

**BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES**

**November 20, 2017 @ 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net**

**6:30 p.m. Work Session – CATA Budget
Executive Session – Real Estate**

7:30 p.m. Council Meeting

CALL TO ORDER:

The November 20, 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, President
Randall Brachbill
Melissa Hombosky
Doug Johnson
Joanne Tosti-Vasey
Joseph Beigle
Renee Brown
Courtney Dickman
Tom Wilson, Mayor

EXCUSED: Taylor Lake
Renee Brown

OFFICIALS PRESENT: Ralph Stewart, Borough Manager

GUESTS: Emma Gonsalvez, *The Express*
Jon Eaton
Joseph Griffin
Louwana Oliva, CATA
John Conrad for SEDA-COG
Robert Lingenfelter

APPROVAL OF THE MINUTES:

**Ms. Tosti-Vasey moved to approve the Minutes of the November 6, 2017, Council Meeting;
Mr. Brachbill seconded the motion;
Motion carried.**

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 re: 2018 Relay for Life at Governors Park

Mayor – Police Exonerations

Mayor – Police Report

Finance – Treasurer’s report October 2017

Finance – Voucher Summary October 2017 \$1,396,884.16

**Mr. Brachbill moved to approve the Consent Agenda;
Ms. Dickman seconded the motion;
Motion carried.**

Presentations:

John Conrad, P.E., SEDA-COG – upcoming work at the train station platform

Mr. John Conrad, engineer working with SEDA-COG, made a presentation on the upcoming work at the train station platform. There is a proposed pedestrian bridge alongside of the railroad bridge in Talleyrand Park. He explained that he spoke with the DEP and obtained approval for General Permit 11 without hydraulics. This permit was approved because everything that is being built will not be lower than the lowest core of the existing bridge. Additionally, a concrete abutment supports the bridge. Each of the piers will have sea channels which will be anchored into the side of the piers and they will extend out beyond the bridge and they will become the bearings for the steel bridge spans. Due to the cross section being so small, it will not impact the hydraulics of the proposed bridge. There will be a fence minimum 42 inches high on the outside of the walkway and the inside walkway fence will be the existing side of the railroad bridge. Width is a constant six feet and the floor system will be an open grate. A concern with the grate is that one cannot cross the grated walkway while wearing heels. The bridge is ADA accessible. A long wall was installed to stabilize the stream embankment by the Borough. The same thing will occur on the other side of the stream. The last span by the old Match Factory is in a wetland. Because the bridge is being hung on the pier, and the abutment is outside of the wetland, there will be nothing disturbed. This is all included in the General Permit evaluation.

The other portion of the project includes the end of the bridge walkway to both sides of the park. This was not part of the original project and was budgeted out separately. The walkway in front of the train station will be extended down to the end of the bridge so there is a constant grade to the bridge. On the rail side, there is an extension of a fence that is 42 inches high to separate anyone in the park or walkway from the railroad. A crosswalk will be built across the main line and the siding. When you get to the other side of the paved road (South Potter Street) , there will

be guiderails the entire way down the paved road in each direction. Placement of gates through the fence is not worked out yet. 75% of design details are completed for this project. The goal is to bid this project out during the winter so that the pedestrian bridge can be started in the spring. This project will protect the railroad from people walking on the tracks and walking across the bridge. It will also create a clear delineation for pedestrians from the west side to cross, and anyone in the park as well.

Mayor Wilson inquired about bikes on the bridge. He mentioned the proposed bike trail between Milesburg and Bellefonte coming from Letterman Park in Milesburg to Talleyrand Park in Bellefonte. Mr. Conrad did not see a problem with bicyclists walking or riding their bikes over the bridge.

Ms. Tosti-Vasey asked if the crosswalk near South Potter to the park intersects at Meek Lane. Mr. Stewart stated that it was. She was concerned about the upcoming paving work to be done at the municipal parking lot near the CVS and wanted to make sure that pedestrian accesses would line up for safety purposes. Mr. Conrad will review this. She also inquired about the guide rail along the pavement. She asked if it was possible to design the rails to blend in with the architecture in the Historic District. Mr. Conrad will review this as well. A Victorian-like fence was discussed. The fencing could be like the fencing proposed at the railroad but shorter. Impact sustainability was discussed. Mr. Stewart inquired about options available for the standard guide rail. Mr. Conrad indicated that fencing could be incorporated that had more structural integrity. Mr. Stewart indicated that the fencing may be under the jurisdiction of a HARB review.

Additionally, alternative walkways to accommodate heeled shoes could be included as an alternative in the bid package. Council thought this was a good idea due to the number of people that use the park in general for various reasons including wedding pictures at the railroad bridge.

Mr. Stewart recapped a meeting with SEDA-COG at the project site regarding the fencing and where it should end going toward the train station. He wanted to make sure that all Council members were okay with where the fencing ended. Mr. Conrad still needs to present the project to the Bellefonte Historical Railroad Society.

Ms. Hombosky mentioned that a couple of cars that got lodged on the railroad tracks a few weeks ago, and if the fencing would prevent this from happening again. The fence will end at High Street. A white line can also be included along the pavement to help with sight issues.

There was no formal action taken by Council on this project plan.

Robert Lingenfelter/Weber Murphy Fox – Upcoming Talleyrand Park Improvements

Mr. Robert Lingenfelter of Weber Murphy Fox, an architectural planning firm, presented Council with a presentation on the upcoming improvement projects at Talleyrand Park. The projects fall under the Talleyrand Safety Improvement Grant.

A pathway extension regarding accessibility along the raceway was discussed as well as the pergola repair, and creek bank stabilization which is an ongoing effort to stabilize Spring Creek.

The path extension from the train station will connect High Street across from the raceway to the train station. Mr. Holderman met with the Parks Committee regarding this effort. There was a

series of concepts developed. The path would be brick and concrete and low impact. New landscaping will be added. The path would be impervious due to the nature of the walkway. The plan was to minimize and stabilize it for accessibility reasons. There are some alternatives being looked at as well. Tying it into the raceway is ideal.

The pergola needs replaced as it is an old wooden structure. The wisteria in the middle has overgrown and ultimately weaved through the structure. The pergola will be replaced with what is already there i.e. wood covering the steel girders with the same lattice design. This will go through HARB. The original concept will not be changed.

The Spring Creek bank to the left needs to be established. Mud sill application will be used to achieve this. U.S. Fish and Wildlife will be assisting with this project. They did work in other locations and this is a typical application to prevent further erosion of the bank. It is a natural material and will occur on the opposite side of the train tracks.

Ms. Tosti-Vasey asked about the fencing behind the pergola being replaced. If the budget allows, this will be added to the project. There is also the potential to reduce the height and create a visual connection to the other end of the park without seeing the raceway. Ms. Dunne confirmed that the lattice fencing and pergola would be the same wood as is presently on the structure. The Conservation District has issued a permit for the mud sill project.

REGULAR AGENDA:

COMMUNICATIONS:

Written:

Letter from Anti-Defamation League

Letter regarding religious displays on public property

Letter from Sen. Corman re: Creation of "Category 4" Ancillary Casinos

This paired with the email below from E. Kreps asking the Borough to oppose Category 4 licensing in the Borough.

The Borough has the option to opt-out of allowing mini casinos in the Borough. This would have to be passed by council before December 31, 2017. The Borough's Association provided a sample resolution. That is printed and at the table. It was clarified that Sen. Corman's letter was not for or against the Category 4 permitting; it was just informational and described the opt-out process. Mr. Brachbill offered that there did not seem to be too much time allotted for review and consideration of this issue. There was a brief discussion regarding liquor licensing. Ms. Tosti-Vasey added that if the Borough wanted to opt-out now, they could always change their mind if they wished to. However, if we don't opt out by December 31, then we will have no say at all about having such a casino in the borough. Mr. Brachbill suggested that the Borough can always do the opt-out and then rescind the Resolution if the Borough decided to do so in the future. Ms. Tosti-Vasey echoed Mr. Brachbill.

Mr. Brachbill moved to draft the appropriate Resolution to opt-out for discussion at the next Council meeting;
Ms. Tosti-Vasey seconded the motion;

Motion carried with one opposing vote. Mr. Beigle

Mr. Stewart will add this topic to the next agenda and will research more information. Mayor Wilson offered that the mini casinos are a way to raise state revenue.

Thank you from the Centre County Suicide Prevention Task Force

This group had an event in August 2017 at Talleyrand and it was relocated to the Courthouse Annex.

Letter from J. Beigle re: Airport Authority

Mr. Beigle would like to step down from the Airport Authority and would ask that Council appoint Mr. Johnson in his place as of December 1, 2017.

Mr. Johnson confirmed his interest in the appointment.

**Mr. Brachbill moved to appoint Mr. Johnson to the Airport Authority through the end of Mr. Beigle's term;
Ms. Tosti-Vasey seconded the motion;
Motion carried.**

The frequency of the Airport Authority meetings was discussed as well as the MPO. The capacity of service was discussed as well, i.e. what responsibilities to undertake according to what a member can handle.

Mr. Stewart reviewed a letter regarding the MPO from Tom Zilla. Mr. Weis of Benner Township was appointed the elected member and if there is interest he will be renewed. Possibly, Mr. Johnson would be an alternate for the MPO meetings.

Email from E. Kreps re: Keeping Casinos out of our Neighborhood

Email from C-Net re: Bellefonte Veteran's Day Ceremony online

The ceremony held on Veteran's Day was captured by CNET and can be viewed on their television programming and on their website at CNET-1.org. The ceremony will air December 4 at 8 a.m., December 5 at 5 p.m. and December 7 at 7 p.m.

Letter from HBI regarding Victorian Christmas

There are several requests in the letter. There are things that have been done in the past to assist with special events.

**Mr. Beigle moved to approve the requests in the letter;
Ms. Tosti-Vasey seconded the motion;**

Mayor Wilson discussed fire police locations. The Borough will be in contact with one of the Fire Commanders and try to make sure there are enough personnel (volunteers). This goes through Mr. Riglin.

It was clarified that Governor Curtin's carriage would not be needed for the annual carriage rides.

Motion carried.

Email from the Borough's Association regarding the Radar Bills

Mr. Stewart explained that the Senate passed a Radar Bill S.B. 251 and is headed to the House. The Association is asking Council to contact State House reps and offer support for the radar bill. Mr. Stewart indicated that there would be only a very minor impact on the budget.

**Mr. Johnson moved to send a letter in support of S.B. 251;
Mr. Beigle seconded the motion;
Motion carried.**

CDT included Bellefonte Borough in their agenda section

Ms. Dunne thanked the CDT for doing this.

Electric Energy Savings Letter Spreadsheet and summary Email

Information from Mr. Scott Harford, of the PSU Energy Center. They do the purchasing on behalf of Co-Stars. There was an annual savings of approximately \$11,000 through shopping of the largest electric account. There are still some smaller accounts that were not picked up and Mr. Stewart will see what to do about those. Summarizing, there was a savings in the major account.

Oral:

Revitalization Project – Mr. Joseph Griffin

Mr. Joseph Griffin discussed a possible project for the downtown area, wishing to get rid of a stereotype in the town and give confidence to entrepreneurs who would like to restore some of the buildings. Because of the location, Bellefonte has the possibilities of becoming a very prosperous community. He is asking the Borough to make a decisive step to wake up the potential of the town. In 2016 Rod Beard attended an Old House Fair program where Richard Houser gave a workshop called “Main Street LLC” with the key idea of local persons funding the redevelopment of their own community, i.e. put our money where your house is. Another important idea introduced was that large buildings owned by older individuals are unlikely to be subject to extensive and expensive development. According to Mr. Houser, an investment vehicle was needed—such as a limited liability corporation—to collect funds to make the renovations happen.

Recently, these ideas were put to work when Mr. Beard entered negotiations to purchase the Crider Exchange. He has not yet purchased it, but it is under agreement. The cost of renovations may cost \$5 million. The result would be high end condos or apartments and first class first floor retail. After consulting with Mr. Houser, an RFP was issued to perform a feasibility study on the merits of the project. Albertin Vernon, AIA was contracted to do a phase I study to evaluate the structural integrity of the building. The phase I study is ending, and it appears that it will reap good news for the Exchange. A phase II study will be needed to see if the building can be rehabilitated in a historically appropriate manner into a commercially viable property. Of course, there are also zoning and code considerations as well as a marketing study needed to see if the housing will be marketable as well as an investment analysis. A completed phase II study would then be used to recruit \$1 million of private investment which Mr. Beard thinks will be required to move the project forward.

Mr. Griffin spoke with a County Commissioner and reps from the Borough, the Bellefonte Chamber, HBI and BelleKey and there is enthusiasm for this project. He proposed to Mr. Holderman that the Borough request partial funding of the phase II study from the County. He asked the aforementioned organizations to provide a letter of support for the project. He also asked for Council to put in \$1,000 to assist in paying for the phase II study. This cost is slightly over \$10,000. If the study is not done, it may be difficult to convince others that the project is viable.

Mr. Griffin would ask that Council authorize the administration to write a letter to Centre County requesting money to assist in paying for the phase II study. The exact amount is unknown at this time. The second thing is to authorize a contribution of \$1,000 towards the study.

Ms. Dunne clarified that Mr. Griffin was not representing Mr. Beard. Mr. Beard knows of Mr. Griffin's involvement before Council this evening. It would be likely that Albertin Vernon AIA would perform phase II study as well.

Ms. Tosti-Vasey inquired about the appropriateness of Borough funding. She believed that this may be a prohibited expense since public funds would be going to an individual. Mr. Stewart indicated that this would not be allowed as it would be going through a private individual. There would, of course, be discussions between the Borough and the principals. Specific details on the agreement between Mr. Beard and the owner of the building were not revealed and were not necessarily known by Mr. Griffin. Mr. Brachbill offered concern about offering funding for a property that has not been officially purchased.

Aware of the many extenuating unknowns of this project, Mr. Griffin reiterated the importance of the feasibility study. He also offered that absent a study, most people are not going to invest in this project.

The Industrial Development Authority and BelleKey were both discussed regarding funding sources. Ms. Hombosky suggested that BelleKey would make more sense for this project.

Mr. Johnson extended his appreciation to Mr. Griffin for all his efforts in trying to revitalize Bellefonte. The need for affordable and workforce housing was discussed briefly. There is a possibility to put the building together with historical preservation tax credits for the restoration and an addition of lower income housing. The project will be structured on how it can best work. Mr. Griffin indicated that the study would give a developer something to go on.

Ms. Dickman was in support of writing a letter to the County and then pending further discussions with BelleKey, having them come back with a request for funding after a better understanding of how the funds will be used and transfer from the Borough to BelleKey.

Ms. Dickman moved to approve writing a letter to the County exploring the option;

Mr. Johnson seconded the motion;

Motion carried.

**Ms. Tosti-Vasey moved to ask Shannon Wright, BelleKey Keystone Community Coordinator to explore with Mr. Beard the possibility of having BelleKey process the funding source for the Phase II study;
Mr. Johnson seconded the motion;**

Ms. Tosti-Vasey explained that as Council, Council cannot legally authorize Council to fund the study for a private project. BelleKey is Bellefonte's being the downtown Main Street Program revitalization organization, and Ms. Wright as the Keystone Community Coordinator, can begin discussions regarding the funding to see if this is a possibility for BelleKey.

Mr. Johnson recommended amending the motion to be directed to Shannon Wright.

Motion was amended as follows:

**Ms. Tosti-Vasey moved to recommend that Shannon Wright discuss with BelleKey the possibility of funding this project;
Mr. Johnson seconded the motion;
Motion carried.**

Mr. Griffin thanked Council for their time and efforts.

SPECIAL COMMITTEE REPORTS:

IDA Meeting Minutes November 8, 2017 DRAFT

Safety Committee Meeting Minutes November 8, 2017 DRAFT

Mr. Brachbill highlighted the fire department discussion and walk-ins and how to handle the ride alongs and tours of the training center. Arrangements would need to be made in advance for a ride along.

CCMPO Committee Reports and By-laws

Ms. Dunne asked that Council maintain interest in the CCMPO since they are dealing with local projects of interest. A change in representative is needed and Mr. Johnson indicated that he would be interested in this position and that he would be willing to attend as an unseated rep at the final meeting on November 28, 2017. Benner, Marion, and Spring Townships will need to be communicated with regarding next year's representative and alternate. This is a two-year term.

**Mr. Brachbill moved to recommend to the CCMPO to appoint Mr. Johnson as the CCMPO representative for the region;
Mr. Beigle seconded the motion;
Motion carried.**

More information will be forthcoming from the CCMPO.

Spring Creek Watershed Commission Minutes September 20, 2017

Spring Creek Watershed Commission Minutes October 18, 2017

Ms. Dunne included these minutes in the packet to better inform Council members of those meetings and the issues discussed. She is a strong supporter of Council's participation in the Spring Creek Watershed Commission and she believes their efforts approve the quality of life and future planning. They do a great deal with education, monitoring of streams, the water resource management publications regarding stream health, education for property owners, etc.

Ms. Dunne attended the Centre County Cable Consortium Committee meeting on November 25. Mr. Stewart is part of the tech committee. An attorney from the Cohen Law Group spoke regarding re-negotiations for the Comcast cable franchise that is beginning. A franchise fee audit for the past five years is being done by Cohen Law Group to assure that they are acknowledging all their revenue sources. A public education and government assessment regarding CNET will also take place. A consultant, CBG Communications of Philadelphia, will be doing this needs assessment. The next meeting will be on January 15, 2018. Meetings are the third Monday of the month at noon. A new Council rep for the Cable Consortium will be discussed in January 2018.

There is a public hearing which is part of the renewal process in mid-January. Questions will be received and forwarded to the attorney assisting with the process. There are very tight regulations under the FCC for the franchise agreement. Only a list of items can be negotiated through the process. The re-negotiations will be for a ten-year agreement.

MAYOR'S REPORT:

Mayor Wilson inquired about leaf pick up. Mr. Stewart reported that leaf pick up is ongoing on the day of your refuse pick up until a significant snow fall.

Mayor Wilson reminded residents to remove snow within 24 hours from your sidewalk. A fee may be imposed for non-removal of the snow.

A report was also given on a meeting with the DCNR. Wes Farringer, regional representative along with Lori Yike, was in town for a PSU seminar. Mr. Jack Shuster was at the meeting as well as Mr. Holderman. Mayor Wilson spoke with Ms. Yike a few months back regarding the Milesburg to Bellefonte trail which still in a feasibility study stage. They explained a little more about the grant seeking efforts and challenges that the Borough may face. They also went for a site visit along the stream. Mr. Shuster and Michael Bloom from the County attended this site visit.

OFFICE OF COMMUNITY AFFAIRS:

ZONING/PLANNING:

Planning Commission Meeting Minutes November 7, 2017 DRAFT

Ms. Dunne highlighted the Centre Crest site rezoning and the monopole discussion as well as discussion of a drone ordinance.

Relative to the rezoning at the Centre Crest facility, Mr. Stewart suggested that Council meet with Planning Commission to brainstorm some ideas. The area is zoned R-4 currently and does not permit offices currently.

HARB:

HARB Minutes November 14, 2017 DRAFT

BUILDING AND PROPERTY: Courtney Dickman, Chair

Executive session with Council was held regarding property related matters. The committee is also reviewing a proposal for putting lights at the Little League on 5th Avenue.

FINANCE AND GOV'T PERFORMANCE: Renee Brown, Chair

Current v. Prior October 2017
Budget v. Actual October 2017
Draft 2018 Budget on December 4th Meeting agenda for approval

PARK AND RECREATION: Melissa Hombosky, Chair

Nothing to report.

HUMAN RESOURCES: Joanne Tosti-Vasey, Chair

Nothing to report.

SAFETY COMMITTEE: Randy Brachbill, Chair

Comparison of Monthly Code Statistics – October 2017

WATER/SANITATION – Joe Beigle, Chair

Authority Meeting Minutes November 7, 2017 DRAFT

Sewer rates will be raised in the next budget \$10.00 a quarter. This will help defer costs for the project at the Wastewater Treatment Plant.

STREETS: Doug Johnson, Chair

Ms. Dunne inquired about having one more brush collection due to the extended warmer weather. Mr. Stewart indicated that the seasonal people have left, and hunting season usually lightens staff as well.

Mr. Johnson reported that Borough staff is preparing for snow removal at this time.

Victorian Christmas December 8, 9 and 10th will affect parking as well as the Santa Train Ride the third weekend in December.

Mr. Stewart mentioned courtesy parking begins November 23 through January 1. Two-hour free parking is granted. You will get a courtesy ticket stating that two hours is on the Borough and if you are still parking there, then a real ticket will be issued.

ENERGY AND ENVIRONMENTAL CONSERVATION: Taylor Lake, Chair

Drive Electric PA Coalition Quarterly Meeting Minutes

Email from Scott Harford re: CO-Stars Electric Procurement RFQ DGS 17-06.
Ms. Dunne deferred this information to the Energy Committee for discussion.

OLD BUSINESS:

Redistricting Resolution/Oral Presentation: Scheduled for December 4 Council meeting

County Liquid Fuels and Governor's Award Application

Grant application for the flashing lights on North Thomas Street was submitted as well as the Governor's Award Application for the Liberty Swing Project, per Mr. Stewart.

NEW BUSINESS:

Proposed 2018 Holidays – Ms. Tosti-Vasey noticed that Good Friday is also Passover. She felt that it would be appropriate to include both names in the holiday.

Ms. Tosti-Vasey moved to change the Good Friday holiday to also include the Passover holiday;

Ms. Hombosky seconded the motion;

Motion carried.

Local Services Tax – Collection Agreement – State College Borough is a contractor for collecting the local services tax, and the EITC taxes. There were some questions from another municipality regarding adoption of the fee schedule, i.e. done by ordinance or resolution. Mr. Stewart is asking Council to table this discussion until the next meeting to see if there is clarification.

Mr. Brachbill moved to table this discussion until the next meeting;

Mr. Johnson seconded the motion;

Motion carried.

Ms. Tosti-Vasey would like to know of the changes to the agreement before it is considered for approval. The email received was ambiguous as to what the changes were.

Borough Building Solar Project Proposal – This is a proposal for a solar array on the roof of the Borough Building sent in by Michael Shadow. Ms. Dunne deferred this to the Energy and Environmental Conservation Committee. Mr. Beigle opined that the payback turnaround is long. A credit system may make it more attractive. The company proposing the project has done a lot of work in the County. Ms. Tosti-Vasey stated that Ferguson is using them to install solar on their municipal building.

Small Business Saturday, November 25, 2017 – Mr. Stewart reminded everyone that Saturday is Small Business Saturday to promote small, local businesses for gift ideas and retail business. Ms. Dickman offered that last Wednesday she attended a BelleKey meeting where they discussed the Small Business Saturday and marketing the down town retail area better. There will also be a First Sunday retail event to coincide with the Museum's First Sunday event on

December 3, 2017, Ms. Dickman opined that it was encouraging to have 22 businesses come together and show their enthusiasm for this event.

Waterfall Lights - Mayor Wilson added that he was approached about the lights on the waterfall.

CDBG Public Hearing - Willow Bank Building, November 21 at 6 p.m. Room 116. This involves fiscal year 2017 program funding (two ADA projects).

ADJOURNMENT:

With no further business coming before Council,

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

Meeting adjourned at 9:34 p.m.