

**COLLEGE TOWNSHIP COUNCIL
REORGANIZATION MEETING MINUTES
Monday, January 5, 2015**

ATTENDED BY:

COUNCIL:

L. Eric Bernier
Lynn B. Herman
Carla Stilson
D. Richard Francke
William H. Sharp

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Kent N. Baker, Township Engineer
Robert T. Long, Jr., Finance Director
John J. Franek, Jr., Management Analyst
Michael Heath, Zoning Officer
Mark Holdren, CRPA Sr. Planner
Mary E. Wilson, Asst. Township Secretary

Earlier this date, Mr. William H. Sharp, newly appointed Council member filling Ms. Mary Shoemaker's vacated seat, was sworn into office. This unexpired term is set to expire on December 31, 2015.

Mr. Brumbaugh served as Temporary Chair and called to order at 7:00 PM the 2015 College Township Council Reorganization Meeting, followed by the Pledge of Allegiance.

FIRST ORDER OF REORGANIZATION BUSINESS:

Mr. Brumbaugh called for nominations for the position of Council Chair for 2015.

**Mr. Herman moved to nominate and elect Mr. Eric Bernier as Council Chair for the year 2015.
Ms. Stilson seconded the motion.**

Mr. Brumbaugh called for a motion to close the nominations.

**Mr. Francke moved to amend the main motion to add "...close the nominations".
Mr. Sharp seconded the motion to amend.
Motion carried unanimously.**

Mr. Brumbaugh restated the amended main motion and called for a vote.

Motion on the amended main motion to nominate, close the nominations, and elect Mr. Eric Bernier as Council Chair for 2015 carried unanimously.

Chair Bernier welcomed Mr. William H. Sharp to a seat on Council and also expressed appreciation to Council, staff, and Planning Commission for their significant efforts through 2014.

SECOND ORDER OF REORGANIZATION BUSINESS:

Chair Bernier called for nominations for the position of Council Vice-Chair for 2015.

**Mr. Francke moved to nominate and elect Mr. Lynn Herman as Council Vice-Chair for the year 2015.
Ms. Stilson seconded the motion.**

**Mr. Sharp moved to amend the main motion to add "... close the nominations".
Mr. Francke seconded the motion to amend.
Motion to amend carried unanimously.**

Chair Bernier restated the amended main motion and called for a vote.

Motion on the amended main motion to nominate, close the nominations, and elect Mr. Lynn Herman as Council Vice-Chair for 2015 carried unanimously.

NEW BUSINESS:

NB-1 Appointments:

Following Council discussion, the following Centre Region Council of Governments (CRCOG) committee appointments were made.

NB-1a. COG Committees:

	<u>Committee</u>	<u>2014 Rep.</u>	<u>2015 Rep.</u>	<u>1st Meeting</u>
1)	Executive	Fryer/Bernier	Bernier	12:15 PM, 01/21/14
2)	Finance	Shoemaker	Francke	8:30 AM, 01/16/14
3)	Human Resources	Herman	Herman	12:00 PM, 01/14/14

4)	Parks Capital	Bernier/Francke	Stilson	12:15 PM, 01/09/14
5)	Public Safety	Fryer/Francke	Sharp	9:00 AM, 01/15/14
6)	Pub. Svcs/Environ.	Stilson	Stilson	12:30 PM, 01/15/14
7)	Transpor./Land Use	Bernier	Bernier	12:15 PM, 01/13/14

NB-1b. Regional/General Committees:

1)	LTAC	Stilson	Stilson	7:00 PM, 01/08/14
2)	Spring Creek Watershed	Fryer	Sharp (No Alt appointed)	7:00 PM, 01/15/14
3)	Centre Area Cable C.	Herman	Herman	TBD
4)	CCMPO Coord. Comm.	Shoemaker	Herman (through 2015)	6:00 PM, 01/28/14

NB-1c. PSATS Voting Delegate:

Following a brief discussion, Mr. Brumbaugh agreed to be the College Township Voting Delegate at the 2015 PSATS Annual Convention being held in Hershey, Pennsylvania, April 19 through 22, 2015.

NB-2 Position Wage Range Modifications for 2015

Mr. Brumbaugh, Township Manager, presented the *2015 College Township Wage Ranges Modifications* for Council review and action.

**Mr. Francke moved to approve the Position Wage Range Modifications for 2015, as presented.
Chair Bernier seconded the motion.
Motion carried unanimously.**

NB-3 2015 Auditing Services; Discussion and Appointment of

Mr. Brumbaugh, Township Manager, and Mr. Robert T. Long, Jr., Finance Director, presented the results of three independent auditor proposals for independent and audit services for years 2014, 2015, and 2016 and recommended that Council accept the proposal submitted by Fiore Fedeli Snyder Carothers, LLP.

In response to Council inquiry into staff's not recommending the lowest bidder, Mr. Brumbaugh stated that, although the recommended firm was the second lowest bid, staff recognized that the amount of effort required of staff would outstrip the price difference between the first and second lowest bidders, as well as creating an inconsistency among the auditing firm recently appointed by both the College Township Water Authority (CTWA) and the College Township Industrial Development Authority (CTIDA). Both of those Township entities awarded their 2015 bid for auditing services to Fiore Fedeli Snyder Carothers, LLP.

Staff agreed to work with CTWA and CTIDA to coordinate the letting out of auditing RFPs, which is anticipated to be done every three years.

Ms. Stilson moved to appoint Fiore Fedeli Snyder Carothers, LLP, as College Township's auditor for 2014, 2015, and 2016. Mr. Sharp seconded the motion.

Council recognized the significant cost savings experienced through the bidding process for insurance services and suggested that the appointed auditor be advised that reappointments to other than the lowest bidder will not be automatic. Although trusting staff's recommendation, Council hoped that by merging auditing services with the CTWA and CTIDA, all may be able to experience improved auditing costs.

**Chair Bernier called the question.
Motion carried unanimously.**

CONSENT AGENDA:

CA-1 Appointment of all College Township Committee Alternates with full force vote, as needed

CA-2 Appointment of Louis T. Glantz, Esq., Glantz and Johnson, as College Township Solicitor for 2015

CA-3 Re-appointment of all current College Township staff members to their current positions and the additional re-appointment of the following for 2015

Adam T. Brumbaugh	-	Township Manager/Secretary Right-To-Know Officer Tax Collection Committee Delegate Privacy Official Security Officer
Robert T. Long, Jr.	-	Township Treasurer Tax Collection Committee First Alternate
Kent N. Baker	-	Local Traffic Advisory Committee CCMPO Technical Committee (through 2015)
Garry L. Williams	-	Local Traffic Advisory Committee
Mary E. Wilson	-	Assistant Township Secretary Tax Collection Committee Second Alternate

CA-4 Appointment of Trans Associates, Keller Engineering, and Pennoni Associates as College Township Consulting Engineers for 2015

CA-5 Sewage Enforcement Services: Appointment of Charles F. Herr, Jr., as College Township Sewage Enforcement Officer and Ms. Pamela Winter as College Township Alternate Sewage Enforcement Officer for 2015 and approval of Resolution R-15-01, Revised Fee Schedule for Sewage Disposal Systems for 2015

CA-6 Approval of Resolution R-15-03, Chapter A203, Fees and Penalties Updates

CA-7 Appointments and Reappointments to Authorities, Boards, and Commissions (ABCs)

1) Richard Harris	CTWA	1/1/2015 – 12/31/2019
2) Elfrieda Persic	Vacancy Board	1/1/2015 – 12/31/2015
3) Dean Lawrence	Parks and Recreation	1/1/2015 – 12/31/2019
4) Alfred Barbour	Planning Commission	1/1/2015 – 12/31/2018
5) Ray Forziat	Planning Commission	1/1/2015 – 12/31/2018
6) David Wasson	Zoning Hearing Board	1/1/2015 – 12/31/2019
7) Sara C. Parks	CTIDA	1/1/2015 – 12/31/2019
8) R. Pat Vernon	Local Traffic Adv. Comm.	1/1/2015 – 12/31/2018
9) William H. Sharp	SCWC Alternate	WITHDRAWN

CA-8 Appointment of the following financial institutions as depositories for College Township funds for 1/1/2015 through 12/31/2015: Santander Bank, PNC Bank, First National Bank of Pennsylvania, Fulton Bank, Citizens Bank, Susquehanna Bank, Jersey Shore State Bank, PA Local Government Investment Trust (PLGIT), Arbitrage Rebate Management Program (PLGIT/ARM), M&T Bank, Northwest Savings Bank, National Penn Bank, Reliance Bank, Kish Bank, and Ameriserv Bank

CA-9 Setting of mileage reimbursement rate at the federal IRS rate

Council pulled Consent Agenda items CA-2, CA-4, CA-6, CA-7, and CA-9 for discussion.

Mr. Francke moved to approve the January 5, 2015, Reorganization Meeting Consent Agenda, minus Consent Agenda items CA-2, CA-4, CA-6, CA-7, and CA-9. Ms. Stilson seconded the motion. Motion carried unanimously.

CA-2 and CA-4: Mr. Herman asked staff if the RFP exercise had proven worthwhile; and Mr. Brumbaugh replied in the affirmative. Mr. Brumbaugh noted that College Township's insurance RFP, awarded by Council in December 2014, would go out every five years; and professional services RFPs would go out every three years. Mr. Herman expressed his appreciation for staff's time and effort in preparing and overseeing this professional services bidding endeavor.

CA-6: Ms. Stilson inquired into the justification for the proposed increases in the fees, as indicated in proposed Resolution R-15-03. Mr. Franek, Management Analyst, stated that College Township's fees were analyzed against other municipalities' fees, as well as against management costs incurred by staff. Increasing the fees, as reflected in the proposed resolution, still does not cover the full cost of the all of the services provided by the Township. To clarify,

Mr. Franek noted that some of the proposed fee changes, such as for land development plan reviews, reflect a reduction rather than an increase.

CA-7: Mr. Sharp announced that he would be stepping down from his position on the College Township Parks and Recreation Committee and Council verbally accepted that notice. Following Council's request that staff find a replacement for that vacancy, staff reported that they already had on file an ABC application specifically for the Township's Parks and Recreation Committee and would initiate the interview process. Additionally, staff recognized that Mr. Sharp did not need to be appointed as the Alternate representing College Township on the Spring Creek Watershed Commission board, as he had just been established as the Council delegate to that Commission.

CA-9: Mr. Herman asked what the current IRS mileage rate was; and staff advised that it is currently set at 57.5 cents per mile.

Ms. Stilson moved to approve and/or receive Consent Agenda items CA-2, CA-4, CA-6, CA-7, and CA-9.
Mr. Herman seconded the motion.
Motion carried unanimously.

Hearing of no additional reorganizational business, Chair Bernier called for a motion to adjourn.

Mr. Francke moved to adjourn the January 5, 2015, College Township Council Reorganization Meeting.
Ms. Stilson seconded the motion.
Motion carried unanimously.

Chair Bernier adjourned the January 5, 2015, Council Reorganization Meeting at 7:45 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary