

BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES
August 20, 2018 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6:30 p.m. Work Session: Chief Weaver

CALL TO ORDER:

The August 20, 2018 meeting of the Bellefonte Borough Council was called to order at 7:40 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
Mr. Evan Duffey
Ms. Melissa Hombosky
Mr. Douglas Johnson
Mr. Michael Prendergast
Ms. Joanne Tosti-Vasey
Ms. Anne Walker
Mayor Tom Wilson

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

EXCUSED: Ms. Renee Brown
Mr. Jon Eaton

GUESTS: Sally Houser
Denise Snook
Brandon Snook
Lori Haines
Carol Terracina

APPROVAL OF MINUTES:

Brachbill moved to approve the August 6, 2018 meeting minutes;
Johnson 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).

Communication: Letter Request for Homecoming Parade

Mayor: Police Report

Mayor: Police Exonerations

Finance: Voucher Summary July 2018 \$1,198,002.59

Finance: Treasurer's Report July 2018

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

REGULAR AGENDA:

COMMUNICATIONS:

WRITTEN:

Invitation Letter from Bellefonte EMS

The Bellefonte EMS has invited Council to a meeting to discuss municipal contributions. The meeting will be held on September 13, 2018 with a tour at 5:30 p.m. and a presentation at 7:00 p.m. RSVP is due by September 11, 2018.

Letter Request re: Use of Governor's Park by St. John's Catholic School

They would like to use the park fields, pavilions, and walkways for their annual Race for Education. This will be held on October 25, 2018 from 8 a.m. to 2 p.m.

**Johnson moved to grant the request to use Governor's Park;
Brachbill seconded the motion;
Motion carried.**

Letter Request re: Talleyrand Park

This is a student's request for senior pictures to be taken with her horse. She is asking for special approval and she does not have an exact date given for the photo shoot.

**Johnson moved to grant Alexandra Shultz permission to bring her horse to
Talleyrand Park for her senior pictures;
Prendergast seconded the motion;**

Tosti-Vasey would like to know the date of her photo shoot and if the Borough will be charging her for a damage deposit. The letter indicated that the requestor would make sure that everything was cleaned up.

Prendergast moved to grant Alexandra Shultz permission to bring her horse to Talleyrand Park for her senior pictures, with a damage deposit, conditioned upon her photo shoots not conflicting with any other park events; Johnson seconded the motion; Motion carried.

Drawing re: Parking at Intersection of E. High and S. Penn Streets

This drawing references new parking signs that that a resident thinks should be in that location. One is signed and the other is not. Brachbill scoped this area prior the meeting. It appears that coming up High Street, just past the courthouse, there is an issue when the pizza delivery drivers are leaving, instead of going up High they take a short cut. There is a car parking coming up the hill and if someone else is coming up the hill, they need to get into the other lane so that the other person can make that turn. He suggested a sign that says No Parking from Here to Corner.

Staff will look into placing a sign accordingly. The letter request for the signage was sent anonymously. Brachbill stated that just because it is anonymous, does not mean that there is not a valid issue on the street.

Brockhoff Construction

Stewart explained that there is planned construction at the Brockhoff Building involving some railing and roof work. There is a plan being presented to PennDOT for street closures around the diamond area. The road would be closed for approximately one month starting early September. They are working with PennDOT as both Allegheny and High are both PennDOT roads. West Cherry Lane will be the construction parking area for their employees and possibly other staging for the project. They would like to begin work on September 4 pending their HOP. There is no other option due to the size of the crane being used at the project site. Any road damage will be assessed to the contractors. Wilson suggested that during Penn State home games, there are police officers helping with traffic control, as there is a lot of traffic that comes through town off of I-80 going to the games. Holderman stated that this was mentioned to them when the Borough staff met with the contractors. Prendergast also suggested being reimbursed for police cost overtime service time.

Johnson moved to approve the contractor's request for street closures, use of parking and staging area, and police staff for home games, with reimbursement for police overtime, and repair to any roads that may get damaged during construction; Brachbill seconded the motion;

Johnson inquired about Flagger Force being used to direct persons around the diamond. The details are unknown at this time. Johnson does not think that the safety will agree with blocking Cherry Lane if EMS cannot get back there. There were similar cases like this before, and there is a red flag as soon as a road is inaccessible. Holderman stated that he does not believe that Cherry Lane will be closed during the construction. Duffey stated that he did not think that trucks could get down Cherry anyway. It is one of the tightest roads in the Borough.

Sidewalk closures were discussed and Holderman believed that they will be using overhead protection and the sidewalk near State Burger would be closed. Faith Centre was asked to use the other entrance during construction.

Duffey called the question.

Motion carried.

Letter re: Governor's Wolf

Tosti-Vasey stated that she received a letter from Governor Wolf. This was a follow up to the Cabinet in Your Community event that she attended. He thanked the Borough for their participation and he stated

“Civic engagement is a ride and privilege of all of our citizens. Pennsylvania was founded on the ideals of a government that works for the people it represents and our State fosters thanks in individuals like you and others in the community who voice concerns and share stories to improve their communities. Your questions and feedback to the Department of Health Secretary, Department of Education Secretary, the Department of Agriculture Secretary, and the Department of Environmental Protection greatly helps my administration. Should you have further questions or would like to communicate, please do not hesitate to contact my office at www.governorPA.gov on twitter at @Governortomwolf or Facebook at <http://facebook.com/governorwolf>.”

ORAL:

Denise Snook – Arts and Crafts Fair

Denise Snook summarized the Arts and Crafts Fair that was held on August 10 and 11th, 2018. She thanked the Borough Council for their approval and continuing support of this event. She also thanked Chief Weaver and the police department for their assistance and for providing security.

She thanked all of the volunteers, ambassadors, information booth volunteers, set up, and break down, and the fair could not take place without all of the volunteers and committee members. Everyone worked well together this year and were wonderful to work with. She also thanked all the sponsors and businesses who support the fair.

There were some challenges this year, but the fair was successful. There were over 70 artists, with some from out of state with compliments on the beauty of Bellefonte.

The downtown businesses reported that they were well pleased at how much foot traffic they had and a lot of them doubled their sales on fair weekend. They like it in town and remarked that it is a great way to support them. The public commented as well. Some like it in the park and others liked it in town. Having the fair in town made it more stroller and wheelchair friendly. A bus shuttle and a handicap accessible van were used as well. That worked well and ran non-stop.

The fair takes a year to plan. She stated that they will be coming back to Council with their proposal for next year's fair. The fair committee will meet on August 17 at 6 p.m. at the train station. They are always looking for volunteers. Wilson stated that the fair personnel did a great job this year and he also commended everyone on working well together.

SPECIAL COMMITTEE REPORTS:

Comparison of Monthly Code Stats – Construction Value July 2018

Brachbill recapped the reports: 64 unsafe conditions, rental housing, 57, YTD with 5 rental inspections in June. There was a report missing the last time. Centre Region Code was asked to have available an on-site customer advocate and so far, that has not happened, although it is on track.

IDA Meeting Minutes August 8, 2018 DRAFT

Centre Region COG Updates

Safety Committee Meeting August 8, 2018 DRAFT

Brachbill inquired about the flooding and the work at the wastewater treatment plant and how they coped with the water. They were able to handle the situation.

Spring Creek Watershed Commission – update

Tosti-Vasey stated she received an email on Friday from the Commission and they asked Council to make the announcement that on September 12, 2018 at 1:30 p.m. and September 13, 2018 6:30 p.m., Palmer Museum, and 121 Sparks Building, respectfully, there will be author and PSU alumni, Tim Palmer, about his two new books. If anyone is interested in attending, they can go to the Spring Creek Watershed Commission website at <http://springcreekwatershedcommission.org> or call the Bellefonte office.

CCMPO update

Brachbill reported on the Victorian Bellefonte signage near the Interstate off-ramps. At the public comment period, a Chamber rep made the request and Tom Zilla touched on it at the July 31 meeting. The response to the question was that he would convey the request to PennDOT so that could consider doing this during the interchange development. However, a feasibility study will be done to decide if, when, and who would get signs and where they would be placed. This will be passed on to PennDOT. Stewart stated that he would recommend sending a letter to the state representatives and federal representatives relative to this issue. They can monitor the project as it proceeds.

Brachbill moved to craft letters to the local and federal representatives to support the Historical Bellefonte signs be placed on the up and coming interchange project at I-80/I-99 as is important to the Borough for economic development;
Johnson seconded the motion;
Motion carried.

MAYOR'S REPORT:

Wilson reminded Council members that they are invited to sign up for police ride alongs. Their busiest time is between 5-9 p.m.

Tosti-Vasey did participate and reported that she rode from 6-7 p.m. on August 7. There were about 45-50 cars that drove by in the hour. They used the Borough's unmarked car and patrolled E. Howard Street. The first car that went through after setting up was going 43.5 in a 25-mph zone. There were three people that were flagged down. Two were from Bellefonte and one was from out of town. No citations were given during this time. Warnings were issued.

The sign-up sheet was received in an email. Wilson will try to get the sign-up sheet on the desk at the Borough offices. The ride alongs are not only for the Wilson and Howard Streets' intersection but for general ride alongs with the police department.

Wilson was invited to be a part of a panel for taping of a show on Pennsylvania Borough's on PCN network. He will be going to Harrisburg on Wednesday evening, and they tape it Thursday morning. The panel is comprised of Tim Herr from Pennsylvania Parks and Recreation Society, and Megan Persisky, Director of Parks and Rec in the Borough of Perkasie, Bucks County. The basic topics will be recreational economic development and its trends.

Wilson also stated that the arts fair was well attended and there was a 50/50 division on holding it in the park or in town. The intention of events like this is to bring people into town and also help the businesses. Having in town meets that goal, rather than holding it in the park. The artists like the park venue better due to shading.

OFFICE OF COMMUNITY AFFAIRS – HARB Items

ZONING/PLANNING:

Information on the Zoning Hearing Board (included in the HARB packet)

There was a memo in the packet relative to the recent zoning hearing board actions. They approved both applications. One was for a zoning set back issue at Ridge Avenue. They allowed for the realigning of the property lines. The second case was the reuse of the former Willowbank Exxon Gas Station that was near Phoenix. There was a question about it being used as a used car lot. The Zoning Hearing Board voted in favor of the applicant.

If Council were to appeal that decision, they would have thirty (30) days to do so. Hombosky spoke with some residents, and no one was happy about this going in. She does not think it is good choice for the Borough. An appeal by Council would have to be by majority. Hombosky opined that there are too many auto sales sites on that stretch of road already, and she does not think it is a good choice.

Brachbill suggested talking about this at work session. He stated that aesthetics is not a good reason to deny allowing a use in a zoning district in the Borough. Tosti-Vasey suggested putting this on the next work session due to time constraints.

HARB:

Certificates of Appropriateness: 128 E. High Street, 372-380 Phoenix Avenue

**Brachbill moved to approve the Certificates of Appropriateness for 128 E. High Street, and 372-380 Phoenix Avenue;
Prendergast seconded the motion;
Motion carried.**

Brachbill commented on how nice the new building at 372-380 Phoenix Road turned out. Subway's bright parking lot light was discussed.

HARB Meeting Minutes August 14, 2018 DRAFT

BUILDING AND PROPERTY – Point Person, Anne Walker

Municipal Auction Results

The results of the auction were in the packets. Council members will review the results.

Parking Lot H Construction begins September 10 and completed by October 26

The CVS lot will be repaved beginning September 10 with a date of completion of October 26, 2018.

Rates Modified in Parking Lot A 30 min - .50 1 hour - \$1.00

Parking rates were modified. The numbers were not what was agreed at the last Council meeting, but the software could not adjust it accordingly, so this was the closest the software could come to the agreed amounts.

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

Budget v, Actual July 2018
Current v. Prior July 2018
Reminder: Budget wish list due August 24

PARKS AND RECREATION – Point Person, Melissa Hombosky

Memo from D. Holderman re: Governor's Park Baseball Field

Bellefonte Area School District would like to use the field at Governor's Park for their baseball season. They no longer have a field. Holderman stated that if Council is interested in entertaining this request, a motion would be needed to work with the Borough solicitor to draft an agreement and bring that back to Council for approval. They would need to bring the park up to PIAA standards. The School District would be making the upgrades at their cost. Wilson thinks this is a win/win and it is their only option for the season.

Hombosky moved to approve reviewing a proposal by Bellefonte School District to use the Governor's Park baseball fields for their baseball team and agree to allow them to make the necessary improvements, at their cost; Prendergast seconded the motion;

Hombosky inquired if it would affect the other teams that play there. Holderman stated that it would enhance the use, and it would be upgraded nicely. High school baseball begins in March and ends in May, so it would be prior to any of the other leagues beginning. The Teener was an option, but Governor's field is a better option. Hombosky thought it was a great idea. Holderman stated that this motion is a preliminary decision to approve the request.

Johnson was not interested in anyone's taxes being raised because of this. Holderman stated that it would be a lot less expensive to do a few renovations at the existing field, than to construct a brand-new field. If there is no agreement between the Borough and the School District to use the park, then Holderman stated that they may just try to use the Teener field next year.

Prendergast called the question.

Motion carried.

Amendment to Chapter 405 – Parks and Rec Areas

Duffey moved to advertise the Amendment to Chapter 405 as presented; Prendergast seconded the motion;

Stewart stated that this amendment can be done through fee resolution instead of changing the ordinance. Tosti-Vasey stated that this was discussed prior and there was some confusion of what was in the ordinance. Stewart said that if it is placed in the fee resolution, it would not have to be advertised.

**Duffey moved to table the motion to advertise the amendment as presented; Prendergast seconded the motion.
Motion carried.**

Thank you to Keith and Jeff Powell for donation of property at Masullo Park

Hombosky thanked Keith and Jeff Powell for the donation of the property that will become the ADA/Children's fishing pier.

Pickle Ball and Lighting

There was an email request to light the courts for pickle ball. They play on Sunday evenings and there are some issues with the bulbs on the tennis court side. Stewart stated that the park is generally closed at dusk. He inquired whether Council wanted to modify the verbiage in the park ordinance. A maintenance plan will need to be created with resourcing. Tosti-Vasey stated that this would have to go into the budget. The cost of the lighting would be expensive as they are not LED. They would have to be replaced with LED and placed on a timer.

Wilson stated that Council will need to pay more attention to the parks in the Borough as a place where families and others come to play. He talked about some Borough's having their own Parks and Rec departments. He was not recommending that a department be created, but he noted that the parks will come into the spotlight more with younger families moving into the Borough and wanting to use the parks. He stated that the Borough Council needs to start looking at the parks as more of a priority rather than an afterthought. Hombosky agreed with Wilson.

Tosti-Vasey stated that Council may need to rethink the dawn/dusk ordinance for parks and perhaps make the parks more welcoming, in particular in the evening hours. Brachbill agreed, especially in light of the new development coming to the waterfront.

Hombosky inquired about creating a Parks and Rec committee. She has a lot of things she would like to see done, and she does not have the time. Council's prior committees were discussed. Members agreed that Parks and Rec would be better served by having a committee. Hombosky stated that this would be a permanent committee. She would like to see a strong committee of community members as well as Council members. For this committee, specifically, it should be long standing.

HUMAN RESOURCES – Point Person, Renee Brown

Policy Handbook Requested Modifications

There was a change to the handbook relative to sick leave. This clarifies that sickness of immediate family members would be restricted to five (5) days of sick leave unless it is a FMLA qualified issue, under which an employee would have to complete the FMLA paperwork. Additionally, they could apply for more time under the FMLA.

Holderman said that there was an issue with a Borough employee that had to use FMLA time and the terms were vague relative to being restrictive within the five (5) days. This change should clear any ambiguity up.

**Prendergast moved to make the changes as presented;
Hombosky seconded the motion;
Motion carried.**

Advertisement has occurred for Receptionist Vacancy –applications due by September 5

The part-time reception is leaving at the end of the summer and is moving to Virginia. There was an ad placed in the paper for the vacancy and applications are due by September 5, 2018. This has also been put on the website.

Discussion was held on who would be doing the interviewing for the replacement receptionist. Tosti-Vasey stated that the people present when they hired the current receptionist were Council President, Human Resources Committee members, Holderman, Stewart, Kathy Stanton and Barbi Watson.

Public Works Contract Negotiations

Meeting will be held next Monday, per Holderman.

SAFETY – Point Person, Randy Brachbill

Brush Cut Back

Thank you was offered to Spring Township for their assistance with this project. This was along the walkway and other locations including Halfmoon Hill, and North Water Street.

WATER/SANITATION – Point Person, Doug Johnson

No report.

STREETS – Point Person, Jon Eaton

Issue with 15 minutes parking space for Dam Donuts and Dance Studio

There was a recommendation of re-signing the 15-minute meter to make it clearer to people. Council will wait until Eaton is back to make a recommendation on this issue.

Pike Lane

Brachbill stated that Pike Lane does not have a white pedestrian line for persons walking there. Pike Lane from Allegheny towards Spring Street does not have a pedestrian crossing at the exit. There is a lot of pedestrian traffic from the new parking lot. Stewart said that the crew can mimic what was done at Cherry Lane.

ENERGY AND ENVIRONMENTAL CONSERVATION –Point Person, Mike Prendergast

Prendergast received an email from Roger Herman thanking Council for trying to address the cover at the Big Spring. Part of the project will include a stakeholder meeting.

Johnson agreed that it is a great thing to have the sustainability students try to work out something to fix the cover issues. No one likes the cover.

OLD BUSINESS:

Joint Town Hall Meeting between County and the Borough September 10

A reminder that there is a joint town hall meeting planned for September 10 from 7-9 p.m. at the Courthouse Annex on the third floor. There are about 50-60 community members that do attend. C-Net will record the meeting as well.

Chicken Ordinance Update

There was one request submitted after the ordinance was passed. Stewart does not know if there are any others and he knows of no complaints.

NEW BUSINESS:

Committee Structure

**Brachbill moved to provide a committee for Parks and Recreation as it is ongoing and needs that type of attention;
Duffey seconded the motion;**

Tosti-Vasey opined that Human Resources, Parks and Rec and perhaps Streets could use a committee as well. Brachbill stated that with HR and Streets ad hoc committees could be developed as they are no long-term projects. This is the difference between Parks and Rec and the others. Parks and Rec needs constant attention.

Tosti-Vasey stated that she believed that Human Resources could use ongoing assistance relative to all of the little things that occur all year long. Hombosky agreed with this statement. She believed there should be consistency with contract negotiations which allows for smoother moving forward of issues. Brachbill stated that Borough Managers should handle the day to day operations of Human Resources.

Duffey suggested leaving it up to the point person to decide whether they need a standing committee for their departments and come before Council requesting such. Duffey suggested that if Tosti-Vasey wanted to have a standing HR committee, then she should be permitted to have one. Brachbill agreed with this. The point person is the appointed person that knows whether or not extra help is needed by a committee.

Duffey called the question.

Motion carried.

Tosti-Vasey stated that if anyone is interested in serving on the Parks and Rec Committee, please send an email to her directly.

Next meeting will be held on Tuesday, September 4, the day after Labor Day.

PUBLIC COMMENT:

ADJOURNMENT:

With no further business coming before Council,

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

Meeting adjourned at 9:12 p.m.