

ATTENDANCE:

BOARD	Elliot Abrams, Chair George Downsborough, Jr., Supervisor Jeff Luck, Supervisor Josh Troxell, Supervisor Walt Wise, Supervisor
STAFF	Doug Erickson, Township Manager John Petrick, Chief of Police Larry Pegher, Director of Finance and Administration Betsy Dupuis, Solicitor
AUDIENCE	C-NET (2)

1. CALL TO ORDER

The January 4, 2016 Patton Township Board of Supervisors meeting held at the Township Municipal Building was called to order at 3:59 PM by temporary Chair Elliot Abrams.

2. ELECTION OF OFFICERS

Mr. Luck nominated Mr. Abrams for Chair. Seconded by Mr. Troxell, the motion passed 5-0.

Mr. Downsborough nominated Mr. Luck for Vice-Chair. Seconded by Mr. Troxell, the motion passed 5-0.

Mr. Luck moved to close nominations. Seconded by Mr. Troxell, the motion passed 5-0.

The nominated slate of officers was approved on a vote of 5-0.

3. APPROVAL OF MINUTES

Mr. Luck moved to approve the December 9, 2015 meeting minutes. Seconded by Mr. Downsborough, the motion passed 4-0-1 with Mr. Troxell abstaining.

4. PUBLIC COMMENTS

There were no public comments.

5. ADMINISTRATION

a. Organization

(1) Regular Meeting Dates

Since 1985, the Board of Supervisors has generally met on the second and fourth Wednesdays of each month. The Board should establish its meeting dates for 2016. 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 2016 is provided below.

5. ADMINISTRATION (Continued)

a. Organization (Continued)

(1) Regular Meeting Dates (Continued)

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

If the approach recommended above is accepted, the following specific schedule of meetings is recommended for 2016:

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

January 27 (4 th Wednesday)	July 20 (3 rd Wednesday)
February 10 and 24	August 17 (3 rd Wednesday)
March 9 and 23	September 14 and 28
April 13 and 27	October 12 and 26
May 11 and 25	November 2 (1 st Wednesday)
June 15 (3 rd Wednesday)	December 14 (2 nd Wednesday)

Special Budget Meetings

November 9 (2 nd Wednesday)	Budget presented; work session, tentative adoption
November 16 (3 rd Wednesday)	Public hearing; budget work session Combined with Regular Meeting

It is also recommended that the 2017 Organizational Meeting be scheduled for Tuesday, January 3, 2017 at 4:00 pm.

Mr. Luck moved to approve the Meeting Dates as proposed. Seconded by Mr. Downsborough, the motion passed 5-0.

(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 2015 incumbents:

5. ADMINISTRATION (Continued)

a. Organization (Continued)

(2) COG Committee Assignments (Continued)

Committee	2015 Meeting Date	2016 First Meeting	2015 Incumbent
Executive	12:15 pm, Tuesday prior to GF	12:00 pm, January 19	Abrams, Luck Alt
Public Safety	Noon, 2 nd Wednesday	Noon , January 14 (Thursday)	Wise, Troxell Alt
Finance	8:30 am, 2 nd Thursday	8:30 am, January 14	Downsbrough, Luck Alt
Human Resources	Noon, 1 st Wednesday	Noon, January 13	Troxell, Downsbrough Alt
Public Services and Environmental	8:30 am, 1 st Tuesday	8:30 am, January 12	Luck, Wise Alt
Transportation and Land Use	12:15 pm, 1 st Monday	12:15 pm, January 11	Luck, Abrams Alt
Parks Capital	12:15 pm, 2 nd Thursday	12:15 pm, January 14	Troxell, Luck Alt

NOTES: 2016 first meeting dates are **tentative and subject to change based upon the schedules of the members.**

The General Forum typically meets 7:30 PM, 4th Monday First General Forum meeting is January 26 at Council of Governments Office.

The Board should consider the COG Committee assignments for 2016 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: College Township (2016), State College Borough (2017), Halfmoon Township (2018), Ferguson Township (2019), Patton Township (2020), and Harris Township (2021),.

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

5. **ADMINISTRATION** (Continued)

a. **Organization** (Continued)

(3) **Board Committee Appointments**

The Board should consider appointment of Board members to the following Committees; the 2015 assignments are shown:

Committee

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

(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 17-20, 2016.

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. Troxell, Mr. Downsborough, and Mr. Erickson will be attending with Mr. Troxell being the Voting Delegate.

(5) **Pennsylvania Municipal League (PML) Annual Convention**

With the 2013 Budget, the Board chose to also join the Pennsylvania Municipal League.

The 117th [Annual Summit of the PML](#) will be held in Lancaster, October 4-6, 2016.

Convention materials are not yet available. Board members should indicate their interest in attending the convention.

Mr. Luck, Mr. Downsborough, Mr. Abrams and Mr. Troxell showed interest in attending the PML Annual Convention.

(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:

- Zoning Hearing Board (1)
- Library Board (1)

5. **ADMINISTRATION** (Continued)

a. **Organization** (Continued)

(7) Appointments to Authorities, Boards and Commissions (Continued)

Recommendations

The ABC committee recommends appointing Jeff Hermann to the Zoning Hearing Board for a full three year term concluding at the end of 2018.

The ABC committee recommends appointing Kathleen Shannon to the Schlow Regional Library Board of Trustees for a full three year term concluding at the end of 2018.

Mr. Luck moved to approve Mr. Hermann to the Zoning Hearing Board and Ms. Shannon to the Schlow Regional Library Board. Seconded by Mr. Wise, the motion passed 5-0.

(8) 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 2016 by the Township Director of Finance and Administration/Treasurer. This is the same as the 2015 bond amount.

Mr. Wise moved to approve the Treasurer's Bond Limit in the amount of \$3,000,000. Seconded by Mr. Luck, the motion passed 5-0.

(9) Expenditure Approvals and Mileage Rate

In November 2011 the Legislature and Governor approved an increase in bidding limits for Pennsylvania municipalities. Act 84 of 2011 reset the bid threshold to \$18,500, and requires that telephonic or written quotes be obtained for purchases between \$10,000 and \$18,500. The Act also provides that the bid/quote thresholds shall be adjusted annually based on the CPI.

The bid/quote thresholds for 2015 were \$19,400 and \$10,500.

The bid/quote thresholds for 2016, as advertised in the *Pennsylvania Bulletin*, remain unchanged at \$19,400 and \$10,500. No action is required this year on this matter.

The Internal Revenue Service recently announced that the current standard business mileage rate of 57.5 cents per mile will decrease to 54 cents per mile effective January 1, 2016. [Click here](#) for more information.

Mr. Luck moved to approve the mileage rate change to 54 cents per mile. Seconded by Mr. Troxell, the motion passed 5-0.

5. **ADMINISTRATION** (Continued)

a. **Organization** (Continued)

(10) 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. Downsbrough moved to approve 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. Luck, the motion passed 5-0.

(11) 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
Larry Pegher, Township Director of Finance and Administration

Traffic Engineers
Trans Associates; principally represented by Nick Schaefer, P.E.

Sewage Enforcement Officer and Alternates
Mary Kay Lupton
Terry Wilkinson, Alternate
Ralph Houck, Alternate
Tom Bowes, Alternate

5. **ADMINISTRATION** (Continued)

a. **Organization** (Continued)

(11) **Reappointment of Solicitor, Auditor and other officials/agents (Continued)**

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
Dennis Harris, Centre Region Council of Governments
Brian Bittner, Deputy, Penn State University
Pam Soule, Deputy, Penn State University

Township Treasurer

Larry Pegher, Township Director of Finance and Administration

Township Secretary

Douglas J. Erickson, Township Manager

Assistant Township Secretary

Lawana Moore, Township Administrative Assistant

Township Engineer and Alternate

Vacant, 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
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
Larry Pegher, Alternate

HIPAA Privacy Officer

Larry Pegher

5. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

(11) **Reappointment of Solicitor, Auditor and other officials/agents (Continued)**

Centre County Tax Collection Committee Representative and Alternate
Larry Pegher
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
Larry Pegher

Mr. Luck moved to reappoint Solicitor, Auditor and other officials/agents as noted. Seconded by Mr. Downsborough, the motion passed 5-0.

b. **Manager's Employment Agreement**

Legislation in 2011 amended the Second Class Township Code to specifically permit an employment agreement between a Board of Supervisors and a Township Manager. Prior to this legislation the enforceability of such an agreement was questionable, even though many elected governing bodies, including Patton Township, have had agreements with their Managers for many years

The amendment to the Code (subsection a1 of Section 1301) limits the term of any agreement to no more than two years.

Mr. Luck moved to approve the Manager's Employment Agreement for the period January 5, 2016 to January 3, 2018. Seconded by Mr. Downsborough, the motion passed 5-0.

c. **Fee Schedule Update**

The Fee Schedule resolution approved in December did not include all the fee reductions that Centre Region Code Administration intends to implement for 2016. Resolution 2016-001 extends the building permit fee reduction, from \$0.007 x Declared Cost to \$0.0065 x Declared Cost, for all new construction in the Township.

Mr. Troxell moved to approve Resolution 2016-001 Fee Schedule Update. Seconded by Mr. Luck, the motion passed 5-0.

6. **PUBLIC WORKS**

a. **Park Forest Avenue / Atherton Street Intersection Update**

Mr. Erickson stated that since the June 2015 conditional approval of the North Atherton Retail Land Development Plan, the Township has been in communication with the Pennsylvania Department of Transportation (PennDOT) regarding their requirement (based on a traffic impact study(TIS) prepared by the developer) that the Township prohibit left turns from Park Forest Avenue (PF) onto North Atherton Street. PennDOT is withholding final approval of the TIS and developer's permits for driveway connections to Atherton Street until the Township enacts the turn prohibition.

6. **PUBLIC WORKS (Continued)**

a. **Park Forest Avenue / Atherton Street Intersection Update (Continued)**

In October, the Township Manager sent a letter to the PennDOT District Executive stating in detail the Township's objection to the turn prohibition. A copy of the letter is included with the agenda attachments.

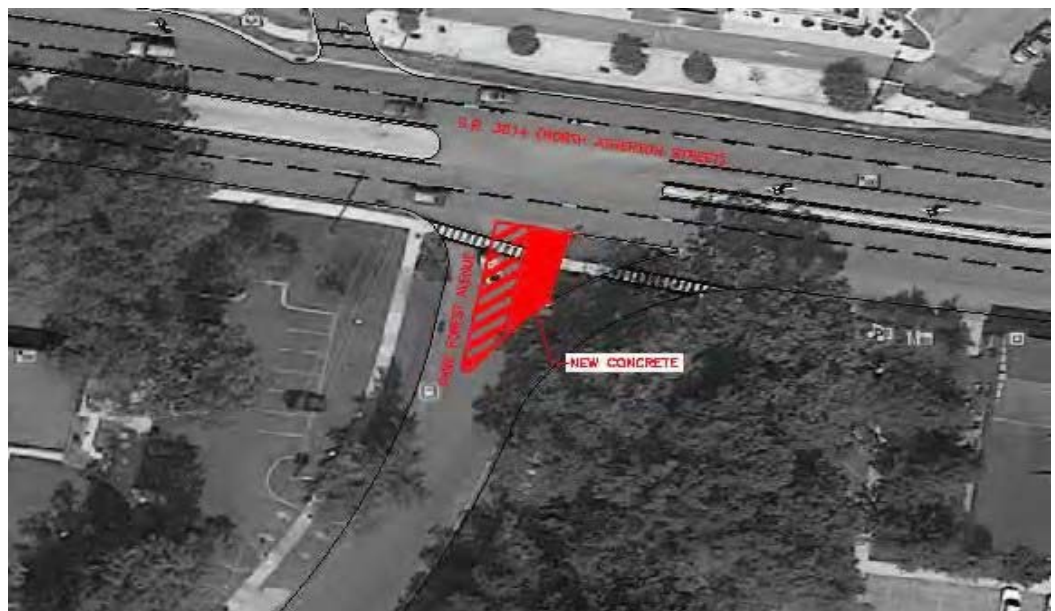
In December, the Township asked PF residents to comment on the proposed turn prohibition. The Manager reported at the December Board meeting that he received 38 comments in which 21 residents stated that they avoid the intersection, 14 stated they use the intersection regularly, and 3 that voiced opinions but did not state whether there are for or against prohibiting left hand turns.

On December 17th, the Township received a reply to the October letter, in which PennDOT provided a revised analysis of the delay expected for left turning vehicles from Park Forest Avenue (letter included with agenda materials.) The District Executive concludes:

“However, the Saturday peak analysis period still shows a level of service deficiency that would require mitigation. The “No Build” level of service is C with a 19.7 seconds delay vs. the “Build” level of service F with a 64.1 second delay, which is a significant degradation. We believe that the rationale of this is that the traffic volumes on Atherton Street, SR 3014, are higher during the Saturday period compared to the PM period.

In summary, even with the revised analysis, there is a level of service deficiency that is required to be mitigated. We highly suggest the No-Left Turn restriction from Park Forest Avenue onto North Atherton St. be considered and implemented, as the developer's study recommends, in order to help this issue.”

Also included with the agenda materials and partially reproduced below is a sketch of the recommended treatment for implementing the turn restriction. The sketch was provided by the developer's traffic consultant, Wooster and Associates.



6. **PUBLIC WORKS (Continued)**

a. **Park Forest Avenue / Atherton Street Intersection Update (Continued)**

Additionally, the Manager directed the Township's traffic consultant, Trans Associates, to review traffic data and determine if there is justification to install a traffic signal at the PF intersection. Trans Associates has reported back, through a Signal Warrant Analysis (included with agenda materials), that existing and projected traffic conditions all satisfy at least one of the technical warrants that must be met to permit a new traffic signal installation.

The next step in determining if the installation of a traffic signal is a possibility, is building a computer model of the physical characteristics of the intersection (and adjacent intersections) and "running" the expected future traffic volumes through the proposed signal. The Manager has requested a cost estimate from Trans Associates to conduct this feasibility study.

Mr. Downsborough asked if Mr. Erickson has any idea of the costs will be from Trans Associates. Mr. Erickson stated that he is not sure maybe in the thousands dollar range. Mr. Downsborough stated that he doesn't want to spend 100s of thousand dollars.

Mr. Erickson stated that the Board does not have to make a decision today but maybe come up with a decision in the next couple of months.

b. **Application for Grant for Valley Vista Bikeway**

Mr. Erickson stated as laid out in the Township's Bike Plan, Park Plan and Capital Improvement Plan, the next bikeway project to be undertaken is a bikeway/ shared use path parallel to Valley Vista Drive. At the suggestion of Centre Region's transportation planners, staff discussions took place with Ferguson Township last month regarding a joint grant application and a potential jointly funded construction project.



6. **PUBLIC WORKS (Continued)**

b. **Application for Grant for Valley Vista Bikeway (Continued)**

The Public Works Program Manager has prepared an application for a PennDOT Transportation Alternative Program (TAP) grant that would fund the construction and inspection costs for the proposed project. The pre-construction costs (design, permitting, right-of-way, and utility relocations) would be the responsibility of the Townships.

Projected costs (as compiled by Wilson Engineering who designed and inspected the Circleville bike path) are estimated to be \$150,000 for design, environmental assessments, utilities and permitting; and \$1,041,212 for construction and inspection. The upfront costs are expected to be shared based on the length of the path in each Township; 2/3 Patton = \$100,000 and 1/3 Ferguson = \$50,000.

Successful applications will be announced in the summer of 2016 and it is anticipated that construction of this project would be scheduled for summer of 2017. It is proposed that Patton Township be the lead agency for the project.

The Ferguson Township Board of Supervisors reviewed and approved the joint application at their December meeting.

The agenda materials included the narratives and the cost estimate to be included with the on-line application submission.

Mr. Downsborough stated that he feels this is a great idea and is glad this project is going forward.

Mr. Luck moved to approve the TAP application for the Valley Vista Drive Shared Use Path. Seconded by Mr. Troxell, the motion passed 5-0.

c. **Right-of-Way Acquisition Agreement for Valley Vista Bikeway**

Mr. Erickson stated that one element previously suggested for the above project is a connection to the Park Forest neighborhood via the cul-de-sac at the end of Douglas Drive. There is about 40 feet of private property separating the Douglas Drive and Valley Vista Drive public rights-of-way. A proposal (included with the agenda materials) has been solicited from Interstate Acquisition Services (IAS) to approach the property owner and inquire about obtaining an easement or right-of-way for a bikeway connection.

IAS has previously performed acquisition work for the Township for the Circleville bike path and the Waddle Road Interchange Improvement project.

Mr. Luck suggested waiting on this until we know what the grant situation is.

Mr. Luck as if Ferguson Township is going ahead with putting a turning lane at Bachman Lane. Mr. Erickson stated that he will look into this.

Mr. Luck moved to approve the Right-of-Way Acquisition Agreement with IAS for Valley Vista Bikeway contingent on the award of the TAP grant from PennDOT. Seconded by Mr. Wise, the motion passed 5-0.

7. **MANAGER'S REPORT**

a. **ABC Dinner on Friday, January 22**

Mr. Erickson wanted to remind the Board that the ABC Dinner is scheduled for Friday, January 22nd and that invitations were sent out.

Mr. Abrams asked if new appointees are invited. Mr. Erickson answered yes.

b. **Housing Starts for Q4 2015**

Mr. Erickson noted the enclosed chart showing the trend in Housing Starts through Q4 2015 and also provided the following information:

Annual Declared Value of New Construction (includes all types)

2015: \$23.5 million	2010: \$15.7 million
2014: \$10.5	2009: \$12.9
2013: \$18.6	2008: \$31.2
2012: \$46.1 (1/2 Geisinger)	2007: \$41.6
2011: \$10.9	2006: \$51.2

c. **Centre County Housing and Land Trust; new homes on Woodycrest Street**

Mr. Erickson stated that he enclosed an email about two new homes on Woodycrest Street.

d. **Snow Parking and Sidewalk Shoveling Reminders**

Mr. Erickson wanted to remind residents of the Snow Parking and Sidewalk Shoveling policies in which the policies were included with the agenda materials.

8. **COMMITTEE REPORTS**

There were 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. Troxell's second, the meeting was adjourned at 4:59 PM.

Douglas J. Erickson, Township Secretary