

COLLEGE TOWNSHIP COUNCIL
REGULAR COUNCIL MEETING MINUTES
Thursday, December 4, 2014

ATTENDED BY:

COUNCIL: L. Eric Bernier, Chair
Mary C. Shoemaker, Vice-Chair
Lynn B. Herman
Carla Stilson
D. Richard Francke

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

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

CALL TO ORDER

Chair Bernier called to order the December 4, 2014, College Township Council Regular Meeting at 7:00 PM followed by the Pledge of Allegiance

OPEN DISCUSSION:

1. Chair Bernier, referencing a discussion at the recent COG General Forum Meeting relative to the Welch Pool parking issue, stated that any decision to identify ADA parking should be left to the Centre Region Parks and Recreation Authority and the school district and that those discussions should remain civil.

MANAGER'S UPDATE:

Mr. Brumbaugh, Township Manager, presented the December 4, 2014, Manager's Update, offered a brief status report on the Nittany Outdoor Advertising lawsuit, noting that. The Manager's Update was received without comment.

CONSENT AGENDA:

- CA-1 Minutes:**
- a. Special Budget Review Meeting, Nov.17, 2014
 - b. Public Hearing-1 on O-14-12, Patio Houses; Nov. 20, 2014
 - c. Public Hearing-2 on O-14-16, UPD Rezoning, Nov. 20, 2014
 - d. Public Hearing-3 on O-14-17; OSR District; Nov. 20, 2014
- CA-2 Correspondence:**
- /1: Letter from Mr. and Mrs. Lerner, rec'd Nov. 17, 2014, regarding Mt. Nittany Rd. overflow parking
 - /2: Letter from URS, Inc., dtd Nov. 18, 2014, regarding ARRIS, Inc. Notice of Intent to Remediate
 - /3: Letter from Garippa, Lotz & Giannuario, dtd Nov. 17, 2014, regarding Nittany Centre Realty/Nittany Nassim LLC, Petition for Review of Real Estate Assessment
- CA-3 Meeting Schedule:** 2015 Regular Council Meeting Schedule; Approval of.

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

**Ms. Stilson moved to approve the December 4, 2014, Consent Agenda, minus CA-2/2 and CA-2/3.
Ms. Shoemaker seconded the motion.
Motion carried unanimously.**

CA-2/2: Ms. Shoemaker inquired into the number of monitoring wells that may currently be on the ARRIS, Inc. site. Staff agreed to contact Mr. Farmerie at the Pennsylvania Dept. of Environmental Protection for this information.

CA-2/3: Ms. Shoemaker requested that staff advise Council on which property this real estate tax assessment request is referencing; and, staff reported that the property is the Nittany Mall.

**Ms. Shoemaker moved to receive Consent Agenda items CA-2/2 and CA-2/3.
Ms. Stilson seconded the motion.
Motion carried unanimously.**

OLD BUSINESS:

OB-1 Mt. Nittany Road Parking; Review and Discussion

Mr. Kent Baker, Township Engineer, reported that, as a result of prior Council discussions on the use of College Township's shale pit property on Mt. Nittany Road for overflow parking, Council directed staff to prepare a signage plan that would inform Mt. Nittany hikers on where to park. Staff provided an aerial photograph showing where proposed signs could be installed and advised that the cost would be approximately \$700 for the signs, as well as for the road crew to do the installations.

Council comments included concern over any impact to the number of budgeted police service hours for monitoring this location; off-road parking being safer than on-road parking; support for moving forward with “no parking” along the Mt. Nittany Road curve; consideration of adding additional signs to prohibit parking on the west side of Mt. Nittany Road and to indicate that weekend overflow parking was ahead; and recognition of residents’ concerns.

Staff advised that the reduced number of budgeted police hours would not be affected by monitoring of this area and added that additional signage could alert visitors to the possibility of being towed or fined.

Ms. Ruth Houtz-Preslar, Thompson Street, voiced concern with expanding parking at the shale pit, anticipated noise complaints, trash left behind by visitors, and parking being pushed down into Lemont.

Following discussion, Council consensus reflected opening the shale pit for overflow parking for a trial period; installing the signage as proposed by staff; police monitoring the area; and prohibiting parking on the Mt. Nittany Road curve.

Staff will prepare a resolution authorizing the shale pit signage and to prohibit parking on the curve.

Sue Smith, Dale Street, recommended that fines or penalties be identified, that the trial area be defined, and that signs state that cars parked illegally will be towed.

Amanda Kunkle, Mt. Nittany Road, stated that she never suggested that overflow parking be established at the shale pit, but, instead, suggested Lemont having parking to accommodate hikers’ needs. Ms. Kunkle also requested that the resolution prohibiting parking on the curve be enforced year round.

**Mr. Herman moved to implement staff’s proposal for signage and that a trial period for shale pit parking commence March 1, 2015, ending November 30, 2015, at which time Council will receive a staff review.
Ms. Shoemaker seconded the motion.
Motion carried unanimously.**

NEW BUSINESS:

NB-1 Bikepath Winter Maintenance; South Atherton Street

Mr. Adam Brumbaugh, Township Manager, reported that Dr. James Serene, Brandywine Drive and representing CentreBike, previously requested that College Township perform winter maintenance on the Township’s existing bikepaths, and, specifically, along S. Atherton Street. College Township currently utilizes the services of Scott’s Landscaping for bikepath

maintenance along portions of the College Township and Puddintown Road bikepaths; and staff requested Scott's quote for expanding services to the S. Atherton St. bikepath. Council reviewed that time-and-materials quote.

Council considered authorizing winter maintenance along the S. Atherton Street portion of the bikepath under the same restrictions already in place for the College Township and Puddintown Road sections of bikepath. No winter maintenance would be conducted unless, on a storm-by-storm basis, College Township specifically called the contractor to perform that winter maintenance.

Because the primary users of the subject bikepath come from Boalsburg in Harris Township, Ms. Stilson questioned whether or not Harris Township could assist in this maintenance.

Dr. Jim Serene, petitioner, reported that there are no sidewalks along Scenery Drive; and the bikepath serves that function. Dr. Serene noted that bikes are used for transportation now; and he supported involving Harris Township. Dr. Serene also offered to check with PennDOT about tandem plowing procedures that may decrease the amount of snow, etc. that comes off the plows toward the path.

Council noted that the thinner pavement section and the location of the S. Atherton Street bikepath are concerns. Chair Bernier advised that the COG Transportation and Land Use (T/LU) Committee was in discussion relative to a collective agreement among participating Centre Region municipalities on naming priority bikepath corridors for winter maintenance.

Mr. David Sweetland, Sweetland Engineering, stated that he helped design the subject path, which is five feet wide. At time of construction, it was looked at more as a walkway than a bikepath and remains an important pedestrian and bike route between two population centers. Adjacent property owners were told at the time of construction that they would not be responsible for snow removal.

Following discussion on a regional approach to bikepath maintenance; any liabilities associated with winter maintenance; and whether or not maintenance extends across the Slab Cabin footbridge, Council agreed to initiate a pilot program for a trial period beginning now until the spring of 2015 in an amount not to exceed \$5,000. Staff was directed to 1) provide cost reports on each winter weather event that requires bikepath maintenance, and 2) add this item to the Manager's Update.

Mr. Francke moved to direct staff to coordinate with Scott's Landscaping to add the S. Atherton Street bikepath beginning December 12, 2014, for the duration of the 2014/2015 snow season with a cap set at \$5,000.

Ms. Shoemaker seconded the motion.

Motion carried unanimously.

NB-2 Employment Handbook; Review and Comment

Mr. John J. Franek, Jr., Management Analyst, introduced the topic of a revised municipal employee handbook, which will supersede the obsolete handbook in use since the early 1990s. Because of inter-connectivity with other employee-related regulations and policies, staff is initiating a phased approach to reviewing all of the associated documents, such as the Township Codebook, employment application form, job descriptions, and policies. Mr. Franek requested Council's comments on the proposed *College Township Employee Handbook*, anticipating revisions being incorporated for a December 18, 2014, approval of the Handbook via resolution and policy.

Council provided comments on the Handbook, including changes relative to use of Township equipment; enhanced definitions; expanding the list of those considered part of an immediate family; capturing personal time utilization; adding language on identification cards and death benefits; mention of a private and appropriate place for breastfeeding at work; moving the acknowledgment to the last page; and additional grammatical and editorial revisions. Staff was subsequently directed to revise the draft Handbook and return to Council on December 18th for consideration of action.

As changes to the *College Township Employee Handbook* will affect numerous sections of the Township Codebook, Council took action to advertise for a public comment period on December 18, 2014, on proposed Ordinance O-14-02, Administrative Legislation Revisions.

Mr. Francke moved to advertise Ordinance O-14-02, Administrative Legislation Revisions, for public comment on December 18, 2014.

Ms. Shoemaker seconded the motion.

Motion carried unanimously.

Chair Bernier brought forward agenda item NB-4 Ordinance O-15-02, Gateway Commercial Ordinance amendment, for the convenience of those in attendance.

NEW BUSINESS:

NB-4 Ordinance O-15-02, Gateway Commercial Ordinance Amendment, Permitted Building Heights; Review and Set Public Hearing

In written correspondence to Council, dated November 25, 2014, Mr. Mark Holdren, CRPA Sr. Planner, introduced Ordinance O-15-02, Permitted Building Heights of the Gateway Commercial District. This proposed ordinance proposes to amend the Gateway Commercial Zoning District to restrict buildings to no more than 35 feet in height within 150 feet of a single-family home within the Zoning District or 300 feet of the R-1 District.

Mr. David Sweetland, Sweetland Engineering, representing owners of Tax Parcels 19-012-021 and 19-012-020 adjacent to Thompson and Walnut Runs, described the negative impacts of the proposed ordinance amendment on these parcels, already impacted by new PA DEP regulations buffering High-Quality Cold Water Fisheries. To allow the property some development potential, Mr. Sweetland requested in writing to College Township Council, dated December 2, 2014, that an addition be made to the proposed ordinance, under new §200-26.1H, Height Restrictions. The third exception was proposed to read as follows.

- “(3) The height reduction required above can be eliminated if a parcel owner or developer proposing a development within 300 feet of the R-1 District or 150 feet of a single-family home is a property that has already lost 40 percent (40%) of its area to environmental easements or buffer zones.”

Following discussion on the presented addition to the proposed ordinance, Council took the following action.

**Ms. Shoemaker moved to set a public hearing on Ordinance O-15-02, Permitted Building Heights of the Gateway Commercial District, for January 22, 2015, adding a third condition, as presented by Mr. David Sweetland.
Mr. Herman seconded the motion.
Motion carried unanimously.**

Mr. Baker, Township Engineer, requested that Mr. Sweetland provide the figures used on the Zangrilli site relative to buffer and easement percentages, and Mr. Sweetland agreed.

NB-3 Requests for Proposals – Professional Services; Review of

In response to Council direction to staff on January 6, 2014, Mr. Brumbaugh, Township Manager, offered an overview of Requests for Proposals (RFP) that staff recently sent out for annual solicitor services; insurance; consulting engineering services; and auditing services. The first three RFPs are due back to College Township on December 5, and the auditing proposals are due on December 23, 2014. Because these services are considered specialized, they are considered “professional services” and, as such, do not obligate the Council to appoint these positions based on the lowest bidder.

Council directed staff to review all submitted RFPs for compliance with the RFP criteria, eliminating those replies that are non-responsive; rank the top three (3), but no more than five (5), compliant responses; and, provide to Council a results/ranking matrix of the bidders along with the RFP responses at the December 18th Regular Meeting.

Staff advised that this process could be defined in a new administrative policy, placing RFPs for most professional services on a three-year cycle, but RFPs for insurance on no more than a five-year cycle, and Council concurred.

Ms. Shoemaker recommended that future RFPs contain language requesting bidders to identify difficulties on previous Township construction jobs, such as water retention problems.

STAFF AND ABC INFORMATIVES:

No *Staff and ABC Informatives* were provided.

COUNCIL/STAFF OTHER MATTERS:

1. Ms. Stilson, returning to NB-4, asked if it was necessary for a definition of “impacted properties” to be included; and staff advised that it was included.

COMMITTEE REPORTS:

Public Services and Environmental Committee (PS&E), Dec. 2, 2014: Ms. Stilson reported that the PS&E Committee discussed the Committee’s endeavoring to become a "zero waste" committee and would be encouraging other committees to do the same. Minor changes were made to the Committee’s meeting protocol.

Regional Public Works Meeting, Dec. 3, 2014: Mr. Franek, Management Analyst, reported that some of the regional public works members met to discuss outsourcing of leaf and brush collections. Some members will meet with contractors to discuss costs.

Human Resources, Dec. 3, 2014: Mr. Herman reported that the Human Resources Committee approved job descriptions for finance director, fire chief for operations, and Schlow Library development director.

Centre County Metropolitan Planning Organization (CCMPO), Nov. 25, 2014: Attending on behalf of Ms. Shoemaker, Chair Bernier reported that the CCMPO received PennDOT’s update of projects, which identified the bridge replacement project at Country Club Road as a “fast track” project. This will reduce the project period from several months to several weeks in duration.

Transportation and Land Use (T/LU) Committee, December 1, 2014: Chair Bernier reported that the T/LU Committee received an activity report from the Centre Region Bicycle Advisory Committee (BAC). Municipalities will be requested to look at winter bikepath maintenance and prioritize corridors for such maintenance.

ADJOURNMENT:

Hearing no other matters for discussion, Chair Bernier called for a motion to adjourn.

**Mr. Herman moved to adjourn the December 4, 2014,
Regular Council Meeting.
Mr. Francke seconded the motion.
Motion carried unanimously.**

Chair Bernier adjourned the December 4, 2014, Regular Meeting of the College Township Council at 10:40 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary