COLLEGE TOWNSHIP COUNCIL
REORGANIZATION MEETING AGENDA
Tuesday, January 2, 2024
12:00 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. Please 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 jsnyder@collegetownship.org.

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

COLLEGE TOWNSHIP COUNCIL MEETING

SWEARING IN OF NEWLY ELECTED OFFICIAL:
D. Richard Francke, January 2, 2024 – January 2, 2028
Tracey Mariner, January 2, 2024 – January 2, 2028
Susan Trainor: January 2, 2024 – January 2, 2028

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 this meeting.

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Temporary Chair

FIRST ORDER OF BUSINESS: Nominations requested for 2024 Chair by Temporary Chair

SECOND ORDER OF BUSINESS: Nominations requested for Vice Chair by Newly Elected Chair

NEW BUSINESS:

NB-1 COG Committee and Regional Appointments:
a. COG Committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Executive</td>
<td>Best</td>
<td>Best</td>
<td>Tues. Jan 16, 2024, 12:15 PM</td>
</tr>
<tr>
<td>2) Finance</td>
<td>Francke</td>
<td>Francke</td>
<td>Thurs. Jan 11, 2024, 8:30 AM</td>
</tr>
<tr>
<td>3) Human Resources</td>
<td>Best</td>
<td>Mariner</td>
<td>Wed. Jan 10, 2024, 12:15 PM</td>
</tr>
<tr>
<td>4) Parks Capital</td>
<td>Best</td>
<td>Best</td>
<td>Thurs. Jan 11, 2024, 12:15 PM</td>
</tr>
<tr>
<td>5) Public Safety</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Tues. Jan 9, 2024, 12:15 PM</td>
</tr>
<tr>
<td>6) Land Use &amp; Comm. Infrastructure</td>
<td>Bernier</td>
<td>Bernier</td>
<td>Wed. Jan 10, 2024, 8:30 AM</td>
</tr>
<tr>
<td>7) Facilities</td>
<td>Bernier</td>
<td>Bernier</td>
<td>Tues. Jan 9, 2024, 8:30 AM</td>
</tr>
<tr>
<td>8) Climate Action &amp; Sustainability</td>
<td>Fragola</td>
<td>Best</td>
<td>Mon. Jan 8, 2024, 12:15 AM</td>
</tr>
<tr>
<td>9) Parks &amp; Rec Governance</td>
<td>Francke</td>
<td>Francke</td>
<td>Wed. Jan 24, 2024, 8:30 AM</td>
</tr>
<tr>
<td>10) General Forum</td>
<td>ALL</td>
<td>ALL</td>
<td>Mon. Jan 22, 2024, 7:00 PM</td>
</tr>
</tbody>
</table>

b. Regional/General Committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) LTAC</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Wed. Jan 10, 2024, 7:00 PM</td>
</tr>
<tr>
<td>2) SC Watershed Delegate</td>
<td>Best</td>
<td>Best</td>
<td>TBD</td>
</tr>
<tr>
<td>3) Centre Area Cable Consort.</td>
<td>Best</td>
<td>Mariner</td>
<td>TBD</td>
</tr>
<tr>
<td>4) CCMPO Coordinating</td>
<td>Bernier</td>
<td>Bernier</td>
<td>Tues. Feb. 27, 2024, 6:00 PM</td>
</tr>
<tr>
<td>5) CTIDA Liaison</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Wed. Jan. 17, 2024 9:30 AM</td>
</tr>
</tbody>
</table>

c. PSATS Voting Delegate:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CT Voting Delegate PSAT</td>
<td>Trainor</td>
<td>Trainor</td>
<td>PSATS Conv. 4/14/2024</td>
</tr>
<tr>
<td>2) CT Voting Delegate PML</td>
<td>Francke</td>
<td>Best</td>
<td>PML Leadership Conf. 10/10/2024</td>
</tr>
</tbody>
</table>

CONSENT AGENDA:

CA-1 Appointment of all College Township Committee Alternates with full force vote, As Needed

CA-2 Appointment of Louis T. Glantz, Glantz and Johnson, as College Township Solicitor for 2024

CA-3 2024 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 2024:

Adam T. Brumbaugh - Township Manager/Secretary;
                   - Right-To-Know Officer;
CA-5 Appointment of Trans Associates as College Township Traffic Engineer, McCormick Taylor as alternate College Township Traffic Engineer and Keller Engineering as College Township Consulting Engineers for 2024

CA-6 Township Manager Employment Agreement; Approval of

CA-7 Disposition of Records R-24-01; Approval of

CA-8 Appointment of Sewage Enforcement Officers for 2024, 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
Laron Horner PA SEO 03969 - Alternate Sewage Enforcement Officer

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

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

1) Anthony Fragola Industrial Development Authority 1/2/2024 – 12/31/2028;
2) Earl Moore Local Traffic Advisory Committee 1/2/2024 – 12/31/2027;
3) Joe Davidson CATA Board 1/2/2024 – 12/31/2028;
4) Dave Wasson Vacancy Board 1/2/2024 – 12/31/2024;
5) Ed Darrah Planning Commission 1/2/2024 – 12/31/2027;
6) Matthew Fenton Planning Commission 1/2/2024 – 12/31/2027;
7) Ash Toumayants Planning Commission 1/2/2024 – 12/31/2027;
8) Martin McGann CT Water Authority 1/2/2024 – 12/31/2028;
9) Shaun Pardi Zoning Hearing Board 1/2/2024 – 12/31/2028;
10) Dave Schulte Parks & Recreation Committee 1/2/2024 – 12/31/2028;
11) Ned Brokloff Parks & Recreation Committee 1/2/2024 – 12/31/2028;
12) Bill Caplan C-NET Board 1/2/2024 – 12/31/2026;
13) Frank Mellot UAJA Board 1/2/2024 – 12/31/2028; and
14) Lee Murphy SC Watershed Commission Alternate 1/2/2024 - 12/31/2024.

CA-10 Appointment of the following financial institutions as depositories for College Township funds for 1/1/2024 through 12/31/2024: First National Bank of Pennsylvania, PA Local Government Investment Trust (PLGIT), and Jersey Shore State 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-24-02 §A203-8 Planned Residential Development
b. R-24-03 §A203-10 Sewage Disposal System
c. R-24-04 §A203-11 Signs
d. R-24-05 §A203-12 Solid Waste Collection
e. R-24-06 §A203-13 Driveway Permit and Rights-of-Way Permits
f. R-24-07 §A203-14 Plan Review Fees
g. R-24-08 §A203-16 Zoning
h. R-24-09 §A203-17 Fines for Violations
i. R-24-10 §A203-20 Administration Fees
j. R-24-11 §A203-24 Residential Rentals
k. R-24-12 §A203-25 Keeping of Chickens
l. R-24-13 §A203-27 Sidewalks

ADJOURNMENT
December 1, 2023

College Township
1481 East College Avenue
State College, PA 16801

RE: Engineer Designation

Dear Council Members:

Keller Engineers respectfully requests that you allow us to continue serving as your designated engineer for the year 2024. Basic designation services may include provision of engineering advice, consultation, and meeting attendance when requested.

Our professionals understand the importance of local government in supporting the quality of place for residents and visitors, and attracting investment to your community. Keller Engineers has a proven track record of assisting communities to grow by providing sensible, practical advice; developing realistic goals and implementation strategies; securing project funding; and managing infrastructure, all while maintaining project budgets.

Our engineers and I have many years of experience working with municipal leaders. We are the appointed engineer for more than 80 Pennsylvania municipalities and authorities; many of which we have served since we opened in 1991. This extensive experience has provided us with a thorough understanding of the PA Municipalities Planning Code, regulatory and engineering requirements; and the ability to serve as your liaison with governmental agencies and the community.

Please do not hesitate to call me at (814) 696-7430 if you have any questions, or if I can be of assistance to you. Thank you for your consideration.

Sincerely,

Joseph G. Keller, PE
President

Enclosures
DESIGNATION POLICY
FOR
2024 PROFESSIONAL SERVICES

Keller Engineers will provide the following designation services:

- Attendance of meetings upon request.

- Provision of consultation as required with recommendations on your engineering needs.

- Monitoring of state and federal rules and requirements, and keep you informed on these matters.

- Response to questions concerning road bonding, land development, sewage facilities planning, project funding sources, ordinances, liquid fuel fund usage, wetland issues, etc.

- Response to requests for engineering services for specific projects with a detailed proposal outlining our scope of services and fees.

**Keller Engineers Proposed 2024 Rate Schedule:**

- Senior Engineer $160.00/hour
- Senior Surveyor $150.00/hour
- Project Manager $150.00/hour
- Engineer $135.00/hour
- Landscape Architect $130.00/hour
- Designer $105.00/hour
- Mileage IRS Allowable
- Prints At cost

Hourly rates include wages, required taxes, insurance, overhead & profit.
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. Please 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 jsnyder@collegetownship.org.

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

COLLEGE TOWNSHIP COUNCIL MEETING

SWEARING IN OF NEWLY APPOINTED OFFICIAL:

  D. Richard Francke, January 2, 2024 – January 2, 2028
  Tracey Mariner, January 2, 2024 – January 2, 2028
  Susan Trainor: January 2, 2024 – January 2, 2028

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 this meeting.

CALL TO ORDER/PLEDGE OF ALLIGIANCE – Temporary Chair

FIRST ORDER OF BUSINESS: Nominations requested for 2024 Chair by Temporary Chair

SECOND ORDER OF BUSINESS: Nominations requested for Vice Chair by Newly Elected Chair

NEW BUSINESS:

NB-1 COG Committee and Regional Appointments:
a. COG Committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Executive</td>
<td>Best</td>
<td>Best</td>
<td>Tues. Jan 16, 2024, 12:15 PM</td>
</tr>
<tr>
<td>2) Finance</td>
<td>Francke</td>
<td>Francke</td>
<td>Thurs. Jan 11, 2024, 8:30 AM</td>
</tr>
<tr>
<td>3) Human Resources</td>
<td>Best</td>
<td>Mariner</td>
<td>Wed. Jan 10, 2024, 12:15 PM</td>
</tr>
<tr>
<td>4) Parks Capital</td>
<td>Best</td>
<td>Best</td>
<td>Thurs. Jan 11, 2024, 12:15 PM</td>
</tr>
<tr>
<td>5) Public Safety</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Tues. Jan 9, 2024, 12:15 PM</td>
</tr>
<tr>
<td>7) Facilities</td>
<td>Bernier</td>
<td>Bernier</td>
<td>Tues. Jan 9, 2024, 8:30 AM</td>
</tr>
<tr>
<td>8) Climate Action &amp; Sustain</td>
<td>Fragola</td>
<td>Best</td>
<td>Mon. Jan 8, 2024, 12:15 AM</td>
</tr>
<tr>
<td>9) Parks &amp; Rec Governance</td>
<td>Francke</td>
<td>Francke</td>
<td>Wed. Jan 24, 2024, 8:30 AM</td>
</tr>
<tr>
<td>10) General Forum</td>
<td>ALL</td>
<td>ALL</td>
<td>Mon. Jan 22, 2024, 7:00 PM</td>
</tr>
</tbody>
</table>

b. Regional/General Committees:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) LTAC</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Wed. Jan 10, 2024, 7:00 PM</td>
</tr>
<tr>
<td>2) SC Watershed Delegate</td>
<td>Best</td>
<td>Best</td>
<td>TBD</td>
</tr>
<tr>
<td>3) Centre Area Cable Consort.</td>
<td>Best</td>
<td>Mariner</td>
<td>TBD</td>
</tr>
<tr>
<td>4) CCMPO Coordinating</td>
<td>Bernier</td>
<td>Bernier</td>
<td>Tues. Feb. 27, 2024, 6:00 PM</td>
</tr>
<tr>
<td>5) CTIDA Liaison</td>
<td>Trainor</td>
<td>Trainor</td>
<td>Wed. Jan. 17, 2024 9:30 AM</td>
</tr>
</tbody>
</table>

c. PSATS Voting Delegate:

<table>
<thead>
<tr>
<th>Committee</th>
<th>2023 Rep.</th>
<th>2024 Rep.</th>
<th>1st Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CT Voting Delegate PSAT</td>
<td>Trainor</td>
<td>Trainor</td>
<td>PSATS Conv. 4/14/2024</td>
</tr>
<tr>
<td>2) CT Voting Delegate PML</td>
<td>Francke</td>
<td>Best</td>
<td>PML Leadership Conf. 10/10/2024</td>
</tr>
</tbody>
</table>

CONSENT AGENDA:

CA-1 Appointment of all College Township Committee Alternates with full force vote, As Needed

CA-2 Appointment of Louis T. Glantz, Glantz and Johnson, as College Township Solicitor for 2024

CA-3 2024 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 2024:

Adam T. Brumbaugh - Township Manager/Secretary;
                  - Right-To-Know Officer;
CA-5 Appointment of Trans Associates as College Township Traffic Engineer, McCormick Taylor as alternate College Township Traffic Engineer and Keller Engineering as College Township Consulting Engineers for 2024

CA-6 Township Manager Employment Agreement; Approval of

CA-7 Disposition of Records R-24-01; Approval of

CA-8 Appointment of Sewage Enforcement Officers for 2024, 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
Laron Horner PA SEO 03969 - Alternate Sewage Enforcement Officer

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

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

1) Anthony Fragola Industrial Development Authority 1/2/2024 – 12/31/2028;
2) Earl Moore Local Traffic Advisory Committee 1/2/2024 – 12/31/2027;
3) Joe Davidson CATA Board 1/2/2024 – 12/31/2028;
4) Dave Wasson Vacancy Board 1/2/2024 – 12/31/2024;
5) Ed Darrah Planning Commission 1/2/2024 – 12/31/2027;
6) Matthew Fenton Planning Commission 1/2/2024 – 12/31/2027;
7) Ash Toumayants Planning Commission 1/2/2024 – 12/31/2027;
8) Martin McGann CT Water Authority 1/2/2024 – 12/31/2028;
9) Shaun Pardi Zoning Hearing Board 1/2/2024 – 12/31/2028;
10) Dave Schulte Parks & Recreation Committee 1/2/2024 – 12/31/2028;
11) Ned Brokoff Parks & Recreation Committee 1/2/2024 – 12/31/2028;
12) Bill Caplan C-NET Board 1/2/2024 – 12/31/2026;
13) Frank Mellot UAJA Board 1/2/2024 – 12/31/2028; and
14) Lee Murphy SC Watershed Commission Alternate 1/2/2024 - 12/31/2024.

CA-10 Appointment of the following financial institutions as depositories for College Township funds for 1/1/2024 through 12/31/2024: First National Bank of Pennsylvania, PA Local Government Investment Trust (PLGIT), and Jersey Shore State 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-24-02 §A203-8 Planned Residential Development
b. R-24-03 §A203-10 Sewage Disposal System
c. R-24-04 §A203-11 Signs
d. R-24-05 §A203-12 Solid Waste Collection
e. R-24-06 §A203-13 Driveway Permit and Rights-of-Way Permits
f. R-24-07 §A203-14 Plan Review Fees
g. R-24-08 §A203-16 Zoning
h. R-24-09 §A203-17 Fines for Violations
i. R-24-10 §A203-20 Administration Fees
j. R-24-11 §A203-24 Residential Rentals
k. R-24-12 §A203-25 Keeping of Chickens
l. R-24-13 §A203-27 Sidewalks

ADJOURNMENT
December 1, 2023

Mr. Don Franson, Township Engineer
College Township
1481 East College Avenue
State College, PA 16801

RE: 2024 Appointment & Fee Schedule

Dear Mr. Franson:

Thank you again for the appointment in 2023 to serve as your alternate traffic engineer. It has been my pleasure to work with you and the rest of the Township staff. Please consider this our request to be considered for re-appointment. Enclosed are our municipal billing rates for 2024.

If you have any questions, please do not hesitate to contact me by phone at (814) 409-7990 or by email at rjwatts@mccormicktaylor.com.

Very Truly Yours,

McCORMICK TAYLOR, INC.

Robert J. Watts, P.E., PTOE, AICP

Enclosure

Cc: Sharon Meyers, College Township
## McCormick Taylor, Inc.
### 2024 Professional Services Fee Schedule

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$250.00</td>
</tr>
<tr>
<td>Senior Project Manager II</td>
<td>$220.00</td>
</tr>
<tr>
<td>Senior Project Manager I</td>
<td>$205.00</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$195.00</td>
</tr>
<tr>
<td>Engineer III</td>
<td>$165.00</td>
</tr>
<tr>
<td>Engineer II</td>
<td>$155.00</td>
</tr>
<tr>
<td>Engineer I</td>
<td>$140.00</td>
</tr>
<tr>
<td>Engineering Tech. Manager</td>
<td>$150.00</td>
</tr>
<tr>
<td>Engineering Technician III</td>
<td>$130.00</td>
</tr>
<tr>
<td>Engineering Technician II</td>
<td>$120.00</td>
</tr>
<tr>
<td>Engineering Technician I</td>
<td>$110.00</td>
</tr>
</tbody>
</table>

### Supporting Services

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Land Surveyor</td>
<td>$135.00</td>
</tr>
<tr>
<td>Environmental Project Manager</td>
<td>$175.00</td>
</tr>
<tr>
<td>Environmental Planner</td>
<td>$150.00</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>$120.00</td>
</tr>
<tr>
<td>GIS Specialist II</td>
<td>$130.00</td>
</tr>
<tr>
<td>GIS Specialist I</td>
<td>$110.00</td>
</tr>
<tr>
<td>Graphics Artist</td>
<td>$125.00</td>
</tr>
<tr>
<td>Administrative</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

### Miscellaneous Charges

Vehicle mileage will be billed at the standard corporate rate.
Other reimbursable expenses will be billed based on actual costs incurred.

**Fee Schedule Period** - January 1, 2024 to December 31, 2024

Method of Payment: Specific Rate
2024 GENERAL RATE SCHEDULE

<table>
<thead>
<tr>
<th>PERSONNEL CLASSIFICATION</th>
<th>RATES PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL / SENIOR MANAGER</td>
<td>$180.00</td>
</tr>
<tr>
<td>ENGINEERING MANAGER</td>
<td>$148.00</td>
</tr>
<tr>
<td>SENIOR ENGINEER / DESIGNER</td>
<td>$132.00</td>
</tr>
<tr>
<td>ASSOCIATE DESIGNER / ANALYST</td>
<td>$120.00</td>
</tr>
<tr>
<td>SENIOR TECHNICIAN</td>
<td>$87.00</td>
</tr>
<tr>
<td>SENIOR SURVEY TECHNICIAN</td>
<td>$87.00</td>
</tr>
<tr>
<td>FIELD TECHNICIAN</td>
<td>$63.00</td>
</tr>
<tr>
<td>CLERICAL</td>
<td>$63.00</td>
</tr>
<tr>
<td>FIELD ENUMERATORS</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

**DIRECT EXPENSES**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO TRAVEL</td>
<td>$0.625/MILE*</td>
</tr>
<tr>
<td>COPIES</td>
<td>$0.17/SHEET</td>
</tr>
<tr>
<td>Color</td>
<td>$0.50/SHEET</td>
</tr>
<tr>
<td>PLAN PRINTS</td>
<td></td>
</tr>
<tr>
<td>Bond</td>
<td>$0.27/S.F.</td>
</tr>
<tr>
<td>Vellum</td>
<td>$1.00/S.F.</td>
</tr>
<tr>
<td>Mylar</td>
<td>$1.35/S.F.</td>
</tr>
<tr>
<td>Color Plot</td>
<td>$0.65/S.F.</td>
</tr>
<tr>
<td>OTHER DIRECT COSTS</td>
<td>AT COST</td>
</tr>
</tbody>
</table>

*Current Federal Standard Mileage Rate (Subject to Federal Rate Change)
2024 – 2026
MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered this 2nd day of January, 2024 by and between the Township of College, a municipal corporation with its address at 1481 E. College Ave., State College, Centre County, PA, hereinafter referred to as “Employer,” and Adam Brumbaugh, 1255 Haymaker Rd., State College, Centre County, PA, hereinafter referred to as “Employee.”

WHEREAS, Employer is in need of the services of a person possessing the skills and ability required to serve as Municipal Manager, and,

WHEREAS, Employee has represented to Employer that he/she possesses the requisite knowledge and skills to perform such duties, and

WHEREAS, Employer is desirous of engaging the services of Employee as Municipal Manager pursuant to the authority vested in the Employer under the Pennsylvania Second Class Township Code and the Code of the Employer, subject to the limitations therein contained.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound thereby, Employer and Employee agree as follows:

1. Employer agrees to employ Employee as Municipal Manager of said Township commencing at 12:00 midnight, January 3, 2024 to perform the essential functions and duties specified by the position description for the job of Municipal Manager, and to perform such other legally permissible and proper essential duties and functions as required by statutory law and as the Council shall from time-to-time, assign.

2. This Agreement and the employment of Employee hereunder shall be subject to all applicable provisions of the Township Code, as amended, and the Employer's Code, as amended. Unless earlier terminated by either party, or renewed in a writing signed by the parties, this Agreement shall automatically expire at 11:59 PM on January 6, 2026.

3. Employee shall perform all duties assigned to him as Municipal Manager in a competent and professional manner in accordance with the laws and regulations of the Commonwealth of Pennsylvania and the federal government, the Township Code, as amended, the Employer's Code, as amended and the policies of the Employer as established by the Council and not inconsistent herewith. Employee shall at all times comport himself in such a manner as to not bring discredit or disfavor upon the Employer.

4. Subject to all conditions and limitations set forth therein, Employee shall be entitled to all benefits available to other employees of the Township as set forth in the applicable personnel policies, unless so stated differently in this Agreement.

5. The duties required of Employee hereunder shall be rendered at the municipal offices of the Employer located at 1481 E. College Ave., State College, Centre County, PA, and such other place or places as the Employer shall in good faith require or as the interests and the needs of the Employer shall require. Employee agrees that he shall reside within the Township for the full term of this Agreement.
6. Notwithstanding the term of this Agreement, Employee shall serve at the pleasure of the Council as an at-will employee and shall be subject to removal at any time by a vote of Council.

7. The parties also recognize that, under the law of Pennsylvania, professional municipal managers may be subject to dismissal from employment for reasons which have nothing to do with the quality of their workplace performance. In order to deal with this circumstance, and, as an inducement to enter into this Agreement and remain in the employ of the Township, if the Employee's employment is terminated without cause or this Agreement is not renewed, he shall be entitled to severance pay, consisting of payment of all sick time accrued by Employee through December 31, 2023 - 1,549.59 hours as of 12/15/2023- at the Employee’s December 31, 2023 hourly base pay rate of $65.50, and, in addition to, payment for any accrued and unused vacation and personal time to the extent otherwise provided for under the Township's policies.

8. Employee shall not be entitled to any severance benefit provided for under Section 7 if he is terminated for cause, which may include, but shall not be limited to:

   a. the Employee fails or refuses to comply with the policies, standards and regulations of the Employer from time to time established; or

   b. the conviction of any misdemeanor or felony, and/or the conviction of any summary offense which could have an adverse effect on his ability to perform the terms of this Agreement or brings the Employer into disrepute. For the purposes of this paragraph, conviction shall include a plea of guilty or nolo contendere; or

   c. the Employee commits an act of fraud, dishonesty, or other acts of misconduct in the rendering of services on behalf of the Employer; or

   d. the Employee fails or refuses to faithfully, or diligently perform the provisions of the Employment Agreement or the usual and customary duties of his employment, for reasons other than disability.

In such circumstances, Employee shall only receive payment for any accrued and unused vacation and personal time to the extent otherwise provided for under the Township's policies.

9. Nothing herein shall be construed to prevent or otherwise interfere with the right of Employee to resign at any time from his position with the Employer. In such event, he shall give thirty (30) calendar days advance notice in writing of his voluntary resignation. In the event of Employee’s voluntary resignation, he shall be entitled to no severance benefit whatsoever, other than payment for leave balances as provided in the personnel policies of the Township.

10. In the event the Employer, at any time during the term of this Agreement, reduces the salary or other benefits of the Employee in a greater percentage than an applicable reduction for all other employees of the Employer, or in the event the Employer refuses, following written notice, to comply with other provisions benefiting Employee herein, Employee may, at his option, be deemed to be terminated at the date of such reduction or such refusal to comply within the
meaning and context of the herein Agreement, and be entitled to severance pay as provided for
in Section 7 above. Employee shall exercise such option within 10 business days of receiving
notice of the Employer's action.

11. Employee shall be compensated on the basis of an annual base salary of $136,240 \(^1\) effective
January 3, 2024, exclusive of longevity pay. Said salary may be adjusted by action of the
Council during the term of this Agreement. This agreement shall be automatically amended to
reflect any salary adjustments that are provided or required by the Employer's compensation
policies. (Note: \(^1\) Salary is Employee’s current year-end 2023 base salary.)

12. In addition to Employee’s annual salary and in recognition of Employee’s longevity of service
to Employer and, as an incentive to retain the services of Employee, Employer agrees to
provide, annually, a contribution equating to five (5) percent of Employee’s salary + $4,500
to the Employee’s 457(b) Deferred Compensation Plan, said plan previously approved and
established by Employer and administered by ICMA-RC, the Employer’s retirement benefit
administrator. The Employee shall be required to contribute a minimum of 5% of base salary
annually on a pre-tax basis as a condition of participation.

13. The Council shall review and evaluate the performance of Employee at least once annually.
Said review and evaluation shall be in accordance with specific criteria developed by the
Employer. Said criteria may be revised, added to or deleted from as the Council may from time
to time-to-time determine. The failure of the Council to conduct any evaluation shall not be
deemed to be a breach of, or default under, the terms of this Agreement.

14. Employee agrees to subscribe to and take the proper oath of office and further agrees to devote
all his time, skill, labor and attention to said employment during the term of this Agreement,
provided, however, the Employee, by agreement with the Council, and as allowable under
statute, may undertake consultation work, speaking engagements, writing, lecturing, or other
professional duties and obligations.

15. The Employer shall furnish Employee, at the Employer's expense, with office facilities suitable
for Employee's performance of his duties as Municipal Manager. The Employer shall also
provide, at the Employer's expense, such as assistance and such supplies, equipment, and
material as may be required, as determined in the Employer's sole discretion, in the
performance of such duties.

16. The Employer shall cover the Employee as an appointed or employed official under the
Township's public official liability policy.

17. Employee is entitled to use of a vehicle from the municipal fleet while conducting Employer
business. In the event a vehicle is not available, Employee is entitled to mileage
reimbursement, at the Employer rate as established from time-to-time, for the use of his
personal vehicle in the conduct of Employer business.

18. The Employer agrees to budget and to pay for the professional dues and subscriptions of
Employee necessary, in the sole discretion of the Employer, for his continuation and full
participation in national, state and local associations and organizations desirable for
Employee's continued professional participation, growth and advancement, and for the good of
2024 – 2026
MANAGER EMPLOYMENT AGREEMENT

the Employer.

19. The parties recognize that Employee shall devote (in addition to normal business hours) a great
deal of additional time, outside such normal business hours, to the business of the Township.
Accordingly, Employee shall be permitted to take such reasonable compensatory time off as he
shall deem appropriate during such normal business hours. The reasonableness and
appropriateness of such compensatory time off is subject to review by the Council. The
Employee shall keep a record of compensatory time off taken under this section and shall
make such record available to the Council upon its request.

20. The Employer shall bear the full cost of any fidelity or other bonds required of the Employee
under any law or ordinance.

21. No modification or waiver of this Agreement or of any covenant, condition, or provision
herein contained shall be valid unless in writing and duly executed by the parties to be charged
therewith. The parties agree that any and all agreements heretofore entered between them are
hereby terminated, subject to the condition that neither party shall hereafter seek to enforce any
claim or right arising under said agreement(s) or any claim or right arising from or otherwise
related to, directly or indirectly, the matters giving rise to such agreement(s).

22. All provisions and covenants herein are severable, and in the event any of them shall be held to
be invalid by a competent court, this Agreement shall be interpreted as if such invalid
agreements or covenants were not included herein.

23. This written Agreement embodies the whole agreement between the parties hereto and there
are no inducements, promises, terms, conditions, or obligations made or entered into by either
party hereto other than those contained herein.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed as of the date and
year first above written.

ATTEST:

TOWNSHIP OF COLLEGE

Assistant Township Secretary

Council Chair

Date: ____________________

WITNESS:

Employee
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-01

AUTHORIZATION FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL

RESOLVED BY Township of College, Centre County, Pennsylvania, that

WHEREAS, by virtue of Resolution R-03-08 adopted on the 3rd day of April 2003, College Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Pennsylvania Historical and Museum Commission Municipal Records Manual, approved on December 16, 2008, last revised March 28, 2019; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Council of College Township, Township of College, Centre County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of records, as cited on the attached Appendix A.

THIS RESOLUTION DULY APPROVED this 2nd day of January, 2024, by the College Township Council, Centre County, Pennsylvania.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

________________________________
Dustin Best, Chair

Adam T. Brumbaugh, Manager/Secretary
<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>General Record Description</th>
<th>Period</th>
<th>Records for Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL-1</td>
<td>Administrative Subject Files</td>
<td>Gen. correspondence, reports, manuals, studies, bulletins, newsletters</td>
<td>As long as of administrative value</td>
<td>Varies</td>
</tr>
<tr>
<td>AL-4</td>
<td>Bonds, Performance and Security</td>
<td>Includes bonds required of employees or contractors</td>
<td>Retain 6 years after expiration</td>
<td>Varies</td>
</tr>
<tr>
<td>AL-8</td>
<td>Contract Files</td>
<td>Bids, ads, proposals, price quotes, qualified contractor memos</td>
<td>12 years after termination of contracts</td>
<td>Prior to 2012</td>
</tr>
<tr>
<td>AL-12</td>
<td>Election Records</td>
<td>Ethics Commission Statements of Financial Interest</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>AL-17</td>
<td>Insurance Claims and Policies</td>
<td>Insurance policies and claims</td>
<td>6 years after final claims settlement</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>AL-19</td>
<td>Litigation Case Files</td>
<td>Records related to litigation, closed cases</td>
<td>As long as of administrative value</td>
<td>Varies</td>
</tr>
<tr>
<td>AL-20</td>
<td>Liquid Fuel Tax Records</td>
<td>Records required by State Auditor for liquid fuels audit (officials roster is kept permanently)</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>AL-21</td>
<td>Mailing Lists</td>
<td>Newsletter mailing lists</td>
<td>Until superseded</td>
<td>Those superseded</td>
</tr>
<tr>
<td>AL-24</td>
<td>Minutes</td>
<td>Tape Recordings of Public Meetings</td>
<td>Until minutes are approved</td>
<td>Once minutes are approved</td>
</tr>
<tr>
<td>AL-25</td>
<td>Municipal Lien Files</td>
<td>Liens filed to secure payment</td>
<td>1 year after satisfaction</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>AL-29</td>
<td>Oaths of Municipal Officers</td>
<td>Oaths</td>
<td>6 years</td>
<td>Prior to 2018</td>
</tr>
<tr>
<td>AL-31</td>
<td>Petitions</td>
<td>Petitions to Council</td>
<td>5 years unless results in ordinance change</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>AL-33</td>
<td>Press Releases</td>
<td>Municipal press releases</td>
<td>As long as of administrative value</td>
<td>Varies</td>
</tr>
<tr>
<td>AL-35</td>
<td>Public Meeting/Hearing Notices &amp; Proof of Publication</td>
<td>Hearing notices and proof of publication</td>
<td>10 years</td>
<td>Prior to 2014</td>
</tr>
<tr>
<td>AL-42</td>
<td>Sales and Use Tax Exemption Certificates</td>
<td>Forms for vendors exempting from sales and use tax</td>
<td>3 years</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>AL-43</td>
<td>Survey of Financial Condition Forms (DCED)</td>
<td>Annual DCED Report</td>
<td>5 years</td>
<td>Prior to 2018</td>
</tr>
<tr>
<td>AL-45</td>
<td>Treasurers' Bond Certifications (PENNDOT)</td>
<td>Bond certifications submitted to PENNDOT</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>AL-46</td>
<td>Right to Know Requests</td>
<td>Records made pursuant to open records legislation</td>
<td>2 years</td>
<td>Prior to 2022</td>
</tr>
<tr>
<td>ES-2</td>
<td>Comprehensive Emergency Management Plan and Records</td>
<td>Civil defense plans, guides, reports</td>
<td>3 years after superseded</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>FN-1</td>
<td>Account Distribution Summaries</td>
<td>General Ledgers</td>
<td>Weekly/Monthly - 3 years</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>FN-2</td>
<td>Accounts Payable Files and Ledgers</td>
<td>Records documenting money spent</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-3</td>
<td>Accounts Receivable Files and Ledgers</td>
<td>Records documenting money owed and paid</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-4</td>
<td>Annual Audit and Financial Reports</td>
<td>Elected and Appointed Officials Report</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Survey of Financial Condition Report</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Information</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>General Record Description</td>
<td>Period</td>
<td>Records for Destruction</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>FN-7</td>
<td>Audit Workpapers</td>
<td>Audit papers supporting records audited</td>
<td>Current plus 3 prior audit cycles</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>FN-8</td>
<td>Balance Sheets</td>
<td>Balance Sheets</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-9</td>
<td>Bank Statements and Reconciliations</td>
<td>Bank Statements and Bank Reconciliations</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-10</td>
<td>Cancelled Checks</td>
<td>Cancelled Checks</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-11</td>
<td>Check Registers</td>
<td>Check Registers</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-12</td>
<td>Daily Cash Records</td>
<td>Records of daily cash receipts</td>
<td>3 years</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>FN-13</td>
<td>Deposit Slips</td>
<td>Bank deposit slips and attached remittance forms</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-16</td>
<td>Financial Statements</td>
<td>Monthly Finance Reports</td>
<td>Periodic - Until final completion of audit</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>FN-17</td>
<td>Investment Records</td>
<td>Investment documents</td>
<td>6 years after cancellation</td>
<td>Prior to 2018</td>
</tr>
<tr>
<td>FN-18</td>
<td>Purchase Order Files</td>
<td>Purchase orders and related papers</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-19</td>
<td>Purchasing Files</td>
<td>Files related to acquisition of services, goods, equipment</td>
<td>6 years</td>
<td>Prior to 2018</td>
</tr>
<tr>
<td>FN-23</td>
<td>Utility and Paid Service Receipts</td>
<td>Vendor invoices from utilities</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>FN-24</td>
<td>Vendor Files</td>
<td>Vendor maintenance information</td>
<td>Until superseded or obsolete</td>
<td>Those superseded or obsolete</td>
</tr>
</tbody>
</table>

**INFORMATION TECHNOLOGY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>General Record Description</th>
<th>Period</th>
<th>Records for Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT-1</td>
<td>Computer Inventory Records</td>
<td>Records documenting IT equipment assignments and inventories of licensed software</td>
<td>4 years after removed or reassigned</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>IT-2</td>
<td>Computer Systems Documentation</td>
<td>Hardware and software manuals and program coding</td>
<td>1 year after migration of all records with ongoing value to</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>IT-3</td>
<td>Equipment and Network Usage Documentation</td>
<td>Records related to use of IT equipment</td>
<td>1 year after updated or superseded</td>
<td>Those updated or superseded - prior to 2023</td>
</tr>
<tr>
<td>IT-4</td>
<td>Equipment Records</td>
<td>Purchase orders, warranties, service contracts, service histories, and correspondence</td>
<td>Life of Equipment</td>
<td>Varies</td>
</tr>
<tr>
<td>IT-5</td>
<td>Computer Usage Files and Reports</td>
<td>Computer usage Files and Reports</td>
<td>1 year</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>IT-6</td>
<td>Network and PC Password and Security Identifications</td>
<td>Records documenting network password and admin security of the network</td>
<td>1 year</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>IT-7</td>
<td>System Architecture Documents and Wiring Schemas</td>
<td>Records documenting location of wiring and design of networked environment</td>
<td>Life of Network</td>
<td>Network upgraded 2017</td>
</tr>
<tr>
<td>IT-8</td>
<td>Operating System and Hardware Conversion Plans</td>
<td>Records relating to replacement of equipment or computer operating systems</td>
<td>1 year after successful conversion</td>
<td>Varies</td>
</tr>
<tr>
<td>IT-10</td>
<td>System Backup Files</td>
<td>Copies of system files and other data, reports, files, etc used to restore systems following a disaster</td>
<td>Until superseded</td>
<td>Those superseded</td>
</tr>
<tr>
<td>IT-11</td>
<td>Security Records</td>
<td>Records used to control or monitor security of our computer systems and its data</td>
<td>1 year</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>IT-13</td>
<td>User Requests for IT Services</td>
<td>Records used to document requests for IT support services and responses to those requests</td>
<td>As long as of administrative value</td>
<td>Varies</td>
</tr>
<tr>
<td>IT-14</td>
<td>Network Implementation Project Files</td>
<td>Records used to plan and implement our network</td>
<td>Until superseded</td>
<td>Those superseded</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>General Record Description</td>
<td>Period</td>
<td>Records for Destruction</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>----------------------------</td>
<td>--------</td>
<td>-------------------------</td>
</tr>
<tr>
<td><strong>PAYROLL AND PERSONNEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL-1</td>
<td>Cancelled Payroll Checks</td>
<td>Cancelled Payroll Checks</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>PL-2</td>
<td>Employee Payroll Adjustment Records</td>
<td>Employee Payroll Adjustment Records</td>
<td>4 years</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-3</td>
<td>Individual Employee’s Earning Record - Terminated Employees</td>
<td>Individual Employee’s Earning Record - Terminated Employees</td>
<td>5 years after all benefits paid if post-termination benefits</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 years after termination if no post-termination benefits</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>PL-4</td>
<td>Payroll Deduction Authorizations</td>
<td>Payroll Deduction Authorizations</td>
<td>1 year after cancelled or superseded</td>
<td>Those cancelled or superseded prior to 2023</td>
</tr>
<tr>
<td>PL-5</td>
<td>Payroll Earnings and Deductions Registers</td>
<td>Payroll Earnings and Deductions Registers</td>
<td>4 years Pay period reports</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7 years If p/r data posted to individual earning record</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>50 years Otherwise</td>
<td>Prior to 1974</td>
</tr>
<tr>
<td>PL-6</td>
<td>Payroll Voucher</td>
<td>Payroll Voucher</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>PL-12</td>
<td>Quarterly Statements of State and Local Taxes Withheld</td>
<td>Quarterly Statements of State and Local Taxes Withheld</td>
<td>4 years</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-13</td>
<td>Social Security Reports</td>
<td>Social Security Reports</td>
<td>4 years</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-14</td>
<td>Time Cards and Attendance Records</td>
<td>Time Cards and Attendance Records</td>
<td>3 years</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>PL-15</td>
<td>Unemployment Compensation Records</td>
<td>Unemployment Compensation Records</td>
<td>4 years after contributions have been pd</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-16</td>
<td>Wage and Tax Statements (W-2 Forms)</td>
<td>Wage and Tax Statements (W-2 Forms)</td>
<td>4 years after due date of tax</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-17</td>
<td>Withholding Allowance Certificates (W-4 Forms)</td>
<td>Withholding Allowance Certificates (W-4 Forms)</td>
<td>4 years after new certificate is filed or employment is</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td>PL-18</td>
<td>1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)</td>
<td>1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)</td>
<td>4 years</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td><strong>PERSONNELL RECORDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS-2</td>
<td>Applications for employment (Not hired)</td>
<td>Applications for employment (Not hired)</td>
<td>2 years</td>
<td>Prior to 2022</td>
</tr>
<tr>
<td>PS-4</td>
<td>Commercial Drivers License Records (CDL)</td>
<td>Commercial Drivers License Records (CDL)</td>
<td>Comply with retention requirements promulgated by the</td>
<td>Varies</td>
</tr>
<tr>
<td>PS-6</td>
<td>Employee Health Insurance Claim Files</td>
<td>Employee Health Insurance Claim Files</td>
<td>5 years after settlement of claim</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>PS-10</td>
<td>Job Descriptions and Announcements</td>
<td>Job Descriptions and Announcements</td>
<td>Current plus one prior revision</td>
<td>Varies</td>
</tr>
<tr>
<td>PS-14</td>
<td>Worker’s Compensation Records</td>
<td>Worker’s Compensation Records</td>
<td>4 years after signing final settlement receipt, or death</td>
<td>Prior to 2020</td>
</tr>
<tr>
<td><strong>PUBLIC WORKS / ENGINEERING RECORDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>General Record Description</td>
<td>Period</td>
<td>Records for Destruction</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>PW-6</td>
<td>Equipment Records</td>
<td>Operational &amp; maintenance records for public works equipment</td>
<td>Life of Equipment</td>
<td>Varies</td>
</tr>
<tr>
<td>PW-8</td>
<td>Maintenance Records - Roads/Buildings/Facilities</td>
<td>Work performed on major equipment, systems, infrastructure</td>
<td>Routine - 5 years</td>
<td></td>
</tr>
<tr>
<td>PW-14</td>
<td>Street Light Records</td>
<td>Routine Maintenance Records</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>PW-18</td>
<td>Underground Conduit - PA ONE CALL Records</td>
<td>One Call Records</td>
<td>1 year</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>PR-3</td>
<td>Operations and Maintenance Records</td>
<td>Records of operations &amp; maintenance of sites &amp; equipment</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>PR-6</td>
<td>Park Rules and Regulations</td>
<td>Rules &amp; regulations to use of parks facilities &amp; equipment</td>
<td>5 years after revoked or superseded</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>PL-5</td>
<td>Complaints, Citations, Notices of Violations, and Investigations</td>
<td>Nature of complaint, details of incident, investigation information and disposition</td>
<td>3 years</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>PL-18</td>
<td>Zoning Hearing Board Applications</td>
<td>ZHB Applications</td>
<td>3 years after final decision</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>PL-21</td>
<td>Zoning Hearing Tapes, Stenographic Notes and Transcriptions</td>
<td>Recordings and notes made during Zoning Bard hearings and transcripts of proceedings.</td>
<td>90 days after final decisions or after Common Pleas Court ruling</td>
<td>Varies</td>
</tr>
<tr>
<td>TA-9</td>
<td>Tax Return Forms/Cards</td>
<td>Employer Quarterly Returns</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>TA-9</td>
<td>Tax Return Forms/Cards</td>
<td>Annual Employer Reconciliations of EIT WH</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>TA-10</td>
<td>Tax Return Forms/Cards</td>
<td>Annual Taxpayer EIT and NP Returns</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>TA-12</td>
<td>Tax Bills, Paid Receipts</td>
<td>Real Estate Tax Bills and Paid Receipts</td>
<td>2 years</td>
<td>Prior to 2022</td>
</tr>
<tr>
<td>TA-2</td>
<td>Certifications for Taxes Paid on Real Estate</td>
<td>Real Estate Tax Certifications</td>
<td>2 years</td>
<td>Prior to 2022</td>
</tr>
<tr>
<td>TA-6</td>
<td>General and Special Tax Ledger and Related Records</td>
<td>Earned Income Tax Ledger Books</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>TA-6</td>
<td>General and Special Tax Ledger and Related Records</td>
<td>Real Estate Tax Ledger Books</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>TA-5</td>
<td>Exoneration Certificates issued to Tax Collector</td>
<td>Real Estate Tax Exoneration Certificates</td>
<td>5 years</td>
<td>Prior to 2019</td>
</tr>
<tr>
<td>TA-8</td>
<td>Occupational Tax Lists</td>
<td>Occupation Tax Reports</td>
<td>Until superseded or obsolete</td>
<td>Those superseded or obsolete</td>
</tr>
<tr>
<td>TA-10</td>
<td>Public Utility Realty Reports</td>
<td>Reports submitted to Pa Dept of Rev</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>TA-11</td>
<td>Real Estate Transfer Records</td>
<td>Recorder of Deeds and Assessment Reports</td>
<td>As Long as of Admin Value</td>
<td>Prior to 2023</td>
</tr>
<tr>
<td>TA-13</td>
<td>Tax Collector Monthly Reports to Taxing Districts</td>
<td>Monthly Tax Reports to College Twp and SCASD</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>TA-15</td>
<td>Tax &quot;Duplicates&quot; (Real Estate and Non-Real Estate)</td>
<td>RE and Other Duplicates</td>
<td>7 years</td>
<td>Prior to 2017</td>
</tr>
<tr>
<td>TA-20</td>
<td>Change of Assessment Notices</td>
<td>Records related to tax assessment changes</td>
<td>3 years after settlement</td>
<td>Prior to 2021</td>
</tr>
<tr>
<td>TA-22</td>
<td>Exemption Files</td>
<td>Exemption application files</td>
<td>3 years after expiration of exemption</td>
<td>Prior to 2021</td>
</tr>
</tbody>
</table>
Laron Horner  
Sewage Enforcement Officer  
166 Cooper Street  
Spring Mills, PA 16875  
laronhorner@yahoo.com

College Township  
1481 E. College Avenue  
State College PA 16801

December 5, 2023

Subject: Sewage Enforcement Officer Services for 2024

Dear Supervisors,

Please accept this letter as my willingness to provide Primary Sewage Enforcement Officer services, Sewage Management Program Site Inspections, and Sewage Management Program Administration to College Township for calendar year 2024.

My Fee Schedule is enclosed. If my Fee Schedule and Personnel List for 2024 is accepted, it will need to be formally adopted in January by the Board of Supervisors.

If not appointed as primary Sewage Enforcement Officer, I am also willing to provide Alternative Sewage Enforcement Officer services at the approved primary SEO rates.

I will need written authorization to collect application and inspection fees on behalf of the municipality. In addition, the appointment letter is required to be sent to me with a copy sent to Mr. Robert Everett, Sewage Planning Specialist, Bureau of Water Quality Management, Department of Environmental Protection, 208 West Third Street, Suite 101, Williamsport, PA 17701.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Laron E. Horner, Cert. #03969  
Sewage Enforcement Officer

Enclosure
Laron E. Horner  
SEO Fee Schedule and Personnel List  

2024 Sewage Enforcement Officer Services  
College Township, Centre County

<table>
<thead>
<tr>
<th>Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Sewage Enforcement Officer:</td>
<td>Laron E. Horner (Cert. #03969)</td>
</tr>
<tr>
<td>Alternate Sewage Enforcement Officer:</td>
<td>TBD</td>
</tr>
<tr>
<td>Sewage Management Program Inspector:</td>
<td>Laron E. Horner</td>
</tr>
<tr>
<td>Sewage Management Program Administrator:</td>
<td>Leeanna Horner</td>
</tr>
<tr>
<td>Secretarial Administration:</td>
<td>Leeanna Horner</td>
</tr>
<tr>
<td>Technicians:</td>
<td>TDB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications (SEO collects fees*)</td>
</tr>
<tr>
<td>New Systems (site Approved or Denied)</td>
</tr>
<tr>
<td>Replace or Major Repair/Alteration to Existing System</td>
</tr>
<tr>
<td>Additional Percolation Test (per 6-hole set) under same application</td>
</tr>
<tr>
<td>Minor Repairs to Existing System</td>
</tr>
<tr>
<td>Septic Tank Replacements, Holding/Retention Tanks/Privies</td>
</tr>
<tr>
<td>Renew, Reuse, or Transfer Permit</td>
</tr>
<tr>
<td>Interim or Final Inspection(s)</td>
</tr>
<tr>
<td>IRSIS (Spray Irrigation) and Drip Irrigation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing System Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections due to housing inspection – unsuitable system (SEO collects fee*)</td>
</tr>
<tr>
<td>Small Flow Treatment Facility inspections (Municipality bills fee)</td>
</tr>
<tr>
<td>Inspection for any reason other than noted above (SEO collects fee*)</td>
</tr>
</tbody>
</table>

*Denotes monies collected by the Sewage Enforcement Officer and forwarded to the Municipality at the end of the month with the monthly invoices.

<table>
<thead>
<tr>
<th>Onlot Sewage Management Program Inspections and Administration (Bills will be submitted monthly to the Township.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All SMP Site Inspections with Open Tank(s), per system</td>
</tr>
<tr>
<td>Administration, per system</td>
</tr>
<tr>
<td>Township to provide printed inspection sheets plus mileage at IRS allowable rate for record filing at Township office.</td>
</tr>
<tr>
<td>Municipal Consultation/Enforcement (Municipality is invoiced for services)</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Primary Sewage Enforcement Officer</td>
</tr>
<tr>
<td>Alternate Sewage Enforcement Officer</td>
</tr>
<tr>
<td>Secretarial Administration</td>
</tr>
<tr>
<td>Mileage Rate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subdivision/Land Development (Municipality is invoiced for services and bills Developer)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil probes and related administration such as probe and percolation reports, and existing system inspections will be billed on a time and materials basis at the following rates:</td>
<td></td>
</tr>
<tr>
<td>Laron E. Horner, Primary Sewage Enforcement Officer</td>
<td>$66.00 per hour</td>
</tr>
<tr>
<td>Alternate Sewage Enforcement Officer</td>
<td>$56.00 per hour</td>
</tr>
<tr>
<td>Leeanna Horner, Secretarial Administration</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>Technicians</td>
<td>$40.00 per hour</td>
</tr>
<tr>
<td>Mileage</td>
<td>IRS allowable rate</td>
</tr>
<tr>
<td>Percolation test hole preparation including gravel and presoak, per 6-hole test</td>
<td>$240.00</td>
</tr>
<tr>
<td>Providing water for the percolation testing, per 6-hole test</td>
<td>$120.00</td>
</tr>
<tr>
<td>Percolation testing, per 6-hole test, whether site passes or fails</td>
<td>$380.00</td>
</tr>
<tr>
<td>Plus mileage at IRS allowable rate</td>
<td></td>
</tr>
<tr>
<td>Planning Module/Plot Plan Review (per review) -- Component 1</td>
<td>$200.00</td>
</tr>
<tr>
<td>Planning Module/Plot Plan Review (per review) -- Component 2</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

All billing will be sent to the Municipality on invoices noting the date, type of activity performed, who performed the activity, the time involved (when pertinent) and the cost. Each invoice will contain a note to the Municipality to bill the developer to reimburse the Municipality.

In any circumstance where the Alternate Sewage Enforcement Officer must act in place of and in the capacity of the Primary Sewage Enforcement Officer, the Alternate Officer shall bill at the Primary Officer’s rates.
December 6, 2023

Adam Brumbaugh
Township Manager
College Township
1481 East College Avenue
State College, Pennsylvania 16801

Reference: Proposal for Sewage Enforcement Officer (SEO) services

Dear Mr. Brumbaugh:

In addition to the services currently provided to College Township, the Centre Region Code Administration (CRCA) would like to formally offer College Township sewage enforcement officer (SEO) services. Currently, the CRCA has six (6) PA DEP certified SEO’s on staff, and has an on-going consulting relationship with Charles Herr, the immediately previous SEO for the Township, to transition projects over to the CRCA and provide support. The CRCA will not be offering system design services nor construction services. Between the number of SEO’s on staff and not offering design and construction services, it will eliminate the need to go to multiple organizations due to conflicts of interest.

The following is the proposed fee schedule for 2024:
**Fee Schedule**

Centre Region Code Administration (CRCA) will collect all fees.

**Applications**

New Systems (Site Approved or Denied) $700.00  
Replace or Major Repair/Alteration to Existing System $700.00  
Additional Percolation Test (per 6-hole set) under same application $400.00  
Minor Repairs to Existing System $425.00  
Septic Tank Replacements, Holding/Retention Tanks/Privies $380.00  
Renew, Reuse, or Transfer Permit: $320.00  
Interim or Final Inspection(s) (All Systems) $150.00  
IRSIS (Spray Irrigation) and Drip Irrigation $1060.00

**Existing System Inspections**

Inspections due to housing inspection – unsuitable system $320.00  
Small Flow Treating Facility Inspections $320.00  
Inspection for any reason other than noted above $320.00

**Onlot Sewage Management Program Inspections**

Complete Site Inspection w/Open Tank(s), per system $ 90.00  
Walkover Inspection, per site or system $ 45.00  
Open Tank(s) Inspection for Pumping Waiver, per System $150.00  
Admin. without site inspection $ 40.00

**Municipal Consultation/Enforcement**

Primary Sewage Enforcement Officer $80.00 per hour  
Secondary Sewage Enforcement Officer $80.00 per hour  
Secretarial Administration $50.00 per hour  
Mileage Rate IRS allowable rate.

**Subdivision/Land Development**

Soil probes and related administration, such as probe and percolation reports, existing system inspections and plot plan reviews with written comments, will be billed on a time-and-materials basis at the following rates:

Primary Sewage Enforcement Officer: $80.00 per hour  
Administration: $50.00 per hour  
Mileage Rate IRS allowable rate.
Percolation testing, per 6-hole test, whether site passes or fails, plus mileage at IRS allowable rate $400.00

Planning Module Review (per review)  Component 1  $220.00
                                            Component 2  $320.00

The proposed SEO staff is:

**Primary SEO**
Walter G. M. Schneider III, Ph.D., P.E., MCP, CBO, CFO, MIFireE  –  PA SEO 03970

**Alternate SEO’s**
Cory M. Warner  –  PA SEO 03994
James W. Royer  –  PA SEO 04028
Robert E. Royer, Jr.  –  PA SEO 04025
Bryan K. Roan  –  PA SEO 04041
Jonathan T. Long  –  PA SEO 04039

If you have any questions regarding this matter, please contact me.

Respectfully submitted,
Centre Region Code Administration

Walter G. M. Schneider III, Ph.D., P.E., CBO, MCP, CFO, MIFireE, FASCE, CPT, FM
Agency Director

File
IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Moving expenses for members of the armed forces.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the...
standard mileage rate is chosen.

Notice 2024-08 [PDF] contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Page Last Reviewed or Updated: 14-Dec-2023
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-02

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2
\textsuperscript{nd} day of January, 2024, by the College Township Council
to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-8 Planned Residential Development with following:

Pursuant to Chapter 145, Planned Residential Development, the following filing fees are hereby established:

A. PRD submission (requires public hearing):

<table>
<thead>
<tr>
<th>Size (acres)</th>
<th>Method of Calculation of Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 to 20</td>
<td>5 to 20 acres at $50 per acre = $250 to $1,000</td>
</tr>
<tr>
<td>21 to 30</td>
<td>$1,000 + (1 to 10 acres at $40 per acre) = $1,040 to $1,400</td>
</tr>
<tr>
<td>31 to 40</td>
<td>$1,400 + (1 to 10 acres at $30 per acre) = $1,430 to $1,700</td>
</tr>
<tr>
<td>41 to 50</td>
<td>$1,700 + (1 to 10 acres at $20 per acre) = $1,720 to $1,900</td>
</tr>
<tr>
<td>51 +</td>
<td>$1,900 + (1 + acres at $15 per acre) = $1,915</td>
</tr>
</tbody>
</table>

B. PRD site plans or plan resubmission (requires public hearing): $500.

C. Minor revisions: $200.

D. Major revisions: $500.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 8 Planned Residential Development.

DULY ADOPTED this 2
\textsuperscript{nd} day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

_____________________________________________________
Dustin Best, Council Chair

_____________________________________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-03

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-10 Sewage Disposal System with following:

Pursuant to Chapter 163, Sewage Disposal Systems and Chapter 164, On-Lot Subsurface Sewage Disposal Systems, the following fees are hereby established. Centre Region Code Administration (CRCA) will collect all fees.

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td></td>
</tr>
<tr>
<td>New systems (site approved or denied)</td>
<td>$700</td>
</tr>
<tr>
<td>Replace or major repair/alteration to existing system</td>
<td>$700</td>
</tr>
<tr>
<td>Additional percolation test (per 6-hole set) under same application</td>
<td>$400</td>
</tr>
<tr>
<td>Minor repairs to existing system</td>
<td>$425</td>
</tr>
<tr>
<td>Septic tank replacements, holding/retention tanks/privies</td>
<td>$380</td>
</tr>
<tr>
<td>Renew, reuse, or transfer permit:</td>
<td>$320</td>
</tr>
<tr>
<td>Interim or final inspection(s)</td>
<td>$150</td>
</tr>
<tr>
<td>IRSIS (spray irrigation) and drip irrigation</td>
<td>$1,060</td>
</tr>
<tr>
<td>Existing system inspections</td>
<td></td>
</tr>
<tr>
<td>Inspections due to housing inspection: unsuitable system</td>
<td>$320</td>
</tr>
<tr>
<td>Small flow treating facility inspections</td>
<td>$320</td>
</tr>
<tr>
<td>Inspection for any reason other than noted above</td>
<td>$320</td>
</tr>
</tbody>
</table>

On-lot sewage management program inspections
Complete site inspection with open tank(s), per system $90
Walkover inspection, per site or system $45
Open tank(s) inspection for pumping waiver, per system $150
Admin. without site inspection $40

**Municipal consultation/enforcement**

Primary Sewage Enforcement Officer $80 per hour
Secondary Sewage Enforcement Officer $80 per hour
Secretarial administration $50 per hour
Mileage rate IRS allowable rate

**Subdivision/land development**

Soil probes and related administration, such as probe and percolation reports, existing system inspections and plot plan reviews with written comments, will be billed on a time and materials basis at the following rates:

Primary Sewage Enforcement Officer $80 per hour
Administration $50 per hour
Mileage rate IRS allowable rate

Percolation test hole preparation including gravel and presoak, per 6-hole test $400

Percolation testing, per 6-hole test, whether site passes or $350 fails, plus mileage at IRS allowable rate

Planning module review (per review)

Component 1 $220
Component 2 $320
NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 10 Sewage Disposal Systems.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

______________________________
Dustin Best, Council Chair

______________________________
Adam T. Brumbaugh, Secretary/Manager
RESOLUTION R-24-04

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-11 Signs with following:

Pursuant to Chapter 170, Signs, the following fees are hereby established:

A. Permit fees.

   (1) Permit fees for new permanent signs: $30 per sign.

   (2) There is no permit fee required for the licensing renewal of existing signs.

B. License fees for permanent signs.

   (1) Wall signs. The license shall be valid for three years, after which the license may be renewed upon payment of fee. License fee is per sign.

   Size of Wall Sign
   (square feet)        Fee
   2 to 10              $45
   11 to 50             $65
   51 to 100            $85
   101 to 250           $150
   Above 250            $0.60 per square foot

   (2) Freestanding signs (including directional signs and off-premise signs), projecting signs and roof signs. The license shall be valid for three years, after which the license may be renewed upon payment of fee. License fee is per sign. The fee shall be $3 per square foot. The minimum fee is $40, and there is no maximum fee. (Note: The time involved for permit review and inspection is greater for freestanding signs because of more height restrictions, setbacks and sight distance problems.)

C. License fees for temporary signs. [Amended 3-2-2006 by Ord. No. O-06-01]
(1) The license fee for temporary sign(s) displayed in association with a valid temporary business permit shall be waived.

(2) The license fee for temporary sign(s) shall be $30 per sign for all other temporary sign displays. [Amended 12-17-2009 by Res. No. R-09-25]

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 11 Signs.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

__________________________________
Dustin Best, Council Chair

__________________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-05

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2\textsuperscript{nd} day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-12 Solid Waste Collection with following:

Pursuant to Chapter 172, Solid Waste, fees are established annually by the Centre Region Council of Governments Office of Refuse and Recycling.

A. Domestic rates. A maximum rate, shown on the chart below, shall be charged per residence for weekly pickup of solid waste refuse.

<table>
<thead>
<tr>
<th></th>
<th>Refuse Collection per unit per month</th>
<th>Refuse Disposal per unit per month</th>
<th>Recycling Collection and Processing per unit per month</th>
<th>Total Rate per unit per month</th>
<th>Quarterly Rate per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 8-bag service</td>
<td>$9.55</td>
<td>$5.33</td>
<td>$8.50</td>
<td>23.38</td>
<td>$70.14</td>
</tr>
<tr>
<td>Low Use 1-bag service</td>
<td>$9.55</td>
<td>$1.33</td>
<td>$8.50</td>
<td>$19.38</td>
<td>$58.14</td>
</tr>
<tr>
<td>At-door service*</td>
<td>$9.55</td>
<td>$1.33</td>
<td>$8.50</td>
<td>$19.38</td>
<td>$58.14</td>
</tr>
</tbody>
</table>

*A short-term or permanent waiver of the at-door fee is available to residents who are eligible under the guidelines of the Americans with Disabilities Act of 1990. Residents must complete an application and provide documentation; the waiver is approved by the individual municipality.

Curbside recycling collection includes unlimited curbside recycling of bi-metal, aluminum, and spiral cans; clear, brown, and green bottles, jars, and jugs; plastic bottles, jars, and jugs; mixed paper and paperboard; and corrugated cardboard.

The refuse collection and disposal costs include semi-annual bulk waste collection, weekly collection of fewer than three small bulk items, and annual collection of Christmas trees.

B. Commercial rates. Rates for commercial establishments may be negotiated between the hauler and the establishment.

C. Pursuant to § 172-39, Violations and penalties, of the College Township Code, the fine for failure to comply with regulations as set forth in Chapter 172, Article III, Separation and Collection of Leaf Waste, Brush Waste, and Grass Clippings, shall be $25. [Added 11-20-2014 by Res. No. R-14-17]
NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 12 Solid Waste Collection, with the above rates for solid waste collection.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

______________________________
Dustin Best, Council Chair

______________________________
Adam T. Brumbaugh, Secretary/Manager
RESOLUTION R-24-06

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203—Rates, Fees, and Penalties Section §A203-13 Driveway permit or rights-of-ways permit with following:

Fees for driveway and right-of-way permits are hereby established.

A. Permit Issuance Fees.

   (1) Utility Service (less than 100 linear feet): $50.

   (2) Complex Utility Project (exceeding 100 linear feet) $50 plus Engineering Services Fees billable at current hourly review rates.

   (3) Driveway Permit Issuance Fees.

       (a) Residential connection, no curb modification: $30.

       (b) Residential connection with modified curb: $40.

       (c) Commercial Driveway: $20 plus Engineering Services Fees billable at current hourly rates.

   (4) Sidewalks: $20.

B. Permit Inspection Fees.

   (1) Utility Service (less than 100 linear feet): $20.

   (2) Complex Utility Project (exceeding 100 linear feet) Engineering Service Fee billable at current hourly review rates.

   (3) Driveway Permit Inspection Fees.

       (a) Residential connection, no curb modification: $30.

       (b) Residential connection with modified curb: $40.

       (c) Commercial Driveway: Engineering Services Fees billable at current hourly rate.

   (4) Sidewalks. Note: When required, sidewalk fees are in addition to any applicable utility and/or driveway fees.
(a) Up to and including 100 linear feet: $20.
(b) 101 linear feet to 200 linear feet: $30.
(c) Above 200 linear feet: $40.

C. Additional inspection fees. If the Township Engineer determines that the proposed permitted work is of sufficient magnitude to warrant detailed application review and/or more than spot inspections, the permittee shall be charged actual hourly inspection costs at the current prevailing rates.

D. Fines are indicated below for Chapter 177 violations and penalties.

<table>
<thead>
<tr>
<th>Violations</th>
<th>Cost of Fines if Paid Within 48 Hours</th>
<th>Costs of Fines if Paid After 48 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td>Second offense</td>
<td>$30</td>
<td>$40</td>
</tr>
<tr>
<td>Third and all subsequent offenses*</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

Notes:

* Anytime four or more violations of this section of the ordinance occur within a given calendar year, the Township may elect to remove snow and/or ice from a sidewalk at the owner's expense pursuant to § 177-55.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 13 Driveway Permit or Right-of-Way Permit.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

__________________________
Dustin Best, Council Chair

__________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-07

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2\textsuperscript{nd} day of January, 2024, by the College Township Council to repeal and replace Chapter A203–Rates, Fees, and Penalties Section §A203-14 Plan review fees with following:

A. The following review fees are hereby established for subdivision of land, planned research and business parks, signage master plans, complex utility projects, Medical Campus District master plans, and any other type of master plan that may be required by the Township.

(1) The minimum fee is $50 (base fee), plus $50 per lot.

B. Land development plan review fees.

(1) Preliminary and preliminary/final land development plan review fees shall be as follows: [Amended 3\textsuperscript{-16-2017 by Res. No. R-17-03]

(a) Up to five acres of development: $250.

(b) Five or more acres of development: $50 per acre.

(c) Any fraction of an acre shall be rounded up to the next highest whole acre when calculating the fees noted above.

(2) The fee for a final land development plan shall be $200.

(3) The fee for minor plans/lot consolidation plans for land developments and subdivisions shall be $200.

C. Conditional use hearing. A fee of $300 plus land development fees shall be due at the time of application for a conditional use hearing.

D. Engineering services. The applicant will be charged for the review of land development and subdivision plans, stormwater management reports, and traffic impact study reports at the current prevailing rates for engineering staff time and/or appointed consulting engineering time. Meetings with the Township engineering staff that are requested by the applicant will also be charged at the current prevailing rates.

E. Fees for the recording of plans. No fee shall be required for recording a plan within the time prescribed by §180-12, Recording of plan. However, if an extension to initial ninety-day time limit is requested, the applicant shall submit a fee along with their request in the following amount: [Added 3\textsuperscript{-16-2017 by Res. No. R-17-03]
Fees.

(a) Subdivision plans. Fees for requesting an extension of time for the recording of an approved final or preliminary/final subdivision plan or minor modification of a subdivision plan shall be as follows:

[1] The minimum fee is $50, plus $50 per each lot being created. In cases where the number of lots is being reduced (lot consolidation), the fee shall be based on the original number of lots.

(b) Land development plans. Fees for requesting an extension of time for recording of an approved final or preliminary/final land development plan or minor modification thereof shall be as follows:

[1] Up to five acres of development: $250.
[2] Five or more acres of development: $50 per acre.
[3] Any fraction of an acre shall be rounded up to the next highest whole acre when calculating the fees noted above.

(c) Subdivision with land development. Fees for requesting an extension of time for recording of an approved final or preliminary/final subdivision plan that also contains land development or minor modification thereof shall be as follows:

[1] The fee for the extension shall be either based on the subdivision or land development fees as noted above, whichever is greater.

Extension time period. A request to extend the recording deadline for a plan can be for no more than 90 days. If additional time is needed to have a plan recorded, an applicant may request one or more time extensions provided the following:

(a) The time period for each additional extension request does not exceed 90 days; and

(b) A fee shall be submitted to the Township along with each request equal to 1.5 times the fee paid for the previous extension requested.

Waiver from fees. College Township Council may grant a waiver from the fee for extending the recording deadline if it determines that the reason for extension is through no fault of the applicant. The applicant shall request such a waiver in writing to College Township Council including the reason for requesting a waiver to the fees.

Time extension requests will be limited to a maximum cumulative period of five years, pursuant to Section 503(9) of the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.
NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 14 Plan Review Fees.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

___________________________________
Dustin Best, Council Chair

___________________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-08

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-16 Zoning with following:

Pursuant to Chapter 200, Zoning, the following fees are hereby established.

A. Zoning permit fees. The base fee for a Zoning Permit is $35, up to $35,000, all costs after shall be multiplied by 0.001.

B. Resubmission of site plans. The fee for resubmitting site plans required prior to a zoning permit is $55.

C. Hearings. The Township of College desires to set fees for Zoning Hearing Board applications so as to comply with the Municipalities Planning Code, Act 247, as amended by Act 170.

(1) Application fee. Each application to the Zoning Hearing Board of College Township shall be accompanied by an application fee of $200 and an escrow deposit of $1,000 payable to the Township of College, against which fund the following costs shall be assessed:

(a) Legally required advertising.

(b) Postage.

(c) Stenographer's appearance fee shared equally by the Township. In the case of multiple applications being heard at one meeting, the fifty-percent applicable fee shall be equally divided among the applicants heard.

(d) Stenographer's transcription costs, where a transcription of the stenographic record is requested by the applicant or if the applicant appeals the decision of the Board.

(e) Administrative overhead will be calculated as 15% of the total costs associated with the hearing.

(2) Additional deposits. If at any time it should appear that the assessable costs will exceed the amount deposited by the applicant, a further deposit of any amount reasonably calculated to defray such excess costs shall be required.
(3) Appeals. Where an appeal is taken from the decision of the Zoning Hearing Board upon any application, the applicant shall cause an original transcription of the stenographic record to be lodged with the Township.

(4) Accounting. Upon final determination of the application, an accounting of the assessable costs shall be made and:

(a) Any unexpended balance shall be refunded to the applicant.

(b) Any balance shall be payable to the Township of College.

D. Rezoning requests. A flat fee of $500 shall be required for rezoning requests. The fee shall be applied toward costs for review, posting of property, and advertising costs.

E. Temporary zoning permit fee. A fee of $35 will be charged for submitting a temporary zoning permit application.

F. Home occupation permit. A fee of $35 will be charged for submitting a home occupation permit application.

G. Change of use permit. A fee of $35 shall be due at the time of application for a zoning change of use. This fee shall be waived if a change of use is applied for in conjunction with a zoning permit application.

H. Portable storage unit permit fees.

(1) All residential use applications shall have a permit fee of $5 for each time period utilized.

(2) All nonresidential use applications shall have a permit fee based upon the portable storage unit size:

(a) All portable storage units up to and including eight feet wide, 16 feet long and eight feet high shall have a permit fee of $10 per unit for each time period utilized.

(b) All portable storage units greater in size than stated in Subsection H(2)(a), up to and including eight feet wide, 20 feet long and eight feet high, shall have a permit fee of $15 per unit for each time period utilized.

(c) All portable storage units greater in size than stated in Subsection H(2)(b) shall have a permit fee of $20 per unit for each time period utilized.

(3) The annual permit fee for portable storage unit businesses shall be $25. The cash bond or letter of credit shall be in the amount of $500 that may be used by the Township to remove unauthorized/delinquent units from a premises.
NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 16 Zoning.

DULY ADOPTED this 2\textsuperscript{nd} day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

______________________________
Dustin Best, Council Chair

______________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA  

RESOLUTION R-24-09  

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2\textsuperscript{nd} day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-17 Fines for Violations with following:

A. Fines for the Code violations of Ordinance No. 100 are indicated below. Note that failure to remit payment within 48 hours will result in an additional fine, including penalty. Failure to remit payment within 20 days will result in additional charges, plus court costs for filing a citation with the District Magistrate. Once a citation has been filed, a hearing may be requested before the Magistrate. [Amended 4-7-2005 by Res. No. R-05-01; 6-17-2010 by Res. No. R-10-11; 2-4-2016 by Res. No. R-16-06]

<table>
<thead>
<tr>
<th>Violations</th>
<th>Cost of Fines if Paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Within 48 Hours</td>
</tr>
<tr>
<td>(1) No parking in fire lanes</td>
<td>$50</td>
</tr>
<tr>
<td>(2) No parking handicapped only</td>
<td>$150</td>
</tr>
<tr>
<td>(3) No parking between signs</td>
<td>$25</td>
</tr>
<tr>
<td>(4) No parking this side</td>
<td>$25</td>
</tr>
<tr>
<td>(5) No parking here to corner</td>
<td>$30</td>
</tr>
<tr>
<td>(6) No parking within 15 feet of fire hydrant</td>
<td>$30</td>
</tr>
<tr>
<td>(7) No parking snow emergencies</td>
<td>$10</td>
</tr>
<tr>
<td>(8) No parking travel lanes</td>
<td>$30</td>
</tr>
<tr>
<td>(9) No parking loading zones</td>
<td>$25</td>
</tr>
<tr>
<td>(10) No parking Ordinance Violations</td>
<td>$15</td>
</tr>
<tr>
<td>(11) Building numbers</td>
<td>$25</td>
</tr>
<tr>
<td>(12) Canvassing and soliciting</td>
<td>$15</td>
</tr>
<tr>
<td>Violations</td>
<td>Cost of Fines if Paid:</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>(13) Dropping/depositing on roads</td>
<td>$15</td>
</tr>
<tr>
<td>(14) Inadequate E &amp; S controls</td>
<td>$15</td>
</tr>
<tr>
<td>(15) Signs</td>
<td>$15</td>
</tr>
<tr>
<td>(16) Solid waste</td>
<td>$15</td>
</tr>
<tr>
<td>(17) Weeds, grass and vegetation</td>
<td>$50</td>
</tr>
<tr>
<td>(18) Use of consumer fireworks</td>
<td></td>
</tr>
<tr>
<td>(19) Use of display fireworks</td>
<td>$3,000</td>
</tr>
<tr>
<td>(20) Prohibited open burning</td>
<td>$700</td>
</tr>
<tr>
<td>(21) Removal/demolition of an historic structure or tree (see § 200-40)</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

B. Fines are payable between the hours of 8:00 a.m. and 5:00 p.m. in the College Township Office, 1481 East College Avenue, or you may affix proper postage on the back of the ticket envelope, enclose payment and mail.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 17 Fines for Violations.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

______________________________
Dustin Best, Council Chair

______________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-10

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203–Rates, Fees, and Penalties Section §A203-20 Administration Fees with following:

Administrative fee on citations $35

Returned check or returned ACH Payment $25 (in addition to bank service fees)

Stop Payment of check of ACH Payment $25 (in addition to bank service fees)

Real estate tax payment verification report $35

Copies, each $0.25 ($0 for first 6 pages)

Large-format copies $0.60 per square foot

Zoning verifications and general research, hourly rate $35 per hour (minimum of one hour)

Copy of budget Cost of reproduction

Late charge on accounts past, 30 days 1.5% per month

Mileage allowance/charge IRS allowance

Lien information requests fee $30

The fees charged for individual Code publications, booklets and Township maps will be the cost incurred by the Township to outsource the creation of said materials.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 20 Administrative Fees.
DULY ADOPTED this 2\textsuperscript{nd} day of January 2024.

COLLEGE TOWNSHIP COUNCIL:


________________________________________
Dustin Best, Council Chair

ATTEST:

________________________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-11

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-24 Residential Rentals with following:

§ A203-24 Residential rentals.

Pursuant to Chapter 160, Residential Rentals, the following fees and penalties are hereby established.

A. Application/permit fees.

   (1) Rental application/permit fees are due on submission.

   (2) Long-term residential rental pursuant to § 160-8 shall be $35 for a dwelling unit or portion thereof to be rented. If the applicant is submitting an application as a result of action taken by the municipal Zoning Officer, then the fee shall be $50 per dwelling unit.

   (3) Short-term residential rental pursuant to § 160-8 shall be $130 for a dwelling unit or portion thereof to be rented. If the applicant is submitting an application as a result of action taken by the municipal Zoning Officer, then the fee shall be $150 per dwelling unit.

B. Short-term rental permit annual renewal fees.

   (1) Rental permit renewal fees. The fee for renewing a short-term residential rental permit for a dwelling unit or portion thereof pursuant to § 160-10E shall be $130, if paid prior to date of the annual renewal; otherwise, the renewal fee shall be subject to late fees pursuant to § A203-24C(1).

C. Short-term rental permit late fees.

   (1) A property owner who fails to pay the required rental permit annual renewal fee(s) as given in § A203-24B prior to the renewal date shall be subject to late fee of 20% in addition to the rental permit annual renewal fee. Rental permit annual renewal fee(s) that are past due over 60 days shall be subject to enforcement pursuant to the following § A203-24D(1).

D. Rental permit violations and penalties.

   (1) A property owner who does not remedy any violation of Chapter 160, Article I,
Residential Rentals Ordinance, within 30 days, shall be subject to a penalty in the amount equal to $50 per day in which a dwelling unit or portion thereof is in violation.

(2) Short-term rental summary violations. A property owner who is in violation pursuant to § 160-11C the following schedule of penalties that occur within a calendar year, January to January of the given year or permit cycle.

(a) First offense. Written warning/notice of violation sent via certified mail or hand delivered with signature of receipt;
(b) Second offense. Minimum $500 fine; and
(c) Third offense. Increased fine of a minimum of $1,000, and calendar year/permit cycle suspension of rental permit.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 24 Residential Rentals.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

__________________________
Dustin Best, Council Chair

__________________________
Adam T. Brumbaugh, Secretary/ Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-12

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203– Rates, Fees, and Penalties Section §A203-25 Keeping of Backyard Chickens with following:

Pursuant to § 200-11, Use regulations, Subsection A, Accessory uses, (11) The keeping of backyard chickens, (j) Applications for permits and license, the following fees and penalties are hereby established.

A. Zoning permit fee.
   (1) The fee shall be $35.

B. License fees for keeping of backyard chickens.
   (1) The renewable license fee of $35, shall be valid for three years, after which the license may be renewed upon payment of fee and compliance with § 200-11A(11), The keeping of backyard chickens.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 25 Keeping of Backyard Chickens.

Duly adopted this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

________________________________________
Dustin Best, Council Chair

________________________________________
Adam T. Brumbaugh, Secretary/Manager
COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-13

A RESOLUTION OF THE TOWNSHIP OF COLLEGE, CENTRE COUNTY, PENNSYLVANIA, REVISING THE RATES, FEES AND PENALTIES FOR A203

THIS RESOLUTION is made this 2nd day of January, 2024, by the College Township Council to repeal and replace Chapter A203–Rates, Fees, and Penalties Section §A203-27 Sidewalks with following:

Pursuant to § 180.16.1A the consideration of a fee-in-lieu of pedestrian facilities must represent a reasonable return that would cover the true costs for the Township to develop a comparable facility. The fee schedule, set forth by resolution, may be reviewed and revised periodically. The following fees shall be applied when calculating costs:

A. $95 per square yard - facility construction.
B. $10 per square yard - incidentals (drainage, tree root guards).
C. $1,200 per ADA ramp, in addition to the square yard cost.

NOW, THEREFORE, BE IT RESOLVED, that the Council of College Township, Centre County, Pennsylvania, hereby authorize revisions to Chapter A203, Fees and Penalties Section 27 Sidewalks.

DULY ADOPTED this 2nd day of January 2024.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

________________________________________________________________________
Dustin Best, Council Chair

________________________________________________________________________
Adam T. Brumbaugh, Secretary/Manager