

**BELLEFONTE BOROUGH COUNCIL**  
**MEETING MINUTES**  
**February 18, 2020 - 7:30 p.m.**  
**236 West Lamb Street, Bellefonte, PA 16823**  
[www.bellefonte.net](http://www.bellefonte.net)

**6:30 p.m. Work Session – Jason Shura, Stifler, McGraw, Bridge Project**

**7:00 p.m. Executive Session - Personnel**

**7:30 p.m. Council Meeting**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

The February 18, 2020 meeting of the Bellefonte Borough Council was called to order by Ms. Joanne Tosti-Vasey at 7:30 p.m. Pledge of Allegiance was followed by a moment of silence to remember those who protect.

**ROLL CALL:**

**MEMBERS PRESENT:** Mr. Randall Brachbill  
Ms. Debbie Cleeton  
Mr. Jon Eaton  
Ms. Melissa Hombosky  
Mr. Michael Prendergast  
Ms. Joanne Tosti-Vasey  
Ms. Gina Thompson  
Mayor Tom Wilson

**EXCUSED:** Ms. Anne Walker  
Mr. Douglas Johnson

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

**GUESTS:** Chris Morelli, *The Lock Haven Express*

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Tosti-Vasey announced that an **Executive Session** was held prior to the Council meeting, regarding Personnel.

**APPROVAL OF MINUTES:**

**Brachbill moved to approve the February 3, 2020 meeting minutes.**  
**Prendergast 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:*      *Email re: Movies in the Park*  
*Communications:*      *Letter Request DBI Bellefonte Under the Lights*  
*Communications:*      *Letter Request re: 2020 Adventure Camp*  
*Communication:*      *Banner Request re: Bellefonte Open Streets*  
*Finance:*              *Voucher Summary January 2020 \$759,514.56*  
*Finance:*              *Treasurer's Report January 2020*

**Hombosky moved to approve the Consent Agenda.  
Prendergast seconded the motion.**

Tosti-Vasey removed the 2020 Adventure Camp Request.

**Motion carried.**

Tosti-Vasey inquired if there is policy for non-profits for reduction of price of pavilion rentals at Governor's Park. If there is no policy, she would like Parks and Recreation to look at something moving forward. She stated that she did not have an issue with granting the Adventure Camp request.

**Prendergast moved to approve the request of the 2020 Adventure Camp.  
Thompson seconded the motion.  
Motion carried.**

## **REGULAR AGENDA**

### **COMMUNICATIONS WRITTEN:**

#### **Flyer re: 2020 Census Panel Discussion**

There is a 2020 Census Panel Discussion which is an open meeting involving the 2020 Census which will be held from 6-8 p.m., Wednesday, February 19 at the Freeman Auditorium in the Penn State HUB. There is a special pre-meeting with the Second Lady at 5:30 p.m. for Elected Officials. If interested, Charima Young at Penn State would need to be notified to add persons to the list. The public is invited. Wilson will also attend.

#### **Letter from Bellefonte Lions Club**

The club has requested four spaces near the Brownstone Building on the diamond for their annual Rib Sale which will take place on Saturday, April 25, 8 a.m. to 2 p.m.

**Brachbill moved to approve the request of the Lions Club for use of four (4) parking stalls by the diamond for their rib sale.  
Eaton seconded the motion.  
Motion carried.**

**Police incident report**

**Oral:** Nothing presented.

**SPECIAL COMMITTEE REPORTS:**

**Centre Region COG Comparison of Monthly Code Stats January 2020**

**CCMPO Meeting Summary January 28, 2020**

**Workplace Safety Committee Meeting Minutes February 12, 2020 Draft**

Stewart reported that the committee records will be audited in March.

**IDA Meeting Minutes February 12, 2020 Draft**

Holderman offered that the IDA wanted to thank Council for the funding that they received to try to obtain a grant to double that funding. The IDA most likely will meet in the future in work sessions with formal meetings, only as needed.

**Meeting to be scheduled for Executive Committee of Centre County Borough's Association**

Stewart will be scheduling an executive committee meeting regarding fundraising to keep the association going without any dues. A meeting will be scheduled in the next week to ten days.

**OFFICE OF COMMUNITY AFFAIRS –**

**MAYOR REPORT –** Nothing presented.

**OFFICE OF COMMUNITY AFFAIRS  
ZONING/PLANNING:**

**WBD Zoning Recommendations re: Residential Structures B&Bs**

The Planning Commission made some recommendations relative to the Waterfront Business District zoning relating to structures that were originally built as residential units being permitted to stay as residential units. There is a recommendation from PC to add, as a permitted use, Bed and Breakfasts.

PC is requesting that Council hold off on any action on these recommendations until they get a few other issues modified to schedule a public hearing all at one time.

**Planning Commission Meeting Minutes February 10, 2020 Draft**

**HARB:**

**HARB meeting was cancelled**

Next meeting will be held on Tuesday, February 25, 2020. That meeting will likely have the waterfront development land development plans coming back through the Board.

**BUILDING AND PROPERTY – Chair, Anne Walker**

Stewart stated that the parking lot was discussed. The YMCA asked Council for special discounts for parking lot A. Council decided to hold off on this request until all metering is finished, per Tosti-Vasey.

Secondly, Tosti-Vasey discussed the metering from 9 a.m. to 5 p.m. The committee recommended that once new meters are installed that parking fees will be enforced from 8 a.m. until 8 p.m. and \$1 per hour up to a 2-hour maximum.

**Hombosky moved to approve the new meters hours.**

**Prendergast seconded the motion.**

Hombosky inquired about enforcement. Stewart stated that the Borough may stagger the current meter reader shift. There will possibly be a second position created. The rationale for the new times stems from the parking lots being self-supporting in that no tax dollars are going into the operation. With two parking lot projects complete, the new meters are expensive to purchase and there is a monthly fee for internet access so that patrons can use the credit card component. One way to cover the new expenses is to extend the hours of meter coverage. The busiest time is from 5-8 p.m.

**Motion carried, with one nay (Hombosky)**

**Short Term Rentals**

Tosti-Vasey stated that PC is still working on this ordinance.

**Fence at Musser Lane**

There is \$85,000 in the grant for the fencing. The vendor is putting together a cost proposal to use a transponder opener. Per Tosti-Vasey the fence may be able to be kept open during the week, but the details are still being researched. Another option would be a key/call in key number pass. The funds are coming from the 902 Grant that was received, per Holderman, and not taxpayer or Borough funding.

## **FINANCE AND GOV' PERFORMANCE - Chair, Gina Thompson**

### **Current v. Prior January 2020**

#### **Budget v. Actual January 2020**

Tosti-Vasey inquired about the sale of the memorial bricks and where the revenue was going. Holderman stated that the funds are going into the Talleyrand Park fund (BHCA).

Tosti-Vasey also noted in the sewer budget there were several handwritten changes and inquired if the total expenses shown are inclusive of those changes.

Tosti-Vasey also inquired if the bulk water fund included the new bottling plant in Allegheny County and inquired where those funds are allocated and if the program has been started yet. Stewart stated that the bulk water program has the Borough selling water at the treatment plant for swimming pools, etc. It is metered at the plant. There is also a bulk water fund where raw water is sold to the Borough of Milesburg and Coca Cola in Milesburg. That is a separate fund and it is kept separate from the regular budget. He reported that everything is in place for the new partnership with the new vendor that will be obtaining water from the treatment plant. This has not begun yet. Stewart stated revenue from that project will not go into the bulk water fund.

### **Budget v. Actual Summary January 2020**

#### **Committee Meeting Update**

Thompson reported on the committee meeting which included cutting the budget and getting an early start on the budget for 2021, looking early on where some cuts and adjustments can be made.

#### **Updated fee schedule for approval**

The schedule has the December budget increases for re-adoption approval.

**Prendergast moved to approve and accept the updated fee schedule.  
Thompson seconded the motion.**

Dates should be added so it is known when the new fees were adopted, per Prendergast. Tosti-Vasey inquired about the banner fees for the bridges. There is paperwork for PennDOT to approve for the banners to cross the road, per Holderman and the fee is only for banners that cross PennDOT roads.

**Motion carried.**

### **Memo re: Software Upgrade Update**

Council received a memo from Lori Walker, Finance Director, relative to the updated software upgrade and costs involved. All funds will share the cost. No Council action was needed.

## **PARK AND RECREATION - Chair, Melissa Hombosky**

Jason Shura presented a presentation on the bridge project that will connect portions of Talleyrand Park in Work Session, per Hombosky.

**Hombosky moved to approve with the RFP process for the cantilever walkway in Talleyrand Park.  
Prendergast seconded the motion.  
Motion carried.**

**HUMAN RESROUCES** – Chair, Jon Eaton

**Volunteers for ABCs**

Eaton stated that volunteers are needed to fill some of the Borough's ABCs. This information is posted on the bellefonte.net website. The Borough is looking for a HARB member with preservation or architectural background, and a Civil Service Commission opening for one alternate exists. The Housing Appeals Board has two vacancies. The Zoning Hearing Board has a vacancy for one alternate.

There will be an upcoming Human Resources Committee meeting with the Pennsylvania Municipal Retirement System representative. The meeting is February 27 at 10:30 a.m.

**SAFETY** – Chair, Randall Brachbill

Brachbill reported that he attended a public safety meeting at COG on February 11.

There is a Fire Chief's meeting on February 27, 2020 from 7-8 p.m.

The FEMA grant recruiting retention coordinator applicant has withdrawn and declined acceptance of the position due to scheduling conflicts. A motion was needed to rescind the approval of that person.

**Brachbill moved to rescind the offer and reopen the application process.  
Prendergast seconded the motion.  
Motion carried.**

**WATER/SANITATION** - Chair, Doug Johnson

**The monthly water report for January was in the packet.**

**Article provided by Centre County Refuse Authority re: recycling markets decline.**

This article gives some of the reasons rates were increased. The markets are drastically down.

## **Authority meeting minutes February 11, 2020 Draft**

Tosti-Vasey inquired about the written communications relative to the DEP letter regarding redesignation of the Logan Branch to possibly increase the classification to high quality trout stream. The Authority requested that Stewart craft a letter to Rep. Benninghoff and Sen. Corman stating that they oppose this further evaluation and classification due to potential unfunded mandates.

Tosti-Vasey stated that she believed this is sending the wrong message about the community stating that we do not want high quality streams. Secondly, in terms of economic development if Bellefonte wants to bring persons into the community, having a high-quality trout stream is something that could be marketed. She requested that Council stand on an opposing message.

Stewart explained that Spring Creek already is a high-quality trout stream. It was designated such few years ago. The Authority has no objection to that, but their message to the legislators is that when these stream designations change, or increase, often times it leads to unfunded mandates to the wastewater systems in the area. Often times the mandates are unfunded passing costs onto the taxpayers. The utility customers pay the price.

It will take 20 plus years to pay off the two projects that were completed in the last seven years. The Authority is trying to say that if the designation is changed and mandates are made, funding must also follow. Otherwise, all utility customers pay. The Authority sets the water and sewer rates. They are trying to send the message that that is a concern of the Authority.

Stewart stated that other streams were mentioned across Pennsylvania but the two nearby were Logan Branch and Bald Eagle Stream. The Authority is asking that the rate payers be kept in mind when making any changes.

Tosti-Vasey offered that the high-quality designation is a good thing. Therefore, saying that the Borough does not want that designation is sending the wrong message to the public.

Tosti-Vasey inquired if Council should pass a motion to state that the high-quality stream designation is desired in the Borough. Stewart stated that a letter can be crafted stating that Council would like to see the designation.

Eaton discussed the DEP re-evaluation and how it affected Sayers Dam. Stewart stated that this is just reclassification of some streams. He believed a study will continue and whether they act on the study results or not remains to be seen.

Stewart also stated that higher classifications can impact the amounts of nitrogen and phosphorous going into the stream from the WWTP. This may result in an expensive upgrade to the plant. The UAJA and the Bellefonte WWTP may be affected. Compliance at that point would be mandatory. The Borough is in the crosshairs. Brachbill stated that if they are going to reclassify a stream there should be money there to assist if something should happen. Stewart stated that often times there is no funding.

**Prendergast moved to add to the Authority's letter stating that the Bellefonte Borough Council welcomes the study to upgrade the designation but would be opposed to unfunded mandates. Brachbill seconded the motion. Motion carried.**

**STREETS** - Chair, Deb Cleeton

The Streets Committee met and the request from Holly Molinado was addressed regarding the parking spot in front of Brothers Pizza. She would like the meter changed to a 15 minutes meter to accommodate customer turnover. The committee is recommending that change occur.

**Cleeton moved to change the meter in front of Brothers Pizza on North Allegheny Street to 15 minutes to encourage customer turnover. Prendergast seconded the motion.**

Tosti-Vasey inquired about discussion with CATA about moving the bus stop. Holderman stated that the bus driver would be instructed to see if they can make the turn and pull in front of the courthouse. If they can, the streets committee will have to consider taking away the state police parking spaces in front of the courthouse.

Another option is the Parrish store next to the bump out. As a second alternative, CATA has funding for projects. They do not have the funding for design, but they would be willing to fund the projects. A courtyard could be set up by Rod Beard's office as a seating/waiting area for the buses headed towards State College. Holderman stated that there is potential to work with CATA on alternatives down the road.

Tosti-Vasey stated that temporarily this would be the best option, but she wanted the public to be aware that the CATA bus may be moved. There is a 20-foot regulation for a parking space from an intersection. Holderman will continue working with CATA.

Brachbill called the question.

**Motion carried.**

There was another parking space on North Allegheny and East Lamb Street that was brought to the committee's attention. Tosti-Vasey stated that most of the time it is not a problem, but families complained that when persons park along Lamb Street it is hard to see around to pull out and there have been some near misses. They would like a compact car only space for that spot.

On Howard and Locust, the parking space was moved back, per Holderman in a similar situation. Prendergast stated that signage was to be placed that only compact cars could park there. In all locations discussed the parking space is not 20 feet from the intersection. Stewart suggested that this be reviewed further. This matter was tabled for further information.



The hill at Halfmoon has jersey walls to mitigate the material that is falling. There was a proposal received from Namaste Construction for a 264-foot long 8-foot-high galvanized chain link fence to be installed. The committee review it and looked at what was going on with the hill side. They determined that this would not be the most practical way to fix the issue. The proposal was to contact Trans Associates to give an estimate for them to review it for alternatives to mitigate the issue.

**Cleeton moved to approve Trans Associates to provide a cost estimate for recommendations to stabilize the bank on Halfmoon Hill. Prendergast seconded the motion. Motion carried.**

There is a draft Trans Associates' report ready for Bishop and Spring Street project. They are preparing the concept plans and that should be ready next week.

Tosti-Vasey attended the DBI meeting for elected officials today and afterward Ellen Matis presented a picture of what that intersection may look like. Stewart received a copy of that and looking at that and with what Trans will propose may attain the best plan moving forward.

The Streets Committee will meet again in the near future.

**ENERGY AND ENVIRONMENTAL** – Chair, Mike Prendergast, Chair

### **Sustainability/Penn State: 2018-19 Highlight Report**

Prendergast stated that the report is available to view on the website at [www.sustainability.psu.edu/sustainpsu](http://www.sustainability.psu.edu/sustainpsu).

### **Climate Change Task Force Update**

Tosti-Vasey reported the climate change task force is to meet with the intern from Drexel University to work on the climate change plan. The task force met this morning and the group was informed that the major greenhouse sources are residential properties, commercial properties, transportation, water and wastewater and the industrial areas of town. There was no information received on greenhouse gas emissions from either in-bound travel to the Borough or from the railroad.

The consultant is drafting a survey that will go out via email and regular mail to the community. Once returned a focus group meeting will be held. Over the next week or so the task force will brainstorm some goals to incorporate into the plan. The next meeting is February 28 at 8:30 a.m. The goals will be implemented into the survey.

Brachbill suggested including of the Nittany Valley Joint Planning Commission as another perspective for the survey. Stewart was not sure if this inclusion would alter the results since the Borough is being studied for this report. Brachbill stated that the NVJPC could be notified that the survey is being circulated and the study is underway.

State College Borough is also participating in a similar study.

## **OLD BUSINESS:**

### **Elected Officials Training**

A training session will be set up in March, per Stewart. Anyone on Council is welcome to attend and a doodle poll will be sent to set this training up.

### **Grants Updates**

Stewart stated that there are several grant projects happening in the Borough. The Strategic Management Plan grant was signed and is on the way. A kickoff meeting has been scheduled for 2 p.m. on February 27 in Council chambers. The Keystone Community Revolving Loan was discussed. This was signed off on as well. The grant is anticipated to be ready to go shortly. In preparation of the original loan documents, the IDA attorney, Rodney Beard, Esquire, was used extensively. Attorney Beard would be asked to review the final papers as well. He is the most family with the paperwork. Council concurred.

The DCNR grant was discussed by Holderman. The Borough is in the process of working on some estimates for the suspension bridge and Governor's Park. A commitment was received from the Bellefonte Sunrise Rotary club for \$30,000 for the playground equipment. Once the estimates are done, the grant will be put together.

## **NEW BUSINESS**

### **Centre County Complete Counts Committee Meeting**

Tosti-Vasey gave an update on the meeting. The commissioners have agreed to pay for half the cost of one banner in town. The Borough has applied for a grant from the DCED. If the grant is funded, a second banner will be done. The grant application includes funding for printing and postage of postcards. The YMCA, the Library and the Borough are having drop in sites beginning on February 15 through May 1.

Tosti-Vasey also authored an article for the Borough newsletter that includes details regarding drop-in times for the drop-in sites. The Borough will also be placing posters in the Borough with the assistance of DBI inside of businesses.

State College is paying for advertising on CATA busses.

The Centre County Library has created a packet of educational materials for all drop-in centers in Bellefonte and State College and PSU.

## **Resolution re: 2020 Census Banner**

A resolution was needed from Council to hang the banners across Allegheny and High Streets.

**Prendergast moved to approve the resolution to hang the banner from February 28 thru April 30, 2020.  
Brachbill seconded the motion.  
Motion carried.**

## **Proclamation 2020 Census**

Tosti-Vasey read the proclamation as follows:

# **PROCLAMATION**

## **Partnering with the 2020 Census Bureau to Help Ensure an Accurate Count for Bellefonte Borough**

**WHEREAS**, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides an historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

**WHEREAS**, an accurate census count is vital to our community and residents' well-being by helping planners determine where to locate schools, day care centers, roads and public transportation, hospitals and other facilities, and achieving an accurate and complete count of the nation's growing and changing population; and

**WHEREAS**, Bellefonte Borough is committed to ensuring every resident is counted; and

**WHEREAS**, federal and state funding is allocated to states and communities based, in part, on census data; and

**WHEREAS**, census data helps determine how many seats each state will have in the U.S. House of Representatives and often is used for the redistricting of state legislatures, county and city councils and voting districts; and

**WHEREAS**, the 2020 Census creates jobs that stimulate economic growth and increase employment; and

**WHEREAS**, the information collected by the Census is confidential and protected by law under Title 13, U.S. Code; and

**WHEREAS**, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens; and

**WHEREAS**, Bellefonte Borough has created a Bellefonte Borough Census 2020 Complete Counts Committee to encourage our residents to participate in the census.

**NOW, THEREFORE**, we proclaim that the Bellefonte Borough Council is committed to partnering with the U.S. Census Bureau to help ensure a full and accurate count in 2020.

As a 2020 Census partner, we will

1. Support the goals and ideals for the 2020 Census and disseminate 2020 Census information to encourage those in our community to participate.
2. Encourage our residents to place an emphasis on the 2020 Census and participate in events and initiatives that will raise overall awareness and ensure a full and accurate census.
3. Support the Census takers as they help our community complete an accurate count.
4. Promote the availability of Census Jobs in the Borough.
5. Participate in a Complete Count Committee and/or utilize high-profile, trusted voices to advocate on behalf of the 2020 Census.

**PROCLAIMED** this 18<sup>th</sup> day of February, 2020.

Tosti-Vasey stated that on February 12 the Census will be sending out postcards to residents to complete the census. Beginning May 15, the Borough, Library, and the YMCA will provide drop-in centers for persons needing assistance in filling out the Census. Paper copies will follow at the end of March if the Census has not been filled out and if no response is received. Census enumerators will start knocking on those persons doors towards the end of April through July 30 requesting the required information.

**PUBLIC COMMENT:** Nothing presented.

**ADJOURNMENT:**

With no further business coming before Council,

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

Meeting adjourned at 8:51 p.m.