CALL TO ORDER: Ms. Carla Stilson, Chair, called to order the March 16, 2023, Regular Meeting of the College Township (CT) Council at 7:00 PM and led in the Pledge of Allegiance.

PUBLIC OPEN DISCUSSION:

No Public Open Discussion brought forward.

NEW AGENDA ITEMS:

No New Agenda Items added.

SPECIAL PRESENTATION:

SP-1 Planning Commission Annual Update

Mr. Ray Forziat, CT Planning Commission (PC) Chair presented Council with the College Township Planning Commission 2022 Annual Report and offered his thanks to Council and Staff. He offered that the Planning Commissioners have varied backgrounds, which lead to a wide diversity of thought. In 2022, the PC reviewed fourteen plans, thirteen were recommended to Council for approval with one being a sketch plan. Seven of the thirteen were recorded at the Centre County Courthouse in 2022. The PC reviewed the Pedestrian Master Plan, which was approved by Council in December of 2022. Members of the PC participated in Request for Qualifications (RFQ) committee to select a firm to implement form-based codes in the Township.
When PC agendas are light, Mr. Forziat offered that they have added educational topics to the agenda. In September, the Regional Fire Marshal, Mr. Steve Bair, presented information about what he looks for to comment on subdivision and land development plans. The PC also had a presentation on the Zoning Hearing Board process.

Council thanked Mr. Forziat and the members of the PC for their volunteer efforts. Ms. Sharon Meyers, Senior Support Specialist – Engineering, PC Recording Secretary, was thanked for her efforts in putting together the 2022 Annual Report.

REPORTS:

a. Manager’s Update

Mr. Mike Bloom, Assistant Township Manager, offered the College Township Water Authority identified power purchase through the Solar Power Purchasing Agreement, at 50% and the CT Council identified power purchase at 80%. The Thompson Woods Preserve (TWP) Governance and Advisory Committees will hold the inaugural meeting with time/date to be determined. The MTF grant was not awarded to CT for the Path to Campus.

Mr. Bloom also recognized a request from the Food Bank to provide a letter of support for their efforts to secure a grant for remodeling their building. Council agreed that the Township should provide a letter of support.

b. COG Regional, County, Liaisons Reports

COG Climate Action Sustainability Committee (CAS): Ms. Stilson reported the CAS met on March 13, 2023, and received a report from the Climate Action and Adaptation Plan (CAAP) Technical Advisory Group Chair with the work they are doing. They are working to make action steps in the CAAP more defined and prioritized. The CAS heard a report on complaints and missed-pickups from Ms. Shelly Mato and reviewed comparable refuse and recycling contracts through the state.

CT Industrial Development Authority (CTIDA): Mr. Best reported the CTIDA met on March 15, 2023, and discussed the hiring of a full-time, with benefits Executive Director for the CTIDA and enlist in a HR hiring agency to move forward. The CTIDA approved a new logo, and three (3) new appointments to the CTIDA and their terms of service was discussed.

Spring Creek Watershed Commission (SCWC): Mr. Best reported the SCWC met on March 16, 2023, and heard an update on Centre County Countywide Action Plan (CAP) for clean water goals.

COG Finance Committee: Mr. Francke reported the Finance Committee met on March 16, 2023, and discussed the 2024 Budget preparations. They reviewed the Budget Prioritization comments received from municipalities, which he opined was helpful to the COG Staff.

COG Public Safety: Ms. Trainor reported the COG Public Safety Committee meeting was canceled but Ms. Trainor reported on an email from COG’s Executive Director, Mr. Eric Norenberg’s update to the committee regarding the Sinkhole in Patton Township and the TRAISR software package installation delay.

c. Staff/P.C./Other Committees

Planning Commission (PC): Ms. Noreen Khoury, PC liaison to Council, offered the PC met on March 7, 2023, and reviewed the Official Map. The Township GIS Specialist, Mr. Shane Adams was in
attendance and he explained the map and application that was developed. The PC requested two (2) maps for their next meeting, one showing all comments in rights-of-ways and the other showing areas of interest on private properties. PC would like more time to review from Council.

Ms. Khoury offered, regarding the Burkentine Rezoning, a consensus of PC members would like to wait and see what the consulting firm recommends for the project being proposed.

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

Ms. Trainor offered that she attended a panel discussion of women in public office to commemorate Women’s History Month. The goal was to encourage other women to seek public office.

CONSENT AGENDA:

CA-1 Minutes, Approval of
   a. March 2, 2023, Regular Meeting

CA-2 Correspondence, Receipt/Approval of
   a. Letter from Nittany Performing Arts Centre (NPAC), dated March 2, 2023, regarding Pugh Garage Redevelopment Design 2023

CA-3 Action Item, Approval of
   a. Memorandum Official Map; 45-day Extension Request
   b. Appointment to the College Township Industrial Development Authority (CTIDA) of Mr. John Young to the unexpired term of Ms. Alison Kurtz ending December 31, 2024
   c. Appointment to the CTIDA of Mr. Steve Allison, to the unexpired term of Ms. Sara Parks ending December 31, 2024
   d. Appointment to the CTIDA of Mr. Alston Shields, to the new Authority position with terms intentionally staggered ending December 31, 2023.

   Mr. Francke made a motion to accept the March 16, 2023, Consent Agenda.
   Mr. Best seconded the motion.
   Motion carried unanimously.

OLD BUSINESS:

OB-1 SPIN E-BIKE Service Area Expansion

In a memorandum to Council, Mr. Mike Bloom, Assistant Township Manager, offered that in November of 2022, Council discussed the possible expansion of the SPIN E-Bike program into College Township. At that meeting, Council asked Staff to conduct a review of a DRAFT SPIN Micromobility Share Program Agreement and issue a remand to the CT Parks and Recreation Committee requesting recommendations related to potential service area expansions.

Staff received a draft agreement from SPIN. Staff and the Township Solicitor reviewed the agreement and offered several revisions, which were minor. As part of the agreement review, Staff addressed three (3) issues raised by Council during the initial discussion related to rate structure, term and termination, and exclusivity.

Mr. Bloom offered the rate structure for SPIN’s local service is established under its primary agreement with PSU and would not be subject to change. The Parks and Recreation Committee expressed concern over the rate structure. The agreement would be binding for one (1) year period, with either party terminating the agreement without cause with a thirty-day written notice to the other party. There is
nothing in the agreement or in the agreement with PSU that grants SPIN exclusivity to the CT service area.

Mr. Bloom guided Council through a discussion related to the potential service expansion area in the following areas: Service Area Boundary, No Ride Areas, Speed Restricted Areas, and SPIN E-Bike Parking Locations. Mr. Bloom shared with Council the comments and recommendations by the Parks and Recreation Committee related to each of these topics. Mr. Dave Schulte and Mr. Stephen Spoomaore, Parks and Recreation Committee members, provided additional comments to Council when needed.

Council requested that staff investigate further any potential inconsistencies between College Township’s existing ordinances and the regional policy for E-Bike speeds. Further, Council asked that staff request a copy of the master agreement between SPIN and Penn State. Mr. Bloom noted that when Council is comfortable, staff would embark on more detailed discussions with SPIN pertaining to service area, geofencing and parking locations/hubs.

NEW BUSINESS:

NB-1 College Township Finance Report

Mr. Robert T. Long, CT Finance Director, presented the College Township 2022 Year End Finance Report. Mr. Long introduced the Finance Department Staff, outside finance partners, and Finance Department metrics.

Mr. Long reported the following related to the 2022 Budget: General Fund Revenues over budget by $2,909,000 over budget, however, this figure includes a $2,400,000 pass through RACP Grant. The General Fund expenditures for Year End 2022 was over budget by $2,264,000, which again figures in the $2,400,000 pass through RACP grant.

Mr. Long offered the Township collected $2,800,313 in Property Tax in 2022. The Township turned over $15,375 to the Tax Claim Bureau (.55% of assessed). He continued, the Township invested the following on equipment/infrastructure: Dump Truck – Chassis Only ($60,000); Spring Creek Master Plan ($45,000 –received 50% from grant); Pike Street Traffic Calming project ($1,479,000); Traffic Signals ($317,000); Office Building Exterior ($212,000); and Road Resurfacing ($257,000).

Council thanked Mr. Long for his report and the excellent work of the Finance Department.

NB-2 Shentel Cable Franchise Agreement

In a memorandum to Council, Mr. Adam Brumbaugh, Township Manager, offered that the Township was contacted last year by Shenandoah Cable Television, LLC (Shentel) in reference to their desire to provide cable television services to customers within the Centre Region. In order to move forward, Shetel must secure a Cable Franchise Agreement with each municipality. This agreement would consist of College, Harris and Patton Township.

Shentel agreed to retain and fund the costs of all municipal legal expenses associated with the negotiation of an Agreement. Cohen Law Group was retained to negotiate an Agreement. In his memo, Mr. Brumbaugh offered that the Agreement is, for all intent and purposes, identical to the existing Franchise Agreement previously executed with Comcast.
Council discussed the agreement and offered the contract with Comcast should have been included in the packet for review. A consensus of Council asked Staff to advertise the ordinance and agreement for adoption at the April 6, 2023, CT Council meeting.

**NB-3 HVAC Software Replacement Request**

Ms. Amy Kerner, Public Works Director, offered that Siemens Industry, Inc. has provided both maintenance and software support for the building HVAC system for 14 years. In 2019, staff was informed that a replacement to the software system would be needed because Siemens would be discontinuing support to the current software. Additionally, we currently operate on a version of Windows that, although compatible with the older software, will not be recognized by the new software. Discussing this with our IT support, Hinton noted that the older operating system can pose a security risk and recommended a new server, which contains the operating system for the new software.

In 2019, the current Siemens representative offered a hybrid option knowing that our system is somewhat small compared to others in the area with an estimated cost of approximately $23,000. Staff placed $25,000 in an ‘out year’ of the 2020-2024 CIP.

With the onset of COVID and the resulting cautionary budget decisions, the replacement was delayed. The $25,000 estimated cost was carried forward in the 2023-2027 CIP and with the development of the 2023 Operating Budget; staff requested an updated quote from Siemens since more than 3 years had lapsed. Not receiving a response prior to publishing the budget, staff slightly increased the cost to $27,500.

Early in 2023, staff reached out to Siemens to kickoff this project only to learn that the hybrid option that was originally offered is no longer a viable option. The revised cost for the software replacement is $51,800 with another estimated $2,000 needed for a new server to accomplish the security upgrades and newer operating system as recommended by Hinton.

After discussion, Council made the following motion.

> **Ms. Trainor made a motion to allocate funding of approximately $26,300 for Account #01-409-700 for the full implementation with a new server and operating system upgrade.**
> **Mr. Best seconded the motion.**
> **Motion carried unanimously.**

**NB-4 DCNR C2P2 Grant; Spring Creek Park – Resolution R-23-11**

Ms. Amy Kerner, Public Works Director, offered with the completion of the Master Plan for Spring Creek Park, consideration should be given to implementing the many recommendations. An easy project to begin is resurfacing the existing basketball and tennis courts.

To help with funding, DCNR has a grant round open until April 5, 2023, and this project is eligible under the category of Park Rehabilitation and Development. The existing courts include four (4) tennis and two (2) basketball. The Master Plan recommends renovating the courts with a colored acrylic surface. Preliminary cost estimates for both sets of courts is approximately $285,000. Another option would be to mill off the existing asphalt, resurface and paint new lines. Cost estimate for this option is approximately $155,000.

A requirement of the grant application is to provide a Resolution by Council acknowledging the project, expressing desire to receive the grant, agreeing to the Terms and Conditions of the Grant, and authorizing the manager to sign the grant application. Staff is asking that Council to approve Resolution R-23-11, a
resolution in support of the grant application. The grant match, if awarded, will be added to the 2024 budget.

Council clarified that two different surfaces are needed on the two different court types, basketball and tennis. After discussion, Council made the following motion.

*Mr. Francke made a motion to approve Resolution R-23-11 in support of the grant application to DCNR for the Spring Creek Park Basketball and Tennis Court Resurfacing Project. Ms. Trainor seconded the motion. Motion carried unanimously.*

**STAFF INFORMATIVES:**

No *Staff Informatives* were pulled for discussion.

**OTHER MATTERS:**

Mr. Mike Bloom, Assistant Township Manager, offered that the Township had a meeting with residents of the Houserville neighborhood regarding traffic speeds and sidewalks. He will continue to follow-up with Mr. Ferguson and interested neighbors.

**ADJOURNMENT:**

*Mr. Francke moved to adjourn the March 16, 2023, Regular College Township Council Meeting. Chair seconded the motion.*

The March 16, 2023, Regular College Township Council Meeting was adjourned at 9:10 PM.

Respectfully Submitted By,

*Adam T. Brumbaugh*

Adam T. Brumbaugh

Township Secretary