

ATTENDANCE:

BOARD Elliot Abrams, Chair
George Downsborough, Jr., Vice-Chair
Jessica Buckland, Supervisor
Daniel Treviño, Supervisor
Betsy Whitman, Supervisor

STAFF Stephen Casson, Township Engineer
Paul Christner, Assistant Engineer
Betsy Dupuis, Solicitor
Doug Erickson, Township Manager

Greg Garthe, Planner
Tyler Jolley, Chief of Police
Lawrence Pegher, Finance Director

AUDIENCE C-NET (2)
Sylvia Neely, Citizens Climate Lobby
Don Kiel, Marywood HOA
George Ward, Resident
Ryenne Anderson, Resident
Kathleen Domenig, Resident
Paula Lukac, Resident
Dorie Evensen, Citizens Climate Lobby
Karl Shellenberger, Resident
Joe Gordon, Resident
Cory Sefchick, Resident
Nick Doroschenko, Resident
Alicia Cornali, S&A Homes
Mike Kozar, Esq. , Sheetz, Inc.

Scott Miller, Resident
Douglas Mason, Resident
Mike Stratton, Resident
Melinda Hanes, Resident
De Grunwald, Resident
Brian Henry, Resident
Lynn Ammon, Resident
Andrea Pandolfi, Resident
Luis Dugve, Resident
Mark Davison, Resident
Mary Jo & Butch Brown, Residents
Bob Poole, Gray's Wood Partnership
Michael Pratt, Keller Engineers

1. CALL TO ORDER

a. The November 20, 2018 Board of Supervisors meeting was called to order by Chair Abrams at 7:00 PM and led the Pledge of Allegiance.

b. **APPROVAL OF MINUTES**

Mr. Downsborough moved to approve the November 20, 2018 meeting minutes. Seconded by Mr. Trevino, the motion passed 5-0.

2. PUBLIC COMMENTS

Ms. Neely, Citizens Climate Lobby, spoke about the Energy Innovation and Carbon Dividend Act of 2018 (HR 7173).

Ms. Whitman moved to add the Energy Innovation and Carbon Dividend Act HR7173 to the January 23, 2019 Board Meeting. Seconded by Mr. Trevino, the motion passed 5-0.

Mr. Dorshanko thanked the Board for fixing Scotia Road and asked for an update on the core samples. Mr. Christner stated that core samples were taken and that we are still working on the design phase of things.

Mr. Dorshanko asked if the property that the township purchased is posted for no hunting. Mr. Erickson answered that it is open to hunters.

3. **PUBLIC HEARINGS**

a. **Liquor License Transfer for Sheetz, Inc. to 1781 North Atherton Street**

Sheetz, Inc., has requested approval of the Board for the transfer of a Restaurant Liquor License No. R-15799 from Brownies Valley Tavern, 1301 West College Avenue, Ferguson Township, Centre County, Pennsylvania to Patton Township. This transfer has been requested under the provisions of the Pennsylvania Liquor Code, which provide for intermunicipal transfers of liquor licenses within a county. The proposed license would be assigned to the Sheetz store at 1781 North Atherton Street (i.e. at the Woodycrest Street intersection), Patton Township, PA 16803.

The law requires that the Board of Supervisors advertise and hold a public hearing on each request for the transfer within 45 days of the application or extend the review period for a period of time not to exceed an additional sixty days. If no action is taken by the end of the review period, there "shall be deemed an approval of the application in terms as presented . . ."

The applicant must receive approval from the Township to apply to the PA Liquor Control Board for approval of the transfer. Furthermore the Liquor Code states "A decision by the governing body of the municipality to deny the request may not be appealed." The Liquor Code provides no guidance or criteria for determining if an application is to be approved or denied by the local governing body. A copy of the relevant section of the Liquor Code [47 P.S. 461(B.3)] was included with the agenda materials.

Copies of the applicant's request was included with the agenda materials, along with copies of legal and display ads for these hearings and a listing of all PLCB licenses in the Township. As of noon, December 6th one public comment (included with the agenda materials) has been received.

1) **Public Hearing**

The Board convened the hearing on the proposed transfer of PA Restaurant Liquor License No. R-15799 from Brownies Valley Tavern, 1301 West College Avenue, Ferguson Township, Centre County, Pennsylvania to Patton Township at 7:29PM.

Mr. Miller stated that he is torn because of increased foot traffic and the hours they are going to be serving.

Dr. Buckland moved to close the hearing on the proposed transfer of PA Restaurant Liquor License No. R-15799 from Brownies Valley Tavern, 1301 West College Avenue, Ferguson Township, Centre County, Pennsylvania to Patton Township at 7:34PM. Seconded by Mr. Downsborough, the motion passed 5-0.

2) **Action Consideration**

Ms. Whitman moved to approve the Liquor License Transfer for Sheetz, Inc. to 1781 N. Atherton Street. Seconded by Mr. Trevino, the motion passed 5-0.

3. **PUBLIC HEARINGS (Continued)**

b. **Gray's Woods Planned Community Master Plan Amendment #5**

From the October 1st Planning Commission Agenda (Continued):

This plan was submitted on July 6, 2018 and proposes several amendments to the master plan for the Gray's Woods Planned Community. This is the fifth major revision of the master plan, and precedes subdivision and land development plans for Phase 6A.

The master plan amendment proposes the following changes to Gray's Woods:

- Elimination of 305 development lots (Phases 8, 9, 10) that were preempted by the sale of approximately 150 acres to the Township as public open space in December 2017
- Elimination of the proposed sewage pump station for the former development lots
- Modification of the town center area
- Changes to the proposed townhouse configurations for Phase 6
- Reallocation of 377 multi-family units from Phases 6 and 7 to Phase 4
- Adjustment of the phasing line between Phases 6 and 7
- Modification of the street layout in Phases 6 and 7
- Elimination of several planned roundabouts on Gray's Woods Boulevard

The recently purchased Township open space property, now referred to as the *Gray's Woods Preserve*, was one of the top priorities for the Township's Open Space Task Force, which worked during 2015 and 2016 to review a list of properties that were potentially suitable for Township acquisition as public open space. This amendment formally updates the master plan to delineate the open space property and indicate that the proposed residential dwelling units in that area will no longer be developed. Additionally, the proposed sewage pump station is no longer needed and has been removed from the plan.

This master plan revision also proposes elimination of three roundabouts that were previously planned on Gray's Woods Boulevard. The updated traffic impact study (TIS) indicates that "the recommended traffic control for all new intersections is two-way stop control, with the new site approaches controlled by stop signs and no traffic control on the mainline Gray's Woods Boulevard approaches."

From the October 1st Planning Commission Agenda (Continued):

The amended master plan also includes an updated schedule of transportation improvements required with each phase of development. The Heritage Trail through Graysdale will be completed with the next phase of development. Widening of the existing concrete sidewalk on the north side of Gray's Woods Boulevard from 5' to 10' is proposed.

The Township provided comments to the applicant on July 20, 2018. Per . . .

Comments from the August 2, 2018 CRPC meeting are attached for your review. The CCPCDO did not provide any comments. In addition, CATA has provided comments, which are attached for your review.

End of Planning Commission Agenda materials

The Planning Commission recommended conditional approval with:

1. Completion of all items noted on staff's marked up comment letter.

3. **PUBLIC HEARINGS (Continued)**

b. **Gray's Woods Planned Community Master Plan Amendment #5 (Continued)**

This item was initially discussed by the Board at their [October 10th meeting](#). At that time the Board discussed a) restoring the Town Centre non-residential building to its 2010 size, and b) how to incorporate affordable housing into the development.

For the Town Centre, the developers have agreed to revise the Town Centre to include a two-story building with 16,500 square feet of floor area in Phase 6 along with a small parklet. The building could accommodate retail or office uses.

For affordable housing, the developers and the Township Manager presented a proposal at the [November 7th meeting](#) that included 10 workforce housing units in a future phase. The following language is now included as a plan note on **Gray's Woods Master Plan Amendment #5**.

Affordable Housing Commitment

- a. 10 units of affordable or workforce housing will be constructed by the developers as part of the Phase 4 multi-family neighborhoods on Ironwood Drive.
- b. The 10 units will be affordable as "workforce housing" for buyers/renters with incomes in the 80% to 120% range of the Area Median Income for Centre County.
- c. The 10 units will include a mix of 1, 2 and 3 bedroom units.
- d. The Township will make the following changes, by ordinance, to the Gray's Woods Planned Community zoning regulations in the future:
 - i. The required parking ratio for the 10 affordable units will be 1.5 parking spaces per unit.
 - ii. The affordable units will not be included in the overall density calculations or unit mix calculations for GW MP
 - iii. Increase the maximum permitted height for high density multi-family buildings from 60 feet to 75 feet.
- e. Following the Township's actions to make the above changes, by ordinance, to the Gray's Woods Planned Community zoning regulations (Step A); the developer will incorporate the affordable housing units into the Master Plan through a minor master plan amendment (Step B) that shall be submitted concurrently with the next application for subdivision or LDP approval following Step A. Failure of the developer to subsequently undertake Step B shall be sufficient grounds for Township denial of any or all subsequent applications for subdivision or LDP approval.

Additionally, the Board has asked the Planning Commission to take up the matter of affordable housing and review options for addressing the issue on a Township-wide basis. This initiative is expected to begin in early 2019.

At the [October 24th meeting](#) the developers also requested that the Master Plan be amended to extend the three waivers attached to Phase 6A to the entirety of Phase 6. The Board indicated they did not have an objection, and the following language is now included as a plan note on **Gray's Woods Master Plan Amendment #5**.

3. **PUBLIC HEARINGS (Continued)**

b. **Gray's Woods Planned Community Master Plan Amendment #5 (Continued)**

Waivers for Phase 6 driveway setbacks, parking stall widths, and street trees

On December 10, 2018, the Patton Township Board of Supervisors granted the following waivers for all residential development within Phase 6 of the Gray's Woods Planned Community:

1. Driveway setback from intersections (§149E Figure 3 Streets & Sidewalks Driveway Setback Detail): Waiver of the required driveway setback distance of 50' from intersections in order to allow positioning of townhouse driveways closer to street intersections provided that safe sight triangles at each public street intersection are not encroached upon.

2. Off-street parking stall widths (§153-38 Off-Street Parking Regulations): Waiver of the required minimum width for off-street parking spaces from 9' to 8'.

3. Street Trees (§153-36F): Waiver of the required 30' spacing interval for street trees if two trees per each residential unit are provided.

The following items were included with the agenda:

1. A location map of the property with marked up copy of staff's comment letter and comments from CRPC and CATA
2. An 11"x17" copy of the master plan
3. Graphic showing proposed reconfiguration of the town center area
4. Notice mailed to GW residents

The Planner will provide an introduction and the applicant's representative will present the plan.

1) **Public Hearing**

The Board convened the Public Hearing for the Gray's Woods Planned Community Master Plan Amendment #5 at 7:48PM.

Ms. Grunwald asked if traffic studies are done when school is in session and the Elementary School has parking issues when they hold large events.

Mr. Downsborough asked if we have the authority to ask the school district to provide more parking. Mr. Erickson stated that we have the authority to put "no parking signs" along the road. Dr. Buckland stated that if no parking signs were implemented that maybe it would get the school district to build more parking lots.

Mr. Stratton stated that he is concerned about the speed and would like to have one round-about to slow traffic down in the area. Dr. Buckland asked if there is a crossing guard. The Chief of Police stated that we tried to hire a crossing guard for there and normally have an officer in the area.

Mr. Ward stated he wanted clarification on which round about is being removed and would like more affordable housing. He asked the purpose of having a town center in the residential area. Mr. Abrams stated that they are looking at eliminating the town center.

Ms. Hanes asked about which parking stalls are being discussed. Mr. Erickson stated that it is the parking spots for the townhome area.

3. PUBLIC HEARINGS (Continued)

c. Gray's Woods Planned Community Master Plan Amendment #5 (Continued)

1) Public Hearing (Continued)

Ms. Hanes stated that she has changed her position of the need for a town center and asked if there was a study if someone would be interested in the town center. She stated that it would be a good idea to have more affordable housing.

Mr. Miller asked about the height limits. Mr. Erickson stated that the apartments could be 60' and with affordable housing up to 75'.

Mr. Downsborough stated the Board asked for more affordable housing and we could get that by giving up 15' more.

Ms. Ammon stated she is concerned about the increased traffic.

Mr. Dugue asked how much the Gray's Woods Boulevard might be widened and if the speed limit will be changed. Mr. Erickson stated 12' wider and the speed limit will not change.

Mr. Gordon stated he is concerned about the speed in the area specifically after the round-about.

Ms. Whitman moved to close the Public Hearing for the Gray's Woods Planned Community Master Plan Amendment #5 at 8:24PM. Seconded by Dr. Buckland, the motion passed 5-0.

2) Action Consideration

Mr. Downsborough asked if the roundabouts are being removed because of the updated traffic study. Mr. Pratt answered yes.

Mr. Downsborough moved to conditionally approve the Gray's Woods Planned Community Master Plan Amendment #5 with completion of staff comments and the addition of a plan note stating "The Township will monitor traffic speed on Gray's Woods Boulevard (GWB) and may in a future phase require that traffic calming measures be taken on GWB at the expense of the developer." . Seconded by Ms. Whitman, the motion passed 5-0.

4. PUBLIC SAFETY

a. Police Update

Chief Jolley stated that the November 2018 Public Safety Report was included with the agenda materials and gave a brief overview.

5. PUBLIC WORKS

a. Fall Road Inspection Report

Mr. Casson stated that a copy of the Fall 2019 Road Report was included with the agenda materials. The report included recommendations for the 2019 road maintenance program. Major items scheduled for 2019 include:

TABLE 1. 2019 ROAD RESURFACING WORK PROGRAM

STREET	FROM	TO	RATING	LENGTH (ft)	WORK TYPE
Toftrees Avenue	Cricklewood Drive	Temp End	90	1,760	Overlay
Cricklewood Drive	Wilts Lane	Cricklewood Cir.	82	1,045	Overlay
Highland Drive	Briarwood	N. Oak Lane	72	690	Overlay/Curbing
W. Hillside Ave.	N. Oak Ln.	Douglas Dr.	72	1,210	Overlay
Gray's Woods Blvd.	Meeks Ln.	Spring Glen Pl.	69	2,940	Overlay

Total Length (ft) 7,645

This item is for information only. The recommended work has been incorporated into the 2019 Budget.

b. Requests for Traffic Improvements/Mitigations

1) Atherton Street / Douglas Dr Intersection Investigation

Mr. Casson stated that In response to a concern raised by a resident regarding the traffic signal at this location, the Board requested that the Public Works Department work with the Township's appointed Traffic Engineers, Trans Associates to look at potential treatments that would increase driver awareness of the this signal which is at the bottom of long, steep downhill approaches in both directions. The Trans Associates report is included with the agenda materials, along with email correspondence with the requestor.

Trans Associates reviewed the crash data and the traffic signal timings. Based on their analysis they proposed a range of treatments from revising the signal timing to increasing police enforcement.

The resident who raised the issue had suggested adding strobe lights to the red signal: "like the signal on College Ave at the intersection with Houserville Rd would probably really increase the safety of this intersection ..."

Trans Associates reports that this treatment has not been found to be effective in reducing crashes by the Federal Highway Administration.

5. PUBLIC WORKS (Continued)

b. Requests for Traffic Improvements/Mitigations (Continued)

1) Atherton Street / Douglas Dr Intersection Investigation (Continued)

On page 4 of their report, Trans Associates has provided a table summarizing Potential Corrective Measures, their relative costs and their relative effectiveness. The Public Works Department has augmented this matrix (included with the agenda materials) by adding estimated costs and time for implementation for those with medium or high effectiveness.

The Public Works Department recommends proceeding with revising the Clearance Intervals (i.e. signal timings) and installing Retroreflective Borders on the signal head backplates.

Following an overview of the item from the Public Works Director, the Board should review the report and recommendations, take comments from the audience and provide direction to staff on proceeding with mitigations.

Mr. Downsborough moved to have the Public Works Department obtain a quote from Trans Associates to revise the signal permit to adjust the clearance intervals and add roadside advance warning signage, and to initiate work to install retroreflective border on the signal back plates. Seconded by Dr. Buckland, the motion passed 5-0.

Mr. Abrams suggested bringing this back to the end of January or beginning of February Board meeting.

2) Toftrees Avenue Golf Cart Crossing

The Township has recently received two emails addressed to the Board expressing concerns about the golf cart crossings in Toftrees – the requests and a location map are included with the agenda materials showing these crossings. The emails include a suggestion to install a speed bump on Toftrees Avenue to slow vehicles approaching the crossing.

Due to the curvature of the road, traffic volume and speeds, speed bumps/humps/tables may not be a recommended treatment for Toftrees Avenue. Please refer to the best practices guidance from the Federal Highway Administration (FHWA) included with the agenda materials (digital only – hard copy available on request.)

The Manager recommends that the matter be referred to the Public Works Department to look at the range of potential treatments that could be used to increase driver awareness at these crossings and report back to the Board at a future meeting. The Board concurred with the Manager's recommendation.

5. **PUBLIC WORKS (Continued)**

b. **Requests for Traffic Improvements/Mitigations (Continued)**

3) **Toftrees Avenue and Presidents Drive/ Beaumanor Drive**

In response to concerns raised by residents regarding issues with pedestrians crossing Toftrees Avenue at this location, the Board authorized a study of the intersection by the Township's appointed Traffic Engineers, Trans Associates.

The Trans Associates report was distributed just prior to the meeting.

The Public Works Director will review the report with the Board. Consideration of any recommendations should be scheduled for consideration at a future Board meeting.

Ms. Pandulfi stated that it was not a great day to record pedestrians due to the weather. She stated she is concerned with the speed and the safety of the pedestrians in the area.

This item will be brought back to the Board at a later date.

6. **PLANNING AND ZONING**

The December Planning Commission meeting was cancelled due to a lack of agenda items.

a. **Final Subdivision Plan - Gray's Woods Planned Community Phase 6 Section A**

From the October 1st Planning Commission Agenda (Continued):

This plan was submitted on July 6, 2018 and proposes to subdivide the first portion of Phase 6 of the Gray's Woods Planned Community. The site is located beyond the gate at the end of the improved portion of Gray's Woods Boulevard, just past the Gray's Woods Park (currently in construction). The plan proposes to create 37 high density multifamily (9-15 DU/acre) and 6 small single family (5-9 DU/acre) lots. The townhouse lots will be approximately 2,000-3,000 ft², and the single family home lots will be approximately 5,200 ft². The plan also establishes the right-of-way (ROW) for portions of Amicus Drive, Jack Pine Way, and Wood Thrush Way, which will be future roads offered for dedication to Patton Township as public roadways. Staff review comments were provided to the applicant on September 14, 2018.

The following items were included with the agenda:

1. A location map of the property and a marked up copy of staff's comment letter
2. An 11"x17" copy of the land development plan

The Planning Commission recommends conditional approval with:

1. Completion of all items noted on staff's marked up comment letter.
2. Approval of Gray's Woods Master Plan Amendment #5. (Item 3b of this agenda)

Mr. Garth gave a brief overview of the Final Subdivision Plan – Gray's Woods Planned Community Phase 6 Section A.

Mr. Downsborough moved to conditionally approve, as recommended by the Planning Commission, the Final Subdivision Plan – Gray's Woods Planned Community Phase 6 Section A. Seconded by Dr. Buckland, the motion passed 5-0.

6. PLANNING AND ZONING (Continued)

b. Final Land Development Plan - Gray's Woods Planned Community Phase 6 Section A

From the October 1st Planning Commission Agenda:

This plan was submitted on July 6, 2018 and proposes to construct the first portion of Phase 6 of the Gray's Woods Planned Community. The site is located beyond the gate at the end of the improved portion of Gray's Woods Boulevard, just past the Gray's Woods Park. The plan proposes the construction of 37 townhouses and 6 single family homes.

Gray's Woods Boulevard will be improved throughout the Phase 6A area. Three roundabouts that were previously planned on the boulevard will no longer be constructed, and the updated TIS indicates that "the recommended traffic control for all new intersections is two-way stop control, with the new site approaches controlled by stop signs and no traffic control on the mainline Gray's Woods Boulevard approaches." In addition to boulevard improvements, portions of Amicus Drive, Jack Pine Way, and Wood Thrush Way will be built and dedicated to Patton Township as public roadways. These roads will terminate at temporary cul-de-sacs until future development is proposed. All streets will contain sidewalks and street trees on both sides. In addition, the Heritage Trail will be constructed as a shared-use path on the south side of Gray's Woods Boulevard, and will ultimately pass along the front of the Gray's Woods Park and connect to the existing terminus of the path at Brynwood Drive. As required by the master plan, the Heritage Trail will also be constructed through Graysdale with this phase of development.

The Township's parking requirements necessitate a total of 97 parking spaces, and the developers have provided 98 spaces. Each dwelling unit will have space for 2 vehicles in the driveway, and 12 additional on-street parallel parking spaces are proposed. These are located along Amicus Way and Wood Thrush Way.

From the October 1st Planning Commission Agenda (Continued):

Public water and sewer service will be provided via extensions of existing mains along Gray's Woods Boulevard. Stormwater for this phase will be conveyed to a basin located just over the municipal boundary line in Halfmoon Township. Accordingly, stormwater review comments from the Halfmoon Township Engineer are attached for your review.

End of Planning Commission Agenda materials

The Planning Commission recommended conditional approval with:

1. Completion of all items noted on staff's marked up comment letter.
2. Approval of Gray's Woods Master Plan Amendment #5. (Item 3b of this agenda)
3. Completion of the Heritage Trail through Graysdale.
4. Approval of waiver requests for a) reduced driveway setback from intersections, b) reduced minimum off-street parking space width. (now included with the Master Plan approval – Item 3b of this agenda)
5. Partial approval of the waiver from the minimum street tree requirements as requested, except street trees will be required in grassed curb strips that are 5 linear feet or longer along roadways. (now included with the Master Plan approval – Item 3b of this agenda)

This item was initially discussed by the Board at their [October 10th meeting](#).

6. PLANNING AND ZONING (Continued)

b. Final Land Development Plan - Gray's Woods Planned Community Phase 6 Section A (Continued)

The following Land Development Plan items were included with the agenda:

1. A location map of the property, staff's comment letter, CATA comments, and stormwater review comments from Franson Engineering for Halfmoon Township.
2. An 11"x17" copy of the land development plan
3. Updated Landscaping Plan showing street tree locations

Mr. Garth gave a brief overview of the Final Land Development Plan – Gray's Woods Planned Community Phase 6 Section A.

Mr. Downsbrough moved to conditionally approve, as recommended by the Planning Commission with the addition of a plan note stating "Sidewalk snow removal for the townhouse units shall be done by the HOA or a similar entity," the Final Land Development Plan – Gray's Woods Planned Community Phase 6 Section A. Seconded by Dr. Buckland, the motion passed 5-0.

The Board took a 7 minutes recess.

7. ADMINISTRATION

a. Adoption of Capital Improvement Plan 2019-2023, 2019 Township Budget, and 2019 Council of Governments Budget

In October the Board received and reviewed the Manager's recommendation for the Township's five year Capital Improvement Plan (CIP). The CIP provides an additional financial planning tool that serves as a companion to the Township's annual Budget, focusing on major capital projects, significant operational increases (e.g. staff additions or COG programmatic changes), and long-term financing options.

At the November 7th meeting the Manager's recommended budget was presented, incorporating the current elements of the CIP, which the Board tentatively adopted with no change to the proposed tax rates. This Tentative 2019 Township Budget was advertised for a Public Hearing, which was held on November 20th. The Board received 1 comment at the Public Hearing regarding funding for storm water system maintenance and upgrades.

The 2019 Township Budget presented for final adoption provides for no increase in tax rates and the following totals:

Revenue	\$15,111,579
Expenditures	\$16,212,634
Revenue less Expenses	\$ (1,101,037)
Ending Cash Balance	\$ 1,758,148

The 2019 Township Budget must be adopted by December 31, 2018.

At the November 26th General Forum meeting the 2019 Centre Region Council of Governments Budget was approved and referred to the municipalities for adoption. Approval of the 2019 Township Budget would incorporate approval of the 2019 COG Budget.

7. ADMINISTRATION (Continued)

a. Adoption of Capital Improvement Plan 2019-2023, 2019 Township Budget, and 2019 Council of Governments Budget (Continued)

The Board should consider the following actions to adopt the 2019-2023 CIP and the 2019 Township Budget:

- Approval of a 2019-2023 Capital Improvement Plan Resolution.
- Approval of a 2019 Budget Resolution
- Approval of a 2019 Property Tax Rate Resolution

Drafts of the three resolutions were included with the agenda materials

Mr. Downsborough moved to adopt the 2019-2023 Capital Improvement Plan Resolution, 2019 Budget Resolution and the 2019 Property Tax Rate Resolution. Seconded by Dr. Buckland, the motion passed 5-0.

b. Authorities, Boards and Commissions (ABCs); Vacancies for 2019

1) Industrial Commercial Development Authority (ICDA) and Patton Township (Water) Authority (PTWA)

The Patton Township Authority was incorporated in 1967 under the Pennsylvania Municipal Authorities Act to “arrange financing for the (proposed) water system.” (May 8, 1967 PT BoS Minutes). The Authority incorporation was authorized for a fifty year term from June 7, 1967. (The Solicitor is researching the implications of expiration). The PTWA has assets of approximately \$173,000 in cash. In 2012 the PTWA contributed \$200,000 towards the extension of public water to the Ridgemont neighborhood.

The ICDA was incorporated in 1979 to “help finance industrial activities by enabling responsible entrepreneurs to gain more favorable loans” (July 24, 1979 PT BoS Minutes), at a time when interest rates were rapidly increasing. The ICDA has assets of approximately \$24,000 in cash. In 2012 the ICDA pledged, but did not expend, \$20,000 towards supporting economic development activities in the County.

The Boards of the two inactive Authorities were merged in 2007. Since then the two Authorities last meet in November of 2012. There are no pending issues for the Authorities at this time.

There are currently two vacancies out of the 5 seats on the Authorities Board.

The Manager suggests the Board of Supervisors consider the following:

- Should the Township keep the Authorities active or dissolve them?
- If the Authorities remain active, for operational purposes, should the Board of Supervisors also sit as the Board for each Authority or should the vacant seats be filled with resident volunteers?
- If the Authorities are dissolved, should the remaining funds be earmarked for special purposes or revert back to the General Fund?

7. ADMINISTRATION (Continued)

b. Authorities, Boards and Commissions (ABCs); Vacancies for 2019 (Continued)

1) Industrial Commercial Development Authority (ICDA) and Patton Township (Water) Authority (PTWA) (Continued)

No Board action is required at this time. The Board should review and discuss the status of these Authorities, take comments from the audience, and request additional information and/or provide direction to the Manager and Solicitor on next steps.

Mr. Downsborough moved to dissolve the Industrial Commercial Development Authority (ICDA) and Patton Township (Water) Authority (PTWA). Seconded by Ms. Whitman, the motion passed 5-0.

2) Centre County Airport Authority (CCAA)

The Airport Authority is a County authority and is responsible for the operation of the passenger terminal and parking facilities at the University Park Airport. (PSU/University Park Airport owns and operates the rest of the airport facilities)

Patton Township appoints one of the nine Authority Board members who serve 5 year terms. Our current representative, Walter Wise – former member of the Board of Supervisors, is resigning his seat with one year remaining in his term. Prior to Mr. Wise's participation, the seat was filled by a resident volunteer.

The Manager asks the Board to consider whether to fill the seat with a member of the Board of Supervisors or with a resident volunteer.

Mr. Trevino stated that he would volunteer to fill the remainder of Mr. Wise's term.

Ms. Whitman moved to appoint Mr. Trevino to fill the Centre County Airport Authority opening. Seconded by Mr. Downsborough, the motion passed 5-0.

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

In 2009 the Township enacted regulations, included with the agenda materials, to permit the keeping of chickens, with certain limitations, in residential areas. 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 as the regulations were being developed and debated, and ultimately accepted and adopted by the Board of Supervisors.

A Park Forest resident on Norwood Lane with 0.32 acres is requesting a waiver from the one-half (1/2) 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 acreage.

7. ADMINISTRATION (Continued)

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

For the last three waiver requests received for keeping chickens, the Township has used the following process:

1. The Board receives the request and conducts an initial review of the matter .(we are at this step)
2. Notices regarding the request for a waiver are mailed to residents whose lots adjoin the requestor's property and those across the street. A copy of a sample notice is included with the agenda materials.
3. The Manager compiles the comments received from neighbors and places the matter on a future Board meeting agenda.
4. Following public comments and discussion at the future meeting, the Board would consider action on one of these 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 or grant the waiver with conditions (number of hens, fencing, etc.)
 - Deny the waiver request by specific motion
 - Take no action; request is denied due to lack of a motion

Following any additional comments from the applicants the Board should accept comments from the audience, discuss the request and provide direction to staff on proceeding with the issue. The Board may take one of the following actions:

- Direct staff to process the waiver request as noted above
- Approve the request as presented
- Deny the request by motion
- Take no action; request is denied due to lack of a motion

The Board agreed to direct staff to process the waiver request as noted above.

7. ADMINISTRATION (Continued)

d. Introductions/ Updates on Future Action Items

The following two items are anticipated to be included on the January 7, 2019 agenda for possible action.

1) Fee Schedule Changes Review

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 Fee Schedule (included with the agenda materials) and propose to include the following fee changes for potential action on the January 7, 2019 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)
 - Plan Review charge for Planner's review time
 - Keeping of Chickens add 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 Board should review the changes, take comments from the audience, and request additional information as needed. The Manager anticipates bringing a Resolution to the January 7th meeting for Board consideration.

7. ADMINISTRATION (Continued)

d. Introductions/ Updates on Future Action Items

2) 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.”

Draft language for a proposed ordinance is included with the agenda materials.

The Board should review the proposed change, take comments from the audience, and request additional information as needed. If all questions are resolved, the Manager anticipates bringing an Ordinance to the January 7th meeting for Board consideration.

e. Police Pension Plan Employee Contributions for 2019

The 2017-2019 contract with the Police Officers' Association provides that employee contributions for the Police Pension Plan will be 3.0 percent of base salary for 2019. A confirming resolution is required on an annual basis. It is recommended that the Board adopt Resolution 2018- 023 (included with the agenda materials) confirming the 2019 contribution rate of 3.0 percent.

Mr. Trevino moved to approve the Police Pension Plan Employee Contributions for 2019. Seconded by Dr. Buckland, the motion passed 5-0.

f. Voucher Report

A copy of the November 2018 Voucher Report was included with the agenda materials. 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 November 2018 Voucher Report

Mr. Trevino moved to approve the November 2018 Voucher Report. Seconded by Mr. Downsborough, the motion passed 5-0.

Dr. Buckland stated she is concerned about the amount of money spent on bottled water but understands it is a health and safety issue.

8. CONSENT AGENDA - No Items

9. MANAGER'S REPORT

- a. Centre County Economic Development Partnership in Action (enclosed)
- b. First Night Sponsorship (poster enclosed)
- c. Upcoming Events
 - [1] Patton Township Business Association Lunch, December 19th
 - [2] Township Office Holiday Schedule
 - a. Office Closing at 2 pm, December 24th, Christmas Eve
 - b. Office Closed, December 25th, Christmas Day
 - c. Office Open 8 am to 4:30 pm, December 31st, New Year's Eve
 - d. Closed, January 1st, New Year's Day
 - e. Closed, January 21st, MLK Day
 - [3] Patton Township Business Association Lunch, January 23rd State of the Township
 - [4] ABC Recognition Dinner, February 1st

10. COMMITTEE REPORTS

1. Parks & Rec Regional Comp Plan

Mr. Erickson stated that a report from Steering Committee of the Parks & Rec Regional Comp Plan was included with the agenda materials. He stated that they are working on the survey and planning a public meeting on January 30, 2019.

2. Ad Hoc Facilities

Mr. Pegher stated that there are additional inspections needed and that an assessment of space within the COG building is needed. He stated that a draft of Facilities Manual for Facilities Managers was done.

3. Human Resources

Dr. Buckland stated that the draft of the Personnel Policy Handbook update was discussed and that there is debate on what employees should be allowed to do in terms of political discussion.

4. Public Services & Environmental

Ms. Whitman stated that the cost for Refuse and Recycling is going to increase.

11. OTHER BUSINESS

12. ADJOURNMENT

Mr. Trevino moved to adjourn the December 10, 2018 Board of Supervisors Meeting at 10:12PM. Seconded by Ms. Whitman, the motion passed 5-0.

13. EXECUTIVE SESSION – MANAGER'S EVALUATION

The Board met in Executive Session to discuss the performance the Township Manager.