

**BELLEFONTE BOROUGH  
COUNCIL  
MEETING MINUTES  
November 6, 2017 @ 7:30 p.m.  
236 West Lamb Street, Bellefonte, PA 16823  
[www.bellefonte.net](http://www.bellefonte.net)**

**5:30 p.m. Finance Committee Meeting**

**6:15 p.m. PM Building and Property Management Committee Meeting**

**6:30 p.m. Work Session – 2018 Budget Discussions**

**7:30 p.m. Council Meeting**

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**CALL TO ORDER:**

The November 6, 2017 regular meeting of the Bellefonte Borough Council was called to order at 7:30 p.m. by Ms. Gay Dunne, President.

Pledge of Allegiance was followed by a moment of silence.

**ROLL CALL:**

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

**EXCUSED:** Taylor Lake  
Tom Wilson, Mayor

**OFFICIALS PRESENT:** Ralph Stewart, Borough Manager  
Don Holderman, Assistant Borough Manager

**GUESTS:** Sara Raface, Centre Daily Times  
Barbara Scordato  
Todd Smith, P.E., ELA Group  
Emma Gonsalvez, Lock Haven Express  
Sean Yoder, Centre County Gazette

## **ELA GROUP – MUNICIPAL PARKING LOT PLAN PRESENTATION**

Todd Smith, P.E., with ELA Group presented the municipal lot plans to Council. The plans renovate Parking Lot A and H in the Borough. A few minor changes have been integrated since the last time Mr. Smith presented the project to Council. He hopes to have the project bid out soon and to start construction in early Spring.

Parking Lot A was presented first. He stated that all the meters will be removed, and two kiosks will be installed at both ends of the lot to allow for better pedestrian access and circulation throughout the lot. He discussed accesses. There is some additional curbing near Locust Alley that was added since the past presentation. This will help define Locust Lane access. The dumpster and trash will remain in the same location. There is also a bike rack. They are working with the bank regarding resurfacing the drive thru area and replacing the trench drain. This is an add alternate, so the bank will be providing the money for that part of the project.

Ms. Tosti-Vasey added that maybe some money can be saved through the bike rack donation program. Mr. Brachbill inquired about enforcement of the meter kiosk. Mr. Stewart indicated that the Borough will still have to enforce the meter kiosk, just as the meters are monitored. The enforcement officer circles the parking facilities throughout the day and tickets. This should not increase their time, but should save some of their time. Mr. Stewart explained that the Borough needs to come up with the actual system that will be used. There is a meeting with the State College Borough meter personnel to discuss this.

Ms. Tosti-Vasey inquired about the e-car charging station at the parking lot. Mr. Stewart indicated that this will not be incorporated into the bid but that that would be up to Council. The infrastructure will be installed, but the actual station has not yet been decided on.

Mr. Beigle inquired about the Bellefonte Lodge area and who was paying for that paving. The Lodge did not want to repave with this project. The contractor will just blend that part of the already paved surface in. Mr. Stewart added that snow removal will be much easier with the meter posts removed. Snow is hauled out, and not piled up. The lot is 24-7 parking. There is a parking permit program in effect now and this will be continued.

Parking Lot H was discussed briefly. This is the lot over by the CVS. This lot will be an overlay, as opposed to Lot A which is a complete removal and rebuild. Lot H was in better shape. There will be some small areas where a stone base will be removed and brought back up to grade. Direction is being reoriented. The entrance will be off West High Street and exit will be on to Meek Lane. There is an entrance off Meek and exit onto West High as well. This will alleviate challenges with people going the wrong direction on to Meek Lane. This will provide a good circulation pattern. Meek Lane will be defined with some curbing. This will also help with where the travel lane is and where the parking lot is. Environmental studies from the borings have been completed.

There is a pedestrian walkway along South Potter Street. The kiosk will be located next to the ADA parking area. There will also be a bike rack there as well. There is a curb along the pedestrian walkway at Potter.

Concerns with persons turning onto the railroad tracks at Potter were discussed. Mr. Holderman indicated that at the next Council meeting, CDBG will be presenting some information on the area.

The grading on High Street will prevent that exit from becoming a little less difficult but Mr. Smith will consider improving upon what is there. There is no plan to do anything with the sidewalk.

Mr. Smith requested authorization to work with Bellefonte Borough staff to get the bid advertised. He anticipated receiving bids back in January and hopefully coming back to the January 15, 2018, Council meeting to review the bids. Construction is anticipated to begin in early Spring, hoping to have Lot A complete by June, before the Cruise. Lot H would be constructed afterwards and completed in early to mid-September. Both lots will be bid as two separate projects.

**Ms. Tosti-Vasey moved to approve the final plans as presented for Parking Lots A and H and to authorize advertising for bidding;**  
**Ms. Dickman seconded the motion;**  
**Motion carried via voice vote.**

**APPROVAL OF THE MINUTES:**

**Mr. Brachbill moved to approve the minutes of the October 16, 2017, Council Meeting;**  
**Ms. Tosti-Vasey seconded the motion;**  
**Motion carried via voice vote.**

**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).*

***Communications – Letter Request from St. John’s Catholic School re: Christmas Caroling downtown***

***Communications – Request for 2018 Pledge for Water Resources Monitoring Project***

***Communications – Email request from BHRS re: fire Police for Santa Express Trains***

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

**REGULAR AGENDA:**

**COMMUNICATIONS:**

**Written:**

**Email re: Legislative Alert – Fireworks Bill Threatens Safety**

Legislative alert regarding the Fireworks Bill, House Bill 542. This legalizes the sale of consumer grade fireworks. This extends the listing of the items usually sold at the “tents” that you see around.

**Mr. Beigle moved to craft letters to the legislators stating the Borough’s opposition to House Bill 542;**  
**Mr. Johnson seconded the motion;**  
**Motion carried via voice vote.**

**Email re: Support of the “Drive Forward” Transportation Campaign.**

This campaign is geared for getting the I-99 and I-80 interchange completed.

**Ms. Tosti-Vasey moved to support this effort and to put \$1,500 towards this effort and then add the \$1,000 from the budget for the CBICC program, bringing the total to \$2,500 requested;**  
**Mr. Brachbill seconded the motion;**

Ms. Brown does not believe that this is an allowable donation. The money would have to come out of the General Fund or Bulk Water Fund. Solicitor advice will be sought on this question.

Ms. Tosti-Vasey amended her motion;

**Ms. Tosti-Vasey moved to support this effort and to put \$1,500 towards this effort and then add the \$1,000 for the CBICC program, with funding coming out of the Bulk Water Fund;**  
**Mr. Brachbill seconded the motion;**

Mr. Brachbill offered the importance of this project not only to Bellefonte but to anyone who travels in that area. Weekend traffic in the area is very bad, with a very recent accident there. This has been on the books for many years.

Additional discussion was held on clarifying the campaign. Mr. Stewart expanded on the campaign and added that a grant has been applied for relative to this. CBICC is trying to obtain federal funds to complete this project. The public can also support this project by going to the Drive Forward website and add their name as a supporter of this project. Residents were encouraged to do so. Ms. Dunne wanted this campaign information put on the Borough website as well.

**Ms. Brown moved to table this issue until the Borough hears back from the Solicitor;  
Mr. Beigle seconded the motion;  
Motion carried via voice vote.**

**Letter from Sen. Casey re: Historic Tax Credit Improvement Act**

**Email from Crestside Terrace Water Main Break**

Thank you letter regarding the water line break at Crestside Terrace. This is part of the Housing Authority of Centre County.

**Email from Steve Zarit re: Resolution in Support of Redistricting Reform in PA H.B. 722**

This is regarding redistricting reform in Pennsylvania. They are requesting that Council review this information and adopt a resolution supporting legislative efforts.

No one could be present at the meeting for discussion; however, Mr. Zarit emailed Mr. Stewart earlier today and indicated that they would make themselves available to attend a meeting to discuss this further.

**Thank you – East Howard Street Resident**

Thank you to the public works department for work they did.

**Upcoming Borough Association Training Available**

**Oral:**

Nothing presented.

**SPECIAL COMMITTEE REPORTS:**

Spring Creek Watershed Commission Meeting was reported on by Ms. Tosti-Vasey. She attended the meeting in October. Spring Township has requested that another municipality take over hosting the meetings. They have asked Bellefonte to do it. It seems that the third Wednesday of each month is free at Council chambers. Bellefonte will now host the meetings at 7 p.m. at the Borough beginning in January 2018.

Mr. Brachbill stated that there is a Nittany Valley Joint Planning Commission Meeting at 6 p.m. at the Spring Township municipal building on November 16, 2017.

Ms. Tosti-Vasey attended the Drive Electric Coalition meeting last Friday via conference call.

**MAYOR'S REPORT:**

Nothing to report.

**OFFICE OF COMMUNITY AFFAIRS:**

**ZONING/PLANNING:**

**HARB:**

**Certificates of Appropriateness –**

**Freight Station – light fixtures and double door with side lights**

**Mr. Brachbill moved to approve the Freight Station project;  
Mr. Johnson seconded the motion;  
Motion carried via voice vote.**

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Administratively approved items were mentioned.

**BUILDING AND PROPERTY: Courtney Dickman, Chair**

The Bellefonte IDA will meet on November 8 at 6 p.m. There will be a real estate brokerage presentation for the water front property at that meeting.

Park View Heights land inquired about by a resident was discussed. It was deemed not in the Borough's best interest to sell any portion of the land.

**Ms. Dickman moved to reject the request for land at Park View;  
Mr. Brachbill seconded the motion;  
Motion carried via voice vote.**

**FINANCE AND GOV'T PERFORMANCE: Renee Brown, Chair**

**2018 Budget**

2018 Budget was discussed. There was a work session on it this evening prior to the Council meeting. Based on the work session, the proposed increase was reduced from 3 mills down to a  $\frac{3}{4}$  mill increase. Any less will be cutting services. Mr. Brachbill offered that services should be kept where they are at now and hopefully some of the properties can get sold and back on the tax roll.

**Mr. Brachbill moved to approve to advertise the 2018 Budget as it stands for formal approval at the first meeting in December 2017;  
Mr. Beigle seconded the motion;  
Motion carried via voice vote.**

Mr. Johnson added that Ms. Brown was not present at the work session for the entire discussion on this budget. Mr. Stewart will advertise tentative approval of the budget for the first meeting in

December. The budget will be available for public review in draft form at the Bellefonte Borough offices.

### **Gamble Mill Survey Costs**

A motion is needed to move the costs from the survey to the Bulk Water Fund for reimbursement to the General Fund. These are expenses incurred in fixing the parcel lines around the Gamble Mill property. This was under the prior potential purchaser. They did not pay the Borough back the funds, via verbal agreement, so the expenses are being reimbursed from the Bulk Water Fund for 2017 funds. The work done does benefit any new potential buyers of the property.

**Mr. Brachbill moved to move the costs for the Gable Mill Survey from the General Fund to the Bulk Water Fund for 2017 for reimbursement purposes to the General Fund;**

**Ms. Tosti-Vasey seconded the motion;**

**Motion carried via voice vote.**

### **PARK AND RECREATION: Melissa Hombosky, Chair**

#### **Masullo Park ADA Path to Stream for Fishing ADA Restroom Renovations at Governor's Park**

Mr. Holderman discussed ADA projects for the CDBG grant application funds. It will be approximately \$100,000. \$20,000 comes off in admin in part paying the County admin and Borough admin, and there is about \$5,000-10,000 in advertising and environmental review. This would leave \$70,000 to do the projects. Projects would be done in-house.

**Mr. Johnson moved to approve using the CDBG funds for the Masullo Park and Governor's Park ADA projects;**

**Ms. Dickman seconded the motion;**

**Motion carried via voice vote.**

### **Bellefonte Area High School Class of 74**

A thank you to the Class of 1974 for their \$100 donation for Talleyrand Park Projects. This was raised at their recent reunion. A letter of thanks will be crafted.

### **Liberty Swing**

Ms. Hombosky stated that a few Council members attended the Liberty Swing dedication ceremony. She indicated that it was a nice event. She thanked all the donors again for their efforts.

**Governor's Award for Local Government Excellence (moved from New Business)**

Council would like to submit the Liberty Swing Project as a nomination for an award under Building Community Partnerships. The project will be submitted by December 1, 2017. The Borough took a lot of pride in working with the family, the donors, and the contractors on this project.

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

The Borough website will be updated on how to obtain a key for the swing. The key is tethered to the swing. This will be under the Parks and Rec section. A possible instruction video may be added to show users how to unlock the seat belt as well.

**HUMAN RESOURCES: Joanne Tosti-Vasey, Chair**

Ms. Tosti-Vasey reported that the receptionist job has been offered and accepted by Helen Khodabandeh. She will begin on Tuesday morning. She is training with Ms. Munnell who will be leaving in a few weeks. Ms. Tosti-Vasey indicated that all the applicants were great, and it was a hard decision to make.

**SAFETY COMMITTEE: Randy Brachbill, Chair**

Mr. Brachbill reported that the next Centre Region Safety Committee Meeting will be held on November 14, at the COG building at 1 p.m.

Bellefonte Safety Committee Meeting will be held on Wednesday, November 8, 2017, at 1 p.m. in Council Chambers.

**WATER/SANITATION – Joe Beigle, Chair**

Mr. Beigle reported on the water withdraw report for October. There is more water being sent up the Corning line. There are also a couple of leaks that may have been isolated as of this date

Benner Township's consideration to use the composting site was discussed. Mr. Beigle suggested that the committee sit down with staff to discuss this. State permitting issue was mentioned. Mr. Holderman indicated that this is only a consideration and that staff has not heard back from Benner Township yet. There would be advantages from a grand perspective to having another partner to pay for some of the overtime during those months. Restructuring the fee schedule for use was also discussed briefly.

Mr. Beigle commended the water crews of Bellefonte on their work ethic.

**STREETS: Doug Johnson, Chair**

Mr. Johnson reported on a Stop Sign/Traffic Control seminar. A minimum of 10 people is required for this seminar. Some of the Borough staff will be enrolled as well. Mr. Johnson can



attend and he said that any Council member wanting to attend is welcome. This is a PennDOT seminar and may be held in January 2018.

Mr. Stewart received a letter today from PennDOT regarding the Howard Street and Wilson Street four way stop sign. The result of the study for a multi-way stop was deemed not warranted by PennDOT. This was based on review of traffic data, crash data, sight distance and compliance with state and federal regulations. The request was denied. To increase safety a speed display board will be placed in the area in the Spring of 2018. PennDOT will work with the police and local media to help publicize the effort. Police hour requirements for radar were discussed briefly.

Route 144 bridge project is slated to end at the end of November. The Route 144 West Linn Street project is scheduled to end by December 31, 2017.

Brush and leaf collection was discussed. After the first snow fall, the leaves will be done. The brush can collection ends November 15. There will not be any pick up this week due to the Veteran's Day holiday on Friday. Saturday, November 18, is the last day to get into the landfill. The website calendar states the dates opened and closed.

Mr. Holderman indicated the annual Fall Tree Planting Campaign was completed, which included four replacements in the downtown area and three residential replacements. The streets department takes care of this.

The crew was commended on the great work done on the leaf collection.

#### **ENERGY AND ENVIRONMENTAL CONSERVATION: Taylor Lake, Chair**

Mr. Holderman gave an update. The sustainability group met on Friday to get a water sample from the Big Spring. They went over to Big Spring Spirits to get a tour of the facility.

Ms. Tosti-Vasey stated that an email from Mike Shadow was received this afternoon regarding the possibility of considering putting solar energy panels on the borough building. Numbers are current. Mr. Stewart will put this email in the next Council packet.

The Sustainability Expo is coming up at PSU as well.

#### **OLD BUSINESS:**

##### **Approval of the Solar Ordinance**

**Ms. Tosti-Vasey moved to adopt the Solar Ordinance, No. 110617-01 as advertised;**  
**Mr. Brachbill seconded the motion;**  
**Motion carried via voice vote.**

**NEW BUSINESS:**

Council meeting dates for 2018 were discussed. The dates will be reviewed and then advertised.

Mr. Holderman presented a memo indicating that PSAB was nominating Ralph Stewart to join PSAB's Board of Trustees. This is not a voting seat.

**Mr. Johnson moved to appoint Mr. Stewart;  
Mr. Beigle seconded the motion;  
Motion carried via voice vote.**

Mr. Johnson offered that this is a Board of Trustee's position for District 3 of the Pennsylvania Borough's Association and is a great honor for Mr. Stewart to have been appointed. Council extended their congratulations on being offered the well-deserved trustee position.

**OTHER ITEMS:**

Ms. Dickman extended an invitation to the Borough residents and Council members to the BelleKey annual meeting on November 16 at 6 p.m. at The Blonde Bistro. The fee is \$25 and includes a meal. Ms. Dunne indicated that she will be in attendance. There is also a BelleKey merchant meeting on Wednesday, November 15, at 8 a.m.

Borough offices will be closed on Friday in observance of Veteran's Day. Refuse picked up Friday will be picked up this Wednesday.

Mr. Brachbill mentioned putting the agenda on the website. It may spark more residents to come out to the meetings. There is a generic agenda published but Mr. Brachbill thinks that a meeting agenda should be posted so that residents know what is going to be discussed at the meeting. The Borough was also omitted from the Out and About section of the Centre Daily Times. This will be remedied.

Ms. Brown mentioned that Saturday, November 11, at 11 a.m. there will be a Veteran's ceremony in front of the courthouse at the steps. It will also be the unveiling of the new banners for the Hometown Hero program. The public is invited. There will be 86 new banners.

**ADJOURNMENT:**

With no further business coming before Council,

**Ms. Dickman moved to adjourn the November 6, 2017, Council meeting;  
Ms. Tosti-Vasey seconded the motion;  
Motion carried.**

Meeting adjourned at 9:05 p.m.