

BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES
June 17, 2019 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6:30 p.m. Work Session –

- Cindy Hahn – C-Net, Executive Director, Annual Report
- Chapter 35 Revision/Review
- Borough Association Conference Information

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

The June 17, 2019 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.

ROLL CALL

MEMBERS PRESENT: Ms. Joanne Tosti-Vasey
Mr. Randall Brachbill
Mr. Jon Eaton
Ms. Melissa Hombosky
Mr. Douglas Johnson
Mr. Michael Prendergast
Ms. Gina Thompson
Ms. Renee Brown
Ms. Anne Walker

EXCUSED: Mayor Tom Wilson

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

GUESTS: Chris Morelli, *Lock Haven Express*
Catrina Armstrong, Hope's Dream Rescue

APPROVAL OF MINUTES:

Brachbill moved to approve the June 3, 2019 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).

<i>Communications</i>	<i>Letter Request re: Bellefonte Arts and Crafts Fair</i>
<i>Communications</i>	<i>Letter Request re: Fire Police for Philipsburg Heritage Days</i>
<i>Mayor</i>	<i>Police Exonerations</i>
<i>Mayor</i>	<i>Police Report</i>
<i>Finance</i>	<i>Voucher Summary May 2019 - \$1,326,377.26</i>
<i>Finance</i>	<i>Treasurer Report May 2019</i>

**Hombosky moved to accept the consent agenda.
Prendergast seconded the motion.
Motion carried.**

REGULAR AGENDA:

COMMUNICATIONS:

WRITTEN:

Letter and Email from Clearwater Conservancy

Stewart stated that there was a letter received from the Clearwater Conservancy regarding the Water Resource Monitoring Program. The program is going to be independent and the next billing cycle will be directly from the Water Resource Monitoring Program. Both entities are giving notice to that effect.

Email re: Movies in the Park

A thank you was received from the organizers of the Movies in the Park. Another thank you was received this morning. The second movie took place this past weekend. They are averaging about 150 people in attendance. They are satisfied with the turnout and how the event is going.

Thank you letter from Patton Twp. Police Department

Patton Township sent a thank you letter to the Bellefonte Police for their involvement in the Patton Township's Children's Safety Fair.

Centre County Solid Waste Authority Notice

Information regarding the state legislation taking \$10,000,000 out of the recycling fund and putting into the general fund for other needs. There are efforts to object to this shift of funds. A

lot of grants have been issued from the recycling fund. The Authority as well as others are looking to object to this by sending a letter to the legislators not to do this with the funding.

Prendergast moved to write a letter to Rep. Benninghoff and Sen. Corman to maintain the \$10,000,000 in dedicated recycling funds. Eaton seconded the motion.

Individual Council members were encouraged to send their own letters as well as a group letter from the Borough Council. Residents too can send letters asking for the money to remain dedicated to the recycling funds.

Motion carried.

ORAL:

Hopes Dream Rescue and Sanctuary

Ms. Catrina Armstrong appeared before Council to speak to them on behalf of Hopes Dream Rescue and Sanctuary. She wanted to thank the Borough and the Mayor for their support of their program and their trap, neuter, and return (TNR) efforts in the Borough. They have been altering the stray cats to assist in the feline over population.

She also stated that there have been several cats that have found their way into the post office basement and are unable to get out. She wanted to be sure that the Borough was aware of it.

Hopedreamscats@aol.com is an email contact in case anyone would like to contact them. They will continue to work on the TNR as funding allows and as awareness is made of cat populations that are in need. Tosti-Vasey would like to put the contact information on the Borough website.

SPECIAL COMMITTEE REPORTS:

Inspections April 2019 Stats from Centre Region Code

Centre Region COG Public Safety Minutes April 9, 2019 Draft

Comparison of Monthly Code Stats May 2019

IDA Meeting Minutes June 4, 2019 Draft

Holderman noted that since the BAIDA meeting was held, it was discovered that the Gamble Mill is tentatively scheduled for closing at the end of June. Shortly thereafter, the waterworks building, which is attached to the Mill, will close as well.

Workplace Safety Committee Meeting Minutes June 12, 2019 Draft

A confined spaces video was shown to committee members. Discussion was held on an incident and another one will be discussed at the next meeting, per Holderman.

Nittany Valley Regional Comprehensive Plan Update – Brachbill

There is a deadline of July 5 to review the comp plan. Brachbill clarified that it needs to be reviewed for questions on the recommendations. He stated that the last few meetings there was no quorum. The Spring Creek Watershed Commission made suggestions and it was made a matter of record that they spoke at the meeting. All in all, it was a positive meeting. They would like the comp plan to be reviewed and go to public meeting in the fall.

This will be placed on the next Council agenda for an approval vote. The next comp plan will be done in 10 years, per Brachbill.

Airport Authority

Johnson reported that on June 18, 2019 at 10 a.m. a press conference will occur at the airport. Exciting news will be revealed for arrival in the Centre Region.

Ethics Conference

Johnson stated that the speaker at the conference relative to the ethics forms was very good and was very approachable.

MAYOR'S REPORT:

Holderman gave credit to the Bellefonte Police Department for a great job done this past weekend with The Cruise, the Tasting Trail, etc. There was a large police presence and no incidences. Letters will also be sent thanking the surrounding police and EMS for their assistance during the weekend. The soap box derby cancelled due to weather. The other events were very well attended.

OFFICE OF COMMUNITY AFFAIRS –

ZONING/PLANNING:

Planning Commission Meeting Cancelled

The PC is waiting for the waterfront project to come through and the zoning change amendment will need to be reviewed. They hope to receive the information they need by the July meeting. They are awaiting 3-D height projections.

HARB:

HARB Meeting Minutes June 11, 2019 Draft

Certificates of Appropriateness: 203 N. Allegheny, 113 S. Spring Street

Brachbill moved to approve the certificates of appropriateness for 203 N. Allegheny Street and 113 S. Spring Street.

Prendergast seconded the motion.

Motion carried.

Memo from S. Wright, HARB Administrator

Wright explained that there was another property owner that did not go through the proper HARB procedures. There was discussion about looking at the ordinance or looking at the property maintenance codes to see if they can locate the contractor. Apparently, the contractor has been through the process in the past and chose not to go through HARB at this time. The memo inquires whether Council would like to amend the ordinance to tighten up what happens to a contractor when he does not go through HARB and following the ordinance. Thompson and Prendergast were in favor of revising the ordinance to find the contractor liable.

A committee will review the ordinance and make a recommendation to Council. The ad hoc review committee could be utilized, or this can be done during work session, per Tosti-Vasey.

The ordinance review was assigned to the Building and Property Committee for review.

Hombosky stated that she would like to see something done regarding permitting for persons who do work in the historical district. Perhaps a fee can be charged, and an acknowledgement form can be utilized.

Discussion was held on the responsibility of the homeowner to go through HARB although it is easy to blame the contractor. Johnson stated that before any work is performed, that homeowner should be asking to see the certificate of appropriateness and any accompanying permits and that is the responsibility of the homeowner.

Holderman offered that with so many people moving in and out all of the time, he does not believe that all homeowners are aware of what they are supposed to be doing with HARB if they are in the historical district. An educational session would be valuable but will still not catch 100% of the projects. New resident notification was discussed i.e. notify them when they call to have new water service. Tosti-Vasey offered that some of the solutions may be ordinance related and some will be policy related.

Thompson agreed that the homeowners need to be held accountable, but it also seemed unfortunate that the contractor seemed to get away with not adhering to the HARB regulations. Brachbill stated that if the Borough has an ordinance, Bellefonte Borough needs to hold people to the standards of that ordinance. Whether the notices are put out there via new water service or real estate transactions, something has to trigger something to get this explanatory letter to go out to homeowners to tell them about the historical district and the regulations of HARB.

Johnson offered that there is an ordinance in place and there needs to be some teeth put into it. There are penalties in place. He stated that the consideration should be if the homeowner came to

HARB to get the certifications, and if they performed a roof project that was not approved. Ms. Wright inquired about action items, but Johnson stated that there are regulations on the books at present implicating the homeowner for not coming through HARB.

Holderman stated that Council has the authority at this time to reject the roof and the homeowner would have to re-do the work. Council has not gotten a recommendation from HARB. The homeowner has agreed to come through HARB. Council is waiting for HARB recommendation, per Tosti-Vasey.

Stewart inquired if Council would want to find another contractor for the illegal project, because he did not go through the property channels. It is unknown if the property owner knew of the project no going through HARB.

Prendergast did not agree with going after this contractor, but he believed that the homeowner could be held responsible. The ordinance could also be rewritten to include contractors and homeowners both, per Thompson.

Tosti-Vasey stated that in construction work, culpability can be parsed out between the homeowner and the contractor. She stated that both can be fined, and both can be equally responsible in an ordinance re-write.

BUILDING AND PROPERTY – Chair, Anne Walker

Holderman stated that a meeting has been set up on June 26 with IPS relative to the parking meters. The revenue from some of the meters being down was discussed briefly. Holderman will have to check the budget to see if there is any significant deficit in revenue. The average per year is about \$130,000.00.

FINANCE AND GOV'T PERFORMANCE - Chair, Gina Thompson

Budget v. Actual May 2019
Current v. Prior May 2019

A simplified version of the budget is under draft form and Council should have it soon.

PARKS AND RECREATION – Chair, Melissa Hombosky

Bellefonte Under the Lights Update

Hombosky stated that the ticket sales began last week and over 600 tickets were sold, including 300 online in 2 ½ hours. There will be 800 total tickets available this year, but 100 of them being held back for sponsors.

Last year's event won a Talley Award at the PDC Annual Conference on June 4.

Prendergast inquired about having recycling available at the dinner this year. Holderman stated that the Borough could get some blue recycling containers.

Hombosky reported that the Outdoor Expo was on June 9, 2019. It was well attended with 40 vendors. The majority want to come back next year. There were about 1200 persons that attended (estimate).

Holderman spoke with Bill Lamb from the Rotary and they have raised up to about \$25,000 for playground equipment. He inquired if the parks committee wanted to review some equipment and locations and grant opportunities to supplement.

Brown offered that the duck and fish feeders are broken at Talleyrand, and parts are not available. The sign indicates that the feeders are available, but they are all broken. Holderman said the Borough would look into replacing the feeders as soon as possible.

HUMAN RESOURCES – Chair, Renee Brown

Police Collective Bargaining Agreement Tentative Settlement

The contract is ending the end of this year and a proposal has been made from the Borough to the Police Department. A tentative agreement has been reached.

Work beginning on Memo of Understanding between Borough and Downtown Bellefonte, Inc.

Work has begun on a Memorandum of Understanding between the Borough and DBI. Brown believed that it would be a good idea to have an agenda item added to get a report on DBI. Stewart stated that there are quarterly reports that come in and are usually put under Planning and Zoning. Hombosky stated that perhaps the meeting notes can be submitted more regularly.

SAFETY - Chair, Randy Brachbill

Approval to Advertise Chapter 35

Chapter 35 was discussed during the work session.

Brachbill moved to have Chapter 35 reviewed by legal counsel to confirm that the content and revisions made are appropriate.

Johnson seconded the motion.

Motion carried.

WATER/SANITATION – Chair, Doug Johnson

Daily Water Withdrawal report May 2019

Meter replacement was discussed briefly. Eaton discussed the May 24 water event and Stewart believed it was the 6-inch water main that was cracked, during a sewer repair.

Fountain Repair

Johnson offered that Stewart did bring up at the Authority meeting the issue with the decorative fountain and the drinking fountain at the Big Spring being repaired. There has been no further information obtained since the Authority meeting. The Public Works Director will get some estimates on repairing both the decorative fountain and the drinking fountain. The plan is to get some numbers and bring them back to the Authority for discussion, per Stewart.

Johnson offered that the clean up crews did a great job of cleaning up the town after the Beatlemania Concert and the other weekend events. He stated that you could not even tell that anything had been going on that weekend. He stated that The Cruise needed to be commended on a job well done and thanked the committee.

Stewart stated that refuse crews and Borough crews played a part in the cleanup.

Holderman stated that the entire crew from streets and water combined worked in preparation for the events.

The Cruise talked about donating for the bicycle racks that were discussed earlier in the year, per Stewart. They have asked for some estimates. He anticipates a donation towards the bike racks in the near future.

Authority Meeting Minutes June 4, 2019 Draft

STREETS – Chair, Jon Eaton

Consider Committee meeting to discuss parking meter time change requests

A doodle poll will go out to try to schedule a Streets Committee meeting relative to the meter time change request policy and finalizing the sidewalk ordinance. The sidewalk ordinance needs to be done to have the public comment period so that it can be acted on in the fall.

Estimate for ADA ramps Spring and Howard \$8,750

An estimate was received on the ADA ramps. Eaton asked for a motion to approve the work.

**Brachbill moved to approve proceeding with the ramp work at Spring and Howard Street in an amount of \$8,750.00.
Eaton seconded the motion.
Motion carried.**

Maintenance Projects – Work is ongoing

Crews have been painting the yellow curbing and white lines and yellow lines in town in between the rain. They anticipate a day or two more this week.

Street crews have been working on the storm drains. Any street being paved by PennDOT needs the storm drains repaired first. There are about 15 that need to be rebuilt.

Tosti-Vasey personally thanked the crews for doing all of this work and fixing some of the potholes. She is pleased that there is no parking painting on the corner of Linn and Spring. They left the granite curbing alone and painted the street which was appreciated.

Brown asked that the Borough crews hold off on painting the lines on Allegheny at Crawford until a meeting is held and she can discuss the parking on the hill. With the parking, the street is too narrow and emergency equipment would never be able to get up the street. Thompson offered that perhaps Bishop be one way and Allegheny be one way. Hombosky then suggested that the two one-way streets could be Spring Street and Allegheny Street

The Streets Committee would also like to thank The Cruise for being safety conscious and having a motorcycle safety program booth as part of their program.

ENERGY AND ENVIRONMENTAL CONSERVATION –Chair, Mike Prendergast

Sustainability Project for fall 2019 and spring 2020

PSU Sustainability Program has requested the Borough to let them know if the Borough has any projects for next year. Prendergast will take suggestions and ideas. This topic will be added to the next Work Session, per Stewart.

EV workshop set for August 9 and 10, details are being worked out

The Electric Vehicle workshop is scheduled for August 9 and 10 and the details are still being worked out. The 9th will be for municipal officials, and the 10th will include the public. Both sessions will have ride and drive events. The event will take place at the Annex building at the Courthouse. The Ride and Drive portions of the event will take part in the parking lot near the First National Bank where the charging stations are located.

OLD BUSINESS:

Regional Board, Anti-discrimination ordinance, intermunicipal agreement update

Last fall Tosti-Vasey mentioned that an anti-discrimination ordinance was considered. Last week the Borough met with State College and Ferguson Township. State College has an ordinance. Ferguson is planning on passing an ordinance in the next month. They were looking at ways to regionalize this to reduce costs. There was a suggestion to create an intermunicipal agreement with a regional board. This could include membership on the board based on population. Tom Fontaine, State College Borough Manager, will work on crafting the intermunicipal agreement. Ferguson stated that once they pass their ordinance, they will send it to the Borough for Council to review.

Enforcement assistance efforts through the Pennsylvania Humans Relations Commission were also discussed.

County Borough's Association

Stewart reported that they have five Boroughs on board to join an association. He notified the Pennsylvania Borough's Association of this. There are enough on board to start moving forward. There is a meeting in August. There will be a meeting in the fall to try to put a program together. They would like to find a vendor to help cover the expenses. Initially it will start with no dues. Stewart would like to continue with that as long as possible. Model by-laws will be provided as well.

Lee Gardens Building

The Borough looked into this and the property manager contracted RFPs from three contractors. The low bidder was awarded, and they will notify Holderman when the sidewalk project begins.

NEW BUSINESS:

CC Planning and Community Development Public Hearing Tuesday, June 25, 2019 at 6 p.m. Willowbank Building

A public hearing will be held on June 25 at 6 p.m. regarding Bellefonte and Centre County's community development block grant funds. It is a required public hearing on the funds. Holderman stated that the Borough is closer to \$112,000 in funding for next year, not the \$100,000 that was in the application.

Johnson inquired about adding a sidewalk along Union Cemetery as one of the funded projects. The sidewalk project is not in any of the block groups. Holderman stated that PennDOT may have some funding available. Tosti-Vasey stated that ADA needs fall within the CDBG funding parameters even if the ADA need is located outside of the designated Census block groups.

Anticipated Retirement in Police Department – consider notification to Civil Service Commission

Stewart stated that the police department is anticipating a retirement. He asked Council for a motion asking the civil service commission for a new eligibility list.

**Prendergast moved to ask the civil service commission
for a new eligibility list.
Brown seconded the motion.**

This will take several months to go through the testing process and create a list. Once the list is approved it is good for one year, per Stewart and can be extended.

Motion carried.

Community Conversation on Mental Health Services

Tosti-Vasey offered that this event will be conducted by the Centre County commissioners on Thursday, June 27 from 6:30 to 8:30 in the third floor of the courthouse annex.

25 Best Burgers in Pennsylvania

Johnson offered that State Burger Company was voted No. 9 in the state for best burgers. This was a well-deserved honor and Council offered congratulations to State Burger Company.

PSAB Conference Update

Johnson and Tosti-Vasey attended a discussion regarding the Junior Council member topic. A faculty member at the Bellefonte Area School District needs to help to recruit the Junior Council member that Council would like to participate in the meeting. The student does not have to live in the Borough but must attend the school district as a student. They have to be in good standing and do not have to be top of the class. The student should be a Junior or Senior.

ADJOURNMENT:

With no further business coming before Council,

**Johnson moved to adjourn the June 17, 2019 Council Meeting.
Thompson seconded the motion.
Motion carried.**

Meeting adjourned at 9:00 p.m.