GENERAL MEETING INFORMATION

RSVP
To ensure an overall quorum of members, please let us know how you intend to participate: https://us02web.zoom.us/meeting/register/tZwscOyspzkiH9YESO87ctMbOGleHOyz2-yn

Remote Participants
To attend via Zoom:
https://us02web.zoom.us/meeting/register/tZwscOyspzkiH9YESO87ctMbOGleHOyz2-yn
To attend this meeting by phone: +1 929 205 6099 | Meeting ID: 881 7549 2852

In-Person Participants
COG Building – General Forum Room
2643 Gateway Drive, State College, PA 16801

Meeting Contact: Scott Binkley | email: sbinkley@crcog.net | 814-235-7818

Click HERE to locate the AGENDA and ATTACHMENTS
Should you desire to annotate any attachments you must download them first.

- The chat feature for this meeting will be disabled. A recording of the meeting will be made available on the COG website upon its conclusion.

- We ask that non-voting participants who are attending remotely remain muted with their video turned off unless recognized to speak. To reduce audio interference, please remain off of speakerphone during the meeting.

- VOTING PROCEDURES: Members will provide their vote by voice. Clarification will be sought by the Chair if the vote is unclear. For additional information on COG Voting Procedures, click HERE.

- PUBLIC COMMENT GUIDELINES: Members of the public may comment on any items not already on the agenda (five minutes per person). Comments relating to specific items on the agenda should be deferred until that point in the meeting. Written public comments or requests to speak to items, not on the agenda, and requests to comment on specific agenda items listed below, may be submitted in advance by emailing sbinkley@crcog.net. For additional information on COG public meeting guidelines, please click HERE.

- NOTE: To access agendas and minutes of previously held meetings, and to learn more about the COG General Forum on our website, please click HERE.
# GENERAL FORUM
Hybrid Meeting (COG Building/Zoom)
August 28, 2023
7:00 PM

## AGENDA SUMMARY

| 1. | CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL |
| 2. | PUBLIC COMMENTS |
| 3. | INTRODUCTIONS |
| 4. | NEW AGENDA ITEMS |
| 5. | CONSENT AGENDA – A (All Municipalities) |
| CA-A1 | Approval of Minutes: July 24, 2023 – Regular Meeting of the General Forum |
| CA-A2 | Microsoft Office 365 Renewal Contract |
| 6. | CONSENT AGENDA – B (Parks and Recreation Partners) |
| CA-B1 | Budget Amendment – WRRP Containers |
| 7. | 2020 CENSUS RESULTS UPDATE |
| 8. | FINAL DRAFT – AMENDED REGIONAL GROWTH BOUNDARY AND SEWER SERVICE AREA IMPLEMENTATION AGREEMENT |
| 9. | CLASSIFICATION AND COMPENSATION STUDY RESULTS |
| 10. | UNIVERSITY REPORT |
| 11. | STATE COLLEGE AREA SCHOOL DISTRICT REPORT |
| 12. | WHITEHALL ROAD REGIONAL PARK PROJECT COORDINATION TEAM REPORT |
| 13. | EXECUTIVE DIRECTOR REPORT |
| 14. | AGENCY DIRECTOR REPORTS |
| 15. | AUTHORITY, BOARD, AND COMMITTEE REPORTS |
| 16. | OTHER BUSINESS |
| 17. | CALENDAR |
| 18. | HELPFUL REFERENCE LINKS |
| 19. | ADJOURNMENT |
GENERAL FORUM
Hybrid Meeting
August 28, 2023
7:00 PM

AGENDA

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Chair will convene the meeting and lead the Pledge of Allegiance. Staff will take a roll call of all members.

2. PUBLIC COMMENTS

Members of the public are invited to comment on any items not already on the agenda (five minutes per person time limit please). Comments relating to specific items on the agenda should be deferred until that point in the meeting. Submitted comments will be read into the record by the Recording Secretary at the appropriate time in the meeting.

3. INTRODUCTIONS

• Mr. Norenberg will introduce Shawn Kauffman as the new COG Fire Director and Kimberlee MacMullan as the new COG Finance Director.

4. NEW AGENDA ITEMS

Members may request additional items of business be added to this meeting’s agenda. If approved by a majority vote of the members, the proposed new agenda item(s) will be placed on the agenda at the discretion of the Chair.

5. CONSENT AGENDA — A (All Municipalities) (Action)

The following items listed on the Consent Agenda portions of the General Forum agenda may be approved with a single motion by a General Forum member unless a General Forum member or a member of the public requests that an item be removed from the Consent Agenda for a question or further discussion.
CA-A1  APPROVAL OF MINUTES

Enclosed is a copy of the minutes of the July 24, 2023 – Regular Meeting of the General Forum.

Approval of this item approves the listed minutes of previous meetings.

CA-A2  MICROSOFT OFFICE 365 RENEWAL CONTRACT

The time has come for COG to renew its annual Microsoft Office 365 subscription. The cost of this subscription enclosed for September 2023 through August 2024 is $22,632.72. The cost for this subscription in 2022-2023 was $15,194.88. These expenses are budgeted, but in accordance with the COG Purchasing Policy, this purchase is $132.72 above the amount that the Executive Director and Finance Director may approve without General Forum approval. For this reason and because the subscription expires on August 31, 2023, the item has been brought to the attention of the General Forum for approval with limited Committee review.

The cost increase over last year ($7,437.84) includes a general increase per license as well as new license fees associated with the Microsoft software associated with the implementation of multi-factor authentication (MFA). Implementation of MFA was a security recommendation of the 2022 COG IT Study and will be a requirement to obtain cyber security insurance at renewal time in 2024. In addition, while this pricing is not typical COSTARS or similar government contract pricing, it is the best available through the Microsoft AOS-G (Agreement for Online Services - Government) program. The AOS-G program was created by Microsoft to support smaller state and local government agencies (less than 500 licenses) for Office 365 subscriptions and is only available to state and local governments necessitating a waiver of the Purchasing Policy requirement for competitive bidding.

Approval of this item authorizes the Executive Director to renew the Microsoft Office 365 subscription for 2023-2024.

Consent Agenda Approval Motion:

“That the General Forum approves item CA-A1 – CA-A2 as listed on the August 28, 2023, General Forum Consent Agenda – A.”

All municipalities should vote on this motion.

6.  CONSENT AGENDA – B  (Parks and Recreation Partners) (Action)

CA-B1  BUDGET AMENDMENT – WRRP CONTAINERS

During the July 18, 2023, regular Executive Committee meeting, the Executive Committee was asked to forward a recommendation to the General Forum to consider approving a budget amendment as recommended by the Climate Action and Sustainability Committee and Finance Committee for the purchase of additional dual trash and recycling stations for Whitehall Road Regional Park (WRRP).
The 2023 Refuse and Recycling Program Budget includes $12,000 in “specialized equipment” for recycling containers for WRRP. CRPR staff and COG administration determined that dual bins that hold both recycling and trash will promote the use of the appropriate container for recycling, thereby increasing recycling use and reducing contamination. CRPR has determined that WRRP will require a total of 12 dual containers. Quotes for the containers, including delivery and turf anchors, are at about $1,980 each. Therefore, the total amount needed to purchase all containers in 2023 is $23,760.

During the July 18, 2023, Executive Committee meeting, this item was pulled from the consent agenda due to a concern regarding the cost of refuse and recycling containers. Since that time the Refuse and Recycling Administrator, CRPA Director, and CRPR Director have reviewed the costs associated with the purchase and installation, as well as the operational cost of servicing the containers. It is the staff determination that the estimated cost of the containers, including delivery and installation with turf anchors and all-weather lids, is consistent with standard refuse and recycling containers for use in public parks or other outdoor locations.

The enclosed memo and quotes provide more information in follow-up to the COG Executive Committee meeting on July 18, 2023. Additionally, staff has discussed this matter with the Chair of the Climate Action and Sustainability Committee and recommended that this item be placed on the August 22, 2023, Executive Committee consent agenda for action. At their August 22, 2023, meeting, the Executive Committee approved that this item be forwarded to the General Forum for consideration.

The Refuse and Recycling Program received an unanticipated recycling rebate in June of $12,888.60. COG Administration requests that this unbudgeted revenue be used in 2023 to complete the purchase of dual trash/recycling containers for Whitehall Road Regional Park.

Approval of this Climate Action and Sustainability Committee, Finance Committee, and Executive Committee recommendation authorizes a budget amendment to the 2023 Regional Refuse budget to allocate an additional $11,760 in specialized equipment for trash/recycling containers for Whitehall Road Regional Park.

Consent Agenda Approval Motion:

“That the General Forum approves items CA-B1 as listed on the August 28, 2023, General Forum Consent Agenda – B.”

All municipalities except for Halfmoon Township should vote on this motion.

7. 2020 CENSUS RESULTS UPDATE (Informational) – Presented by Mr. Boeckel, CRPA, Principal Planner

Mr. Boeckel, CRPA, Principal Planner will provide an update on the enclosed 2020 Census Results.

On May 25, 2023, the US Census Bureau released the Demographic and Housing Characteristics file for the 2020 US Census. This data release includes information on the age of Census respondents, broken down into cohorts that have been used consistently in previous censuses. This
data release allows for further analysis of the Centre Region’s age structure and growth trends.

The US Census Bureau released overall population counts from the 2020 Census in 2022. These results indicated a lower-than-expected population increase in the Centre Region and a population decline in the State College Borough. Analysis of the recently released Census results indicate that several age cohorts experienced declines, including the student-aged population.

While declines in some cohorts can be explained by macro demographic trends, the decline in the student-aged population was not anticipated given increased enrollment at Penn State over the previous decade. These results are likely due to an undercount related to the COVID-19 pandemic.

8. **PUBLIC HEARINGS ON THE AMENDED AND RESTATED REGIONAL GROWTH BOUNDARY AND SEWER SERVICE AREA AGREEMENT (Action)** – Presented by Jim May, CRPA Director

During their regular meetings on August 3, 2023, the Centre Regional Planning Commission and the COG Land Use and Community Infrastructure Committee approved the following motion:

“That the COG Executive Committee moves to refer the amended RGB and SSA Implementation Agreement to the COG General Forum with a recommendation for approval at the August 28, 2023, General Forum meeting.”

As recommended by the Executive Committee, this item requests that the General Forum proceeds with the adoption of the Amended and Restated Regional Growth Boundary and Sewer Service Area Implementation Agreement at the General Forum meeting, each municipality must execute the Amended and Restated Implementation Agreement and enter into an ordinance adopting the enclosed Agreement.

The Centre Regional Planning Agency recommends the following process for the General Forum meeting:

a. CRPA staff will provide a brief overview of the amended Implementation Agreement.

b. The COG Chair should proceed to open a public hearing on the amended Implementation Agreement. Any persons in attendance should be given an opportunity to provide comments on the Implementation Agreement.

c. The COG Chair will close the public hearing.

d. The General Forum should discuss and respond to any comments provided during the public hearing. Upon resolution, the COG Chair will call a five-minute recess.

e. During this recess, each municipality will call to order an official meeting (conference call phone numbers will be displayed) to take action to adopt, by ordinance the Amended and Restated Centre Region Growth Boundary and Sewer Service Area Implementation Agreement. Prior to adjourning, each municipal secretary and chair of the board of supervisors, or council president, shall also sign the Implementation Agreement.
After the municipalities have adjourned their official meetings, the General Forum meeting will reconvene. At this time the COG Chair will ask each municipality to report their vote.

The CRPA has publicly advertised each meeting, provided ordinances for each municipality, and has provided additional materials to ensure an accurate account of the special meetings, and to prepare the minutes.

9. **CLASSIFICATION AND COMPENSATION STUDY (Informational/Discussion/Action)** – Presented by Mr. Norenberg, Ms. Petitt, and Ms. Steigelman

During its July 18, 2023, meeting, the Executive Committee recommended that the General Forum receive a presentation from GovHR on the full results of the first COG-wide Classification and Compensation Study in 17 years (enclosed). The Committee also recommended that the draft recommended implementation plan be presented to members.

At the July 24, 2023, General Forum meeting, members received the Classification and Compensation Study and draft implementation presentations, provided feedback, and asked questions before ultimately approving the following motion:

> That the General Forum receives the 2022-23 Classification and Compensation study and draft implementation plan, and requests that the Finance Committee continue to work with staff to develop an implementation plan to be considered by the General Forum.

Since the COG July 24, 2023, General Forum meeting, staff worked on implementation scenarios that were presented (enclosed) and discussed during the August 10, 2023, meeting of the Finance Committee. The previous and new scenarios were updated to include relevant employee-related expenses (taxes, retirement, etc.) that would vary with the market adjustments to wages. During the meeting, members of the Finance Committee were asked to offer any additional scenarios for consideration and were also invited to propose amendments/revisions to the four scenarios that were presented.

As a result of the extensive discussion, the Finance Committee agreed to recommend advancing Scenario 4 – Even Allocation to the Executive Committee for possible consideration by the General Forum at its August 28, 2023 meeting.

**Scenario 4 – Even Allocation**

In this scenario, all underpaid staff are moved to the market rate for their position using the same percentage across the board. All staff would receive 18.5% of the amount they are underpaid with the first pay in November 2023, they would receive half of the balance due starting with their first pay in January 2024, and the remaining half of the balance due starting with their first pay in January 2025. This scenario helps ease the impact on municipal budgets by phasing adjustments to staff wages over multiple years.

The phased cost of this implementation scenario would be:
As the initial proposed implementation strategy included the use of Insurance Reserve funds to partially offset the impact on municipal funding, the Finance Committee discussed and considered the use of Insurance Reserve funds in Scenario 4. The Committee ultimately agreed to an amended motion that recommends Scenario 4, but only using the previously approved Insurance Reserve funds for the portion of implementation that takes place in 2023. There was agreement that the recommended scenario should be considered on the merits of the phasing strategy and that a decision regarding the use of Insurance Reserve funds in 2024 and 2025 should be made during the review of the budget.

Staff will present the preferred implementation plan information to General Forum members as recommended by the Finance and Executive Committees.

If General Forum members agree, the following motion could be considered:

“That the General Forum approves Scenario 4 – Even Allocation to implement the results of the Classification and Compensation Study.”

All municipalities should vote on this motion.

10. UNIVERSITY REPORT

Zack Moore will present a report on current university activities of interest to the municipalities.

11. STATE COLLEGE AREA SCHOOL DISTRICT REPORT

Gretchen Brandt will present a report on current school district activities of interest to the municipalities.

12. WHITEHALL ROAD REGIONAL PARK PROJECT COORDINATION TEAM REPORT

Mr. Francke will report on current activities of interest to the municipalities on the Whitehall Road Regional Park Project Coordination Team. Please also refer to Matter of Record 16-B.

13. EXECUTIVE DIRECTOR REPORT

Mr. Norenberg will report on current activities of interest to the General Forum.

Please see the enclosed August Activity Report.

14. AGENCY DIRECTOR REPORTS
Agency Directors who may wish to report on items of note will do so at this time. Agency Directors are also available to answer any questions.

**August General Forum Agency Director Updates:**

**Schlow Centre Region Library** – Lisa Rives Collens will provide a report on the conclusion of the Summer Reading Program.

15. **AUTHORITY, BOARD, AND COMMITTEE REPORTS**

A. **Executive Committee** – Mr. Servello will report on the meeting held on August 22, 2023, where the Committee discussed and acted upon items considered by the General Forum. Additionally, an Executive Session was held to discuss a personnel matter.
   *Chair:* Jesse Barlow; *Vice Chair:* Ron Servello  
   **Next Meeting:** Tuesday, September 19, 2023, at 12:15 PM.

B. **Finance Committee** – Mr. Treviño will report on the meeting held on August 10, 2023, where the Committee was presented with additional phasing-in implementation scenarios of the Classification and Compensation Study before ultimately recommending Scenario 4 – Even Allocation, to the Executive Committee for possible consideration by the General Forum. Additionally, the Committee began a discussion related to possible changes to the current COG Purchasing Policy, and reviewed a preliminary schedule to conduct the 2024 budget review sessions.
   *Chair:* Rich Francke; *Vice Chair:* Dan Treviño  
   **Next Meeting:** Thursday, September 14, 2023, at 8:30 AM.

C. **Human Resources Committee** – Mr. Magruder will report on the meeting held on August 2, 2023, where the Committee accepted the 2024 budget recommendations from the COG Employee Relations Committee in the amounts of $9,750.00 for employee relations activities and $9,810.00 for employee wellness programs. The Committee also reviewed and provided comments on the Schlow Library, Head of Advancement Services job description. The new position merges the vacant Manager of Philanthropy and Communications Manager positions into one position.
   *Chair:* Dustin Best; *Vice Chair:* Sultan Magruder  
   **Next Meeting:** Wednesday, September 6, 2023, at 12:15 PM.

D. **Parks Capital Committee** – This Committee did not meet.
   *Chair:* Mr. Lord; *Vice Chair:* Mr. Gracie-Griffin  
   **Next Meeting:** Thursday, October 12, 2023, at 12:15 PM, with the CRPR Authority.

E. **Public Safety Committee** – Ms. Robb will report on the meeting held on August 8, 2023, where the Committee was provided with information regarding Penn State’s Works Consulting project where the group will collaborate with Alpha subject matter experts to provide a no-cost volunteer firefighter job analysis and assist with future job description development and hiring procedures. A conversation was also started regarding the replacement of several Code fleet vehicles. The Code Director has had difficulty in being able to replace
these vehicles due to cancelled orders and limited availability. Staff reports were also provided by Code Administration, Fire Protection, and Emergency Management.

**Chair:** Pamela Robb; **Vice Chair:** Patty Stephens

**Next Meeting:** Tuesday, September 12, 2023, at 12:15 PM.

**F. Facilities Committee** – Ms. Hartle will report on the meeting held on August 1, 2023, where the Committee reviewed and continued discussion related to the development of a long-range facilities plan. The Committee began a discussion related to options and factors to consider when choosing between building in-house capacity for maintenance and janitorial services vs. contracting with third-party vendors. Project updates on the Whitehall Road Regional Park project and roof/HVAC repairs at the Patton Township Fire Station were also provided.

**Chair:** Patti Hartle; **Vice Chair:** Eric Bernier

**Next Meeting:** Tuesday, September 12, 2023, at 8:30 AM.

**G. Land Use and Community Infrastructure Committee** – Mr. Hameister will report on the meeting held on August 3, 2023, where the Committee was presented with and commented on a proposed draft Model Electric Vehicle Charging Infrastructure Ordinance and EV Readiness Guide. The ordinance is being proposed to be a model that can be modified and adopted by municipalities in the Centre Region. Additionally, the Committee referred the amended RGB and SSA Implementation Agreement which has been reviewed by each Centre Region municipality to the Executive Committee with a recommendation for the General Forum to consider approval. The Committee also received a presentation regarding the latest 2020 US Census data release.

**Chair:** Dennis Hameister; **Vice Chair:** Lisa Strickland

**Next Meeting:** Thursday, September 7, 2023, at 12:15 PM.

**H. Climate Action & Sustainability Committee** – Ms. Whitman will report on the meeting held on August 15, 2023, where the Committee members provided their feedback on information that was presented about the effort to create a regional sustainability website. The Committee also discussed and provided feedback on a variety of items that will help guide the R & R Administrator and MSW Consulting in developing a more refined approach when drafting a Request for Bids/Request for Proposals for the next Refuse and Recycling Contract. A review of this document will take place at the September CAS Committee meeting.

**Chair:** Betsy Whitman; **Vice Chair:** Jeremie Thompson

**Next Meeting:** Monday, September 11, 2023, at 12:15 PM.

**I. Parks and Recreation Governance Special Committee** – Mr. Francke will report on the meeting held on August 23, 2023, where the Committee reviewed the duties of the Committee. Members also shared, discussed, and voted upon alternative governance scenarios that seek to address and solve existing problems with the current parks governance structure.

**Chair:** Rich Francke; **Vice Chair:** Kathy Matason

**Next Meeting:** Wednesday, September 27, 2023, at 8:30 AM.
J. **Schlow Centre Region Library Board** – The Schlow Centre Region Library Board of Trustees met on August 9, 2023, where the Library Director Lisa Rives Collens reviewed the current status of the 2024 Budget Process, as well as the impact of the departure of Halfmoon Township from the Library’s Articles of Agreements. In addition to the loss of Capital and Operating funds which will impact the Library’s ability to purchase hard copy and electronic resources, the Halfmoon Township book drop, book lockers, and remote storytimes will be relocated. The reassignment of the Halfmoon Township representative to the Board of Trustees was extensively discussed to determine the best option for a new arrangement, and a decision was tabled until more investigation could be done to determine what would happen if the situation changed in the future.

**Next Meeting:** Wednesday, September 13, 2023, at 6:00 PM.

K. **Centre Region Parks and Recreation Authority** – The Centre Region Parks and Recreation Authority met on August 17, 2023, where the Authority received board member, agency director, staff reports, and project updates on the Millbrook Marsh Nature Center Spring Creek Education Building Phase II and Diane Kerly Welcome Pavilion and Whitehall Road Regional Park projects. The Authority also authorized Amendment #6 for AP Architects, LLC in an amount not to exceed $4,000 for the Spring Creek Education Building Phase II LEED Commissioning to prepare the Energy Model. Additionally, the Authority was informed that the Millbrook Marsh Project Team is working with J.C. Orr and AP Architects regarding a change order that was submitted to confirm whether their request relates to Prevailing Wage or Union Wage.

**Chair:** Kathy Matason; **Vice Chair:** Bill Keough

**Next Regular Meeting:** Thursday, September 21, 2023, at 12:15 PM (Haymarket Park).

L. **EM Council**

**Chair:** Amy Farkas; **Vice Chair:** Shawn Kauffman

**Next Regular Meeting:** Tuesday, September 26, 2023, at 12:15 PM.

16. **OTHER BUSINESS**

A. **Matter of Record** – The next meeting of the General Forum is scheduled for **Tuesday, September 26, 2023**, at 7:00 PM. This meeting is scheduled to be a hybrid meeting.

B. **Matter of Record** – Please see the enclosed tables for the Whitehall Road Regional Park project that were shared with the Parks and Recreation Authority at its August 17, 2023, meeting.

C. **Matter of Record** – Please see the enclosed tables for the Millbrook Marsh Nature Center project that were shared with the Parks and Recreation Authority at its August 17, 2023, meeting.

D. **Matter of Record** – The CPI-U for the unadjusted 12-months ending June 2023 was 3.0%. According to the COG formula, the 2024 COLA will be based on the average of the 12-month changes from July 2022 through June 2023 will be 6.3%. At its June meeting, the consensus of the Human Resources Committee was to follow the existing calculation and
policy in the 2024 budget process.

E. **Matter of Record** – COG staff has completed collecting and consolidating the municipal comments on the 2024 Program Plan into the enclosed matrix.

F. **Matter of Record** – After reviewing religious holiday dates, and based upon both COG agency and committee meeting schedules, the Finance Committee approved the following hybrid budget review schedule:

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<th>DATE: Thursday, September 28, 2023</th>
<th>AGENCY</th>
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<tbody>
<tr>
<td>8:30 AM – 10:00 AM</td>
<td>Fire Operating, Fire Capital, Emergency Management, EM Contingency</td>
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<tr>
<td>10:00 AM – 11:30 AM</td>
<td>Planning, CCMPO, Regional Refuse</td>
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<tbody>
<tr>
<td>8:30 AM – 10:00 AM</td>
<td>Administration, Contingency, COG Building Capital, Insurance Reserve, Unemployment</td>
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<tr>
<td>10:00 AM – 11:30 AM</td>
<td>Parks Operating, Parks Capital, Aquatics, Pools Capital, Active Adult Center, Nature Center Operating, Nature Center Capital, Regional Parks Capital</td>
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<th>DATE: Thursday, October 12, 2023</th>
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<tbody>
<tr>
<td>8:30 AM – 10:00 AM</td>
<td>Library Operating, Library Capital</td>
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<tr>
<td>10:00 AM – 11:30 AM</td>
<td>Code Administration, New Construction, Existing Structures, and Capital</td>
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8:30 AM – 10:00 AM

Wrap-up session & regular Finance Committee Meeting

The October Executive Committee meeting date was changed to Thursday, October 19, 2023, at 12:15 PM.

G. Matter of Record - The following represents a list of vacancies of COG full-time and part-time, year-round positions:

- **Administration** – Finance Director – Kimberlee MacMullan has been appointed to serve as the next COG Finance Director. Ms. MacMullan has a range of professional experience and public service that should serve the Centre Region COG well. Past positions include those with Warner Brothers, Direct TV, the Small Business Development Center at PSU, and the Hermosa Beach Chamber of Commerce and Visitors Bureau. She also served on the City of Hermosa Beach Public Works Commission. Ms. MacMullan’s first day was August 14.

- **Fire** – Director – After a national search, several rounds of interviews, and an Assessment Center, Shawn Kauffman has been named as the next Regional Fire Protection Director. Shawn replaces Steve Bair who served in the role from 2007–2022. Shawn demonstrated his passion for the fire service and the Region while serving as the interim Fire Director and Emergency Management Coordinator, as he did previously Chief of the Alpha Fire Company and a member of the Fire Company for 35 years. Shawn has served as the Interim Director since January 2023.

- **Library** – Head of Advancement Services – Currently advertised; open until filled.

- **Parks and Recreation** – Assistant Director – Currently advertised; open until filled.

- **Planning** – Senior Land Use Planner – Position remains open until filled.

H. Matter of Record – A new edition of C-NET’s “Local Government Roundtable” on challenges facing local volunteer fire companies is now online at cnet1.org. Anne Danahy hosts the panel discussion and features Shawn Kauffman, Acting Fire Director of the Centre Region COG, Bud Graham, Trustee of the Boalsburg Volunteer Fire Company, and Chuck Salvanish, Assistant Chief of the Logan Fire Company of the Bellefonte Fire Department. The direct link is Fire Company Roundtable.

I. Matter of Record – Schlow Centre Region Library

Reference Desk Renovations

Renovations to the 2nd floor Reference Desk are now complete. Patrons will now find a centralized service point in addition to improved accessibility.

Carpet Tile Pilot Project
Schlow Library’s carpet cleaner has identified the library’s 1st Floor Patron Services Workroom as one of the areas of carpet in urgent need of replacement. This comes as no surprise due to the volume of traffic in this area. For the replacement, carpet tile will be used as part of a pilot project. This project will test the option of using carpet tile for high-traffic areas of the building to make replacing sections that get damaged easier in the future. Library staff have begun the process of identifying a vendor to replace the wall-to-wall carpeting with carpet tile. The goal is to have this project completed during the third quarter of 2023.

J. **Matter of Record – Solar Power Purchase Agreement (SPPA) Update**

The Project Management Team of the Solar Power Purchase Agreement (SPPA) has been working with the energy services consultant, Green Sky, and the legal team to ensure the SPPA contracts are well linked and have minimal risk or exposures. The legal redlines that have been prepared for us on the **PPA Contract** have been issued to Prospect 14 and we are waiting for their response. The contract terms added by the legal review focused mainly on clearly stating the commercial structure and providing protections to us under worst-case and trip-wire scenarios if there are any performance issues by any parties in the chain of service. Legal provided an in-depth review to minimize our risk.

The contract with Direct Energy, the **retail services provider**, is more commercial than legal and shouldn’t take much more effort and time once the PPA is agreed to. The **budget** for legal services has been fully utilized with the review of the PPA contract and we are waiting for a new budget estimate to complete the remaining documents. Propect14 has 4 potential locations for our solar installation. Two are in Walker Township and in June Propect14’s Land Use application was conditionally approved.

K. **Matter of Record – Please join us in congratulating Pam Adams, CRPA Sustainability Planner upon successfully completing the requirements for the Certified Climate Change Professional (CC-P) credential. Pam worked hard on top of her other duties to achieve this certification. The credential reflects her dedication to professional development and competency in the fundamentals of climate change preparedness and strategic planning. Pam utilized her related work experience, satisfactorily completed the exam requirements, and completed 14 hours of training for the CC-P certification. Congratulations Pam!**

L. **Matter of Record – The CRPA Sustainability Planner and Intern are participating in a four-hour training session from the “Clean Energy to Communities” (C2C) cohort regarding planning and funding for electric vehicle charging infrastructure deployment.**

M. **Matter of Record – The UAJA is expected to submit a Task Activity Report (TAR) in August or September to explore several alternatives to upsize the Puddintown Sewer Interceptor in the area of Millbrook Marsh. The alignment of the interceptor currently traverses Millbrook Marsh. The CRPA has facilitated two meetings with the UAJA, CRPR staff, PSU, Trout Unlimited, ClearWater Conservancy, College Township, and the Borough of State College to consider alignments that minimize the impacts on Millbrook Marsh.**
N. **Matter of Record** – In Centre County, the [Whole Home Repair (WHR) Program](#) will open on August 1st, 2023. Through the American Rescue Plan Act of 2021, the WHR Program was created to assist homeowners with home repairs, energy efficiency, and case management services. The WHR Program also supports workforce development efforts in Centre County.

The WHR Program is administered by the PA Department of Community and Economic Development and locally by Centre County Government’s Office of Adult Services.

Centre County Government has sub-contracted services with Habitat for Humanity for home repair services and has developed a partnership with the Builders Associations of Central PA to offer workforce development opportunities for students and professionals.

O. **Matter of Record** – Mr. May has decided to retire after more than 14 years of serving as the CRPA Director. His last day in the office will be November 22, 2023. The logistics of recruitment for the position will be discussed in the coming months.

P. **Matter of Record** – To watch an informational session on the Centre Region Council of Governments (COG) please go to [https://www.crcog.net/orientation](https://www.crcog.net/orientation). This video is designed to provide an informational overview of COG, its operations, and its agencies. If you have questions regarding this video please contact COG Executive Director, Eric Norenberg at enorenberg@crcog.net.

Q. **Matter of Record** – Connect with Us! To be included on email distribution lists to receive agenda packets and more, sign up at [www.crcog.net/connect](http://www.crcog.net/connect).

R. **Matter of Record** – A COG Committee assignments roster can be found on the COG website at [https://www.crcog.net/cogcommitteeassignments](https://www.crcog.net/cogcommitteeassignments).

S. **Matter of Record** – You can subscribe to the official COG YouTube channel by going to youtube.com/@crcog. Staff have begun to live stream some of its meetings as well as started to include informational videos on COG and its services to educate viewers.

T. **Matter of Record** – General Forum Unit Voting Procedure (as supported by the Executive Committee in 2021).

**Type I – Unit Voting Procedure:**

- A quorum of each governing body must be present (combined in-person/remote) in order for a unit to vote. If a unanimous decision is required, but one or more participating municipalities lack an in-person/remote combined quorum, the vote for that municipality will be postponed until that unit has had an opportunity to vote. Once that unit has voted on the issue the vote will be recorded and communicated.
- A Type I – Unit Vote only requires that each of the participating member municipalities produce a simple majority vote within each unit. A unanimous vote within each unit is not required.
- Public comments should be provided to the entire group before the Chair adjourns a General Forum meeting for municipalities to enter their unit groups, and members of the public may observe these unit discussions.

- Once the meeting is recessed by the Chair, the meeting recording is stopped, and minutes are no longer taken. Individual votes are not recorded. If a request for an individual vote record is made by a General Forum member before recessing for the unit vote, then municipalities will provide individual votes to the recording secretary for inclusion in meeting minutes.

- Each Board/Council President will manage their municipality breakout meeting with the assistance of their Municipal Manager.

- Municipal Managers will indicate to the Executive Director once unit voting is complete. The Chair will then reconvene the General Forum meeting and call for the Recording Secretary to record the Unit Votes.

- Should a second or multiple unit votes be requested, the same procedure will be repeated.

- Non-participating member municipalities should be identified prior to the vote and these member communities should abstain from voting on the motion.

<table>
<thead>
<tr>
<th>UNIT VOTING BREAKOUT PHONE NUMBERS</th>
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<tbody>
<tr>
<td>College Township: 657-390-4784</td>
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<tr>
<td>Ferguson Township: 727-731-5754</td>
</tr>
<tr>
<td>Halfmoon Township: 609-663-1155</td>
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</tbody>
</table>

17. **CALENDAR**

A calendar with upcoming COG committee, General Forum, and municipal meetings can be found by clicking the following link: [COG and Municipal Meeting Overlay Calendar](#).

18. **HELPFUL REFERENCE LINKS**

Repositories of helpful information have been assembled for use by the elected officials and COG staff:

- Governance policies, procedures, and other related documents can be viewed on SharePoint by clicking [here](#) or going to [https://www.crcog.net/governance](https://www.crcog.net/governance).

- Updates on current COG Studies and Projects can be found by clicking [here](#) or going to [https://bit.ly/3vZP8Zs](https://bit.ly/3vZP8Zs).

- The COG’s Program Preface is now online at [https://www.crcog.net/preface](https://www.crcog.net/preface). The Program Preface is designed to educate current, prospective, and incoming elected officials; prospective and current staff; municipal officials; and others by providing historical background information for each of the COG Budgets.
The Whitehall Road Regional Park project site facilitates easy access to documents, resources, and current information about the project. Staff continues to develop and update the site which can be found at [https://www.crcog.net/wrrpinfoguide](https://www.crcog.net/wrrpinfoguide).

COG Facilities Reference information can be found at: [https://bit.ly/3qnEbMA](https://bit.ly/3qnEbMA). The Facilities Committee uses this information as a collection point and serves as a resource for new members of the Committee as well as others. Please contact Kathy at kbisko@crcog.net for access.

19. ADJOURNMENT

ENCLOSURES

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<td>CA-A2</td>
<td>Microsoft Office 365 Renewal Contract</td>
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<tr>
<td>CA-B1</td>
<td>Memo - R and R Containers WRRP</td>
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<tr>
<td>CA-B2</td>
<td>WRRP Refuse, Recycling Containers 2023</td>
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<td>2020 Census Age Cohorts CRPC LUCI</td>
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<td>08-d</td>
<td>Not Requiring General Forum Action Flowchart</td>
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<td>Overview of Scenarios Presented to Finance Committee</td>
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