CALL TO ORDER:

Mr. Dustin Best, Acting Chair, called to order the June 8, 2023, Special Meeting of the College Township (CT) Council at 5:05 PM.

BUSINESS: 2024-2028 Capital Improvement Program (CIP) Review

Prior to beginning the review of the CIP, Mr. Bloom provided Council with a copy of the revised Section 1 – 2025-2034 Strategic Summary, based upon the recommendations made at the previous CIP Review session on Monday, June 5, 2023, for inclusion in their respective binders.

Mr. Bloom noted that tonight’s discussion will focus on Section 2 – Project Funding Analysis and Section 3 – Planned Capital Improvements by Major Category, which comprise the traditional 5-year CIP that Council reviews and adopts as a planning document on an annual basis.

Mr. Long reviewed Section 2 – Project Funding Analysis noting that this is a revised format from previous years. Council was in consensus that the new format is very user-friendly and informative. The following comment/recommendation was offered:

- It would be beneficial to show the projected net expenditures, minus grant funding, to aid Council in better understanding the direct municipal costs.

Mr. Bloom introduced Section 3 – Planned Capital Improvements by Major Category and offered a brief overview of the Summary on page 3. Mr. Bloom then provided a review of the Technology Plan. One item of note was that College Township’s IT provider, Hinton Associates,
is recommending that the municipality move toward a subscription-based service for its Microsoft Office programs. Further, it is recommended that College Township move from a hybrid arrangement of its servers to a complete cloud-based system upon the end of useful life of the existing core and backup servers. The following comments/recommendations were offered:

- It is important to ensure the municipality has redundancy is data back-up and access to programs in the event of some type of IT compromise.
- Council requests a copy of the Township’s continuity of operations plan for IT from Hinton Associates.
- The narrative portion for the SCADA computer was accidentally omitted.

Regional Projects were reviewed. It was noted that the CATA Capital Projects amount in this section is proscribed by formula and has been since 2002.

Ms. Kerner provided an overview of the Land Acquisition section. The following comments/recommendations were offered:

- Add an additional $750,000 in 2027 or 2028 for acquisition of additional land or an existing building for Public Works. Council agreed that it is important to keep this amount in an out-year as a reminder that an expansion of the Public Works facility is needed.
- The $100,000 shown in 2024 for site improvements to the leased property for a new lay-down area for Public Works is more appropriate as a listing under Buildings & Grounds.
- The line item under Official Map – Land Acquisitions should be spread out as $20,000 annually.

Mr. Kerner reviewed the Vehicles & Equipment section. Council felt this section was appropriate. The following comment/recommendation was offered:

- The Township’s fleet plan should reflect any aspirational or philosophical elements recommended by Council, such as a transition to EV or other types of alternative fuel vehicles.
- There is a typo under the Speed Monitoring narrative on page 13.

Ms. Kerner reviewed the Road Maintenance & Projects section. The following comments/recommendations were offered:

- Costs for this type of work continue to escalate, the Township may soon be facing a decision to either scale back on annual work or add revenue to this operation.
- College Township has been buffered for a number of years from needed to increase dedicated revenues by an infusion of turnback funding, however, those funds are gradually being exhausted.

Ms. Kerner introduced the Traffic Signals & Road Signs section of the CIP. Mr. Brumbaugh noted that this section merits a discussion and direction from Council. The following comments/recommendations were offered:
College Township has historically followed a 10-year replacement cycle for signal cabinet replacements, however, the costs associated with this method are becoming unsustainable. The Township should move toward a 12-13 cycle, which spreads out those costs better and is consistent with how several neighboring municipalities function.

Ms. Kerner reviewed the Building & Grounds section of the plan. The following comments/recommendations were offered:

- The allocation under carpets and cubicles should be revised to show $5,000 in 2024 for carpeting in the Library and $20,000 in 2026 to coincide with further interior renovations needed on the first floor to better utilize the space in expectation of a gradual staff expansion.
- Consideration should be given toward using carpet squares or vinyl flooring is worth in the future to aid in maintenance.
- The $40,000 for the Public Works Breakroom Expansion will likely involve adding a space in the Water Authority Building.
- Showing another EV charger in the out years of the CIP would be appropriate and may correspond with a gradual transition in the fleet.

Mr. Franson reviewed the Stormwater Control & Other Infrastructure section of the plan. The following comments/recommendations were offered:

- Combining the Puddintown Road sidewalk with the East College Avenue Path (Path to Campus) may be a worthwhile consideration and help the project be even more competitive for grant funding.
- Ensure that the West Whitehall Road sidewalk is reflected on the Official Map, as it may difficult to deliver independent of some other type of larger improvement.
- Confirm that the narrative under Water Monitoring on page 28 is correct.

Ms. Kerner reviewed the Local Parks section of the plan. One overarching comment forwarded from the Parks and Recreation Committee is that there is a need to re-survey the communities to evaluate the needs at each park. The following comments/recommendations were offered:

- Include narratives in this section in the future.
- Council acknowledged the Parks and Recreation Committee’s emphasis on maintenance, but encouraged them to make “bigger picture” requests in the future.

Ms. Kerner reviewed the Regional Parks section of the plan. The following comments/recommendations were offered:

- Include $60,000 for a Master Plan of Dalevue Park in 2025 and an additional $60,000 for a Master Plan for Slab Cabin Park in 2027.
- In a corresponding move, move the $65,000 allocation to Slab Cabin for equipment be moved to 2028 to follow the master plan.
- Include an annual line item of $2,500 for Thompson Woods Preserve.
- Clearly show the park tiers indicating how the parks are maintained and improved by the Township and Centre Region Parks and Recreation.
No comments were offered on the final section related to Bikeways & Other.

Mr. Bloom and Mr. Brumbaugh noted that staff will make the revisions discussed tonight and that the final draft of the CIP, including each of the sections, will be back before Council at a regular meeting in August. In the interim, Mr. Bloom asked that any individual comments on revised Section 1 be directed to him via email.

Mr. Francke offered that the Section 4 – 2029-2034 Look Ahead should include a move toward incorporating fiber backbone as an element of future municipal road construction.

**Council; Appointment of:**

Council briefly discussed the process to review and select a candidate to fill the unexpired term of Ms. Stilson effective July 1, 2023. Mr. Brumbaugh noted that six of the seven candidates, who had previously been considered for the appointment to former Council member Paul Takac’s unexpired term, expressed an interest.

Since she was not involved in the previous interview, Council asked staff to provide the respective candidate’s application package to Ms. Trainor for her review. If re-interviews are needed for any or all of the candidates, those will need to be scheduled. If interviews are not needed, each Council member will select their top 2 preferred candidates for deliberation and a potential appointment at the June 15th Regular Meeting.

**Township and COG Compensation Studies:**

Council briefly discussed the Township the COG Compensation Studies, with Mr. Brumbaugh providing a general overview of each document. The Township Compensation Study is tentatively slated for discussion at the July 20th Regular Meeting. Discussions on the COG Classification and Compensation Study are underway within the COG Committees and will likely be a significant item of consideration during the 2024 COG Budget development.

**ADJOURNMENT:**

Ms. Stilson moved to adjourn the June 8, 2023, Special College Township Council Meeting.
Chair seconded the motion.

Chair Best adjourned the June 8, 2023, Special College Township Council Meeting at 8:05 PM.

Respectfully Submitted By,

Adam T. Brumbaugh
Township Secretary/Manager