

**FERGUSON TOWNSHIP BOARD OF SUPERVISORS**

**Regular Meeting Agenda**

**Monday, March 16, 2020**

**7:00 PM**

**I. CALL TO ORDER**

**II. CITIZENS INPUT**

**III. APPROVAL OF MINUTES**

1. March 2, 2020, Board of Supervisors Regular Meeting

**IV. SPECIAL REPORTS**

- a. State College Borough Water Authority
- b. University Area Joint Authority
- c. Ferguson Township Tree Commission

**V. UNFINISHED BUSINESS**

1. Public Hearing – Ordinance Establishing a Pine Grove Mills Small Area Plan Advisory Committee
2. Public Hearing – Resolution Amending the Ferguson Township Special Events Policy

**VI. NEW BUSINESS**

1. Consent Agenda
2. Public Hearing – Resolution Approving Cost-Sharing for Consulting Services for Solar Power Purchasing Agreement
3. Authorization of Submittal of PA DEP Recycling Grant Application
4. Proclamation – 2020 Bike Month
5. The Cottages at State College Final PRD Plan Amendment
6. Pine Grove Mills Mobility Study – Contract Award
7. SR 45 / SR 26 / Nixon Road Signal Warrant Study – Contract Award
8. DRAFT Ordinance Amendment – Chapter 19, Signs
9. Appointments to the Centre Region Building and Housing Board of Appeals
10. Board Member Request – O. W. Houts Property
11. Award of Contract 2020-C6, Curb and Ramp Upgrades
12. Award of Contract 2020-C8, Line Striping
13. Award of Contract 2020-C9, Microsurfacing

**VII. REPORTS**

1. COG Committee Reports
2. Other Regional Reports
3. Staff Reports

**VIII. COMMUNICATIONS TO THE BOARD**

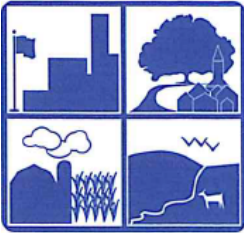
**IX. CALENDAR ITEMS – MARCH/APRIL**

1. Coffee and Conversation: Saturday, April 11<sup>th</sup>, Dunkin Donuts, N. Atherton, 8:00AM-9:3:00AM.

**X. ADJOURNMENT**



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# TOWNSHIP OF FERGUSON

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## Board of Supervisors Regular Meeting Agenda Monday, March 16, 2020 7:00 P.M.

- I. **CALL TO ORDER**
  - II. **CITIZEN'S INPUT**
  - III. **APPROVAL OF MINUTES**
    1. March 2, 2020, Board of Supervisors Regular Meeting Minutes
  - IV. **SPECIAL REPORTS** 30 minutes
    1. State College Borough Water Authority – Ford Stryker
    2. University Area Joint Authority – Jon Dietz
    3. Ferguson Township Tree Commission – Scott Pflumm
  - V. **UNFINISHED BUSINESS**
    1. **A PUBLIC HEARING ON AN ORDINANCE OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES, ADMINISTRATION AND GOVERNMENT, PART IV, BOARDS AND COMMISSIONS BY ADDING THE FOLLOWING: PART F.2, PINE GROVE MILLS SMALL AREA PLAN ADVISORY COMMITTEE; SECTION 450, CREATION AND MEMBERSHIP; SECTION 451, ORGANIZATION, RECORDS, AND MEETINGS; AND SECTION 452, RESPONSIBILITIES; AND RENUMBERING EXISTING SECTIONS.** 5 minutes

**Narrative**  
Provided with the agenda is a copy of the ordinance advertised for public hearing establishing a Pine Grove Mills Small Area Plan Advisory Committee. If adopted, the Committee will be a standing committee established in the Administrative Code. The ordinance amendment has been updated to reflect a five-member committee as discussed by the Board at the February 18<sup>th</sup> Regular Meeting. If enacted, staff will open an application period to accept applications from interested individuals to serve on the Committee, and interviews and appointments will be scheduled at a future date.

*Recommended motion: That the Board of Supervisors adopt the ordinance amending Chapter One, Administration and Government; Part IV, Boards and Commissions by adding Part F.2 Pine Grove Mills Small Area Plan Advisory Committee.*
- Staff Recommendation**  
That the Board of Supervisors **adopt** the ordinance.
2. **A PUBLIC HEARING ON A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA REPEALING RESOLUTION 2013-26 AND ADOPTING A NEW SPECIAL EVENTS POLICY.** 10 minutes

**Narrative**

Provided with the agenda is a copy of the resolution as advertised for public hearing adopting a new Special Events Policy. The Board of Supervisors discussed the draft revision of the policy at its regular meeting on March 2. The revised Special Events Policy gives the Board the authority to allow alcohol and food sales / consumption at special events.

*Recommended motion: That the Board of Supervisors adopt the resolution repealing Resolution 2013-26 and adopting a new Special Events Policy.*

**Staff Recommendation**

That the Board of Supervisors **adopt** the resolution.

**VI. NEW BUSINESS**

**1. CONSENT AGENDA**

5 minutes

- a. 2018-ADMIN / 2019-C32c (General) pay application 3: \$10,350.00
- b. Special Events Permit – 2020 Cranksgiving

**2. A PUBLIC HEARING ON A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA APPROVING A COST-SHARING AGREEMENT WITH THE STATE COLLEGE AREA SCHOOL DISTRICT AND OTHER PARTNERS FOR CONSULTING SERVICES FOR A SOLAR POWER PURCHASING AGREEMENT.**

10 minutes

**Narrative**

Provided with the agenda is a copy of the resolution advertised for public hearing approving a multi-jurisdictional cost-sharing agreement with the State College Area School District (SCASD) and other partners for the engagement of a consultant to establish a regional Solar Power Purchasing Agreement. A steering committee was convened including Eric Endresen, Director of Finance, representing Ferguson Township. The agreement names SCASD as the lead entity in charge of engaging the energy consultant. Payments for the consulting services will be based proportionately on 2018 energy consumption data. Assuming all partners approve the agreement as written, a Request for Proposals will be issued, and a subcommittee of the larger working group will evaluate responses and recommend an award.

*Recommended motion: That the Board of Supervisors adopt the resolution approving a cost-sharing agreement with the State College Area School District and other partners for consulting services for a solar power purchasing agreement.*

**Staff Recommendation**

That the Board of Supervisors **adopt** the resolution.

**3. AUTHORIZATION OF GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR A RECYCLING GRANT PROGRAM.**

10 minutes

**Narrative**

A new Act 101, Section 902 municipal recycling grant round is open and applications will be accepted until the deadline of March 20, 2020. Staff attended a mandatory pre-application submission meeting with Centre County Refuse and Recycling Authority and PA DEP representatives. Staff is requesting permission to submit a grant for a combination one-man leaf collector/brush box dump truck. The single axle cab and chassis has a hydraulic hook system that allows the brush box to be used during the spring and summer, then unhooked and the leaf collector hooked on for heavy leaf collection in the fall. The

cost of the one-man leaf collector/brush box dump truck is estimated to be \$303,111. The grant request is 90% and the local share will be \$30,311. Separate from the grant, but for consideration for a future budget, the hook truck can also be upfitted with a hydraulic driven anti-ice spray unit with 1,500-gallon poly salt brine tank on a hook lift skid and used during the winter season for anti-icing operations (approx. \$36,000).

*Recommended motion: That the Board of Supervisors authorize the submission of an Act 101, Section 902 municipal recycling grant application for a one-man leaf collector and brush box dump truck in the amount of \$303,111.*

**Staff Recommendation**

That the Board of Supervisors **authorize** the grant application.

**4. A PROCLAMATION DESIGNATING THE MONTH OF MAY TO BE “2020 BIKE MONTH” IN FERGUSON TOWNSHIP; THE WEEK OF MAY 11<sup>TH</sup> TO BE “BIKE TO WORK WEEK” IN FERGUSON TOWNSHIP; AND MAY 15<sup>TH</sup> TO BE “BIKE TO WORK DAY” IN FERGUSON TOWNSHIP** 10 minutes

**Narrative**

Provided with the agenda is a copy of a proclamation designating the month of May to be “2020 Bike Month” in Ferguson Township; the week of May 11<sup>th</sup> to be “Bike to Work Week” in Ferguson Township; and May 15<sup>th</sup> to be “Bike to Work Day” in Ferguson Township. The Township began adopting this proclamation in 2013, and typically works in concert with CentreBikes and the Centre Regional Planning Agency to promote and publicize bicycle-friendly activities throughout the month.

*Recommended motion: That the Board of Supervisors proclaim the month of May to be 2020 Bike Month in Ferguson Township; the week of May 11<sup>th</sup> to be “Bike to Work Week” in Ferguson Township; and May 15<sup>th</sup> to be “Bike to Work Day” in Ferguson Township.*

**Staff Recommendation**

That the Board of Supervisors **adopt** the proclamation.

**5. THE COTTAGES AT STATE COLLEGE FINAL PLANNED RESIDENTIAL DEVELOPMENT PLAN AMENDMENT** 20 minutes

**Narrative**

State College Apartments, LLC has submitted a request for amendment of their approved Final PRD Plan to include modifications to their clubhouse, amenity areas, outdoor mail center, grade revisions, retaining wall modifications, parking, landscaping plans, modification to T10 buildings, sanitary sewer pump revisions, enlarged pump station access, and relocation of two (2) street lights along Blue Course Drive. Lighting and grading modifications have been reviewed by the Township Engineer and the Stormwater and Lighting Engineer. Per Chapter 27, Zoning, Section 407, Planned Residential Development, 8. Post Final, the procedure to amend a Final PRD Plan after it has been approved is to request approval from the Board of Supervisors. Staff is recommending approval of the amended Final PRD Plan. A representative from Penn Terra Engineering will be present to review the revised plan. Provided with the agenda is a memorandum from Kristina Aneckstein, Community Planner, summarizing the comments of the Township Engineer, Stormwater and Lighting Engineer, and the Tree Commission. Below is a link to the full plan set illustrating the requested amendments.

[The Cottages at State College Final Planned Residential Development Amendments](#)

*Recommended motion: That the Board of Supervisors approve the amendment to The Cottages at State College Final Planned Residential Development Plan subject to the resolution of comments made by the Township's Stormwater Engineer in the letter dated March 12, 2020.*

**Staff Recommendation**

That the Board of Supervisors **conditionally approve** The Cottages at State College Final PRD amendment.

**6. AWARD OF PROFESSIONAL SERVICES CONTRACT TO CONDUCT THE PINE GROVE MILLS MOBILITY STUDY** 20 minutes

**Narrative**

As a follow up to the Pine Grove Mills Small Area Plan, a proposal was received from McCormick Taylor (MT) to perform a mobility study mirroring the mobility study recently performed by MT for the Northland Area. The study recognizes that the Pine Grove community street space has evolved and will evaluate this space with the goal of allowing users of all modes of travel to move about safely and more freely. The study includes elements of communication and coordination, assessment of current conditions as identified in the small area plan, data collection, transportation safety assessment, pedestrian and bicycle safety audits, mobility assessment vetted through a project working group, concept illustrations, prioritized project list, township and public engagement, and a summary document. Two open house style public meetings are planned as well as one formal presentation to the Board. Provided with the agenda is a copy of the proposal for professional engineering services.

*Recommended motion: That the Board of Supervisors award the professional services contract to McCormick Taylor to conduct the Pine Grove Mills Mobility Study in the amount of \$50,010.00.*

**Staff Recommendation**

That the Board of Supervisors **award** the professional services contract to McCormick Taylor to conduct the Pine Grove Mills Mobility Study.

**7. AWARD OF PROFESSIONAL SERVICES CONTRACT TO CONDUCT THE SR45 / SR 26 / NIXON ROAD SIGNAL WARRANT STUDY** 10 minutes

**Narrative**

The 2020 Budget includes a task to perform a traffic signal warrant study at the intersection of Pine Grove Road (SR 45), Water Street (SR 26), and Nixon Road. Staff has obtained a proposal from McCormick Taylor and is recommending that this study be performed in conjunction with the Pine Grove Mills Mobility Study. This will provide information regarding the intersection to help inform the mobility study and provides for the opportunity for the results of the signal warrant study to be shared during the public involvement process. Provided with the agenda is a copy of the proposal for professional engineering services.

*Recommended motion: That the Board of Supervisors award the professional services contract to McCormick Taylor to conduct the Pine Grove Road (SR45), Water Street (SR26), and Nixon Road Signal Warrant Study in the amount of \$16,575.00.*

**Staff Recommendation**

That the Board of Supervisors **award** the professional services contract to McCormick Taylor to conduct the Signal Warrant Study.

**8. REVIEW OF CHAPTER 19, SIGNS DRAFT ORDINANCE AMENDMENT** 20 minutes

**Narrative**

The Planning & Zoning Department has drafted an ordinance amendment to update Chapter 19, Signs and Billboards. The intent of this chapter is to encourage the effective use of signs as a means of communication in the Township, to maintain and enhance the aesthetic environment and the Township's ability to attract sources of economic development and growth; to improve pedestrian and traffic safety, to minimize the possible adverse effects of signs on nearby private property, to enable the fair and consistent enforcement of these restrictions, and protect the public health, safety, and general welfare. The last update to this Ordinance was an amendment enacted in 2017. Staff is prepared to provide an overview to the updated ordinance and answer any questions the Board may have. Provided with the agenda is a copy of the draft ordinance amendment.

*Recommended motion: That the Board of Supervisors refer the draft ordinance to the Ferguson Township Planning Commission for review and a recommendation.*

**Staff Recommendation**

That the Board of Supervisors **refer** the draft ordinance to the Planning Commission.

**9. APPOINTMENTS TO THE CENTRE REGION BUILDING AND HOUSING BOARD OF APPEALS** 5 minutes

**Narrative**

At the COG General Forum meeting on February 24<sup>th</sup>, a motion was unanimously adopted forwarding one nomination to the Centre Region municipalities for re-appointment to the Centre Region Building and Housing Board of Appeals to a three-year term commencing February 25, 2020. Provided with the agenda is a copy of the follow-up memorandum from Jim Steff, COG Executive Director, summarizing the action of the General Forum. The following nomination has been referred for re-appointment:

- Property Maintenance Board: Ryan Solnosky, Ph.D., P.E.

*Recommended motion: That the Board of Supervisors appoint the applicant to the Centre Region Building and Housing Board of Appeals for a three-year term as recommended by the COG General Forum.*

**Staff Recommendation**

That the Board of Supervisors **appoint** the applicant to the Code Board of Appeals as recommended.

**10. BOARD MEMBER REQUEST – O.W. HOUTS PROPERTY** 10 minutes

**Narrative**

Ms. Dininni has requested an item be added to the Regular Meeting agenda for discussion to consider directing staff to send correspondence to State College Borough Council regarding the use of the former O. W. Houts property as construction laydown yard, including a request to implement any impact-reducing and safety-increasing measures immediately. Provided with the agenda is a copy of the request from Ms. Dininni along with the zoning permit application and site drawing for the current use of the site.

*Recommended motion: That the Board of Supervisors authorize a letter to State College Borough Council requesting the implementation of impact-reducing and safety-increasing measures for any use of the O. W. Houts property as a construction laydown yard.*

## 11. AWARD OF CONTRACT 2020-C6, CURB AND RAMP UPGRADES

5 minutes

### Narrative

Provided with the agenda is a copy of a memorandum from the Assistant Township Engineer dated March 11, 2020, summarizing the bids received for Contract 2020-C6, Curb and Ramp Upgrades. Three bids were received, and staff is recommending award to the low bidder, Glenn O. Hawbaker, in an amount of \$64,937.00. The engineer's estimate for the project was \$69,528.00. The low bid is within budget.

*Recommended motion: That the Board of Supervisors award Contract 2020-C6 to Glenn O. Hawbaker in an amount of \$64,937.00, as recommended in the Assistant Township Engineer's memorandum dated March 11, 2020.*

### Staff Recommendation

That the Board of Supervisors **award** Contract 2020-C6 to Glenn O. Hawbaker.

## 12. AWARD OF CONTRACT 2020-C8, LINE STRIPING

5 minutes

### Narrative

Annually, the Township bids a pavement marking contract. Twelve other municipalities participated in this contract. This year, Ferguson Township's share is above the approved budget, as there was a significant increase in unit prices compared to past years. Staff is evaluating selected areas that do not require markings and/or pose limited risk to the safety of the community if left unpainted to be omitted this year to help offset the additional cost. Summarized results are provided in a memorandum by Ryan Scanlan dated March 4, 2020.

*Recommended motion: That the Board of Supervisors award Contract 2020-C8 to Alpha Space Control in an amount of \$280,242.79, as recommended in the Assistant Township Engineer's memorandum dated March 4, 2020.*

### Staff Recommendation

That the Board of Supervisors **award** Contract 2020-C8 to Alpha Space Control.

## 13. AWARD OF CONTRACT 2020-C9, MICROSURFACING

5 minutes

### Narrative

Annually, the Township bids a contract for microsurfacing, a pavement preservation technique. Three other municipalities participated in the contract this year. Ferguson Township's share is within the approved budget. The bid was advertised, solicited to nine contractors, and Ferguson received one bid. The pricing is in line with previous year's contracts. Summarized results are provided in a memorandum by Ryan Scanlan dated March 11, 2020.

*Recommended motion: That the Board of Supervisors award Contract 2020-C9 to Alpha Paving Systems, Inc., in an amount of \$533,196.62, as recommended in the Assistant Township Engineer's memorandum dated March 11, 2020.*

### Staff Recommendation

That the Board of Supervisors **award** Contract 2020-C9 to Alpha Paving Systems, Inc.

**VII. STAFF AND COMMITTEE REPORTS**

- 1. **COG COMMITTEE REPORTS** 25 minutes
  - a. Ad Hoc Facilities Committee
  - b. Human Resource Committee
  - c. Finance Committee
  - d. Public Services & Environmental Committee
  - e. Public Safety Committee
  
- 2. **OTHER COMMITTEE REPORTS** 5 minutes
  - a. Solar PPA Working Group
  
- 3. **STAFF REPORTS** 20 minutes
  - a. Manager's Report
  - b. Public Works Director
  - c. Planning & Zoning Director
  - d. Chief of Police

**VIII. COMMUNICATIONS TO THE BOARD**

**IX. CALENDAR ITEMS – MARCH/APRIL**

- a. Coffee and Conversation: Saturday, April 11<sup>th</sup>, Dunkin Donuts, N. Atherton, 8:00AM-9:30AM.

**X. ADJOURNMENT**



## FERGUSON TOWNSHIP BOARD OF SUPERVISORS

Regular Meeting  
Monday, March 2, 2020  
7:00 PM

### I. ATTENDANCE

The Board of Supervisors held its first regular meeting of the month on Monday, March 2, 2020, at the Ferguson Township Municipal Building. In attendance were:

<b>Board:</b>	Steve Miller, Chairman	<b>Staff:</b>	Dave Pribulka, Township Manager
	Laura Dininni		Jenna Wargo, Planning/Zoning Director
	Lisa Strickland		Chris Albright, Chief of Police
	Prasenjit Mitra		

*Others in attendance included:* Rhonda Demchak, Recording Secretary; Pam Adams, COG Sustainability Coordinator; Ron Seybert, Ferguson Township Engineer; Sylvia Neely; Kathy Cullen; Ed Cullen; Bill Hechinger; and Brandi Robinson.

### II. CALL TO ORDER

Mr. Miller called the Monday, March 2, 2020, regular meeting to order at 7:00 p.m.

### III. CITIZENS INPUT

None.

### IV. APPROVAL OF MINUTES

Ms. Dininni moved that the Board of Supervisors **approve** the Board of Supervisors Minutes of February 18, 2020. Ms. Strickland seconded the motion. The motion was passed unanimously.

### V. SPECIAL REPORTS

Mr. Stryker was unable to attend to present on the State College Borough Water Authority. This presentation will be delayed until the next meeting on March 16, 2020.

Pam Adams, COG Sustainability Coordinator, presented on Regional Sustainability. She spoke about the implementation of the Climate Action and Adaptation Plan (CAAP). She noted that Ferguson Township has a resolution plan that addresses climate and greenhouse gas admissions in place but wanted to share what she will be presenting to the other municipalities. The Centre Region is experiencing extreme rain events. These are up 71%, greater than two inches over the last century. Increased precipitation is causing an increase in Lyme disease and other related insect-borne illnesses. Ms. Adams thanked the Township for their 2017 resolution and making this an objective for the Centre Region. The goal is to come up with a meaningful regional action plan that the community is part of the process. There has been a technical advisory group that has been formed to assist Ms. Adams to do research as far as best practices to help reduce emission and help with climate change. Ms. Adams reviewed the current inventory of greenhouse gases. Penn State is compiling their own plan; however, the region will collaborate with them. Once the targets for reductions are set, the region will be working with the community and stakeholder to ensure it is practical and feasible.

Ms. Neely from the Citizens' Climate Lobby of State College. She is attending in support of the regional plan that was presented. Also, Kathy and Ed Collins noted their support of the plan as well.

Municipal Separate Storm Sewer System presentation. Mr. Seybert presented a review of the Sewer System and Stormwater Management Program that is a yearly requirement of the township for

compliance with its permit. The Minimum Control Measures required by the permit were each reviewed in detail, as well as the township's efforts to complete each measure.

Discussion continued regarding stormwater ordinances and how the township can enforce these regulations.

## VI. UNFINISHED BUSINESS

### 1. CENTER REGION COMPREHENSIVE PARKS, RECREATION, AND OPEN SPACE PLAN MUNICIPAL COMMENTS

Mr. Pribulka reviewed the draft Centre Region Comprehensive Parks, Recreation, and Open Space Plan letter and asked for final recommendations to be added to the letter. Mr. Pribulka added additional comments and corrections to the draft letter.

Ms. Dininni moved that the Board of Supervisors **approve** Mr. Pribulka send the amended letter. Mr. Mitra seconded the motion. The motion passed unanimously.

## VII. NEW BUSINESS

### 1. CONSENT AGENDA

- a. Revised Award of Contract 2019-C15, Street Tree Pruning: \$17,264.00
- b. Award of Contract 2020-C19, Traffic Signal Detection Upgrades: \$190,418.00
- c. Donation Request – Ferguson Township Senior Citizens
- d. 2018-ADMIN / 2019-C32d (Fire) pay application 3: \$4,500.00
- e. 2018-ADMIN / 2019-C32e (Plumbing) pay application 3: \$1,817.28
- f. 2018-ADMIN / 2019-C32b (HVAC) pay application 4: \$41,978.65
- g. 2018-ADMIN / 2019-C32a (General) pay application 4: \$89,807.40
- h. 2018-ADMIN / 2019-C32a (General) pay application 4: \$15,063.00
- i. Board member request – O.W. Houts Property

Ms. Dininni moved that the Board of Supervisors **approve** the Consent Agenda. Ms. Strickland seconded the motion. The motion passed unanimously.

### 2. A PUBLIC HEARING ON A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM FOR THE DEVELOPMENT OF PHASE 1A OF SUBURBAN PARK

Mr. Pribulka briefly described the development of Phase 1a of Suburban Park. Centrice Martin, Assistant to the Township Manager, is preparing the grant application. If approved, grant funding would match dollars from the Township and the University Area Joint Authority.

Ms. Dininni moved that the Board of Supervisors **adopt** the resolution authorizing the submittal of a grant application to the Pennsylvania Department of Conservation and Natural Resources Community Conservation Partnership Program for the development of Phase 1a of Suburban Park. Ms. Strickland seconded the motion.

Roll Call: Ms. Strickland – Yes; Ms. Dininni – YES; Mr. Miller – YES; Mr. Mitra – YES.

Further discussion was held on how the Township determines which parks are to be developed.

3. PROCLAMATION – NATIONAL GROUNDWATER AWARENESS WEEK

Mr. Pribulka reviewed the proclamation designating the week of March 8<sup>th</sup> to be National Groundwater Awareness Week in Ferguson Township. This is the second year that the Board is being asked to consider this proclamation. Dr. Todd Giddings originally introduced this proclamation last year.

Ms. Strickland moved that the Board of Supervisors **proclaim** the week of March 8<sup>th</sup> to be Groundwater Awareness Week in Ferguson Township. Ms. Dininni seconded the motion. The motion passed unanimously.

4. AUTHORIZATION OF AN ENGAGEMENT LETTER TO CONDUCT AN UPDATED FERGUSON TOWNSHIP SALARY STUDY

Mr. Pribulka reviewed the engagement letter to be sent to N.J. Hess & Associates. There are three major salary survey plus initiatives that are being proposed. There are three components: 1. Assessment of the market including benefits and compensation; 2. Analysis of key management job positions; 3. An assessment of the non-monetary benefits offered, including the quality of life benefits the township offers its employees.

Ms. Strickland moved that the Board of Supervisors **authorize** the Township Manager to submit an engagement letter to N.J. Hess & Associates, LLC, to complete an updated salary study for Ferguson Township. Ms. Dininni seconded the motion. The motion passed unanimously.

Continued discussion regarding if the data that N.J. Hess & Associates, LLC, will be provided and if the information will be public.

5. DISCUSSION OF WORKFORCE HOUSING ORDINANCE AMENDMENT

Mr. Pribulka discussed the Workforce Housing Ordinance that was adopted in April 2016. The key components of the ordinance were reviewed. Items not included in the ordinance were discussed including fee-in-lieu of workforce housing; off-site workforce housing development; affordable rental housing; and more. The Manager recommended amendments to address fee-in-lieu of workforce housing; providing for off-site workforce housing development; rental housing; and considering allowance for petitions to withdrawal from program. Given that the Pine Hall Traditional Town Development has been approved, and the workforce housing units of the Turnberry Traditional Town Development have not yet been built, staff is recommending that the Board authorize the preparation of an amendment to the Workforce Housing Ordinance.

Discussion followed regarding the 99-year component of the ordinance, the Sunset Clause, State Cap, heights of buildings; and fee-in-lieu provisions.

Mr. Mitra moved that the Board of Supervisors direct staff to **prepare** an amendment to Chapter 27, Zoning; Section 716, Workforce Housing. Ms. Dininni seconded the motion. The motion passed unanimously.

6. APPOINTMENTS TO FERGUSON TOWNSHIP AUTHORITIES, BOARDS, AND COMMISSIONS

Mr. Pribulka reviewed the memorandum regarding vacancies on the Authorities, Boards, and Commissions. Since there are only one applicant per vacancy, the Board is forgoing the interview process. The following are the appointments that are recommended for approval:

- Jerry Learn, Parks and Recreation Committee, Term expires on 12/31/22 – Ward of Residence 1;
- Rick Tetzlaff, Parks and Recreation Committee, Term Expires on 12/31/2021 – Ward of Residence 3, remainder of Nicki Touscher’s appointment;
- Quin Zhang, Alternate position on the Planning Commission, Term Expires on 12/31/2023, Ward of Residence 3;
- Josh Potter, Vacancy Board, Term Expires on 12/31/2020, Ward of Residence 1; and
- Steve Miller, University Area Joint Authority Board, Term Expires on 12/31/2020, Ward of Residence 2, Remainder of Jeff Bridger’s term.

Ms. Dininni moved that the Board of Supervisors **appoint** the applicants for vacancies on various Ferguson Township Authorities, Boards, and Commissions as described in the Township Manager memorandum dated March 2, 2020. Ms. Strickland seconded the motion. The motion passed unanimously.

7. REVIEW OF DRAFT SPECIAL EVENTS POLICY AMENDMENT

Chief Albright reviewed the draft revised policy that was originally adopted in February 2009. The revised draft policy includes language permitting alcohol consumption at approved events.

Ms. Dininni moved that the Board of Supervisors **authorize** advertisement of a public hearing on a resolution amending the Ferguson Township Special Events Policy. Mr. Mitra seconded the motion. The motion passed unanimously.

8. BOARD MEMBER REQUEST – EMPLOYER PAID SICK LEAVE

Mr. Mitra presented his research on a potential ordinance that would be similar to Pittsburgh’s ordinance. Pittsburgh requires employers with 15 or more employees 40 hours of paid sick leave per year. Employers with 15 or fewer employees provide a modest amount (up to 24 hours) of paid sick leave per year. His findings included that communities and businesses thrive with paid sick leave; the spread of disease/illness is lower; there is less turnover; better customer service; and lower healthcare costs.

Mr. Mitra moved that the Board of Supervisors **direct** staff to research a Township-wide employer sick leave ordinance and present its conclusions to the Board for further consideration. Ms. Dininni seconded the motion. The motion passed unanimously.

**VIII. STAFF AND COMMITTEE REPORTS**

**1. COG COMMITTEE REPORTS - None**

**2. OTHER COMMITTEE REPORTS**

- a. Centre County Metropolitan Planning Organization (CCMPO). Ms. Strickland attended the meeting on Feb. 25<sup>th</sup>. There was an updated on the strategic planning and general operations at the airport. There are new flights with larger airplanes going in/out of University Airport; and direct flights to Florida by Allegiant. They will be building a new firehouse and rehabilitating

some of the runways. The MPO discussed the long-range transportation plan (2050) and policy planning.

Ms. Dininni noted that Tom Zilla, Principal Transportation Planner, Ferguson Township, stated that PennDOT will be issuing tickets in construction zones via cameras. No points will be deducted, but a fine will be issued. This program is rumored to be starting in southeastern PA. Ms. Dininni asked if Ms. Strickland would inquire of the CCMPO if they would consider writing PennDOT to ask them to pilot part of that program in the Potters Mills Gap area because of the danger in the area. Ms. Strickland will make a request.

### 3. STAFF REPORTS

- a. Township Manager. Mr. Pribulka reviewed his report as provided with the agenda. The report noted that a series of public engagements seminars on the proposed stormwater management fee will be the week of April 13<sup>th</sup>; the Centre County Drug Task Force annual update will be held on March 18<sup>th</sup> at 6:00 p.m. in Sundman Hall at the American Philatelic Society (100 Match Factory Place in Bellefonte). Mr. Pribulka will be on the Local Government 101 panel at a Town Hall for the League of Women Voters on March 26<sup>th</sup> at 7:00 p.m. at the Bellefonte High School Auditorium. The 2020 Ferguson Township Budget Executive Summary draft is completed. The quarterly Police Pension Committee meeting was held on February 25<sup>th</sup>. The portfolio is performing above expectations. If board members would like to see the report, Mr. Pribulka and Mr. Miller can provide a copy.
- b. Public Works Director. Mr. Pribulka reported for Mr. Modricker and reviewed several capital projects going out to bid this month; discussed the tree preservation ordinance; and reviewed a stormwater complaint that ties into a road improvement project in the township.
- c. Planning & Zoning Director. The next Planning Commission meeting is March 9<sup>th</sup>. Ms. Wargo discussed plan updates as provided with the agenda. Ms. Wargo attended the Affordable Housing Opportunities in Communities webinar hosted by CRPA. Ms. Wargo attended the Land Use and Development mixer on February 27<sup>th</sup> that was hosted by the Office of Government and Community Relations. Ms. Wargo discussed the Zoning Board meeting that was held on February 25<sup>th</sup> that reviewed a zoning appeal and a variance request.

**IX. COMMUNICATIONS TO THE BOARD** – Ms. Dininni discussed the communication efforts from Penn State regarding the students coming back from Italy in the wake of the Coronavirus. She would like to know more facts about preparedness, the number of students returning from Italy and other hotspots, and if PSU is tracking self-quarantined students. Mr. Pribulka will forward these concerns to Mr. Kauffman, Emergency Management Coordinator, who will be attending a meeting with PSU officials on Wednesday, March 4, 2020.

**X. CALENDAR ITEMS** – None.

**XI. ADJOURNMENT**

With no further business to come before the Board of Supervisors, Ms. Dininni motioned to adjourn the meeting. The meeting adjourned at 10:30 p.m.

Respectfully submitted,

David Pribulka, Township Manager  
For the Board of Supervisors

## ORDINANCE \_\_\_\_\_

**AN ORDINANCE OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES, ADMINISTRATION AND GOVERNMENT, PART IV, BOARDS AND COMMISSIONS BY ADDING THE FOLLOWING: PART F.2, PINE GROVE MILLS SMALL AREA PLAN ADVISORY COMMITTEE; SECTION 450, CREATION AND MEMBERSHIP; SECTION 451, ORGANIZATION, RECORDS, AND MEETINGS; AND SECTION 452, RESPONSIBILITIES; AND RENUMBERING EXISTING SECTIONS.**

Be it Enacted and Ordained by the Board of Supervisors of the Township of Ferguson, Centre County, Pennsylvania, as follows:

**Section 1:** Chapter 1 of the Code of Ordinances, Part IV, Boards and Commissions, is hereby amended by adding Part F.2, Pine Grove Mills Small Area Plan Advisory Committee, to include following Sections:

### Section 450 – Creation and Membership

1. To provide recommendations on the implementation of the Pine Grove Mills Small Area Plan, an advisory committee is hereby created, which shall consist of five members appointed by the Board of Supervisors. Appointees to the Committee shall be residents of Ferguson Township.
2. Each member of the Committee shall be appointed to four-year staggered terms. A vacancy on the Pine Grove Mills Small Area Plan Advisory Committee, which occurs for reasons other than the expiration of a term, shall be filled by the Board of Supervisors for the remainder of the unexpired term.
3. The Pine Grove Mills Small Area Plan Advisory Committee shall meet at least quarterly and shall adopt appropriate bylaws to conduct meetings and business. The Township Manager shall coordinate staff support for the Committee. Upon request subject to approval of the Township Manager, additional technical assistance may be provided by other Township departments.
4. The Parks and Recreation Committee shall meet at least quarterly and shall adopt appropriate bylaws to conduct meetings and business. The Township Manager shall coordinate staff support for the Committee. Upon request, additional technical assistance may be provided by other Township Departments.
5. The Committee's role is advisory to the Township Manager and the Board of Supervisors.
6. Committee members shall not be compensated for their activities.

### Section 451 – Organization, Records, and Meetings

1. Members of the Committee shall elect a chairperson, vice-chairperson, and such other officers as they may deem necessary. All officers shall be eligible for reelection.
2. The Committee shall keep a written record of its meetings in accordance with the law. The Committee shall provide the Board of Supervisors with minutes, annual work plans or other reports of its activities, either written or oral, as may be requested or required. For the purposes of taking action, a quorum of three members must be present.

### Section 452 – Responsibilities

1. The Committee 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:

- a. Prioritizing objectives and action steps described in the Small Area Plan;
- b. Identifying and assisting in the preparation of grant applications and requests for funding to advance the projects described in the Small Area Plan;
- c. Facilitating community engagement and events in the interest of advancing the implementation of the Small Area Plan;
- d. Formulating and submitting requests for funding to the Township Manager for consideration in the Capital Improvement Program Budget and Annual Operating Budget; and
- e. Other duties relative to the implementation of the Pine Grove Mills Small Area Plan.

**Section 2:** This Ordinance shall be effective immediately upon enactment. Existing sections shall be renumbered as required by this ordinance.

Enacted and Ordered the 16<sup>th</sup> day of March 2020.

**TOWNSHIP OF FERGUSON**

By: \_\_\_\_\_  
Steve Miller, Chairman  
Board of Supervisors

**ATTEST:**

By: \_\_\_\_\_  
David G. Pribulka, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA, REPEALING RESOLUTION 2013-26 AND ADOPTING A REVISED SPECIAL EVENTS POLICY FOR USE OF THE TOWNSHIP ROADS, BIKEWAYS, SIDEWALKS AND OTHER RIGHT-OF-WAY.**

**WHEREAS**, the Township of Ferguson receives many requests on an annual basis from various organizations to conduct events that wish to utilize Township roads, bikeways, sidewalks and other public right-of-way and,

**WHEREAS**, the Township Board of Supervisors desires to establish a formal procedure for the review of the numerous requests to use Township roads, bikeways, sidewalks and other public right-of-way and,

**WHEREAS**, the Township Board of Supervisors desires to have a coordinated policy with the Centre Region Parks and Recreation Department for the use of public parks and,

**WHEREAS**, the Township Board of Supervisors has concerns about the safety of all users of the Township roads, bikeways, sidewalks and other public right-of-way.

**RESOLVED**, this 16<sup>th</sup> day of March 2020.

**TOWNSHIP OF FERGUSON**

By: \_\_\_\_\_  
Steve Miller, Chairman  
Board of Supervisors

[ S E A L ]

**ATTEST:**

By: \_\_\_\_\_  
David Pribulka, Secretary



Date	Policy Description	Adoption Date	Amendment Date	Page/Section
2/6/2009	Special Events Procedure		10/21/2013 <u>    </u> / <u>    </u> /2020	

**SPECIAL EVENTS PROCEDURES**

**I. INTENT AND PURPOSE**

- A. The Township of Ferguson, Centre County, Pennsylvania recognizes that individuals and organizations may request the use of Township and regional facilities to host special events.
- B. It shall be the primary purpose of this procedure to maintain public safety on Township roads, sidewalks, bikeways and rights-of-way as well as minimize the impact of a special event on residents and motorists.
- C. Generally, the Township has determined that conducting special events on or crossing Township roads, sidewalks, right-of-way, bikeways or other Township property is prohibited except by permit.
- D. Special events will be conducted in a manner that is consistent with the policies established in this procedure, as well as municipal park regulations and the Large Group Events (LGE) Policy of the Centre Region Parks and Recreation Authority, where applicable.
- E. Nothing in this policy is intended to nor shall it interfere in any way with constitutionally protected activity.

**II. APPLICABILITY**

- A. A permit shall be required for special events that seek the exclusive use of (closure) or otherwise limit the usage of Township roads, sidewalks, bikeways, rights-of-way or other Township property by other users.
- B. A permit shall be required for special events involving a group or gathering with 50 or more persons seeking to use or cross Township roads, sidewalks, bikeways, rights-of-way or other Township property.
- C. Special events that will be held jointly within municipal or regional parks and utilizing Township roads, sidewalks, bikeways and rights-of-way will also secure approval from Centre Region Parks and Recreation for the event.

**III. REQUIREMENTS**

- A. Roads, sidewalks, bikeways and rights-of-way – The Township has established the following criteria for the permitting of special events and the procedures to request a permit:

- i. Sponsors of the event can demonstrate to the Township that the event can be held safely and that the sponsor will assume all costs and liabilities associated with holding this event.
- ii. Measures can be implemented to ensure minimum disruption to the normal routine of Township residents.
  - a. Some roadways are too narrow, and have many access points such as driveways, lanes and other entrances, that it would not be feasible to conduct certain events safely without closing the entire roadway to traffic. Similarly, certain roadways, specifically those that serve as the only point of access to properties are prohibited from closure for any special event.

#### IV. PROCEDURE

- A. For all events *excluding* those that will be held solely within Centre Region Parks, the following procedure is applicable.
  - i. Persons or organizations who believe they meet the criteria for a permit established within the policy should submit a Special Events Permit Application to the Township within ten (10) to twelve (12) weeks of the date of the event to allow a thorough examination of their request.
  - ii. The original permit application will be forwarded to the Ferguson Township Police Department and a copy of the application will be sent to the Township Manager. Within thirty (30) business days of receipt, the police department will process the permit application. The police department will review the application to:
    - 1. Determine if the permit criteria are satisfied; and
    - 2. Determine the impact on Township staffing and resources, as well as approximate cost to the sponsor.
      - a. Regardless of whether Township roads, sidewalks or bikeways will be utilized, the police department will, at this step, identify what municipal resources will be required in excess of normal operations.
      - b. When applicable, the police department will meet with Public Works to evaluate their staffing and resource requirements for the special event.
    - 3. The Police Department will provide a written document summarizing the findings and cost estimate to the applicant as well as the Township Manager.
    - 4. If the applicant accepts the terms, conditions and costs as identified by the police department's analysis, the application will be placed on the

Consent Agenda at a Regular Meeting of the Board of Supervisors for approval.

5. After the application has been considered by the Board of Supervisors, the applicant will be contacted by the Township Manager or designee and notified of the Board's decision. The decision to approve or deny a permit by the Board of Supervisors shall be final.
- 
- B. For events that are held solely within Ferguson Township parks operated by CRPRA, the applicant will refer to the attached LGE Policy of CRPRA, or other permitting or approval processes as may be applicable. It shall be the responsibility of the event sponsor to notify the Ferguson Township Police Department of the intent to host an event in a municipal park at least three (3) weeks prior to the event date in accordance with the LGE Policy or CRPRA. The Police Department will then assess whether the event will require Township resources. If resources are required, a written summary will be provided to the applicant.
  - C. For events held in two or more municipalities or events whose procession will lead through multiple municipal jurisdictions, it is the responsibility of the sponsoring organization or authorized agent to ensure compliance with all applicable municipal regulations. Ferguson Township staff can authorize events held solely on Township roads, sidewalks, bikeways and rights-of-way and a permit to host such an event in Ferguson Township does not guarantee approval in a neighboring jurisdiction. While the denial of a Special Events Permit by another agency will not affect the status of the application in Ferguson Township, it may be necessary to revise the procession or planned event accordingly. For this reason, it shall be the responsibility of the sponsoring organization or authorized agent to inform the Ferguson Township Police Department of the involvement of other municipalities in the event planning process. The sponsoring organization may also be required, when necessary, to assist in facilitating meetings between all involved municipalities and entities.
  - D. Any event that will be held jointly within Centre Region Parks and Township roads, sidewalks and bikeways will follow the appropriate LGE Policy of CRPRA(attached), if applicable,as well as this procedure.
    - i. It is recommended that, for such events, the required permitting is secured from CRPRA prior to securing authorization from the Township. However, under certain time or resource constraints, permitting can take place concurrently.
    - ii. Regardless of whether or not the event will require the use of Township roads, sidewalks, bikeways and rights-of-way, the applicant will notify the Ferguson Township Police Department of its intent to host such an event at least three (3) weeks prior to the event date.

## **V. PAYMENT OF COSTS FOR SERVICES AND EQUIPMENT PROVIDED**

- A. Ferguson Township is unable to financially assist in the operation of special events. The Township may assign staff for maintenance and public safety before, during or after the event based on the potential number of visitors the event may generate. The applicant is responsible for any expenses incurred in excess of normal Township operations and maintenance. Applicants will be invoiced for any costs incurred in conjunction with the event in excess of the amount escrowed.
- B. Associated Costs:
  - i. For Special Events Applications, a non-refundable permitting fee shall apply, regardless of whether the event is approved or rejected. The permitting fee shall be waived for sponsoring organizations with 501(c)(3) tax exempt status.
- C. If the actual costs exceed the estimate, for example an event lasts longer than originally anticipated, the sponsor shall be invoiced for the additional cost, or have the additional cost withheld from escrow. Personnel and equipment costs shall apply to all sponsoring organizations. Personnel costs shall be subject to a three (3) hour minimum.
- D. If damage to public property occurs as a result of the special event, the applicant shall be responsible for reimbursing the Township for the material and labor cost to repair the damage.

## **VI. INSURANCE**

- A. When required, the following elements will be incorporated within the Certificate of Insurance (COI):
  - i. Required insurance should be written on a per-occurrence basis.
  - ii. The COI will list Ferguson Township as an 'Additional Insured' on a primary basis with regard to any other insurance available to the Township.
  - iii. Notice of Cancellation. All applicants shall provide a minimum of thirty (30) days advanced written notice of cancellation, non-renewal or reduction of limits of policies required under a COI.
  - iv. The COI shall contain the following information:
    - 1. Name and addresses of the producer/agent for the policy
    - 2. Phone and fax number for the producer/agent for the policy
    - 3. Name of the insurance company and the insurance policy number(s)
    - 4. Policy period
    - 5. Name and address of the insured

6. Policy limits
7. Signature of the producer/agent who authorized the COI issuance with the date of issuance
- v. Types of Coverage and Minimum Amounts:
  1. Commercial General Liability Insurance:
    - a. General Aggregate \$2,000,000.00
    - b. Each Occurrence \$1,000.00
    - c. Personal and Advertising Injury \$1,000.00
  2. Automobile Liability Insurance:
    - a. Each Accident \$1,000,000.00
    - b. The insurer shall be rated "A-" or better by A.M. Best company
- vi. Exceptions to this requirement including the types of coverage and minimum limits of general and automobile liability limits may be considered on a case-by-case basis by the Township, subject to review and approval by the Township Manager.

- B. The COI shall be maintained by the Township in a single central location and should be kept on file for a minimum of five (5) years after the completion of each project/activity.
- C. Failure to provide and maintain sufficient evidence of insurance can result in immediate denial of a Special Events Permit.
- D. Township insurance requirements do not replace insurance requirements of CRPRA, as enumerated within the attached Special Events Police for Large Group Events (LGE), where applicable. Events held solely within municipal parks, are as such governed by the regulations of the LGE Policy of CRPRA, shall only be required to comply with CRPRA insurance guidelines.

## **VII. PARKING AND VEHICLE ACCESS**

- A. Parking along Township roads and parks can be limited. Parking is permitted only in designated locations. During the application process, Ferguson Township staff shall advise the applicant of areas where parking is not permitted for the event. For processions, the organizers of the event should provide event staff to assist in directing the event procession. However, event staff shall be prohibited from directing traffic on Township roadways. Direction of traffic shall be the responsibility of the Police Officers or, in certain cases Public Works or Fire Police assigned to the event.
  - i. Consideration should be given to make directional and information signs for the event.

- ii. Vehicles parked illegally will be ticketed and subject to towing at the owner's expense.
- iii. Vehicular access to any areas other than paved roadways must be approved by the Township and/or CRPRA in advance, including by any event contractors, caterers, other event leaders, etc.

## **VIII. ALCOHOL, FOOD AND COMMERCIAL ACTIVITIES**

### **Alcohol**

- A. Generally alcoholic beverages are prohibited at Special Events. Alcohol sales and consumption may only be authorized by the Board of Supervisors.
  - i. CRPRA strictly prohibits the consumption of alcoholic beverages in local and regional parks.
- B. Applicants seeking the sale or consumption of alcoholic beverages at a Special Event shall:
  - i. Identify locations, hours of sales/consumptions, site diagram, security measures including volunteer and uniform staffing, identification checking, dispensing operations and physical enclosure measures.
  - ii. The service and consumption of alcoholic beverages shall comply with all applicable federal, state and local regulations. The event sponsor must provide documentation that the alcohol sales/consumption complies with all Pennsylvania Liquor Control Board regulations and licensing rules.
  - iii. The service of alcoholic beverages in glass containers is prohibited on Township property. The Township encourages the use of recyclable containers.
- C. If the Township approves the sale and or consumption of alcohol at a special event, the following shall apply.
  - i. For each serving station, at least one person shall be trained and certified through the Responsible Alcohol Management Program (RAMP) server/seller training.
  - ii. The applicant must designate (posting, ropes, etc.) the authorized alcohol consumption area.

- iii. All participants must be provided and wear a designating item to identify that they are of legal drinking age. At a minimum, the item issued shall be designed that prevents a person from transferring the identifier to another person.
  - iv. The applicant must provide a non-alcoholic beverage option.
- D. The Township reserves the right to revoke the permit or discontinue the sales and consumption of alcoholic beverages whenever the police department determines that consumption of alcohol by the participants becomes excessive, or if the participants become unruly, loud, abusive or other disorderly behavior.

### **Food and Commercial Activities**

- A. Any commercial activities involving the serving of food, goods or services to the public are prohibited at Special Events except where specifically authorized by the Township Board of Supervisors or, where applicable, the Director of CRPRA.
- B. If the event involves any food services, Health Department regulations apply. A pre-event health inspection may be required. See attached Registration of Food Event on Public Property application (State College Department of Ordinance Enforcement and Public Health). The Township should be notified at least three (3) weeks prior to the event that food services will be provided at the event.
- C. Event sponsors requesting to engage in commercial activities will be required to notify the Township of such intent at the time of application and provide information on sales tax identification and a health inspection permit, if applicable.
  - i. The request will be included in the Board of Supervisor’s meeting agenda along with the request to host the event and will be considered separately from the decision to approve or deny the event in its entirety.

### **IX. FEES TO PARTICIPANTS**

- A. Special Event sponsors are prohibited from charging entrance fees or parking fees, except where authorized to do so by the Township and, where applicable, CRPRA staff. Donations may be requested from event participants. Donations may also be requested for food, special services or products offered at the event.

### **X. MISCELLANEOUS ITEMS**

- A. Nothing in this policy shall exempt a sponsoring organization from complying with all applicable municipal ordinances, CRPRA regulations, state, federal law, and the Pennsylvania Department of Transportation.
- B. Any placement of temporary structures on special event locations related to the event must be approved by Township staff and/or where applicable, CRPRA staff.
- C. The Special Event sponsor should provide adequate first aid care during the event.

- D. The Police Department shall determine at the time of an application whether an ambulance and/or water station will be required at the event. Sponsoring organizations shall be responsible for all costs associated with providing these services.

DRAFT



TO: BYDESIGN CONSULTANTS  
1950 MARKET STREET  
CAMP HILL PA 17011

PROJECT: RENO TO FERGUSON TWP BLDG

APPLICATION NO: 003

Distribution to:  
OWNER  
ARCHITECT  
CONTRACTOR

OK to pay David J. Modricher

PERIOD TO: 1/31/20

9/28/2020

FROM: HAYDEN POWER GROUP  
235 E MAPLE ST  
HAZLETON PA 18201

VIA ARCHITECT:

Amount \$10,350.00

PROJECT NO:

Acct: 30.409.750

CONTRACT DATE: 9/05/19

CONTRACT FOR: B9FT01 ELECTRICAL

Contract 2019-C32C

INVOICE NO: 01716

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM.....	\$	71,078.00
2. Net change by Change Orders.....	\$	1,278.94
3. CONTRACT SUM TO DATE (Line 1+2).....	\$	72,356.94
4. TOTAL COMPLETED & STORED TO DATE..... (Column G on G703)	\$	41,500.00
5. RETAINAGE:		
a. 10.00% of Completed work..... (Column D+E on G703)	\$	4,150.00
b. 10.00% of Stored Material..... (Column F on G703)	\$	.00
Total Retainage (Line 5a+5b or..... Total in Column I of G703)	\$	4,150.00
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$	37,350.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$	27,000.00
8. CURRENT PAYMENT DUE.....	\$	10,350.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6).....	\$	35,006.94

CONTRACTOR: HAYDEN POWER GROUP

By: [Signature] Date: 2/18/2020

State Of: PENNSYLVANIA  
County Of: Columbia

Subscribed and sworn to before me this 18<sup>th</sup> day of February, 2020

Notary Public: Sarah Bingaman  
My Commission expires: 08/05/2023

Commonwealth of Pennsylvania - Notary Seal  
Sarah Bingaman, Notary Public  
Columbia County  
My commission expires August 5, 2023  
Commission number 1355588

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the contract documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ 10,350.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: [Signature]  
By: [Signature] Date: 2/27/20

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	.00	.00
Total approved this month	1,278.94	.00
TOTALS	1,278.94	.00
NET CHANGES by Change Order	1,278.94	.00

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 003  
 APPLICATION DATE: 1/27/20  
 PERIOD TO: 1/31/20  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUES	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % G/C	I BALANCE TO FINISH (C - G)	J RETAINAGE IF VARIABLE RATE
			PREVIOUS APPLICATION (D + E)	THIS PERIOD					
			1	MOBILIZATION					
2	DEMO	10,000.00	5,000.00	2,500.00	.00	7,500.00	75	2,500.00	750.00
3	ELECTRICAL ROUGH-IN	15,000.00	6,000.00	3,000.00	.00	9,000.00	60	6,000.00	900.00
4	TRIM-OUT	5,000.00	2,000.00	1,000.00	.00	3,000.00	60	2,000.00	300.00
5	LIGHTING FIXTURES & INSTALL	31,400.00	13,000.00	4,000.00	.00	17,000.00	54	14,400.00	1,700.00
6	CLOSE OUTS	1,000.00	.00	.00	.00	.00	0	1,000.00	.00
7	DEMOBILIZATION	1,500.00	.00	.00	.00	.00	0	1,500.00	.00
8	PROJECT MANAGEMENT	5,678.00	2,500.00	1,000.00	.00	3,500.00	62	2,178.00	350.00
	EC-01								
	EC-01 ADDITIONAL DATA DROPS	276.12	.00	.00	.00	.00	0	276.12	.00
	EC-02								
	EC-02 REINSTALL EXIT SIGNS	1,002.82	.00	.00	.00	.00	0	1,002.82	.00
	BASE CONTRACT	71,078.00	30,000.00	11,500.00	.00	41,500.00	58	29,578.00	4,150.00
	CHANGE ORDERS	1,278.94	.00	.00	.00	.00	0	1,278.94	.00
	TOTALS	72,356.94	30,000.00	11,500.00	.00	41,500.00	57	30,856.94	4,150.00

If denied a permit and applicant wishes to appeal, notify Township Manager in writing of intent to do so	Within 7 days of receiving a denial
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\*Note: Plan to apply for a permit from CRPR **at least** 10 – 12 weeks prior to events that will also require a Ferguson Township Special Events Permit

**Definitions:**

**Assemblage** – An organized group of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations, and other recreational activities. An assemblage is a special event.

**Authorized Agent** – An individual or legal entity that has obtained authorization to act on behalf of the organization responsible for conducting the assemblage, procession, or special event for the purposes of completing all required parts of this application.

**Procession** – An organized group of individuals, or individuals with vehicles, animals, or objects, moving along a roadway, or the berm or shoulder of a roadway in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to walks, foot races, parades, and marches. A procession shall not include a funeral caravan, military convoy or emergency service convoy. Other processions shall be considered a special event.

**Special Event** – A procession, assemblage, or special activity held within the right-of-way of a public right-of-way.

**State Road** – A highway or bridge on the system of highways and bridges over which the Pennsylvania Department of Transportation has assumed or has been legislatively given jurisdiction.

*Any change in this application, regardless of progress in the approval process, must be resubmitted and routed through the same channels as if it were a new application.*

**Applicant Information:**

Name of Applicant/Authorized Agent: Cranksgiving Date: 11/29/2019  
Address of Sponsor or Organization: \_\_\_\_\_ Phone: 814 367 3265  
123 Hickory Road, State College, PA 16801 Cell: \_\_\_\_\_  
Email Address: mcox16801@comcast.net Fax: \_\_\_\_\_  
Primary Contact: Matthew Cox Phone: 814 367-3265

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and time of Activity: 11/7/2020 From: 9:00am To: 3:00pm

Rain Date (if applicable): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Activity Detail:**

Describe your event in detail using additional sheets, if necessary:

A bicycle powered food drive.  
Bicyclists ride to grocery stores and purchase food for a local charity. See attachment

Will this event be held solely on sidewalks and/or bikeways?  No  Yes

Does your event require a street closure? (Please consult Ferguson Township Police Dept. to help determine.)  No  Yes

If yes, select the type of road that will be closed: (For more information, see attached map and list)

- State Road(s) Only (Additional Form Required: PennDOT TE-300 Form)
- Local Road(s) Only
- State Road(s) and Local Road(s) (Additional Form Required: PennDOT TE-300 Form)

Listed in order of route, what street(s) would you like closed for this event? (Use additional sheets, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long will the street closure be in effect? From: \_\_\_\_\_ To: \_\_\_\_\_

Will the event cross any municipal or state roads?  Yes  No

If yes, please indicate which roads the procession will cross:

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Will the event procession cross any state roads?       Yes                       No  
(If yes, submit PennDOT TE-300 Form)

**Municipal/Regional Park Usage:**

If this event includes the use of a municipal/regional park, please contact the Centre Region Parks and Recreation (CRPR) Department by phone at (814) 231-3071 or by email at [crpr@crcog.net](mailto:crpr@crcog.net) **prior** submitting this form (see attached timeline). Special park permits and conditions may also apply. Once the approval is secured from the Centre Region Parks and Recreation Department, please have an authorized official complete the fields below.

Name: (Print) \_\_\_\_\_ Title of Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

**Charitable Cause:**

Is the Sponsor an organization with 501(c)(3) tax exempt status?     Yes                       No

If this event is to benefit a charitable organization, please identify that organization:

Youth Service Bureau - 325 W Aaron Drive  
\_\_\_\_\_

**Health Considerations:**

Will there be food and drink provided to the public at this event?     Yes                       No

If yes, have you made arrangements for approval/inspections with the Department of Ordinance Enforcement and Public Health?                       Yes                       No

If no, please complete the form that is attached to this application and obtain approval **prior** to submission of this application.

The Applicant recognizes and AGREES that Ferguson Township requires the proposed event to be conducted in such a manner that minimizes disruption to township residents and be within the limits established by existing ordinances. By signing below, the Applicant AGREES to protect, defend, indemnify and hold Ferguson Township and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this event. The Applicant further AGREES to investigate, handle, respond to, provide defense for and defend any such claims, etc., at the Applicant's sole expense and AGREES to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.

Signature:  \_\_\_\_\_ Date: 11/29/2019

OFFICE USE ONLY: ROUTING FOR APPROVAL

Police Dept.	_____	_____	Public Works Dept.	_____	_____
Health Dept.	_____	_____	Township Manager	_____	_____

**THIS SERVES AS YOUR PERMIT**

The Ferguson Township Board of Supervisors **approved** your application on:

\_\_\_\_\_

Conditions (if any) are as follows: \_\_\_\_\_

\_\_\_\_\_

Signature of Chairperson or  
authorized representative: \_\_\_\_\_

Cranksgiving is the 'World's Largest Pedal Powered Food Drive' ! Bicyclists purchase food to donate to a local charity. November 7th, 2020 will be our 2nd Annual event benefiting Youth Service Bureau. Our 1st annual was powered by 75 riders donating over 1,000 pounds of food , worth over \$2,000.

We do not require police services, street closures, or help at intersections. All store locations picked are accessible by sidewalks and bike paths. Food will be provided by a licensed vendor(s) afterwards. We will not be using parks, or pavilions. We are estimating at least 80-120 people this year.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc.  7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b>		<b>FAX (A/C. No):</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A:</b> Arch Insurance Company			11150
<b>INSURED</b> League of American Wheelmen dba League of American Bicyclists  1612 K Street NW, Suite 1102  Washington DC 20006	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1001732229

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: CLUB	N		SBCGL0054503	02/01/2020	02/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to CENTRE REGION BICYCLE COALITION DBA CENTREBIKE, PO BOX 10163, STATE COLLEGE, PA 16805-0163.

- Notable Exclusions: Racing. Time trials involving racing between individuals (a covered time trial is an individual timing activity). Commercially-operated tours. Commercial bicycle repair shops. Bicycle rental programs. Construction or engineering of bicycle trails or paths. Organizing or supervising a program that involves the regular transportation of minors to and from school. Activities involving certain E-bikes, mopeds, or any other vehicle with manual power source.

**CERTIFICATE HOLDER**

CENTRE REGION BICYCLE COALITION DBA CENTREBIKE

PO BOX 10163

STATE COLLEGE

PA 16805-0163

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> American Specialty Insurance & Risk Services, Inc.		<b>NAMED INSURED</b> League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102 Washington, DC 20006	
<b>POLICY NUMBER</b> SBCGL0054503		<b>EFFECTIVE DATE:</b> 02/01/2020	
<b>CARRIER</b> Arch Insurance Company	<b>NAIC CODE</b> 11150		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1001732229

- Exclusions (cont'd)-Bike Share Programs, Year-round Bike Depot operations, Pedi-Cabs, Tours/events greater than five days, Events that are sanctioned or approved by USA Randonneurs
- Coverage is not provided for special events unless those events are first scheduled and approved by the insurer and appropriate premium is paid. Special events are any ride for which a participation fee is charged (certain exceptions may apply). Club insurance must be in place before special event coverage can be purchased.
- Coverage applies to bicycle-related activities conducted and supervised by the insured organization. Coverage does not apply to bicycle education courses (as defined in the policy) or bicycle refurbishment unless otherwise indicated herein. Coverage applies to CENTRE REGION BICYCLE COALITION DBA CENTREBIKE from February 01, 2020 through January 31, 2021.

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION OF THE TOWNSHIP OF FERGUSON, CENTRE COUNTY, PENNSYLVANIA APPROVING A COST-SHARING AGREEMENT WITH THE STATE COLLEGE AREA SCHOOL DISTRICT AND OTHER PARTNERS FOR CONSULTING SERVICES FOR A SOLAR POWER PURCHASING AGREEMENT.**

**BE IT RESOLVED**, by authority of the Township of Ferguson, Centre County, Pennsylvania, and it is hereby resolved by authority of the same, that the Chairman of the Board of Supervisors be authorized and directed to sign the attached Exhibit "A" Agreement on its behalf.

**RESOLVED** this 16<sup>th</sup> day of March 2020.

**TOWNSHIP OF FERGUSON**

By: \_\_\_\_\_  
Steve Miller, Chairman  
Board of Supervisors

[ S E A L ]

**ATTEST:**

By: \_\_\_\_\_  
David Pribulka, Secretary

**COST SHARING AGREEMENT**  
**for ENERGY CONSULTANT PROCUREMENT**

**THIS COST SHARING AGREEMENT** ("Agreement") is entered into by and between the Centre County, a county of the Fourth Class with an address of Willowbank Office Building, 420 Holmes Street, Bellefonte, Pennsylvania 16823; Centre Region Council of Governments, a voluntary association of State College Borough and surrounding townships with an address of 2643 Gateway Drive, State College, Pennsylvania 16801; College Township, a township of the Second Class with an address of 1481 East College Avenue, State College, Pennsylvania 16801; Ferguson Township, a township of the Second Class with an address of 3147 Research Drive, State College, Pennsylvania 16801; Halfmoon Township, a township of the Second Class with an address of 1948 Halfmoon Valley Road, Port Matilda, Pennsylvania 16870; Harris Township, a township of the Second Class with an address of 224 East Main Street, Boalsburg, Pennsylvania 16827; Patton Township, a township of the Second Class with an address of 100 Patton Plaza, State College, Pennsylvania 16803; State College Borough, a borough of the Second Class with an address of 243 South Allen Street, State College, Pennsylvania 16801; State College Borough Water Authority, an authority with an address of 1201 West Branch Road, State College, Pennsylvania 16801; Centre County Recycling And Refuse Authority, an authority with an address of 253 Transfer Road, Bellefonte, Pennsylvania 16823; College Township Water Authority, an authority with an address of 1481 East College Avenue, State College, Pennsylvania 16801; Centre Area Transportation Authority, an authority with an address of 2081 West Whitehall Road, State College, Pennsylvania 16801; Centre County Housing Authority, an authority with an address of 602 East Howard Street, Bellefonte, Pennsylvania 16823; Centre Hall Potter Sewer Authority, an authority with an address of 2940 Penns Valley Pike, Centre Hall, Pennsylvania 16828; and State College Area School District, a school district of the second class with an address of 240 Villa Crest Drive, State College, Pennsylvania 16801 ("Parties").

W I T N E S S E T H

**WHEREAS**, the Parties hereto are public entities located in and around Centre County, Pennsylvania; and

**WHEREAS**, the Parties are organized in whole and/or in part for the benefit of the citizens who reside in and around Centre County, Pennsylvania; and

**WHEREAS**, the Parties use and consume electricity in support of their respective operations; and

**WHEREAS**, the Parties have entered into a voluntary collective for the purpose of identifying an energy consultant, and thereby reducing individual costs for identifying the consultant and ultimately, as part of separate and individual agreements, purchasing electricity; and

**WHEREAS**, the Parties intend to pay for their proportionate share of collective costs for identifying the consultant, consulting fees, and related attorney's fees; and

**WHEREAS**, the Parties desire to set forth their respective rights, duties, obligations, and procedures in regards to the foregoing.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. The hereinbefore recitals are incorporated by reference as if each had been set forth at length herein.
2. This Agreement is contingent upon the approval of each of the respective Boards and Councils of the Parties, and shall remain in full force and effect for a period of twenty-four (24) months after a contract is entered into with the energy consultant.
3. State College Area School District, on behalf of itself and all entities which are parties to this Agreement, shall be the lead entity, and shall, *inter alia*, submit and receive the approved Request for Proposals.
4. The Parties shall pay their proportionate share of collective costs, to include those incurred for identifying an energy consultant cost, the energy consultant fees, and any related attorney's fees. Collective costs shall include any related cost or expense which State College Area School District may incur in its role as lead entity, to include costs of litigation. The selection and retention of the energy consultant shall be separately and independently approved by

each of the participating organizations, and is beyond the scope of this Agreement. (The attorney fees may include, but not limited to, the request for qualification process to evaluate and engage with an energy consultant as well as drafting and evaluating the request for proposal process.) The proportionate share shall be based upon their usage of electricity during calendar year 2018. The percentages allocated to each of the parties is set forth in Exhibit A which is attached hereto and made a part hereof. The proportionate payment shall be due to State College College Area School District irrespective of whether a party chooses to engage an energy consultant.

5. State College Area School District shall advance payments for the collective costs, and within thirty (30) days of the close of each quarter submit itemized invoices to the Parties for payment. Payment shall be due within thirty (30) days.

6. State College Area School District shall maintain records of, *inter alia*, the invoices it receives and the payments it makes on behalf of the Parties, and such records shall be available for inspection by any of the Parties during regular business hours.

7. This Agreement may be varied, modified, or altered by the consent of the Parties. No alterations, amendments, modifications, or variations of the terms of this Agreement shall be valid unless made in writing and signed by duly authorized representatives of the Parties.

8. If disputes relative to the implementation of this Agreement arise, then it is the intent of the Parties that their representatives shall meet to discuss the issues in an effort to resolve the dispute. If the Parties are unable to resolve said dispute, the Parties shall mutually select a mediator, who is a respected professional with expertise in the area of the dispute resolution, to facilitate the resolution of the dispute. If the Parties are unable to mutually select a mediator, then the mediation shall be conducted in accordance with the then current commercial Mediation Rules of the American Arbitration Association. Absent written agreement of the Parties to the contrary, the mediation process shall be completed or terminated within forty-five (45) days of the initial request for mediation. In the event the Parties are still unable to resolve

any dispute, then the matter shall be heard in the Court of Common Pleas of Centre County, Pennsylvania.

9. No Party shall assign this Agreement or any right or privilege any Party might have under this Agreement without the prior written consent of all Parties hereto.

10. The terms and conditions herein contained shall, subject to the provision as to assignment, apply to and bind the successors of the parties hereto.

11. This document represents the entire and integrated agreement between and among the Parties and super cedes all prior negotiations, representations, and agreements, either written or oral.

12. If a court or arbitrator of competent jurisdiction holds any provision or clause herein to be invalid or unenforceable in whole or in part for any reason, the validity and enforceability of the remaining provisions or clauses, or portions thereof, shall not be affected unless an essential purpose of this Agreement would be defeated by loss of the invalid or unenforceable provision or clause.

13. The Agreement shall bind and benefit the Parties to this Agreement and their legal representatives and successors in interest.

14. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

15. For purposes of general operations, the contact representative for State College Area School District shall be Randy L. Brown, Finance and Operations Officer, and his contact information is as follows:

240 Villa Crest Drive  
State College, Pennsylvania 16801  
814-231-1021  
[Rlb21@scasd.org](mailto:Rlb21@scasd.org)

16. All notices to the Parties may be given electronically, and to the electronic mail addresses contained in Exhibit B attached hereto and made a part hereof.

17. The persons executing this Agreement on behalf of the Parties hereto warrant that: (a) such Party is duly organized and existing, (b) the persons are duly authorized to execute and deliver this Agreement on behalf of said Party, (c) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (d) the entering into this Agreement by a Party does not violate any provision of any other agreement to which said Party is bound.

18. This Agreement may be executed in several counterparts, and all so executed shall constitute one agreement binding on all Parties hereto, notwithstanding that all Parties are not signatories to the original or the same counterpart.

19. The Parties acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to complete the objectives and requirements that are set out in this Agreement. The Parties hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete the objectives and requirements set forth herein in accordance with the intent of the Parties as evidenced in this Agreement.

20. It is not intended by this Agreement to, and nothing contained in this Agreement shall, create any partnership, joint venture, or other agreement between and among the Parties.

21. No term or provision of this Agreement is intended to be, or shall be, for the benefit of any person, firm, organization, or corporation not a party hereto, and no such other person, firm, organization or corporation shall have any right or cause of action hereunder.

22. The Parties acknowledge that additional municipal governments, school districts, or agencies in the County of Centre may elect to enter into this agreement after the initial election period. If election is made, the additional organizations will pay their portion of the collective costs using the same allocation method as all other Parties as

included in Exhibit A. It should also be understood that the inclusion of additional organizations will result in a refund of costs to all other Parties.



EXHIBIT A

As Approved at 12/18/19 SPPA Meeting

Month	kWh Utilized													Harris	Total	
	CCRA	Centre Co	SCASD	SCBWA	CATA	CCHA	CHPSA	COG	SCB	Ferguson	Patton	College	CTWA			Halfmoon
January	70,784	215,933	1,474,887	409,045	2,862,760	1,017,299	495,130	113,920	3,111,534	58,413	45,331	35,478	69,094	7,805	13,509	10,000,922
February	61,520	192,859	1,244,806	441,272	-	-	-	115,955	-	47,144	39,150	25,048	61,428	10,860	11,177	2,251,219
March	60,240	185,740	1,115,968	383,280	-	-	-	106,651	-	47,467	36,074	30,187	53,075	10,231	8,916	2,037,829
April	46,864	166,935	1,038,836	387,090	-	-	-	108,033	-	43,728	35,507	32,548	53,240	6,598	8,142	1,927,521
May	43,296	155,847	1,045,919	386,012	-	-	-	100,395	-	39,288	27,194	31,049	50,134	6,215	4,789	1,890,138
June	39,704	173,075	978,098	362,209	-	-	-	118,101	-	43,789	25,926	30,471	52,413	4,507	3,234	1,831,527
July	43,360	147,845	811,785	346,405	-	-	-	161,032	-	45,473	25,899	32,240	50,962	3,977	3,331	1,672,309
August	43,432	171,105	828,907	339,381	-	-	-	167,354	-	47,060	26,667	31,513	48,550	4,045	4,470	1,712,484
September	44,024	169,377	1,293,683	297,486	-	-	-	160,564	-	47,216	29,246	33,267	51,241	3,581	3,757	2,133,442
October	39,776	150,086	1,196,764	361,938	-	-	-	154,772	-	43,878	26,383	32,989	54,757	3,984	4,567	2,069,894
November	54,232	168,401	1,315,030	363,590	-	-	-	116,609	-	44,926	31,563	31,604	93,995	2,926	7,197	2,230,073
December	62,976	197,614	1,402,372	381,958	-	-	-	99,928	-	49,676	41,203	36,232	64,860	4,141	12,141	2,353,101
<b>Total</b>	<b>610,208</b>	<b>2,094,817</b>	<b>13,747,055</b>	<b>4,459,666</b>	<b>2,862,760</b>	<b>1,017,299</b>	<b>495,130</b>	<b>1,523,314</b>	<b>3,111,534</b>	<b>558,058</b>	<b>390,143</b>	<b>382,626</b>	<b>703,749</b>	<b>68,870</b>	<b>85,230</b>	<b>32,110,459</b>
<b>% Usage</b>	<b>1.90%</b>	<b>6.52%</b>	<b>42.81%</b>	<b>13.89%</b>	<b>8.92%</b>	<b>3.17%</b>	<b>1.54%</b>	<b>4.74%</b>	<b>9.69%</b>	<b>1.74%</b>	<b>1.22%</b>	<b>1.19%</b>	<b>2.19%</b>	<b>0.21%</b>	<b>0.27%</b>	<b>100.00%</b>
<b>Estimated Cost **</b>	<b>\$ 1,235</b>	<b>\$ 4,238</b>	<b>\$ 27,827</b>	<b>\$ 9,029</b>	<b>\$ 5,798</b>	<b>\$ 2,061</b>	<b>\$ 1,001</b>	<b>\$ 3,081</b>	<b>\$ 6,299</b>	<b>\$ 1,131</b>	<b>\$ 793</b>	<b>\$ 774</b>	<b>\$ 1,424</b>	<b>\$ 137</b>	<b>\$ 176</b>	<b>\$ 65,000</b>

\*\* - Estimated Cost is the proportionate share of \$65,000 in legal and consulting services. \$65,000 falls at the higher end of the estimated cost of said services.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first herein above written.

Centre County

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Centre Region  
Council of Governments

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

College Township

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Ferguson Township

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Halfmoon Township

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Harris Township

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Patton Township

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

State College Borough

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

State College Borough Water  
Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Centre County Recycling And Refuse  
Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

College Township Water Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Centre Area Transportation  
Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Centre Hall Potter Sewer  
Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Centre County Housing  
Authority

By: \_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

State College Area School District

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

## ***2020 Bike Month Proclamation***

***Whereas***, Ferguson Township supports the efforts of CentreBike and the Centre Region Planning Agency to promote bicycle riding of all types throughout the Centre Region; and

***Whereas***, Ferguson Township recognizes the benefits of bicycle and pedestrian commuting in providing exercise, decreasing air pollution, conserving fuel, decreasing traffic congestion, decreasing noise pollution, and improving the health of its citizens; and

***Whereas***, Ferguson Township maintains and continues to develop facilities to promote bicycling and multimodal transportation; and

***Whereas***, the Centre Region is proudly recognized as a Bronze Certified “Bicycle Friendly Community” by the League of American Cyclists.

***Now, therefore***, the Ferguson Township Board of Supervisors does hereby proclaim the month of May 2020 to be Bike Month in Ferguson Township; the week of May 11<sup>th</sup> to be “Bike to Work Week” in Ferguson Township; and May 15<sup>th</sup> to be “Bike to Work Day” in Ferguson Township.

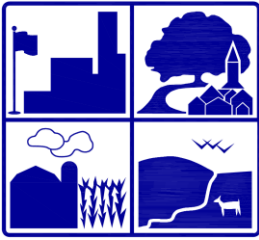
**Proclaimed this 16<sup>th</sup> day of March 2020.**

Ferguson Township Board of Supervisors

---

Steve Miller, Chairman





# TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801  
Telephone: 814-238-4651 • Fax: 814-238-3454  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

TO: Board of Supervisors

FROM: Kristina Aneckstein, Community Planner

DATE: March 12, 2020

SUBJECT: The Yards (The Cottages) PRD Revisions

*PennTerra Engineering, Inc. on behalf of the applicants, State College Apartments, LLC (Toll Brothers), submitted a Land development Plan for Post-Final revisions to The Cottages Final PRD Master Plan, dated August 21, 2018. The project is currently under construction, located on the south side of Whitehall Road at Blue course Drive (T.P. 24-004-,076-,0000-). Many of the changes are corrective measure that have arisen during construction. Below is a list of proposed revisions.*

#### Post Final PRD Revisions Requested:

1. Revised clubhouse amenity area
  - a. Clubhouse door locations revised
  - b. Relocated and added amenity area stormwater drains
  - c. Removed Arbor's from entrance gates
  - d. Revised concrete & gravel areas to accommodate ADA access to pump house & clubhouse
  - e. Added new amenity area access sidewalk per life code safety requirements
  - f. Added new wall mounted lighting fixture to light new access sidewalk in rear of pump house
2. Added outdoor mail center structure back to plans (located near front of clubhouse)
3. Added new light fixture to illuminate main entrance sign
4. Revised grading on the eastern part of the site
  - a. Removed retaining wall in the rear of Units 72-73
  - b. Removed retaining wall in between Units 83-84
  - c. Added retaining wall and guard rail above Bio-Swale to accommodate grading changes
5. Added missing 8 parking stalls to plans per PRD parking stall requirements
6. Relocated covered parking stall locations (number of covered stalls to remain the same)
7. Landscaping plans have been revised per Landscape Contractor coordination with Ferguson Township
  - a. Contractor has discussed and confirmed all changes with Ferguson Township arborist
  - b. Plant species have been updated per local nursery availability
  - c. Street Trees along Blue Course Drive & Whitehall will be installed with 3" trunk caliper instead of 2" caliper previously proposed
8. Modified T10 building
  - a. Front wall of 2<sup>nd</sup> & 5<sup>th</sup> unit shifted 1' into front porch space
  - b. Overall footprint area to remain the same
9. Shifted T10 buildings below clubhouse (Units 5 & 6) 3' to 4' further back from sidewalk

10. Modified retaining walls above Units 36-42 to accommodate one sided block face & stormwater pipe conflict
11. Revised sanitary sewer pump station generator gas service line location
12. Enlarge pump station access & turn around space to accommodate larger vehicles
  - a. Relocated 2 Blue Course Drive Street lights near Roundabout to accommodate multi-use path, curb and R-O-W clearances (new pole locations coordinated with Township Engineer)

The changes were reviewed by Staff, FT Tree Commission and the Township's Engineering Consultant. Review comments indicated that the changes meet the ordinance, pose little impacts and have no objections to the modifications.

**Recommendation:** The Board of Supervisors approve The Land Development Plan, Post-Final revisions to The Cottages (The Yards at Olde States) Final PRD, submitted on March 6, 2020.

March 12, 2020

Township of Ferguson  
3147 Research Drive  
State College, Pennsylvania 16801

Attn: Ms. Kristina Aneckstein, Community Planner

**RE: The Cottages at State College Post Final Changes  
Stormwater Management and Lighting Review**

Dear Lindsay,

We have completed our review of the Cottages Post-Final plan modifications dated March 6, 2020. We have the following comments on the plan modifications:

1. Proposed entrance sign lighting:
  - a. Provide a cut sheet for the proposed ground mounted sign light.
  - b. Provide a detail illustrating horizontal and vertical relationship between the sign, the light fixture, and the adjacent roadways demonstrating that the light will be sufficiently shielded from producing unwanted glare to traffic and pedestrians.
2. Extend swale 16 to the northwest along the toe of slope created by the re-graded parking area in front of Units 75, 76, and 77a to capture runoff from said slope to avoid discharges to the adjacent property.
3. In addition to the revised grading of the eastern portions of the site, additional impervious parking area has been added in the area of Units 102 and 103. The as-built stormwater analysis will need to reflect all changes in sub-drainage areas and surface conditions.

If you have any questions or require additional information, please feel free to contact me at 814-862-9191.

Sincerely,  
**NTM Engineering, Inc.**



Scott A. Brown, PE, D.WRE  
Senior Project Manager

cc: Mr. Ronald Seybert, Township Engineer, Ferguson Township

2020 03 12 Cottages post final revisions r2



March 5, 2020

Ronald A. Seybert, Engineer  
Township of Ferguson  
3147 Research Drive  
State College, PA 16801

RE: Pine Grove Mills Transportation Mobility Study

Dear Mr. Seybert:

Please find attached, in accordance with our Municipal Open-End Agreement, are the project Scope of Work, Price Proposal, and Schedule requested for the Transportation Mobility Study in Pine Grove Mills, Ferguson Township, PA.

Thank you for this opportunity.

Sincerely,  
McCormick Taylor, Inc.

A handwritten signature in black ink, appearing to read "Brian St. John". The signature is fluid and cursive, with a large loop at the end.

Brian St. John, PE, PTOE  
Director, Transportation Engineering

Authorized by:

---

Ronald A. Seybert, Engineer  
Township of Ferguson, Pennsylvania

Date

**Attachment 1:**  
**SCOPE OF SERVICES**



## TOWNSHIP OF FERGUSON

### *Proposal for Professional Engineering Services*

#### **Pine Grove Mills Transportation Mobility Study**

#### **SCOPE OF SERVICES**

The following scope of services is provided to Ferguson Township for the study of transportation mobility in Pine Grove Mills, Ferguson Township, PA. The study scope mirrors the mobility assessment framework utilized on previous studies and evaluates the functionality of street space in supporting personal mobility choices, structuring the community, and creating a sense of place. As communities evolve, the street environment requires attention to efficiently re-allocate space, address conflicts, and offer room for new priorities. The proposed Transportation Mobility Study addresses this evolution of street space and connectivity within the Study Area, with the goal of allowing users of all modes of travel to move more freely from place to place within and beyond Ferguson Township.

To this end, the scope of work includes the collection of traffic data collection, observations of field conditions, assessment of existing and proposed mobility, and development of mobility concept illustrations—including cost estimates and project priorities. The study is thoroughly infused with public outreach and agency coordination activities throughout the 8-month study process. The study documentation will support the findings of the study and be presented to the Township Supervisors for comment and acceptance.

The price proposal that accompanies this scope of work is detailed in Attachment 2. The scope and price are open to negotiation prior to establishing a contract. Tasks beyond the contract may be completed on a supplemental basis, according to a revised scope and cost proposal.

#### **Task 1. Project Administration & Coordination**

This task consists of the administrative effort required by the project manager and other coordination efforts that engage the consultant team and Project Working Group. (Public meetings and the scheduled meetings of the Project Working Group and are specified separately in **Task 6**.)

- a. Project Administration – This includes staff coordination, progress updates, and invoicing.
- b. Project Coordination – McCormick Taylor anticipates communicating regularly with the Ferguson Township Engineer and other Project Working Group members during the course of the study. This task includes the phone calls, emails, and other correspondence necessary to address project direction and keep the Township staff informed about the status and progress of the study.

#### **Task 2. Assessments of Current Plans & Existing Conditions**

- a. Identification of Pine Grove Mills Mobility Issues and Goals

As a part of the Pine Grove Mills Small Area Plan, key transportation issues and potential solutions were identified through community surveys and meetings.

Emerging from this previous work are the following starting points and transportation themes for consideration in this Mobility Study:

- Modal conflicts and safety at the Pine Grove Road/Water Street/Nixon Road intersection
- Pine Grove Road pedestrian and bicycle accommodations, including Complete Streets concepts
- Enhanced pedestrian/bicycle crossings of Pine Grove Road and Nixon Road
- Pedestrian and bicycle connectivity to State College
- Pedestrian and bicycle circulation within Pine Grove Mills
- Trail access and linkages to Rothrock State Forest

b. Vehicular Traffic Data Collection

Continuous, 24-hour counts of traffic will be completed using automatic traffic recorders (ATRs) placed at the following locations to collect vehicular volume, composition, and speed:

- Pine Grove Road, west of Ross Street
- Pine Grove Road, east of Meadowview Drive
- Nixon Road, south of Sunday Drive
- Water Street, south of Butternut Street

Each ATR will capture 7-days of data spanning a “typical” week and weekend when Penn State University and the State College Area School District are in regular session.

c. Transportation Safety Assessment

McCormick Taylor will utilize the most recent five years of reportable and non-reportable crashes from Ferguson Township Police Department records to develop an evaluation of crash trends and summaries that feed into the mobility evaluation. We understand that the locations of crashes will be geo-located as points in GIS by the Township staff. The GIS database will also include the following parameters to be considered in the analysis:

- Location – Primary street, cross street, latitude, longitude
- Descriptive – Date, time, day of week, reportability, direction, collision type
- Environmental – Weather, illumination
- Severity – Number of injuries, injury severity (minor, major, fatal)
- Contributing factors – Driver actions, DUI, speed, etc.
- Mode – Bike/ped, heavy truck, transit vehicle

A series of crash “dot maps” will be created to visualize crash clusters and trends that may be targeted for mitigation measures.

d. Safety Audits

Two Safety Audits will be conducted – one for bicyclists and one for pedestrians. Members of the Township staff and Project Working Group will be encouraged to participate in these audits. Audits will be conducted during the AM and PM peak

hours. Notes and photographs will be collected during the Safety Audits and the findings will be reviewed at the Working Group meeting to identify issues to be addressed by potential projects.

McCormick Taylor will adapt the following guidelines developed by the Federal Highway Administration (FHWA) for conducting Safety Audits:

- Bicycle Road Safety Audit  
([https://safety.fhwa.dot.gov/ped\\_bike/tools\\_solve/fhwasa12018/](https://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa12018/))
- Pedestrian Road Safety Audit  
([http://www.pedbikeinfo.org/pdf/PlanDesign\\_Tools\\_Audits\\_PedRSA.pdf](http://www.pedbikeinfo.org/pdf/PlanDesign_Tools_Audits_PedRSA.pdf))

The adapted audits will reflect input from the Township staff and Project Working Group about the mobility evaluation framework.

### **Task 3. Mobility Assessment**

McCormick Taylor will conduct a mobility assessment of the following primary Study Area corridors within the same Study Area defined for the Pine Grove Mills Small Area Plan:

- Pine Grove Road (SR 0045/SR 0026)
- Water Street (SR 0026)
- Nixon Road (T-334)
- Plainfield Road (T-332)

The assessment process will develop an inventory of relevant knowledge and data that we will use to characterize mobility. The ultimate nature and content of the inventory and the types of data assessments performed will be vetted by the Project Working Group at the Kick-Off Meeting. The following mobility characteristics by mode are suggested for consideration:

#### Walk

- Facility Type
- Continuity
- Connectivity
- Crossing Locations
- Trailheads
- Destinations Served
- Safety/Crash History

#### Bike

- Facility Type
- Continuity
- Connectivity
- Destinations Served
- Adjacent Traffic Flow
- Safety/Crash History



#### Vehicles

- Traffic Volume
- Traffic Composition
- Delay/Congestion Points
- Modal Interaction
- Safety/Crash History

#### Transit

- Route Paths
- Route Headway
- Ridership (Boardings/Alightings)
- Transit Stop Locations & Amenities
- Safety/Crash History

The inventory of mobility characteristics will include comprehensive data sets (area-wide comparisons and trend evaluations) and spot data (focus area studies of specific issues). For efficiency, we will seek to make best use of the transportation-related data available from the Small Area Plan. We expect that supplementary data will be desired to fill in knowledge gaps, add breadth to the characterization of mobility, and provide a deeper understanding of mobility issues. McCormick Taylor will coordinate with CATA, Centre Region, PennDOT, Ferguson Township, and other modal agencies to obtain data and discover additional datasets that may be available and relevant.

We will analyze the collected conditions data for bicyclists, pedestrians, transit, and motorized vehicles in light of the goals, objectives, and actions suggested in the Small Area Plan. We will evaluate issues, gauge the opportunities for enhancing mobility, and begin to identify strategies and project ideas. Presentations of the mobility assessment data will be made in a visual, GIS format (where practical) with illustrations, and graphical/tabular summaries created with a non-technical audience in mind.

We understand that the Township has received suggested crosswalk locations for the Pine Grove Mills area. The mobility assessment will locate these locations in a GIS layer and consider feasibility and relative need for the crossings at each location. We will research existing PA municipal policies and design guidance for establishing crosswalk locations.

### **Task 3. Concept Illustrations**

McCormick Taylor will develop concept illustrations for the spatial mobility improvements under consideration for the Study Area. The concept illustrations may include plan views, typical sections, and elevations, as necessary for visualizing complex concepts. Plan views will be developed in MicroStation and may be shared in GIS, Google KML, or PDF formats. The following corridor-based concept illustrations are anticipated based on the Small Area Plan:

- SR 0026/SR 0045 Intersection
- SR 0045/0026 east of Water Street (SR 0026), including an enhanced pedestrian crossing at Banyan Drive/Meckley Drive
- SR 0045 west of Water Street (SR 0026), including an enhanced pedestrian crossing at Deepwood Drive/Ferguson Township Elementary Driveway

- Nixon Road north of SR 0045/0026, including an enhanced pedestrian crossing at the shared path crossing between Chester Drive and Sunday Drive
- Shawver Lane/Alley Bike Facility, between Deepwood Drive and Meckley Drive.

Up to four (4) additional spot concepts may be developed, which may include short trail and bike connections, parking areas, transit stops, etc. Typical sections will be developed for corridor-level concepts.

Concepts may also be illustrated by photos of similar built facilities. We will look to include Complete Streets concepts in the recommendations where appropriate. Pedestrian, bicycle and transit passenger amenities will be incorporated into the recommendations as appropriate. This may include relocated, consolidated, or upgraded transit stops with additional amenities.

This task will include a planning-level investigation of right-of-way along SR 0045 and SR 0026, according to PennDOT “as-built” roadway plans. We will request the as-built plans and incorporate them as references into the MicroStation design files used to create the concept illustrations. The right-of-way evaluation will identify sections where the right-of-way is reasonably consistent, summarize the right-of-way width into typical section graphics, and identify unique pinch points and discontinuities.

#### **Task 4. Prioritized Project Listings**

A prioritization framework and criteria will be developed in consultation with the Project Working Group to ensure that the priorities reflect the interests of the Township and are consistent with regional plans and goals. The prioritization criteria will be applied and projects will be ranked accordingly. Justification for each project and strategy will be drawn from the collection of project data and evaluation results. Concise project summary packets will be prepared and provided in the appendix as a resource for funding and implementation. Each project packet will include project scope, justification, planning cost estimate/quantities, and other key project considerations that may drive cost and impact project development.

#### **Task 5. Study Documentation**

The Mobility Study Report will be a graphics-centric document including maps, diagrams, tables, concept illustrations and other supporting materials, as necessary to describe the objectives, purpose, background, methodology, summary of results, recommendations, and next steps. This documentation will be presented in draft form to the Township staff and Project Working Group for review and comment. Based on comments received, the technical documentation will be revised into final form.

An Executive Summary will be generated as a standalone and non-technical summary of the project. The final Mobility Study Report and Executive Summary will be formatted into a PDF document for publishing onto the Township’s webpage. Up to ten (10) printed paper copies of the full document will be provided.

## Task 6. Agency and Public Engagement

### a. Project Working Group

During the project timeline, we expect to facilitate up to four (4) two-hour meetings with the Project Working Group, as follows:

- Meeting #1: Project Kick-Off – At this early project meeting, we will look for input on the project objectives, process, goals, and expectations associated with the recommendations. The nature and scope of the data inventories will be defined, and a rough Evaluation Framework will be suggested. We will also seek input on known issues and challenges that the Township is most interested in solving. The study team will compile and prioritize this information when planning the data collection process.
- Meeting #2: Mobility Aspirations and Evaluation – This working meeting will occur after the initial collection of mobility data is available for discussion and consideration by the Project Working Group. We will distribute a memo documenting this data approximately 2 weeks before the meeting. At the meeting, we will look for feedback on the relative importance of certain characteristics versus others, and identify the remaining data to be investigated at spot locations so that projects and their effects can be understood. We will also conduct a tabletop planning exercise to envision the ultimate cross-section and aspirational goals for the study corridors—what they would look like, how they would be used, etc.
- Meeting #3: Preliminary Recommendations – The meeting will precede submission of the DRAFT Mobility Study and Second Public Meeting but will present much of the material to be included in the DRAFT, with a focus on the conclusions and recommendations. This meeting is intended as a checkpoint for reviewing/revising the recommended concepts and other materials in preparation for the Second Public Meeting.
- Meeting #4: Recommendations Review & Project Prioritization – The meeting will follow the Second Public Meeting and the submission and Project Working Group review period for the DRAFT Mobility Study. Public feedback received from the public will be summarized and provided to the Project Working Group prior to the meeting. At the meeting, the Project Working Group will consider the public feedback and provide comprehensive comments on the DRAFT Mobility Study report document and prioritization of the recommended concepts. The Prioritized Project Listing will be included with the FINAL Mobility Study document.

### b. Public Meetings

McCormick Taylor will plan and conduct two (2) open house-style public meetings during the course of the project. For each public meeting, McCormick Taylor will develop the following materials:

- Text appropriate for a press release.
- One-page flier suitable for advertising the meeting.

- Post-card size, graphics-designed meeting invitation to be shared through the Ferguson Township, CATA, and CRPA websites, newsletters, and social media pages.

We understand that the Township will prepare and distribute a direct mailing to all businesses and residents within the Study Area using the meeting invitation developed by McCormick Taylor.

We understand that Pine Grove Mills residents are seeking to form a “committee” with standing at the Township level, for the purposes of implementing the Small Area Plan. We may coordinate with this committee and schedule the public meeting date and location to coincide with the committee’s meetings, assuming they will continue meeting at a facility in the Study Area. Otherwise, we will plan to hold the public meetings at St. Paul Lutheran Church or the Ferguson Township Elementary School, and McCormick Taylor will coordinate a suitable meeting date, time, and location independently. The meeting will be staffed by representatives of the project Working Group, including up to two (2) McCormick Taylor employees.

- The **First Public Meeting** will incorporate the transportation outcomes of the Small Area Plan as a starting point to create continuity in the planning process. The purpose of the meeting will be to establish expectations for the mobility study and collect input about perceptions of the transportation system, mobility, and mobility issues in the Study Area. Meeting boards will include a Study Area Map, project goals, and project schedule/milestones. A one-page project information sheet and one-page feedback form will also be developed.

Survey results from the Small Area Plan will be repeated for verification and discussion starters, and additional input will be sought. To direct and guide public input, we will organize the meeting space into a series of stations that build upon the following principal starting points and transportation themes identified in the Small Area Plan. Each station will feature display boards, feedback opportunities, and/or an interactive activity intended to engage the public in furthering the study process.

- At the **Second Public Meeting**, the study process, findings, and mobility improvement recommendations will be presented, and feedback will be received. McCormick Taylor will prepare a plans display that explains the study process and illustrates recommended projects. The public will be invited to attend and provide insight on the recommendations. Input received at this meeting may lead to the refinement of the recommendations for improvement and aid in prioritization of improvements.

#### **Task 7. Presentation Meeting to the Board of Supervisors**

Following Ferguson Township’s approval of the Final Pine Grove Mills Mobility Study, McCormick Taylor will develop a presentation to the Ferguson Township Board of Supervisors. We expect to develop a PowerPoint presentation that includes the study methodology, the recommendations of the study, and the suggested next steps. McCormick Taylor will have up to two (2) staff members attend the presentation.



## PROJECT TIMELINE

McCormick Taylor expects to complete the Pine Grove Mills Mobility Study in conjunction with the SR 0045 / SR 0026 / Nixon Road Signal Warrant Study, and the schedule provided in Attachment 3 includes the Signal Warrant Study tasks. The following targets for the Mobility Study are noted:

- The traffic data collection would be completed by the end of April 2020.
- The First Public Meeting would be held in April 2020.
- The Second Public Meeting would be held in September 2020.
- The DRAFT Report would be submitted for Township review by September 25, 2020.
- The study would be presented at the November 2, 2020 Board of Supervisors Meeting.
- The FINAL Report would be submitted following acceptance by the Board of Supervisors.

**Attachment 2:**  
**Price Proposal**



# Proposal Summary

Pine Grove Mills Mobility Study

Job No. 5557

<b>Lump Sum Total</b>		\$ 48,910.00 (a)
<b>Direct Costs Other Than Payroll</b>		- (b)
<b>Direct Costs of Services and Work Performed by Others:</b>		<u>1,100.00 (c)</u>
<b>Subtotal (a)+(b)+(c)</b>		<u>50,010.00 (d)</u>
<b>Total Cost</b>		<b>\$ 50,010.00 (e)</b>
<b>Total Estimated Man-Hours:</b>	McCormick Taylor, Inc.	350
	Subs:	
	Tri-State Data Collection	<u>-</u>
<b>Total</b>		<b>350</b>
<b>Engineer's Name:</b>	McCormick Taylor, Inc. 1818 Market Street 16th Floor Philadelphia, PA 19103	
<b>Fed. I. D. No.:</b>	23-1683759	
<b>Contact Person:</b>	Robert Watts Project Manager (814) 861-4948	
<b>Prepared By:</b>	Robert Watts	



Name: Pine Grove Mills Mobility Study

Job #: 5557  
 Date: March 5, 2020  
 By: Robert Watts

TASK	Hours				Total Hours	Total Dollars
	Senior Project Manager II	Project Manager	Engineering Tech. Manager	GIS Specialist II		
	\$ 165.00	\$ 140.00	\$ 125.00	\$ 115.00		
<b>Task 1 Project Management &amp; Coordination</b>					-	-
a. Project Administration	8				8	1,320.00
b. Project Meetings -- Project Working Group	12	16			28	4,220.00
<b>Task 2 Inventory of Current Plans &amp; Existing Conditions</b>					-	-
a. Identification of Mobility Issues and Goals for Pine Grove Mills	2	2			4	610.00
b. Vehicular Traffic Data Collection	2				2	330.00
c. Transportation Safety Assessment	6		16	2	24	3,220.00
d. Safety Audits	6	12			18	2,670.00
<b>Task 3 Transportation Mobility Analysis and Recommendations</b>					-	-
a. Mobility Assessment	12	12			24	3,660.00
b. Concept Illustrations	8	4	64		76	9,880.00
c. Prioritized Project Listing	4	2	2		8	1,190.00
<b>Task 4 Mobility Study Documentation</b>					-	-
a. Draft Report	16	16	4		36	5,380.00
b. Final Report	8	8			16	2,440.00
<b>Task 5 Public Involvement</b>					-	-
a. Public Meeting #1	6	16		28	50	6,450.00
b. Public Meeting #2	6	16		24	46	5,990.00
<b>Task 6 Presentation to the Board of Supervisors</b>					-	-
	6	4			10	1,550.00
<b>TOTAL</b>	<b>102</b>	<b>108</b>	<b>86</b>	<b>54</b>	<b>350</b>	<b>\$ 48,910.00</b>





184 Baker Road  
 Coatesville, PA 19320  
 P: 610-466-1469  
 F: 610-466-1470  
 www.TSTData.com

Serving Transportation Professionals Since 1995

Contract #: 8511

26-Feb-20

McCormick Taylor authorizes TRI-STATE TRAFFIC DATA, INC. to perform the following services as per the terms listed in this agreement:

**DESCRIPTION OF WORK:**

Location: Ferguson Twp, PA  
 Hours: Weekday 5:30 AM - 6:30 PM  
 Seven Day ATR Counts

LOCATIONS		ATRs	
1	Pine Grove Rd West of Ross St	1	
2	Pine Grove Rd East of Meadowview	1	
3	Nixon Rd South of Sunday Drive	1	
4	Water St South of Butternut St	1	
5			
6			
7			
8			
9			
10			
11			
12			
		<b>Total ATRs</b>	<b>4</b>
			<b>0</b>

Notes:

All counts will include directional class/speed/volume

**COST OF SERVICES:**

All directional turning movement counts will be completed at the rate of \$40 per hour.

SERVICES		COST	
4	Seven Day ATR Class/Speed/Volume Counts @ \$225 each	\$	900.00
		<b>Total Cost:</b>	<b>\$ 900.00</b>

**TERMS:**

Payment will be made within 30 days of receipt of invoice. Service charge of 1.5% per month, annual 18% added to past due amounts, plus any reasonable collection fees if required. The undersigned authorizes TRI-STATE TRAFFIC DATA, INC to commence work subject to the terms and conditions stated above.

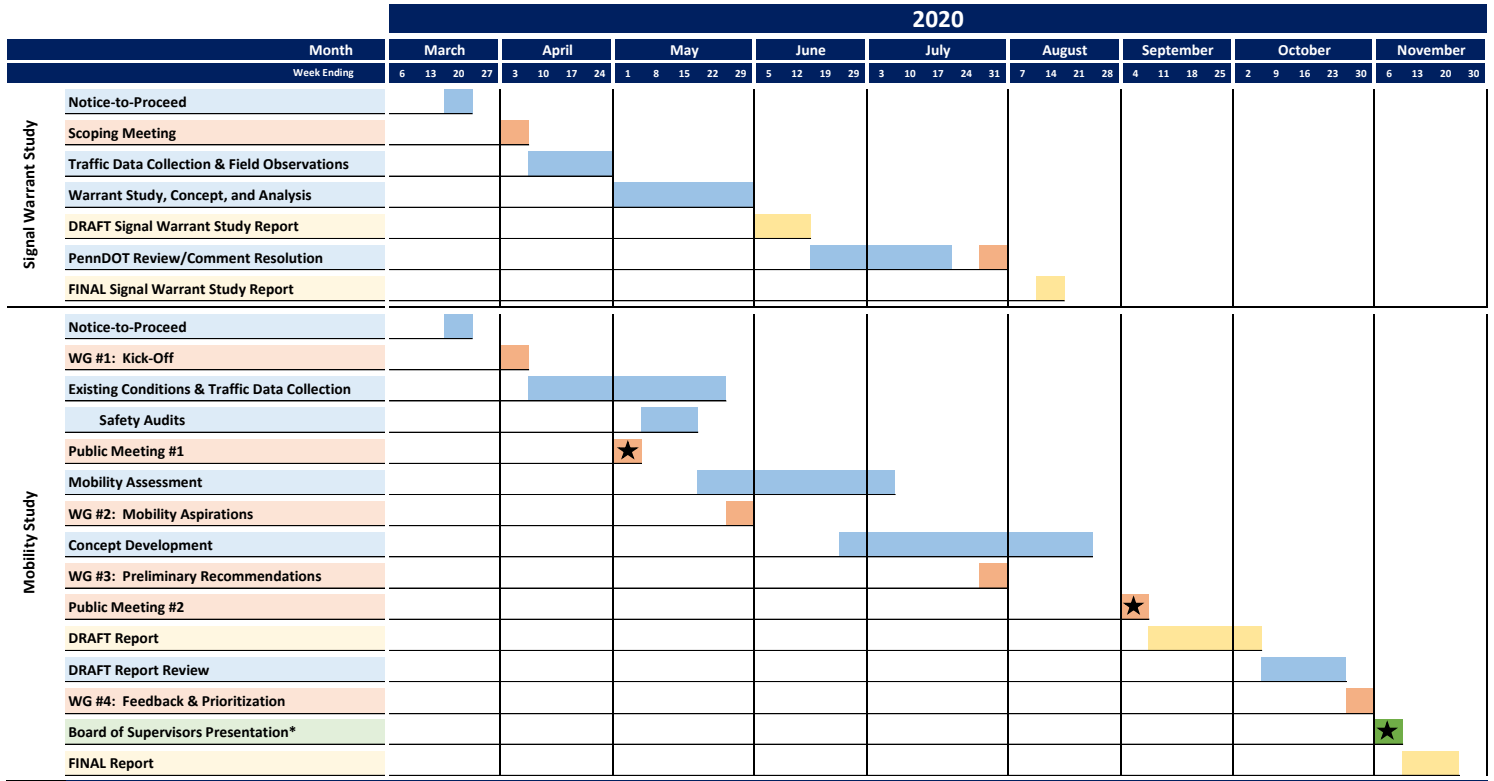
Robert Watts, PE, McCormick Taylor

Patrick Fiore, Tri-State Traffic Data, Inc.



**Attachment 3:**  
**Project Schedule**

### Consolidated Project Schedule Pine Grove Mills Mobility and Signal Warrant Studies



Notes:

\* Board of Supervisors Meetings -- First and Third Mondays; Following Tuesday if there is a Holiday on Monday.

Legend:

- Study Activity
- Project Meeting
- Deliverable
- ★ Public Meeting
- ★ Supervisors Meeting



March 5, 2020

Ronald A. Seybert, Engineer  
Township of Ferguson  
3147 Research Drive  
State College, PA 16801

RE: SR 0045 / SR 0026 / Nixon Road Signal Warrant Study

Dear Mr. Seybert:

Please find attached, in accordance with our Municipal Open-End Agreement, are the project Scope of Work, Price Proposal, and Schedule requested for the SR 0045 / SR 0026 / Nixon Road Signal Warrant Study in Pine Grove Mills, Ferguson Township, PA.

Thank you for this opportunity.

Sincerely,  
McCormick Taylor, Inc

A handwritten signature in black ink, appearing to read "Brian St. John". The signature is fluid and cursive, with a large loop at the end.

Brian St. John, PE, PTOE  
Director, Transportation Engineering

Authorized by:

---

Ronald A. Seybert, Engineer  
Township of Ferguson, Pennsylvania

Date



**Attachment 1:**

**SCOPE OF SERVICES**



## TOWNSHIP OF FERGUSON

### *Proposal for Professional Engineering Services*

#### *Pine Grove Road (SR 0045/0026) & Water Street (SR 0026) / Nixon Road (T-334)*

#### **SCOPE OF SERVICES**

The following scope of services is provided to Ferguson Township for the study of traffic signal warrants at the subject intersection—i.e., Pine Grove Road (SR 0045/0026) & Water Street (SR 0026)//Nixon Road (T-334). The study scope incorporates traffic data collection and field observations needed to complete a comprehensive signal warrant study and operational traffic analyses. We will complete these studies to comply with Township requirements, PennDOT's most current guidelines, and the known agency preferences. Study documentation will support the findings of the warrant analysis, including resolution of comments received from the Township and PennDOT.

The price proposal that accompanies this scope of work is detailed in Attachment 2. The scope and price are open to negotiation prior to establishing a contract. Tasks beyond the contract may be completed on a supplemental basis, according to a revised scope and cost proposal.

#### **Task 1. Project Administration, Coordination & Meetings**

This task consists of the administrative effort required by the project manager and other coordination efforts that engage the consultant team.

- a. Project Administration – Including staff coordination, progress updates, and invoicing.
- b. Project Coordination – McCormick Taylor anticipates communicating with Ferguson Township and PennDOT staff during the course of the study, particularly during the review of the draft report and comments received. This task includes phone calls, emails, and incidental contact points for addressing project direction and keeping the Township staff informed about the status and progress of the study.
- c. Project Meetings – This task consists of the effort associated with one anticipated meeting and one anticipated conference call, including pre-meeting preparation, attendance, and creation of meeting summaries.

*Study Scoping and Methodology Concurrence Meeting* -- This meeting may be conducted in-person or via conference call and is anticipated to occur within 2 weeks of notice-to-proceed. The meeting will include the Township, PennDOT, and McCormick Taylor staff. The meeting is expected to be one (1) hour in length, with one (1) McCormick Taylor staff person participating.

*Comment Resolution Conference Call* -- This conference call is anticipated after receipt of comments from PennDOT District 2-0, to discuss comment resolution. The meeting will include the Township, PennDOT, and McCormick Taylor staff. The meeting is expected to last one (1) hour in length, with one (1) McCormick Taylor staff person participating.

#### **Products/Services:**

- ❖ Support to Ferguson Township in proactively establishing study scope of work, methodologies, and approach that will meet PennDOT expectations.

- ❖ Coordination with Ferguson Township and to schedule and facilitate the scoped meetings and conference calls.
- ❖ Preparation, circulation, and finalization of meeting summaries to document discussion and decisions.
- ❖ Coordination with Ferguson Township on comment resolution options and documentation via correspondence.

## **Task 2. Data Collection & Field Observations**

### **a. Traffic Counts**

We intend to conduct a new turning movement count (TMC) at the subject intersection to support the traffic signal warrant analysis and traffic capacity/LOS analysis. The count will be completed by Tri-State Traffic Data Collection (Tri-State). Based on the Township's previous ATR count on Water Street (SR 0026), a 13-hour TMC (5:30 AM to 6:30 PM) is proposed to capture the hours of significant traffic volume—including the Weekday AM, Midday, and PM peak hours.

During the TMC, vehicle queues on the Nixon Road and Water Street approaches will be observed for the purposes of estimating unmet demand during the peak periods—i.e., AM peak period (7:00 AM to 9:00 AM) and PM peak period (4:00 PM to 6:00 PM). Queue lengths will be recorded at the beginning of each peak period and at the end of each 15-minute interval, until the end of the peak period. Queues will only be observed during the peak periods, since meaningful queues are not anticipated during non-peak times, and unmet demand data are mostly relevant to the peak hour traffic analyses.

Using the Miovision video provided by Tri-State, we will observe the minor street right-turn delay to determine the volume of right-turns that enter the traffic stream with “minimal conflict” and should be excluded from the traffic signal warrant analysis, per PennDOT District 2-0 guidance.

We expect to conduct the TMC in March or April 2020, when Penn State University and State College Area School District are all in full session. Local events, roadway construction, and other known activities that may influence traffic volumes and patterns will be investigated before selecting the count date(s).

### **b. Traffic Volume Summarization and Forecasting**

The turning movement traffic volumes will be summarized by 15-minute intervals for each movement, and will include breakouts of vehicle queues (unmet demand), heavy vehicles, and bicycles by movement, and pedestrian crossings by approach.

A spreadsheet summary of the turning movement volumes will identify the peak hour, calculate analysis parameters (peak hour factors, heavy vehicle percentages), and forecast traffic volumes. The summaries will provide the existing “base year” and forecasts of “design year” traffic, according to the expected implementation date of the traffic signal or roundabout. For the purposes of this scope, we assume that forecasts will be based on PennDOT Growth Factors (tied to the count year, per PennDOT preference) or other local traffic growth rates provided by Ferguson Township with concurrence from PennDOT. Traffic associated with the Pine Hall TTD and Harner Farm Redevelopment may also be considered in the forecasts, according to the land development phasing and signal implementation timelines.

c. Intersection and Corridor Inventory

As part of the data collection program, McCormick Taylor will conduct a field view to evaluate the project intersection and corridor site conditions, including those items identified in PennDOT Publication 46 (page 4-33,34) to be part of the Traffic Engineering Study: roadway characteristics, prevailing vehicle speed (collected by the ATRs as part of the Mobility Study), sight lines for signal heads, intersection sight distance, adjacent land use characteristics, presence of sidewalk, etc. The geometric review and sight distance evaluations will be completed per the guidelines provided in PennDOT Publication 212. Comprehensive photo documentation of conditions within 500 feet of the subject intersection will be provided in the Summary Report.

d. Crash Evaluation & Report

We understand that the relevant reportable and non-reportable crash data for the most recent 5-year period will be provided by Ferguson Township. McCormick Taylor will prepare and submit a crash report (under separate cover) with the appropriate confidentiality disclaimers per PennDOT guidance. The evaluation will include a collision diagram for the subject intersection and various crash data summaries, including date/time, direction, collision type, environmental factors, illumination, etc.

Products/Services:

- ❖ Manual turning movement counts and summaries of peak hour traffic data.
- ❖ Traffic volume forecasting and summaries.
- ❖ Intersection and Corridor Inventory.
- ❖ Crash Evaluation Report.

**Task 3. Traffic Signal Warrant Analysis**

McCormick Taylor will complete the traffic signal warrant analysis according to MUTCD, and in compliance with the guidance found in PennDOT Publications 46 and 212. Nine (9) traffic signal warrants are listed in the MUTCD:

1. Eight-Hour Vehicular Volume
2. Four-Hour Vehicular Volume
3. Peak Hour
4. Pedestrian Volume
5. School Crossing
6. Coordinated Signal System
7. Crash Experience
8. Roadway Network
9. Intersection Near a [Railroad] Grade Crossing

We expect to evaluate all MUTCD warrants except #5, School Crossing and #9, Intersection Near a Grade Crossing, which are not applicable to the intersection. The following further define our approach to analyzing particular MUTCD signal warrants:

- The evaluation of #4, Pedestrian Volume will be not be evaluated where the total volume of pedestrians crossing any single approach does not exceed 75 pedestrians per hour for any hour studied.
- For the evaluation of Warrant #7, Crash Experience, the collision diagram and crash summaries from Task 2d will be utilized.



PennDOT Publication 46 and 212 provide two additional Pennsylvania-specific traffic signal warrants—described as PA-1 and PA-2 in Publication 46. We are not proposing to evaluate these warrants. The intent of PA-1 does not seem to fit the conditions to be evaluated in this project (see Publication 46, page 4-20). PA-2 is for Midblock Crossings and Trail Crossings, which is not applicable for the project intersections.

TE-150, *Traffic Signal Warrant Analysis, Engineering and Traffic Study* will be prepared and included as an appendix to the Traffic Signal Warrant Study Report. If the traffic signal is warranted, this scope of work includes preparation of the TE-160, *Application for Traffic Signal Approval*, which will be placed with the Township's Letter of Financial Commitment as an appendix to the Traffic Signal Warrant Study Report.

Products/Services:

- ❖ Signal warrant traffic volume development summaries.
- ❖ PennDOT Signal Warrant Analysis Workbook.
- ❖ Completed TE-150 and TE-160 (if signal is warranted).

#### **Task 4. Intersection & Traffic Control Design**

This task will develop a conceptual design for the subject intersection geometry and traffic control, assuming implementation of a traffic signal. For the purposes of this scope, we assume that a full Intersection Control Evaluation (ICE) will not be required, and the signal would be implemented with the existing offset configuration (no realignment).

- a. *Signal Interval Calculations* – According to PennDOT Publications 149 and 46, calculations of the appropriate change (yellow), clearance (all-red), and pedestrian crossing intervals will be completed using PennDOT's standard Traffic Signal Clearances Workbook.
- b. *Pedestrian Needs Accommodation* – The TE-672, *Pedestrian Accommodation at Intersections Checklist* will be completed to document intersection and corridor conditions that influence the need for pedestrian accommodations. The TE-672 will be provided as an appendix to the Traffic Signal Warrant Study Report.
- c. *Turn Lane Guidelines and Storage Lengths* – McCormick Taylor will investigate PennDOT's Turn Lane Guidelines for all approaches at the Science Park Road/Sandy Drive (north) intersection to determine whether left-turn or right-turn lanes are justified and their design lengths. The warrants will be completed in accordance with PennDOT Pub. 46, Chapter 11.

The turn lane storage lengths, where warranted, will be estimated by comparing the calculated design lengths (Pub. 46) with queue length estimates generated from the traffic capacity analysis. Queue estimates will include percentile estimates from Synchro. This scope of work assumes that SimTraffic will not be used in the evaluation. Other concerns—such as the true benefit of minimally warranted lanes, impact on pedestrian crossings, through lane blocking, and lanes appropriate for deceleration/storage of larger vehicles—will be considered when evaluating the need for lanes and the storage length.

- d. *Signalization of Left Turn Movements* – According to Publication 149, conflict factors will be investigated for all of the approaches in order to determine the appropriate left-turn phasing. According to Publication 46, the following criteria will also be assessed in

considering the justified left-turn phasing type: Crash History, Delay and Queueing, Safety and Traffic Flow, Intersection Approach and Lane Geometry, Geometric Constraints, and Sight Distance.

- e. *Right-Turn on Red Restrictions* – The TE-118, *No Turn on Red Restriction, Engineering and Traffic Study* would be completed to document conditions where restricting right-turn on red would be appropriate or desirable. The TE-118 will be included as an appendix to the Traffic Signal Warrant Study Report

Products/Services:

- ❖ PennDOT Traffic Signal Intervals Workbook.
- ❖ PennDOT Turn Lane Guidelines Workbook.
- ❖ Completed TE-672 and TE-118.
- ❖ Left-Turn Phasing Evaluation summary.

### **Task 5. Traffic Operations Analysis**

Traffic analysis of the subject intersection will be completed using the Synchro version 10 software application. Traffic analysis will be completed for existing conditions (“base year”) and the forecasted year of traffic signal implementation (“design year”). McCormick Taylor will complete a comparative evaluation of peak hour traffic operations and performance assessment of the subject intersection under current (stop-controlled) conditions, with a traffic signal (with and without coordination). The assessment will investigate capacity, delay/level-of-service, and vehicle queues.

Traffic analysis results from the Highway Capacity Manual, 6<sup>th</sup> Edition (HCM-6<sup>th</sup>) will be reported for signalized and two-way stop-controlled intersections, unless a particular geometric or traffic control condition precludes the use of HCM-6<sup>th</sup>. In these cases, Synchro percentile delay will be reported, and interpreted into level-of-service (LOS) using the Highway Capacity Manual LOS definitions. Other traffic analysis coding, methodology, and results interpretation preferences of PennDOT and the Township will be sought during the Study Scoping and Methodology Concurrence Meeting. These preferences will be compiled to form the Study Methodologies section of the report.

We do not anticipate that traffic simulation is needed for the traffic signal warrant study, and the study scope does not include the use of SimTraffic. However, we suggest that the decision to use or not use SimTraffic be established/confirmed with PennDOT before initiating the study, and if simulation results are desired, an appropriate scope of work for model calibration and collection of additional calibration data are addressed proactively. If SimTraffic is to be used, we would develop a separate scope of work and price proposal for that effort.

Products/Services:

- ❖ Synchro traffic analysis files and output reports for the Base Year (existing), Design Year (with and without signal).
- ❖ Traffic analysis summary exhibits for Capacity/Delay/LOS and Queues.
- ❖ Documentation of study methodologies

### **Task 6. Summary Reports**

McCormick Taylor will prepare a summary report that fully documents the study approach, methodology, and findings/conclusions. The report will follow the general signal warrant report outline provided in PennDOT Publication 46, Chapter 4:

- Front Material (Table of Contents, Lists of Figures and Tables)
- Project Background
- Study Methodologies
- Existing Conditions
- Traffic Data Collection
- Alternatives Considered
- Traffic Capacity and Queuing Analysis
- Summary of Signal Elements
- Findings/Recommendations
- Appendices
  - TE Forms and Attachments
  - Study Area Photos
  - Traffic Analysis Output (capacity, queuing, turn lanes, phasing)
  - Signal Calculations (change, clearance, pedestrian)

We anticipate submitting one (1) DRAFT Report and one (1) FINAL Report in PDF format. Paper copies are not anticipated in our proposed cost but may be provided at cost.

The DRAFT Report will be submitted first to the Township Engineer for review and comment. Requested revisions will be incorporated prior to submitting the DRAFT report to PennDOT District 2-0. The FINAL Report will be prepared to resolve comments received from PennDOT, as far as they are related to items and issues addressed by this scope of work. McCormick Taylor will prepare “response to comments” documentation to accompany the FINAL Report and seek concurrence from PennDOT on the study recommendations. This scope provides one (1) comment resolution conference call for clarifying comments and reaching concurrence on the study recommendations.

McCormick Taylor will follow our established Quality Assurance/Quality Control Process in preparing the reports. The reports will be signed/sealed by the McCormick Taylor Project Manager, Robert J. Watts, as a registered Pennsylvania Professional Engineer (PE) and Professional Traffic Operations Engineer (PTOE).

Products/Services:

- ❖ DRAFT Traffic Signal Warrant Study Report.
- ❖ Coordination with the Township Engineer on revisions to the DRAFT Report.
- ❖ Summarization of PennDOT comments and how they were resolved.
- ❖ FINAL Traffic Signal Warrant Study Report.

## PROJECT TIMELINE

McCormick Taylor expects to complete the signal warrant study in conjunction with the Pine Grove Mills Mobility Study, and the schedule provided in Attachment 3 includes the Mobility Study tasks. The following targets for the Signal Warrants Study are noted:

- The traffic data collection would be completed by the end of April 2020.
- The DRAFT Report would be submitted for Township review by June 19, 2020.
- The FINAL Report would be delivered within two weeks after the Comment Resolution Conference call—approximately August 21, 2020.



**Attachment 2:**  
**Price Proposal**



# Proposal Summary

SR 0045/SR 0026/Nixon Road Signal Warrant Study

Job No. 5557

<b>Lump Sum Total</b>		\$ 15,545.00 (a)
<b>Direct Costs Other Than Payroll</b>		- (b)
<b>Direct Costs of Services and Work Performed by Others:</b>		
Tri-State Data Collection	1,030.00	
		1,030.00 (c)
<b>Subtotal (a)+(b)+(c)</b>		16,575.00 (d)
<b>Total Cost</b>		<b>\$ 16,575.00 (f)</b>
<b>Total Estimated Man-Hours:</b>	McCormick Taylor, Inc.	109
	Subs:	
	Tri-State Data Collection	-
<b>Total</b>		<b>109</b>
<b>Engineer's Name:</b>	McCormick Taylor, Inc. 1818 Market Street 16th Floor Philadelphia, PA 19103	
<b>Fed. I. D. No.:</b>	23-1683759	
<b>Contact Person:</b>	Robert Watts Project Manager (814) 861-4948	
<b>Prepared By:</b>	Robert Watts	



Name: SR 0045/SR 0026/Nixon Road Signal Warrant Study

Job #: 5557  
 Date: March 5, 2020  
 By: Robert Watts

TASK	Hours			Total Dollars
	Senior Project Manager II	Engineering Tech. Manager	Total Hours	
	\$ 165.00	\$ 125.00		
<b>Task 1 Project Coordination and Management</b>			-	-
a. Project Administration	4		4	660.00
b. Project Coordination	4		4	660.00
c. Project Meetings	6		6	990.00
<b>Task 2 Traffic Data Collection</b>			-	-
a. Traffic Counts	2	5	7	955.00
b. Traffic Summarization & Forecasting	1	2	3	415.00
c. Intersection & Corridor Inventory	2	2	4	580.00
d. Crash Evaluation & Report	2	8	10	1,330.00
<b>Task 3 Traffic Signal Warrant Analysis</b>			-	-
a. Warrant Data Development	1	2	3	415.00
b. Warrant Analysis	1	4	5	665.00
c. Preparation of TE-150 & TE-160 Forms	2	4	6	830.00
<b>Task 4 Intersection &amp; Traffic Control Design</b>			-	-
a. Signal Interval Calculations	1	2	3	415.00
b. Pedestrian Needs Accommodation	1	2	3	415.00
c. Turn Lane Guidelines and Storage Lengths	1	3	4	540.00
d. Signalization of Left Turn Movements	1	1	2	290.00
e. Right Turn on Red Restrictions	1	2	3	415.00
<b>Task 5 Traffic Operations Analysis</b>			-	-
Synchro Network Development	1	1	2	290.00
Scenario Analyses	1	3	4	540.00
<b>Task 6 Summary Reports</b>			-	-
a. DRAFT Report	8	16	24	3,320.00
b. FINAL Report	4	4	8	1,160.00
c. Support for PennDOT Approval	4		4	660.00
<b>TOTAL</b>	<b>48</b>	<b>61</b>	<b>109</b>	<b>\$ 15,545.00</b>



184 Baker Road  
 Coatesville, PA 19320  
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Contract #: 8504

26-Feb-20

McCormick Taylor authorizes TRI-STATE TRAFFIC DATA, INC. to perform the following services as per the terms listed in this agreement:

**DESCRIPTION OF WORK:**

Location: Ferguson Twp, PA  
 Hours: Weekday 5:30 AM - 6:30 PM  
 Directional Turning Movement Count

LOCATIONS		Weekday	Saturday
1	Pine Grove Rd & Water St/Nixon Rd (2 cameras)	13	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>Total Hours</b>		<b>13</b>	<b>0</b>

Notes:

All counts will include passenger vehicles, buses, heavy vehicles, bikes/peds on crosswalk and RTOR where applicable

**COST OF SERVICES:**

All directional turning movement counts will be completed at the rate of \$40 per hour.

SERVICES		COST
13	Weekday directional Turning Movement Counts @ \$40 per hour	\$ 520.00
2	Video set up/processing Fee @ \$125 per camera	\$ 250.00
13	Bikes on Roadway @ \$10 per hour	\$ 130.00
<b>Total Cost:</b>		<b>\$ 900.00</b>

**TERMS:**

Payment will be made within 30 days of receipt of invoice. Service charge of 1.5% per month, annual 18% added to past due amounts, plus any reasonable collection fees if required. The undersigned authorizes TRI-STATE TRAFFIC DATA, INC to commence work subject to the terms and conditions stated above.

Robert Watts, PE, McCormick Taylor

Patrick Fiore, Tri-State Traffic Data, Inc.

**Attachment 3:**  
**Project Schedule**





**CHAPTER 19  
SIGNS AND BILLBOARDS**

**PART 1  
SIGN REGULATIONS**

- §19-101.        **Applicability.**
- §19-102.        **Purpose and Findings.**
- §19-103.        **Definitions.**
- §19-104.        **General Provisions.**
- §19-105.        **Construction Specifications.**
- §19-106.        **Prohibited Signs.**
- §19-107.        **Exempt Signs.**
- §19-108.        **Temporary Signs.**
- §19-109.        **Permanent Sign Types By Use Table.**
- §19-110.        **Residential Uses.**
- §19-111.        **Commercial Uses.**
- §19-112.        **Office, Industrial and Institutional Use Signs.**
- §19-113.        **Permits.**
- §19-114.        **Review of Existing Permanent Signs.**
- §19-115.        **Nonconforming Signs.**
- §19-116.        **Removal of Certain Signs.**
- §19-117.        **Administration and Enforcement.**
- §19-118.        **Violations and Penalties.**
- §19-119.        **Severability.**

### §19-101. Applicability.

Any sign erected, altered, or maintained after the effective date of this part shall conform to the following regulations.

### §19-102. Purpose and Findings.

The purpose of this chapter is to encourage the effective use of signs as a means of communication in the Township, to maintain and enhance the aesthetic environment and the Township's ability to attract sources of economic development and growth; to improve pedestrian and traffic safety, to minimize the possible adverse effect of signs on nearby private property, to enable the fair and consistent enforcement of these sign restrictions, and protect the public health, safety, and general welfare by:

1. **Findings.** The Board of Supervisors finds:
  - a. Signs provide a vital function for the convenience of the public and for the efficient communication of commercial and noncommercial speech.
  - b. Unlike oral speech, signs may cause harm by virtue of the physical space they occupy by obstructing views, distracting motorists, displacing alternative uses of land, and endangering the safety of person or property. The Township has a substantial and compelling interest in all of the purposes set forth below and has a substantial and compelling interest in regulating signs in such a way that the harms caused by signs might be reduced and mitigated.
  - c. Signs are essential to the health and economic well-being of the Township by:
    - i. Facilitating consumer transactions and other commercial and industrial activities that allow businesses to be successful, which in turn provides employment and supports a stable tax base; and
    - ii. Providing information and directions for the safe and efficient travel of motor vehicles, bicycles, and pedestrians.
  - d. Signs have a strong visual impact on the character and aesthetic appearance of the Township.
    - i. They are a prominent part of the Township and, as such, can enhance or detract from the Township's image and character and facilitate or impede the creation of an attractive and harmonious environment in the Township.
    - ii. Their suitability or appropriateness helps to define the way in which the Township and neighborhoods within the Townships are perceived.
  - e. The visual environment and character of the Township are important factors for economic well-being because they influence the Township's appearance and land values.
  - f. The visual environment and character of the Township, as well as the orderly flow of traffic and safety of travel, are diminished when visual clutter results and the vision of motorists, bicyclists, and pedestrians is obstructed by the unrestricted proliferation and placement of signs, or from the improper maintenance of signs.
  - g. Regulation of the size, height, number, and spacing of signs throughout the Township is necessary to protect the public safety, to assure compatibility of signs with surrounding land uses, to enhance the business and economy of the Township, to protect the public

investment in the streets and highways, to maintain the tranquil environment of residential areas, to promote industry and commerce, to eliminate visual clutter and blights, to provide an aesthetically appealing environment, to provide ample, meaningful opportunities for persons who desire to display information by means of a sign to have their information seen and understood, and to provide for the orderly and reasonable display of advertising and other messages for the benefit of all persons in the Township.

- h. For these reasons, the needs to individual citizens, property owners, and businesses to convey their commercial and noncommercial messages must be balanced against the goals of the Township to ensure the safety of its roads and pedestrian-ways, maintain its desired character, and preserve and enhance the property values of property owners and businesses. The provisions of this Chapter do not entirely eliminate all of the harm that may be created by the installation of display of signs. Instead, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harm caused by signs.
  - i. The provisions of this Chapter do not apply to every form and instance of visual speech that may be displayed within the Township. They are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth below.
  - j. The provisions this Chapter are neither intended nor designed to restrict or control signs for the purpose of promoting or stifling any messages and content that might appear on them.
2. **Purpose.** The purpose of this Chapter is to:
- a. Promote and protect the public health, safety, and welfare of those within the Township;
  - b. Promote the efficient use of signs as a means of communication;
  - c. Ensure that the right to free speech is protected;
  - d. Maintain and enhance a visual environment that allows the Township to attract sources of economic development and supports the economic well-being of the Township's businesses;
  - e. Protect and enhance the character, quality, and viability of the Township's development and neighborhoods;
  - f. Protect scenic views and avoid sign clutter;
  - g. Reduce the distractions, obstructions, and hazards to pedestrian, bicycle, and auto mobile traffic caused by the excessive number, size, height, illumination, movement, indiscriminate placement, overconcentration, or unsafe construction or maintenance of signs;
  - h. Reasonably accommodate:
    - i. The identification and advertising needs of businesses, institutions, and other entities; and
    - ii. The needs of persons moving through the public spaces of the Township to identify and locate destinations and find desired products and services;
  - i. Ensure signs are compatible with their surroundings, and minimize potential adverse effects on nearby properties;

- j. Enhance property values and business opportunities; and
- k. Enable efficient and consistent permitting and enforcement.

**§19-103. Definitions.**

Words and terms used in this part shall have the meanings given herein. Unless expressly stated otherwise, any pertinent word or term not part of this part but vital to the interpretation of this part shall be construed to have their legal definition, or in absence of a legal definition, their meaning as commonly accepted.

1. Words used in the present tense shall include the future tense;
2. Words used in the plural number shall include the singular and plural number, and the plural number shall include the singular number;
3. The words "shall" and "will" are mandatory and are not discretionary;
4. The word "may" is permissive;
5. The word "lot" shall include the words "place," "parcel," and "premises";
6. The word "building" means a structure, including any part thereof having a roof and used for shelter or enclosure for persons or property;
7. The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," or any other legal activity;
8. The word "person" shall include the words "individual," "corporation," "governmental agency," "trust," "estate," "partnership," "association," "venture," "joint venture," "participant," or any other legal activity;
9. As used in this part, the following terms shall have the meanings indicated;

**ABANDONED SIGN**—A sign which has not identified or advertised a current business, service, owner, product, or activity for a period of at least 90 days.

**ADDRESS SIGN**—A sign that designates the street number and/or street name for identification purposes, as designated by the United States Postal Service. (Also known as a "nameplate sign.")

**AGRICULTURAL COMMODITY AND PRODUCT SIGN/FARMER'S MARKET SIGNS**—Signs for items sold from an agricultural activity.

**ANIMATED SIGN**—A sign employing actual motion, the illusion of motion, or light and/or color changes achieved through mechanical, electrical, or electronic means. Animated signs, which are differentiated from changeable signs as defined and regulated by this part, include the following types:

- A. **ENVIRONMENTALLY ACTIVATED**—Animated signs or devices motivated by wind, thermal changes, or other natural environmental input.
- B. **MECHANICALLY ACTIVATED**—Animated signs characterized by repetitive motion and/or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.

C. **ELECTRICALLY ACTIVATED**—Animated signs producing the illusion of movement by means of electronic, electrical, or electromechanical input and/or illumination capable of stimulating movement through employment of the characteristics of one or both of the classifications noted below:

- 1) **FLASHING**—Animated signs or animated portions of signs whose illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of nonillumination.
- 2) **PATTERNED ILLUSIONARY MOVEMENT**—Animated signs or animated portions of signs whose illumination is characterized by stimulated movement through alternate illuminated elements for the purpose of producing repetitive light patterns designed to appear in some form of constant motion.

**ATTRACTION-BOARD SIGN**—A permanent sign on which the information is changed periodically and identifies special, unique, limited activities, services, products, or sales or limited duration. Also included in this definition are “digital display signs,” “message center sign,” and “changeable-copy sign.”

**AWNING**—A cloth, plastic, or other nonstructural covering that projects from a wall for the purpose of shielding a doorway or window. An awning is either permanently attached to a building or can be raised or retracted to a position against the building when not in use.

**AWNING SIGN**—Any sign that is part of or attached to the surface of an awning.

**BALLOON**—A rubber sac inflated with air or helium and then sealed at the neck, used as a child’s toy or as a decoration.

**BALLOON SIGN**—A lighter-than-air, gas-filled balloon, tethered in a fixed location, which contains an advertisement message on its surface or attached to the balloon in any manner. This includes inflatable tube-like signs with forced air.

**BANDIT SIGN**—A sign tacked, nailed, posted, pasted, glued, or otherwise attached to objects such as, but not limited to, trees, poles, stakes, fences, public benches, streetlights, or other objects, or placed on any public property or in the public right-of-way or on any private property without the permission of the property owner. (Also known as a “snipe sign.”)

**BANNER**—Any cloth, bunting, plastic, paper, or similar nonrigid material attached to any structure, staff, pole, rope, wire, or framing which is anchored on two or more edges or at all four corners. Banners are temporary in nature and do not include flags.

**BEACON LIGHTING**—Any course of electric light, whether portable or fixed, the primary purpose of which is to cast a concentrated beam of light generally skyward as a means of attracting attention to its location rather than to illuminate any particular sign, structure, or other object.

**BUILDING FRONTAGE**—The portion of a lot boundary abutting a street.

**CANOPY**—A structure other than an awning made of fabric, metal, or other material that is supported by columns or posts affixed to the ground and may also be connected to a building.

**CANOPY SIGN**—Any sign that is part of or attached to a canopy.

**CHANGEABLE-COPY SIGN**—A sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through placement of letters or symbols on a panel mounted in or on a track system. The two types of changeable-copy signs are manual changeable-copy signs and electronic changeable-copy signs, which include: message center signs, digital displays, and tri-version boards.

**CHANNEL-LETTER SIGN**—A sign consisting of fabricated or formed three-dimensional letters, individually applied to a wall, which may accommodate a light source.

**CLEARANCE**—The distance above the walkway, or other surface, if specified, to the bottom edge of a sign. This term can also refer to a horizontal distance between two objects.

**DIGITAL DISPLAY**—The portion of a sign message made up of internally illuminated components capable of changing the message periodically. Digital displays may include, but are not limited to, LCD, LED, or plasma displays.

**DIRECTIONAL SIGN**—Signs designed to provide direction to pedestrian and vehicular traffic into and out of, or within, a site.

**ELECTRONIC MESSAGE CENTER**—An electrically activated changeable sign whose variable message and/or graphic presentation capability can be electronically programmed by computer from a remote location. Also known as an EMC. EMCs typically use light emitting diodes (LEDs) as a lighting source.

**EXTERNAL ILLUMINATION**—See “illumination.”

**FADE**—A mode of message transition of an electronic message sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

**FESTOON LIGHTING**—A type of illumination comprised of either a group of incandescent light bulbs hung or strung overhead or on a building or other structure, or light bulbs not shaded, hooded, or otherwise screened to prevent direct rays of light from shining on adjacent properties or rights-of-way.

**FLAG**—Any sign printed or painted on cloth, plastic, canvas, or other like material with distinctive colors, patterns, or symbols attached to a pole or staff and anchored along only on edge or supported or anchored at only two corners.

**FLASHING SIGN**—A sign whose artificial illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction, or animation. This definition does not include electronic message center signs or digital displays that meet the requirements set forth herein.

**FREESTANDING SIGN**—A sign installed upon the ground directly or through a structure designed for the exclusive purpose of supporting the sign, and not attached to a building or other structure. The following are subtypes of freestanding signs:

- A. **GROUND SIGN**—A sign permanently affixed to the ground at its base, supported entirely by a base structure and not mounted on a pole or attached to any part of a building. (Also known as a “monument sign.”)
- B. **POLE SIGN**—A freestanding sign permanently affixed to one or more masts, poles, or open braces that are secured permanently to the ground and have as their principal purpose support of the sign, such that there is a minimum of two vertical feet of open air under any portion of the bottom of the sign.

**GAS ISLAND CANOPY SIGNS (WITH OR WITHOUT KIOSK)**—Signs for canopies over gas islands which may advertise corporate logos, names, letters, and symbols.

**GAS STATION CANOPY**—A freestanding, open-air structure constructed for the purpose of shielding service station islands from the elements.

**GOVERNMENT/REGULATORY SIGN**—Any sign for the control of traffic, for identification purposes, street signs, warning signs, railroad crossing signs, and signs of public service companies indicating danger or construction which are erected by or at the order of a public officer, employee, or agent thereof in the discharge of official duties.

**GROSS SURFACE AREA**—The area of a sign face shall be computed by means of the smallest square, circle, rectangle, or triangle which encompasses the extreme limits of characters, lettering, illustrations, logos, ornamentations, or other figures, together with any material or color forming an integral part of the background of the display, that is used to differentiate the sign from the backdrop or structure against which it is placed. Where the sign has two or more faces, the area of all faces shall be included in determining the gross surface area. Where the sign consists of individual letters or symbols attached to a building or wall, the area shall be considered to be that of the smallest square, circle, rectangle or triangle which encompasses all of the letters and symbols. The gross surface area shall not include any supporting structures, framing, pole, covers or bracing which is incidental to the display/sign itself and does not bear any advertising copy.

**GROUND SIGN**—See “freestanding sign.”

**HALO ILLUMINATION**—See “illumination.”

**HOLIDAY DECORATIONS**—Signs or displays, including lighting, which are a nonpermanent installation celebrating national, state, and local holidays, religious or cultural holidays, or other holiday seasons. (Also known as “seasonal decorations.”)

**ILLUMINATED SIGN**—A sign with electrical equipment installed for illumination, either internally illuminated through its sign face by a light source contained inside the sign, or externally illuminated by a light source aimed at its surface.



**ILLUMINATION**—A source of any artificial or reflected light, either directly from a source of light incorporated into an object, structure, or sign, or indirectly from an artificial source.

- A. **EXTERNAL ILLUMINATION**—Artificial light located away from the sign, which lights the sign, the source of which may or may not be visible to persons viewing the sign from any street, sidewalk, or adjacent property.
- B. **INTERNAL ILLUMINATION**—A light source that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. Message center signs, digital displays, and signs incorporating neon lighting shall not be considered internal illumination for the purposes of this part.
- C. **HALO ILLUMINATION**—A sign using a three-dimensional message, logo, etc., which is lit in such a way as to produce a halo effect. (Also known as "back-lit illumination.")

**INCIDENTAL SIGN**—A sign that displays general site information, instructions, directives, or restrictions that are primarily oriented to pedestrians and motor vehicle operators who have entered a property from a public street. These signs shall not contain any commercial advertising.

**INCIDENTAL WINDOW SIGN**—Signs displayed in the window displaying information such as the business's hours of operation, credit institutions accepted, commercial and civic affiliations, and similar information. These signs shall be informational only and shall not contain a commercial message.

**INFLATABLE SIGN**—A sign requires air pressure to maintain its shape, made of flexible fabric, resting on the ground or structure.

**INTERACTIVE SIGN**—An electronic or animated sign that reacts to the behavior or electronic signals of motor vehicle drivers.

**INTERNAL ILLUMINATION**—See "illumination."

**LEGIBILITY**—The physical attributes of a sign that allow for an observer's differentiation of its letters, words, numbers, or graphics.

**LOT**—A designated parcel, tract, or area of land established by plat, subdivision, or otherwise permitted by law to be used, developed, or built upon as a single unit under single ownership or control.

**MANUAL CHANGEABLE-COPY SIGN**—A sign or portion thereof on which the copy or symbols are changed manually through placement or drawing of letters or symbols on a sign face.

**MARQUEE**—A permanent roof-like shelter constructed of durable material that is supported solely by the building to which it is attached, and projects from the building face. A marquee is generally located at the main entrance to a building. This term does not include a canopy or an awning.

**MARQUEE SIGN**—A sign attached to or hung from a marquee.

**MECHANICAL MOVEMENT SIGN**—A sign having parts that physically move rather than merely appear to move as might be found in a digital display. The physical movement may be activated electronically or by another means but shall not include wind-activated movement such as is used for banners or flags. Mechanical movement signs do not include digital signs that have changeable, programmable displays.

**MEMORIAL SIGN**—A memorial plaque or tablet, including grave markers or other remembrances of persons or events, which is not used for a commercial message.

**MENU SIGN**—A permanent sign attached to a building or structure for displaying the bill of fare available at a restaurant, or other use serving food, or beverages.

**MESSAGE CENTER SIGN**—A type of illuminated, changeable copy sign that consists of electronically changing alphanumeric text often used for gas price display signs and athletic scoreboards.

**MESSAGE SEQUENCING**—The spreading of one message across more than one sign structure.

**MULTI-TENANT SIGN**—A freestanding sign used to advertise businesses that occupy a shopping center or complex with multiple tenants.

**MURAL**—A hand-produced work of visual art which is tiled or painted by hand directly upon, or affixed to an exterior wall of a building, that otherwise doesn't meet the definition of "sign".

**NEON SIGN**—A sign illuminated by a neon tube, or other visible light-emitting gas tube, that is bent to form letters, symbols, or other graphics.

**NIT**—A photometric unit of measurement referring to luminance. One nit is equal to one  $\text{cd}/\text{m}^2$  (candlepower per meter squared).

**NONCONFORMING SIGN**—A sign that was legally erected and maintained before the effective date of this part, or amendment thereto, that does not currently comply with sign regulations of the district in which it is located.

**OFF-PREMISES SIGN**—An outdoor sign whose message directs attention to a specific business, product, service, event/activity, commercial/noncommercial activity, or contains a noncommercial message about something that is not sold, produced, manufactured, furnished, or conducted on the premises upon which the sign is located. (Also known as a "third-party sign," "billboard," or "outdoor advertising.")

**OFFICIAL TRAFFIC SIGN**—Official highway route number signs, street name signs, directional signs, and other traffic signs erected and maintained on public highways and roads in the interest of public safety or for the regulation of traffic.

**ON-PREMISES SIGN**—A sign whose message and design relate to an individual business, profession, product, service, event, point of view, or other commercial or noncommercial activity sold, offered, or conducted on the same property where the sign is located.

**PENNANT**—A triangular or irregular piece of fabric or other material, commonly attached in strings or strands, or supported on small poles intended to flap in the wind.

**PERMANENT SIGN**—A sign attached or affixed to a building, window or structure, or to the ground in a manner that enables the sign to resist environmental loads, such as wind, and that precludes ready removal or movement of the sign and whose intended use appears to be indefinite.

**POLE SIGN**—See "freestanding sign."

**PORTABLE SIGN**—A sign which is movable by a person without aid of a motor vehicle or other mechanical equipment.

- A. **SANDWICH-BOARD SIGN**—A type of freestanding, portable, temporary sign consisting of two faces connected and hinged and whose message is targeted to pedestrians. (Also known as an "A-frame sign.")
- B. **VEHICULAR SIGN**—A sign affixed to a vehicle in such a manner that the sign is used primarily as a stationary advertisement for the business on which the vehicle sits or is otherwise not incidental to the vehicle's primary purpose.

**PRIVATE DRIVE SIGN**—A sign indicating a street or drive which is not publicly owned and maintained to be used only for access by the occupants of the development and their guests.

**PROJECTING SIGN**—A building-mounted double-sided sign with the two faces generally perpendicular to the building wall, not to include signs located on a canopy, awning, or marquee. (Also known as "blade sign.")

**PUBLIC SIGN**—A sign erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification signs for public facilities.

**REFLECTIVE SIGN**—A sign containing any material or device which has the effect of intensifying reflected light.

**REVOLVING SIGN**—A sign which revolves in a circular motion rather than remaining stationary on its supporting structure.

**RIGHT-OF-WAY**—A corridor of land set aside for use, in whole or in part, by a street or other public purpose.

**ROOF SIGN**—A building-mounted sign erected upon, against, or over the roof of a building.

**SANDWICH-BOARD SIGN**—See "portable sign."

**SCOREBOARD**—A sign contained within an athletic venue and intended solely to provide information to the attendees of an athletic event.

**SCROLL**—A mode of message transition on an electronic message sign in which the message appears to move vertically or horizontally across the display surface.

**SECURITY SIGN**—An on-premises sign regulating the use of the premises, such as a "no trespassing," "no hunting," or "no soliciting" sign. (Also known as a "warning sign.")

**SHIELDED**—The description of a luminaire from which no direct glare is visible at normal viewing angles by virtue of its being properly aimed, oriented, or located which is properly fitted with devices such as shields, barn doors, baffles, louvers, skirts, or visors.

**SIGN**—Any device, fixture, placard, or structure which uses any color, form, graphic, logo, illumination, symbol, or writing which advertises, announces the purpose of or identifies the purpose of a product, service, place, activity, person, institution, business, or solicitation to the public. Also included are any emblems, painting, flags, banners, pennants, or placards designed to advertise, identify, or convey information and any permanently installed or situated sign merchandise.

**SIGN AREA**—See "gross sign area."

**SIGN HEIGHT**—The distance from the existing ground elevation at the base of or immediately below the sign to the highest point of the sign structure.

**SIGN OFFICER**—The Sign Officer shall be the Ferguson Township Zoning Administrator.

**SIGN SUPPORTING STRUCTURE**—Poles, posts, walls, frames, brackets, or other supports holding a sign in place.

**STOREFRONT**—The exterior facade of a building housing a commercial use that is visible from a street, sidewalk, or other pedestrian way accessible to the public and containing the primary entrance to the commercial establishment.

**STREAMERS**—A display made of lightweight, flexible materials consisting of long, narrow, wavy strips, hung individually or in a series, with or without a logo or advertising message printed or painted on them and typically designed to move in the wind.

**STREET POLE BANNER**—A banner suspended above a public sidewalk and attached to a single street pole. These signs shall not contain any commercial advertising.

**TEMPORARY SIGN**—A temporary sign or display that is intended or constructed for display and generally constructed of lightweight materials and installed in a manner so as to be easily removed.

**TOURIST-ORIENTED DIRECTIONAL SIGN (TOD), STATE RIGHT-OF-WAY**—A 24-inch-by-72-inch or 16-inch-by-48-inch directional sign on blue or brown background that indicates the name of and gives directional guidance to the participant's location. These signs are located for individual participants, following PennDOT's TODs signage policy and are not part of a larger sign system. TOD signs are permitted in the state right-of-way.

**TOURIST-ORIENTED DIRECTIONAL SIGN (TOD), TOWNSHIP RIGHT-OF-WAY**—A sign that may include text, a symbol and directional arrow, not to exceed a total of six square feet. These smaller TOD signs are permitted within the Township right-of-way.

**TRANSITION**—A visual effect used on an electronic message sign to change from one message to another.

**TRI-VISION BOARDS**—An outdoor unit with a slatted face that allows three different copy messages to revolve at intermittent intervals.

**VEHICULAR SIGN**—See "portable sign."

**VENDING MACHINE SIGN**—A sign displayed on a vending machine indicating the name of the product being sold and/or the price of such product.

**WALL SIGN**—A building-mounted sign which is either attached to, displayed on, or painted on an exterior wall in a manner parallel with the wall surface which projects not more than 12 inches from that wall or surface. A sign installed on a false or mansard roof is also considered a wall sign. (Also known as: "fascia sign," "parallel wall sign," or "band sign.")

**WARNING SIGN**—See "security sign."

**WINDOW SIGN**—A sign which is painted on, applied to, or attached to a window or door, or located within three feet of the interior of the window or door, and which is legible and intended to be read from the exterior of the building.

**YARD SIGN**—A lightweight, temporary, freestanding sign that is generally installed in the ground on a wooden post or a thin frame made of metal.

**ZONING HEARING BOARD**—The Zoning Hearing Board of Ferguson Township.

**ZONING ORDINANCE**—The Zoning Ordinance of Ferguson Township (Chapter 27).

#### §19-104. General Provisions.

1. Basis on Which Signs Are Regulated. The display of signs in Ferguson Township is hereby regulated on the basis of the following factors:
  - A. Type of sign;
  - B. Area of the sign;
  - C. Height of the sign;
  - D. Location of the sign;
  - E. Number of signs permitted on a property.

2. Sign Illumination.

All sign illumination will comply with Ferguson Township's Lighting Ordinance §4-111.

- A. Illumination. Signs may be illuminated, unless specified otherwise herein, consistent with the following standards:
  - 1) Light Sources. Light sources to illuminate signs shall neither be visible from any street right-of-way, nor cause glare hazardous or distracting to pedestrians, vehicle drivers, or adjacent properties.
  - 2) Detectable Light. No more than 0.2 footcandle of light shall be detectable at the boundary of any abutting property.

- B. Types of Illumination.** Where permitted, illumination may be:
- 1) External. Externally illuminated signs, where permitted, are subject to the following regulations:
    - a) The source of the light must be concealed by translucent covers.
    - b) External illumination shall be by a steady, stationary light source, shielded and directed solely at the sign. The light source must be static in color.
  - 2) Internal. Internally illuminated signs, where permitted, are subject to the following regulations:
    - a) Internal illumination, including neon lighting, must be static in intensity and color.
    - b) Attraction-board signs are permitted in accordance with the regulations contained in Table 1:

**Table 1  
PERMITTED TYPES OF ILLUMINATION BY USE.**

Use	Illumination Type				Brightness Limitation for Digital Displays and Message Centers	Motion Limitation	Site Limitation	
	Internal	Message Center Sign	External	Digital Display			Digital Display Signs as a Max % of Total Sign Area on Site	Message Center Signs as a Max % of Sign Area
Residential Agriculture and Rural	N	N <sup>2*</sup>	N <sup>1</sup>	N	N/A	N/A	N/A	N/A
Office and General Commercial	Y	Y	Y	Y	Daytime: 5,000 nits **Nighttime: 750 nits	10 Seconds	N/A	50%
Industrial/ IRD	Y	N*	Y	N	Daytime: 5,000 nits **Nighttime: 750 nits	10 Seconds	N/A	N/A
Off-premises <sup>1</sup>	N	N	Y	N	N/A	N/A	N/A	N/A
Temporary signs <sup>1</sup>	N	N	N	N	N/A	N/A	N/A	N/A
Portable signs <sup>1</sup>	N	N	N	N	N/A	N/A	N/A	N/A

1 Off-premises, temporary and portable signs are subject to the illumination regulations governing off-premises, temporary and portable signs, rather than the illumination standards governing the specific district where the sign is located.

2 Excludes signs located in parks or recreational facilities.

3 Excludes scoreboards located in parks or recreational facilities.

\* Place of assembly sign permitted.

\*\* United States Sign Council: 2016.

3. Attraction Boards. Subject to the following regulations, in addition to all other illumination requirements established in this section.
  - A. Sign Type. Attraction boards shall be attached to the freestanding sign.
  - B. Height. If the attraction board is separated from the main freestanding pole sign, the attraction board may not project higher than 15 feet as measured from grade level directly below the base of the sign or grade of the nearest adjacent roadway, whichever is higher. If the attraction board is separated from the main freestanding sign, it shall be serrated by a minimum of 12 inches from the main freestanding pole sign.
  - C. Area. Ten square feet per face.
  - D. Maximum Number. One sign per freestanding sign.
  - E. Message Display.
    - 1) No attraction-board sign may contain text which flashes, pulsates, moves, or scrolls. Each complete message must fit on one screen.
    - 2) The content of an attraction-board sign must transition by changing instantly (e.g., no fade-out or fade-in).
    - 3) Default Design. The sign shall contain a default design which shall freeze the sign message in one position if a malfunction should occur.
    - 4) No attraction-board sign shall contain red electronic lettering.
  - F. Daylight Hours. During daylight hours between sunrise and sunset, luminance shall be no greater than 5,000 nits.
  - G. Other Times. At all other times, luminance shall be no greater than 750 nits.
  - H. Light-Sensing Device. Each sign must have a light-sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change to comply with the limits set here within.
  - I. Public Service Announcements. The owner of every attraction-board sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public, including, but not limited to, Amber alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
  - J. The owner of any attraction board shall arrange for a certification showing compliance with the brightness standards set forth herein by an independent contractor and provide the certification documentation to Ferguson Township as a condition precedent to the issuance of a sign permit.
4. Electrical Standards.
  - A. The electrical, solar, or battery supply to all exterior signs, whether to the sign itself or to lighting fixtures positioned to illuminate the sign, shall be provided by means of concealed cables. Electrical, solar, or battery supply to freestanding signs shall be provided by means of underground cables.

#### **§19-105. Construction Specifications.**

All permanent signs permitted by this part shall be constructed in accordance with the provisions of this section. When applicable, a building permit shall be obtained for sign construction.



1. Compliance with Applicable Codes. In addition to complying with the provisions of this part, all signs shall be constructed in accordance with the provisions of the International Building Code (Chapter 5, Part 1) and Electrical Code-of the Township of Ferguson (Chapter 5, Part 2), latest adopted edition.

#### **§19-106. Prohibited Signs.**

The following signs are unlawful and prohibited:

1. Signs within the Township right-of-way, except for governmental signs/regulatory signs and official traffic signs.
2. Abandoned signs.
3. Bandit signs. Signs shall only be attached to utility poles in conformance with state and utility regulations and the requirements of this chapter.
4. Vehicular signs. Signs placed on or painted on a vehicle parked with the primary purpose of providing signage not otherwise allowed in this part.
5. Mechanical movement signs, including revolving signs.
6. Pennant strings and streamers, balloons and other gas-filled figures, except as a temporary sign.
7. Any signs that imitate, resemble, interfere with, or obstruct official traffic lights, signs, or signals.
8. A-frame, or sandwich board, and sidewalk, or curb signs, except as a temporary sign.
9. Signs which emit smoke, visible vapors, particulate matter, sound, odor, or contain open flames.
10. Interactive signs.
11. Signs incorporating beacon or festoon lighting.
12. Roof signs.
13. Signs erected without the permission of the property owner, with the exception of those authorized or required by local, state, or federal government.
14. Signs on Trees. Signs which are attached or otherwise affixed to trees or other living vegetation, except for security and warning signs.
15. Projecting Signs. Signs which are attached or otherwise affixed to a building and project more than 16 inches beyond the wall surface of such building to which the sign is attached or otherwise affixed.
16. Portable and Wheeled Signs, except as a temporary sign.

#### **§19-107. Exempt Signs.**

The following signs shall be allowed without a sign permit and shall not be included in the determination of the type, number, or area of permanent signs allowed within a zoning district, provided such signs comply with the regulations in this section, and shall not be permitted in the right-of-way, except where noted in the section below.

1. Holiday and seasonal decorations.
2. Real Estate Signs.
  - A. Residential Uses.

- i. Unlighted real estate signs pertaining only to the sale, lease or hire of a particular building, property or premises upon which displayed, which do not exceed three (3) feet in height and four (4) square feet per face.
    - ii. Signs shall be located on the property and shall be removed within ten (10) days upon completion of the sale, letting or hiring, lease or rental of the subject property.
  - B. Commercial Uses.
    - i. Unlighted real estate signs pertaining only to the sale, lease or hire of a particular building, property or premises upon which displayed, which do not exceed thirty two (32) square feet per face.
    - ii. Signs shall be located on the lot and shall be removed within ten (10) days upon completion of the sale, letting or hiring, lease or rental of the subject property.
- 3. Address signs. Up to two signs stating address, number, and/or name of occupants of the premises and do not include any commercial advertising or other identification.
  - A. Residential Uses. Signs not to exceed three square feet per face.
  - B. Commercial Uses. Signs not to exceed five square feet per face.
- 4. Non-illuminated "No Trespassing" or like other signs serving as notice from an owner or tenant to persons not on the premises that entry to the premises is prohibited or restricted in accordance with Title 75, Pa.C.S.A., the Pennsylvania Vehicle Code and its regulations, as set forth in Title 18, Pa.C.S.A., the Pennsylvania Crimes Code and its regulations.
  - A. Residential Uses. Signs not to exceed two square feet per face.
  - B. Commercial Uses. Maximum of one large sign per property, not to exceed five square feet per face. All other posted security and warning signs may not exceed two square feet per face.
- 5. Flags.
  - A. Location. Flags and flagpoles shall not be located within any right-of-way.
  - B. Height. Flags shall have a maximum height of 30 feet.
  - C. Number. No more than two flags per lot in residential districts, no more than three flags per lot in all other districts.
  - D. Size. Maximum flag size is 24 square feet per face in residential districts, 35 square feet per face in all other districts.
  - E. Flags Containing Commercial Messages. Flags containing commercial messages may be used as permitted freestanding or projecting signs, within districts that have commercial uses.
  - F. Noncommercial Messages. Flags up to three square feet per face containing noncommercial messages.
  - G. Noncommercial Signs. Flags, emblems, and insignia of political, professional, religious, educational, or fraternal organizations, providing that such flags, emblems, and insignia are displayed for noncommercial purposes.
- 6. Legal notices, public notices, identification, information or directional signs erected or required by governmental bodies in the performance of the offices or employee's duties.

7. Memorial signs, plaques, nameplates, etc. Any sign consisting of a solid plate of bronze or similar corrosion-resistant metal that is permanently attached to a building and does not exceed four square feet per face.
8. Permanent architectural features. Any sign carved into masonry that is integral to a structure.
9. Signs advertising the variety of crops growing. Signs advertising the variety of crop growing in a field. Such signs shall be removed after the growing season.
10. Incidental signs. Incidental signs, including incidental window signs.
11. Parking lot directional and instructional signs.
  - A. Directional signs designating parking area entrances and exits limited to one sign for each entrance and/or exit and not exceeding four square feet per face for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory. These signs are limited to the name and logo of the business being directed to.
  - B. Instructional signs designating the conditions of use or identity of parking areas and not exceeding eight square feet per face for each exposed face nor exceeding an aggregate gross surface area of 16 square feet. Parking lot instruction signs shall not project higher than 10 feet for wall signs and seven feet for freestanding signs, as measured from the established grade of the parking area(s) to which such signs are accessory.
12. Art and murals. A mural or work of visual art that conforms with the following standards shall be exempt from regulation.
  - A. Mural of work of art that meets all of the following criteria:
    - i. Does not exceed 300 square feet,
    - ii. Contains less than three percent (3%) text,
    - iii. Be located on a commercial building at least fifty feet from an arterial street, and
    - iv. Remain intact for a minimum of two years.
13. Temporary signs. Temporary signs in accordance with §19-108.
14. Farm identification signs. Signs which do not exceed 20 square feet per face or 40 square feet total, including century farm signs and farm preservation signs. Each farm may have a total of three signs: farm name, century farm sign, and preserved farm sign.
15. Signs on vehicles. Signs placed on or affixed to the side of vehicles and/or trailers where the sign is incidental to the primary use of the vehicle or trailer. However, this is not in any way intended to permit signs placed on or affixed to vehicles and/or trailers which are parked on a public right-of-way where the apparent purpose is to advertise a product or direct people to a business or activity located on the same or nearby property, with the exception of self-propelled, licensed vehicles with no more than two axles where the vehicles are parked in the parking lot for the use which the vehicles serves. A sign affixed to the side of a vehicle may not exceed the limits of the side of the vehicle that it is affixed to. Signs affixed to or wrapped around public transportation vehicles are included.
16. Awning, canopy and marquee signs. Signs not exceeding an aggregate gross surface area of four square feet.

17. Educational agricultural event sign. Signs erected for the limited time period of two weeks during a year in the AR Zoning District and on the grounds commonly used for the Agricultural Progress Days.
18. Patron advertising signs. Signs erected on the perimeter of an organizational sponsored youth athletic field. Signs shall be one-sided with a maximum of 32 square feet per face. Sponsors advertising on scoreboards may not exceed 25% of the surface area of the score board.
19. Daily advertising signs. Temporary signs, advertising specials, sales, features, etc., that are permitted to be displayed during business hours and removed at close of business. These signs shall be A-frame/sandwich-board-type signs, are geared toward pedestrians, shall not exceed 6 square feet per face, and shall be removed at the end of each business day.

*The following exempt signs are permitted within the Township right-of-way:*

20. Official traffic signs.
21. Government/regulatory, Public signs. Signs erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossings, and identification or directional signs for public facilities.
22. Private drive signs. One sign per driveway entrance, not to exceed two square feet per face.
23. Tourist-orientated directional signs within Township right-of-way. TOD signs are not to exceed three signs per attraction/destination. A TOD sign may include text, symbol, and directional arrow; the total sign area of all three signs combined shall not exceed six square feet per face.
24. Tourist-orientated directional signs within state right-of-way. A 24-inch-by-72-inch or 16-inch-by-48-inch directional sign following PennDOT's TODs signage policy.
25. Auction signs and yard/garage sale signs.

#### **§19-108. Temporary Sign Standards.**

1. Temporary signs may be erected based upon the Temporary Signs Allowed by Use Type table. The types of temporary signs allowed for each use are identified in **Table 2: Temporary Signs Allowed by Use Type**. The types of signs that are permitted are listed in Table 2. For each type of sign, the right-most column in Table 2 references the specific standards that apply to that type of sign.

**Table 2  
TEMPORARY SIGNS ALLOWED BY USE TYPE.**

<b>TYPE OF SIGN PERMITTED</b>	<b>NUMBER OF SIGNS PER BUSINESS</b>	<b>STANDARDS</b>
<b>ATTACHED COMMERCIAL USE SIGNS</b>		
Banner	One (1)	§ 19-108.3.A.
Wall	One (1)*	§ 19-108.3.B.
Window	20% of façade area comprised of windows	§ 19-108.3.C.
<i>* If a property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one additional wall sign may be permitted so long as there is a minimum spacing of 200 feet between the two wall signs.</i>		
<b>FREESTANDING COMMERCIAL USE SIGNS</b>		
Inflatable and Balloon	N/A	§ 19-108.4.A.
Freestanding	One (1)**	§ 19-108.4.B.
Portable	Two (2)	§ 19-108.4.C.
<i>** If a property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one additional wall sign may be permitted so long as there is a minimum spacing of 200 feet between the two wall signs.</i>		
<b>TYPE OF SIGN PERMITTED</b>	<b>NUMBER OF SIGNS PER LOT</b>	<b>STANDARDS</b>
<b>ATTACHED RESIDENTIAL USE SIGNS</b>		
Wall	One (1)***	§ 19-108.5.A.
<i>*** One large temporary sign is permitted per residential use so long as the property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area.</i>		
<b>FREESTANDING RESIDENTIAL USE SIGNS</b>		
Portable	Three (3)	§ 19-108.6.A.

- A. Temporary signs are non-illuminated and constructed from materials that do not degrade over the life of the sign;
- B. Temporary signs must be safely and securely fastened, mounted, and/or affixed to prevent damage to the sign, surrounding structures, and people, especially considering potentially adverse weather conditions;
- C. The placement of temporary signs must not interfere with pedestrian traffic, curb ramps, or access to buildings, driveways, fire escapes, or otherwise restrict access to, any parking spaces necessary to fulfill the requirements of §22-501C. Off-Street Parking and Loading Regulations.
- D. Temporary Construction Signs. All temporary construction signs are permitted at issuance of a Zoning Permit. All temporary construction signs will be removed from the construction site, no more than 30 days after an Occupancy Permit has been issued.

2. Removal

- A. Ferguson Township and/or the property owner may confiscate signs installed in violation of this chapter. Neither Ferguson Township nor the property owner are responsible for notifying sign owners of confiscation of an illegal sign.
  - B. Permission. The party posting the temporary sign is solely responsible for obtaining the permission of the property owner before posting their temporary sign.
  - C. Installation and Maintenance.
    - i. Temporary signs that are frayed, torn, broken, or that are no long legible will be deemed unmaintained and will be required to be removed by a Township official.
3. Standards for Temporary Attached Signs for Commercial Uses
- A. Banner Sign
    - i. One large temporary banner sign is permitted per business for all commercial uses. If a property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one additional banner sign may be permitted so long as there is a minimum spacing of 200 feet between the two banner signs.
    - ii. The temporary banner sign shall have a maximum area of 32 square feet per face.
    - iii. The temporary banner sign shall hang at a height no greater than 20 feet.
    - iv. A temporary banner sign shall be displayed no more than once a year per business, for a period of time not to exceed 30 days.
  - B. Wall Sign
    - i. One large temporary wall sign is permitted per business for all commercial uses. If a property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one additional wall sign may be permitted so long as there is a minimum spacing of 200 feet between the two wall signs.
    - ii. The temporary wall sign shall have a maximum area of 16 square feet per face.
    - iii. A temporary wall sign shall be displayed no more than once a year per business, for a period of time not to exceed 30 days.
  - C. Window Sign
    - a. On any story of a building, the total sign area of window signs shall not exceed 20 percent of the façade area comprised of windows.
    - b. A window sign shall not be illuminated by any source other than a source external to the sign.
4. Standards for Temporary Freestanding Signs for Commercial Uses
- A. Inflatable and Balloon Signs.
    - i. Not project above the roof line or top of the building structure;
    - ii. Not to be designed to generate animation or movement;
    - iii. The placement must not interfere with pedestrian traffic, curb ramps, or access to buildings, driveways, or fire escapes; and
    - iv. Be displayed no more than once a year per lot, for a period of time not to exceed seven days.
  - B. Freestanding Sign

- i. One large temporary freestanding sign is permitted per business for all commercial uses. If a property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one additional freestanding sign may be permitted so long as there is a minimum spacing of 200 feet between the two freestanding signs.
- ii. The temporary freestanding sign shall have a maximum area of 16 square feet per face.
- iii. Large temporary signs that are freestanding shall have a maximum height of eight feet.

C. Portable Sign

- i. Two signs are permitted per establishment/business.
- ii. Sign area shall not exceed 9 square feet per face.
- iii. The placement of the sign must not interfere with pedestrian traffic, curb ramps, or access to buildings, driveways, or fire escapes.
- iv. The sign shall not be affixed, chained, anchored, or otherwise secured to the ground or to any pole, tree, tree grate, fire hydrant, railing, or other structure.
- v. The sign shall be permitted to be displayed during business hours and removed at close of business.

5. Standards for Temporary Attached Signs for Residential Uses

A. Wall Sign

- i. One large temporary wall sign is permitted per residential use so long as the property is greater than two acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area.
- ii. The temporary wall sign shall have a maximum area of 32 square feet per face.

6. Standards for Temporary Freestanding Signs for Residential Uses

A. Portable Sign

- i. Up to three portable signs having a sign area not exceeding 3 square feet per face are permitted per residential lot.
- ii. A portable sign shall not exceed six feet in height.

§19-109. Permanent Sign Types By Use Table.

Table 3  
PERMANENT SIGN TYPES BY USE.

TYPE OF SIGN PERMITTED	ATTACHED (A) / FREESTANDING (F)	STANDARDS
<b>RESIDENTIAL USE SIGNS</b>		
<b>RESIDENTIAL</b>		
Building Name & Address	A/F	§19-110.1.
Residential Development	F	§19-110.2.
Home Occupation	F	§19-110.3.
<b>COMMERCIAL USE SIGNS</b>		
<b>COMMERCIAL</b>		
Wall	A	§ 19-111.1.A.
Freestanding	F	§ 19-111.1.B.
Awning, Canopy & Marquee	A	§ 19-111.1.C.
Attraction Board	A to F	§ 19-111.1.D.
Billboards & Off-Premises	F	§ 19-111.1.E.
Window	A	§ 19-111.1.F.
<b>SHOPPING CENTER SIGNS</b>		
Wall	A	§ 19-111.2.A.
Freestanding	F	§ 19-111.2.B.
Awning, Canopy & Marquee	A	§ 19-111.2.C.
Attraction Board	F	§ 19-111.2.D.
<b>AUTOMOBILE SERVICE STATION SIGNS</b>		
Wall	A	§ 19-111.3.A.
Freestanding	F	§ 19-111.3.B.
Awning, Canopy & Marquee	A	§ 19-111.3.C.
Service Bay Identification	A	§ 19-111.3.D.
Service Island Identification	A/F	§ 19-111.3.E.
Convenience Store	A	§ 19-111.1./ § 19-111.3.E.
Gas Island Canopy	A	§ 19-111.3.G.
<b>OFF-PREMISES DIRECTIONAL/DIRECTORY SIGNS</b>	A/F	§ 19-111.4.
<b>ADULT BUSINESS SIGNS</b>		
Wall	A	§ 19-111.7.A.
<b>AUTOMOBILE DEALERSHIP SIGNS</b>		
Wall	A	§ 19-111.8.A.
Freestanding	F	§ 19-111.8.B.
Awning, Canopy & Marquee	A	§ 19-111.8.C.
Service Bay Identification	A	§ 19-111.8.D.



OFFICE, INDUSTRIAL AND INSTITUTIONAL USE SIGNS		
OFFICE, INDUSTRIAL AND INSTITUTIONAL SIGNS		
Wall	A	§ 19-112.1.A.
Freestanding	F	§ 19-112.1.B.
Awning, Canopy, & Marquee	A	§ 19-112.1.C.
Landscaped Ground	F	§ 19-112.1.D.
OFFICE & INDUSTRIAL PARK SIGNS	F	§ 19-112.2.
DIRECTORY SIGNS	A/F	§ 19-112.3.
OFF-PREMISES DIRECTIONAL/DIRECTORY SIGNS	A/F	§ 19-112.4.
INSTITUTIONAL ATTRACTION BOARDS	A/F	§ 19-112.5.

**§19-110. Residential Uses.**

For all residential uses, only the following signs are hereby permitted and then only accessory and incidental to a permitted or special use: (It shall be noted that all residential address labeling should be referred to Chapter 11, Housing, of the Ferguson Township Code.)

1. Building Name and Address Signs. Name and address signs of buildings containing six or more residential units indicating only the name of the building, the name of the development in which it is located, the management thereof and/or address of the premises shall be subject to the following:
  - A. Type. Building name and address signs may be either wall signs or freestanding signs.
  - B. Number. There shall not be more than one name and address sign for each building, except that, where a building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
  - C. Area. Building name and address signs shall not exceed four square feet per face, nor exceed an aggregate gross surface of eight feet.
  - D. Location. Building name and address signs shall not be located closer than 1/2 the minimum setback required for the zoning district in which the sign is to be erected or within 15 feet of any point of vehicular access from zoning lot to a public roadway, whichever is greater. The location and arrangement of all building name and address signs shall be subject to the review and approval of the Sign Officer.
  - E. Height. Building name and address signs shall not project higher than 15 feet for wall signs and seven feet for freestanding signs as measured from base of sign or building to which the sign is to be affixed or grade of the nearest adjacent roadway, whichever is higher.
  
2. Residential Development Signs. Residential development signs indicating only the name of the development and/or the address or location of the development shall be subject to the following:
  - A. Type. The residential development signs shall be freestanding signs.
  - B. Number. There shall not be more than two residential development signs for each point of vehicular access to a development.

- C. Area. Residential development signs shall not exceed 20 square feet per face. The total aggregate surface area shall not exceed 40 square feet for each point of vehicular access to a development.
  - D. Location. Residential development signs may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway. The location and arrangement of all residential development signs shall be subject to the review and approval of the Sign Officer.
  - E. Height. Residential development signs shall not project higher than seven feet as measured from the base of the sign or grade of the nearest adjacent roadway, whichever is higher.
3. Home Occupation Sign. Signs which indicate the name and address of a home occupation shall be subject to the following:
- A. Type. The home occupation sign shall be a freestanding sign.
  - B. Number. There shall not be more than one home occupation sign per house.
  - C. Area. The home occupation sign shall not exceed 5 square feet per face or 10 square feet gross aggregate sign area.
  - D. Location. The home occupation sign may be located on the lot but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway. The location of all home occupation signs shall be subject to the review and approval of the Sign Officer.
  - E. Height. Home occupation signs shall not project higher than five feet as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is higher.
  - F. Exempt Signs. Exempt signs as specified in § 19-107.
  - G. Temporary Signs. Temporary signs as specified in § 19-108.

**§ 19-111. Commercial Uses.**

For all commercial uses, only the following signs are hereby permitted and then only if accessory and incidental to a permitted or special use:

- 1. Commercial Use Signs. Commercial use signs, other than those subject to special conditions in later subsections of this section, shall be subject to the following:
  - A. Wall Signs.
    - 1. Number. There shall not be more than one wall sign for each principal building, except that, where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
    - 2. Area. The gross surface area of a wall sign shall not exceed 10% of the area of the building wall, including doors and windows, to which the sign is to be affixed or 64 square feet per face, whichever is smaller. The gross surface area of a wall sign may be increased by 20%, except that the gross surface of the sign shall not exceed 64 square feet per face if such wall sign:

- a) Consists only of individual, outlined alphabetic, numeric and/or characters without background, except that provided by the building surface to which the sign is to be affixed.
  - b) If illuminated, such illumination is achieved through shielded spot lighting, but not any lighting where the light source is visible or exposed on the face or sides of the characters.
3. Location. A wall sign may be located on the outermost wall on any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed. The location and arrangement of all wall signs shall be subject to the review and approval of the Sign Officer.
  4. Height. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building wall which the sign is to be affixed, whichever is lower.
  5. Special Conditions. Where a principal building is devoted to two or more permitted uses, the following chart shall determine the size of the sign permitted per business:

Number of Businesses in Buildings	Maximum Square Feet Per Face Permitted per Business
1	50
2	35
3	25
4 or more	20

In this case, where there are two or more permitted uses within a building, it shall be the responsibility of the building owner to apply for and sign for the sign permit.

**B. Freestanding Signs.**

1. Number. There shall not be more than one freestanding signs for each lot, with the exception of a commercial property where the entrances are along an arterial street and two or more principal buildings exist on the lot. For a lot with two or more buildings on the lot, no more than two freestanding signs shall be permitted.
2. Corridor Overlay. If a parcel is located within the corridor overlay, two freestanding signs are permitted if the parcel has two or more principal buildings and where entrances are along an arterial street.
3. Area. The gross surface area of a freestanding sign shall not exceed 32 square feet per face, nor exceed an aggregate gross surface area of 64 square feet.
4. Location. A freestanding sign may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway.

5. Height. A freestanding sign shall not project higher than 25 feet, as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower, except in the Corridor Overlay District when the height shall be controlled by the Corridor Overlay Ordinance.
- C. Awning, Canopy and Marquee Signs.
1. Number. There shall not be more than one awning, canopy or marquee sign exceeding an aggregate gross surface area of four square feet for each principal building. Awning, canopy and marquee signs which are four square feet or less in aggregate gross surface area are exempt from the provisions of this part, as specified in § 19-107.
  2. Area. The gross surface area of an awning, canopy or marquee sign shall not exceed 24 square feet or not more than 50% of the gross surface area of the smallest face of the awning, canopy or marquee to which such sign is affixed.
  3. Height. Any awning, canopy or marquee sign shall not project higher than the top of the awning, canopy or marquee to which such sign is to be affixed.
- D. Attraction Boards.
1. Type. Attraction boards shall be attached to the main freestanding sign.
  2. Number. Each lot with a retail/wholesale commercial use (except automobile dealerships and automobile service stations) may erect a single attraction board identifying special, unique, limited activities, services, products or sale of limited duration occurring on the retail/wholesale commercial lot or where the attraction board is to be located.
  3. Area. The gross surface area of a retail/wholesale commercial lot attraction board shall not exceed 10 square feet per face, nor exceed 20 square feet in aggregate gross surface area.
  4. Location. A retail/wholesale commercial premises attraction board may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
  5. Height. If the attraction board is separated from the main freestanding pole sign, the attraction board may not project higher than 15 feet as measured from grade level directly below the base of the sign or grade of the nearest adjacent roadway, whichever is higher. If the attraction board is separated from the main freestanding sign, it shall be separated by a minimum of 12 inches from the main freestanding pole sign.
- E. Billboards and Off-Premises Signs.
1. Number. One billboard or off-premises sign may be erected, constructed or maintained on any premises in a General Commercial Zoning District, provided the proposed billboard or off-premises sign shall meet the following criteria and be required to adhere to the following regulations. Any special exception granted shall meet the following criteria and be required to adhere to the following regulations.

2. Area. An off-premises sign or billboard shall not exceed 300 square feet per face, and each such sign shall have only one exposed face.
3. Spacing. An off-premises sign or billboard shall not be closer than 1,000 feet to another off-premises sign or billboard along the same side of any street or highway.
4. Spacing at Intersections. An off-premises sign or billboard shall not be located within 150 feet of any street intersection.
5. Location. An off-premises sign or billboard shall only be permitted in the General Commercial Zoning District only on lots which do not have a freestanding sign. The sign shall be located in accordance with the yard setbacks for structures in the General Commercial Zoning District. If a billboard is erected, no freestanding sign will be permitted.
6. Height. An off-premises sign or billboard shall not project higher than 22 feet, as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower.
7. Engineering Certification. Any applications for an off-premises sign or billboard shall be accompanied by certification under seal by a professional engineer that the existence of the off-premises sign or billboard, as proposed, shall not present a safety hazard

F. Window Sign

1. On any story of a building, the total sign area of window signs shall not exceed 20 percent of the façade area comprised of windows.
2. A window sign shall not be illuminated by any source other than a source external to the sign.

2. Shopping Center Signs.

A. Wall Signs.

1. Number. There shall not be more than one wall sign for each principal tenant or use contained in a shopping center, except that, where a tenant or use abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
2. Area. The gross surface area of a wall sign shall not exceed 10% of the tenant's or user's proportionate share of the building wall to which the sign is to be affixed or 50 square feet, whichever is smaller.
3. Location. A wall sign may be located on the outermost wall of any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
4. Height. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building wall to which the sign is to be affixed, whichever is lower.

B. Freestanding Signs.

1. Number. There shall not be more than one freestanding sign for each shopping center.

2. Area. The gross surface area of a freestanding sign shall not exceed a maximum of one square foot of gross aggregate surface area for each 1 1/2 linear feet of front footage of the lot, not to exceed 100 square feet per face, nor exceed 200 square feet of gross aggregate surface area.
3. Location. A freestanding sign may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway.
4. Height. A freestanding sign shall not project higher than 25 feet as measured from grade level directly below the base of the sign or grade of the nearest adjacent roadway, whichever is lower. If the lot is located in the Corridor Overlay District, the height shall be controlled by the Corridor Overlay Ordinance and the regulations of the underlying zone.
5. Directory Signs. Each shopping center freestanding sign may include affixed directly to it a directory indicating only the names of the tenants of the shopping center in which the sign is to be located. The gross surface area of a directory shall not exceed 10 square feet per face, nor exceed an aggregate gross surface area of 20 square feet for each tenant located in the shopping center in which the sign is to be located.

C. Awning, Canopy and Marquee Signs.

1. Number. There shall not be more than one awning, canopy or marquee sign exceeding an aggregate gross surface area of 24 square feet for each principal building. Awning, canopy and marquee signs which are four square feet or less in aggregate gross surface area are exempt from the provisions of this part as specified in § 19-107.
2. Area. The gross surface area of an awning, canopy or marquee sign shall not exceed 24 square feet, but be limited to not more than 50% of the gross surface area of the smallest face of the awning, canopy or marquee to which such sign is to be affixed.
3. Height. An awning, canopy or marquee sign shall not project higher than the top of the awning, canopy or marquee to which such sign is to be affixed.

D. Attraction Board.

1. Type. Shopping center attraction boards shall be freestanding signs.
2. Number. Each shopping center may erect a single attraction board identifying special, unique, limited activities, services, products or sale of a limited duration occurring within the shopping center in which the attraction board is to be located.
3. Area. The gross surface area of a shopping center attraction board shall not exceed 50 square feet per face, nor exceed an aggregate gross surface area of 100 square feet.
4. Location. A shopping center attraction board may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.

5. Height. If the sign is separate from the main freestanding pole sign, a shopping center attraction board shall not project higher than 15 feet as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is higher. If the attraction board is part of and mounted on the main freestanding pole sign, the attraction sign shall be separated by a minimum of 12 inches from the main shopping center sign. If the lot is located in the Corridor Overlay District, the height shall be controlled by the Corridor Overlay Ordinance and the regulations of the underlying zoning district.
3. Automobile Service Station Signs. Automobile service station signs shall be subject to the following:
    - A. Wall Signs.
      1. Number. There shall not be more than one wall sign for each principal building, except that, where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
      2. Area. The gross surface area of a wall sign shall not exceed 10% of the area of the building wall to which it is to be affixed or 64 square feet per face, whichever is smaller. The gross surface area of a wall sign may be increased by 20%, except that the gross surface area of the sign shall not exceed 64 square feet per face, if such wall sign:
        - a) Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed.
        - b) If illuminated, such illumination is achieved through shielded illumination, shielded silhouette lighting or shielded spot lighting, but not any lighting where the light source is visible or exposed on the face or sides of the characters.
        - c) Location. A wall sign may be located on the outermost wall of any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
        - d) Height. A wall sign shall not project higher than a parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building wall to which the sign is to be affixed, whichever is lower.
    - B. Freestanding Signs.
      1. Number. There shall not be more than one freestanding sign for each lot.
      2. Area. The gross surface area of a freestanding sign shall not exceed 32 square feet per face, nor exceed an aggregate gross surface area of 64 square feet.
      3. Location. A freestanding sign may be located in any required yard but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway.
      4. Height. A freestanding sign shall not project higher than 25 feet, as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower, except in the Corridor Overlay District

when the height shall be controlled by the Corridor Overlay District and the regulations of the underlying zone.

- C. Awning, Canopy and Marquee Signs.
  - 1. Number. There shall not be more than one awning, canopy or marquee sign exceeding an aggregate gross surface area of four square feet for each principal building. Awning, canopy and marquee signs which are four square feet or less in aggregate gross surface area are exempt from the provisions of this part, as specified in § 19-107.
  - 2. Area. The gross surface area of an awning, canopy or marquee sign shall not exceed 24 square feet, but be limited to not more than 50% of the gross surface area of the smallest face of the awning, canopy or marquee to which such sign is to be affixed.
  - 3. Height. An awning, canopy or marquee sign shall not project higher than the top of the awning, canopy or marquee to which such sign is to be affixed or 20 feet as measured from the base of the building wall to which the awning, canopy or marquee is to be affixed, whichever is lower.
- D. Service Bay Identification Signs. Service bay identification signs providing direction or instruction to:
  - 1. Type. All service bay identification signs shall be wall signs.
  - 2. Number. There shall not be more than one service bay identification sign for each service bay located on the premises.
  - 3. Area. The area of a service bay identification sign shall not exceed 10 square feet per face.
  - 4. Location. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
  - 5. Height. A service bay identification sign shall not project higher than a parapet line of a wall to which the sign is to be affixed, or 20 feet as measured from the base of the building wall to which the sign is to be affixed, whichever is lower.
- E. Service Island Identification Signs. Service island identification signs indicating the type of service offered, the price of gasoline and other relevant information or direction to persons using the facility, but containing no advertising material of any kind, shall be subject to the following:
  - 1. Type. Service island identification signs may be either wall signs or freestanding signs.
  - 2. Number. There shall not be more than one service island or identification sign for each service or pump island on the premises.
  - 3. Location. Service island identification signs may be located on the outermost wall of any principal building, on the pumps or within the area of a service island.
  - 4. Area. The gross surface of a service island identification sign shall not exceed six (6) square feet per face, nor exceed an aggregate gross surface of 12 square feet.



5. Height. A service island identification sign shall not project higher than 15 feet, as measured from grade level directly below the face of the sign or building to which the sign is to be affixed or grade of the nearest adjacent roadway, whichever is lower.
- F. Convenience Store Signs. Convenience store signs shall be subject to the following:
  1. A convenience store will be regulated by § 19-111.1 except that each convenience store with one or more service islands shall be regulated by the provisions of § 19-111.3.E and such election shall be included as part of this sign permit for that store.
- G. Gas Island Canopy Sign:
  1. Sign copy, corporate logos, graphics, etc., may be a maximum of 15% of one face of the canopy;
  2. Individual letters, logos or symbols may not exceed four feet in height and may not project out from the surface of canopy more than 18 inches, or project above or below the canopy. Digital gas prices are permitted.
4. Off-Premises Directional/Directory Signs. Off-premises directional/directory signs shall be subject to the following:
  - A. Type. Off-premises directional/directory signs may be either wall or freestanding signs.
  - B. Number. There shall not be more than one sign per permitted area. When two or more businesses require an off-premises directional/directory sign, all information shall be combined into one sign.
  - C. Area. The gross surface area of an off-premises directional/directory sign shall not exceed five square feet per face nor exceed an aggregate gross surface area of 10 square feet.
  - D. Location. An off-premises directional/directory sign shall be located at the roadway leading to the occupant's premises but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
  - E. Height. If the off-premises directional/directory sign is a freestanding sign, then it shall not project higher than 10 feet as measured from grade level directly below the face of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher. If the off-premises directional/directory sign is a wall sign, then it shall not project higher than the parapet line of the wall to which the sign is to be affixed, whichever is lower.
  - F. Special Conditions. Off-premises directional/directory signs are to be utilized only by businesses whose properties do not abut a public street.
5. Exempt Signs. Exempt signs as specified in § 19-107.
6. Temporary Signs. Temporary signs as specified in § 19-108.
7. Adult Business Signs.
  - A. Wall Signs.
    1. Number. There shall not be more than one wall sign for an adult business use.
    2. Area. The area of a wall sign shall not exceed 20 square feet per face.

3. Location. A wall sign may be located on the outermost wall of any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
  4. Height. A wall sign shall not project higher than the lower of the parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building wall to which the sign is to be affixed.
- B. Adult businesses are not permitted to have freestanding, canopy, marquee, awning or directional signs.
8. Automobile Dealership Signs. Automobile dealership signs shall be subject to the following:
- A. Wall Signs.
    1. Number. There shall be no more than one wall sign for each principal building, except that, where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
    2. Area. The gross surface area of a wall sign shall not exceed 10% of the area of the building wall, including doors and windows, to which the sign is to be affixed or 64 square feet per face, whichever is smaller.
    3. Location. A wall sign may be located on the outermost wall of any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed. The location and arrangement of all wall signs shall be subject to the review and approval of the Sign Officer.
    4. Height. A wall sign shall not project higher than the parapet line of the wall to which the sign is affixed or 20 feet as measured from the base of the building wall to which the sign is to be affixed, whichever is lower, except in the Corridor Overlay District when the height shall be controlled by the Corridor Overlay Ordinance and the regulations of the underlying zoning district.
  - B. Freestanding Signs.
    1. Number.
      - a) Primary Freestanding Signs. There shall not be more than one principal freestanding sign for each automobile dealership.
      - b) Secondary Freestanding Signs. Secondary freestanding signs shall be permitted only if used for preowned automobiles and/or if two or more automotive product lines (automobile makes) are offered for sale on the premises. No more than two secondary freestanding signs shall be permitted.
    2. Area.
      - a) Primary Freestanding Signs. The gross surface area of primary freestanding signs shall not exceed 32 square feet per face, nor exceed an aggregate gross surface area of 64 square feet.
      - b) Secondary Freestanding Signs. The gross surface area of a secondary freestanding sign shall not exceed 24 square feet per face, nor exceed an aggregate gross surface area of 48 square feet.

3. Location. Primary and secondary freestanding signs may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway.
  4. Height.
    - a) Primary Freestanding Signs. A primary freestanding sign shall not project higher than 25 feet as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower, except in the Corridor Overlay District when the height shall be controlled by the Corridor Overlay District and the regulations of the underlying zoning district.
    - b) Secondary Freestanding Signs. A secondary freestanding sign shall not project higher than 15 feet as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower, except in the Corridor Overlay District when the height shall be controlled by the Corridor Overlay District and the regulations of the underlying zoning district.
- C. Awning, Canopy and Marquee Signs.
1. Number. There shall not be more than one awning, canopy or marquee sign exceeding an aggregate gross surface area of four feet for each principal building. Awning, canopy or marquee signs which are four square feet or less in aggregate gross surface area are exempt from the provisions of this part.
  2. Area. The gross surface area of an awning, canopy or marquee sign shall not exceed 24 square feet, but be limited to not more than 50% of the gross surface area of the smallest face of the awning, canopy or marquee to which such sign is to be affixed.
  3. Height. An awning, canopy or marquee sign shall not project higher than the top of the awning, canopy or marquee to which such sign is to be affixed.
- D. Service Bay Identification Signs. Service bay identification signs providing direction or instruction to persons using the facility and containing no advertising material of any kind shall be subject to the following:
1. Type. All service bay identification signs shall be wall signs.
  2. Number. There shall not be more than one service bay identification sign for each service bay located on the premises.
  3. Area. The area of a service bay identification sign shall not exceed 10 square feet per face.
  4. Location. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
  5. Height. A service bay identification sign shall not project higher than the parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building to which the sign is to be affixed, whichever is lower.

## §19-112. Office, Industrial and Institutional Use Signs.

For all office, industrial and institutional uses, only the following signs are hereby permitted and then only if accessory and incidental to a permitted or special use:

1. Office, Industrial, and Institutional Use Signs. Office, industrial and institutional use signs shall be subject to the following:
  - A. Wall Signs.
    1. Number. There shall not be more than one wall sign for each principal building, except where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.
    2. Area. The gross surface area of a wall sign shall not exceed 10% of the area of the building wall, including doors and windows, to which the sign is to be affixed or 64 square feet per face, whichever is smaller. The gross surface area of a wall sign may be increased by 20%, except that the gross surface area of the sign shall not exceed 64 square feet, if such wall sign:
      - a) Consists only of individual, outlined, alphabetic, numeric and/or symbolic characters without background, except provided by the building surface to which the sign is affixed.
      - b) If illuminated, such illumination is achieved through shielded illumination, shielded silhouette lighting or shielded spot lighting, but not any lighting where the light source is visible or exposed on the face or sides of the characters.
    3. Location. A wall sign may be located on the outermost wall of any principal building, but shall not project more than 16 inches from the wall to which the sign is to be affixed.
    4. Height. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed or 20 feet as measured from the base of the building wall to which the sign is to be affixed, whichever is lower.
    5. Special Conditions. Where a principal building is devoted to two or more permitted uses, the operator of each such use may install a wall sign upon his/her proportionate share of the building wall to which the sign is to be affixed. The maximum gross surface area of each such wall sign shall be not more than 24 square feet per face. The proportionate share is determined by calculating the area of the building wall, including doors and windows to which the sign is to be affixed, and applying such proportion to the total permitted wall sign aggregate gross surface area of the building.
  - B. Freestanding Signs.
    1. Number. There shall not be more than one freestanding sign for each lot.
    2. Area. The gross surface area of a freestanding sign shall not exceed 32 square feet per face, nor exceed an aggregate gross surface area of 64 square feet.

3. Location. A freestanding sign may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
4. Height. A freestanding sign shall not project higher than 25 feet, as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is lower, except in the Corridor Overlay District when the height shall be controlled by the Corridor Overlay District and the regulations of the underlying zoning district.

C. Awning, Canopy and Marquee Signs.

1. Number. There shall not be more than one awning, canopy or marquee sign exceeding an aggregate gross surface area of four square feet for each principal building. Awning, canopy and marquee signs which are four square feet or less in aggregate gross surface area are exempt from the provisions of this part as specified in § 19-107.
2. Area. The gross surface area of an awning, canopy or marquee sign shall not exceed 24 square feet, but be limited to not more than 50% of the gross surface area of the smallest face of the awning, canopy or marquee to which such sign is to be affixed.
3. Location. A sign may be affixed to or located upon any awning, canopy or marquee.
4. Height. An awning, canopy or marquee sign shall not project higher than the top of the awning, canopy or marquee to which such sign is to be affixed.

D. Landscaped Ground Sign.

1. Number. There shall not be more than one landscaped ground sign for each lot.
2. Area. The minimum nonbuildable front yard area required for placement of a landscaped ground sign is 1/4 acre (10,890 square feet). The area of a landscaped freestanding sign shall not exceed 1,500 square feet per face. The front yard area is defined as the area between the two side lot lines, the road right-of-way, and the building front or parking lot, whichever is closer, extending the full length of the front lot line.
3. Location. A landscaped ground sign shall be located in the required front yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from a zoning lot to a public roadway. In addition, the landscaped ground sign shall not block the sight distance of persons ingressing or egressing from the site. The landscaped sign shall be located on a slope of not greater than three to one.
4. Height. Any material which is part of a landscaped ground sign (i.e., the name, logo or primary identifying feature) shall not project higher than three feet, as measured from average grade below the landscaped materials which make up the sign.

5. Grading. Proposed grading and/or mounding shall not be sloped greater than three to one and shall not extend higher than three feet from adjacent finished grades.
    6. Materials. The landscaped ground sign shall be constructed of plant material and related natural landscaping materials such as stone, mulch and landscape timbers. The landscaped ground sign shall be property maintained. Any plant material that is 25% dead or more shall be considered dead and must be replaced. Deciduous material shall be guaranteed to break dormancy if planted in the dormant season. Replacements shall be made during the first spring or fall planting season following the death of the plants. Replacements shall be of the same size and species as the original.
2. Office and Industrial Park Signs. Office and industrial park signs indicating only the name of the park and/or the address or location of the park shall be subject to the following:
  - A. Type. All office and industrial park signs shall be freestanding signs.
  - B. Number. There shall not be more than one office or industrial park sign for each point of vehicular access to an office or industrial park from an intersecting public roadway.
  - C. Area. The area of an office or industrial park sign shall not exceed 32 square feet per face, nor exceed an aggregate gross surface area of 64 square feet. Directory signs may not be attached to the office or industrial park freestanding sign.
  - D. Location. An office or industrial park sign may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
  - E. Height. An office or industrial park sign shall not project higher than seven feet as measured from grade level directly below the face of the sign or grade of the nearest adjacent roadway, whichever is higher.
3. Directory Signs. Directory signs, which are in addition to the principal freestanding or wall signs, indicating only the name of the occupants of the premises on which the sign is to be located, but containing no advertising material of any kind, shall be subject to the following:
  - A. Type. Directory signs may be either wall signs or part of the primary freestanding sign for the lot.
  - B. Number. There shall not be more than one directory sign for each office, industrial and institutional building or complex under unified control consisting of two or more occupants. Directory signs shall not be permitted for single occupant office, industrial and institutional buildings and complexes.
  - C. Area. The area of a directory sign shall not exceed five square feet per face for each occupant located in the building or complex.
  - D. Location. A directory sign may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
  - E. Height. A directory sign shall not project higher than 10 feet as measured from grade level directly below the face of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.

4. Off-Premises Directional/Directory Signs. Off-premises directional/directory signs shall be subject to the following:
  - A. Type. Off-premises directional/directory signs may be either wall signs or freestanding signs.
  - B. Number. There shall not be more than one sign per business which does not have access to a public street. When two or more businesses require an off-premises directional/directory sign, all information shall be combined into one sign.
  - C. Area. The gross surface area of an off-premises directional/directory sign shall not exceed five square feet per face per business nor exceed an aggregate gross surface area for all businesses of 32 square feet per face or an aggregate gross surface area of 64 square feet.
  - D. Location. An off-premises directional/directory sign shall be located at the roadway leading to the occupant's premises but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway. The sign may be located within the private access right-of-way provided that all parties with an interest in the private right-of-way waive their private interest in the encroachment of the sign. Further, if the private right-of-way ever becomes public, the off-premises directional sign shall be removed prior to the Township accepting the street.
  - E. Height. If the off-premises directional/directory sign is a freestanding sign, then it shall not project higher than 10 feet as measured from grade level directly below the face of the sign to the grade of the nearest adjacent roadway, whichever is higher. If the off-premises directional/directory sign is a wall sign, then it shall not project higher than the parapet line of the wall to which the sign is to be affixed, whichever is lower.
  - F. Special Conditions. Off-premises directional/directory signs are to be utilized only by a business whose property does not abut a public street.
5. Institutional Attraction Boards. Attraction boards displayed by civic, philanthropic, educational and religious organizations identifying activities, events and services involving the organization occupying the premises on which the attraction board is to be erected, but containing no commercial advertising material of any kind, shall be subject to the following:
  - A. Type. Institutional attraction boards may be either wall signs or freestanding signs. If it is a freestanding sign, it must be attached to the primary freestanding sign.
  - B. Number. There shall not be more than one institutional attraction board for each principal building.
  - C. Area. The gross surface area of an institutional attraction board shall not exceed 15 square feet per face, nor exceed an aggregate gross surface area of 30 square feet.
  - D. Location. An institutional attraction board may be located in any required yard, but shall not extend over any lot line or within 15 feet of any point of vehicular access from any zoning lot to a public roadway.
  - E. Height. An institutional attraction board shall not project higher than 15 feet as measured from grade level directly below the face of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.
  - F. Exempt Signs. Exempt signs as specified in § 19-107.

- G. Temporary Signs. Temporary signs as specified in § 19-108.
- 6. Exempt Signs. Exempt signs as specified in § 19-107.
- 7. Temporary Signs. Temporary signs as specified in § 19-108

**§19-113. Permits.**

1. Permits Required. Except for the following, no person may erect, alter, or relocate within Ferguson Township any sign without first obtaining a sign permit from the Sign Officer and paying the required fee:
  - A. Exempt signs as specified in § 19-107.
  - B. Real estate, temporary construction, temporary political, temporary event, auction, garage/yard sale signs, personal expression signs, or daily advertising signs.
  - C. Routine maintenance or changing of the parts or copy of a sign, provided that the maintenance or change of parts or copy does not alter the surface area, height, or otherwise render the sign nonconforming.
2. Permit Application. Applications for sign permits shall be submitted to the Sign Officer and shall contain or have attached thereto the following information:
  - A. The names, addresses and telephone numbers of the applicant, the owner of the property on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.
  - B. The location of the building, structure, or zoning lot on which the sign is to be erected or affixed.
  - C. A sketch plan of the property involved, showing accurate placement thereon of the proposed sign.
  - D. Two drawings of the plans and specifications of the sign to be erected or affixed and the method of construction and attachment to the building or in the ground. Such plans and specifications shall include details of dimensions, color, materials, and weight.
  - E. The written consent of the owner of the building, structure, or property on which the sign is to be erected or affixed.
  - F. Such other information as the Sign Officer may require to determine full compliance with this and other applicable ordinances of the Township of Ferguson.
3. Issuance of Permits. Upon filing of an application for a sign permit, the Sign Officer shall examine the plans, specifications, and other submitted data, and the premises upon which the sign is proposed to be erected or affixed. If it appears that the proposed sign is in compliance with all the requirements of this part and in conformance with the Zoning Ordinance (Chapter 27) and other applicable ordinances of the Township of Ferguson and if the appropriate permit fee has been paid, the Sign Officer shall issue a permit for the proposed sign.
  - A. Except when a land development plan is required, in which case a land development plan shall be submitted in accordance with Chapter 22, all applications for zoning permits shall be granted or denied by the Sign Officer within 30 days from the date of receipt of the application and fees for such. The Sign Officer shall notify the applicant in writing of all action taken on the application for a zoning permit within said thirty-day period. If the application is denied, such notification shall specify the provisions of this part.



- B. If the work authorized under a sign permit has not been completed within 24 months after the date of issuance, the permit shall become null and void, unless otherwise extended by the Sign Officer for a single additional ninety-day period.
- 4. Permit Fees. Each sign required by this part requiring a sign permit shall pay a fee established by resolution by the Board of Supervisors of Ferguson Township.
- 5. Annual License Fee. An annual license fee for all signs, except exempt signs and residential development signs, shall be paid in accordance with a resolution setting forth the Township fee schedule. The Township fee schedule shall be adopted by resolution of the Ferguson Township Board of Supervisors.
- 6. Penalty Fee. If an annual sign permit renewal fee is paid later than 60 days of the date of the invoice requesting such payment, a penalty fee equal to 50% of the cost of the permit renewal fee shall be assessed.
- 7. Revocation of Permit. All rights and privileges acquired under the provisions of this part are mere licenses and, as such, are at any time revocable for just cause by the Ferguson Township Board of Supervisors. All permits issued pursuant to this section are hereby subject to this provision.

**§19-114. Review of Existing Permanent Signs.**

- 1. Annual Inspection. The Sign Officer, or his/her authorized representative, shall conduct, at a minimum, an annual inspection of all permanent signs being displayed in the Township of Ferguson on and after the effective date of this part (which signs are hereinafter called "existing permanent signs" for the purpose of identifying those existing permanent signs which are not in compliance with this part).
- 2. Requests for Inspection. Any person may file a written request with the Sign Officer requesting an inspection of one or more existing permanent signs as identified in the request. In each such instance, the Sign Officer shall promptly inspect such sign(s) to determine compliance with the provisions of this part. However, no existing permanent sign need be inspected more than two times annually. The Sign Officer shall make a written report indicating the findings of the inspection to both the owner of the inspected sign and to the person filing the request for inspection.
- 3. Notices of Violation. The Sign Officer shall notify, in writing, each owner of an existing permanent sign found to be in violation of any provision of this part pursuant to the inspections made under Subsections 1 and 2. The notice shall specifically refer to each section of this part under which a violation has been found to exist and thereupon describe the features of the inspected sign found to be deficient. The notice shall specify whether the sign is a legal nonconforming sign or a nonconforming sign, as described in § 19-115 of this part.
- 4. Appeals. The owner of an existing permanent sign which has been the subject of the notice of violation as specified in Subsection 3 may appeal the notice by filing an appeal pursuant to § 19-117 of this part no later than 30 days after receipt of such notice of violation.

**§ 19-115. Nonconforming Signs.**

- 1. Nonconforming Signs. Any sign lawfully existing or under construction on the effective date of this part, which does not conform to one or more of the provisions of this part, may be continued

in operation and maintained indefinitely as a legal nonconforming sign subject to compliance with the requirements of Subsection 2 of this section.

2. **Maintenance and Repair of Nonconforming Signs.** Normal maintenance of nonconforming signs, including changing, copying, necessary repairs, and incidental alterations which do not extend or intensify the nonconforming features of the sign, shall be permitted. However, no enlargement or extension shall be made to legal nonconforming signs unless the enlargement or extension will result in the elimination of the nonconforming features of the sign. If a nonconforming sign is removed or destroyed by any means the sign may not be rebuilt to its original condition and may not continue to be displayed.

#### **§19-116. Removal of Certain Signs.**

1. **Signs in Violation.** If the Sign Officer shall find that any sign, displayed in violation of the Ordinance, he/she shall give written notice to the owner, agent, or person having the beneficial interest in the building or the premises on which such sign is located.
2. **Abandoned Signs.** Any sign, whether existing on or erected after the effective date of this part, which advertises a business no longer being conducted or a product no longer being offered for sale in or from the premises on which the sign is located, shall be removed within 90 days upon the cessation of such business or sale of such product by the owner, agent or person having beneficial interest in the building or premises on which such sign is located. If the Sign Officer shall find that any such sign advertising a business no longer being conducted or a product no longer being offered for sale in or from the premises on which the sign is located has not been removed from the premises on which the sign is located within 90 days upon the cessation of such business or sale of such product, he/she shall give written notice to the owner, agent or person having the beneficial interest in the building or premises on which such sign is located.
3. **Unsafe Signs.** Ferguson Township may remove or cause to be removed the sign at the expense of the owner and/or lessee in the event of the owner or the person or firm maintaining the sign has not complied with the terms of the notice within 30 days of the date of the notice. In the event of immediate danger, the Township may remove the sign immediately upon the issuance of notice to the owner, person, or firm maintaining the sign.

#### **§19-117. Administration and Enforcement.**

1. **Enforcement Officer.** The Sign Officer is hereby designated as the enforcement officer for this part. In furtherance of his/her authority as such enforcement officer, the Sign Officer shall have the following duties and powers:
  - A. **Review and Issue Permits.** Review all applications for sign permits and issue permits for those signs found to be in compliance with the provisions of this part.
  - B. **Conduct Inspections.** Conduct an annual or more frequent inspection of all permanent signs displayed in the Township of Ferguson to ensure compliance with the provisions of this part.
  - C. **Issue Notices of Violations.** Issue notices of violation to the owner, agent or person having the beneficial interest in the building or the premises on which a sign is located which is found to be in violation of this part.

- D. Cause Removal of Certain Signs. After due notice, cause the removal of certain signs which are found to be in noncompliance with one or more of the provisions of this part.
  - E. Administrative Interpretations. Render, when called to do so, administrative interpretations regarding the provisions of this part and their effect on the display of any sign located or to be located in the Township of Ferguson.
  - F. Maintenance of Records. Maintain all records necessary to the appropriate administration and enforcement of this part, including applications for variances and appeals.
  - G. Public Information. Provide and maintain a source of public information relative to all matters arising out of this part.
2. Zoning Hearing Board of Ferguson Township.
- A. Jurisdiction. The Zoning Hearing Board is hereby vested with the following jurisdiction and authority:
    - 1. Appeals. Hear all appeals from any order, requirement, decision, determination, or interpretation of the Sign Officer acting with the authority vested from this part and make written decisions for the disposition of such appeals.
    - 2. Variances. Hear all requests for variances from the provisions of this part and make written decisions for the granting or denial of such requests.
  - B. Appeals. An appeal may be taken to the Zoning Hearing Board by any person aggrieved by an order, requirement, decision, determination or interpretation by the Sign Officer acting within the authority of this part.
3. Petition for Appeal.
- A. Standing. An appeal shall be filed within 30 days after the alleged erroneous order, requirement, decision, determination, or interpretation.
  - B. Filing. An appeal shall be filed on the official Township sign variance appeal application form which includes the following:
    - 1. The name(s), address(es), and telephone number(s) of the petitioner(s), the owner(s) of the property on which the sign is to be erected or affixed, the owner(s) of the sign, and the person affixing the sign.
    - 2. A description of the appeal.
    - 3. Justification of the appeal.
    - 4. The location of the building, structure, or zoning lot on which the sign is to be erected or affixed.
    - 5. A site plan on the property involved, showing accurate placement thereon of the proposed sign.
    - 6. A drawing of the plans and specifications of the sign to be erected or affixed and method of construction and attachment of the building or in the ground. Such plans and specifications shall include details of dimensions, materials, color, and weight.
    - 7. The written consent of the owner of the building, structure, or property on which the sign is to be erected or affixed.

8. Such other information as the Sign Officer may require to determine full compliance with this and other applicable ordinances of the Township of Ferguson.
  - C. Fees. Each appeal to the Zoning Hearing Board shall be accompanied by a fee as set by resolution of the Ferguson Township Board of Supervisors.
4. Transmittal of Record. The Sign Officer shall, at the time of filing an appeal, forthwith transmit to the Zoning Hearing Board all of the documents constituting a record upon which the action appealed was taken.
5. Effect of Appeal. An appeal shall stay all proceedings in furtherance of the action appealed from, unless the Sign Officer certifies to the Zoning Hearing Board, after the appeal has been filed with the Sign Officer, that by reason of the facts stated in the application, a stay would in his/her opinion cause imminent peril to life or property. In such case, the proceeding shall not be stayed unless a restraining order is issued by a court of record, and then only if due cause can be conclusively shown.
6. Zoning Hearing Board.
  - A. Timing. The Zoning Hearing Board shall hold a public hearing on an appeal within 60 days of its completed written form and hearing fee.
  - B. Attendance. The petitioner and Sign Officer and/or their authorized representative shall attend those meetings of the Zoning Hearing Board at which an appeal is to be heard.
7. Zoning Hearing Board Decision. Within 45 days after the close of the required public hearing of an appeal, the Zoning Hearing Board shall prepare and submit written findings of fact and conclusions of law to grant, deny, wholly or in part, or modify said appeal to the Board of Supervisors for final determination.
8. Effect of Zoning Hearing Board Denial. No appeal which has been denied, wholly or in part, by the Zoning Hearing Board, in accordance with the provisions established herein, may be resubmitted for a period of one year from date of said denial, except on grounds of new evidence or proof of changed conditions found to be valid by the Zoning Hearing Board.
9. Maintenance of Records. The Sign Officer shall maintain complete records of all findings of fact and conclusions of law of the Zoning Hearing Board relative to an appeal. All such records shall be open to the public for inspection.
10. Variances. It is the intent of this part to use variances only to relieve hardship. Specifically, variances are to be used to overcome some exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent an owner from displaying his/her sign as intended by this part. Such practical difficulty must be clearly exhibited and must be a result of an external influence; it may not be self-imposed.
  - A. Petition for Variance.
    1. Standing. A petition for a variance from any provisions of this part may be made by any person having a proprietary interest in the sign for which such variance is requested.
    2. Filing. A variance request shall be filed in writing with the Sign Officer and shall include the following information:

- a) The name(s), address(es), and telephone number(s) of the petitioner(s), the owner(s) of the property on which the sign is to be erected or affixed, the owner(s) of the sign, and the person affixing the sign.
  - b) A description of the requested variance.
  - c) Justification of the requested variance.
  - d) The location of the building, structure, or zoning lot on which the sign is to be erected or affixed.
  - e) A site plan of the property involved, showing accurate placement thereon of the proposed sign.
  - f) A drawing of the plans and specifications of the sign to be erected or affixed and method of construction and attachment of the building or in the ground. Such plans and specifications shall include details of dimensions, materials, color, and weight.
  - g) The written consent of the owner of the building, structure, or property on which the sign is to be erected or affixed.
  - h) Such other information as the Sign Officer may require to determine full compliance with this and other applicable ordinances of the Township of Ferguson.
- B. Fees.** Each variance request to the Zoning Hearing Board shall be accompanied by a fee as set forth by the Board of Supervisors, which fee is to be paid at the time of filing of the variance request.
- C. Zoning Hearing Board.**
- 1. **Timing.** The Zoning Hearing Board shall hold a public hearing on a variance request within 60 days of its completed written filing.
  - 2. **Attendance.** The petitioner and Sign Officer and/or their authorized representative shall attend those meetings of the Zoning Hearing Board at which a variance is to be heard.
- D. Standards for Variances.** The Zoning Hearing Board may determine that a variance be granted when it shall be determined from evidence presented to the Zoning Hearing Board that the variance will not merely serve as a convenience to the petitioner, but is necessary to alleviate some demonstrable hardship or unusual practical difficulty and that the granting of the variance will not in any way be inconsistent with the intent, purpose, and objectives of this part.
- E. The Zoning Hearing Board's Decision.** Within 30 days after the close of the required public hearing of a requested variance from one or more of the provisions of this part, the Zoning Hearing Board shall prepare and submit written findings of fact and conclusions of law to grant, deny, wholly or in part, or modify said variance request.

**§19-118. Violations and Penalties.**

- 1. **Failure to Obtain or Renew Sign Permit.** Any person who erects, alters, or relocates within the Township of Ferguson any sign without first obtaining a sign permit or fails to renew such permit for an existing sign as specified in § 19-113 of this part shall be, upon conviction thereof in a

proceeding commenced before a district justice pursuant to the Pennsylvania Rules of Criminal Procedures, sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day's continuance of a violation shall constitute a separate offense.

2. Display of Illegal Signs. Any person who displays a sign in the Township of Ferguson found to be in violation of one more of the provisions of this part, except for those legal nonconforming signs as specified in § 19-115, after receipt of written notice of such violation(s), shall, upon conviction thereof in a proceeding commenced before a district justice pursuant to the Pennsylvania Rules of Criminal Procedures, be sentenced to a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day's continuance of a violation shall constitute a separate offense.
3. Other Remedies. In addition to all other remedies, the Township of Ferguson may institute any appropriate action or proceeding to prevent, restrain, correct, or abate any violation of this part.

**§ 19-119 Severability.**

If any word, sentence, section, chapter or any other provision or portion of this part or rules adopted hereunder is invalidated by any court in competent jurisdiction, the remaining words, sentences, sections, chapters, provisions, or portions will not be affected and will continue in full force and effect.

# CENTRE REGION COUNCIL OF GOVERNMENTS

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State College, PA 16801

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February 26, 2020

TO: Steve Miller, Ferguson Township Chair  
Betsy Whitman, Patton Township Chair  
Anthony Fragola, College Township Chair  
Jesse Barlow, State College Borough President  
Danelle Del Corso, Halfmoon Township Chair  
Nigel Wilson, Harris Township Chair  
Centre Region Municipal Managers

FROM: Jim Steff, COG Executive Director

SUBJECT: General Forum Follow-up

## ACTIONS OF THE GENERAL FORUM FOR MUNICIPAL BOARDS/COUNCILS FOLLOW-UP

During the February 24, 2020 COG meeting, the General Forum unanimously agreed to a recommendation from the Public Safety Committee for the appointment of one member of the Centre Region Building and Housing Code Board of Appeals to be re-appointed to an additional three-year term.

**“That the General Forum forward the following nomination to the member municipalities for re-appointment to the Centre Region Building and Housing Board of Appeals for a three (3) year term commencing February 25, 2020:**

**Property Maintenance Board: Ryan Solnosky, Ph.D., P.E.”**

An appointment to the Board of Appeals includes a three-year term, and members may serve a maximum of three consecutive terms or a total of nine years.

Please let me know when this action is complete so that I can advise the Code Agency.

cc: Municipal Executive Assistants  
Agency Directors  
COG Office Managers  
Elliot Abrams, COG Chair

**From:** "Dininni,Laura" <ldininni@twp.ferguson.pa.us>  
**Date:** February 27, 2020 at 8:41:00 PM EST  
**To:** "Pribulka,David" <dpribulka@twp.ferguson.pa.us>  
**Cc:** "Miller,Steve" <smiller@twp.ferguson.pa.us>  
**Subject:** **Consent agenda item**

Hi Dave,

I'd like to add the following to the 3/2 consent agenda please:

Discuss directing staff to send correspondence to State College Borough regarding lay down yard use of former Houts lot/s, including a request to implement any possible impact reducing and safety increasing measures immediately.

I'd like to include the "Houts Use Permit" document (attached) as an agenda attachment.

Thank you,

Laura

**IMPORTANT WARNING:** The information in this message (and the documents attached to it, if any) is confidential and may be legally privileged. It is intended solely for the addressee. Access to this message by anyone else is unauthorized. If you are not the intended recipient, any disclosure, copying, distribution or any action taken, or omitted to be taken, in reliance on it is prohibited and may be unlawful. If you have received this message in error, please delete all electronic copies of this message (and the documents attached to it, if any), destroy any hard copies you may have created and notify me immediately by replying to this email. Thank you.



CENTRE REGION CODE ADMINISTRATION  
 2643 Gateway Drive, Suite #2  
 State College, PA 16801  
 Telephone: 814-231-3056  
 Fax: 814-231-3088  
 centreregioncode.org



Building Permit No.  
 Zoning Permit No. 2019122  
 Worker's Comp. Ins. No. M4800

ADDRESS:

### APPLICATION FOR BUILDING PERMIT

**APPLICATION REQUIREMENTS:** Documents to be submitted with an application for -

- NEW SINGLE FAMILY BUILDINGS - Zoning, Water and Sewer Permits and Two Sets of Plans
- NEW COMMERCIAL BUILDINGS - Zoning, Water and Sewer Permits, Two Sets of Plans
- BUILDING ADDITIONS - Zoning Permit, Two Sets of Plans and May Need Water and/or Sewer Permits
- OTHER WORK - Two Sets of Plans and May Need Zoning, Water and Sewer Permits

**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

Municipality State College Borough  
 Tax Parcel No. UPI 30-011-022 ; UPI 30-011-001 ; UPI 24-002A-609  
 Number and Street 900 West College Ave, (Ferguson), 120 N Buckhout (S.C. Boro)  
 Rural Directions Former OW Houts Property, West College Avenue, Border of S.C. Borough and Ferguson Twp municipal boundaries

**TYPE AND COST OF WORK OR IMPROVEMENT**

- Type of Improvement**
- New building
  - Addition
  - Alteration
  - Repair, replacement
  - Demolition
  - Electrical (only)
  - Sprinkler System (only)

**Describe Work:**  
 - Temp office trailer location for Fox West Deck project storage/laydown for the following projects for 2019/2020:  
 - West Parking Deck - WCSP CHP Installation  
 - Willard Renovations - James Bldg Reconstruction  
 - Heating Renovations - East Halls phase 1C/2A  
 - CBEB  
 Will this be used as a rental?  Yes  No

**Declared Cost (Omit cents)**

\$ N/A

**Dimensions**  
 Height in feet ..... N/A  
 Number of stories.....  
 Total square feet of all floor areas (inc. garage & basement) based on exterior dimensions .....

**Type of sewage disposal**  
 Public or private company  
 Private (septic tank, etc.)

**Type of water supply**  
 Public or private company  
 Private (well, cistern)

**IDENTIFICATION**

	Name	Mailing address - number, street, city, and state	Phone no.
1. Owner	The Pennsylvania State University	Attn: Jeff Kokoskie	814-777-7189
2. Contractor		Morgan Construction Services 107 Physical Plant Building University Park, PA 16802	
3. Architect			

**AFFIDAVIT**

I hereby certify that I am the owner in fee or the authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. All work will be performed in accordance with all applicable laws of the Commonwealth of Pennsylvania and this jurisdiction.

Signature of owner or authorized agent 	Address Physical Plant Building, U Park, PA	Application date 8/2/2019
Print Name Jeff Kokoskie	E-mail JLK29@PSU.EDU	

SITE PLAN - DIMENSION TO BE FILLED IN BY APPLICANT.

SEE ATTACHED  
SITE PLAN



ZONING PLAN EXAMINER'S NOTES

Zone UV Lot Square Footage N/A Percent Coverage N/A Permit No. 2019122

Set Backs	Required	Provided	Front (place √)	Number of off-street parking spaces
North				1 Enclosed .....
East	<u>NO CHANGE</u>			2 Outdoors .....
South				Date
West				Permit issued <u>August 14</u> 20 <u>19</u>
				Approved <u>[Signature]</u>

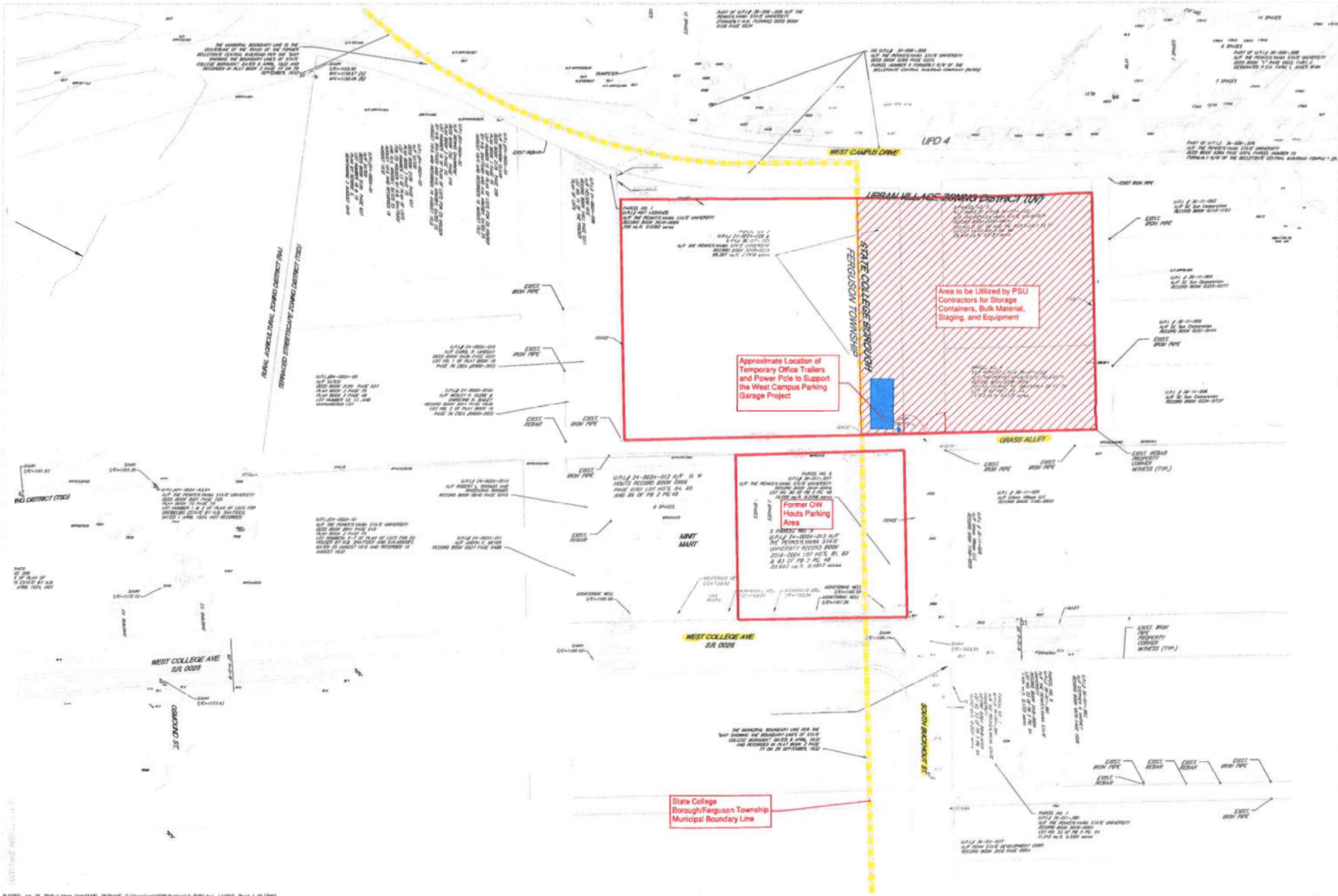
Notes: Projects must not exceed 2 yrs duration  
Temporary job trailer permitted as shown  
Temporary construction access permitted as shown

OCCUPANCY INFORMATION

Type of Construction	Number of Units	Maximum Occupancy Load	Maximum Live Loads lbs. per sq. ft.	Use Group	Number of Units	Maximum Occupancy Load	Maximum Live Loads lbs. per sq. ft.
BASEMENT				SEVENTH FLOOR			
FIRST FLOOR				EIGHTH FLOOR			
SECOND FLOOR				NINTH FLOOR			
THIRD FLOOR				TENTH FLOOR			
FOURTH FLOOR				OTHER			
FIFTH FLOOR				ROOF			
SIXTH FLOOR							

VALIDATION

Building Permit Number \_\_\_\_\_ Date Permit Issued \_\_\_\_\_ 20 \_\_\_\_\_  
 Permit Fee \$ \_\_\_\_\_ Approved \_\_\_\_\_

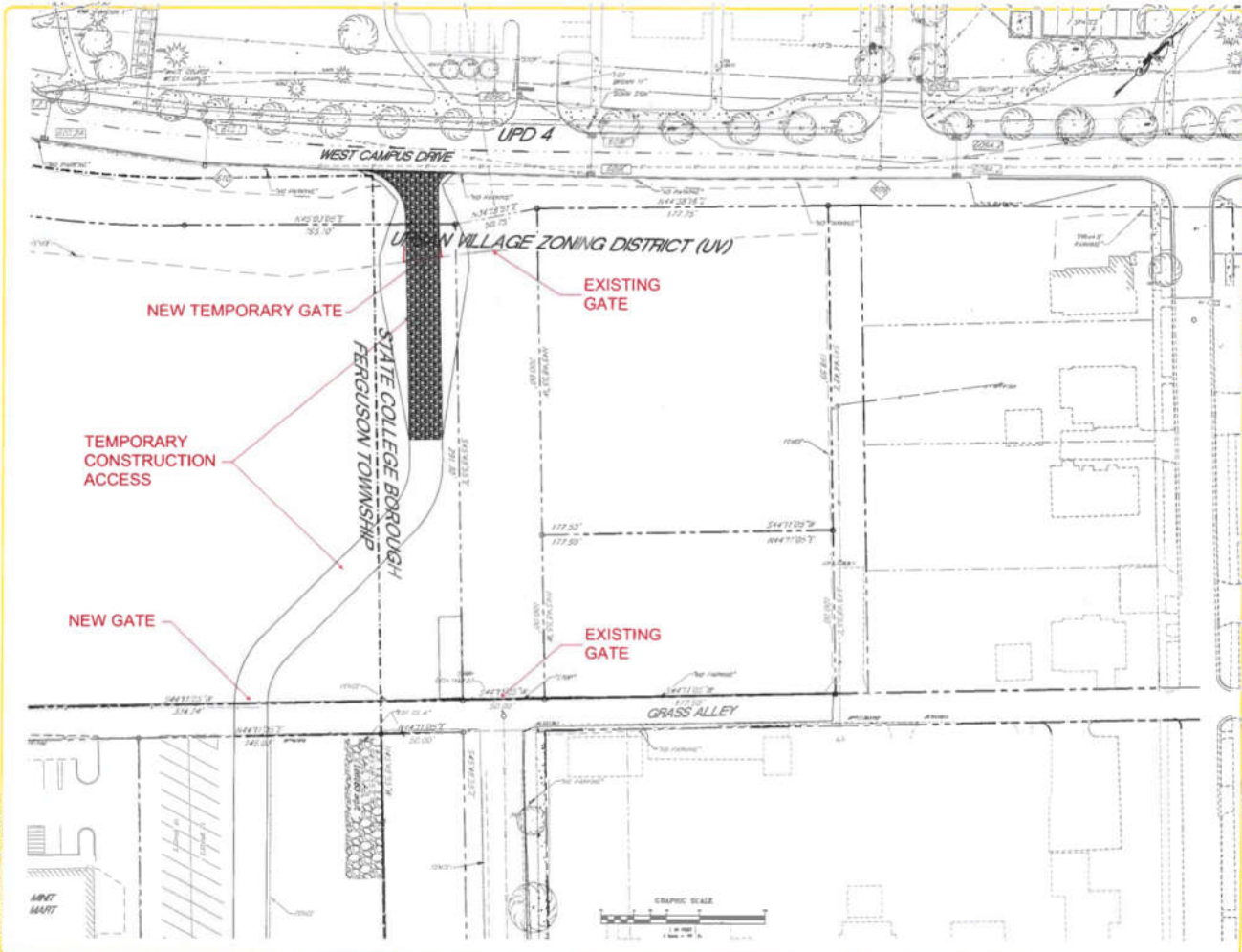


DATE: July 26, 2018 1:40pm (10:00AM) PATH: C:\Users\mshah\Documents\18-001\18-001.dwg LAYOUT: Sheet 1 of 10 (10)

TOPOGRAPHIC AND UTILITIES

GENERAL AND SITE UTILITY





  
 WEST CAMPUS GARAGE  
 TEMPORARY  
 CONSTRUCTION VEHICLE ACCESS  
 PENNSYLVANIA STATE UNIVERSITY  
 SK1  
 SHEET NO. 1 OF 1  
 PROJECT NO. 2011-001



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## TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801  
Telephone: 814-238-4651 • Fax: 814-238-3454  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

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TO: Ferguson Township Board of Supervisors  
FROM: Ryan T. Scanlan, E.I.T., Assistant Township Engineer  
DATE: March 11, 2020  
SUBJECT: **AWARD OF 2020-C6, CURB AND RAMP UPGRADES**

Bids were opened publicly for Contract 2020-C6 Curb and Ramp Upgrades at 2:00 pm on Tuesday, March 10, 2020 and read aloud. The bid opening was attended by Jeff Wert of Glenn O. Hawbaker, Mike Peck of Mid-State Paving and Excavation, Mark Matthews of Ameron Construction, David Modricker, Summer Krape, and myself from Ferguson Township. The bid was advertised in the Centre Daily Times on February 25, 2020 and the invitation to bid was sent to 19 qualified contractors.

Three (3) bids were received as follows:

Glenn O. Hawbaker	\$64,937.00
Mid-State Paving	\$65,536.00
Ameron Construction	\$66,402.50

Attached is a copy of the bid tabulation. The Engineers estimate for this contract is \$69,528. There are budgeted funds available to complete this work.

I recommend that the Board of Supervisors award the contract to Glenn O. Hawbaker, Inc. for a total of \$64,937.00 per their bid.

Attachments: 2020-C6 Bid Tabulation

Copy: D. Pribulka  
D. Modricker  
2020-C6 Contract

**Project: 2020-C6 Curb and Ramp Upgrades**  
**Bid Tabulation**

QTY	ITEM No. UNIT	DESCRIPTION	ENGINEERS ESTIMATE		(1) Glenn O. Hawbaker		Mid-State Paving		(1) Ameron Construction	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
190	4503 0001 SY	PROTECTIVE COATING FOR CEMENT CONCRETE PAVEMENT (MODIFIED)	\$6.25	\$1,187.50	\$0.00	\$0.00	\$4.75	\$902.50	\$0.00	\$0.00
1	0608 0001 LS	MOBILIZATION	\$3,184.00	\$3,184.00	\$3,500.00	\$3,500.00	\$7,400.00	\$7,400.00	\$4,000.00	\$4,000.00
154	4633 0200 LF	PLAIN CEMENT MOUNTABLE CURB, TYPE A (MODIFIED)	\$115.50	\$17,787.00	\$63.00	\$9,702.00	\$90.25	\$13,898.50	\$70.00	\$10,780.00
88	4641 0001 LF	PLAIN CEMENT CONCRETE CURB GUTTER (MODIFIED)	\$137.55	\$12,104.40	\$120.00	\$10,560.00	\$115.00	\$10,120.00	\$100.00	\$8,800.00
154	4676 0001 SY	PLAIN CEMENT CONCRETE SIDEWALK (MODIFIED)	\$135.00	\$20,790.00	\$185.00	\$28,490.00	\$160.00	\$24,640.00	\$190.00	\$29,260.00
295	4695 0003 SF	ADA DETECTABLE WARNING SURFACE PAVERS (MODIFIED)	\$40.00	\$11,800.00	\$40.00	\$11,800.00	\$25.00	\$7,375.00	\$37.50	\$11,062.50
1	0901 0001 LS	MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION	\$2,675.00	\$2,675.00	\$885.00	\$885.00	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00
<b>TOTAL</b>			<b>\$69,528</b>		<b>\$64,937.00</b>		<b>\$65,536.00</b>		<b>\$66,402.50</b>	

(1) Owner is waving informality of improper use of bid form.



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## TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801  
Telephone: 814-238-4651 • Fax: 814-238-3454  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

---

TO: Ferguson Township Board of Supervisors  
FROM: Ryan T. Scanlan, E.I.T., Assistant Township Engineer  
DATE: March 4, 2020  
SUBJECT: **AWARD OF 2020-C8, Pavement Marking Contract**

Bids were opened publicly for Contract 2020-C8 Pavement Markings at 2:00 pm on Tuesday, February 25, 2020 and read aloud. The bid was advertised in the Centre Daily Times on February 11, 2020.

One (1) bid was received as follows:

Alpha Space Control Co., Inc.	\$280,242.79
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The total bid amount includes work for neighboring municipalities that have chosen to piggyback on this contract. Ferguson Township's share of the contract is \$118,831.30, we budgeted \$93,000 for this work. Alpha Space Control has performed this contract in past years and has worked well with the Township. Attached is a copy of the bid tabulation and cost share summary for all participating municipalities.

Ferguson Township's share is above the approved budget, as there was a significant increase in unit prices compared to years past. We will be evaluating selected areas that do not require markings and/or pose limited risk to the safety of the community if left unpainted to be omitted this year to help offset the additional cost.

As in past years, in an attempt to get additional bids, the advertisement for bids was sent to 22 contractors who are qualified to perform this type of work.

I recommend that the Board of Supervisors award the contract to Alpha Space Control Co., Inc. for a total of \$280,242.79 per their bid.

Attachments: 2020-C8 Pavement Marking Bid Tabulation

Copy: D. Pribulka  
D. Modricker  
Participating Municipalities (via email)  
2020-C8 Correspondence

**CONTRACT 2020-C8 PAVEMENT MARKINGS**

Bid Tabulation

NO.	ITEM	UNIT	QTY	TOTAL - ENGR EST.		Alpha Space Control Co.			FERGUSON TWP		BENNER TWP		COLLEGE TWP		HALFMOON TWP	
				Est. Cost	COST	QTY	COST		QTY	COST	QTY	COST	QTY	COST	QTY	COST
1	4" YELLOW LONG LINE	LF	1,380,052	\$0.0546	\$75,309.44	\$0.062	\$85,563.22		394,998	\$24,489.88	180,000	\$11,160.00	97,400	\$6,038.80	64,416	\$3,993.79
2	4" or 6" WHITE LONG LINE	LF	964,360	\$0.0546	\$52,625.13	\$0.057	\$54,968.52		358,953	\$20,460.32	61,000	\$3,477.00	68,400	\$3,898.80	400	\$22.80
3	24" WHITE (STOP / CROSS WALK / HATCHING)	LF	10,588	\$2.03	\$21,525.40	\$2.35	\$24,881.80		4,768	\$11,204.80	350	\$822.50	2,850	\$6,697.50	90	\$211.50
4	24" YELLOW (HATCHING)	LF	708	\$2.03	\$1,439.36	\$2.35	\$1,663.80		708	\$1,663.80	0	\$0.00	0	\$0.00	0	\$0.00
5	18" WHITE HATCHING (BIKE CROSSING)	LF	200	\$1.98	\$395.90	\$2.25	\$450.00		0	\$0.00	0	\$0.00	200	\$450.00	0	\$0.00
6	12" WHITE (VASCAR / HATCH)	LF	1,957	\$1.71	\$3,350.38	\$2.15	\$4,207.55		1,467	\$3,154.05	0	\$0.00	0	\$0.00	0	\$0.00
7	8" WHITE CROSS WALK	LF	1,641	\$1.66	\$2,721.60	\$1.95	\$3,199.95		185	\$360.75	0	\$0.00	0	\$0.00	0	\$0.00
8	6" WHITE CROSSWALK	LF	15,621	\$1.61	\$25,071.71	\$1.85	\$28,898.85		8,656	\$16,013.60	450	\$832.50	4,910	\$9,083.50	0	\$0.00
9	4" WHITE PARKING STALL	LF	3,371	\$0.21	\$721.39	\$0.30	\$1,011.30		3,371	\$1,011.30	0	\$0.00	0	\$0.00	0	\$0.00
10	SINGLE ARROW	EA	808	\$42.80	\$34,582.40	\$50.00	\$40,400.00		357	\$17,850.00	25	\$1,250.00	200	\$10,000.00	0	\$0.00
11	COMBINATION ARROW	EA	77	\$80.25	\$6,179.25	\$100.00	\$7,700.00		25	\$2,500.00	4	\$400.00	38	\$3,800.00	0	\$0.00
12	"ONLY" LEGEND	EA	34	\$69.55	\$2,364.70	\$75.00	\$2,550.00		4	\$300.00	2	\$150.00	0	\$0.00	0	\$0.00
13	"STOP" LEGEND	EA	29	\$80.25	\$2,327.25	\$75.00	\$2,175.00		4	\$300.00	0	\$0.00	4	\$300.00	0	\$0.00
14	"AHEAD" LEGEND	EA	9	\$80.25	\$722.25	\$95.00	\$855.00		4	\$380.00	0	\$0.00	0	\$0.00	0	\$0.00
15	"BIKE" LEGEND	EA	1	\$69.55	\$69.55	\$75.00	\$75.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
16	"PED" LEGEND	EA	2	\$69.55	\$139.10	\$75.00	\$150.00		2	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
17	"X-ING" LEGEND	EA	23	\$69.55	\$1,599.65	\$75.00	\$1,725.00		23	\$1,725.00	0	\$0.00	0	\$0.00	0	\$0.00
18	"R X R" CROSSBUCK LEGEND	EA	10	\$160.50	\$1,605.00	\$175.00	\$1,750.00		0	\$0.00	2	\$350.00	0	\$0.00	0	\$0.00
19	"SLOW"	EA	8	\$69.55	\$556.40	\$75.00	\$600.00		8	\$600.00	0	\$0.00	0	\$0.00	0	\$0.00
20	LARGE CURVE ARROW	EA	6	\$69.55	\$417.30	\$85.00	\$510.00		6	\$510.00	0	\$0.00	0	\$0.00	0	\$0.00
21	BIKE SYMBOL	EA	20	\$26.75	\$535.00	\$50.00	\$1,000.00		20	\$1,000.00	0	\$0.00	0	\$0.00	0	\$0.00
22	WRONG WAY ARROW	EA	2	\$53.50	\$107.00	\$75.00	\$150.00		2	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
23	LANE MERGE ARROW	EA	0	\$0.00	\$0.00	\$100.00	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
24	12"X18" YIELD TRIANGLES	EA	66	\$2.14	\$141.24	\$2.50	\$165.00		66	\$165.00	0	\$0.00	0	\$0.00	0	\$0.00
25	"+" INTERSECTION SYMBOL (12'X6")	EA	4	\$90.95	\$363.80	\$50.00	\$200.00		4	\$200.00	0	\$0.00	0	\$0.00	0	\$0.00
26	"XX MPH" LEGENG (8')	EA	0	\$90.95	\$0.00	\$75.00	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
27	PAVEMENT MARKING REMOVAL	SF	16,117	\$0.80	\$12,933.89	\$0.90	\$14,505.30		16,117	\$14,505.30	0	\$0.00	0	\$0.00	0	\$0.00
28	SCHOOL SLOW	EA	10	\$101.65	\$1,016.50	\$75.00	\$750.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
29	HC SYMBOL	EA	5	\$26.75	\$133.75	\$27.50	\$137.50		5	\$137.50	0	\$0.00	0	\$0.00	0	\$0.00
	<b>TOTAL AMOUNT</b>				\$248,954.34		\$280,242.79			\$118,831.30		\$18,442.00		\$40,268.60		\$4,228.09



**CONTRACT 2020-C8 PAVEMENT MARKINGS**

Bid Tabulation

NO.	ITEM	UNIT	QTY	TOTAL - ENGR EST.		Alpha Space Control Co.		HARRIS TWP		MARION TWP		PATTON TWP	
				Est. Cost	COST	QTY	COST	QTY	COST	QTY	COST	QTY	COST
1	4" YELLOW LONG LINE	LF	1,380,052	\$0.0546	\$75,309.44	\$0.062	\$85,563.22	6,130	\$380.06	23,232	\$1,440.38	157,528	\$9,766.74
2	4" or 6" WHITE LONG LINE	LF	964,360	\$0.0546	\$52,625.13	\$0.057	\$54,968.52	37,525	\$2,138.93	3,168	\$180.58	123,695	\$7,050.62
3	24" WHITE (STOP / CROSS WALK / HATCHING)	LF	10,588	\$2.03	\$21,525.40	\$2.35	\$24,881.80	1,770	\$4,159.50	0	\$0.00	0	\$0.00
4	24" YELLOW (HATCHING)	LF	708	\$2.03	\$1,439.36	\$2.35	\$1,663.80	0	\$0.00	0	\$0.00	0	\$0.00
5	18" WHITE HATCHING (BIKE CROSSING)	LF	200	\$1.98	\$395.90	\$2.25	\$450.00	0	\$0.00	0	\$0.00	0	\$0.00
6	12" WHITE (VASCAR / HATCH)	LF	1,957	\$1.71	\$3,350.38	\$2.15	\$4,207.55	490	\$1,053.50	0	\$0.00	0	\$0.00
7	8" WHITE CROSS WALK	LF	1,641	\$1.66	\$2,721.60	\$1.95	\$3,199.95	1,350	\$2,632.50	0	\$0.00	0	\$0.00
8	6" WHITE CROSSWALK	LF	15,621	\$1.61	\$25,071.71	\$1.85	\$28,898.85	980	\$1,813.00	0	\$0.00	0	\$0.00
9	4" WHITE PARKING STALL	LF	3,371	\$0.21	\$721.39	\$0.30	\$1,011.30	0	\$0.00	0	\$0.00	0	\$0.00
10	SINGLE ARROW	EA	808	\$42.80	\$34,582.40	\$50.00	\$40,400.00	45	\$2,250.00	0	\$0.00	0	\$0.00
11	COMBINATION ARROW	EA	77	\$80.25	\$6,179.25	\$100.00	\$7,700.00	2	\$200.00	0	\$0.00	0	\$0.00
12	"ONLY" LEGEND	EA	34	\$69.55	\$2,364.70	\$75.00	\$2,550.00	0	\$0.00	0	\$0.00	0	\$0.00
13	"STOP" LEGEND	EA	29	\$80.25	\$2,327.25	\$75.00	\$2,175.00	4	\$300.00	0	\$0.00	0	\$0.00
14	"AHEAD" LEGEND	EA	9	\$80.25	\$722.25	\$95.00	\$855.00	0	\$0.00	0	\$0.00	0	\$0.00
15	"BIKE" LEGEND	EA	1	\$69.55	\$69.55	\$75.00	\$75.00	0	\$0.00	0	\$0.00	0	\$0.00
16	"PED" LEGEND	EA	2	\$69.55	\$139.10	\$75.00	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
17	"X-ING" LEGEND	EA	23	\$69.55	\$1,599.65	\$75.00	\$1,725.00	0	\$0.00	0	\$0.00	0	\$0.00
18	"R X R" CROSSBUCK LEGEND	EA	10	\$160.50	\$1,605.00	\$175.00	\$1,750.00	0	\$0.00	0	\$0.00	0	\$0.00
19	"SLOW"	EA	8	\$69.55	\$556.40	\$75.00	\$600.00	0	\$0.00	0	\$0.00	0	\$0.00
20	LARGE CURVE ARROW	EA	6	\$69.55	\$417.30	\$85.00	\$510.00	0	\$0.00	0	\$0.00	0	\$0.00
21	BIKE SYMBOL	EA	20	\$26.75	\$535.00	\$50.00	\$1,000.00	0	\$0.00	0	\$0.00	0	\$0.00
22	WRONG WAY ARROW	EA	2	\$53.50	\$107.00	\$75.00	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
23	LANE MERGE ARROW	EA	0	\$0.00	\$0.00	\$100.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
24	12"X18" YIELD TRIANGLES	EA	66	\$2.14	\$141.24	\$2.50	\$165.00	0	\$0.00	0	\$0.00	0	\$0.00
25	"+" INTERSECTION SYMBOL (12'X6")	EA	4	\$90.95	\$363.80	\$50.00	\$200.00	0	\$0.00	0	\$0.00	0	\$0.00
26	"XX MPH" LEGENG (8')	EA	0	\$90.95	\$0.00	\$75.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
27	PAVEMENT MARKING REMOVAL	SF	16,117	\$0.80	\$12,933.89	\$0.90	\$14,505.30	0	\$0.00	0	\$0.00	0	\$0.00
28	SCHOOL SLOW	EA	10	\$101.65	\$1,016.50	\$75.00	\$750.00	0	\$0.00	0	\$0.00	0	\$0.00
29	HC SYMBOL	EA	5	\$26.75	\$133.75	\$27.50	\$137.50	0	\$0.00	0	\$0.00	0	\$0.00
<b>TOTAL AMOUNT</b>					\$248,954.34		\$280,242.79		\$14,927.49		\$1,620.96		\$16,817.35

**CONTRACT 2020-C8 PAVEMENT MARKINGS**

Bid Tabulation

NO.	ITEM	UNIT	QTY	TOTAL - ENGR EST.		Alpha Space Control Co.		PENN TWP		SPRING TWP		SC BORO	
				Est. Cost	COST	QTY	COST	QTY	COST	QTY	COST	QTY	COST
1	4" YELLOW LONG LINE	LF	1,380,052	\$0.0546	\$75,309.44	\$0.062	\$85,563.22	23,536	\$1,459.23	250,685	\$15,542.47	85,000	\$5,270.00
2	4" or 6" WHITE LONG LINE	LF	964,360	\$0.0546	\$52,625.13	\$0.057	\$54,968.52	0	\$0.00	189,738	\$10,815.07	25,000	\$1,425.00
3	24" WHITE (STOP / CROSS WALK / HATCHING)	LF	10,588	\$2.03	\$21,525.40	\$2.35	\$24,881.80	0	\$0.00	760	\$1,786.00	0	\$0.00
4	24" YELLOW (HATCHING)	LF	708	\$2.03	\$1,439.36	\$2.35	\$1,663.80	0	\$0.00	0	\$0.00	0	\$0.00
5	18" WHITE HATCHING (BIKE CROSSING)	LF	200	\$1.98	\$395.90	\$2.25	\$450.00	0	\$0.00	0	\$0.00	0	\$0.00
6	12" WHITE (VASCAR / HATCH)	LF	1,957	\$1.71	\$3,350.38	\$2.15	\$4,207.55	0	\$0.00	0	\$0.00	0	\$0.00
7	8" WHITE CROSS WALK	LF	1,641	\$1.66	\$2,721.60	\$1.95	\$3,199.95	0	\$0.00	106	\$206.70	0	\$0.00
8	6" WHITE CROSSWALK	LF	15,621	\$1.61	\$25,071.71	\$1.85	\$28,898.85	0	\$0.00	625	\$1,156.25	0	\$0.00
9	4" WHITE PARKING STALL	LF	3,371	\$0.21	\$721.39	\$0.30	\$1,011.30	0	\$0.00	0	\$0.00	0	\$0.00
10	SINGLE ARROW	EA	808	\$42.80	\$34,582.40	\$50.00	\$40,400.00	0	\$0.00	45	\$2,250.00	136	\$6,800.00
11	COMBINATION ARROW	EA	77	\$80.25	\$6,179.25	\$100.00	\$7,700.00	0	\$0.00	0	\$0.00	8	\$800.00
12	"ONLY" LEGEND	EA	34	\$69.55	\$2,364.70	\$75.00	\$2,550.00	0	\$0.00	0	\$0.00	28	\$2,100.00
13	"STOP" LEGEND	EA	29	\$80.25	\$2,327.25	\$75.00	\$2,175.00	0	\$0.00	0	\$0.00	17	\$1,275.00
14	"AHEAD" LEGEND	EA	9	\$80.25	\$722.25	\$95.00	\$855.00	0	\$0.00	0	\$0.00	5	\$475.00
15	"BIKE" LEGEND	EA	1	\$69.55	\$69.55	\$75.00	\$75.00	0	\$0.00	0	\$0.00	1	\$75.00
16	"PED" LEGEND	EA	2	\$69.55	\$139.10	\$75.00	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
17	"X-ING" LEGEND	EA	23	\$69.55	\$1,599.65	\$75.00	\$1,725.00	0	\$0.00	0	\$0.00	0	\$0.00
18	"R X R" CROSSBUCK LEGEND	EA	10	\$160.50	\$1,605.00	\$175.00	\$1,750.00	0	\$0.00	8	\$1,400.00	0	\$0.00
19	"SLOW"	EA	8	\$69.55	\$556.40	\$75.00	\$600.00	0	\$0.00	0	\$0.00	0	\$0.00
20	LARGE CURVE ARROW	EA	6	\$69.55	\$417.30	\$85.00	\$510.00	0	\$0.00	0	\$0.00	0	\$0.00
21	BIKE SYMBOL	EA	20	\$26.75	\$535.00	\$50.00	\$1,000.00	0	\$0.00	0	\$0.00	0	\$0.00
22	WRONG WAY ARROW	EA	2	\$53.50	\$107.00	\$75.00	\$150.00	0	\$0.00	0	\$0.00	0	\$0.00
23	LANE MERGE ARROW	EA	0	\$0.00	\$0.00	\$100.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
24	12"X18" YIELD TRIANGLES	EA	66	\$2.14	\$141.24	\$2.50	\$165.00	0	\$0.00	0	\$0.00	0	\$0.00
25	"+" INTERSECTION SYMBOL (12'X6")	EA	4	\$90.95	\$363.80	\$50.00	\$200.00	0	\$0.00	0	\$0.00	0	\$0.00
26	"XX MPH" LEGENG (8')	EA	0	\$90.95	\$0.00	\$75.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
27	PAVEMENT MARKING REMOVAL	SF	16,117	\$0.80	\$12,933.89	\$0.90	\$14,505.30	0	\$0.00	0	\$0.00	0	\$0.00
28	SCHOOL SLOW	EA	10	\$101.65	\$1,016.50	\$75.00	\$750.00	0	\$0.00	0	\$0.00	10	\$750.00
29	HC SYMBOL	EA	5	\$26.75	\$133.75	\$27.50	\$137.50	0	\$0.00	0	\$0.00	0	\$0.00
<b>TOTAL AMOUNT</b>					\$248,954.34		\$280,242.79		\$1,459.23		\$33,156.49		\$18,970.00

**CONTRACT 2020-C8 PAVEMENT MARKINGS**

Bid Tabulation

NO.	ITEM	UNIT	QTY	TOTAL - ENGR EST.		Alpha Space Control Co.			WALKER TWP		UNION TWP		UNIONVILLE BORO	
				Est. Cost	COST	QTY	COST		QTY	COST	QTY	COST	QTY	COST
1	4" YELLOW LONG LINE	LF	1,380,052	\$0.0546	\$75,309.44	\$0.062	\$85,563.22		95,885	\$5,944.87	22,598	\$1,401.10	2,180	\$118.96
2	4" or 6" WHITE LONG LINE	LF	964,360	\$0.0546	\$52,625.13	\$0.057	\$54,968.52		94,301	\$5,375.16	0	\$0.00	2,180	\$118.96
3	24" WHITE (STOP / CROSS WALK / HATCHING)	LF	10,588	\$2.03	\$21,525.40	\$2.35	\$24,881.80		0	\$0.00	0	\$0.00		\$0.00
4	24" YELLOW (HATCHING)	LF	708	\$2.03	\$1,439.36	\$2.35	\$1,663.80		0	\$0.00	0	\$0.00		\$0.00
5	18" WHITE HATCHING (BIKE CROSSING)	LF	200	\$1.98	\$395.90	\$2.25	\$450.00		0	\$0.00	0	\$0.00		\$0.00
6	12" WHITE (VASCAR / HATCH)	LF	1,957	\$1.71	\$3,350.38	\$2.15	\$4,207.55		0	\$0.00	0	\$0.00		\$0.00
7	8" WHITE CROSS WALK	LF	1,641	\$1.66	\$2,721.60	\$1.95	\$3,199.95		0	\$0.00	0	\$0.00		\$0.00
8	6" WHITE CROSSWALK	LF	15,621	\$1.61	\$25,071.71	\$1.85	\$28,898.85		0	\$0.00	0	\$0.00		\$0.00
9	4" WHITE PARKING STALL	LF	3,371	\$0.21	\$721.39	\$0.30	\$1,011.30		0	\$0.00	0	\$0.00		\$0.00
10	SINGLE ARROW	EA	808	\$42.80	\$34,582.40	\$50.00	\$40,400.00		0	\$0.00	0	\$0.00		\$0.00
11	COMBINATION ARROW	EA	77	\$80.25	\$6,179.25	\$100.00	\$7,700.00		0	\$0.00	0	\$0.00		\$0.00
12	"ONLY" LEGEND	EA	34	\$69.55	\$2,364.70	\$75.00	\$2,550.00		0	\$0.00	0	\$0.00		\$0.00
13	"STOP" LEGEND	EA	29	\$80.25	\$2,327.25	\$75.00	\$2,175.00		0	\$0.00	0	\$0.00		\$0.00
14	"AHEAD" LEGEND	EA	9	\$80.25	\$722.25	\$95.00	\$855.00		0	\$0.00	0	\$0.00		\$0.00
15	"BIKE" LEGEND	EA	1	\$69.55	\$69.55	\$75.00	\$75.00		0	\$0.00	0	\$0.00		\$0.00
16	"PED" LEGEND	EA	2	\$69.55	\$139.10	\$75.00	\$150.00		0	\$0.00	0	\$0.00		\$0.00
17	"X-ING" LEGEND	EA	23	\$69.55	\$1,599.65	\$75.00	\$1,725.00		0	\$0.00	0	\$0.00		\$0.00
18	"R X R" CROSSBUCK LEGEND	EA	10	\$160.50	\$1,605.00	\$175.00	\$1,750.00		0	\$0.00	0	\$0.00		\$0.00
19	"SLOW"	EA	8	\$69.55	\$556.40	\$75.00	\$600.00		0	\$0.00	0	\$0.00		\$0.00
20	LARGE CURVE ARROW	EA	6	\$69.55	\$417.30	\$85.00	\$510.00		0	\$0.00	0	\$0.00		\$0.00
21	BIKE SYMBOL	EA	20	\$26.75	\$535.00	\$50.00	\$1,000.00		0	\$0.00	0	\$0.00		\$0.00
22	WRONG WAY ARROW	EA	2	\$53.50	\$107.00	\$75.00	\$150.00		0	\$0.00	0	\$0.00		\$0.00
23	LANE MERGE ARROW	EA	0	\$0.00	\$0.00	\$100.00	\$0.00		0	\$0.00	0	\$0.00		\$0.00
24	12"X18" YIELD TRIANGLES	EA	66	\$2.14	\$141.24	\$2.50	\$165.00		0	\$0.00	0	\$0.00		\$0.00
25	"+" INTERSECTION SYMBOL (12'X6")	EA	4	\$90.95	\$363.80	\$50.00	\$200.00		0	\$0.00	0	\$0.00		\$0.00
26	"XX MPH" LEGENG (8')	EA	0	\$90.95	\$0.00	\$75.00	\$0.00		0	\$0.00	0	\$0.00		\$0.00
27	PAVEMENT MARKING REMOVAL	SF	16,117	\$0.80	\$12,933.89	\$0.90	\$14,505.30		0	\$0.00	0	\$0.00		\$0.00
28	SCHOOL SLOW	EA	10	\$101.65	\$1,016.50	\$75.00	\$750.00		0	\$0.00	0	\$0.00		\$0.00
29	HC SYMBOL	EA	5	\$26.75	\$133.75	\$27.50	\$137.50		0	\$0.00	0	\$0.00		\$0.00
	<b>TOTAL AMOUNT</b>				\$248,954.34		\$280,242.79			\$11,320.03		\$1,401.10		\$237.93



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## TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801  
Telephone: 814-238-4651 • Fax: 814-238-3454  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

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TO: Ferguson Township Board of Supervisors  
FROM: Ryan Scanlan, E.I.T., Assistant Township Engineer  
THRU: David J. Modricker, P.E., Public Works Director  
DATE: March 11, 2020  
SUBJECT: **AWARD OF 2020-C9, Microsurfacing**

Bids were opened publicly at 2:00 pm on Tuesday, March 10, 2020 and read aloud for Contract 2020-C9 'Microsurfacing' for select streets in Ferguson Township, Benner, College, Harris, and Spring Townships. This is a co-operative contract that is administered by Ferguson Township.

The bid opening was attended by Summer Krape and Ryan Scanlan of Ferguson Township. The bid was advertised in the Centre Daily Times on Tuesday February 25, 2020.

One bid was received on the contract, as follows:

	Total Project	Ferguson Township's Share
Asphalt Paving Systems, Inc.	\$533,196.62	\$352,031.24

In an effort to solicit additional bidders, the advertisement was sent to nine (9) contractors who are qualified to perform this work. The bid that was received is consistent with prior year costs as well as costs tabulated on PennDOT's system for the same work.

The engineer's estimate for this contract is \$534,472.21. Ferguson Township's share of the contract amount is \$352,031.24 and the 2020 Budget includes \$423,000 for this contract. Attached is the bid tabulation with unit prices for each pay item and the breakdown of municipal shares.

I recommend the Board of Supervisors award Contract 2020-C9, 'Microsurfacing'; in the amount of \$533,196.62 to Asphalt Paving Systems, Inc.

Attachments: 2020-C9 Bid Tabulation and Municipal Cost Shares

Copy: D. Pribulka  
2020-C9 Contract

FERGUSON TOWNSHIP  
 Project: 2019-C9 Microsurfacing  
 Bid Tabulation

			Municipal Share Distribution											
			Engineers Estimate		Asphalt Paving Systems		Ferguson Twp		Benner Twp		Harris Twp		Spring Twp	
QTY	ITEM No. UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	QTY	TOTAL	QTY	TOTAL	QTY	TOTAL	QTY	TOTAL
47,314	4483 3214 SY	POLYMER-MODIFIED EMULSIFIED ASPHALT PAVING SYSTEM (MICRO SURFACING), DOUBLE APPLICATION, TYPE A, SRL M (MODIFIED)	\$ 4.19	\$ 198,245.66	\$ 4.18	\$ 197,772.52	31,939	\$ 133,505.02	0	\$ -	7,327	\$ 30,625.47	8,048	\$ 33,640.64
80,245	4483 3215 SY	POLYMER-MODIFIED EMULSIFIED ASPHALT PAVING SYSTEM (MICRO SURFACING), DOUBLE APPLICATION, TYPE A, SRL L (MODIFIED)	\$ 4.19	\$ 336,226.55	\$ 4.18	\$ 335,424.10	52,279	\$ 218,526.22	1,274	\$ 5,325.32	0	\$ -	26,692	\$ 111,572.56
<b>TOTAL</b>			<b>\$ 534,472.21</b>	<b>\$ 533,196.62</b>	<b>\$ 352,031.24</b>	<b>\$ 5,325.32</b>	<b>\$ 30,625.47</b>	<b>\$ 145,213.20</b>						



# CENTRE REGION COUNCIL OF GOVERNMENTS

2643 Gateway Drive, Suite #3

State College, PA 16801

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## **AD HOC FACILITIES COMMITTEE**

COG Forum Room

Tuesday, March 3, 2020

8:30 AM

### AGENDA

#### PLEASE REMEMBER TO BRING YOUR BLACK BINDER – FACILITIES PERM FILE

1. CALL TO ORDER

Mr. Francke will convene the meeting.

2. PUBLIC COMMENTS

Members of the public are invited to comment on any items not already on the agenda (five minute 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 (Action)

A copy of the minutes of the February 11, 2020 Ad Hoc Facilities Committee meeting is **enclosed**.

4. PROJECT UPDATES (Informational)

This is an information agenda item intended for the COG staff to share with the Committee about the status of current projects.

- Millbrook Marsh Nature Center boardwalk update by Ms. Pam Salokangas, Parks Director
- Code Renovation project update by Mr. Walt Schneider, Code Director
- RFP for Parking Lot update by Mr. Don Francke and Mr. Joe Viglione
- Ms. DJ Lilly, Schlow Office Manager, and Mr. Tom Brown, State College Borough Facilities Manager, will provide information regarding a potential sidewalk repair/replacement along Beaver Avenue and Allen Street in conjunction with the Borough of State College and CATA.

The Committee members should ask any questions they deem pertinent.

5. DIRECTION FOR NEXT SITE VISIT REPORT (Action)

The Committee should prioritize the next facility(ies) to assess. Towards that, the Committee should first confirm the format and content of the **enclosed** Site Visit Report (SVR) performed for the COG Building meets the Committee's desired format and/or content.

Once confirmed, the Committee should provide direction as to which facility(ies) should be assessed next. Potential facilities named at the February meeting included the Patton Township Fire Station, Park Forest Pool, and Welch Pool.

6. REPURPOSING OF STUDY FUNDS (Action)

The Committee should provide direction on whether funds dedicated to studying the various COG facilities should be repurposed to perform the repairs identified in the Site Visit Report.

The 2019 COG budget included \$50,000 in the Building Capital Fund to study the COG Building. In large part due to the donation of a substantial amount of time and expertise those funds did not need to be utilized in 2019 and were carried forward to the 2020 COG Budget. **Enclosed** is a report that outlines the anticipated expenditures associated with the budgeted COG Building SVR.

Since the report suggests that more funds are budgeted than required for the originally intended study, the Committee should provide direction on whether funds dedicated to studying the COG Building are appropriately repurposed to perform actual repairs identified in the SVR, studying another COG facility(ies), some combination thereof, or some other use.

If any portion is allocated for repairs, Staff recommends the window replacement project identified in the COG Building SVR be a priority. Mr. Don Francke will outline the staging, timing and planned expenditure of the project. Any of the other repair projects identified in the SVR may also be discussed.

Should the Committee deem it appropriate to repurpose some or all of the funds budgeted as discussed, a potential enacting motion would be:

***“That the Facilities Committee authorizes staff to repurpose up to \$\_\_\_\_\_ of the budgeted funds in the Building Capital Fund associated with Facilities Assessments/Studies to perform the repairs identified in the COG Building Site Visit Report.”***



7. PREPARING FOR THE FACILITIES COORDINATOR (Discussion)

This agenda item is for discussion only and does not require Committee action.

Earlier this year the Facilities Committee approved the job description for the Facilities Coordinator and the Human Resources Committee will be reviewing the job description at its March 4, 2020 meeting as well. The position is anticipated to be hired with a start date of July 1, 2020.

In preparation of this hiring the Facilities Committee should begin to set parameters, goals, and priorities for this position and the overall maintenance function for COG facilities. Providing direction for the Facilities Coordinator position prior to their hiring can aid current COG staff in identifying the right candidate and allow the candidate to start with a defined set of objectives to achieve.

A potential starting point could be developing a vision statement based on the mission statement and work objectives contained in the Facilities Management Manual section of the Facilities binder. A potential question could be: "What does the Committee want the maintenance function to look like for the COG?"

8. FINANCE COMMITTEE REPORT (Informational)

Mr. Francke will report on the February 13, 2020 Finance Committee agenda.

9. OTHER BUSINESS (Informational)

A. Matter of Record - The Human Resources Committee is reviewing the Facilities Coordinator job description at its March 4, 2020 meeting.

B. Matter of Record - Other business for discussion or action as the Committee deems necessary.

10. ADJOURNMENT

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## **HUMAN RESOURCES COMMITTEE**

COG Forum Room

2643 Gateway Drive

Wednesday, March 4, 2020

12:15 PM

### AGENDA

1. CALL TO ORDER

Chairman Nigel Wilson will convene the meeting.

2. PUBLIC 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 from the January 15, 2020 Human Resources Committee meeting is **enclosed** for approval.

4. COMMITTEE PICTURES

COG Staff would like to take a picture of Committee members to include on our webpage that discusses the Human Resources Committee. COG believes it would add a personal touch and help residents identify their elected officials when needing to reach out to them.

5. FACILITY COORDINATOR JOB DESCRIPTION

This is an action agenda item that asks the Human Resources Committee to consider and approve the job description for the COG Facility Coordinator.

The need for a Facility Coordinator position to help maintain the \$30 million in facility assets (buildings, pools, grounds) has been recognized among COG management staff, the Ad Hoc Facilities Committee and the Finance Committee. During the 2020 Detailed Budget review sessions, the Finance Committee approved the position of Facilities Coordinator in the 2020 budget. The position is anticipated to begin July 1, 2020 although it could potentially be delayed due to the timeline of the COG Building renovations being performed by Code.

To prepare for the recruiting process, COG staff has developed the job description for the Facilities Coordinator based on similar job descriptions used at the Borough of State College, CATA, Penn State University, and the State College Area School District. In addition, comments were received from staff in COG Administration, COG Agency Directors, and Mr. Don Francke, the COG Facilities Committee volunteer consultant.

At its November 5, 2019 meeting the Facilities Committee discussed and provided comments on the initial draft job description. A revised job description was reviewed at the January 2020 meeting of the Facilities Committee and endorsed to be sent on to the Human Resources Committee for review and approval. **Enclosed** is the most recent draft of the job description for the Facilities Coordinator for the HR Committee's review and comment. If approved, a suggested motion is as follows:

***“That the COG Human Resources Committee approved the job description for the full-time Facilities Coordinator, dated March 4, 2020, and its assignment to Pay Grade C43, with a beginning 2020 salary of \$54,704, mid-point \$62,862, and premium \$73,434.”***

#### 6. FINANCE ASSISTANT JOB DESCRIPTION RECLASSIFICATION

This is an action agenda item that asks the Human Resources Committee to approve the reclassification of the Finance Assistant job description from an exempt to non-exempt status.

During 2019, COG staff worked with a labor attorney to complete a comprehensive overview of the six COG Office Manager's job descriptions. Using the same knowledge learned during the Office Manager job description review, COG staff recently reviewed the COG Finance Assistant position to ensure proper classification under the Fair Labor Standards Act (FLSA). The review involved the update and revision of the Finance Assistant job description to determine that the description was an accurate depiction of the current job duties and responsibilities.

The FLSA uses criteria to determine whether a position is exempt under the executive, professional or administrative exemptions. By way of example, a position may be exempt from overtime if it:

- Meets the salary threshold (earns more than \$35,568 per year / \$684 per week)
- Supervises two full-time employees (or the equivalent number of part-time employees)
- Performs duties that are primarily administrative in nature and includes the exercise of **discretion and independent judgement with respect to matters of significance**

These are not all of the criteria identified by the FLSA, but they were the main focus of the review for the Finance Assistant position under the administrative or professional exemptions.

COG management staff have determined that the COG Finance Assistant position should be re-classified as non-exempt (to be paid overtime) under the FLSA effective immediately.

This means that effective immediately, the Finance Assistant position will be paid at a rate of one- and one-half times their hourly rate of pay for all hours worked over forty (40) in a work week. Because non-exempt employees must be paid for all hours actually worked, including overtime, it will be important that time worked is recorded and reported properly. Overtime work will require the advanced approval of an employee's supervisor. The Agency Director and a non-exempt employee may mutually agree to compensatory time in lieu of overtime pay, as compensatory time is earned at the same rate as overtime pay. Another third option is that hours may be adjusted within the 40-hour work week in order to avoid incurring overtime/comp time. This option is referred to as flex time.

This agenda item requires the Committee to review the **enclosed** draft job description and classification change for the Finance Assistant position. If the Committee decides to approve these items, a potential enacting motion is:

***“That the Human Resources Committee approve the Finance Assistant job descriptions dated March 4, 2020, as revised, including the non-exempt classification, and update the 2020 salary schedule in accordance to reflect the classification as non-exempt for the position.”***

## 7. CODE SENIOR STAFF TITLE CHANGES

This is an action agenda item that asks the Human Resources Committee to approve a change in job titles for two supervisory personnel in the Code Administration Agency.

As discussed at the January 15, 2020 meeting of the HR Committee, the COG staff proposes that the job titles for Senior Building Inspector and Senior Fire and Life Safety Inspector be changed to Division Manager. It should be noted that COG has similar job positions in which the term “Manager” is used, such as Parks Manager, Recreation Services Manager, and Codes Services Manager. This change is recommended because the current title “Senior” job title does not describe the supervisory responsibilities of the position. This is a title change only and will not alter the position's pay range. It is believed the proposed title is more accurate and understandable to the municipal officials and the public.

If the Committee is agreeable, a potential enacting motion is:

*“That the Human Resources Committee approve the title change from Senior Fire and Life Safety Inspector to Division Manager – Fire and Life Safety, and the title change from Senior Building Inspector to Division Manager – New Construction, and that the HR Committee approve title updates on the 2020 salary schedule be made in accordance.”*

8. COG SALARY SCHEDULE

This is an action agenda item that asks the Human Resources Committee to approve the updated COG Salary Schedule to reflect the actions taken in items 5, 6 & 7 of this agenda.

The agenda topics discussed for Facilities Coordinator, Finance Assistant and Code staff title changes impact the 2020 COG salary schedule. **Enclosed** please find a draft salary schedule that incorporates the changes. If the HR Committee is agreeable, a potential enacting motion is:

*“That the COG Human Resources Committee approved the 2020 COG Salary Schedule dated March 4, 2020.”*

9. OTHER BUSINESS

- A. Matter of Record – COG staff plan to propose a COG-wide salary survey in 2021 which will include a review of the Agency Director positions, therefore, COG staff do not believe there is an urgency to review the Agency Director wages as proposed in the HR Committee’s 2020 potential work tasks.
- B. Matter of Record – The Executive Committee held final interviews on February 20 with three final candidates as presented by the Recruitment and Screening Committee. The three candidates also had an informal interview and meet and greet with the Human Resources Officer, Agency Directors and/or their designee.
- C. Matter of Record – The following represents a list of vacancies of COG full and part-time, year-round positions:
  - Emergency Management** – Part-time Deputy EM Coordinator. This is a new position as approved through the 2020 budget process. Currently applications are being accepted through March 20, 2020.
- D. Matter of Record – Mr. Arnie Pelka, Codes Senior Building Inspector, submitted a letter of retirement effective April 3, 2020. Staff will be reviewing the job description and adopting a plan for the future. Ms. Cathi Alloway, Library Director, has also announced a retirement date of July 1, 2021. There is a COG policy that identifies the process for hiring a Library Director. The process

incorporates both the COG Executive Committee and three Library Board members appointed by the Library President.

- E. Matter of Record - In February 2020, Ms. Pettitt coordinated mandatory staff training sessions. The trainings were provided by McNees, Wallace, and Nurick Law and the topic was discriminatory harassment in the workplace. The first hour of each session was geared towards all employees and the last ½ hour of each session focused on supervisor-targeted training.

10. ADJOURNMENT

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## **FINANCE COMMITTEE**

COG Forum Room

Thursday, March 5, 2020

8:30 AM

### AGENDA

1. CALL TO ORDER

Mr. Myers will convene the meeting.

2. PUBLIC COMMENTS

Members of the public are invited to comment on any items not already on the agenda (five minute 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 from the February 13, 2020 Finance Committee meeting is **enclosed** for approval.

4. COMMITTEE PICTURE

COG staff would like to take a picture of Committee members to include on our webpage that discusses the Finance Committee. COG believes it would add a personal touch and help residents identify their elected officials when needing to reach out to them.

5. REGIONAL PARKS LOAN

This is an action agenda item, that after meeting with a financial consultant to discuss the general options for the Regional Parks loan, the Finance Committee should decide whether to engage this consultant to provide a recommendation for proceeding. The anticipated costs of these services are not expected to reach the threshold were action of the General Forum is required.

During its February meeting the Finance Committee asked to have Mr. Chris Gibbons, Concord Public Financial Advisors, attend the March 5, 2020 meeting to provide a report on the options related to the current Regional Parks loan with Fulton Bank. Mr. Gibbons has worked with the Committee on this loan over the past nine years.

The loan was initially obtained in June 2011 and has been amended five times previously, with the most recent amendment occurring in May 2017. This amendment extended the

final draw date on the loan from June 1, 2017 to June 1, 2020. Some key figures related to the current loan are as follow:

- 1) Principal outstanding - approximately \$1,840,000 (after 3/1/20 payment)
- 2) Amount remaining to be drawn - \$2,887,000
- 3) Final draw date - June 1, 2020
- 4) Interest Rate on the loan - Fixed at 2.59% through 2022; Variable at 65% of Fulton Bank Prime capped at 5.35% through 2031
- 5) Amount held in a Money Market account- approximately \$1,850,000

Mr. Gibbons, acting as a financial advisor for COG, has been instrumental in obtaining savings in negotiating and renegotiating the Pools and Regional Parks loans. Possible outcomes/options for proceeding are anticipated to be:

- 1) Amending the current loan agreement with Fulton Bank by extending the final draw date beyond the current date of June 1, 2020.
- 2) Close the loan with Fulton Bank without drawing the remaining funds and repay a large portion of the principal on the loan with the funds held in the money market account.
- 3) Close the loan with Fulton Bank with drawing the remaining funds and hold the principal in escrow for the development of Whitehall Road Regional Park.
- 4) Repay the principal balance and refinance the debt on the open market.

Prior to moving forward, the Committee will also receive an updated project timeline with construction starting in August/September of 2020 with a final draw date of June 1, 2022.

The timeline outlined below notes the important dates for COG and the CRPR Authority between now and the June 1, 2020 final draw date for the Regional Parks loan.

- March 19, 2020 @ 12:15 pm - COG staff provides an update and answers questions at the CRPR Authority meeting.
- March 23 @ 7:00 pm - COG staff provides an informational update at the COG General Forum.
- April 9 @ 8:30 am - Mr. Gibbons provides a recommendation of how to proceed in regards to amending the loan, if such an option exists. The Finance Committee should make a recommendation to the General Forum as to how to proceed with the loan.
- April 9 @ 12:15 pm - COG staff provides an update and answers questions at the joint Parks Capital/CRPR Authority meeting.
- April 16 @ 12:15 pm - COG staff provides an update and answers questions at the CRPR Authority meeting.
- April 27 @ 7:00 pm - COG General Forum at COG Building, in a joint meeting with the CRPR Authority, takes action regarding the loan with Fulton Bank.

It should be noted that during its April 9, 2020 meeting, the Finance Committee will be asked to identify how the costs of the loan renegotiation will be funded. These expenses



include: advertising, legal, bond counsel, and bank fees associated with this loan amendment. In 2017 these costs totaled approximately \$13,500 including the retaining of Concord Public Financial Advisors to negotiate the terms of the loan. General options for funding consultant expenses include:

- A. Fund the cost from the loan proceeds. This option will reduce the revenues available for the project.
- B. Fund the cost through the fund balance from the Regional Parks Budget (rental and interest income are sources). This option will reduce the revenues available for this project.
- C. Increase municipal contributions to fund the cost.
- D. If possible, use savings from the loan transaction to fund the cost. Recently there has been a decrease in interest rates and depending on how the regional loan is amended the cost may be funded through the savings achieved.

The only action that needs to occur at this time is the decision whether to retain Mr. Gibbons for the purpose of investigating the COG's options more fully with regards to the Regional Parks loan. The decision on how to proceed with the loan and how to fund the associated costs should occur at the April Finance Committee meeting.

If the Finance Committee wishes to retain Mr. Gibbons to renegotiate the loan with Fulton Bank, then a motion would be as follows:

***“That the Finance Committee authorizes the Centre Region Council of Governments to enter into an agreement with Concord Public Financial Advisors to renegotiate the terms of the 2011 Regional Parks Loan with Fulton Bank at a cost not to exceed \$XXXX.”***

## 6. LONG TERM STRATEGIC PLANNING DISCUSSION

This agenda item asks the Finance Committee to discuss the long-term strategic direction and structure of COG's budget. No Committee action is required.

At the February Finance Committee meeting, Chair Myers stated that a goal of the Committee should be to take a step back and look at the COG budget from a long-term strategic perspective. He requested the Committee begin to develop a framework for what this process should be when the information from these studies becomes available and asked the Committee members to consider this information for discussion of this initiative at the March Finance Committee meeting.

Based on the above information, the Committee should begin this discussion which will likely extend over multiple meeting agendas going forward.

As noted in COG's budget documents the Executive Director recommends that funds be included in the 2021 COG budget to prepare a Strategic Plan for the Centre Region COG.

7. 2019 VEHICLE REPAIRS AND MAINTENANCE REPORT

This agenda item is for informational purposes and does not require action from the Finance Committee.

**Enclosed** please find a copy of the vehicle maintenance report for the period of January 1 through December 31, 2019 completed by Mr. Cary Asendorf. This information will also be part of the 2021-2025 CIP distributed later this year.

The Finance Committee should review the report and note areas of concern.

8. AD HOC FACILITIES COMMITTEE

Mr. Francke will report on the Committee's March 3, 2020 meeting.

The Committee should receive this report and comment as it deems appropriate.

9. MONTHLY REPORTS

This is an action agenda item that asks the Finance Committee to consider and approve the February 2020 voucher report.

The **voucher** report for February 2020 is **enclosed**. To proceed, the Committee should consider the following motion:

*"That the Finance Committee approves the February 2020 voucher report for the Centre Region COG."*

The unaudited December 2019 **financial** reports are **enclosed**.

Each month paper copies of the **voucher** report will be available at the meeting to folks who have requested paper agenda packets. If the Committee has a question about any of the items in these reports, please let Finance Director Joe Viglione ([jviglione@crcog.net](mailto:jviglione@crcog.net) or 231-3062) know as soon as possible, so that the information can be researched prior to the next Committee meeting.

10. OTHER BUSINESS

- A. Matter of Record - A contract in the amount of \$5,400 has been executed with LandServ, Inc. to perform minor repairs to the boardwalk at Millbrook Marsh Nature Center. These repairs are expected to make additional portions of the boardwalk open to the public and available for programming.

- B. Matter of Record – Stickler Construction, State College, has started the renovations to the old Parks and Recreation office suite so that it can be used by the Centre Region Code Administration staff beginning June 1, 2020.
- C. Matter of Record – The Director of the Centre Region Code Administration has identified an electric powered vehicle (Ford) that is appropriate for staff use. The installation of charging station is being investigated.
- D. Matter of Record – During its February 20, 2020 meeting the Centre Region Parks and Recreation Authority approved the following purchase orders relating to the Stage I development of Whitehall Road Regional Park.
- Fernsler Hutchison Architecture \$95,000
  - Stahl Shaeffer Engineering \$24,300
  - Peno Engineering \$24,800
- E. Matter of Record - The following is an update of the status of planning and evaluation studies currently underway at the COG.

	Planning Activity	Status
1	Parks and Recreation Regional Plan	The Plan was presented to the General Forum during its January 27, 2020 meeting and was referred to the municipalities for comment. Responses are due March 17, 2020.
2	Study of Regional Fire Protection Program	The project consultants will visit the Centre Region on March 11 and 12. These two days will involve tours, data discussions, and interviews with various stakeholders. At this time the project is on schedule.
3	IT Study	Due to staff limitations, this project did not go forward in 2019 and was carried into 2020. There is agreement among COG staff and Borough staff (the IT service provider for 4 COG Agencies) that this should be a priority work objective for 2020. At this time a lead staff member has not been identified.
4	Code Software Study	TRAISSR and OpenGov provided demonstrations. Coordinating group representatives will perform site visits to multiple software client locations in March.
5	COG Facilities Evaluation	This project will continue to move forward during 2020 with RFPs to study the various COG owned and managed parking lots and additional studies as needed. The Detailed Budget allocates \$30,000 for this project.
6	Executive Director Recruitment and Screening Committee	On February 20 the Executive Committee meet with three candidates for the Executive Director’s position as recommended by the Recruitment Committee. A preferred candidate has been identified and negotiations have commenced.

7	Solar Power Purchase Agreement Working Group	The General Forum received an update about the current status of the project at its February 24 meeting. The hope is that the Working Group approves the Cost Sharing Agreement and refers it to the respective boards at its March 4 meeting.
8	Fleet Management Plan/COG Building Parking Lot Study	There is agreement among COG staff and the elected officials that this should be a priority work objective for 2020. At this time a lead staff member has not been identified.
9	Evaluation of Boardwalk at Millbrook Marsh Nature Center	This study is at a very preliminary stage. A meeting of the stakeholder groups is scheduled for March 3 at the Nature Center. The focus of this meeting will be the future drafting of a scope of work for evaluation of what should be done with the boardwalk in the longer term and what resources and information are available to conduct this evaluation.

11. ADJOURNMENT

# CENTRE REGION COUNCIL OF GOVERNMENTS

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## PUBLIC SERVICES & ENVIRONMENTAL COMMITTEE

COG Building - Forum Room

2643 Gateway Drive

Thursday, March 5, 2020

12:15 PM

### AGENDA

1. CALL TO ORDER

Mr. Hameister will convene the meeting.

2. PUBLIC 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 to that point in the meeting.

3. APPROVAL OF MINUTES

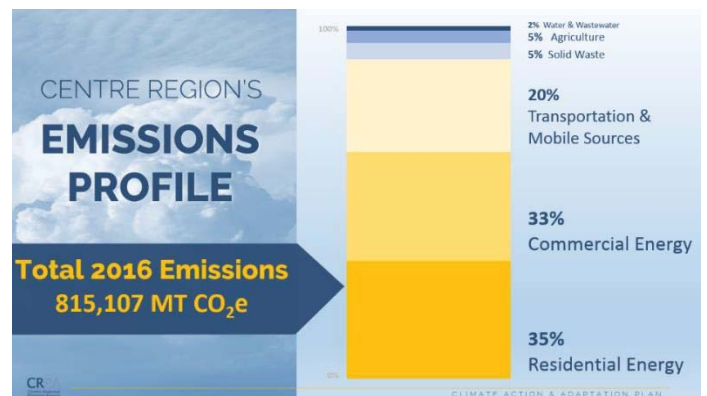
A copy of the minutes from the February 6, 2020 meeting of the COG Public Services & Environmental Committee is *enclosed* for approval.

4. DRAFT GREENHOUSE GAS (GHG) EMISSIONS REDUCTION RESOLUTION -

*presented by Pam Adams*

This agenda item asks the Public Services & Environmental Committee to provide feedback and consider forwarding a draft GHG emissions reduction resolution to the General Forum. Ms. Adams will present information about the draft 2016 GHG Community Wide GHG Inventory and Methodology Report and a draft GHG emissions reduction resolution.

At its February 6, 2020 meeting, the PSE Committee received a presentation on the GHG emissions inventory results and the reduction target recommendation from the Climate Action and Adaptation Technical Advisory Group (TAG). The figure to the right shows that the GHG emissions for the Centre Region community in 2016 were 815,107 metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e).



A 2016 Community Wide GHG Inventory and Methodology Report has been created and is under review by the TAG. *Enclosed* is a draft Executive Summary of the Report and the full draft report be found here: <https://bit.ly/32wwWGh> for the committee's review. The committee should provide comments, identifying what doesn't make sense, what needs more clarity or what information may be missing. Feedback on the report should be provided to Centre Regional Planning Agency (CRPA) by April 2, 2020 so that a final report is available prior to the April 27, 2020 General Forum meeting. The intended audience for this technical report is those interested in understanding how the emissions were calculated and for the staff who will be replicating the inventory in future years as COG monitors its GHG emissions reduction progress. Note that the inventory uses the approach and methods provided by the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (<http://icleiusa.org/ghg-protocols/>)

The PSE Committee should use the GHG emissions inventory results along with the latest climate science to establish emission reduction targets. Ms. Adams has presented or will be presenting information about the Centre Region community GHG emissions inventory, the recommended reduction targets and potential actions to reach the targets to the municipal boards/councils according to the following schedule:

Feb 20 – College Township	Mar 2 – Ferguson Township
Feb 26 – Patton Township	Mar 9 – Harris Township
Feb 27 – Halfmoon Township	Mar 16 - State College Borough

Based on the feedback regarding the emissions reduction targets from the February 6, 2020 PSE Committee meeting, the February 21, 2020 TAG meeting and municipal meetings attended, CRPA staff has *enclosed* a draft GHG emissions reduction resolution for the committee's consideration.

The committee should consider any questions they have and/or further information they need to make an informed decision about supporting the draft GHG emissions reduction resolution. To move forward, the committee has the following 2 possible options.

- a. If the PSE Committee feels the draft resolution is in line with their municipality's comments from the discussions on GHG emissions reduction targets from their February and March meetings, they can provide edits and then forward the recommended GHG emissions reduction resolution to the Executive Committee for General Forum adoption. This should occur at the April 2, 2020 meeting after all municipalities have had the opportunity to discuss the emissions reduction targets.
- b. The PSE Committee may seek additional feedback from its municipality and report back with edits at the April 2, 2020 meeting. Once the committee is satisfied with

the resolution, they could forward the recommended GHG emissions reduction resolution to the Executive Committee for General Forum adoption.

The suggested next steps for establishing a GHG emissions reduction targets are:

- March 5 PSE Committee reviews draft resolution for a regional GHG emissions reduction targets and seeks to discuss with municipal board/council as needed.  
PSE Committee receives the draft GHG Emissions and Methodology Report.
- April 2 PSE Committee recommends a GHG emissions reduction resolution be forwarded to the General Forum.
- April 24 General Forum adopts a Centre Region resolution that defines the GHG emissions reduction targets.

5. UPDATE ON ORGANIC WASTE ALTERNATIVES - *presented by Shelly Mato*

This agenda item provides an update on Refuse and Recycling staff's initiatives to provide alternatives for disposal of organic waste and asks for the committee's feedback on two possibilities for reducing organic waste being landfilled from the Centre Region.

In 2019, when the Public Services & Environmental Committee opted not to move forward with curbside collection of organic material, the committee tasked the Refuse and Recycling staff with exploring ways of increasing residents' options for dealing with organic waste and concurrently reducing organic material sent from the Centre Region to landfills. Ms. Mato will provide updates on initiatives aimed at reducing yard and food waste collected as trash through education, outreach, and creating or expanding separate drop-off alternatives for organic matter.

Organic waste accounts for more than a third of the waste tonnage in Pennsylvania landfills. Moreover, decomposing organic waste produces methane gas, a greenhouse gas that traps significantly more heat than CO<sub>2</sub>. Reducing the amount of organic tonnage sent to landfills from the Centre Region addresses residents' interest in options for organic waste and provides a small step in meeting sustainability goals.

The difficulty in recycling organic material is compounded by the variety of materials and the logistics of getting those materials to facilities in conditions that allow recycling into either compost or mulch. Materials are collected and processed differently; moreover, PA Department of Environmental Protection protocols provide different specifications for handling these materials. Organic waste is divided into the following categories:

- Food Waste:
  - ✓ Vegetative (fruits, vegetables, grains)
  - ✓ Meat, eggs, dairy

- ✓ Compostable products (paper, some plant-based plastics)
- Yard Waste:
  - ✓ Grass clippings
  - ✓ Garden waste (vines, stalks, and weeds)
  - ✓ Leaves
  - ✓ Brush (woody material from bushes, shrubs, and trees)
  - ✓ Tree stumps, trunks, and larger branches

The Refuse and Recycling staff's exploration of alternatives for residential disposal of these materials has focused on five initiatives: promoting backyard composting in the area, providing educational materials and outreach opportunities for recycling yard waste, increasing residents' options for dropping off yard waste, developing food waste drop-off locations, and spearheading a campaign to reduce food waste. Students in Penn State's Communication 473 class have begun work on the campaign to reduce food waste in collaboration with the COG Refuse and Recycling program through the Sustainable Communities Collaborative, and some of these students will attend the meeting to answer questions on their research and projects.

The refuse and recycling staff will seek the committee's guidance on how to proceed with two initiatives: increasing residential yard waste drop-off options and developing a food waste drop-off option.

6. JOINT PROPOSAL TO CHANGE REFUSE AND RECYCLING START TIME  
– presented by Shelly Mato

This agenda item asks the Public Services & Environmental Committee to consider endorsing a change in refuse/recycling operating procedures that would allow Advanced Disposal (ADS) and the Centre County Recycling and Refuse Authority (CCRRA) to begin collecting materials at 6:00 a.m. instead 7:00 a.m. throughout the summer months. Because this change impacts over 15,500 customers, COG staff believes the proposal should be considered by the Committee before it is implemented.

Currently, collection routes for both ADS and CCRRA begin at 7 a.m., and all residents are reminded to have both refuse and recycling to the curb by that time. During the summer months there are periods when collection crews from ADS and the CCRRA must work in excessive heat and high heat index days. In the past, either ADS or CCRRA have requested an earlier start time when the daily heat index was expected to be quite high in order to provide for the safety of their drivers/operators. This was found to be infeasible due to the difficulty in alerting all residents in time.

Enclosed for the Committee's consideration is a joint proposal from ADS, CCRRA, and COG that recommends that collection of refuse and recycling materials begins at 6:00 a.m. between Memorial Day and Labor Day each year. After Labor Day curbside collection will begin at 7 a.m. for both refuse and recycling services. This change is allowed in the contract



between Advanced Disposal and the COG. Also *enclosed* is a supplemental document providing additional information requested by the committee in previous discussions on this item.

The PSE Committee should review the joint proposal, note areas of concern, and decide how to proceed. Should the Committee decide to endorse the proposal then a possible motion for its consideration is:

*“That the COG Public Services & Environmental Committee endorse the joint proposal, dated September 23, 2019, from Advanced Disposal and the Centre County Recycling and Refuse Authority to move the earliest pick up time for refuse and recycling materials to 6 a.m. from Memorial Day through Labor Day each year.”*

7. OTHER BUSINESS

- A. Matter of Record - *Enclosed* is an information sheet and map detailing a route change for refuse and recycling collection in Patton Township impacting the neighborhoods accessed from Gray’s Woods Boulevard. This route change will take effect on March 30, 2020. Advanced Disposal personnel delivered door hangers to every residence whose collection day is changing. Announcements of the change will appear in the Patton Township newsletter, COG website, and homeowners’ associations social media/forums.
- B. Matter of Record - Jess Chou, a Penn State senior in Environmental Resource Management, began interning with CRPA in February for the spring semester. She will spend 6-10 hours a week supporting the Sustainability Planner. Her focus will be to research and identify ‘real world’ examples of potential action items for the climate action and adaptation plan, focusing on energy and agriculture. She will also help with recommending report formats that effectively communicate the action and its impacts, both environmental and fiscal.
- C. Matter of Record - *Enclosed* is the February 21, 2020 meeting summary of the Climate Action and Adaptation Technical Advisory Group (TAG). The TAG’s next meeting is March 16, 2020 at 8:30am at the COG Building in the Centre Regional Planning Agency Conference Room.

8. ADJOURNMENT

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## **PUBLIC SAFETY COMMITTEE**

COG Forum Room

2643 Gateway Drive

Tuesday, March 10, 2020

12:15 p.m.

### AGENDA

1. CALL TO ORDER

Chair Dan Murphy 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 to that point in the meeting.

3. COMMITTEE PICTURE

COG staff would like to take a picture of Committee members to include on our webpage that discusses the Public Safety Committee. COG believes it would add a personal touch and help residents identify their elected officials when needing to reach out to them.

4. APPROVAL OF MINUTES

A copy of the minutes from the February 11, 2020 meeting of the COG Public Safety Committee is *enclosed*.

5. 2019 YEAR END FIRE ACTIVITY REPORT

This agenda item asks the Public Safety Committee to review the 2019 Year End Fire Activity Report and to refer it to the General Forum for a presentation as has been done in previous years.

Fire Director Mr. Steve Bair will present the *enclosed* year-end review for the Regional Fire Protection Program. In terms of call volume, during 2019 there were 1,174 incidents, down from the 1,308 incidents in 2018. Included with the report will be a review of the program's mission, standard of care, number and type of calls, program assets, and future major issues confronting the COG, the municipalities and the fire service.

This report is presented for informational purposes and does not require further action from the Committee unless the members believe a similar report should be made to the General Forum.

6. COVID-19 BRIEFING

This agenda item asks the Public Safety Committee to receive a briefing from the Centre Region Emergency Management Coordinator regarding activities and discussions that are occurring relating to spread of the COVID-19 virus in the United States. This agenda item will be presented by Shawn Kauffman, Centre Region Emergency Management Coordinator.

A pneumonia of unknown cause detected in Wuhan, China was first reported to the World Health Organization (WHO) Country Office in China on December 31, 2019. The outbreak was declared a Public Health Emergency of International Concern on January 30, 2020. On February 11, 2020, the World Health Organization announced a name for the new coronavirus disease: COVID-19. There is currently no known effective antiviral therapy for COVID-19. According to the World Health Organization, as of March 4, 2020 the disease is in 79 countries and has affected 95,270 people, with the vast majority living in China.

According to the Center for Disease Control (CDC) as of March 4, 2020 the distribution of COVID -19 in the United States is:

- Total cases: 80
- Total deaths: 9
- States reporting cases: 13

Shawn Kauffman will provide an informational report regarding the discussions occurring locally regard COVID-19, and more broadly, the response and communication infrastructure in place in the region as it relates to infectious disease. A discussion by the committee will follow.

7. POSSIBLE CRCA PURCHASE OF AN HYBRID SUV VEHICLE

This agenda item asks the Public Safety Committee to discuss and provide comments on the concept of the Centre Region Code Administration Agency (CRCA) purchasing a hybrid electric vehicle for staff use. This agenda topic will be presented by John Franek, CRCA Code Services Manager.

The 2020 CRCA Budget - Capital provides for the purchase of six vehicles - four replacements and two additions to the fleet. The typical CRCA fleet vehicle is a Ford Escape brought through the Commonwealth of Pennsylvania's Co-Stars program. At the

time the budget was prepared it was assumed these vehicles would be gasoline powered because SUV vehicles were not available or were too expensive.

Recently, Ford Motor company began the manufacture of a plug-in hybrid electric SUV – an Escape. The cost is about \$27,000 which is within or very close to the amount budgeted for a gasoline powered vehicle. In the past, several elected officials encouraged the CRCA to transition its fleet to electric vehicles. In addition to the purchase cost, if an electric vehicle were purchase a 240 volt exterior electric outlet with a wire run from the electric box in the basement of the COG building to the parking lot would be required. Based on a quote from Miller Electric the estimated cost is about \$2,500 for a plug mounted to an existing light pole or \$3,500 for pedestal mounted unit.

At a staff level the CRCA is prepared to go forward with this purchase. The staff looks at the acquisition of this single vehicle as a pilot study to see if electric vehicles are a good idea. Organizationally, the idea of replacing/adding vehicles to the CRCA fleet was approved in the 2020 budget and funds were appropriated for that expense. However, the staff is also aware of the following issues:

- How does the purchase of electric vehicle fit into the proposed fleet management plan? Work on this plan has not started and is likely not be completed during 2020.
- Should only the installation of a single electric outlet be considered or should the CRCA also be investigating a dual-head charging stations to offer charges to employees, visitors or even the general public?

The Committee's guidance on the following questions is requested.

- a. Should the CRCA purchase, as a demonstration project, one plug-in hybrid electric SUV?
- b. If the vehicle is purchased should the plug-in be for a single car or two?
- c. If a dual-head unit is purchased and made available to the public or the staff should a cost be levied?

## 8. STAFF UPDATES

COG Staff will provide updates on the following topics:

- **Code Administration (John Franek)** – The Code Services Manager will report on the current items including following:
  - The status and time schedule for COG Software Study

- The status and time schedule for the office space renovations for the relocation of the administrative division of the CRCA agency to space previously occupied by Centre Region Parks and Recreation.
- **Fire Protection (Steve Bair)** – The Fire Director will report on current activities.
- **Emergency Management Program (Shawn Kauffman)** – The Emergency Management Coordinator will report on the current items.

9. OTHER BUSINESS

- A. Matter of Record – The February 2020 monthly comparison of new construction code statistics are *enclosed* in this packet and permits issued/permits closed reports are *enclosed* (electronically only). The January 2020 monthly comparison of existing structures code statistics are enclosed.
- B. Matter of Record – The next meeting of the Public Safety Committee is scheduled for Tuesday, April 14. The major agenda item will be a meeting with the Emergency Medical Service (EMS) providers within the Centre Region to discuss the following topics:
- Current status of the EMS organization
  - Current or future concerns that may impact the EMS organization
  - Upcoming large venue events which require planning from the EMS organization
  - Opportunities for local government to assist the EMS organization

Looking ahead to the May 12 meeting the Committee will be asked to consider the transfer of responsibility for the hazmat services from Penn State University to the COG. To implement this new arrangement the General Forum will need to approve two documents – a two year Memorandum of Understanding (MOU) between the COG and Penn State University and a two/three year service contract between the COG and Centre County. The goal is to have the Public Services Committee review and the General Forum approve both documents at their May meeting.

- C. Matter of Record – Lunch and Learn session on the Regional Fire Protection Program for the recently elected municipal officials was held on February 26 and again on March 20.
- D. Matter of Record – During its March 4, 2020 meeting the Human Resources Committee approved a staff recommendation to change job titles for Senior Building Inspector and Senior Fire and Life Safety Inspector to Division Manager. It should be noted that COG has similar job positions in which the term “Manager” is used, such as Parks Manager, Recreation Services Manager, and Codes Services

Manager. This change is recommended because the current title “Senior” job title does not describe the supervisory responsibilities of the position. This is a title change only and will not alter the positions’ pay range. It is believed the proposed title is more accurate and understandable to the municipal officials and the public.

10. ADJOURNMENT

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## SOLAR POWER PURCHASE AGREEMENT WORKING GROUP

SCASD Panorama Building, IT Computer Service Conference Room

March 4, 2020

9:00 AM

### AGENDA

1. CALL TO ORDER

Mr. Buck will convene the meeting.

2. PUBLIC COMMENT

Members of the public are invited to comment on any items not already on the agenda (five minute 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 January 22, 2020 Solar Power Purchase Agreement (SPPA) Working Group meeting is **enclosed**.

4. WORKING GROUP PICTURE

COG staff would like to take a picture of the members of the Working Group to include on our webpage that discusses the SPPA Working Group. COG believes it would add a personal touch and help residents identify their representatives when needing to reach out to them.

5. REVISED COST SHARING AGREEMENT FOR ENERGY CONSULTANT

The Working Group will be asked to endorse the **enclosed** cost sharing agreement and refer it back to their individual boards/councils for approval prior to the March 25, 2020 SPPA meeting.

At its last meeting the Working Group discussed the individual entity solicitor and board/council review process questions that arose about the need to better define the contract management aspects of the project. Specifically, who would be contracting with the consultant as the SPPA Working Group is not an entity and there is no lead entity named. It was Centre Area Transportation Authority solicitor's opinion that having a single contract between 15 separate entities and a consultant was not in the project's best interests. His recommendation was to either create a separate entity out of the SPPA Working Group (anticipated to be a six-month process) or name a lead organization. The Working Group at its January 22, 2020 meeting endorsed SCASD being the lead entity and subsequently SCASD took action at their February 3, 2020 meeting to become the lead entity.

In mid-February the revised cost sharing agreement was sent out to the members of the Working Group to obtain feedback from their solicitor. Members were asked to have comments/edits/recommendations back from their solicitor prior to the March 4, 2020 meeting. If the members of the SPPA Working Group and their solicitors are agreeable to the current draft of the cost sharing agreement, staff recommends that the following motion be made:

***“That the SPPA Working Group endorses the draft cost sharing agreement and refers it back to the individual boards/councils for approval prior to the March 25, 2020 SPPA Working Group meeting.”***

Should this motion be made, and the boards/councils approve the cost sharing agreement, the SPPA Working Group will formally adopt the agreement at the March 25, 2020 meeting and obtain signatures from board/council chairs shortly after.

#### 6. RFP FOR ENERGY CONSULTANT SERVICES UPDATE

This is an informational and discussion only item. The Working Group should provide feedback on the **enclosed** draft RFP for Energy Consultant Services that has been developed by the Micro Group. The Micro Group will then revise the RFP prior to the March 25, 2020 meeting to consider the comments from the SPPA Working Group.

The Committee will be asked to approve the release of the RFP for Energy Consultant Services at its the March 25, 2020 SPPA meeting. It will then be released to prospective firms and advertised on March 27, 2020 and March 30, 2020.

The Micro Group currently includes: Randy Brown, SCASD; Peter Buck COG; Gretchen Brandt, SCASD; Bruce Donovan, CATA; Jason Grottini, SCBWA; Jesse Barlow, SCB; and Pam Adams, COG.

#### 7. REVISED TIMELINE

**Enclosed** please find the revised Gantt Chart (the timeline has been extended since the January meeting) for the proposed changes to the energy services consultant timeline. This information was shared with the COG General Forum at its February 24, 2020 meeting.

The updated timeline is shown below:

February 3, 2020: SCASD approves their role as lead entity for Energy Consultant Procurement

March 4, 2020: SPPA Working Group endorses Cost Sharing Agreement and refers it to their boards/council

March 4, 2020: SPPA Working Group reviews draft RFP for Energy Services Consultant

**March 5 – March 24, 2020: Individual entities approve Cost Sharing Agreement**

March 25, 2020: Board Chairs sign Cost Sharing Agreement



March 25, 2020: SPPA Working Group approves & authorizes release of RFP for Energy Services Consultant

March 27 & March 30: Advertise RFP for Energy Services Consultant

May 12, 2020: Open Bids from RFP for Energy Services Consultants

May 13 – June 1: SPPA Micro Group reviews and recommends Energy Services Consultant

June 17, 2020: SPPA Working Group moves their June meeting up one week to review, recommend, and refer Energy Services Consultant to boards/councils

**June 18 – July 14: Boards/Councils endorse the hiring of an Energy Service Consultant**

July 15, 2020: SPPA Working Group moves their July meeting up one week to recommend SCASD hire an Energy Services Consultant

**July 20 and August 3, 2020: Contract is reviewed and awarded by SCASD. All documents signed by SCASD.**

## 8. OTHER BUSINESS

- A. Matter of Record – With a growing interest by both the public and local governments in solar energy, CRPA staff created a solar energy webpage which can be found under the COG webpage: [www.crcog.net](http://www.crcog.net) | CRPA | Sustainability or follow this [link for Solar Energy](#). A link to this solar energy page has been added to the SPPA Working Group’s webpage. The solar energy webpage is a starting point to help identify the Centre Region as a friendly place for solar business and climate action. It includes existing tools and documents on solar energy and a link to the SPPA.
- B. Matter of Record – See the article <https://finance.yahoo.com/news/jeff-bezos-10-billion-climate-change-200822069.html> regarding potential grant opportunities to combat climate change.
- C. Matter of Record – **Enclosed** is the PowerPoint presentation given by Mr. Buck at the February 24, 2020 COG General Forum meeting. It can also be viewed at the 51:00 minute mark of the COG General Forum meeting located at <https://www.cnet1.org/government-videos/>.

## 9. ADJOURNMENT



**Manager's Report  
March 16, 2020**

1. Provided with my report are two letters of appreciation from Discovery Space and Leadership Centre County. The Board of Supervisors authorized donations of \$2,500 and \$500, respectively, to each organization.
2. Township staff will be attending the annual conference of the Public Employer Labor Relations Advisory Service this week at the Penn Stater. The conference is presented by the law firm Campbell, Durrant, Beatty, Polombo & Miller, which provides labor counsel to the Township. The conference helps staff remain apprised of the latest trends and evolutions of human resource management and labor relations law.
3. Kickoff meetings were held with the design and construction team for the new Public Works Maintenance Facility on March 3<sup>rd</sup>. The Public Works Director will report on the details. A groundbreaking ceremony was held this evening before the Regular Meeting.
4. I attended a meeting of the Regional Solar Power Purchasing Agreement Working Group on Wednesday, March 4<sup>th</sup>. The main item discussed was the cost-sharing agreement that was presented to the Board for adoption this evening.
5. Representatives of the Centre Region Emergency Management Council, Penn State University, State College Area School District, Centre County, and Mount Nittany Medical Center met on Wednesday, March 4<sup>th</sup> to discuss preparations and regional coordination for a potential pandemic of the COVID-19. Municipalities including Ferguson Township will direct all website traffic to the State College Borough webpage, which will serve as the central repository for information concerning the virus.



## Discovery Space

Where Science Takes Shape

February 25, 2020

David Pribulka  
Township of Ferguson  
3147 Research Dr.  
State College, PA 16801

Dear David:

Thank you for joining our effort to make a difference in our community by responding to our recent appeal. Your support allows us to spark creativity, curiosity, and imagination in new and innovative ways.

In 2019, Discovery Space surpassed 100,000 total visits since opening, and we are continuing to grow alongside this community. To truly become a place for lifelong learning, we are opening a new makerspace, The Rivet. The role we have to play in Central PA is an important one. Children need opportunities to learn through hands-on experiences that develop critical thinking and problem solving skills. Teens benefit from opportunities to learn about and experience potential careers in STEM – careers that pay well and make a difference in the world. Adults new to the area, new to a hobby or interested in meeting new friends can connect through programs for their kids and grandkids, and now, programs for them in The Rivet.

None of this growth would be possible without your support!

This letter acknowledges receipt of a charitable contribution of \$2,500, given to Discovery Space of Central Pennsylvania on 2/25/2020. No goods or services were provided in return for this contribution. Discovery Space is a 501(c)(3) nonprofit organization, contributions to which are tax deductible to the fullest extent permitted by law.

Thank you for helping us foster a love of learning and curiosity in our visitors of all ages. We look forward to seeing you soon!

Sincerely,

Michele Crowl, Ph.D.  
Executive Director

1224 N Atherton St  
State College, PA 16803  
814.234.0200  
[MyDiscoverySpace.org](http://MyDiscoverySpace.org)



# LEADERSHIP

CENTRE COUNTY

Elevating Leaders. Elevating the Community.

27 February 2020

David Pribulka  
Ferguson Township  
3147 Research Drive  
State College, PA 16801

Dear David,

On behalf of the Board of Directors, alumni and class members of Leadership Centre County, I wish to thank you and your colleagues for being a Bronze Sponsor for \$500 this year. We are pleased and proud of our affiliation with you and the folks at Ferguson Township.

Your contribution helps us deliver our program to community members from throughout Centre County. Sponsors like Ferguson Township are vital to the success of Leadership Centre County's mission to create a pool of future leaders with the knowledge, skills and networks to work cooperatively as they tackle the challenges of tomorrow. This year's class is comprised of 51 of the county's brightest!

Leadership Centre County exists only because of the support garnered from our friends, alumni and business organizations who understand and believe in our important mission. Again, we thank you and everyone at Ferguson Township for their generous support and your commitment to the betterment of Centre County.

Regards,

Georgia Abbey, Executive Director  
Leadership Centre County



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# TOWNSHIP OF FERGUSON

3147 Research Drive • State College, Pennsylvania 16801

Telephone: 814-238-4651 • Fax: 814-238-3454

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## **Public Works Director's Report to the Board of Supervisors for the regular meeting on March 16, 2020**

- 1. Crosswalk painting request in Pine Grove Mills:** Staff evaluated the crosswalk painting requests based on discussion with the Board of Supervisors. The Township Engineer does not recommend painting any of the locations. The locations either do not meet mid-block painting guidance, cross non-Township roads, or are otherwise not required. Staff recommends that the consultant selected to prepare the mobility study in Pine Grove Mills consider these requests, similar to the crossing requests in the Northland Area Mobility Study.
- 2. Public Works Maintenance Facility–** A ground-breaking ceremony is planned for March 16th. The contractor, Fiore, has mobilized. Work is in progress.
- 3. Stormwater Fee Study Phase 2 –** Staff and the consultant, WOOD, have addressed Stormwater Advisory Committee (SAC) concerns, reviewed the cost of service, better defined service areas and refined the scope of service to reduce costs, revised the time period of cost distribution, and reviewed the effect on an anticipated fee structure. A final fee structure was not proposed to the SAC at their last meeting in 2019. Two additional meetings of the SAC are planned. The next SAC meeting times are March 25<sup>th</sup> and April 15<sup>th</sup>. Once the SAC completes its work, the consultant will prepare a report for the BOS. Public outreach efforts are planned in the coming months including a public education event planned for April 16<sup>th</sup> from 7pm to 9pm at the Park Forest Middle School and an education session at the Baileyville Hall on April 15<sup>th</sup>. In the interim, BOS members or others interested in additional detailed subject matter can review the stormwater fee presentations and reports available on our web page, or meet with the Public Works Director and Manager to review the program developed to date.
- 4. Arborist and Ferguson Township Tree Commission –** The FTTC meets on March 16<sup>th</sup> and agenda items are expected to include: finalize 2020 goals, discussion on the draft tree preservation ordinance, adoption of bylaws for the group, and discussion of the RFP for a tree canopy survey. An arbor day celebration is planned for Saturday, May 2<sup>nd</sup> at Haymarket Park.
- 5. Maintenance Section:** The road crew has been repairing inlets, repairing culverts, attending training, working on drinking fountains in parks, completing various work orders, and cleaning and repairing vehicles.
- 6. Contract 2019-C15 Street Tree Pruning:** The contract awarded to Nature's Canopy was terminated for failure to perform the work and awarded to the second low bidder, Cutting Edge Tree Professionals. Work started by Cutting Edge the week of March 2<sup>nd</sup> and includes pruning 767 street trees in Saybook, Greenleaf Manor, and Pine Grove Mills neighborhoods.

7. **Contract 2020-C1 Street Improvement Project (portions of Blue Course Drive and Saratoga Drive)** Improvements to sections of these two roads include inlet repairs, curb repairs, asphalt repairs and an asphalt overlay. The project is currently out to bid for a bid opening on March 17<sup>th</sup>.
8. **Contract 2020-C2 Street Improvement Project (Dry Hollow Road, Deibler Road, portion of Whitehall Road)** – Work includes base repair, asphalt milling, and paving a new asphalt wearing course on Whitehall Road from Timothy Lane to the County line. Some sections of guiderail will be replaced. Similar work is planned for a section of Deibler Road and Dry Hollow Road. The project is currently out to bid for a bid opening on March 17<sup>th</sup>.
9. **Contract 2020-C6 Curb and Ramp upgrades:** This is an annual contract to update and replace curb ramps on sidewalks to meet ADA requirements on roads that receive microsurfacing. This contract is currently out to bid with a bid opening scheduled for March 10<sup>th</sup>.
10. **Contract 2020-C7c Asphalt and Aggregate:** A contract is let every year for asphalt and aggregate. The contract should be advertised in March for a bid opening in April.
11. **Contract 2020-C7a Fuel:** Gas and Diesel will be bid in March for an anticipated award in April.
12. **Contract 2020-C8 Pavement Markings:** Each year the Township bids painting lines and legends on our roads. A dozen municipalities piggyback on this popular contract. Bids will be opened on February 25<sup>th</sup>. See separate award recommendation memorandum.
13. **Contract 2020-C9 Microsurfacing:** Microsurfacing is a pavement preservation technique and a contract is let annually. The contract is currently out to bid for an opening planned on March 10<sup>th</sup>. This year the following roads are planned for microsurfacing:

Road Name	From Street	To Street
James Ave	Stonebridge	Stonebridge
Red Lion	Stonebridge	Kings Ct
Chownings Ct	Red Lion	Cul-De-Sac
Williamsburg	Red Lion	Cul-De-Sac
Kings Ct	Williamsburg	Cul-De-Sac
Wetherburn Dr	Williamsburg	Stonebridge
Aaron Dr	N Atherton St	Ent Twp Rd
Horseshoe Cir	Tadpole	Tadpole
Beaver Branch Rd	Tadpole	cul-de-sac
Butz	End	E Beaver Ave
W Beaver Ave	Twp Line	Corl St
S Osmond St	W Collge Ave	Twp Line
Hoy St	W Collge Ave	Highland Alley

S Corl	W Collge Ave	Highland Alley
Fairbrook	W Whitehall	Cul-de-sac
Greenlee	Fairbrook	Cul-de-sac
Beaverbook	Fairbrook	Cul-de-sac

- 14. Contract 2020-C10 Bikepath and Parking Lot Sealcoat:** This annual contract includes a double sealcoat to preserve the pavement life of bikepaths and parking lots. Other municipalities may piggyback on this contract from time to time. Design is in progress. The project should be bid in March.
- 15. Contract 2020-C13 Street Tree Planting** This work includes planting 43 street trees and was awarded to Luther Lawn Service LLC. Work is planned to start the week of March 9<sup>th</sup> or 16<sup>th</sup>.



# TOWNSHIP OF FERGUSON

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[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

## PLANNING & ZONING DIRECTOR'S REPORT

Tuesday, March 16, 2020

### PLANNING COMMISSION

Planning Commission met Monday, March 9, 2020 to review Zoning Map Amendments for the areas listed below:

- Ridge Overlay District (Rural Agriculture)
- Harner Farm Lots (Rural Agriculture)
- Penn State University lands (Agricultural Research)
- The Meadows (Rural Agriculture)
- Rock Springs (Rural Agriculture)

They provided Planning and Zoning Staff with recommendations that will be compiled and presented to the Board during the Joint Work Session with Planning Commission, tentatively scheduled for April 13.

### LAND DEVELOPMENT PLANS AND OTHER PROJECTS

1. Active Plans are listed below for the Board of Supervisors (3/11/20).
  - **Whitehall Road Regional Park** (intersection of Blue Course Drive and Whitehall Road)
  - **Harner Farm Subdivision** (24-004-067 and replot 24-004-067C)
  - **Orchard View Subdivision** (24-004-,067-0000)
  - **Whitehall Road Sheetz Land Development Plan** (24-004-067 and replot 24-004-067C)
  - **Thistlewood Lot 19** (24-746-007-0000)
2. PZ Director met with residents regarding the Terraced Streetscape District.
3. PZ Director met with the Township Arborist to work on the draft Tree Preservation Ordinance.
4. PZ Staff met with Penn Terra Engineering and Michael Kirby to review amendments to The Cottages.
5. PZ Director and Community Planner met with Board Member, Lisa Strickland to discuss the Workforce Housing Ordinance.
6. PZ Staff met with Gwin, Dobson & Foreman, representatives of SCBWA to review Whitehall Road Well Buildings land development plan.

### UPCOMING ZONING HEARING BOARD MEETINGS

1. The Zoning Hearing Board will be meeting April 28, 2020 to review a variance request for a property at 3765 West College Avenue (RA—Rural Agricultural/ COD—Corridor Overlay District). The applicant, The Islamic Society of Central PA, is requesting a variance from Chapter 27-701; Ch. 27-701.C.1; Ch. 27-701.I; Ch. 27-701.H: Floodplain Conservation Regulations.





FERGUSON TOWNSHIP POLICE DEPARTMENT

February 2020 Calls for Service

Part I Crimes Summary	Previous Month Feb. 2019	Current Month Feb. 2020	Previous YTD Feb. 2019	Current YTD Feb.2020
Homicide	0	0	0	0
Rape	1	1	1	2
Robbery	0	0	0	0
Assault	0	3	2	5
Burglary	2	0	3	0
Theft	3	4	9	4
Auto Theft	0	0	0	0
Arson	0	0	0	0
<b>Total</b>	<b>6</b>	<b>8</b>	<b>15</b>	<b>11</b>

Part II Crimes Summary	Previous Month Feb. 2019	Current Month Feb. 2020	Previous YTD Feb. 2019	Current YTD Feb. 2020
Forgery	1	1	1	1
Fraud	9	5	16	9
Embezzlement	0	0	0	0
Receiving Stolen Property	0	0	0	0
Criminal Mischief	5	3	9	3
Weapons Violation	1	0	1	0
Prostitution and Commercialized Vice	0	0	0	0
Sex Offense	1	0	1	2
Drug Violation	5	1	6	2
Offenses Against Family	0	0	0	0
DUI	6	2	7	4
Liquor Laws (minors law, furnishing, false ID)	2	1	4	1
Public Intoxication	3	0	6	1
Disorderly Conduct	21	14	40	31
Vagrancy	0	0	0	0
All Other Criminal	5	5	9	7
<b>Total</b>	<b>59</b>	<b>32</b>	<b>100</b>	<b>61</b>

Total Crimes	Previous Month Feb. 2019	Current Month Feb. 2020	Previous YTD Feb. 2019	Current YTD Feb. 2020
Part I Crimes	6	8	15	11
Part II Crimes	59	32	100	61
<b>Total</b>	<b>65</b>	<b>40</b>	<b>115</b>	<b>72</b>



FERGUSON TOWNSHIP POLICE DEPARTMENT

February 2020 Calls for Service

Other Calls for Service	Previous Month	Current Month	Previous YTD	Current YTD
	Feb. 2019	Feb. 2020	Feb. 2019	Feb. 2020
Vehicle Code - Crashes	32	15	58	34
Vehicle Code - Other Traffic Incidents	60	40	101	91
Health and Safety – EMS Assist	56	52	112	104
Health and Safety – Fire Assist	5	3	12	12
Other Health and Safety Incidents	14	14	30	28
Alarms	30	15	39	30
Suspicious Activity	14	21	45	57
Unsecure Property	1	0	1	2
Found Property	3	0	7	2
Lost Property	2	4	6	9
Community Relations/ Crime Prevention	7	3	16	8
Car Seat Check	2	3	2	4
School Check	40	26	57	54
Township Ordinances	7	4	22	13
Request for Assistance – Attempt to locate	1	2	6	6
Request for Assistance – Can-Help	1	0	3	0
Request for Assistance – Civil Matter	12	9	25	15
Request for Assistance - Other	49	47	82	95
Missing Persons/ Runaways	3	0	6	0
Animal Complaints	4	12	11	21
Department Information	3	3	6	6
Assist Other Agencies	21	17	32	32
<b>Total</b>	<b>367</b>	<b>290</b>	<b>679</b>	<b>623</b>

Total Calls for Service	Previous Month	Current Month	Previous YTD	Current YTD
	Feb. 2019	Feb. 2020	Feb. 2019	Feb. 2020
Part I Crimes	6	8	15	11
Part II Crimes	59	32	100	61
Other Calls for Service	367	290	679	623
<b>Total</b>	<b>432</b>	<b>330</b>	<b>794</b>	<b>695</b>



FERGUSON TOWNSHIP POLICE DEPARTMENT

February 2020

	2019	2020	Previous YTD	Current YTD	Notes:
Traffic Citations	46	48	91	91	
Parking Tickets	203	76	297	173	
Traffic Stops	120	181	236	363	
Criminal Arrests	14	9	34	20	
Supplements	170	107	368	218	
Hearings	15	14	30	38	
Med Return	16.29	24.5	35.19	40.74	

*Note:*

- *Traffic Stops may not include pre scheduled selective enforcement details where two or more police vehicles are assigned for specific enforcement purposes (such as Aggressive Driving Grant details).*
- *Criminal Arrests are the number of people arrested, not the number of charges, counts or cases cleared. These include arrests made at the time of the incident as well as those filed after an extended investigation.*

**Department Notes:**

- A 63-year-old State College man was arrested and charged with Rape of a Child, Statutory Sexual Assault, Aggravated Indecent Assault and other sex crimes following an incident involving a 9-year-old victim.
- A 46-year-old New York man was charged with drug possession following a drug investigation. The man possessed 7.9 grams of cocaine. Depending on the users tolerance, the amount equals 75 to 250 doses.
- A warrant was obtained for a 36-year-old State College woman. She was charged with possessing crystal meth (10.1 grams) and Heroin. The crystal meth equates 70 to 250 doses.

- While investigating a domestic dispute, a 47-year-old Homestead man was arrested for violating a Protection from Abuse Order. The man was prohibited from having any contact with the victim.
- A rental car was reported stolen. After an investigation, it was determined that staff took the car to another facility without management's knowledge.

#### **Investigations**

- Detectives are investigating an internet scam. The victim answered an online advertisement for a cat. The victim paid \$920 but never received the cat.
- Detectives are investigating a child abuse / sexual assault. The victim is 14 years old.
- Detectives are investigating a wallet theft. Following the theft of the wallet, the suspect tried to use the victim's identity to open other accounts.
- Detectives referred a case to the Lock Haven City Police regarding the theft of an enclosed utility trailer. The trailer was stolen from Ferguson Township and recovered in Lock Haven. A city detective plans to file charges against a 48-year-old Lock Haven man.

#### **Community Relations:**

- Sgt. Hendrick participated in a Love the Bus event at the Ferguson Township Elementary School. The event raises awareness to school bus safety.

Time frame Friday 5:00 PM to Sunday 11:59PM (State Patty's Day Weekend)			
Offense	2018	2019	2020
Criminal Mischief	2	0	2
DUI	1	6	3
Disorderly Conduct	7	9	7
Public Drunkenness	1	0	1
Minors Law	1	3	1
Sex Assault	0	1	0
Assault	0	0	0
Trespass	1	1	0
Traffic / Person Stops	39	31	28
Towing Disputes	1	0	1
Accidents	2	3	2
Drug Arrests	0	5	2

## Record List - Total:340

Contact or caller	Nature	Area	Reported	Incident
<b>800PHNMESS (1)</b>				
BOOKING,CENTRAL	800PHNMESS	FT2H1	10:57:10 02/19/20	20FT00867
<b>911DUP (4)</b>				
Pulled by mistake	911DUP	FT1B4	00:19:25 02/22/20	20FT00927
Incident pulled in error.	911DUP	FT1B1	14:54:21 02/20/20	20FT00895
Two numbers were pulled for the same incident.	911DUP	SB2H6	20:04:36 02/11/20	20FT00735
PTPD incident	911DUP	PTPD	02:49:45 02/08/20	20FT00676
<b>ABANDVEHICL (5)</b>				
Abandoned vehicle	ABANDVEHICL	FT2G1	12:39:28 02/23/20	20FT00948
Abandoned vehicle	ABANDVEHICL	FT2G1	11:50:48 02/19/20	20FT00871
Abandoned vehicle	ABANDVEHICL	FT2G1	11:30:45 02/19/20	20FT00870
Abandoned vehicle	ABANDVEHICL	FT2G1	11:01:46 02/19/20	20FT00869
Abandoned vehicles	ABANDVEHICL	FT2G1	09:34:20 02/07/20	20FT00660
<b>ALARM BURGLAR (12)</b>				
Commercial burglar alarm with open door.	ALARM BURGLAR	FT2E1	02:02:44 02/28/20	20FT01026
Unknown persons on construction site	ALARM BURGLAR	FT2I1	18:42:58 02/20/20	20FT00901
Accidental alarm activated by grand kids.	ALARM BURGLAR	FT1C1	14:49:13 02/17/20	20FT00829
Burglar alarm	ALARM BURGLAR	FT1B1	12:25:48 02/17/20	20FT00824
Commercial burglar alarm	ALARM BURGLAR	FT1B1	23:15:38 02/15/20	20FT00797
Burglar alarm	ALARM BURGLAR	FT2H1	06:55:48 02/14/20	20FT00770
Residential Burglar Alarm	ALARM BURGLAR	FT1D1	05:57:07 02/14/20	20FT00768
Residential burglar alarm	ALARM BURGLAR	FT1D1	16:53:17 02/13/20	20FT00763
Commercial burglar alarm	ALARM BURGLAR	FT2H1	18:51:09 02/05/20	20FT00638
Residential motion alarm	ALARM BURGLAR	FT3O1	06:07:12 02/04/20	20FT00611
phone line alarm	ALARM BURGLAR	FT1B1	07:48:22 02/01/20	20FT00554
Burglar alarm	ALARM BURGLAR	FT1B1	05:12:29 02/01/20	20FT00552
<b>ALARMCAR/VEHICL (1)</b>				
Unable to locate	ALARMCAR/VEHICL	FT1F2	20:32:35 02/19/20	20FT00876
<b>ALARMFIREPDONLY (1)</b>				
Fire Alarm	ALARMFIREPDONLY	FT1B2	21:43:35 02/24/20	20FT00975
<b>ALARMPANIC (3)</b>				
residential duress alarm	ALARMPANIC	FT3J2	12:52:19 02/27/20	20FT01013
Panic Alarm - Business closed	ALARMPANIC	FT1B1	12:35:48 02/24/20	20FT00967
Commercial Burglar Alarm	ALARMPANIC	FT1B1	14:23:03 02/17/20	20FT00827
<b>ALCOHOL (3)</b>				
DUI w/Paraphernalia, small amount weed, tampering w/evidence	ALCOHOL	SB2C4	02:04:15 02/29/20	20FT01055
23 yom arrested for DUI	ALCOHOL	FT1B1	01:21:55 02/29/20	20FT01054
DUI Reportable Crash	ALCOHOL	FT2G1	02:22:33 02/09/20	20FT00693
<b>ALCOHOLMINORSLW (1)</b>				
Male intoxicated 20 YOA	ALCOHOLMINORSLW	FT1F1	02:29:03 02/29/20	20FT01056
<b>ANIMAL (13)</b>				
Black doberman bit the complainant	ANIMAL	FT3P1	15:55:33 02/24/20	20FT00970
Deer struck on the roadway	ANIMAL	FT2H1	01:33:19 02/23/20	20FT00946
Barnyard animal close to the road, GOA	ANIMAL	FT3N1	16:25:58 02/20/20	20FT00899
Dogs Barking	ANIMAL	FT2G1	09:28:55 02/18/20	20FT00847
Cattle running loose	ANIMAL	FT3O1	13:24:29 02/17/20	20FT00826
Animal fight	ANIMAL	FT3J1	07:49:38 02/17/20	20FT00820
Complainant wanted help with stray cat	ANIMAL	FT1B1	19:53:15 02/16/20	20FT00813
Dead Coyote on the roadway	ANIMAL	FT2G1	12:37:12 02/16/20	20FT00808
Goats on the Roadway	ANIMAL	FT3J1	13:07:02 02/12/20	20FT00747
Caller said there was a dog tied to a parking sign	ANIMAL	FT1B1	15:10:03 02/07/20	20FT00665
Dog at large	ANIMAL	FT3P1	14:43:06 02/06/20	20FT00650
3 dogs running loose, GOA	ANIMAL	FT1A1	16:10:14 02/04/20	20FT00622
Racoon walking around outside	ANIMAL	FT1B1	17:00:56 02/01/20	20FT00559

**ASSAULTEARLIER (1)**

Dispatched to child with marks under arm from child care center	ASSAULTEARLIER	FT1C1	17:27:03	02/21/20	20FT00923
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**CHILDBSEXUAL (1)**

Sexual abuse of 14 yof by step father	CHILDBSEXUAL	FT1B4	14:49:44	02/13/20	20FT00761
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**CHILDCARSEATCHK (3)**

Child safety seat installation	CHILDCARSEATCHK	FT2H1	19:35:51	02/28/20	20FT01034
Car seat install	CHILDCARSEATCHK	FT2H1	16:23:25	02/10/20	20FT00719
Child safety seat install	CHILDCARSEATCHK	FT2H1	12:58:52	02/08/20	20FT00684

**COMMRELATIONS (3)**

Love the bus program presented to all students at Ferguson Elementary School	COMMRELATIONS	FT3J1	08:02:15	02/26/20	20FT00989
PSU Class Presentation	COMMRELATIONS	FT2H1	14:16:08	02/20/20	20FT00891
Run/Hide/Fight Intruder drill conducted at school	COMMRELATIONS	FT3J1	13:27:50	02/12/20	20FT00748

**CRIMMISCHIEF (3)**

Callers vehicle was egged	CRIMMISCHIEF	FT1B2	19:41:32	02/29/20	20FT01070
Caller thought someone entered her residence without permission	CRIMMISCHIEF	FT1B2	14:58:21	02/18/20	20FT00856
Intoxicated male broke callers window	CRIMMISCHIEF	FT1B2	03:52:19	02/08/20	20FT00677

**CRUELTYANIMALS (1)**

Report of male hitting and kicking dog	CRUELTYANIMALS	FT2H1	10:48:18	02/04/20	20FT00616
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**DEPTINFO (3)**

Annual Inspection of Evidence Property Function	DEPTINFO	FT2H1	10:52:15	02/27/20	20FT01011
Evidence Room audit	DEPTINFO	FT2H1	15:57:31	02/04/20	20FT00621
Unannounced Evidence Audit	DEPTINFO	FT2H1	14:46:45	02/03/20	20FT00602

**DISORDERLYCOND (11)**

Loud music	DISORDERLYCOND	FT1C1	21:05:51	02/29/20	20FT01071
D/C - Loud Music	DISORDERLYCOND	FT1B2	21:51:04	02/28/20	20FT01039
Loud music	DISORDERLYCOND	FT1B4	23:59:04	02/21/20	20FT00926
Loud party	DISORDERLYCOND	FT1B4	23:13:20	02/21/20	20FT00925
Report of loud music	DISORDERLYCOND	FT1C1	22:31:40	02/14/20	20FT00782
D/C-Loud Tv	DISORDERLYCOND	FT2G1	22:33:21	02/11/20	20FT00737
Loud Party-Cancelled before arrival	DISORDERLYCOND	FT1F2	00:28:54	02/09/20	20FT00690
loud party	DISORDERLYCOND	FT1B4	00:53:21	02/08/20	20FT00675
Loud party	DISORDERLYCOND	FT1F2	00:16:58	02/08/20	20FT00674
D/C - Loud Music/People	DISORDERLYCOND	FT1A1	00:16:11	02/02/20	20FT00567
loud party	DISORDERLYCOND	FT1F2	02:25:22	02/01/20	20FT00551

**DOMESTICDISPUTE (3)**

mother/daughter domestic dispute	DOMESTICDISPUTE	FT3Q1	20:57:11	02/25/20	20FT00988
Male arguing with female, male party violated PFA	DOMESTICDISPUTE	FT3I1	21:45:30	02/18/20	20FT00863
Father/Son domestic	DOMESTICDISPUTE	FT1C1	16:07:42	02/12/20	20FT00751

**DRUGLAW (1)**

Parked vehicle - Drug Law	DRUGLAW	FT1B1	01:00:30	02/22/20	20FT00929
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**FRAUD (4)**

Victim paid \$1500 for cat, didn't receive cat	FRAUD	FT1C1	22:33:55	02/22/20	20FT00942
Caller fell victim to a text message based scam for a total of \$1,000.	FRAUD	FT3J1	14:39:17	02/18/20	20FT00855
Unauthorized credit card purchases	FRAUD	FT3N1	11:06:20	02/14/20	20FT00772
Comp. bank account was hacked, lost over \$18,000	FRAUD	FT1B1	14:30:39	02/10/20	20FT00717

**HARASSMENT (4)**

Male harrassed another male sitting in a cemetary	HARASSMENT	FT3J1	15:59:49	02/20/20	20FT00897
Caller reported being pushed at a party while intoxicated and hurt her knee	HARASSMENT	FT1F2	12:05:15	02/15/20	20FT00789
Harassing facebook messages	HARASSMENT	FT2G1	00:19:43	02/12/20	20FT00739
threatening Snap chat messages	HARASSMENT	FT1E1	20:40:00	02/02/20	20FT00585

**HLTHSFTY (15)**

Caller was worried about safety of man, GOA missing alcohol overdose in Rothrock State Forest	HLTHSFTY	FT1B1	17:11:00	02/29/20	20FT01067
Check welfare of suicidal male	HLTHSFTY	FT3R1	01:11:07	02/23/20	20FT00945
	HLTHSFTY	FT3J2	21:38:57	02/22/20	20FT00941

Called 911 looking for his wife, dementia	HLTHSFTY	FT1C1	16:26:37 02/22/20	20FT00939
Female made a statement about harming herself	HLTHSFTY	FT1F2	17:51:43 02/20/20	20FT00900
Caller wanted an officer to check sister	HLTHSFTY	FT3N1	18:55:18 02/17/20	20FT00837
Young male playing in parking lot	HLTHSFTY	FT1A1	16:55:12 02/17/20	20FT00835
Store wanted us to check on male that appeared homeless in their beer garden.	HLTHSFTY	FT1B1	16:10:32 02/15/20	20FT00792
Caller dropped off at wrong location by uber	HLTHSFTY	FT1F2	02:10:01 02/15/20	20FT00784
Subject making threats on Facebook-mental health warrant served	HLTHSFTY	FT2H1	16:00:23 02/13/20	20FT00762
Caller could not make contact with person.	HLTHSFTY	FT3K1	11:12:30 02/08/20	20FT00682
Male at hotel seeing things	HLTHSFTY	FT1B5	18:34:49 02/06/20	20FT00654
Elderly male walking along the road, unable to locate	HLTHSFTY	FT1A1	09:37:34 02/04/20	20FT00614
25 yof - Health & Safety Check	HLTHSFTY	FT1B1	23:16:33 02/03/20	20FT00608
Report of strange interaction with another person	HLTHSFTY	FT1B1	15:00:40 02/01/20	20FT00557

### **HLTHSFTYEMSASST (54)**

26 yof, bleeding	HLTHSFTYEMSASST	FT1A1	18:10:57 02/29/20	20FT01068
83 yom yelling and trying to hit staff	HLTHSFTYEMSASST	FT1F2	21:30:38 02/28/20	20FT01037
63 yof, low blood sugar	HLTHSFTYEMSASST	FT2G2	04:08:43 02/27/20	20FT01006
90 yom with breathing difficulties	HLTHSFTYEMSASST	FT1F2	14:19:15 02/26/20	20FT00998
83 yom with Dementia acting out physically.	HLTHSFTYEMSASST	FT1F2	16:10:30 02/25/20	20FT00987
23 yom, seizures	HLTHSFTYEMSASST	FT1E1	08:11:21 02/25/20	20FT00981
73 yof, shortness of breath	HLTHSFTYEMSASST	FT3N1	00:49:35 02/25/20	20FT00980
82 yof, knee pain	HLTHSFTYEMSASST	FT2G1	22:36:24 02/24/20	20FT00976
14 yom, fever	HLTHSFTYEMSASST	FT1B1	18:28:00 02/24/20	20FT00972
Medical alarm, accidental activation	HLTHSFTYEMSASST	FT2G1	12:34:33 02/24/20	20FT00966
53 yof, Unresponsive	HLTHSFTYEMSASST	FT1B1	08:38:25 02/23/20	20FT00947
51 yof, unresponsive	HLTHSFTYEMSASST	FT1E1	13:15:01 02/22/20	20FT00937
21 yom, drank too much	HLTHSFTYEMSASST	FT1B1	00:29:23 02/22/20	20FT00928
69 yof, general illness	HLTHSFTYEMSASST	FT3T1	20:46:53 02/21/20	20FT00924
81 yof, fall victim	HLTHSFTYEMSASST	FT2H1	16:53:21 02/21/20	20FT00920
81 yof, general illness	HLTHSFTYEMSASST	FT1E1	11:16:37 02/21/20	20FT00916
87 yom, illness	HLTHSFTYEMSASST	FT3Q1	08:00:55 02/21/20	20FT00913
3 yof, sprayed chemical in mouth	HLTHSFTYEMSASST	FT1B3	14:50:45 02/20/20	20FT00896
56 yom, fell from ladder	HLTHSFTYEMSASST	FT1A1	10:37:00 02/20/20	20FT00886
40 yof, bleeding	HLTHSFTYEMSASST	FT1E1	09:47:16 02/20/20	20FT00884
73 yof with high blood sugar and chest pains	HLTHSFTYEMSASST	FT2H1	20:59:29 02/19/20	20FT00878
93 yof, vomiting	HLTHSFTYEMSASST	FT1C1	12:19:03 02/19/20	20FT00872
73 yof, shortness of breath	HLTHSFTYEMSASST	FT2G1	02:46:22 02/19/20	20FT00865
41 yof with chest discomfort	HLTHSFTYEMSASST	FT1B1	19:11:56 02/18/20	20FT00860
ems assist for trouble breathing	HLTHSFTYEMSASST	FT2H1	07:52:06 02/18/20	20FT00845
91 yof - Medical Alert	HLTHSFTYEMSASST	FT2G1	01:50:16 02/18/20	20FT00842
EMS for trouble breathing	HLTHSFTYEMSASST	FT2G1	13:17:34 02/17/20	20FT00825
35 yof, intentional script drug OD	HLTHSFTYEMSASST	FT1B3	12:19:13 02/17/20	20FT00823
88 yof trouble breathing, chest pains	HLTHSFTYEMSASST	FT3J1	13:52:42 02/16/20	20FT00809
75 yof, trouble breathing	HLTHSFTYEMSASST	FT2H1	13:49:07 02/14/20	20FT00775
88 female shortness of breath	HLTHSFTYEMSASST	FT1F2	04:17:25 02/14/20	20FT00767
71 yof - ground level fall	HLTHSFTYEMSASST	FT1A1	21:55:28 02/13/20	20FT00764
Life Alert, cancelled call.	HLTHSFTYEMSASST	FT2G1	08:09:26 02/13/20	20FT00756
25 yom with Flu like symptoms	HLTHSFTYEMSASST	FT2H1	15:15:12 02/12/20	20FT00750
87 yof, fall with left side and head pain	HLTHSFTYEMSASST	FT1A1	08:13:06 02/12/20	20FT00740
88 yof, fell and has pain	HLTHSFTYEMSASST	FT2H1	10:23:15 02/11/20	20FT00729
60 yom - cardiac problems	HLTHSFTYEMSASST	FT2G2	05:18:51 02/10/20	20FT00707
9 yom, seizures	HLTHSFTYEMSASST	FT1F2	00:56:06 02/09/20	20FT00691
78 yom, Chest pain	HLTHSFTYEMSASST	FT2H1	12:36:52 02/08/20	20FT00683
Patient GOA	HLTHSFTYEMSASST	FT1C1	11:18:46 02/07/20	20FT00662
83 yom general illness	HLTHSFTYEMSASST	FT2H1	05:51:38 02/07/20	20FT00657
75 yom - stomach pain	HLTHSFTYEMSASST	FT2H1	23:38:45 02/05/20	20FT00639
80 yof fell and was shaking	HLTHSFTYEMSASST	FT1B3	10:45:12 02/05/20	20FT00634
92 yof, shortness of breath	HLTHSFTYEMSASST	FT1E1	02:16:04 02/05/20	20FT00629
82 yom, hip pain.	HLTHSFTYEMSASST	FT2G1	16:09:19 02/04/20	20FT00623
91 yom, uncontrollable nose bleed	HLTHSFTYEMSASST	FT3K1	14:20:40 02/04/20	20FT00619
86 yof, unresponsive low BP	HLTHSFTYEMSASST	FT1C1	10:49:00 02/04/20	20FT00615



78 yof, ground level fall	HLTHSFTYEMSASST	FT1A1	14:40:33	02/03/20	20FT00603
60 yom, fever	HLTHSFTYEMSASST	FT2H3	13:17:36	02/03/20	20FT00599
63 yof - Diabetic Emergency	HLTHSFTYEMSASST	FT2G2	02:49:19	02/03/20	20FT00588
21 YOF conscious alcohol overdose	HLTHSFTYEMSASST	FT1B2	03:03:42	02/02/20	20FT00575
19 YOM - Alcohol Overdose	HLTHSFTYEMSASST	FT1A1	02:56:13	02/02/20	20FT00574
83 yom, chest pain	HLTHSFTYEMSASST	FT3K1	17:31:11	02/01/20	20FT00561
Lift assist	HLTHSFTYEMSASST	FT2H1	09:18:31	02/01/20	20FT00556

### **HLTHSFTYFIREAST (3)**

Woke up to possible gas smell	HLTHSFTYFIREAST	FT1C1	08:06:35	02/27/20	20FT01009
Called to assist the FD with a grill fire.	HLTHSFTYFIREAST	FT1E1	18:15:22	02/23/20	20FT00953
Carbon monoxide alarm activation, bad unit	HLTHSFTYFIREAST	FT1A1	02:01:13	02/17/20	20FT00818

### **IDENTITYTHEFT (1)**

Credit card opened in C/V name	IDENTITYTHEFT	FT1B1	12:48:44	02/21/20	20FT00917
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### **MISSINGPERSON (1)**

parents concerned for 15 yo son	MISSINGPERSON	FT2G1	18:03:03	02/01/20	20FT00562
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### **ORDVIOL (2)**

Parking on lawn	ORDVIOL	FT2G1	09:36:56	02/29/20	20FT01060
Ordinance Violations	ORDVIOL	FT1B1	13:23:47	02/18/20	20FT00852

### **OUTAGNCYASST (17)**

Assist PTPD with DUI arrest	OUTAGNCYASST	FT1B1	00:09:41	02/29/20	20FT01049
Assist PTPD with Crash	OUTAGNCYASST	PTPD	09:21:55	02/28/20	20FT01029
Assisted SCPD with a 10-45 A	OUTAGNCYASST	SB2A1	21:10:07	02/26/20	20FT01002
Assist PTPD	OUTAGNCYASST	FT2H1	20:02:51	02/24/20	20FT00974
Check residence, SAFE TO SAY unfounded	OUTAGNCYASST	FT2H1	17:09:21	02/23/20	20FT00952
Assist PTPD with EMS call	OUTAGNCYASST	PTPD	15:17:36	02/17/20	20FT00830
Male vs female domestic	OUTAGNCYASST	PTPD	04:08:19	02/16/20	20FT00802
Requested by probation to check for individual	OUTAGNCYASST	FT2G2	14:41:14	02/14/20	20FT00776
Request to look for reckless operation from SCPD	OUTAGNCYASST	SH68A	11:32:47	02/14/20	20FT00773
Assisted PTPD	OUTAGNCYASST	PTPD	19:12:02	02/12/20	20FT00753
Assisted SCPD with a DUI	OUTAGNCYASST	FT3H1	20:10:25	02/11/20	20FT00734
33 yom - warrant/opiod overdose	OUTAGNCYASST	PTPD	00:40:19	02/10/20	20FT00705
TRT callout for a SCPD incident	OUTAGNCYASST	SH6ZA	18:07:46	02/09/20	20FT00699
Outside Dept. requested us to look for suspect of 302 warrant	OUTAGNCYASST	FT2M1	01:05:03	02/09/20	20FT00692
assist PTPD officers with a burglary	OUTAGNCYASST	PTPD	19:10:45	02/08/20	20FT00686
Assisted PTPD w/ DC	OUTAGNCYASST	PTPD	02:53:40	02/07/20	20FT00656
Assist PTPD with traffic stop	OUTAGNCYASST	PTPD	17:33:54	02/06/20	20FT00653

### **PAGING (1)**

PSPHUNT,	PAGING		18:54:20	02/15/20	20FT00793
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### **PARKING (2)**

Parking	PARKING	FT3J1	11:39:47	02/10/20	20FT00714
Booting of Vehicle	PARKING	FT1F1	10:46:18	02/05/20	20FT00633

### **PROPLOST (5)**

Lost dealer tag.	PROPLOST	FT2G1	16:56:44	02/21/20	20FT00922
Lost wallet	PROPLOST	FT1B3	20:02:39	02/17/20	20FT00838
Comp. lost license plate, was found by maintenace as i arrived	PROPLOST	FT1F2	15:10:36	02/17/20	20FT00832
Lost drivers license	PROPLOST	FT1B5	14:38:19	02/10/20	20FT00718
Lost wallet / owner found it	PROPLOST	FT2G1	09:02:43	02/01/20	20FT00555

### **RETAILTHEFT (2)**

Unknown male stole 3 bottles of wine	RETAILTHEFT	FT1B1	14:28:02	02/20/20	20FT00893
Retail theft of shoe polish	RETAILTHEFT	FT1B1	15:16:43	02/17/20	20FT00831

### **RFACIVILDISP (9)**

Civil dispute between roommates	RFACIVILDISP	FT1B2	22:34:53	02/23/20	20FT00954
Male wanted items back from a female	RFACIVILDISP	FT1F2	19:38:36	02/20/20	20FT00903
Civil dispute over medical documents	RFACIVILDISP	FT2G1	19:17:39	02/16/20	20FT00811
Doctor has failed to provide services that patient paid for	RFACIVILDISP	FT1B1	15:48:53	02/11/20	20FT00733
Asssit with Internal Investigation at YSB	RFACIVILDISP	FT1B1	13:08:00	02/11/20	20FT00731
Contractor was paid but failed to complete work	RFACIVILDISP	FT3N1	10:32:52	02/10/20	20FT00712

Item not sent from Ebay	RFACIVILDISP	FT1A1	11:43:52 02/07/20	20FT00663
landlord tenant dispute	RFACIVILDISP	FT1C1	17:25:21 02/03/20	20FT00606
RFA civil towing dispute	RFACIVILDISP	FT2G1	13:37:29 02/03/20	20FT00600
<b><i>RFALOCATECONT (2)</i></b>				
Daughter didn't return home after work last night	RFALOCATECONT	FT2H1	07:44:07 02/27/20	20FT01008
Attempt to contact	RFALOCATECONT	FT2G1	11:01:21 02/24/20	20FT00964
<b><i>RFAOTHER (33)</i></b>				
Security called about a vehicle with no tag.	RFAOTHER	FT1F2	16:54:02 02/29/20	20FT01065
Caller broke up with her boyfriend, he may go to her house	RFAOTHER	FT1A1	13:06:49 02/28/20	20FT01033
caller wanted to talk about problems in society	RFAOTHER	FT2G1	10:25:55 02/28/20	20FT01032
Jehovah's witness in the area	RFAOTHER	FT1D1	20:34:35 02/27/20	20FT01022
Call canceled prior to arrival	RFAOTHER	FT2G2	14:41:54 02/27/20	20FT01017
Caller is landlord and concerned a resident will not move out	RFAOTHER	FT1A1	13:35:33 02/27/20	20FT01015
Latter day saints going door to door	RFAOTHER	FT1C1	20:15:07 02/26/20	20FT01001
72 yom driving without a license	RFAOTHER		15:13:50 02/26/20	20FT00999
questions about an abandoned vehicle	RFAOTHER	FT2G1	14:46:12 02/25/20	20FT00986
document roommates behavior	RFAOTHER	FT1A1	18:48:23 02/24/20	20FT00973
Mother wanted advise on what to do about her son	RFAOTHER	FT1A1	16:03:53 02/24/20	20FT00971
One Green light burnt out at Blue Course and Circleville intersection	RFAOTHER	FT1F1	17:42:21 02/23/20	20FT00951
Check on PSU student	RFAOTHER	FT1F2	22:55:28 02/22/20	20FT00943
Employee at motel possibly intoxicated	RFAOTHER	FT1B1	11:19:32 02/22/20	20FT00936
towing dispute	RFAOTHER	FT2G1	17:00:00 02/21/20	20FT00921
Possible harassment via social media	RFAOTHER	FT1A1	11:47:56 02/20/20	20FT00888
Hospital wanted PD to contact family of patient	RFAOTHER	FT2H1	22:27:35 02/19/20	20FT00879
Roommate dispute	RFAOTHER	FT1B3	19:02:24 02/19/20	20FT00874
Car alarm going off	RFAOTHER	FT1B1	23:23:21 02/18/20	20FT00864
Caller is concerned about her alcoholic grandson	RFAOTHER	FT3N1	15:43:18 02/18/20	20FT00857
Trucks idling in parking lot	RFAOTHER	RPSP	00:28:42 02/17/20	20FT00817
Assisted an elderly male with dementia back to his home.	RFAOTHER	FT1B3	16:22:53 02/16/20	20FT00810
Neighbor burning a Christmas tree	RFAOTHER	FT2H1	12:20:37 02/16/20	20FT00807
Motel called and said someone police is looking for checked in.	RFAOTHER	FT1B5	21:18:45 02/15/20	20FT00794
Two students standing in callers driveway and porch area at bus stop time	RFAOTHER	FT2M1	10:37:10 02/13/20	20FT00758
Rental vehicle missing, located	RFAOTHER	FT2G1	17:18:27 02/10/20	20FT00721
Small glass pipe in parking lot	RFAOTHER	FT1E1	11:28:15 02/10/20	20FT00713
Report of possible drug activity	RFAOTHER	FT3N1	20:10:29 02/08/20	20FT00687
Male couldn't get into property thinks someone is tracking him	RFAOTHER	FT1B1	09:31:24 02/08/20	20FT00680
Noise from PSU building	RFAOTHER	FT2H1	22:55:49 02/07/20	20FT00673
Owner of car loaned it to friend and its damaged.	RFAOTHER	FT2G2	12:55:19 02/07/20	20FT00664
1 yo daughter and keys locked in car	RFAOTHER	FT1C1	15:33:48 02/03/20	20FT00604
confused elderly male	RFAOTHER	FT1C1	03:59:52 02/02/20	20FT00576
<b><i>SCATTRUBBISH (1)</i></b>				
Complaint of trash being thrown under a trailer	SCATTRUBBISH	FT1C1	19:40:30 02/20/20	20FT00902
<b><i>SCHOOLCHECK (26)</i></b>				
	SCHOOLCHECK		13:29:47 02/27/20	20FT01014
	SCHOOLCHECK		12:44:18 02/26/20	20FT00995
	SCHOOLCHECK		12:04:53 02/26/20	20FT00994
,3718	SCHOOLCHECK		09:49:58 02/26/20	20FT00991
	SCHOOLCHECK		12:41:28 02/25/20	20FT00985
,3718	SCHOOLCHECK		11:44:54 02/25/20	20FT00983
,3718	SCHOOLCHECK		15:29:29 02/24/20	20FT00968
	SCHOOLCHECK		08:15:14 02/24/20	20FT00960
,3718	SCHOOLCHECK		14:41:34 02/20/20	20FT00894
,3718	SCHOOLCHECK		09:37:36 02/20/20	20FT00883
,3718	SCHOOLCHECK		08:04:55 02/20/20	20FT00881
	SCHOOLCHECK		12:36:56 02/18/20	20FT00851

	SCHOOLCHECK		11:05:16 02/18/20	20FT00849
	SCHOOLCHECK		11:04:08 02/13/20	20FT00759
,3718	SCHOOLCHECK		15:01:28 02/12/20	20FT00749
,3718	SCHOOLCHECK		09:51:43 02/11/20	20FT00727
	SCHOOLCHECK		09:44:54 02/10/20	20FT00711
	SCHOOLCHECK		08:44:28 02/10/20	20FT00709
,3730	SCHOOLCHECK		09:43:08 02/07/20	20FT00661
,3718	SCHOOLCHECK		14:08:23 02/06/20	20FT00648
,3718	SCHOOLCHECK		12:10:20 02/05/20	20FT00635
,3718	SCHOOLCHECK		09:47:50 02/05/20	20FT00632
	SCHOOLCHECK		13:24:57 02/03/20	20FT00598
	SCHOOLCHECK		12:38:33 02/03/20	20FT00595
	SCHOOLCHECK		12:16:05 02/03/20	20FT00592
	SCHOOLCHECK		12:15:25 02/03/20	20FT00591

### **SUPPLEMENT (1)**

	SUPPLEMENT	FT1C1	17:02:04 02/02/20	20FT00584
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### **SUSPACTY (22)**

Car alarm sounding and individual walking away	SUSPACTY	FT1B1	22:54:47 02/29/20	20FT01075
identiy theft/no monatory loss	SUSPACTY	FT3P1	16:13:15 02/29/20	20FT01064
White powder in parking lot	SUSPACTY	FT1B1	21:41:52 02/28/20	20FT01038
Three males trying to use fake credit card	SUSPACTY	FT1B1	10:50:18 02/27/20	20FT01012
Someone changed complainants address with Social Security Admin.	SUSPACTY	FT2H1	17:10:02 02/26/20	20FT01000
Possible retail theft	SUSPACTY	FT1B1	17:04:14 02/23/20	20FT00950
Male possibly breaking into vehicles	SUSPACTY	FT1B2	00:29:38 02/21/20	20FT00908
Possible ordinance violation	SUSPACTY	FT1B2	20:43:13 02/18/20	20FT00861
Male screaming obscenities	SUSPACTY	FT2G1	00:14:22 02/17/20	20FT00816
Callers name address used to mail a check	SUSPACTY	FT1C1	11:44:35 02/15/20	20FT00788
Caller saw lights on in abandoned home.	SUSPACTY	FT3J2	18:11:32 02/14/20	20FT00780
Compl. received letter from Social Sec. saying his address was changed	SUSPACTY	FT1C1	09:52:44 02/13/20	20FT00757
Man wearing ski mask in a white van	SUSPACTY	FT1C1	14:11:45 02/11/20	20FT00732
head noises outside his door	SUSPACTY	FT1B4	02:48:38 02/10/20	20FT00706
E-Mail requesting google gift cards	SUSPACTY	FT2H1	08:43:56 02/08/20	20FT00679
Loud noise and vehicle leaving	SUSPACTY	FT2H1	00:22:38 02/05/20	20FT00627
Caller said a male all dressed in black rang her door bell	SUSPACTY	FT1C1	14:11:01 02/04/20	20FT00618
Possible marijuana use in parking lot	SUSPACTY	FT1A1	07:14:24 02/04/20	20FT00612
Compl. received a letter from Social Security	SUSPACTY	FT3K1	10:22:58 02/03/20	20FT00590
Letter with personal information left on porch	SUSPACTY	FT2G1	22:47:55 02/02/20	20FT00586
Vehicle in caller's driveway	SUSPACTY	FT3N1	09:44:47 02/02/20	20FT00581
Car alarm going off	SUSPACTY	FT1A1	06:30:56 02/01/20	20FT00553

### **TERRSTCTHREATS (1)**

Elderly male is threatening to shoot people at mental health facility	TERRSTCTHREATS	FT1B1	16:41:08 02/27/20	20FT01021
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### **THEFT (2)**

Stolen package	THEFT	FT1C1	14:45:23 02/17/20	20FT00828
Lost or stolen wallet, Identity was compromised	THEFT	FT1B1	09:21:45 02/02/20	20FT00580

### **TRAFFIC (35)**

Reckless driver	TRAFFIC	FT2G1	22:41:22 02/29/20	20FT01073
Reckless driver	TRAFFIC	FT1B1	22:35:14 02/28/20	20FT01040
Vehilce drove over a curb and got stuck	TRAFFIC	FT1B1	20:57:40 02/28/20	20FT01035
disabled in traffic	TRAFFIC	FT1A1	06:51:48 02/28/20	20FT01027
Swerving vehicle	TRAFFIC	FT2G1	22:44:11 02/27/20	20FT01023
unfounded bus violation	TRAFFIC	FT1C1	13:46:23 02/27/20	20FT01016
vehicle driving in caller's lane	TRAFFIC	FT3S1	09:27:36 02/27/20	20FT01010
Possible disabled	TRAFFIC	FT1D1	22:30:46 02/26/20	20FT01003
multiple traffic violations	TRAFFIC	FT1B1	11:20:56 02/24/20	20FT00965
Vehicle crash that occurred earlier	TRAFFIC	FT1B1	15:11:46 02/23/20	20FT00949
Reckless operation	TRAFFIC	FT3J1	00:37:26 02/23/20	20FT00944
Vehicle stop, suspended reg./license	TRAFFIC	FT1F1	20:40:11 02/22/20	20FT00940

Reckless Operation	TRAFFIC	FT1B1	16:49:09 02/22/20	20FT00938
Report of reckless operation	TRAFFIC	FT1C1	16:19:53 02/20/20	20FT00898
vehicle turned in front of bicyclist	TRAFFIC	FT1A1	11:38:18 02/20/20	20FT00887
Car stalled on roadway	TRAFFIC	FT1F1	09:27:44 02/20/20	20FT00882
Vehicle all over the road	TRAFFIC	FT1E1	06:44:22 02/20/20	20FT00880
Van ran a stop sign	TRAFFIC	FT3N1	08:11:52 02/18/20	20FT00846
Reckless driver	TRAFFIC	FT2H1	18:08:06 02/17/20	20FT00836
Disabled vehicle	TRAFFIC	FT1F1	16:05:36 02/17/20	20FT00833
Suspended drivers license	TRAFFIC	FT2H1	10:32:57 02/17/20	20FT00822
Sheet metal in road	TRAFFIC	FT2H1	10:46:23 02/16/20	20FT00806
Traffic stop - Suspended registration	TRAFFIC	FT2G1	00:30:35 02/16/20	20FT00800
Report of reckless vehicle operation	TRAFFIC	FT1B1	21:09:31 02/14/20	20FT00781
Suspended driver that paid restoration fee	TRAFFIC	FT1B1	07:11:55 02/13/20	20FT00755
Call regarding nail in tire	TRAFFIC	FT1C1	18:03:55 02/09/20	20FT00698
Vehicle drove through caller's lawn	TRAFFIC		00:00:00 02/09/20	20FT00695
Traffic light not cycling.	TRAFFIC	FT2G1	08:53:54 02/07/20	20FT00659
Huntingdon County requested Mtn to be closed, icy road	TRAFFIC	FT3J1	08:29:52 02/07/20	20FT00658
Screws oon the roadway.	TRAFFIC	FT1D1	08:33:42 02/06/20	20FT00645
Vehicle stop with the driver having a warrant	TRAFFIC	FT2H1	15:29:32 02/05/20	20FT00636
wht chevy truck rec op	TRAFFIC	FT1F1	13:33:32 02/04/20	20FT00617
possible bus violations	TRAFFIC	FT2G1	08:52:31 02/04/20	20FT00613
Patrol Complaint Card	TRAFFIC	FT1F1	16:21:24 02/03/20	20FT00605
Vehicle at church	TRAFFIC	FT3T1	01:49:45 02/02/20	20FT00572

**TRESPASS (2)**

Found unknown male sleeping in his apt	TRESPASS	FT1F2	02:08:55 02/22/20	20FT00930
Individual not permitted in store	TRESPASS	FT1B1	21:03:29 02/11/20	20FT00736

**VACHOMECHK (3)**

Vacation home check	VACHOMECHK	FT1D1	07:02:18 02/22/20	20FT00933
Vacation home check requested	VACHOMECHK	FT1C1	00:00:00 02/21/20	20FT00914
Vacation home check request.	VACHOMECHK	FT3J1	14:58:29 02/04/20	20FT00620

**VHCLCRSHHITRUN (2)**

vehicle parking made contact with complaint's parked vehicle	VHCLCRSHHITRUN	FT1B1	17:12:00 02/29/20	20FT01066
Hit & Run crash with damage to township property.	VHCLCRSHHITRUN	FT1B3	19:27:50 02/04/20	20FT00624

**VHCLCRSHNOINJ (13)**

Vehicle hit a deer on the road.	VHCLCRSHNOINJ	FT2H1	18:54:35 02/29/20	20FT01069
Rear end crash	VHCLCRSHNOINJ	FT2H1	07:51:03 02/24/20	20FT00958
Two vehicle reportable crash, vehicle ran red light collided w/ vehicle turning left	VHCLCRSHNOINJ	FT2G1	19:09:07 02/19/20	20FT00875
Minor two car side swipe accident	VHCLCRSHNOINJ	FT1B5	10:54:04 02/19/20	20FT00868
2 vehicle parking lot crash	VHCLCRSHNOINJ	FT1B1	16:04:36 02/17/20	20FT00834
Car struck a deer	VHCLCRSHNOINJ	FT1F1	10:14:41 02/16/20	20FT00805
Rear end crash	VHCLCRSHNOINJ	FT1F2	12:14:01 02/15/20	20FT00790
1 car reportable crash - truck vs. deer	VHCLCRSHNOINJ	FT1F1	06:26:13 02/14/20	20FT00769
2 vehicle non reportable accident / rear end or vehicle backed into vehicle	VHCLCRSHNOINJ	FT2G1	16:36:07 02/10/20	20FT00720
Two vehicle rear end crash-one vehicle towed. No injuries.	VHCLCRSHNOINJ	FT2H1	07:56:39 02/10/20	20FT00708
Two vehicle rear end crash	VHCLCRSHNOINJ	FT1A1	09:23:06 02/09/20	20FT00694
Vehicle off the roadway - stuck in mud	VHCLCRSHNOINJ	FT1C1	23:53:53 02/04/20	20FT00626
two vehicle non reportable crash, rear end	VHCLCRSHNOINJ	FT1B1	14:18:22 02/03/20	20FT00601

**WARRANTSERVICE (3)**

Attempted warrant service	WARRANTSERVICE	FT2H1	10:58:38 02/26/20	20FT00993
Assist prabation serve a warrant	WARRANTSERVICE	FT1C1	15:49:55 02/24/20	20FT00969
Arrested male with DV warrant from Lewistown PD	WARRANTSERVICE	FT1A1	22:03:34 02/08/20	20FT00688

2-25-2020

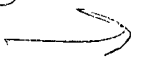
Chief Albright,

This letter is very overdue. I apologize.

I wanted to acknowledge Cpl. White for the outstanding service he provided to me this past January.

I purchased gas at the uni mart across from Harner Farms. I mistakenly gave the cashier the wrong pump number. By the time I got outside someone had driven away with my \$40.00 worth of gas. It was totally my fault but I work hard for my money and I wanted to see if I could be reimbursed.

I met with Cpl. White and he was amazing. He was understanding, courteous and professional. He followed up with the cashier and called me to tell me that there was nothing that could be done to



get my money back.

I am so grateful to live in this community. I made a stupid mistake, but he was still willing to help me out.

We are all so fortunate to have such outstanding law enforcement professionals here. I appreciate that being a police officer can be a dangerous and often unappreciated career.

He is an outstanding officer and I want to recognize him for his assistance.

Sincerely,

Barbara

P.S. I lost your email and wanted to get this done. Sorry it's handwritten.