

BELLEFONTE BOROUGH COUNCIL MEETING MINUTES

March 19, 2018 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6 p.m. – Executive Session – Legal, Personnel

6:30 p.m. Work Session – BelleKey Organization; 3-Day Alcohol Permit for Bellefonte Cruise

CALL TO ORDER:

The March 19, 2018 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

Pledge of Allegiance was followed by a moment of silence (to pay respect to fallen Armed Forces members and Council members who have passed).

ROLL CALL

MEMBERS PRESENT: Mr. Randall Brachbill
Ms. Renee Brown
Mr. Evan Duffey
Mr. Jon Eaton
Ms. Melissa Hombosky
Mr. Douglas Johnson
Mr. Michael Prendergast
Ms. Joanne Tosti-Vasey
Ms. Anne Walker
Mayor Tom Wilson

EXCUSED: None.

OFFICIALS PRESENT: Mr. Ralph Stewart, Borough Manager
Mr. Don Holderman, Borough Assistant Manager

GUESTS: Emma Gonsalvez, *The Express*
Shannon Wright
Ellen Matis
Sean Yoder
Sheila Weaver
Shawn Thompson
Larry Brannaka

APPROVAL OF MINUTES:

**Duffey moved to approve the March 5, 2018 meeting minutes as amended;
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).

*Finance – Voucher Summary – February 2018: \$1,068,810.52
Finance – Treasurer’s Report – February 2018*

**Hombosky moved to approve the Consent Agenda;
Duffey seconded the motion;
Motion carried.**

REGULAR AGENDA:

COMMUNICATIONS:

Written:

Email re: LendEDU Ranking Best Places in PA to Start a Small Business – Bellefonte No. 42

Letters from BelleKey – Chalk the Walk event (first Sunday in July) and hang banner prior to the Monthly First Sunday Events.

Stewart explained that there is a conflict. Prendergast inquired about having more than one set of banners. High Street and the bridges are the usual locations. They are the options to work with, per Stewart. There was another site on S. Allegheny. Red Raider banners were hung there in the past. Stewart also explained that the Borough needs to go through PennDOT for approval to place the banners over the state road. Prendergast suggested two messages on one banner. Tosti-Vasey stated that the timing would be off. Putting up and taking down the banner also takes up Bellefonte staff resources, i.e. staff and equipment.

Ellen Matis from BelleKey spoke about the banner for First Sunday. She offered that if it is too much labor to go up the week before, it can be go up on another week. The idea is to promote prior the Sunday to get more people there. She stated that if there is room somewhere, they would like to have the banner put up. Tosti-Vasey inquired about the possibility of granting BelleKey the First Sunday banner on the months which do not have any other banners. If another group came in and needed the space, the banner would be replaced with the new banner. The banner will be a sponsored banner, with no cost to the Borough.

Prendergast moved allow BelleKey to hang a banner for Chalk the Walk (first Sunday in July) and then having the other First Sunday Banner hung on those months in which there is no other banner on High Street;

**Brown seconded the motion;
Motion carried.**

Bellefonte Children's Fair Letter requesting approval – Saturday, June 2, 10-3 p.m.

Tosti-Vasey explained that they would like to have a banner put up on High Street from May 2 to June 2. The banner hanging would have to comply with the ordinance. May 19 through June 2 would be the actual time allotted per the Borough Ordinance.

**Brachbill moved to approve the fair and the banner being put up on the High Street from May 19 through June 2;
Prendergast seconded the motion;
Motion carried.**

Letter from Springboard

This letter thanked the fire police who helped with their special event a few weeks ago and in showing that appreciation, they are donating \$150 to the fire police for their assistance in directing people across Water Street for their special event.

Mr. Brachbill reported on the 50th Anniversary of Mr. Rogers' Neighborhood and it is being celebrated this Saturday, March 24. At 2 p.m. Mr. McFeeley arrives, following by a dedication and from 2-4 p.m. a meet and greet with Mr. McFeeley and tours and kids' events. The event will take place at the Match Factory.

ORAL:

YMCA – New Branch Director – Shawn Thompson

Shawn Thompson is the new branch director of the Bellefonte YMCA. He wanted to introduce himself to Council. He is from Mount Pleasant, PA. He is looking forward to working with everyone. He stated that the YMCA has new programs this summer including kayaking, a youth fishing club and golf league, expanding on their programming for kids. Council welcomed Mr. Thompson to Bellefonte.

Sheila Weaver – Request for Handicap Parking Space/or Meter Bag

Sheila Weaver is the owner of Sheila Weaver Cuts at 139 South Allegheny. She would like to request a handicapped parking space. She has been in the Borough for sixteen years, and has customers that need assistance. She was asking for either a bag for the meter while she is open or a designated space. Stewart stated that Council will not decide this evening and a location in the area will need to be considered. Stewart stated that the bag may also be an alternative, but there is no policy on this. Tosti-Vasey offered that the bag policy would require an ordinance amendment.

Easter Egg Hunt – Bellefonte Borough

Brown announced that the annual Easter Egg Hunt will be Saturday, March 31, 2018 at Talleyrand Park. The Easter Bunny arrives at 1 p.m. and the egg hunt is at 2 p.m.

SPECIAL COMMITTEE REPORTS:

IDA Meeting Minutes March 14, 2018 DRAFT

Safety Committee Meeting Minutes March 14, 2018 DRAFT

Centre Region Code Comparison of Monthly Existing Structure Code Statistics – January 2018

Centre Region Code Comparison of Monthly Code Statistics – February 2018

Spring Creek Watershed Commission – meeting will be Wednesday, March 21 at 7 p.m. One of the items at the meeting will be information on a forum on water use and the water shed. The forum will be held on April 19, at CPI from 7-9 p.m. which will substitute for the April meeting of the commission. Laura Faller, from Penn State Law School Environmental Program will be chairing the forum. The public is invited.

Electric Vehicle Coalition Meeting – they meet quarterly in Harrisburg, PA. Tosti-Vasey will attend next Monday, March 27. She has contacted Mark Hand, PennDOT about the parking lots and he is considering some resources for electric vehicle chargers. Stewart is checking on this as well.

Nittany Valley Joint Planning Meeting was held March 15, 2018. Reorganization was held. Some discussion was held on the comprehensive plan. Affordable housing was discussed.

Centre County MPO met February 27, 2018. Elections were held. Several projects were discussed, including the I-99 project. Next meeting is April 24 at 6 p.m. at Patton Township. It was noted that there was some preliminary work being done at the I-99 location, but that is not the major project.

MAYOR'S REPORT:

A new part-time police officer was hired. Macy Harpster will be introduced at the next Council meeting and sworn in at that time.

Wilson would like review of the ordinance to address porch storage, wherein front porches are piled high with debris and other items which should not be piled on a porch in the Borough. He does not know if there is an ordinance in existence or if it needs to be investigated. Stewart offered that the current ordinance only applies to rental properties. Wilson would like the ordinance to apply to homeowners as well. There are many homes that have this issue. Stewart stated that when the ordinance was created, Council at that time, specifically excluded private residences. If that is to be changed, Council will have to initiate that directive. Front yard parking is already prohibited.

Wilson stated that on April 6, 2018 there will be a benefit at the Elks Club and all proceeds will go to the Bellefonte Food Bank. Bands will play from 9-11 p.m.

Regarding the Bellefonte Milesburg Rails to Trails, Mike Bloom, Jack Shuster, and Wilson will be addressing the PSU Graduate Engineering class on March 20 regarding the trail as a final exam study project.

Ramalama is having a fundraiser for Pets Come first (third Wednesday in March) at the American Ale House from 6:30 to 8 p.m.

**OFFICE OF COMMUNITY AFFAIRS – HARB Items
ZONING/PLANNING:**

Update on Zoning Amendments (stadium, tattoo establishments)

Amendment to the stadium regulations and ordinance has been considered as well as the requested tattoo establishment. Both of those are out for comments and were circulated for feedback from the joint planning commission with the other municipalities. Stewart stated that these items will be on the agenda for the April 2 Council meeting (tentatively). A public hearing will be advertised but based on county feedback that may not be required. The public hearing will be scheduled in the middle of the April 2 Council meeting. School District personnel will be made aware of the hearing.

Planning Commission to Review Centre Crest zoning/permitted uses

Council requested PC review the zoning of the Centre Crest property and any amendments that may be necessary. They have not researched the subject yet and probably will at one of their upcoming meetings.

HARB:

Certificates of Appropriateness: 100 W. Linn Street – Elevator Addition/Lighting

**Hombosky moved to approve the Certificate of Appropriateness for 100 W. Linn Street, as recommended by HARB;
Prendergast seconded the motion;**

Planning Commission would review this project. This is for an outdoor elevator. Stewart stated that the Bellefonte School District is aware that this is only approval of a certificate of appropriateness and that they will need to go through the land development process. Administrative approval process was discussed briefly.

Brachbill had concerns about the elevator being appropriate in the location. Tosti-Vasey inquired about the process and the relationship between HARB and the Planning Commission in a project like this. HARB would be contacted initially so that design can be completed. Duffey inquired about the style of the building – art décor – being converted into an almost Colonial style building. Stewart explained that HARB looks at the Secretary of Interior standards to new additions. It is supposed to look like it is new, and different from the old but is also compatible. Tosti-Vasey quoted the standard of the Secretary of Interior, from a HARB publication. There was a question about replacing the windows and Stewart did not think that they were part of this project.

Motion carried.

HARB Meeting Minutes March 13, 2018 DRAFT

BUILDING AND PROPERTY – Point Person, Anne Walker

Walker reported on some updates as follows:

Parking Lot Project(s) – ELA notified Nastase Construction that they did win the bid and they are putting together the plan for beginning the lot project.

Stewart and Tosti-Vasey are checking out possible resources for the electric vehicle charging units. There is a tentative three-year plan for updating parking in town.

In 2018, the two parking lots A and H will be redone and parking kiosks will be put in. 2019 the parking lot near the Waffle Shop will be done and kiosks and chargers will be added there. In 2020 the parking meters on the streets will be updated to use credit cards.

The electric chargers were discussed briefly.

FINANCE AND GOV'T PERFORMANCE - Point Person, Evan Duffey

Duffey asked Council to get him comments regarding the budget in September and October so that he can prepare ahead of time. He met with Borough staff regarding his role relative to the budget reporting and preparation.

Johnson had a question regarding the bulk water spread sheet figures and voids. Lori Walker, Finance Director, will be invited to a work session and answer any questions Council members may have regarding the layout of the budget sheets. Stewart asked that Council members email questions they may have regarding the sheets and she will be prepared to answer questions. Government Performance was also discussed.

Johnson also inquired about the specific items that the Masons purchased for the police department. It could not be found easily in the budget. He would like to report to the Masons quarterly regarding how the money was spent. Stewart will check with Chief Weaver or Walker to see who has that information.

Current v. Prior February 2018
Budget v. Actual 2018

PARKS AND RECREATION – Point Person, Melissa Hombosky

Duck Signage

Hombosky designed the duck sign to include the changes discussed at the last Council meeting. Holderman talked about the education portion of the sign i.e. birdseed or duck food. The draft sign has not been received back yet. The thought is to place four signs in the park.

Brick Sale Project

The brick project was discussed briefly. Hombosky will meet with Holderman about this project in the upcoming week. Donations would be tax deductible and there is a question of where the payments should be sent. Holderman stated that he thought the Borough would be the “collector” of the funds. This information will be confirmed. Checks would be made out to the BHCA. The program has not been officially opened. Hombosky went on to recap the brick program to new Council members. The brick project will be ongoing. Businesses and individuals can purchase bricks. There is a character limit per brick.

HUMAN RESOURCES – Point Person, Renee Brown

Consider Approval – revised volunteer application wording

Brown discussed the revised volunteer application wording. This was sent out with the packet for Council to review and approve. The revised application clearly states to anyone applying for an ABC that if there is an employee related to them or has a personal relationship with an employee, they could not be appointed to the conflicting ABC.

**Brown moved to approve the revised wording of the volunteer application;
Prendergast seconded the motion;
Motion carried with one nay (Brachbill).**

SAFETY – Point Person, Randy Brachbill

Brachbill reported that the Fire Task Force was to be held in March but was cancelled due to lack of agenda items. Also, Thursday, March 22, is the scheduled Fire Executive Committee Meeting 7 p.m. in Council chambers.

WATER/SANITATION – Point Person, Doug Johnson

The Authority met on March 6. Mike Schmidt was welcomed to the Authority. Johnson ran through his notes and mentioned a few items discussed at the meeting. He touched on a business owner wanting help with paying for a replacement meter; a large leak at the Corning line was repaired; options were discussed regarding additional financing that will be needed for the WWTP Upgrade Project; and Chapter 56 amendment to the Municipal Authority’s Act. The Authority concluded that this amendment should not be supported. Vote was taken, and motion carried.

Authority Meeting Minutes March 6, 2018 DRAFT

Memo – Attendance at PA Rural Water Conference

Johnson also mentioned the PA Rural Association conference on March 20 and 23. Stewart and some other staff members are attending.

Commercial Tree Haulers Musser Lane Tipping Fee

Discussion was held on consideration of applying a tipping fee to Commercial Tree Haulers at the Musser Lane compost site. There has been a problem with commercial tree cutters coming in to the facility. At the end of the season, a large chipper is leased to turn down the brush to chips. A fee is being considered. This would be a start for the upcoming season. Holderman reviewed his draft. At that State College site, they require \$32.50 for each drop off by a larger triaxle or truck. Single and t-tags are the same price.

Holderman proposes tipping fee to be \$75 for a triaxle and for tandems and \$50 for one ton and under trucks and \$500 fine that does not pay the fee to tip their trees. Regular pickup trucks are not included in this fee schedule. The reason for the amounts chosen, are to discourage the material from being dumped at the site. The fees schedule would just be a start. Inter-governmental agreements are being worked out with Spring and Benner Townships. Holderman would like anyone dropping off trees to come through Bellefonte Borough and not those individual townships. For Spring and Benner, Holderman explained that it would be ideal to keep them strictly residential drop off. Commercial haulers are being discouraged, unless it is just grass.

Prendergast questioned if the fees were even high enough for running staff members out and back to the site. The fines would hopefully discourage dodging the fees.

Brachbill moved to approve the proposal for fees at the Musser Lane compost site;
Prendergast seconded the motion;
Motion carried.

Duffey suggested making appointments to dump at the site or at least specific times of drop off when the site would be staffed.

Duffey moved to approve a fee schedule of \$75 for any commercial vehicle tree hauler over one axle; and \$50 for any single axle commercial haulers;
Johnson seconded the motion;
Motion carried.

Refuse - Public Notice – Residents who have refuse pick up on Friday, March 30, 2018 will have their refuse picked up Wednesday March 28.

Benner Avenue Water Main – Public Notice – Stewart reported that the water main is in and chlorine residual and the area is looking good. The road is usable this week. Next week the tie ins will be done over to the curb for seven homes. That will pretty much wrap up the project. Later this summer, the overlay will be done on that street.

Brush Collection – Public Notice – It will start the first Wednesday in April. Additional leaf pickup may be coordinated as well.

STREETS – Point Person, Jon Eaton

Resolution re: Multimodal Transportation Fund from PennDOT

Grant application was discussed. It identified Holderman and Stewart as contacts for the application. Tosti-Vasey asked Council for a motion approve the resolution for the submission of the \$450,000 multimodal transportation fund grant for the enhancement of pedestrian safety including a pedestrian and traffic signals and poles and pedestrian signage to be overseen by Holderman and Stewart. This would take care of the three stop lights left in town that are not ornamental and part of this grant would change those three over to match the others. The grant is a 30% match.

Brachbill moved to approve Resolution No. 03192018001 and change the grant amount from \$300,000 to \$450,000;
Duffey seconded the motion;
Motion carried.

Locust and West Howard Sight Distance issues

Prendergast reported an issue of line of sight at the corner of Locust and West Howard Street. Eaton scoped the issue and it is a valid concern. The parking spaces are within about five feet of the corner. There is a four-foot-tall wall next to the Girl Scout Little House. It is especially difficult to see if a large vehicle is parked in the last spot. Pedestrians would be walking alongside the wall in the street so anyone turning in may not see the pedestrian. He compared other intersections and at High and Cherry; there is a size restriction on vehicles that can park at the last parking stall. Eaton looked at the other space and he stated that if perhaps the spacing was realigned along West Howard Street and shorten up two of the spaces, there should be about another 7 feet of distance for the offset. If a vehicle size restriction sign is added, the situation would be improved. Four parking meters would need to be moved. Other ideas for reconfiguration were discussed amongst Council members. Cost was discussed. Labor will be provided by Borough staff as well as piping.

Duffey moved to move the end of the parking stall “H” back 3 feet and install a “no van or truck parking” type sign as used in other parts of the Borough;
Johnson seconded the motion;
Motion carried.

It was mentioned that the plan can always be adjusted. A crosswalk was also discussed. Johnson was concerned about the children walking to school and the playground.

Reynolds Avenue

Johnson stated that Reynolds Avenue is in dire disrepair. Holderman stated that it is on the paving list. It was subjected to water leaks. Stewart mentioned that the paving projects will be advertised next month.

ENERGY AND ENVIRONMENTAL CONSERVATION –Point Person, Mike Prendergast

Solar Project Report

Prendergast reported on a class he, Tosti-Vasey and Holderman attended at PSU on sustainability. The class focused on solar energy. They talked about solar projects for the Borough building and for the sanitation plant and they are attempting to get some students together to look at feasibility and potential benefits. The students will finish these projects by the end of May and will do a presentation. Tosti-Vasey mentioned that with solar panels, a white roof works much better and saves more energy. In replacing the Borough building roof, it may be a consideration to get a white roof replacement.

DEP 902 Grant

Holderman met with Joanne Shaffer at the Centre County Recycling Center last week. They have always worked with the Borough on the DEP 902 grants. The DEP rep was there, and the grant application was reviewed. Bellefonte would like to submit a grant application for approximately \$388,000 that would provide for a new leaf truck, a pad at the compositing site and some security cameras and a gate. He asked for Council approval for this application submission. This grant would be a 10% match. The match would not be made until 2019 so it would not affect the budget.

**Eaton moved to approve submitting an application for the DEP 902 Grant;
Johnson seconded the motion;
Motion carried.**

PSU Sustainability Program Projects

One of the PSU Sustainability classes has asked the Borough to assist with a project. A homeowner's stormwater workshop will be presented to the public. It will be at American Philatelic Society on April 24, 2018 from 6-8 p.m. The Borough is helping with getting the scheduling together. The students will put the workshop on.

OLD BUSINESS:

Letter re: Bellefonte/Milesburg trail sent to County

Wilson followed up on the resident complaint about the footbridge. A few days after Council met, he received an email from Gary Werkheiser, one of the individuals who may purchase the Gamble Mill. He read parts of the letter. Werkheiser was upset that Council acted without hearing from the Gamble Mill. He wished not to be perceived as standing in the way of the trail project. Tosti-Vasey and Wilson met with Werkheiser on March 15. The engineering firm, the next day, proposed to Werkheiser a new plan for the parking lot and he is still reviewing it. It redesigns the lot and affords the same amount of parking as currently existing.

The trail is not going through the parking lot but alongside of the parking lot. Brachbill stated that public safety is the biggest concern. Wilson offered that he thought a decision was made by Council based on one person's view of the situation. Hombosky agreed with Wilson. Eaton stated that Council did not give the County a chance to rectify the issue without getting feedback

and making demands. That is what was done. Brachbill reminded Council that the motion was for Stewart to send the letter to the County that Council did not agree with the route that was going behind the parked cars through the parking lot.

Alternative Work Session times – staying with Monday nights for now

Soap Box Derby – April 14 and 15, 2018 which runs North Allegheny Street. It will be shut down from Howard to Curtin. All day event. This will be on the website.

Rainworks Project – the sidewalk test is planned for the weekend of March 24. It will be somewhere around the Borough Building. April 2, the museum will be looking for direction to do the project in the Borough.

NEW BUSINESS:

Work sessions now covered by CNET

Consider Extension Keystone Community Coordinator Contract for 1 year to match designation

**Hombosky moved to consider extending the Keystone Community Coordinator Contract for 1 year;
Prendergast seconded the motion;**

Brachbill amended the motion:

**Brachbill moved to consider extending the Keystone Community Coordinator Contract for 1 year at the same amount as the current compensation (\$35,000);
Duffey seconded the motion;**

The contract is for three positions and includes some money for travel and training. The start date of the term was discussed. The position was previously filled and then had to be re-filled due to a vacancy. The current person was hired about a year ago. The program was completely rebuilt by Shannon Wright the current coordinator.

The budget for next year was discussed. Brown had concerns about having the money to approve the contract.

**Duffey called the question.
Brachbill seconded the question.
Vote to extend the Keystone Community Coordinator Contract for one year from December 31, 2018 thru December 31, 2019.
All members were in favor with one nay (Brown).
Motion carried.**

Brown reiterated that her vote reflected her concern about the budget and would like to revisit this later in the year so Council knows where they stand with the budget. She did not oppose the position.

Bids – Talleyrand Park Projects

Holderman opened the bids for the park projects. Tosti-Vasey stated the following:

Woodwork Project	John Spearling Construction	\$57,697
Earthwork		No bid
Exterior Improvements		\$11,687 and an alternate of \$22,211 with the deletion of demolition and in kind replacement of wood fence and appurtenances.
Woodwork Project	Strong Excavation LLC	\$27,875 (mud sill)
Earthwork		
Exterior Improvements		
Woodwork Project	Scotts Landscaping	No bid
Earthwork		No bid
Exterior Improvements		\$21,488.75
Woodwork Project	Clinical Erosion Control	no bid
Earthwork		\$40,932.00 (mud sill)
Exterior Improvements		no bid

The bids will be sent to Weber Murphy and Fox for review and recommendation. A decision will be made at the next Council meeting.

OTHER MATTERS – Cruise Request for Alcohol

Hombosky moved to approve the Cruise Committee’s request to have alcohol on Friday and Saturday of the Cruise, 2018;
Prendergast seconded the motion;

Brachbill had mixed feelings about this and was concerned about liability to the Borough. The Cruise’s insurance policy requires the Borough to be named as an additional insured, per Stewart. There was a discussion of boundaries. Hombosky offered that this should be a “beer garden” of some sort with borders. Moving the beer tasting to Temple Court was entertained. Brachbill opined that the Cruise brings in a crowd to town, and the attendees should be patronizing the local businesses. It puts an added burden on the police and if they are going to be selling cans, people can sneak in their own beer.

Brown brought up the Big Spring’s Spirits event. At that event they sold drafts. That event has been approved for 2018. It was argued that the tasting event is not a family event and the Cruise is. Hombosky offered that if the Cruise is held to the same standards and requirements as the tasting trail that would be fair. Prendergast offered that the Cruise members are “dying off” and they needs new members and members to come to the event and they need to an attraction for good attendance. He is willing to give them a shot if they have a beer garden.

Duffey inquired about tabling the request until a plan is presented to Council that is acceptable. Their plan is very vague. He does not have a problem if it is done right, but at the same time if it is approved now, there is no guarantee that it will be done right.

**Duffey moved to table this issue until the Cruise Committee brings forth a special plan outlining their intent of delivering alcohol to patrons which would include boundaries, access to said boundaries, recycling, policing strategy and underage drinking prevention and the Borough being named as an additional insured on their insurance policy for the event;
Hombosky seconded the motion;
Motion carried.**

PUBLIC COMMENT:

None.

ADJOURNMENT:

With no further business coming before Council,

**Brachbill moved to adjourn the meeting;
Prendergast seconded the motion.
Motion carried.**

Meeting adjourned at 9:50 p.m.