CALL TO ORDER: Vice Chair, Mr. L. Eric Bernier, called to order the May 16, 2024, 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 items brought forward.

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

SPECIAL REPORTS: SP-1 College Township Annual Audit Report

Mr. Joseph Fedeli, Fiore Fedeli Snyder Carothers, LLP, presented Council with an overview of the College Township DRAFT audit report of basic financial statements and supplementary information for year ended December 31, 2023. Mr. Fedeli offered there was no findings in the report. Once the audit is finalized, the audit will be advertised as required.

Mr. Fedeli offered, as stated in the audit, the overall financial position of the Township is sound and will continue to improve. The Township’s overall financial position as of December 31, 2023, is demonstrated by the following condensed government-wide statement of net position which shows that total assets exceeded total liabilities by $18.6 million; an increase of $502,000 from 2022.

Mr. Fedeli reviewed the Statement of Net Position, the Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balances, and the Required Supplementary Statement of Revenues, Expenditures and Changes.

Council thanked Mr. Fedeli for his presentation and made the following motion.

Mr. Francke moved to accept the College Township Audit year ended 2023, 2022, and authorize Staff to make final edits, corrections as noted and published to required sites.
Ms. Mariner seconded the motion.
Motion carried unanimously.

PLANS: P-1 Shiloh Commercial Park Preliminary Subdivision Plan

Mr. Mark Toretti, Project Manager, Penn Terra Engineering, offered that Mr. Ed Maxwell, property owner, is proposing to combine Tax Parcel 19-002B-065A (14.497 acres) and Tax Parcel 19-002B-65B (3.654 acres) into one lot under a separate plan and subdivide this new lot into seven commercial lots of varying sizes from 1.32 acres to 5.26 acres. The development will be separated into two development phases. Lots 1-3 will be developed in Phase 1 and Phase 2 will include lots 4-7.

A proposed public road, East Trout Road, opposite the existing Trout Road will extend through the site to provide access for the proposed lots and end with a cul-de-sac. The road will be built to local public road standards and offered for dedication to the Township. All parcels are zoned C1, General Commercial within the Wellhead Protection Overlay District.

The property owner also owns Tax Parcel 19-2B-64 (1.04 acres), which will not be a part of the new subdivided lot, however, new access, water and sanitary sewer connections will be made to this property.

An off-site stormwater management basin is proposed to be built for the subdivision in Phase 1. The basin will be located on the property north of the site in Benner Township and beyond the CT Wellhead Protection Zone. The basin will provide stormwater management for East Trout Road, the shared driveway and the development of Lots 1-7 as well as any future development for the property owner.

Mr. Toretti explained the traffic study requirements and the PennDOT improvement projects for the entire Dale Summit/Shiloh Road corridor. The property owner is asking to revise a note on the plan to defer the installation of the traffic signal until the PennDOT traffic study for the area is completed or 18 months.

After a short discussion, Council made the following motions with a revised note on the plan regarding a traffic signal.

Mr. Francke made a motion to approve the Shiloh Commercial Park Preliminary Subdivision Plan dated March 18, 2024, and last revised April 15, 2024, 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. Failure to meet the ninety-day 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. Provide an Intent to Serve letter from University Area Joint Authority.
5. Provide an Intent to Serve letter from College Township Water Authority.
6. Provide proof of PennDOT Highway Occupancy Permit prior to occupancy.
7. Provide proof of National Pollutant Discharge Elimination System (NPDES) approval.
8. Provide a draft Declaration of Stormwater Access and Maintenance Easement (DSAME) for approval to be recorded with development of individual lots.

9. Provide a draft Shared Access and Maintenance Agreement for Lots 1, 2, and 3.

10. Modify Note #26 on the plan to read “A traffic signal and associated lane improvements are proposed at the intersection of Shiloh Road and Trout Road as part of the Shiloh Commercial Park development based upon the approved Traffic Impact Study for the subdivision. These proposed improvements must be installed prior to any certificates of occupancy being granted for any proposed land development on proposed Shiloh Commercial Park Lots 1-7. Pedestrian crossings required by College Township and PennDOT at this intersection will be shown on the Highway Occupancy Permit and Traffic Signal design Plans. These above requirements are subject to any full or partial deferral of improvements that PennDOT may accept due to: 1) improvements not being warranted by the initial development of lot(s) in the subdivision and/or 2) the improvements are to be installed later as part of a larger PennDOT coordinated Shiloh Road Corridor Upgrade project. This exception for deferral shall be for no longer than 18 months from the initial occupancy of any proposed lot within the subdivision.”

11. All conditions must be accepted in writing within seven (7) days from the date of the conditional approval letter from the Township Engineer.

Ms. Mariner seconded the motion.

Chair Bernier clarified with Mr. Toretti that they understood the 18 month deadline. They responded in the affirmative.

Motion carried unanimously.

Chair Bernier moved NB-2 to this point on the agenda.

NB-2 CATA Local Match; Resolution R-24-22

Mr. David Rishel, Centre Area Transit Authority (CATA), Executive Director/Chief Executive Officer, addressed Council with a presentation regarding the Local Match for 2024-2025 and an annual update on CATA services.

Mr. Rishel offered a CATA Year in Review which included celebrating CATA’s 50th Anniversary. He reviewed the 2024-2025 service change highlights which will include the CATA GO program being available to College Township residents. One service change that may affect College Township residents is the CATA bus service will no longer travel through Lemont. Residents may use the CATA CO service.

Mr. Rishel reviewed the new approach to Local Match. He explained that CATA worked with municipal Managers on an updated approach. The apportionments will follow other subsidy programs and be based on population of each municipality. Campus residents are counted through Penn State’s contribution. He opined that CATA’s benefits are not just for riders. CATA ridership reduces regional traffic, regional environmental impact and reduces the need for parking regionally.
Mr. Rishel shared every dollar of Local Match brings in approximately $30.50 of other funding from State, and Federal Subsidy to Fare Revenue.

Resolution R-24-22 certifies the provision of Local Match for State Operating Financial Assistance. College Township will provide CATA local funds in the amount of $72,952.00 to match state funds provided pursuant to 74 Pa. C.S. Section 1513 in Fiscal Year 2024-25. CT will pay quarterly payments in the amount of $18,238.00. In addition to the local operating funds, the Township resolves to provide capital funding for the fiscal year in the amount of $8,316.00 to be paid in quarterly payments.

Council discussed the change in service and the CATA GO service. They cautioned that interrupting service through Lemont may cause some issues. Council would like to see some outreach efforts to educate riders who might be impacted by this service change. The CATA GO service hours were provide.

Ms. Lori Miller, CATA Director of Business Development and Community Engagement, offered that they will be provided outreach about the service changes and education on the CATA GO service.

Mr. Brumbaugh shared that with the Pike Street Phase 3 project in progress, at some point, traffic will be one-way as it has in past years.

Council thanked Mr. Rishel and Ms. Miller for their presentation and the following motion was made.

**Mr. Francke made a motion to approve Resolution R-24-22.**
**Ms. Mariner seconded the motion.**
**Motion carried unanimously.**

**REPORTS:**

**a. Manager’s Update**

Mr. Adam Brumbaugh, Township Manager, reported that 1) the Transportation Alternatives Set-Aside Grant coordination meeting is scheduled for May 31; and, 2) Council received recommendations from PC, regarding Attainable/Workforce Housing Ordinance rewrite. Council reviewed, discussed, and suggested modifications. Council to preview work at this Council meeting and remand to PC for review.

**b. COG Regional, County, Liaisons Reports**

**COG Facilities Committee:** Mr. Bernier offered the COG Facilities Committee met on May 7, 2024, and approved a consultant to facilitate the Long Range Facilities Plan and received a presentation on the Custodial Services and Building Maintenance Draft report. The approved consultant for the Facilities Plan is Kimmel Bogrette Architecture + Site, Inc. for the planning fee of $47,500.

**COG Finance Committee:** Mr. Francke reported the COG Finance Committee met on May 9, 2024, and discussed the Capital Improvement Plan 2025-29, formulas for annual budgeted municipal shares, 2025 Budget Guidelines, and the Cost of Living Adjustment (COLA) Methodology review.

**COG Public Safety Committee:** In her written report, Ms. Trainor offered the COG Public Safety Committee met on May 14, 2024, and discussed Engine 5-1 disposal plan, Penn State Funding Agreement, and PA’s Move Over, Slow down Law.

**c. Staff/Planning Commission/Other Committees**
CT Planning Commission: Mr. Fenton, Planning Commission Liaison to Council offered that the PC met on May 7, 2024, and reviewed the Shiloh Commercial Park Subdivision Plan and recommended Council approval. They also discussed the Attainable/Workforce Housing ordinance and opined that community input would have been welcome during their initial review.

The PC began their review of Form Based Code and had five questions for Council to discuss and offer feedback. Council asked that these questions be added to a simple memo and discuss as an Old Business item at the next meeting.

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

Mr. Bloom, Assistant Township Manager, reported that two resolutions are on the Consent Agenda, one to recognize May as Asian Pacific American Heritage Month and June as LGBTQ+ Pride Month.

CONSENT AGENDA:

CA-1 Minutes, Approval of
a. May 2, 2024, Regular Meeting

CA-2 Correspondence, Receipt/Approval of
a. Letter from Central PA Festival of the Arts, dated April 24, 2024, regarding donation
b. Email from Noreen Khoury, dated May 10, 2024, regarding resignation from Planning Commission
c. Email from Kris Danford, dated May 13, 2024, regarding Harris Acres Bike/Pedestrian Path
d. Email from Laura Dinini, dated May 9, 2024, regarding dangerous road conditions – Left Turn Lane from SR 26 to US322

CA-3 Action Item, Approval
a. Project #24-08 Traffic Signal Replacement Project Bid Award to Kuharchik Construction, Inc., in the amount of $229,000.00
b. Contract #24-15 Pike Street Rehabilitation Dale Street to College Avenue Project to HRI, Inc., in the amount of $473,656.00
c. Project #24-02 Trout Road Path Extension Project to Bowman Excavating/Paving/Concrete, in the amount of $45,450.75
d. Proclamation P-24-04 May as Asian Pacific American Heritage Month
e. Proclamation P-24-05 June as LGBTQ+ Pride Month

Ms. Mariner made a motion to approve the May 16, 2024, Consent Agenda as presented minus CA-2.d.
Mr. Francke seconded the motion.
Motion carried unanimously.

CA-2.d.: Chair Bernier requested the Staff engage with PennDOT about the traffic issues at the intersection mentioned, SR26 and US322. Staff offered this bridge is on the schedule to be rehabilitated in a few years so this is a good time to start a dialog with PennDOT. Staff will gather crash data for the discussion.

Mr. Francke made a motion to accept CA-2.d. on the May 16, 2024, Consent Agenda.
Ms. Mariner seconded the motion.
Motion carried unanimously.
OLD BUSINESS:

OB-1 Attainable/Workforce Housing Ordinance

Mr. Mike Bloom, Assistant Township Manager, offered that at the May 2, 2024, CT Council meeting, Council and members of the development community provided valuable feedback on the fifteen items Council was asked to review relative to the Attainable/Workforce Housing Draft ordinance. With this discussion in mind and the Planning Commission’s original recommendations, Staff has prepared a matrix that outlines discussions to date.

Mr. Bloom asked that Council reviews the matrix and confirm their direction on the included items and provide any additional consideration to be included in a remand letter to the Planning Commission. Additionally, Staff asked Council to weigh in on the composition of the Fee-in-Lieu formula and serving the missing middle gap by changing the calculation of attainable rentals based on 70% Area Median Income (AMI) from 65% or less AMI.

Council Member, Ms. Trainor, provided written feedback to the matrix as she was unable to attend the meeting.

Council agreed that the matrix correctly represented their feedback from the May 2, 2024, CT Council meeting. They offered that the additional questions from Staff, regarding Fee-In-Lieu and the serving the missing middle, as well as Ms. Trainor’s comments where they do not agree with the matrix, be presented to the PC in the remand letter for their discussion and consideration.

Ms. Mariner made a motion to authorize Staff to draft a remand letter for Council to consider prior to forwarding to the Planning Commission.
Mr. Francke seconded the motion.
Motion carried unanimously.

NEW BUSINESS:

NB-1 Employee Retirement Bonus

Mr. Adam Brumbaugh, Township Manager, offered that Mr. Robert Long formally retired from College Township service as the Finance Director, on April 30, 2024. He was employed since July 20, 1999. Throughout his tenure, Mr. Long exemplified professionalism and was instrumental in influencing all facets of Township business. Mr. Brumbaugh proposes the Township acknowledge Mr. Long’s service by providing a one-time bonus payment in recognition of his outstanding and dedication service to College Township.

Mr. Brumbaugh explained the Township’s retirement bonus program is structured so that the Manager may recommend an award based on 1) only years of service, at $100 per year, or 2) 5% of accrued hours x final hourly base rate of pay provided the employee has accrued an average of 40 or more sick hours per years of service.

Using this criteria, Mr. Brumbaugh shared that Mr. Long is eligible for a $2,400 retirement bonus on years of service and it his recommendation to Council to consider authorizing this bonus payment to Mr. Long.

Council discussed the Township’s Retirement Bonus policy and asked Staff to discuss and review.
Mr. Francke wholeheartedly moved to authorize a bonus payment to Mr. Robert Long Jr. in an amount of $2400 in recognition of his outstanding service to College Township over the course of his 24 + year career as a College Township employee and Finance Director and, further direct the Township Finance Director or Finance Staff to arrange payment from the Township’s un-reserved fund balance. Ms. Mariner seconded the motion. Motion carried unanimously.

NB-3 2025-2029 DRAFT Capital Improvement Plan (CIP)

Mr. Mike Bloom, Assistant Township Manager, offered that on an annual basis College Township develops a 5-year Capital Improvement Program (CIP), which is an important planning document that ultimately informs a major portion of the annual budget.

Mr. Bloom provided a brief overview of proposed expenditures by the major capital improvement categories. Council offered the Bikeway and other category is misleading.

A doodle poll will be sent to Council to determine the best date to hold the work session to review the CIP before approving the document at the June 20, 2024, CT Council meeting.

STAFF INFORMATIVES: No Staff Informatives were pulled for discussion.

OTHER MATTERS: Mr. Bloom offered that Council should have received a survey regarding Thompson Woods Preserve. He asked Council to look for the survey in an email.

ADJOURNMENT:

Chair Bernier called for a motion to adjourn the meeting.

Ms. Mariner moved to adjourn the May 16, 2024, Regular College Township Council Meeting.
Chair seconded the motion.

The May 16, 2024, Regular College Township Council Meeting was adjourned at 9:34 PM.

Respectfully Submitted By,

Adam T. Brumbaugh
Adam T. Brumbaugh
Township Secretary