

ATTENDANCE:

BOARD	George Downsborough, Jr., Chair Betsy Whitman, Vice-Chair Elliot Abrams, Supervisor Jessica Buckland, Supervisor	
STAFF	Doug Erickson, Township Manager Stephen Casson, Township Engineer Alexandra Casstrechini Nicole Pollock, Planner Betsy Dupuis, Solicitor Matt Shupenko, Police Sergeant	
ABSENT	Daniel Treviño, Supervisor Lawrence Pegher, Finance Director Tyler Jolley, Chief of Police	
AUDIENCE	C-NET (3) Sue Cooper, Resident Cliff Wurster, Resident Ken Pridyen, Resident Patti Wenrich, Resident Anthony Grillo, Resident John Mullaly, Resident Brian Henry, Resident Thomas and Mary Ann Tobin, Residents Joan Miller, Resident Joe Viglione, CRCOG	Jim May, CRCOG Susan Natter, Resident Vicki Gable, Resident Dawn Dixon, Resident Dale Lamke, Resident Sandy, Erwin, Resident Kathleen Domenig, Resident Nino and Diane Vella, Residents Andrea Pandolfi, Resident Marcus & Kelly Barberry, Residents Harold and Mary Jo Brown, Residents

1. CALL TO ORDER / APPROVAL OF MINUTES

a. Pledge of Allegiance

The Pledge of Allegiance was led by Chair Downsborough.

b. Approval of Minutes

Mr. Abrams moved to approve the revised June 12, 2019 Board of Supervisors meeting minutes. Seconded by Ms. Whitman, the motion passed 4-0.

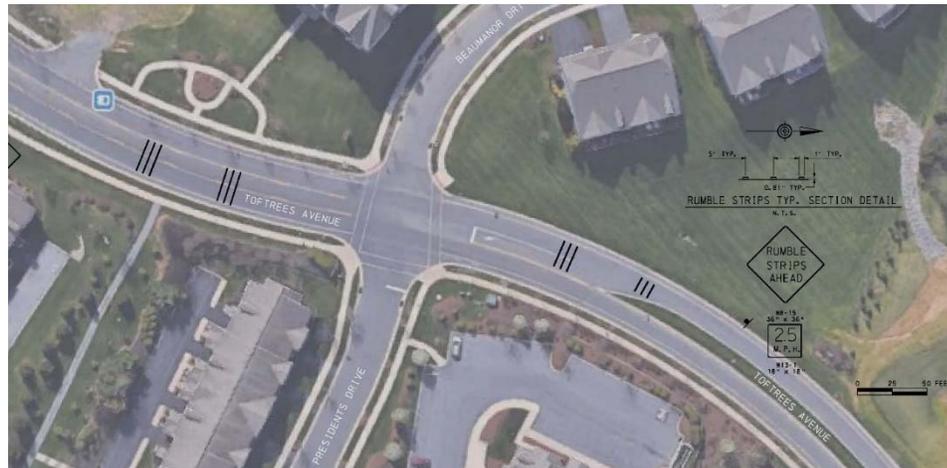
2. PUBLIC COMMENTS

There were no public comments.

3. PRESENTATIONS / PUBLIC HEARINGS

a. Traffic Calming Proposal for Toftrees Avenue at Presidents Drive & Beaumanor Road

Mr. Erickson stated that at the [June 12th](#) meeting the Board reviewed the [survey results](#) for traffic calming on Toftrees Avenue and decided to install RUMBLE STRIPS on a trial basis as shown below:



Notices of the proposed installation, including an invitation to comment, were distributed to residents in the neighborhood (by mail), to residents of the Village at Penn State Continuing Care Retirement Community (CCRC) and nearby apartments on Toftrees Avenue (by flyer and/or email), CATA (email), first responders (email) and to others via the Township's website and Facebook page. A copy of the mailed notice is included with the agenda material.

Written comments from the public, received by Noon on July 12th, are included with the agenda materials.

All additional written comments received by Noon on July 17th, will be distributed prior to the meeting.

Following a brief introduction by the Manager, the Board should take comments from the audience, review the submitted comments, and discuss the input received.

If the Board directs staff to proceed with the project, installation can take place within 4 weeks.

Ms. Natter stated she was not in favor of rumble strips. She stated that she feels that only speed bumps will slow cars down.

3. **PRESENTATIONS / PUBLIC HEARINGS (Continued)**

a. **Traffic Calming Proposal for Toftrees Avenue at Presidents Drive & Beaumanor Road (Continued)**

Mr. Wurster stated that he is representing the Village of Penn State, the Continuing Care Community, and they are generally in favor of rumble strips

Mr. Divella stated that he is not in favor of rumble strips

Mr. Grillo stated he is not in favor of rumble strips.

Ms. Nixon stated that she is not in support of rumble strips.

Ms. Cooper stated she is not in support of rumble strips.

Mr. Mullaly suggested a round-a-bout.

Ms. Miller stated she is not in support of rumble strips.

Mr. Abrams suggested a trial period of plastic rumble strips.

Mr. Downsborough stated that he is willing to go back to speed tables.

Ms. Whitman stated she is sympathetic with the residents concern about the noise.

Dr. Buckland stated that she is always thinking of short and long term resolutions and that she is leaning towards the flashing beacons right now.

Mr. Downsborough stated that the Board does not have enough consensus to move forward with the rumble strips. He asked staff to cross off rumble strips and come back with a suggestion or recommendation on a different solution. Mr. Erickson stated that he will look at speed tables and flashing beacons for the September meeting.

4. **PUBLIC SAFETY (Continued)**

b. **Fee Proposal for Requests for Copies of Police Department Audio/Video Recordings (Continued)**

Required Process and Cost Estimate

The agenda materials includes a copy of the request form and the information available to requestors that provides a description of the process involved in responding, which is outlined here:

- A submitted request is received by the Department's Open Records Officer, the Chief of Police
- Once the Chief determines that the event was recorded by the Department, he would produce a copy to send to the District Attorney's Office for review.
- Once a recording has been approved for disclosure, the Sergeant in charge of recordings will make a copy for the requestor, and if warranted, make appropriate redactions, as permitted under Act 22. (e.g. a 10 minute recording could take approximately an hour of work to complete the necessary redaction)
- A final copy of recording provided to the requestor is also produced and filed with the Departments records.

The Chief's pay rate is \$49.37 per hour and the Sergeant's pay rate is \$42.00 per hour. The software and computer required to make redactions had a capital cost of approximately \$6000. Amortizing the cost of the software and computer at this point is difficult without any record of knowing how frequently this tool will be required.

The proposed \$75 per hour fee recoups the "hard" cost of personnel to produce the copies, a portion of the costs of the software and computer, and some, but not all, of the Townships overhead costs for personnel.

The Board was wide policy discretion in setting this fee. The Board could set:

- a flat fee like the State Police; or
- a higher hourly fee that would capture all the costs – probably closer to \$95 or \$100 per hour; or
- as a means of facilitating requests from the community, set a lower hourly fee or charge no fee for the first (half-hour, hour, etc.) of the time required to fulfill a request.

A draft Resolution including the original proposed fee is included with the agenda materials.

Ms. Whitman suggested revisiting this after a year.

Mr. Abrams moved to approve the Resolution for Fee Proposal for Requests for Copies of Police Department Audio/Video Recordings with it being reviewed after a year. Seconded by Dr. Buckland, the motion passed 4-0.

5. **PUBLIC WORKS**

a. **Valley Vista Shared Use Path**

Mr. Erickson stated that the Valley Vista Shared Use Path project is a joint project between Patton and Ferguson Townships and spans a distance of 1.8 miles between Carnegie Drive in Patton Township and the Tudek/Circleville Bikeway in Ferguson Township.

\$1,041,212.00 was awarded to this project for construction and construction inspection services through federal Transportation Alternatives Program (TAP) funding in 2017. The engineering design costs were shared between the Townships. To date, all engineering design has been completed and all necessary permits have been approved and received.

1) **Grant Application for Additional Funding**

Cost estimates for the project were first prepared in 2015, which is reflective of the TAP grant award. The current construction cost estimate, as prepared after final project design, is \$1,311,100.00 which is in excess of the available grant money.

After staff reached out to the County Metropolitan Planning Organization (MPO), PennDOT informed the Townships that an additional \$100,000.00 is available to the project from Central Office TAP funding and a further \$36,100.00 is available to the project which has been de-obligated from another project in the District.

\$133,788.00 is still needed in additional funding. At PennDOT's request, to keep the project moving forward to bid, the Manager authorized the Public Works staff to provide PennDOT correspondence providing an assurance that the Townships would fully fund the project

To close the remaining funding shortfall Public Works staff recommends submitting an application to the state's Department of Community and Economic Development (DCED) Multi-Modal Transportation Fund (MTF) Program in the amount of \$160,000.00. The grant application is due July 31, 2019 with awards being announced November 12, 2019. A draft resolution, required to accompany the application, is included with the agenda materials.

Mr. Abrams moved to adopt Resolution 2019-012 to apply for the Grant for Additional Funding. Seconded by Ms. Whitman, the motion passed 4-0.

5. **PUBLIC WORKS (Continued)**

a. **Valley Vista Shared Use Path (Continued)**

2) **Construction Schedule Update/ Proposal to Authorize Chair and Solicitor to Approve Bid Award**

Mr. Erickson stated that bids for the project will be opened, on behalf of the Township by PennDOT on July 25th. Bid submission bid opening, and bid review all occurs on their web-based Engineering and Construction Management System (ECMS).

Under PennDOT's standard operating procedures, the notice to proceed for this project would be issued in early October and then the project will go into "winter shutdown" prior to any real work occurring. It is anticipated work will begin in March or April 2020 and be completed by the end of August.

The PennDOT project manager noted that he has worked with municipalities before who have pre-authorized their Chair and Solicitor to approve bid awards to avoid delays that might be associated with an infrequent meeting schedule.

The Manager suggests that such an approach could be used with the following conditions:

- i. PennDOT provides assurance to the Township that the bids have been received and reviewed in accordance with federal and state guidelines and the recommended bidder is the lowest responsive bidder.
- ii. The Manager, or his designee, will also review the submitted bids and provide a recommendation to the Chair and Solicitor
- iii. The bid amount submitted by the recommended contractor shall be no more than a maximum amount set by the Board (see further discussion below).
- iv. The Chair and Solicitor are then authorized to approve the tentative award to the recommended contractor through ECMS

Options for setting a maximum bid amount include:

- The current estimate; \$1,311,100.00
- The total of the current funds available plus the anticipated DCED grant; \$1,337,312
- The current estimate plus a percent increase; +2.5% = \$1,343,900, +5% = \$1,376,700, +10% = \$1,442,210
- A fixed agreed-to amount, i.e. \$1,400,000

Mr. Abrams moved to adopt the suggested process and set the maximum bid at \$1,337,312. Seconded by Ms. Whitman, the motion passed 4-0.

5. PUBLIC WORKS (Continued)

a. Scotia Road / Circleville Road Update

1) Approval for All-Way Stop

As a follow-up to discussions at the [May 22nd](#) meeting, the ELA Group has prepared an engineering study (required justification for stop sign installation; included with the agenda materials) for the recommended installation of all-way stop control at this intersection. Additionally they have recommended the following procedure for creating public awareness of the change:

1. Place portable variable message signs along the newly-stopped intersection approaches prior to the STOP sign installation to warn of the upcoming new condition
2. Press release that involves newspaper and internet media, and possibly radio/television
3. Install new STOP signs and clear sight line (see attachment Item 5b.2)
4. Install flashing red lights on new STOP signs that remain in place for 60 days
5. Install STOP AHEAD warning signs
6. Install flashing yellow lights on the warning signs that remain in place for 30 days

The Manager suggests the Board take the following actions for implementation:

- Authorize the installation of new stop signs on the two Scotia Road approaches to Circleville Road under Patton Code §167-4, **Experimental Regulations**, for a period of not more than 90 days, along with temporary flashing lights as recommended by the ELA Group.
- Direct staff to begin “roll-out” procedure recommended by the ELA Group
- Direct the Manager to prepare an Ordinance for approval at the August Board meeting to “permanently” establish stop intersections under §167-13, **Stop Intersections**, of the Patton Code.

Mr. Abrams moved to approve the installation of new stop signs on the two Scotia Road approaches to Circleville Road under Patton Code §167-4, **Experimental Regulations**, for a period of not more than 90 days, along with temporary flashing lights as recommended by the ELA Group. . Seconded by Dr. Buckland, the motion passed 4-0.

Mr. Richards stated that the Township will need to pay attention to winter maintenance and speed enforcement at this location.

5. **PUBLIC WORKS (Continued)**

b. **Scotia Road / Circleville Road Update**

1) **Alternative Analysis**

As a follow-up to discussions at the [May 22nd](#) meeting, the ELA Group has been evaluating an additional alternative – the potential closure of Meeks Lane between Gray's Woods Boulevard(GWB) and Scotia Road. This work includes:

- Review Gray's Woods Traffic Impact Studies (TIS) for existing counts at Gray's Woods Blvd. & Meeks
- Evaluate impact of Meeks closure on GWB/Meeks intersection and GWB/Scotia intersection
- Evaluate impact of Meeks closure on potential alternate routes
- Add Meeks closure to report as an Alternate
- Include bike path extension in Alternate #1 (all-way stop)
- Evaluate alternates prepared by Wilson Consulting Group for best option to include in Alternate #1
- Add discussion to report on Scotia travel speeds and posted speed limit

The Revised Draft Report is anticipated to be presented at the August Board meeting.

This item is for information only. No Board action is needed.

c. **Timberton Lane Update**

Mr. Erickson stated that residents from Timberton Estates addressed the Board at their [May 22nd](#) meeting regarding desired road maintenance and a potential upgrade to add curbing. Since then the Road Superintendent has inspected the road and identified deteriorating paved areas to be patched and two swale areas where the existing rip-rap stone will be removed and replaced with an erosion-resistant turf product and river stone.

Based on discussions with the Manager, the residents also requested that the Township consider establishing a Neighborhood Improvement District that could be utilized to collect assessments for the installation of curbing on Timberton Lane.

Mr. Erickson stated that there is no update and will continue working with the HOA.

d. **Bid Results for the Valley Vista Drive Adaptive Signal Project**

Mr. Erickson stated that one bid was received and opened on July 11th. The bid amount exceeds the amount of funds budgeted for the project. Mr. Erickson stated they would be asking PennDOT for additional grant money and will bring this back in August.

6. **PLANNING AND ZONING**

a. **Planning Commission Report**

Mr. Schmidt gave a brief review of the Planning Commission Report.

b. **Introduction of Senior Planner Nicole Pollock**

Mr. Erickson asked everyone to welcome the COG's new planner assigned to assist Patton Township on a half-time basis. Ms. Pollock was previously employed by Cranberry Township, Butler County.

c. **Master Plan Amendment; Nittany Valley Sports Centre Site**

From the July 1st Planning Commission Agenda

The Township received this revision to the Master Plan on May 31, 2019 and staff completed the review of Revised Master Plan #3 and transmitted the comments to the consultant on June 21, 2019. Revised Master Plan #3 had several minor changes which include the following:

- a. Shows the Sports Center (Lot 1R-Phase 1a development as approved and constructed.
- b. Indicates completion of the 21,148 square foot Personal Care Facility and the addition of 8,626 square feet of expansion for 19 additional beds (Lot 3RR, Phase 1f).
- c. Shows the planned duplex units and land develop for Lot 2R, Phase 1e.
- d. Shows planned development on Lot 4R, Phase 1g. This includes a 12,040 square foot professional office building and a second building for retail/commercial or offices containing 11,200 square feet.
- e. Shows the duplex buildings and land development for Lot 6, Phase 2a.

The Manager suggests the following approach for tonight's work session:

1. Presentation of the Master Plan by the developers and their design professionals
2. Planning Commission comments/questions to the developers and their design team
3. Audience comments/questions
4. Staff comments/questions
5. Final comments/questions from Planning Commissioners

Recommendation

Staff finds that the plan meets all Township regulations with the following conditions:

1. Completion of all items noted on staff's comment letter
2. Address comments provided by the SCBWA and ALPHA Fire.

6. **PLANNING AND ZONING**

c. **Master Plan Amendment; Nittany Valley Sports Centre Site**

Township regulations require that master plans in the PAD are reviewed by the Centre Regional Planning Commission (CRPC) and the Centre County Planning Commission (CCPC). The CRPA Director has reviewed and the revised Master Plan and determined that the revisions do not warrant additional regional review by the CRPC.

The following items are included with the agenda:

1. Location Map
2. Staff Plan Review Comment Letter
3. SCBWA and ALPHA Fire Comments
4. 11" x 17" Plan Set of Revised Master Plan #3

End of Planning Commission Agenda Materials:

At their July 1st meeting the Planning Commission took action to conditionally recommend approval of the amended Master Plan, pending completion of items noted by staff above.

The [Planned Airport District \(PAD\) regulations](#) (§157-37) require that:

- the Township notify the owners of abutting property by certified mail, and
- the Board hold a public hearing prior to considering action on a Master Plan, and
- the Board take action within 50 days of this meeting to approve or deny the plan.

Mr. Abrams moved to schedule a Public Hearing, and potential action, on the Master Plan Amendment for the Nittany Valley Sports Centre for their August 21, 2019 meeting. Seconded by Ms. Whitman, the motion passed 4-0.

d. **Request to add Alternate Member to Planning Commission (PC) (follow-up from September 2018)**

The Citizens Advisory Committee (related to the Patton Crossing discussion) submitted comments to the Board on July 16, 2018, requesting the Board consider adding an Alternate to the PC as the Patton Crossing project moves forward

The Pennsylvania [Municipalities Planning Code](#) (MPC) provides regulations governing PC membership and conduct of business and does permit the appointment of alternates to the Planning Commission.

The Board reviewed the matter at their [July 18, 2018 meeting](#) and in a joint session with the PC on [August 13, 2018](#). The matter was then referred to the PC, who [returned a recommendation to the Board in September](#) to not increase the membership of the Planning Commission. The Board Chair directed that the matter be re-visited in 2019 to see if any additional information or needs had arisen.

The Manager reports that there have been no further requests or discussions on this matter since September 2018.

The Board agreed to maintain the status quo.

7. ADMINISTRATION

a. Council of Governments (COG) 2019 Program Plan and Capital Improvement Plan (CIP)

Mr. Erickson stated at their July 22nd meeting, the General Forum is expected to refer the 2020 Centre Region COG Program Plan and the CIP to the municipalities for review and comment. The current drafts of the plans are included with the on-line agenda materials.

COG is expected to request comments back by August 16th – prior to our next Board meeting on August 21st.

Several Board members and the Manager have provided comments on the matrix included with the agenda materials.

Board members should review the information provided, and take public comments that are offered.

Ideally tonight, the Board would arrive at consensus positions on each of the issues and forward the comments on to COG.

This item will also be on the August 21st agenda.

The Board went over the notes and comments for Mr. Erickson to forward to COG. A copy of the response will be included with the August meeting agenda.

b. June 2019 Voucher Report

A copy of the June 2019 Voucher Report is enclosed. Board members having questions should contact the Township office prior to the meeting so the necessary information can be obtained.

Mr. Abrams moved to approve the June 2019 Voucher Report. Seconded by Ms. Whitman, the motion passed 4-0.

c. Update on the Request for Expanded Support for Phase 2 of the Nittany Valley Sports Centre

Mr. Erickson stated in 2018, the Board agreed to be the sponsor for a Pennsylvania Redevelopment Assistance Capital Project (RACP) grant in the amount of \$1,500,000 for the development/construction of a Phase 2 addition (now 52,000 square feet) to the Nittany Valley Sports Centre (NVSC) on Champions Drive located in the vicinity of the University Park Airport. Under the RACP program, the funds would flow through the Township to the private developers of the facility.

At the Board's [May 8th meeting](#) the Board received a presentation on the Phase 2 improvements and additional grant funding offered by the Central PA Convention and Visitors Bureau (CPCVB) under PA Act 18 of 2018.

7. **ADMINISTRATION (Continued)**

c. **Update on the Request for Expanded Support for Phase 2 of the Nittany Valley Sports Centre (Continued)**

The Board agreed to move forward with this project pending completion and review of a Memorandum of Understanding (MOU) between the Township, the CPCVB, and the Nittany Valley Partners, LP, the facility ownership group.

The MOU is still under review by the Solicitor. An update will be provided at the August meeting.

8. **CONSENT AGENDA – no items**

9. **MANAGER'S REPORT**

The Manager will report on current matters, including the following:

- a. Development Update (enclosed)
- b. Housing Starts Q2 (enclosed)
- c. 2017/2018 State Liquid Fuels Taxes (LFT) Audit – no findings (enclosed)
- d. [Upcoming Events](#)
 - [1] Township Office Schedule
 - Closed, September 2nd, Labor Day
 - [2] [Patton Township Business Association](#) Lunch meeting, July 24th
 - [3] End of discount period for School Real Estate Taxes, August 31st
 - [4] PA Municipal League Summit, Gettysburg, Oct. 3 - 5
 - [5] Fall Bulk Waste Collection, Oct. 21 - 25

10. **COMMITTEE REPORTS**

[Ad Hoc Facilities, July 2 – Pegher Alt](#)

- Relocation Of The Parks Office
- Assessing The Maintenance Function & Retro-Commissioning
- Planning Guide For Maintaining School Facilities – Chapter 2

[Finance, July 11 – Downsborough](#)

- 2020 COG Program Plan
- 2020 to 2024 Capital Improvement Plan
- August Meeting Date Change
- Relocation of the Parks Office
- Ad Hoc Facilities Committee Report

[Parks Capital, July 11 – Buckland](#)

- Musser Gap To Valleylands Project
- Parks and Recreation Regional Comprehensive Study Update
- Whitehall Road Regional Park Update
- Millbrook Marsh Nature Center Lease

- a. State College Borough Water Authority, June 20th – Montieth (report enclosed)
- b. Centre Area Cable Consortium, [July 8th](#) – Downsborough
- c. Spring Creek Watershed Commission, _____ -- Hurley Alt
- d. [Centre County Metropolitan Planning Organization](#), June 25th – Abrams, Whitman Alt.
- e. [Centre County Airport Authority – \(4th Thursday\) – Trevino](#)
- f. Website Upgrade, Demos to be scheduled - Whitman, Buckland, Pegher, Erickson

11. OTHER BUSINESS

Mr. Erickson stated that he was at a meeting today that discussed Penn State Football Parking Plan. He stated that they want to redirect people down Toftrees Avenue and that they revamped their parking plan. He asked Penn State to provide more information to see how this will affect us.

12. ADJOURNMENT TO EXECUTIVE SESSION

Mr. Abrams moved to adjourn the July 17, 2019 Board of Supervisors meeting at 9:19PM. Seconded by Ms. Whitman, the motion passed 4-0.

Douglas J. Erickson, Township Secretary