Matilda EMS; Bill Donley; John Witherite III, Port Matilda Fire Company Chief; Jimmy Brokenshire, Warriors Mark Fire Company Chief; Steve Kibe, Port Matilda EMS Board of Directors President; Bill Donley, Pam Adams, Centre Region COG Planning Director; Dan Hughes and Virginia Squier.

Zoom attendance: Sierra Simko, JHA; Ben Estell, Executive Director, Centre Region COG; Kimberlee MacMullan, Finance Director, Centre Region COG and Rosemary Bowers.

2. **AGENDA APPROVAL**

- ***MOTION: Ms. Perkins moved to approve the agenda as presented; Mr. Nauman seconded; Vote 5-0-0; Motion Carried.***

3. **PUBLIC COMMENTS**

Ms. Hartle announced that, due to the anticipated length of the agenda, all public comments, both on and off the agenda, would be taken at the beginning of the meeting. She stated that this would be the only public comment period for the meeting. Ms. Hartle further explained that many agenda items were informational and would not involve Board decisions. Staff would follow up on any questions.

Mr. Donley expressed concerns about political divisions and changes in Board leadership, government overreach through the Centre Region Council of Governments, and the costs associated with code enforcement and septic system inspections. He also raised concerns that funding for fire and EMS services, municipal facilities, and other capital projects could lead to future tax increases. He concluded by emphasizing the need to limit government spending and waste.

4. **REPORTS**

There was nothing additional to report.

5. **DEPARTMENT REPORTS**

Open Space Preservation Board: Ms. Hartle reported that the Board reviewed recommendations regarding CD rates and the renewal of a certificate of deposit. The first draft of the end-of-year Annual Report was also reviewed. Additional recommendations are expected to be brought forward, including a proposed moratorium on leases.

CCMPO: Mr. Helms stated that Ms. Adams will attend the November Board of Supervisors meeting to provide the biennial review of CCMPO's activities.

Spring Creek Watershed Commission: Mr. Nauman reported that the committee met last week and is seeking projects, particularly those related to water quality and cleanup. He explained that the committee is transitioning from an advisory commission toward a more project-focused role. Municipalities and other interested parties are encouraged to contact the commission with ideas for potential water cleanup projects.

6. **CONSENT AGENDA**

CA-1 Approval of Minutes

Board of Supervisors Regular Meeting September 3, 2026
Board of Supervisors Special Meeting September 25, 2026

Approval of this item accepts & files the listed minutes of the previous meetings.

CA-2 October 2026 Bills List
October 2026 Bills List (enclosed)

Approval of this item accepts & files the enclosed bills list.

Mr. Helms stated he would like to clarify his report from last month regarding the funding formula for the Port Matilda Fire Company. Although the Fire Company's budget request is essentially unchanged, Halfmoon Township's contribution is expected to increase by approximately 3.9%, from 2026 to 2027, reflecting the change in the Township's funding share to 49.3%. It was noted that the information reported at the previous meeting was accurate but could benefit from clarification to better explain the reason for the increase.

Mr. Helms also noted a typographical error under Department Reports and stated that "Marengo" needs to be corrected.

- ***MOTION: Mr. Servello moved to approve items CA-1 & CA-2 as listed on October 8, 2026, Consent Agenda with the correction to the September 3rd meeting minutes; Ms. Perkins seconded; Vote 5-0-0; Motion Carried.***

7. **TOWNSHIP BUILDING COST ANALYSIS**

The Board of Supervisors reviewed the building cost analysis and conceptual site plan prepared by JHA Companies. Ms. Simko presented an overview of the estimated costs associated with repairing the existing Township buildings, repairing and expanding the existing facilities, and constructing a new consolidated facility. Ms. Hartle reminded the board that no decisions would be made at this meeting and that the presentation was intended to provide information for future consideration.

Ms. Simko reported that JHA's structural engineer had inspected the framing of the administrative building following a selective opening of the wall. No significant rust associated with water intrusion was observed, and replacement of the existing framing was not considered necessary at this time. Deteriorated insulation was identified and included in the repair estimate.

The presentation outlined the assumptions used to develop the cost estimates, including general conditions, design and permitting, construction contingency, and anticipated cost escalation. The estimates included investigation and repair or modification of the existing septic systems but did not include full replacement at either existing location. A new septic system was included in the estimate for a consolidated facility.

Ms. Simko presented estimated costs of approximately $2.9 million to repair the existing facilities, $4.8 million to repair and expand the existing facilities, and $6.1 million to construct a new consolidated facility. The repair estimate included approximately $700,000 for the administrative building and $1.44 million for the maintenance building. The expansion option included approximately 2,400 additional square feet of garage space to accommodate equipment and vehicles. The consolidated facility estimate assumed approximately 9,000 square feet of building space, including administrative and public areas, garage and vehicle space, and a manual vehicle wash bay. The estimate also included site improvements, demolition of the existing buildings, and a new on-lot septic system. A future salt and equipment storage building was not included.

Ms. Simko emphasized that the estimates were based on preliminary assumptions and were not contractor bids or final construction costs. The estimates represented the cost of completing the identified work and did not require all repairs to be completed immediately. Repairs or construction could potentially be phased over several years, and the final scope and costs could change as the Township determines its needs, establishes priorities, and proceeds through the design process. The analysis did not evaluate the remaining useful life of the existing buildings, the advantages and disadvantages of project timing or phasing, or potential future uses of the existing administrative building.

Mr. Nauman asked about the anticipated remaining useful life of the existing buildings. Ms. Simko explained that the study focused on cost estimates rather than building longevity. She noted that the administrative building had been improved for its current use but was not originally designed for that purpose. She also expressed concerns regarding the condition of the maintenance building and the extent of work required to bring it up to current needs. She stated that proper maintenance and repairs could extend the useful life of both buildings.

Mr. Servello questioned the estimated repair costs, particularly the approximately $700,000 for the administrative building and $1.44 million for the maintenance building, noting that the initial facilities assessment had identified repairs that appeared less extensive. He also asked whether a pre-engineered building had been considered as an alternative to an architecturally designed building. Ms. Simko confirmed that the estimates for a new consolidated facility assumed a pre-engineered steel building. She explained that pre-engineered buildings can be cost-effective when designed for their intended use but may become more complicated and expensive to modify for other uses.

Ms. Simko further explained that the estimates were developed conservatively using RSMeans, historical building costs, public bid information, and other available data. She encouraged the Board to review the detailed cost breakdowns to identify individual items that may warrant further examination.

The Board also discussed the potential to phase improvements or construct the maintenance facility first, with administrative space added at a later date. Ms. Simko confirmed that phasing and adjustments to the building size and scope could be considered during the design process. She noted that further design work would be necessary to establish the appropriate building footprint, square footage, site layout, and project priorities.

Questions were also raised regarding the feasibility of accommodating a consolidated facility at the existing maintenance site. Ms. Simko explained that the existing septic system was estimated at approximately 400 gallons per day and would likely be inadequate for a consolidated Township facility. A new septic system would likely be required. Although a general area had been identified for a replacement system and a reserve area, soil conditions and potential conflicts with stormwater management could affect feasibility. Further investigation with the Township Sewage Enforcement Officer would be recommended if the Board wished to pursue this option. The project would also likely require land development approval and an NPDES permit.

A question was raised regarding the extent of renovations proposed for the maintenance building, including concrete removal, garage door relocation, and roof replacement. Ms. Simko reiterated that the building's existing condition and structural characteristics contributed to the higher repair estimate and that substantial work would be required.

The Board thanked Ms. Simko and the JHA Companies team for their work and presentation. No decision was made regarding the future of the Township facilities.

8. CENTRE REGION COMPREHENSIVE PLAN – HALFMOON TOWNSHIP FUTURE LAND USE MAP (FLUM) SUMMARY REVIEW

Ms. Adams of the Centre Regional Planning Agency presented a summary of the Future Land Use Map and the feedback received during the May 14 joint meeting and public input session. The map reflects the Township's existing growth patterns, with any future growth generally directed toward the eastern portion of the Township and an emphasis on preserving agricultural and natural lands in the west. The Township did not identify designated growth areas or support extending the Regional Growth Boundary into Halfmoon Township.

Ms. Adams reviewed public input regarding housing, transportation, community development, and environmental stewardship. Priorities included preserving affordable housing, improving bicycle and pedestrian infrastructure, maintaining a vibrant community, protecting water resources, and conserving agricultural and natural lands. She also discussed potential future septic system concerns in older neighborhoods and the importance of planning for possible wastewater needs.

The Board discussed regional coordination of land uses, including data centers and other industrial development. Mr. Nauman suggested bringing municipal planning commissions together to identify appropriate locations for such uses across the region. Ms. Adams explained that these discussions could be addressed through the Centre Region Planning Commission and the developing shared land use process.

Mr. Servello questioned the source and sample size of the median household income data. Ms. Adams stated that she would obtain the sample size information. Mr. Helms also asked about population and housing projections, and Ms. Adams explained that the projections were developed using available census data and other regional information. Additional information regarding the methodology could be provided.

- ***MOTION: Mr. Nauman moved to recommends the Halfmoon Township Future Land Use Map (FLUM) as presented in the August 25, 2026 FLUM Summary Report to the Centre Regional Planning Commission (CRPC) to inform the draft Centre Region FLUM and associated policy language brought to the Centre Region Council of Governments (COG) prior to public adoption proceedings; Ms. Perkins seconded; Vote 5-0-0; Motion Carried.***

9. PORT MATILDA EMS 2027 BUDGET REVIEW

Representatives from Port Matilda EMS presented their preliminary 2027 budget of $498,756, including approximately $400,000 in payroll expenses. Representatives are requesting $68,376 in municipal funding from Halfmoon Township to support operations and maintain reliable emergency medical services.

Representatives discussed ongoing financial challenges, including inadequate insurance reimbursements and limited membership participation. Since 2023, the organization has made improvements to its facilities and operations and secured grants for additional building improvements. Scott Weaver, formerly with Penns Valley EMS, is expected to become the new EMS captain.

Municipal officials encouraged continued advocacy for improved insurance reimbursement rates and commended Port Matilda EMS for its efforts to strengthen the organization. The preliminary budget remained unchanged, and no formal vote or final funding decision was made.

10. PORT MATILDA FIRE COMPANY 2027 BUDGET REVIEW

Mr. Witherite, Chief of Port Matilda Fire Company, presented a revised approach to its 2027 budget, moving from a fully funded equipment replacement schedule to a more conservative, needs-based approach. Equipment will be kept in service longer when inspections and testing indicate it remains safe and functional. This change is intended to reduce annual costs while maintaining operational readiness.

The proposed budget includes approximately $13,000 for personal protective equipment and consumables previously included in capital spending, and approximately $10,500 allocated to capital reserves. Mr. Witherite stated the company plans to replace air-pack cylinders rather than entire systems to reduce costs. Donated radios have also delayed the need for a major replacement purchase, although programming and antenna upgrades will be required.

Mr. Witherite acknowledged that the budget does not include dedicated reserves for apparatus replacement, major vehicle repairs, or long-term building maintenance. The previous $10,000 contingency line has also been removed, leaving limited flexibility for unexpected expenses. Mr. Witherite discussed the importance of saving capital funds and potentially placing them in an interest-bearing account.

Mr. Witherite also addressed the role of the Fireman's Relief Association in funding major purchases. Mr. Witherite explained that its ability to contribute depends partly on equipment ownership. Municipal officials encouraged further review of the association's funding practices to ensure all available resources are appropriately used.

Preliminary estimates placed the company's total annual funding needs at approximately $366,822. Municipal contributions account for roughly 43% of the total, Fireman's Relief Association funding 12.6%, fundraising 26.4%, donations and the fund drive 14.1%, and grants 4%. The preliminary total of member municipalities funding request was approximately $171,756. These figures remained subject to final confirmation of relief association funding and fundraising averages.

Overall, the revised budget aims to control expenses while maintaining essential fire protection services. Further work is needed to strengthen capital reserves, plan for major equipment and building expenses, and clarify the contributions of all funding sources. No formal vote or final budget approval was documented during the discussion.

11. **WARRIORS MARK FIRE COMPANY 2027 BUDGET REVIEW**

Mr. Brokenshire, Chief of Warriors Mark Fire Company, reported that the company remains financially stable and has no immediate funding concerns for 2027. The company paid off its engine-rescue vehicle in June using a state Fire Commissioner's grant, reducing expenses. After significant building renovation and generator costs in 2025, expenses have been more manageable in 2026.

The company is pursuing grants to replace its temporary generator with a permanent system, purchase wildland firefighting equipment, and modify its F-250 special unit for dual use by fire police and emergency responders. Approximately $14,000 in grant funding is being sought for the vehicle modifications.

Long-term planning focuses on maintaining existing apparatus and delaying costly replacements where practical. The company is exploring smaller quick-attack vehicles better suited to rural roads, narrow driveways, and brush fires. Training is also a priority, with approximately 92 calls reported so far this year and additional pump-operations training planned.

Fundraising remains strong. The company maintains money market savings, and municipal contributions are governed by an existing millage-based agreement. Some financial figures remained outstanding as of August 31, and a treasurer transition is planned for year-end.

Overall, Warriors Mark Fire Company is focused on financial sustainability, equipment maintenance, grant funding, and training, with no immediate budget shortfall reported.

12. **CENTRE REGION COG 2027 SUMMARY BUDGET COMMENTS**

The COG's proposed 2027 budget reflects an overall increase of approximately 3.6%, compared with the established budget guideline of 8.92%. The average municipal contribution is expected to increase by 7.6%, primarily because the COG can no longer rely on fund balances to offset operating costs. A new fund balance policy limits the use of reserves to preserve funding for emergencies.

Halfmoon Township's municipal share will decrease by 4.18% to $60,593, marking its second consecutive annual reduction.

During the discussion, questions were raised about discrepancies between the percentages presented verbally and those shown in the budget documents, including an apparent fund balance increase from $10 million to $12 million. Mr. Estell explained that increased Code Administration submissions ahead of state building code changes contributed to the figures. Mr. Estell also acknowledged that the new ClearGov reporting format made the budget more complex and offered to provide individual explanations.

No consensus comments or formal budget decisions were recorded during the meeting.

- ***MOTION: Mr. Helms moved that the Board of Supervisors direct staff to forward the consensus of comments regarding the 2027 Summary Budget to the Executive Director by October 22, 2026; Mr. Nauman seconded; Vote 5-0-0; Motion Carried.***

13. SPRING CREEK WATERSHED COMMISSION FY 2027 BUDGET APPROVAL

Per Ordinance 2007-03, the participating municipalities of the Spring Creek Watershed Commission, including Halfmoon Township, are required to approve their respective share of the Commission's funding for the upcoming fiscal year.

For 2026, Halfmoon Township's share was $697.64, based on a per-capita rate of $0.25. The requested amount for 2027 remains unchanged at $697.64.

- ***MOTION: Ms. Perkins moved to approve the FY 2027 budget request of $697.64; Mr. Nauman seconded; Vote 4-1-0; Ms. Perkins, yea; Ms. Hartle, yea; Mr. Nauman, yea; Mr. Helms, yea; Mr. Servello, nay; No abstentions. Motion Carried.***

14. OPEN SPACE PRESERVATION FUND CERTIFICATE OF DEPOSIT

Mr. Laird stated the Open Space Board recommended that the Board of Supervisors invest $275,000 from the Open Space Preservation Fund in an 18-month certificate of deposit (CD) at First National Bank, earning 4% interest. The investment would take place when the existing CD matures on October 15, 2026.

- ***MOTION: Mr. Servello moved that the Board of Supervisors authorize the investment of $275,000.00 from the Open Space Preservation Fund into an 18-month Certificate of Deposit with First National Bank, at an interest rate of 4.00%, upon the maturity of the Township's existing Certificate of Deposit on October 15, 2026, subject to the terms and conditions presented to the Board; Mr. Helms seconded; Vote 5-0-0; Motion Carried.***

15. 2027 CENTRE COUNTY LIQUID FUELS GRANT

Due to the current direction of the Township's 2027 road improvement projects and the existing grant applications underway, staff believes it is important for the Township to continue pursuing the Centre County Liquid Fuels Grant while considering an alternative use of the funding from the Township's typical approach.

Accordingly, staff is requesting that the Township apply for the attached quote for two radar sign packages in the total amount of $9,512.00 through the Centre County Liquid Fuels Grant program.

Mr. Beck explained that the Township is exploring alternative tools to address traffic-speed concerns. The proposal involves purchasing two portable radar speed signs, potentially through a Centre County Liquid Fuels Grant. The signs could be relocated throughout the Township to monitor speeding concerns, verify reported issues, and collect traffic data to support future planning and traffic-management decisions.

- ***MOTION: Ms. Perkins moved that the Board of Supervisors approve the submission of an application for the Centre County Liquid Fuels Grant for the purchase of two radar sign packages, as outlined in the attached quote, in the amount of $9,512.00, and authorize Township staff to take the necessary steps to submit the application and administer the grant, if awarded; Mr. Nauman seconded; Vote 5-0-0; Motion Carried.***

16. RESOLUTION 2026-24: A RESOLUTION AUTHORIZING AN OFFICIAL TO APPLY FOR PENNDOT MULTIMODEL TRANSPORTATION FUND GRANT

At the May 14, 2026, Board of Supervisors meeting, the Board approved a plan to complete the remaining in-house work associated with the Smith Road Berm Project in 2026. The Board also authorized staff to prepare and submit applications for both the PennDOT Multimodal Transportation Fund Grant and the Local Share Account Grant to support the asphalt overlay phase of the project.

Due to the anticipated timing of the grant awards, staff determined that utilizing Local Share Account Grant funding for the Smith Road Project would not be in the Township's best interest. Instead, the Township may consider pursuing Local Share Account funding for a future standalone project.

Staff has determined that pursuing the PennDOT Multimodal Transportation Fund Grant is a better fit for the Township's current needs and the anticipated timeline of the Smith Road Project. While the grant requires a 30% local match, it provides a more appropriate funding opportunity for the asphalt overlay phase of the project. Staff intends to pursue this grant opportunity to help offset the project's costs while allowing the Township to move forward with the planned improvements.

- ***MOTION: Mr. Servello moved that the Board of Supervisors approve the attached resolutions authorizing the submission of grant applications to the PENNDOT Multimodal Transportation Fund for the Smith Road Overlay Project and authorize Township staff to take all necessary and appropriate actions to complete and submit said applications; Ms. Perkins seconded; Vote 5-0-0; Motion Carried.***

17. **RESOLUTION 2026-25: A RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT FOR HALF MOON ACRES COMPONENT 2 SEWAGE PLANNING MODULE FOR LOTS 55-57**

- ***MOTION: Mr. Servello moved that the Board of Supervisors approve Resolution 2026-25, approving the revised Component 2 Sewage Planning Module for Half Moon Acres and authorizing its submission to the Department of Environmental Protection for review; Mr. Nauman seconded; Vote 5-0-0; Motion Carried.***

18. **ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 9:03 p.m.

- ***MOTION: Mr. Nauman moved to adjourn the meeting at 9:03 p.m.; Ms. Perkins seconded.***

Respectfully Submitted,

Amy M. Smith, Township Secretary