

**COLLEGE TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING MINUTES
In Person and Via Zoom**



August 2, 2022 7:00 p.m.
1481 East College Avenue, State College, PA 16801
www.collegetownship.org

PRESENT: Ray Forziat, Chair
Ed Darrah, Vice Chair
Peggy Ekdahl, Secretary
William McKibbin
Bill Sharp
Robert Hoffman
Matthew Fenton

ABSENT: Noreen Khoury, Alternate

STAFF PRESENT: Mark Gabrovsek, Township Zoning Officer
Lindsay Schoch, AICP, Township Principal Planner
Sharon Meyers, Senior Support Specialist – Engineering/Planning

CALL TO ORDER: Mr. Forziat called the meeting to order at 7:02 p.m.

ZOOM MEETING PROTOCOL: Mr. Forziat verified no one was present via Zoom so reviewing protocol was unnecessary.

ROLL CALL: Mr. Forziat verified Commissioners presence.

OPEN DISCUSSION: Nothing presented.

CONSENT AGENDA: *Mr. Sharp moved to approve the July 19, 2022 meeting minutes. Mr. McKibbin seconded. Motion carried unanimously.*

PLANS: None presented.

OLD BUSINESS:

OB-1 Consideration for RFQ Review Committee

Mr. Forziat stated the Planning Commission will need to nominate two members to be part of the Request for Qualifications (RFQ) review committee. Mr. Forziat asked Ms. Schoch to outline what will be expected of the committee members.

Ms. Schoch briefly introduced the three firms who submitted and talked about their submission documents. Ms. Schoch stated the RFQ review committee will be made up of two College Township members, two College Township Planning Commission members, Mr. Mark Boeckel and/or Jim May from

Centre Regional Planning Agency, and Mr. Adam Brumbaugh, Mr. Mike Bloom and Ms. Lindsay Schoch from College Township staff.

Mr. Sharp questioned the number of pages the applications have, as he thought there had been a fifteen page limit set. Ms. Schoch explained that there were page limits set for certain sections of the application, however, there were no limits set for samples and codes that were requested. There are also resumes for each of the team members included.

Mr. Sharp asked if there will be formal presentations for each of the applicants. The Planning Commission discussed the importance of an oral presentation and/or interview and how an interview is an excellent way to evaluate the abilities and quality of performance of the teams. Mr. Hoffman agreed stating interviews are essential as a person or team may perform very differently than the resume or application may state.

Mr. Forziat questioned why a fee schedule was not required. Mr. Gabrovsek stated the fee schedule was left open at this point, and compared the project to a kitchen remodel stating there are too many variables at this time in order to have an accurate fee schedule.

Mr. Darrah stated whomever is nominated this evening should keep in mind that this committee will take up a significant amount of time and there should be an agenda of questions created during the review process to be used during interviews. Mr. Forziat agreed and suggested an alternate be nominated in addition to the two members. Mr. Gabrovsek suggested the CT Council may find an alternate to be deemed unnecessary.

Mr. McKibbin stated he will be unavailable due to scheduling conflicts.

Mr. Fenton stated he believes he does not have the experience or expertise at this time to be beneficial to the RFQ review committee.

Mr. Ekdahl stated since the committee is going to be meeting primarily during the day she will have to remove herself as a candidate due to her part-time job.

Mr. Forziat stated he would like to see others in the Planning Commission get involved in some of these types of committees.

Ms. Ekdahl nominated Mr. Hoffman to be the first member of the RFQ review committee. Mr. Sharp seconded.

Mr. McKibbin nominated Mr. Darrah to be the second member of the RFQ review committee. Mr. Sharp seconded.

Mr. Forziat nominated Mr. Sharp to be the alternate member of the RFQ review committee. Mr. Darrah seconded.

The motions carried.

NEW BUSINESS:

Mr. Matthew Fenton Official Appointment

The commissioners and staff congratulated Mr. Fenton on his official appointment and welcomed him to the team.

REPORTS: None presented.

STAFF INFORMATIVES: Mr. Forziat stated that he appreciated these minutes being included as it keeps the Planning Commission informed of CT Council achievements. Mr. Darrah pointed out a congratulations to Mr. Gabrovsek for his contributions to the Conditional Use Permit on Dale Street.

ANNOUNCEMENTS: Mr. Forziat announced next meeting will be Tuesday, August 16, 2022 at 7:00 p.m. Mr. Forziat also confirmed Mr. Bair will be presenting at that meeting and asked that staff reach out to Mr. Bair with an approximate length for his presentation as there is a fairly full agenda for the next meeting. Ms. Schoch agreed and Ms. Meyers volunteered to contact Mr. Bair.

OTHER MATTERS: None presented.

ADJOURNMENT: *Mr. Hoffman moved to adjourn. Mr. Darrah seconded. Motion carried.*

Meeting adjourned at 7:46 p.m.

Sharon E. Meyers

Sharon E. Meyers
Senior Support Specialist - Engineering