

**ATTENDANCE:**

BOARD	Elliot Abrams, Chair Jeff Luck, Vice-Chair George Downsborough, Jr., Supervisor Daniel Treviño, Supervisor Walt Wise, Supervisor
STAFF	Doug Erickson, Township Manager Lawrence Pegher, Finance Director Betsy Dupuis, Solicitor Stephen Casson, Township Engineer Greg Garthe, Planner Tyler Jolley, Police Sergeant
ABSENT	John Petrick, Chief of Police
AUDIENCE	C-NET (2) B.K. Bastress, Hawbaker Engineering Sue Cromwell, Resident Sandy Erwin, Resident Ken Szala, P. Joseph Lehman Brent Brubaker, Sheetz Rich Franke, UPPC Mark Saville, Sweetland Engineering Doug Hill, Wooster Kevin Abbey, Clear Water Conservancy Scot Chambers, Clear Water Conservancy Tony Fruchtl, Penn Terra Engineering Laura Dininni, Ferguson Township Supervisor

**1. CALL TO ORDER**

The December 14, 2016 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. Luck moved to approve the November 16, 2016 meeting minutes with amendment to the minutes per Mr. Downsborough's suggestion. Seconded by Mr. Wise, the motion passed 5-0.

**3. PUBLIC COMMENTS**

There were no public comments.

**4. PUBLIC HEARING AND ACTION CONSIDERATION: LIQUOR LICENSE TRANSFER FOR SHEETZ, INC., 101 VALLEY VISTA DRIVE**

This agenda item has been postponed and will be re-advertised for the January 3, 2017 meeting.

**5. PUBLIC HEARING: "CHURCHES AND OTHER PLACES OF WORSHIP" DEFINITION AND USE PERMITTED IN ADDITIONAL AREAS OF THE PLANNED AIRPORT ZONING DISTRICT (PAD)**

*From the October 3 Planning Commission Agenda:*

The owners of parcel 18-2-29B, a 10 acre parcel at the intersection of Bernel Road and Fox Hill Road in the Nonresidential area of the PAD, have also requested that the Township revise the PAD zoning regulations to permit self-storage units and to permit churches in the Nonresidential area of the district. Churches are currently allowed only in the Residential and Mixed-Use areas of the PAD.

5. **PUBLIC HEARING: “CHURCHES AND OTHER PLACES OF WORSHIP” DEFINITION AND USE PERMITTED IN ADDITIONAL AREAS OF THE PLANNED AIRPORT ZONING DISTRICT (PAD) (CONTINUED)**

At their September 14, 2016 meeting, the Board of Supervisors referred both matters to the Planning Commission for study and a recommendation.

The agenda materials included a location map of tax parcel 18-2-29B and letter from the owners requesting the addition of self-storage units and churches to the Nonresidential area of the PAD; and the Table of land uses permitted and prohibited in the Planned Airport District. (click [here](#) to see the 10/3 PC agenda and attachments)

*End of Planning Commission Agenda information*

The Planning Commission has recommended approval of the proposed ordinance to add churches to the Nonresidential area of the PAD.

When the Board first reviewed the proposed ordinance at their October 19th meeting, the question of “what constitutes a ‘church’ ” was raised and does it include places of worship such as temples and mosques.

The current Township zoning regulations do not provide a definition for “church.” As such the Zoning Officer would use the common definition as a “place of religious worship” and find that structures such as a temple or a mosque would be permitted in the same locations that permit a church.

The Board requested that the Planner and Solicitor prepare a definition for churches for review in November. The following definition is included in the proposed ordinance:

**CHURCHES AND OTHER PLACES OF WORSHIP**

The use of land or structures for religious exercise (as defined by the Religious Land Use and Institutionalized Persons Act) including worship, education, and related activities; includes, but is not limited to, chapels, cathedrals, temples, mosques, synagogues, and the like.

A guide to the RLUIPA, provided by the U.S. Justice Department, is included in the agenda materials. A copy of the Act itself is available upon request.

A draft of the proposed ordinance was included with the agenda materials.

**a. Public Hearing**

The Board convene the Public Hearing on “Churches and other Places of Worship” definition and use permitted in additional areas of the Planned Airport Zoning District at 7:05 PM.

Mr. Luck moved to closed the Public Hearing on “Churches and other Places of Worship” definition and use permitted in additional areas of the Planned Airport Zoning District at 7:06 PM. Seconded by Mr. Downsborough, the motion passed 5-0.

**b. Action Consideration**

Mr. Luck moved to approve the “Churches and other Places of Worship” definition and use permitted in additional areas of the Planned Airport Zoning District. Seconded by Mr. Downsborough, the motion passed 5-0.

6. **PUBLIC SAFETY**

a. **Police Update**

Sergeant Jolley stated that Part I crimes are up due to an increase of retail thefts. He stated that included with the agenda was a letter from the State College Borough Manager thanking the Police Department for their assistance with an incident on December 3, 2016 after Penn State won the conference championship game. He reminded residents that the holiday season is approaching and that the department is looking for aggressive and DUI drivers so please be responsible and have a designated driver. He also wanted to remind residents that the department offers home checks if residents are going to be out of town for any period of time.

b. **Records Management System Update – Cost Sharing**

Mr. Erickson stated that he and the Chief has been working with their counterparts at State College Borough, Ferguson Township and Penn State to select a vendor to provide a replacement to the current system that is no longer being supported.

This project has been anticipated since 2014 and is included in the Capital Improvement Plan (CIP) and 2017 Budget.

Negotiations have been completed with the selected vendor and an agreement on cost sharing and operations is being reviewed by the consortium. The agreement is expected to be ready for approval in January. Patton's cost share (12.5%) is expected to be between \$110,000 and \$120,000.

Mr. Erickson stated that this item is for information only and no action is required at this time.

7. **PUBLIC WORKS**

a. **Fall Road Inspection Report**

Mr. Casson stated that the Township Engineer's Fall 2016 Road Report was included with the agenda materials with his recommendations for the 2017 road maintenance program. Major items scheduled for 2017 include:

<b>STREET</b>	<b>FROM</b>	<b>TO</b>	<b>RATING</b>	<b>LENGTH (ft)</b>	<b>WORK TYPE</b>
Vairo Boulevard	University Commons	PennWood North	77	930	Overlay
Sylvan Circle	N. Oak Lane	End	74	820	Overlay
Gray's Woods Boulevard	Pin Oak Lane	Meeks Lane	72	1,290	Overlay
Vairo Boulevard	N. Atherton Street	N. Atherton Place	72	420	Overlay
High Meadow Lane	Woodledge Drive	End	71	740	Overlay
Meeks Lane	374 Meeks Ln.	Skytop Lane	71	3,000	Overlay-Sections?
Earl Drive	Brittany Drive	End	70	1,160	Overlay
N. Oak Lane	Westgate Drive	Douglas Drive	68	910	Overlay/Curbing

**Total Length (ft) 9,270**

7. **PUBLIC WORKS (CONTINUED)**

a. **Fall Road Inspection Report (CONTINUED)**

Mr. Casson stated that this item is for information only and that the recommended work has been incorporated into the 2017 Budget.

b. **MS4 Partners Update – Consultant Selection and Cost Sharing**

Mr. Casson stated that the Centre Region MS4 Partnership engineers, representing the Borough of State College, Penn State and the Townships of Ferguson, Harris, College, and Patton; have been working to engage a consultant to develop a regional Pollution Reduction Plan (PRP) for the Partnership municipalities. The PRP is a Department of Environmental Protection (DEP) requirement for the next MS4 (municipal separate storm sewer system) permit renewal.

The primary goal of the PRP is to reduce pollutants in the runoff by a targeted amount (sediment – 10%, nitrogen - 5 %, phosphorus - 3%) by the end of the five-year permit period. The consultant will compile existing physical information on the urbanized areas of the region that are the subject of the MS4 permit and enter the information into an analytical model. The model, following calibration with actual stream gauge data, will calculate the expected annual pollutant load at a downstream point on each of six watersheds in the region.

The consultant will then model the effect of adding Best Management Practices (BMPs) designed to reduce pollution in each watershed. These BMPs might include practices such as extended detention in basins and increasing infiltration of runoff. The model will calculate the reduction in pollution as a result of the BMPs. Finally the consultant will provide a recommendation on what the most cost effective BMPs will be and where they should be deployed within each watershed.

The partnership issued a request for proposals and received three responses. Interviews were conducted and the partnership has recommended engaging the firm of Newell Tereska & Mackay Engineering.

Discussions on finalizing the scope of work and pricing are underway. Ferguson Township has agreed to be the contracting agency. Costs for the study have been proposed to be shared in proportion to the urbanized area (EPA bases this on the 2010 Census) within each jurisdiction, with Patton's share at 19%. A full breakdown of shares is included with the agenda materials, along with mapping of the urbanized area in the region and the storm sewer system in Patton Township

This project was included in the CIP and 2017 Budget. Patton's share is expected to be between \$25,000 and \$30,000. A cost sharing agreement is expected to be ready for review and approval in January. The agreement only covers the consultant costs to develop the PRP. Any future regional cost sharing that may be needed for the installation of BMPs would be the subject of another agreement.

Mr. Casson stated that this item is for information only and that no action is required at this time.

8. **PLANNING AND ZONING**

a. **Planning Commission Report**

Mr. Garthe stated that the Planning Commission discussed the items that are included in the agenda.

8. **PLANNING AND ZONING (CONTINUED)**

b. **Planning Commission Recommendations (CONTINUED)**

1) **Resubdivision for Skytop Vista Subdivision (CONTINUED)**

Mr. Erickson stated that at the November 16<sup>th</sup> meeting Mr. Abrams asked about the applicability of regulations enacted in 2011 concerning excavations in soil types associated with pyritic rock formations. Further consideration of the plan was delayed to this meeting for staff review of the matter.

*From the November 7, 2016 Planning Commission agenda:*

Patton Township received the Resubdivision for Skytop Vista Subdivision minor subdivision plan on October 4, 2016. The site is located 650 feet south of the PA 550/Stoney Point Drive (T-551) intersection and lies within the A-1 (Rural) District. The plan proposes to modify the existing parcel configurations of 3 adjacent lots in the subdivision to provide larger areas for potential home sites. In addition to adjusting the lot lines, the plan proposes to change the alignment of the existing shared driveway to accommodate the new configuration of the lots. The Township, in consultation with the Agency, provided a comment letter to the developer on October 21, 2016.

*End of Planning Commission agenda materials*

The agenda materials included a location map of the property, an 11"x17" copy of the subdivision plan and a marked-up copy of staff's comment letter for the subdivision.

The Planning Commission has recommended conditional approval with completion of the minor technical items as noted on the Staff's comment letter.

*End of November 16<sup>th</sup> Board meeting material*

Staff has determined that this subdivision is subject to the regulations enacted by Ordinance 2011-532 (included with agenda materials). The soil types identified in Section D(1)(a)[2] are present on the site. The inspection and testing protocol then requires the following steps:

- (b) Review geologic literature and maps associated with the site and contact local expertise including the PA DEP, the geology department of the Pennsylvania State University, and local consultants.
- (c) Visual Inspection. Visually inspect ground surface areas of the site for the following identifiers of the potential for ARD:
  - Gossans and/or oxidized cap rock
  - Drainage seeps and/or surface waters
  - Distressed vegetation
  - Efflorescent mineralization
- (d) Testing of Seeps and Surface Waters. All seeps and surface waters located on the project site must be tested in accordance with the following analytical indicators of the potential for ARD.

[1] pH. Customary pH testing shall be performed at multiple points on any seeps and/or surface waters located within 100 feet from any edge of a proposed excavation. The testing shall be conducted at least two times prior to proposed excavation and at three month intervals between samplings. The number of testing samples and locations shall correspond to methods of common practice.

[a] If the pH of any sample is less than 4, this shall be considered a positive indicator for the potential of ARD.

[2] Specific Conductance (EC25). Elevated conductivity shall be considered a positive indicator for the potential of ARD.

8. **PLANNING AND ZONING (CONTINUED)**

b. **Planning Commission Recommendations (CONTINUED)**

1) **Resubdivision for Skytop Vista Subdivision (CONTINUED)**

(e) Analysis and Procedure:

- [1] If any one of the visual indicators is present it shall not alone be deemed sufficient to require the additional testing of §153-34.3.1.D.(2)(c), Additional Testing Requirements.
- [2] If the pH result of any water sample is less than 4, and one or more visual indicators are present anywhere on site, proceed to §153-34.3.1.D.(2)(c), Additional Testing Requirements.
- [3] If results do not indicate a potential for pyritic rock and/or ARD, proceed to §153-34.3.1.D.(1)(a), Soils Identification.

Staff recommends that the following additional condition be applied:

A note shall be added to the plan stating:

“The Zoning Officer will not issue any zoning permits for Lots 3R, 4R, or 6R until a report has been submitted and accepted documenting the results of inspection and testing for possible pyritic rock as required by §153-34.3.1.D.(1) of the Patton Code. All excavation work on the lots shall be carried out in accordance with §153-34.3.1.D.(2) of the Patton Code.”

Mr. Luck moved to approve the Resubdivision for Skytop Vista Subdivision with conditions being met. Seconded by Mr. Treviño, the motion passed 5-0.

2) **2015-2016 Union Township Comprehensive Plan Review and Comment**

Mr. Garthe stated that this is a requirement of the municipality planning code and is asking for comments from the Board.

*From the December 5, 2016 Planning Commission agenda:*

Patton Township received the 2015-2016 Union Township Comprehensive Plan Update on November 16, 2016. This is an amendment to the original 1998 plan adopted by the township. Pursuant to Section 302(a) of the Pennsylvania Municipalities Planning Code, before adopting or amending a comprehensive plan, or any part thereof, the governing body of the municipality is required to submit the plan to all contiguous municipalities for comments. Union Township will accept written comments until December 31, 2016 and will hold a public hearing for the updated plan on January 2, 2017. The Introduction has been provided as an attachment and a hardcopy of the full plan is available for review at the Patton Township offices. The plan is also available for download from the Centre County website: <http://centrecountypa.gov/documentcenter/view/3954>

*End of Planning Commission agenda materials*

The Planning Commission had no comments regarding the 2015-2016 Union Township Comprehensive Plan.

There were no comments from the Board.

8. **PLANNING AND ZONING (CONTINUED)**

b. **Planning Commission Recommendations (CONTINUED)**

3) **Land Development Plan: Sheetz, Inc., on Colonnade Boulevard**

Mr. Brubaker gave a brief overview of the Land Development Plan for Sheetz, Inc. on Colonnade Boulevard.

*From the December 5, 2016 Planning Commission agenda:*

The Township received this final land development plan on November 1, 2016. The site is located to the west of the intersection of Waddle Road and Colonnade Boulevard in the Patton Towne Center site. The location is within the Planned Commercial (C2) and the I-99 Interchange Overlay District. The plan proposes to demolish 66 existing asphalt parking spaces, a gravel area, concrete sidewalks and curbs, underground utilities, light standards, and trees. A new 5,953 ft<sup>2</sup> convenience store with gas canopy and 5 fuel pump islands will be constructed on a 1.895 acre leased portion of the overall Patton Towne Center site. A total of 45 parking spaces will be provided (3 ADA), and overall pedestrian site connectivity will be provided with new sidewalks and crosswalks. Additionally, the store will include two outdoor seating areas. Total impervious coverage on the leased area will be 65,295 ft<sup>2</sup>. The Township, in consultation with the Agency, provided a comment letter to the project engineer on November 18, 2016.

The following items were included with the agenda:

1. A location map of the property
2. An 11"x17" copy of the subdivision plan
3. A marked up copy of staff's comment letter for the subdivision

*End of Planning Commission agenda materials*

A traffic study for the site found a failing level of service (LOS) for traffic turning left onto Colonnade Boulevard during the afternoon peak hour, but the driveway does not meet the warrants for a traffic signal. The Patton Code requires that a minimum LOS of D be maintained at intersections following development. Without a signal, there are no known economically feasible options to improve the LOS. It is anticipated that a traffic signal will be warranted at this location at some future phase of the site's development. An email memo from Trans Associates is included with the agenda materials with additional background information.

The Planning Commission recommended conditional approval with completion of all items noted on the marked up comment letter and approval of a waiver for to the above noted Level of Service requirements.

Mr. Downsborough asked to see something about traffic flow on the site. Mr. Brubaker stated that he is there is right in only to enter site and a stop control to make an exit of the site.

Mr. Treviño asked if this Sheetz will have any sit down eating. Mr. Brubaker answered yes it will have 30 seats in the indoor area.

Mr. Trevino moved to approve the Land Development Plan for Sheetz, Inc. on Colonnade Boulevard with conditions being met. Seconded by Mr. Downsborough, the motion passed 5-0.

8. **PLANNING AND ZONING (CONTINUED)**

c. **Request to Consider Change to Occupancy Regulations for Proposed Development in Toftrees**

Mr. Erickson stated that a request has been submitted asking the Township to consider amending occupancy regulations to permit the development of a proposed multi-family development. As stated in the letter "The request is to add language to the ordinance to allow up to five unrelated persons to occupy a single residential unit."

Along with the request, regulations adopted by College Township in 2011 were provided as a sample of how the occupancy regulation could be amended to apply to a limited class of developments. (see Section "Z" on the second page of the regulations). In College Township the occupancy limit applies to [The Retreat](#) community on Waupelani Drive.

The Manager recommends that the request be forwarded to the Planning Commission for study and recommendation, along with direction to investigate additional limitations where this occupancy level could be utilized.

The developers have also submitted an amendment to the Toftrees Master Plan for the proposed multi-family development, which is under review by the Planning Commission.

Mr. Fruchtl asked the Board to consider change to occupancy regulations to move the amended Toftrees Master Plan to the Planning Commission for review.

Mr. Abrams asked if the additional occupancy require additional code requirement. Mr. Erickson stated that there would be no additional requirements from Code.

Mr. Erickson stated that a notice was sent out to residents in the Toftrees area.

Mr. Downsborough stated that he struggles to understand why we need to change our zoning to accommodate a particular development.

Mr. Poole stated that he was going to invite anyone for a tour of The Retreat.

Mr. Luck moved to send the request to Consider Change to Occupancy Regulations for Proposed Development in Toftrees to Planning Commission. Seconded by Mr. Downsborough, the motion passed 5-0.

9. **ADMINISTRATION**

a. **Fee Schedule Changes – Revised to include decrease in Restaurant Licensing**

The Board should consider action to approve a Resolution amending the Township's Fee Schedule by incorporating the following changes:

- An approximate 7% decrease in fees for restaurant licensing and related work performed by the State College Borough Health Department, as the contracted agent for the Township. See the memo included with the agenda material from the Health Department noting a decrease in their hourly charge out rate from \$73.19 to \$68.45.
- Revisions to Sewage Enforcement Fees to include:
  - Increase for "Expenses not covered by permit fees" from \$40/hour to \$50/hour
  - Addition of fee for "Soil Scientist Activities" of \$75/hour
  - Clarification of fees for perc tests (items B.7 through B.9)



9. **ADMINISTRATION (CONTINUED)**

a. **Fee Schedule Changes – Revised to include decrease in Restaurant Licensing (CONTINUED)**

- o Addition of fee for “Walk over inspection” of \$100
- Increase in fees for responding to Right-To-Know (RTK) requests to maximum permitted by state, and moving the fee schedule from the RTK Policy document to the fee schedule. A revised RTK Policy Resolution is included on the Consent Agenda referring requestors to the Township Fee Schedule for RTK fees.
- no change to refuse and recycling rates for 2017

The agenda materials included the revised Resolution updating the fee schedule. The Board should consider action to adopt Resolution 2015-016 to update the fee schedule.

Mr. Luck moved to adopt Resolution 2015-016 to Update the Fee Schedule. Seconded by Mr. Downsborough, the motion passed 5-0.

b. **Request for Funding from Clearwater Conservancy**

*From the November 2, 2016 Board meeting agenda:*

Clearwater Conservancy has started a campaign to raise funds to “permanently conserve 300 acres of agricultural land immediately outside the regional growth boundary along University Drive extension.” Most of the subject parcels are in College Township.

Clearwater is requesting funding from seven municipalities and the State College Borough Water Authority to make up half of the expected \$2,750,000 acquisition price. They expect to raise the remainder from the private sector.

*From the November 2, 2016 Board meeting agenda (Continued):*

Clearwater is requesting \$125,000 from Patton Township. The agenda materials include the request letter, mapping of the proposed acquisition and a table of the requested funding from the public sector.

*End of Board meeting agenda material*

Also included with the agenda materials is an email from Clearwater noting pledges received as of December 8<sup>th</sup>, and a document with questions submitted by the College Township Council along with responses (in blue) from Clearwater.

Additional comments from College Township were also received by email on December 6 and were included with the agenda materials.

Mr. Abbey stated that since the November 2<sup>nd</sup> meeting that there has been a lot of interaction with other local municipalities.

Mr. Treviño stated that his primary concern is that the Township did not budget for this but is in favor of the project. He asked what is a reasonable amount for the Township to pledge and what is the impact if they are unable to raise sufficient funds; what is plan B. Mr. Abbey answered that they do not think it is necessary to have a plan B and are pretty optimistic this will move forward.

Mr. Downsborough asked why Patton Township is being asked for more money than State College Borough. Mr. Abbey answered that there was several factors that were looked at.

9. **ADMINISTRATION (CONTINUED)**

b. **Request for Funding from Clearwater Conservancy (CONTINUED)**

Mr. Luck stated that he supports this but has some reservations.

Mr. Abrams suggested bringing this back in the Spring where residents can come in to express their thoughts on this.

Mr. Treviño stated he is not willing to raise taxes to fund this and that they are asking for too much.

c. **Adoption of Capital Improvement Plan 2017-2021, 2017 Township Budget, and 2017 Council of Governments Budget.**

Mr. Erickson stated that in October the Board received and reviewed the Manager's recommendation for the Township's five year Capital Improvement Plan (CIP). The CIP provides an additional financial planning tool that serves as a companion to the Township's annual Budget, focusing on major capital projects, significant operational increases (e.g. staff additions or COG programmatic changes), and long-term financing options. The updated 2017-2021 CIP, is included with the agenda materials.

At the November 9, 2016 meeting the Manager presented his recommended budget, incorporating the current elements of the CIP, which the Board tentatively adopted with no change to the proposed tax rates. This Tentative 2016 Township Budget was advertised for a Public Hearing, which was held on November 16, 2014. The Board received no comments from the Public Hearing.

The 2017 Township Budget presented for final adoption provides for no increase in tax rates and the following totals:

Revenue	\$15,702,357
Expenditures	\$16,256,648
Revenue less Expenses	\$ (554,291)
Ending Cash Balance	\$ 1,618,421

The 2017 Township Budget must be adopted by December 31, 2016.

At the November 28, 2016 General Forum meeting the 2017 Centre Region Council of Governments Budget was approved and referred to the municipalities for adoption. Approval of the 2017 Township Budget would incorporate approval of the 2017 COG Budget.

The Board should consider the following actions to adopt the 2017-2021 CIP and the 2017 Township Budget:

- o Approval of a 2017-2021 Capital Improvement Plan Resolution.
- o Approval of a 2017 Budget Resolution
- o Approval of a 2017 Property Tax Rate Resolution

Mr. Luck moved to adopt the above resolutions to approve the 2017-2021 CIP, the 2017 Township Budget and the 2017 COG Budget. Seconded by Mr. Wise, the motion passed 5-0.

10. **CONSENT AGENDA**

The items included below are routine in nature and it is not anticipated that any will generate discussion or questions. The actual Consent Agenda with a brief description of each item is included with the agenda packet materials distributed to the Board and will also be available to the public at the sign-in table. At the request of a Board member any single item or all items on the Consent Agenda can be discussed and voted on separately. If no items are "pulled," the Board should consider a motion for "approval of the Consent Agenda items as shown on the agenda."

a. **Public Safety**

1) **Police Pension Plan Employee Contributions for 2017**

The 2017-2019 contract with the Police Officers' Association provides that employee contributions for the Police Pension Plan will be 3.0 percent of base salary for 2017. A confirming resolution is required on an annual basis.

**It is recommended that the Board adopt Resolution 2016-018 (copy enclosed) confirming the 2017 contribution rate of 3.0 percent.**

b. **Planning and Zoning**

1) **Deerbrook Lot Consolidation Plan for Lots 43RR & 45**

*From the December 5, 2016 Planning Commission agenda:*

The Township received this subdivision plan on November 1, 2016. The site is located to the southeast of the intersection of Deerbrook Drive and Windfield Court in the Deerbrook section of the Grays Woods Planned Community. The plan proposes to remove an existing lot line between Lot 43RR and Lot 45, resulting in a new 4.381 acre lot. The Township, in consultation with the Agency, provided a comment letter to the developer on November 16, 2016.

The following items were included with the agenda:

1. A location map of the property
2. An 11"x17" copy of the subdivision plan
3. A marked up copy of staff's comment letter for the subdivision

*End of Planning Commission agenda materials*

The Planning Commission's recommended conditional approval with completion of all items noted on the marked up comment letter.

**It is recommended that the Board conditionally approve the plan with the completion of all items noted on the marked up comment letter.**

c. **Administration**

1) **Voucher Report**

A copy of the November 2016 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 November 2016 Voucher Report.**

10. **CONSENT AGENDA (CONTINUED)**

c. **Administration (CONTINUED)**

2) **Re-appointments to Authorities, Boards and Commissions**

The following residents are eligible for re-appointment to their various ABC's for at least one more term. All have agreed to serve again.

Kate Domico	Planning Commission	4 years
Ann Taylor	Recreation Advisory Committee	3 years
Barry Bram	Recreation Advisory Committee	3 years
Gary Vratarich	Vacancy Board	1 year
Joe Vigilone	Zoning Hearing Board Alternate	3 years
William Burnett	Zoning Hearing Board	3 years

**It is recommended that the Board approve the re-appointments.**

3) **Adoption of Revised Right-to-Know (RTK) Policy**

As noted in Item 9a the fees for fulfilling RTK requests will be added to the Township Fee Schedule effective January 1, 2017. Resolution 2016-019 refers requestors to the Fee Schedule. The Resolution also updates the contact information for filing an appeal with the Office of Open Records and notes that "The OOR prefers to receive appeals through the online form, or [via e-mail](#) as a Microsoft Word (.doc or .docx) or PDF attachment."

In all other aspects the Policy remains unchanged from that originally adopted in 2008.

**It is recommended that the Board approve Resolution 2016-019.**

Mr. Downsborough moved to approve the Consent Agenda. Seconded by Mr. Luck, the motion passed 5-0.

11. **MANAGER'S REPORT**

a. **Development Update**

Mr. Erickson stated that the Development Update was included with the agenda materials.

b. **Organizational Meeting**

Mr. Erickson reminded the Board that the Organizational Meeting will be held on Tuesday, January 3, 2017 at 4:00 PM.

c. **ABC Volunteer Appreciation Dinner**

Mr. Erickson reminded the Board that the ABC Volunteer Appreciation Dinner will be held on Friday, January 27 at the Toftrees Resort.

d. **Executive Session for Manager's Performance Review**

Mr. Erickson stated that there will be an executive session after the meeting for the Manager's performance review.

12. **COMMITTEE REPORTS**

a. **Public Services**

Mr. Luck stated that it was decided that the rates would stay the same for the Refuse and

Recycling and discussed the Sewer Service for portions of Benner Township inside the Centre Region Growth Boundary and Sewer Service Area.

**b. Transportation and Land Use**

Mr. Luck stated that we received the Bronze Bicycle Friendly Community SM Designation and discussed the Adaptive Traffic Signal Control Technology.

**c. Parks Capital**

Mr. Treviño stated that the Committee discussed the Whitehall Road Regional Park DCNR Grant.

**13. OTHER BUSINESS**

There was no other business.

**14. ADJOURNMENT**

Mr. Luck moved to adjourn the Board of Supervisors Meeting at 8:36 PM. Seconded by Mr. Wise, the motion passed 5-0.

**15. EXECUTIVE SESSION**

The Board held an Executive Session to conduct the Manager's performance review.

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Douglas J. Erickson, Township Secretary