

Meeting Minutes
State College Borough Council
Work Session
September 10, 2007

The State College Borough Council met in a work session on Monday, September 10, 2007, in the State College Municipal Building Council Chambers, 243 South Allen Street, State College, PA. Ms. Dauler called the meeting to order at 7:30 p.m.

Present: Catherine G. Dauler, President of Council
Thomas E. Daubert
Ronald L. Filippelli
Elizabeth A. Goreham
Donald M. Hahn
Craig R. Humphrey
Absent: Jeffrey R. Kern

Also present: Thomas J. Fountaine, II, Borough Manager; Thomas S. Kurtz, Assistant Borough Manager; Thomas R. King, Chief of Police; Carl R. Hess, Planning Director; Amy R. Miller, Recording Secretary; Arthur Caccavale, Parking Manager; Beth Johnston, Human Resource Director; Timothy Grattan, Information Technology; Michael Groff, Finance Director; Norma Crater, Accounting Supervisor; Amy Story, Borough Engineer; members of the media; and other interested observers.

Public Hour. There were no comments from the public.

Open Agenda. Mr. Daubert said that at a meeting he attended recently there was talk about a town/gown meeting that took place in Florida and asked when Council would receive a report. Mr. Fountaine said a report would be given to Council at their work session on September 21.

Mr. Filippelli said the issue of pedestrian safety and right-of-way is important and Council should publicize this. He added that enforcement should be done, but only after a public education program is conducted and the proper signage installed. Mr. Fountaine said the issue is scheduled for discussion on an upcoming Transportation Commission agenda, after which the matter would be brought back to Council for continued discussion.

Projects Report. Mr. Daubert asked why Council has not been updated on the National Citizen Survey when the survey is complete. Mr. Fountaine said a report will be given to Council on October 26; currently staff is completing an analysis of the data.

2008-2012 Capital Improvement Program. In Mark Whitfield's absence, Mr. Kurtz provided a brief presentation on the CIP. He noted that three main questions are asked of Council. The questions are:

1. Are the projects listed for 2008-2012 CIP the most important ones?
2. Are priorities proposed in the CIP in correct order?
3. Are there any other projects that should be considered?

Mr. Kurtz then highlighted the sections of the CIP for Information Technology projects; Regional/Other projects; and Enterprise Funds, which includes sewer and parking projects.

Mr. Daubert said if electronic payments for taxes were utilized, the Borough would lose a percentage of the taxes. He said previous reports to Council were that this was not a legal way to collect taxes. Mr. Fontaine said that if taxes are collected electronically the Tax Department recovers 100% of the tax, and a processing fee is charged to cover the cost of the electronic payment. He noted that the extra fee is legal for this purpose and citizens would decide whether they choose to pay online.

Mr. Filippelli asked Mr. Grattan if he was confident that the GIS project in the Information Technology (IT) CIP would remain under the projected costs. Mr. Grattan answered that the near term figures were firm and that he believed the out year projected costs were good estimates. He added that the organization as a whole would benefit from the projects in many ways. Mr. Filippelli questioned the value of the GIS project. Mr. King said the GIS application would assist many departments but in regard to Police, the GIS system would aid in the improved deployment of personnel because of efficient plotting to where patrol is needed most; the overall result would be better policing. Mr. Fontaine said IT would present a demonstration on the GIS system to show how it will more effectively help manage Borough services.

Mr. Filippelli also asked about video surveillance and the value to the Police Department. Mr. Grattan said the systems are doing what they are designed to do, but the proposed project request is to research the systems for better integration with the other Borough camera systems. Mr. King said the video systems have minimized crime incidents and are successful in tracking criminals.

Mr. Daubert questioned the confidentiality of viewing the cameras. Mr. Fontaine said the police cameras are monitored privately by the police officers and are not viewed by the public or non-police employees.

Ms. Dauler asked for a clearer explanation of the Paperless Council project. Mr. Grattan said IT staff made a brief presentation a few months ago on the options available. He described option 1 as currently being developed to include making agendas public via the Borough's website. The second option is the purchase of laptops or PCs to be used during meetings. The third option is a total minute taking and management system for minutes and agendas. Mr. Grattan noted that the

proposed items are included in the monetary request, but an additional option not included in the monetary request would be a video integrated project where Council could view the presentations on their individual PCs during meetings.

Mr. Kurtz then asked for questions and comments on the Regional/Other Project highlights.

Mr. Daubert said he felt the handheld parking ticket machines have been replaced too often. Mr. Fontaine said the hardware on the handheld machines has deteriorated, the software is no longer upgradeable, and technical support is no longer available. He added that equipment is replaced on a depreciation schedule. Mr. Kurtz said the Borough would like to continue to use old machines, but there is no vendor support or parts available for replacement.

Mr. Groff said the handheld machines write 70,000 tickets a year; when a unit needs to be repaired it must be sent back to the vendor. He added that recommendations for replacement would not be made if Borough Staff felt they were not important. Mr. King added that two units are currently down for repair and the life expectancy of the units purchased in 2002 is 6 years. Mr. Grattan noted that the handheld units were not previously included in the replacement schedule.

Mr. Humphrey asked if the Whitehall tract of land for a regional park has now been purchased. Mr. Fontaine said no, the transaction is anticipated but has not yet been completed and that the language on project RP091 should be corrected.

Ms. Goreham referred to the request for a motorcycle patrol unit and asked how the bicycle patrols were doing. Mr. King said bike patrol is stable and will continue as is.

Mr. Daubert said he was not aware of mounted video cameras in police vehicles and asked if any person could be videotaped. Mr. King replied that cameras have been in police vehicles for 5-6 years and it was not unusual to record an incident. He said the tapes have been valuable for citizens and police and the tapes can also be viewed later as evidence. Mr. King added that tapes are overwritten and not kept for later viewing unless a specific request is made by the police officers as part of his or her incident report.

Mr. Filippelli asked if the tapes could be used for issuing traffic citations. Mr. Fontaine said the tapes could not be used for prosecution of traffic violations.

Mr. Daubert asked what the \$1 million figure meant on the Aquatics Facilities Replacement project. Mr. Fontaine said the \$1 million is the Borough's share of the projected \$8 million. Mr. Daubert said he thought the Borough's share was low and suggested budgeting \$1.5 million.

Mr. Daubert said COG will not commit money to the cost of upgrading the public safety building. He said that in the near future money will need to be invested for

refurbishment and the funds would not come from COG. Mr. Fontaine said that COG agreed they would share the upgrading and maintenance cost.

Moving on to discuss Enterprise Funds with regard to sewer and parking, Mr. Kurtz said the parking study was postponed indefinitely. He said new projects include parking garage lighting conversion, two elevator projects, and a sweeper/scrubber purchase.

Mr. Hahn asked for explanation on the proposed McAllister Deck Automation in 2011. Mr. Fontaine said a master meter station would be installed and programmed to pay based on where and how long a vehicle is parked. He said these stations are currently used in other cities across the county.

Ms. Goreham asked whether pay-on-foot pay stations are a benefit. Mr. Fontaine said an analysis could be done and presented to Council at a later date.

Mr. Daubert asked why lights in the Beaver Avenue Garage need replaced so soon. Mr. Fontaine said the new lights would be more energy efficient. He added that at the time the garage was built, the lights were state-of-the-art, but retrofitting of lights would be an overall operating cost and energy savings. Ms. Goreham said energy savings would be a great benefit.

Mr. Daubert asked the value of hiring consultants for parking garage maintenance. Mr. Fontaine said there are two reasons for utilizing consultants—lack of sufficient staff and specialty of their service. He said that a structural engineer is needed for maintenance of the parking garages to eliminate the potential for disaster. Mr. Fontaine said proposals will be submitted for review of consultants and their services, but there are only a limited number of firms that specialize in parking garage issues.

Mr. Daubert asked in regard to the Refuse Study how garbage would be centrally collected. Mr. Fontaine said the question would be referred to Mark Whitfield upon his return.

Mr. Daubert asked how streets can be accessed if a whole alley is closed for sewer projects. Ms. Story said the sewer lines are viewed by video camera and crews can burst pipes eliminating the need for the whole alley to be closed. She added that while alleys are worked on crews make every effort to accommodate parking.

Ms. Dauler reminded Council of the three questions they were to answer in preparation for the next review of the CIP.

Mr. Fontaine said individual comments and questions could be forwarded to staff for response at the next review and asked Council to have questions ready prior to the meeting.

There being no further business, the meeting adjourned at 8:38 pm to an executive session to discuss personnel.

Respectfully submitted by:

Cynthia S. Hanscom
Assistant Borough Secretary