ATTENDED BY –
COUNCIL:

Dustin Best, Chair
L. Eric Bernier, Vice Chair
D. Richard Francke
Susan Trainor
Tracey Mariner

STAFF:

Mike Bloom, Assistant Township Manager
Don Franson, P.E., P.L.S., Township Engineer
Amy Kerner, P.E., Public Works Director

CALL TO ORDER:

Mr. Dustin Best, Chair, called to order the June 12, 2024, Special Meeting of the College Township (CT) Council at 5:05 PM.

BUSINESS: 2025-2029 Capital Improvement Program (CIP) Review

Mr. Bloom provided Council with a copy of the DRAFT 2025-2029 CIP, which is a key planning document that informs the upcoming operating budgets. Council opted to review the document by Section to provide their comments.

Section 1 - Strategic Summary
Council noted that this spreadsheet continues to improve with each iteration. Mr. Best requested that Staff either add a new Goal or revise an existing to incorporate a statement indicating that maintaining a high caliber staff that is valued is a Goal of College Township. There was general consensus for this revision.

Section 2 – Project Funding Analysis
Mr. Bloom noted that this section builds upon the work completed by now-retired Finance Director Bob Long. He indicated that this spreadsheet provides an overview of anticipated external funding sources, such as grants, that will help offset costs for municipal capital projects. Further this section also indicates the potential for future municipal borrowing to allow for major capital expenditures to be financed long-term. Council had no revisions on this Section.

Section 3 – Summary By Major Category
Mr. Bloom noted that this Section is essentially the heart of the CIP as it identifies and assigns costs estimates to anticipated future capital projects. Mr. Francke offered that one thing he would
like to see an additional column that provides an opportunity for costing projects beyond the 5 year horizon of the CIP.

**Technology Plan**
Mr. Bernier noted that the Council IPads are getting older and are likely to lose technical support from Apple in the coming year, which could result in them being more easily corrupted. Council was of general consensus that replacement of the IPads should be built into the Network Workstation line item and replaced at a rate of 1-2 per year.

**Regional Projects**
Council had no revisions on this Section.

**Land Acquisition**
Mr. Bloom noted that we continue to carry a line item for expansion or a new Public Works facility in the out years of the CIP, however, immediacy of this need has been somewhat mitigated by the recent 3 year lease of an adjoining facility. Council had no revisions on this Section.

**Public Works – Vehicles & Equipment**
Ms. Kerner reviewed the proposed 5 year plan for replacement of vehicles and equipment. Mr. Bernier noted that College Township needs to continue to monitor the cost/benefit of transition to alternative fuel vehicles and equipment.

Ms. Kerner noted that at this time the value proposition of moving away from gas powered equipment is still not where it needs to be. Staff will continue to research this option as the technology advances and market prices decrease. Mr. Bernier noted that grants/rebates may be able to offset the current higher costs.

Mr. Best noted that the first place to implement alternative fuel vehicles will likely be in the office fleet.

Council opted not to make any revisions to this category.

**Public Works – Road Maintenance and Projects**
Ms. Kerner reviewed the 5 year plan for road maintenance work and larger projects, of note was the growing work being done on inlets and piping, which helps the Township better align future projects.

Mr. Bernier asked if the current approach is resulting in a backlog of deferred maintenance. Ms. Kerner offered that it occasionally happens, but College Township’s needs still align pretty close with our annual liquid fuels allocation. She further noted that over the last year costs have been coming down by a fair amount, which could offer an opportunity to add one or two more resurfacing projects. Council considered this option, but opted to not add any additional projects for 2025.
Public Works – Traffic Signals and Road Signs
Ms. Kerner noted that this area of the CIP is seeing significant increases in activity and costs. As such, in the last CIP, College Township moved from a 10-year life cycle to a 12-year life cycle on its equipment.

Council asked if more grant writing could help offset the growing costs. Mr. Bloom noted that between the work of Ms. Kerner and Mr. Frank Scott, College Township has been very successful in landing signal grants. While additional grant writing is always an option, it quickly becomes a capacity issue for Staff.

Council opted not to make any revisions to this category.

Public Works – Buildings and Grounds
Ms. Kerner again noted that this is an area of growing need within the CIP. The Municipal Office Building and surrounding grounds is nearly 30 years old.

Mr. Francke offered that in addition to the keyless entry system, he would like to see an upgrade to include external security camera systems at each facility. Council was in consensus in adding this project to 2026/2027 in the CIP. Ms. Mariner noted that she is aware of a community facility grant that helped offset project costs at a local church.

Public Works – Stormwater Control and Other Infrastructure
Mr. Franson reviewed the 5 year plan for stormwater, MS4, traffic calming and pedestrian facilities.

Mr. Bernier noted a concern that this section includes pedestrian and bike facilities, but bike path resurfacing shows up under the Parks section, which could be confusing to CIP reviewers. Council was of the consensus that all pedestrian and bike facilities should be include in this category as opposed to Parks.

Mr. Bloom offered that he would also revise the title for this category to reflect that change. A typo was also noted on one of the project listings.

Parks & Recreation – Local Parks
Ms. Kerner reviewed the 5 year plan for local parks, which is developed by the Parks and Recreation Committee with support from Staff. Council noted that this category could use a little more emphasis, as has been shared with the Parks and Recreation Committee Chair previously. Council offered that something akin to the CIP Strategic Summary may be in order for Local Parks.

Mr. Bernier offered two comments, first that access paths under the purview of homeowner associations (HOA) often become unmaintained when the HOA dissolves. He felt that the Township should be planning to take on those paths in the future.

Further, he offered that in his opinion the local parks are lacking a sufficient number of park benches and he would like to see a $10,000 line item for benches. Council was in consensus with adding this line item.
Mr. Best offered that he would like to see a project in the out years of the CIP to improve the parking area at Stoney Batter. Council was in consensus with this addition.

Ms. Kerner noted that the recently acquired parkland that came with the Aspen Heights development remains unnamed.

Regional Parks
Ms. Kerner reviewed the 5 year plan for Regional Parks.

Mr. Bloom offered that earlier in the day, the Thompson Woods Preserve Governance Committee approved sending a request to Council to add a $10,000 line item for a path drainage and surface project to improve the bike trail in the Preserve. It was the consensus of Council to add this line item in 2025.

Section 4 – “Look Back”
Mr. Bloom offered that this new section was provided to give Council a reference to the past CIPs through a series of charts and graphs. Council appreciated the addition of this section. Mr. Bernier and Mr. Francke felt that the charts showing the net costs versus gross costs of Capital Improvements would be a better reflection of the CIP trends. Mr. Bloom said he would work on that change.

Section 5 – “Look Ahead”
Mr. Bloom offered that this section provides a quick glance at a 10 year horizon, highlighting the likely major capital expenses that could impact College Township’s future budgets. Mr. Francke noted that he would like to see some costs associated with this section if possible.

To close out the CIP review, Mr. Bloom offered that the revisions agreed upon tonight would be incorporated into a Final Draft CIP that will be on Council’s June 20th agenda.

ADJOURNMENT:

Mr. Francke moved to adjourn the June 12, 2024, Special College Township Council Meeting.
Chair seconded the motion.

Chair Best adjourned the June 12, 2024, Special College Township Council Meeting at 7:57 PM.

Respectfully Submitted By,

Adam T. Brumbaugh
Township Secretary/Manager