



**COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING AGENDA
Thursday, January 15, 2026 7:00 PM
Hybrid Meeting (In-Person or via Zoom)**

General Meeting Information

College Township offers both in-person and virtual meeting attendance for all public meetings. To attend in-person, meetings will be held at 1481 E. College Avenue, State College PA, 16801, 2nd floor meeting room. To attend virtually, please see the information below.

To Attend the LIVE Meeting Via Zoom on Computer or Smart Phone:

- [Click HERE to REGISTER for the meeting via Zoom](#). Once registered, you will receive a confirmation email containing information about joining the meeting. See the College Township website at www.collegetownship.org for detailed instructions on how to participate via zoom.

Written public comments, for specific agenda items, may be submitted until 12:00 noon the day of the meeting by emailing admin@collegetownship.org.

College Township is committed to making meetings accessible to everyone. If you require an accommodation or service to fully participate, please contact admin@collegetownship.org or 814-231-3021.

COUNCIL MEMBERS:

Susan Trainor, Chair

2026 COMMITTEE ASSIGNMENTS:

COG Executive Committee

COG Public Safety

Tracey Mariner, Vice Chair

COG Human Resources Committee

CT Local Traffic Advisory Committee (LTAC)

Centre Area Cable Consortium

Eric Bernier

COG Land Use & Community Infrastructure Committee (LUCI)

CC Metropolitan Planning Organization Coordinating Committee (CCMPO)

Rich Francke

COG Finance Committee

COG Parks & Recreation Governance Committee

COG Parks Capital

COG Facilities

Gretchen Brandt.....

COG Climate Action & Sustainability Committee (CAS)

Spring Creek Watershed Commission Delegate

CT Industrial Development Authority Liaison (CTIDA)

COLLEGE TOWNSHIP COUNCIL MEETING

CALL TO ORDER / PLEDGE OF ALLEGIANCE

PUBLIC OPEN

DISCUSSION:

For any item not on this agenda. Please limit comments to five minutes.

NEW

AGENDA ITEMS:

Majority vote of Council required to add business item(s) to the agenda.



COUNCIL CONSENT AGENDA

January 15, 2026

CA-1 Minutes, Approval of

- a. December 30, 2025 – College Township Council Public Hearing Minutes
- b. December 30, 2025 - College Township Council Regular Meeting Minutes
- c. January 5, 2026 – College Township Council Reorganization Meeting Minutes
- d. January 5, 2026 – College Township Council Regular Meeting Minutes

CA-2 Correspondence, Receipt/Approval of

- a. Letter from CCRRA received January 5, 2026, regarding Enforcement Officers
- b. Email from John Peterson dated January 6, 2026, regarding resignation from CTIDA
- c. Email from PSATS dated January 9, 2026, regarding scholarships
- d. Email from John Ferguson dated January 9, 2026, regarding Public Works
- e. Email from Andrew Shaffer dated January 9, 2026, regarding Casino
- f. Letter from Centre Co. Adult Services dated January 5, 2026, regarding Point in Time initiative

CA-3 Action Item, Approval

- a. Resolution R-26-07 – Speed Limits – Rock Road
- b. Municipal Manager Employment Agreement
- c. Fiore Fedeli Accounting and Auditing Services Agreement dated January 9, 2026

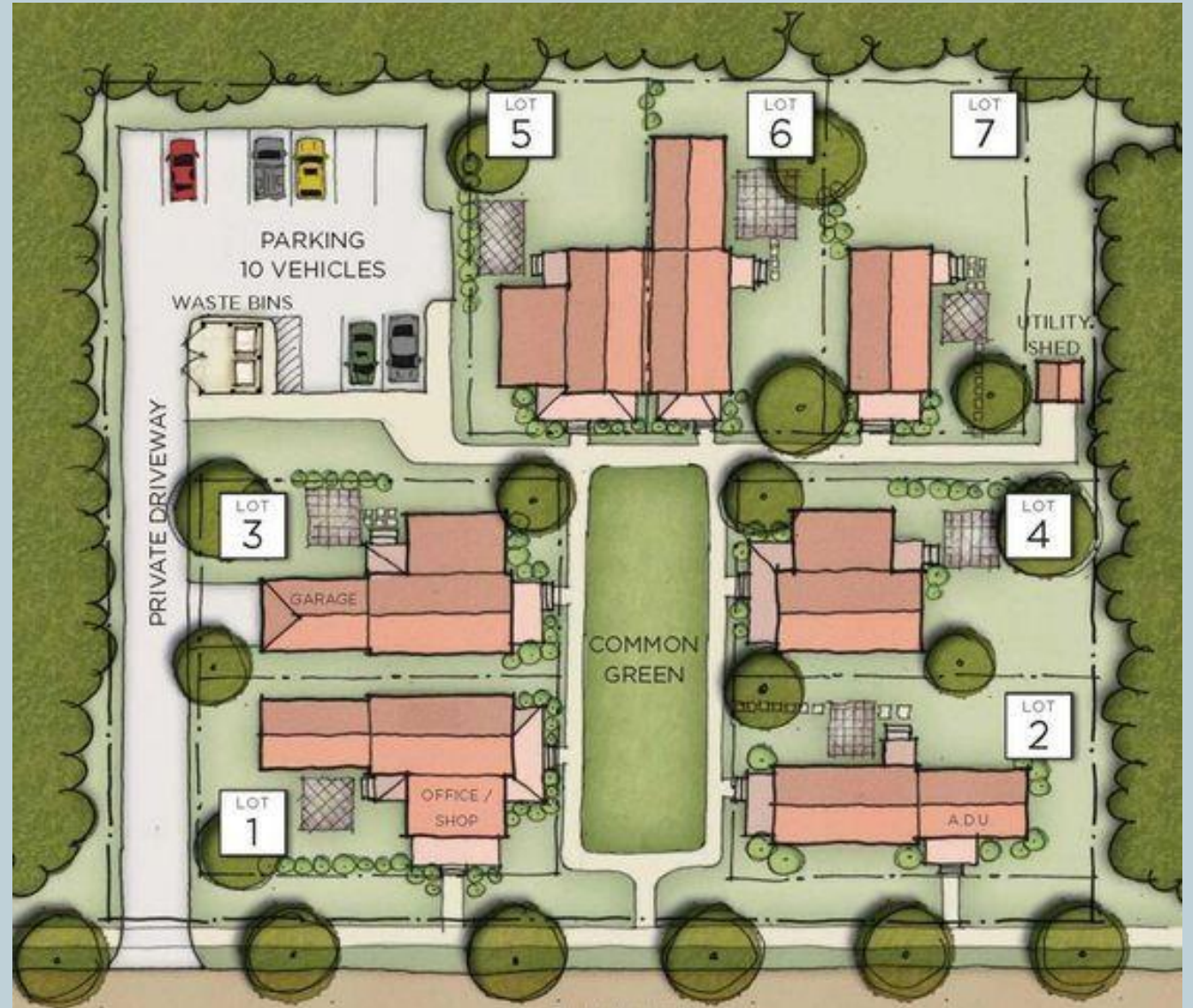


2026 College Township Council
Photo by Frank Scott, IV

**DALE SUMMIT
A HYBRID ZONING APPROACH**

PURPOSE OF TODAY'S PRESENTATION

To inform the College
Township Council
of the Dale Summit
Zoning Code Update
as a precursor to the
upcoming Joint
Meeting.



THE DALE SUMMIT AREA VISION STATEMENT

The Dale Summit Area Plan Vision

The overarching Vision of this Area Plan is to transform Dale Summit into the Gateway to College Township. Establishing Dale Summit as an attractive and instantly recognizable place within the context of the larger Township, Region, and County. The community envisions an activity hub that is vibrant, economically prosperous, socially equitable, and environmentally sustainable.

A Place, which through proactive planning and well-tailored regulations, strikes a sound balance between encouraging business and industry expansion, while remaining respectful to important community livability factors, such as improving housing affordability, providing sufficient public services, and lessening traffic congestion through improved connectivity for all transportation modes.

**WHY A
HYBRID/FORM-
BASED CODE?**

Modernizing Zoning
Regulations



THE REGULATING PLAN & ZONING DISTRICTS

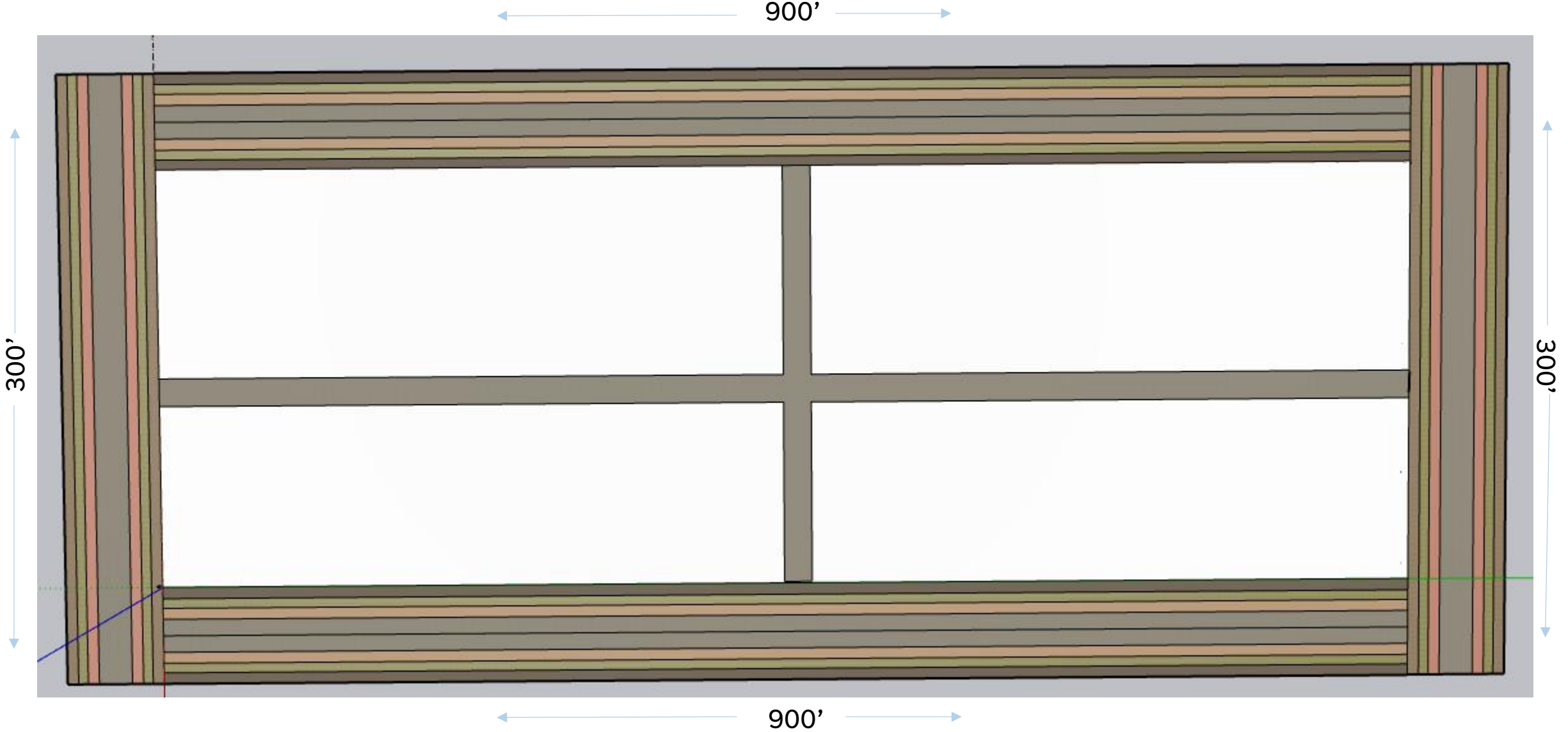
FIGURE 16. REGULATING MAP



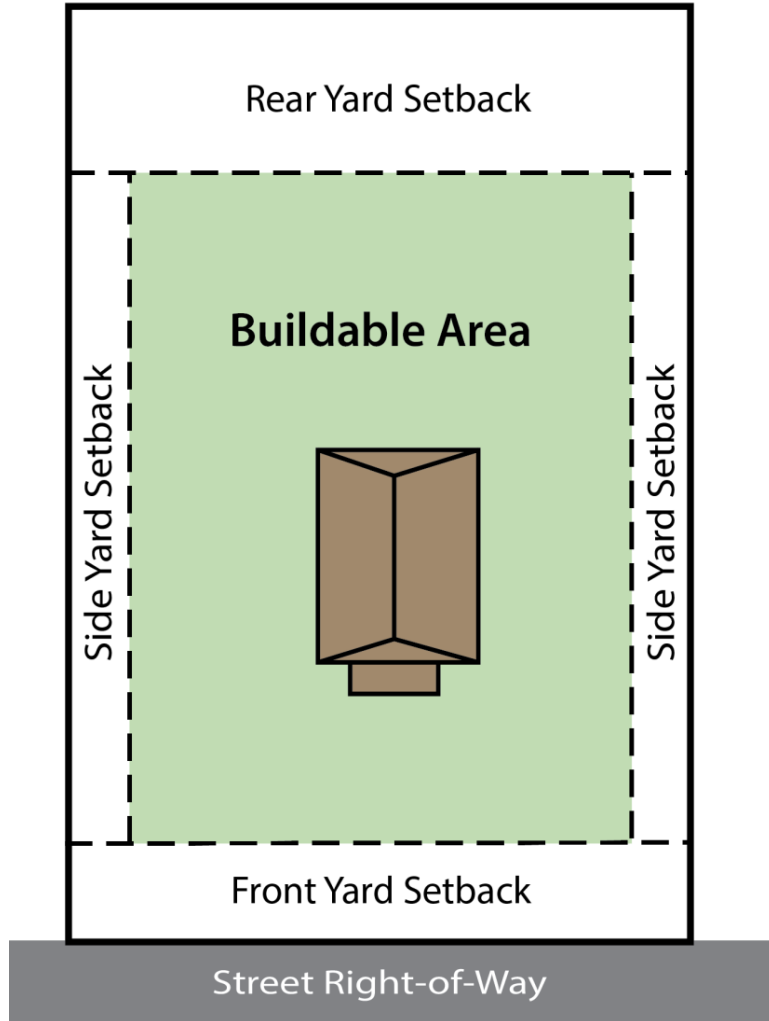
1: The Boundaries for the Mixed-Use Center are shown according to the Vision Plan, with notional centers. The boundaries may adjust depending on further subdivision of land, keeping within the intent of the notional centers identified.

Block Structure

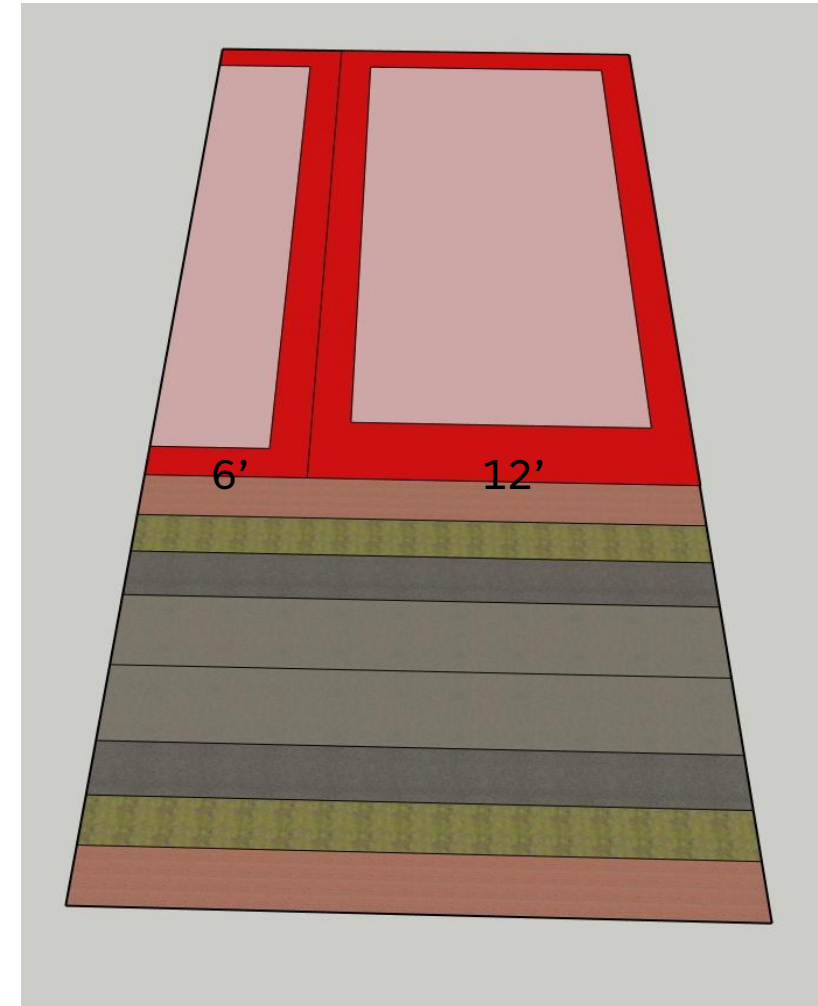
SP-2



Setbacks



Shape the
Street
Define the
Public Realm
Walkability &
Comfort
Community
Character

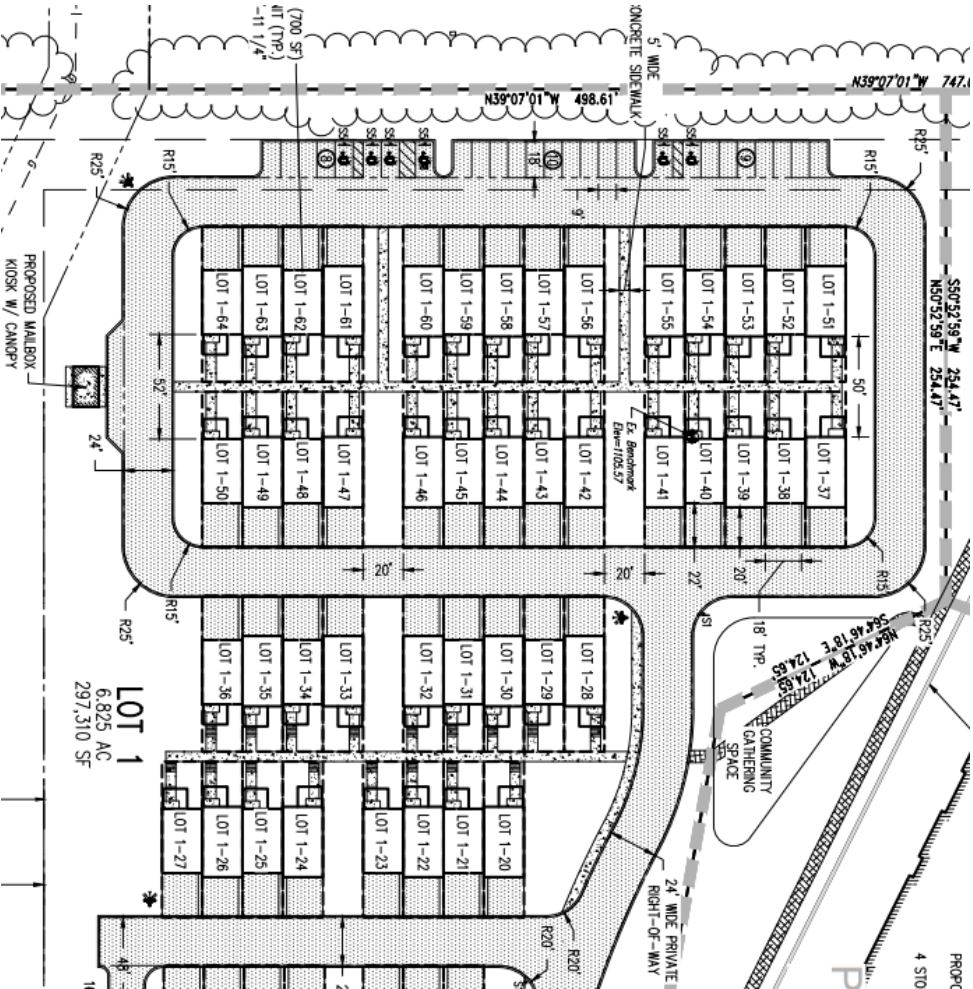


**DEC. 2023 –
DEC. 2025**

Planning Commission's
Effort to update the
Zoning Code for Dale
Summit.



CREW814 Planned Residential Development (PRD) 20' wide townhouse as proposed on Tentative Plan



SP-2



BUILDING AND LOT COVERAGE

90% Lot Coverage



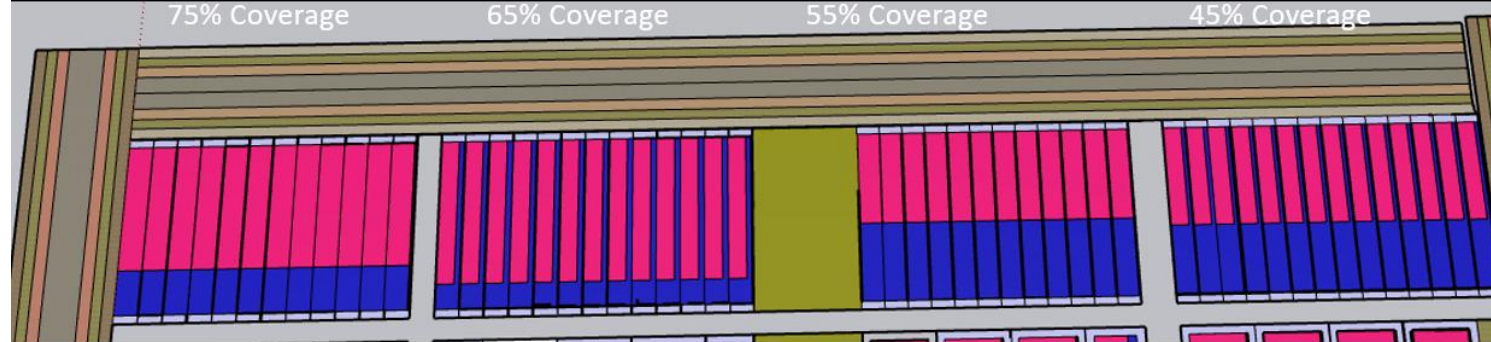
75% Coverage

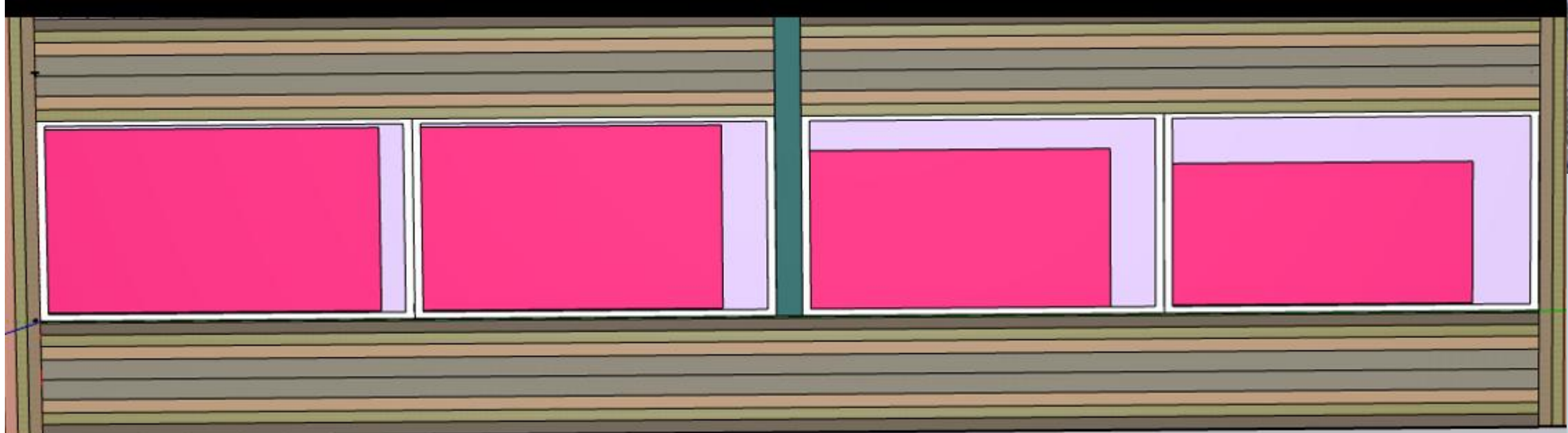
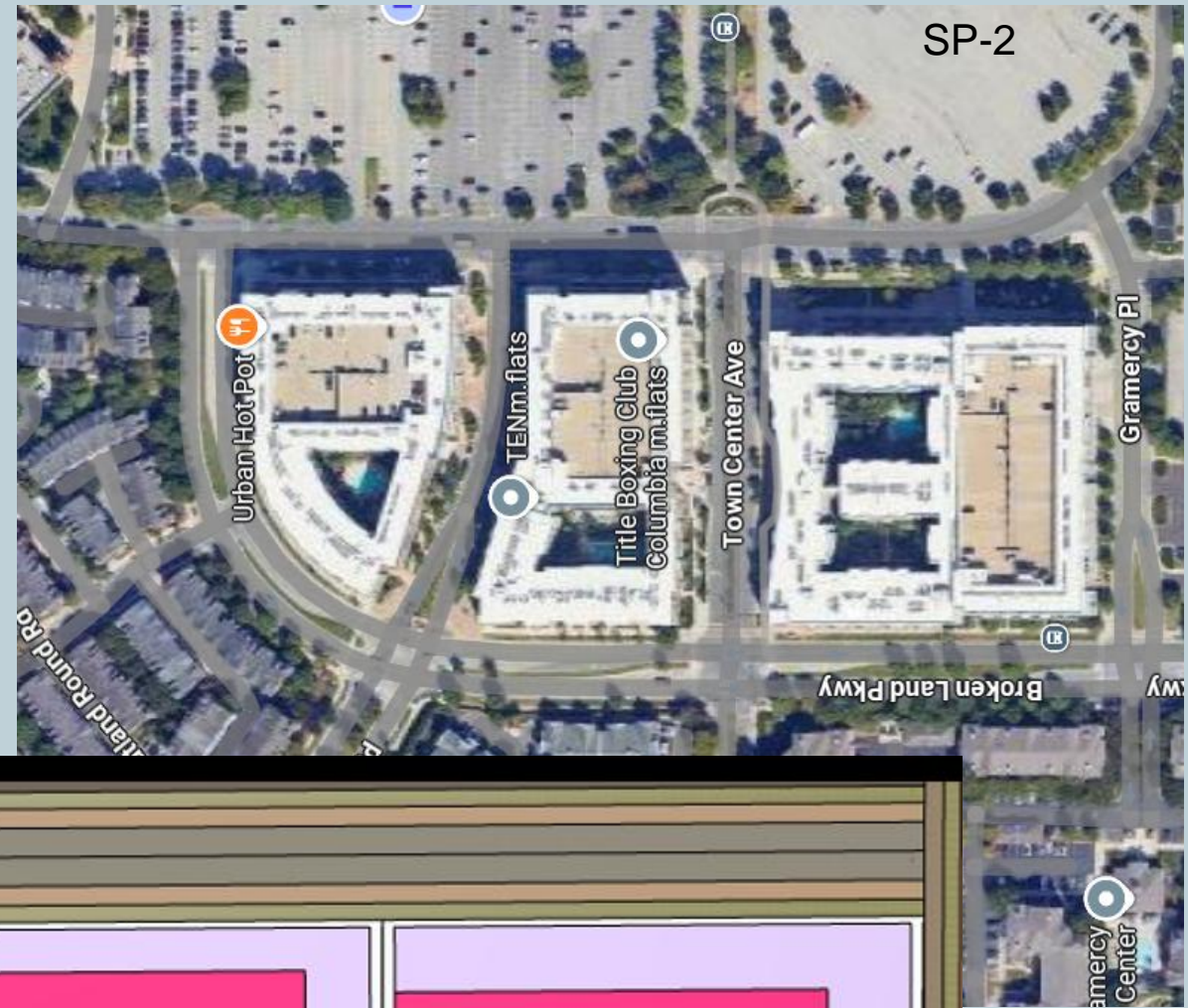


65% Coverage

55% Coverage

45% Coverage





THANK YOU!

Lindsay K. Schoch, AICP

Principal Planner

College Township, Centre County





**COLLEGE TOWNSHIP
MANAGER'S UPDATE**

January 15, 2026

**Status: (C) = Complete; (I) – Incomplete; (D) = Dropped;
(R) - Rewritten**

(I) 21-04 Dale Summit Small Area Plan (SAP)/Form Based Code

Abridged Comments: 10/19/21, 11/1/21, 11/11/21, 11/29/21, 12/13/21, 1/11/22, 1/31/22, 2/11/22, 2/24/22, 3/8/22, 3/29/22, 4/18/22, 5/12/22, 5/24/22, 6/2/22, 6/7/22, 6/13/22, 7/14/22, 8/1/22, 8/15/22, 8/29/22, 9/9/22, 10/3/22, 10/28/22, 11/14/22, 11/28/22, 12/6/22, 12/28/22, 1/11/23, 1/26/23, 2/6/23, 4/3/23, 4/17/23, 4/20/23, 5/12/23, 5/18/23, 6/01/23, 6/12/23, 6/26/23, 7/11/23, 7/28/23, 09/1/23, 9/11/23, 9/12-13/23, 10/16/23, 10/23/22, 12/4/23, 12/19/23, 1/29/24, 1/29/24, 2/6/24, 4/1/24, 4/12/24, 4/23/24, 6/3/24, 6/17/24, 7/17/24, 8/7/24, 8/29/24, 10/14/24, 1/17/25, 3/13/25, 4/14/25, 4/28/25, 5/30/25, 6/13/25, 7/14/25, 7/30/25, 8/29/25, 9/26/25, 10/7/25, 10/31/25, 11/18/25, 12/01/25, 12/15/25.

Comments: 1/9/26 CTC/PC joint meeting scheduled for 1/28/26 @ 5:30 PM.

(I) 19-08 Solar Power Purchasing Agreement

Abridged Comments: 8/28/19, 9/29/19, 10/10/19, 12/13/19, 1/8/20, 1/10/20, 1/23/20, 2/28/20, 3/5/20, 5/7/20, 5/22/20, 2/11/22, 8/13/22, 8/29/21, 9/2/21, 11/19/21, 5/2/22, 5/5/22, 6/30/22, 8/18/22, 10/3/22, 10/20/22, 11/14/22, 11/28/22, 12/12/22, 01/17/23, 2/7/23, 2/23/23, 3/1/23, 3/2/23, 4/17/23, 5/12/23, 7/22/23, 8/23/23, 9/13/23, 9/13/23, 9/26/23, 9/27/23, 10/24/23, 12/4/23, 12/13/23, 1/22/24, 2/6/24, 3/4/24, 3/5/24, 4/1/24, 4/12/24, 6/3/24, 6/17/24, 7/29/24, 8/7/24, 8/29/24, 9/16/24, 9/25/24, 10/3/24, 10/9/24, 11/1/24, 11/13/24, 12/2/24, 12/23/24, 1/6/25, 1/27/25, 4/28/25, 5/6/25, 6/16/25, 6/25/25, 7/30/25, 8/6/25, 9/26/25, 10/10/25, 10/31/25

Comments: 12/01/25 Solar Group to meet on 12/3 to receive/discuss current project status update.

12/3/25 Prospect14 doubtful project can be funded. Solar Group needs additional detail to determine how to proceed.

(I) 21-05 Path to Campus (East College Avenue Shared Use Path)

Abridged Comments: 9/3/21, 9/13/21, 10/1/21, 11/1/21, 11/5/21, 4/22/22, 5/12/22, 6/9/22, 6/13/22, 7/8/22, 7/25/22, 8/18/22, 8/29/22, 9/1/22, 10/28/22, 10/31/22, 11/12/22, 11/28/22, 12/12/23, 01/12/23, 4/03/23, 4/17/23, 4/28/23, 5/12/23, 5/17/23, 7/14/23, 7/25/23, 12/4/23, 12/4/23, 3/26/24, 5/8/24, 6/3/24, 7/18/24, 8/7/24,

8/29/24, 9/16/24, 10/14/24, 11/4/24, 11/7/24, 1/7/25, 5/7/25,
5/30/25, 6/23/25, 7/30/25, 8/8/25, 9/26/25, 10/3/25, 10/31/25,
11/7/25, 12/01/25.

Comments: 12/9/25 Pricing for Phase I archeological study in hand. Need to coordinate entry with PSU.

12/19/25 Right-of-Entry forwarded to PSU for archeological work.

(I) 25-01 Municipal Facility Renovations

Abridged Comments: 6/13/25, 6/25/25, 7/14/25, 8/01/25, 8/18/25, 9/26/25, 10/9/25,
10/31/25, 11/13/25.

Comments: 12/01/25 Proposed 2026 budget includes funding for advanced design/engineering and phasing plan for the building renovations.

1/5/26 Estimate for renovation design work expected by 1/9/26 from Kimmel.



COLLEGE TOWNSHIP

MEMORANDUM

To: College Township Council

From: Amy J. Kerner, P.E., Public Works Director

Thru: Adam Brumbaugh, Township Manager

Re: Request for Winter (Snow) Maintenance
Spring Hill Lane

Date: January 9, 2026

Mr. Shapiro, resident at 122 Spring Hill Lane, submitted a letter request in December to Council for consideration of winter (snow) maintenance on Spring Hill Lane, a private, no-outlet roadway located off of College Avenue. At the December 18th meeting, staff had provided some information regarding Manor Drive, the only private drive in which the Township salts. Staff has researched each road for comparison and notes the following:

	Manor Drive	Spring Hill Lane
Maximum Slope	18%	14.7%
Length of Steep Slope	320 FT	125 FT
Angle of Approach to College Ave	120°	50°
Width of Cartway	~21 - 22 FT	~12 - 13 FT
Number of Dwellings Served	>30	6

Staff does not recommend providing winter (snow) maintenance to privately owned roads with the exception of Manor Drive.

College Township Parks and Recreation Committee

January 12, 2026

Centre Region Parks and Recreation Authority

November 20, 2025 – cancelled

December 18, 2025

Members: Kathy Matason, College Township
Corey Gracie-Griffin, Ferguson Township
Bruce Lord, Harris Township
Clara Franklin, Patton Township
Tom Daubert, State College Boro
Gretchen Brandt, State College Area School District

Gretchen Brandt introduced us to Jen Black, who will be replacing her as representative of the State College Area School District starting January 1, 2026.

Voted unanimously to have Clara Franklin represent the Authority on the Parks and Library Ad Hoc Committee.

Voted unanimously to approve the 2026 CRPR Fee Policy, which includes Appendix A 2026 Fee Schedule and Appendix B Rental Guidelines, as presented.

Voted unanimously to approve the bid documents and advertisement to bid the Welch Pool replastering project.

Voted unanimously to approve the 2026 monthly meeting dates as presented, to include Joint Meetings with a Designated COG Committee and to meet on the third Thursday of each month at a meeting time of 12:15 pm for regular meeting and 10:00 am for quarterly work sessions, unless otherwise noted.

Next scheduled meeting is January 15, 2026, 12:15 pm, in the COG General Forum Room.

COG Parks and Recreation Governance Special Committee

November 26, 2025

Discussed the proposed Intergovernmental Relationship Agreement.

Next scheduled meeting is December 17, 2025, 8:30 am, COG General Forum Room

December 17, 2025

Voted unanimously to move the Intergovernmental Relationship Agreement to the next reviews by solicitor, municipalities, and Authority.

Next scheduled meeting is January 28, 2026, 8:30 am, COG General Forum Room

COG Finance Committee, COG Executive Committee, and General Forum – I have been attending, via Zoom, the meetings of Finance and Executive in order to keep abreast of developments relating to Authority activities. I attend General Forum meetings when needed as they generally occur on evenings when I have an ongoing prior commitment.

College Township Council and Planning Commission - I am attending College Township Planning Commission and College Township Council meetings when agenda items are related to Parks and Recreation.

Millbrook Marsh Nature Center Advisory Committee

November 19, 2025

Heard a presentation on Collaborative Cartography for Ecosystem-Services Provision at Millbrook Marsh with The Riparia Center and GeoGraphics Lab at Penn State.

Voted unanimously to endorse the reappointment of members with appointments ending at the end of December.

Voted unanimously to approve the 2026 meeting schedule.

Reviewed a proposed Water Sampling Cooperative Agreement from the Keystone Water Resources Center.

Heard a presentation from Susan Hart on Nature and Well-Being: Connection and Growth through Shared Stewardship.

Next scheduled meeting is March 18, 2026, 4:00 pm, Spring Creek Education Building

Prepared by Kathy Matason



COUNCIL CONSENT AGENDA

January 15, 2026

CA-1 Minutes, Approval of

- a. December 30, 2025 – College Township Council Public Hearing Minutes
- b. December 30, 2025 - College Township Council Regular Meeting Minutes
- c. January 5, 2026 – College Township Council Reorganization Meeting Minutes
- d. January 5, 2026 – College Township Council Regular Meeting Minutes

CA-2 Correspondence, Receipt/Approval of

- a. Letter from CCRRA received January 5, 2026, regarding Enforcement Officers
- b. Email from John Peterson dated January 6, 2026, regarding resignation from CTIDA
- c. Email from PSATS dated January 9, 2026, regarding scholarships
- d. Email from John Ferguson dated January 9, 2026, regarding Public Works
- e. Email from Andrew Shaffer dated January 9, 2026, regarding Casino
- f. Letter from Centre Co. Adult Services dated January 5, 2026, regarding Point in Time initiative

CA-3 Action Item, Approval

- a. Resolution R-26-07 – Speed Limits – Rock Road
- b. Municipal Manager Employment Agreement
- c. Fiore Fedeli Accounting and Auditing Services Agreement dated January 9, 2026



2026 College Township Council
Photo by Frank Scott, IV



**COLLEGE TOWNSHIP COUNCIL
PUBLIC HEARING MEETING MINUTES
PROPOSED 2026 COLLEGE TOWNSHIP BUDGET
Tuesday, December 30, 2025 5:30 PM
1481 E. College Avenue, State College PA 16801
Hybrid Meeting (In-Person or via Zoom)**

**ATTENDED BY –
COUNCIL:**

L. Eric Bernier, Chair
Susan Trainor, Vice Chair
D. Richard Francke
Tracey Mariner

ABSENT:

Dustin Best, Council
Kim Patishnock, Finance Director

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Mike Bloom, Assistant Township Manager
Amy Kerner, P.E., Public Works Director
Katy VanAmburg, Assistant Township Secretary

CALL TO ORDER: Mr. Eric Bernier, Council Chair, called to order the December 30, 2025, College Township (CT) Council Public Hearing for the Proposed 2026 College Township Budget at 5:30 PM and led in the Pledge of Allegiance.

PUBLIC OPEN DISCUSSION: No *Public Open Discussion* brought forward.

PRESENTATION: Mr. Adam Brumbaugh, Township Manager, offered a brief presentation of the 2026 CT Budget, with no property tax increase for 2026 and the millage rate remaining at 6.10 mills. Staff projects revenues of \$16.4 million from multiple sources. Expenditures in 2026 are estimated at \$16.78 million.

ADJOURNMENT: Hearing no public discussion, Chair Bernier called for a motion to adjourn the Public Hearing.

**Ms. Trainor moved to adjourn the December 30, 2025,
Public Hearing on the 2026 College Township Budget.
Mr. Francke seconded the motion.**

Chair Bernier adjourned the December 30, 2025 Public Hearing at 5:33 PM.

Respectfully Submitted,

****Draft****

Adam T. Brumbaugh
Township Secretary/Manager



COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES
Tuesday, December 30, 2025 5:30 PM
1481 E. College Avenue, State College PA 16801
Hybrid Meeting (In-Person or via Zoom)

**ATTENDED BY –
COUNCIL:**

L. Eric Bernier, Chair
 Susan Trainor, Vice Chair
 D. Richard Francke
 Tracey Mariner

ABSENT:

Dustin Best, Council
 Kim Patishnock, Finance Director

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
 Mike Bloom, Assistant Township Manager
 Amy Kerner, P.E., Public Works Director
 Katy VanAmburg, Assistant Township Secretary

CALL TO ORDER: Mr. Eric Bernier, Council Chair, called to order the December 30, 2025, regular meeting of the College Township (CT) Council at 5:33 PM and led in the Pledge of Allegiance.

PUBLIC OPEN DISCUSSION: No *Public Open Discussion* brought forward.

NEW AGENDA ITEMS: No *New Agenda Items* were added to the agenda.

REPORTS: No *Reports* were presented to Council.

CONSENT AGENDA: No *Consent Agenda* items were presented.

OLD BUSINESS:

OB-1	2026 College Township Budget
OB-1.a.	Resolution R-25-30, 2026 COG Budget

Mr. Adam Brumbaugh, Township Manager, offered **Resolution R-25-30**, to approve the 2026 Centre Region Council of Governments' (COG) Budget which will approve the proposed expenditures on behalf of College Township.

Council had no additional comments related to the 2026 COG Budget.

Ms. Trainor made a motion to approve Resolution R-25-30, approving the Centre Region Council of Governments' 2026 Budget in the amount of \$30,077,210 with the local shares equaling \$10,460,038 of which College Township's share not to exceed \$1,811,936.

**Mr. Francke seconded the motion.
 Motion carried unanimously.**

OB-1.b. & .c. Resolutions R-25-31 & R-25-32



Mr. Brumbaugh offered **Resolution R-25-31**, to approve the 2026 CT Budget, with no property tax increase for 2026. Staff projects revenues of \$16.4 million from multiple sources. Expenditures are estimated at \$16.78 million.

Council had no additional comments related to the 2026 CT Budget.

Ms. Trainor made a motion to approve Resolution R-25-31, adopting the 2026 College Township Budget, providing for \$16,400,437 in total revenues and \$16,778,285 million in total expenditures. An amount of \$377,848 will decrease reserves, providing an ending combined balance of \$1,591,349. Additional budget detail is provided in the 2026 Budget document made a part hereof by reference.

Mr. Francke seconded the motion.

Motion carried unanimously.

Mr. Brumbaugh offered **Resolution R-25-32**, to approve and fix the millage rate for fiscal year 2026 at 6.10 mills. With no further discussion, Chair Bernier called for a motion.

Ms. Trainor made a motion to approve Resolution R-25-32, fixing the tax rate for the year 2026.

Mr. Francke seconded the motion.

Motion carried unanimously.

NEW BUSINESS: No *New Business* items were presented.

STAFF INFORMATIVES: No *Staff Informatives* were presented.

COUNCIL/STAFF OTHER MATTERS: No *Other Matters* were brought forward.

ADJOURNMENT:

Chair Bernier called for a motion to adjourn the meeting.

Ms. Mariner moved to adjourn the December 30, 2025, Regular College Township Council meeting.

Mr. Francke seconded the motion.

The December 30, 2025 Regular College Township Council meeting was adjourned at 5:36 PM.

Respectfully Submitted,

****Draft****

Adam T. Brumbaugh
Township Secretary/Manager



**COLLEGE TOWNSHIP COUNCIL
REORGANIZATION MEETING MINUTES
Monday, January 5, 2026
1481 E. College Avenue, State College PA 16801
Hybrid Meeting (In-Person or via Zoom)**

**ATTENDED BY –
COUNCIL:**

Susan Trainor, Chair
Tracey Mariner, Vice Chair
D. Richard Francke
Eric Bernier
Gretchen Brandt

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Mike Bloom, Assistant Township Manager
Don Franson, P.E., P.L.S., Township Engineer
Amy Kerner, P.E., Public Works Director
Lindsay Schoch, Principal Planner
Mark Gabrovsek, Zoning Officer
Katy VanAmburg, Assistant Township Secretary

SWEARING IN OF NEWLY ELECTED OFFICIALS: District Justice Greg Koehle officiated in swearing in the newly elected Council Members, Mr. Eric Bernier and Ms. Gretchen Brandt, who were both elected to serve a four-year term.

POINT OF PROTOCOL: College Township Council Members typically rotate through the office of Chair and Vice Chair. The Township Manager typically serves as the Temporary Chair at the start of the meeting.

CALL TO ORDER: Mr. Adam Brumbaugh, Township Manager, called the January 5, 2026, Reorganization meeting of the College Township (CT) Council to order at 12:06 PM.

FIRST ORDER OF BUSINESS:

Mr. Brumbaugh, Temporary Chair, called for nominations for the 2025 Chair and Vice Chair of College Township Council.

Mr. Bernier made a motion to nominate Ms. Susan Trainor to serve as College Township Council Chair and Ms. Tracey Mariner to serve as College Township Council Vice Chair in 2026 and close the nominations. Mr. Francke seconded the motion and moved to close nominations. Mr. Bernier seconded the motion. Motion carried unanimously.

Mr. Brumbaugh turned the gavel over to Chair Trainor for the remainder of the meeting.

NEW BUSINESS: NB-1 COG Committee and Regional Appointments

a. COG Committees:

Committee	2025 Rep.	2026 Rep.	Alt.	1 st Meeting
1) Executive	Bernier	Trainor	Mariner	Tues. Jan 20, 12:15 PM
2) Finance	Francke	Francke	None	Thurs. Jan. 15, 8:30 AM



3) Human Resources	Mariner	Mariner	None	TBD
4) Parks Capital	Francke	Francke	None	Thurs. Feb. 19, 12:15 PM
5) Public Safety	Trainor	Trainor	None	Tues. Jan. 13, 12:15 PM
6) Land Use & Comm. Infrastruct.	Best	Bernier	None	Thurs. Jan. 15, 12:15 PM
7) Facilities	Francke	Francke	None	TBD
8) Climate Action & Sustainability	Best	Brandt	None	Thur. Jan. 15, 12:15 PM
9) Parks & Rec Governance	Francke	Francke	None	Wed. Jan.28, 8:30 AM
10) General Forum	ALL	ALL	N/A	Mon. Jan. 26, 7:00 PM

**Ms. Mariner moved to accept the COG Committee assignments as presented.
 Mr. Bernier seconded the motion.
 Motion carried unanimously.**

b. Regional/General Committees:

Committee	2025 Rep.	2026 Rep.	Alt.	1 st Meeting
1) LTAC	Trainor	Mariner	None	Wed. Jan 21, 7:00 PM
2) SC Watershed Delegate	Best	Brandt	None	Wed. Jan 21, 7:00 PM
3) Centre Area Cable Consort.	Mariner	Mariner	None	TBD
4) CCMPO Coordinating	Bernier	Bernier	None	Tues. Feb. 24, 6:00 PM
5) CTIDA Liaison	Trainor	Brandt	None	Wed. Jan. 21, 4:00 PM

**Mr. Francke moved to accept the Regional/General Committee assignments as presented.
 Ms. Brandt seconded the motion.
 Motion carried unanimously.**

c. PSATS/PML Voting Delegates:

1) CT Voting Delegate PSATS	Trainor	Trainor	PSATS Conv. 4/19/2026
2) CT Voting Delegate PML	Francke	Francke	PML Leadership Conf. 10/7/2026

**Ms. Trainor moved to accept the PSATS/PML Voting Delegates as presented.
 Ms. Mariner seconded the motion.
 Motion carried unanimously.**

CONSENT AGENDA:

- CA-1 Appointment of all College Township Committee Alternates with full force vote, As Needed**
- CA-2 Appointment of Louis T. Glantz, Esq., Stover McGlaughlin, as College Township Solicitor for 2026**
- CA-3 2026 Auditing Services - Fiore Fedeli Snyder Carothers; Appointment of**
- CA-4 Re-appointment of all current College Township staff members to their current positions and the additional appointments of the following for 2026:**



- Adam T. Brumbaugh - Township Manager/Secretary;
- Right-To-Know Officer;
- Tax Collection Committee Delegate;
- Privacy Official; and
- Security Officer;
- Donald M. Franson - Local Traffic Advisory Committee;
- Kim Patishnock - Township Treasurer; and
- Tax Collection Committee First Alternate;
- Amy Kerner - Local Traffic Advisory Committee;
- Jeremiah Northridge - Local Traffic Advisory Committee;
- CCMPO Technical Committee to 12/31/2026;
- Katy VanAmburg - Assistant Township Secretary;
- Tax Collection Committee Second Alternate; and
- Assistant Right-To-Know Officer.

CA-5 Appointment of Traffic & Consulting Engineers:

- a. Trans Associates as College Township Traffic Engineer
- b. McCormick Taylor as Alternate College Township Traffic Engineer
- c. Keller Engineering as College Township Consulting Engineers

CA-6 Township Manager Employment Agreement; Approval of

CA-7 Disposition of Records, Resolution R-26-01; Approval of

CA-8 Appointment of Sewage Enforcement Officers and SEO Fees for 2026, as presented below:

Walter Schneider PA SEO 03970	Primary Sewage Enforcement Officer
Cory M. Warner PA SEO 03994	Secondary Sewage Enforcement Officer
James W. Royer PA SEO 04028	Secondary Sewage Enforcement Officer
Robert E. Royer, Jr. PA 04025	Secondary Sewage Enforcement Officer
Bryan K. Roan PA SEO 04041	Secondary Sewage Enforcement Officer
Jonathon T. Long PA SEO 04039	Secondary Sewage Enforcement Officer

CA-9 Authorities, Boards, and Commissions (ABC) Matters

a. Appointments and Reappointments to Authorities, Boards, & Commissions:

- | | | |
|-----------------------|-----------------------------------|----------------------------|
| 1) Lamartine Hood | Industrial Development Authority | 1/5/2026 – 12/31/2030; |
| 2) Benson Lichtig | Industrial Development Authority | 1/5/2026 – 12/31/2030; |
| 3) VACANT | Industrial Development Authority | 1/5/2026 – 12/31/2030; |
| 4) Stephen Spoonamore | Mt. Nittany Conservancy Liaison | 1/5/2026 – 12/31/2026; |
| 5) Sue Smith | Parks & Recreation Committee | 1/5/2026 – 12/31/2030; |
| 6) VACANT | Parks & Recreation Committee | 1/5/2026 – 12/31/2030; |
| 7) Peggy Ekdahl | Planning Commission | 1/5/2026 – 12/31/2029; |
| 8) Suleman Din | Planning Commission | 1/5/2026 – 12/31/2029; |
| 9) VACANT | Planning Commission | 1/5/2026 – 12/31/2029; |
| 10) VACANT | Schlow Regional Library Board | 1/5/2026 – 12/31/2028; |
| 11) Lee Murphy | SC Watershed Commission Alternate | 1/5/2026 – 12/31/2026; |
| 12) Dave Wasson | Vacancy Board | 1/5/2026 – 12/31/2026; |
| 13) Richard Harris | CTWA/SCBWA | 1/5/2026 – 12/31/2026; |
| 14) Ray Liddick, Jr. | CT Water Authority | 1/5/2026 - 12/31/2030; |
| 15) VACANT | CT Water Authority Alternate | 1/5/2026 – 12/31/2030; and |
| 16) Ben Eltz | Zoning Hearing Board | 1/5/2026 – 12/31/2030. |



CA-10 Appointment of the following financial institutions as depositories for College Township funds for 1/1/2026 through 12/31/2026: First National Bank of Pennsylvania, PA Local Government Investment Trust (PLGIT), and Northwest Savings Bank.

CA-11 Setting of mileage reimbursement rate at the federal IRS rate

CA-12 College Township Rates, Fees and Penalties Schedule; Amendment of

- a. R-26-02 §A203-1 Building and Construction, Property Maintenance & Fire Code Permits
- b. R-26-03 §A203-8 Planned Residential Development Filing Fees
- c. R-26-04 §A203-15 Impounding of Vehicles
- d. R-26-05 §A203-22 Health and Sanitation

CA-13 2026 Wage Ranges after COLA Adjustment

Ms. Mariner made a motion to approve the Consent Agenda minus CA-6.

Ms. Brandt seconded the motion.

Motion carried unanimously.

CA-6: Mr. Francke requested to pull the Township Manager Employment Agreement for further discussion. Ms. Trainor stated the Agreement is a personnel matter to be discussed by Council in Executive Session.

ADJOURNMENT:

Chair Trainor called for a motion to adjourn the Reorganization Meeting.

Mr. Bernier moved to adjourn the January 5, 2026, Reorganization Meeting of the College Township Council.

Ms. Mariner seconded the motion.

Motion carried unanimously.

The January 5, 2026, Reorganization Meeting of the College Township Council was adjourned at 12:19 PM.

Respectfully Submitted,

Draft

Adam T. Brumbaugh
Township Manager/Secretary



COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES
Monday, January 5, 2026
1481 E. College Avenue, State College PA 16801
Hybrid Meeting (In-Person or via Zoom)

**ATTENDED BY –
COUNCIL:**

Susan Trainor, Chair
Tracey Mariner, Vice Chair
D. Richard Francke
Eric Bernier
Gretchen Brandt

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Mike Bloom, Assistant Township Manager
Don Franson, P.E., P.L.S., Township Engineer
Amy Kerner, P.E., Public Works Director
Lindsay Schoch, AICP, Principal Planner
Mark Gabrovsek, Zoning Officer
Katy VanAmburg, Assistant Township Secretary

CALL TO ORDER: Ms. Susan Trainor, Council Chair, called to order the January 5, 2026, Regular meeting of the College Township (CT) Council at 12:21 PM and led in the Pledge of Allegiance.

ANNOUNCEMENT: Chair Trainor announced that Council met in Executive Session at the conclusion of the December 30, 2025 Special meeting to discuss a personnel matter.

PUBLIC OPEN DISCUSSION: No *Public Open Discussion* brought forward.

NEW AGENDA ITEMS: No *New Agenda Items* were added to the agenda.

SPECIAL

PRESENTATION: SP-1 CT Sesquicentennial Committee Recognition

Ms. Trainor moved CA-3.a., Resolution R-26-06 to this point on the agenda.

Mr. Bernier read into the record **Resolution R-26-06**, acknowledging and commending the efforts of the CT Sesquicentennial Committee throughout the Township's Anniversary year in 2025. Mr. Bernier presented the Committee Chair, Ms. Carla Stilson, and other members of the Committee who were present with a commemorative plaque to be displayed within the Municipal building.

Mr. Adam Brumbaugh, Township Manager, noted the plaque was generously donated by Ms. Peggy Ekdahl, member of the CT Planning Commission. Mr. Brumbaugh offered his sincere appreciation to Ms. Ekdahl for the gesture.

Committee member Mr. Don Hartzell then presented Mr. Bernier, CT Council Chair during 2025, with the American Flag that was retired during the Township's November 23, 2025 Commemorative Ceremony. The framed Flag will also be displayed within the Municipal building.

Ms. Stilson addressed Council and offered her appreciation for being part of the Sesquicentennial Committee. She also thanked the Committee members for their efforts in planning the various events held throughout 2025.



PLANS: P-1 PAM Health Subdivision

Ms. Lindsay Schoch, AICP, Principal Planner, updated Council about the Subdivision Plan for PAM Health. She noted Penn State University (PSU) is proposing the subdivision of a 5.824 acre lot off of an existing 85.316 acre lot near the intersection of the Park Avenue Connector and Innovation Boulevard. She noted no site improvements are proposed, the site currently has no buildings, and it is not serviced by any water or sewer.

Ms. Schoch noted there is a request to defer the construction of pedestrian facilities until such time a Land Development Plan (LDP) is submitted.

Mr. Mike Vaow, representing Stahl Sheaffer Engineering, was present to answer questions related to the Plan.

Mr. Francke made a motion to approve the P.A.M. State College Preliminary/Final Subdivision Plan dated October 3, 2025 and last revised November 17, 2025 subject to the following conditions:

- 1. Within ninety (90) days from the date of approval by Council, all conditions must be satisfied, final signatures must be obtained and the plan must be recorded with the Centre County Recorder of Deeds Office. Failure to meet the ninety (90) day recordation time requirement will render the plan null and void.**
- 2. Pay all outstanding review fees.**
- 3. Address, to the satisfaction of the Township Engineer, any outstanding plan review comments.**
- 4. Fully comply with College Township Code Section 180-12.**
- 5. Approve deferral of construction of pedestrian facilities until such a time that a land development plan is submitted for approval.**
- 6. All conditions must be accepted in writing within seven (7) days from the date of the conditional approval letter from the Township Engineer.**

**Ms. Mariner seconded the motion.
Motion carried unanimously.**

REPORTS:

a. Manager's Update

Mr. Brumbaugh offered the Manager's Update report as presented. No additions were made to the report. He offered Council a reminder of the upcoming joint meeting with Planning Commission scheduled on Wednesday, January 28, 2026 starting at 5:30 PM. Mr. Francke offered his congratulations to Mr. Wade Dietz and Mr. Ed Flick for their recent promotions within the Township.

b. COG Regional, County, and Liaison Reports

No *COG or Liaison Reports* were presented to Council.

c. Staff/P.C./Other Committee Reports

No *Staff, PC, or Other Committee Reports* were presented to Council.



d. Diversity, Equity, Inclusion & Belonging Reports (Public invited to report)

Mr. Mike Bloom, Assistant Township Manager, offered a DEIB report that included the following:

Days/Holidays:

- National Slavery and Human Trafficking Prevention Month
- Poverty in America Awareness Month
- New Years Day is January 1st
- January 18th is World Religion Day
- January 19th is Martin Luther King, Jr. Day
- January 27th is International Holocaust Remembrance Day

Mr. Bloom noted he emailed Council regarding attendance at the MLK, Jr. Memorial Banquet at PSU on January 15, 2026. Ms. Mariner elected to attend the banquet on behalf of CT.

CONSENT AGENDA:

CA-1 Minutes, Approval of

- a. December 18, 2025 – College Township Council Regular Meeting Minutes

Mr. Bernier made a motion to approve CA-1.a. as presented.

Ms. Brandt seconded the motion.

Motion carried unanimously.

OLD BUSINESS:

OB-1

Appointment – Community & Economic Development Director

Mr. Brumbaugh offered a memorandum dated January 5, 2026, outlining details for his recommendation for the newly created department head position, Director of Community and Economic Development. Mr. Brumbaugh offered the full-time position to Ms. Keri Kenepp, who currently serves as the Economic Development Coordinator for CT.

He noted in accordance with the CT Code, department directors shall be appointed by the Township Manager and confirmed by a vote of the CT Council.

Ms. Trainor offered her appreciation to Ms. Kenepp for the work she has done as Economic Development Coordinator and as Executive Director for the CT Industrial Development Authority.

Mr. Bernier made a motion to confirm the Township Manager’s appointment of Ms. Keri Kenepp to the position of College Township Director of Community and Economic Development.

Ms. Mariner seconded the motion.

Motion carried unanimously.

OB-2

PAM Health Rezoning

Ms. Schoch offered a memorandum dated December 22, 2025, outlining the history of the PAM Health project which includes:

- 1) **Rezoning Request** - Rezone 5.824 acres of University Planned District (UPD) 14 to Planned Research and Business Park (PRBD) to allow for the use of an inpatient rehabilitation hospital.



- 2) **Development of Regional Impact (DRI)** - Required because both the proposed use and rezoning are located outside of the Regional Growth Boundary / Sewer Service Area (RGB/SSA).
- 3) **Subdivision Plan** - A subdivision of the 5.824 acres from the larger PSU-owned property was reviewed by Staff and the Planning Commission; the PC recommended that Council approve the Subdivision Plan with some conditions. The Subdivision Plan was presented to Council earlier in this meeting.

Council was provided with a draft Ordinance, draft Developer’s Agreement, as well as the DRI. Council is asked to review the Ordinance language and Developer’s Agreement and if acceptable, schedule a Public Hearing for the proposed Ordinance amendment.

Ms. Schoch noted Staff recommends scheduling the Public Hearing for February 19, 2026, and the Township Solicitor has reviewed the Developer’s Agreement. All required property postings, notifications to adjacent property owners, and legal advertising will occur as required.

Mr. Francke made a motion directing Staff to complete any remaining next steps as outlined in the memorandum dated December 22, 2025, and set the Public Hearing for February 19, 2026.

**Ms. Mariner seconded the motion.
 Motion carried unanimously.**

OB-3 PSU-ARL Development of Regional Impact (DRI)

Ms. Schoch offered a memorandum dated December 22, 2025, outlining PSU’s request to expand the RGB/SSA on the west end of Innovation Park. The expansion is part of PSU’s 50-year plan for Innovation Park and includes the future development of a campus to support Applied Research Laboratory (ARL) buildings and related uses. PSU completed and formally submitted a Development of Regional Impact (DRI) report in support of expanding the RGB/SSA.

The DRI report was reviewed by Centre Regional Planning Agency (CRPA), Centre Regional Planning Commission (CRPC), the Centre Region Council of Governments (COG) General Forum, and CT Planning Commission. Council is now asked to consider if the expansion of the RGB/SSA and associated DRI have merit. If so, the DRI Report will be forwarded to CRPC for their consideration at their February 5, 2026 meeting.

In addition to the proposed RGB/SSA expansion, PSU is also requesting that the subject property be rezoned to accommodate future ARL-related uses. The rezoning request will be addressed at a future CTC meeting.

Mr. Neil Sullivan, PSU University Planner, and Mr. Andrew Gutberlet, PSU Facilities Project Manager, were present to answer questions related to the expansion request.

Mr. Bernier made a motion determining the DRI Report has merit and directed Staff to forward the DRI Report to CRPC for their review and recommendation at their February 5, 2026 meeting.

**Ms. Mariner seconded the motion.
 Motion carried unanimously.**

NEW BUSINESS:

NB-1 Retirement Bonus Recommendations



Mr. Brumbaugh offered a memorandum dated December 24, 2025, recommending retirement bonuses for Mr. John Keslar, Water Technician I, and Mr. Ed Ranio, Public Works Road and Water Superintendent, both long-time employees of the Township who will be separating from service in early 2026.

There is no requirement in CT policy that Council award a separating employee any sum. Other than accrued vacation and personal day hours, a separating employee receives no monetary consideration for unused sick time accumulated over the length of service. However, the Manager may recommend to Council that a retiring employee be considered for a retirement bonus in recognition of outstanding service.

Mr. Brumbaugh noted the Township’s retirement bonus program is structured so that the Manager may recommend an award based on 1) only years of service, at \$100 per year, or 2) 5% of accrued sick hours x final hourly base rate of pay provided the employee has accrued an average of 40 or more sick hours per years of service.

Mr. Keslar would be eligible for a \$2,700 retirement bonus based on years of service as per policy. Mr. Brumbaugh also recommends that Council consider a \$3,200 bonus for Mr. Ranio, although he is separating, not retiring.

Ms. Mariner made a motion to authorize a bonus payment to Mr. John Keslar in an amount of \$2,700 in recognition of his outstanding service to College Township over the course of his 27+-year career as a College Township employee and, furthermore, recommend a separation bonus in the amount of \$3,200 to Mr. Ed Ranio for his outstanding service to the Township over a 32+-year career. The Township Finance Director is hereby directed to arrange these payments from the Township’s un-reserved fund balance. Mr. Francke seconded the motion. Motion carried unanimously.

STAFF

INFORMATIVES:

- SI-1 **Boalsburg Firefighters’ Relief Association**
- Compliance Audit**
- SI-2 **CBICC National Civics Bee Information**

COUNCIL/STAFF OTHER MATTERS: No *Other Matters* were brought forward.

ADJOURNMENT:

Chair Trainor called for a motion to adjourn the meeting.

Ms. Mariner moved to adjourn the January 5, 2026 Regular College Township Council meeting. Mr. Francke seconded the motion.

The January 5, 2026 Regular College Township Council meeting was adjourned at 1:00 PM.

Respectfully Submitted,

****Draft****

Adam T. Brumbaugh

Township Secretary/Manager

Centre County Recycling & Refuse Authority

253 TRANSFER ROAD
 BELLEFONTE, PA 16823
ccrra@centrecountyrecycles.org
www.centrecountyrecycles.org



PHONE: 814-238-7005
 RECYCLING: 814-238-6649
 FAX: 814-238-3195
 TOLL FREE: 1-800-605-6649

01/01/2026

To: All Township and Borough Officials
 Centre County

Received

JAN 05 2026

College Township

Dear Township and Borough Officials,

As we roll into the new year, the Centre County Recycling and Refuse Authority (CCRRA) would like to take this opportunity to remind municipalities that **Dave Watson and Ty Corl serve as Centre County Enforcement Officers** for the Authority.

In this capacity, they assist municipalities with matters related to illegal dumping, recycling compliance, and proper waste and demolition material handling throughout Centre County. Their role is to work alongside local officials to help address concerns and support enforcement efforts when needed. Over the next few weeks, Dave and Ty will also be stopping by municipalities to put a face to the name.

We respectfully request your assistance in the following areas:

- **Illegal Dumping:** Please contact CCRRA if you become aware of any incidents of illegal dumping within your municipality so our enforcement officers can respond appropriately.
- **Demolition/ New Construction Permits:** When permits are issued, we kindly ask that a copy be faxed to CCRRA to help us track demolition/ New Construction activity and ensure proper disposal and recycling of materials.

Faxed permits and reports may be sent to **Fax (814) 238-3195** and illegal dumping concerns may be reported by phone or email using the contact information above.

We value the cooperation and partnership of Centre County's townships and boroughs and appreciate your continued support in maintaining clean, safe, and compliant communities. Please do not hesitate to reach out if you have questions or need additional information.

Thank you for your time and cooperation.

Sincerely,
 Centre County Recycling and Refuse Authority (CCRRA)



**Centre County
Recycling and Refuse
Authority**

Printed on Recycled Paper

Dave Watson, CRP
Enforcement Officer

253 Transfer Road
Bellefonte, PA 16823
P 814.238.7005
P 800.605.6649
F 814.238.3195
C 814.470.0157

dwatson@centrecountyrecycles.org
www.centrecountyrecycles.org



**Centre County
Recycling and Refuse
Authority**

Printed on Recycled Paper

Ty Corl, CRP
Enforcement Officer

253 Transfer Road
Bellefonte, PA 16823
P 814.238.7005
P 800.605.6649
F 814.238.3195
C 814.548.6374

tcorl@centrecountyrecycles.org
www.centrecountyrecycles.org



Fw: IDA resignation

From Adam Brumbaugh <abrumbaugh@collegetownship.org>

Date Tue 1/6/2026 10:37 AM

To Katy VanAmburg <kvanamburg@collegetownship.org>

Katy,

Please include this email in correspondence for the January 15 CTC meeting.

Thanks, Adam

From: John Peterson <jpeterson@ctida.com>

Sent: Tuesday, January 6, 2026 8:59 AM

To: Ray Liddick Jr. <rliddick@ctida.com>; Keri Kenepf <kkenepf@collegetownship.org>; Anthony Fragola <afragola@ctida.com>; Benson Lichtig <blichtig@ctida.com>; Lam Hood <lhood@ctida.com>; Katy Colby <kcolby@ctida.com>; Vanessa Sherman <vsherman@ctida.com>; Adam Brumbaugh <abrumbaugh@collegetownship.org>

Subject:

Dear Keri, Adam, and Fellow Members of the College Township Industrial Development Authority,

I want to express my sincere appreciation for the opportunity to serve as a member of the College Township Industrial Development Authority. It has been a privilege to work alongside such a dedicated group of leaders committed to the economic vitality, responsible development, and long-term prosperity of College Township.

After carefully considering it, I am writing to formally let you know that I will be stepping down from my role on the Authority effective February 1, 2026. This decision is driven by evolving work commitments and the increasing demands of my professional schedule, including the timing of meetings during the business day, which has made continued service in this capacity challenging. This was not easy, but it is necessary for someone who has the capacity to contribute. Please remove me from your email and document storage accounts, and website on February 1st.

I am willing to help in any way during this transition period. Please feel free to call, text, or email me anytime.

That said, my commitment to College Township and the mission of the CTIDA remains strong. While I may no longer serve in a formal board role, I would be more than willing to continue supporting the Authority through working groups, consultation, and informal advisory support as needs arise. My door remains open, and I would welcome opportunities to contribute in ways that align with both the Authority's goals and my expertise.

Thank you again for the trust placed in me and for the opportunity to serve. I am grateful for the relationships built and the important work advanced during my tenure, and I look forward to continuing to support the success of College Township in the future.

Respectfully,

John D. Peterson
814-590-9781

--

John Peterson
Authority Member
College Township Industrial Development Authority

1481 E. College Avenue
State College, PA 16801

www.ctida.com

www.collegetownship.org





PSATS Scholarship Deadline Extended! PSATS:0347

From Grace Rodgers <Grodgers@psats.org>

Date Fri 1/9/2026 10:17 AM

To Katy VanAmburg <kvanamburg@collegetownship.org>

Dear Katy

After yesterday's extension of the awards application window, we had several inquiries about the scholarship application window. To provide consistency and avoid confusion, we have decided to also extend the window for applications for the PSATS Scholarships until January 31, 2026. If your county association has a scholarship program, you can encourage those applicants to also submit for the PSATS scholarships.

You will recall that there are 2 academic and 2 community service scholarships to be awarded, and each is worth \$1,500. Please review submission criteria at <https://www.psats.org/psats-award-programs-2025/>. Remember, these scholarships are open to high school seniors living in your township and are for any career development opportunities, including certifications and trade schools, in addition to traditional college options. Winners will be announced prior to the Annual Conference.

If you have any questions about the scholarship program that are not answered on our website, please contact **Katie Lizza**, PSATS Deputy Director of Policy and Research at (717) 763-0930, ext. 129, or klizza@psats.org.

Take advantage of the extended deadline!

Thanks, and we appreciate your partnership.

David M Sanko
Executive Director
PA State Association of Township Supervisors
4855 Woodland Dr.
Enola, PA 17025
717.763.0930
717.756.5751 cell
dsanko@psats.org



CT Public Works Kudos

From JOHN FERGUSON <jferg912@comcast.net>

Date Fri 1/9/2026 10:30 AM

To CTCouncil <ctcouncil@collegetownship.org>

Please pass on my thanks to the CT Public Works Department team regarding the following:

- The decision by the team to make one more trip through the Houserville area to pick up leaves in December before the forecasted wind and snow event was a great call.
- Their continued efforts to keep the Houserville Road cleared off for public safety during the inclement weather we have received through this winter thus far is always appreciated.

Sincerely,

John Ferguson
912 Houserville Road



Update to Happy Valley Casino ownership and operating schedule

From Andrew Shaffer <andrewshaffer148@gmail.com>

Date Fri 1/9/2026 2:09 PM

To CTCouncil <ctcouncil@collegetownship.org>

Dear Members of the College Township Council,

Earlier today, the Centre Daily Times published an update on the takeover of the Happy Valley Casino by New York-based Saratoga Casino Holdings:

<https://www.centredaily.com/news/business/article314261715.html>

Near the end of this article is a significant statement indicating that the casino's "Initial hours are set for 10 a.m. to 2 a.m. daily."

This schedule represents a significant reduction in operating hours from the originally advertised 24/7 schedule, on which the casino impact report's estimates for the casino's revenue and tax benefits to College Township were based.

A reduced operating schedule will likely result in the casino capturing less revenue and generating less tax benefits than were initially projected. I encourage the Council to keep this potential reduction in anticipated tax revenue from the casino in mind as you make future budgeting decisions.

I also encourage the Council to have your staff update the Casino Timeline of Significant Events document on the Township's website to reflect the recent change in the ownership and control of the casino.

Thank you.

Sincerely,

Andrew Shaffer

CA-2.f.

Received

JAN 12 2026

College Township
ADMINISTRATOR
JOHN FRANEK, JR.

COMMISSIONERS
MARK HIGGINS, *Chair*
AMBER CONCEPCION
STEVEN G. DERSHEM



Office of Adult Services

SOLICITOR
ELIZABETH A. DUPUIS

HUMAN SERVICES ADMINISTRATOR
JULIA SPRINKLE

DEPUTY HUMAN SERVICES ADMINISTRATOR
DIRECTOR OF ADULT SERVICES
FAITH R. RYAN
adultservices@centrecountypa.gov

January 5th, 2026

RE: 2026 Point-in-Time Unsheltered Homeless Count

To whom it may concern,

Every year, Centre County takes part in a nationwide initiative called Point-in-Time (PIT) to provide outreach and collect valuable data on our unsheltered homeless population. Often times, this population may be found living in a tent, a car, a hallway, a campground site, abandoned building, or even under a bridge. They may also be finding respite at various retailers, restaurants, libraries, and other community buildings during the day.

This year, teams will be out in the community the night of Wednesday January 21st, and the day of Thursday January 22nd (for the night of Wednesday January 21st) looking to connect with the unsheltered homeless population to ask where they slept the night of Wednesday January 21st to provide care packages, and offer assistance. Additionally, teams want to connect with individuals/families who are homeless, but "doubled-up" (i.e. staying with family and/or friends), and not considered unsheltered for the PIT count. This would give teams the opportunity to provide information about our county's emergency, temporary, and permanent housing options.

In an effort to connect with these individuals/families, we are asking for your assistance. If you know the whereabouts of and are concerned about someone who is unsheltered or "doubling-up", please contact the Office of Adult Services no later than Tuesday, January 20th so we can consider outreach to them during the Point In Time Count.

814-424-5850
cgabriel@centrecountypa.gov

Thank you in advance for your help during our effort to assist those in need!

Caitlin Gabriel
Housing Program Specialist





COLLEGE TOWNSHIP

MEMORANDUM

To: College Township Council

Thru: Adam T. Brumbaugh, Manager

From: Donald M. Franson, P.E., P.L.S., Township Engineer

Re: Speed Limit Resolution R-26-07

Date: January 8, 2026

Resolution R-26-07 is for the amendment of Township Ordinance, §190-07 – Speed Limits Established. Currently, College Township has no established speed limit of Rock Road from its intersection with Trout Road to the Benner Township line. It is proposed to add 30 mph for the aforementioned section of Rock Road within College Township to Ordinance §190-07.

**COLLEGE TOWNSHIP
CENTRE COUNTY PENNSYLVANIA**

RESOLUTION NO. R-26-07

**A RESOLUTION OF THE TOWNSHIP OF COLLEGE TO AMEND
TOWNSHIP ORDINANCE, CHAPTER 190 - VEHICLES AND TRAFFIC,
SECTION 190-07, SPEED LIMITS ESTABLISHED**

THIS RESOLUTION is made this 15th day of January, 2026 by the College Township Council to amend Township Ordinance, Chapter 190, §190-07, as follows:

§ 190-07 SPEED LIMITS ESTABLISHED

<u>NAME OF STREET</u>	<u>SPEED LIMIT MPH</u>	<u>LOCATION</u>
-----------------------	------------------------	-----------------

Add the following:

Rock Road	30	Intersection with Trout Road to Benner Township Line
-----------	----	---

DULY ADOPTED this 15th day of January, 2026 by the Council of the Township of College, Centre County, Pennsylvania.

COLLEGE TOWNSHIP COUNCIL

Chair

ATTEST:

Secretary

Municipal Manager Employment Agreement

January 2026 – January 2028

THIS EMPLOYMENT AGREEMENT is made and entered into by and between the **Township of College**, Centre County, Pennsylvania (hereinafter "Employer"), and **Adam Brumbaugh** (hereinafter "Employee"), pursuant to the Pennsylvania Second Class Township Code and Employer's governing Code.

Employer and Employee, intending to be legally bound, agree as follows:

1. Position and Duties

Employer hereby employs Employee as **Municipal Manager**. Employee agrees to perform the essential duties as described in *Attachment A – General Job Description*, and any additional lawful duties assigned by Council that are consistent with the duties of a Municipal Manager.

Material changes to duties, reporting structure, or organizational authority shall require written agreement between Employee and Council.

Employee shall devote full professional time and attention to the position.

2. Term of Agreement

This Agreement shall commence on January 6, 2026, and shall continue through January 4, 2028, unless earlier terminated under this Agreement.

Employer shall provide written notice of any intention not to renew the Agreement **at least 180 days** before expiration. Absent such notice, the parties may negotiate renewal terms, and Employee shall continue serving under the terms of this Agreement until Council takes formal action.

3. At-Will Employment

Employee serves at the pleasure of Council consistent with the Township Code and state law. This Agreement defines compensation and severance rights but does not create tenure.

4. Professional Standards

Employee shall perform duties in a competent, ethical, and professional manner consistent with federal and state law, the Township Code, Employer policies, and the ICMA Code of Ethics.

Employee shall not engage in conduct that constitutes material misconduct or that materially harms the reputation of the Township.

5. Benefits

Employee shall receive all benefits available to full-time Township employees, along with the following executive-level benefits:

- Additional Paid Time Off: 5 days of annual personal leave, subject to use in accordance with Township policy.

Nothing herein diminishes any more favorable time-off benefit Council may choose to provide to Employee.

6. Residency and Relocation

Employee shall reside within the Township during the term of this Agreement.

Should Township residency requirements be modified or eliminated during the term, Employee may elect to maintain or relocate residence without penalty. Otherwise, Employee will be subject to existing policy.

7. Compensation

Employee shall receive an annual base salary of **\$150,200** effective January 6, 2026. Annual adjustments shall, at a minimum, be made consistent with Employer's compensation policies, including merit-based or cost-of-living increases or as negotiated between the parties.

8. Deferred Compensation Contributions

Employer shall contribute:

- **5% of base salary**, plus
- An annual **\$4,500** contribution

to Employee's 457(b) deferred compensation plan. Nothing shall prevent the parties from negotiating mutually acceptable amounts of contributions.

Employee shall contribute at least 5% of base salary on a pre-tax basis.

9. Performance Evaluation

Council shall conduct a written annual performance evaluation using criteria agreed upon by the parties. The evaluation shall serve as the basis for Compensation, Benefits, Deferred Compensation and/or other employment adjustments.

10. Outside Professional Engagements

Employee may teach, consult, write, or speak professionally with prior notice to Council, provided such work does not materially interfere with Township duties or create conflicts of interest, subject to prior approval of Council which will not be unreasonably withheld.

Honoraria shall be retained by Employee unless otherwise agreed.

11. Indemnification and Insurance

Employer shall defend, indemnify, and hold Employee harmless from any legal claims arising from the good-faith performance of duties to the fullest extent permitted by Pennsylvania law.

Employee shall be covered under Employer's public official liability and employment practices insurance throughout employment and for at least two years following separation.

To the extent permitted by law, the Township shall defend and indemnify the Township Manager against claims, demands, or civil actions arising from negligent acts or omissions of the Township Manager while acting in good faith, within the scope of official duties, and within the authority lawfully delegated by the Council of College under the Second Class Township Code, provided that such defense and indemnification is available under the Township's insurance

coverage or municipal risk pool participation.

12. Professional Development

Employer shall fund dues, training, and conference attendance essential to Employee's professional development, including but not limited to ICMA, PML, and APMM memberships and annual conferences.

13. Executive Hours and Flexibility

Employee acknowledges that duties require work in excess of normal business hours. Employee may take reasonable time off or schedule flexibility without using PTO, provided the Council Chair is informed.

14. Termination for Cause

"Cause" is limited to:

1. Conviction of a felony or crime of moral turpitude.
2. Willful misconduct, fraud, or misappropriation.
3. Intentional violation of written Township policies after written notice.
4. Willful refusal to perform essential duties after written notice and a 30-day cure period.

No Severance is owed in a Termination for Cause.

15. Good Reason Resignation

Employee may resign for **Good Reason** and receive severance as if terminated without Cause. "Good Reason" includes:

1. Material reduction in duties, authority, or reporting relationships.
2. Material breach of this Agreement by Employer.
3. Reduction in salary or benefits not applied proportionally to all non-uniform employees.
4. Relocation of Township office by more than 20 miles.

Employee must provide written notice and allow Council 30 days to cure.

16. Severance (Without Cause / Non-Renewal)

If Employer terminates Employee without Cause or declines to renew this Agreement, Employee shall receive:

1. **Severance Pay:** Twelve (12) months of base salary, not to exceed the term of this Agreement.
2. **Benefits Continuation:** Township-paid health insurance for 12 months or cash equivalent, not to exceed the term of this Agreement.
3. **Accrued Leave Payout:** Payment of all accrued vacation and personal time in accordance with Township policy.
4. **Deferred Compensation:** Pro-rata retirement contribution for the year of separation.

Employer is obligated to provide Employee with no less than 180-days' notice in the event of intended non-renewal of this Agreement. Should Employer not provide proper notice, Employee shall receive the Severance above with the exception that it will not be limited to the term of this Agreement.

This Severance does not apply to resignation without Good Reason or Termination for Cause.

17. Voluntary Resignation

Employee may resign voluntarily with 30 days' written notice. In such event, no severance is owed, but all accrued leave will be paid out in accordance with Township policy.

18. General Provisions

- Modifications must be in writing and signed by both parties.
 - If any provision is invalid, the remainder shall still apply.
 - Except where this Agreement explicitly differs, this Agreement will conform with all employment policies and procedure of College Township.
 - This Agreement constitutes the full understanding between the parties.
-

IN WITNESS WHEREOF, the Employer and Employee execute this Agreement as of the date below.

ATTEST:

TOWNSHIP OF COLLEGE

Assistant Township Secretary

Council Chair

Date: _____

WITNESS:

Adam Brumbaugh

Date: _____

GENERAL JOB DESCRIPTION

TITLE: Township Manager – Secretary

DEPARTMENT: Administration

REPORTS TO: College Township Council through the Council Chairperson

FLSA: Exempt

SALARY: Refer to approved salary range schedule

Position Summary

The purpose of the Township Manager – Secretary is to direct the operation of township government through subordinate department heads or directly; has responsibility for all matters performed in the name of College Township or under its power and authority.

Essential Functions

- Responsible for the management of all governmental affairs of the Township such as engineering, building, zoning, health, purchasing, tax collection, highway maintenance, planning financial management, and human resources.
- Responsible for the appointment, suspension, or removal of employees in all departments of Township government with the exception of the Auditing function which is performed by a CPA Auditing Firm appointed by Council.
- Responsible for collection, receipt, accounting and deposit of all taxes, fees, assessments, and charges established by the Township or other taxing authorities for whom the Township collects monies.
- Responsible for the direction, supervision, and management of all offices, departments, agencies, and commissions created by Council.
- Responsible for the preparation of an annual operating budget and capital expenditure program and for its presentation to Council for approval.
- Responsible for the preparation of an annual report which details the financial and administrative activities of the Township.
- Responsible for the preparation of periodic reports, studies, analyses, and evaluations which may be requested by Council from time to time.
- Responsible for the preservation of law and order in the Township and for the enforcement of ordinances and regulations. Acts as Township liaison to police, fire and emergency services agencies.
- Responsible as the Township representative to the Centre Region Emergency Management Council.
- Responsible to ensure that the laws of the Commonwealth which relate to the affairs of Township government are enforced and executed.
- Responsible to participate in the meetings of Council, the organization of business for those meetings, and to follow through with action directed by Council.

- Responsible to represent the Township's interests in intergovernmental affairs, particularly as relates to the activities of the Centre Region Council of Governments.

- Responsible to be accessible to the media and to act as spokesperson for the Township for the purposes of relaying factual information and/or formal positions taken the Council.
- Participates in a weekly executive staff meeting with all department heads, and coordinates interdepartmental issues utilizing a team approach.
- Responsible for all aspects of the Secretary's function to the Council (i.e., attesting, certifying, etc.) actions.
- Responsible for all administrative contracts.
- Responsible for maintaining pay classification and job description plan.
- Responsible for Human Resources and keeping current on all regulations and legislation.
- Maintains current listing of available candidates for Council appointment to Authorities, Boards, or Commissions (ABCs).
- Responsible for the management and operation of all College Township Water Authority activities and reports to members of the Council-appointed Water Authority Board.
 - Duties include, but are not limited to: administrative, financial and personnel management as well as emergency response coordination and all periodic reporting to various local, state and federal agencies.
 - Responsible for compliance with all Water Authority permits and orders issued to Authority.
 - Representation of Water Authority interests and negotiation with various local, state and federal agencies.
 - Liaison to residential, commercial, industrial and institutional customers of the Water Authority.

Qualifications

Education:

- Any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university, preferably in Public or Business Administration required.
- A Master's Degree in a related field is highly desirable.

Work Experience:

- Four (4)-plus years of progressively responsible experience in municipal government as a City or Township Manager or Assistant City/Township Manager or Senior Executive in a community of more than 5,000 population required.

Knowledge/Skills/Abilities:

- The Township Manager must have knowledge of:
 - Complex policy issues;
 - Intergovernmental relations;
 - Federal, state, regional and local jurisdictional partnerships; and,
 - Municipal financial management and fiscal policies.

- The Township Manager must have the ability to:
 - Shape and implement policy direction;
 - Listen, facilitate and synthesize multiple points of view;
 - Prepare and mentor managers to assume broader leadership roles;
 - Foster an organizational climate that attracts, retains and develops talent at all levels;
 - Facilitate and sustain positive employee relations;
 - Communicate orally and in writing with all levels of Township staff, Township and regional officials and citizens;
 - Manage, organize and direct the work of others and provide organizational leadership;
 - Build effective working relationships with Township and regional officials, coworkers, subordinates and citizens.

Certifications:

- Possession of a valid Pennsylvania driver's license.
- Designation as a Certified Manager by the International City/County Management Association is highly desirable.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include those required for reading, writing and typing. The noise level in the work environment is usually moderate.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Reviewed with employee by:

_____	_____
Name/Title	Date

Acknowledgement

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

Job Incumbent Signature _____	Date

Legal Disclaimer: The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information

FIORE FEDELI SNYDER CAROTHERS, LLP*Certified Public Accountants and Consultants*Patrick J. Fiore, CPA
Joseph P. Fedeli, CPA
Robert P. Snyder, CPA
Stanley N. Roseberry IV, CPA

January 9, 2026

Township of College
1481 East College Avenue
State College, PA 16801RE: Accounting and Auditing
Services

We are pleased to confirm our understanding of the services we are to provide the Township of College (the "Township") for the years ended December 31, 2025 and 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, major funds, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township as of and for the years ended December 31, 2025 and 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule for the General Fund

Township of College
January 9, 2026
Page 2

We have also been engaged to report on supplementary information other than RSI that accompanies the Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

- Combining Balance Sheet - Non-Major Governmental Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Non-Major Governmental Funds
- Combining Statement of Changes in Assets and Liabilities - Agency Fund - Tax Collector Accounts
- Schedule of Receipts and Disbursements - Agency Fund - Tax Collector Accounts
- Borrowing Base and Debt Capacity

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*,

Township of College
January 9, 2026
Page 3

issued by the Comptroller General of the United States, and will include tests of your accounting records of the Township and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Township of College
January 9, 2026
Page 4

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have not identified any significant risks of material misstatement as part of our audit planning.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance

Township of College
January 9, 2026
Page 5

and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and

Township of College
January 9, 2026
Page 6

pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reason for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as

Township of College
January 9, 2026
Page 7

your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of the Township in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Township; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The audit documentation for this engagement is the property of Fiore Fedeli Snyder Carothers, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any regulator or its designee, a

Township of College
January 9, 2026
Page 8

federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purpose of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Fiore Fedeli Snyder Carothers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to other, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by any regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc., not to exceed \$16,500 as agreed to in our proposal. We base our fees on time required at our regular rates for the type of services and personnel assigned plus out-of-pocket costs. We also give consideration to the difficulty and size of the assignment, the degree of skill required, time limitations imposed on us by others, the experience and ability of the personnel assigned, the nature of the project, the level of cooperation by the client's staff, and the value of the services to the client. Our invoices for these fees will be rendered as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse for all out-of-pocket expenditures through the date of termination. The above fee is based on the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report is available upon request.

We issue a written report upon completion of our audit of the Township's financial statements. Our report will be addressed to Members of Council of the Township of College. Circumstances may arise

Township of College
January 9, 2026
Page 9

in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-a-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Township is subject to an audit requirements that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with the U.S. generally accepted auditing standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Township of College and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please do not hesitate to contact us. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Fiore Fedeli Snyder Carothers, LLP". The signature is written in a cursive, flowing style.

Fiore Fedeli Snyder Carothers, LLP

Township of College
January 9, 2026
Page 10

RESPONSE:

This letter correctly sets forth the understanding of the Township of College.

Officer Signature

Date

Title

BUCKLER, McKENNEY & NADZADI, P.C.

Certified Public Accountants

116 Fox Plan Road
Monroeville, PA 15146-2799

(412) 856-7880

FAX (412) 856-0510

11 West Market Street

Blairsville, PA 15717

(724) 459-5025

FAX (724) 459-5051

Mitchell K. McKenney, CPA
Jennifer Nadzadi, CPA

Merle L. Buckler, CPA (1931-1996)

March 6, 2023

Report on Firm's System of Quality Control

To the partners of Fiore, Fedeli, Snyder, Carothers, LLP

and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Fiore, Fedeli, Snyder, Carothers, LLP (the firm) in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Fiore, Fedeli, Snyder, Carothers, LLP in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Fiore, Fedeli, Snyder, Carothers, LLP has received a peer review rating of pass.



Buckler, McKenney & Nadzadi, P.C.



COLLEGE TOWNSHIP

MEMORANDUM

To: College Township Council
From: Mike Bloom, Assistant Township Manager
Re: OB-1: Proposal for Municipal Building Renovation Design
Date: January 12, 2026, for January 15th Council Meeting

Background:

The College Township Municipal Building is approximately 30 years old and currently houses all or portions of several key departments, including Administration, Engineering, Planning & Zoning, Public Works, Finance & Tax, and the Water Authority. Over time, the operational and spatial needs of these departments evolved to the point that a renovation of the facility is necessary to ensure that it continues to meet the needs of the community and staff effectively.

In 2025, College Township worked with Kimmel Architecture to complete a Needs Assessment/Space Planning & Conceptual Design Study of the township building. This study confirmed that space is available in the building to accommodate current and future staffing with some internal relocation of departments along with renovations to the 1st and 2nd floors.

The 2026 College Township Budget included a \$175,000 line item for the next phase of design/engineering of the building renovation project, with the anticipation that a professional services contract would be executed in early 2026.

Kimmel Architecture Proposal:

On January 9th, College Township received the attached Proposal from Kimmel Architecture to complete the full architectural and engineering services required for design, bidding and construction of the municipal building renovations. The proposed fee for these services is \$151,800, which is within the budgeted amount for 2026.

Professional services — such as architectural and engineering consultants — are generally exempt from formal competitive bidding requirements under the Second-Class Township Code. In these instances, College Township has typically taken one of the following options:

- Direct appointment of a professional.
- Request for Proposals/Qualifications (RFP/RFQ).

Staff Recommendation:

Kimmel Architecture is a well-qualified firm that was selected through a competitive RFP process for the initial project phase and subsequently performed that work admirably. As such, it is staff's recommendation that College Township Council appoint Kimmel Architecture to perform the next phase, including the full architectural and engineering services required for design, bidding and construction of the municipal building renovation project.

Further, staff recommend that a **Municipal Building Renovation Committee**, consisting of the following members, be tasked to work directly with Kimmel Architecture on this next phase of the project:

- Rich Francke, Council Member
- Amy Kerner, Public Works Director
- Shane Adams, Public Works Technology & Operations Manager
- Adam Brumbaugh, Township Manager
- Mike Bloom, Assistant Township Manager

Requested Actions:

Council should review and provide feedback on the attached Proposal from Kimmel Architecture.

If deemed acceptable, staff requests that Council consider the following actions:

- 1) **Appoint Kimmel Architecture as the consultant to complete the full architectural and engineering services required for design, bidding and construction of the municipal building renovation.**
- 2) **Appoint and task the Municipal Building Renovation Committee to work directly with Kimmel Architecture on this next phase of the project.**



OB-1.a.
Martin D. Kimmel, AIA, NCARB
Joseph Horan, RA, NCARB, LEED AP
Matthew McQuaide, RA, NCARB

482 Norristown Road, Suite 200 Blue Bell, PA 19422
945 Liberty Avenue, Unit 400 Pittsburgh, PA 15222
610.834.7805 | kimmelarch.com

January 9, 2026

Mike Bloom
Assistant Township Manager
College Township
1481 E College Ave
State College, PA 16801

RE: Renovations to the Municipal Office Building

Dear Mike,

In December of 2025 Kimmel Architecture completed a feasibility study for the Needs Assessment of the current College Township Municipal Building located at 1481 E College Ave. This included a review of the existing building, generating a building program, developing schematic floor plans, and estimating costs. The first phase, MasterConcept Planning™ and Needs Assessment, concluded with the presentation of all deliverables.

The second phase will provide full architectural and engineering services required for design, bidding, and construction. The following proposal outlines each phase for completing the design documentation, bid, and construction administration.

SCOPE OF ARCHITECTURAL SERVICES

Kimmel Architecture will provide Architecture and Interior Design in-house, with outside consultants handling Structural, and MEP Engineering. As the Architect, KBA+S will lead the team and coordinate the consultants to ensure a cohesive design.

Our design services are organized into three phases, each with specific goals, output, and milestones. At the end of each phase, we will assess the design's functional, aesthetic, and fiscal alignment with your project goals before proceeding.

PROPOSAL SCOPE, UNDERSTANDING & QUALIFICATIONS

This proposal is based upon the outcomes defined in the Needs Assessment that was previously completed. Fees are estimated using those concepts as the basis of design. In addition, this proposal assumes the following:

- College Township will be renovating the 1st and 2nd Floors of their current Municipal Office Building.
- This proposal assumes that the work will be phased by floor so that the Township can maintain occupancy in the building throughout construction.
- While the construction will be phased, this proposal assumes that all construction documentation will be completed simultaneously and issued as one construction and

bidding package to the relevant prime contractors (GC, MC, PC, EC). Guidelines for phasing will be outlined in the front-end specifications.

- Construction Administration (CA) Qualifications
 - This proposal assumes that both Phases will be completed within a 12-month period from award to closeout.
 - All submittals will be issued and reviewed simultaneously for both phases.
 - Architectural CA time is estimated hourly. We feel the budget provided is adequate to complete the work, but this phase is always dependent on the quality and care of the contractors to perform work in a diligent and timely fashion.
 - To manage CA time, we assume that most of the construction meetings will be attended virtually by our team. We have included 6 on site visits to review the work in this proposal.
- We understand that the Township is looking for an assessment of their current MEP building systems related to age, performance and best practices. We have included a study of these systems by our MEP Engineers. The cost of this study is offered as an optional service outside of the base agreement.
 - The current MEP design fees are based on Concept Studies which include all existing plant equipment to remain with new mechanical duct distribution as required for the reconfigured areas.
 - After the completion of the study, additional design fees may be required to implement any recommended and selected updates to the building systems.

DESIGN DEVELOPMENT PHASE

Goal of Design Development Phase: This phase aims to fully understand the client's goals and create a design that best meets their definition of success. After Schematic Design approval, we will refine the design with fixed dimensions, materials, and systems, coordinating all project aspects. Consultants will be engaged as needed to develop detailed site and system concepts.

Design Services for this Phase are Grouped as Follows:

1. **Materials Research:** Investigate materials, finishes, and systems that balance cost, durability, and aesthetics.
2. **Architectural Documentation:** Refine the design with stakeholder feedback, preparing building plans, sections, elevations, schedules, and renderings to document the project's intent, materials, and systems.
3. **Interior Design:** Resolve key interior elements, including finishes, furniture, and lighting, and recommend preliminary colors, materials, and finishes.
4. **Building Systems:** Analyze, select and coordinate building systems, working with consultants to integrate each discipline into the overall design while aligning with project goals. The list below includes all possible consultants, but only those relevant to your project are included.

Structural Engineering	We will utilize the services of an independent engineer to provide the required structural engineering services for the project. These services will include design support for the floor reinforcing for the high-density shelving.
Mechanical, Electrical, Plumbing & Fire Protection Engineering	We will utilize the services of an independent engineer to provide the design of the building systems including heating, ventilation, air conditioning, plumbing, and electrical systems.

5. **Project Budget Finalization:** At the end of Design Development, we will produce documents for detailed cost analysis. This estimate will become the base of the project's final budget. Following your approval, we will proceed to the next phase.

CONSTRUCTION DOCUMENTATION PHASE

Goal of Construction Documentation Phase: This phase will document decisions from the previous phase for final pricing, bidding, and construction.

Construction Documents: Drawings and outline specifications will be completed for bidding, permitting, and construction. Permit drawings are submitted for approval, while construction drawings provide detailed information for contractors, including floor plans, schedules, wall types, and relevant consultant drawings (e.g., electrical, mechanical, and technology).

High quality construction documents ensure accurate bids, which are crucial for staying on schedule and within budget.

- Full Architectural Plans, Elevations, Sections, details and schedules including all interior design and finish requirements
- Full Mechanical, Electrical, Plumbing and Fire Protection Engineering Plans and Equipment schedules
- Project Manual and full Specifications

BID PHASE

Goal of Bid Phase Services: The goal of this phase is to identify a qualified construction company to build the project. During this phase, we prepare bid documents based on the selected bidding process, respond to RFIs, issue addenda to drawings as needed, and provide clarifications to better define the scope for bidders. We also assist in vetting the selected bidder, verifying their qualifications and credentials, preparing bid recommendation letters, and supporting the owner in procuring construction services.

Public Bidding: We will prepare drawings and specifications for public bidding, coordinating documents to ensure clear and coordinated scope for at least four prime contractors (General, Mechanical, Plumbing and Electrical). Services include drafting "Front End" specifications per Pennsylvania Public Bidding Requirements, attending pre-bid meetings, resolving questions, analyzing bids, and revising documents as needed for clarity.

CONSTRUCTION ADMINISTRATION PHASE

Goal of Construction Phase Services: This critical phase ensures the execution of all prior design decisions. As the team most familiar with the design, details, and contracts, we will protect your interests. Our services during this phase include:

1. Site visits	Regular site visits to ensure work aligns with design intent, quality and conformance.
2. Construction Job Conferences	Attendance at job meetings to facilitate smooth project progress
3. Submittal Reviews	Quick and accurate review of submittals to support the construction team's success.
4. Response to RFIs	Rapid, real-time responses to RFIs. We prioritize protecting your interests while ensuring work progresses without delays.
5. Change Orders	Assistance in evaluating proposed changes and determining cost adjustments
6. Payment Application	If needed, we review monthly payment applications to confirm work aligns with construction documents.
7. Project Completion	Final inspections of the work and support of Contractor's duties to close out the project.

PROJECT FEES

ORIGINAL TOTAL FEE:	\$ 160,750
MCP REBATE GUARANTEE:	(\$ 8,950)
TOTAL FEE:	\$ 151,800

DESIGN SERVICES	Fee
Design Development	\$ 49,788
Construction Documentation	\$ 55,320
Bid	\$ 5,532
Construction Administration *	\$ 27,660
SUBTOTAL	\$ 138,300
OTHER SERVICES	Fee
Structural Reinforcing	\$ 5,000
MEP Building Assessment	\$ 8,500
SUBTOTAL	\$ 13,500
GRAND TOTAL	\$ 151,800
* CA contains an estimated hourly fee of \$ 17,979 for Architectural Services.	

Note: A complete breakdown of fees by consultant and phase can be provided upon request

ADDITIONAL PROPOSAL QUALIFICATIONS

The fees exclude property surveys, civil engineering, building surveys, geotechnical services, utility location, FF&E selection, additional meetings, or items not specified in the proposal. Additional in-person meetings and hard copies of deliverables can be provided for an extra fee.

BILLING AND REIMBURSABLE EXPENSES

For budget purposes, please allow an additional amount for reimbursable expenses, such as printing, copying, digital file conversion, photography, travel, meals during travel, hotels, rental car, parking, presentation materials and courier services (UPS/FedEx, US Mail, etc.). All reimbursables will be billed at cost + 10% markup. Invoices will be issued monthly based on complete work, including reimbursables. A 1% technology fee applies, with an additional \$3,000 for BIM model usage if requested.

PROJECT SCHEDULE

KBA is prepared to start work on this project upon acceptance of this proposal.

Respectfully submitted,

Approved and agreed to by:



Matthew McQuaide, RA, NCARB, Principal
Kimmel Architecture
mmcquaide@kimmelarch.com
215-284-2199

Name, Title:
Contact:



COLLEGE TOWNSHIP

MEMORANDUM

To: College Township Council

From: Katy VanAmburg, Assistant Township Secretary

Thru: Adam Brumbaugh, Township Manager

Date: January 12, 2026, for Council Meeting on January 15, 2026

Re: OB-2 - Street Light Policy Review

As part of the November 20, 2025 Consent Agenda, Council acknowledged an email from Andrew and Jayme Cawthern requesting additional street lighting on Mulberry Lane in Lemont.

This item was pulled for further discussion by Council, and the Cawtherns were present during that meeting via Zoom. They acknowledged being able to locate the Policy on the CT website. Please note per the Policy, this particular request is still missing documentation from four (4) other property owners, within a 200-foot radius of the proposed street light, who are in favor of the proposal.

Further, Council agreed to review the existing Street Light Policy, CT Policy A-001 (**OB-2.a. attached**) for potential updates. The Policy was last revised in 2014.

Council is asked to review the existing Street Light Policy A-001 and advise of any recommended changes.

End of memo

**COLLEGE TOWNSHIP, CENTRE COUNTY
PENNSYLVANIA**

**STREET LIGHTS
POLICY A-001 (Formerly P-001)
March 16, 2000
Last Revised December 18, 2014**

Several years ago, the College Township Council voted to abolish the Township's street light assessment program, which provided a mechanism by which to fund and maintain street lights within the Township. Since that time, there have been some resident requests for street light installations but no policy available to evaluate or grant these requests. The policy below incorporates all Council changes made during three previous reviews and adopted at College Township Council Meeting, March 16, 2000.

Policy Need

A street light policy is needed by College Township to address situations whereby the Township receives requests for street lights a) from individual residents, b) from a group of neighborhood residents or a neighborhood association, or c) based on Township staff recommendations. With the abolishment of the lighting assessment program, which required that street lights be maintained by those residents requesting them, the Township has no clear policy for erecting new street lights. Predominantly, requests for street lights are coming from individual constituents. A policy is needed to ensure that all requests are treated equally and held to certain basic standards of need.

College Township recognizes the need to establish a policy on street lights to ensure that basic standards of need are present, that requests are evaluated fairly and that property owner concerns are addressed. Therefore, College Township agrees to either construct or approve to be constructed new street lights under the terms and conditions set forth in the following policy.

Policy Assumptions

- Somebody must ask for it.
- Somebody, other than the Township, will pay for the installation of new street lights, except where such lights meet the criteria for consideration as compelling need.
- The Township will maintain erected street lights and will pay all energy costs associated with the operation of said street lights on public streets. Private streets and roads are not covered by this policy.
- All existing street lights currently maintained by the Township, regardless of when or why erected, shall be "grandfathered" under this policy.

- All new street lights erected in the Township will comply with this policy except those which are erected and/or maintained as part of a separate agreement with the Township.
- *Exception* – The Township reserves the right to hold this policy in abeyance and exercise its authority to locate street lights in accordance with the Pennsylvania Second Class Township Code. Council further reserves the right to re-institute a lighting assessment to cover energy costs and maintenance of street lights within the Township.

Policy Objectives

- The initial goal of the Township will be to manage requests for street lighting and establish tangible criteria for their justification and placement.

Policy Details

- *Somebody must ask for it* –
 - Township will only consider review of a street light request when request is in writing from an individual property owner, a collection of individual property owners or a homeowner's association. Developers are not eligible to make this request.
 - Written requests must be accompanied by proof that property owners in a 200-foot radius of the proposed location of a street light are substantially in favor of the request. At least four (4) distinct property owners must be present within the 200-foot radius for the request to move forward. Ideally, such proof will consist of a petition signed by 75% of property owners within a 200-foot radius of the proposed location of the street light.
 - Requests shall be reviewed by Township staff based on the guidelines established within this policy.
 - Township staff may recommend street light needs to Council.
- *Somebody must pay for it* –
 - Upon receipt of request and support, Council will direct staff to evaluate the street light request and estimate the cost of construction. Annual energy and maintenance costs of the light will also be estimated for budgeting purposes.

- The street light request will be evaluated to determine if it meets criteria for “compelling need”. The cost to construct and maintain compelling need lights shall be solely the responsibility of the Township. Compelling need shall be defined as:
 - The intersection of an arterial and collector street;
 - The intersection of an arterial street with a local street that serves at least twenty (20) residences;
 - The intersection of a collector street with another collector or local street where traffic counts are at least 3,000 Vehicles Per Day (VPD) on the main street and 1,000 VPD on the side street; or
 - Any location recommended by the State College Police Department and supported or substantiated by department statistics, i.e. accidents, citations, pedestrian conflicts, etc.
- If a requested light does not meet the established criteria for a compelling need light, the light can still be constructed, provided 1) request includes at least four (4) distinct property owners within the 200-foot radius, 2) at least 75% of the property owners in a 200-foot radius of the light’s location support the light, and 3) funding for the light construction is paid for by the requestor(s).
- Township will provide requestor(s) with a cost estimate for installation of the street light. They will be responsible for payment of light construction costs, which may include fixture, original bulb, pole and costs of running electric line.
 - Township will coordinate work with installer and will provide any necessary project inspection at no cost. Township, in conjunction with the electric service provider, will dictate spacing and location of lights to be erected.
- Street lights must meet standard electric service, provide design criteria and shall comply with the provisions of the Township’s lighting ordinance. Any deviations in style, design, etc. must be addressed under separate agreement with Township.
- The Township shall be responsible for all repair, maintenance and energy costs associated with such a light.

1st Revision December 18, 2014



COLLEGE TOWNSHIP

MEMORANDUM

To: College Township Council

From: Amy J. Kerner, P.E., Public Works Director

Thru: Adam Brumbaugh, Township Manager

Re: Policy A-008 - Safety Clothing and Eyeglass Reimbursement
Revisions to Include Additional Staff

Date: January 8, 2026

As chairman of the Safety Committee, the group recently received a presentation regarding proposed changes to Policy A-008, Safety Clothing and Eyeglass Reimbursement Policy, January 19, 2006, last revised May 5, 2022 . The policy with proposed revisions is attached at the end of this memo.

The Safety Committee was asked to consider changes to be more inclusive of employees who routinely perform field duties as well as include those employees who may not regularly perform field duties, but who, on occasion, are faced with a unique situation, such as visiting a construction site.

The presentation made to the Safety Committee noted that the policy addresses Safety Clothing and Eyeglass Reimbursement for specific employees including those in the Public Works Department and four (4) other specific titles: Ordinance Enforcement Officer, Zoning Officer, Engineer and Assistant Engineer. The first requested revision includes the entire Engineering Department versus just the Engineer and Assistant Engineer which captures all employees, both existing and future.

The second request is for those employees not covered by the previous titles/departments. Several instances were provided to the Safety Committee for consideration, as summarized below:

1. A meeting at a construction site was proposed to allow staff to review a plan revision in 'real space'. Multiple employees did not attend due to the PPE Policy of the construction site and non-compliant footwear immediately available to the employee(s)
2. The IDA Executive Director has been visiting construction sites and evaluating progress of existing projects and/or future buildings
3. The Senior Support Specialist (Engineering/Planning) has reasonable business to attend field meetings to coordinate project surety and plan/phase coordination of phased submissions.

This employee also performs other duties, as assigned, such as visiting parks, sometimes under construction.

4. All employees involved in plan reviews (Planner, et al) have reasonable business to visit sites during construction for progress meetings, future phase evaluation, etc.

Requirements for these employees includes a petition of their supervisor for the requested items who will evaluate the request and where appropriate, forward to the Public Works Director for further review and/or evaluation.

The Safety Committee voted to recommend the revisions be presented to Council for consideration and approval.

COLLEGE TOWNSHIP, CENTRE COUNTY PENNSYLVANIA
SAFETY CLOTHING AND EYEGLASS REIMBURSEMENT POLICY A-008 January 19, 2006
Rev. 4 -May 5, 2022

DESCRIPTION

This policy applies to employees of the Public Works *and Engineering* Departments, the Ordinance Enforcement Officer, *and* Zoning Officer. ~~Engineer, and Assistant Engineer.~~ College Township requires the wearing of work boots and high-visibility clothing by employees when working outdoors. College Township also requires the wearing of safety glasses when employees are operating certain equipment, such as chippers and grinders. To help defray employee costs associated with these requirements, College Township provides reimbursement for employee expenses associated with the purchase of work boots and prescription safety glasses. (Safety eyeglass reimbursement applies to Public Works employees only.) College Township also provides eligible employees with a high-visibility sweatshirt annually and a high-visibility coat bi-annually. This policy details the procedures to be followed when purchasing work boots and corrective safety glasses.

Employee Eligibility Not Specific to Positions Above

Employees who are not specifically cited as eligible under this policy may petition their supervisor in writing for necessary safety PPE items subject to unique job functions. For hard hats, vests, safety glasses or items of infrequent use where one size fits most, a pool of resources is maintained for borrow and return subject to job duties as may be assigned. For size-specific PPE, such as footwear, the requesting employee shall establish the necessary business use in writing to their supervisor. The supervisor shall evaluate the request and, where appropriate, forward the request to the Public Works Director for further review/evaluation. Receipt of personal PPE, such as Hi-vis shirts or jackets, is not guaranteed where safety vests are adequate. Any employee making request for PPE or PPE cost reimbursement acknowledges that the items are for business use only and not intended for personal use.

Reimbursables

College Township provides a reimbursement allowance of up to \$400.00 every two years toward the purchase of work boots. Unused funds do not carry over to the next two-year cycle.

College Township provides a reimbursement allowance of up to \$350.00 every two years toward the purchase of safety corrective lens glasses. Unused funds do not carry over to the next two-year cycle.

Items covered by Purchase Provision of this Policy

Work Boots: Work boots must be a minimum height of six inches. Steel toes are recommended but not required.

Safety Corrective Lens Glasses: The safety glasses may be purchased through a provider of the employee's choice.

Purchasing Procedure

Prior to any purchase, the employee must verify the status of their allowance with the Director of Public Works. At that time, the Director of Public Works shall give them a Reimbursement Request Form. After making the purchases, the employee shall fill out the appropriate sections of the Reimbursement Request Form and return to the Director of Public Works along with receipts. The Director of Public Works may request to see the purchased items to verify that the items meet College Township requirements. Any questions are to be directed to the Public Works Director.

Safety Clothing Items Provided by Township

High-Visibility T-shirts: Seven t-shirts (two (2) long-sleeved and five (5) short-sleeved) will be provided by the Township in the spring of each year.

High-Visibility Jackets: In October of each year, the Public Works Director will inspect employees' high-visibility jackets. Jackets that are found to be deficient due to rips, tears, or excessive fading will be replaced by the College Township. It is anticipated that jackets should have a life of two years.

High-Visibility Sweatshirts: In October of each year, the Public Works Director will inspect employees' high-visibility sweatshirts. Sweatshirts that are found to be deficient due to rips, tears, or excessive fading will be replaced by the Township. It is anticipated that sweatshirts should have a life of one year.

Approved by Township Manager
January 19, 2006

1st Revision May 18 2006

2nd Revision February 24, 2010

3rd Revision December 18, 2014

4th Revision May 5, 2022



SI-1



**COLLEGE TOWNSHIP
2025 ORDINANCE ENFORCEMENT REPORT
FOR DECEMBER
FRANK B. SCOTT, IV**

**STARTING MILEAGE: 2506
ENDING MILEAGE: 2618
TOTAL MILES: 112**

ORDINANCE VIOLATIONS

TOTAL NUMBER OF VIOLATIONS / COMPLAINTS: 5

TYPES OF VIOLATIONS:

SIGNS: 0

Violator	Location of Violation	Violation/complaint	Action Taken	Twp/Public
-----------------	------------------------------	----------------------------	---------------------	-------------------

GRASS / WEEDS: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
-----------------	------------------------------	----------------------------	---------------------	-------------------

CAT / DOG / ANIMAL: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
-----------------	------------------------------	----------------------------	---------------------	-------------------

ZONING / BUILDING: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
-----------------	------------------------------	----------------------------	---------------------	-------------------

RENTAL HOUSING: 1

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Pubic
1.Tony Gehman	2030-2040 E. College Ave	STR w/o permits	sent letter/removed ad	Twp.

STREETS / ROADS: 1

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
1.Scott Shamrock	1401 Houserville Rd.	shrubs blocking vision	sent emails/trimmed shrubs	Public

MUD TRACKING: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

TEMP BUSINESS / SOLICITING: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

SOLID WASTE: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
1.Rodney Hendricks	203 Hill Dr.	bulk waste around dumpster	cleaned up/no action taken	Public

NOISE: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

PARKING: 2

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
1.Jennifer Hamer	180 Aberdeen Ln.	cars parked on both sides of the road	sent email	Twp.
2.Aamco	2146 E. College Ave.	cars parked next to fire hydrant	sent email/cars moved	Twp.

SIDEWALKS: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

BLASTING: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

OTHER: 1

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
1.Auto Zone	2605 E. College Ave.	shrubs blocking vision	sent email/shrubs removed	Public

STORMWATER: 0

Violator	Location of Violation	Violation/Complaint	Action Taken	Twp/Public
----------	-----------------------	---------------------	--------------	------------

TOTAL TICKETS: 0

TOTAL WARNINGS: 0

TOTAL COLLEGE TOWNSHIP CITATIONS: 0

TICKET NO.	LOCATION	MAKE & MODEL	LICENSE NO.	VIOLATION

CITATION NO.	TICKET NO.	DATE FILED	VIOLATION	TWP. / BORO

**TICKET REPORT 2025
FOR DECEMBER
COLLEGE TWP. O.E.O**

TOTAL TICKETS: 0

TICKETS - RESIDENTIAL: 0

TICKETS - COMMERCIAL: 0

TOTAL WARNINGS: 0

WARNINGS - RESIDENTIAL: 0

WARNINGS - COMMERCIAL: 0

TICKETS PAID: 0

TICKETS PENDING: 0

TICKETS DISMISSED: 0

TICKETS VOID: 0

TOWNSHIP CITATIONS: 0

VIOLATION BREAKDOWN

1.NO-PARKING FIRE LANE: 0

2.NO-PARKING HANDICAPPED: 0

3.NO-PARKING THIS SIDE: 0

4.NO-PARKING BETWEEN SIGNS: 0

5.NO-PARKING HERE TO CORNER: 0

6.NO-PARKING SNOW EMERGENCY: 0

7.NO-PARKING TRAVEL LANES: 0

8.NO-PARKING WITHIN 15' OF FIRE HYDRANT: 0

9.NO-PARKING LOADING ZONE: 0

10.NO-PARKING: 0

-A.WITHIN 20 FEET OF A CROSSWALK: 0

-B.WITHIN 30 FEET OF A STOP SIGN OR SIGNAL: 0

-C.IN FRONT OF DRIVEWAY: 0

-D.AGAINST TRAFFIC: 0

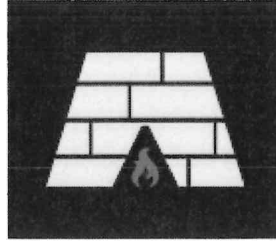
11.DROPPING OR DEPOSITING ON ROADS: 0

12.SOLID WASTE: 0

13.SOLICITATION: 0

14.GRASS & WEEDS: 0

15.BUILDING NUMBERS: 0



**COLLEGE TOWNSHIP
2025 ORDINANCE ENFORCEMENT REPORT
JANUARY – DECEMBER
FRANK B. SCOTT, IV**

TOTAL MILES: 3,557

MILES PER MONTH:

JAN. - 259	JULY - 270
FEB. - 154	AUG. - 360
MAR. - 468	SEPT. - 379
APR. - 253	OCT. - 332
MAY - 335	NOV. - 220
JUNE - 415	DEC. - 112

ORDINANCE VIOLATIONS

TOTAL NUMBER OF VIOLATIONS / COMPLAINTS: 155

JAN. - 8	JULY - 15
FEB. - 9	AUG. - 20
MAR. - 6	SEPT. - 7
APR. - 28	OCT. - 13
MAY - 19	NOV. - 9
JUNE - 16	DEC. - 5

TYPES OF VIOLATIONS:**SIGNS: 17**

JAN. - 1	JULY - 1
FEB. - 0	AUG. - 3
MAR. - 1	SEPT. - 1
APR. - 3	OCT. - 2
MAY - 1	NOV. - 2
JUNE - 2	DEC. - 0

GRASS & WEEDS: 23

JAN. - 0	JULY - 4
FEB. - 0	AUG. - 8
MAR. - 0	SEPT. - 0
APR. - 2	OCT. - 0
MAY - 3	NOV. - 0
JUNE - 6	DEC. - 0

CATS / DOGS & ANIMAL: 2

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 1
MAR. - 0	SEPT. - 1
APR. - 0	OCT. - 0
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

ZONING / BUILDING: 5

JAN. - 1	JULY - 1
FEB. - 0	AUG. - 0
MAR. - 0	SEPT. -
APR. - 0	OCT. - 3
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

RENTAL HOUSING: 34

JAN - 0	JULY - 0
FEB. - 0	AUG. - 4
MAR. - 0	SEPT. - 1
APR. - 19	OCT. - 0
MAY - 9	NOV. - 0
JUNE - 0	DEC. - 1

STREETS / ROADS: 37

JAN. - 3	JULY - 5
FEB. - 7	AUG. - 3
MAR. - 1	SEPT. - 2
APR. - 2	OCT. - 4
MAY - 3	NOV. - 3
JUNE - 3	DEC. - 1

MUD TRACKING: 1

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 1	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

TEMP BUSINESS / SOLICITING: 3

JAN. - 0	JULY - 2
FEB. - 0	AUG. - 1
MAR. - 0	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

SOLID WASTE: 3

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 1	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 1
JUNE - 1	DEC. - 0

NOISE: 1

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 0	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 1
JUNE - 0	DEC. - 0

PARKING: 7

JAN. - 1	JULY - 0
FEB. - 1	AUG. - 0
MAR. - 0	SEPT. - 1
APR. - 0	OCT. - 0
MAY - 0	NOV. - 2
JUNE - 0	DEC. - 2

SIDEWALKS: 11

JAN. - 2	JULY - 2
FEB. - 1	AUG. - 0
MAR. - 0	SEPT. - 1
APR. - 0	OCT. - 2
MAY - 1	NOV. - 0
JUNE - 2	DEC. - 0

BLASTING: 0

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 0	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

STORMWATER: 0

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 0	SEPT. - 0
APR. - 0	OCT. - 0
MAY - 0	NOV. - 0
JUNE - 0	DEC. - 0

OTHER: 11

JAN. - 0	JULY - 0
FEB. - 0	AUG. - 0
MAR. - 2	SEPT. - 0
APR. - 2	OCT. - 1
MAY - 2	NOV. - 1
JUNE - 2	DEC. - 1