

ATTENDANCE:

BOARD	Elliot Abrams, Chair George Downsborough, Jr., Supervisor Jeff Luck, Supervisor Walt Wise, Supervisor
STAFF	Doug Erickson, Township Manager Brent Brubaker, Township Engineer John Petrick, Chief of Police Kim Wyatt, Finance Director Eric Vorwald, Planner Betsy Dupuis, Solicitor
ABSENT	Bryce Boyer, Vice-Chair
AUDIENCE	C-NET (2) Kurt Knauff, Centre Homecare Inc. Stephanie Probert, Centre Homecare Inc. Carrie Miller, Resident

1. CALL TO ORDER

The January 5, 2015 Patton Township Board of Supervisors meeting held at the Township Municipal Building was called to order at 4:00 PM by temporary Chair Elliot Abrams.

2. ELECTION OF OFFICERS

Mr. Luck nominated Mr. Abrams for Chair and Mr. Boyer for Vice-Chair. Seconded by Mr. Wise, the motion passed 4-0.

3. APPROVAL OF MINUTES

Mr. Luck moved to approve the December 10, 2014 meeting minutes. Seconded by Mr. Wise, the motion passed 4-0.

4. PUBLIC COMMENTS

There were no public comments.

5. ADMINISTRATION

a. Organization

(1) Regular Meeting Dates

Since 1985, the Board of Supervisors has met on the second and fourth Wednesdays of each month. The Board should establish its meeting dates for 2015. The Board should also set a starting time for meetings. Since January 1998 the Board meetings have started at 7:00 p.m. A proposed schedule for 2015 is provided below.

A schedule similar to that of the last several years is recommended. This schedule generally includes regular meetings on the second and fourth Wednesdays of each month with adjustments as follows:

January	One organization and one regular meeting
June-August	One regular meeting on the third Wednesday
November	One regular meeting and two special budget meetings
December	One regular meeting

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(1) **Regular Meeting Dates (CONTINUED)**

If the approach recommended above is accepted, the following specific schedule of meetings is recommended for 2015:

Regular Meetings (2nd and 4th Wednesdays unless noted)

January 28 (4 th Wednesday)	July 15 (3 rd Wednesday)
February 11 and 25	August 19 (3 rd Wednesday)
March 11 and 25	September 9 and 23
April 8 and 22	October 14 and 28
May 13 and 27	November 4 (1 st Wednesday)
June 17 (3 rd Wednesday)	December 9 (2 nd Wednesday)

Special Budget Meetings

November 11 (2 nd Wednesday)	Budget presented; work session, tentative adoption
November 18 (3 rd Wednesday)	Public hearing; budget work session Combined with Regular Meeting

It is also recommended that the 2016 Organizational Meeting be scheduled for Monday, January 4, 2016 at 4:00 pm.

Mr. Luck moved to approve the Board of Supervisors Meeting Dates as presented. Seconded by Mr. Wise, the motion passed 4-0.

(2) **COG Committee Assignments**

Members of the Board of Supervisors serve on Centre Region Council of Governments (COG) Standing and Ad Hoc Committees. Each committee consists of one elected official from each municipality.

The following is the list of COG Committees, meeting dates and Patton Township 2014 incumbents:

Committee	2014 Meeting Date	2015 First Meeting	2014 Incumbent
Executive	12:15 pm, Tuesday prior to GF	12:15 pm, January 20	Abrams, Boyer Alt
Public Safety	Noon, 2 nd Wednesday	Noon, January 14	Boyer, Wise Alt
Finance	8:30 am, 2 nd Tuesday	8:30 am, January 13	Wise, Downsborough Alt
Human Resources	Noon, 1 st Wednesday	Noon, January 7	Downsborough, Abrams Alt
Public Services and Environmental	8:30 am, 1 st Tuesday	8:30 am, January 6	Boyer, Wise Alt
Transportation and Land Use	12:15 pm, 1 st Monday	12:15 pm, January 12	Luck, Abrams Alt
Parks Capital	12:15 pm, 2 nd Thursday	12:15 pm, January 8	Luck, Downsborough Alt

NOTES: 2015 first meeting dates are **tentative and subject to change based upon the schedules of the members.**

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(2) **COG Committee Assignments (CONTINUED)**

The General Forum typically meets 7:30 PM, 4th Monday

First General Forum meeting is January 26 at Harris Township.

-The Board should consider the COG Committee assignments for 2015 and, if desired, any regular alternates. The Chair and Vice-Chair automatically serve as their municipality's representative on the Executive Committee. The sequence for the rotation of the COG Chair in future years is: Harris Township (2015), College Township (2016), State College Borough (2017), Halfmoon Township (2018), Ferguson Township (2019), and Patton Township (2020),.

The Board should also determine whether to continue the Patton Township policy whereby alternates, including ad hoc alternates (other Board members and the Manager or designated representative such as Finance Director or Public Works Director), may vote at COG Committee meetings when they fill in for the regular Committee member.

Mr. Downsborough stated that he would like to volunteer to be an alternate for Finance Committee. By consensus, the Board approved the committee assignments.

(3) **Board Committee Appointments**

The Board should consider appointment of Board members to the following Committees; the 2014 assignments are shown:

Committee

ABC Committee (2 members)	Abrams & Downsborough
Source Water Protection Project	Boyer
Centre Area Cable Consortium Director	Luck
Spring Creek Watershed Commission	Boyer
Open Space Stewardship Committee Liaison	Wise

By consensus, the Board approved the committee assignments.

(4) **PSATS Convention Voting Delegate and Authorized Attendees**

The annual [State Conference of the Pennsylvania State Association of Township Supervisors \(PSATS\)](#) will be held in Hershey on April 19-22, 2015. A copy of the conference program is provided with the electronic agenda materials. The Board should designate one of its members or the Manager as the voting delegate. Board members should also indicate their interest in attending the conference, and special events, so that room and event reservations can be made immediately.

Mr. Downsborough stated he would like to attend.

Mr. Erickson stated that he will contact Mr. Boyer to see if he would be interested in attending.

Mr. Luck moved to nominate Mr. Downsborough as the voting delegate for PSATS. Seconded by Mr. Abrams, the motion passed 4-0.

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(5) Pennsylvania Municipal League (PML) Annual Convention

With the 2013 Budget, the Board chose to also join the Pennsylvania Municipal League. The annual [State Convention of the PML](#) will be held in Allentown, June 23-25, 2015. Convention materials are not yet available. Board members should indicate their interest in attending the convention.

The North Central PML Regional meeting will be held at Toftrees Resort on April 16, 2015.

Mr. Abrams, Mr. Luck and Mr. Downsborough indicated interest in attending the PML Annual Convention in June 2015.

Mr. Abrams, Mr. Wise and Mr. Downsborough are interested in the April 16, 2015 North Central PML Regional Meeting.

(6) Appointments to Authorities, Boards and Commissions (ABCs)

The Board must appoint Township residents to serve on Authorities, Boards and Commissions where terms of incumbents have expired or a member has resigned. There are also vacancies on ABC's to be filled with new appointments because the incumbent has completed the maximum number of terms or is otherwise ineligible or unable to continue serving. These vacancies include the following:

- Planning Commission (2)
- Centre County Airport Authority (1)
- Zoning Hearing Board Alternate (1)

The annual appointment of a Planning Commission member to the Centre Regional Planning Commission and a RAC member to the Centre Region Recreation Authority will be made at the next Board meeting following receipt of a nomination from the respective committees.

Additionally, the following township residents (and neighborhood) have volunteered to serve on the ad hoc Open Space Task Force to help select the next property(ies) that may be purchased as a follow-on to the 2014 Referendum to borrow \$3,500,000 for Open Space acquisition:

- Phil Park (Toftrees)
- Anthony Grillo (Toftrees/ Village at Penn State)
- J. Matthew Pulaski (rural)
- Sam Steel (Park Forest)
- Jeff & Cindy Nucciarone (Park Forest)
- Chuck Seighman (Cedar Cliff)
- Linda Lochbaum (Park Forest)
- Nancy Ring (Deerbrook)
- Kathleen Schultz-Jaffee (Toftrees)

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(6) **Appointments to Authorities, Boards and Commissions (ABCs)**

- Liz Piazza (Park Forest)
- Joe Tanfani (Ridgemont)

It is anticipated the Task Force will convene in late January for an orientation session.

It is recommended the Board consider action to make the appointment to serve on the Open Space Task Force for such a period as required to complete their mission task.

Mr. Downsborough stated that the ABC Committee interviewed Brian Rater for the Planning Commission. He stated that Mr. Rater is a realtor in the area and a does not have any special relationships with any developers.

Mr. Downsborough moved to appoint Brian Rater for the Planning Commission Committee. Seconded by Mr. Luck, the motion passed 4-0.

Mr. Luck moved to appoint Mr. Wise to the Centre County Airport Authority Committee. Seconded by Mr. Downsborough, the motion passed 4-0.

Mr. Luck moved to approval of the slate for the Open Space Taskforce. Seconded by Mr. Downsborough, the motion passed 4-0.

(7) **Treasurer's Bond Limit**

The Second Class Township Code requires that the Board of Supervisors set the bond amount for the Treasurer. The amount of \$3,000,000 is recommended for 2015 by the Township Finance Director / Treasurer. This is the same as the 2014 bond amount.

Mr. Luck moved to approve the Treasurer's Bond Limit to \$3,000,000 for 2015. Seconded by Mr. Downsborough, motion passed 4-0.

(8) **Expenditure Approvals**

In November 2011 the Legislature and Governor approved an increase in bidding limits for Pennsylvania municipalities. The prior bid threshold of \$10,000 had been in place since 1990. Act 84 of 2011, effective on January 1, 2012, resets the bid threshold to \$18,500. In addition, the Act requires that telephonic or written quotes be obtained for purchases between \$10,000 and \$18,500. (The prior threshold for written quotes was \$4,000.) The Act also provides that the bid/quote thresholds shall be adjusted annually based on the CPI.

The bid/quote thresholds for 2015, as advertised in the *Pennsylvania Bulletin*, are \$19,400 and \$10,500.

Mr. Luck moved to authorize the Manager to approve individual purchases of a routine nature up to \$10,500, and of an emergency nature up to \$19,400, with all procurement actions to be reported to the Board of Supervisors. Seconded by Mr. Wise, the motion passed 4-0.

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(9) Bank Depository

The Board should establish Kish Bank and First National Bank as the general depositories for the Township's checking and savings accounts with the stipulation that any bank, savings institution, or PLGIT may be used for the investment of Township funds.

Mr. Luck moved to establish Kish Bank and First National Bank as the general depositories for the Township's checking and savings accounts with the stipulation that any bank, savings institution, or PLGIT may be used for the investment of Township funds. Seconded by Mr. Downsborough, the motion passed 4-0.

(10) Reappointment of Solicitor, Auditor and other officials/agents

Annual appointments are not required for the following officials, but some were originally appointed prior to the Township's start in keeping minutes and agendas in digital format. To provide an easily retrievable record of appointment, the Manager recommends the Board approve the following reappointments:

Solicitor Babst, Calland Attorneys at Law; principally represented by Elizabeth Dupuis, Esq.

Certified Public Accountant and Auditor Brown, Schultz, Sheridan & Fritz; principally represented by John Bonowitz, CPA

Zoning Hearing Board Solicitor Stover McGlaughlin Attorneys at Law; principally represented by Jeffrey W. Stover, Esq.

Police Pension Plan Investment Manager M and T Bank, dba Wilmington Trust; principally represented by Mark J. Stevenson, CFA

Police Pension Plan Actuary Municipal Finance Partners, Inc.; principally represented by Charles Freidlander

Pension Plan Administrator Kimberly A. Wyatt, CPA, Township Finance Director

Traffic Engineers Trans Associates; principally represented by Mark Magalotti, P.E.

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(10) Reappointment of Solicitor, Auditor and other officials/agents (CONTINUED)

Sewage Enforcement Officer and Alternates

Mary Kay Lupton
Tom Bowes, Alternate
Terry Wilkinson, Alternate
Ralph Houck, Alternate

Health Official

State College Borough Division of Health and Neighborhood Services;
principally represented by Kevin Kasab

Local Services Tax Collector

State College Borough Tax Office, principally represented by Linda
Welker

Building Official

Walter Schneider, P.E, PhD; Director of the Centre Region Code Agency

Emergency Management Coordinator and Deputies

Shawn Kaufmann, Centre Region Council of Governments
Steve Bair, Deputy, Centre Region Council of Governments
Brian Bittner, Deputy, Penn State University
Pam Soule, Deputy, Penn State University

Township Treasurer

Kimberly A. Wyatt, CPA, Township Finance Director

Township Secretary and Assistant

Douglas J. Erickson, Township Manager
Lawana Moore, Assistant, Township Administrative Assistant

Township Engineer and Alternate

Brent Brubaker, P.E., Township Director of Public Works
Douglas J. Erickson, P.E., Alternate

Chief of Police

John Petrick, Patton Township Police Department

Township Zoning/ Sign Officer and Assistants

Kenneth Soder, Township Zoning/Sign Officer
Brent Brubaker, Assistant
Douglas J. Erickson, Assistant
Ryan Confer, Assistant, Assistant, Public Works Technician
Nicole Harter, Assistant, Public Works Secretary

Open Records Officer and Alternate

Douglas J. Erickson
Kimberly A. Wyatt, Alternate

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (CONTINUED)**

(10) **Reappointment of Solicitor, Auditor and other officials/agents (CONTINUED)**

HIPAA Privacy Officer
Kimberly A. Wyatt

Centre County Tax Collection Committee Representative and Alternate
Kimberly A. Wyatt
Douglas J. Erickson, Alternate

Deputy Real Estate Tax Collectors (new title per Act 64 of 2014)
Jackie Benshoof, Lead Tax Specialist
Lawana Moore, Township Assistant Secretary
Kimberly A. Wyatt

Mr. Luck moved to reappointment of Solicitor, Auditor and other officials/agents.
Seconded by Mr. Downsborough, the motion passed 4-0.

b. **Donation Policy**

Mr. Abrams stated that at the November 12th and 19th Budget meetings, the subject of donations to non-profit organizations was discussed. It was noted that the Township has a 20 plus year history of making a \$1800 donation to Centre Homecare, Inc. (The Township also makes annual donations to the First Night [\$550] and Fourth Fest [\$1,000] community events; supports the Affordable Housing Coalition summit meetings [\$250]; and helps annually fund a Water Quality Monitoring project through Clearwater Conservancy [\$5105]. The Township, on behalf of the Board and staff, makes memorial contributions, typically \$50, for persons closely related to staff members or who have provided significant volunteer service to the Township.)

The Township has also made contributions to a number of capital campaigns in the past such as the State Theater renovations, the Musser Gap purchase and most recently the Ferguson Township/ State College Teener League Field upgrades.

A representative from Centre Homecare, Inc., will make a presentation to the Board on her agency and the benefits they provide to the community.

A memo with options for making donations of municipal funds to outside organizations was first distributed in November. Based on comments made at the November 19th Budget work session, the memo has been updated for continued discussion and is included with the agenda materials.

Ms. Wyatt stated that she contacted Mr. Kurtz the previous Township Manager stated that this donation to Centre Homecare, Inc. has been done annually for around 25 years. Ms. Wyatt read Mr. Kurtz's response:

5. ADMINISTRATION (CONTINUED)
b. Donation Policy (Continued)

From: Tom Kurtz
Sent: Tuesday, November 11, 2014 4:04 PM
To: Kimberly Wyatt
Subject: Centre Home Care

Kim:

My recollection, going back 25 years or so, was that the not for profit Centre Home Care came to Patton Township and other local governments after the Centre County Commissioners declined to provide funding for the agency and suggested that they might ask individual municipalities for funding.

The Executive Director of the agency at the time came to a Board meeting (perhaps the budget hearing) and made an effective presentation about the services provided, the cost of services and the number of Patton Township residents assisted by the service. I expressed concern at the time that (1) this was a county-wide service and the appropriate forum for deciding whether or not public tax funds should be used should be made by the County Commissioners, not piecemeal by 37 municipalities; and (2) that there was not a good basis to distinguish Centre Home Care from numerous other worthwhile not for profit service agencies in the community such that funding for one opened the door for requests from many.

The Board agreed to provide funding for Centre Home Care based on the data provided showing service to Township residents and the presumption that the County Commissioners would not help. The Board judged the service provided was important and needed the assistance of the Township.

This process was repeated for several subsequent years. I noted the same concerns, the Executive Director made an effective presentation, and the Board approved funding. After a while, we (staff) just followed the lead of the Board from previous years and routinely included funding for Centre Home Care in the budget. Since funding was included in the budgets, presentations were no longer made by the agency to the Board of Supervisors. Also, there was no outpouring of requests from other not for profit services as I had argued there could be. The funding just continued from year to year as a statement of the status quo.

As best as I can recall, that's the background on the Township's funding for Centre Home Care.

Tom

Ms. Probert, of Centre Homecare, stated that in the handouts just passed out is information of how Centre Homecare, Inc. is a non-profit agency that provides in home assistance to the Centre County area. She stated that in 2013 there was 1,344 visits to patients in Patton Township and in 2014 provided 1,131 visits to patients in Patton Township.

5. **ADMINISTRATION (CONTINUED)**

b. **Donation Policy**

Mr. Luck asked where Centre Homecare, Inc. receive their funds. Ms. Probert stated that some insurances pays but donations help cover the costs that insurance does not cover. She stated that Patton Township, Potter Township and Millheim Borough all supported Centre Homecare, Inc. in 2014.

Mr. Downsborough asked what the budget is for serving Centre County. Ms. Probert stated that she will get this information for the Board.

Mr. Downsborough asked about the donation the Township makes to the Affordable Housing Coalition. Mr. Erickson stated that this group works to promote housing affordability in the area.

Mr. Downsborough asked about the Water Quality Monitoring project through Clearwater Conservancy. Mr. Erickson stated this project was proposed about ten years ago and the Mr. Boyer is involved with this and would be able to give more information about this.

Mr. Downsborough asked why the Township picked Centre Homecare, Inc. instead of any other entities from United Way. Ms. Wyatt stated that 25 years ago this entity may have been the only one in this field at this time.

Mr. Abrams suggested going over all over the donations the Township makes annually at some point this year.

Ms. Dupuis suggested looking at sample policies at PML and PSATS conferences.

Mr. Abrams asked when a good time is for discussing this issue again. Mr. Erickson answered March would be a good time.

c. **Request for Waiver for Lot Size for the Keeping of Chickens**

Mr. Erickson stated that in 2009 the Township enacted regulations, included with the agenda materials, to permit the keeping of chickens in residential areas with certain limitations. The minimum lot size required to keep up to four hens is one-half (1/2) acre.

Having a minimum lot size included in the regulations was recommended by the Planning Commission (PC) as the regulations were being developed and debated. Excerpts from the February 2009 PC work session minutes and the April 2009 minutes are included with the agenda materials. The Board of Supervisors accepted the recommended minimum lot size and approved the regulations in June of 2009.

A Park Forest resident with 0.47 acres is requesting a waiver from the 0.50 acre minimum. (Because these regulations are outside the Zoning and Subdivision regulations, the authority to provide a waiver rests with the Board of Supervisors.) Along with the request letter, the Manager has also provided, with the agenda materials, an aerial photo of the neighborhood showing individual homes, lots lines and sizes.

Most lots in this area are less than one-third acre, while a few, such as the requestor's, are close to but less than one-half acre, and only a select few equal or exceed the one-half acre threshold. The Manager specifically notes that all of the lots adjoining the requestor's are smaller and three of the four are 0.31 acres or less.

5. **ADMINISTRATION (CONTINUED)**

c. **Request for Waiver for Lot Size for the Keeping of Chickens (CONTINUED)**

While the requestor makes a rational argument that 0.47 acres is almost 0.50 acres and the difference may have no impact on sanitary conditions, the Board should also consider the existing conditions of the neighborhood and how they might change if the waiver is granted.

A request to waive the minimum lot size for a home on Highland Drive (0.32 acres) was denied, by lack of motion, in 2010. An excerpt of the meeting minutes was included in the agenda materials.

The Board could consider action on one of this courses:

- Refer the issue to the Planning Commission for a recommendation
- Defer the matter to another meeting to get additional public input
- Grant the waiver outright
- Deny the waiver request by specific motion
- Take no action; request is denied due to lack of a motion

Ms. Miller stated that in November she had the opportunity to purchase a property in Park Forest and would like to keep her four hens even though she has 0.47 acres that has privacy fencing the whole yard.

Mr. Luck stated that he is concerned if her current neighbors are supportive of this.

Ms. Miller stated they are not roosters and are not noisy and that the neighbors wouldn't probably know she had them.

Mr. Abrams stated that he is torn about changing the lot size requirement and what difference it would be.

Mr. Erickson stated that there was nothing scientific done to decide on the 0.50 acres. As stated in the Planning Commission minutes, it was chosen to eliminate most of the lots in Park Forest.

Mr. Wise stated that for years his neighbor had chickens and never had any problems in the neighborhood.

Mr. Downsborough stated that he would prefer not handing out exemptions.

Mr. Luck stated he agrees and does not want to do an exemption but does not want to let someone not be able to keep their chickens.

Ms. Miller stated she would be interested to see if there is more interest since 2009. Ms. Wyatt stated that there has only been 4 requests since 2009.

Mr. Wise stated if the neighbors do not mind then he is for this waiver.

The Board agreed to send letters to residents the beginning of February then bring back the responses for the February 11, 2015 meeting.

5. **ADMINISTRATION (CONTINUED)**

d. **Fee Schedule Update; Health Inspections & Equipment Rates**

Mr. Erickson stated that for inspection and licensing of eating and drinking establishments, the Township uses the services of the State College Borough Division of Health and Neighborhood Services (DHNS). College and Ferguson Townships also utilize this service from the Borough.

To cover the expected cost of services for 2015, the Borough has informed the Townships that there will be an increase in the hourly rate for providing the service, and an increase in billed hours to better reflect the full cost of providing inspection services. Over the past 5 years the hourly rate has fluctuated between \$58/hour and \$64.55/hour. The 2015 rate will be \$61.85.

In the past the Township has collected a flat annual license fee (\$125 for 2014) to recoup the costs of 2 annual inspections plus miscellaneous other services provided by DHNS.

For 2015 the Manager proposes adopting a schedule of license fees based on restaurant size (number of seats). This will better reflect the time and cost required to conduct the annual inspections for each facility, and aligns us better with fees collected by College and Ferguson Townships.

The proposed Resolution will enact the following changes to the Patton Township Fee Schedule:

- Add schedule for Eating and Drinking Establishment License Fee based on number of seats and increase fees (Section IV.B of the Schedule):

Number of Total Seats	License Fee (Before March 31)
Take out Only	\$150.00
1 to 100 seats	\$180.00
101 to 249 seats	\$210.00
250 or more seats	\$240.00

- Increase license fee by \$20 for Retail Food Establishments to \$120 (Section IV.C of the Schedule)
- Add category for Temporary Eating and Drinking Establishment with fees of \$50 for one day, \$75 for two to five days, and \$25 per day for every day after five. (Section IV.D of the Schedule)

Additionally, the Public Works Department maintains a schedule of hourly rates for its trucks, equipment and labor (Section III.C of the Schedule.) These rates are primarily used for calculating project costs (i.e. School Drive) and billing for restitution for infrastructure repairs due to crashes. This rate schedule was last updated in 2008. A memo from the Public Works Director was included with the agenda materials and details the recommended changes to the schedule.

The Board should consider action to approve Resolution 2015-001 to enact the changes to the Fee Schedule.

Mr. Downsborough moved to approve Resolution 2015-001 to enact the changes to the Fee Schedule. Seconded by Mr. Wise, the motion passed 4-0.

6. **PUBLIC SAFETY**

a. **Agreement for Continued Participation in the Pennsylvania Aggressive Driving Enforcement and Education Project**

Chief Petrick stated that for several years the Patton Township Police Department has participated in the Pennsylvania Aggressive Driving Enforcement and Education Project. This program provides funding for overtime shifts to put additional officers on the streets to target aggressive and unsafe driver behaviors. The program provided approximately \$12,400 in funding to the Township in 2014. The program is funded by the Pennsylvania Department of Transportation and managed by the North Central Highway Safety Network, Inc., in Pottsville, PA.

The Board should consider action to approve the Agreement to continue participating in the program and authorize the Chair to execute the required documents. The Chief is available to respond to questions regarding the program.

Mr. Luck moved to approve the Agreement for Continued Participation in the Pennsylvania Aggressive Driving Enforcement and Education Project. Seconded by Mr. Downsborough, the motion passed 4-0.

7. **MANAGER'S REPORT**

a. **ABC Dinner**

Mr. Erickson stated that the ABC Dinner will be held Friday, January 23, 2015 and invitations were sent out.

b. **Housing Starts for 2014**

Mr. Erickson stated that the graph was enclosed with the agenda materials.

c. **Snow Parking and Sidewalk Shoveling**

Mr. Erickson wanted to remind residents of the Snow Parking and Sidewalk Shoveling regulation and included a copy of the regulations in the agenda materials.

d. **Meeting with Penn State Students and Office of Student Affairs**

Mr. Erickson stated that included with the agenda materials was an email in regards to a meeting with Penn State Students and Office of Student Affairs.

e. **Liquid Fuel Tax Audit**

Mr. Erickson stated that the Liquid Fuel Tax Audit was enclosed with the agenda materials because there were a finding. Ms. Wyatt stated that there was a disagreement with Auditor and herself over timing of payments and reimbursements to the LFT fund..

Mr. Downsborough asked if the Township gets audited every year. Ms. Wyatt answered yes.

Ms. Wyatt stated that the report was revised and believes the auditor did not use the revised report and that this is the first time in 13 years that there was a finding.

f. **Fernsler Hutchison Architects**

Mr. Erickson stated that Fernsler Hutchison Architects is engaged for office renovations for \$9,000 and that they are the original architect for this building.

8. COMMITTEE REPORTS

There was no committee reports.

9. OTHER BUSINESS

There was no other business.

10. ADJOURNMENT

There being no further business, by Mr. Luck's motion and Mr. Downsbrough 's second, the meeting was adjourned at 5:21PM.

Douglas J. Erickson, Township Secretary