CALL TO ORDER: In the absence of Chair Dustin Best, Mr. L. Eric Bernier, Council Vice Chair, called to order the March 7, 2024, regular meeting of the College Township (CT) Council at 7:06 PM and led in the Pledge of Allegiance.

ANNOUNCEMENT: Chair Bernier announced that Council met in an Executive Session to discuss a personnel and legal matter.

PUBLIC OPEN DISCUSSION: No Open Discussion Items brought forward.

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

SPECIAL PRESENTATIONS:

SP-1 Centre County Adult Services

Ms. Caitlin Gabriel, Housing Program Specialist, Centre County Office of Adult Services, offered a presentation to Council regarding the Point in Time Count, Housing Program Specialist changes, and Adult Services Program Updates.

Point in Time (PIT) is a count of sheltered and unsheltered people experiencing homelessness on a single night in January, typically during the third week. Ms. Gabriel offered that volunteers from nine agencies participated in the PIT count in 2024. She offered that when individuals experiencing homelessness are found, they have put together small care packages to offer to them. During the 2024 PIT count, they identified 14 individuals who may suffer from homelessness. The counts for shelter homelessness are still being processed.
Ms. Gabriel reported the outreach efforts by the CC Office of Adult Services. In 2023, 67 letters were sent to Municipalities, School Districts and agencies, to obtain leads and offer an explanation of Adult Services. A follow up email was sent to offer one on one meetings and to explain their services. College Township was one of three who responded and a presentation was scheduled.

Ms. Gabriel offered information regarding the changes to the role of Housing Program Specialist. As the Housing Program Specialist, she will no longer be doing direct client support. Clients can contact the main office or contact the Intake Specialist – Case Manager for support.

Ms. Gabriel offered an overview of the services offered through the Office of Adult Services including the Emergency Rental Assistance Program, Rental Assistance Program, Emergency Solutions Grant – Homelessness Prevention Program, Case Management, and the Whole Home Repair Program.

Council asked for clarification on ages of services. Adults aged 18 – 59 are served by the Office of Adult Services. Office of Aging serves those 60 and over and the Youth Service Bureau serves those under the age of 18.

REPORTS:

a. Manager’s Update

Mr. Adam Brumbaugh, Township Manager, offered the CT Water Authority discussed the Solar Power Purchase Agreement (SPPA) at their March 6, 2024, meeting. He added that the CTWA committed 50% of their electricity to the SPPA. Final documents for the SPPA should be ready for signatures in late April or early May.

Mr. Brumbaugh also reported that no payment has been received to-date per the Township’s Solicitors letter from the Aspen Heights Partners. Mr. Brumbaugh offered that they are in discussions as to the next steps.

b. COG Regional, County, Liaisons Reports

**CT Industrial Development Authority (CTIDA):** Ms. Trainor reported the CTIDA met on February 21, 2024, and heard a new member orientation by Executive Director Ms. Keri Miller, Three new authority members were introduced, which makes a full complement on the Authority.

**Centre County Metropolitan Planning Organization (CCMPO):** Mr. Bernier reported the CCMPO Coordinating Committee met on February 27, 2024, and held officer election for 2024; heard an update on the State College Area Connector Project; CCPCDO Bridge Bundle; and major projects in Centre County. The CCMPO received the 2024 CCMPO Work plan and the 2023-2026 Centre County Transportation Improvement Plan (TIP) revisions. Additional discussion took place regarding Electric Vehicle and Charging Infrastructure and the CCMPO Subcommittees for 2024.

**Emergency Management Services Legislative Breakfast:** Ms. Trainor attended the EMS Legislative Breakfast held on March 7, 2024. They discussed Centre LifeLink and their membership campaign. They are starting a workforce development initiative to start Jr. High and High School students thinking about careers in emergency services.

**COG Facilities Committee:** Mr. Bernier reported the COG Facilities Committee met on March 5, 2024, and discussed the 2025-2029 Capital Improvement and the Capital Improvement Plan Finance and Executive Committee requests. They also discussed Staff’s decision to delay the recruitment and hiring of a new Facilities Administrator until after a new COG Executive Director is in place.
COG Public Safety Committee: Ms. Trainer offered that Mr. Francke attended the Safety Committee meeting in her absence. He reported they met on February 27, and discussed the Fire Inspector/Firefighter position, reviewed future activities matrix, and received an update from COG Staff.

Mr. Brumbaugh added information about the Fire Inspectors/Firefighter job description which was reviewed by the COG Public Safety and Human Resource Committees and approved to go forward with recruitment. Mr. Brumbaugh added there have been some issues with the review of the job descriptions by the Labor Council. This will delay recruitment.

c. Staff/Planning Commission/Other Committees

Mr. Fenton, Planning Commission Liaison to Council offered that the PC met on March 5, 2024, and continued their discussion of Affordable Housing and offered recommended changes to the ordinance.

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

Mr. Brumbaugh, Township Manager, offered the following are recognized in the month of March:

- National Nutrition Month
- National Kidney Month
- Women’s History Month
- March 4 - 8: National School Breakfast Week
- March 4: World Obesity Day
- March 8: International Women’s Day
- March 10 - 16: Sleep Awareness Week
- March 14: World Kidney Day
- March 15: World Sleep Day

CONSENT AGENDA:

CA-1 Minutes, Approval of
   a. February 15, 2024, Regular Meeting

CA-2 Correspondence, Receipt/Approval of
   a. Letter from Central PA 4th Fest, dated February 29, 2024, regarding contribution
   b. Letter from ClearWater Conservancy, dated February 23, 2024, regarding Watershed Cleanup Day 2024
   c. Email from Ned Brokloff, dated March 3, 2024, regarding resignation from Parks and Recreation Committee

CA-3 Action Item, Approval
   a. Resolution R-24-15 A203 Residential Rental Fee Schedule
   b. Resolution R-24-16 April as Safe Digging Month
   c. Reappointment to the Building and Housing Board of Appeals, Brain Walker, PE, (Three-Year Term, April 1, 2024 – March 30, 2027; Appointment to the Building and Housing Board of Appeals, Heather Fink, R.A. (Three-Year Term, April 1, 2024 – March 30, 2027)
   d. Letters of support to Federal Legislators regarding ClearWater Conservancy’s Community Conservation Center

Ms. Trainor made a motion to approve the March 7, 2024, Consent Agenda minus CA-3.d.
Ms. Mariner seconded the motion.
Motion carried unanimously.

Council offered that CA-3.d. was misplaced on the Consent Agenda. It should have been captured in section CA-2 correspondence; receipt of /approval of, and pulled to discuss before approving the requested support letters.

Mr. Francke made a motion to approve CA-3.d. and sending the support letters to federal legislators for ClearWater Conservancy’s Community Conservation Center. Ms. Trainor seconded the motion. Motion carried unanimously.

OLD BUSINESS:

OB-1 No Old Business items on the agenda

NEW BUSINESS:

NB-1 College Township Finance Report

Mr. Robert Long, Finance Director, offered a 2023 Year-End Finance Report. He introduced the Finance Department Staff, years of service and job title; the outside financial partners; and the tasks assigned to the Finance Department.

Mr. Long reported the General Fund revenue year-end actual vs. budget report shows $545,000 over the budgeted amount. The Township received $210,000 more over budget for Charges/Fees for Services and $215,000 more from Impact Fees. The General Fund expenditures year-end actual vs. budget reports $105,000 under budget.

In 2023, the Township collected $2,752,456 in Property Tax with $18,241 or .64% of assessed value being turned over to the Tax Claim Bureau. Lastly, Mr. Long shared the 2023 investment the Township made in equipment and infrastructure, the largest being for maintenance of vehicles and equipment which amounted to $582,000. The Pike Street Traffic Calming came in second at $448,000.

Mr. Brumbaugh thanked Mr. Long for his service to the Township and his leadership in the Finance Department. He added that the outstanding rate of collection for Property Tax is compliment to the residents and home owners of College Township.

NB-2 Memorandum of Understanding University Drive Pedestrian Signal

Mr. Don Franson, P.E., P.L.S., Township Engineer, offered that the Pennsylvania State University is seeking to install a mid-block pedestrian crossing at University Drive. The location is an area where there is a significant number of pedestrians crossing without the benefit of a designated crossing. For improved safety, PSU is proposing to install the crosswalk with Rectangular Rapid Flashing Beacons (RRFB).

Mr. Franson added that University Drive is not a Township owned roadway, however, CT will be responsible for the maintenance of the RRFB and associated facilities in perpetuity just as CT is responsible for traffic signals at University Drive. PSU will be responsible for the crossing, sidewalks, ADA ramps, electrical wiring, and pavement markings. The road itself is a PennDOT road and they are responsible for maintenance of the road.
Mr. Richard Manning, PSU Design Services, offered that a traffic pedestrian study met the warrant for a mid-block crossing. The timeline for construction is summer 2024.

A Memorandum of Understanding (MOU) between CT and PSU detailing the items each entity would be responsible for was reviewed by the Township Solicitor. Council is asked to approve and execute the MOU.

Mr. Francke made a motion to authorize the Township Manager to sign and execute the Memorandum of Understanding between College Township and Penn State University for the University Drive Mid-Block Pedestrian crossing and signal. Ms. Mariner seconded the motion. Motion carried unanimously.

**NB-3 Allowable Uses – General Industrial Zoning District (I-1)**

Ms. Lindsay Schoch, AICP, Principal Planner, offered that in the past few weeks, Staff has been made aware of two uses in the General Industrial Zoning District which are not currently permitted; a church, which is classified as a Place of Assembly, and a boxing gym, which is classified as an Indoor Recreational Facility. Neither of these two uses conform to the current General Industrial Zoning District ordinance regulations. Staff contacted the property owner to inform them of the violations.

With the ongoing effort to change the zoning in the Dale Summit from Euclidean to Form Based Zoning, Staff considered these non-conforming uses and the opportunity this presents to allow these uses in the General Industrial Zoning District. These uses will most likely be permitted and acceptable in this area with the change to Form Based Zoning.

Staff reached out to the Township Solicitor regarding the matter. The Solicitor prepared a memo with his opinion outlining two options to consider. Option one, Council may remand to the PC with the intent to include Place of Assembly and Indoor Recreation Facility to the permitted use chart in the General Industrial (I-1) Zoning District or Option two, do nothing and allow the Zoning Officer to issue enforcement notices to the property owner. Once the property owners are notified of enforcement, the Township Solicitor may work with the property owner’s attorney to request a one-year continuance on scheduling a Zoning Hearing for a variance, which is what would be required to remedy the non-conforming use.

Mr. Gabrovsek, College Township Zoning Officer, offered that yet another owner of a property in the Industrial district contacted him with a zoning request change this past week. This property owner is in attendance via zoom. Mr. Gabrovsek offered that he discussed this at-length with the Solicitor. Should this issue be turned over for enforcement, Mr. Gabrovsek opined that he does not feel comfortable with any continuance past one-year should the owners apply for a Zoning Hearing.

Council discussed the cost associated with the two options presented. Staff clarified the process of enforcement and the Zoning Hearing Board. Council discussed the amenities that the Industrial District typically does not offer compared to other zoning districts, like sidewalks, street lights, etc., and how allowing these requested uses could potentially devalue other zoning districts.

After discussion, a consensus of Council opted to take no action. No action would require Mr. Gabrovsek to contact the building owner and start enforcement of the non-conformity in the Industrial District.

Ms. Sean Houts, College Township resident, property owner, asked that Council reconsider their position. He offered that there is underserved need in the sports community for buildings with high enough ceilings
that are cost sensible. He opined this is an opportunity to connect the youth in sports to a sense of community.

**STAFF INFORMATIVES:** No *Staff Informatives* were pulled for discussion.

**OTHER MATTERS:**

Council was reminded of the Joint Meeting with the Planning Commission to take place on March 26 at 6:00 PM as the official Kick-Off of the Dale Summit Area Revitalization. The CCATO Annual Spring Convention will take place on Wednesday, March 27, 2024, at the Central Pennsylvania Institute of Technology at 5:00 PM.

**ADJOURNMENT:**

Chair Bernier called for a motion to adjourn the meeting.

Ms. Mariner moved to adjourn the March 7, 2024, Regular College Township Council Meeting.  
Chair seconded the motion.

The March 7, 2024, Regular College Township Council Meeting was adjourned at 9:27 PM.

Respectfully Submitted By,

Adam T. Brumbaugh

Adam T. Brumbaugh  
Township Secretary