

**COLLEGE TOWNSHIP REGULAR  
COUNCIL MEETING MINUTES  
Thursday, February 6, 2014**

**ATTENDED BY:**

**COUNCIL:** David P. Fryer, Chair  
Lynn B. Herman  
Carla Stilson

**STAFF:** Adam T. Brumbaugh, Township Manager/Secretary  
Kent N. Baker, Township Engineer  
Robert T. Long, Jr., Finance Director  
Michael Heath, Zoning Officer  
Mary E. Wilson, Asst. Township Secretary

**ABSENT:** Mary C. Shoemaker, Vice-Chair  
L. Eric Bernier, Council member  
Mark Holdren, CRPA Sr. Planner

**CALL TO ORDER**

Chair Fryer called to order the February 6, 2014, College Township Regular Council Meeting at 7:00 PM, followed by the Pledge of Allegiance.

**OPEN DISCUSSION:**

Chair Fryer announced that Mr. D. Richard Francke, College Township Planning Commissioner, has been elected to the Centre County Planning Commission for a term to expire in 2017. Mr. Francke was thanked for his willingness to serve.

**SPECIAL PRESENTATION:**

**SP-1 University Area Joint Authority Update**

This agenda item was postponed to a March Council meeting when all Council members would be present.

**MANAGER'S UPDATE:**

Mr. Brumbaugh, Township Manager, presented the February 6, 2014, Manager's Update, which Council received without significant comment.

**CONSENT AGENDA:**

- CA-1** Minutes: January 23, 2014, Regular Council Meeting.
- CA-2** Correspondence: /1: Letter from HRG, Inc., dtd Jan. 7, 2014, re: UAJA Big Hollow Force Main and Appurtenances.  
/2: Letter from Centre County Commissioners, dtd Jan. 17, 2014, regarding the 2014 County Liquid Fuels Application denial.
- CA-3** Bid Approval: Fuel Bid to Christoff Mitchell Petroleum, Inc. for a total contract amount of \$60,740.
- CA-4** COG Appointments: Approval of the following slate of nominations to the Centre Region Building and Housing Code Board of Appeals for a three-year term commencing February 15, 2014:
- Plumbing Board:
    - Moses D. F. Ling, P.E., R.A., Leed AP
  - Mechanical Board:
    - (Alternate) Moses D. F. Ling, P.E., R.A., Leed AP
  - Property Maintenance Board:
    - Nicole Woodring
    - (Alternate) Lisanne Semion
  - Electrical Board:
    - Richard Harris, P.E.
    - (Alternate) Kirk Lauer, P.E.

Council pulled Consent Agenda CA-3 for discussion.

**Ms. Stilson moved to accept and approve the February 6, 2014, Consent Agenda, minus CA-3.  
Mr. Herman seconded the motion.  
Motion carried unanimously.**

CA/3: Ms. Stilson asked if any other submissions were received in response to the Township's request for fuel bids; and staff advised that this was the only bid received. The difficulty lies in the bidders being required to have two separate locations for fuel.

**Mr. Herman moved to receive Consent Agenda Item CA-3.  
Ms. Stilson seconded the motion.  
Motion carried unanimously.**

**OLD BUSINESS:**

No Old Business was forthcoming.

**NEW BUSINESS:**

**NB-1 Dalevue Park Poplar Tree Removal for Bikepath; Discussion**

In written communication to Council, dated January 31, 2014, Mr. Kent Baker, Township Engineer, reported that, in response to resident complaints of root damage, the College Township Parks and Recreation Committee supported the removal of the poplar trees along the College Township Bikepath in Dalevue Park, as the root systems of these otherwise healthy trees are known to cause problems. Removal of the trees could be performed by the Township road maintenance crew over the winter months. Mr. Baker requested Council's support of this recommendation.

Following discussion, Council expressed some reluctance to take action to authorize the removal of any poplar trees and, therefore, directed staff to request the arborist to review the trees and their root systems and make a recommendation to Council.

**NB-2 Quarterly College Township Finance Report**

This item was postponed to the February 20, 2014, Regular Meeting.

**NB-3 Collection Boxes; Discussion**

Mr. Adam Brumbaugh, Township Manager, advised Council that Township staff has become aware of an increasing number of clothing donation drop-off boxes being placed on commercial sites within the Township, those boxes being both for-profit and not-for-profit purposes. Some local businesses have been allowing these boxes to be placed on their properties, usually not in compliance with their approved land development plan. Staff has begun notifying commercial property owners of violations of the Township Code resulting from collection boxes being placed in designated parking spots and from unregulated signage on the boxes themselves.

Mr. Heath, Zoning Officer, advised that there are approximately 13 such collection locations in College Township and recommended that, in order to regulate these boxes, property owners be required to submit a site plan reflecting these collection facilities. Mr. Heath further

reported that some for-profit collection box companies pay agencies, such as Goodwill Industries, to put their company names on the outsides of the collection boxes, leading one to believe that, in this example, the donations are for Goodwill Industries.

Mr. Brumbaugh stated that this was an informative agenda item with no Council action required at this time. Staff does not want to prohibit the use of these boxes, but wanted Council to be aware that their placement may be creating other problems onsite.

In written correspondence, dated February 5, 2014, Ms. Shoemaker advised that “for profit” boxes should be treated like a business, forced to meet all requirements, and should not be allowed to occupy parking spaces. Further, the Township should help companies hosting “non-profit” collection boxes with the required plans/paperwork.

#### **STAFF AND ABC INFORMATIVES:**

None were forthcoming.

#### **COUNCIL/STAFF OTHER MATTERS:**

1. Mr. Bernier asked if Council would support an item being added to an upcoming Council agenda to allow for a discussion of legislation being expanded that would allow municipal use of red light cameras. Council concurred with holding a discussion on this topic. This will be placed on an upcoming agenda.
2. Chair Fryer noted that there was a firewood-gathering issue at Mountainside Park; and the Township Manager commented that the Public Works crews were in the process of trimming park trees, leaving fallen wood that residents may be retrieving from the park.

#### **COMMITTEE REPORTS:**

**Human Resources Committee, February 5, 2014:** Mr. Herman reported that the Human Resources Committee discussed the COG Administration Office reorganization, which is being planned due to the March 2015 retirement of Ms. Prosek, Assistant to the Executive Director, and the recent departure of the staff assistant. The Committee also reviewed and approved draft job descriptions for the positions of Finance Assistant and Office Manager, both serving the Office of Administration.

**Penn State University Capital Plan Presentation, February 5, 2014:** Ms. Stilson attended Penn State University’s presentation on their Five-Year Capital Plan: 2014 – 2018, which described anticipated, upcoming capital improvement projects at the University Park campus.

**Centre Area Transportation Authority (CATA) Elected Officials Breakfast, February 6, 2014:** Ms. Stilson attended the CATA Breakfast, participated in a tour of the Whitehall Road facilities, and heard details of the planned facility expansion.

**Emergency Operations Center Tour, February 6, 2014:** Mr. Herman and Ms. Stilson toured the Centre Region Emergency Operations Center and heard a presentation from Emergency Management Coordinator Shawn Kauffman.

**Planning Commission (PC) Report, February 4, 2014:** Mr. Rich Francke, Planning Commissioner, reported that the PC reviewed the rezoning request for the Hilltop Mobile Home Park area and discussed the possible resulting changes to the College Township Official Map. The PC considered a different access to the property and discussed limiting the residential component in, and the expansion of, the Gateway Commercial District.

**ADJOURNMENT:**

**Mr. Herman moved to adjourn the February 6, 2014,  
College Township Council Meeting.  
Ms. Stilson seconded the motion.  
Motion carried unanimously.**

Chair Fryer adjourned the February 6, 2014, College Township Council Regular Meeting at 7:40 PM.

Respectfully submitted,

*Adam T. Brumbaugh*

Adam T. Brumbaugh  
Township Manager/Secretary