ATTENDED BY –
COUNCIL: Carla Stilson, Chair
Dustin Best, Vice Chair
L. Eric Bernier
D. Richard Francke
Susan Trainor

STAFF: Adam T. Brumbaugh, Township Manager/Secretary
Don Franson, P.E., P.L.S., Township Engineer
Amy Kerner, P.E., Public Works Director
Lindsay Schoch, AICP, Principal Planner
Mark Gabrovsek, Zoning Officer
Jennifer Snyder, CGA, Assistant Township Secretary

CALL TO ORDER: Ms. Carla Stilson, Chair, called to order the January 3, 2023, Regular Meeting of the College Township (CT) Council at 12:13 PM, which followed the Reorganization Meeting.

PUBLIC OPEN DISCUSSION:

No Public Open Discussion brought forward for discussion.

NEW AGENDA ITEMS:

No New Agenda Items were brought forward.

REPORTS:

a. Manager’s Update

Mr. Brumbaugh, Township Manager, offered that all of the work on Pike Street project for the season has been completed. The remaining work will be completed in the spring with a Dedication Ceremony to take place in late April, early May. Berry Alley will be reopened to two-way traffic once signage is in place. Ms. Kerner, Public Works Director, offered that she has ordered the signs and once they are in place, the street will open as two-way traffic. The LTAC process voting material, explanation of the project description and ballot, to be reviewed by LTAC at their January 11, 2023, meeting.
b. COG Regional, County, Liaisons Reports

No COG Regional Reports at this time. Council offered that Halfmoon Township issued an ordinance to withdraw from the Schlow Library contract.

c. Staff/P.C./Other Committees


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

Council offered that January is Slavery and Human Trafficking Prevention Month. She would like to see brochures/flyers added to Township bulletin boards to create awareness.

CONSENT AGENDA:

CA-1 Minutes, Approval of
   a. December 15, 2022, Public Hearing 2023 CT Budget
   b. December 15, 2022, Regular Meeting

CA-2 Correspondence, Receipt/Approval of
   a. Email from Nicole Allam On-Minear, dated December 12, 2022, regarding Berry Alley
   b. Email from Jim Eberly, dated December 14, 2022, regarding Berry Alley
   c. Email from Daniel Materna, dated December 14, 2022, regarding Casino
   d. Letter from Centre County 911 Emergency Communications, dated December 12, 2022, regarding addressing at the Mount Nittany Medical Center
   e. Email from Daniel Materna, dated December 20, 2022, regarding Casino
   f. Letter from DEP, dated December 21, 2022, regarding Centre County Recycling and Refuse Authority, Dale Summit Transfer Station Permit

Council asked to pull CA-2.d. from the Consent Agenda.

Mr. Francke made a motion to approve the January 3, 2023, Consent Agenda minus CA-2.d.
Mr. Best seconded the motion.
Motion carried unanimously.

CA-2.d.: Council discussed the addressing issue at the Mount Nittany Medical Center. This has been an ongoing issue over the past twenty-years. Staff is anticipating a Land Development Plan for a bed tower at the Mount Nittany complex this year and will raise the issue again related to addressing. It is a large undertaking for the hospital but with the LDP for the bed tower project, Staff suggests it is time for them to undertake the necessary addressing changes.

Mr. Francke made a motion to accept CA-2.d.
Mr. Best seconded the motion.
Motion carried unanimously.
OLD BUSINESS:

OB-1 Dale Summit Area Plan; Form Based Code
   a. Review Scope of Work with DPZ

In a memorandum to Council dated December 22, 2022, Ms. Lindsay Schoch, AICP, Principal Planner, offered that the following a formal review of proposals submitted in response to the Township’s Request for Proposals for a Form Based Code Consultant, the review committee has recommended that College Township engage DPZ CoDesign for the project.

Staff prepared a DRAFT Scope of Work for the project, which DPZ is reviewing. Prior to the approval of any contract between College Township and DPZ, the Scope of Work must be acceptable to both parties and consultant pricing be updated as may be directed by the Scope of Work.

Staff is asking for comments from Council that will be incorporated with DPZ comments and brought forward to Council for final approval on January 19, 2023.

Council added the following comments:
   - Electronic and website based links be requested from the consultant; and
   - Staff/Working Group provide regular reporting of deliverables to Council.

This agenda item will be back to Council on January 19, 2023, for final approval.

NEW BUSINESS:

NB-1 Spring Creek Watershed Commission Bylaws Review

Mr. Don Franson, Township Engineer, offered that in November, the Township received a letter from Mr. Paul Takac, Spring Creek Watershed Commission (SCWC) Chair, asking Council to review and comment on the updated Bylaws unanimously authorized by all 10 SCWC members at their November 16, 2022, meeting. The current Bylaws require any of the Executive Committee, Chair, Vice Chair and Secretary, be an elected officials. Last year, there was only three elected officials on the Commission so they all held positions on the Executive Committee. A proposed change in the Bylaws allows for members of the Executive Committee to be either an elected official or the alternate member of the SCWC. The proposed changes also adds a Treasurer to the Executive Committee and a fifth position, as an at-large position.

Mr. Sharp, CT’s SCWC alternate, offered that the SCWC would reorganize with the mandates of the current bylaws so only Elected Officials will be elected to the Executive Committee. In past years, not enough elected officials were appointed to serve on the SCWC so it was difficult to elect an Executive Committee. He opined that it is important for municipalities to appoint an elected official to serve on the SCWC.

Council is asked to review the Bylaws and make recommendations. Council offered the Bylaws should state that the at-large position should come from the membership of the SCWC. A consensus of Council is in favor of the proposed bylaws.
NB-2  College Township Industrial Development Authority Bylaws

Mr. Brumbaugh offered the College Township Industrial Development Authority (CTIDA) reviewed a DRAFT of proposed Bylaw modifications intended to provide clarity and reference for the governance of the CITDA. The CTIDA Board moved to forward the proposed Bylaw modifications to Council for review and comment prior to adoption by the CTIDA. The last modification to the Bylaws took place in 2008.

The CTIDA Governance Committee has worked diligently to bring the proposed Bylaws to this point. There are three primary functional changes to the proposed Bylaws. The first addresses membership on the CTIDA Board, from that of eight (8) appointed Board Members to nine (9) members, all of which are appointed by the CT Council. Second, the proposed Bylaws explicitly identifies the role of the CTIDA officers and their responsibilities to the Board. Finally, the proposed Bylaws address the CTIDA committee structure that has been developed and implemented beginning in March of 2022. Four (4) working committees of the CTIDA – Governance, Finance, Loan and Marketing – have been established and tasked with specific responsibilities for operational elements of the CTIDA.

Council offered the following comments to the proposed CTIDA Bylaws:

- Clarify the term of appointment as relates to filling of unexpired terms. Suggested “5 years or less” to address unexpired terms and keep appointments staggered.
- Elaborate on the number of members required to take affirmative action if a minimum quorum is in attendance. (Quorum language says 5 of 9 members comprise a quorum; question is, how many affirmative votes if 5 are in attendance are required to constitute official action?
- There should be a reference as to where the official journal(s) of the IDA will reside, i.e. College Township Municipal Building.
- Clarify the process of selection of professional staff (solicitor, auditor, etc.). Does Governance Committee select or do they solicit input from Board, draft RFPs, review RFP responses and make recommendations for appointment back to the Board.
- Can/should Governance items be prioritized and reflected in the Bylaws?
- Agree on frequency of RFP process for professionals and reflect either in Bylaws or in separate policy.
- Should a listing of hierarchy of documents be incorporated into Bylaws: PA Economic Development Law/Articles of Incorporation/Bylaws/Policies?
- Should specific assignments to Committees be addressed, i.e. Chairman of IDA shall be chair of Governance Committee?
- Identify a location for acknowledgement role of non-voting, non-member Council Liaison.
- Indemnification section: should indemnification be expanded to the appointing authority, College Township/Council?

Mr. Brumbaugh will forward these comments to the CTIDA Governance Committee for consideration.
NB-3  PSATS Annual Conference Attendance (April 24-27, 2022)

Messrs. Best and Bernier and Ms. Trainor anticipate attending the PSATS Annual Conference. Ms. Snyder will get them registered the conference and hotel reservations.

STAFF INFORMATIVES:

No Staff Informatives were pulled for discussion.

OTHER MATTERS:

Council discussed the Authorities, Boards and Commissions (ABC’s) seats open. There are two (2) potentially three (3) seats open on the CTIDA, two (2) alternate members of the Planning Commission, and two (2) Thompson Woods Preserve Governance Committee positions. Council will interview candidates in an Executive Session in advance of the meeting on January 19, 2023, CT Council meeting and have a discussion related to the Managers Evaluation. Council. A Special Meeting will be advertised and take place to review the Climate Action and Adaptation Plan (CAAP).

Council asked that Staff get quotes every five (5) years for appointed positions in the reorganization meeting such as solicitor and engineering services.

Chair Stilson stated her goal for the year is to use the skills/gifts of those serving on Council to better serve the Township. She looks forward to a good year.

ADJOURNMENT:

Mr. Francke moved to adjourn the January 3, 2023, Regular College Township Council Meeting.
Chair seconded the motion.

The January 3, 2023, Regular College Township Council Meeting was adjourned at 1:30 PM.

Respectfully Submitted By,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Secretary