



TOWNSHIP OF FERGUSON

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**Pine Grove Mills Small Area Plan Advisory Board
Reorganizational Meeting Agenda
Thursday, January 21, 2021
4:00 p.m.**

Zoom Link: <https://us02web.zoom.us/j/82033558920>

I. CALL TO ORDER

II. APPROVAL OF NOVEMBER 19, 2020 REGULAR MEETING MINUTES

III. ELECTION OF OFFICERS

The Committee should elect a chairperson, vice-chairperson, and secretary. Mr. Pribulka will review the responsibilities of each officer.

1. Election of Chairperson

Mr. Pribulka will open nominations for chairperson. Upon election of a chairperson, the meeting will be turned over to that individual to open nominations for the remaining officers.

2. Election of Vice-Chairperson

The Chair will open nominations for Vice-Chairperson.

3. Election of Secretary

The Chair will open nominations for Secretary.

IV. 2021 WORK PLAN DISCUSSION

The Pine Grove Mills Small Area Plan Advisory Board should discuss the work plan for 2021. Staff will introduce the budgeted items and review the progress made by the subcommittee established to categorize the action steps in the plan.

[Pine Grove Mills Small Area Plan](#)

V. OPEN DISCUSSION

VI. STAFF REPORTS

1. Manager's Report
2. Planning & Zoning Director Report

VII. ADJOURNMENT

FERGUSON TOWNSHIP
PGM Small Area Plan Advisory Board Meeting
November 19, 2020
4:00 P.M.

I. ATTENDANCE

The Pine Grove Mills Small Area Plan Advisory Board held its regular meeting on Thursday, November 19, 2020, via Zoom. In attendance were:

Committee:

Matt Heller, Chairman
Paul Tomkiel, Vice Chairman
Liz Grove
Matt Heller

Staff:

David Pribulka, Township Manager
Jenna Wargo, Director of Planning & Zoning
David Modricker, Director of Public Works
Lance King, Township Arborist

Others in attendance: Liz Lose, Centre County Office of Planning and Community Development; Laura Dininni, Board Member; Michael & Jeanette Lehmier; Mel Westerman.

II. CALL TO ORDER

The meeting was called to order at 4:04 p.m.

III. CITIZEN'S INPUT

Mr. Westerman asked about receiving agendas in advance of the meeting in the future. Mr. Lehmier inquired about the street light project in Pine Grove Mills and whether we could consider some additional dark sky concerns when we replace the fixtures in the Village. Ms. Dininni commented on the importance of Dark Sky initiatives.

IV. APPROVAL OF MINUTES

Mr. Heller moved to approve the October 22, 2020, minutes. Mr. Tomkiel seconded the motion. The motion carried 3 to 0.

V. PRESENTATIONS AND SPECIAL REPORTS

a. Spotted Lanternfly Presentation – Lance King, Township Arborist

Mr. King presented on the spotted lanternfly and the threats the insect poses on Centre County and Ferguson Township as well as treatment and mitigation techniques. Mr. Tomkiel asked how the Township is being proactive in removing Tree of Heaven. Mr. King advised that we are limited in our regulatory authority to require its removal on private properties. Mr. Modricker responded that Clearwater Conservancy used to be involved in removal of invasive trees and species. The presentation will be made available on the website and to the Advisory Board.

b. Historic Property Registrar – Liz Lose, Senior Planner, Centre Planning Office

Ms. Lose introduced the internship project currently underway to update the inventories of the Pine Grove Mills historic places. 114 properties have been examined by the intern. The inventory is approximately 50% complete as the deed research has been especially difficult. Mr. Westerman inquired about whether Ms. Lose is familiar with the historic inventory that has been completed. Ms. Lose responded she is. Ms. Grove offered her assistance in filling in some of the gaps with the resources she has available. Ms. Dininni offered to connect Ms. Lose with some additional resources, as well.

VI. UNFINISHED BUSINESS

a. A CONTINUED DISCUSSION ON ESTABLISHMENT OF A PINE GROVE MILLS OVERLAY DISTRICT

Subcommittee Meeting on Action Items in the Small Area Plan. Mr. Heller advised that the subcommittee to review the action items in the Small Area Plan did not meet. Mr. Heller reviewed some initial analysis that he completed and addressed citizen's comments. Mr. Pribulka reviewed the subcommittee's tasks. Mr. Westerman commented that he and his neighbors would like the Board to consider amending their zoning district boundary to Village from R1 – Single Family Residential. Ms. Dininni suggested some considerations for the Board to keep in mind when reviewing a request for a zoning map amendment. Mr. Heller inquired about the possibility of engaging a land use consultant to assist in this effort. Messrs. Tomkiel and Heller will continue to review the action steps and categorize them based on whether they belong in a zoning map amendment; overlay district; or underlying zoning amendment and meet with staff to review. Once completed, it will be presented back to the Advisory Board for review and comment.

VII. NEW BUSINESS

a. Pine Grove Mills Street Light Project

Mr. Modricker introduced the current project underway to convert the ornamental street lights in Pine Grove Mills to LED and install cutoffs and meters on each for the Township to assume responsibility for them entirely. The presentation showed schematics of the proposed new luminaires and the project limits. Ms. Dininni noted that she is concerned about color of LED lighting. The committee discussed the project and timing.

VIII. STAFF REPORTS

- a. Manager's Report.** Mr. Pribulka reported briefly on the Pennsylvania Liquor Control Board hearing on noise exemptions in Ferguson Township for licensed establishments and the cancellation of the December meeting.
- b. Planning & Zoning Report.** Ms. Wargo reviewed the zoning map amendments that were adopted by the Board of Supervisors on November 16th.

IX. OPEN DISCUSSION

Mr. Modricker suggested giving an update on the street light project during the February and March meeting.

X. ADJOURNMENT

Having no further business to attend to, the November 19, 2020, meeting of the Pine Grove Mills Small Area Plan was adjourned at 5:43 p.m.

RESPECTFULLY SUBMITTED,

SECRETARY
FOR THE PINE GROVE MILLS SMALL AREA PLAN
ADVISORY BOARD

PINE GROVE MILLS SMALL AREA PLAN ADVISORY BOARD

BYLAWS & RULES OF PROCEDURE

Article I – Name

Pine Grove Mills Small Area Plan Advisory Board

Article II – Purpose

As defined in Chapter One of the Ferguson Township Code of Ordinances, Administration and Government, Part F2, Pine Grove Mills Small Area Plan Advisory Board, the duties and responsibilities of the Pine Grove Mills Small Area Plan Advisory Board shall be as follows:

- The Board shall advise the Township Manager and Board of Supervisors on matters pertaining to the implementation of the Pine Grove Mills Small Area Plan. Responsibilities may include, but are not necessarily limited to the following:
 - Prioritizing objectives and action steps described in the Small Area Plan;
 - Identifying and assisting in the preparation of grant applications and requests for funding to advance the projects described in the Small Area Plan;
 - Facilitating community engagement and events in the interest of advancing the implementation of the Small Area Plan;
 - Formulating and submitting requests for funding to the Township Manager for consideration in the Capital Improvement Program Budget and Annual Operating Budget; and
 - Other duties relative to the implementation of the Pine Grove Mills Small Area Plan.

Article III – Membership

To provide recommendations on the implementation of the Pine Grove Mills Small Area Plan, an advisory board is hereby created, which shall consist of five members appointed by the Board of Supervisors. Appointees to the Board shall be residents of Ferguson Township.

Each member of the Board shall be appointed to four-year staggered terms. Vacancies occurring on the Board will be filled by the Board of Supervisors for the remaining term of the vacancy. Members of the Board may be removed by a majority vote of the Board of Supervisors. Members of the Board shall not be entitled to compensation except for reimbursement from the Township for fees associated with conferences and training seminars when preapproved by the Township. Travel to and from meetings of the Board will not be reimbursed.

Article IV – Officers

- Selection. The reorganizational meeting of the Board shall take place on the fourth Thursday in January of each year at 4:00 p.m. in the Ferguson Township Municipal Building or otherwise designated meeting space. The Board shall elect from its voting members a Chairperson, Vice Chairperson, and Secretary. Officers of the Board shall serve a term of one year. It shall be the

responsibility of the Chairperson to consult with the Township Manager to establish the agenda for each meeting. Additionally, the Chairperson shall preside over each meeting. The Vice Chairperson shall fulfill all of the duties of the Chairperson in his/her absence. The Secretary shall be responsible for signing minutes once approved, as well as other relevant correspondence of the Board.

Article V – Meetings

- Meetings. Meeting shall be advertised in accordance with the requirements of the Pennsylvania Sunshine Act. At the annual reorganizational meeting, the Board shall establish regular meeting dates for the year. The Board may schedule special meetings and worksessions as it deems necessary to conduct its business.
- Quorum. A quorum of the Board shall be three (3) members. When a quorum is not present, no official action may be taken, nor may the present members deliberate on items that will require future action of the Board.
- Voting. An affirmative vote of the majority of the members shall be required for the approval of any requested action or motion placed before the Board. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall not be required if requested by any Board member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Board member shall be recorded in the minutes of the meeting.
- Agenda Order of Business. A written agenda for all meeting shall be prepared as follows. The agenda order of business shall be:
 - Call to Order
 - Citizen’s Input
 - Approval of Minutes
 - Presentations and Special Reports
 - Unfinished Business
 - New Business
 - Staff and Liaison Reports
 - Open Discussion
 - Adjournment
- Rules of Order. All meetings of the Board shall be conducted in an orderly fashion in accordance with Robert’s Rules of Order – Newly Revised. The Board may establish special rules of order by a majority vote of the Board at the reorganizational meeting. Any issue of procedure relating to the conduct of a meeting or hearing may be determined by the Chairperson, subject to appeal of the full Board, as specified in Robert’s Rules of Order.

Article VI – Minutes

Board minutes shall be prepared by the Recording Secretary. Generally, minutes shall contain a brief synopsis of the discussion, include a complete restatement of any motion made and record of votes; and record of attendance. The Secretary of the Board shall sign the minutes once approved by the Board.

Article VII – Open Meetings and Right to Know Provisions

- All Board meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
- All business conducted by the Board and any and all of its documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.
- The public shall have a right to be represented and speak at Board meetings. Members of the public who wish to speak shall first be recognized by the Chairperson and shall be directed to provide their name and municipality of residence for recording in the minutes.

Article VIII – Amendments

These bylaws may be amended from time to time by the Pine Grove Mills Small Area Plan Advisory Board, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

THESE BYLAWS AND RULES OF PROCEDURE ARE HEREBY ADOPTED THIS 22ND DAY OF OCTOBER 2020

PINE GROVE MILLS SMALL AREA PLAN ADVISORY BOARD

Matt Heller, Chairman

David Pribulka, Secretary