



**PATTON TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA**

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**BOARD OF SUPERVISORS**

BOARD MEETING ROOM  
PATTON TOWNSHIP MUNICIPAL BUILDING

**January 4, 2010  
7:00 PM**

**AGENDA**

**1. CALL TO ORDER**

The meeting will be called to order by 2009 Chair Elliot Abrams, who will serve as Temporary Chair. The Second Class Township Code requires that the Board of Supervisors organize on the first Monday in January.

**2. ELECTION OF OFFICERS**

The Board should elect a Chair and Vice-Chair for 2010. Mr. Abrams and Mr. Boyer served as Chair and Vice-Chair respectively in 2009.

[The Board will consider additional organizational matters later in the meeting.]

**3. APPROVAL OF MINUTES**

A copy of the minutes of the December 9, 2009 meeting is enclosed.

**4. PUBLIC COMMENTS**

Residents may address the Board on issues of interest to the Township. Comments related to specific agenda items should be deferred until that point in the meeting.

5. PLANNING & ZONING

a. Riparian Buffer Regulations: Proposed Amendments to Chapter 153

The Planning Commission has recommended adopting Riparian Buffer regulations under the Township's Subdivision and Land Development regulations which are found at Chapter 153 of the Patton Township Code. These proposed regulations are an outgrowth of a model ordinance developed by the Centre Region Council of Governments. Background information is included in the agenda materials in the form of an excerpt from the December 7, 2009 Planning Commission agenda.

It should be noted that the Township has previously adopted stream buffer requirements for the large majority of streams in the Township. The Planner has compiled the following evaluation of our current regulations:

- **78% (27.01 mi)** of streams fall under existing ordinance standards – SALDO or Zoning – with a buffer width of 100 or 65 ft. The extent of the buffer width is largely related to the Regional Growth Boundary, i.e. rural vs. urban character of the land.
- **2% (.72 mi)** of streams do not require buffers per township ordinances, but do have a FEMA (Federal Emergency Management Agency) identified Floodplain; therefore, the floodplain can be viewed as a quasi buffer.
- **20% (7.08 mi)** of streams are not regulated by existing buffers, nor do they have a FEMA identified floodplain. For streams in this category, there is the possibility that a “default” 50 foot floodplain could be applied pending the results of an in-field floodplain analysis (non FEMA). But, per the literal interpretation of existing regulations, a buffer requirement does not currently exist.

In general, the proposed regulations would require that stream buffers be established as part of any new subdivision or land development or as a part of any re-development process across all zoning districts in the Township. The proposed regulations would also require that vegetation be preserved or established in the stream buffer area.

Please note that the Planning Commission is recommending that the regulations be adopted under the Township's Subdivision and Land Development regulations and not under the Township's Zoning regulations. As such, the stream buffer regulations would only be applied to new subdivisions and land development activity, or re-development, and would not apply to existing developed properties. A property owner desiring to make an addition to a home or to construct an accessory building or barn, activities that require a zoning permit, are exempt from the stream buffer regulations.

Because most of the streams are in the A-1 (Rural) Zoning District, the planting requirements are very similar to those of an existing federal Department of

5. **PLANNING & ZONING (CONT'D)**

b. **Riparian Buffer Regulations: Proposed Amendments to Chapter 153 (Cont'd)**

Agriculture incentive program, the Conservation Reserve Enhancement Program (CREP), which provides payments to land owners to establish stream buffers. A brief overview of the proposed regulations will be provided by the Township's Planner. Township and CRPA staff are available to address questions from the Board. If the Board concurs with the Planning Commission recommendation, it is recommended that the Board direct staff to prepare and advertise an ordinance for a Public Hearing and possible adoption on February 10, 2010.

The agenda materials also include a memo from the Planner with a summary of the proposed regulations, the draft regulations, a stream map, estimates of buffer vegetation installation costs, and tree shelter illustration.

6. **ADMINISTRATION**

a. **Organization (Continued)**

(1) **Regular Meeting Dates**

Since 1985, the Board of Supervisors has met on the second and fourth Wednesdays of each month. The Board should establish its meeting dates for 2010. The Board should also set a starting time for meetings. Since January 1998 the Board meetings have started at 7:00 p.m. Previously the Board started its meetings at 7:30 p.m. A proposed schedule for 2010 is provided below.

A schedule similar to that of the last several years is recommended. This schedule generally includes regular meetings on the second and fourth Wednesdays of each month with adjustments as follows:

January	One organization and one regular meeting
June-August	One regular meeting on the third Wednesday
November	One regular meeting and two special budget meetings
December	One regular meeting

If the approach recommended above is accepted, the following specific schedule of meetings is recommended for 2010:

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

January 27 (4 <sup>th</sup> Wednesday)	July 21 (3 <sup>rd</sup> Wednesday)
February 10 and 24	August 18 (3 <sup>rd</sup> Wednesday)
March 10 and 24	September 8 and 22
April 14 and 28	October 13 and 27
May 12 and 26	November 3 (1 <sup>st</sup> Wednesday)
June 16 (3 <sup>rd</sup> Wednesday)	December 8 (2 <sup>nd</sup> Wednesday)

6. ADMINISTRATION (CONT'D)

a. Organization (Continued) (Cont'd)

(1) Regular Meeting Dates (cont'd)

Special Budget Meetings

November 10 (2 <sup>nd</sup> Wednesday)	Budget presented; work session, tentative adoption
November 17 (3 <sup>rd</sup> Wednesday)	Public hearing; budget work session

It is also recommended that the 2011 Organizational Meeting be scheduled for Monday, January 3, 2011.

(2) COG Committee Assignments

Members of the Board of Supervisors serve on Centre Region Council of Governments (COG) Standing and Ad Hoc Committees. Each committee consists of one elected official from each municipality.

The following is the list of COG Committees, meeting dates and Patton Township 2009 incumbents:

Committee	2009 Meeting Date	2010 First Meeting	2009 Incumbent
Executive	12:15 PM, Tues prior to GF	12:15 PM, Jan 19	Abrams, Boyer Alt
Public Safety	9:00 AM, 2 <sup>nd</sup> Wed	9:00 AM, Jan 13	Boyer, Wise Alt
Finance	8:30 AM, 2 <sup>nd</sup> Tues	8:30 am, Jan 12	Wise
Human Resources	Noon, 2 <sup>nd</sup> Tues	Noon, Jan 12	Troxell, Abrams Alt
Public Svcs. & Env.	Noon, 2 <sup>nd</sup> Wed	Noon, Jan 13	Boyer, Wise Alt
Trans. & Land Use	12:15 PM, 3 <sup>rd</sup> Wed	12:15 PM, Jan 20	Luck, Abrams Alt
Parks Capital	12:15 PM, 3 <sup>rd</sup> Thurs	12:15 PM, Jan 21	Luck

**NOTES:** 2010 first meeting dates are tentative and subject to change based upon the schedules of the members.

The General Forum typically meets 7:30 PM, 4<sup>th</sup> Monday

Additionally, the Metropolitan Planning Organization (MPO) Coordinating Committee has requested appointment of individuals from member-entities for two year periods. Formerly, the appointees to the COG Transportation Committee served ex-officio as their municipality's representative to the MPO. Patton Township's 2009 incumbents are Luck, Abrams Alt. The 2010 first meeting of the MPO is scheduled for January 26 at 6:00 PM. The Board may also reaffirm that the Township's appointment to the MPO Technical Committee is the Public Works Director, and the Assistant Director shall be the alternate to this committee.

The Board should consider the COG Committee assignments for 2010 and, if desired, any regular alternates. The Chair and Vice-Chair automatically serve as their municipality's representative on the Executive Committee. No Patton Township Board member will serve in 2010 as a COG officer. The sequence

**6. ADMINISTRATION (CONT'D)**

**a. Organization (Continued) (Cont'd)**

**(2) COG Committee Assignments (cont'd)**

for the rotation of the COG Chair in future years is College Township (2010), State College Borough (2011), Halfmoon Township (2012), Ferguson Township (2013), Patton Township (2014), and Harris Township (2015).

The Board should also determine whether to continue the Patton Township policy whereby alternates, including ad hoc alternates (other Board members and the Manager), may vote at COG Committee meetings when they fill in for the regular Committee member.

**(3) Board Committee Appointments**

The Board should consider appointment of Board members to the following Committees:

<u>Committee</u>	<u>2009 Incumbent(s)</u>
ABC Committee (2 members)	Wise & Troxell
Source Water Protection Project	Boyer
Centre Area Cable Consortium Director	Luck
Patton/Halfmoon Area Plan Steering Committee	Abrams & Boyer, Troxell Alt
Spring Creek Watershed Commission	Boyer, Bob Donaldson Alt
Open Space Stewardship Committee Liaison	Wise
Conservation & Efficiency Committee Liaison	Luck

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

The annual State Convention of the Pennsylvania State Association of Township Supervisors (PSATS) will be held in Hershey on April 18-21, 2010. A copy of the preliminary conference program is enclosed. 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 so that room reservations can be made immediately.

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

The Board must appoint Township residents to serve on Authorities, Boards and Commissions where terms of incumbents have expired or a member has resigned.

A report on ABC vacancies and incumbents eligible for reappointment is enclosed. This report recommends reappointment of ABC incumbents eligible for reappointment. A copy of the Policy on Reappointment to ABCs (Resolution No. 2007-031) is also enclosed. The Board should consider action to reappoint ABC members as recommended.

6. **ADMINISTRATION** (CONT'D)

a. **Organization (Continued)** (Cont'd)

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

As noted in the enclosed report, there are also vacancies on ABC's to be filled with new appointments because the position is new, or because the incumbent has completed the maximum number of terms or is otherwise ineligible or unable to continue serving. These vacancies include the following:

- Conservation and Efficiency Committee (11)
- Open Space Stewardship Committee (6)
- Planning Commission (1)
- Recreation Advisory Committee (1)
- Sign Review Board (1)
- Water Authority/ICDA (1)

The ABC Committee will review the applications in the current Talent Bank and present recommendations for new appointments to fill vacancies at the next Board meeting.

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

**(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 \$1,500,000 is recommended for 2010, a continuation of the 2009 amount.

**(7) Expenditure Approvals**

The Board should authorize the Purchasing Officer (Manager) to approve individual purchases of a routine nature up to \$4,000, and of an emergency nature up to \$10,000, with all procurement actions to be reported to the Board of Supervisors. This has been the Board's policy since 2002.

**(8) Bank Depository**

The Board should continue First National Bank as the general depository for the Township's checking and savings accounts with the stipulation that any bank, savings institution, or PLGIT may be used for the investment of Township funds.

**6. ADMINISTRATION (CONT'D)**

**b. Appointment of Tax Collector**

The individual elected as Real Estate Tax Collector for 2010-2013 has declined acceptance of the position. The Township Tax Collector is designated by law as the collector of the Township, County and School District real estate taxes and related assessments such as street light and fire hydrant assessments, and the Board should take action to appoint a replacement, as the Township Code assigns the responsibility of appointing a replacement to the Board of Supervisors. The qualifications for the appointment are the same as for election to the office: the person must be an "elector of the Township" (registered voter) and must have resided in the Township continuously for at least a year. The Board must make this appointment within 30 days or the matter is turned over to the Vacancy Board. The person appointed to fill the vacancy at this time will serve only until the first Monday in January 2012, with the remaining two years of the current four-year term to be filled through the regular election process in 2011.

It is recommended that the Board appoint the Township Manager to serve this term as Real Estate Tax Collector. This is the procedure that has been followed for the past several years. If this appointment is made, the Township Manager will contract with the Township to have the Township Tax Office collect the real estate taxes, and the contract provides that the net commissions paid to the Tax Collector are paid over to the Township for this work, and that the Manager neither makes nor loses money on the transaction. This approach has been used in Patton Township for the past several years, and the Township Tax Office cannot be designated directly to collect real estate taxes because the law requires the appointment of a "person" meeting the qualifications noted above.

**7. MANAGER'S REPORT**

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

- a. ABC Dinner on Friday, January 29
- b. Resident complaint regarding Oakwood Centre (e-mail enclosed)

**8. COMMITTEE REPORTS**

Board members should report on the meeting(s) of the COG and other committee(s) on which they serve, including:

- a. Standing and Ad Hoc COG Committees
- b. Spring Creek Watershed Commission
- c. Patton/Halfmoon Area Plan Steering Committee

**9. OTHER BUSINESS**

**10. ADJOURNMENT**

**11. FOR YOUR INFORMATION**

Enclosed is a copy of an appreciation letter received by the Police Department.