

**COLLEGE TOWNSHIP COUNCIL  
REGULAR MEETING MINUTES**

**Thursday, August 4, 2016**

**7:00 PM**

**1481 E. College Avenue, State College, Pennsylvania**

**ATTENDED BY:**

**COUNCIL:**

D. Richard Francke, Chair  
Carla Stilson, Vice Chair  
L. Eric Bernier  
Steven Lyncha  
Anthony Fragola

**STAFF:**

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

**CALL TO ORDER:**

Chair Francke called to order the August 4, 2016, Regular College Township Council Meeting at 7:00 PM, followed by the Pledge of Allegiance.

**OPEN DISCUSSION:**

1. Ms. Sue Smith, Lemont Village Association (LVA), thanked Council and staff for assistance offered at the recent *Lemont Fest* event and advised that three more Friday evening concerts remain in this summer's free concert series.

**REPORTS:**

**a. Manager's Update**

Mr. Adam Brumbaugh, Township Manager, presented the August 4, 2016, Manager's Update, highlighting 1) the recent submission of the CFA grant for the Pike Street Streetscape Project; and 2) UAJA's odor remediation project costs to be \$583,000 for the design, engineering, bidding, and awarding of the remediation project to HRG.

In response to Council inquiry about the status of the Pike Street project design work, Mr. Baker reported that survey work was now complete.

**b. COG Regional, County, and Liaison Reports**

**Transportation and Land Use (TLU) Committee, August 1, 2016:** Mr. Lyncha reported that TLU held discussions on adjusting the review of the Comprehensive Plan Implementation Program (CHIP) Process to every other year instead of annually. Staff will incorporate feedback into a report for future review. TLU also discussed the State of Housing Report.

Mr. Fragola advised that he would not be present at the August 18<sup>th</sup> Council meeting or at the August 22<sup>nd</sup> COG General Forum meeting.

**c. Staff/Planning Commission/Other Committee Reports**

None were presented.

**CONSENT AGENDA:**

**CA-1 Minutes; Approval of**

- a. July 14, 2016, Special Council Meeting (Wireless Comm. Facilities Review)
- b. July 21, 2016, Regular Council Meeting

**CA-2 Correspondence, Receipt of**

- /1: Ltr from Water resources Monitoring Project, dtd July 13, 2016, re: 2016 Pledge
- /2: Ltr from Spring Creek Watershed Assoc., dtd July 18, 2016, re: Watershed Exchange Twentieth Anniversary Celebration
- /3: Ltr from Lemont Village Assoc., dtd July 20, 2016, in appreciation of Township staff's assistance during Lemont Fest
- /4: Ltr from PA DEP, dtd July 22, 2016, re: PSU Water Reuse System Application
- /5: Ltr from T. Williams, Esq., dtd July 21, 2016, regarding Hilltop roads vacation.

**CA-3 Resolution; Approval of**

- a. R-16-17, Centre County Liquid Fuels Aid Grant Application

**Ms. Stilson moved to approve and receive the August 4, 2016, Consent Agenda, as presented.**

**Mr. Lyncha seconded the motion.**

**Motion carried unanimously.**

*Chair brought forward agenda item NB-4, COG Matters, while Council awaited the arrival of Messrs. Long and Holdren.*

## **NEW BUSINESS:**

### **NB-4 COG Matters:**

At the July 25, 2016, Centre Region Council of Governments General Forum Meeting, participating municipalities received the *2017 COG Program Plan* and the *2017 – 2021 COG Capital Improvement Plan (CIP)*. Municipalities were to provide their comments on these two elements to COG by August 18, 2016. Mr. Joseph Viglione, COG Finance Director, was present to answer Council questions and provide any needed clarification.

#### **a. 2017 COG Program Plan**

Following detailed discussion, Council agreed by consensus on the following comments on the 2017 COG Program Plan and directed the Township Manager to forward these comments to COG by August 18<sup>th</sup>.

*Messrs. Holdren and Long arrived at meeting at approximately 7:50 PM.*

#### General Non-Fund Specific Comments

- Item A., Council stated that, as a general rule, operational expenses should be evaluated and recommended by the appropriate COG committee. Provided that the requested expenditure(s) comport to the approved budget guideline set by the COG General Forum, 2.75% target increase in 2017, these decisions should be made by COG agency directors in consultation with their respective committees.
- Item B., it was noted that several of the questions posed to the municipalities were the actual purview of a separate authority/board (CATA, Schlow Library) or relate to expenditures from an Enterprise Fund (Codes). Council questioned what the expectations were for municipal comments in these circumstances.

#### Office of Administration Budget

- Opposed having Finance Committee's budget review sessions cablecast on C-NET.
- Supported updating the 1974 Articles of Agreement for the Centre Region Parks and Recreation.
- Recommended review of COG's "opt-out" incentives to ensure that sufficient incentive is available to attract employees to select this option.
- Recommended that the I.T. assessment be completed regardless of the KINBER study outcomes.

#### Refuse & Recycling Program Budget

- Concurred with Public Services and Environmental Committee recommendations to wait until 2020 and the expiration of the existing contract.

#### Emergency Management Program Budget

- Supported budgeting \$5,000 to pay an intern to assist the Emergency Management Coordinator with identifying residents who may need special assistance during a declared emergency.

Centre Region Code Administration – New Construction Program Budget

- Council questioned what would be received for \$7,000 and asked if the compensation survey was intended to be used to develop a new compensation plan. If so, how would that interface with the existing overall COG pay plan?
- Council supported giving strong consideration to a further reduction in the building permit fee.

Centre Region Code Administration – Existing Structures Program Budget

- Council questioned what would be received for \$3,000 and asked if the compensation survey was intended to be used to develop a new compensation plan. If so, how will that interface with the existing overall COG pay plan?

Centre Region Code Administration – Capital Budget

- Council questioned if 1) there was a more cost-effective solution available than spending \$20,000 to purchase/install a commercial kitchen in the new fire safety trailer for training; 2) this training would improve upon an actual training conducted on site; and 3) this training would potentially compete with existing private or other established public sector training currently available.
- Refer to the first two General Non-Fund-Specific Comments, A. and B., in considering the budgeting of \$10,000 to purchase an additional fire extinguisher trainer.
- Refer to the first two General Non-Fund-Specific Comments, A. and B., in considering the budgeting of \$33,000 to purchase computer equipment in support of the Tyler Software Program. Council supported this expenditure if it would improve the operations efficiencies. Council asked to be informed of the results of the “pilot project” using tablets/laptops.

Schlow Centre Region Library Operating Budget

- Refer to the General Comment B. in response to question about bringing the starting wages for the part-time Library Assistants closer to the published COG salary schedule during 2017.
- Refer to General Comment B. in response to increasing the part-time IT Technician position or reclassifying to full-time status.
- Refer to General Comment B. in response to increasing the Library’s marketing budget by \$15,000 to expand the library’s online, print, and social media presence.
- Refer to General Comment B. in response to the Library Capital Budget General Comment(s).

Centre Regional Planning Agency Budget

- Supported changing the GIS services from a contracted agreement with PSU to an in-house model with a full-time COG employee but stressed the need for detailed information related to total annual work hours and benefits to be paid.

Centre County Metropolitan Planning Organization Budget

- Supported CCMPO Chair's directive to CRPA staff to review funding formula and develop budget options, following receipt of Benner Township's intent to withdraw from this program.
- Supported the joint CRPA and PennDOT initiative of using project funds on the Transportation Improvement Plan (TIP) to reimburse the CCMPO for staff expenditures on large, complex projects.

Regional Fire Protection Program Operating Budget

- Supported all increased efforts in recruiting volunteers.

Parks and Recreation Operating Budget

- Supported budgeting for the development of a Comprehensive Regional Parks and Recreation Plan.
- Supported the development of the fundraising plan but did not support an additional allocation of \$8,000 to this project until a status report is provided to the Parks Capital Committee.
- Council acknowledged and thanked Mr. Woodhead for his 20 years of service to the Centre Region.

Parks and Recreation Capital Equipment Budget

- Council suggested that a better communication model be developed and implemented to convey the activity of the Centre Region Parks and Recreation Authority to an appropriate COG committee.
- Suggested that CRPR develop a business plan for operation of park facilities.

Active Adult Center Budget

- Refer to General Comments A. and B. regarding supporting a part-time, year-round Staff Assistant being hired to work at Active Adult Center's welcome desk.

Aquatics Program Capital Budget

- Refer to General Comments A. and B. regarding supporting the purchase of an inflatable obstacle course for the Park Forest Pool.

Millbrook Marsh Nature Center Capital Budget

- Refer to General Comment A. regarding supporting the Finance Committee's discussion in 2017 of the concept of providing municipal contributions to Millbrook Marsh Nature Center Capital Budget.

Regional Parks Capital Budget

- No comments offered on this category until College Township discussed the regional parks questions posed at the July 25<sup>th</sup> COG General Forum Meeting.

#### **NB-4 COG Matters (Cont.d)**

##### **b. 2017 – 2021 COG Capital Improvement Plan (CIP)**

Following detailed discussion, Council agreed by consensus on the following comments on the 2017 – 2021 COG Capital Improvement Plan and directed the Township Manager to forward these comments to COG by August 18<sup>th</sup>.

- The use of highlighting specific expenditures was very helpful in reviewing the document.
- The Finance Director should be recognized for his efforts in putting together a very comprehensive CIP. Nevertheless, he should be encouraged to continue to evaluate ways and methods of continued improvement of the CIP document.

#### **OLD BUSINESS:**

##### **OB-1 Ordinance O-16-11, Wireless Communications Facilities**

In correspondence to Council, dated July 29, 2016, Mr. Mark Holdren, CRPA Sr. Planner, highlighted the changes Council recently offered through proposed Ordinance O-16-11, Wireless Communications Facilities Ordinance Amendment. This ordinance is a new revision of the recently amended WCF Ordinance O-16-09 that will go to public hearing on September 15, 2016. The intent of this latest ordinance amendment is to tighten up definitions for “Alternative Wireless Communications Structure,” “Essential Services,” “Stealth Design,” “Wireless Communications Facilities, Tower-Based,” “Wireless Communications Tower;” and to incorporate other revisions, such as the replacement of existing structures, non-commercial usage exemptions, replacement facilities physical dimensions, criteria for new tower-based WCFs in the right of way, and permitted zoning districts, as per Council’s direction.

Council offered comments on upkeep of stealth conditions, clarifying height of tower-based WCFs, and other points requiring additional revision before directing that staff return this proposed ordinance, as hereby amended, to Council after a review by the Cohen Law Group.

*Chair returned the agenda to New Business matters.*

##### **NB-1 Borger Rezoning Request; 415 Summit Road, Bellefonte**

In correspondence to Council, dated July 27, 2016, Mr. Holdren introduced the Borger Rezoning Request for 415 Summit Road, a 0.35-acre parcel currently zoned Single-family Residential. Mr. Lewis Borger, property owner, requested a rezoning to Multi-family Residential (R-3), which is similar to zoning on two adjacent properties. A zoning change to R-3 would allow for duplexes, townhomes, and multi-family dwellings, as well as some non-residential uses, and an increase in maximum building heights from 35 feet up to 95 feet, if the parcel could accommodate the increased setback requirements and had direct access to a collector or arterial street. Mr. Holdren reported that this lot cannot meet either of these

requirements. Staff reported that, in 2010, Council denied a similar rezoning request for the nearby Kyper and Persia tracts, along with more than 20 other lots along E. College Avenue.

Following a brief discussion on the rezoning request, Council took the following action.

**Ms. Stilson moved to deny the Borger Rezoning Request for 415 Summit Road, Bellefonte, due to nothing having changed since the last rezoning denial for this area.  
Mr. Lyncha seconded the motion.**

Mr. Lyncha recommended that all of the R-1 properties along this corridor be considered for R-3 zoning in the future.

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

### **NB-2 Tressler Westley Rezoning Request; 1040 Boalsburg Road, Oak Hall**

In correspondence to Council, dated July 27, 2016, Mr. Holdren introduced the Tressler Westley Rezoning Request for 1040 Boalsburg Road, Oak Hall, a 74.9-acre property currently zoned Agriculture. Ms. Laura Tressler Westley, property owner, requested that the property be rezoned to Rural Residential. The adjacent property, Oak Hall Quarry, is currently zoned Rural Residential, and other adjacent properties are zoned primarily Agriculture with a small area zoned Single-family Residential. Mr. Holdren presented an overview of the numerous rezoning requests made over the past 15 years for this parcel. The most recent request in 2012 resulted in Council's 3-to-2 denial to take no action and not to review the request in greater detail.

With little discussion following, Council took the below action.

**Ms. Stilson moved to deny the Tressler Westley rezoning request for 1040 Boalsburg Road.  
Mr. Bernier seconded the motion.  
Motion carried unanimously.**

### **NB-3 College Township Quarterly Finance Report – Second Quarter**

Mr. Robert T. Long, Jr., Finance Director, provided the *College Township Finance Report, Current and Prior Year Budget Comparison – All Funds; Year-To-Date June 30, 2016*, and subsequently provided a PowerPoint presentation on the 2016 Quarter 2 Analysis. The Quarter 2 Analysis offered year-to-date (YTD) details of:

- revenues of \$4,561,000;
- expenses of -\$3,200,000;
- fund balances beginning with \$4,030,000 and ending with \$5,391,000; and
- property tax collections of \$2,372,917 (collection rate of 97.15%).

Mr. Bernier requested that the reference to the Centre Area Transportation Authority (CATA) be removed from the second slide.

After brief discussion, Council thanked Mr. Long for his thorough work on the presentation.

**STAFF AND ABC INFORMATIVES:**

No *Staff Informatives* were pulled for discussion.

**OTHER MATTERS:**

1. Chair requested Council's review of the Zoning Hearing Board vacancy matter, which occurred following the appointment of Mr. David Wasson, prior ZHB member, to the College Township Industrial Development Authority (CTIDA). Noting only one ABC application was received for this ZHB vacancy, Council took the following action to fill this vacancy.

**Ms. Stilson moved to appoint Ms. Mary Shoemaker to the Zoning Hearing Board to fill the position vacated by Mr. David Wasson, with a term expiration date of Dec. 31, 2019.**

**Mr. Bernier seconded the motion.**

**Motion carried unanimously.**

**ADJOURNMENT:**

Hearing of no additional business, Chair Francke called for a motion to adjourn. Ms. Stilson offered a motion to adjourn; and the Chair adjourned the August 4, 2016, Council Reorganization Meeting at 9:47 PM.

Respectfully submitted,

*Adam T. Brumbaugh*

Adam T. Brumbaugh  
Township Manager/Secretary