

ATTENDANCE:

BOARD	Elliot Abrams, Supervisor Daniel Treviño, Supervisor Jessica Buckland, Supervisor Betsy Whitman, Vice-Chair	
STAFF	Doug Erickson, Township Manager Lawrence Pegher, Finance Director Betsy Dupuis, Solicitor Stephen Casson, Township Engineer, PW Director Alexandra Castrechini, Asst. Township Engineer Tyler Jolley, Chief of Police	
AUDIENCE	C-NET (2) Phil Park, Resident	Anita Thies, Resident Jim Payne, Resident

1. CALL TO ORDER

The January 6, 2020 Board of Supervisors Organization Meeting was called to order by 2019 Vice-Chair Betsy Whitman, who will serve as Temporary Chair at 4:00PM. The [Second Class Township Code](#) requires that the Board of Supervisors meet and organize on the first Monday in January.

a. Pledge of Allegiance

b. Election of Officers

Dr. Buckland nominated Ms. Whitman as Chair. Seconded by Mr. Abrams, the motion passed 4-0.

Dr. Buckland nominated Mr. Treviño as Vice-Chair. Seconded by Mr. Abrams, the motion passed 4-0.

2. PUBLIC COMMENTS

There were no public comments.

3. PUBLIC HEARINGS AND PRESENTATIONS

a. Organization for the Board of Supervisors

1) Declare Vacancy on the Board

The Board should consider action, by motion, to declare the seat on the Board whose term runs from January 6, 2020 to the date of the reorganization meeting in 2026, and formerly held by George Downsborough, Jr., to be vacant.

Recall the Board also determined the following timeline for filling the vacant seat:

Deadline for applications	Noon	January 10, 2020
Presentations	6 pm	January 22, 2020 (special mtg)
Board Deliberations /Decision		Jan 22 (regular meeting) Jan 29 (special mtg, if needed)

The Board should include the January 22nd Special Meeting in the next agenda item.

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

a. **Organization for the Board of Supervisors (Continued)**

1) **Declare Vacancy on the Board (Continued)**

Mr, Treviño moved to declare the seat on the Board whose terms runs from January 6, 2020 to the date of the reorganization meeting in 2026 to be vacant. Seconded by Dr. Buckland, the motion passed 4-0.

2) **Regular (and Special) Meeting Dates**

The Board should establish its meeting dates for 2020 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 4th Wed
February - May Two regular meetings on the 2nd and 4th Wednesdays
June-August One regular meeting on the 3rd Wednesday
Sept. & Oct. Two regular meetings on the 2nd and 4th Wednesdays
November One regular, one budget, and one regular/budget meeting
December One regular meeting on the 2nd Wednesday

If the approach outlined above is acceptable, the following specific schedule of meetings is recommended for 2020:

January 22 (6 pm; special meeting for Board Vacancy Presentations)	
January 22 (4 th Wednesday)	August 19 (3 rd Wednesday)
February 12 and 26 (2 nd and 4 th)	September 9 and 23 (2 nd and 4 th)
March 11 and 25 (2 nd and 4 th)	October 14 and 28 (2 nd and 4 th)
April 8 and 22 (2 nd and 4 th)	November 4, 11 and 18
May 13 and 27 (2 nd and 4 th)	(1 st , 2 nd and 3 rd Wednesdays)
June 17 (3 rd Wednesday)	December 9 (2 nd Wed.)
July 22 (3 rd Wednesday)	January 4, 2021; 4 p.m. (1 st Mon.)

Mr. Treviño moved to adopt a meeting schedule and have it advertised. Seconded by Dr. Buckland, the motion passed 4-0.

3) **Board Committee Appointments**

The Board should consider appointment of Board members to the following Committees; the 2019 assignments are shown:

<u>Committee</u>	
ABC Committee (2 members)	Abrams & Whitman
Centre Area Cable Consortium Director	Treviño
Spring Creek Watershed Commission	Treviño (Hurley, Alt)
Open Space Stewardship Committee Liaison	Whitman
Centre County Metropolitan Planning Organization (for transportation funding)	Abrams

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

a. **Organization for the Board of Supervisors**

4) **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.

Committee	2019 Meeting	2020 First Meeting	2020 Appointees
Executive	12:15 pm, Tuesday prior	12:15 pm, January 21	Abrams, Whitman, Alt
Public Safety	12.:15 pm, 2 nd Tuesday	12:15, January 14	Treviño, Buckland Alt
Finance	8:30 am, 2 nd Thursday	8:30 am, January 16	Treviño, Abrams Alt
Human Resources	12:15 pm, 1 st Wednesday	12:15 pm, January 15	Buckland, Treviño Alt
Public Services and Environ'l.	12:15 pm, 1 st Thursday	12:15 pm, January 16	Whitman, Abrams Alt
Transport. and Land Use	12:15 pm, 1 st Monday	12:15 pm, January 13	Abrams, Whitman Alt
Parks Capital	12:15 pm, 2 nd Thursday	12:15 pm, January 9	Buckland, Whitman Alt
Ad Hoc Facilities	1 st Tuesday	TBD	Treviño, Pegher Alt
Parks & Rec. Comp. Plan	1 st Tuesday	TBD	Wheeler, Erickson Alt.

NOTES: 2020 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 2020 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: Patton Township (2020), Harris Township (2021), College Township (2022), State College Borough (2023), Halfmoon Township (2024), and Ferguson Township (2025).

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

a. **Organization for the Board of Supervisors (Continued)**

4) **COG Committee Assignments (Continued)**

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.

Mr. Abrams moved to approve the COG Committee Assignments and confirm that alternates may vote. Seconded by Mr. Treviño, the motion passed 4-0.

5) **Pennsylvania State Association of Township Supervisors (PSATS) Conference Voting Delegate and Authorized Attendees**

The annual [Conference](#) will be held in Hershey on May 3-6, 2020. Participant registration materials are available [through this link](#).

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.

Dr. Buckland moved to nominate Mr. Trevino as voting delegate. Seconded by Mr. Abrams, the motion passed 4-0.

6) **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 Code limits the term of any agreement to no more than two years, and must be re-considered after every municipal election.

Dr. Buckland moved to approve the Manager's Employment Agreement (included with the agenda materials) for the period January 6, 2020 to January 4, 2022. Seconded by Mr. Treviño, the motion passed 4-0.

4. **PUBLIC SAFETY – No items**

5. **PUBLIC WORKS**

a. **Arborist Services from Ferguson Township**

Following up on discussions last fall regarding Oak Wilt and Chestnut Oak Decline, the Manager reached out to our neighboring Township that employs a full-time Certified Arborist. The Managers have reached a cooperative agreement (see agenda materials) providing access to the Ferguson Township Arborist (and the to-be-hired Municipal Tree Specialist) by

5. **PUBLIC WORKS (Continued)**

a. **Arborist Services from Ferguson Township (Continued)**

Patton Township residents and staff for the following services:

- Consultation services to residents with issues related to tree health – Up to 30 hours per year;
Services will be limited to visual inspection only and recommendations regarding testing or treatment(s) to be performed by others;
- Provide hazard tree assessments to Patton Township staff for trees on public property (two to four assessments per year) – Up to 10 hours per year;
- Work with Patton Township staff to prepare and distribute educational materials regarding Oak Wilt prevention and control – Up to 10 hours per year.

Residents interested in consulting services should contact the Patton Township Zoning Officer or Manager first.

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

b. **Traffic Calming Program**

In 2000 the Township developed a process and guide for residents interested in reducing vehicle speeds and/or cut-through traffic in residential neighborhoods. This effort ran concurrently with trials of installing temporary speed tables on Cricklewood Drive. Based on feedback from the public, the Board ultimately decided against using the speed tables on Cricklewood.

The Traffic Calming Program guidance (included with the agenda materials) includes the following steps:

- | | |
|-----------------------------------|--------------------------------------|
| 1. Submission of a request | 7. Neighborhood kick-off meeting |
| 2. Program eligibility confirmed | 8. Alternatives developed |
| 3. Study area identified | 9. Alternatives reviewed |
| 4. Petition circulated | 10. Preferred alternative identified |
| 5. Data Collection | 11. Second Petition Circulated |
| 6. Program eligibility re-checked | 12. Plan Implemented |

The latest guidance from PennDOT on the subject is the 2012 publication [Pennsylvania's Traffic Calming Handbook](#) (Pub 383).

Since then, the Township staff has directed residents to this policy when they have requested action from the Township to reduce speeding or cut-through traffic. Over the years the Township staff has provided the process document to a handful of residents, but none of these requests went beyond Step 4 – Circulating a Petition.

In the last 18 months the Township has received a few requests for traffic mitigation in the Toftrees Area that have been addressed, for one reason or another, outside the Traffic Calming Program process.

5. **PUBLIC WORKS (Continued)**

b. **Traffic Calming Program (Continued)**

Mr. Park suggested instead of doing a formal policy to look for ways to condense the process.

Dr. Buckland stated she trusts staff's judgement and not needing something this cumbersome. Mr. Trevino stated he feels this drags the issue out.

Mr. Park urged the Board to advocate for use of radar enforcement with the state legislature.

The Board decided to retire the Traffic Calming program. Requests for mitigation can come to the Board for review and potential action.

The Board asked the Manager to draft a Radar Resolution for the next meeting.

c. **Traffic Mitigation Request for Permanent Radar Signs on Cricklewood Avenue – Preliminary Findings**

At the December 11th meeting the Board received a request to install permanent radar speed signs on Cricklewood Drive. The Police Department currently rotates three signs to many different streets around the Township. Staff advised the Board that prior to making any permanent installation, it would be prudent to develop a policy defining locations that would or would not be eligible for this treatment. The Police Chief noted that these signs cost between \$2700 and \$3000 each.

The Police and Public Works staff have compiled the following preliminary findings that should be considered:

A summary of 17 *Case Studies on Radar Speed Sign Effectiveness*; all studies confirm that these types of signs are effective in slowing traffic in the short term. Effectiveness over the long term was found to vary. The Summary was included with the agenda materials.

The breakdown of Township streets by estimated average daily traffic (ADT):

Classification	ADT	Miles of Road
Minor	0 - 50	1.75
Local	51 - 1,000	41.94
Local	1,000 - 1,500	5.91
Collector	1,501 - 2,500	1.46
Collector	2,501 - 5,000	4.00
Collector	5,001 - 7,500	-
Collector	7,501 - 10,000	3.06
Arterial	> 10,000	<u>1.22</u>
		59.35

5. **PUBLIC WORKS (Continued)**

c. **Traffic Mitigation Request for Permanent Radar Signs on Cricklewood Avenue – Preliminary Findings (Continued)**

PennDOT will require permits for any permanent installation on Township Roads. PennDOT does permit the installation of “semi-permanent” signs on their roadways. We have recently asked about “permanent” installations and are waiting on a response. PennDOT also has radar signs they will deploy for a few weeks at a time. PennDOT maintains these roads in residential areas of the Township:

Name	SR	Length (ft)	Length (miles)	ADT*
Bernel Road	3003	6501	1.23	2343
Fox Hill Road	3005	9799	1.86	8708
Buffalo Run Road	550	35430	6.71	4157
Stevenson Road	3028	5095	0.96	2221
N. Atherton Street (Sellers Ln to Twp Ln)	3042	9291	1.76	7743

*Varies by segment, reporting highest ADT

As of yet, estimates of costs for establishing a program of permanent installations has not been developed. This would primarily be dependent on the estimated number/length of streets that would be “eligible” for this treatment.

Mr. Trevino moved to go forward with the comprehensive study and asked how many signs we have now. Chief Jolley answered 3.

Dr. Buckland suggested this to be included with the traffic calming study.

The Board directed the Manager to purchase 2 signs for Toftrees Avenue/Presidents Drive.

6. **PLANNING AND ZONING** – no items. The Planning Commission is scheduled to meet on January 14th.

7. **ADMINISTRATION**

a. **Cost Sharing Agreement for Solar Power Energy Consultant**

The regional Solar Power Purchase Group has asked all participating entities to review and approve the *Cost Sharing Agreement for Energy Consultant Procurement* to move the project forward. The final draft of the agreement is included in the agenda materials.

Patton Township’s estimated expenditure for this step would be \$793.

The Agreement has been reviewed by the Manager and Director of Finance and Administration.

Mr. Trevino moved to approve the agreement and authorize the Chair to sign the agreement. Seconded by Mr. Abrams, the motion passed 4-0.

7. **ADMINISTRATION (Continued)**

b. **Pending Board Work Items**

At the end of each Board agenda is a list of topics titled ***“Items to be Scheduled.”*** This is a listing of topics (see below) that were briefly discussed at a prior meeting and “tagged” for further consideration at some point in the future. A brief recap of the basis of the initial discussion on each item is included with the agenda materials.

The Board members are asked to review each item and determine if:

- a) The topic should continue to remain on the list, and
- b) If remaining, what is its relative priority (high, medium, or low)

- Sustainability Resolution (August 2018)
- Budget Stress Scenarios (October 2019)
- Open Space Preservation Options (October 2018)
- Authorities dissolution (December 2018)
- Regulating Special Events on Public Property (Sept 2017)
- Home Occupations – potential change by Ordinance (Dec 2017)

The Board agreed to the priority list as revised above.

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. **Administration**

1) **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 2020 by the Township Director of Finance and Administration/Treasurer. This is the same as the 2019 bond amount.

It is recommended that the Board approve the Treasurer’s Bond as indicated above.

2) **Expenditure Approvals and Mileage Rate**

Act 84 of 2011 provides for the annual adjustment for bids and quotes based on the Consumer Price Index(CPI). The bid/quote thresholds for 2020, as advertised in the *Pennsylvania Bulletin*, have been increased to \$21,000 and \$11,300.

8. **CONSENT AGENDA (Continued)**

a. **Administration (Continued)**

2) **Expenditure Approvals and Mileage Rate (Continued)**

The Internal Revenue Service recently announced that the current standard business mileage rate of 58.0 cents per mile will decrease to 57.5 cents per mile effective January 1, 2020. Click [here](#) for additional information.

It is recommended that the Board approve the Bid/Quote Thresholds and the Mileage Reimbursement Rate as indicated above.

3) **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](#) (PLGIT) may be used for the investment of Township funds.

It is recommended that the Board approve the Bank Depositories as indicated above.

4) **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)

Deputy Managers

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

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 JeffreyW. Stover, Esq.

8. **CONSENT AGENDA (Continued)**

a. **Administration (Continued)**

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

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 and Stanley Wallace, Alternate

Health Official

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

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 Governm'ts

Brian Bittner, Deputy, Penn State University

Pam Soule, Deputy, Penn State University

Township Treasurer

Larry Pegher, Township Director of Finance and Administration

8. **CONSENT AGENDA (Continued)**

a. **Administration (Continued)**

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

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
Alexandra Castrechini, P.E., Asst. 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
Alexandra Castrechini, 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
Jackie Benshoof, Lead Tax Specialist
Lawana Moore, Township Assistant Secretary
Larry Pegher

Technical Committee, Centre County MPO (2 years)
Stephen E. Casson, P.E..
Alexandra Castrechini, P.E., alt

It is recommended that the Board approve the Appointments as indicated above.

8. **CONSENT AGENDA (Continued)**

a. **Administration (Continued)**

5) **Voucher Report**

There was no voucher report.

6) **Appointment to Centre County Airport Authority (CCAA) Board of Directors**

The ABC Committee recommends appointing Mr. George Downsborough, Jr. to a five year term, expiring at the end of 2024, to the Board of Directors for the CCAA.

It is recommended that the Board approve the appointment as recommended.

7) **Minutes, December 9, 2019 Work Session and December 11, 2019 Regular Meeting**

Draft minutes of the subject Board meetings are included with the agenda materials. Board members having questions or changes should contact the Township Manager prior to the meeting so revisions can be included in a supplemental distribution.

It is recommended that the Board approve the subject minutes.

8) **Appointment of Real Estate Tax Collector** – No action needed for 2020 – Mr. Erickson was elected by write-ins. Position will again be up for election in 2021.

Mr. Trevino moved to approve the Consent Agenda.
Seconded by Mr. Abrams, the motion passed 4-0.

9. **MANAGER'S REPORT**

Mr. Erickson reported on the following matters.

- a. Acts 80 and 81 of 2019; Permits approval of Intergovernmental agreements by resolution (in lieu of ordinance)
- b. Housing Starts for Q4 2018 (graphic enclosed)
- c. Centre Region Complete Counts Committee – Census Day is April 1, 2020
- d. **Upcoming Events**
 - [1] Township Office Schedule
 - Closed, January 20th, 2020 – Martin Luther King, Jr. Day
 - Closed, February 17th – Presidents Day
 - [2] PT Business Association Lunch meeting, January 22
 - [3] ABC Appreciation Dinner, February 21, Toftrees

9. **MANAGER'S REPORT (Continued)**

- e. Annual Declared Value of New Construction (includes all types)
- | | | |
|-------|----------------|------------------------------|
| 2019 | \$15.1 million | |
| 2018 | \$54.9 | 2012: \$46.1 (1/2 Geisinger) |
| 2017: | \$52.6 | 2011 \$10.9 |
| 2016: | \$13.9 | 2010: \$15.7 |
| 2015: | \$23.5 | 2009: \$12.9 |
| 2014: | \$10.5 | 2008 \$31.2 |
| 2013: | \$18.6 | 2007: \$41.6 |
- f. [Snow Parking and Sidewalk Shoveling](#) reminders (regulations enclosed)
- g. Revised pricing was provided for the National Citizens Survey; the Board declined to participate.
- h. The Board decide to host one COG General Forum meeting in 2020 – May is preferred.

10. **COMMITTEE REPORTS**

Future Meetings

Transportation and Land Use, January 13 – TBD

Public Safety, January 14 - TBD

Human Resources, January 15 – TBD

Finance, January 16– TBD

Public Services and Environmental, January 16 -- TBD

Exec, January 21 – TBD

Parks Capital, TBD– TBD

Steering Committee for CRPR Comprehensive Plan, TBD – Wheeler

Ad Hoc Facilities, TBD – Pegher Alt

- a. State College Borough Water Authority. December ____ – Montieth
- b. Centre Area Cable Consortium, [as needed](#) – TBD
- c. Spring Creek Watershed Commission, , Hurley Alt (report enclosed)
- d. [Centre County Metropolitan Planning Organization](#), November 26 – Abrams, Whitman Alt.
- e. [Centre County Airport Authority – \(4th Thursday\) – Treviño](#)
- f. [Solar Power Purchase Agreement](#) Working Group – Dec 18 – Whitman. Pegher alt.
- g. Website Upgrade, Demos to be scheduled - Whitman, Buckland, Pegher, Erickson

11. **OTHER BUSINESS**

There was no other business.

12. **ADJOURNMENT**

Mr. Treviño moved to adjourn the January 6, 2020 Board of Supervisors meeting at 5:16PM. Seconded by Dr. Buckland, the motion passed 4-0.

Douglas J. Erickson, Township Secretary