

**BELLEFONTE BOROUGH
COUNCIL**

MEETING MINUTES

May 15, 2017 @ 7:30 p.m.

236 West Lamb Street, Bellefonte, PA 16823

www.bellefonte.net

5:30 p.m. Human Resources Committee Meeting

6:30 p.m. Work Session

- Website Project – Mark Dello Stritto of Loaded Creative
 - CATA
-

CALL TO ORDER:

The May 15, 2017 regular meeting of the Bellefonte Borough Council was called to order by President Gay Dunne at 7:30 p.m.

Pledge of Allegiance was followed by a moment of silence.

ROLL CALL:

MEMBERS PRESENT: Gay Dunne
Joe Beigle
Randall Brachbill
Melissa Hombosky
Doug Johnson
Joanne Tosti-Vasey
Renee Brown
Courtney Dickman
Taylor Lake

MEMBERS EXCUSED: None.

OFFICIALS PRESENT: Don Holderman, Assistant Borough Manager
Tom Wilson, Mayor

GUESTS: Scott Rhoat
True Fisher
Talley Fisher
Emma Cogalevez, The Express
Alan Uhler

CONSENT AGENDA:

(The following items listed on the Consent Agenda are considered routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of Council request specific items to be removed for separate action).

- Minutes - Approval of the April 1, 2017 Meeting Minutes
- Communication –Letter Request re: Herbie’s Hometown Loop
- Mayor – Police Report
- Mayor – Police Exonerations
- Finance – Stover McLaughlin invoice
- Finance - Voucher summary April 2017 - \$805,815.18
- Finance – Treasurer’s’ Report April 2017

Minutes were pulled and revised. Suggestion made not to include the minutes in the consent agenda since they are being revised on a regular basis.

Ms. Lake pulled the Letter Request re: Herbie’s Hometown Loop

Ms. Tosti Vasey moved to approve the May 1, 2017 Council Meeting Minutes, as amended;
Mr. Beigle seconded the motion;
Motion carried via voice vote.

Ms. Lake wanted to make sure that re: Herbie’s Hometown Loop, that the road will not be marked. Last year the road was written on with spray paint. It is marked well before the race starts. Ms. Dunne believed that they were advised in past years not to paint the road. She suggested a reminder to use a temporary marking. Ms. Tosti-Vasey offered that in the Boalsburg race, volunteers hold directional signs. They are not permitted to mark the streets. There should be no painting or marking on the road at all. Mr. Brachbill mentioned possible interference with construction areas. Mr. Holderman indicated that he would make a note of that.

Ms. Tosti-Vasey moved to approve the Herbie’s Hometown Loop run on the condition that there is no marking of the streets; recommendations will be made for alternatives to street marking;
Mr. Beigle seconded the motion;
Motion carried via voice vote.

**Mr. Brachbill moved to approve the Consent Agenda;
Mr. Beigle seconded the motion;
Motion carried via voice vote.**

REGULAR AGENDA:

COMMUNICATIONS:

Written:

Letter from C-NET re: changes to C-NET Articles of Incorporation and By-Laws

Mr. Holderman discussed this letter in brief. He indicated that the Board member representative time will be changed to be appointed by each individual Council or Board of Supervisors. The current representative is Ms. Candy Dannaker. It is a three year term. Ms. Dannaker will be consulted regarding term change, if any.

Letter from the DEP re: Chapter 94 Report

Mr. Holderman explained that the letter stated that the report is complete and accurate. Inflow should be monitored and the Water Authority is aware and did receive a copy of the letter.

Letter from True Fisher re: DCNR Grant

Ms. Dunne introduced Ms. True Fisher and the Talleyrand Park Committee.

Ms. Fisher addressed Council relative to matching funds for a grant from the PA Department of Conservation and Natural Resources. The committee is pledging \$21,000.00 to match with the Borough on this grant. She gave a brief history on how the funds were raised. Projects were discussed, i.e., erosion of stream bank, brick repair. The area from the suspension to Railroad Bridge was finished up. However, the willow trees on the other side of the park were a concern. The funding in a match to the grant is what the letter in the packet is about. An information sign is intended near the fountain in the sculpture garden and a welcome sign near the entrance to the park at High Street. The committee is grateful for the opportunity.

Ann Donovan is the watershed specialist with the DCNR and committee members. She has been active in obtaining the grants as well. A power point presentation was made on the bank erosion and the wall project. Ms. Donovan thanked the Borough and Mr. Holderman for the assistance with the park projects and grants. She also thanked Larry Brannaka, U.S. Fish and Wildlife Service, for the in-kind assistance in the wall project. She describes in length the erosion mitigation projects that occurred since receiving the anonymous funding. Plans also include an ADA access to enable access around the entire park, restore the pergola and brickwork (if funding allows). Park committee members

were recognized and fund check was presented to the Council. The committee was thanked by Council.

Letter Request from Nicole Goodman (Hidden Talent Community Theatre) re: Governor's Park

Fund raising event on June 25, 2017 at Governor's Park at 1:00 p.m. – 3 p.m. Pavilion No. 3 is requested.

**Ms. Tosti-Vasey moved to approve this request;
Mr. Johnson seconded the motion;
Motion carried via voice vote.**

PUBLIC COMMENT:

Mr. Alan Uhler addressed Council relative to the Dubois Area Soap Box Derby. He thanked Council and the Borough and the police department for their support. The race was a success. He commented that in particular, the out of towners thought Bellefonte was a beautiful town and enjoyed the event. He thanked everyone again for making the event a success. Mr. Uhler gave a brief history of soap box derby racing, circa 1932. It started with the observation of children racing down a street in carts and expanded to the present Soap Box Derby cars and races which are now worldwide. The organization is volunteer run and is open to persons between the ages of 8 and 20. Ms. Dunne commented that she thought the race ran smoothly.

Mr. Scott Rhoat addressed Council regarding EMS week. He thanked Council and the Mayor for the proclamation. He reminded Council of the EMS Summit being held next Tuesday evening. All elected officials in the area are invited within the primary coverage area. This will be an education tool for municipal staff as well. The summit will also assist in local code criteria of meeting with local EMS in establishing the type of service necessary. The event begins at 5:30 p.m. Light refreshments will be served. The dismal existence of EMT volunteerism was discussed briefly.

Special Committee Reports:

Mr. Brachbill reported that the Nittany Valley Joint Planning is meeting on Thursday, May 18 at 6 p.m. Hosted by the Bellefonte Borough in Council chambers.

Mayor's Report:

Mayor Wilson reported that Sgt. Holliday is in the audience to answer questions.

Mr. Beigle inquired about the two new workforce housing buildings and if there have been any issues or problems. There have only been some routine calls, i.e., stuck elevator, but no crime and such. Management is staying on top of these issues.

Riff Raff collection is next week (May 22 - May 26). Tires, car batteries, lead paint and such, are not permitted. Mr. Holderman explained that Riff Raff pick up occurs after the town wide yard sale on Friday and Saturday. Riff Raff pick up will take old TVs and household items within reason. Ms. Tosti-Vasey noted that people will pick through the riff raff at the curb before the trash day as well. She noted that she attended the Centre County Environmental Day event a couple of weeks ago, and the recycling center indicated that they are now taking tires for disposal, for a small fee. A two-person lift rule of thumb should apply to all riff raff placed out for collection.

The newsletter was discussed briefly.

Mayor Wilson recognized Ms. Fisher and Mr. Uhler for their dedication to the community. He inquired about the Big Spring Festival. Ms. Hombosky noted that it was sparse as it was cold and rainy in the morning.

Office of Community Affairs:

HARB Items

Certificates of Appropriateness: 126-128 North Spring Street

Mr. Brachbill moved to approve the Certificate of Appropriateness for 128-28 North Spring Street;

Mr. Johnson seconded the motion;

Motion carried via voice vote.

Ms. Dickman followed up with Karen Zerby's roof replacement. She does not think that she should be required to have a more expensive metal roof if other less desirable (rolling seam) roofs were previously approved and/or constructed on the same street as Ms. Zerby. There is a \$5,000 difference in cost. Ms. Tosti-Vasey stated that the other rolling seam roofs avoided going through HARB and were constructed without certificates of appropriateness. Her concern is that if the standing seams are not required she sees a slow decline in the historical standards. HARB told Ms. Zerby that there are other less expensive roof options, i.e., shingled. Ms. Dickman reiterated her stand on the roof and the standard being set for her home, which is a row home. She thinks the burden may be a little too harsh for Ms. Zerby's home. Ms. Dunne stated that this issue has not come back to Council officially, and it looked as though HARB is still deliberating the issue. Mr. Holderman stated that Ms. Zerby can always come back to Council. He reiterated that financing and funding is not a criteria for the Secretary of the Interior Standards on historic district refurbishing projects. Mr. Johnson suggested letting HARB hold discussion on the roof and come back to Council, if necessary, and suggested that Council discussion may be putting the cart before the horse.

Ms. Dunne interjected that this may be an opportunity for some SHPO training on June 24. HARB members may attend that training in Bloomsburg. It is an all-day event. The workshop is being presented in part by Preservation Pennsylvania.

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Zoning/Planning:

Nothing to report.

Building and Property: Ms. Dickman reported on the auction item list and requested approval of the listing.

Mr. Beigle moved to approve the auction list;

Mr. Johnson seconded the motion;

Motion carried via voice vote.

Ms. Tosti-Vasey reported that the Pennsylvania Vehicle Coalition scheduled their next meeting for July 27 in Harrisburg. Remote attendance is a possibility.

Mr. Holderman stated that on May 25 the Garden Club is planting the downtown flowers. The club is spending about \$2,000 for the flowers. The Borough helps with getting the soil, and the planters are down at the park. Hanging baskets will also be planted. Garden Genetics assists as well.

Brief discussion about the Wine Café and their lease. Mr. Holderman indicated that staff did meet with them about a week ago and there were questions from Council to get answered from the owner before a lease could be drafted. Staff has an idea of what he wants to do, and a new lease is in the works. There are no plans to expand the deck. It is more or less an overflow area from the current deck. He may be amenable to putting up a fence along the side of the railroad tracks. He only wants to go to the end of the building and that is it. A fence along the raceway is not necessary.

Finance and Gov't Performance:

Ms. Brown has no report. Budget information has been received. Police Budget meeting is scheduled for May 24 at the Borough offices at 5:15 p.m.

It was noted that the heading on the budget report is incorrect but the figures in the report reflect 2017. This will be double checked.

Parks and Recreation:

Ms. Hombosky thanked Ms. Fisher for coming in and expanding on the Talleyrand Committee. A donation policy is being worked on. This will be strictly cash regarding Talleyrand Park. The park system does not have a donation policy across the board, so donations will be reviewed.

The Liberty Swing was a donation, a monetary donation was given and Mr. Holderman ordered the swing. The swing is shipping on May 24 from Australia and will arrive June 30. The lines have been blocked off at the park for the site location.

An ordinance revision will be worked on relative to addressing the ducks, alcohol in the parks, fishing and Krauss Park. The signs have been completed except for the bottom verbiage piece.

Mr. Brachbill reported on Pavilion No. 4 which has structural issues. It was torn down. It will not be replaced at this point. The base is sinking. Ms. Hombosky suggested a pavilion that is ADA accessible.

Mr. Beigle stated that with regard to fishing, he has had some older people that have been around for a while said that they do not want to see any fishing at the creek at all. The fish have been an attraction in the area. Keeping the fishing down at Krauss Park is necessary for safety issues on the waterfront walkway. The Fish Commission is the recommending agency but the issue was initiated by Borough Council. Mr. Holderman indicated that a letter would be written to the Fish Commission regarding not fishing at the water front, but there is no guaranty that they would close off the fishing. Ms. Dickman reached out to the U.S. Fish and Boat Commission but she has not heard anything from them as of this date. Jason Deter is a contact that the Borough staff has dealt with in the past.

Fishing at Krauss Park and the water front issues will be placed on the agenda for public opinion and input. Ms. Dunne would like to get more information on Krauss Park for public comment. It was suggested that a cleanup committee be organized at this juncture. The park needs attention. Mr. Johnson would like to assist with a chain saw and whatever else is needed. Ms. Tosti-Vasey discussed cleaning up debris and it being along the stream bed. Professionals would need to be consulted before doing so due to bank erosion possibilities. This consultation should be done before any cleanup is scheduled.

Ms. Dickman talked about March for Parks that she has experienced in other parts of the state. People can organize teams and money raised gets donated to whatever projects they would like funded. List of projects is provided. Something to explore.

Ms. Dunne would like to schedule a public meeting with U.S. Fish and Boat's advice first. There is a Joint County Borough Town Hall on June 8 from 7 p.m. – 9 p.m. at the Courthouse Annex. Public is invited.

Human Resources:

Ms. Tosti-Vasey indicated that the police collective bargaining contract was signed and is at the table. There was a committee meeting prior to tonight's Council meeting.

Two internal candidates for the water tech specialist position were interviewed.

Ms. Shannon Wright has been selected for the new Keystone Community Coordinator, Zoning and HARB positions. She has a Masters in Historic Preservation and has been working in real estate. She is an excellent fit for all three positions. She will start May 22. She will come before Council to introduce herself at some point, perhaps the next meeting.

A lengthy discussion on moving to approve appointment of the new hires was discussed. Mr. Holderman indicated that policy should be discussed. Committee schedules sometimes delay issues. Approval was suggested as more of a formality such as the school board does. Mr. Holderman stated that the Borough Council operates with a committee system and that faith should be put in those committees. Approval of the new hires is suggested to be just a formality, as suggested by Mr. Brachbill.

Safety:

Mr. Brachbill stated there is an issue with people coming from Water Street onto High Street that was brought up at the Safety Committee Meeting. PennDOT dismissed a request for a green arrow at that intersection. Signage was suggested.

Throw ropes were suggested along the water front in Talleyrand for lifesaving.

Drivers are coming down Howard Street and cutting across against traffic to use the mailbox. Mr. Holderman indicated that a few years back the Post Office was requested to move the box to the other side.

Mr. Brachbill attended the COG Public Safety Meeting. The code service manager job description was discussed for 2018. Mr. Beigle indicated that the year 2020 was mentioned in the minutes but that was not what was discussed at the meeting or in the proposal.

Code Statistic report for April 2017 was included in the packet. Once the new agreement is signed, the new report system will kick in, per Mr. Holderman.

Mr. Brachbill moved to approve the draft agreement with Centre Region Code;

Mr. Beigle seconded the motion;

Ms. Dunne questioned Attachment “A” and if it would be revised in any way. This is the document mentioned under Old Business (Centre Region Building Safety and Property Maintenance Code). Attachment “A” under the prior agreement was a listing of the scope of services. It is possible that there may be some changes within the scope of services that would need to be looked at. It is missing from the agreement at this juncture. Mr. Brachbill suggested holding off on executing the agreement until Attachment “A” is provided. There was some confusion about Attachment “A” and what it was supposed to be. Prior in Exhibit “A” Bellefonte Borough was offered membership in the Centre Region Code Safety Committee.

Ms. Dunne feels that this issue should be tabled.

Previous motion was vacated.

**Ms. Tosti-Vasey moved to table this issue for purpose of clarification;
Ms. Dickman seconded the motion;
Motion carried via voice vote.**

Other:

There was a brief discussion regarding the Fireman’s Relief Fund. A meeting will be held on May 27. There are specific items that the fund is targeted for. Mr. Holderman will get back to Council on this. Health and safety items for fire fighters are included in this fund, per Mr. Rhoat. Mr. Beigle inquired about the County’s contribution to the fire companies. Mr. Holderman does not know about the County funds.

Water/Sanitation.

Mr. Beigle reported that there is a meeting for May 16 as the first meeting of the month was cancelled. He will report at the next meeting.

Streets.

Mr. Johnson reported that the IDA-approved FOR SALE sign is at the Armory property.

Traffic light poles and removal of trees with replanting are in progress. Simpson Street project is complete. Stormwater management is working. It looks nice.

Road closings start at West Linn in June to go thru August. Bridge replacement at Log Cabin Motors will go until the end of November. There will be some temp stop lights at that location.

PA One Call is marked on North Spring Street in preparation for the storm sewer project.

There is a stop sign missing at Locust Lane and Pike behind the YMCA.

Left turn at Water Street and High Street during the safety report earlier by Mr. Brachbill, signage will be looked into. No left turn sign was suggested going towards Milesburg. PennDOT will need to be consulted.

Throw ropes at creek will be referred to Parks and Rec Committee.

Mailbox issue at the post office will not be referred to anyone at this time.

At the railroad crossing at Subway, the rubber pad in the rail way that sank. A letter will be sent to SEDA-COG, per Mr. Holderman.

Sign at the incubator indicating where the next towns are located is covered by a tree.

The curbing at the Subway is narrow, and only has room for one car. This should be painted yellow so that at night you can see the curbing, per Ms. Brown. Mr. Holderman will put in a work order for the road crew.

Energy and Environmental Conservation.

Ms. Lake reported that there will be a meeting on solar panel ordinance and pollution ordinance. A report will follow.

OLD BUSINESS:

Feral Cats – Trap, Neuter and Release Program.

Brief discussion on the voucher program. Suggestion was made to put this item on the Town Hall agenda.

CATA FY2017 – 18 Local Match Share Agreement and Resolution.

Ms. Brown moved to approve and execute the CATA local match share agreement for FY 2017-18;

Mr. Brachbill seconded the motion;

Motion carried via voice vote.

Mr. Beigle moved to approve Resolution 051517-01 certifying providing of local match re: CATA;

Ms. Tosti-Vasey seconded the motion;

Motion carried via voice vote;

Centre Region Building Safety & Property Maintenance Code.

**Mr. Johnson moved to approve the advertisement of the Centre Region Building Safety and Property Maintenance Code 2017;
Mr. Beigle seconded the motion;
Motion carried; one nay.**

Mr. Brachbill brought up the Centre Region Code agreement again. He indicated that any changes need to be made by May 17. Mr. Holderman indicated that the agreement can be approved conditionally, assuming that “A” will not have any additional changes. If not, Centre Region can be told that Council will need to see “A” again before approval.

Ms. Dunne questioned the contact person listed in the agreement. She inquired about who the Borough contact person is. Mr. Stewart is the point of contact. Secondary senior employee contact is unknown at this time. This is up to Council.

It was suggested to just go back to Walt Schneider and ask where the final version of attachment “A” is and to get it to Council in the next two weeks for review. Mr. Holderman indicated that on Page 3 it indicates that the current agreement will be extended until January 1, 2021. That infers that the agreement will stay the same until that time. The date is the only item that is changing. This information is listed in their response to RFP. This would infer also that the current attachment is the attachment being renewed. It was determined after lengthy discussion that “A” would not be replaced at this juncture because it is an extension of the current contract.

Report revisions requests do not appear to be in the agreement at hand. Concessions are not clearly defined in the agreement at hand either. Mr. Brachbill inquired whether the report detail should be mentioned but Ms. Dunne felt that a simple reference to the inclusion of the additional reports would suffice, but does not appear to be present in the agreement on the table. C-NET discussion with CODE was also discussed briefly as well and it was not clear if this should be placed in the agreement, i.e., education. Ms. Dickman does not want to see things that encouraged her agreement with the proposal dropped.

**Mr. Brachbill moved to conditionally approve the Bellefonte Borough and Centre Region Code Agreement for Code Inspection Services, with execution of the agreement to occur only after review and approval of Attachment “A” with inclusion of Attachment “B” (fee schedule);
Mr. Beigle seconded the motion;**

Ms. Hombosky – yes

Mr. Johnson – yes

Ms. Lake – yes

Ms. Tosti-Vasey – nay

Mr. Beigle – yes

Mr. Brachbill – yes

Ms. Brown – nay

Ms. Dickman – yes
Ms. Dunne - yes

Motion carried; 7-2.

Mr. Brachbill indicated that the Borough can hand write inclusions for Attachment “A” to assure that everything is included. It was suggested that perhaps two or three members of Council review the agreement to ensure that all that was discussed is included in the agreement. This assignment was ultimately referred to the Safety Committee.

NEW BUSINESS:

Revised Junior Council Person Program

Ms. Hombosky talked about the Junior Council Program; would seek out Sophomores and Juniors to report on what is happening at the school and/or community. It would depend on interest. The program was modified where the program now expands to abutting townships, as long as they attend the Bellefonte School District. PSAB program can be downloaded from the site and all materials will be available. Ms. Hombosky has made some other contacts with other Borough’s that have the program, i.e., Grove City. Ms. Tosti-Vasey offered her assistance in coordinating this program. Mr. Johnson had concerns about the time and length of the current Council meetings and to take that into consideration when the students come aboard. Further information regarding the PSAB meeting will be deferred until June 5 meeting

Consider adopting a formal set of procedural rules for Council meetings.

Tabled.

Comments and feedback from Pa. State Association of Borough’s Conference

Mr. Johnson commented that the Borough Manager received a certificate of achievement. He participated in the Certified Borough program. Volunteer course was completed and Mr. Stewart was awarded the certificate. He was recognized on this achievement.

ADJOURNMENT:

Ms. Tosti-Vasey moved to adjourn the May 15, 2017 Council meeting;
Mr. Johnson seconded the motion;
Motion carried unanimously.
Meeting adjourned at 10:15 p.m.