

# CENTRE REGION COUNCIL OF GOVERNMENTS

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## **EXECUTIVE COMMITTEE**

COG Building - Forum Room

2643 Gateway Drive

September 20, 2016

12:15 PM

### AGENDA

1. CALL TO ORDER

Chairman L. Eric Bernier will convene the meeting.

2. CITIZEN COMMENTS

Members of the public are invited to comment on any items not already on the agenda (five minutes per person time limit, please). Comments relating to specific items on the agenda should be deferred until that point in the meeting.

3. APPROVAL OF MINUTES

A copy of the minutes of the August 16, 2016 Executive Committee meeting is *enclosed*.

4. CENTRE COUNTY METROPOLITAN PLANNING ORGANIZATION PRESENTATION

During its July 7, 2016 meeting members of the Finance Committee suggested that a presentation on the Centre County Metropolitan Planning Organization (CCMPO) be held at a future General Forum meeting to explain how it works, how municipal funds are used, what it does, and how does the decision making process works. The Committee members believed that a presentation would be helpful because of the complicated nature of the CCMPO.

Principal Transportation Planner Mr. Tom Zilla provides the majority of Staff support to the CCMPO. He would be available to attend the September 26, 2016 General Forum to assist with the presentation if that action is approved.

The Executive Committee should decide whether to schedule this presentation. This agenda item is for informational purposes only and does not require General Forum action.

5. SUICIDE PREVENTION PRESENTATION

At its August 16, 2016 meeting, the Executive Committee unanimously approved the following motion:

***“That the Executive Committee pass a proclamation designating September 2016 as Suicide Prevention Awareness Month and invite representatives of Suicide Prevention Awareness to the September 2016 General Forum meeting for a presentation.”***

The Centre County Suicide Prevention Task Force began in 2016 and encourages everyone to step up for mental wellness. Their goal is to educate about suicide prevention and to help provide resources to the community. The task force includes representatives from the following organizations: BHARP, Centre County Office of Aging, Cen-Clear, Central PA Chapter American Foundation for Suicide Prevention, Centre County Can Help, Centre County Community Support Program, Centre County Drug and Alcohol, Centre County MH/ID, Children’s Advocacy Center, CHOICES, Community Care Behavioral Health, James E. Van Zandt Veterans Affairs, Jana Marie Foundation, Mount Nittany Health, Penn State University CAPS, Seven Mountains Media, Skills of Central PA, State College Area School District, Strawberry Fields, The Meadows/UCBH, and Tides.

Agencies, community organizations, government officials, and individuals across Centre County are stepping up for mental wellness and suicide prevention. You can be part of the movement by attending events, spreading the word, and supporting the causes. *Enclosed* is a Centre County Suicide Prevention Task Force events calendar for the months of September, October, and November 2016.

COG Staff has confirmed that Co-Chairs of the Centre County Suicide Prevention Task Force Ms. Marisa Vicere and Ms. Shanon Quick are able to attend the September 26, 2016 General Forum meeting for a brief presentation on suicide prevention.

The Executive Committee should decide whether to schedule the presentation. This agenda item is for informational purposes only and does not require General Forum action.

6. RESOLUTION FOR RONALD WOODHEAD

During its August 16, 2016 meeting, the Executive Committee agreed to approve a COG resolution recognizing Mr. Ron Woodhead for his almost twenty years of outstanding service as the Centre Region Parks and Recreation Director. *Enclosed* is a copy of the Resolution that was presented to Mr. Woodhead at his retirement reception on August 25, 2016.

In endorsing the Resolution, the Executive Committee understood that it would need to be referred to the General Forum for confirmation at the September 2016 COG General Forum meeting because the August 2016 COG General Forum meeting was cancelled.

To proceed, the Executive Committee should consider the following motion:

*“That the General Forum, as recommended by the Executive Committee, approve Resolution 2016 -1 that recognizes Ronald J. Woodhead on his retirement after twenty years of service to the Centre Region COG and expresses appreciation for his accomplishments in improving the quality of life for many people.”*

7. REPLACEMENT OF ENGINE #513 – 1991 KME FIRE PUMPER

The 2016 Fire Capital Budget includes the planned replacement of the 1991 KME Fire Pumper (Engine #513). The budgeted amount for replacement is \$695,500.

During its September 13, 2016 meeting, the Public Safety Committee considered a proposal from the Fire Director to replace the 1991 KME Fire Engine with a Pierce unit procured through the PA Costars Program for \$684,429, net of discounts. Staff recommends that that the Pumper be purchased in 2016 with delivery in 2017. It is also suggested that the COG pay for the Pumper in 2016 when the purchase order is issued. The retail cost of the Pumper is \$716,614. The prepaid discounts are \$29,763 through Pierce Manufacturing and \$4,380 through the PA Costars Program. A proposed add on cost is \$1,932 for a performance bond from Pierce. The Public Safety Committee agreed with the Director’s recommendations.

The Executive Committee should discuss the proposed replacement proposal and, if acceptable, move the proposal for COG General Forum approval. If the Committee agrees to endorse the purchase, then a possible motion to refer to the General Forum is:

*“That the General Forum, as recommended by the Public Safety Committee, authorize the purchase of a 2017 Pierce Pumper through the Pennsylvania Co-Stars contract at a cost not to exceed \$684,429.”*

8. BUDGET AMENDMENT – REPAIR/IMPROVE OAK HALL RENTAL HOUSE

When the COG purchased the property that ultimately became the Oak Hall Regional Park, a single family home was included in the sale. Since the purchase, the Parks and Recreation Agency has leased the property and has realized rental income and expenditures associated with the property. The rental income and



expenditures have been assigned to the Regional Parks Budget. Since 2013, the revenues associated with the rental house have totaled approximately \$53,000 and the expenditures over the same time period have totaled approximately \$18,000.

Earlier this summer the tenant decided not to renew their lease. While the tenant left the residence in good condition, there are repairs and updating that are needed. The current budget allows for approximately \$2,500 in repairs to be made annually, but the Parks Director, Parks Maintenance Supervisor, Executive Director, and Finance Directors are recommending investing \$15,000 to repair and update the house while it is unoccupied. Before proceeding with the repairs, the garage floor and the steel beams supporting it should be inspected by a structural engineer to ensure the garage is structurally sound. There are cracks in the garage floor and some rusting of the floor beams that Staff is attributing to the age of the house and usage of the garage, but would like to be sure prior to investing more funds into the house.

Other repairs include upgrading the kitchen flooring and countertops, replacing the washer/dryer, remodeling two bathrooms, carpeting and painting the first floor, updating the landscaping, and repairing the deck. These repairs would be paid for from rental income associated with this property. During the September 8, 2016 Finance Committee meeting, COG Staff recommended that an unbudgeted expenditure of \$15,000 be approved from the Regional Parks Budget to fund repairs and upgrades to the house.

To proceed, the Finance Committee asked the Executive Committee to refer the following motion to the General Forum for approval:

***“That the General Forum, as recommended by the Finance Committee, authorize an amendment to allow for the expenditure from the Regional Parks budget not to exceed \$15,000 to repair and renovate the Oak Hall Rental House.”***

## 9. TWO CONTINGENCY BUDGET PROPOSALS

The COG maintains a Contingency Budget to finance unexpected expenditures. Expenses charged to the Contingency Budget are to be considered by the Finance Committee and approved by the General Forum. The Budget’s January 1, 2016 beginning year fund balance is \$39,106.

During its May 23, 2016 meeting, the General Forum approved an appropriation of \$15,000 to conduct a study to identify options and costs for a Wide Area Network to include the six Centre Region municipalities, CATA, UAJA, and COG.

During the last month, two additional expenditures from the COG Contingency Budget have been proposed by the following Committees. They are:

**1. Finance Committee Proposal:**

Fund \$1,250 for the cablecasting of the four Finance Committee COG Budget review sessions. Members of the Finance Committee believe that cablecasting these meetings will enhance public understanding of the budget and give elected officials who are unable to attend the review sessions the opportunity to learn about the topics that were discussed and the questions that were asked. *Enclosed* is the budget review schedule. All are welcome to attend.

**2. Public Services and Environmental Committee Proposal:**

Fund a \$2,000 contribution to SEDA-COG to be part of a 20% local match requirement for a \$50,000 grant from the PA Department of Environment to provide workshops for municipal officials within its 11-county service area. The grant will allow SEDA-COG to educate municipalities about the leased streetlight retrofit options for municipalities and to assist these municipalities to understand their options and costs associated with both the current and proposed streetlight rates.

For the Centre Region municipalities, streetlights comprise a large portion of their electricity costs and leased retrofits to energy-sipping LED technology supports the region's commitment to energy conservation and may serve to significantly reduce municipal operating costs. LED lights use approximately 75% less energy and reduce maintenance costs for the utility due to their much longer life than conventional streetlights. In addition, studies show that the quality of LED streetlight output improves public safety.

If the grant is received, Centre Region municipalities will be able to attend the workshops and obtain streetlight cost calculations provided through the program to be more fiscally and technically knowledgeable about options to retrofit leased street lighting to LED technology and market the workshop to our area.

The Executive Committee should decide whether to refer these two proposed expenditures from the 2016 Contingency Budget to the General Forum.

10. WHITEHALL ROAD REGIONAL PARK UPDATES

During its July 25, 2016 meeting, the General Forum approved the following motion:

*“That the General Forum refer the questions raised during its July 25, 2016 meeting relating to Whitehall Road Regional Park to the participating municipalities for comment. And, further that the municipal responses be forwarded to the COG Executive Director by 5:00 PM, Thursday, September 5, 2016 for distribution to the COG Parks Capital Committee.”*

Since the last General Forum meeting, there have been multiple activities and actions taken relating to the construction of Whitehall Road Regional Park. The following is an update of those items.

**A. Update #1 – Municipal Answers to Questions** – Enclosed is a matrix of the municipal responses to the following six questions that were posed by the General Forum at its July 25, 2016 meeting:

- 1) *Does Ferguson Township still support the construction of a regional park at Whitehall Road (to be answered only by Ferguson Township)?*
- 2) *Does the governing Board/Council desire to move forward with the planned Whitehall Road Regional Park? If no, please note why. If yes, please continue...*
- 3) *Should the construction of Whitehall Road Regional Park be postponed until the Regional Parks Comprehensive Plan is complete (probably in late 2018)? If yes, please note why. If no, please continue...*
- 4) *Are there “show stoppers” that would prevent the construction of Whitehall Road Regional Park from moving forward? If so, please list them.*
- 5) *Does the approved Whitehall Road Regional Park master site plan offer the park amenities that we want? If no, please discuss/note why.*
- 6) *Are the municipalities willing to modify the approved master plan and/or the phasing schedule for Whitehall Road Regional Park?*

This item is presented for informational purposes only and does not require action by the Committee.

**B. Update #2 – COG Solicitor’s Opinion** – Enclosed is an opinion from COG Solicitor, Mr. Terry Williams, regarding the roles of the Centre Region Recreation Authority, the participating municipalities, and the Centre Region COG as they relate to the construction of Whitehall Road Regional Park.

**C. Update #3 – Joint Parks Capital Committee/Authority Board Meeting** – As a result of discussions and actions taken at the September 8, 2016 joint meeting, it is the Executive Director’s understanding that the areas of agreement between the Parks Capital Committee and the Authority Board were:

- 1) *That the Parks Capital Committee re-confirmed its commitment that the Authority develop the Whitehall Road Regional Park within the previously approved budget.*
- 2) *That the Parks Capital Committee confirmed its preference that the entrance to the Whitehall Road Regional Park be located across from Blue Course Drive.*
- 3) *That the Parks Capital Committee agreed that the Authority Board should proceed with retaining the services of an consulting engineer to finalize the construction*

*plans, right-of-way issues, time schedule, and cost estimate for constructing the entrance road/driveway.*

- 4) *After the cost of the entrance road/driveway is known and before proceeding with the bidding process, that the Authority Board will review with the Parks Capital Committee the phasing plan for constructing the facilities shown on the master site plan to confirm that they can be built within the approved budget.*

In terms of the future construction of Whitehall Road Regional Park, the Executive Director's sense of the situation is:

- The Authority Board's intention is to proceed with the construction of Whitehall Road Regional Park within the approved budget and consistent with the Master Site Plan.
- During its September 15, 2016, meeting the Authority Board will discuss a proposal to execute a contract with Stahl-Sheaffer Engineering to conduct a Traffic Impact Study (TIS) in the amount of \$90,000 to prepare a model to identify the offsite traffic improvements that may be required by PennDOT.
- For access to the park to be obtained, the Authority Board must secure a limited easement agreement that would allow the COG to construct a gravel driveway from Whitehall Road (across from the southern terminus of Blue Course Drive) to the park. The easement would expire if and when the driveway is brought up to Township road specifications. It is believed that the Pennsylvania State University owns the easement. The Parks and Recreation Director will be contacting Ferguson Township to confirm it is aware that COG may be pursuing this type of arrangement.
- Following the completion of the Traffic Study and provided that a right of way easement for the road/driveway is available, the Authority Board will retain the services of a consulting engineer to prepare design and construction documents for building the driveway and the park improvements. The resulting information will be shared with the Parks Capital Committee.

11. MUNICIPAL COMMENTS ON 2017 COG PROGRAM PLAN AND CAPITAL IMPROVEMENT PLAN

At its November 28, 2016 meeting, the General Forum will be asked to endorse the 2017 COG Budget and refer it to the six Centre Region municipalities for adoption. There are three documents that are involved in the COG Budget process. They are:

- A. **COG Program Plan** - This document is intended to provide municipal officials with a mid-year status report on the COG Budget, identify each COG Agency's mission statement and work objectives, and to propose potential budgetary or programmatic changes in upcoming calendar year. At the July General Forum

meeting, the Program Plan is referred to the governing bodies for comment. COG Staff prepares responses to the municipal comments. These comments and Staff responses are shared with the Finance Committee and the General Forum.

- B. **COG Detailed Budget** – Keeping the Program Plan municipal comments in mind, the COG Agency Directors prepare the Detailed Budget that is provided to the Finance Committee for review. Copies are also distributed to the Municipal Managers. The Detailed Budget identifies proposed revenues and expenses for each of COG’s 26 different funds and 1,500 line item accounts. In late September/early October, the Finance Committee meets with each COG Agency Director to thoroughly review their budget proposals. The Committee recommends to the Director budgetary changes that are then incorporated into the final version of Detailed Budget.
- C. **COG Summary Budget** – Based on the Detailed Budget, as approved by the Finance Committee, the COG Staff prepares a Summary Budget that provides a description of the combined COG Budget (all 26 funds) and identifies the proposed changes in revenues and expenditures for each Agency budget. This document is reviewed by the General Forum during its October meeting and individually by each governing body during their meetings in early November. Municipal comments are forwarded to the Finance Committee for a response during its November meeting. The Summary Budget, as may be revised, is presented to the General Forum for endorsement and referral to the municipalities for adoption.

Step “A” of the municipal review of the 2017 Program Plan and the preparation of COG Staff responses is completed. *Enclosed* is a matrix that identifies the comments from each municipality and the corresponding staff responses. This matrix was discussed by the Finance Committee during its September 8, 2016 meeting.

The Executive Committee should decide whether to refer this matrix to the General Forum for informational purposes.

12. EXECUTIVE DIRECTOR’S REPORT

Mr. Steff will update the Committee on current COG activities.

13. OTHER BUSINESS

- A. Matter of Record – Next month’s meeting of the General Forum is scheduled for Monday, October 24, 2016 at the COG Building. Tentative agenda items include review and discussion of the 2017 COG Budget.
- B. Matter of Record – There will be a Centre Region Code Administration Learning Lunch for new elected officials on Thursday, September 22, 2016 at 12:00 Noon in the COG Building.

- C. Matter of Record - *Enclosed* is a letter of appreciation from Ms. Karen Israelian commending Code Administration Staff for their “outstanding” work.
- D. Matter of Record - *Enclosed* is a *Centre Daily Times* feature article on longtime Parks and Recreation Director Mr. Ron Woodhead.
- E. Matter of Record - The Alpha Fire Company was recently awarded \$197,700 through a SAFER Grant for its retention and recruitments efforts. The performance period for this grant runs from today through November 14, 2020, although the Fire Company will complete most spending well ahead of the end of the performance period. This grant will fund the Fire Company’s recruiting communications strategic plan which will significantly improve its ability to reach young adults with the Company’s message. All communications related to recruiting are impacted in the strategic plan which includes, but is not limited to, significant improvements in, Alpha and COG web sites, search engine optimizations, digital media access, geographically based remarketing, direct mail marketing, social media and blogs, and traditional television and radio advertising.
- F. Matter of Record - *Enclosed* is an informational flyer sheet on e-Bikes in Pennsylvania. The flyer clarifies Pennsylvania law and the Centre Region policy that permits operation on the regional shared use path network. The flyer has also been provided to Municipal Staff for distribution.

14. TENTATIVE AGENDA ITEMS

The following are agenda items that are tentatively scheduled for discussion at the Monday, September 26, 2016 General Forum meeting, which will be held at the College Township Municipal Building:

- Pledge of Allegiance
- CCMPO Presentation
- Presentation from the Suicide Prevention Task Force
- Resolution recognizing Ron Woodhead
- Replacement of Fire Engine #513
- Amendment to Regional Parks Budget
- Two proposed expenditures from the Contingency Fund
- Whitehall Road Regional Park Updates
- Presentation of municipal comments on the 2017 Program Plan and 2017-2021 CIP

15. ADJOURNMENT