

BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES
September 4, 2018 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6:30 p.m. Work Session:

- Discuss rescheduling Public Hearing for Rezoning of Centre Crest and surrounding properties;
- Discuss recent Zoning Hearing Board Decision involving former service station and used car sales

CALL TO ORDER:

The September 4, 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. Jon Eaton
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: None.

GUESTS: Chris Morelli
Liz Toukonen
True Fisher
Bob Lamb
Molly Hetrick
Denise Stricha
Jan Smith

APPROVAL OF MINUTES:

**Brachbill moved to approve the August 20, 2018 meeting minutes;
Eaton 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).

Nothing to report.

REGULAR AGENDA:

COMMUNICATIONS:

WRITTEN:

Letter with attachments from Leadership Centre County

The letter includes information on some programs that they offer.

Notice of Act 205 2018 Distress Determination Score

The Borough got a score of zero which was a good score as the pension plans are 98% funded.

PSAB Fall Leadership Conference

The Fall Leadership Conference is October 12-14 at Seven Springs Resort. Council members were asked to let staff know if they are interested.

September – awareness month for Hope Initiative

Reminder that September is Hope Initiative Awareness Month. The color purple is being used around town to bring attention to the cause.

Article – Scott Rhoat, director, EMS

This was an article on the condition of services throughout the state of Pennsylvania. This article was in the Pennsylvania Township News Magazine.

Presentation – Thursday, September 13, 2018 RSVP is needed. Tour at 5 and presentation at 7 p.m. Brachbill and Duffey will attend.

Information – Brockerhoff Roof Project

Holderman explained that the project will begin this month. They tried to get approval from PennDOT to close down one half of the diamond on High Street. That did not appear to be approved. They are now setting the crane up in the Elks' parking lot. They are asking Council if they can pay for six parking spaces in Parking Lot D. \$10.00 per day per space.

**Johnson moved to approve the six parking spaces in Lot D for the general contractor doing roof repairs at the Brockerhoff building for the month of September at \$10.00 per day per space;
Duffey seconded the motion;**

If any traffic issues occur, residents and commuters can contact police.

Johnson called the question.

Motion carried.

ORAL: (5-minute limit was placed on discussions)

Bob Lamb, Fall Festival – October 27, 2018

He is with the Bellefonte Rotary Club and appeared before Council to discuss the Fall Festival. He gave a quick background of the festival. He discussed taking over the Children's Fair from HBI. Money raised goes to the Borough for the parks. They also volunteered to take over the Fall Festival. They would like to make it bigger, appealing to families, children, and adults. They are working on train rides, hay rides, and vendors. They were also planning on having a petting zoo and a tasting trail. The original company that they contacted relative to the petting zoo has a conflict on October 27 and cannot do the zoo. They are pursuing other leads. They are hopeful to find someone.

Liz Toukonen spoke about the tasting trail. They met with Big Springs Spirits and were presented with the Rotary's vision of the designated roped off tasting area. This would be on the Water Street side of the new addition to Talleyrand, primarily because of the electricity that is back in that area. They have had conversations with Cricket T.V. and they will be showing the football game that will be on that day. There will be seating areas and tents. They have asked local tasting establishments to come to the event. A fee will be charged to get into the tasting area with a bracelet for identification. There would also be a bottle check area to check the bottle while inside the event.

Tosti-Vasey asked for a map on the set-up idea. Toukonen explained that when you come out of Big Spring Spirits and go to the right, that path would be taken, which would be half of the area by the fountain and over. It would not be a huge area. This is the first year and they want this done right. The event would be from 12-4 p.m. Tosti-Vasey was concerned about families attending the festival. She would like to see that access to the tasting area is roped off from the parking at Big Spring to keep them separate from the family events.

Brachbill stated that it would be helpful to have a map to see how things are going to be laid out, so everyone understands where everything is. Toukonen is still working on the vendors and activities and still finalizing that part of the event. She stated that they can definitely provide Council with a mapping of where they intend to hold the tasting event. Tosti-Vasey would like to see that mapping prior to a final vote to be consistent with other events in the past. Brachbill added that it can be conditionally approved pending the map.

Duffey moved to approve the tasting event built into the Fall Festival pending a separate approval of the location-specific plan; Brachbill seconded the motion;

Prendergast asked if The Cruise wanted to have their tasting in the park, would it have been approved? Tosti-Vasey stated that the problem with their proposal was the children would be intermingled with the adults drinking at a beer garden. Duffey interjected that with The Cruise being automobile oriented, Council did not want to send a message of drinking and driving.

There will be craft and food vendors, including some of the local food trucks, and the tasting event would be separate. Toukonen stated that the tasting event is not meant to be a “sit outside and drink for four hours” kind of event, just something added to the festival for adults to enjoy. They do not want everything crammed into one area. A train ferry was also discussed to take people from the other side of the park which would save people the trouble of going over the suspension bridge.

Duffey called the question.

Motion carried.

Denise Sticha, CC Library and Historical Museum

Sticha presented a proposal for a story walk to three parks in Centre County. She was hoping that Bellefonte would agree to be one of the locations. The project would be funded via grant, and part of the Centred Inspired program. For the Bellefonte venue, either Talleyrand or Governor’s Park would work, but Governor’s is preferred. Application is due mid-September and it is in the second round and very competitive.

Molly Hetrick explained the story walk in more detail, explaining that as you walk along a trail and stop at each sign and read through the book which is on the sign. Each sign has the open spread of two pages. They are also planning on adding several languages to the signs. The program started in New Hampshire several years ago and they are all over the U.S. The signs are park quality. The sign mattes are interchangeable built with professional quality. Final decision on the grant will be in November. The library just wanted to connect with Council in advance. There is no commitment until the grant is awarded. The entire program should be able to be funded by the grant money, if awarded.

Wilson thanked Sticha and Hetrick for thinking of Bellefonte for this idea. Duffey inquired on whether Council endorsement of the project would assist the library in their chances of getting the grant.

Brachbill inquired whether the signs would inhibit other activities in the park. Sticha stated that they are still in the first stages of the idea and if the grant goes through they will work the partner parks on placement of the signs. Wilson inquired about how the stories are chosen and suggested a child writing a story and adding that to the story walk. The model involves published stories.

True Fisher commented that the Talleyrand Park Committee is not accepting objects in the park and only accepts money. This was discussed a year ago. She would love to see the project out at Governor's Park. Several people were already turned down i.e. bench and flags. She opined that Talleyrand Park should not be considered. Duffey liked the idea of Governor's Park. It would attract more people and it is more amenable to the story walk idea. Hombosky suggested the walking loop at the end of Governor's Park for a location.

Fisher stated that the restrictions on Talleyrand did come through Council about a year or so and it was not a decision of the Talleyrand Park Committee.

Duffey moved to request a letter be written to the library stating that the Borough is interested in having the story walk in one of the Borough parks, to be determined later;
Eaton seconded the motion;
Motion carried.

Chris Morelli - Comments

He was in agreement with rescheduling the public hearing on the proposed zoning changes to give the public more time to consider the changes proposed. He requested a copy of the power point presented at the work session. He also discussed spot zoning. He stated that keeping the current use would not affect the neighboring residents at all.

SPECIAL COMMITTEE REPORTS:

CCMPO

Stewart reported on his follow up on directional signage on I-80-99. Stewart did some follow up with the chamber office and his concept was to try to get "Victorian Bellefonte" new signs on I-80 prior to the exit going onto I-99. There are green signs on I-99. Stewart contacted Rep. Benninghoff's office and spoke with Holly Wilson and she gave him the overview of what to do. All sign requests to PennDOT go through an application process through the Pennsylvania Sign Trust and they make the decision. Politicians and staff have no say in the decision. They meet periodically to review the applications. There is a minor fee involved and the signs are paid for by the Borough. The figures are not outrageous. He called the office to get more details. The idea is to get two signs.

There is a maximum distance from an intersection – it is 5 miles. Tosti-Vasey inquired about Milesburg and Stewart did not think that was within 5 miles. That is an absolute limitation. Wilson (Holly) stated that brown signs were no longer used for directional signs or historical district markers. Stewart clarified that the signs are needed on I-80 to get travelers onto I-99. Duffey opined that it makes more sense to wait until the construction is done to see exactly where the

signs should go. Brachbill discussed a feasibility study. He thinks it is wise to request the signs early as the process may be lengthy. If the request is not made sooner than later, the books may close on the budget.

Brachbill moved to pursue completion of an application for historic signage for the I-80/99 interchange and I-99 at Route 150 (Exit 78); Prendergast seconded the motion;

Ms. Brown stated that coming from Snow Shoe there are two exits. Duffey stated that the Milesburg exit does not mention Bellefonte and that a local traveler would have to know that that is the quicker way to downtown Bellefonte. With the speed limit increase, it may not be the quickest way. Eaton inquired if there will be a Bellefonte exit off of I-80. Stewart stated that it will be an interchange to I-99. It will be a high-speed interchange/exit to I-99.

Motion carried.

MAYOR'S REPORT:

Wilson reported that he represented the Borough on a three-member panel on PCN. The topic was outdoor recreation, economic development, and parks. Tim Herd, from State PA Parks and Rec Greenways in State College and the director of parks from Perkasio, Pennsylvania were also on the panel. During the course of their conversation prior to the show, he gained a greater appreciation of the Bellefonte YMCA, HBI, BHCA and organizations like the Rotary as they do almost all of the work of a Parks and Recreation Department. He asked the community to take a greater effort in supporting these organizations as they are an important part of what makes Bellefonte special.

The show will air on September 9 at 5 p.m. and September 16 at 6:30 p.m. followed by September 30 at 2 p.m. and the last October 7 at 6:30 p.m.

He also thanked Hombosky and her husband for providing the article in Outdoor Magazine in working in natural resources into the local economy. He gave the following examples of economic increases to a community due to outdoor recreation: Pump Track, a bicycle park in Rocky Knob, Boone, North Carolina, \$2.7 million (one year's time); man made ice climbing in Oray Ice Park, Oray, Colorado, \$3 million; Natural Sandstone Cliffs in Boone National Forest, Kentucky, \$3.8 million; water park that runs through Oklahoma City with a rapids park \$5.5 million; bike park in Leadville, Colorado, \$15 million.

There is a meeting on Thursday regarding the Graystone Quarry project at the offices of Clearwater Conservancy. They are going to be looking at some of the legal issues keeping the lime company from moving forward. Although the quarry business is dead, they can still utilize the water that is there, hence their interest in maintaining ownership of the land.

OFFICE OF COMMUNITY AFFAIRS – HARB Items

ZONING/PLANNING:

Planning Committee Meeting Minutes August 27, 2018 DRAFT

Plan: Crossman Enterprises, LLC Replot

Planning Commission already recommended approval of this replot plan.

**Prendergast moved to approve the Grossman Enterprises, LLC, replot plan;
Brachbill seconded the motion;**

Brachbill inquired about Centre Region Code's involvement with this plan and why it was held up. Stewart will follow up with Shannon Wright.

Motion carried.

HARB:

HARB Meeting Minutes August 28, 2018 DRAFT

BUILDING AND PROPERTY – Point Person, Anne Walker

Lease Agreement between Bellefonte Borough and BASD; ad hoc committee

A legal review was suggested, and an ad hoc committee would be formed to review the terms and conditions and bring it back to Council for approval. The agreement is only a draft lease.

**Johnson moved to have the lease between Bellefonte Borough and BASD
reviewed by legal counsel;
Hombosky seconded the motion;**

**Duffey moved to send the proposed lease agreement to the Parks Committee
for review. The Parks Committee would then send it to legal counsel for
review and then it would be brought back to Council for final approval;
Hombosky seconded the motion;**

They want to play baseball in March so the sooner the agreement is finalized, the better. There is a plan to install lights, but not in the first year. A separate meter would be installed. Johnson inquired about the end of the lease and a final inspection of the field after termination of the lease. He would like to see a clause added to return the field to an acceptable condition for use. Johnson will send the comments on to Holderman for incorporation. Tosti-Vasey inquired about what happens after the lease expires in one year. She also inquired about vandalism. BASD will be responsible for the field for the entire year period.

Motion carried.

Armory Property: Borough is permitting the Housing Authority to use the property to lay down materials for their project

The Borough is allowing the Housing Authority to use the property for a lay down site for their project. This is just an FYI in the event that anyone sees anything on the armory grounds. Holderman stated that this is for the Brockerhoff Building project. A certificate of insurance has been provided to the Borough. It is short term.

Reminder: Lot H next to CVS closed beginning September 10 through October 26 for construction

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

PSAB Budgeting Class – if anyone on Council is interested, a class is being offered on October 3, 2018 in Centre County at the Days Inn in State College. RSVP is required, and it runs from 9 a.m. to 3:30 p.m. Lunch and breaks are included. There is a fee for attendance. Duffey expressed an interest in going but he will need to check his work schedule.

PARKS AND RECREATION – Point Person, Melissa Hombosky

Pergola and ADA walkway projects – scheduled for end of September

Past purple light request for Suspension Bridge – Update

The lighting has been moved to High Street Bridge due to electricity access.

Brachbill and Walker have been appointed to the Parks and Recreation Committee.

HUMAN RESOURCES – Point Person, Renee Brown

Labor Management Contracts negotiations continuing – next meeting Monday, September 10, 2018 at 5 p.m.

Staff Assistant – Interviews

Applications for the vacancy were due on September 4 and will be reviewed on September 5. At least four applications were submitted. All applicants will be interviewed.

SAFETY – Point Person, Randy Brachbill

Chapter 35 Ordinance Review

The Chapter 35 Ordinance was reviewed last month for Bellefonte Fire. This was a more productive meeting than the previous. The fire chief job description was distributed. Brachbill suggested meeting on it once again to finalize it. The next Fire Exec meeting is September 27.

WATER/SANITATION – Point Person, Don Johnson

Borough Authority meeting scheduled for September 5, 2018 6 p.m.

Johnson discussed the Airport Authority event announcing the grant award. The event will be held on September 12, 2018 at 10 a.m.

STREETS – Point Person, John Eaton

FYI – PennDOT moving forward booklet/Road Scholar II credits

PennDOT has an online tracker for traffic accidents. It does not go down to the Borough level. There is also an article on Road assessment regarding road maintenance class for matching maintenance with available budget. PennDOT is also offering a course, minimum 10 people, Road Scholar II credits. The class would be held onsite. It is only a morning session and could be a good opportunity to get some information on what can and cannot be done with speed management issues. If anyone is interested, Stewart will try to get it scheduled.

Eaton thanked Chief Weaver for providing the report on the history of the Wilson/Howard intersection.

Parking – Dam Donuts

Michael Beck, the owner of Dam Donuts, contacted the Borough regarding parking and some other issues in front of his business. The primary issue is the short-term parking meter located in front of his business that operates from 9 a.m. to 5 p.m. Beck stated that people were spending more than 15 minutes at that meter. Eaton suggested re-naming that spot a loading and unloading zone with hours from 6 a.m. to 6 p.m. The issue for him is that there is a left turn limit at the intersection during certain hours which is logical considering the traffic flow. Some of his suppliers are unhappy with this regulation. Alternate routes were discussed. It is a PennDOT regulation and the Borough has no control over it.

Beck also stated that events in town sometimes negatively impacts him. Eaton told Beck that events are on the calendar on the website. Brachbill deemed this as a rant and stated that events are held to bring people into town. Eaton stated that it was more of a “by the way” statement.

Eaton suggested perhaps doing something with the 15-minute meter that would be conducive of moving the traffic along and may actually benefit his business and also the dance studio. Stewart stated that if this door is opened there will be more requests. He suggested a comprehensive review and see if there is a general area where a modification may be made to help everyone and not just one.

The meter is signed in marker. Brachbill stated that it should just become a regular parking space. The dance studio has a yellow area for no parking. Johnson agreed that there may be a solution to benefit all the businesses on the street. Stewart stated that staff would be happy to meet with Eaton and do an inventory of what is on the street, etc.

As a side note, Ms. Brown stated that the Belle Market sign is still up.

Parking – down side of the Courthouse

The County needs to install two ADA spaces in their parking lot behind the courthouse. They need to move two employee parking stalls. They are asking if it is possible to create one more space along the down side of High Street. The backup would be to pay for two designated spots in Lot D behind the Blonde Bistro. Eaton will review the site with staff.

As a side note, the entire length of Penn Street was signed no parking.

Pike Street

Johnson inquired about Pike and the dangerous situation for pedestrians. Matt Auman's memo was discussed and the roadway is not wide enough to install white delineation lines for the roadway part of the street.

Wilson Street/Howard Street

Erik Brown P.E., with PennDOT wrote the Borough a letter stating that they would place a speed sign in the area of Wilson/Howard in the Spring of 2018, also working with the police to publicize the effort. This was never done. Johnson asked that the Borough staff contact Brown to see if it is still on the schedule to do this. Stewart will verify if one was up and if not, when it will be installed.

Tosti-Vasey stated that while on her police ride along, the majority of speeding is actually going out of town and not into town. Prendergast stated that the study did not reveal that. The police officer told Tosti-Vasey this statistic. No one was stopped for speeding coming down the hill, but all were going out of town.

Paving

Stewart stated that they have not been contacted by the contractor yet.

ENERGY AND ENVIRONMENTAL CONSERVATION –Point Person, Mike Prendergast

Sustainability Projects Update

Big Spring Cover Project

Stewart explained that students from the Hazelton, Pennsylvania PSU campus are interested in a design project for a new cover for the Big Spring that meets all of the regulatory requirements. The next step on the Borough's end is a stakeholder meeting in the community toward the end of the month where DEP, community members, Authority members, etc. can discuss the project with the students and see what they come up with. Staff is waiting to hear from the students/professor.

Historical Bellefonte Campaign Project

Holderman stated that the historical preservation project would identify key messages, events and public relations activities that support the branding of Bellefonte as a historical community. They would develop a public relations campaign for the Borough. The students are communications majors.

Interns

Iona Balreich suggested the possibility of interns at the Borough, specifically surrounding the issue of historical preservation.

OLD BUSINESS:

Consider approval of Resolution re: Governor's Park Pavilion and Talleyrand Park Rentals

Resolution relative to non-profits waiving the fee, by request.

**Brachbill moved to approve Resolution No. 090418-01;
Johnson seconded the motion;
Motion carried.**

Email: pedestrian path on Pike Alley

(discussed earlier in the meeting)

Two grant applications were submitted – Bureau of Rail Freight for \$700,000 and DCED grant for signage for \$50,000

Holderman talked about the CLG grant application; this grant helps support the Keystone Community personnel. Staff will be working on that for 2019. Bureau of Rail Freight grant application was submitted last week and the DCED signage grant was submitted as well. PennDOT got back to staff on the Rail Freight grant and Stewart and Holderman will be traveling to Harrisburg next Thursday to give a presentation on the grant. This funding would help fulfill the pedestrian bridge project.

Victorian Signs I-80/99 Update

(discussed earlier in the meeting)

Consider approval of unsigned communications policy – see memo

Stewart thought this had been done at a prior meeting. The draft policy was presented to Council for review and approval.

**Prendergast moved to approve the updated unsigned communications policy;
Hombosky seconded the motion;**

Duffey inquired about letters left unsigned unintentionally and asked for flexibility on this especially if the Borough has the ability to figure out who wrote it and send it back for signature. He wanted to make sure that residents knew that that would be the policy. Holderman stated that if there was anyway staff could know who sent it, it would be placed in the Council packet. The policy refers to the unknown correspondence received.

Motion carried.

Consider rescheduling Public Hearing Process for rezoning of Centre Crest and surrounding properties

Stewart stated that in the work session, the rescheduling of the public hearing for the rezoning at Centre Crest and surround properties was discussed.

Johnson moved to consider advertising the public hearing on the rezoning; based on an inquiry to the solicitor, if a 45-day waiting period is not needed, then the advertisement should go out as soon as possible and hopefully get the public hearing on the next Council meeting in September with a possibility of a vote to rezone;
Eaton seconded the motion;
Motion carried.

Borough/County Town Hall Meeting Monday, September 10 at 7 p.m. Courthouse Annex third floor

Reminder about the Town Hall meeting for September 10 at 7 p.m. This is open to the public and residents are encouraged to attend. C-Net will film the meeting. A proposed agenda was crafted. The majority of the presentation is coming from the County, but other items could be added at the meeting. The Borough's Facebook page was briefly discussed. Hombosky inquired whether or not an event could be posted. Stewart would ask Kathy Stanton to see if she would do an event post.

NEW BUSINESS:

2019 MMO Non-uniform Pension Defined Benefit

MMO is \$453,895.00

2019 MMO Non-uniform Pension Defined Contribution

MMO is \$41,787.00

2019 MMO Police Pension

MMO is \$104,965.00.

Approval of the MMO numbers is requested by Council by the end of September each year. These are paid in 2019 and are budgeted for. The non-uniform plans are managed by PMRS. The police pension is managed by the Police Pension Board. Prendergast stated that on the PMRS website, there were three pans listed for the Borough. Holderman will check into this.

Prendergast moved to accept the MMO's as presented;
Brachbill seconded the motion;

Motion carried.

Consider approval of resolution re: Police Pension Plan

Stewart stated that a resolution is on the table that states that the police employee officer contribution is a contracted number which is negotiated. It is not changed unless both agree to change it. It is currently 3.9% It could be up to 5%. Through negotiations, it is at 3.9%. As an audit requirement, this resolution needs to be adopted every year. If the number changed, a new resolution would be adopted. This is an auditing requirement.

**Brachbill moved to approve Resolution No. 090418-02;
Duffey seconded the motion;
Motion carried.**

Recent cybersecurity issue with the Borough's Cloud Computing System

Stewart explained that the shared drive which stores the majority of the Borough documents crashed but did not result in any identity theft issues. It was closed down this morning due to other issues. It slowed down getting the packets out. It should be up and running back to normal soon. Nothing was lost. The entire cloud provider was hit so there are multiple companies involved.

PA DCED Early Intervention Program Information

Stewart stated that this information contained boilerplate information on the grant program. The representative came in to meet with staff. The representative encouraged Council to approve the resolution even though not much information was provided and there is no project designated. Stewart can try to get a representative to discuss the program with Council. 50% match is typical. Projects usually involve a consultant to do a review of things like management practices, operations, efficiency, etc. Duffey will look into it and bring it back to Council.

Borough looking for donated Christmas tree for diamond

The Borough is looking for a tree donation to place a Christmas tree in the diamond. Interested parties can contact the Borough staff if they wish to donate a tree.

CATA Fiscal Year 2018-19 Local Match Agreement/Resolution

Stewart stated that the payments should be reflected for 2018-19 instead of 2017-18. Other than that, it has been updated correctly. Tosti-Vasey will not sign it until it is corrected.

**Brachbill moved to approve the Match Share Agreement, with the correction;
Prendergast seconded the motion;
Motion carried.**

Gamble Mill

Holderman gave an update on the purchase of the mill. They had another architect going through the building the other day. They may delay the closing from September into October but that would be as late as it would go. They still seem very interested in purchasing the mill.

Waterfront

Holderman stated that the appraisal was completed, and things are moving along. Additionally, the DCED grant that was submitted by Delta Development, through the Borough is moving along again. Stewart and Holderman will go to Harrisburg to discuss the project with DCED.

Work Session Agenda Items

Johnson inquired about police updates and inquired whether Council would create a community-based police advisory board to give some guidance in knowing the right questions to ask the police department and how to help them in the community. This will be added to the work session list.

PUBLIC COMMENT: None.

ADJOURNMENT:

With no further business coming before Council,

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

Meeting adjourned at 9:54 p.m.