

**COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES**

Thursday, February 18, 2016

7:00 PM

1481 E. College Avenue, State College, Pennsylvania

ATTENDED BY:

COUNCIL:

Lynn B. Herman, Chair
D. Richard Francke, Vice-Chair
Carla Stilson
L. Eric Bernier
Steven Lyncha

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Kent N. Baker, Township Engineer
Robert T. Long, Jr., Finance Director
Mark Gabrovsek, Zoning Officer
Mark Holdren, CRPA Sr. Planner
Mary E. Wilson, Asst. Township Secretary

CALL TO ORDER:

Chair Herman called to order the February 18, 2016, Regular College Township Council Meeting at 7:04 PM, following a public hearing on proposed Ordinance O-16-02, Adult Day Care Centers, and noted that those present recited the Pledge of Allegiance prior to that public hearing.

OPEN DISCUSSION:

1. Mr. Joe Malizia, Kennard Drive, introduced himself to Council as a College Township resident willing to be considered for appointment to any Authorities, Boards, and Commissions (ABCs) that have vacancies. Having been provided with Mr. Malizia's formal ABC application prior to the meeting, Council inquired into Mr. Malizia's interest, background, and availability before thanking him for his interest in serving College Township. Council will consider appointing applicants to several openings later in this meeting.
2. Chair Herman announced that the Pennsylvania Department of Transportation (PennDOT) will be disbursing its liquid fuels payments to municipalities by March 1. Mr. Long, Finance Director, added that College Township anticipates their share to be above \$250,000 this year.

SPECIAL PRESENTATION:

SP-1 Schlow Centre Region Library Budget

Ms. Maureen Welesko, College Township Representative on the Schlow Centre Region Library Board, 1) introduced the Library's Director, Ms. Cathi Alloway; 2) announced that she is chairing the Library's Strategic Planning Committee as well as standing as the liaison between the Library and the Schlow Foundation; 3) advised that the Library's renovation work following last February's flood is now complete; and 4) introduced the Library's "My Library Card" app for mobile devices. The Strategic Plan will be created in house.

Ms. Alloway offered a handout to Council showing that College Township, the fourth heaviest user of Library services of the Centre Region municipalities, had a 2015 circulation of 77,586 and e-book loans of 5,661. Ms. Alloway then discussed the impacts to the Library's budget due to the Commonwealth's not yet having set its own budget for the year. Fortunately, Schlow Centre Region Library did receive its state funds, which were slightly higher than last year's disbursement. Concerns continue, though, about future state funds for libraries. The Schlow Foundation is working to build up a reserve to help fill budgetary gaps when they occur. A generous response from the public followed the flooding event in 2015 and resulted in fund raising totals for the year of over \$300,000.

Council and staff offered supportive comments on the Library's undertaking its strategic plan in house and inquired about the upcoming third replacement of the parking lot system. Ms. Alloway advised that the new parking system will now be the same as the ones in the other State College Borough parking garages; and, the \$72,000 bid for that project was \$8,000 under budget. Council extended its appreciation to Ms. Welesko and Ms. Alloway for the Library update.

PLANS:

P-1 Keystone Church Preliminary/Final Land Development Plan; Request to Extend Time for Township Review Process and Request for Waiver of Traffic Impact Study; T.P. 19-004-03B-0000

In correspondence to Council, dated February 12, 2016, Mr. Kent Baker, Township Engineer, reported that College Township received the subject land development plan on September 21, 2015, which was reviewed and tabled by the Planning Commission in October and November of 2015 due to significant, outstanding review comments. Although fewer outstanding comments remain, some of them are significant, such as access ownership; usage of stormwater detention facilities; the need to submit a traffic study; and sidewalk construction. As the plan is set to expire at the end of February, the developer is willing to grant to College Township a 120-day time extension.

Mr. Perry Babb, President of Keystone Church, stated that they are aware that the adjacent neighborhood had concerns about the proposed plans that are being reviewed. He added that the

church would indeed be conducting and submitting a traffic study and concurred with the granting of a time extension for the plan review.

Mr. Francke moved to accept the 120-day time extension being granted to College Township by Keystone Church and Ministries to allow College Township's completion of the review of the plan.

Mr. Bernier seconded the motion.

Ms. Sharon Ambrose, President of the Stearns Crossing Homeowners Association (HOA), stated that their HOA participated in a cooperative meeting with Mr. Babb in January, although they have since learned that a letter from Keystone disparaged the HOA and suggested that there was a problem. Ms. Ambrose stated that the HOA subsequently requested copies of sketches; advised that Keystone Church should be the party to draw up any necessary agreement; and believed that a traffic study was necessary.

Mr. Babb assured that the documents would get to the HOA and reiterated that Keystone would be performing the traffic study.

Chair Herman called the question.

Motion carried unanimously.

P-2 Fieldstone Phase 4 Final Land Development Plan, T.P. 19-006-06A-0000

The Fieldstone Phase 4 Final Land Development Plan was withdrawn by developer prior to this meeting. This plan will return for Council's review on March 3, 2016.

P-3 State College Area School District – Panorama Village Building and Parking Lot Addition Preliminary/Final Land Development Plan; T.P. 19-006-007-0000

Mr. Michael Haynes, P. E., Stahl Sheaffer Engineering, presented the subject plan, which reflected a 2,700-square-foot storage building addition plus 34 additional parking spaces for the school district's administration offices at Panorama Village.

Ms. Stilson moved to approve the State College Area School District Panorama Village Building and Parking Lot Addition Preliminary/Final land Development Plan, dated December 21, 2015, last revised February 10, 2016, with the following conditions:

- 1. Obtain all required signatures on the plan; and**
- 2. Pay all outstanding plan review fees.**

Mr. Francke seconded the motion.

Motion carried unanimously.

MANAGER'S UPDATE:

Mr. Brumbaugh presented the February 18, 2016, Manager's Update, reporting that 1) a kick-off meeting was held this date with Delta Development regarding grant application submission criteria for the Pike Street project; 2) a future open house or public discussion on the Pike Street project could be anticipated at a future Council meeting; and 3) College Township was in receipt of a letter from UAJA advising that UAJA was halting approval of additional sewer design proposals, establishing a moratorium on sewer connection approvals, pending a review of Pennsylvania Dept. of Environmental Protection's (PADEP) nutrient trading criteria. The latter will be a topic discussed at the Council of Governments' General Forum Meeting later this month.

Mr. Baker, Township Engineer, added that there would be opportunity for tweaks to the Pike Street project; however, there is no way to promise that all requested changes can be accommodated.

Council 1) requested a timeline or flowchart showing the anticipated dates of the Pike Street project's progression; 2) questioned if College Township would be submitting for any other grants in support of the Pike Street project; and 3) described UAJA's moratorium as heavy handed and confirmed that the matter would be discussed among COG committees, as well as at the General Forum Meeting.

Staff confirmed that Delta Development is aware of, and reviewing criteria for, additional multi-modal grant opportunities that could aid in completing the Pike Street Streetscape Project.

COMMITTEE REPORTS:

Public Services and Environmental Committee (PSEC), Feb. 10, 2016: Ms. Stilson reported that the PSEC discussed 1) the lead levels in local water supplies, receiving assurances from area water authorities that the area's water is safe; 2) UAJA's beneficial reuse water extension to Mountain View Country Club in Boalsburg, voting to begin the required special study; and 3) the COG priorities for PSEC.

Finance Committee, Feb. 11, 2016: Mr. Francke reported that the Finance Committee 1) reviewed the process for studying the CATA funding Miller Formula for the 2017/2018 CATA budget; 2) received a CATA presentation on the 2016/2017 local match shares, which require a minimum 3.7% increase; 3) held a discussion of COG priorities, such as Schlow Centre Region Library repairs and the Senior Center; and 4) approved prior voucher reports and received voucher and financial reports for March approval.

Public Safety Committee, Feb. 9, 2016: Mr. Lynch reported that Public Safety received the year-end review for the Regional Fire Protection Program and started its review of COG priorities.

Spring Creek Watershed Commission (SCWC), Feb. 17, 2016: Mr. Lyncha 1) reported that the SCWC approved a Groundwater Awareness Week Proclamation for March 6 through 12; and 2) received an update from Mr. Bob Donaldson on the Spring Creek Watershed Atlas project, which identifies features and projects along the stream.

Executive Committee, Feb. 16, 2016: Mr. Bernier 1) reported that the Executive Committee set the agenda for the upcoming General Forum Meeting; 2) discussed the process for studying the CATA funding formula and local shares; 3) discussed the extension of UAJA's beneficial reuse waterlines into Harris Township; 4) reviewed levels of COG services being provided to Halfmoon Township; and 5) held a discussion of COG priorities.

CONSENT AGENDA:

- CA-1** Minutes:
 - a. Feb. 4, 2016, Public Hearing on Liquor License No. R17542 Transfer to Rey Azteca Restaurant
 - b. Feb. 4, 2016, Regular Meeting Minutes
- CA-2** Correspondence:
 - /1: Letter from Comcast, dated Feb. 1, 2016, regarding Commencement of Renewal Process
- CA-3** Code Appointments:
 - For three-year terms commencing on February 15, 2016; Appointments of
 - J. Michael Leakey to Code Board,
 - Sarah K. Lowe to Property Mntce Board,
 - Adam Fernsler to Core Board
- CA-4** ABC Matters:
 - a. Acceptance of Resignation of Mr. Greg Hayes from Parks & Rec Committee, effective 4/1/2016 due to moving out of College Twp.
 - b. Appointment of Mr. Earl Moore to Parks & Rec Committee, replacing Mr. Gregory Hayes, effective 4/1/2016, with a term expiration date of 12/31/2020.

Council pulled Consent Agenda Item CA-4.b. for discussion and modification.

**Mr. Bernier moved to approve the February 18, 2016, Consent Agenda, minus CA-4.b.
Mr. Lyncha seconded the motion.
Motion carried unanimously.**

Chair Herman moved Item CA-4.b. to *New Business* for further discussion and action.

OLD BUSINESS:

OB-1 Ordinance O-16-02, Adult Day Care Centers

In correspondence to Council, dated January 29, 2016, Mr. Holdren, CRPA Sr. Planner, described the subject ordinance, which had gone to public hearing immediately prior to this meeting. The Ordinance would amend Chapter 200, Zoning, by adding "Adult Day Care

Centers” as a permitted use in the Residential and Commercial Zoning Districts with additional requirements to mitigate any potential impacts to adjoining uses.

Ms. Stilson offered a minor correction on Page 3 to change “child” to “persons.”

Mr. Lyncha moved to adopt Ordinance O-16-02, Adult Day Care Centers, as amended.
Mr. Bernier seconded the motion.
Motion carried unanimously.

OB-2 Ordinance O-16-03, Duplexes in the R-1 Zoning District; Review of

Following Mr. Holdren’s overview on proposed Ordinance O-16-03, Duplexes in the R-1 Zoning District, Council took the following action.

Mr. Bernier moved to authorize staff to set a public hearing on Ordinance O-16-03, Duplexes in the R-1 Zoning District for March 17, 2016.
Mr. Lyncha seconded the motion.

Ms. Stilson voiced opposition to the proposed ordinance’s moving to public hearing, as written.

Mr. Anthony Fragola, Planning Commission-Council liaison, described Planning Commission’s (PC) concerns about the aesthetics of townhouses and duplexes and stated that, although PC agreed with the need for workforce housing, they did not want to reduce the minimum lot size.

Ms. Stilson suggested reducing restrictions when returning duplexes to the R-1 Zoning District, allowing duplexes to be spread out, not just clumped together. It was also recognized that the Township does not regulate for aesthetics in any current ordinances.

Chair Herman called the question.
Motion failed 2 – 3 (Francke, Stilson, and Herman voting nay).

NEW BUSINESS:

For the convenience of those in attendance, Chair Herman brought forward the newly added NB-3, ABC Appointments.

NB-3 ABC Appointments

Council briefly discussed the two ABC applicants, Messrs. Moore and Malizia, expressing interest in filling the two open Parks and Recreation Committee vacancies and took the following action to fill those positions.

Ms. Stilson moved to appoint to the Parks and Recreation Committee: Mr. Earl Moore, to the unexpired term recently vacated by Mr. Michael Lembeck-Edens, effective immediately with a term expiration date of 12/31/2017; and Mr. Joe Malizia to the unexpired term being vacated by Mr. Greg Hayes, effective April 1, 2016, with a term expiration date of 12/31/2020.

Mr. Bernier seconded the motion.

Motion carried unanimously.

NB-1 Project Financing; Concord Public Financial Advisors, Inc.

In correspondence to Council, dated February 12, 2016, Mr. Robert T. Long, Jr., Finance Director, described College Township's prior financial advisory services provided by Concord Public Financial Advisors, Inc. (CPF) and presented a proposed agreement for Council's review and action for future financial advisory needs, as reflected in a proposed agreement between College Township and CPF. Authorization of the proposed agreement would enable staff and CPF to move forward with securing long-term financing to provide funding for a variety of capital projects planned for the benefit of current and future Township residents. Staff also requested any guidelines to utilize in structuring the debt, i.e., maximum additional debt service payment, repayment terms).

Mr. Daryl Peck, Concord Public Financial Advisors, Inc., offered a handout of financial options for financing \$2,000,000 of Capital Projects and suggested a 20-year term.

Mr. Francke moved to authorize the Township Manager to execute the agreement with Concord Public Financial Advisors, Inc., to secure long-term financing to provide funds for a variety of capital projects and to provide the guidance on terms as per the consensus of Council.

Ms. Stilson seconded the motion.

Motion carried unanimously.

NB-2 2015 Year-End Finance Report

Mr. Robert T. Long, Jr., Finance Director, presented the 2015 Year-End Finance Report, offering the following highlights.

- Property Tax Millage remained at 4.9.
- Taxable Assessed Value increased by .98% to \$438,000,000.
- Unreserved General Fund Balance equaled 14.9% of General Fund Revenue (goal = 10%).
- College Township received \$2,000,000 from PennDOT for Houserville and Puddintown Roads' Turnback Project.
- Actual Revenues across all funds equaled \$8,400,000.
- Expenditures by Function across all funds equaled \$6,500,000.

As reflected on the Summary Budget, the actual fund balance for the General Fund at 12/31/2015 was \$1,046,000. Actual fund balance across all funds equaled \$4,030,000.

Council offered comments relative to public works needs for next year before thanking Mr. Long for his thorough presentation.

STAFF AND ABC INFORMATIVES:

No *Staff Informatives* were pulled for discussion.

OTHER MATTERS:

OM-1 I-99 Corridor Ad Request

In email correspondence from Ferguson Township Manager, Mr. Mark Kunkle, dated January 28, 2016, College Township offered an opportunity to place an advertisement in the *I-99 Corridor* magazine. Mr. Brumbaugh, College Township Manager, reported that Ferguson, Harris, and Halfmoon Townships have elected to decline taking out ads, and Patton Township tabled the question.

Council opposed moving forward with placement of an ad in the *I-99 Corridor* magazine at this time.

Ms. Stilson requested that Duplexes in the R-1 Zoning District be placed back onto a future Council agenda for review. This matter will return to an upcoming Council meeting.

ADJOURNMENT:

Hearing of no further business, Chair Herman called for a motion to adjourn.

**Mr. Lyncha moved to adjourn the February 18, 2016,
Regular College Township Council Meeting.
Mr. Bernier seconded the motion.
Motion carried unanimously.**

Chair Herman adjourned the February 18, 2016, Council Reorganization Meeting at 9:00 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary