



**COLLEGE TOWNSHIP COUNCIL
REGULAR MEETING MINUTES**

Thursday, June 2, 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
Robert T. Long, Finance Director
Mark Gabrovsek, Zoning Officer
Jennifer Snyder, CGA, Assistant Township Secretary

CALL TO ORDER:

Mr. D. Richard Francke, Council Chair, called to order the June 2, 2022, Regular Meeting of the College Township (CT) Council at 7:00 PM, and led in the pledge of allegiance.

OPEN DISCUSSION:

No Open Discussion items were brought forward at this time.

NEW AGENDA ITEMS:

Mr. Best asked Council to consider adding a discussion relative to developing an agreement, similar to the Thompson Woods Preserve Agreement with the State College Borough and ClearWater Conservancy, for the governance of Stoney Batter Park.

Mr. Best made a motion to add to the agenda, New Business item to discuss Stoney Batter Park.

Mr. Bernier seconded the motion.

Motion carried unanimously.

REPORTS:

a. Manager's Update



In a written report to Council, Mr. Brumbaugh, Township Manager, offered the following: Construction on the Pike Street Final Phase II project underway; RFQ for form-based codes on agenda for discussion June 2, 2022; Final Draft Intergovernmental Cooperation Agreement Thompson Woods Preserve forwarded to the State College Borough; and the public comment period for the Nittany Casino will close on June 12, 2022.

b. COG Regional, County, Liaisons Reports

COG Human Resources Committee: Mr. Best reported the Human Resources Committee met on June 1, 2022, and selected a new Vice Chair, approved job descriptions, and discussed the 2023 Cost of Living Adjustment for COG Staff.

Mr. Bernier reported Trish Meek's, Senior Transportation Planner, last day at the COG is June 10, 2022.

COG Parks Governance Committee: Chair Francke reported the Parks Governance Committee met on May 25, 2022, and discussed the mission/purpose of the authority and the structure to achieve the mission/purpose. This Committee will act as the fundraising element for the Parks and Recreation Authority.

c. Staff/Planning Commission/Other Committee Reports

No Staff/Planning Commission/Other Committee Reports at this time.

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

Council reported that June is Pride Month and June 19th is Juneteenth.

Mr. Douglas Miller, CT Resident, offered public comment relative to the Aspen Heights Construction project blasting and dust generation. He also added opposition to the possibility of closing of Squirrel Drive to grade the road.

CONSENT AGENDA:

CA-1 Minutes, Approval of

- a. May 19 2022

CA-2 Correspondence, Receipt/Approval of

- a. Letter from Penn Terra Engineering, dated May 18, 2022, regarding Time Extension Request for Stocker Chevrolet to September 13, 2022
- b. Email from Eric McGinnis, dated May 19, 2022, regarding Concerns about Pike Traffic Flow
- c. Email from Vaughn Shirk, dated May 18, 2022, regarding Request for Watch for Children Signs
- d. Letter from Penn Terra Engineering, dated May 26, 2022, regarding Time Extension Request for Nittany Casino to September 12, 2022



- e. Letter from Penn Terra Engineering, dated May 26, 2022, regarding Time Extension Request for Evergreen Heights to September 13, 2022
- f. Letter from Mr. Bill Sharp, dated May 27, 2022, regarding resignation from the College Township Industrial Development Authority Board
- g. Letter from Community Diversity Group, dated May 26, 2022, regarding appreciation for donation

Council asked to pull CA-2.b., CA-2.c., and CA-2.g. for further discussion.

Mr. Best made a motion to approve the May 19, 2022, consent agenda minus CA-2.b., CA-2.c. and CA-2.g.

Ms. Stilson seconded the motion.

Motion carried unanimously.

CA-2.b.: Council discussed the traffic issues relative to the Pike Street Traffic-Calming project. Mr. Don Franson, P.E., P.L.S., Township Engineer, offered a presentation showing the signage in place for the detour.

CA-2.c.: Council discussed the request for signage at Gerald Street and Buchenhorst. Staff will contact the State College Police Department to add this intersection/stop signs as a place to monitor.

Christian Kurpiel-Wakamiya, CT Resident, offered that he regularly rides through this intersection and is not in favor of using signs for traffic control problems. He suggested the township incorporate infrastructure to calm traffic instead of signage.

CA-2.g.: Mr. Bernier offered that College Township's sponsorship of the Diversity Conference, includes one pass to attend the conference. He would like to attend. Others wishing to attend can contact Staff to register.

Ms. Stilson made a motion to accept Consent Agenda items CA-2.b., CA-2.c., and CA-2.g.

Mr. Bernier seconded the motion.

Motion carried unanimously.

OLD BUSINESS:

OB-1 Requests for Qualifications – Form Based Codes

Mr. Mike Bloom, Assistant Township Manager, presented Council with the second Draft of the Request for Qualifications (RFQ) for a consultant to assist the Township with the development and implementation of a Form Based Code for the Dale Summit. Mr. Bloom reviewed the revision made in the second draft.

Council reviewed and offered minor comments and corrections to the second draft, after which the following motion was made.



Ms. Stilson made a motion to authorize the advertisement and direct marketing of the RFQ beginning the week of June 6, 2022.

Mr. Bernier seconded the motion.

Motion carried unanimously.

NEW BUSINESS:

NB-1 College Township Financial Report

In a memorandum to Council, dated June 3, 2022, Mr. Robert T. Long, CT Finance Director, presented Council with a *Year-To-Date Financial Update* for the period of four (4) months ending April 30, 2022. Additionally, Mr. Long included in his update the *2022 Project Status Report*.

In his presentation, Mr. Long offered an overview of the coverage and cost of the Township's insurance policy, an Account Analysis of the cash and investing accounts, risk controls and bank account protections in place. Mr. Long offered a Fund Balance report year-to-date ending 4/30/2022. Total period Year-End Fund Balance of \$3,687,000.00.

To-date, the Township has collected 91.5% or \$2,496,870.00 of the 2022 Property Tax Revenue. \$236,826.00 (face value) remains to be collected.

Mr. Long highlighted the Year-To-Date totals collected for Non-Property Tax Revenues that include Real Estate Transfer Tax (\$94,000.00), Earned Income Tax (\$479,000.00) and Local Services Tax (\$237,000.00). The Township received a refund of \$15,300.00 for 2021 EIT Collection costs. \$350,000.00 of ARPA funds were transferred to the General Fund as revenue replacement. The Township received the following reimbursements: \$78,000.00 for Lower Brush Valley Road bridge replacement and \$279,000.00 for recycling equipment.

NB-2 CT Industrial Development Authority Request for Interim Executive Director Services

Mr. Adam Brumbaugh, Township Manager, offered at the June 2, 2022, CT Council meeting a consensus of Council agreed to Mr. Brumbaugh providing Executive Director Services to the CT Industrial Development Authority (CTIDA). A draft Memorandum of Understanding (MOU) was prepared setting forth the terms and conditions of this service to the CTIDA. The draft MOU provides for 20-hours of service billed at the manager's current hourly rate.

Mr. Takac, Council Liaison to the CTIDA, offered there is value in what Mr. Brumbaugh is bringing to the CTIDA. His concern is that the Township fairly account for the hours of service provided to the CTIDA and not an underestimate of time spent

Mr. Long, Finance Director, offered that currently the Township invoices the CTIDA for Financial and Administrative services at an adjusted rate with a multiplier built in.



A consensus of Council agreed to changes in the draft MOU to allocate 25 hours per month through September 2022 for Mr. Brumbaugh to provide Executive Director Services to the CTIDA at the Manager's current rate with the multiplier built into the rate.

Changes to the MOU to reflect Council's discussion will be made and the modified draft MOU will be presented to the CTIDA.

NB-3 Stoney Batter Park Agreement

Mr. Best requested feedback and support from Council to utilize Staff to assess the feasibility of a cooperation agreement with Mouny Nittany Conservancy and other entities in the area of Stoney Batter Park to better manager this open space. Mr. Best offered Stoney Batter Park is approximately 30-acres, consisting of two sections. One section is the gateway/trailhead to Mount Nittany and the other section (3-acres) is the old shale pit, used as a staging area for the Public Works Department and parking area.

Mr. Best suggested a Governance Committee be formed similar to the Thompson Woods Preserve proposed Governance Committee. Mr. Brumbaugh offered the CT Parks and Recreation Committee would need to weigh in on the concept of an agreement for an Advisory Council and Governance Committee for this parkland.

Council directed Staff to move forward to assess the feasibility of a cooperation/governance agreement regarding Stoney Batter Park.

STAFF INFORMATIVES:

No *Staff Informatives* were pulled for discussion

OTHER MATTERS:

Mr. Bernier will not be in attendance at the July 21, 2022, CT Council meeting nor will he be able to participate via Zoom,

Mr. Best reported that he noticed a Spotted Lantern Fly trap at the Stoney Batter Park. Staff is looking into the matter.

Chair Francke offered that upon adjournment of this meeting, Council will meet in Executive Session to discuss personnel matters.

ADJOURNMENT:

**Mr. Takac moved to adjourn the June 2, 2022, Regular College Township Council Meeting.
Chair seconded the motion.
Motion carried unanimously.**



Chair Francke adjourned the June 2, 2022, Regular College Township Council Meeting at 9:24 PM.

Respectfully Submitted By,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Secretary