

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:03 p.m. Other Supervisors present were Andy Merritt, Barbara Spencer and Todd Kirsten. Staff present were Susan Steele, Township Manager; Amy Smith, Township Clerk and D.J. Liggett, CRPA. Residents & others in attendance: Fred Henry, Henry Survey; Lisa Lundy & Randall Garrett.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

Ms. Lundy stated she had filed a complaint November 6<sup>th</sup> containing multiple complaints and inquired to the status of these complaints. Ms. Steele stated the Township Engineer has visited the property multiple times and is evaluating the complaints. Ms. Steele stated the Township Engineer is working with DEP, Centre County and Centre Region Code to exchange information to come up with a concrete answer. Ms. Steele commented the Township Engineer is checking to see if the stormwater retention issues are consistent with the Township Ordinance and will provide a comprehensive report.

4. **MINUTES**

- ***MOTION: Ms. Spencer moved to approve the reorganization minutes dated January 6<sup>th</sup>, 2014; Mr. Merritt seconded; Mr. Kirsten stated he had one change to the minutes; Vote 4-0-0; Motion Carried.***
- ***MOTION: Mr. Merritt moved to approve the minutes dated January 9<sup>th</sup>, 2014; Mr. Kirsten seconded; Vote 4-0-0; Motion Carried.***

5. **DISCUSSION AND POSSIBLE MOTION TO APPROVE JOANN FISHER ONE LOT SUBDIVISION SEWER PLANNING MODULE**

Ms. Steele stated this is for a one lot subdivision that will be 1.28 acres. Ms. Steele stated the planning module would be for a component 1 planning module. There are primary and secondary disposal areas. The residual tract is 110 acres and there are replacement sites for the existing home and mobile home. Ms. Steele commented that all issues have been addressed and staff recommends approval to refer the module to the DEP.

- ***MOTION: Mr. Merritt moved to approve the Joann Fisher one lot subdivision sewer planning module; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.***

6. **DISCUSSION AND POSSIBLE MOTION TO APPROVE THE JOANN FISHER ONE LOT SUBDIVISION FINAL/PRELIMINARY PLAN**

Ms. Steele stated the parcel is located along State Route 550. The residual tract is 110 acres and Ms. Fisher is subdividing 1.28 acres off. There will be on-lot sewer and water. The lot will be accessed with a shared driveway. The maintenance & easement agreement for the shared driveway has been approved by the Solicitor, Engineer and Planning Commission. A note was added to the plan that the driveway can serve no more than two lots. There will be sprinkler or water storage tank for fire protection that has been approved by the Centre Region Fire Administrator. The highway occupancy permit has been approved by PennDot. All issues have been addressed and staff recommends approval conditional upon DEP approval of the sewage planning module.

- ***MOTION: Mr. Merritt moved to approve the Joann Fisher one lot subdivision final/preliminary plan conditional upon DEP approval of the sewage planning module; Mr. Kirsten seconded; Vote 4-0-0; Motion Carried.***

7. **DISCUSSION AND POSSIBLE MOTION TO DIRECT STAFF AS TO PARKS MASTER PLAN STEERING COMMITTEE MEMBERS**

Ms. Steele stated she gave JMT notice to proceed and inquired how the Board would like the steering committee comprised. Ms. Steele commented it should be 5-6 members. Mr. Merritt stated he thought it should be a

---

Secretary

combination of citizens and board members. Mr. Stevenson suggested 7 members and agreed that it should comprise of both citizens and experienced board members. Mr. Stevenson suggested 1 member from the Board of Supervisors, Planning Commission and Parks & Recreation Board and 4 citizens. Ms. Smith will place information on the website and see what interest is given and bring it back to the next meeting. Mr. Stevenson stated it is important to stress that there will at least be a six month commitment.

**8. UNsung HERO DISCUSSION**

Ms. Steele stated Mr. Kirsten and Mr. Stevenson shared some interest in nominating a recent past commission member for the PSATS Unsung Hero Award. Ms. Smith provided some history of this member's tenure to the Board. Ms. Steele questioned whom the Board would like to write the recognition. Mr. Stevenson volunteered to draft the recognition.

**9. TAX COLLECTOR AGREEMENT**

Ms. Steele reviewed the PA Statues. The Second Class Township Code states that a tax collector must be elected to perform duties of collecting the real estate levied by the County within the Township. The requirements are that you must be 21 years or older, must have been a resident for year preceding the election, and cannot hold any other elected position within the Township. Ms. Steele reviewed how other municipalities are handling their tax collection within their offices. Ms. Steele stated compensation is set by Ordinance but staff cannot find the Ordinance so the Township will operate common practice. Compensation cannot be changed after an election but can be changed prior to the next election.

Ms. Steele stated if there was an elected tax collector that was not a staff member they would be paid \$2.00 by the Township, \$2.00 by the County and .95 by the School District. The tax collector charges \$15.00 per parcel for certificates and receives around \$2,000 a year for this charge. All taxing entities share the cost of bonding. Township and County pays for postage & envelopes. The Township pays for supplies, training and software, post office box, bank charges and banking. The tax collector would work out of their home, keep office hours and pay for their internet, personal computer, phone and mileage.

Since Ms. Steele is an employee of the Township she would not receive addition compensation above her salary as Township Manager. The Township would not pay the \$2.00 per parcel payment. County would pay the \$2.00 per parcel payment to the Township. The School District would pay .95 per parcel payment to the Township. The tax collector would use township offices and office hours for collection. The Township would pay for mileage, postage, bank charges, banking supplies, computer, internet and postage boxes. The Township will pay for an annual audit of the real estate account. The Township would save approximately \$6,500.00 having the real estate taxes collected by an elected township employee.

Ms. Steele has hired a part time administrative assistant to handle the accounts payable/receivable and payroll to offset her time to handle real estate taxes. This was budgeted whether an employee was tax collector or not. Ms. Steele has set up a separate bank account for tax collection in the name of Halfmoon Real Estate Tax Collector c/o Susan Steele. The County and School District will forward their payments agreeing it will be deposited into the Township's accounts rather than to herself. Ms. Steele will set up a Quickbooks account to maintain a register. Ms. Steele will have office hours from 1-4 p.m. Ms. Steele will use RBA software. If for any reason Ms. Steele is no longer an employee of the Township, the Tax Collector (since it is elected) remains with the employee and therefore would receive all compensation individually and Township would once again pay \$2.00 per parcel.

Ms. Steele reviewed the Tax Collector agreement with the Board.

- **MOTION: Mr. Kirsten moved to approve the tax collector agreement; Ms. Spencer seconded; Vote 4-0-0; Motion Carried.**

**10. MANAGER'S REPORTS**

Ms. Steele reviewed the Manager's report.

---

Secretary

**11. SUPERVISORS' REPORT**

Ms. Spencer stated there will be a General Forum on February 11<sup>th</sup> with the Upper Bald Eagle Halfmoon COG at which time a joint fire protection agreement will be discussed that will include the Treasurer's role.

Mr. Stevenson he attended the Spring Creek Watershed Commission meeting and there will be a presentation on February 14<sup>th</sup> at 7:00 p.m. regarding pharmaceuticals in the groundwater. There will be boxes placed in police stations to drop off any unwanted pharmaceuticals. Mr. Stevenson requested staff check with the PA State Police to see if a drop box could be placed here.

**12. ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 8:18 p.m.

- ***MOTION: Ms. Spencer moved to adjourn the meeting at 8:18 p.m.; Mr. Merritt seconded; Vote 4-0-0; Motion Carried.***