



**PATTON TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA**

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**BOARD OF SUPERVISORS**

**October 13, 2010**

**7:00 PM**

**CONSENT AGENDA**

**a. Administration**

- 1) *Appoint Township Secretary and Assistant Secretary***
- 2) *Earned Income Tax Rules***
- 3) *Hazard Mitigation Plan***
- 4) *Voucher Report***
- 5) *Resolution for Act 46 Verification Fee***

**a. ADMINISTRATION**

**1) Appoint Township Secretary and Assistant Secretary**

With the resignation of the Township Secretary, the Manager has disseminated the secretary's duties to other employees as illustrated on the attached document. Those employees taking on the bulk of the duties (Receptionist, Public Works Secretary and Tax Clerk/Administrative Assistant) will receive a 5% increase in pay.

As typical with most municipalities in the Centre Region, it is recommended that the Manager be appointed as the Township Secretary. The Manager currently serves as the Assistant Secretary. It is further recommended that the Assistant Engineer/Public Works Director be appointed as the Assistant Township Secretary.

***It is recommended that the Board appoint the Township Manager as the Township Secretary and appoint the Assistant Engineer/Public Works Director as the Assistant Township Secretary.***

a. **ADMINISTRATION (Continued)**

**2) Earned Income Tax Rules**

Each year the Board considers revisions to the Earned Income Tax (EIT) Rules and Regulations. These Regulations are intended to be uniform for the School District and all six Centre Region municipalities. A digital copy of the proposed 2011 Rules and Regulations for the EIT will be distributed; there are no proposed changes from the 2010 rules and regulations.

Beginning in 2012, Act 32 will require county-wide Earned Income Tax collection. The Rules and Regulations have been modeled in the form of the Act 32 legislation.

***It is recommended that the Board approve a resolution adopting the 2011 Rules and Regulations for Tax on Earned Income and Net Profits.***

**3) Hazard Mitigation Plan**

The Centre County 2010 Hazard Mitigation Plan, developed by the County Office of Emergency Services and the County Office of Planning and Community Development, has been reviewed and accepted by the Pennsylvania Emergency Management Agency (PEMA). The Plan is a requirement of federal regulations and must be adopted by each municipality in the County. Failure to adopt would make us ineligible for state or federal disaster funding.

A digital copy of the proposed Plan will be distributed. A copy of the required resolution is included in the agenda packet.

***It is recommended that the Board approve a resolution adopting the Centre County 2010 Hazard Mitigation Plan as our official hazard mitigation plan.***

**4) Voucher Report**

A copy of the September 2010 Voucher Report is enclosed. Board members having questions should contact the Township office prior to the meeting so the necessary information can be obtained.

***It is recommended that the Board approve the September 2010 Voucher Report.***

a. ADMINISTRATION (Continued)

5) Resolution for Act 46 Verification Fee

Act 46 of 2010, the legislation that approved the State budget, included a provision that provides an extension period for most any governmental approval provided after December 31, 2008 until July 2, 2013. This approval extension applies to land development plans, subdivisions, and zoning permits.

The Act permits a permit holder or recipient to seek written verification of the existence of a valid approval and the expiration date of the approval under the Permit Extension provisions. A government agency has 30 days to respond in writing, affirming or denying. Failure to respond results in deemed affirmation of existence of approval and date set forth in request.

Agency may charge a fee for a written verification of up to \$100 for verification of residential approval and up to \$500 for commercial approval. Fees of this nature were adopted for Codes Administration in August. Additional information on this topic will be provided upon request.

***It is recommended that the Board approve a resolution amending the Fee Schedule to add fees for written verification of a valid approval and the Act 46 expiration date of \$100 for residential permits/approvals and \$500 for commercial permits/approvals.***