

ATTENDANCE:

BOARD
Elliot Abrams, Chair
George Downsborough, Jr., Vice-Chair
Daniel Treviño, Supervisor – via phone
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

AUDIENCE
C-NET (2)
Scott Miller, Resident
Jim Payne, Resident
Valerie Burnett, Resident

1. CALL TO ORDER

The January 7, 2019 Board of Supervisors Organization Meeting was called to order by 2018 Chair Elliot Abrams, who will serve as Temporary Chair at 4:02PM.

Supervisor Treviño participated via a remote connection.

2. ELECTION OF OFFICERS

Mr. Abrams moved to nominate Mr. Downsborough as Chair. Seconded by Dr. Buckland, the motion passed 5-0.

Dr. Buckland moved to nominate Ms. Whitman as Vice-Chair. Seconded by Mr. Downsborough, the motion passed 5-0.

3. APPROVAL OF MINUTES

Mr. Abrams moved to approve the minutes of the December 12, 2018 meeting. Seconded by Ms. Whitman, the motion passed 5-0.

4. PUBLIC COMMENTS

Mr. Miller stated that Friday there was a hunting incident (falconry) in his area on private property. He suggested that the Board look into regulations for hunting within the township.

Mr. Erickson stated that there is state law regarding falconry. Mr. Downsborough asked staff to look into this.

5. **ADMINISTRATION**

a. **Organization**

(1) **Regular Meeting Dates**

The Board should establish its meeting dates for 2019 and set a starting time for meetings. Since the 1980s the Board of Supervisors has generally met on the following schedule at 7:00 p.m.:

January	One organizational and one reg. meeting on 4 th Wed.
February – May	Two regular meetings on the 2 nd and 4 th Wednesdays
June-August	One regular meeting on the 3 rd Wednesday
Sept. & Oct.	Two regular meetings on the 2 nd and 4 th Wednesdays
November	One regular, one budget, and one regular/budget meeting
December	One regular meeting on the 2 nd Wednesday

If the approach outlined above is acceptable, the following specific schedule of meetings is recommended for 2019:

January 23 (4 th Wednesday)	August 21 (3 rd Wednesday)
February 13 and 27 (2 nd and 4 th)	September 11 and 25 (2 nd and 4 th)
March 13 and 27 (2 nd and 4 th)	October 9 and 23 (2 nd and 4 th)
April 10 and 24 (2 nd and 4 th)	November 6, 13 and 20
May 8 and 22 (2 nd and 4 th)	(1 st , 2 nd and 3 rd Wednesdays)
June 12 (2 nd Wednesday)	December 11 (2 nd Wed.)
July 17 (3 rd Wednesday)	January 6, 2020; 4 p.m. (1 st Mon.)

The Board discussed and agreed to move the June meeting to the 2nd Wednesday.

Mr. Abrams moved to approve the above Board Meetings as listed above. Seconded by Ms. Whitman, 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 generally consists of one elected official from each municipality. The following is the list of COG Committees, meeting dates and Patton Township 2018 incumbents

5. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

(2) **COG Committee Assignments**

Committee	2018 Meeting Date	2019 First Meeting	2018 Incumbent
Executive	Tuesday prior to GF	12:15 pm, January 22	Downsbrough Whitman, Alt
Public Safety	2 nd Tuesday	Noon , January 8	Treviño, Downsbrough Alt
Finance	2 nd Thursday	8:30 am, January 10	Downsbrough, Buckland, Alt
Human Resources	2 nd Wednesday	Noon, January 9	Buckland, Treviño Alt
Public Services and Environ'l.	1 st Thursday	12:15 pm, January 17	Whitman, Buckland Alt
Transport. and Land Use	1 st Monday	12:15 pm, January 14	Abrams, Whitman Alt
Parks Capital	2 nd Thursday	12:15 pm, January 10	Buckland, Downsbrough Alt
Ad Hoc Facilities	1 st Tuesday	8:30 am, January 9	Treviño, Pegher Alt
Parks & Rec. Comp. Plan	1 st Tuesday	Noon , January 8	Wheeler

NOTES: 2019 first meeting dates are **tentative and subject to change based upon the schedules of the members.**

The General Forum typically meets 7:00 PM, 4th Monday
First General Forum meeting is January 28

The Board should consider the COG Committee assignments for 2019 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: Ferguson Township (2019), Patton Township (2020), Harris Township (2021), College Township (2022), State College Borough (2023), and Halfmoon Township (2024),

The Board asked Mr. Erickson looking into the potential for Mr. Abrams to serve as COG Chair for 2020 while not holding the Township Chair seat.

5. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

(2) **COG Committee Assignments**

The Board agreed 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.

(3) **Board Committee Appointments**

The Board agreed on the appointment of Board members to the following Committees:

Committee

ABC Committee (2 members)	Abrams & Downsbrough
Centre Area Cable Consortium Director	Downsbrough
Spring Creek Watershed Commission	Treviño
Open Space Stewardship Committee Liaison	Whitman
Website Upgrades	Buckland, Whitman

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

The annual [Conference](#) will be held in Hershey on April 14-17, 2019. 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, lodging preferences and participating in special events, so that room and event reservations can be made after registration opens on January 14th.

Mr. Downsbrough moved to appoint Dr. Buckland as Voting Delegate. Seconded by Ms. Whitman, the motion passed 5-0.

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

The Board must appoint Township residents to serve on [Authorities, Boards and Commissions](#) when terms of incumbents have expired or a member has resigned. There are also vacancies on ABC's to be filled when 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 Alternate – 3 year term

5. **ADMINISTRATION (Continued)**

a. **Organization (Continued)**

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

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.

Mr. Erickson stated that there is one position that will need filled.

(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 2019 by the Township Director of Finance and Administration/Treasurer. This is the same as the 2018 bond amount.

Mr. Abrams moved to set the Treasurer's Bond Limit to \$3,000,000. Seconded by Ms. Whitman, the motion passed 5-0.

(7) **Expenditure Approvals and Mileage Rate**

Act 84 of 2011 provides for the annual adjustment for bids and based on the CPI. The bid/quote thresholds for 2019, as advertised in the *Pennsylvania Bulletin*, have been increased to \$20,600 and \$11,100.

The Internal Revenue Service recently announced that the current standard business mileage rate of 54.5 cents per mile will increase to 58.0 cents per mile effective January 1, 2019. Click [here](#) for additional information.

Mr. Abrams moved to approve the Expenditure Approvals and Mileage Rate. Seconded by Ms. Whitman, the motion passed 5-0.

(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. Abrams moved to approve the Bank Depository. Seconded by Ms. Whitman, the motion passed 5-0.

(9) **Appointment of Real Estate Tax Collector – No action needed for 2019**

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

(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

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

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

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

Local Services Tax Collector

State College Borough Tax Office, principally represented by
Jacqueline E. Fuge

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 Govern'ts Brian Bittner,
Deputy, Penn State University
Pam Soule, Deputy, Penn State University

Township Treasurer

Larry Pegher, Township Director of Finance and Administration

Township Secretary and Assistant Township Secretary

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

Township Engineer, Assistant and Alternate

Stephen E. Casson, P.E., Director of Public Works
Paul Christner, P.E., Asst. Director of Public Works
Douglas J. Erickson, P.E., Alternate

Chief of Police

Tyler Jolley, Patton Township Police Department

5. **ADMINISTRATION (CONTINUED)**

a. **Organization (Continued)**

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

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

Paul Christner, P.E., Assistant

Open Records Officers and Alternates

Douglas J. Erickson and Larry Pegher, Alternate

Tyler Jolley, Patton Township Police Department

HIPAA Privacy Officer

Larry Pegher

Centre County Tax Collection Committee Representative and Alternate

Larry Pegher and 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. Abrams moved to approve the Reappointment of Solicitor, Auditor and other officials/agents. Seconded by Dr. Buckland, the motion passed 5-0.

b. **Fee Schedule Update**

The Township maintains a Fee Schedule of various user fees and charges that are required to carry out the business of local government. For certain regional activities, such as Building Permits and Refuse collection, state law mandates that fees be set at the local level. The fees are generally updated on an annual basis through a Resolution. Township staff/consultants/contracted agencies have reviewed the current fees proposed to include the following fee changes for 2019.

5. **ADMINISTRATION (CONTINUED)**

b. **Fee Schedule Update (Continued)**

These proposed changes were reviewed by the Board at their December meeting.

- I. Code Administration
 - Code Permit Fees decrease 9% (based on cost of const.)
 - 1 and 2 Family Residential
 - Application Fee increase from \$0 to \$35
 - Re-inspection Fee increase from \$45 to \$75
 - Rental Housing Fee decrease from \$40 to \$37

- II. Police Department
 - Solicitor's/Peddler's Permit increase from \$15 ('94) to \$20

- III. Public Works Department
 - Equipment Rates Increase ~5% (last updated '15)
 - Operator Rates Increase ~10% (last updated '15)
 - Plan Review charge for Planner's review time
 - Keeping of Chickens add \$50 application fee for waiver request

- IV. Sanitation
 - Refuse Collection Regular Service to increase \$0.51/month
 - Restaurant Licenses and Health Dept. Services increase ~5% due to SCB increase in inspection fees

- V. Sewage Enforcement (SEO)
 - Hourly Charges for misc. work \$4 to \$10 increases in per hour charges

The agenda materials includes a draft Resolution to enact the above fee changes. The Board should review the changes, take comments from the audience, and request additional information as needed.

Mr. Abrams moved to approve Resolution 2019-001 Fee Schedule Update. Seconded by Ms. Whitman, the motion passed 5-0.

5. **ADMINISTRATION (Continued)**

c. **Chapter 25 Update to Add Deputy Managers**

The 2019-2023 Capital Improvement Plan included a proposal (Admin-7) to

“Establish (the) position of Deputy Manager for Township to be staffed on a rotating basis by Department Heads (Admin, PW & Police). Includes commensurate adjustment upward of salaries. Initially Manager will work with each Deputy on basic duties and identify areas for each individual to develop new skills. While not exactly a secession plan, (it does) provides a means to transfer knowledge and skills to others.”

The Board reviewed draft language for a proposed ordinance at their December meeting.

A proposed Ordinance (2019 – 598) is included with the agenda materials and has been advertised for potential action by the Board.

The Board should review the proposed Ordinance, take comments from the audience, and request additional information as needed.

Dr. Buckland moved to approve the amended Ordinance 2019 – 598 Chapter 25 Update to Add Deputy Managers. Seconded by Mr. Abrams, the motion passed 5-0.

d. **Appointment of Deputy Managers**

With approval of the above proposed Ordinance 2019 – 598, the Manager proposes the following appointments to the position of Deputy Township Manager:

<u>Name</u>	<u>Current Position</u>	<u>Term as Deputy Manager</u>
Larry Pegher	Director of Admin and Fin.	Jan 1 to April 30
Stephan Casson	Director of Public Works	May 1 to August 31
Tyler Jolley	Chief of Police	Sept 1 to Dec 31

Mr. Abrams moved to approve the appointment of Deputy Managers. Seconded by Ms. Whitman, the motion passed 5-0.

5. **ADMINISTRATION (Continued)**

e. **Open Space Program Update Background**

The Patton Township Supervisors created an Open Space program in 2001 in response to requests from residents to proactively preserve some areas of the Township from development. Since then, the Township has made three acquisitions:

- The Haugh Family Farm Preserve along Circleville Road (2006)
- The Gray's Woods Preserve between Gray's Woods Boulevard and the State Game Lands - with the assistance of the Hamer Foundation - (2017)
- The Bellefonte Central Rail-Trail through Toftrees (2017)

From the beginning, this program has focused on being responsive to the desires of the residents and tax payers who are funding the acquisitions:

- Township wide surveys were conducted in 2000 and 2014 to determine what level of tax increase residents would be comfortable "self-imposing" to fund land preservation
- Referendum votes to incur debt and increase taxes were passed (63% yes) in 2001 for \$2,500,000 and in 2014 for \$3,500,000.
- Resident-volunteers came together as the Open Space Task Force after each vote to review and select the properties for acquisition.

Current Activities

To guide the selection process the Open Space Task Force (OSTF) developed a methodology in 2002 to objectively review and rate potential open space properties. In 2015 the OSTF updated and refined the review and selection process, and in 2016 produced a final list of the five top candidates for acquisition. The review process has been documented and compiled into a final report titled "Patton Township Open Space Plan (September 2018)" and is included with the agenda materials.

The Township Manager recommends that the Board take action to receive and accept the Open Space Plan as the official record of the activities of the 2015-16 Task Force.

5. **ADMINISTRATION (Continued)**

e. **Open Space Program Update (Continued)**

Current Activities (Continued)

Since the most recent acquisitions in late December 2017, the Township has also:

- Adopted general regulations for the new properties to include allowing hunting on the Gray's Woods Preserve
- Marked the Gray's Woods Preserve boundary with adjacent private lands
- Begun clearing an old dump site in the Gray's Woods Preserve
- Cleared brush and limbs on the Bellefonte Central Rail-Trail
- Continued with our programmed forest management activities, ag uses and environmental studies on the Haugh Preserve.

Looking Forward

The Board of Supervisors relies on the advice of the Township's Open Space Stewardship Committee (OSSC), made up of 7 township residents, to manage these properties for the benefit of our community.

The OSSC recently recommended that the Township begin development of a stewardship plan for the Gray's Woods Preserve. The plan development process will be guided by Katie Ombalski, Conservation Biologist, of Woods and Waters Consulting. A key portion of the process will be collecting input from conservation partners, neighboring property owners and the general public. The format for collecting public input will be announced at a later date.

Ultimately the Township intends to provide upgrades to the Bellefonte Central Rail-Trail to enhance the public's use of the facility. Over the short term, the Township is working on completing the trail easement acquisition from additional land owners and identifying grant sources for the trail upgrades.

The above material is also included in a draft press release included with the agenda materials. Board members are asked to review and provide comments on the draft copy.

Questions and comments from the public can be directed to the Township Manager, Doug Erickson at 814-234-0271 or patton@twp.patton.pa.us.

Mr. Abrams moved to adopt the Patton Township Open Space Plan (September 2018). Seconded by Ms. Whitman, the motion passed 5-0.

6. **PUBLIC WORKS**

a. **Circleville Road/ Scotia Road Alternative Analysis Update**

Mr. Casson stated to correct insufficient sight distance at this intersection, the Township has engaged the ELA Group to collect data and input, review current conditions, and propose alternative solutions. To date the consultants has completed the ground survey, and plan to collect traffic data in mid-January. The first of two public input sessions is planned for January 30th here at the Township Building. The purpose of this meeting is to collect neighborhood concerns and ideas on potential fixes.

The consultant will take the concerns and ideas generated from the first meeting and produce two to four possible solutions. These alternatives will be presented for review and comment at a second public input session.

The project schedule anticipates the consultant making a final presentation to the Board in July.

b. **Scotia Road Reconstruction from Meeks Lane to Marysville**

Mr. Christner is investigating reconstruction methods for this section of Scotia Road. Over the decades this road has been gradually widened and covered with several "tar and chip" treatments. The Department made some test excavations in the road in October to determine the depth and make-up of the existing pavement structure. This information will be used to determine the most economical method of getting to a new, durable roadway.

Because Scotia Road is the only access to Marysville, one lane of traffic must remain open during the active construction hours and two-lane traffic will need to be provided at all other times; this requirement may factor into the ultimate choice for reconstruction methods.

The 2019-2023 Capital Improvement Plan has \$92,000 programmed for 2019 and \$390,000 programmed for 2020.

The Assistant Public Works Director is available to respond to questions. The Board requested another update in March.

7. **PLANNING AND ZONING – No Items**

The Planning Commission is scheduled to meet on January 14th.

8. **CONSENT AGENDA**

The items included below are routine in nature and it is not anticipated that any will generate discussion or questions. The actual Consent Agenda with a brief description of each item is included with the agenda packet materials distributed to the Board and available to the public on-line and at the sign-in table. At the request of any Board member, any single item or all items on the Consent Agenda can be discussed and voted on separately. If no items are “pulled,” the Board should consider a motion for “approval of the Consent Agenda items as shown on the agenda.”

a. **Public Works**

1) **Resolution 2019-002; Designating Electronic Filing Administrator (EFA) for Department of Environmental Protection (DEP) Permits**

DEP is moving to electronic filing for permit applications and requires proof of authorization for the EFA to execute documents on behalf of the Township. The EFA is also responsible for authorizing and instructing other users in the Township, and responsible for “security repercussions of” the Township’s use of the system.

A draft resolution and DEP’s EFA Registration and Security Agreement for E-Permitting are included with the agenda materials.

It is recommended that the Board approve Resolution 2019-002

b. **Administration**

1) **Voucher Report**

A copy of the December 2018 Voucher Report is enclosed. Board members having questions should contact the Township office prior to the meeting so the necessary information can be obtained.

It is recommended that the Board approve the December 2018 Voucher Report.

2) **Resolution 2019-003; Local Contribution to the Centre Area Transportation Authority (CATA) for Fiscal Year 2019-20**

CATA has published their “[Local Match Shares](#)” document for the 2019/2020 operating year. The Board reviewed this document in October. The proposed shares for 2019 are included in the 2019 Township Budget.

The proposed shares for Patton Township are:

Operating			
Local Operating Assistance	\$	637,246	
Patton Township’s share	\$	91,877	14.4%
Capital			
Local Capital Match Need	\$	100,000	

Patton Township's share \$ 14,418 14.4%

8. CONSENT AGENDA (Continued)

b. Administration (Continued)

**(2) Resolution 2019-003; Local Contribution to the Centre Area
Transportation Authority (CATA) for Fiscal Year 2019-20**

The draft Resolution for making quarterly contributions to CATA is included in the agenda materials.

It is recommended that the Board approve Resolution 2019-003

Mr. Abrams moved to approve the Consent Agenda. Seconded by Dr. Buckland, the motion passed 5-0.

9. MANAGER'S REPORT

a. Housing Starts for Q4 2018

Mr. Erickson stated that the Housing Starts for 4th quarter 2018 was included with the agenda.

b. Annual Declared Value of New Construction (includes all types)

2018 \$54.9 million	2012: \$46.1 (1/2 Geisinger)
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

c. Snow Parking and Sidewalk Shoveling

Mr. Erickson reminded residents about snow parking and sidewalk shoveling and was included with agenda.

d. Upcoming Events

Mr. Erickson stated the following are upcoming events.

[1] Township Office Schedule

a. Closed, January 21st, MLK Day

b. Closed, February 18th, President's Day

[2] Christmas Tree Recycling, January 7th – 11th

[3] Patton Township Business Association Lunch, January 23rd State of the Township

[4] Public Input meeting for CRPR Comprehensive Parks Plan, Jan 30th, SCASD High School

[5] ABC Recognition Dinner, February 1st

[6] Children's Safety Fair, May 11th, Colonnade Shopping Center

10. **COMMITTEE REPORTS**

There was nothing to report.

11. **OTHER BUSINESS**

There was no other business.

12. **ADJOURNMENT**

Mr. Ambrams moved to adjourn the January 7, 2019 Board of Supervisors meeting at 5:06PM. Seconded by Ms. Whitman, the motion passed 5-0.

Douglas J. Erickson, Township Secretary