



**PATTON TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA**

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BOARD OF SUPERVISORS

BOARD MEETING ROOM
PATTON TOWNSHIP MUNICIPAL BUILDING

**December 8, 2010
7:00 PM**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**

Copies of the minutes of the November 3, November 10, and November 17, 2010 meetings are enclosed.

- 3. 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.

4. PUBLIC SAFETY

a. Police Update

The October 2010 Public Safety Report is included with the agenda materials. The November report will be distributed prior to the meeting. The Police Chief will review the reports and respond to questions.

The Police Chief will present a Sergeant's promotion list for Board adoption. It is anticipated that the first promotion will be made in January to fill a vacant Sergeant's position. The list will remain in place for two years and it is anticipated that further promotions will be made as incumbents retire.

5. PUBLIC WORKS

a. Species Survey for Proposed Gray's Woods Park Site

In response to concerns raised last year by Clearwater Conservancy, the Township engaged Wilson Ecological Consulting to conduct a botanical survey of the flora and fauna of the 43 acre site tentatively designated to be Township parkland. Additionally, input was sought from state and federal agencies with regard to species of concern.

One species of concern, the northeastern bulrush, has been identified on the site. Additionally, the Pennsylvania Fish and Boat Commission (PFBC) has raised concerns about the potential for eastern spadefoot toad habitat.

Mr. Wilson and the Parks Project Manager will provide a brief overview of the findings of the study and report, and on-going discussions with PFBC.

Mr. Wilson has concluded:

"Development of a public park on the Gray's Woods Park property certainly seems feasible. Results of this study indicate that there are no natural resource "fatal flaws" associated with the property but that there are several sensitive resources that should be considered while planning the proposed park and its associated features. Due to these sensitive resources, it is highly recommended that planning include cooperation with the resource agencies and the adoption of impact minimization strategies that are designed to lessen or eliminate stresses on the identified sensitive resources. It seems logical that the preferred design would have no or minimal impact on local hydrologic flows (i.e. stormwater should not be retained) and should include efforts that reduce the spread of non-native and invasive species.

It is worth noting that converting this site into a public park would be one way to preserve and enhance its natural features. If converted into a park for public recreation, many human use values would be added to the site, which would actually increase the overall functions and values of the site, provided the site was developed such that existing ecological functions were not lessened."

5. **PUBLIC WORKS (Continued)**

a. **Species Survey for Proposed Gray's Woods Park Site (Continued)**

A pdf copy of the report, *Botanical Survey With Notes on Other Species of Interest, Proposed Gray's Woods Park Site, Patton Township, November 2010*, is available for distribution. Hard copy will be provided upon request. Additional correspondence from and to PFBC is included with the agenda materials.

The Board is asked to receive the report and provide guidance to staff for further investigations or adopt the report and incorporate the guidance provided in Mr. Wilson's conclusion into Master Planning for the Gray's Woods Park.

5. **PLANNING & ZONING**

a. **Planning Commission Report**

The Board will receive a report from Commission member Mark Czajkowski on the activities of the Planning Commission.

b. **Recommendations from December 6 Planning Commission Meeting**

The Planning Commission is scheduled to meet on Monday, December 6, 2009. A copy of the Commission's meeting agenda packet is enclosed. If the Planning Commission makes recommendations/comments on the following items, those recommendations/comments will be presented for the Board's consideration:

***Lot Consolidation and Land Development Plan for Pediatric
Dental Care and Orthodontics
Land Development Plan for Patton Towne Center Revised Phase 1
Sketch Plan for Glenn O. Hawbaker, Inc., Parking Lot Expansion***

The Board will receive a report on the status of any Planning Commission recommendations on these plans prior to the meeting.

6. **ADMINISTRATION**

a. **Code Administration Study**

The Centre Region Council of Governments (COG) General Forum has referred the COG October 2010 Operations Review of Code Administration to the participating municipalities for comments. **Board members should bring their copy of the report distributed for the November General Forum meeting.**

Comments from the Board are due back to the COG Executive Director by February 7, 2011 for distribution to the Ad Hoc Code Administration Study Committee.

6. ADMINISTRATION (Continued)

a. Fee Increases for Centre Region Code Administration

As incorporated in the 2011 COG budget, fee increases for certain permits and programs administered by the Centre Region Code Administration have been proposed an.

The Board should consider action to approve a Resolution amending the Township’s fee schedule by incorporating the proposed fees as follows:

Fire Safety Permits:

Current:

Annual Permit Fee = T x \$75.00 / V (rounded to the nearest dollar)	
T = Estimated Inspection Time of Property	
Square Feet	Time in Hours
2,500 or less	0.75
2,501 to 25,000	1.5
25,001 to 75,000	3
75,001 to more	7.5
V = Inspection Frequency Value	
Life Safety Value (as determined at the time of inspection)	Inspection Frequency
100 or less	5 year interval
101 to 400	3 year interval
401 or more	Annually

Proposed:

Annual Permit Fee = T x \$80.00 x R / V (rounded to the nearest dollar)	
R = Reduction Factor = 0.51	
T = Estimated Inspection Time of Property	
Square Feet	Time in Hours
1,000 or less	2
1,001 to 2,500	2.75
2,501 to 10,000	3.5
10,001 to 25,000	4.5
25,001 to 75,000	6
75,001 to more	9.5

6. ADMINISTRATION (Continued)

a. Fee Increases for Centre Region Code Administration (Continued)

Rental Housing Permits for Fraternity or Dormitory:

Current:

3. Fraternity, or dormitory	
a. With fewer than 15 sleeping rooms	\$325.00
b. With 15 -25 sleeping rooms	\$375.00
c. With more than 25 sleeping rooms	\$425.00

Proposed:

3. Fraternity, or dormitory	
a. With fewer than 15 sleeping rooms	\$350.00
b. With 15 -25 sleeping rooms	\$400.00
c. With more than 25 sleeping rooms	\$450.00

Add Plan Review Fee (for second submission) and Work not Covered by Permit:

Proposed:

F. Plan Review Fees	
Upon the second plan subission prior to the issuance of a permit if plan review comments have not been adequately addressed or if additional comments are required to be generated, or any submission of modifiactions after a the issuance of a permit	
1. Submission fee	\$150
2. Review fee	\$80 x Staff Time in Hours
G. Work not covered by permit fees	
1. Fee	\$80 x Staff Time in Hours

A copy of the Resolution is included in the agenda materials.

6. ADMINISTRATION (Continued)

b. Adoption of Capital Improvement Plan 2011-2015, 2011 Township Budget, and 2011 Council of Governments Budget.

Please bring your copies of these documents:

2011 Township Budget
2011 Township Line Item Detail
2011 COG Summary Budget

In September 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. The revised 2011-2015 CIP, incorporating input from the Board to survey residents and conduct a referendum for future Open Space borrowing, is included with the agenda materials.

At the November 10, 2010 meeting the Manager presented his recommended budget, incorporating the current elements of the CIP, which the Board tentatively adopted with a Real Estate Tax rate of 8.7 mills. This Tentative 2011 Township Budget was advertised for a Public Hearing, which was held on November 17, 2010. The Board received no comments from the Public Hearing.

The 2011 Township Budget presented for final adoption provides for an increase of 0.3 mills in the Real Estate Tax rate and the following totals:

Revenue	\$10,342,912
Expenditures	\$10,257,578
Revenue less Expenses	\$ 85,334
Ending Cash Balance	\$ 1,290,637

The 2011 Township Budget must be adopted by December 31, 2010.

At the November 22, 2010 General Forum meeting the 2011 Centre Region Council of Governments Budget was approved and referred to the municipalities for adoption. Approval of the 2011 Township Budget would incorporate approval of the 2011 COG Budget.

The Board should consider the following actions to adopt the 2011-2015 CIP and the 2011 Township Budget:

- Approval of a 2011-2015 Capital Improvement Plan Resolution.
- Approval of a 2011 Budget Resolution
- Approval of a 2011 Property Tax Rate Resolution

6. **ADMINISTRATION (Continued)**

b. **Adoption of Fund Balance Policy**

The Government Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Type Definitions, requires a change in the financial reporting for fund balances for Governmental funds, for financial statements beginning after June 15, 2010.

Briefly, GASB 54 replaces the current fund balance reporting with new definitions and reporting requirements into a new hierarchy based on the decreasing level of constraint. They are:

- 1 Non Spendable – not in spendable form, such as inventory or equipment
- 2 Restricted – externally restricted by agencies, donors, etc.
- 3 Committed – restricted by the Board through official action
- 4 Assigned – restricted by management for intended purposes
- 5 Unassigned – unrestricted for general use

Examples of “Restricted” level fund balances are debt service obligations and balances resulting from grants with specified future expenditures.

The “Committed” level fund balances generally consist of the Designated Reserve Funds included in the annual Township Budget.

The “Assigned” level consists of amounts that are constrained by the government’s intent to be used for specific purposes. This can be accomplished by the governing body, the budget or finance committee, or delegated to an official with the authority to assign amounts to be used for specific purposes.

The “Unassigned” balance would be the funds called “Cash Balance” in the Township budget.

Municipalities must adopt the GASB 54 fund balance categories for financial reporting, and governmental finance organizations are recommending adoption of a resolution to preserve the authority of the government’s chief operating officer (i.e. the manager or executive) to make financial decisions within their current authority (as limited by state and local regulations) within the “Assigned” level of fund balances.

The purpose of the proposed resolution is to adopt the GASB 54 fund balance categories and provide authority to the Township Manager to make financial decisions (i.e. to assign fund balances), within the guidelines of the Patton Township Code and the Second Class Township Code, for specific purposes that do not require Board approval or Board action. Only the Township Manager has the authority to assign fund balances. This authority ~~can not~~cannot be subordinated to a lower level of management (other than interim or acting manager in his/her absence). This authority does not extend into the “Unassigned” level of fund balances.

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 will also be available to the public at the sign-in table. At the request of a 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. Public Works

1) *Materials Bids*

2) *Approve Submission of Grant Application for Circleville Bikeway*

b. Administration

2) *Voucher Report*

3) *Police Pension Plan Employee Contributions for 2011*

9. MANAGER'S REPORT

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

- a. Development Update (enclosed in Planning Commission agenda packet)
- b. Organizational Meeting – Monday, January 3, 2011
- c. ABC Volunteer Appreciation Dinner
- d. Executive Session for Manager’s Performance Review to follow adjournment

10. 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

11. OTHER BUSINESS

12. ADJOURNMENT

13. EXECUTIVE SESSION

The Board should meet in Executive Session to conduct the Manager’s performance review.