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

STAFF: Adam T. Brumbaugh, Township Manager/Secretary
Mike Bloom, Assistant Township Manager
Amy Kerner, P.E., Public Works Director
Lindsay Schoch, AICP, Principal Planner
Mark Gabrovsek, Zoning Officer
Jennifer Snyder, Assistant Township Secretary

CALL TO ORDER: Ms. Carla Stilson, Chair, called to order the April 20, 2023, Regular Meeting of the College Township (CT) Council at 7:00 PM and led in the Pledge of Allegiance.

ANNOUNCEMENT:
Chair Stilson reported that Council met in an advertised Special Meeting on May 1, 2023, to discuss the 2024-2028 College Township Capital Improvement Program.

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

NEW AGENDA ITEMS:
No New Agenda Items added.

SPECIAL PRESENTATION:

SP-1 Presentation of Resolution R-23-16 to Mount Nittany Health
Chair Stilson announced that Council approved Resolution R-23-16 at the April 20, 2023, CT Council meeting, a resolution celebrating Mount Nittany Health week and Emergency Services week. Council Member, Ms. Trainor, presented Mr. Kurt Kissinger, representing Mount Nittany Health, with an executed signed copy of the resolution.

Mr. Kissinger, Chief Strategy and System Development Officer, Mount Nittany Health, thanked Council and offered information about Mount Nittany Health and their contributions to the community.
PLANS:

P-1   PSU Environmental Management Facility; Prelim./Final Land Dev. Plan

Ms. Lindsay Schoch, AICP, Principal Planner, offered that The Pennsylvania State University is proposing the construction of a 9,400 square foot building to be used as an environmental management storage facility, to include a chemical and radioactive waste processing and storage facility. This facility is intended to combine and replace three existing facilities on campus. The Planning Commission recommended Council approve the plan at their April 18, 2023, PC meeting.

Ms. Schoch offered the following comments are outstanding: clarify where additional 14 parking spaces are to be provided; work with Centre County 911 to establish formal addressing for the building; add note to plan stating future building expansion is not granted with this plan set; provide evidence of E&S/NPDES approval; and include the date the plan was last revised on applicable sheets.

Mr. James Crandle, Penn State University and Mr. Erminio Genoese, Langan Engineering and Environmental Services, Inc., fielded questions and comments from Council.

Council offered comments and asked questions about the following: water towers/sink holes; disposing of radioactive waste; security and safety plan; and, communications with emergency services/hazmat.
After discussion, Council made the following motion:

Mr. Bernier made a motion to approve the preliminary/final land development plan of The Pennsylvania State University Environmental Management Facility dated March 16, 2023, and last revised April 6, 2023, subject to the following conditions:
1. Within ninety days from the date of approval by Council, all conditions must be satisfied, final signatures must be obtained and the plan must be recorded with the Centre County Recorder of Deeds Office. Failure to meet the ninety-day recordation time requirement will render the plan null and void.
2. Pay all outstanding review fees.
3. Address, to the satisfaction of the Township Engineer, any outstanding plan review comments from Staff.
4. Fully comply with College Township Code Section 180-12.
5. Establish formal addressing for building with Centre County 911.
6. Provide NPDES approval.
7. All conditions must be accepted in writing within seven (7) days from the date of the conditional approval letter from the Township Engineer.
Ms. Trainor seconded the motion.
Motion carried unanimously.

P-2 Rhodes Lane Condominium Preliminary/Final Land Development Plan

Ms. Schoch, AICP, Principal Planner, offered that Marquis Development along with landowner Jim and Darlene Nixon Trust are proposing the development of Rhodes Lane Condominiums on tax parcel 19-22-100, a 1.70 acre lot zoned single-family residential (R1). The project consists of five (5) single-family units, open space, maintenance shed, dumpster, area of refuge, sidewalks and a retaining wall, all served by a private driveway. Currently, the lot is vacant with a small stormwater basin on the property.

Mr. John Sepp, Penn Terra Engineer, answered comments and questions from Council.

Council discussed the following: easement/access to proposed dedicated parkland; timeline for site development; emergency vehicle access; and the retaining wall on the property.

After discussion, the following motion was made:

Mr. Francke made a motion to approve the preliminary/final land development plan of Rhodes Lane Condominiums dated September 19, 2022, and last revised April 14, 2023, subject to the following conditions:
1. Within ninety days from the date of approval by Council, all conditions must be satisfied, final signatures must be obtained and the plan must be recorded with the Centre County Recorder of Deeds Office. Failure to meet the ninety-day recordation time requirement will render the plan null and void.
2. Pay all outstanding review fees.
3. Address, to the satisfaction of the Township Engineer, any outstanding plan review comments from Staff.
4. Fully comply with College Township Code Section 180-12.
5. Post surety as approved by the Township Engineer prior to recordation.
6. Record approved Public Access Easement.
7. Record approved DSAME.
8. Provide an intent to serve letter from College Township Water Authority.
9. Provide proof of NPDES approval.
10. Dedicate open space to College Township.
11. Addressing to be provided by the Township Zoning Officer upon building permit application.
12. All conditions must be accepted in writing within seven (7) days from the date of the conditional approval letter from the Township Engineer.

Ms. Trainor seconded the motion.
Motion carried unanimously.

P-3 Aspen Heights; Minor Subdivision Plan

Ms. Lindsay Schoch, AICP, Principal Planner, offered that Penn Terra Engineering, representing Aspen Heights Partners, brought forward a potentially problematic item related to final landscaping at the Aspen Heights complex. The approved Land Development Plan (LDP) shows a buffer yard is to be planted at the south boundary of the project adjacent the Open Space District. The LDP dictates the buffer yard is to be planted at the top of the slope between the Aspen property and the Open Space District.

At the suggestion of Staff, Aspen pursued a variance through the CT Zoning Hearing Board to allow the buffer yard to be planted at the top of the slope in question within the Open Space District. During the hearing, it was explained that the survivability of the plantings in the buffer yard was significantly reduced if planted at the tow of the slope as opposed to planting at the top of the slope. The ZHB denied Aspen’s request for a variance and recommended the Township Zoning Officer address the matter as a minor plan.

Staff is request Council provide comments on the proposed minor plan amendment to accommodate the planting of the required buffer yard at the top of the slope within the Open Space District. Ultimately, the Zoning Officer will make the final determination on the approval or denial of the minor plan. Staff contacted an arborist who offered that the trees should be moved from the tow of the slope if possible for increased rate of survival.

Council offered some suggestions on the types of shrubs to be planted; it seems sensible to move the buffer yard to increase survivability; and, the plan includes a higher density buffer yard than is required.

Mr. Earl Moore, CT resident, offered comments regarding the placement of the buffer yard. He suggested a slight change to the minor plan submittal.

Mr. Mark Gabrovsek, Zoning Officer, offered his appreciation for Council’s comments and the discussion that took place. He opined that he had enough information to make a determination on the plan.

REPORTS:

a. Manager’s Update
Mr. Brumbaugh, Township Manager, offered that starting next meeting, the Manager’s Update will have a new look. Several items have been completed to include 21-03 Pike Street Traffic-Calming Construction, 21-02 Thompson Woods Preserve, and 23-01 Shentel Franchise Agreement.

He offered a correction on 20-03 LTAC Evaluation/Recommendation for Centre Hills Village. The Township received one bid on from Glenn O. Hawbaker on April 27, 2023, not April 20, 2023, as reported. This will be discussed later on the agenda.

b. COG Regional, County, Liaisons Reports

COG Land Use and Community Infrastructure/Centre Region Planning Commission: Mr. Bernier reported the joint meeting was held on May 4, 2023, and discussed the preliminary finding of the 2022 Regional Development Capacity (REDCAP) report, the draft of the amended Regional Growth Boundary and Sewer Service Area implementation agreement and the ten-year staff assessment of the Comprehensive Plan.

COG Human Resources (HR) Committee: Mr. Best reported the HR Committee met on May 4, 2023, and discussed the preliminary personnel reports and the draft Classification and Compensation report.

c. Staff/P.C./Other Committees

Planning Commission (PC): Ms. Noreen Khoury, PC liaison to Council, offered the PC met on May 2, 2023, and reviewed the Summit Park Subdivision Sketch plan and heard an update from DPZ CoDesign related to the form-based code project.

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

Nothing to report.

CONSENT AGENDA:

CA-1 Minutes, Approval of
   a. April 20, 2023, Public Hearing
   b. April 20, 2023, Regular Meeting

CA-2 Correspondence, Receipt/Approval of
   a. Email from Centre Kitchen Collective, dated April 21, 2023, regarding thanks for show of support for grant match
   b. Letter from Penn Terra Engineering, Inc., dated April 18, 2023, regarding time extension request for Arize Federal Credit Union LDP to August 15, 2023
   c. Email from Daniel Materna, dated April 24, 2023, regarding casino
   d. Email from Wayne Pauley, dated April 25, 2023, regarding Official Map Comments
   e. Email from Lamar Kunes, dated April 19, 2023, regarding resignation from CTIDA
   f. Email from Ray Bilger, dated April 30, 2023, regarding Decibel Road

CA-3 Action Item, Approval of
   a. Resolution R-23-16 Emergency Medical Services Week – May 21-27, 2023

Council asked to pull the following from the Consent Agenda: CA-2.f.
Mr. Bernier made a motion to accept the May 4, 2023, Consent Agenda less CA-2.f.
Mr. Francke seconded the motion.
Motion carried unanimously.

CA-2.f.: Council discussed the email from Ray Bilger, dated April 30, 2023, regarding Decibel Road. The area in question is in an industrial use zone. No action was taken.

Mr. Bernier made a motion to approve CA-2.f. on the Consent Agenda.
Mr. Francke seconded the motion.
Motion carried unanimously.

OLD BUSINESS:

OB-1 Centre Hills Village Traffic Calming – Bid Award

In a memorandum to Council, Mr. Don Franson, P.E., P.L.S., Township Engineer, reported that on April 27, 2023, at 2:00 PM, the sole bid received for the Centre Hills Village Traffic Calming project at Oak Ridge Avenue and Shamrock Avenue were opened. The bid, from Glenn O. Hawbaker, Inc., was in the amount of $171,580.00. Two other plan holders did not bid the project.

The bid price is significantly higher than the Traffic Engineer’s estimate of $75,000.00. GOH indicated their prices was based on their anticipated production rate. Funding available for the project include $80,000.00 from the 2023 construction fund and approximately $22,000.00 from the funds remaining as part of the donation from Aspen Heights for traffic calming.

Mr. Franson offered four (4) possible options to move forward. He stated that he is not optimistic that a rebid of the current project will result in a significant reduction in price or even additional bidders. Under normal circumstances, Mr. Franson would not recommend that Council award the bid of the project as it is so out of sorts with the projected budget.

Mr. Brumbaugh offered the four (4) options to consider moving forward as noted in Mr. Franson’s memorandum:

1. Award the project as bid and reallocate the additional 70K to cover the costs.
2. Award the project as bid and negotiate a reduction in scope.
3. Reject bid and rebid.
4. Reject bid.

Council confirmed their commitment to the project and to the LTAC process. Several members of Council aligned with option #3, while others would like to award the project but negotiate a reduction in scope. The LTAC process was discussed and where in the process the proposed options would take Council.

Mr. Earl Moore, CT Resident, LTAC Member, asked about the bid process and if contractors had enough time to submit bids. He suggested looking at a change in scope related to the number of speed humps on each street.

Mr. Nick Schaefer, Trans Associates, Township Traffic Engineers, offered comments about the bid and components of the scope that could be altered for a reduced cost. He offered that if Council decided to rebid the project, it would set the project back about one month.
Mr. Tom Ertsgaard, CT Resident, LTAC Member, asked if the Township could widen the field of bidders to other areas of the state.

Ms. Amy Kerner, P.E., Public Works Director, offered going outside of the region would amplify the costs associated with the bid and additionally, contractors who submit bids must be PennDOT prequalified.

Council offered the following comments and concerns:
- LTAC process matrix;
- Reduction in scope;
- Speaking with the low bidder to determine if they would accept a lesser bid amount;
- Bid packets to additional interested bidders;
- Risks of rebidding the project; and
- Awarding a bid so misaligned with the budget.

After discussion, Council made the following motion:

Mr. Francke made a motion to reject the bid for this project, rescope (value engineer) the project to achieve the best price and rebid the project ASAP with 14 speeds humps as primary, with bid alternates for both ten (10) and eight (8) speed humps. 
Mr. Best seconded the motion.
Motion carried 4-1 with Mr. Bernier voting nay.

OB-2 College Township Official Map

In a memorandum to Council, dated April 26, 2023, Mr. Mike Bloom, Assistant Township Manager, offered the *Walkable College Township-A Pedestrian Facilities Master Plan* identifies Primary and Secondary Investment Corridors and potential Greenways. As part of the implantation of the plan, it was recommended that these corridors be included in an update of the College Township Official Map. At the February 2, 2023, College Township Council meeting, Council reviewed and provided revisions to the initial map. A remand letter was issues to the CT Planning Commission requesting they undertake the following tasks related to updating the Township’s Official Map:

- Ensure that all required elements are contained within the ordinance and included graphically on corresponding map.
- Incorporate or otherwise denote any comments from Parks and Recreation Committee into the Planning Commission’s recommendation on the DRAFT Official Map.
- Return a final recommendation to Council for consideration within 45 days. Subsequently, Council granted an additional 45-day review period, which concluded on May 3rd.

After receiving the remand letter, the PC reviewed the DRAFT Official Map at six (6) meetings and the CT Parks and Recreation Committee reviewed the map at three (3) meetings. Throughout the review process, the PC noted it was their goal to provide a clean, understandable and complete recommendation on the DRAFT Official Map to Council for their consideration.

At their April 18, 2023, PC meeting, the PC recommended that Council;

1. Undertake a review of the DRAFT Official Map as prepared by PC, the Parks and Recreation Committee and Staff;
2. Set a Public Hearing; and  
3. Authorize Staff to commend the required 45-day Public Review period on the DRAFT Official Map.

Mr. Bloom offered that because of the complexity and sensitive nature of revising the Township’s Official Map, Staff is anticipating Council’s review of the DRAFT Official Map will take multiple meetings. Mr. Bloom is asking Council to review and discuss the following tasks at this meeting:

- Provide feedback and revisions, as needed, on the ordinance text;
- Provide further recommendations on any of the Proposed Facilities depicted in the mapping portion; and
- Provide recommendations on any facilities, not already depicted on the DRAFT Official Map, which Council believes will provide a benefit to the community in the future.

Mr. Bloom reviewed the comments provided by Planning Commission on the map and spreadsheet provided:

- Concern related to the proposed alignments and land reservations on private property and the degree of difficulty associated with acquisition of necessary property and/or the future construction of certain recommended facilities. The Map Legend addresses this concern via a note stating “Required transfer of ownership/design.”
- Recommendation that the property owners of those parcels shown/advanced as Land Reservations be notified directly of the ongoing Official Map update process and be given the opportunity to express their interest, or lack thereof, in having their respective properties included. The Planning Commission addressed this recommendation in the spreadsheet.
- Concern pertaining to mapping of stream easements to accommodate fishing and other access. The Planning Commission addressed this concern by making a recommendation to Remove Proposed Greenway #38 in the spreadsheet.
- Notation of project complexity on Proposed Bicycle/Pedestrian Path facilities #4 and #7.
- Recommendations to Remove/Revise Proposed Greenway #36 and Remove Land Reservation #42.
- Addition of a Proposed Bicycle/Pedestrian Path facility to complete the sidewalk from the Mount Nittany Medical Center to Park Avenue. Proposed Bicycle/Pedestrian Path #49 on the map and spreadsheet captures this missing link/connection.

Mr. Bloom also shared that a number of additional attachments were included for transparency and informative purposes to indicate how the discussion amongst each entity progressed.

Council discussed the following:

- A better way to receive/share maps with Council besides PDF (hard to enlarge to see details);
- Section 133-11 Reservations; definition of, meaning on the Official Map;
- Add Conservation Easements to the map;
- Note the Post Office as Township lands.

Mr. Dave Schulte, CT Resident, CT Parks and Recreation Committee Member, offered that during the Parks and Recreation Committee review the numbering system used was very confusing. He also noted that in his opinion #15 (Dalevue to 322 Bike Path) was problematic.
NEW BUSINESS

NB-1  COG Capital Improvement Plan Comments

Mr. Brumbaugh, Township Manager, led in a discussion of the DRAFT Centre Region Council of Government (COG) 2024-2028 Capital Improvement Plan (CIP). At the April 19, 2023, Executive Committee meeting, the Executive Committee received the 2024-2028 CIP for the Centre Region COG, referred it to the Centre Region municipalities for review, and asked for comments to be submitted to the COG Executive Director by 8:00 AM, Thursday, May 11, 2023.

The following comments were suggested:
- Fund C21 Parks Capital Equipment: This category has an excessive Fund Balance across all years. An explanation is requested of why 2028 ending Fund Balance is needed. Note: the total Annual Revenues could be reduced by 50% annually and still full fund the scheduled 2024-2028 capital purchases itemized.
- Fund C31 Fire: Explanation needed explaining why 2028 Fund balance is appropriate. It appears apparatus component is significantly over-funded for the 2024-2028 period. Need to know apparatus replacement schedule beyond 2028 to validate previous statement.
- Fund R15 Regional Parks: What is “Loan Draw-Regional Park Loan” in 2025? No corresponding expenditure shown. CIP should focus on capital asset expenditure, not the funding mechanism to enable the expenditure.
- Fund R10 Regional Nature Center: While the Boardwalk revenue is captured, there is no corresponding expenditure reflected.
- Expenditures must be shown in CIP – not debt or draws to loans.
- CIP documents must have page numbers.
- Color-coding on “Debt Repayment Projection” graphic is unclear.
- The Structure of the CIP document is good, layout is useful.
- Add Fund #’s to pie chart exhibits and improve/include item breakdowns on pie charts.

STAFF INFORMATIVES:

No Staff Informatives were pulled for discussion.

OTHER MATTERS:

Mr. Brumbaugh, Township Manager, offered he would be out of the office until Friday, May 12, 2023.

ADJOURNMENT:

Mr. Francke moved to adjourn the May 4, 2023, Regular College Township Council Meeting. Chair seconded the motion.

The May 4, 2023, Regular College Township Council Meeting was adjourned at 10:59 PM.

Respectfully Submitted By,

Adam T. Brumbaugh
Township Secretary