

ATTENDANCE:

BOARD Elliot Abrams, Chair
 Bryce Boyer, Vice-Chair
 Jeff Luck, Supervisor
 Josh Troxell, Supervisor
 Walt Wise, Supervisor

STAFF Doug Erickson, Township Manager
 Kim Wyatt, Finance Director
 Brent Brubaker, Township Engineer
 Pat Hubert, Assistant Township Engineer
 John Petrick, Chief of Police
 Joe Price, Senior Planner
 Betsy Dupuis, Solicitor

ABSENT

AUDIENCE CNET 3 Volunteers
 Scott Miller, Resident
 Jeff Hermann, Planning Commission
 Bob Poole
 Terry Babbs, Property Owner

1. CALL TO ORDER

The August 17, 2011 Patton Township Board of Supervisors meeting held at the Township Municipal Building was called to order at 7:00 PM by Mr. Abrams, Chair.

2. APPROVAL OF MINUTES

Mr. Troxell moved to approve the minutes of the July 20, 2011 meeting. Seconded by Mr. Boyer, the motion passed 4-0-1 with Mr. Luck abstaining.

3. PUBLIC COMMENTS

Mr. Miller stated that at his residence of 351 West Clearview Avenue he got 9 inches of water in his basement due to the fact that water was running down Strouse Avenue and the storm drains are clogged. He stated that the drains at Woodycrest Center are too high for water to go into it. Mr. Erickson stated that repairs will be made tomorrow to the site. Mr. Miller suggested the Township put curbing on the left side of Woodycrest Street. Mr. Erickson stated that he will have Mr. Brubaker contact Mr. Miller to set up an appointment to go out and look at the drains and curbing so Mr. Miller can show his concerns. He stated that Mr. Miller is the first residence that had property damage that he is aware of.

Mr. Miller stated that in the woods behind Wal-Mart someone stopped and dumped two 5 gallon buckets of something and asked if the Township could put up no dumping signs. Mr. Erickson stated that is part of the Wal-Mart property and he would need to contact them about it.

Mr. Miller also stated that there are deer residing in the woods by Wal-Mart and is concerned they are going to cause traffic problems. Chief Petrick stated he is unaware of any traffic problems due to the deer.

4. **PUBLIC SAFETY**

a. **Police Update**

Chief Petrick reviewed the Public Safety Reports for June and July 2011 and stated that there was an increase in mileage for bike officers and there was an increase in the number of DUI arrests.

b. **Sergeant Appointment**

Chief Petrick stated that with the retirement of Sergeant Robert Leonard, it is now recommended that Officer Matthew Shupenko be appointed as a Sergeant of the Patton Township Police Department.

Mr. Luck moved to appoint Officer Shupenko as Sergeant. Seconded by Mr. Wise, the motion passed 5-0.

c. **Taser Review**

Mr. Abrams noted that in July 2009 the Patton Township Board of Supervisors received a recommendation from the Ad Hoc Taser® Review Panel and adopted an Electro-Muscular Disruption (EMD/Taser®) Weapon Policy. At that time the Board requested that the Police Department provide annual reviews of the weapon's deployment and use in 2010 and 2011.

Chief Petrick stated that a Taser® was deployed for a person with mental health issues who would not comply with officer's command in June 2010. In August 2010 a Taser® was deployed for an armed suspect in College Township and there were several incidents where individuals were targeted. Mr. Erickson asked if the Board would still like an annual taser review. The Board agreed that a review of Taser® use should be included in the annual Public Safety report.

5. **PUBLIC WORKS**

a. **Project Updates**

Mr. Erickson stated that the playground area work is underway by Glenn O. Hawbaker at Bernel Road Park and that he is very happy with the progress.

b. **Request for Proposals (RFP) for Waddle Road Interchange Engineering Services**

Mr. Erickson stated that it was discussed at the July Board meeting about the selection process for traffic engineering, and ultimately preparation of construction documents, for the project and recommended that we should not begin the process unless we were committed to a funding plan. The Board has previously pledged to fund half of the engineering costs from general Township revenues and would look to the developer to fund the remainder. Under the current economic conditions, upfront private funding is highly unlikely.

The Manager also introduced a revised funding plan for the pre-construction activities, and at the direction of the Board provides a more detailed review of his recommendation.

The Finance Director has compiled a fairly conservative borrowing scenario based on discussions with local bankers and produced a Loan Amortization Schedule that includes the following features:

- \$3,000,000 line of credit
- Draw down on line over 18 – 30 months
- 23 year repayment schedule
- Interest payments only for first two years
- Fixed interest rate for 7 years, adjusting after with 6% ceiling

5. **PUBLIC WORKS (cont'd)**

b. **Request for Proposals (RFP) for Waddle Road Interchange Engineering Services**

The annual debt service remains at about \$200,000 for years 3 through 8, and then increases to approximately \$250,000 for the remainder of the term.

Mr. Erickson proposes that the private funding be recouped from future development through contributions agreed to through the Master Plan update and collected at the time zoning permits are issued for new construction. The contribution amounts would be based on an estimate of the amount of new construction through the next 20 years and the type of development. The contribution would also be calculated on the traffic generation potential with commercial development contributing much more than residential. The contribution amount would likely be increased each year by a fixed percentage or related to an index.

Mr. Poole stated that this is a great opportunity to help with the economy in a great area with strong support.

Mr. Abrams stated that it is still a risk.

Mr. Luck stated he is most concerned that a large scale development would not be done in Toftrees and about the partnership funding would not appear as predicted.

Ms. Wyatt stated that this would help the Township by increasing the tax base.

Mr. Boyer stated that if you have to do it might as well do it now before prices go up.

Mr. Troxell is concerned about recouping the costs.

Mr. Wise stated that someday no matter what happens the Township needs to get the bridge fixed.

Mr. Troxell moved to proceed with request for proposals for the Waddle Road Interchange Engineering Services. Seconded by Mr. Wise, the motion passed 5-0.

c. **Re-adoption of Building Codes**

Mr. Erickson stated that in July the Board received a recommendation from the Director of the Centre Region Codes Administration that the Township consider the re-adoption of our local regulations to remove inconsistencies and conform our local adoption language with that of the state-wide Uniform Construction Code.

Mr. Boyer moved to approve Ordinance 2011-530, Uniform Construction Code. Seconded by Mr. Luck, the motion passed 5-0.

6. **PLANNING AND ZONING**

a. **Planning Commission Report**

Mr. Hermann stated the Planning Commission is working on zoning amendments for the permeable pavers and making sure the ordinance also has information about drainage in parking lots.

6. **PLANNING AND ZONING (cont'd)**

b. **Proposed Regulations for Wind Energy Facilities**

Mr. Price stated that in July the Board received a recommendation from the Planning Commission on regulations for Residential Wind Energy Facilities and Commercial Wind Energy Facilities and reviewed the changes that the Board requested.

Mr. Wise moved to schedule and advertise a Public Hearing on the proposed regulations on September 28, 2011. Seconded by Mr. Boyer, the motion passed 5-0.

c. **Introduction to Proposed Regulations for Construction Activities And Pyritic Rock**

Mr. Price informed the Board that the Planning Commission has concluded work on developing regulations for Construction Activities and Pyritic Rock.

The following information was included in the July Planning Commission agenda:

“Previously, over the course of the past year and in relation to the issue of concern, two different sets of draft regulations were considered by the Planning Commission.

Firstly, the Bald Eagle Ridge Overlay District (BERO), which offered a form of comprehensive ridge protection regulations, did not move forward. Instead, staff was instructed to prepare regulations that would deal exclusively with the potential hazards associated with disturbing and exposing pyritic/sulfuric rock during a construction process. The main result of which could be the formation of Acid Rock Drainage (ARD).

During a work session held on February 7 of this year, the Planning Commission considered draft regulations titled “Deep Excavations”, which regulated construction activities on the basis of the proposed depth of excavation. At that meeting, it was determined that the concept of

using depth as a regulatory mechanism is flawed in that a specific depth of excavation could not be applied uniformly throughout the Township. (There is a correlation between the depth of the water table and the potential for ARD; however, the water table can fluctuate greatly from one location to another.) Staff was directed to propose a different regulatory mechanism and prepare a new draft.

Throughout this process, staff continued to work closely with renowned geologists, Drs. David “Duff” Gold and Arnold Doden, in the formation of a new draft. As noted above, the draft is simply titled “Excavations”.

In essence, the regulatory elements of the new proposal have their basis in specific soil types, topographic settings and their underlying conditions (geologies), and a set of inspection and testing procedures intended to identify existing and/or the potential for ARD. In addition, the regulations are proposed to be included in Chapter 153: Subdivision and Land Development rather than in Chapter 175: Zoning. Therefore, the standards will apply not on the basis of a specific zoning district, but on the basis of specific criteria applicable to evaluating a site for ARD. The standards will pertain primarily to non-residential construction activities and multi-family activities when the criteria are met. Small-scale residential activities will be exempt.”

Mr. Price reported that the Planning Commission recommends adoption, and he reviewed the proposed regulations with the Board.

6. **PLANNING AND ZONING** (cont'd)

c. **Introduction to Proposed Regulations for Construction Activities And Pyritic Rock**

The Board and staff discussed how the regulations would apply to new subdivisions and would not apply to a new home being built on a current lot of record.

In response to a question from Mr. Troxell, staff proposed distributing the *Residential Guide to Excavations and Pyritic Rock* as part of the zoning permit process.

Mr. Troxell moved to advertise the ordinance for a Public Hearing at the September 28, 2011 meeting. Seconded by Mr. Boyer, the motion passed 5-0.

7. **ADMINISTRATION**

a. **Council of Governments (COG) 2011/2012 Program Plan**

Mr. Erickson stated that the General Forum has referred the 2011/2012 Centre Region COG Program Plan to the municipalities for review and comment and that The Board's comments will be forwarded to the Executive Director for his consideration during preparation of the proposed 2012 COG Budget. Mr. Erickson reported he had prepared a draft of comments for Board consideration.

Following discussion about permitting software, regional parks funding, the proposed parks maintenance facility, vehicle replacement criteria, purchase of hybrid vehicles, providing guidance to COG on keeping budget increases to a minimum and finding a way to review all personnel additions at once the Board agreed to submit the following comments to COG:

Patton Township is anticipating at least one more year of no growth in our tax base. Housing starts are at record low rates and still declining. Commercial (tax paying) development is tepid and is being offset by reassessments. Transfer tax revenues are shrinking fast. Every COG request to increase municipal funding means reducing local spending or increasing tax rates. Consideration should be given to directing Agencies to maintain their operating budgets at their 2011 level.

Anticipated 2012 Changes Affecting Most COG Agencies

The following are the major budget changes proposed in the 2012 Program Plan. For additional information on these COG staff recommendations, please refer to that section of the Program Plan:

1. Should the Human Resources Committee be asked to consider a change from a defined benefit pension to a defined contribution program for COG employees hired after December 31, 2011?

Yes

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

2. Should the level of information technology (IT) support for the non-library agencies be increased? The Office of Administration's section of the Program Plan provides background information and identifies several options for providing for additional IT support. This issue is important because many of the recommendations contained in the Code Evaluation Study are technology related and if they are to be implemented then additional support will be needed.

Codes should begin implementing the highest priority recommendations (i.e. select and install software) and work with Borough IT to scope out which tasks and subtasks should be carried out by Codes staff (i.e. software selection), which tasks IT can accomplish/assist with (i.e. hardware installation and software updates), which tasks will be accomplished by vendors (i.e. software installation and training) and which tasks may need other outside assistance.

If Code will be an extensive user of IT services we need to insure those cost are properly charged to Codes.

The Regional Technology Coalition (RTC) approach has worked well for Patton Township. The RTC is very flexible in meeting agency needs and quite cost effective. Although the Borough has had some problems with staffing over the last year, it appears these issues are being addressed. COG is strongly encouraged to remain a member of the RTC.

3. Should the Medical Insurance Reserve Fund be used to defray some of the potential rate increases for employee medical insurance for calendar year 2012? During its June 14, 2011 meeting, the Finance Committee indicated its support of this concept. The Executive Director supports this proposal but cautions that, Should the medical reserve fund not continue to grow, then at some point in the future, the accumulation of rate increases will need to be paid in one big lump sum. To avoid this from occurring, the status of the fund should be carefully examined as the 2013 budget is prepared. If the COG does not receive a surplus payment or the payment is very low, then changes in fund management should be implemented to ensure the fund is sustainable over the long term

A realistic policy governing the use of these funds needs to be developed. An annual ad hoc discussion and stockpiling money is not productive. Perhaps the offset could be tied to the CPI for medical insurance. (2.9% for June).

Patton Township returns the bulk of any refund to our General Fund. COG could consider returning some of the funds to the municipalities.

7. **ADMINISTRATION**

a. **Council of Governments (COG) 2011/2012 Program Plan**

4. Should the Human Resources Committee be asked to consider an increase in the incentive for employees who waive health insurance coverage because they are covered by a spouse's or domestic partner's health insurance plan? Currently, the COG incentive to waive coverage is 15% of the health insurance premium. The Program Plan may recommend that this payment be increased to 20% of the premium, the same level as the municipalities offering this option.

Yes, you will still be saving 80% of the premium cost.

5. Should the annual level of benefit for the dental or vision program be increased by \$50? The COG self insures its dental/vision employee insurance programs. The cost is shared 90% COG/10% employee. Funds that do not exceed the annual level of claims paid are carried forward from one year to the next in a separate dental/vision account. Based on the experience of the program, the Executive Director recommends that the annual level of benefit of either the dental or vision programs, not both, be increased by \$50.00. The Executive Director and Finance Officer believe this increase can be achieved and sustained over time without changing the costs of the program.

Yes

Preliminary 2012 Agency Budget Proposals

Looking forward to 2012 and beyond, the major issues demanding the General Forum's attention that will impact the preparation of the 2012 COG budget and Agency work programs are identified below. These proposals were considered by the COG Finance Committee during its July 11, 2011 meeting.

Administration

- During its June 27th meeting, the General Forum approved two budget amendments affecting the Office of Administration. The first change involved a reimbursement from the Code Administration Agency to the Office of Administration for the financial, human resources, legal and staff support it provides. This recommendation was proposed in the Code Evaluation Study. The second budget amendment changed the part-time Staff Assistant position to full-time. With the approval of these two budget amendments, no other major changes will be proposed for the 2012 Office of Administration budget.

These changes should be reflected in the "2011 Budget" columns for Admin and Codes.

7. ADMINISTRATION

a. Council of Governments (COG) 2011/2012 Program Plan

Emergency Management

- Should funds be budgeted to organize and conduct a full activation training exercise at the Centre Region COG/Penn State University Emergency Operations Center. The anticipated cost of this exercise is about \$30,000 and will be shared equally (\$15,000) by both the University and the COG. Approximately 50% of this cost could be offset by savings that will occur because of lower proposed funding for emergency shelters (no new shelters are proposed).

Yes

- Should funds be budgeted to finance training and certifications necessary to establish damage assessment teams? During June 2011, a Centre Region emergency management exercise was conducted and an after action report prepared and presented to the Emergency Management Council (EMC). The training exercise was based on a hypothetical emergency incident – a severe tornado storm occurring in several communities. The report recommends that the Centre Region develop a system to conduct damage assessment. Currently, there are no locally trained staff to perform this function. For 2012, it is proposed that funds (\$2,000) be budgeted to provide for disaster evaluation training for personnel who would lead local assessment teams. The expenditure of these funds would be contingent on the EMC endorsement of a plan to provide these services. It is recommended that training provided meet established standards and result in the participants earning a certification in disaster evaluation training.

Yes

Refuse and Recycling

- Should a part-time employee be hired to focus on commercial recycling? The Townships have indicated an interest in strengthening commercial recycling enforcement. This is a very hands-on project to educate and assess the types of recyclables at individual businesses. With the current staff focused and paid for by the residential program, additional help will be needed. To develop an official process, a plan will be created to educate, encourage, and enforce recycling at commercial establishments in the Centre Region. The Public Services and Environmental Committee is discussing whether this position is a justifiable expense.

The program should be funded from recycling rebates or other non-municipal revenues. Should explore alternatives such as jointly funding a position with CCSWA or contracting for the service.

7. ADMINISTRATION

a. Council of Governments (COG) 2011/2012 Program Plan

- Should the Refuse/Recycling program continue to use the recycling rebate as a source of funding for recycling programs at six parks, two pools, Hess Field Softball Complex and Millbrook Marsh Nature Center? This money for startup included the purchase of recycling containers as well as the operational cost of recycling collection charged by the hauler. Now that the containers have been installed, the on-going costs are the collection costs, which are roughly \$1,000/year. The Public Services and Environmental Committee is discussing whether future funding should be provided.

No. The programs should continue to recycle and the collection costs should be paid by each program. Recycling rebates should be used to continue to expand recycling opportunities by purchasing containers and promoting recycling in the commercial sector and at apartment complexes.

Codes - New Construction and Existing Housing

- Which software package should be used to replace the CityView software used by CRCA's New Construction, Existing Structures, and Fire programs? The 2011 budget designated \$50,000 for acquisition of a new software package. Because the funds were not expended, they will be carried forward to the 2012 budget. Two options have been discussed but not agreed to – CitizenServe or the Enterprise Resource Plan for State College Borough offered by Tyler Technologies. For efficiency and customer service reasons, the CRCA believes that it is essential that it manage a single software package. Two software packages will make it difficult to electronically schedule field inspections for CRCA staff and for customers to access permit information or to request inspections. In addition, the office staff would need to learn and manage two different systems. From a regional point of view, a software package should be selected that provides the municipalities with easy daily/weekly access to CRCA records.

It has already been determined that there is no consensus on the issue. The Code Director should select the system that best suits the operations of the Agency. Municipalities can then determine if the system will be useful to their operations and have the opportunity to opt in. Although there were several municipalities working together with the Agency on software reviews and selection, the matter was not viewed as a COG program or a regional program.

- Should the CRCA financially assist the municipalities with the purchase of either CitizenServe or the ERP software? The CRCA is the code agency for the Centre Region municipalities and its records should be easily accessible to them. To ensure this happens in a coordinated manner, COG staff proposes that consideration be given to the CRCA acquiring the licenses, software, and equipment necessary for the municipalities to use either CitizenServe or the ERP system to provide access to the CRCA's records. The anticipated cost for CitizenServe is \$100,000, of which \$50,000 is currently available through the 2011 CRCA budget. A cost for the ERP option is being prepared and will be included in the draft Detailed Budget.

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

Is it appropriate to use Code revenues to purchase software for use by the municipalities? The decision may be dependent on the type of system selected and the pricing structure. Municipalities should cover the added costs that would be needed to provide access to system. Access to Codes data is not a main driver for municipal users.

- As recommended in the Capital Improvement Plan, should the Code Agency replace 4 computers, printers and related software for the inspection staff (\$3,100) each? The current equipment is 5 to 7 years old. CRCA staff is working with the Regional Technology Coalition to identify the most cost effective options.

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

- As recommended in the Capital Improvement Plan, should the Code Agency replace four vehicles during 2012: a 2001 Ford Explorer; two 2001 Ford Escapes; and a 2002 Ford Ranger? The CIP anticipates a replacement cost of \$19,400 per vehicle.

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

Library

- Should additional part-time staff for the library be hired? The Library Director may propose an increase in the part-time hours to provide public desk coverage during peak times and when employees are on leave. The children's department is particularly understaffed for its large number of visitors and would need about 18 additional hours a week. Another 10 hours per week is needed to perform a variety of duties throughout the library.

Please provide cost information. Under the current economic conditions finding additional funding may be very difficult.

- Should funds be budgeted for the development of a strategic plan for the regional library program? The current plan expired at the end of 2010. The Library Director proposes to fund expenses relating to the preparation of the strategic plan from community donations.

Please provide cost information. If this was a useful tool in the past it should be updated.

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

Regional Planning and Centre County Metropolitan Planning Organization

- How should the fund balance for the CRPA be used? The Planning Director and Executive Director will meet with the Finance Committee to identify and evaluate options to respond to a higher than anticipated fund balance. Potential options include, but are not limited to, lowering municipal contributions to the 2012 budget or returning funds to the municipalities.

Planning has carried a fund balance in excess of \$120,000 for three years. The excess should be returned to the municipalities as soon as possible.

- A CCMPO subcommittee is preparing a recommendation regarding the membership and funding formula used for the CCMPO. Should there be an agreement on these issues, the 2012 COG budget may be affected. At the present time, discussions are ongoing and no decision has been made.

Fire Protection - Operating

- Should the employment status of the Fire Administrator be changed from part-time (25 hours per week) to full-time status? The additional hours will be committed to driver training, equipment calibrations, physical inventories mandated by laws, coordination of fire prevention and public service activity, and the development of bidding specifications for equipment purchased through the State College Fireman's Relief Fund or the Alpha Fire Company. In addition, technology is driving increased maintenance hours for apparatus and equipment. A preliminary estimate of additional compensation and benefit costs is \$40,000 to \$45,000, assuming family medical coverage. During its July 5th meeting, the Human Resources Committee discussed the concept of changing the status of the Fire Director's position. The Committee asked COG staff to prepare a revised job description that identifies the changes in job responsibilities that would occur if the position is made full-time.

Yes

- Should \$140,525 be budgeted to provide for the replacement of capital items at the three fire stations? On January 24, 2011, the General Forum adopted a policy based on the assumption that the replacement of capital items at the fire stations is a direct and legitimate cost of operating the regional fire protection program and should not be treated differently than other expenses that are regionally funded. As identified in the Capital Improvement Plan, the capital items demanding attention at the station in State College Borough are: renovation of the kitchen; replacement of the HVAC system in the lounge; and the replacement of the building generator.

The recommendation is in line with the policy decision of the General Forum. Implementation should be managed through the CIP.

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

Fire Protection - Capital

- Should funds be budgeted to replace:
 - ✓ The 2005 Chevy 2500 utility pick-up truck (\$30,800) that is used to transport equipment, materials, and personnel to emergency calls, training exercises, and among stations.

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

- ✓ The 2005 sedan used by the Fire Chief (\$29,000). The costs include a radio, lights, sirens, and vehicle identification graphics.

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

- Should the 2012 scheduled replacement of the tanker truck have been postponed until 2013 or 2014, as recommended by the Fire Director and the Fire Company?

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

Parks and Recreation

- Where should the new parks maintenance building be located? Looking ahead, discussions need to be finalized regarding where the structure will be located, what its design will be, and how it will be funded. The maintenance building is located within the Borough's public works area which is scheduled to be redesigned and replaced in two or three years. The COG structure has not kept pace with the growth of the parks program and is severely undersized. It has insufficient areas for covered storage of equipment and vehicles and for maintenance and repair.

During the past several years, the Borough has developed a master site plan for its new public works facility. To date, the General Forum has not formally taken a position regarding the inclusion of the maintenance building in this new design and currently a parks building is not part of the plan.

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

Looking ahead, there appears to be three options:

- ✓ Ask the State College Borough to revisit its master plan as to include a maintenance building. This request should be made in a timely manner as to allow the Borough to advance its plans.
- ✓ Construct a maintenance building at the Whitehall Road regional park. Although this option has not been fully explored, the consultant for the design of the park has suggested that a regional building could be constructed in conjunction with the maintenance building that will be needed for the new park. He suggested some sharing of costs between the building that is needed for the regional program and the building that will be needed for the Whitehall Road Park. If this option is approved, then the development of the regional building is proposed to occur in two phases with a combined cost of \$625,000.
- ✓ Construct a building at Tom Tudek Memorial Park near the existing horse barn. Regardless of the option selected, the participating municipalities should decide whether funds should be budgeted to retain an architect/engineer to prepare a master site plan and bidding documents for the development of a Parks and Recreation Agency maintenance and storage facility.

Funds should be budgeted to retain design professionals to determine needs, assist with site selection, estimate costs and proceed on building design. Given that the costs are likely to be much higher than estimated, it is not clear that construction could commence by 2013. Parks Capital Committee should begin a discussion that would lead to a recommendation on funding this project.

The following was provided with the Comments on the CIP.

“Item 40-B1. Parks Maintenance and Storage Facility. The square foot cost used to estimate the expenditure seems very low. Our recent experience with constructing similar buildings for Public Works and at Circleville Park indicate significantly higher costs for this item. We would expect the final total cost to be a minimum of \$100 per square foot.

Item 40-B2. Parks Maintenance and Storage Facility. The square foot cost used to estimate the expenditure seems extremely low. Our recent experience with constructing similar buildings for Public Works and at Circleville Park indicate significantly higher costs for this item. We would expect the final total cost to be a minimum of \$50 per square foot.”

7. ADMINISTRATION (cont'd)

a. Council of Governments (COG) 2011/2012 Program Plan

- Beginning in July, the Parks Capital Committee and the Centre Regional Recreation Authority will review the organization structure of the Parks and Recreation Agency. The purpose of this examination will be to consider whether, in the future, the Agency's current structure will maintain operational efficiency, keep costs at a low level, and address the various initiatives that will occur and have been proposed (such as starting a community fundraising campaign, constructing the regional parks, and managing a significant increase in park usage).

The organizational structure of the Centre Region Parks and Recreation Agency has been basically unchanged during the last 30 years despite significant increases in: the number and size of municipal parks, the level and variety of programming; the number of full and part-time staff, and, most recently, the acquisition of three regional parks. In light of the pending development and operation of the regional parks coupled with higher activity at the pools and nature center, the two groups will evaluate how the Agency is organized and whether changes should be recommended to the General Forum. This is proposed to be an internal study and not have additional costs to it.

Organizational structure is a management issue. The Parks Director could utilize the services of a consultant (Victoria McGraff has provided service to the COG and Patton in the past) to review and propose organizational structure. The policy makers should review the structure to ensure that the programs can be accomplished and the proper outcomes are achieved.

Parks and Recreation - Capital

- As proposed in the Capital Improvement Plan, should monies from the Parks Capital budget be used to proceed with the acquisition of the following equipment: one additional Toro 6 foot mowing tractor (\$21,000) to be used primarily at the regional parks; and one 4x4 truck (\$26,500) that will replace a 1999 vehicle?

COG should adopt an equipment replacement policy and develop replacement schedules for essential equipment. A more detailed review can be accomplished through the CIP.

Parks and Recreation - Regional Parks Capital Fund

- A proposal has not yet been developed, but the Parks Capital Committee and the Centre Regional Recreation Authority have discussed and may present to the General Forum the concept of engaging a fundraising professional to plan, organize, and conduct a fundraising campaign. This discussion is at a very preliminary stage so a scope of work and cost projection has not been identified.

The scope and cost estimate need to be quickly developed so funding decisions can be made in conjunction with Municipal budgets.

7. **ADMINISTRATION** (cont'd)

a. **Council of Governments (COG) 2011/2012 Program Plan**

Other Comments

Codes – A Fund Balance Policy needs to be developed as soon as possible. Policy needs to include what measures (rebates/ discounts) will be taken when the target fund balance is exceeded.

Library – update population figures in the “who we are” section.

8. **CONSENT AGENDA**

Mr. Erickson stated that 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) **Proposal to Dedicate Homestead Farms Roads to the Township**

In July the Board received a proposal from the Township Manager and the Homestead Farms Home Owners Association’s (HOA) Board of Directors wherein the Township would accept ownership of these roadways and the required improvements, needed to bring the streets up to public road standards, would be funded by the members of the HOA.

The proposal includes establishment of Neighborhood Improvement Districts to apply special assessment fees to the participating properties.

It is recommended that the Board direct staff to schedule and advertise the Public Hearing required as part of the formation of the Neighborhood Improvement District for the September 28, 2011 meeting.

b. **PLANNING AND ZONING**

1) **Temporary Use Permit – Wegman’s**

Wegman’s Food Markets has submitted a request for a temporary use permit to conduct a temporary food event at their site at 345 Colonnade Boulevard. The proposal is to install a tent on-site on September 10, 2011. The tent will be a 10’ by 20’, white frame tent, 7’ high at the corners and 10’ high in the center. The tent will be located on the sidewalk area in front of the store and to the right of the main entrance. The event will end by 4:00 pm the same day the tent it is installed. Traffic flow will not be negatively affected by the proposal as the tent will be situated on the sidewalk, although some displays may extend into the “Helping Hands” drive-up lane, which will be shut down for the event. No lighting is proposed.

Included with the agenda materials is the application, a letter from the store manager, and sketch of the proposed event. The Planning Commission recommends approval.

It is recommended that the Board approve the Temporary Use Permit as described.

8. **CONSENT AGENDA** (cont'd)

c. **ADMINISTRATION**

1) **Trick or Treat Night**

The COG General Forum has recommended that the Centre Region municipalities designate Monday, October 31, 2011 between the hours of 6:00 PM and 8:00 PM as Trick-or-Treat Night.

It is recommended that the Board schedule Trick-or-Treat Night as recommended.

2) **Voucher Report**

A copy of the July 2011 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 July 2011 Voucher Report.

Mr. Wise moved to approve the consent agenda. Seconded by Mr. Luck, motion passed 5-0.

9. **MANAGER'S REPORT**

Mr. Erickson stated he would be out of town starting Friday and that Mr. Brubaker will be acting as manager during that time.

10. **COMMITTEE REPORTS**

Mr. Luck stated that Park Capital Committee discussed the Recreational Authority proposal to use Pashak and Associates as the consultant for preparing the Phase 1 construction documents. Mr. Pashak proposed that he would do the work for about 6% of the project budget.

Mr. Troxell stated that the Human Resource Committee met and it voted to make the Fire Administrator position a full time position instead of part time. He stated they also discussed hiring more staff for the Library and Parks and Recreation Departments.

Mr. Boyer reported that the Public Safety Committee discussed acquiring software for the Code Administration Agency.

11. **OTHER BUSINESS**

There was no other business brought before the Board.

12. **ADJOURNMENT**

There being no further business, by Mr. Luck's motion and Mr. Wise's second, the meeting was adjourned at 9:10pm.

Douglas J. Erickson, Township Secretary