CALL TO ORDER: Mr. Dustin Best, Council Chair, called to order the January 18, 2024, regular meeting of the College Township (CT) Council at 7:01 PM and led in the Pledge of Allegiance.

PUBLIC OPEN DISCUSSION: No Public Open Discussion Items brought forward.

NEW AGENDA ITEMS: No New Agenda Items were added to the agenda.

REPORTS:

a. Manager’s Update

Mr. Mike Bloom, Assistant Township Manager, offered that Council and the Planning Commission will hold a joint work session on January 24, 2024, at 6:00 PM to discuss the Dale Summit Area Plan and Form Based Code. The Solar Power Purchasing Working Group will meet next on January 24, 2024. He offered that Staff is monitoring the weather forecast for tomorrow.

b. COG Regional, County, Liaisons Reports

COG Human Resources Committee: Ms. Mariner reported the COG Human Resources Committee met on January 10, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, approved the 2024 Salary Schedule, and reviewed the Senior Planner job description.

COG Facilities Committee: Mr. Bernier reported the COG Facilities Committee met on January 9, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, and received a presentation on the Long Range Facilities Plan. The Committee also heard updates on three (3) ongoing projects:
custodial services and building maintenance review; Whitehall Road Regional Park; and, Millbrook Marsh Nature Center Spring Creek Educational Building Phase II/Diane Kerly Welcome Pavilion.

**Land Use Community Infrastructure Committee (LUCI):** Mr. Bernier reported the LUCI Committee met on January 10, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, and heard a presentation by Planning Director Mike Tylka about future activities for the LUCI committee.

**COG Climate Action Sustainability Committee (CAS):** Mr. Best reported the CAS Committee met on January 8, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, heard a presentation by Planning Director Mike Tylka on future activities and potential work tasks for 2024, and reviewed the Regional Residential Refuse and Recycling proposal.

**Spring Creek Watershed Commission (SCWC):** Mr. Best reported the SCWC met on January 17, 2024, and held their reorganization meeting, heard a presentation on Acid Mine Drainage and the Moshannon Creek Watershed Association, and discussed the State of the Watershed.

**COG Public Safety Committee:** Ms. Trainor reported the Public Safety Committee met on January 9, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, discussed the Emergency Management Coordinator and Deputy Positions, confirmed Alpha Fire Co Command Officers, Centre Region Fire Marshals, and Centre Regional Assistant Fire Marshal.

**College Township Local Traffic Advisory Committee (LTAC):** Ms. Trainor offered that the LTAC met on January 10, 2024, and held their reorganization meeting, and heard an update by the Township Engineer related to Oak Ridge Avenue.

**College Township Industrial Development Authority (CTIDA):** Ms. Trainor offered the CTIDA met on January 17, 2024, and held their reorganization meeting, discussed their financials, and approved the RFP for Auditing services.

**COG Finance Committee:** Mr. Francke reported the COG Finance Committee met on January 11, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, heard a presentation by Kimberlee MacMullen, COG Finance Director, on the 2025 COG Budget, and the COG Finance 2024 Objectives.

**COG Parks Capital Committee:** Mr. Best reported the COG Parks Capital Committee met on January 11, 2024, and held their reorganization meeting, approved the 2024 meeting schedule, heard project updates on Whitehall Road Regional Park Phase I project, Millbrook Marsh Nature Center Spring Creek Education Building Phase II & Diane Kerly Welcome Pavilion and heard a presentation by Mr. Eric Norenberg and Ms. Kristy Owens on the future activities of the Committee.

It was noted that College Township continues to be well-represented in leadership of COG and Regional Committees.

c. **Staff/Planning Commission/Other Committees**

In his written reports, Mr. Matthew Fenton, PC Liaison to Council, reported the PC met on January 2, 2024 and January 16, 2024. At the January 2, 2024, meeting, the PC held their reorganization meeting and heard a Chalk Talk presentation by Mr. Adam Brumbaugh, Township Manager, related to Workforce Housing. At the January 16, 2024, meeting, the PC reviewed the answers from Council related to Workforce Housing.
d. Diversity, Equity, Inclusion & Belonging (DEIB) Reports (Public Invited to Report)

Mr. Bloom, Assistant Township Manager, reported College Township officials attended a recent Martin Luther King banquet and January 27 is International Holocaust Remembrance Day.

CONSENT AGENDA:

CA-1 Minutes, Approval of

a. December 21, 2023, Public Hearing College Township Budget
b. December 21, 2023, Regular Meeting
c. January 2, 2024, Reorganization Meeting
d. January 2, 2024, Regular Meeting

CA-2 Correspondence, Receipt/Approval of

a. Email Kristy Owens, dated January 1, 2024, regarding Vandalism for Fogleman field
b. Letter Wayne Laubscher, dated January 11, 2024, regarding 2023 County West Nile Virus Program
c. Email Daniel Materna, dated January 12, 2024, regarding Casino – PGCB Lack of Transparency
d. Invitation 35th Annual Historic Preservation Awards – CC Historical Society

CA-3 Action Item, Approval

a. Intermunicipal Agreement with Harris Township regarding sub-lease of 1.1-acre property identified as No. 2 located at 2900 Block of Stewart Drive, State College
b. Appointments to the CT Industrial Development Authority;
   i. One-Year Term
   ii. Two-Year Term
   iii. Five-Year Term

Council pulled CA-3.b. for further discussion.

Council discussed briefly CA-2.a. related to vandalism in the Parks. Council is committed to stopping this from happening. They asked that Staff add this to a future agenda for discussion.

Mr. Bernier made a motion to approve the January 18, 2024, Consent Agenda minus CA-3.b.
Ms. Mariner seconded the motion.
Motion carried unanimously.

CA-3.b.: Council interviewed two of the three candidates, Messrs. Jake Igoe and Richard Button, for potential appointments to the College Township Industrial Development Authority. Ms. Miller, CTIDA Executive Director, met with each candidate and recommended Mr. Igoe be appointed to fill the unexpired one-year term, and Mr. Button be appointed to fill the unexpired two-year term.

Mr. Bernier made a motion to appoint the interviewed candidates as recommended by the CTIDA Executive Director.
Ms. Trainor seconded the motion.
Motion carried unanimously.

OLD BUSINESS: No Old Business items on the agenda.
NEW BUSINESS:

NB-1  Policy Direction for 2025-2029 Capital Improvement Program

Mr. Mike Bloom, Assistant Township Manager, offered that on an annual basis College Township develops 5-year Capital Improvement Program (CIP), which is an important planning document that ultimately informs a major portion of the annual budget. This strategic planning effort provides Council with an annual opportunity to review the Township’s Mission-Values-Goals Statements and offer policy-level direction to Staff through Objectives to be factored into the development of the CIP.

The development of the Strategic Summary document shows the alignment of Vision and Mission with Values and Goals. It provides a series of Policy-Level Objectives that could be realized through Capital and Operational Implementations Steps, which could then be transferred into proposed expenditures in the current and future CIPs and Township Budgets.

Mr. Bloom offered that the discussion today provides an opportunity to move the strategic planning efforts, for the 2025-2029 CIP, to the very beginning of the development process, which allows Council’s direction to better inform Staff’s work in compiling the DRAFT CIP document.

Council was asked to: review the Township’s Mission-Values-Goals Statements; review the alignment and categorization of the Values and Goals in the Strategic Summary and offer feedback; and, review the Objectives identified in the Strategic Summary and offer input on any revisions/additions to this policy-level direction.

Council made the following suggestions:
- Consider adding language to the Mission-Values-Goals Statement related to public safety;
- Add the terminology “suburban” to the Mission Statement;
- Expand the “diversity and inclusiveness” statement to address Diversity, Equity, Inclusion, and Belonging;
- Expand infrastructure reference to include pedestrian facilities under Objectives;
- Values is missing the state regarding “engaging and involving citizens;”
- Add “assigned duties that are appropriate” to Objective 3
- Expand Objective 6 to read “COG and other regional bodies;”
- Add an emphasis to expand Broadband fiber; and,
- Consider assigning dates appropriate to accomplish objectives.

Mr. Bloom thanked Council for their comments. He will prepare an updated Draft to bring back to Council to kick off the 2025-2029 CIP.

NB-2  Review of Cities Digital Inc. (LaserFiche) Proposal

Mr. Mike Bloom, Assistant Township Manager, offered that Staff continues to work with consultants, Cities Digital Incorporated (CDI), on implementation of the LaserFiche document management system. The development of the new system has proven to be more complex than initially anticipated. To date, CDI has completed the file structure for the Administrative and Finance Departments.

Staff anticipates the full buildout of the remaining departments, Engineering, Public Works and Planning/Zoning, will require upwards of 160 hours. CDI offers packages of service levels up to the Diamond Plan which includes 160 hours at $28,000.00, a 12.5% discount. The budget for 2024 for this line items is $13,000.00. Since this recommendation represents an expenditure that significantly exceeds the estimate provided in the budget, Staff is asking Council for approval.
Council supports the additional support hours to implement this new system.

Mr. Francke made a motion to authorize Staff to execute the 160 hour Diamond Plan Service Contract with Cities Digital Inc. for the buildout of the LaserFiche Document Management System not to exceed $28,000.00 with funds being reallocated from the General Fund.
Ms. Mariner seconded the motion.
Motion carried unanimously.

STAFF INFORMATIVES: No Staff Informatives brought forward for discussion.

OTHER MATTERS: Council discussed the recent issues with collection of Refuse and Recycling due to inclement weather.

ADJOURNMENT:
Chair Best called for a motion to adjourn the meeting.

Ms. Trainor moved to adjourn the January 18, 2024, Regular College Township Council Meeting.
Chair seconded the motion.

The January 18, 2024, Regular College Township Council Meeting was adjourned at 8:00 PM.

Respectfully Submitted By,

Adam T. Brumbaugh

Adam T. Brumbaugh
Township Secretary