

**COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES
Thursday, August 6, 2015**

ATTENDED BY:

COUNCIL:

L. Eric Bernier, Chair
Lynn Herman, Vice-Chair
Carla Stilson
D. Richard Francke, Council Member
William H. Sharp

STAFF:

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

CALL TO ORDER:

Chair Bernier called to order the August 6, 2015, Regular College Township Council Meeting at 7:00 PM, followed by the Pledge of Allegiance.

OPEN DISCUSSION:

Ms. Judi Sittler, Gaslight Circle, presented photographs to Council substantiating her recent complaint about a residence on Mt. Nittany Road whose onsite activities were creating runoff problems for Spring Creek. Ms. Sittler invited Council to walk with her to view the situation on Thursday, August 13, at 4 PM.

SPECIAL PRESENTATION:

SP-1 PennDOT Oak Hall Interchange Project

Ms. Karen Michael, P.E., PennDOT District 2-0 Assistant District Executive for Design, presented PennDOT's Oak Hall Interchange Project, the objectives of which were described as improving the condition of the existing roadway; introducing traffic calming; increasing safety; establishing provisions for bike/pedestrian usage; and enhancing the environment.

- From Atherton Street to Mary Elizabeth Street, improvements will include signal upgrades; pavement rehabilitation; five-foot and ten-foot shoulders added to the east and west sides, respectively; and a five-foot sidewalk and six-foot grass buffer on the east side.
- From Mary Elizabeth Street to Linden Hall Road, improvements will include full-depth pavement reconstruction; five-foot and ten-foot shoulders on the east and west sides, respectively; and, a five-foot sidewalk and six-foot grass buffer on the east side.
- Safety features will include speed reduction; narrow footprint; new concrete sidewalk; wide shoulders for bicycles with signage; new ADA-compliant curb ramps; and re-profiling of the Mary Elizabeth/Brandywine intersection.

Design of the project is currently underway; construction bid letting is anticipated for early 2016; and traffic will be detoured beginning in April/May 2016. The project is anticipated to be completed in the Fall of 2016.

Mr. Kent Baker, Township Engineer, confirmed that this PennDOT project met some of the goals sought by the Township in calming the traffic and in enhancing bicycle and pedestrian travel.

Ms. Michael requested that any comments be forwarded to her in the next two (2) weeks.

Mr. Stan Smith, Linden Hall Road, inquired into why the sidewalk ended abruptly. Mr. Baker replied that they were attempting to narrow up the area; but, there will be gravel to get one onto Linden Hall Road.

PLANS:

P-1 Canterbury Crossing Phase IV and V, Lots 32 and 33, Preliminary Land Development Plan (Revised)

In correspondence to Council, dated August 2, 2015, Mr. Kent Baker, Township Engineer, described the revised preliminary plan for the Village at Canterbury, which proposes to eliminate 78 of the townhouse dwelling units from the previously approved plan and replace them with 42 single-family condominiums. Mr. Baker described the development of Sussex Drive as a major issue, as it does not meet public street standards nor do the subdivision regulations allow 42 lots on a private street. As this road will not be able to be turned over to College Township in the future, the developer agreed to add Note 28 on sheet 3 stating that the deeds will reflect this fact to purchasers of the single-family units.

Mr. John Sepp, P.E., President, Penn Terra Engineering, presented the subject plan; requested Council comments; and noted that, in response to discussions with Brandywine Drive neighbors, the developer would be adding six (6) trees in the buffer area.

In response to Council inquiry about what construction threshold would trigger the completion of Brandywine Drive, Mr. Sepp stated that the road completion would happen when 45 units overall were completed or at the completion and occupancy of Phase II of the single-family project.

Mr. Dave Meehan, Brandywine Drive, expressed appreciation for both Planning Commission's recent review and developer Mr. Bob Poole's interest in addressing residents' concerns. Mr. Meehan 1) questioned the length of time this construction will take to complete, as the disruption to the neighbors has been long; 2) requested that the Township address neighborhood impacts as part of any phased plan review and approval process in order to protect the interest of the public; and 3) requested that the site be cleaned up when this phase is complete.

Ms. Stilson moved to approve the Canterbury Crossing Phase IV and V, Lots 32 and 33, Preliminary Land Development Plan, dated July 13, 2015, last revised July 27, 2015, with the following conditions:

- 1. Obtain all required signatures;**
- 2. Pay all outstanding plan review fees; and**
- 3. Address the review comments on Mark Holdren's July 31, 2015, memorandum.**

Mr. Herman seconded the motion.

Motion carried unanimously.

Mr. Baker advised that the developer hoped to present the Final Plan on this phase at the next Council Meeting.

**P-2 George Mitchell Preliminary/Final Subdivision, Avalon Drive;
T.P. 19-004-70A-0000**

In correspondence to Council, dated August 2, 2015, Mr. Baker, Township Engineer, stated that Mr. and Mrs. George Mitchell are proposing to break out a 0.281-acre lot from their existing 26.71-acre parcel on Matilda Avenue in Lemont, zoned R-1. As a lot is being added to the existing driveway, Centre County is requiring that the driveway be named and the existing lot be readdressed. The name of Avalon Drive has been chosen, as there is an existing "paper" street with that name on the opposite side of the driveway. Mr. Baker reported that Planning Commission recommended that Council agree to grant the sidewalk waiver, as the Matilda Avenue neighborhood is already developed without sidewalks.

Mr. John Sepp, P.E., President, Penn Terra Engineering, presented the subject preliminary/final subdivision plan and reiterated the developer's request for a waiver of the sidewalk requirements.

Mr. Francke moved to approve the Mitchell Preliminary/Final Subdivision of Tax Parcel 19-4-70A into Proposed Lots 1 and 2, dated June 22, 2015, last revised July 27, 2015, with the following conditions:

- 1. Obtain all required signatures;**
- 2. Pay all outstanding plan review fees; and**
- 3. Council's granting of sidewalk waiver request.**

Mr. Sharp seconded the motion.

Motion carried unanimously.

MANAGER'S UPDATE:

Mr. Adam Brumbaugh, Township Manager, presented the August 6, 2015, Manager's Update, and drew Council's attention to a Centre Region Parks and Recreation (CRPR) memorandum regarding Penn State's revised overflow parking during home football games.

The August 6, 2015, Manager's Update was received, as presented.

COMMITTEE REPORTS:

Centre County Metropolitan Planning Organization (CCMPO), July 28, 2015: Mr. Sharp reported that the CCMPO 1) adopted the revised FT 2014 – 2016 Unified Planning Work Program (UPWP); 2) approved implementation strategies and performance measures for inclusion in the Long-Range Transportation Plan (LRTP); 3) approved the Revised Estimated Funding Allocation charts for inclusion in the Long-Range Transportation Plan 2044; 4) Discussed revisions to the project lists and approved the Revised Fiscal Constraint Analysis revisions to Highway, Bridge, and Public Transportation project lists; 5) approved amendments to the transit element of the 2015 – 2018 Transportation Improvement Plan (TIP); and 6) authorized staff to advertise the Draft Updated Public Participation Plan (PPP) for the required 45-day public comment period. Mr. Sharp added that he inquired about the status of aviation, especially passenger service, as it influences economic development; and, staff advised that, although not mandated for review, it is a topic that should be considered. Mr. Sharp added that Congress passed a three-month extension of a transportation funding bill, which was signed by President Obama

Transportation and Land Use (TLU) Committee, August 2, 2015: Chair Bernier reported that the TLU Committee 1) received a short presentation from CATA on the recently completed CATA Strategic Plan update, which summarized the initiatives and priorities that came out of the process and the timeline for review and adoption; 2) received the first draft of the Regional Planning Program, entitled "Moving Forward," a plan for the CRPA staff; and 3) received an update on the Regional Bike Plan being undertaken by CRPA staff, which recommended how to use the completed survey data to identify policy recommendations and potential facility improvements.

CONSENT AGENDA:

- CA-1** Minutes: a. July 14, 2015, Special Council Meeting; Goals Review
 b. July 16, 2015, Regular Council Meeting
- CA-2** Correspondence: /1: Letter from Uni-Tec, dated July 7, 2015, notifying of intention to apply for DCED Multimodal Transportation Program Funding grant for 1275 E. Pennsylvania Avenue
 /2: Email from Mr. John Walizer, dated July 16, 2015, regarding concern over Elmwood Street traffic and water runoff impacts from development of the Barn Brewing Parking Lot Expansion
 /3: Email from Ms. Judi Sittler, dated July 20, 2015, regarding observed activities at 221 Mt. Nittany Road resulting in stormwater runoff into the creek
 /4: Letter from Mr. George Apaliski, Oak Pointe Condominium Association, dated July 21, 2015, regarding a proposed historic tree maintenance policy
- CA-3** Resolution: ~~R-15-10, Sewage Facilities Planning Module for Upper Big Hollow Wastewater Conveyance Project.~~ - Withdrawn by developer.

Council pulled Consent Agenda items CA-2/1 and CA-2/3 for discussion.

**Mr. Francke moved to approve the August 6, 2015, Consent Agenda, minus Items CA-2/1 and CA-2/3.
Mr. Sharp seconded the motion.
Motion carried unanimously.**

CA-2/1: Mr. Brumbaugh stated that the referenced DCED Multimodal Transportation Program Funding grant application was received by DCED with the submitter name of “1275 E. Pennsylvania Avenue I, LP.” This grant offers a \$3,000,000 maximum award for grant winners with overall grant funds totaling \$500,000,000. A total of 235 applications were received by DCED, and awards will be considered at the November 10th Board Meeting of the Commonwealth agency.

CA-2/3: Chair Bernier recognized Ms. Sittler’s concerns over the use of the referenced property. Mr. Baker, Township Engineer, added that erosion and sedimentation (E&S) matters are being addressed by the Centre County Conservation District; noted that the new driveway was now permitted; and added that a review of the area at the walk about on August 13th could determine what could be done to better control the stormwater runoff. Staff will continue its enforcement activity.

**Mr. Sharp moved to accept Consent Agenda items CA-2/1 and CA-2/3.
Ms. Stilson seconded the motion.
Motion carried unanimously.**

OLD BUSINESS:

OB-1 PennDOT Road Turnbacks

- a. Resolution R-15-11, Acceptance of PennDOT Turnback of Houserville Road**
- b. Resolution R-15-12, Acceptance of PennDOT Turnback of Puddintown Road**

Mr. Baker, Township Engineer, noted that at their July 16, 2015, Regular Meeting, Council agreed to proceed with the proposed PennDOT turnbacks of Houserville Road (SR 3011) and Puddintown Road (SR 3012). Proposed Resolutions R-15-11 and R-15-12 authorize the acceptance of PennDOT turnbacks of Houserville Road and Puddintown Road, respectively.

Mr. Herman asked if there was an avenue to back out of these road turnbacks, and staff advised that this would not be possible once action was taken.

**Mr. Herman moved to approve Resolutions R-15-11 and R-15-12 providing College Township authorization to accept the PennDOT turnbacks of Houserville Road (SR 3011) and Puddintown Road (SR 3012).
Ms. Stilson seconded the motion.
Motion carried unanimously.**

NEW BUSINESS:

NB-1 Centre Region Council of Governments (CRCOG) Matters

- a. 2016 Program Plan; Review and Comment**
- b. 2016 Capital Improvement Plan; Review and Comment**

In correspondence to Council, dated July 30, 2015, Mr. Brumbaugh, Township Manager, advised that the CRCOG General Forum Meeting of July 27, 2015, remanded both the 2016 COG Program Plan and the COG 2016-2020 Capital Improvement Plan (CIP) to the municipalities for review and comment. To aid in these discussions, Mr. Brumbaugh offered written assumptions that were used in preparing the 2016 COG Program Plan. Council comments are to be forwarded to CRCOG Executive Director no later than August 20, 2015.

Mr. Joseph Viglione, CRCOG Finance Officer, was present to answer questions and confirmed that, in preparing these documents annually, he considers up to 15 years beyond the five-year plan timeframe to ensure the out years' needs are recognized. As an example, around the year 2025, the Library will need another \$250,000 for the replacement of doors and furniture, which will require increases in municipal contributions in the 2020-to-2025 timeframe.

Council offered the following comments on both the Draft CRCOG 2016 Program Plan and the Draft CRCOG 2016 Capital Improvement Plan and directed the Township Manager to forward them to CRCOG.

CRCOG Building Capital Budget

- Council **AGREES** with moving forward with engaging an IT consultant in 2016 in advance of the expiration of COG's existing IT provider agreement.
- Council **RECOMMENDS** that proposed expenditure for new tables in the Forum Room be deferred until 2017 or 2019 to smooth expenditures from this fund.
- Council **AGREES** with the expenditure for repairs/improvements to the COG building roof and spouting.
- Council **RECOMMENDS** that proposed expenditure for automatic doors be deferred until 2017 or 2019, again, to smooth expenditures from this fund.
- Council **DISAGREES** with conducting a building mechanical and envelope study in 2016 and, further, **RECOMMENDS** that said study be performed after completion of modifications to the Code suite.
- Council **SUPPORTS** the construction of additional parking at the COG building but does not recommend the construction of all four phases of the parking plan at once. Further, Council is concerned with the expansion of parking in light of the potential for additions to the COG building in the future.

Emergency Management Program

- Council **SUPPORTS** funding for an emergency management training exercise.

Centre Region Code Administration – New Construction Program

- Council **AGREES** in part and **DISAGREES** in part with the 2016 proposal to hire a Commercial Electrical Plans Examiner/Inspector. Council agrees that the inspector should be hired in 2016 to train with – presumably – outgoing Code official. However, if the objective is mentoring and training, the need for a vehicle for the new hire is questionable.
- Council **AGREES** with the proposal to purchase new computer tables for Code.
- Council **AGREES** in part and **DISAGREES** in part with the 2016 proposal to hire an additional Rental Housing Inspector. Council agrees with the hiring but disagrees with the purchase of a vehicle. Council is increasingly **CONCERNED** with the continuation of the 1:1 ratio of vehicles to inspectors in the program.

Schlow Centre Region Library – Capital Budget

- Based on information provided by COG staff pertaining to capital expenditure needs beyond the covered the 2020 horizon of the CIP, Council **AGREES** with the need for increased contributions to this fund from participating municipalities. However, Council **DISAGREES** with the \$100,000 collective per year increase suggested. A lesser amount over a longer period of time is anticipated to satisfy the capital needs of this fund.
- **SUGGESTION:** When recommendations are based on information beyond the 5-year CIP horizon, that information should be included for reference.

Fire Protection – Capital

- Based on additional information provided by COG staff, Council **AGREES** with the “pre-pay” expenditure in 2016 for the replacement pumper apparatus to be delivered in 2017.
- **SUGGESTION**: If standard procedure is going to be to pre-pay for new equipment the year prior, the programming in the CIP should be adjusted to reflect that in the future, as the CIP is a cash flow projection as much or more than an equipment service projection.

Parks and Recreation – Operating

- Council **AGREES** with the expenditures identified for the recruitment of a new Parks and Recreation Director.

Parks and Recreation – Capital Equipment

- Council **AGREES** with the equipment acquisition schedule set forth in the 2016-2020 CIP.

NB-2 College Township Quarterly Financial Report – 2nd 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, 2015*, and subsequently provided a PowerPoint presentation on the 2015 Quarter 2 Analysis. The Quarter 2 Analysis offered year-to-date (YTD) details of:

- revenues of \$4,094,000;
- expenses of -\$2,890,000;
- fund balances beginning with \$2,068,000 and ending with \$3,272,000; and
- property tax collections of \$2,092,697 (collection rate of 96.8%); and
- Penn State Impact Fee Agreement Collections of \$223,229.

Mr. Long also reported the 2014 monthly cash receipts totaling \$6,395,000; offered an update on the Township website’s Financial Dashboard; and stressed the importance of keeping a fund balance at the end of each year to carry the municipality over until tax revenues start to come in.

Mr. Brumbaugh stated that the Penn State Impact Fee Agreement, recently amended, now covers Pegula Ice Arena, Medlar Field, Bryce Jordan Center, and Beaver Stadium for non-NCAA-sanctioned events.

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

OTHER MATTERS:

On behalf of a Whitehall Road resident, Mr. Herman requested an update on the resident's recent complaint. Staff advised that the Zoning Officer resolved the matter.

ANNOUNCEMENT:

Chair Bernier announced that Council would meet in executive session immediately following this meeting for the purpose of discussing a legal matter.

ADJOURNMENT:

Hearing of no additional business, Chair Bernier called for a motion to adjourn. Ms. Stilson so moved; and Chair Bernier adjourned the August 6, 2015, Regular Council Meeting at 9:16 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary