

**ATTENDANCE:**

BOARD	Elliot Abrams, Chair George Downsborough, Jr., Vice-Chair Jessica Buckland, Supervisor Betsy Whitman, Supervisor
STAFF	Doug Erickson, Township Manager Lawrence Pegher, Finance Director Betsy Dupuis, Solicitor Stephen Casson, Township Engineer Greg Garthe, Planner Tyler Jolley, Chief of Police
ABSENT	Daniel Treviño, Supervisor
AUDIENCE	C-NET (2) Scott Miller, Resident

**1. CALL TO ORDER**

The meeting was called to order by 2017 Chair Elliot Abrams, who will serve as Temporary Chair at 7:00PM.

Pledge of Allegiance

Welcome to new Board Members – Jessica Buckland and Betsy Whitman

**2. ELECTION OF OFFICERS**

Ms. Whitman moved to appoint Mr. Abrams as Chair for 2018. Seconded by Ms. Buckland, the motion passed 3-0, with Mr. Abrams abstaining.

Ms. Buckland moved to appoint Mr. Downsborough as Vice-Chair for 2018. Seconded by Ms. Whitman, the motion passed 3-0, with Mr. Downsborough abstaining.

**3. APPROVAL OF MINUTES**

Ms. Whitman noticed an incorrect spelling in a name in the minutes. Mr. Erickson stated that he will make the correction.

Mr. Downsborough moved to approve the amended minutes of the December 13, 2017 Board of Supervisors Meeting. Seconded by Mr. Abrams, the motion passed 4-0.

**4. PUBLIC COMMENTS**

Mr. Miller suggested the Township looks into a Noise Ordinance and an Open Container Ordinance due to issues at Walmart.

Mr. Erickson stated that Walmart is private property and there is nothing that can be done.

Mr. Erickson state that he will put both ordinances on the agenda to have the Board to look over.

Mr. Miller stated that Walmart is abusing the temporary trailer permits. Mr. Erickson stated this is the first he has heard of it and he will have the Zoning officer contact Walmart.

**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 2018. 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 2018 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

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

Regular Meetings (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays unless noted)

January 24 (4 <sup>th</sup> Wednesday)	July 18 (3 <sup>rd</sup> Wednesday)
February 14 and 28	August 15 (3 <sup>rd</sup> Wednesday)
March 14 and 28	September 12 and 26
April 11 and 25	October 10 and 24
May 9 and 23	November 7 (1 <sup>st</sup> Wednesday)
June 20 (3 <sup>rd</sup> Wednesday)	December 12 (2 <sup>nd</sup> Wed.)

Special Budget Meetings

November 14 (2<sup>nd</sup> Wednesday) Budget presented; work session, tentative adoption

November 20 (3<sup>rd</sup> Tuesday) Public hearing; budget work session  
Combined with Regular Meeting

It is also recommended that the 2019 Organizational Meeting be scheduled for Monday, January 7, 2019 at 4:00pm.

Mr. Downs brough moved to approve the Regular Meeting Dates as presented. Seconded by Ms. Whitman, the motion passed 4-0.

**6. ADMINISTRATION (Continued)**

**a. Organization (Continued)**

**(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 2017 incumbents

<b>Committee</b>	<b>2017 Meeting Date</b>	<b>2018 First</b>	<b>2017 Incumbent</b>
<b>Executive</b>	12:15 pm, Tuesday prior to General Forum	12:00 pm, January 16	Abrams, Downsborough Alt
<b>Public Safety</b>	Noon, 2 <sup>nd</sup> Tuesday	Noon, January 9	Treviño, Downsborough Alt
<b>Finance</b>	8:30 am, 2 <sup>nd</sup> Thursday	8:30 am, January 11	Downsborough, Whitman Alt
<b>Human Resources</b>	Noon, 1 <sup>st</sup> Wednesday	Noon, January 10	Buckland Treviño Alt
<b>Public Services and Environmental</b>	8:30 am, 1 <sup>st</sup> Thursday	11:30 am, January 11	Whitman, Buckland Alt
<b>Transportation and Land Use</b>	12:15 pm, 1 <sup>st</sup> Monday	12:15 pm, January 8	Whitman, Abrams Alt
<b>Parks Capital</b>	12:15 pm, 2 <sup>nd</sup> Thursday	12:15 pm, January 11	Buckland, Downsborough Alt

**NOTES: 2018 first meeting dates are tentative and subject to change based upon the schedules of the members.**

The General Forum typically meets 7:00 PM, 4<sup>th</sup> Monday  
First General Forum meeting is January 22

The Board should consider the COG Committee assignments for 2018 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: Halfmoon Township (2018), Ferguson Township (2019), Patton Township (2020), Harris Township (2021), College Township (2022), and State College Borough (2023),.

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 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.

The COG Committee Assignments were assigned per census of the Board.

6. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

(3) **Board Committee Appointments**

The Board should consider appointment of Board members to the following Committees; the 2018 assignments are shown:

Committee

ABC Committee (2 members)	Abrams & Downsborough
Centre Area Cable Consortium Director	Downsborough & Abrams
Spring Creek Watershed Commission	Treviño
Open Space Stewardship Committee Liaison	Whitman

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

The annual [Conference](#) will be held in Hershey on April 22-25, 2018. 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 as soon as possible.

Mr. Downsborough stated he would attend.

Ms. Whitman stated that she will attend and is willing to be the voting delegate.

Ms. Buckland stated she need to check her schedule.

(5) **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 – full 4 year term  
Open Space Stewardship Commission – full 6 year term  
Industrial/Commercial Development/ Water Authorities – full 5 year term and partial 3 year term  
Spring Creek Watershed Commission – Alternate – 1 year term  
Police Pension Board – full 3 year term  
Vacancy Board – 1 year term

Recommendations

The ABC committee makes the following recommendations:

- Police Pension Board John O'Neill
- Vacancy Board Bob Barlock
- Industrial/Commercial Dev./ Water Authorities – full 5 year term  
Joe Viglione

6. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

(5) **Appointments to Authorities, Boards and Commissions (ABCs) (Continued)**

The annual appointment of a Planning Commission member to the Centre Regional Planning Commission will be made at the next Board meeting following receipt of a nomination from the Commission.

The appointment of a Recreation Advisory Committee member to the Centre Regional Parks and Recreation Authority Board will be made at the next Board meeting following receipt of a nomination from the Committee.

The Board should consider action on the ABC Committee recommendations.

Mr. Downsborough moved to approve the above appointees to committees. Seconded by Ms. Buckland, the motion passed 4-0.

(6) **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 2018 by the Township Director of Finance and Administration/Treasurer. This is the same as the 2017 bond amount.

Mr. Downsborough moved to set the bond amount to \$3,000,000. Seconded by Ms. Buckland, the motion passed 4-0.

(7) **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 2018, as advertised in the *Pennsylvania Bulletin* (see agenda materials), have been increased to \$20,100 and \$10,900.

The Internal Revenue Service recently announced that the current standard business mileage rate of 53.5 cents per mile will increase to 54.5 cents per mile effective January 1, 2018. Click [here](#) for additional information.

The Board should consider action to implement the bid/quote thresholds and the mileage rate change.

Ms. Whitman moved to approve the Expenditure Approvals and Mileage Rate. Seconded by Mr. Downsborough, the motion passed 4-0.

6. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

(8) **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 the [Pennsylvania Local Government Investment Trust](#) may be used for the investment of Township funds.

Mr. Downsborough moved to set the Bank Depository as listed in agenda. Seconded by Ms. Buckland, the motion passed 4-0.

(9) **Appointment of Real Estate Tax Collector**

A Township resident did receive enough write-in votes to win the seat of Tax Collector, but he has decided to decline the position.

The Township Manager has served as the nominal Tax Collector for most of the last 30 years. The duties are assigned to the Finance Department for the Township. The Manager does not receive any additional compensation for serving.

Mr. Downsborough moved to appoint Douglas J. Erickson as the Patton Township Real Estate Tax Collector. Seconded by Ms. Buckland, 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 and new appointments: (Underlining indicates new appointees)

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

6. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

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

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 Alternate

Mary Kay Lupton  
Stanley Wallace, Alternate

Health Official

State College Borough Department of Health and Neighborhood  
Services; principally represented by Kevin Kassab and Brian O'Donnell

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

6. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

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

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

Stephen E. Casson, P.E., Township Director of Public Works

Douglas J. Erickson, P.E., Alternate

Chief of Police

Tyler Jolley, Patton Township Police Department

Township Zoning/ Sign Officer and Assistants

Kenneth Soder, Township Zoning/Sign Officer

Douglas J. Erickson, Assistant

Ryan Confer, Assistant, Public Works Technician

Nicole Harter, Assistant, Public Works Secretary

Stephen E. Casson, Assistant, Township Dir. of Public Works

Open Records Officers and Alternates

Douglas J. Erickson & Tyler Jolley

Larry Pegher, Alternate

HIPAA Privacy Officer

Larry Pegher

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

Steering Committee for CRPR Comprehensive Plan

Susan Wheeler, PW Project Manager

Mr. Downs brough moved to approve all the above appointments.  
Seconded by Ms. Whitman, the motion passed 4-0.



**6. ADMINISTRATION (CONTINUED)**

**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.

Ms. Buckland moved approve the Manager's Employment Agreement for the period January 3, 2018 to January 6, 2020. Seconded by Ms. Whitman, the motion passed 4-0.

**c. Reduction for Building Permit Fees**

The [Centre Region Code Administration](#) agency is reducing building permit fees for 2018 by approximately 8%. A proposed Resolution 2018-002 to amend the Patton Township Fee Schedule is included in the agenda materials.

Mr. Downsborough moved to approve Resolution 2018-002 amending the Patton Township Fee Schedule. Seconded by Ms. Whitman, the motion passed 4-0.

**d. Police Records Disposition**

The Police Department has identified records for destruction in accordance with Township Resolution 2009-014, our policy for records disposition. Included with the agenda materials is a copy of the proposed resolution, including a list of the records identified for destruction.

Ms. Buckland moved to approve Resolution 2018-001 authorizing destruction of these records. Seconded by Mr. Downsborough, the motion passed 4-0.

**7. PUBLIC WORKS**

**a. Request to Dispose of Excess Real Property – 18-003-017A, 0.34 acres**

The Township acquired a 5.36 acre parcel along Stevenson Road in 1965 for use as a storage yard for the Road Crew. In 2000 PennDOT condemned the majority of the parcel for right-of-way for I-99. PennDOT also offered to buy the remainder of the parcel, 0.34 acres, but the Township decided to retain ownership. This remnant is land-locked between I-99 and two adjacent parcels.

The owner of the adjacent parcels has submitted a request that the Board consider selling the property. The Second Class Township Code regulates the sale of Township property:

7. **PUBLIC WORKS (Continued)**

a. **Request to Dispose of Excess Real Property – 18-003-017A, 0.34 acres (Continued)**

Section 1503. Real Property.--(a) No real estate owned by the township having a value in excess of fifteen hundred dollars (\$1,500) may be sold except to the highest bidder after due notice by advertisement for bids or advertisement of a public auction in one newspaper of general circulation in the township.

Earlier this year the Board directed the Manager to place the parcel up for sale by auction and set a minimum sales price of \$1000. The sale of the parcel was duly advertised and then put up for auction on the [Municibid](#) website. The high bid for the parcel was \$1000.00.

Mr. Downs brough approve the sale of the property to the high bidder, William Klaban, and authorize the Manager and Solicitor to execute the required documents for the transfer. Seconded by Ms. Buckland, the motion passed 4-0.

8. **MANAGER'S REPORT**

a. ABC Dinner on Friday, January 26<sup>th</sup> – Invitations going out this week

b. Housing Starts for Q4 2017 (graphic enclosed) Annual Declared Value of New Construction (includes all types)

2017: \$52.6 million	2011 \$10.9 million
2016: \$13.9	2010: \$15.7
2015: \$23.5	2009: \$12.9
2014: \$10.5	2008 \$31.2
2013: \$18.6	2007: \$41.6
2012: \$46.1 (1/2 Geisinger)	2006: \$51.2

c. [Snow Parking and Sidewalk Shoveling](#) reminders (regulations enclosed)

9. **COMMITTEE REPORTS**

There were no committee reports.

10. **OTHER BUSINESS**

There was no other business.

11. **ADJOURNMENT**

Mr. Downsborough moved to adjourn the January 2, 2018 Board of Supervisors meeting at 5:27PM. Seconded by Ms. Buckland, the motion passed 4-0.

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Douglas J. Erickson, Township Secretary