

BELLEFONTE BOROUGH COUNCIL
MEETING MINUTES
December 16, 2019 - 7:30 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

6:30 p.m. – Executive Session - Security and Personnel

7:30 p.m. Council Meeting

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

The December 16, 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. Renee Brown
Mr. Douglas Johnson
Ms. Anne Walker
Ms. Gina Thompson
Mr. Michael Prendergast
Mr. Randall Brachbill
Mayor Tom Wilson

EXCUSED: Ms. Melissa Hombosky

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

GUESTS: Debbie Cleeton
Gary Hoover
Gay Dunne
James Dunne
Walter Schneider
Talley Fisher
True Fisher

APPROVAL OF MINUTES:

**Brachbill moved to approve the December 2, 2019 meeting minutes, as amended.
Eaton seconded the motion.**

Discussion was held on the I-80 Bellefonte Interchange construction. Brachbill wished to clarify the minutes regarding same. Holderman modified the minutes.

Motion carried.

CONSENT AGENDA:

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

Finance: *Voucher Summary November 2019*
Finance: *Treasurer's Report*

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

REGULAR AGENDA:

COMMUNICATIONS:

WRITTEN

Thank you from Tom Songer

Songer thanked Council and staff for their help with the waterfront project and zoning amendments.

Request for Fire Police Assistance at the December Train Rides

A request was received for fire police assistance at the Santa Train for Friday, Saturday and Sunday, December 20-22 at Talleyrand Park.

**Prendergast moved to conditionally approve fire police for the Santa Train running December 20, 3:30-9:30 p.m., December 22, and 23 9:30 a.m. to 7:30 p.m.
Brown seconded the motion.**

Thompson inquired about the conditional approval. Tosti-Vasey stated that this will be referred to the police chief who will contact the fire police to see if they are available. If they are not available, the charge will go to the Bellefonte police department. This follows the current policy.

Motion carried.

Invitation to Center County Municipalities meeting re: economic development

This is a meeting set up by the Centre County Chamber of Business and Industry. The meeting will be held on January 30 at 5:30 p.m. at the Mt. Nittany Country Club.

Scott Rhoat, Director, Bellefonte EMS re: municipal contributions

Bellefonte's EMS contribution is being reviewed for the 2020 budget.

Suggestions from Ms. G. Shulick

Ms. Shulick had suggestions on issues at the Armory site, herbicides, code regulation of rental properties, cigarette filters, compost facility and National Clean Up Day.

Brachbill suggested assigning the topics to the specified committees and they would come back to Council with feedback. Some of the items need to be investigated.

Police Report

Resolution re: DEP Sewage Module for the on-lot sewer subdivision approved

This resolution is to approve the lot consolidation for Kermit L. Tressler in the Halfmoon hill area. This speaks of the on-lot system that was approved by the Authority.

Brachbill moved to approve the Resolution for the Kermit L. Tressler lot consolidation, Resolution No. 12162019, adopted December 16, 2019.

Brown seconded the motion.

A future sewer line was discussed, and Stewart stated that it would have to be done by private resources. No one has stepped forward to do this.

Motion carried.

ORAL:

2020 Budget Discussion – no comments

Walter Schneider, Centre Region Code

Schneider addressed Council as Director of Centre Region Code. He spoke to Council about the notice that was given to the Code office regarding services moving forward. He spoke about items that his office is providing to the Borough.

He explained that the Borough is not charged for meeting attendance. The only things that the office charges for is permit fees. Since they have been the building code and permitting officials, there has not been a single dime charged to the Borough at all. He went on to explain that they attend HARB meetings twice a month, provide education opportunities (the rental housing info session, most recently). They are currently looking on developing a builder's workshop which will be an 8-hour workshop that will be done on C-Net. There is also education done on the fire education side. There is a fleet of three fire safety trailers and staff.

Centre Region Code was also rated by ISO, Insurance Services Office. They provide information to the insurance community and providers use this information to help do their underwriting. The Centre Region Code office has the highest rating in the Commonwealth. The Borough also gets rated for fire protection and with improvements made, the Borough has been rated ISO 2.

Additionally, Schneider informed Council that Jim Steff is leaving in April. Eight of the elected officials in the Centre Region are being changed. Half of the public safety committee will also be changing. If the RFP is put out, Schneider cannot guarantee that the new management will chose to respond and provide a response to the RFP.

A meeting is scheduled for January and anyone who may be interested in having Code re-up as their Code agency, should attend that meeting. If the letter stands and comes through on the agenda, the letter will be discussed at that meeting and a decision may be made going forward.

Schneider iterated that Bellefonte is treated the same as everyone else under the Code offices in the Centre Region. As of January 1, 2020, there have been two cycles of rental and fire inspections. Based on the numbers of violations that were seen and level of compliance, the cycle for inspections is being reduced from 2 years to 3 years. That also comes with a reduction in fees. Fire inspection fees will also drop due to a drop in frequency of inspections.

Johnson read aloud an excerpt from a letter from Centre Region Code.

“To say there is no harm in sending an RFP is not correct. First there is a risk of losing our ability to ensure quality public safety.”

Johnson inquired why sending out an RFP, would change the risk for public safety. Brachbill explained that everything would have to come back to the table. Johnson stated that the Borough already has Code in place. He stated that other agencies would also follow the uniform construction code and the Centre Region property maintenance code. He offered that if one is saying that other agencies are not following the code, then there must be information to back that accusation up.

Brachbill discussed the history of Bellefonte and what happened in 2014, with the paperwork. The code was not being enforced. Johnson stated Centre Region Code has done an excellent job of enforcing the code. That is not to say that others cannot do the job. That is what is said in the letter to Council.

Brachbill stated that there is a possibility of hiring additional entities to cover all the inspections that Code Office does now.

Johnson stated that he has not seen any reduction in his homeowner's insurance due to the ISO rating. He would like to speak with his insurance company to see what he would be entitled to.

Eaton inquired why an RFP would negate the current coverage by the Code office. Johnson offered that it does not. Eaton was in favor of RFP submission for comparison purposes. He inquired why this was a problem.

Stewart summarized that two years ago an RFP process was done. There is not another agency in the area that does all three services, fire, permits, and rental inspections unless they come from Johnstown or Harrisburg. Nothing comparable was found during that RFP process that would do the three services. With the staff changes, Stewart stated that they may very easily decide not to service Bellefonte and then the Borough will need to seek elsewhere. This is the risk that the Borough will be taking.

Thompson inquired about a possible work session on the rental inspections and permitting process. Being a new Council member, she would be eager to learn to understand about this. Schneider stated that Code is always willing to do educational sessions.

Schneider stated that the notice that Code received is a notice of termination. At this point in time, Code has been put on notice based on the contract and that notice has to be finalized by December 31. At that point in time that is the notice of termination for Code. The Codes enforcement office will hire a fire inspector next year (2020). If this Notice of Termination is continued, that person will not be hired.

He further explained that at the request of the Borough, an ombudsman for customer service was hired, John Franek, who has been in place for about 6 months. He was part of the presentation series that was done on the intermittent rentals/Airbnb's.

House Bill 3049 was discussed. This bill may require municipalities to hire more than one third-party agency for inspections. Schneider stated that the Code offices would not be considered a third-party agency. They are an intermunicipal government group because they are part of COG. The Borough has in an intergovernmental agreement with COG. If the bill passed, the Borough would be exempt from the requirements if they stayed with Centre Region Code.

Brachbill stated that the additional costs regarding the meetings, and training were discussed two years ago. Johnson stated that as a Council member, he was sticking with the RFP bring circulated. He stated that he has residents that are intimidated when they have questions relative to the Code inspection agency. Schneider stated that Franek is the customer service point person

and he is there to take complaints or questions from residents on. Thus far, nothing has been brought up. There is no tolerance at the Code offices for retaliation.

Knights of Columbus Fundraiser

Thompson thanked the Bellefonte Knights of Columbus who raised money for Toys for Tots with a breakfast buffet. She offered that it was fantastic.

SPECIAL COMMITTEE REPORTS:

Wayfinding Signage Walk Round with Consultant

Tosti-Vasey reported that the DBI Design Committee met with Design Design on December 3, 2019. They did a walk through town to discuss where the signs would be and what types of signs there would be. The design company is designing a branded program for the Borough. Additionally, the Herbert, Rowland, and Grubic Company will create a design manual to be used by HARB. They were also present at the meeting.

Centre Area Cable Consortium

A motion was needed to approve the resolution and franchise agreement with Comcast.

**Eaton moved to approve the resolution and the Comcast franchise agreement.
Prendergast seconded the motion.**

Page 6 of the agreement states Township. It should be the Borough as reported by Walker. That will be crossed off and changed.

Motion carried.

CCMPO Meeting Summary November 26, 2019

Johnson attended the meeting. Route 64/550 (the Y) is up for improvements by PennDOT. Route 26 betterment project will be completed before the reconstruction is started. Route 26/45 intersection is a safety project at Shingletown Road. The speed has been requested to be reduced to 45 mph.

A few of the other projects included, the First Mile Last Mile regarding public transit, evehicles and automated vehicles will be reviewed. They are on the long-range planning. Tom Zilla and Tom Zurat are planning on doing a work session with Council regarding the high-speed interchange for 80 and 99. That will be on January 21.

The Phoenix intersection and Water Street were discussed as well as the Big Spring cover. The entire area is a major artery off of 150 and needs improved. The Phoenix Avenue problem involved the railroad and not having cars back up over the railroad tracks.

Thompson discussed these projects not getting on the TIP list. Possible discussions with Senator Corman and Representative Benninghoff may need to be had.

Centre Region Code Comparison of Monthly Code Stats November 2019

Workplace Safety Committee Meeting Minutes December 11, 2019 Draft

MAYOR'S REPORT:

Recognition of Renee Brown, Council Member

Wilson honored Brown. She is leaving Council after twenty years of service to the Borough. He exclaimed a Proclamation to Renee Brown.

Whereas, Renee Brown has been on the Borough of Bellefonte Council for twenty years.

Whereas, Renee has faithfully and conscientiously served the Borough and its citizens during those years.

Whereas, Renee has been a proponent for fiscal responsibility with the Borough finances, and

Whereas, Renee was involved with numerous Council committees including finance, human resources, and parks.

Now, therefore, by the virtue and authority invested in me, as the Mayor of the Borough of Bellefonte and on behalf of Borough Council and myself, I commend you for your dedication and contributions that you have given to our community and I extend my best wishes for many years of happiness in the future.

(applause)

Recognition of True Fisher, Talleyrand Park Committee Chairperson

Wilson honored True Fisher. She is leaving the Talleyrand Park Committee after 47 years of service.

Whereas, True Fisher has been a resident of the Borough of Bellefonte since the early 1970s. She and her husband Rob moved here because they admired the architecture and its history.

Whereas, True and Rob felt that Talleyrand Park would be a good public gathering space featuring the natural beauty of the Borough for enjoyment of its residents and visitors.

Whereas, in 1974 when Council considered selling the land now known as Talleyrand Park, True and her husband Rob and 23 other community members formed the all-volunteer Talleyrand Park Committee to help with the park design, landscaping, maintenance and fund raising to move the park development project forward.

Whereas, Rob Fisher, with the Talleyrand Park Committee, designed the park and later the gazebo, pergola, and promenade.

Whereas, True and the Talleyrand Park Committee worked tireless to obtain the aid, donations and funding raised by businesses, nonprofits, public agencies, Bellefonte Borough and skilled labor or local brick layers, schools, and other organizations to complete the gazebo in time for the U.S. Bicentennial Celebration in 1976.

Whereas, True and the Talleyrand Park Committee were instrumental in obtaining the donations of land from the Gulf Oil Corporation to the Borough along Water Street now known as the George Gray Bernard Sculpture Garden.

Whereas, True and the Talleyrand Park Committee raised funds with the Borough to have a bronze casting of Abe Lincoln sculptured by Bellefonte Native, George Gray Bernard in 1917 installed in the sculpture garden.

Whereas, in recent years, True has led the Talleyrand Park Committee collaborating with the Borough to add landscaping to the park extension, restore stream banks, display historical artifacts and symbolizing Bellefonte's history and an edible landscape garden and butterfly garden, and create unified signage throughout the park.

Now Therefore, by the virtue and authority invested in me, as the Mayor of Bellefonte, I would like to thank you for your dedicated contributions to the community of Bellefonte and leaving us the legacy of your stewardship imbedded in our hearts forever. We instill our heartfelt and warmest wishes to you as you retire from your role as Chairperson of the Talleyrand Park Committee.

(applause)

Fisher thanked the Mayor and Council for the commendation. She spoke briefly about her new role with the committee and her retirement and her passion for the park. She was joined by her daughter, Talley.

Volunteer Efforts – Thank you

Wilson thanked the HBI committee for the work done at the Victorian Christmas. He acknowledged that the weather was not cooperative, but he appreciated the people that turned out. He also thanked Bellefonte Downtown, Inc. for the winter market. The market was well attended as the weather subsided. It was a nice event and a lot of work went into both events.

OFFICE OF COMMUNITY AFFAIRS –

ZONING/PLANNING:

Planning Commission Meeting Minutes December 9, 2019 Draft

Stewart stated that the PC is working on the Airbnb/short term rental regulations. A recommendation from that discussion is an add on fee that would go with the rental permits that would help pay for a nuisance code officer. Rental properties can add more services and cost more to the local government/taxpayers. This fee would go to the general fund for providing code services to regulate the rental properties. Other municipalities have done it and are going to do it. The fees are across the board. PC is recommending that Council consider this fee.

The first round of waterfront zoning amendments were about the development. However, a few residents came in and inquired about additional amendments affecting residential units. PC is looking into this as well. They would also like to allow for inns or bed and breakfasts in the district for those residential units/structures.

The permit fee was deferred to Building and Property committee to make a recommendation after review. Holderman stated that if the fees are not in by January, they will not take effect until 2021 due to timing of invoices.

HARB:

125 North Spring Street – Screened Porch/Rear of Property

**Prendergast moved to approve the project at 125 North Spring Street.
Thompson seconded the motion.
Motion carried.**

Bellefonte Street Tablet Project

This was recommended for approval by HARB with locations for the tablets to be administratively approved as well as additional tablets and locations.

**Prendergast moved to approve the project for the Bellefonte Street
Tablets.
Brown seconded the motion.**

Tosti-Vasey had concerns with this project conflicting with the wayfinding signs and the branding of the Borough. She did not want to see this project interfere with that grant project. She does not want to see multiple sign designs if the town is being branded a certain way.

Eaton stated that there are a few of the tablets already up. Additionally, Tosti-Vasey indicated that the Borough is trying to reduce sticks in the ground. She also had safety issues for persons with impaired vision using a cane.

Tosti-Vasey suggested approving the tablets to go up in the areas outside of the downtown business district until after the wayfinding grant project is completed. She looked at what was presented to HARB. There were six locations proposed. Three could be placed outside the downtown area – 200 Block of North Spring Street, Union Cemetery near Howard, and Meek House at the CVS parking lot. She suggested moving it from the parking lot to the gravel area next to the sidewalk to prevent the ADA safety issue.

Mr. Gary Hoover spoke before Council to discuss the tablet project. The project started when the chamber organized a bus trip to Brookville which is similar to Bellefonte. They have street tablets to document their historical buildings. The project was initially funded by a \$5,000 grant from Centre County and additionally, HBI, Inc. put some funding toward it as well as the Moose

Lodge. The project has been underway for a few years and four of the tablets that have been designed and construction have been installed.

Hoover commented on the safety of the signs. He did research regarding the tablets. Hoover had called around to the other municipalities and they have never had any safety issues. They are the standard design in place in hundreds of communities across the nation. The manufacturer was recommended by the Pennsylvania Historical Society. They are the same signs used in Brookville Historical District. He called Gettysburg, Newport, and Ligonier as well. No problems with safety. He compared the signs to fire hydrants and other streets signs around the Borough. The manufacturer also reported no liabilities or damages incurred from the signs. He recounted the importance of the project and if the signs need to be redone, there is no money funded for that. It is not part of the wayfarer sign project.

Hoover did not see the benefit of holding up this project as the project would only enhance the resident and visitor experience in Bellefonte. He would like to see Council approve this project.

Motion carried with one nay (Tosti-Vasey).

BUILDING AND PROPERTY – Chair, Anne Walker

Waterworks Building Property closing

The property has been closed on and transferred. This will help the Gamble Mill with their planning for the future of the mill. Closing was December 2, 2019. Additionally, the lot lines were realigned, and the Borough will construct a concrete wall in the spring to stop water from the raceway from running under the structure.

Waterfront Property Closing

Closing on the waterfront property is scheduled for December 19, 2019.

FINANCE AND GOV'T PERFORMANCE, Chair, Gina Thompson

Budget v. Actual November 2019
Budget v. Actual Summary November 2019
Current v. Prior November 2019

Committee Meeting Update

Thompson reported on the finance committee meetings. They worked on the general fund and EMS fund.

Consider approval of the 2020 Budget

Thompson moved to approve the 2020 Budget with revisions as follows: EMS was increased from .05 to .025 (\$5,000), Census

2020 budget was put back in for \$2,000 and the PML membership was put back into the budget for \$990.

Brachbill seconded the motion.

Motion carried unanimously.

Consider approval of the Tax Ordinance

The tax ordinance was discussed. Stewart offered stated that the Street Lighting tax was currently at 1 mil and that would be reduced by .25 with a new proposed amount of .75. That ¼ mill would be moved to the general purposes taxes which is currently 14.305. That would become 14.555. EMS currently at .20 was proposed for increase to .25. The general-purpose tax of .5 will bring the total millage to 15.055 overall, per Holderman.

The tax ordinances were revised, and the conveyance has changed. The total for ½ mil is about \$50 a year for the average property in Bellefonte, per the finance director, per Stewart. Brown wanted this clarified for the public.

Eaton moved to accept the 2020 tax ordinance as amended.

Prendergast seconded the motion.

Motion carried unanimously.

Thompson inquired about the chart graphic for mills that would perhaps help residents understand the tax calculations. She requested that be put on the website.

Consider fee for police, fire police services request – special events

This was discussed in Executive Session and committee meetings. This would provide a fee to the Borough when police and fire police are requested for a special event. Stewart expanded that these requests are received throughout the year. If the fire police are unavailable it is an expense to have borough police officers to help with the events. It is an expense for the taxpayers for doing these things. Fire police do request a donation. They are volunteers. Getting information to event organizers was discussed. The fee discussion was started but nothing has been finalized.

Stewart stated that he does not think it is fair that taxpayer dollars being used to fund special events. Tosti-Vasey deferred this back to the finance committee so that they can speak with the fire departments and the police to see what would work best.

Brachbill stated that anyone approved for 2020 for an event, should receive a letter indicating the fee. Brown offered that discussion may have been had regarding the event coordinators paying the police for their services. Some organizations did not pay or did not donate, per Stewart. She was unsure if they were aware of the whole situation.

Eaton stated that this may need event organizers to come to Council earlier with requests so the process can be worked through. The bagging of meters was discussed as an extra cost. That will be discussed.

Brown wanted there to be a balance because events do bring people into the Borough. Thompson echoed that concern and wished that the fee or the process was not too prohibitive to special events wanting to come to the Borough.

Holderman stated that the police were paid by the Arts and Crafts for overnight patrol. It was confirmed that the Borough has paid for the police services in the past, per Stewart. The overtime pay does affect the taxpayers.

PARKS AND RECREATION – Chair, Melissa Hombosky

Stewart reported that the Railroad Station Platform Extension project has been completed. Holderman interjected that although the project is complete. There is a retainage of \$11,000 and the Borough is waiting on the engineer to sign off on that and once that is done the final \$11,000 will be paid. Out of the 2016 CDBG funds, there will be a balance of \$31,000 after the \$11,000 is paid. That combined with the Governor's Park project, the Borough is going to bill the CDBG program for their own work. This will allow funding to be applied to continued work on the bridge to connect the platform and put the walkway across the railroad bridge to connect with the other side of the park.

The fishing pier ribbon cutting has been organized for April 11, 2020.

The Governor's Park Restroom project is ongoing.

Talleyrand Park Committee Meeting will be held on December 17.

Talleyrand Park is open 24/7. Brown wanted to make sure that people were aware of this and perhaps it should be put on the website. Governor's park closes at 11 p.m.

HUMAN RESOURCES – Chair, Renee Brown

Authorities, Boards and Commissions

Brown discussed the ABC reappointments. These reappointments will be done at the first meeting in January.

Retirement Recognition

There is a retirement recognition open house from 2-4 p.m. on December 19 in Council chambers.

Brown thanked everyone on Council and offered that she enjoyed serving with the group. She enjoyed serving on Council and thanked past Council members for sharing their knowledge with her. She also thanked the Borough staff for all the help they provided to her over the years and to Council. She thanked the police department. (laughter). She thanked Holderman and Stewart for putting up with her (laughter and applause).

Vacancy Announcement

Holderman announced that there is a vacancy announcement on the website for the FEMA Safer Grant. This is a part time position for the fire department. The employee will work for the Borough. The post will close January 3, 2020.

HARB vacancy cancelled

Tosti-Vasey stated that the job announcement for the HARB zoning, planning officer has been pulled. That work will be done in house. Stewart stated that there have not been too many applications for development plans so for 2020 that will be incorporated in house and other areas will be looked at with higher priority for savings.

SAFETY – Chair, Randy Brachbill

Nothing to report.

WATER/SANITATION – Chair, Doug Johnson

Daily Water Withdrawal Report for November 2019

Water main break on S. Water was discussed. Other than that main break, the report was consistent.

Authority Meeting

The next Water Authority Meeting will be held on Tuesday, December 17 at 6 p.m.

Refuse Holiday Schedule

Stewart reported that the refuse committee met, and it is recommended to change Monday pick up for customers on South Water Street from the bridge to the Borough line heading South. The customers on that route which are currently Monday pick up will now be Wednesday beginning January 8, 2020. There are about 12 customers effecting by this change. This will improve the appearance of the entrances into the Borough by not having refuse sitting out Sunday evenings.

Notifications will be sent to the property owners and residents. It is just Water Street. Phoenix and Reynolds is not changing.

**Thompson moved to move refuse pick up from Monday to Wednesdays on South Water Street/Willowbank.
Johnson seconded the motion.
Motion carried unanimously.**

Refuse Holiday Schedule

Bellefonte Borough offices are closed on Tuesday, December 24. If pick up day is Tuesday, refuse will be picked up on Thursday, December 26. The offices are also closed on Wednesday, December 25 and Wednesday pick up is moved to Friday December 27. The crew begins at 5 a.m. so be sure to put refuse containers out the evening before after 6 p.m. to avoid penalties. Rental property owners should contact tenants about this change.

The Bellefonte notification call system was discussed. Anyone interesting in signing up should call Kathy Stanton at the Borough Offices to get signed up.

Committee Meeting Update

Holderman reported that the committee discussed some of the issues regarding refuse around the town. There was going to be a meeting set up in January with a few of the problematic businesses downtown. Additionally, regarding refuse and keeping containers out in residential areas, the Borough will begin to tag properties to make sure that the containers are being put away in a timely fashion.

Holderman stated that the refuse containers can be placed outside after 6 p.m. the evening before refuse pick up. The container should be placed back out of sight by 7 p.m. that evening. Warnings may be issued next year to enforce better habits of putting their containers away for the betterment of the community.

STREETS – Chair, Jon Eaton

Committee Meeting Update

Eaton reported on the December 5 committee meeting. They reviewed single space and kiosk parking options for the downtown area. Three vendors came in to discuss their product, IPS, Signature Controls and Civic Smart.

The single space meter head with the credit card option and coin option was the lowest priced option with Civic Smart coming in at \$275 per unit. They offered a simple interface.

Some coin only options were considered. That was convenient for the Borough because there are about 20 15-minute meters in front of some of the smaller businesses for pick up options.

The committee was recommending purchase of 283 of the smart meters which will replace the silver meters that go up to 5 hours. Because the credit card options are there, parking rates may need to be increased to \$1 per hour due to the processing fee with the credit card transactions. They are investigating the possibility of doing coin meters with smaller increments of 15 minutes.

A number of red parking meters are in the Borough and are used for long-term parking. The committee is recommending eliminating those meters and converting those parking spaces to permit parking on a monthly basis.

The proposal is about a \$90,000 effort which brings the project under budget for the project. A portion of the unused funds will be able to be used to upgrading Parking Lot D (Waffle House).

The committee also discussed possibly extending the metered parking hours. Currently the parking is 9 a.m. to 5 p.m. The committee proposes extending that from 8 a.m. to 8 p.m. to provide parking opportunities for patrons of downtown businesses. This may free up some parking spaces.

The consultant work on Bishop and Spring Streets was discussed at that meeting. The committee proposes working that project in with the parking lot upgrade work. That consultant fee would be \$4,700.00.

Eaton moved to hire Trans Associates to do the South Spring Street study.

Prendergast seconded the motion.

Motion carried unanimously.

Tosti-Vasey stated that the final permit costs for the red metered areas has not been finalized. The permit would be issued for the zone.

Holderman reiterated that the current meters are outdated, and parts are unavailable and that is the reason for the replacement. There is about a 12-week delivery period. Civic Smart will assist in the installation. The work will be coordinated with the new parking lot kiosk.

Brachbill moved to approve the use of Civic Smart for the meter purchase.

Thompson seconded the motion.

Motion carried with one nay (Brown).

Linn Street Signal

Johnson discussed the light at E. Linn and Allegheny. It does not appear that the light was adjusted. When on E. Linn on the grid and if he pulls his car a little into the intersection, the light changes almost immediately back. He requested an increased time after a vehicle leaves the grid on East and West Linn Street. It will stay green a little longer. He would like to have this readjusted.

Stewart stated that PennDOT adjusted the time for green at that light 30 seconds. He asked that the complaint be forwarded in an email to him which he will forward to PennDOT for feedback purposes.

ENERGY & ENVIRONMENTAL CONSERVATION – Chair, Mike Prendergast

PSU Bellefonte Borough Sustainability Projects Update

Prendergast updated Council on the projects. The expo was held at the Days Inn. Holderman attended with Stewart and Wilson. There was nice turnout for the program.

There is one project for Bellefonte for the spring for the shade tree inventory. This project has not been confirmed yet.

Wilson stated that there is a meeting with the College of Architecture to look at the police department and the horse barns at the armory for upgrading. January 17 is a tentative date. Wilson will confirm that date.

Tosti-Vasey inquired about the Climate Change project. Holderman stated that the student is from Drexel University. Information has been provided to her. There was a problem with some software, and it appears that everything is resolved, and she has everything that she needs. The report should be received in May 2020.

Tosti-Vasey asked for a motion for a grant for Borough-wide one-time stump removal. The current ordinance requires property owners to remove the stumps. There are still stumps around. There is a grant to assist in removal of the stumps. This will allow the Shade Tree Commission to carry out the ordinance. There are about 30-35 stumps in the right of way at present.

**Prendergast moved to request a grant be applied for to assist with stump removal.
Brachbill seconded the motion.
Motion carried unanimously.**

OLD BUSINESS:

Centre Region Code Agreement – Notice of Nonrenewal

Stewart stated that a follow up memo was received from Brachbill and Tosti-Vasey. A motion to reconsider was entertained.

Brachbill cannot motion as he voted no, and Tosti-Vasey cannot make the motion as chair.

**Eaton moved to reconsider the notice of nonrenewal.
Thompson seconded the motion.**

Eaton stated that the Borough wanted a scope of work not in the original RFP. Time and effort will need to be invested into pulling together a new RFP to request a scope of work that matches what we are currently having performed for us by Centre Region Code. He inquired if there was any knowledge of anyone out there that could provide that locally.

If the case is that there is no one out there that can provide those services, then it appears that the Borough is cycling a new RFP that may not have any interested parties that may respond. He remarked that it seemed like a pointless exercise.

Prendergast offered that he did not realize that in seeking an RFP for other services, the Borough was cancelling the services with Centre Region Code. He thought that the Borough was seeking to see what else was available and the current coverage, but Code services were not being terminated. Thompson echoed that statement.

Eaton stated that if the effort is put into creating a new RFP for encompass all services, if there is any feasible parties that would respond.

Stewart stated that the Borough has had employees in house for years to perform the services. There are other firms, but they are generally based out of cities not close in proximity to Bellefonte. Dubois, Johnstown, Harrisburg were mentioned. Stewart offered that the Borough is trying to make this as least complicated for people that need the services. Trying to find an entity to provide all the services needed under one roof was a challenge. They wanted to send people in once or twice a week and that would not work for the Borough's needs. There was concern with attendance at meetings costing money and if something would happen to the assigned contractor, the Borough would be back out looking for someone else.

The Borough wanted redundancy in the event of an unexpected absence with the hired personnel. They were seeking no lapse in service coverage in the Borough. Centre Region Code was chosen as the best option for the Borough and Stewart thought that it has been working well. There is redundancy and they are responsive to permitting and inspection needs.

Holderman was part of that process as well. He reiterated all that Stewart stated. He also added that Council at the time was reluctant to go with Centre Region Code before the interviews. But when the different companies came in, after the interviews, everyone clearly went with Centre Region Code. They knew from a professionalism and certification standpoint and experience that they were the best fit. Council listened to all and went with who they thought was the best choice.

Holderman discussed his experience with Code. Although there are issues out there, they have done everything that Bellefonte Borough has asked them to do to make their office better in the long run i.e. id badges, training, hiring Franek. They have done everything they were asked to do.

Residential inspections are going well but work needs to be done with some of the building code inspections.

Johnson inquired about the other proposals that were received. One was from Pleasant Gap. That particular company had issues with attending meetings free of fees. Stewart stated that the smaller outfits are a concern with extra fees. If the company sells or he retires, Bellefonte will be out of a services provider. Johnson argued that the Borough does not have the development that is going on in the Centre Region municipalities.

Stewart stated that the Borough is asking for rental inspections, fire inspections and building code. The Borough asked for three services under one company. The pool was down to almost no one that could provide the three services under one roof. Most of the larger outfits are not based in Central Pennsylvania. Stewart clarified that he did not say that no other proposals came in, but he was discussing the criteria of the Borough and why Centre Region Code was selected.

Johnson made it clear that he supported the RFP and acknowledged that it may turn out that Centre Region Code is the best agency to do the job. He wished to make it known that he made his efforts to get the RFP process approved and stated that he would vote no to reconsideration.

Brachbill stated that the Code offices fixed a broken system. They were responsive to requests made by the Borough. Public safety is the Council's responsibility.

Brown stated that most of the complaints came from downtown businesses that were trying to relocate or open or change their use and they were getting several people coming in saying that everything was okay and then someone else coming in and saying something different. Brachbill offered that the business owners also need to know what their obligations are going into the spaces.

Stewart offered that some tenants do sign on to a space without looking at the details of the code and without checking with zoning. Some things need to be upgraded for certain use changes and the tenants are not looking into these things prior. Expense comes into play and causes issues, but it is a statewide code that needs to be upheld.

Holderman stated that DBI is working in conjunction with the Borough in putting together a list of things that need to be looked at prior to opening or signing on. This will be put on the website.

Stewart also stated that Code will walk through the building fee free to review the building. The only request is that if the person has a design professional, with a stamped plan, the engineer needs to be at the meeting to do the walk thru ahead of time, free of charge.

Motion carried with one nay (Johnson).

A letter will be sent to Centre Region Code rescinding the letter.

NEW BUSINESS:

2020 Holiday Schedule

2020 Meeting Dates (Council and ABCs)

**Eaton moved to approve the schedules.
Thompson seconded the motion.**

Authority meeting dates were discussed briefly. Council dates and the IDA dates were changed due to holiday conflicts. Martin Luther King Day, Labor Day and Veteran's Day were changed.

Motion carried.

PUBLIC COMMENT: Nothing presented.

ADJOURNMENT:

With no further business coming before Council,

**Thompson moved to adjourn the December 16, 2019 Council Meeting.
Prendergast seconded the motion.
Motion carried.**

Meeting adjourned at 10:05 p.m.