Local Traffic Advisory Committee
LTAC
MEETING MINUTES
Wednesday, January 11, 2023 Time: 7:00 PM

Attendance
Members: Donald Hartzell, Earl Moore, Pat Vernon, Ronald Smith, Susan Trainor, Council Representative;
Donald Franson, Township Engineer, and Amy Kerner, Township Public Works Director
Staff: Adam Brumbaugh, Township Manager, and Susan Hetzel, Sr. Support Specialist – Zoning /
Recording Secretary
Regional: Shawn Kauffman, COG Emergency Management Coordinator
Ex-Officio: Tom Ertsgaard, NTCC Co-Chair, Jim Kisenwether, NTCC Co-Chair, Jim Saylor, CRPA Transportation
Planner
Residents: Joe Cigich, Liz Kisenwether, and Beth McGraw
via Zoom: Donna Spicher, Kathleen Kunes, Jimmy Vuccolo, and Kim Moore
Absent: Jere Northridge, Township Assistant Engineer/Alternate; Lt. Barry Smith, SCBPD; Kent Knable, EMS
Chief; Jason Troup, Chief Alpha Fire Company, and Van Swauger, SCASD Transportation Coordinator

Call to Order
Chair Hartzell called the Wednesday, January 11, 2023 meeting of the Local Traffic Advisory Committee to order at
7:05 PM and introduced Susan Trainor, as the new Council Representative replacing Carla Stilson.

Order of Business
Approval of Minutes
Local Traffic Advisory Committee (LTAC) Regular Meeting Minutes, Wednesday, October 26, 2022.

Mr. Smith moved to approve the regular meeting minutes of LTAC Wednesday, October 26, 2022. Mr. Vernon seconded. Chair Hartzell called for further comments. Hearing no
further comments, Minutes approved (7-0-0).

OB-1 CHV-Neighborhood/Oak Ridge Avenue Traffic Calming Project
Chair Hartzell reviewed that Mr. Ertsgaard, NTCC, presented the neighborhood proposal to Council on November 3,
2022. Council approved the proposal of 7-speed humps, on each, Oak Ridge and Shamrock Avenues, further
authorizing LTAC to continue with Stage 3, Step 11 to mail a Ballot to each property owner within the CHV-Oak Ridge
Avenue study area.

Chair Hartzell stated that over the past several meetings it was asked if the proposed speed humps are the same as
the speed humps in the State College Borough. After physically measuring a speed-hump on East Hamilton Avenue;
the proposed Watt’s speed humps are identical. The overall length of twelve feet, with a mid-point rise of three
inches; which is a six-foot approach and six-foot exit. As for widths of each speed hump placed on Oak Ridge and
Shamrock Avenues; variable widths of the roadways and stormwater drainage areas would be taken into
consideration for the installation of each device. Chair Hartzell added that when measuring this speed hump that he
observed that there are gouges in the speed hump that confirms that if a vehicle traverses at a speed greater than
posted that lower profile vehicles could bottom-out.

In order for the LTAC to move forward to Stage 3, Step 11 Neighborhood Vote; Chair Hartzell opened discussion for
old business, Stage 3, Step 10 for review of the ballot process.

LTAC review proposed Cover Letter
Mr. Brumbaugh, College Township Manager, stated that he is the author of the draft letter. Continuing that the letter is to be part of the mailing of each ballot that will be mailed to each property owner. The idea is to provide straightforward information of what the project is, as it has been recommended by the NTCC, to Council, and what Council has remanded back to the LTAC. The draft letter provides,

- Actual drawing of the device from the traffic engineer, Trans Associates plans.
  - The Township has painted the location of each proposed speed hump on both, Oak Ridge and Shamrock Avenues.
- Understanding of the permanency of the devices.
- A letter and ballot will be mailed to each 145 deeded parcel owners; if a person owns more than one deeded parcel, they will receive a ballot for each parcel. So, if someone is receiving more than one ballot, it is because they own several properties within the study area.
- The letter walks through the two-step voting process.
  - Step 1: The required minimum ballots to be return is 60% (or 87 ballots) to move forward,
  - Step 2: The favorable threshold of 66% of the minimum returned ballots for Council to consider authorizing construction. (Example: If the minimum of 87 were returned, 57 must be a yes vote)

The draft letter is open to LTAC’s review and discussion for further changes that the committee may feel needed; there would be no release until LTAC approves the letter.

Mr. Brumbaugh stated that (at this point) the project is as proposed; all or nothing. There are no modifications, alterations, or variations permitted. The vote is for or against a full build-out of seven speed humps on Oak Ridge Avenue and seven speed humps on Shamrock Avenue, as designed.

**LTAC reviewed the draft cover letter,** and recommended the following changes:

- Replace two uses of the word vote, with Ballot
- Add a principal contact for Mr. Franson, P.E., P.L.S., College Township Engineer for any questions or clarifications to include phone and email.
- Chair Hartzell should sign the approved letter.

**LTAC reviewed the draft Ballot.**

Mr. Brumbaugh added that each ballot will be embossed with the Township seal to assure an original ballot.

**LTAC directed that in addition to embossing each ballot,** the following instruction were stated,

- Ballots are to include return postage paid.
- Proposed dates are acceptable
  - Place the disclaimer on the ballot: *This postage paid Ballot must be received BY FEBRUARY 3, 2023*
  - Mail on or before, January 23, 2023
  - Returns are to be received by US postal service or at Township Drop-Box by February 3, 2023 by 5:00 PM.
- There will be no ballots accepted after the February 3rd date.

**Mr. Smith moved to approve the letter and ballot with minor revisions aforementioned.**

**Mr. Moore seconded. Chair Hartzell called for further comments.**

Mr. Vernon stated his concern that the number of speed humps being proposed are excessive.
Mr. Ertsgaard stated a recommendation to add a statement that if the vote does not pass that the project ends or returns to Step 1 of the traffic calming process. Continuing that he felt the minutes of the last meeting identified some confusion as to what would happen if the vote did not pass. Chair Hartzell stated that once ballots are returned and tabulated and it is a close vote that the College Township Traffic Calming Study and Approval Process Guidelines, STEP 3(C) provides examples of extenuating circumstances. If this would be the case, LTAC would present the vote results to Council and, (if applicable) may include a recommendation of what LTAC identifies as an extenuating circumstance(s). At that point Council would provide directive for the project. Chair Hartzell stated at this point that statement would not be correct.

Mr. Ertsgaard stated a concern that in the opening of the letter, "For many months," when the NTCC flyer references many years. Since the beginning of the project there has been several new residents move into the neighborhood and NTCC wants them to understand that this has not been a minor project.

Chair Hartzell called for a vote.

Mr. Kisenwether, NTCC Co-Chair, had a couple comments.

Chair Hartzell called to complete the vote. Motion Carried (7-1-0). Mr. Vernon voting against, stating that he feels the number of speed humps proposed is excessive.

Mr. Kisenwether stated that in canvassing the neighborhood that there were a couple questions to be presented to LTAC for response.

- The first being that the Cooks will be leaving next week and will be in travel during the voting process that would they be able to cast their vote via email.

Mr. Brumbaugh stated that the letter, as just approved by the LTAC sets the prescience that there are no proxies and no email and, original ballots must be returned by US Mail or Drop-Box to be accepted. Mr. Moore asked if the ballots are identified. Mr. Brumbaugh stated that each ballot is being embossed and, are the only ones being contemplated as an original ballot. Meaning that as Ms. Hetzel receives a ballot, it will be immediately identified as an original ballot. The problem that we have by an email situation is that control (as it is a control) is lost relative to acceptance of email votes. Mr. Kisenwether asked if addresses would be acceptable on the ballot.

Chair Hartzell clarified that the letter provides a name and address of each owner of record with an accompanied ballot. Further asking Ms. Hetzel that could the ballot (for that homeowner) include an identifying address. Ms. Hetzel stated that the tax parcel number could be added to the return address of the ballot cards that tax parcel has been past practice (on past projects) for the administrator to pull statistical data. But to change just one ballot has not been a practice.

Ms. Trainor stated her concern that the precedence has been set by an embossed physical ballot. LTAC would lose this precedence by doing something different for one. In addition, if LTAC remand that one ballot be changed or accepted by email that it will open LTAC up to having to justify why we do not do something different for others. Further recommending that this neighbor direct someone that is picking up their mail that could (for instance) express mail it to them for return or since they will not be leaving town until next week that they could make arrangements to pick-up the ballot before they depart. Mr. Kisenwether stated that he would pass this onto the Cooks.

- Mr. Kisenwether stated that a resident on the corner of Shamrock Avenue and Squirrel Drive would vote in favor if there was not a sign in their front yard warning of the speed humps. Further asking if signage could be placed at the top of Squirrel Drive and, one at the top of Country Club Lane that could read, "Beware speed humps on Oak Ridge and Shamrock Avenues." This would eliminate the signs in the front yards.
Mr. Franson stated that the required signage is dictated by the PennDOT regulations for signage and the Manual on Uniform Traffic Control Devices (MUTCD) that signs must be placed in accordance with these regulatory guidelines. If these signs are not placed correctly and something happens, the Township would accept liability. Ms. Kerner reiterated that there were two options, sign placement at the beginning of each street or signs at each side of each of the 14 speed humps.

- Mr. Kisenwether asked if the ballots were going to be laid-out to include the tax parcel number as past practice. Further indicating that (just in case the NTCC has to start over again) the statistical data would be helpful for just the percent of people on Cottonwood, Shamrock, or Oak Ridge Avenue that approved or disapproved; as (going forward) it may help the NTCC with deciding what might pass.

Chair Hartzell stated that by using the previous practice of the tax parcel number and, only if the vote did not pass; has no problem with the parcel number being on the return address of the ballot for analytical purpose. Mr. Franson stated that he prefers that nothing that identifies an address be on the ballot.

Ms. Hetzel asked the committee for direction regarding the tax parcels that are they to be listed on the return address. Mr. Brumbaugh stated that although it has been past practice and is presently set in the return address of the ballot cards; that this can be changed based on what the committee wants to do. Ms. Trainor asked what the purpose would be for going back over the vote by parcel number. Ms. Hetzel explained that in the beginning (circa. 2000) our first traffic calming study was First Avenue. It was a new process for the state and our municipality; data was important and the practice was formatted this way simply for statistical data. The administrator, at that time, wanted the parcel numbers for statistics (such as) by street, by device location, etc.

Mr. Brumbaugh stated that in expanding on the past practice that essentially the statistical analysis was helpful in knowing, the percent of return by street and the percent (by street) in favor or against. This statistical information could come as a result of the coding that uses the tax parcel number on the return address of the ballot card. This information could be helpful and brought back to the LTAC with the formal tally of the votes. Mr. Moore asked who would be getting the return ballots. Mr. Brumbaugh stated that Ms. Hetzel will be receiving and performing the tally of the returned ballots. Mr. Smith stated the suggestion to go forward with the past precedence. Mr. Brumbaugh stated that Ms. Hetzel is asking for a consensus from LTAC going forward.

Chair Hartzell called for a vote by show of hands for the tax parcel to be included in the return address, as per past precedent.

Mr. Vernon, Mr. Moore, and Mr. Smith (In Favor)
Ms. Kerner, Ms. Trainor, and Mr. Franson (Against)
Chair Hartzell voted (In Favor) to break the tie. Vote passed to include tax parcel in the return address. (4-3-0)

Adjournment
Chair Hartzell called for a motion to adjourn. Mr. Smith moved. Ms. Kerner seconded.
Chair Hartzell closed the Local Traffic Advisory meeting at 7:58 PM

Respectfully Submitted by,

[Signature]
Susan Hetzel, Sr. Support Specialist – Zoning
LTAC Secretary / Recording Secretary

Attachment: Centre Hills Village Traffic Calming Study & Approval Process

Minutes approved on: Wednesday, February 8, 2023