

ATTENDANCE:

BOARD	Elliot Abrams, Chair Bryce Boyer, Vice-Chair Jeff Luck, Supervisor Josh Troxell, Supervisor
STAFF	Doug Erickson, Township Manager Kim Wyatt, Finance Director Betsy Dupuis, Solicitor Joe Price, Planner
ABSENT	Walt Wise, Supervisor Brent Brubaker, Public Works Director John Petrick, Chief of Police
AUDIENCE	CNET – Producer and 2 Volunteers Dan McKenrick, Resident Jim Steff, CRCOG Joe Viglione, CRCOG

1. CALL TO ORDER

The August 21, 2013 Patton Township Board of Supervisors meeting held at the Township Municipal Building was called to order at 7:00 PM by Chair Elliot Abrams.

2. APPROVAL OF MINUTES

Mr. Boyer moved to approve the July 17, 2013 meeting minutes. Seconded by Mr. Luck the motion passed 4-0.

3. PUBLIC COMMENTS

There were no public comments.

4. PUBLIC SAFETY

a. Police Update

Sgt. Shupenko stated that there was a robbery on Fredricksburg Court at the end of July that is still being investigated. He also wanted to remind residents that school is starting in the next week and to watch out for buses. Mr. Abrams asked when is the Safety Fair and Sgt. Shupenko answered that it will be on September 28, 2013.

5. PUBLIC WORKS

a. Project Updates

Mr. Erickson stated that the road crew continues to work on curb replacements on Park Lane and then will be starting to install some new storm drainage piping soon. The pavers will be coming sometime in September. He stated residents will be notified prior to paving.

5. PUBLIC WORKS (Continued)

b. Project Recommendations for the Centre County Long Range Transportation Plan

(The following information was provided by the CCMPO:)

The Centre County Metropolitan Planning Organization (CCMPO) is an organization responsible for coordinating transportation planning and programming activities in Centre County. As mandated by federal law, the CCMPO must update its Long Range Transportation Plan (LRTP) every four years. The current CCMPO LRTP was adopted in September 2010. The CCMPO recently began preparing a new LRTP, which will be adopted by June 2014.

The CCMPO is now soliciting new candidate projects that will be considered for this LRTP. The CCMPO will be using the responses from this solicitation to build expand the pool of candidate projects and programs that will be evaluated and prioritized using a project ranking criteria which will be based upon the adopted Goals and Objectives of the new LRTP.

As is CCMPO policy, any project funded through the Preliminary Engineering phase on the Centre County Transportation Improvement Program (TIP) will continue to be advanced.. There is no need to resubmit request forms for any of these previously submitted projects, they will be considered candidate projects for prioritization in the new LRTP, unless we are otherwise notified by your municipality/organization to remove them from consideration.

Included (*with the agenda materials*) are several documents that your municipality can use to submit candidate projects to the CCMPO.

- 2010 LRTP Project Ranking Criteria (anticipated to remain similar in 2014), which includes the current Goals and Objectives
- Projects requested as part of LRTP 2010
- Project Request Form
- Process for preparing a candidate list

As your municipality/organization identifies candidate projects, the CCMPO strongly encourages local officials to consider how transportation projects and programs support the desired land use patterns identified in comprehensive plans, sewage facilities and water service plans, and municipal zoning, subdivision and land development ordinances.

The CCMPO is requesting that you submit any new candidate project(s) that you would like to be considered for the LRTP 2040 no later than Friday, August 30, 2013 at 5:00 pm.
(end of CCMPO materials)

Mr. Erickson reported that the Patton Township projects submitted in 2010 can be found on page 4 of the pdf titled "Projects requested as part of LRTP 2010" and the current status of these projects include:

Waddle Road Interchange Upgrades	In design
Patton Township Bike and Ped Paths -- Specifically the Circleville Road Bikeway	In design (almost)
Atherton Street Storm Drains	Partially complete, remainder of Patton Township section in design
SR 550 Safety Improvements	In 2031-2040 phase of LRTP
Valley Vista Drive Left Turn Lanes	In 2031-2040 phase of LRTP
Airport (Big Hollow) Connector	Not included on LRTP
Fox Hollow to Waddle Service Road	Not included on LRTP

5. **PUBLIC WORKS (Continued)**

b. **Project Recommendations for the Centre County Long Range Transportation Plan (Continued)**

The Board should begin discussion and consideration of projects to be submitted for the 2014 LRTP update. This item will also be included on the August meeting agenda.

Other projects suggested by Board

- Capacity upgrade for Vairo Boulevard from the Township Line to Atherton Street (including intersection)
- Atherton Street Adaptive Signals
- Patton Township Bike Plan projects including the Foxhill Bike Lanes and the Toftrees (aka Bellefonte Central RR or Arboretum) Bikeway
- Upgrades to the Fox Hill Road/ Cricklewood Drive intersection
- Signalizing the Toftrees Avenue/ President's Drive intersection

At the August 5th Planning Commission Meeting the following additional projects were proposed for consideration:

- Safety improvements at the SR 550 "S" curves between Julian Pike and Rose Drive
- Correct left-turn sight distance issue at intersection of SR 3042 (Gray's Woods Boulevard), I-99 Ramp and Ghaner Road.

The MPO requests that the Township prioritize its project submittals. A matrix of the existing and proposed projects is included with the agenda materials to assist with priority ranking of the projects.

Prior to discussing priority, the Board should review the bikeway projects that have been proposed. In July, two specific projects were proposed - the Foxhill Bike Lanes and the Toftrees Bikeway – and there was some general discussion about "projects included in the Township Bikeway Plan." It is noted that neither of the specified projects is among the top 3 projects identified in the Plan.

Board should provide staff direction for submitting a prioritized list of projects to the MPO.

Mr. Luck stated that the Foxhill Bike Lane is not a high priority to him and can be dropped from the list.

Mr. Erickson suggested that the SR 550 Safety Improvements and Valley Vista Drive Left Turn Lanes projects should be kept on list and the Board should consider dropping the Airport (Big Hollow) Connector and Fox Hollow to Waddle Service Road projects.

Mr. Troxell stated he thinks that the Valley Vista Drive Left Turn Lanes should be kept on the list due to traffic.

Mr. Luck suggested waiting on the Capacity upgrade for Vairo Boulevard from the Township Line to Atherton Street (including intersection).

Mr. Erickson stated that he should have enough input from the Board to have an idea of the order of the projects. He reported that the projects would be submitted by August 30, 2013.

5. **PUBLIC WORKS (Continued)**

c. **Fund Transfer Request for Waddle Road Interchange**

Mr. Abrams noted, that as detailed in the attached letter from Erdman Anthony, a fund transfer or reassignment of funds, is requested for this project to perform additional model runs of the CCMPO county-wide traffic model. The additional runs are required to address issues identified by the Department of Transportation at the Colonnade Boulevard / Waddle Road intersection.

The transfer shifts \$7,000 in funds from sub-consultant Dawood Engineering's budget for subcontractor drill borings to a line under Erdman Anthony's budget for other non-professional services.

This change does not increase the total amount of the agreement with Erdman Anthony. The change has been approved by PennDOT.

The Manager recommends that the Board consider action to approve the Fund Transfer as described in the July 30 letter from Erdman Anthony.

Mr. Luck moved to approve the Fund Transfer as described in the July 30 letter from Erdman Anthony. Seconded by Mr. Boyer, the motion passed 4-0.

6. **PLANNING AND ZONING**

a. **Planning Commission Report**

Mr. Silvis stated the Planning Commission discussed the Wooded Hill Lots 9 and 10 Resubdivision and the Comprehensive Plan that will be brought before the Board in September and approved the draft ordinance requiring the submission of GPS coordinates for two corners of a property.

b. **Wooded Hills Lots 9 and 10 Resubdivision**

Mr. Eriskson stated that the subdivision plan purposes reconfiguring the existing property lines of Lot #9 and Lot #10 of the Wooded Hills Subdivision by moving the common property line shared between the two lots eastward a distance of 10 feet. The properties are situated along Hemlock Hill Road in the R-2 Low Density Residence zoning district. The purpose of the plan is to. The result is that the frontage for Lot #9 will increase to 100 ft. from 90 ft. and the frontage for Lot #10 will decrease from 115.66 ft. to 105.66 ft. The new lot areas will be .36 acres and .39 acres respectively. There are no proposed improvements at this time.

A location map, 11" x 17" version of the plan, and staff comments was included with the agenda materials.

The Planning Commission's recommends approval with completion of all items noted on staff's marked up comment letter.

Mr. Boyer moved to approve Wooded Hills Lots 9 and 10 Resubdivision. Seconded by Mr. Troxell, the motion passed 4-0.

7. **ADMINISTRATION**

a. **Council of Governments (COG) 2014 Program Plan**

Mr. Erickson stated that the General Forum has referred the 2014 Centre Region COG Program Plan to the municipalities for review and comment.

Included with the agenda materials is a matrix with the questions posed by the COG Executive Director's introductory comments, along with comments from the Township Manager and a section for recording the Boards comments.

Comments will be forwarded to the Executive Director.

Mr. Luck stated that the Coordinating Committee would like the staff at MPO to stay the same way as it is and funding was available through 2014, but discussions on a new funding formula would continue.

Mr. Luck informed the Board he will make a proposal for pushing forward the fundraising campaign for regional parks

Mr. Luck stated that he supports the library reducing its hours of operation due to funding.

Mr. Steff informed the Board that Ms. Alloway has contacted the state library and that there is a waiver to reduce the numbers of hours that has been approved.

Mr. Troxell stated that the employee compensation has been discussed at length at 3.0% but Finance Committee increased it to 3.2% in the budget and he was for keeping it the way it was.

Mr. Troxell stated the a medical insurance refund policy would be something that is hard to set at a specific percentage and would like it to be a dollar amount instead of percentage.

Mr. Luck stated he agrees with the Manager that the Regional Parks Operating Budget should be separate from the Capital Improvement Budget.

Mr. Luck asked what the Pool Capital request for \$39,000 for. Mr. Steff answered the Program Plan shows that there are some items to be purchased for use at the pools. Mr. Erickson stated that those did not qualify as capital items and should come out of the Operation Budget and that the costs need to be identified. Mr. Troxell agreed with Mr. Erickson and that the more detailed information should be provided. Mr. Steff stated that the information will be in the detailed budget that is being put together now and that he and Mr. Vigilone are going to revisit this issue.

The comments submitted to COG are attached to the minutes.

b. **Council of Governments (COG) 2014 – 2018 Capital Improvement Plan**

Mr. Erickson stated that the General Forum has referred the 2014-2018 Centre Region Capital Improvement Plan to the municipalities for review and comment.

Included with the agenda materials is a matrix with comments from the Township Manager and a section for recording the Boards comments. Comments will be forwarded to the Executive Director.

The Board did not have any further comments. The comments submitted to COG are attached to the minutes.

7. **ADMINISTRATION (Continued)**

c. **Mid-Year Financial Report**

Ms. Wyatt provided an update on the Township's financial position based on revenues and expenditures from the first six months of the year. She stated that the Township is very close to budget.

A memo from the Finance Director was included with the agenda materials.

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. **Administration**

1) **Re-designate the Collector for Local Services Tax to be the State College Borough Tax Office**

Since the Township adopted the Emergency and Municipal Services Tax, the forerunner of the Local Services Tax, in 2005, the tax has been collected and administered by the State College Borough Tax Office. This office collects the tax for all the Centre Region municipalities and the State College Area School District.

A recent review of Township records (minutes, ordinances and resolutions) found no definitive designation or appointment of the State College Borough Tax Office as the collector for this tax. To avoid any concern or confusion regarding the Collector's authority,

It is recommended that the Board designate the State College Borough Tax Office as the Collector for the Local Services Tax.

2) **Voucher Report**

A copy of the July 2013 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 2013 Voucher Report.

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

9. **MANAGER'S REPORT**

Mr. Erickson stated that the development update was included with the agenda and that he has been out to the Grove several times and they are hoping to have students move in this weekend.

10. COMMITTEE REPORTS

Mr. Boyer stated that Public Safety met and the Code Administration will be sending out surveys in the next month to see how the service is and the Crest Community Emergency Response Team gave a presentation about making people aware of what can be done during an emergency. He stated that the Code Office sent a report on the number of apartment complexes coming online in the next week and a half. He stated that at the Grove there were issues that were not just because of Code Office and that there were delays due to the builders not having things ready.

Ms. Dupuis stated that the Code Office's scheduling of inspections may not be the best way to handle this situation and that there are two sides of the story.

Mr. Erickson stated that areas that are not done will be segregated from the areas that are completed and open to the public.

Mr. Abrams suggested that the Township looks into the process and get the parties together to look at solutions in case this happens again in the future.

Mr. Steff stated that COG prepared for this busy construction period by hiring a full time Commercial Plan Examiner/Inspector, someone to help with septic tank inspections and part time help with rental house inspections.

Mr. Boyer stated that Ridgemont Water has been extended down to Route 322 end of development of Ambleside then this week started at Ridgemont development to Harvard Road and hopefully on Monday extending to Matternville School and Fern Hollow Road. Mr. Erickson stated that if residents are within 1,000 feet of fire hydrant to contact your home owner's insurance company to see about getting a discount.

Ms. Wyatt stated that at the Finance Committee meeting discussed a financial service study and that during the next few months COG is looking at doing financial services in-house. She stated there was a discussion on the Parks Maintenance facility still looking at the option of leasing a building but DCNR stated that there may be some vulnerability to grant funds because it is a leased property.

Mr. Troxell stated that Human Resource Committee did not meet.

11. OTHER BUSINESS

Mr. Troxell stated he was contacted by PSATS and Mr. Erickson was contacted by Pennsylvania Municipal league to make a presentation on prevailing wages tomorrow at the Penn Stater and that a copy was handed out prior to the meeting.

12. ADJOURNMENT

There being no further business, by Mr. Troxell's motion and Mr. Luck's second, the meeting was adjourned at 9:38 PM.

Douglas J. Erickson, Township Secretary

Issue #	Program Plan Description	Patton Township Comments
Uncertainty #1:	Will the land development plan for the Whitehall Road Regional Park be approved? As previously mentioned, plan approval will require the construction of a road and the provision of sewer service by the developer of the adjoining property. The park development project and the construction of a centralized park maintenance facility cannot advance without road access and sewer service.	External issue
Uncertainty #2:	What are the costs and the funding proposal for constructing a centralized park maintenance facility? Three options (\$2.9, \$2.5, and \$2.2 million) have been presented to the General Forum and referred to the municipalities for comment.	Board supports a \$2.5 million project with a term of at least 25 years
Uncertainty #3:	Will the governing bodies of Centre County Government and the eight municipal funding partners agree to use the CCMPO's new local funding formula and commit their respective local share funding in calendar year 2014?	This issue is resolved for the moment with response from Centre County and pledge to fund through 2014.
Uncertainty #4:	How will the Phase 2 development of the regional parks be funded. Will the municipalities decide to retain the services of a consulting firm to identify the potential of a community fundraising campaign for the Phase 2 development; and, if a fundraising campaign is identified, will the consulting firm also lead and coordinate the campaign?	Under discussion by Parks Capital Committee. Park and Rec should move forward with fundraising plan.
Uncertainty #5:	There are five public entities in the Regional Technology Coalition (RTC) - a cooperative arrangement to provide information technology (IT) support services. One member, Ferguson Township, has reported that it will withdraw from some RTC services effective January 1, 2014. Another member, CATA, stated it <u>may</u> withdraw from the RTC in 2014. These changes in membership could affect the costs and/or service levels for the remaining three RTC members (College and Patton Townships and COG). Also the formula for allocating these costs among the five RTC members is under review.	This is not really a policy matter. (The Coalition is not a COG entity) The Coalition was formed many years ago as a means to control/reduce the costs of IT services. Members should be encouraged to assess the value of services received and explore other options as they choose.

<p>Uncertainty #6:</p>	<p>What affect will State College Borough’s possible withdrawal in 2015 from the Centre Region Code Administration agency have on its budget? Council had approved an ordinance to withdraw from the CRCA effective January 1, 2014. During its June 17, 2013 meeting Council repealed this ordinance and set a deadline of September 30, 2013 to <i>“make a decision on the withdrawal from part or all of the Centre Region Code Administration program.”</i></p>	<p>Code is an enterprise agency, funded solely by user fees. As a business would, Code should start contingency planning for potential implementation in 2014. Given the size of Code’s fund balance, any change should not affect service delivery to permittees.</p>
<p>7</p>	<p>Medical Insurance Costs – During 2014, costs for employee health insurance are expected to increase. The rate adjustment will not be known until the fall of 2013. In anticipation of this higher rate a small increase in the employee’s contribution for health care insurance from 11% to 12% of the total premium is proposed. Over the next several years the goal is reach cost allocations of 15% employee/85% COG. In addition, it is proposed that the Insurance Reserve Fund be used to defray some of the potential rate increases for employee medical insurance in 2014. During the last three years, monies from the Insurance Reserve Fund were used to partially offset premium increases. However, the Reserve Fund receives income from the insurance administrator when COG’s premium payments are greater than the amount of money paid for employee medical costs. This was not the case in 2012 and may not happen in 2013. Over time, the Insurance Reserve is expected to shrink which is a factor in the recommendation to increase employee contributions over time.</p>	<p>The Human Resources Committee should continue to review the the Insurance Reserve fund on an annual basis and make recommendations.</p> <p>The PHMIC program is structured so that most participants do receive an annual refund, and the premiums are set at 15% above the actuarial estimated or expected medical costs for a given year.</p>

8	<p>Pension Costs – 2014 COG premium payments for pension costs are expected to remain near or at their 2013 levels. Relative to many public entities, the COG’s pension program, administered through State College Borough, is in good fiscal condition. Over several decades it has been well funded through COG employee, state, and municipal contributions. Additionally, the plan is audited on a regular basis. As a result, the COG has avoided the great unfunded liabilities that affect many plans.</p>	<p>As COG transitions to a defined contribution plan for new employees, this plan will become less and less relevant.</p>
9	<p>Employee Compensation – According to the COG Compensation Plan, the pay schedule is to be annually revised by the average change in the Consumer Price Index (CPI) during the last 12 months ending June 30th. Currently, it appears that figure will be about a 1.7%. In addition, according to the COG Compensation Plan, Agency Directors are to set aside 1.5% of their Agency’s gross compensation to distribute as Merit Adjustments or one-time Achievement Awards. In recognition of the constrained municipal budgets and the 3% budget guideline, the Agency Directors and Executive Director are recommending the 2014 merit adjustments and achievement awards and the cost of living adjustment in combination not exceed 3%. For example, if the CPI adjustment is 1.7% then the maximum merit allocation could not exceed 1.3%.</p>	<p>The direction from the Finance Committee was to hold the increase in operating budgets to 3% or less. The Agencies should strive to maintain the COG compensation policy and looks for additional savings to be secured in areas other than compensation.</p>
10	<p>Regional Technology Coalition – COG receives IT support through the Regional Technology Coalition (RTC) a partnership with College, Ferguson, and Patton Townships and CATA. The RTC receives service from the IT Department for State College Borough. Looking forward to 2014, RTC costs may increase by 11% from \$61/hour (2013) to approximately \$68/hour (estimated). 2015 costs are projected at \$75/hour moving to \$80/hour in 2016. However, some of overall increase in IT costs may be partially offset by the transfer of Fire Protection and remote Parks and Recreation computers to a cloud-based service model.</p>	<p>See comments under Item 5.</p>

<p>11</p>	<p>Wage Survey – The Human Resources Committee has endorsed a recommendation from the Executive Director that a consultant be retained at an estimated cost not to exceed \$5,000 during 2014 to: Propose a plan for compensating employees who are at the top of their pay ranges. Conduct a <i>partial</i> salary survey for positions that the Agency Directors and Executive Director anticipate to be difficult to fill in the future given the current salary range, or that may be new to the COG such as the Aquatics Supervisor, Senior Commercial Plans Examiner and Inspector, Billing Specialist, Human Resources Officer, Finance Director, and Finance Assistant. The Human Resources Committee recommended that the Centre Region municipalities be polled to determine if they have positions to include for evaluation in the wage survey.</p>	<p>Patton Township is already working with consultant on reviewing some Twp positions.</p>
<p>The following individual agency Program Plan elements begin with either “Should” or “Note.” “Should” questions raise policy issues that need municipal guidance. Note statements report on a change outside the control of COG or explain a pending change in administrative practices. Comments are welcomed for either type of Program Plan element; however, the “Should” questions are the issues that require resolution prior to the preparation of the 2014 Agency budgets.</p>		
<p>12</p>	<p>Administration Should COG staff, as previously recommended by College, Ferguson, and Halfmoon Townships, conduct a study during the last six months of 2013 to determine whether it makes operational and economic sense for COG to provide its own financial services? If the financial services study concludes that it is in the best interests of the municipalities and COG that the COG provide its own financial service, then the 2014 budget should provide funds to hire a Financial Assistant (for last six months of 2014); purchase a fund based accounting software package (\$20,000 to \$25,000); and acquire a computer, other office furnishings, and equipment for the new Finance Assistant. The Finance Assistance would share an office with the Finance Officer. The current work area is configured for two employees.</p>	<p>Yes</p>

13	<p>Administration Should the position of Assistant to the Executive Director be evaluated as to whether it should evolve into the position of COG Human Resource Officer when the current employee retires in early 2015?</p>	Yes
14	<p>Regional Refuse and Recycling Note: No major changes are proposed that will affect the 2014 budget. However, during 2014, the contract for refuse and recycling for over 14,000 household will be updated and rebid for a new three year contract period beginning January 1, 2015.</p>	
15	<p>Emergency Management Note: The work space for the Emergency Management Coordinator has been located in the CRCA's office area. Recently the CRCA hired four temporary, part-time employees and the Coordinator's office space was returned to use by the Code Agency. In June 2013 the Coordinator's office was moved from the CRCA office to the Patton Township Fire Station. At the same time it was decided to move the Coordinator's computer to the same cloud-based system used by the Regional Fire Protection program. This office change will have a minor affect on the allocation of rental costs for the emergency management and code programs.</p>	
16	<p>Codes – New Construction Should the multiplier used to calculate building permit fees be reduced from .09 to a lower number?</p>	Yes. Codes also needs to address its very large cash reserve issue and develop a policy
17	<p>Codes – New Construction Should the job description for the position of Senior Commercial Building Inspector be evaluated and revised to reflect additional supervisory responsibilities? Due to staffing changes during the last several years, the remaining residential housing inspector reports to this position. Any compensation adjustment will be based on the results of a wage survey to be conducted during 2014.</p>	Yes

18	<p>Codes – New Construction Should the CRCA fund the replacement of the existing projector and the purchase of a second projector for the Forum Room of the COG Building? In addition, should the 8 foot projector screen be replaced by a 15 foot screen? The Code Agency is paying this expense as it will expand the functionality of the room for CRCA employee training; public education programs on building techniques and building codes; and workshops. These improvements are expected to be no more than \$20,000 and will be competitively bid with the contract approved by the General Forum.</p>	CIP item
19	<p>Codes – New Construction Note: The 2013 budget provided for an additional Commercial Plans Examiner/Inspector position. Action on filling this position was delayed until final resolution of State College Borough’s pending withdrawal from the CRCA. During the first six months of 2013 the need for additional staff was addressed through the hiring of temporary, part-time employees. In June the Finance Committee decided to proceed with filling the position and it is likely the Public Safety Committee will do the same at it July meeting. The Committees feel that this action is justified by the level of commercial building construction; the desire to improve customer service to the permit holder; and the requirement to meet Pennsylvania Department of Labor and Industry performance standards for completing plan reviews.</p>	
20	<p>Codes – Existing Structures Should the annual Rental Housing Permit fee, typically \$30 per unit, be adjusted? Currently, there is not a staff recommendation on a permit fee change pending additional information on operating expenses and the status of State College’s Borough’s participation in the program.</p>	A quantitative analysis needs to be provided before any decision can be made.

21	<p>Codes – Existing Structures Should the additional Fire Inspector position that was approved in the 2013 budget be filled with a full-time employee? Action on filling this position was delayed until final resolution of State College Borough’s pending withdrawal from the CRCA. During 2013 the need for additional staff was addressed through the hiring of temporary, part-time employees. Between 2013 and 2015 a minimum of 1,629 additional housing units (4,929 beds) will be constructed.</p>	<p>Code should start contingency planning for potential implementation in 2014. Since most of the new units are outside the Borough, the program needs to remain functional through any transition period.</p>
22	<p>Codes – Existing Structures Should the job description for the position of Billing Specialist be evaluated and revised to reflect additional duties associated with the implementation of the new software service? It is proposed that the position be responsible for training COG and municipal staff in the use of the software and for resolving daily operational issues with the vendor. Any compensation adjustment will be based on the results of a wage survey to be conducted during 2014.</p>	<p>There appears to be a large ‘gray’ area between policy and implementation at COG. If prior policy included purchasing software, then is not this an implementation step (like hardware upgrades) that probably should have been identified before and included in original costs. Posing this as a “policy” question now really begs the question. Finance Director comments: Was this position responsible for training, billing & problem resolution prior to new software? A new tool does not always mean the job has</p>
23	<p>Codes – Existing Structures <u>Note:</u> Fire Permit fees are scheduled to increase in accordance with a five year fee plan approved by the General Forum in 2011. This plan is intended to ensure that all the direct and indirect Agency costs for conducting a fire inspection are recovered.</p>	<p>The original analysis should be reviewed to confirm that an increase in fees is needed.</p>
24	<p>Library Should the Library reduce hours of operation? From 2009 to 2011 the amount of state aid provided to the library was reduced by over 30%. During 2012 and 2013 the amount of state aid was unchanged and has lost value because it has not kept pace with inflation. Subsequently, there has been a growing gap between revenues and expenditures. To avoid significant increases in municipal contributions and keeping the Finance Committee’s 3% guideline in mind, the 2014 Program Plan proposes to reduce the number of hours the Library is in operation by closing on football Saturdays and Sundays in May. These are both periods of time when patron usage is at their lowest points of the year.</p>	<p>The Library Management should have flexibility in their operational approach. COG officials should focus on budgetary policy for the Library and not focus on individual strategies for the Library. Focusing on specific aspects of Library operations only blurs the line between policy making and implementation.</p>

25	<p>Library Should janitorial services for the Library be handled in a different way? During the last several years, this question has been raised by members of the Finance Committee. The Library Board has taken the position that the current arrangement with the State College Borough custodial staff has worked well in maintaining a building that hosts an average of 1,000 visits per day from a broad range of community members. The Library is the most heavily visited public building in Centre County.</p>	<p>COG officials should focus on budgetary policy for the Library. This item covers about ½% of the Library budget. Focusing on specific aspects of Library operations only blurs the line between policy making and implementation.</p>
26	<p>Library Should the security system (cameras, alarms, ADT) for the Library be replaced? When these systems were installed 10 years ago, they were installed as separate systems. With increasing incidents such as patron problems, theft and vandalism that have occurred recently, the Library is looking to replace these separate systems with a single, robust system. The CIP estimates the cost at \$203,000 to be paid from the Library's Capital Fund.</p>	<p>CIP item</p>
27	<p>Library Should the Library's web page be redesigned as recommended in the 2013 Strategic Plan? The CIP estimates the cost at \$40,000 to be paid from the Library's Capital Fund.</p>	<p>CIP item</p>

28	<p>Library <u>Note:</u> The Commonwealth of Pennsylvania is considering eliminating District Libraries. Schlow Centre Region Library is the district library for four counties. Should District Libraries be eliminated, the resulting potential revenue loss is approximately \$212,000 and may cause the lay-off of District staff and the closing of District operations based at Schlow.</p>	<p>More information needs to be provided. If there is a local service component in this position that provides value to the Region it needs to be identified and quantified. If the service primarily benefits libraries and patrons outside the Centre Region, there is no justification for using local funding to replace the state funds.</p>
29	<p>Library <u>Note:</u> The 2014 Library budget may include revenues from leasing spaces in the Library's parking lot for short-term parking during hours when the Library is closed. The new parking system is proposed to be administered by the State College Borough Parking Authority.</p>	
30	<p>Regional Planning and Centre County Metropolitan Planning Organization <u>Note:</u> During 2014 the CRPA proposes to update information in the Centre Region Act 537 Sewage Facilities Plan. The work is expected to be performed by CRPA staff and will not involve the additional expenditure of funds.</p>	
31	<p>Regional Planning and Centre County Metropolitan Planning Organization <u>Note:</u> The most critical issue for 2014 will be the outcome of discussions about the CCMPO's local funding share formula. In May 2013, the CCMPO approved a new funding formula. The governing bodies for Centre County Government and the eight municipal funding partners have been asked to endorse the new formula, which would be used to allocate local shares in calendar year 2014. If the new formula is not endorsed, the CCMPO will continue efforts to develop a fair and equitable formula that is supported by the funding partners. Depending on the actions of the governing bodies, the amount of local funding provided to support the CCMPO may change in 2014 and 2015. The range of possible outcomes include 1) providing</p>	<p>See comments under #3.</p>

	<p>local funding at the needed level; 2) providing local funding at the current level; 3) providing local funding at a reduced level; or 4) providing local funding at the minimum level needed to match federal and state funding. The CCMPO will continue to seek stable, secure, and fair revenue streams over the next two years in order to fund the transportation planning program.</p>	
<p>32</p>	<p>Fire Protection – Operating Should a full-time paid Training Chief be hired? The Fire Director has presented a <u>Seven Year Staffing Plan</u> for the Regional Fire Protection program to the Public Safety, Human Resources, and Finance Committees and the Centre Region Emergency Management Council. The Plan recommends that a Training Chief be hired in 2014 following a statewide search and the use of an assessment center to evaluate the candidates.</p>	<p>Yes</p>
<p>33</p>	<p>Fire Protection – Operating <u>Note:</u> The 2013 Fire Protection operating budget used approximately \$110,000 of its beginning year fund balance to offset expenses for the calendar year. The projected 2014 beginning year fund balance is expected to be in the range of \$20,000 to \$30,000. Because the fund balance has been significantly reduced, during 2014 the \$80,000 to \$90,000 decline will need to be offset by higher municipal contributions. Overall, the size of the Fire Protection operating budget will be within the 3% guideline established by the Finance Committee. However, because of a much lower fund balance the proposed increase in municipal contributions may approach 8 to 9%. Year to year fluctuations of this type are unavoidable when fund balances are used as a revenue source – some years’ fund balances are low, some years’ fund balance are high. 2014 will be a year of low fund balances for the Fire Protection Program.</p>	<p>COG should reconsider its policy of using the prior year fund balance as a revenue source, because as shown here it can lead to these sorts of fluctuations in year to year municipal contributions. Under most governmental budgeting systems, unused funds at the end of the year are <u>not</u> retained by an individual agency or department. These funds are retained by the funding authority (i.e. the General Fund for Patton Township.) If the COG wished to move towards a zero-based budget model, the unused funds (i.e. year-end fund balance) could be returned to the contributing municipalities.</p>

<p>34</p>	<p>Fire Protection – Operating</p> <p>Note: In July 2011, Governor Corbett signed into law an amendment (Pennsylvania Cancer Presumption Act 46) to the Workers’ Compensation Act to extend coverage to firefighters suffering from cancers caused by exposure to certain known carcinogens. The new provisions allowed firefighters to apply for compensation benefits and receive a “work-related” presumption for cancers caused by the Group 1 carcinogens. In response to this legislation many carriers of Workers’ Compensation insurance for volunteer fire companies, including the Alpha Fire Company, dropped coverage. After researching the options the only insurance option to the COG was joining the State Workers' Insurance Fund (SWIF) program that is administered by the Pennsylvania Department of Labor and Industry. This change significantly increased the cost of insurance from \$59,000 to \$100,000. The Fire Director is working with the State College Fireman’s Relief Association to develop equitable and long term cost sharing. The result will be some increased costs to COG in 2014 and beyond, but the amount is not yet known. The Fire Director is exploring several risk management programs that may reduce overall premiums.</p>	
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<p>35</p> <p>(oops,no 36)</p>	<p>Parks and Recreation Should: As proposed in the draft Capital Improvement Plan, monies from the Parks Capital Budget be used to for the following:</p> <ul style="list-style-type: none"> ✓ Replace 800 MHz Portable Radios (\$30,000) – A staff study will be conducted to identify and evaluate radio options. ✓ Install office partitions for the Parks Conference Room (\$15,000) ✓ Add a skid steer with loader bucket and post hole digger (\$35,000) ✓ Replace 2003 Toro-Kohler 52” Z-mower (\$15,000) ✓ Add a ball field groomer for Oak Hall Regional Park (\$18,000) ✓ Replace a 2004 Chevy Silverado 4 x 4 truck (\$25,000) ✓ Replace the bed of a 2001 Ford F-350 dump truck (\$15,000) 	<p>CIP Items</p>
<p>37</p>	<p>Should the municipalities, through the Centre Region Parks and Recreation Authority (Authority), borrow funds to finance the construction of a new parks maintenance building? Based on a site evaluation report, the recommended location for the facility is Whitehall Road</p>	<p>Board supports a \$2.5 million project with a term of at least 25 years</p> <p>Obtaining the financing for this project should not occur until a construction timeline has been determined.</p>

<p>38</p>	<p>Parks and Recreation Should the Parks operating budget be separate from the Parks Capital Equipment budget? Currently, municipal contributions for the purchase of new or replacement equipment are paid into the CRPR Operating budget and then internally transferred to the Parks Equipment Capital Budget. COG staff recommends that beginning January 1, 2014 the CRPR Operating budget and the Capital Equipment Budget function separately, as is the case with the Aquatics budget and Pools Capital budget as well as the Regional Fire Protection budget and Fire Protection Capital budget. Staff believes that having separate municipal contributions toward operating and capital budgets will add clarity to expenditures from these funds. This change would not affect the level of municipal contributions and it would eliminate the internal transfer.</p>	<p>Yes, would make it consistent with other agencies.</p>
<p>39</p>	<p>Parks and Recreation Should municipal contributions designated for the construction of the centralized Parks Maintenance Building (if the project is approved) be assigned to the Regional Parks Capital Budget? In the 2013 Detailed Budget, the municipalities contributed \$165,000 toward the Parks Maintenance Building. These funds were contributed to the Parks Capital Equipment budget, which is a COG fund, as the funding mechanism had yet to be determined. As time has passed, the most appropriate mechanism is that the Authority, rather than a COG fund, be the borrowing agent to fund a loan to construct the Parks Maintenance Building project. It is recommended that the remaining funds in the Parks Capital Equipment budget designated for the Parks Maintenance Building be transferred to Authority's Regional Parks Capital budget. The funds transferred will be a separate line item from</p>	<p>Yes, but there should be separate accounting and no comingling of funds for the two class of projects; Regional Parks and Parks Maintenance Facility.</p> <p>There should also be a separate accounting of the revenues and expenditures for Regional Parks operations. Like pools, the users of the regional parks should be assessed sufficient fees to cover the operational expenses of the facilities.</p>

	<p>the regional park development costs. Future municipal contributions for the construction of a Parks Maintenance Building be assigned to the Regional Parks Capital budget. These two changes are consistent with current COG practices related to debt service and future capital purchases. As of January 1, 2014, the Regional Parks Capital fund will be able to draw down on the loan, pay capital costs related to the construction projects, and make debt service payments on the loans for the two separate projects – regional park development and the construction of the Parks Maintenance Facility. The aforementioned payments will be agreed upon and approved in 2014 and in future budgets. This proposal does not affect the level of municipal contributions, but it would expand the purpose of the Regional Parks Capital budget to include the Parks Maintenance Building.</p>	
<p>40</p>	<p>Aquatics Should the compensation rate for the Aquatic Supervisor be included in the wage survey during 2014 to ensure that the position is paid competitively in relation to other positions with similar responsibilities and size of operations? Any compensation adjustment will be based on the results of a wage survey.</p>	<p>Yes</p>
<p>41</p>	<p>Millbrook Marsh Nature Center Should a parking lot be constructed using community contributions? Currently, a field is used for parking and under wet conditions cars can get stuck and visitors soiled with mud. The draft Capital Improvement Plan estimates the cost of this improvement at \$80,000.</p>	<p>Assuming this is a permitted use of these contributions, this is a CIP item.</p>

42	<p>Millbrook Marsh Nature Center Should the house at the Nature Center be repaired, updated, and re-rented or should it be demolished? The home has suffered water damage and has other code deficiencies that may cost \$50,000 to address. However, in the past the property has generated income and the tenant has provided a level of security for the facilities at the Center.</p>	<p>A cost analysis needs to be completed for the various options to determine the best course of action. (At Finance Committee it was reported that PSU has offered to pay material costs for repairs with COG responsible for labor costs.) Security can probably be accomplished through the installation of cameras for a few thousand dollars. Should be a CIP item if costs exceed \$10,000.</p>
43	<p>Millbrook Marsh Nature Center Note: To comply with the Affordable Care Health Act, health care benefits will be provided to the Program Coordinator for the Millbrook Marsh Nature Center. Currently, it is an 11-month seasonal position that averages over 30 hours of work per week. The estimated cost for the personnel change is about \$9,900 including benefits. Some of the increased costs are anticipated to be offset by increased program revenues</p>	<p>Please provide a breakdown of what is included in the \$9,900 of increase costs. Are the “increased program revenues” a function of changing the role of this position, or simply a result of increased fees or other aspects of MMNC operations?</p>
44	<p>Regional Parks Capital Fund Note: Funding will be included in the 2014 COG budget to complete the construction of the Oak Hall Regional Park. Phase 1 costs funded through the COG budget total \$3,654,000 and will be paid from the borrowing approved by the municipalities during 2010 as well as funds previously contributed by the participating municipalities. As the host municipalities, College Township and Harris Townships made additional voluntary contributions to the project.</p>	

45	<p>Regional Parks Capital Fund <u>Note:</u> Funding will be included in the 2014 COG budget to complete the construction of the Whitehall Road Regional Park. Phase 1 costs appropriated in the COG budget total \$5,546,000, including an approved \$300,000 state grant. This project will not advance until road access and sewer service is provided and a traffic impact study conducted. The study may identify off-site transportation improvements that are necessitated by the development of the park. A portion of these costs may be assigned to the project.</p>	
46	<p>Regional Parks Capital Fund <u>Note:</u> While a proposal has not been developed, the Parks Capital Committee and the 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 for the Phase 2 development of the Regional Parks projects. This discussion is at a very preliminary stage so a scope of work and cost projection has not been identified.</p>	
47	<p>Parks and Recreation – Page 156 “Business Plan for the Operation of Regional Parks”</p>	<p>The Regional Park system should be operated like the swimming pools – i.e. cover operational costs through user fees. The text on page 156 notes “municipal contributions” as a revenue source for Regional Parks.</p>
48	<p>Pools Capital – Page 174 “What is the Cost”</p>	<p>The ongoing request for \$39,500 per year in “Other Capital” contributions must be reviewed. There are no identified planned expenditures for the next 5 years in the CIP. The expenditures listed on page 175 are not “Capital” items and should be paid from the operating side of the budget. Without a plan of use for these funds, the request should be withdrawn.</p>

SECTION (page numbers)	Patton Township Comments
Introduction (1– 9)	General comment – For future years please provide agency capital budgets in same order as found in Program Plan and COG Budget
Regional Parks (10-11)	Note that funding for 38-P5 Upgrade for Hess Softball Field in 2017-2018 is not yet authorized/approved
Regional Nature Center (12)	
Parks Capital Equipment (13-16)	General comment - In 2013 the municipalities contributed \$165,000 for Parks Maint Facility and another \$113,200 for other capital expenses. Are all future (2014+) contributions for equipment only? Where are the debt service payments (including Parks, Pools, and future Maint) included in the CIP?
Parks Capital Equipment (13-16)	40-T30, T31, T32, T33, V4 – Approval for equipment dedicated in whole or part to Regional Parks should be reserved until a “business plan” is approved for funding the operational expenses of the Regional Parks.
Pools Capital (17)	(no designated projects) There are no eligible expenses listed in CIP or Program plan for the Other Capital funds that are requested. Municipal contributions should be zeroed out until there are identified expenditures. Also see comments under Program Plan.
Fire Capital (18-19)	
Planning/MPO Capital (20)	
Library Capital (21-23)	54-E1 Replace Security System; with a high price tag, please provide more information on options that have been reviewed for replacing the system. Will the Library be using a competitive procurement process to get the best value?
COG Building (24-26)	
Regional Refuse (27)	
Emergency Mgmt (28)	
Codes (29-30)	