

**COLLEGE TOWNSHIP COUNCIL
REORGANIZATION MEETING MINUTES
Monday, January 6, 2014**

ATTENDED BY:

COUNCIL: David P. Fryer
Mary C. Shoemaker
L. Eric Bernier
Lynn B. Herman
Carla Stilson

STAFF: Adam T. Brumbaugh, Township Manager/Secretary
Kent N. Baker, Township Engineer
Michael Heath, Zoning Officer
Mark Holdren, CRPA Sr. Planner
Mary E. Wilson, Asst. Township Secretary

ABSENT: Robert T. Long, Jr., Finance Director

Prior to the official start of this meeting, District Judge Leslie A. Dutchcot, Magisterial District 49-2-01, swore into Council seats 1) Mr. L. Eric Bernier for a four-year term; 2) Mr. Lynn B. Herman for a four-year term; and Ms. Carla Stilson for a two-year term.

Mr. Brumbaugh served as Temporary Chair and called to order the 2014 College Township Council Reorganization Meeting at 7:00 PM.

FIRST ORDER OF REORGANIZATION BUSINESS:

Mr. Brumbaugh called for nominations for the position of Council Chair for 2014.

**Ms. Shoemaker moved to nominate and elect Mr. David Fryer
as Council Chair for the year 2014 and to close nominations.
Ms. Stilson seconded the motion.
Motion carried unanimously.**

SECOND ORDER OF REORGANIZATION BUSINESS:

Chair Fryer called for nominations for the position of Council Vice-Chair for 2014.

Mr. Bernier moved to nominate and elect Ms. Mary Shoemaker as Council Vice-Chair for the year 2014 and to close nominations.
Mr. Herman seconded the motion.
Motion 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>2013 Rep.</u>	<u>2014 Rep.</u>	<u>1st Meeting</u>
1)	Executive	D. Fryer	D. Fryer	12:15 PM, 01/21/14
2)	Finance	M. Shoemaker	M. Shoemaker	8:30 AM, 01/16/14
3)	Human Resources	D. Fryer	L. Herman	12:00 PM, 01/14/14
4)	Parks Capital	E. Bernier	E. Bernier	12:15 PM, 01/09/14
5)	Public Safety	D. Koll	D. Fryer	9:00 AM, 01/15/14
6)	Pub. Svcs/Environ.	R. Francke	C. Stilson	12:30 PM, 01/15/14
7)	Transpor./Land Use	E. Bernier	E. Bernier	12:15 PM, 01/13/14

NB-1b. Regional/General Committees:

1)	LTAC	D. Koll	C. Stilson	7:00 PM, 01/08/14
2)	Spring Creek Watershed	D. Fryer	D. Fryer	7:00 PM, 01/15/14
3)	Centre Area Cable C.	F. Remick	L. Herman	TBD
4)	CCMPO Coord. Comm.	D. Klees	M. Shoemaker (through 2015)	6:00 PM, 01/28/14

NB-1c. PSATS Voting Delegate:

Following a brief discussion, Ms. Stilson agreed to be the College Township Voting Delegate at the 2014 PSATS Annual Convention being held in Hershey, Pennsylvania, April 13 through 16, 2014.

NB-2 Position Wage Range Modifications for 2014

Mr. Brumbaugh, Township Manager, presented the *2014 College Township Wage Ranges Modifications* for Council review and action.

**Mr. Bernier moved to approve the Position Wage Range Modifications for 2014, as presented.
Ms. Shoemaker seconded the motion.**

Mr. Herman asked which index was used in determining the proposed adjustments. Mr. Brumbaugh reported that the wage range modifications were based on the most recent Consumer Price Index (CPI), adding that no current Township employee's salary or wages would be modified as a result of these adjustments. The modified ranges, however, would be applied to any College Township new hires.

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 2014.

CA-3 Re-appointment of all current College Township staff members to their current positions and the additional re-appointment of the following for 2014.

- | | | |
|---------------------|---|--|
| 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 – to 12/31/14 |
| Garry L. Williams | - | Local Traffic Advisory Committee |
| Mary E. Wilson | - | Assistant Township Secretary
Tax Collection Committee Second Alternate. |

CA-4 Approval of Township Manager Employment Agreement, 1/6/2014 to 1/4/2016, and Job Description.

CA-5 Appointment of Trans Associates and Keller Engineering as College Township Consulting Engineers for 2014.

CA-6 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 2014 and approval of Resolution R-14-01, Revised Fee Schedule for Sewage Disposal Systems for 2014.

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

1) Martin McGann	CTWA	1/1/2014 – 12/31/2018
2) Elfrieda Persic	Vacancy Board	1/1/2014 – 12/31/2014
3) Derek Kalp	Parks and Recreation	1/1/2014 – 12/31/2018
4) David Schulte	Parks and Recreation	1/1/2014 – 12/31/2018
5) George Khoury	Planning Commission	1/1/2014 – 12/31/2017
6) Shaun Pardi	Zoning Hearing Board	1/1/2014 – 12/31/2018
7) William Sharp	Spring Crk Wtrshed Alt	1/1/2014 – 12/31/2014
8) Edward Book	CTIDA	1/1/2014 – 12/31/2018
9) Walter Ebaugh	UAJA	1/6/2014 – 1/5/2019
10) Joseph Davidson	CATA	1/1/2014 – 12/31/2018
11) Maureen Welesko	Schlow C.R. Library	1/1/2014 – 12/31/2016
12) Ronald Smith	Local Traffic Adv. Comm.	1/1/2014 – 12/31/2016
13) Pamela Richards-Visnovsky	C-NET	1/1/2014 – 12/31/2016.

CA-8 Appointment of the following financial institutions as depositories for College Township funds for 1/1/2014 through 12/31/2014: 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 Appointment of Fiore Fedeli Snyder Carothers, LLP, as College Township Auditor for the term 1/1/2014 through 12/31/2014.

CA-10 Setting of mileage reimbursement rate at the federal IRS rate.

Council pulled Consent Agenda CA-2 for discussion.

Ms. Shoemaker moved to approve the January 6, 2014, Reorganization Meeting Consent Agenda, minus Item CA-2.

Mr. Bernier seconded the motion.

Motion carried unanimously.

CA-2 – Mr. Herman referenced correspondence from Louis T. Glantz, Esq., dated December 4, 2013, setting an increase in the hourly fee for legal services and asked if any cost comparisons were performed of fees charged by other legal firms. Staff advised that no such investigation was initiated, but one could be put forth with Council's direction. Following additional discussion, Council directed staff to prepare a summary of costs paid by local municipalities for annually approved services, such as sewage enforcement, township solicitor, and auditor services.

Ms. Shoemaker moved to approve Consent Agenda CA-2, establishment of Louis T. Glantz, Esq., as the College Township Solicitor for 2014 and accept the revised fees of \$110 per hour for municipal work, with a two-hour minimum for Township meeting appearances, and \$150 per hour for court appearances.

Mr. Bernier seconded the motion.

Motion carried unanimously.

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

Mr. Bernier moved to adjourn the January 6, 2014, College Township Council Reorganization Meeting.

Ms. Stilson seconded the motion.

Motion carried unanimously.

Chair Fryer adjourned the January 6, 2014, Council Reorganization Meeting at 7:36 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary