

**Meeting Minutes**  
**State College Borough Council**  
**Work Session**  
**November 20, 2012**

The State College Borough Council met in a work session on Tuesday, November 20, 2012, in the State College Municipal Building, 243 South Allen Street, State College, PA. Council President Hahn called the meeting to order at 6:30 p.m.

**Present:** Donald M. Hahn, President of Council  
Thomas E. Daubert  
Catherine G. Dauler  
Ronald L. Filippelli  
Sarah Klinetob  
Peter Morris  
Elizabeth A. Goreham, Mayor

Also present: Thomas J. Fountaine, Borough Manager; Debra A. Lang, Staff Assistant; Mark A. Whitfield, Public Works Director; Amy Kerner, Borough Engineer; Roger Dunlap, Assistant Borough Manager; Carl R. Hess, Planning Director; Norma Crater, Manager of Financial Services; Charles DeBow, Parking Manager; Courtney Hayden; Grants & Communications Coordinator; Ed Holmes, Public Services Manager; Alan Sam, Environmental Coordinator/Arborist; Eric Brooks, Operations Manager; Beth Johnston, Director of Human Resources; members of the media and interested citizens.

There was a moment of silence and the Pledge of Allegiance and Mr. Hahn reviewed the agenda for tonight's meeting and noted Council will hold an Executive Session to discuss personnel matters after the meeting is adjourned.

**Public Hour – Hearing of Citizens**

There was no one present to discuss items that were not on the agenda.

**2013 Operating Budget**

**Parking Enforcement**

Mr. DeBow reviewed this budget with Council. He noted this budget comprises 1.88% of the total general fund. He discussed the organization chart for this department and noted the 2013 strategic goals are pretty much the same as 2012.

Mr. Filippelli asked if multi-space meters would also be placed in the downtown. Mr. DeBow stated they would not be placed in the downtown immediately, but would be placed there eventually. Mr. Filippelli also questioned the nighttime meter timeline. Mr. DeBow stated the DID office is formulating a policy on this. In response to a question from Mr. Filippelli, Mr. DeBow stated Council would be requested to take action on this policy once it is completed by the DID office.

Mr. Daubert asked if the proposal would come back to Council before it is done. Mr. DeBow responded that it would. Mr. Daubert also questioned the cell phone option and noted not everyone has a "fancy smart phone" and wondered if the meters would still be able to accept quarters and nickels. Mr. DeBow stated the meters would accept coins.

Mr. Rosenberger questioned the return on investment with the apps program. Mr. DeBow stated it would be free to the Borough and there would be a user fee. Mr. Rosenberger asked about the library site being so far over budget and that a 10-year period was expected on the investment return. Mr. DeBow stated that was because of the short time space parking the library was looking at. Mr. Rosenberger stated he would like to go on record that he felt it was a good idea to provide spaces after the 6 p.m. gaps. He also

stated if motorists learned to parallel park, we would be able to provide more parking spaces. Mr. Whitfield explained the number of parking spaces would be the same if the cross-hatching was removed. He briefly explained the parking space requirements we must follow per the MUTCD (Manual on Uniform Traffic Control Devices).

Mayor Goreham stated she was glad an education program would be provided on how to use the multi-space meters. Mr. Hahn noted changes in parking have occurred while he was on Council and the parking meters stayed on the same poles.

### Parking Fund

Mr. DeBow noted he wished to make a clarification in the fund balance. He noted there was a difference in what was printed in the budget and what was posted on-line. This was due to a formula error. Mr. Fountaine noted corrected pages will probably be distributed to Council next week.

Mr. DeBow reviewed the goals and objectives. He discussed the 2013 budget impacts and the total expenditures and revenues.

Mr. Filippelli asked if parking in the Beaver Garage is picking up. Mr. DeBow stated monthly pass holders are being funneled to this garage.

Mr. Daubert noted the parking rentals was at 0 and now is \$630,000. Mr. DeBow explained the year-end projections. Mr. Daubert also questioned why there was no insurance paid this year. Mr. DeBow stated the bill for insurance is due in December. Mr. Daubert stated these items need to be corrected in the budget.

Mr. Morris asked why indirect costs are up \$60,000 and asked how these costs are predicted. Mr. DeBow explained the fluctuation and noted this number will die down in the future.

Mr. Rosenberger asked about \$224,000 for improvements in the garages and Mr. DeBow noted part of the monies is included in the CIP.

Ms. Klinetob questioned the daily collections and the gas line item.

It was noted corrected pages will be sent to Council.

Mayor Goreham asked why there is \$200,000 in gross income. Mr. DeBow responded this is a combination of items but there is no rate increase.

Mr. Hahn asked if the ERP system is why there are so many problems with the budget. Mr. Fountaine stated that was not the reason for the problems, as the ERP system was not used for this budget. He noted there was a formula problem throughout the budget and corrections will be made and distributed. Mr. Hahn also noted that line items seem to be less detailed. Mr. Dunlap noted the commercial rental/leases line was also flip-flopped. Mr. Hahn stated that was not a good reason. Mr. Fountaine noted the total numbers are correct and Council will have 3 or 4 more opportunities to review the budget. He stated if Council gets their questions about the budget to staff prior to the meetings, staff will have answers to the questions at the meeting.

Mr. Rosenberger noted the on-line version of the budget does not agree with what Mr. DeBow stated previously.

Mr. Daubert stated he was happy that we down-sized the text of the budget but he felt when a new line item is added, it should be explained in more detail. Mr. Fountaine noted the errors are in line items and not in the details. The corrected sheets will make more sense. He also explained indirect costs and how allocations are being more accurately accounted for. Mr. Dunlap noted we are now updating cost

allocations every year. Mr. Fontaine noted once the ERP is fully implemented a lot of these issues will improve.

Mr. Hahn asked if a portion of the budget could explain indirect costs. Mr. Dunlap stated he could share that plan with Council. Ms. Crater stated we have a consultant who works with us to update this document. She discussed allocation of time and noted it is being fine-tuned and we should start to see this matter level out. Mr. Fontaine noted the document Council is asking to be included is about a 200 page document. He stated if that is Council's wish, it certainly could be included in the budget. Mr. Rosenberger suggested a one-page paragraph explaining the document with a link to it would be sufficient.

### Public Works

Mr. Whitfield explained this budget. He noted there have been no major changes to the budget. He discussed the goals and objectives of the entire department and the various divisions of the department. He noted on Page 149, there is a \$30,000 charge that should not be in this budget because it is a CIP item and a new page will be distributed. He also noted that on Page 152, there is a double charge for fuels and a new page will also be distributed.

Ms. Klinetob asked if the energy audits are being completed in-house. Mr. Holmes responded that someone from outside would be doing these audits. He also noted we have received a grant to support these audits.

Mr. Rosenberger noted electricity is down 9%. Mr. Whitfield explained the line item for fuels and lubricants is flat but there is a potential savings there from the hybrid vehicles in the fleet. He noted there is a savings of \$2,000-\$3,000 per hybrid vehicle.

Mayor Goreham asked if any thought was given to green teams. Mr. Whitfield explained the difficulty in getting volunteers for green teams. Mr. Sam stated the Sustainability Committee is looking at green teams and working on obtaining volunteers for these teams. Mayor Goreham also asked about rubber sidewalks. Ms. Kerner explained the warping of the corners on rubber sidewalks but noted there is considerable long-term use at certain locations for rubber sidewalks. There were no other items to come before Council.

Mr. Hahn asked if the recent hurricane was included in the Public Works Overtime line. Mr. Whitfield explained how some overtime is built into the line item.

### Bus Terminal

Mr. Whitfield explained this budget is pretty much status quo. He noted we are currently negotiating a new lease for this building. The new lease would include multi-city buses being allowed to load and unload at this site. He noted CATA is urging this. He also noted the indirect cost number at this site is being looked into.

Mr. Morris noted he was glad we are working on getting the Megabus to be allowed to unload at this site.

Ms. Klinetob asked about the electric line item. Mr. Whitfield stated this is because of the heat pump and outside lighting at the site. He noted the cost of the outside lighting is split between us and PSU. Ms. Klinetob stated she felt this number was rather high for such a small building. Mr. Whitfield also noted the traffic signal at this location is also figured in this number.

Mr. Rosenberger stated if this number were split, summer and winter, with natural gas, we would see a 5-year payback. Mr. Whitfield stated we only rent the shell of the building.

### Compost Operations

Mr. Whitfield explained this budget. He noted we are now taking food wastes which explain most of the changes in this budget. He briefly discussed the partnership between the Borough and PSU on this program. He stated we are currently working on a management agreement with PSU.

Mr. Daubert noted pages 179 & 180 do not have account numbers and the pages need to be redone with the account numbers.

Mr. Rosenberger asked if the full benefit of the food waste composting is reflected in the budget.

Mayor Goreham asked about the price increase for compost and wondered how much more compost will be generated and how much more we think we will sell. Mr. Whitfield responded about 10-15% more. He noted PSU will get what they produce and we will get what we produce.

### Sanitary Sewer

Mr. Whitfield explained this budget and discussed Infiltration/Inflow, monitoring and metering. He explained smoke testing of the sewer lines and treatment costs at the PSU and UAJA plants. He also noted no rate changes are recommended.

Mr. Daubert questioned the slip lining project and wondered if this wasn't already completed. He also questioned why the pipe was not slip lined on Corl Street when this project was done this summer when that street was reconstructed. Mr. Whitfield stated Corl Street was not slip lined explained the roadway would not need to be disturbed to do the slip lining.

Mr. Morris stated he assumed the tapping fee number of \$556,200 would need to be corrected in a later addition. Mr. Whitfield stated that number is a correct number and it is that because of the development of The Retreat project and the apartment building at the corner of Beaver and High Street.

Mr. Rosenberger questioned the sewer capacity at UAJA being under limit by 50% and asked about that limit as we move forward. Mr. Whitfield explained this is due to the lull in development.

Mayor Goreham noted the indirect costs in this budget are down considerably.

Mr. Hahn noted the capital expenses on page 72 & 184 need to match.

### Refuse Collection

Mr. Whitfield noted this budget reflects the organic waste that will be diverted. He noted the containers for this project would be received in March. The trucks have already arrived. The trucks are fully automated. He noted this budget is also a status quo budget. He stated tipping fees are down and no rate changes are proposed.

Mr. Daubert questioned the rate change on page 213. Ms. Crater responded this page was not updated in the final document. Mr. Fontaine stated staff would footnote this to clarify the document. Mr. Daubert stated the source not being handled is cardboard and no body seems to want to collect cardboard. Mr. Holmes stated we are currently working with the Centre County Refuse & Recycling Authority to make cardboard recycling easier.

Mayor Goreham asked if the dumpster for organic recycling will be a pilot program. Mr. Whitfield responded this is a challenging situation that we would need to ease into.

Mr. Rosenberger noted wet newspaper and cardboard are compostable if put out with recycling. He stated the fraternities do not see the benefit of this. He noted the big difference in the \$5.00 versus

\$75.00 tipping fee. Mr. Whitfield noted the challenge on this is where we can create the area for this type of recycling.

Mr. Daubert noted a lot of the fraternities do not have a place to put the cardboard or organic waste. Mr. Whitfield stated if they want to participate, we would provide the containers.

#### Fleet Services

Mr. Whitfield explained this is an internal budget. That means, services are charged back to other departments. There were no notable changes to this budget other than indirect costs. He noted line item 840 on page 198 was correct; however, the detail on the appropriation was not changed from last year and should include the purchase of a hoist for this year.

Ms. Klinetob asked about bio-diesel and whether we procure it or make it and wondered if this was the minimum standard now. Mr. Whitfield stated we procure the bio-diesel and he discussed the engine warranties requiring a minimum blend. He stated we purchase the CNG through PSU. He discussed the fueling system in use now and noted once more CNG vehicles are procured, our challenge will be keeping the diesel fuel fresh once we are not using as much diesel fuel.

#### Highway Aid

Mr. Whitfield stated this budget is funded from state gas taxes. The tax is based on population and highway road mileage. He noted the line item for personnel was moved out of this budget several years ago. He stated however, with this budget, we need to anticipate winter weather. Therefore, this budget fluctuates and any savings in this budget are used for storm sewer or street maintenance.

Mr. Filippelli asked how far in advance we must contract for snow and ice removal. Mr. Brooks responded we go out for bid in March. Mr. Whitfield stated we must place a minimum order for 60% of what we contract for and a maximum of 20% above what we contract for and that we pay for the item as we receive it.

In response to a question from Mr. Rosenberger, Mr. Whitfield stated, on average, state funds cover a portion of the costs we are spending in this budget.

Mayor Goreham questioned the \$120 paid to College Township. Mr. Whitfield explained this was for the portion of roadway near Home Delivery Pizza and the Woodsdale Trailer Park when this intersection was reconstructed.

Mr. Fountaine noted he had no personnel matters for Council to discuss following this meeting and an Executive Session would not be needed unless Council wished to hold one. Council stated they did not need an Executive Session.

There were no other items to come before Council and the meeting adjourned at 8:13 p.m.

Respectfully submitted,

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Sharon K. Ergler  
Assistant Borough Secretary

Prepared by: Debra Lang, Staff Assistant