

COLLEGE TOWNSHIP COUNCIL
REGULAR COUNCIL MEETING MINUTES
Thursday, December 18, 2014

ATTENDED BY:

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

STAFF: Adam T. Brumbaugh, Township Manager/Secretary
Robert T. Long, Jr., Finance Director
John J. Franek, Jr., Management Analyst
Michael W. Heath, Zoning Officer
Mary E. Wilson, Asst. Township Secretary

ABSENT: L. Eric Bernier, Council Chair
Kent N. Baker, Township Engineer
Mark Holdren, CRPA Sr. Planner

CALL TO ORDER

Vice-Chair Shoemaker called to order the December 18, 2014, College Township Regular Council Meeting at 7:15 PM following a public hearing on the 2015 Proposed College Township Budget. The call to order was followed by the Pledge of Allegiance.

ANNOUNCEMENT:

Vice-Chair Shoemaker announced that Council met in Executive Session immediately prior to this meeting for the purpose of addressing a personnel matter.

OPEN DISCUSSION:

Mr. Herman, Council member, thanked the Township Public Works crew for responding to a constituent's complaint about a hedge at Scholl St. and Fairlawn Ave. obstructing drivers' site distance.

SKETCH PLAN:

SK-1 Hills Plaza South, New Entrance

This matter was withdrawn by the developer and will return to Council at a future meeting.

PLAN:

**P-1 Preliminary/Final Land Development Plan for the Barn Brewing Parking Lot;
Second Time Extension from Developer**

In written correspondence, dated December 3, 2014, Mr. Mark Saville, Sweetland Engineering and Associates Vice President, advised that Barn Brewing, LP, has granted to College Township a 90-day time extension, now expiring April 11, 2015, for the subject plan. This time extension will allow for additional time to address the consolidation of driveways at Pencek Lane requested by the College Township Planning Commission and staff.

No Council action was required.

MANAGER'S UPDATE:

Mr. Brumbaugh, Township Manager, presented the December 18, 2014, Manager's Update, highlighting College Township's initiation of winter maintenance of the S. Atherton Street bikepath.

CONSENT AGENDA:

- CA-1 Minutes:** a. Regular Council Meeting, November 20, 2014
b. Regular Council Meeting, December 4, 2014
- CA-2 Correspondence:** /1: Email from Jaime and Emily Jamison, dtd Dec. 14, 2014, regarding E. Branch Rd. and Cliffside Drive intersection
/2: Email from Alexander Curtze, dtd Dec. 15, 2014, supporting S. Atherton St. bikepath winter maintenance.
/3: Letter from Penn State University, dtd Dec. 2, 2014, regarding Aboveground Storage Downstream Notification
/4: Email from Scott Woods, dtd Dec. 16, 2014, supporting S. Atherton St. bikepath winter maintenance
/5: Email from Alix Croswell, dtd Dec. 16, 2014, supporting S. Atherton St. bikepath winter maintenance.

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

**Mr. Francke moved to approve the December 18, 2014, Consent Agenda, minus CA-2/1 and CA-2/3.
Ms. Stilson seconded the motion.
Motion carried unanimously.**

CA-2/1: Mr. Francke inquired about whom would be responding to the request for an evaluation of the Cliffside Drive and E. Branch Road intersection; and staff advised that because E. Branch Road is a PennDOT roadway, at Council's direction, staff could contact PennDOT to discuss this area and the recent accident there. By Council consensus, staff was so directed.

CA-2/3: Ms. Stilson inquired about the type of spill remediation measures are required. Staff advised that this was a matter governed by the Pennsylvania Department of Environmental Protection (PA DEP) and that Penn State University meets or exceeds those requirements.

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

Council requested that a tour be scheduled of one of the above-ground storage/containment facilities.

OLD BUSINESS:

OB-1 2015 College Township Budget; Approval of

a. Resolution R-14-22, 2015 College Township Budget

**Mr. Herman moved to approve the 2015 College Township Budget, as presented.
Mr. Francke seconded the motion.
Motion carried unanimously.**

b. Resolution R-14-23, 2015 College Township Tax Millage; Approval of

**Mr. Herman moved to approve Resolution R-14-23, 2015 College Township Tax Millage.
Ms. Stilson seconded the motion.
Motion carried unanimously.**

OB-2 Resolution R-14-21, 2015 Centre Region Council of Governments (CRCOG) Budget; Approval of

Mr. Francke moved to approve the CRCOG 2015 Budget in the amount of \$27,937,205 with the local shares equaling \$6,323,450 and College Township's share not to exceed \$1,136,219.

Ms. Stilson seconded the motion.

Motion carried unanimously.

OB-3 Resolution R-14-19, Township Policies; Reorganization and Approval of Existing Township Policies

Mr. John J. Franek, Jr., Management Analyst, presented the subject resolution, which proposes to authorize the reorganization of existing Council-approved policies into two categories – Administrative and Personnel. This reorganizing and renumbering will improve the ease of properly referencing the policies and assist employees cross referencing between Personnel policies and the new employee handbook.

Ms. Stilson moved to approve Resolution R-14-19, Reorganization of Existing Township Policies into two categories, specifically, Administrative and Personnel.

Mr. Herman seconded the motion.

Mr. Francke, Council member, recommended a modification to the motion that would authorize the renumbering of the Chipper Safety Policy from "P-001" to "P-011", and Township Employee Handbook Policy from "P-011" to be the first policy, therefore, "P-001".

Ms. Stilson and Mr. Herman agreed to so amend and second the amended motion.

Motion, as amended, carried unanimously.

Mr. Robert T. Long, Jr., Finance Director, advised that all existing policies would reflect that they were revised as of this date.

OB-4 College Township Employee Handbook

a. Employee Handbook; Second Review

Mr. Franek presented the final of the proposed College Township Employee Handbook, which incorporated all prior Council comments.

Council offered comments on 1) references to, and occasional redundancy of, definitions; 2) employment classifications also needing to be placed in the offer of employment; 3) seeking legal counsel on the definitions of “full time” and “part time” relative to requiring 30 hours vs. 40 hours of weekly employment.

b. Policy P-11; New College Township Employee Handbook

Council reiterated the need to renumber this policy to “P-001”, placing it first in the Policy Book.

c. Resolution R-14-24, New College Township Employee Handbook; Approval of

Mr. Francke moved to approve Resolution R-14-24, New College Township Employee Handbook, conditioned upon 1) the revision of “P-011” to “P-001” in paragraphs 3 and 4 of the resolution; and 2) consultation with legal counsel relative to definitions of “part-time employee” and “full-time employee”.

Ms. Stilson seconded the motion.

Mr. Ed Gallus, resident, offered comments on there not being a pro rata provision for part-time work in the employee handbook as well as no mention of overtime exceeding eight (8) hours per day; and staff responded that the Fair Labor and Standards Act covers those items.

Motion carried unanimously.

In response to Mr. Gallus’s subsequent question about access to the final Handbook, Council advised that Mr. Gallus should contact staff to acquire a copy.

OB-5 Ordinance O-14-02, Codebook Amendments, Administration of Government

In correspondence to Council, dated December 18, 2014, Mr. Franek, Management Analyst, advised that proposed Ordinance O-14-02 was required in order to update portions of the College Township Codebook that are being affected by the new *College Township Employee Handbook*. The ordinance amendments would revise and update the Code, Part I – Administrative Legislation, with updates including the deletion and recreation of Chapter 5, Administration of Government; deletion of current language within Chapters 22, Deferred Compensation Plan; 23, Drug and Alcohol Policy; 35, Grievance Procedure; and 60, Retirement Program. The chapters would be replaced with proper referencing to the updated *College Township Employee Handbook*.

Mr. Francke moved to adopt Ordinance O-14-02, which includes various amendments to revise and update College Township Code, Part I – Administrative Legislation. Updates include the deletion and recreation of Chapter 5, Administration of Government; deletion of current language within Chapters 22, Deferred Compensation Plan; 23, Drug and Alcohol Policy; 35, Grievance Procedure; and 60, Retirement Program, all to be replaced with proper referencing to the updated *College Township Employee Handbook*.

Mr. Herman seconded the motion.

Vice-Chair Shoemaker considered the need to expand the list of responsibilities of the Township Manager to clarify that some of those responsibilities may be delegated to other individuals. Following a brief discussion, it was determined that this was not necessary.

**Vice-Chair Shoemaker called the question.
Motion carried unanimously.**

NEW BUSINESS:

NB-1 Resolution R-14-20, New Township Policies; Approval of

Mr. Franek explained that the approval of Resolution R-14-20 would approve two new policies.

a. Policy P-012, Credit Purchases

Policy P-012, Credit Purchases, establishes guidelines pertaining to purchases made by Township staff.

b. Policy P-013, Business-Related Expenses

Policy P-013, Business-Related Expenses, establishes guidelines on compensation to employees for expenses incurred in the performance of their jobs.

Council discussed the need to clarify in Policy P-013 the timeframe in which receipts for reimbursements must be submitted; and Mr. Francke suggested amending the Policy to add language that would require employees to submit receipts for expenditures within three (3) days of the date of purchase or the completion of travel.

Ms. Stilson moved to approve Resolution R-14-20, approving Policy P-012, Credit Purchases, and Policy P-013, Business-Related Expenses, conditioned upon amending language in Policy P-013 stating that receipts for

expenditures must be submitted within three (3) days of the date of purchase or the completion of travel.
Mr. Francke seconded the motion.
Motion carried unanimously.

NB-2 Requests for Proposals (RFP) for Professional Services

a. Conveyance of RFP Submissions for Professional Services

Mr. Brumbaugh, Township Manager, described the RFP procedure in gathering bids for township solicitor, auditing, and engineering services. No Council action was required at this time, as these annual appointments would be made during the January 5, 2015, Reorganization Meeting.

b. Approval of Recommended Insurance RFP Implementation; Effective January 1, 2015

Ms. Stilson moved to award the 2015 College Township Insurance Coverage bid to Employers Mutual Casualty Company through its agent, St. Marys Insurance Agency, Inc., at a cost of \$118,225, beginning January 1, 2015.
Mr. Herman seconded the motion.

Mr. Francke noted that this bid represented a \$13,000 reduction in premiums.

Vice-Chair Shoemaker called the question.
Motion carried unanimously.

STAFF AND ABC INFORMATIVES:

In response to Council inquiry, Mr. Brumbaugh reported that the University Area Joint Authority (UAJA) was still working on the odor study.

COUNCIL/STAFF OTHER MATTERS:

Mr. Bumbaugh reported that there would be a Special Meeting on December 23, 2014, for the purpose of conducting Council interviews for the upcoming, unexpired Council vacancy.

COMMITTEE REPORTS:

No committee reports were offered.

Vice-Chair Shoemaker thanked the College Township staff and Council for their diligence in handling the numerous difficult items that came to the table and thanked the residents for being involved.

Mr. Herman thanked Ms. Shoemaker for her years of service and stated that filling her position would not be easy.

ADJOURNMENT:

Hearing no other matters for discussion, Vice-Chair Shoemaker called the December 18, 2014, College Township Regular Council Meeting adjourned at 8:29 PM.

Respectfully submitted,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Manager/Secretary