



**COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES**

Thursday, May 5, 2022

7:00 PM

1481 E. College Avenue, State College PA 16801

Hybrid Meeting (In-Person or via Zoom)

**ATTENDED BY –
COUNCIL:**

D. Richard Francke, Chair
Carla Stilson, Vice Chair
Paul Takac
L. Eric Bernier
Dustin Best

STAFF:

Adam T. Brumbaugh, Township Manager/Secretary
Mike Bloom, Assistant Township Manager
Don Franson, P.E., P.L.S., Engineer
Lindsay Schoch, AICP, Principal Planner
Mark Gabrovsek, Zoning Officer
Robert T. Long, Finance Director

CALL TO ORDER:

Mr. D. Richard Francke, Council Chair, called to order the May 5, 2022, Regular Meeting of the College Township (CT) Council at 7:00 PM, and led in the pledge of allegiance.

OPEN DISCUSSION:

Mr. Earl Moore, Oak Ridge Avenue, asked Council for an update on the water pressure project for Oak Ridge Avenue. Mr. Brumbaugh, CT Manager, offered that two (2) projects would get underway in the next two weeks related to the pressure project and College Township aspects of the project would be completed this year.

Mr. Takac offered that on April 24 – 27, 2022, the Pennsylvania State Association of Township Supervisors (PSATS) held their annual conference in Hershey PA. At the conference, Mr. Adam Brumbaugh, Township Manager, was awarded the prestigious PSATS President's Leadership Award.

NEW AGENDA ITEMS:

Ms. Stilson made a motion to add as NB-4 a resolution related to designating the month of May as Asian Pacific American Heritage Month.

Mr. Takac seconded the motion.

Motion carried unanimously.



Chair Francke offered a change to the order of the agenda as follows: Special Presentation, Consent Agenda, Old Business OB-1, Old Business OB-2, Reports, and New Business.

SPECIAL PRESENTATION:

SP-1 C-NET Annual Report

Ms. Cynthia Hahn, C-NET Executive Director, presented the *2021 C-NET Annual Report*. Ms. Hahn reported that in 2021, hybrid meetings became the norm. C-NET returned to having a full complement of PSU interns and the C-NET staff produced 511 programs representing an increase of 13% from 2020. Amazon Fire was added as a viewing option, and the C-NET Board of Directors approved an update to the C-NET Strategic Plan. Ms. Hahn continued that in 2021, there was an increase in the number of programs that were live streamed on YouTube or cnet1.org. Currently 12 regular programs are being live streamed.

College Township supported 23 Council Meeting programs, 20 Planning Commission Meeting programs and 72 Bulletin Board Messages. Messages are valued at 1/10th of a program. Total programs supported in 2021 was 50.2 Total Programs. College Township sponsored 9.5% of all programming by C-NET members in 2021, which was the same as 2020 sponsorship.

From 2017 through 2021, CT's sponsorship equaled 9.38% of all programming by all C-NET members. This is in-line with the previous five-year percentage. The funding formula for C-NET is determined by a five-year rolling average.

Ms. Hahn offered ways to watch CT meetings (Council or Planning Commission Meetings) which include televised LIVE on C-NET Channel 7, streamed live on YouTube and C-NET1.org, rebroadcast at designated times, Set-Top Box or streaming stick on Roku, streaming stick on Fire TV and Set Top Box or Smart Phone on Apple TV.

Ms. Hahn reviewed the franchise agreement with Comcast, which was negotiated between Comcast and the eight (8) municipalities of the Centre Area Cable Consortium. The agreement provides franchise fees to College Township, a subscriber pass-through of 22 cents per subscriber per month for C-NET capital needs, provisions for one HD Channel in the future, and continued access to the Comcast Digital Guide to display C-NET programming.

CONSENT AGENDA:

CA-1 Minutes, Approval of

- a. April 21, 2022

CA-2 Correspondence, Receipt/Approval of

- a. Letter from CC Planning and Community Development Office, dated April 20, 2022, regarding West Nile Virus Surveillance and Control Season
- b. Note 12 from Mr. Gene Bazan, dated April 21, 2022, regarding WCF Ordinance
- c. Email from Daniel Materna, dated April 25, 2022, regarding Nittany Mall Casino



- d. Email from Douglas Ford, dated May 4, 2022, regarding Centre Hills Village Traffic Calming Process
- e. Email from Bruce Grinder, dated May 4, 2022, regarding Trash Start Time Pilot
- f. Note 13 from Mr. Gene Bazan, dated May 5, 2022, regarding WCF Ordinance

CA-3 Action Items, Approval of

- a. R-22-07 EMS Week – May 16-21, 2022
- b. Revise Policy A-008, last revised December 18, 2014, to increase the allowance for work boots for Public Works Staff to \$400.00 every two years, beginning July 1, 2022
- c. R-22-08 Nittany Casino Sewage Component Module

Council asked to pull CA-2.e. from the Consent Agenda. Mr. Takac highlighted the EMS Week Resolution.

Mr. Takac made a motion to approve the May 5, 2022, consent agenda minus CA-2.e.

Mr. Bernier seconded the motion.

Motion carried unanimously.

OLD BUSINESS:

OB-1 Wireless Communications Facilities; Ordinance O-22-02

In a memorandum to Council dated May 2, 2022, Ms. Lindsay Schoch, AICP, Principal Planner, offered that Council last discussed Ordinance O-22-02, Wireless Communication Facilities, at the April 7, 2022, CT Council Meeting. Mr. Mike Roberts, outside legal counsel, considered all comments and concerns from this discussion in preparation of the fifth draft of the proposed ordinance, which is before Council for consideration. Ms. Schoch offered Staff recommends Council review this final draft and move forward to set a public hearing.

Council offered comments and questions on the following: reference to 47 CFR 1.1307(b) and regulations to the FCC environmental impact assessments; legal exposures; wireless support structures in the Design Manual; and, the ninety (90) day timeframe for compliance with change to any applicable standard or regulation.

Mr. Roberts offered that the Design Manual would not be adopted formally with the ordinance but will be used as a support document for Staff. The Design Manual would be adopted as a separate support document.

Ms. Stilson made a motion to approve Ordinance O-22-02 for a public hearing date of July 21, 2022.

Mr. Bernier seconded the motion.

Mr. Bernier offered that moving this ordinance forward is the starting point to regulate WCF.



Motion carried unanimously.

OB-2 LTAC - Centre Hills Village Traffic Calming

In a memorandum to Council, dated May 2, 2022, Mr. Franson, P.E., P.L.S., Township Engineer, offered that at the March 30, 2022, LTAC meeting, a motion was made to authorize the Township's Traffic Engineer to prepare a scope of services and price proposal for two phases of design of traffic calming measures. The first phase would be the placement of speed humps and the second phase pinch points. Members of the LTAC and the Neighborhood Traffic Calming Committee (NTCC) agreed that this approach would be the best starting point.

Other points of discussion and agreement: traffic counts would be taken between phases to determine the impacts of traffic volume; traffic calming would be considered a success when the cut-through volume counts no longer meet the minimum volumes required to trigger traffic calming measures per the *CT Traffic Calming Guide*; and additional traffic calming phases may be considered if the first two (2) phases do not achieve the required reductions.

Trans Associates submitted a Proposal for Engineering Services to perform the first two (2) phases of engineering, if needed and necessary, as requested by LTAC in the amount not to exceed \$16,840.00.

Mr. Tom Ertsgaard, Co-Chair of the NTCC, offered comments related to both phases of design and asked for clarification of the timeline of Phase 1. He also thanked Council for their sense of urgency and added that there are four phases to this process not just two phases as being discussed. Mr. Ertsgaard asked about other requested elements such as signage, reshaping intersection of Country Club Drive and Oak Ridge Avenue, and crosswalks. Ms. Stilson offered that crosswalks are not traffic-calming measures and are outside of the LTAC process.

Mr. Earl Moore, LTAC Committee member, offered that the traffic is heavier on Monday through Wednesday for traffic counts and the police are doing a good job in the area.

Ms. Ileene Carter asked if neighborhood residents would get the opportunity to vote on the proposed traffic calming measures. Council answered in the affirmative.

Council offered comments on the following: minimum volumes required to trigger traffic calming measures; traffic counts taken in 2021 and again in 2022 and the reasons for the difference in these counts; process of Phase 1 (review of the NTCC, vote from residents); a phased approach-new to the LTAC process; and Trans Associates concurrent timeline of Phase 1 and Phase 2 of the design process.

Mr. Bernier moved to approve an expenditure not to exceed \$16,840.00 to Trans Associates for Engineering Services and direct Staff to execute agreements as necessary.

Ms. Stilson seconded the motion.

Mr. Bernier thanked the NTCC for their commitment to the process and offered Council's commitment to this process and for other elements to safety in the Township.



Motion carried unanimously.

REPORTS:

a. Manager's Update

Mr. Brumbaugh, Township Manager, in a written report, offered the following: Pike Street Traffic Calming project to begin May 18, 2022; Green Sky Development working on Draft RFP for Solar Power Purchasing Agreement; CT was not selected for PennDOT Multimodal Grant funding; and the Nittany Mall Casino Sewage Component Module before Council for approval.

b. COG Regional, County, Liaisons Reports

COG Human Resources Committee (HR): Mr. Best reported the HR Committee met on May 4, 2022, and discussed the proposed 2023 position changes and creations, approved the job description of the Facilities Coordinator, and discussed the CPI-U and the COLA for this year.

Millbrook Marsh Boardwalk Committee: Ms. Stilson reported the Millbrook Marsh Boardwalk Committee met on May 3, 2022, and offered that the study is moving forward. Cost estimates would likely be high due to nationwide cost increases.

COG Parks and Recreation Governance Committee: Chair Francke offered the COG Parks and Recreation Governance Committee met on April 27, 2022, and discussed the mission and purpose of the Governance Committee. The groundbreaking of the Whitehall Road Regional Park took place on April 27, 2022.

COG Land Use and Community Infrastructure Committee (LUCI): Chair Francke offered the LUCI Committee met on May 5, 2022, and discussed; the Road and Bridge Construction projects reports; PSU Spin E-Bike update; Centre Region Bike Activity; Five-Year review of the Regional Growth Boundary and Sewer Service Area Implementation Agreement; Five-Year update to the Regional Development Capacity (REDCAP) report; and revised Act 537 Sewage Facilities Plan Special Study for Meeks Lane Pump Station.

c. Staff/Planning Commission/Other Committee Reports

Ms. Lindsay Schoch, AICP, Principal Planner, offered that the new Senior Support Specialist for Engineering, Sharon Meyers, was introduced to the PC at the May 3, 2022, PC meeting and the PC reviewed the second draft of the flowchart to request a waiver of pedestrian facilities.

d. Diversity, Equity & Inclusion Reports (Public Invited to Report)

Mr. Takac reported a rally for reproductive rights would be held this upcoming weekend.

NEW BUSINESS:

NB-1 College Township Audit Report



Mr. Robert T. Long, CT Finance Director, offered that a requirement of state law mandates the Township to engage annually with an independent auditor to perform an audit of the Township's internally prepared financial statements. Council engaged the accounting firm of Fiore, Fedeli, Snyder, Carothers, LLP. to perform the annual audit.

Mr. Joe Fedeli provided Council with an overview of the Audit – Year Ended 2021. Mr. Fedeli opined that the Financial Statements of the Township are fairly stated in all respects. Mr. Fedeli reviewed the Management's Discussion and Analysis, which outlines the financial highlights of 2021. At the end of 2011, the net position of the Township was \$16,399,708.00. \$13.2 million (80.5%) of the net position reflects the Township's investment in capital assets, net of related debt still outstanding that was used to acquire those assets. \$1.7 million (10.4%) of the net position is subject to restrictions on how they may be used and \$1.5 million (9.1%) is unrestricted and may be used to meet the Township's ongoing obligations to citizens and creditors.

Mr. Long offered that the audit reflects a culmination of a yearlong effort of prudent financial management of Council and Staff. Mr. Long added that a condensed version, an executive summary, of the audit would be advertised in the newspaper as required by law.

Mr. Takac made a motion to accept the Annual Audit Year Ended December 31, 2021.

Mr. Best seconded the motion.

Motion carried unanimously.

NB-2 Conditional Use Application Historic Properties; 127 Dale Street Lemont

In a memorandum to Council, dated May 2, 2022, Ms. Lindsay Schoch, AICP, Principal Planner, offered that Staff received a Conditional Use Application from the owners of 127 Dale Street in Lemont, tax parcel 19-011-,060, who wish to reconstruct the front porch to appear as it did when the house was originally constructed in 1911. The change to the structure is now permitted by obtaining a conditional use permit.

The original porch was removed in 1975. In order to reconstruct the porch in its original form, the porch must encroach into the front yard setbacks. The owner's request is to encroach 8'5" into the front yard setback, leaving 11'5" as the remaining setback area in the front yard. The recently enacted Ordinance, O-22-01 Historically Significant Properties, permits encroachment into the front yard setback so long as it is not less than what the setback requirement is in the Village Zoning District. In this case, the 11'5" setback is well within this range.

Ms. Schoch offered the application submitted was deemed complete. Council is asked to set a public hearing date of June 16, 2022, after which the Planning Commission will be presented with the application and will make a recommendation to Council.

Mr. Best made a motion to set a public hearing for the Conditional Use Application for 127 Dale Street on June 16, 2022.

Mr. Bernier seconded the motion.

Motion carried unanimously.



NB-3 Solar Power Purchase Agreement RFP Development

In a memorandum to Council, dated May 2, 2022, Mr. Mike Bloom, Assistant Township Manager, offered that throughout 2020 and 2021, the Solar Power Purchasing Agreement (SPPA) Working Group approved a cost sharing agreement for an Energy Services Consultant and procured the services of GreenSky Development Group. GreenSky Development Group assisted the SPPA Working Group and Project Management Team in determining the viability of a SPPA. They are now in the process of developing a Request For Proposal (RFP) for Energy Suppliers/Projects to meet the needs of the SPPA members.

In order to finalize the RFP College Township and other member entities are asked to consider a range of their respective electricity usage to be covered by the SPPA. Mr. Bloom outlined for Council the factors when considering the range of electricity for the SPPA; target, price, aspiration, risk and growth. He added that recognizing that each entity will have a different usage range, the project management team is considering a draft RFP that asks for pricing for 40% - 60% - 75% and 100% of the total electricity.

Mr. Brumbaugh, Township Manager, offered that CT portion of the total kilowatts, including the CT Water Authority is 3.38% of the total SPPA. The State College Area School District is 43% of the total kilowatts and they have yet to determine the percentage of pricing.

Mr. Joe Viglione, COG Finance Director, offered information and answered questions for Council to consider.

Council commented and offered discussion on the following: Current Market Rate; risk and how rates have fluctuated in the past 20 to 25 years; kilowatt-hours for CT (382,626 kWh in 2019) and CTWA (703,749 kWh in 2019); and the possibility of adding electric vehicle to the CT fleet.

Mr. Brumbaugh offered the CTWA did not make a recommendation at their meeting on May 4, 2022. Staff recommends that CT consider putting at least 50% of its electricity into this SPPA. Council each offered the percentage of electric usage they are comfortable with being included in the SPPA. A consensus of Council offered 60% to 100% of CT usage be included in the RFP.

NB-4 Asian Pacific American Heritage Month; Resolution R-22-09

Chair Francke read the proposed resolution to recognize Asian Pacific American Heritage month in May of 2022.

Ms. Stilson made a motion to adopt Resolution R-22-09 Asian Pacific American Heritage Month May 2022.

Mr. Takac seconded the motion.

Motion carried unanimously.

STAFF INFORMATIVES:

No *Staff Informatives* were pulled for discussion



OTHER MATTERS:

No *Other Matters* were brought forward for discussion.

ADJOURNMENT:

**Ms. Stilson moved to adjourn the May 5, 2022, Regular College Township Council Meeting.
Chair seconded the motion.
Motion carried unanimously.**

Chair Francke adjourned the May 5, 2022, Regular College Township Council Meeting at 10:27 PM.

Respectfully Submitted By,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Secretary