

BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES
November 4, 2019 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6:15 p.m. Human Resources Committee Meeting

6:30 p.m. WORK SESSION

- **2020 EMS Funding – Scott Rhoat**
- **Budget: Bulk Water, EMS, Refuse**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

The November 4, 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. Jon Eaton
Ms. Melissa Hombosky
Ms. Anne Walker
Ms. Gina Thompson
Mr. Michael Prendergast
Mr. Randall Brachbill
Ms. Renee Brown
Mayor Tom Wilson

EXCUSED: Mr. Douglas Johnson

OFFICIALS PRESENT: Mr. Donald Holderman, Ass't Borough Manager
Mr. Ralph Stewart, Borough Manager

GUESTS: Scott Rhoat
Scott Mauger
Debbie Cleeton

APPROVAL OF MINUTES:

Eaton moved to approve the October 21, 2019 meeting minutes.
Brachbill seconded the motion.
Motion carried.

CONSENT AGENDA:

(The following items listed on the Consent Agenda are considered routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of Council request specific items to be removed for separate action).

Communications: Letter Request from St. John Catholic School

**Brachbill moved to accept the consent agenda.
Thompson seconded the motion.
Motion carried.**

REGULAR AGENDA:

COMMUNICATIONS:

WRITTEN:

Land Use Webinar – November 20 – Noon to 1:15 p.m. Prevention through Environmental Design

Interested parties should let staff know and the webinar will get set up for viewing.

Letter Request from Home Nursing Agency

This letter requests funding assistance from Home Nursing Agency.

Webinar – (Free) Local Gov't Academy – Air Quality Measures that Local Governments Can Partake In

The session is Thursday, November 14. Council members should let staff know to reserve a spot if interested. An email will be sent out to the Council/Environmental Sustainability committee regarding same.

ORAL:

Pet Waste in the Borough

Scott Mauger spoke before Council. He resides at 328 E. Lamb Street. He spoke about dog and cat waste on his lawn that is not his pets' waste. He is also hearing others in the neighborhood complain that they are finding it on their lawns too. He also walks around town a lot and he sees it at the post office, library and even confronted someone who walked away from it at the post office.

Mauger would like Council to put the word out again about cleaning up after pets. He would also like something included in the newsletter for 2020.

Mauger also stated that it would be helpful to advise residents in advance of increase in the water sewer and refuse bills. He would like that included in the newsletter as well.

Mr. Holderman stated that the newsletter does not come out until after the first quarter, when the bills have been established. He stated that the Borough is working with other venues to try to get the word out to communicate information a little more effectively.

Council discussed the dog waste. Fine increases, and enforcement was discussed. Reports of violations can be deferred to the police department. Using cell phones to document the evidence was also discussed. The leash law was also discussed. The animal enforcement officer and the police will work together for enforcement of reported and documented violations.

Dominos Drivers

Brachbill brought up the Domino's Pizza drivers' speed. He reported that they speed, and he witnessed one over the weekend running a stop sign. He asked that they are looked out for by the authorities. It is a safety issue to the community. If it continues there may need to be stronger notifications sent to them regarding their drivers.

SPECIAL COMMITTEE REPORTS:

Cable Area Consortium (CACC) Meeting scheduled for November 18, 2019

Tosti-Vasey stated that the contract has been received and a meeting has been scheduled for November 18 at noon. The contract, if approved by CACC, will be brought to every municipality for review and approval. It will need to be approved as written. No changes will be permitted.

Veteran's Day Ceremony

Brown reported that the ceremony will be November 11 at 11 a.m. on the courthouse steps. The Hometown Hero Banner program will also be unveiled.

C-Net Board Meeting Report

Holderman stated that a C-Net board meeting was held a few weeks ago. He stated that the function of the meeting was to review the annual budget. Bellefonte Borough will be receiving a 1.9% increase in C-Net for 2020 which amounts to \$323. The overall increase to member dues was 3.5%.

Nittany Valley Joint Planning Commission Ad Hoc Committee

A meeting will be held on November 14 with the fire chiefs. Undine and Logan are attending and possibly Pleasant Gap and Walker Township. The meeting will be held at the Willowbank Building, room to be determined at 7 p.m.

MAYOR'S REPORT:

Police Body Camera Demonstration November 18 at 3 p.m. Any questions should be directed to Jason Brower at jbrower@bellefontepolice.net

Sgt. Brower was at the meeting and gave an overview of the demonstration that will be held.

As a side, he offered back up to Scott Rhoat and the EMS and discussed retainage.

Relative to the camera demo. He had several companies reach out to the police regarding car cams, etc. Two in particular stood out because of what they offered and the cost. Sgt. Brower met with Chief Weaver and discussed with Holderman briefly.

A cloud-based server provider was chosen for the demonstration. The demonstration will be held on November 18 at 3 p.m. The local representative is out of Harrisburg. Eleven cameras were priced out. The estimate does not include a car camera option. The body camera would be sufficient. The cameras would cover the full-time officers and have a spare and one for the part time officer and the cost of storage. The equipment is a close to \$6,000. The cost of storage is separate. If purchased, the rate would be locked in for 5 years.

The storage rate is \$30.00 per month per unit which is the lower end. There will be a committeeman from the District Attorney's office. Chief Weaver did speak with him regarding the committee. Holderman interjected that the figure would be \$15,000. The company is Provision.

Brachbill discussed the camera life span. Sgt. Brower stated too that if the storage becomes an issue, that can be changed any time along the way. It would go from \$30.00 to \$43.00. He does not think the Borough will need the extra storage, but it is an option if needed. Both prices would be locked in for 5 years.

The information would store automatically when docked but specific information would need to be pulled by a custodian of the video which would be stored into a file somewhere. Retention policies were discussed briefly. The police department will craft the policy.

OFFICE OF COMMUNITY AFFAIRS –

ZONING/PLANNING:

Tressler Lot Consolidation Plan

Stewart stated that this plan is a consolidation of properties at the Halfmoon Hill Area. The Planning Commission has recommended approval of the plan. There will be a single-family home going in with an approved on-lot septic system.

**Brown moved to approve the Lot Consolidation Plan for the Lands of
Kermit L. Tressler.**

Prendergast seconded the motion.

Motion carried.

Planning Commission Meeting Minutes October 14, 2019 DRAFT

The Planning Commission is working on a short-term rental ordinance update. Nothing has been referred to Council at this time. They are also working on zoning amendments related to the Bellefonte Waterfront Development. Comments of the proposed amendments have been

circulated to the County planning office. The Borough is awaiting comments. The plan is going to come back to PC at the November 12 meeting. They will also return to Council on December 2 with a hopeful approval. The plan will then be recorded with closing on the property on December 19, 2019.

Stewart stated that HARB has also reviewed the proposed structures and has given conceptual approval of the design. The developers are pleased with that and fully understand that they need to come back with more details, after closing.

Additional meetings being scheduled for this project was discussed briefly. Stewart stated that after staff spoke with the developers to layout a course of action, he received feedback that the applicant may have to go through three or four HARB meetings. The project was able to be expeditiously reviewed and preliminarily approved, and things are coming together with PC and HARB. No special meetings are necessary at this time. Stewart stated that he looks forward to the closing on December 19. They will not return to HARB until January 2020.

A public hearing will need to advertise for the zoning amendments that are proposed.

HARB:

HARB Meeting Minutes October 22, 2019 DRAFT

There were no certificates of appropriateness for HARB.

BUILDING AND PROPERTY – Chair, Anne Walker

Electric Vehicle Parking Space Issue – Allow back in parking

Walker stated that the signage at the EV stations needs to be changed to indicate that the EV drivers can back their vehicles in to charge the vehicles. That will be the only rear-end in parking permitted in the lot. There is also an issue with the electrical cords scraping the edge of cars. It is also a tripping hazard.

**Prendergast moved to approve the allowance for the electric vehicles to be able to back into the EV charging stations.
Walker seconded the motion.**

Cable length was discussed. The longest cables were purchased for the chargers. Difficulty parking backwards into these spaces was discussed. Stewart stated that this does not encourage persons going the wrong direction in the lots. The Borough has received complaints from EV drivers, and they have pointed out the difficulty with charging their cars front end in.

Motion carried.

FINANCE AND GOV'T PERFORMANCE, Chair, Gina Thompson

Committee Meeting October 31, 2019 – Report

Thompson reported on the October 31, 2019 meeting. The committee reviewed two RFPs for auditing. The STMP was discussed and reviewed. They also looked at working with a local agency to assist with social media.

The refuse budget was reviewed, and brush/grass is a one-time \$10.00 per container fee. Recycling is .90 per month and a direct pass through from the Centre County Refuse and Recycling Authority and a refuse fee increase of \$1 per month.

PARKS AND RECREATION – Chair, Melissa Hombosky

Draft Parks Ordinance Amendment – Consider approval to advertise

Hombosky provided Council with a draft of the amendments which for the most part, pertained to the renting of the parks. She would like the ordinance sent out for advertise for adoption.

**Hombosky moved to advertise the parks ordinance amendments.
Eaton seconded the motion.**

(L) was called out by Eaton regarding fishing between Lamb and High Streets. The fishing needed to be clarified to include only fishing from the sidewalk as fishing is permitted from the stream.

Tosti-Vasey discussed amendments to Section 405.B on page 7 to change the words “Talleyrand Park” to “all parks” so that the reservation policy applies to all parks.

EV vehicles was suggested to be added to the ordinance changes as well.

The word allowability shall be changed to allowed or other comparable word.

Motion carried.

Brachbill moved to make the amendment to change the wording to “all parks.”

Thompson seconded the motion.

Motion carried.

Train Station brick platform extension crosswalk project – completed

The project is complete, and the fence will be completed this week, per Hombosky.

HUMAN RESOURCES – Chair, Renee Brown

Pension Conference Report Memo

Brown provided the police pension conference report memo to Council.

Applications are still being accepted for the position for Zoning/Planning and HARB administrator. The information is on the Borough website.

SAFETY – Chair, Randy Brachbill

Property Maintenance and Safety Ordinance Amendment

Brachbill discussed the amendments. The rental inspections are being taken out to the three-year rotation. This is consistent with other municipalities under Centre Region Code. The other change concerns single family homes' porches and allowing Centre Region Code the authority they need to enforce storage violations on porches in the Borough.

**Eaton moved to approve the changes presented.
Thompson seconded the motion.**

Holderman was asked to mention a provision for a retraction of a rental permit should a property owner not correct problems addressed in inspection. This would be another tool that enforcement could use at the property. The tenants would need to move if this would happen.

Eaton stated that if the landowner is not being responsible with repairs, it allows Code to enforce the Code for the safety of the community. Holderman added that this is a rare and would not apply to many property owners.

Brown had concern for the renters having to move in a short time notice. Hombosky agreed especially if they are lower income rentals as it would make it harder for the tenants to find a new place to live. She is concerned if it is a thirty-day turnaround, tenants may be left in a dire situation. Brown would rather see the landlord get fined.

Brachbill would like to have a discussion on this issue. This is a big item if the right situation would fall under the category.

Eaton discussed a similar situation he read about in Renovo. Social services came in a relocated the affected families to new locations. They provided the support because the homes were structurally unsafe. It was a row of homes. The people were taken care of.

Brachbill stated that this needed to be discussed more.

Holderman recommended approval of what was put on the table for approval. This issue can be added at a later time.

Motion carried.

Fire Executive Meeting Minutes October 24, 2019 DRAFT

Undine Station 2 was approved for the purchase of a 2001 aerial with funding provided by the Undines. Only the normal insurance, fuel and maintenance would come out of the Borough budget.

Holderman commended the Undines on the purchase and for going to the committee for discussion.

WATER/SANITATION – Chair, Doug Johnson

Stewart stated that there will be two more brush and grass collections – November 6 and November 20. There will be no collection of grass and brush on November 13 or 27. Last Saturday at the compost site is November 23, although residents can come to the Borough and get the key after that if they need to use the site.

Leaf collection is ongoing on the day of normal refuse pickup. Leaves should be raked to the edge of the curb and not in the street. Drains can clog with spot flooding during rain.

An Authority meeting is scheduled for November 5 at 6 p.m. They are working on the budgets and planning for 2020.

STREETS – Chair, Jon Eaton

Proposal for Engineering Services – Governor’s Park Road at Airport Road and W. Bishop Street and S. Spring Street

Trans Associates submitted a proposal for the traffic study for the intersections at Governor’s Park and the intersection of Bishop and S. Spring Street. The estimate for Governor’s Park was \$3,300.00 and the Bishop/Spring Street was \$4,600.00 for a total of \$7,900.00. This will be taken to the streets committee and discussed further. A recommendation will be brought back to Council.

Date for Parking Meter Vendor to make presentation – November 8 from 9-11 a.m.

IPS will hold a Q and A session on November 8 on their products. The discussion will be in the Council room.

Linn and Allegheny Street Traffic Light timing – change in effect, increased to 30 seconds

Stewart discussed the timing at the traffic light. It has been updated and increased to 30 seconds on Linn Street.

LED Street Lights

Brachbill stated that the brightness of the streetlights is still being complained about. Stewart stated that the lens that PennDOT can provide only helps in certain directions. One shield can be used to stop the light from going back. They can be adjusted a few degrees to provide for the light to go down a little, per Holderman. Brachbill inquired if they would just do that for all the poles complained about.

Brachbill asked complaints to be reported to the Borough. Three have been complained of and adjustments have been requested to PennDOT.

ENERGY & ENVIRONMENTAL CONSERVATION – Chair, Mike Prendergast

Nothing to report.

OLD BUSINESS:

Recommendation for STMP Bid Proposal

The three bids were discussed. Finance committee approved of Delta Development's proposal. They were the best based on the proposal they presented. Their bid came in at \$67,097. There would be a 50% match grant for that, so the committee is requesting a conditional approval based on the matching grant for that proposal funding.

**Thompson moved to conditionally approve Delta Development's proposal based on receipt of a grant match from DCED.
Prendergast seconded the motion.**

The Strategic Management Plan Program is through the Department of Community and Economic Development. It is an independent, consultant-based review of the Borough's operations and presents ways to be more effective and efficient in saving funds. Stewart stated that hopefully some financially beneficial changes will come from the study. It is an independent review of all the Borough operations. Council can take it and make change and see areas where taxpayer money can be saved. This program has been successfully used in other municipalities.

Thompson stated that the finance director for the Borough was excited about the proposal in light of the fact that things can be missed in operations.

Motion carried.

Reminder: Centre County Boroughs' Association Meeting to be held on November 7, 2019 at 6:30 p.m. in Council chambers.

Stewart stated that this will be geared toward a non-dues-oriented organization. Officers will need to be chosen and bylaws will need to be finalized. The time of the meeting will be clarified with staff.

NEW BUSINESS:

Article on How to Help Municipalities Prepare for EScooter, EBicycles

This topic will be deferred to the Streets Committee. Zoning will need to be reviewed as well so the topic will be referred to the Planning Commission.

CDBG Resolution 110419.01

Holderman stated that this is part of the 2019 CDBG application that will be sent to the County Commissioners for signature. It is part of the overall application package.

**Prendergast moved to approve Resolution 110419.01 supporting the 2019 CDBG program for Census Blocks 5 and 6.
Eaton seconded the motion.
Motion carried.**

Article on How Smart Cities Prepare for Technology Infrastructure Risks

Stewart stated that this article would apply to the potential new water meters. Tosti-Vasey stated that the Borough should be reviewing the liability insurance to determine if there is coverage for cyber-attacks and other tech infrastructure risks.

Tosti-Vasey also discussed what smart technology is being used in the Borough and how the staff is being trained on the use to work around it when it is not working. There needs to be a backup system. She would like that information provided to Council.

Domain Down

Holderman made residents aware that anyone that may have sent an email to the Borough in the past week, under bellefontepa.gov, the domain was down, and it may not have been received. He asked that emails be resent if no response was given to their email.

PUBLIC COMMENT:

Nothing presented.

ADJOURNMENT:

With no further business coming before Council,

**Prendergast moved to adjourn the November 4, 2019 Council Meeting.
Thompson seconded the motion.
Motion carried.**

Meeting adjourned at 9:12 p.m.