



HISTORIC
Bellefonte
Est. 1795

No Work Session is scheduled for this evening

7:00 PM Executive Session, Conference Room

**Bellefonte Borough
Council Business Meeting
7:30 PM Tuesday, September 5th, 2023
Council Chambers**

AGENDA

VIEW LIVE FEED/RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS– Council Work Sessions and Council Business Meetings can be viewed live on YouTube at <https://youtube.com/live/gXYzm97x6AQ>. Recordings can be viewed on CNET, Comcast’s Government Education Channel 7, or at www.cnet1.org
ATTEND VIRTUALLY- Please contact the Borough via email: boro@bellefontepa.gov or phone: 814-355-1501 before 4:00 PM on Tuesday, September 5, 2023, to receive the Zoom Link to the meeting.

I. 7:30 PM CALL TO ORDER

Welcome everyone to the Bellefonte Borough Council business meeting.

II. PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE

III. ROLL CALL

Mr. Bernier, <i>Vice-President, North Ward</i>	Ms. McKean, <i>West Ward</i>	
Mr. Brachbill, <i>South Ward</i>	Ms. Purnell, <i>North Ward</i>	
Ms. Cleeton, <i>South Ward</i>	Ms. Sedgwick, <i>West Ward</i>	
Ms. Dann, <i>South Ward</i>	Ms. Tosti-Vasey, <i>West Ward</i>	
Mr. Johnson, <i>President, North Ward</i>	Mayor Johnson, <i>At Large</i>	

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

In accordance with Act 65 of 2021, If a matter is not on the Agenda, Council cannot take official action on it with some exceptions. The Council can act on matters relating to potential or real emergencies. Council may add a matter of agency business to its agenda through a majority vote. The Council should state the reason why the action item is being added to the agenda. Council may vote to add an action item(s) to the agenda.

V. PUBLIC COMMENT (Oral)

This Public Comment period is for oral comments regarding any action items listed on this meeting agenda or any comments in general. No deliberations will be entered into by Council at this time. Please sign in, come to the podium at the appropriate time, and state your name and address and which item you are speaking about. Please try to limit comments to three minutes maximum.

VI. COMMUNICATIONS (written)

PA Boroughs Association Fall Leadership Conference October 13-15, 2023 in Bayfront Landing, Erie. Council may register by contacting Alyssa Doherty. Deadline to register is September 18, 2023.
Reminder - Centre County Boroughs Association Fall Meeting is scheduled for Thursday, October 19, 2023 at 6:00 PM. FYI, no council action requested.
Centre County Planning and Community Development Office Updates to the Revised Benner Township Zoning Ordinance. FYI, no council action requested.
2024 Central Booking Projected Revenues. FYI, no council action requested.
Centre County Liquid Fuels Program Application. FYI, no council action requested.
DBI Under the Lights Fundraiser Event Cancelled for October 2023. FYI, no council action requested.
The Bellefonte High School Class of 1966 would like to honor fellow classmate, Frank Sciabica, with a plaque for his work within Talleyrand Park. Council may consider approval.
Safer Routes to Parks August 2023 Report. FYI, no council action requested.

VII. CONSENT AGENDA

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

General	Council Meeting Minutes August 21, 2023
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Call for a motion/2nd to approve the Consent Agenda

VIII. REPORTS

<i>Please try to limit all reports/rebuttals/deliberations to three minutes maximum.</i>		
DEPARTMENT	OFFICIAL/ STAFF	REPORT
Mayor	Mayor Johnson	Verbal
Office of Community Affairs (OCA)	Ms. Thompson	Submitted
No action items. Please see Memo for reports. 1. Planning – Meeting September 11 th at 5:30 PM in Council Chambers 2. Historic Architectural Review Board (HARB) - Meeting September 12 th at 8:30 AM on Zoom. 3. Zoning – Next ZHB meeting TBD		

IX. CURRENT and OLD BUSINESS

2022 CDBG Award Letter- Wood Decking replacement. FYI, no council action requested.
Encroachments by property owner at 1201 Pine Circle. The property owner has been sent letters from borough and authority solicitors giving him notice to remove the encroachments within 60 days. FYI, no council action is requested at this time.
South Spring Street Streetscape Project- Pre-Construction Meeting Wednesday, September 6 th , 2023 at 11:00 AM in Council Chambers. FYI, no council action requested.

X. NEW BUSINESS

Bid Opening for Parkview Heights Stormwater Project. **Motion/2nd to allow staff to review, approve and select the lowest responsible bid.**

2024 Budget Development Process. Staff is working to develop departmental needs for next year. Draft fund budgets will be presented at upcoming work sessions. Due to the cost of software and the need to maintain the Chart of Accounts used in municipal budgeting, we plan to use a trimmed-down version of Priority Budgeting. **FYI. No council action is requested at this time.**

2024 Minimum Municipal Obligation (MMO) for the Bellefonte Borough Pension Plans. Resolution No. 09052023-01 **Motion/ 2nd to approve the 2024 MMO's as presented for the Non-Uniform Pension and Police Pension. Motion/2nd to approve Resolution No. 09052023-01.**

XI. COUNCIL MEMBER COMMENTS/FOR THE GOOD OF THE ORDER

Please try to limit all comments/rebuttals to three minutes maximum.

XII. ADJOURNMENT

The council meeting will be adjourned at or as close as possible to 9:00 PM

The Council Code of Conduct and the 2023 List of Goals/action items will be included with each Agenda.



PA State Association of Boroughs

2941 North Front Street

Harrisburg, PA 17110

www.boroughs.org

PRESORTED STANDARD
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. 496

Why Should I Attend?

- Get status updates on legislative measures that could impact your borough.
- Meet with companies who have products and services that could make your borough more efficient.
- Attend sessions that will motivate, challenge, and make you ask questions.
- Share ideas with other leaders from across the state.



This program is approved for 6 Certified Borough Official Credit hours.



PSAB FALL LEADERSHIP CONFERENCE

October 13-15, 2023 • Bayfront Landing, Erie

PSAB FALL LEADERSHIP CONFERENCE

October 13-15, 2023 • Bayfront Landing, Erie

TENTATIVE AGENDA

Friday, October 13

4:00 – 9:00 PM PSAB Registration

5:00 – 9:00 PM Welcome Reception with Exhibitors
(Included in the PSAB registration fee)
(Prizes Awarded)

Saturday, October 14

7:00 – 8:00 AM Breakfast with the Exhibitors

7:00 – 10:00 AM Visit the Exhibits

7:00 AM – 4:30 PM PSAB Registration Open

8:00 AM – 12:00 PM General Sessions



Presiding
Stretch Reed
President

8:00 – 9:00 AM

Saturday, October 14 (continued)

9:00 – 10:00 AM Refreshment Break with the Exhibitors (Prizes awarded)

10:00 – 11:00 AM Short Term Rental Regulations

The increased popularity of short-term rental websites has created challenges for municipalities seeking to regulate them. How have the Pennsylvania courts decided these issues? What types of regulations are permitted under the Borough Code and the Municipalities Planning Code? *Paul Lalley, Esq., from Campbell Durrant*, will review where we stand in terms of municipal regulation of short-term rentals.

11:00 AM – 12:00 PM

Right-To-Know Law: The Newest Developments

Boroughs throughout the Commonwealth are relying on legal counsel more than ever to ensure compliance with their statutory obligations under the Right-To-Know Law. *Tricia Springer, Esq., from Eckert Seamans*, will offer an in-depth examination of special hot topics and developing areas of inquiry. Included in the discussion will be new laws impacting the RTKL, recent decisions impacting common exemptions, developments in the analysis of sufficient specificity under the RTKL, consideration of what records may be “of” the Borough, including those generated via social media, and the increasing application of the “bad faith” standard.



JIM KELLY: KEYNOTE SPEAKER

A JOURNEY OF PRESERVERANCE

Jim Kelly is a Pro Football Hall of Fame quarterback who spent his entire NFL career as a Buffalo Bill. His hallmark as a player was his toughness. From growing up in East Brady, a small town in Pennsylvania, to facing a career threatening injury in his college days, to leading the Buffalo Bills team to an unprecedented four straight AFC championships, Jim’s toughness has been tested time and time again. After his retirement, not only did he lose his one and only son, Hunter, at the age of 8, to a disease called Krabbe Leukodystrophy, Jim has also survived three battles with cancer. Jim speaks about the power of the four F’s – Faith, Family, Friends, and Fans and what it really means to make a difference. His story is “A Journey of Perseverance”.

12:15 – 1:15 PM Lunch

(Included in the PSAB registration fee)



1:30 – 3:30 PM General Sessions

Presiding

Thomas Weikel
1st Vice President

1:30 – 2:30 PM

Indiana Borough Police Department K9 Program: Building Trust and Enhancing Community Safety

Rarely, if ever, can we remain devoted to the way things have always been as a sound strategy for future community safety success. The questions become, how far and how fast can we move and where should we be going? *Justin W. Schawl, Chief of Police, Indiana Borough Police Department*, will discuss IBPD’s K9 Program which was created and expanded by leveraging non-traditional community partnerships to meet the growing challenges of today.

2:30 – 3:30 PM CYBERSECURITY UPDATE: Changes to PA’s Breach Notification Law & The Impacts on Boroughs; Latest Developments in Cybersecurity & Privacy

In May 2023, amendments to Pennsylvania’s longstanding data breach notification law went into effect, and these changes have an outsized impact on municipalities, including boroughs. They include an enlarged scope of the types of protected personal information, a severely decreased timing window for breach notification to impacted individuals, and new requirements for boroughs and other municipal entities to report incidents to their county district attorneys, among other significant changes. *Sandy B. Garfinkel, Esq., from McNees Wallace & Nurick*, will review those changes to the PA data breach law and how best to manage them. The session will also include general updates of interest in the world of cybersecurity and privacy.

3:45 – 4:45 PM Concurrent Sessions by Population

6:15 – 7:00 PM Reception

(Cash Bar)

7:00 – 9:00 PM Banquet & Networking

(Included in the PSAB Registration Fee)

Hotel Room Reservations

Deadline – Monday, September 18, 2023 or until the PSAB block is sold out.

At the Bayfront, you will have your choice of housing at the Sheraton or the Courtyard. The room rate is the same at both properties - \$164 plus 13% or \$185.32, single or double, per room, per night, which includes parking. To make your room reservations, go to www.hotelreservations.boroughs.org or call 888-236-2427 and ask for the PA State Association of Boroughs rate. You will need a credit card to guarantee the room. Cancellations must be made 48 hours prior to the date of arrival. Failure to do so will result in charging the guaranteeing credit card for one night of housing plus tax. If you have any questions, please contact Mary Weller at mweller@boroughs.org or 717-236-9526, Ext. 1026.

7:00 – 8:00 AM Continental Breakfast



8:00 – 11:00 AM General Sessions

Presiding

Randy L. Riddle
2nd Vice President

8:00 – 9:00 AM

Internal Controls: Where it Begins and Where it Ends

In local government theft and deception is occurring within every size of municipality, big and/or small. *Terri Cunkle, Local Government Policy Specialist from DCED’s Governor’s Center for Local Government Services*, will discuss how to minimize the risk by adopting best practices through an internal control process.

9:00 – 10:00 AM

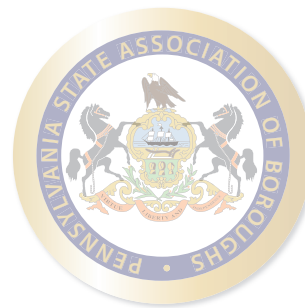
Broadband Infrastructure: Bridging the Digital Divide

Thomas Musgrove from All Points Broadband, will give an overview of different technologies for rural broadband solutions including looking at legislative challenges and opportunities as well as a review of funding. Attendees will have the opportunity to ask questions.

10:00 – 11:00 AM

Legislative Year in Review

Ed Troxell, PSAB Director of Government Affairs and Ron Grutza, PSAB Senior Director of Regulatory Affairs and Assistant Director of Government Affairs will review the status of legislation and recently enacted laws that could affect boroughs. Attendees will have the opportunity to ask questions.





Registration Information

PAYMENT OPTIONS:

Easy ways to pay and register.

Pay securely online.

Visit myaccount.boroughs.org
(Conferences tab)

Return this form with check to:

PA State Association of Boroughs
2941 North Front Street
Harrisburg, PA 17110

Fax this form to:

717-236-8164
(Follow up with a check.)

Note: There is no spouse program at the Fall Conference. Please purchase extra meal tickets that are needed on the registration form.

QUESTIONS? Contact Mary Weller (Ext. 1026) or Mira Miller (Ext. 1019) at PSAB at 800-232-7722.

Section 701 of the Borough Code provides reimbursement for mileage, registration fees, and all other actual expenses for the conference that council agrees to pay.



Earn credit.

This program is approved for 6 Certified Borough Official Credit hours.

PSAB FALL LEADERSHIP CONFERENCE REGISTRATION BAYFRONT LANDING, ERIE | OCTOBER 13-15, 2023

BOROUGH: _____

Delegate Name/Spouse Name (if attending) <i>(As you want it to appear on badge)</i>	Title	Full Package	Saturday Only	Extra Lunch Tickets	Extra Dinner Tickets
1.					
2.					
3.					
4.					

Special Requirements including food allergies (Please list name & requirements): _____

BEFORE SEPT. 29 **AFTER SEPT. 29**

_____ \$ 190	\$ 240	FULL PACKAGE:	Includes All Conference Sessions, Breaks, Friday Dinner, and Saturday Lunch and Dinner \$ _____
_____ \$ 155	\$ 180	SATURDAY ONLY:	Includes All Saturday Conference Sessions, Breaks, and Lunch \$ _____
_____ \$ 20	\$ 20		Extra Lunch Tickets (Saturday, October 14) \$ _____
_____ \$ 35	\$ 35		Extra Dinner Tickets (Saturday, October 14) \$ _____

Contact Person: _____ **Total:** \$ _____

Phone: (_____) _____ Email: _____


CENTRE COUNTY
P E N N S Y L V A N I A
**PLANNING AND COMMUNITY
DEVELOPMENT OFFICE**

BOARD OF COMMISSIONERS

MARK HIGGINS, *Chair*
AMBER CONCEPCION
STEVEN G. DERSHEM

Willowbank Office Building
420 Holmes Street
Bellefonte, Pennsylvania 16823-1488
Telephone (814) 355-6791
FAX (814) 355-8661
www.centrecountypa.gov

DIRECTOR
RAYMOND J. STOLINAS, JR., AICP

ASSISTANT DIRECTOR
ELIZABETH A. LOSE

August 23, 2023

Benner Township Board of Supervisors
Attn: Sharon Royer, Secretary/Treasurer
1224 Buffalo Run Road
Bellefonte, PA 16823

Re: **Updates to the Revised Benner Township Zoning Ordinance**
County Planning & Community Development Review

Dear Ms. Royer:

The Centre County Planning and Community Development Office appreciates the opportunity to review and provide comment on the proposed changes to the Benner Township Zoning Ordinance (August 2021). On August 7, 2023, the Benner Township Solicitor, Rod Beard, Esq., provided this office a request for review, a draft Public Notice of Zoning Hearing and Draft Ordinance template for follow-up revisions from what appears to be the original May 2, 2023 request. Attorney Beard indicated that the Public Hearing to consider these Zoning Ordinance changes may be for September 5, 2023, due to the Labor Day Holiday.

Pursuant to § 609 (e) of the Pennsylvania Municipalities Planning Code,

"the county planning agency shall receive a copy of the proposed municipal zoning amendment for recommendations, thirty days {30} prior to public hearing on an amendment by the local governing body, the municipality shall submit the amendment to the county planning agency for recommendations."

Further, Attorney Beard included proposed revisions to the **2021 Benner Township Zoning Ordinance** related to conforming amendments to *Table A – Master Use Schedule*, specifically for various Energy Production Facility uses, modifications to Energy Production Facility use Definitions, Energy Production Facility use Regulations, Definitions for Ground Floor, First Floor, Story and Second Story, and other ancillary ordinance revisions linked to canopy setbacks, Townhouse Dwelling definition, Noncommercial Keeping of Agricultural Livestock in the Master Use Schedule and Billboard Spacing requirements.

The Benner Township Board of Supervisors **may** accept the following recommendations related to the proposed Zoning Ordinance Amendment template:

- A). Under **§4.b., Definitions**, will the new term “**Alternative Energy Production Facility**” add the language “An energy production use designed as a principal use for sale of energy that may include...” to the existing definition for “**Energy Production Facilities (Alternative)**” “...~~an industrial use that may include~~ power lines and towers, solar panels, wind farms, geothermal or hydroelectric generation facilities” and replace the definition “**Energy Production Facilities (Alternative)**”?
- B). Under **§4.b., Definitions**, will the new term “**Alternative Energy Production Facilities – (Accessory)**” assume the definition of the old term “**Energy Production Facility (Alternative Accessory)**”?
- C). Under **§4.b., Definitions**, the terms “**Electric Power Generation**” and “**Electric Power Generation – Wind**” will need new definitions.
- D). Under **§4.b., Definitions**, the current ordinance under Article 2. Definitions, defines “**Wind Turbines – Personal Use**” as “*See Energy Production Facilities (Alternative accessory)*”. This definition will need update since the term “**Energy Production Facilities (Alternative accessory)**” will no longer exist in the ordinance.
- E). Under **§4.b., Use Regulations**, 14.42 “**Electric Power Generation – Wind**”, should read “(I) Zone (Permitted by Right) and (FC) Zone (Conditional Use)”
- F). Under **§4.b., Use Regulations**, 14.43 “**Alternative Energy Production-Solar**” “Permitted as Accessory; Ground Mounted=Conditional Use”. Clarification should be given that the current ordinance permits this particular use as “Accessory” in all Zoning Districts and should be added to *Table A – Master Use Schedule* for both scenarios.
- G). Under **§4.c., Add Definition for “Stories”**, the definition of “**Story**” may read better with the following revisions:
- “that portion of a Building included between the surface of any floor and the surface of the floor next above it, or, if there is no floor above it, then the space between any floor and the ceiling next above it”.
- H). Under **§4.d., Mixed Use**, the definition of “**Mixed Use**” that all “**Mixed Uses**” shall be “Conditional Use”. Should this change not only be implemented in Article 2. *Definitions*, but also in “*Table A – Master Use Schedule*” under the **Commercial** and **Industrial** Districts?
- I). Under **§4.i., Table A – Master Use Schedule** and Article 2. *Definitions* should include “**Normal**” within the term for “**Noncommercial Keeping of Normal Agricultural Livestock**”, as both sections currently read “**Noncommercial Keeping of Agricultural Livestock**”.
- J). Under **§4.j.**, states that “...there shall be a minimum of 2,500 foot radial spacing between Billboard Signs”. To clarify points of measurement between Billboards, consider amending to “*Each Billboard shall be separated from every other Billboard by no less than 2,500 feet, measured along the radius beginning at the center of the proposed Billboard and extending to a point nearest to center of every other approved Billboard.*”

Lastly, in 2004, participating members of the **Nittany Valley Planning Commission**, including Benner Township, adopted a “*Comprehensive Plan Implementation Agreement*” by ordinance, where, **Item 4. Future Comprehensive Plan Amendment or Ordinance Amendment**, outlines that, “...*If any participating municipality desires to make an amendment to the Nittany Valley Region Comprehensive Plan or any land development ordinances developed and/or revised pursuant to that plan, that municipality shall submit in writing, to each Participant and to the Centre County Planning Office, a description of the proposed amendment with supporting evidence and documentation for review and comment. The Centre County Planning Office shall have thirty days to provide comments to the municipality and to each participant. Following the County’s thirty-day review and comment period, the participants shall have an additional fifteen days to submit comments to the municipality, to each participant and to the Centre County Planning Office...*”

As a reminder, the Pennsylvania Municipalities Planning Code, § 609 (g) specifies that within thirty (30) days after enactment, a copy of the amendment to the zoning ordinance or map shall be forwarded to the county planning agency, if approved by the Benner Township Board of Supervisors.

Thank you for allowing our office to review this proposed zoning ordinance amendment in a timely manner. If you require any additional information or have any questions regarding these comments, please contact our office at your earliest convenience.

Sincerely,



Raymond J. Stolinas Jr., AICP
Centre County Planning Director
RJS

cc: Rodney A. Beard, Esq., Benner Township Solicitor (email)
John Franek, Jr., Centre County Administrator (email)
Elizabeth A. Lose, Asst. Planning Director (email)
Bellefonte Borough (email)
Marion Township (email)
Spring Township (email)
Walker Township (email)
file



**CENTRE COUNTY
CENTRAL BOOKING CENTER**

700 Rishel Hill Road
Bellefonte, Pennsylvania 16823
Telephone (814) 548-1186
FAX (814) 548-1178

Central Booking Lieutenant
Shane A. Billett

8/9/2023

Re:2024 Central Booking Projected Revenues

Dear Police Chief's,

We are writing regarding the anticipated revenues for the Central Booking Center for 2024. The 2024 budget for the Central Booking Center is \$394,827 with a projected local share of \$206,827 to be paid by the participating agencies. These amounts were calculated by using the funding formula described in the Intergovernmental Central Booking Agreement previously executed by all participants.

Listed below are each departments portion for 2024.

Spring Township- \$17,373.38
Bellefonte Borough- \$14,270.99
Ferguson Township-\$15,098.30
Patton Township-\$42,812.98
Penn State Police Services-\$28,335.16
State College Borough- \$88,935.18

Should you have any questions, please do not hesitate to contact me at 814-548-1184.

Sincerely,

Shane A. Billett

Central Booking Lieutenant

Bellefonte Borough Council Packet for September 5, 2023


CENTRE COUNTY
Board of Commissioners

ADMINISTRATOR
JOHN FRANEK JR.

MARK HIGGINS, *Chair*
AMBER CONCEPCION
STEVEN G. DERSHEM

SOLICITOR
ELIZABETH A. DUPUIS

BOC@centrecountypa.gov

August 25, 2023

Mr. Ralph Stewart, Manager
Bellefonte Borough
236 West Lamb Street
Bellefonte, PA 16823

Dear Mr. Stewart:

The Centre County Board of Commissioners is currently accepting applications for funding assistance through the 2024 County Liquid Fuels program. Recognizing that demand will exceed the limited funding available through this program, the Board of Commissioners aims to continue the policy of assisting Centre County municipalities with specific, targeted improvement projects.

Applications for funding assistance must be received no later than 5:00 pm on Friday, October 20, 2023 to be considered during the 2024 funding round.

Please complete the enclosed Centre County Liquid Fuels Program Application form, which must:

- 1) **List a contact person, including a phone and/or email address.**
- 2) **Note the nature and location of the need/problem, including any safety concerns that may be present at the location.**
- 3) **Specifically describe the proposed project and how it is anticipated to address the need/problem.** Please note that the County will not consider any requests that simply state “for street and road improvements.”
- 4) **List the estimated total cost of the project, including a detailed basis for the estimate.** Project requests that lack a sound basis for the project cost estimate (Ex: quotes, estimates from engineer or inspection reports, estimates based on past projects, etc.) may not be considered.
- 5) **State the amount of municipal and or other funds that will be contributed to the project.**

County staff will forward all applications to PennDOT Municipal Services staff for review prior to approval by the Centre County Board of Commissioners. By continuing this procedure, the County is ensuring that all submissions to the Board of Commissioners are eligible for the County Liquid Fuels funding.

All eligible project applications will be evaluated on the basis of need, past County contributions to the municipality and proposed contribution of municipal and/or other funding to a given project. As established in previous years, additional priority will once again be given to projects that are anticipated to improve safety on the local system.

Bellefonte Borough

August 25, 2023

Page 2

The Centre County Board of Commissioners also encourages municipalities to utilize local and county funds to leverage additional resources whenever possible. As an example, the PennDOT Multimodal Transportation Fund grant program. Centre County and a number of municipalities have utilized this program in recent years to leverage large investments into more complete and complex projects.

In addition to this letter, your municipality will receive an email including the same program information and a fillable application form that you can submit electronically, if preferred.

All completed applications should be directed to the attention of Xochi Confer, Transportation Planner, Centre County Planning and Community Development Office.

Applications may be mailed to the following address:

**County Liquid Fuels Program
Centre County Planning & Community Development Office
Attention: Transportation Planning
420 Holmes Street
Bellefonte, PA 16823**

Applications may also be submitted via email to:

countytransportation@centrecountypa.gov

Again, in order to be considered for funding through the 2024 Centre County Liquid Fuels program, **all applications for funding assistance must be received no later than 5:00 pm on Friday, October 20, 2023.**

Should you have any questions concerning this letter, the County Liquid Fuels program, please contact Xochi Confer at 814-355-6791.

Sincerely,



John Franek, Jr
County Administrator

CENTRE COUNTY LIQUID FUELS PROGRAM - APPLICATION FOR FUNDING ASSISTANCE

Municipality:	
Contact Person:	
Email:	
Phone:	

PROJECT TYPE - Please check the box(s) below that best describe the project type:

- | | |
|--|---|
| <input type="checkbox"/> Road Maintenance | <input type="checkbox"/> Drainage Improvement |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Signals/Signage |
| <input type="checkbox"/> Safety Improvement | <input type="checkbox"/> Equipment/Structures |
| <input type="checkbox"/> Bridge (Repair/Replace) | <input type="checkbox"/> Other: _____ |

NEED/PROBLEM DESCRIPTION – Please briefly describe the nature and location of the need/problem (please use additional pages if needed):

SAFETY – Are there safety issues at this project location: YES NO

PROJECT DESCRIPTION – Please briefly describe how this project will address the need/problem. If there are safety concerns at this location, please specifically note how this project will improve those conditions (please use additional pages if needed):

PROJECT FUNDING	
Estimated Total Project Cost(Please attach detailed estimate):	\$
Amount of Municipal Funding:	\$
Amount of Other Funding, if applicable (Ex. State funding):	\$
Amount of County Aid Requested:	\$

PENNDOT USE ONLY:

Does the project meet liquid fuels requirements: YES NO

Reviewed By: _____ Date: _____

Bellefonte Borough Council Packet for September 5, 2023

DBI event application update

Kathleen Ammon <kathleen@downtownbellefonteinc.com>

Tue 8/29/2023 1:16 PM

To:Alyssa Doherty <adoherty@bellefontepa.gov>

Hi Alyssa,

As a follow up to our phone conversation this morning, I'm emailing to let you know that DBI is withdrawing our special event application to use Talleyrand Park for Under the Lights in October 2023. Due to a variety of factors, we have decided that we will not be putting on this event this year. We will be sharing a public announcement in the near future.

Thank you,
Kathleen

Kathleen Ammon
Community and Programming Manager
Downtown Bellefonte Inc.
[Schedule a meeting with me](#)

P: 814-548-7532

W: downtownbellefonteinc.com

A: 221 W. High Street, Suite 1300
Bellefonte, PA 16827



Bellefonte Borough Council Packet for September 5, 2023**RE: Plaque to Honor our BHS Classmate Frank Sciabica**

Ralph Stewart <rstewart@bellefontepa.gov>

Fri 9/1/2023 12:24 PM

To: Daniel Kerstetter <paflyfisher777@gmail.com>

Cc: Alyssa Doherty <adoherty@bellefontepa.gov>; Donald Holderman <dholderman@bellefontepa.gov>; Julie Brooks <jbrooks@bellefontepa.gov>

Hello Mr. Kerstetter,

We will include this in our council meeting materials for their meeting next Tuesday. We will be in touch after that.

Thank you and take care,
Ralph—
Ralph W. Stewart, Borough Manager

Borough of Bellefonte

236 West Lamb Street

Bellefonte PA 16823

Phone: 814-355-1501 x214

**From:** Daniel Kerstetter <paflyfisher777@gmail.com>**Sent:** Friday, September 1, 2023 12:22 PM**To:** Ralph Stewart <rstewart@bellefontepa.gov>**Subject:** Plaque to Honor our BHS Classmate Frank Sciabica

Dear Mr. Stewart, Bellefonte Borough Manager,

The BHS Class of 1966 would like to honor our fellow classmate, Frank Sciabica, with a plaque for his work done on the masonry brick-work and the two concrete foundations for the cable suspension bridge at Talleyrand Park in Bellefonte. Frank and his dad worked on the Gazebo at the park and Frank worked on the brick-work overlay for the concrete raceway by the Train Station at the park. Frank may have also worked on the memorial at the park as well. I was a frequent visitor to the park when the suspension bridge was being built. I saw the massive concrete foundations that were built to anchor the cables for the suspension bridge. Frank worked on these concrete foundations. I also watched as the many bricks that were laid over the concrete raceway near the Train Station at the park, during my lunchtime walks back when I worked at Sutton Engineering Company.

Since this beautiful park is part of Bellefonte, we are requesting permission to purchase this plaque with your approval. We will pay for the plaque and the installation of it in an appropriate place. We will work with the Borough to have this memorial plaque designed and built to honor our classmate, Frank Sciabica. Frank is currently experiencing some health problems and we would like to honor his work as soon as possible, while he is still living.

Sincerely,

Daniel F. Kerstetter
For the BHS Class of 1966**Sent From:****Daniel F. Kerstetter**
paflyfisher777@gmail.com

August 31, 2023

Borough Summary Report –Safe Routes to Parks Bellefonte

Safe Routes to Parks Committee (Kathryn Spielvogel and Jennilyn Schuster)
Bellefonte Historic Preservation Foundation (BHPF)

On Sunday, August 27th, from 1:00-4:00pm, South Potter Street from W. High Street to Hillary Street, was closed to vehicular traffic and open for residents and neighbors to walk, bike and stroll on this car-free connection between Masullo and Talleyrand Parks.

- This event was free and open to the public and featured a variety of family-friendly activities including a bike rodeo for younger riders looking to practice their cycling skills by WalkWorks (Pennsylvania Downtown Center PDC), helmet fittings with The Bike Roost, aquatic bug exploration with Trout Unlimited, food from Super Duper Café, e-bikes and cookies at My Café Buzz, a community-created chalk mural, face painting, a kids obstacle course, music and more. Other participants include CentreBike, Rad Wheels Skateshop, The Stage at Talleyrand, The Print Factory, Happy Valley Women's Cycling, Felicity's Pet Supplies and Bellefonte Historical Railroad.
- We also created signs at different spots with visuals to ask participants to STOP. LOOK. IMAGINE. what it could be. The images were accompanied with prompts to engage lookers to question what it would look like if we did, x, y and z.
- We also had a history of the Railroad in that area from the 1800's to the present. Participants were able to stop and read about the railroad as they walked through the event.
- We had a great turn out with a lot of families who came to do the Bike Rodeo.
- Surveys were also distributed for participants to share what they wanted for the area and we will collect that data and produce a graph of the results.
- Even with the road closed there were still a large number of bikers who went through the area at higher speeds.
- A lot of new young professional residents attended the event and showed an interest in having a permanent rails-to-trails to State College now that e-bikes are becoming more common and public transit from Bellefonte to State College is limited. They signed up to volunteer and stay engaged.
- Current residents shared their harrowing stories of trying to walk down S. Potter Street.
- The response from the cyclist community was overwhelmingly positive and demonstrated the growth in the outdoor recreation economy.
- Numerous volunteers offered their support in set-up and running the event. We were thrilled that so many community members offered their time for this event and project.

Safe Routes to Parks Bellefonte---Bellefonte Borough Report, cont.

Vulnerable Road User (VRU), PennDot call for Centre County and Safe Routes to Parks Bellefonte.

- The Safe Routes to Parks organization was asked to have a member of the Bellefonte Safe Routes Parks committee as a participant at the Vulnerable Road User (VRU) survey meeting with PennDot on August 23rd at 1 PM. Kathryn Spielvogel attended the virtual meeting.
- The meeting consisted of an overview of the methodology being used to collect data for assessment of the most severe VRU areas. According to the findings, 20 million in funds (for the entire state of Pennsylvania) will then be dispersed to address the areas with the greatest needs.
- Unfortunately for Bellefonte, the areas that qualify for greatest need in Centre County are primarily in State College due to the high rate of pedestrian and vehicular accidents at the beginning of the school year (on Beaver Ave and Park Ave at Atherton St).
- However, Jim Saylor (MPO) and Anne Messner (MPO) both spoke up and stated that they have reviewed the VRU data for Route 150 in Bellefonte and feel that area should be under consideration. It was great to hear our MPO officials specifically recognize Bellefonte Borough as a high need area for active transportation efforts.
- Additionally, PennDot officials did say that any program or project that can prove it has a VRU need will be considered, and any program that is a **Safe Routes to Parks** or Safe Routes to Schools program will be considered as a VRU project.
- Also, any project that is a Rails to Trails project will potentially qualify.

BELLEFONTE BOROUGH COUNCIL
Regular Meeting
MEETING MINUTES
August 21, 2023- 7:30 p.m.
236 West Lamb Street, Bellefonte, Pennsylvania 16823
www.bellefonte.net

I. CALL TO ORDER

The August 21, 2023 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE (followed by a moment of silence)

III. MEMBERS PRESENT

Mr. Kent Bernier
Mr. Randall Brachbill
Ms. Deborah Cleeton
Ms. Barbara Dann
Mr. Douglas Johnson
Ms. Shawna McKean
Ms. Rita Purnell
Ms. Johanna Sedgwick
Ms. Joanne Tosti-Vasey
Mayor Buddy Johnson

STAFF PRESENT

Mr. Ralph Stewart, Borough Manager
Mr. Don Holderman, Assistant Borough Manager
Mr. Shawn Weaver, Police Chief
Ms. Gina Thompson, Planning, Zoning & HARB Administrator

IV. ADDITIONS TO THE AGENDA

Tosti-Vasey requested to add 1 item to tonight's agenda, a motion to vacate the portion of Right Away on W Lamb Street under Old Business.

Tosti-Vasey motioned and Purnell seconded to approve adding the above item to the agenda under Old Business. No discussion. Motion carried. The item will be added to the meeting agenda.

V. PUBLIC COMMENT - Agenda and Non-Agenda/General Items and Comments

SPECIAL PRESENTATION: The Mayor gave a special presentation/proclamation regarding the Bellefonte Boys' Varsity Baseball Team regarding their win at the State Championship. The team is the 2023 PIAA Class 4A State Champions.

Erin Trouba spoke in support of the Climate Action Plan (CAP) and the Environmental Advisory Board (EAB). She is a resident and an environmental social scientist. She also mentioned grant monies available to support programs like this.

Nancy Noll spoke in support of the Climate Action Plan. She also commended Council Members for their service on Council.

Jason Moser spoke in support of the Climate Action Plan. He also commended Council Members for their service.

Si Wing Yu spoke in support of the Climate Action Plan. She suggested changing the wording of the plan to read less like a “mandate” rather than getting rid of it because the ideals of the plan are laudable.

Nancy Perkins from the North Ward spoke in support of the Climate Action Plan. She stated that the environment here in Bellefonte is a huge asset, compared to other areas.

Mike Stout, the president of Downtown Bellefonte Inc. spoke regarding the location of the Bellefonte Under the Light’s event. DBI submitted an application to have the event at the Public Parking Lot at the corner of Spring and Cherry Streets (across from Belle Mercantile). Their request for that location was denied. They would now like to have the Raceway approved as a new location. The new proposed date is October 21, 2023.

VI. COMMUNICATIONS

Centre County Recycling and Refuse Authority July & August Municipal Report 2023. No Council action is needed.

West Penn Power Community Tree Program. No Council action is needed.

Request for “No Trucks” signage on W. Bishop Street near Dollar General due to issues with trucks turning around. Council may schedule a discussion or consider action.

Resident Comments about the Bellefonte Borough Climate Action Plan. No Council action is needed.

Spring Creek Watershed Commission 2024 Budget and Meeting Dates. A budget increase is being requested. Council will consider this during the 2024 budget work. No Council action is requested at this time.

West Penn Power Response to Nathaniel & Maria Day’s request to partially vacate Lamb Street. No Council action is needed.

Request for donation to support Harrisburg Poet’s workshops for Bellefonte Youth. Council may consider action.

Tosti-Vasey motioned to advertise this event on the Borough website. There was no second. The motion failed.

Safe Routes to Parks Bellefonte Borough Update. No Council action is needed.

VII. PUBLIC HEARING - Request to Vacate Portion of West Lamb Street Right-of-Way

Bernier motioned to open the hearing and Dann seconded.

This hearing is an informational hearing only (Council members may not comment) in regards to a petition for the property located at 203 N Thomas Street – the corner of N Thomas and W Lamb Street. The property owner’s attorney was present to present the request. Property owners are requesting to vacate 9.75 feet of right of way, as the extra 9.75 ft is a discrepancy with the rest of the street which is 50ft wide in all other areas.

- The property owners would like to install a decorative fence along their property line in this area.
- The property owners are willing to agree to granting a private right of way to West Penn Power.
- This area is also right of way for Comcast (cable) and Verizon (phone).
- The issue is that there are utilities present overhead in the right of way. In other cases where a right of way was vacated, there were no utilities present.
- It was clarified that the extra 10 feet in that area is because of the utilities – 50ft for the street, 10ft for the right of way, which is necessary for the utilities.

Tosti-Vasey motioned to close the hearing and Bernier seconded.

Tosti-Vasey made a motion to conditionally approve vacating the right of way, contingent on all utilities agreeing to a private easement with the property owners for continued access to the property for any needed maintenance of utilities. Bernier seconded the motion. Roll call vote. Motion carried.

Mr. Kent Bernier	<i>yay</i>	Ms. Shawna McKean	<i>yay</i>
Mr. Randy Brachbill	<i>yay</i>	Ms. Rita Purnell	<i>yay</i>
Ms. Deb Cleeton	<i>yay</i>	Ms. Johanna Sedgwick	<i>yay</i>
Ms. Barbara Dann	<i>yay</i>	Ms. Joanne Tosti-Vasey	<i>yay</i>
Mr. Doug Johnson	<i>yay</i>		

VIII. CONSENT AGENDA (will be acted upon by a single motion unless otherwise noted)

Consent Agenda includes the following items:

<i>1. General</i>	Council Meeting Minutes July 5, 2023
<i>2. Finance</i>	Budget V. Actual July 2023
<i>3. Finance</i>	Budget V. Actual Summary July 2023
<i>4. Finance</i>	Stover McGlaughlin Invoice July 2023
<i>5. Finance</i>	Treasurer’s Report July 2023
<i>6. Finance</i>	Voucher Summary July 2023

Bernier motioned and Dann seconded to approve the Consent Agenda items. No discussion. Roll Call Vote. Motion carried.

Mr. Kent Bernier	yay	Ms. Shawna McKean	yay
Mr. Randy Brachbill	yay	Ms. Rita Purnell	yay
Ms. Deb Cleeton	yay	Ms. Johanna Sedgwick	yay
Ms. Barbara Dann	yay	Ms. Joanne Tosti-Vasey	yay
Mr. Doug Johnson	yay		

IX. REPORTS

Mayor Johnson

The mayor presented his proclamation for the Bellefonte Boys Baseball team earlier in the meeting.

Police – Chief Weaver (reports were submitted in tonight’s Council Packet)

- July 2023 Report
- Parking Enforcement and Animal Control July 2023 Report

Office of Community Affairs (OCA)/Historical and Architectural Review Board (HARB)

Recommended for approval (Specific motions are stated in the OCA memo):

- 384 E. Linn Street – exterior window and door replacement.
- 435 N. Spring Street - Add an L-shaped porch to cover the front of the entrance.
- 469 E. Curtin Street – Replace existing windows with new wooden windows (same style/grid patterns), paint all trim work and doors, add gutters and downspouts, and replace accent roof(s).
- 469 E. Curtin Street - Add a free-standing deck to the rear of the home

Tosti-Vasey requested to remove the project at 435 N. Spring Street from the list of Recommended Approvals.

Brachbill motioned and Dann seconded to approve the following projects: 384 E. Linn Street, 469 E. Curtin Street and 469 E. Curtain Street. No discussion. Roll Call vote. Motion carried.

Mr. Kent Bernier	yay	Ms. Shawna McKean	yay
Mr. Randy Brachbill	yay	Ms. Rita Purnell	yay
Ms. Deb Cleeton	yay	Ms. Johanna Sedgwick	yay
Ms. Barbara Dann	yay	Ms. Joanne Tosti-Vasey	yay
Mr. Doug Johnson	yay		

Tosti-Vasey motioned to return this project to HARB for further review. Brachbill seconded. Discussion included Tosti-Vasey offering her opinions on the project. She said there was not enough information presented to HARB by the property owner. Tosti-Vasey She said that adding a porch is a major construction issue as and as such requires written plans with materials to be presented to HARB for review. This wasn’t done in this case. It was noted by Mr. Stewart that HARB is not responsible to enforce Zoning, and that the process was followed for this project. This motion is to send this request back to HARB for reconsideration. A yay vote is to request

that HARB re-review, a no vote means that the project will be considered for approval as presented. Roll call vote. With 8 no's and 1 yay, the motion to re-review the project failed.

Mr. Kent Bernier	<i>no</i>	Ms. Shawna McKean	<i>no</i>
Mr. Randy Brachbill	<i>no</i>	Ms. Rita Purnell	<i>no</i>
Ms. Deb Cleeton	<i>no</i>	Ms. Johanna Sedgwick	<i>no</i>
Ms. Barbara Dann	<i>no</i>	Ms. Joanne Tosti-Vasey	<i>yay</i>
Mr. Doug Johnson	<i>no</i>		

Dann motioned to approve the project located at 435 N. Spring Street.

Tosti-Vasey motioned to amend the motion to include HARB's specification that the property owner use Asbestos Style roofing materials to match the main roof, not the metal roof that the owner requested. It was clarified that Council will not vote to change what HARB has already recommended. Council can only approve or disapprove a project as it is presented. Tosti-Vasey noted that the HARB minutes stated that the request for a certificate of approval be made "with the change that the roof on the porch be an asphalt shingle to match the shingle on the house." She stated she was making this request to place the HARB recommendation into what we are voting on. There was no second to the amendment.

Bernier seconded the original motion to approve the project as presented. No discussion. Roll Call vote. Motion carried unanimously.

Mr. Kent Bernier	<i>yay</i>	Ms. Shawna McKean	<i>yay</i>
Mr. Randy Brachbill	<i>yay</i>	Ms. Rita Purnell	<i>yay</i>
Ms. Deb Cleeton	<i>yay</i>	Ms. Johanna Sedgwick	<i>yay</i>
Ms. Barbara Dann	<i>yay</i>	Ms. Joanne Tosti-Vasey	<i>yay</i>
Mr. Doug Johnson	<i>yay</i>		

- Liaison Reports** (Reports were submitted)
- Borough Manager** (Report was submitted)
- Assistant Borough Manager** (Report was submitted)

X. CURRENT and OLD BUSINESS

Centre Climate Action Plan (CAP) and Environmental Advisory Board (EAB).

Dann motion and Bernier seconded to suspend all Borough-related activity on the Climate Action Plan/ Environmental Advisory Board. Discussion included comments by Tosti-Vasey regarding her reasons for her No vote. This included the economic benefits to Bellefonte while upholding her oath of office by doing her constitutional duty to uphold the PA Constitution's Declaration of Rights that includes protecting our natural resources for all people, including generations to come. Purnell commented that she does not want to create more taxes for Borough residents with this CAP. Bernier commented that having a plan is a good idea, but the language in the plan needs to be redone. Other comments included several council members commenting that this plan is over-reaching and that council has spent too much time and money on this issue – when there are more pressing needs in our area. It was noted that the primary focus of Borough Council needs to be public safety, parks, water, sewer, refuse and streets. Roll

Call vote. Motion to suspend all Borough related activity on the CAP/EAB carried with a 5/4 vote.

Mr. Kent Bernier	<i>yay</i>	Ms. Shawna McKean	<i>no</i>
Mr. Randy Brachbill	<i>yay</i>	Ms. Rita Purnell	<i>yay</i>
Ms. Deb Cleeton	<i>no</i>	Ms. Johanna Sedgwick	<i>no</i>
Ms. Barbara Dann	<i>yay</i>	Ms. Joanne Tosti-Vasey	<i>no</i>
Mr. Doug Johnson	<i>yay</i>		

Memo from Finance Director: Budget V. Actual Summary June 2023.

Brachbill motioned and Cleeton seconded to approve at Budget V. Actual Summary June 2023. Discussion included reading the included memo out loud to Council to clarify the discrepancy. Roll Call vote. Motion carried unanimously.

Mr. Kent Bernier	<i>yay</i>	Ms. Shawna McKean	<i>yay</i>
Mr. Randy Brachbill	<i>yay</i>	Ms. Rita Purnell	<i>yay</i>
Ms. Deb Cleeton	<i>yay</i>	Ms. Johanna Sedgwick	<i>yay</i>
Ms. Barbara Dann	<i>yay</i>	Ms. Joanne Tosti-Vasey	<i>yay</i>
Mr. Doug Johnson	<i>yay</i>		

Coalition Against Bigger Trucks Request for Letter of Support. Council may consider taking action on the request.

Brachbill motioned and Dann seconded to send a letter of support. Discussion included Dann commenting about the Coalition. Roll Call vote. Motion carried unanimously.

<i>Mr. Kent Bernier</i>	<i>yay</i>	<i>Ms. Shawna McKean</i>	<i>yay</i>
<i>Mr. Randy Brachbill</i>	<i>yay</i>	<i>Ms. Rita Purnell</i>	<i>yay</i>
<i>Ms. Deb Cleeton</i>	<i>yay</i>	<i>Ms. Johanna Sedgwick</i>	<i>yay</i>
<i>Ms. Barbara Dann</i>	<i>yay</i>	<i>Ms. Joanne Tosti-Vasey</i>	<i>yay</i>
<i>Mr. Doug Johnson</i>	<i>yay</i>		

DBI /Under the Lights Special Event Request to use South Lot. The streetscape project scheduled for South Spring Street will be underway during the requested date. Staff is recommending that the event organizers find an alternative location.

Bellefonte Rental Code Update/CR Code Amendments Update. Following council’s action on the proposed ordinance amendments at the 8/7 meeting, Centre Region Code has stated that no further action by council needs to take place. Bellefonte will operate under the previously approved Ordinance of 2017. No Council action is needed.

Bellefonte Borough Special Events Calendar: August-October 2023. No Council action is needed.

(THIS ITEM WAS REMOVED FROM TONIGHT’S AGENDA) Request to amend Commercial Business District Zoning to allow ground-floor residential for Emergency shelter/homeless housing. The zoning amendment process involves public notices, hearings, legal advertising, and

the crafting of the amendment language. The requester of this amendment has asked that council signify their willingness to consider an amendment as described. Council may consider action.

South Spring Street Streetscape Bids Review. The low bidder did not have a complete bid package submission. Staff is recommending that, based on the solicitor's opinion, the borough accept the next lowest bid.

Tosti-Vasey motioned and Dann seconded to approve the CDBG Spring Street Streetscape Bid – John Nastase Construction for \$194,981.74. No discussion. Roll Call vote. Motion carried unanimously.

<i>Mr. Kent Bernier</i>	<i>yay</i>	<i>Ms. Shawna McKean</i>	<i>yay</i>
<i>Mr. Randy Brachbill</i>	<i>yay</i>	<i>Ms. Rita Purnell</i>	<i>yay</i>
<i>Ms. Deb Cleeton</i>	<i>yay</i>	<i>Ms. Johanna Sedgwick</i>	<i>yay</i>
<i>Ms. Barbara Dann</i>	<i>yay</i>	<i>Ms. Joanne Tosti-Vasey</i>	<i>yay</i>
<i>Mr. Doug Johnson</i>	<i>yay</i>		

Nastase Construction Final Invoice for Governor’s Park Baseball Field.

Dann motioned and Sedgwick seconded to approve Nastase Construction Final Invoice on the condition of the Architects' review and approval in the amount of \$64,386.60. No discussion. Roll Call vote. Motion carried unanimously.

<i>Mr. Kent Bernier</i>	<i>yay</i>	<i>Ms. Shawna McKean</i>	<i>yay</i>
<i>Mr. Randy Brachbill</i>	<i>yay</i>	<i>Ms. Rita Purnell</i>	<i>yay</i>
<i>Ms. Deb Cleeton</i>	<i>yay</i>	<i>Ms. Johanna Sedgwick</i>	<i>yay</i>
<i>Ms. Barbara Dann</i>	<i>yay</i>	<i>Ms. Joanne Tosti-Vasey</i>	<i>yay</i>
<i>Mr. Doug Johnson</i>	<i>yay</i>		

XI. NEW BUSINESS

Request Penn State University Sustainability Project - Water Bottling Study Updates.

Brachbill motioned and Cleeton seconded to approve the Water Bottling Study Update for Bellefonte’s sustainability project. No discussion. Roll Call vote. Motion carried unanimously.

<i>Mr. Kent Bernier</i>	<i>yay</i>	<i>Ms. Shawna McKean</i>	<i>yay</i>
<i>Mr. Randy Brachbill</i>	<i>yay</i>	<i>Ms. Rita Purnell</i>	<i>yay</i>
<i>Ms. Deb Cleeton</i>	<i>yay</i>	<i>Ms. Johanna Sedgwick</i>	<i>yay</i>
<i>Ms. Barbara Dann</i>	<i>yay</i>	<i>Ms. Joanne Tosti-Vasey</i>	<i>yay</i>
<i>Mr. Doug Johnson</i>	<i>yay</i>		

XII. COUNCIL COMMENTS FOR THE GOOD OF THE ORDER

Members may offer comments regarding various events and issues within the Borough.

Mr. Stewart thanked the property owners at Parrish Drugs for doing a really great job renovating the property/apartments (short term units) at that site.

Mayor Buddy Johnson thanked community members for standing up and speaking and having the courage to continue to persevere in speaking up about community issues. He is also thankful for Council members and the time they give to the community.

Mr. Brachbill commented that he is not a part of a community project created by Barry Myers and he wanted to dispel that rumor.

Ms. Tosti-Vasey commented that the two public EAB programs scheduled for September will be cancelled. The first cancelled event was a CAP discussion session scheduled for September 16 and the second cancelled event is a community composting event scheduled on Musser Lane on October 7th. She will notify the EAB that all future programs and events are now cancelled. It was /discussed that educational programs could continue, but Tosti-Vasey countered that with no EAB and an order by the Council that staff time not be used on these types of programs, that there is no one available to plan and coordinate future events.

Ms. Cleeton offered state trivia for today. She mentioned that on this date, August 21, 1959, Hawaii became the 50th state.

Ms. Purnell reminded council that there is an upcoming event with a street closure – the Safe Routes event on Sunday, August 27, 2023. Also St. Johns “Blessing of the Backpacks” event is Sunday, August 27, 2023.

XIII. ADJOURNMENT

Meeting adjourned at 8:52p.m.

Bellefonte Borough Council Meeting

Monday, August 21, 2023

NAME (Please Print)	ADDRESS	Phone Number
Sharon Weiser	1887 Pine St.	814-933-9447
Erin Trouba	129 E Linn St. Apt 5	610-806-3043
Almacy Perkins	445 E. CURTIN ST.	814-424-7571
Regina Jackson	325 E. Curtin St.	814-355-2254
Sze Wing Yu	624 E. Howard St. Apt Rear	267-690-6143
Jason Moser	602 E Linn	814-441-5695
Donald Townsend	133 1/2 W Logan	814-699-1200
Mentor Hall	176 E Linn St	814-355-7946
Mike Smith	1081 Nilsen Rd	814-993-7348
Kathleen Ammen	DBI	912-901-0010
Michael Gerasimos	340 Toni Per	
Maria Day	203 N. Thomas St.	—
Svend Abbey	220 W. GREENBURG RD, UNIT 207	814-777-3898

MEMORANDUM

TO: Bellefonte Borough Council
FROM: Gina Thompson: HARB, Zoning & Planning Administrator
SUBJECT: Office of Community Affairs Update
DATE: For Council Meeting September 5, 2023

HARB:

The HARB meeting for August 22, 2023 was canceled. HARB will be on Tuesday, September 12, 2023 to review and revisit procedure and protocol for review meetings. Frank Grumbine, Central Region Community Preservation Coordinator, will lead this review. HARB will also discuss returning in person.

The week of 8/21-8/25, I sent out a welcome brochure to new homeowners in the Historic District within the last year. I get weekly deed reports and will continue to send out the HARB brochure for any new homeowners in the Historic District. This brochure has been updated from an older version. It’s still applicable, but I would eventually like to create something a little more modern for our residents. I continue to update the HARB webpage with relevant information, including a FAQ section.

The advertisement for RFPs to update our Historic District Design Guidelines was published in the newspaper this week. I’ve included a copy of the advertisement and the RFP, if you’re interested. RFPs will be due by Monday, September 25 at 4:00 p.m. and opened during the HARB meeting on Tuesday, September 26.



ZONING:

Zoning Hearing Board

There was a Zoning Hearing on August 29, 2023 at 5:30 p.m. to hear an appeal to the determination made by the Zoning Officer for the property at 1304 Summit Drive. The applicant was appealing the determination that they can only rent out their short-term rental for 138 days per calendar year. They wish to rent out unlimited in the R-1 residential district.

The meeting consisted of my testimony, the testimony of the applicant’s lawyer as well as a cross examination of myself and the applicant, and public comment. Jeff Stover, Borough Solicitor, was present to address any legal questions. He requested 20 days to review and form an opinion on the evidence that was presented before a determination by the Zoning Hearing Board was made. That request was granted. I will work with the ZHB and the applicant to schedule a meeting in the coming weeks for the Board to deliberate and make a determination.

PLANNING:

Planning Commission

The next meeting will be held on September 11, 2023 at 5 p.m. in Council Chambers to discuss zoning concerns and possible amendments to various ordinances. Council, as always, is welcome to attend. I only have a draft agenda at this time, but will report at the next council meeting.

Safe Routes to Parks

I volunteered (aka, not on Borough time) to serve on the events committee for the Safe Routes to Parks event, held August 27, 2023. Kathryn Spielvogel has submitted a report for Council. I won't duplicate her report, but I did want to let Council know that it was a fantastic event with a really good turnout. There were several information stations and hands on activities for kids, and everyone I spoke with was overwhelmingly supportive of a rails-to-trails and bridge connecting Talleyrand Park to Masullo Park. Thank you to Council members who were able to make it out to the event!

PennDOT Vulnerable Road User Safety Assessment

As the Planning Administrator for the Borough, I was invited by PennDOT to attend the VRU Safety Assessment, North Central/Centre County meeting on August 23. This was a virtual meeting to review the methodology used to determine the VRU (Vulnerable Road User) "high risk" areas in each region. The two areas that were identified in our region were a corridor of North Atherton and Beaver Avenue. While both of these are certainly high-risk areas due to reported accidents, both Jim Saylor and Anne Messner, from the CCMPO, noted that the methodology used does not capture equality vulnerable high-risk roads, and specifically mentioned the 150/Water Street corridor in the Borough as one of those areas. It was refreshing to hear our CCMPO specifically identify Bellefonte Borough as a municipality in need to active transportation projects and funding. Kathryn Spielvogel attended as well and has included a brief report from that meeting.

**BOROUGH OF BELLEFONTE
AUGUST 24, 2023
REQUEST FOR PROPOSALS**

The Borough of Bellefonte is requesting sealed proposals for development of the Bellefonte Borough Historic Design Guidelines in accordance with proposal documents.

Project consists of the development of easy-to-understand Historic District Design Guidelines for use by building owners, contractors, Borough Staff, and the Historic Architectural Review Board (HARB) and to facilitate public engagement sessions during the drafting phase of the guidelines.

The Request For Proposal may be downloaded from the Borough's website at www.bellefonte.net → Historic Preservation, or by obtaining a hard copy at the Borough of Bellefonte Municipal Office located at 236 West Lamb Street, Bellefonte, PA 16823, anytime M-F from 8:00 AM – 4:30 PM.

Sealed proposals will be accepted until 4:00 PM local prevailing time on Monday, September 25, 2023 at the Borough of Bellefonte Municipal Building Office. Proposals will be opened and read publicly by Bellefonte Borough staff during the HARB's regular review meeting on September 26, 2023 at 8:30 a.m. in the Borough of Bellefonte Municipal Office.

Questions regarding this request for proposal shall be directed to Gina Thompson, HARB Administrator, at gthompson@bellefontepa.gov.

The Borough of Bellefonte, through its duly authorized and constituted officials, reserves its rights to reject any or all proposals, to accept or reject any portions thereof, and to waive any informalities, technicalities, irregularities, or defects in the proposals.

Request for Proposal

*to assist
Bellefonte Borough,
Centre County, Pennsylvania*



**Bellefonte Borough Historic District
Design Guidelines**

DEADLINE:
4:00 PM EST ON MONDAY, SEPTEMBER 25, 2023

Part I

General Information for the Consultant

I – 1 Purpose: The following Request for Proposals (RFP) provides a framework for Consultants to competitively submit a proposal to assist Bellefonte Borough in the development of the Bellefonte Borough Design Guidelines. It is the intent of Bellefonte Borough to have a completed and implemented policy document at the conclusion of the project. This project is funded by a Certified Local Government (CLG) grant from the Pennsylvania State Historic Preservation Office (PA SHPO) and all draft and final products will be subject to the review and approval of the PA SHPO.

I – 2 Issuing Office: The Bellefonte Borough Council authorizes the Project Manager to advertise and serve as the single point of contact for the RFP

I – 3 Scope: This Request for Proposal (RFP) contains:

- a) Instructions governing the proposals to be submitted and the materials to be included therein;
- b) A description of services to be provided by the Consultant;
- c) Requirements which must be met to be eligible for consideration;
- d) General evaluation criteria;

The proposer is encouraged to add to or clarify any of the scope of work items it deems appropriate to obtain a high-quality set of deliverables at the lowest possible cost. All changes should be listed and explained; however, the scope of work proposed, at a minimum, must accomplish the goals and work outlined.

I – 4 Project Outcomes: The Bellefonte Borough Council intends to adopt easy to understand Bellefonte Historic District Design Guideline for use by building owners, contractors, Borough Staff, and the Historic Architectural Review Board (HARB). It is anticipated that the final document will be a guide for implementing best practices for the treatment of historic buildings and places within the Borough of Bellefonte. It is anticipated that the resulting document will be comprehensive in compiling all the necessary information for various parties to make appropriate and logical decisions on projects that impact historic properties. Final product is expected to be composed of an electronic copy of the Bellefonte Historic District Design Guidelines in a PDF format as well as a physical hard copy of the document. The document may implement or model aspects and formatting of other design guidelines in the region which, at the Borough's discretion, may be implemented.

I – 5 Type of Contract: If a contract is entered into between the Consultant and Bellefonte Borough Council as a result of this RFP, it will be the sole discretion of Bellefonte Borough to develop contract provisions. Negotiations may be undertaken with the Consultant, prior to acceptance of the contract, as to compensation and those factors that demonstrate them to be qualified, responsible and capable of completing the project.

I – 6 Rejection of Proposals: This Request for Proposals does not commit Bellefonte Borough to award a Contract, to pay any costs incurred in the preparation of a Proposal pursuant to this Request, or to procure or contract for services. Bellefonte Borough reserves the right to accept or reject any or all Proposals received pursuant to this Request, to negotiate with all qualified consultants, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of Bellefonte Borough to do so.

I – 7 Incurring Costs: Bellefonte Borough shall not be liable for any costs incurred by consultants prior to, or in the development of, a contract.

I – 8 Amendment to the Request for Proposal: If it becomes necessary to revise any part of the RFP, an amendment will be issued to all Consultants that received the original RFP and the contract sums shall be resubmitted. Bellefonte Borough may require selected proposers to participate in negotiations, and to submit a revised proposal as may result from such negotiations.

*Request For Proposal
Bellefonte Borough*

Historic District Design Guidelines

Bellefonte Borough Council Packet for September 5, 2023

I – 9 Response Date: Bellefonte Borough, will receive proposals from qualified consultants pursuant to this RFP, electronically to gthompson@bellefontepa.gov until 4:00 PM EST on Monday, September 25, 2023.

I – 10 Proposals: Consultants must submit a complete response to the RFP using the format provided in Part II in order to be considered as a potential consultant. The contents of the proposal of the selected Consultant shall become contractual obligations if the contract is entered into.

I – 11 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Consultant’s ability to meet these requirements.

I – 12 Oral Presentation: Planning Consultants submitting a Proposal may be required to present an Oral Presentation at a meeting of Bellefonte Borough representatives after submission of the written proposal and prior to final consultant selection. It shall be required that the individual present at the oral presentation be the lead planner assigned to the project.

I – 13 Prime Consultant Responsibilities: The selected Consultant will be required to assume responsibility for all services offered in the proposal. This shall include all approved Sub-Contractors pursuant to Article II-3. Further, the Borough will consider the selected Planning Consultant as the sole point of contact with regard to contractual matters.

I – 14 Disclosure of Proposal Contents: Proposals shall be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors.

I – 15 Standard Contract: The selected Planning Consultant will be expected to enter into a contract that shall be provided by Bellefonte Borough.

I – 16 Proposal Rejection: Bellefonte Borough shall notify, in writing, consultants that were not selected for this project.

I – 17 News Releases: News releases disseminated by any consultant pertaining to this project will not be composed, distributed or published without prior approval from Bellefonte Borough.

I – 18 Cost Data: All cost data for the proposal shall be submitted along with the proposal in an easy-to-understand format.

Part II

Information Required from the Consultant

Consultant Proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the Request for Proposal. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

II – 1 Consultant Work Plan for the Project: The consultant will assist Bellefonte Borough by preparing Historic District Design Guidelines for the Bellefonte Historic District and conduct appropriate public engagement and outreach to raise awareness of the new guidelines. The guidelines will be consistent with the PA SHPO’s Principles and Standards for Design Guidelines in Pennsylvania Communities (2019) and will be prepared by a consultant who meets the Secretary of the Interior’s Professional Qualification Standards. All work must be concluded by September 30, 2024. The proposal must include a description of:

1. Background Research and Evaluation

- a. Research of existing preservation policy, ordinance, context, and procedures of Borough of Bellefonte
- b. Identification of Strategic Issues (e.g. Preserving vs restorations of Historic Properties, Downtown Development and Retention, Material and Industry Trends)
- c. Other pertinent local studies and plans, regional, county, state and federal plans.

*Request For Proposal
Bellefonte Borough*

Historic District Design Guidelines

Bellefonte Borough Council Packet for September 5, 2023

2. Municipal and Public Participation/Facilitation (Virtual appropriate)

- a. Citizen Input/Public Meetings – minimum of 2 meetings
- b. Meetings with the HARB/Bellefonte Borough Council – total 4 meetings

3. Process

- a. Utilize and take into consideration the information in existing plans and input from stakeholders to create a working document tailored to the needs of Bellefonte Borough.
- b. Strategy for gaining public support of new Guidelines

4. Timeline

- a. Project shall encompass no more than 6 months, less if possible.
- b. Project work schedule should be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

II – 2 Prior Experience and Planning Team Personnel: Please outline similar projects, stressing any plans that your consulting firm completed in similar Pennsylvania municipalities with contact information for reference purposes. Online links are acceptable. Include a summary of the project team and of the team’s years of experience, certification, education and work history with the consulting firm. Also, include the number of other employees that will work on the project, including executive/professional personnel, researchers, consultants, etc., and their education and experience with this type of project.

II – 4 Cost and Price Analysis: Full cost information should be provided exhibiting itemized costs for the project and the total cost of the completed project.

Your method of billing must be indicated. The preferred practice is to pay for this type of consulting service upon completion of the work and receipt of the required report; however, Bellefonte Borough will consider paying on a periodic basis as substantial portions of the work are performed. Regardless of the billing method used, fifteen percent (15%) of the total contract price will be withheld until the final product is approved. The following will be reviewed to support the reasonableness of the quotation.

- a. **Direct Labor Costs** – Itemize to show for each category of personnel with a different rate of pay per hour:
- b. **Travel** – Itemize proposed mileage and cost/mile.
- c. **General Overhead Costs** – Specify what is included and the rate used.
- d. **Total Cost**

II-4 Total Project Cost: The total cost of the project is **not to exceed \$15,000**

*Request For Proposal
Bellefonte Borough*

Historic District Design Guidelines

*Request For Proposal
Bellefonte Borough
Historic District Design Guidelines*

PENNDOT'S VULNERABLE ROAD USER SAFETY ASSESSMENT

Why prepare a vulnerable road user (VRU) safety assessment?

The VRU safety assessment will be an essential tool in helping all of us achieve our goal of reducing fatal and serious injury crashes involving people walking and cycling.

What will the VRU safety assessment consist of?

Federal guidance issued last October outlines requirements for the assessment. Key points include:

- Reliance on data-driven safety analysis.
- Emphasis on equity, focusing resources in areas that are traditionally disadvantaged.
- Incorporation of the Safe System Approach, a multidisciplinary approach that is oriented toward reducing fatalities and serious injuries.

What are the steps in the process?

- Identification of "high-risk areas" based on crash history, equity factors, and land use factors.
- Systemic safety analysis to identify system-wide opportunities to improve VRU safety.
- Consultation with interested parties through a series of in-person and virtual meetings.
- Recommendations for projects, programs, and strategies in both urban and rural areas.

How will the consultation phase work?

- Meetings will be organized by Planning Partner (or by groups of Planning Partners) as shown on the map on the back of this fact sheet.
- Invitations will be sent to interested parties. These organizations include MPOs/RPOs, transit agencies, transportation management associations, public health organizations, advocacy groups, walking/running/cycling clubs, municipalities that contain high-risk areas, and statewide organizations with a focus on underrepresented communities. This is an inclusive process; over 300 people from across Pennsylvania will be invited to participate.
- PennDOT staff from both Central Office and Engineering Districts will also attend to hear input provided by participants.
- Each meeting will begin with a presentation describing the assessment and walking participants through the process used to identify high-risk areas.
- Most of each meeting will be dedicated to getting input from participants on pedestrian and cyclist concerns in the identified high-risk areas, as well as potential recommendations to address those challenges.

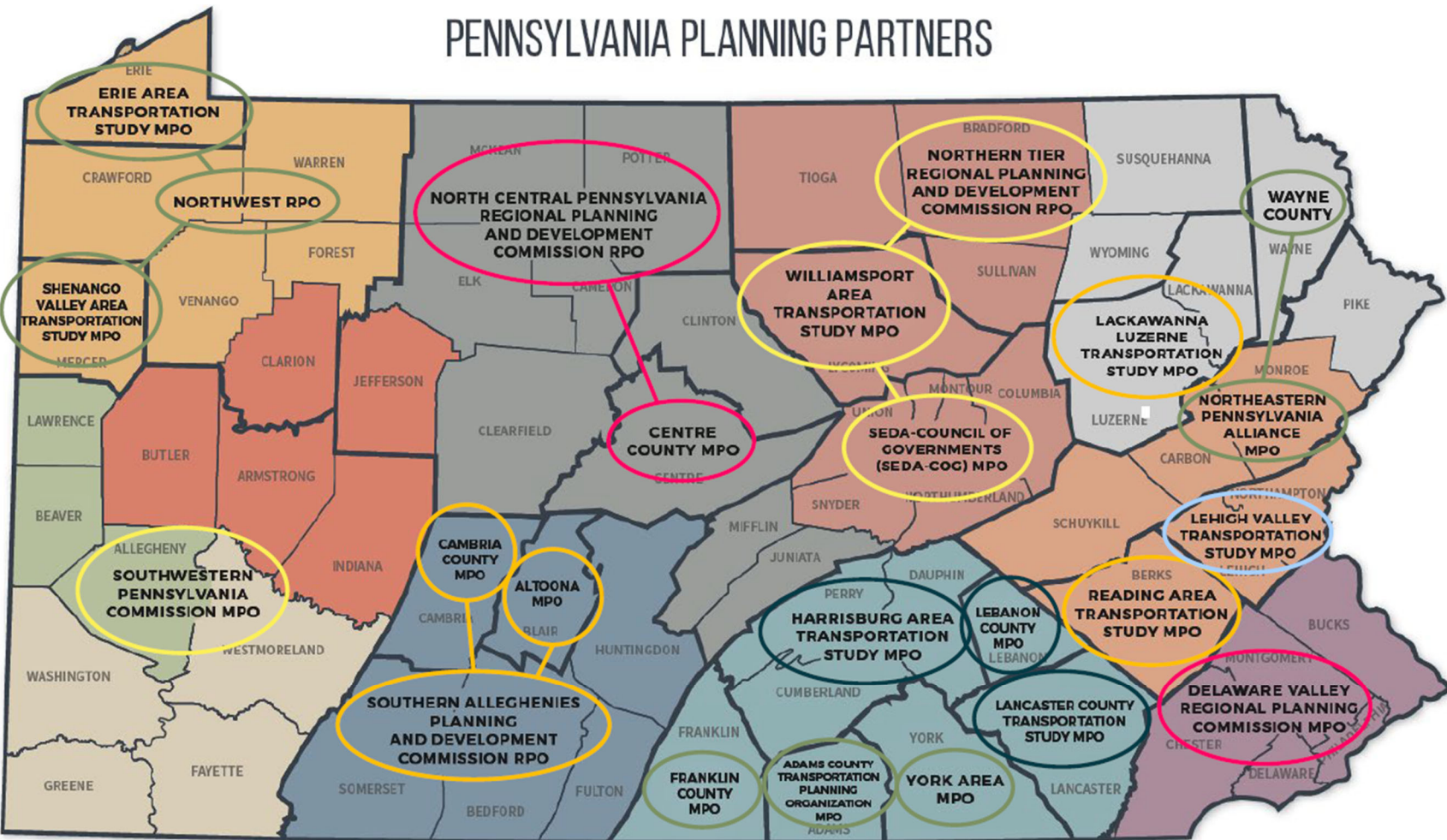
When will all of this occur?

- August 8 through August 31: Consultation meetings
- October 18: Final draft for senior-level review
- November 15: Federal Highway Administration deadline to publish the final VRU safety assessment

How can I find out more?

Please contact Jason Hershock, Manager of PennDOT's Safety Engineering & Risk Management Unit, at jhershock@pa.gov or Jeff Riegner, consultant project manager, at riegner@kittelton.com.

PENNSYLVANIA PLANNING PARTNERS



Bellefonte Borough Council Packet for September 5, 2023**Fw: 2022 CDBG Award Letter**

Donald Holderman <dholderman@bellefontepa.gov>

Fri 8/25/2023 2:50 PM

To:Alyssa Doherty <adoherty@bellefontepa.gov>

📎 1 attachments (83 KB)

Centre Co CDBG Award Letter.pdf;

AD

Please add attachment and email to Council packet. Thank you

Donald L. Holderman
 Assistant Borough Manager
 Bellefonte Borough
 814-355-1501 extension 215

**From:** Gallagher-Long, Mitzi <mgallagherlong@seda-cog.org>**Sent:** Friday, August 25, 2023 9:29 AM**To:** Donald Holderman <dholderman@bellefontepa.gov>**Cc:** Ralph Stewart <rstewart@bellefontepa.gov>**Subject:** FW: 2022 CDBG Award Letter

We were successful in FINALLY convincing DCED the wood decking is a barrier and needs replaced. The approved project scope is now:

- Remove 2 sets of stairs on either side of bridge
- Install 2 ada accessible ramps to bridge on either side of bridge
- Remove and replace wood decking with ada accessible material
- Construct ada accessible connector pathway from path to rest area
- Remove/replace existing concrete rest area with ada accessible concrete area
- Remove/replace existing non accessible picnic table with ada accessible, permanent (concreted in place) picnic table

Removed from the project as ineligible:

- Pergola
- Under decking of bridge cleaning and coating

Mitzi Gallagher-Long | Senior Project Coordinator

Community Development

SEDA-Council of Governments

201 Furnace Road

Lewisburg, PA 17837

(570) 772-4801 (cell)

(570) 524-4491 ext. 7279

www.seda-cog.org | mgallagherlong@seda-cog.org**SEDA-COG...Building Strong Economies & Strong Communities****From:** Michael, Jody <jmichael@pa.gov>**Sent:** Thursday, August 24, 2023 11:20 AM

Bellefonte Borough Council Packet for September 5, 2023

To: mike@centrecountypa.gov; Gallagher-Long, Mitzi <mgallagherlong@seda-cog.org>

Subject: 2022 CDBG Award Letter

Commissioner Pipe,

Please find attached a copy of Centre County’s CDBG grant award letter.

DCED will not be mailing a hard copy at this time.

We are moving forward with contracting and you should be hearing from our contracting office soon.

Please contact your grant manager with any questions or concerns.

Jody Michael | Administrative Officer
PA Department of Community & Economic Development
Center for Community & Housing Development
Commonwealth Keystone Building
400 North Street, 4th Floor | Harrisburg, PA 17120-0225
Phone: 717-720-7410 | jmichael@pa.gov
dced.pa.gov | www.visitPA.com



Confidentiality Notice: This electronic communication is privileged and confidential and is intended only for the party to whom it is addressed. If received in error, please return to sender.

Please Note: If this email contains a PDF, then the attached PDF file must be produced exactly as provided; no alterations may be made to format or content. If changes are required for any reason, a new file must be provided by the Department of Community and Economic Development. Any alterations to the pdf file made by the recipient without the Department of Community and Economic Development’s consent will render the pdf file and its contents null and void.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

August 21, 2023

The Honorable Michael Pipe
Chairman, Centre County Board of Commissioners
420 Holmes Street
Bellefonte, PA 16823
via email: mike@centrecountypa.gov

Dear Commissioner Pipe:

On behalf of Governor Josh Shapiro, I am pleased to inform you that the Department of Community and Economic Development (DCED) has approved the following grant (202210265346) to be administered by:

Centre County	\$346,966
Centre County on behalf of:	
Bellefonte Borough	\$117,952
Total Amount of:	\$464,918

These funds are provided through the Department’s 2022 Community Development Block Grant (CDBG) Program.

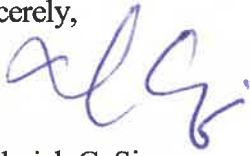
The contract for this approved grant will be sent to your office for electronic signature. It is important that you follow the instructions and execute the signatures as soon as possible. Once you receive an electronic copy of the fully executed contract and complete the environmental review and other applicable program requirements, you may begin to requisition project funds. If you have any questions concerning this grant, please contact the Center for Community & Housing Development, at (717) 787-5327.

Prevailing wage requirements are generally applicable to projects using grant funds toward construction, demolition, reconstruction, alteration, repair work, renovations, build-out, and installation of machinery and equipment in excess of \$25,000. Any questions as to prevailing wage obligations and whether they apply to your project should be directed to the Bureau of Labor Law Compliance at (800) 932-0665.

The Department of Community and Economic Development is prepared to provide you with any technical assistance or guidance.

My congratulations and best wishes for a successful project.

Sincerely,



Frederick C. Siger
Secretary

Federal Funding Number – B-22-DC-42-0001

cc: Rick Vilello, Deputy Secretary, Community Affairs and Development, DCED
Johnna Pro, Southwest Regional Director, DCED
Timothy Cullen, Grant Manager, Center for Community & Housing Development, DCED
Mitzi Gallagher-Long, Program Analyst, Centre County,
via email: mgallagherlong@seda-cog.org



HISTORIC
Bellefonte™
Est. 1795

To: Council/Authority

From: Ralph

Date: September 1, 2023

Subject: Update - Encroachments to Borough and Authority Properties by Homeowner at 1201 Pine Circle

The property owner has been sent the attached letters essentially giving him 60 days to put things back/remove the encroachments to the pre-construction conditions.

Bellefonte Borough Council Packet for September 5, 2023



McQuaide Blasko, Inc.
811 University Drive, State College, PA 16801-6624
814.235.2222 FAX 814.234.5620 mqblaw.com
Additional offices in Hershey and Hollidaysburg

August 25, 2023

**Via Certified Mail and
First Class Mail**

Jeffrey E. Beck
1201 Pine Circle
Bellefonte, PA 16823

**In Re: Bellefonte Borough Authority / Borough of Bellefonte
Encroachments on Borough and Authority Property**

Dear Mr. Beck:

This law firm represents the Bellefonte Borough Authority (the "Authority"). I write to notify you that you have erected certain structures within an easement owned by the Authority, which constitutes an encroachment and trespass. It is also our understanding that you have placed certain structures on property owned by the Borough of Bellefonte, which constitutes a trespass on Borough property.

The encroachments are reflected on the enclosed survey map prepared by Century Engineering and dated May 23, 2023 (the "Survey Map"). Your property is a 0.45-acre lot along Pine Circle, designated as Tax Parcel Number 32-205-082 and further described in Centre County Deed Book 2206 at Page 146 et seq. As the Survey Map shows, the Borough of Bellefonte owns the parcel of land to the south and west of your property, designated as Tax Parcel Number 32-105-094B and further described in Centre County Deed Book 465 at Page 481 et seq. As the Survey Map also indicates, the Authority possesses a sanitary sewer easement on the Borough property and adjoining property, which runs through the northwest corner of your property (the "Authority Easement").

Specifically, as reflected on the Survey Map, a stone wall and a fire pit are located within the area of the Authority Easement. These encroachments have been placed by you within the Authority Easement without authorization or compliance with appropriate permitting requirements. Accordingly, the Authority demands that you remove these encroachments from Borough property and the Authority Easement area immediately.

We are hopeful that this will be a cooperative, amicable process, and I am willing to discuss this notice with you or your attorney. If you are represented by an attorney, please provide me with his or her phone number and address or have him or her contact me at (814) 235-2254.

If you fail to remove all encroachments within the Authority Easement area within sixty (60) days of the date of this letter, then the Authority will pursue any and all rights and remedies under law and at equity, including commencement of a legal action against you.

Thank you for your anticipated cooperation.

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. Schrack', written over a horizontal line.

Thomas S. Schrack

TSS/jlb
Enclosure



**Stover
McGlaughlin**
Attorneys & Counselors at Law

Bellefonte
122 East High Street
Bellefonte, PA 16823
T: 814 355 8235
F: 814 355 1304

State College
919 University Drive
State College, PA 16801
T: 814 231 1850
F: 814 231 1860

*Please reply to:
Bellefonte Office*

August 28, 2023

CLIENT'S COPY

Mr. Jeff Beck
1201 Pine Circle
Bellefonte, PA 16823

RE: Borough of Bellefonte

Dear Mr. Beck:

I am the solicitor for the Borough of Bellefonte. I am writing to you with respect to the gazebo that you recently installed at the rear of your home. As you know, it has been determined that the gazebo, and the supporting walls, encroach onto the park land owned by the Borough.

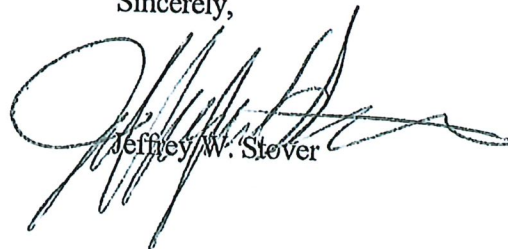
I recently viewed the area. I see that in addition to the gazebo you have piled a lot of rock and soil behind the new gazebo, and that pile of material is also on the Borough park land. Furthermore, it appears that you accessed your back yard by cutting across the Borough park. Your contractors left a new, gravel road leading from the ball field parking lot past the ballfield snack pavilion, and continuing to the construction area that straddles the boundary between the Borough property and your property.

An additional problem exists. You made the above referenced improvements without first obtaining the necessary permits. As a result, you have violated the Borough ordinance that requires the issuance of a permit in advance of any construction. Had you sought the permit there is no doubt that the encroachment would have been discovered and the problem avoided.

Please accept this letter as a directive for the removal of the illegal gazebo, built without a permit and all improvements that encroach on the Borough park land, including the gazebo's supporting walls, the pile of rock and soil, and the construction road. We direct that all of those matters be removed within 60 days of the date of this letter.

Should you have any questions regarding this letter please do not hesitate to contact me.

Sincerely,



Jeffrey W. Stover

JWS/cjs/2023.08.21.ltr to jbeck
cc: Ralph Stewart, Borough Manager



HISTORIC
Bellefonte[™]
Est. 1795

MEMO

TO: BOROUGH COUNCIL

FROM: BARBI WATSON

DATE: SEPTEMBER 1, 2023

SUBJECT: The 2024 Minimum Municipal Obligation (MMO) for the Bellefonte Borough Pension Plans

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the “Chief Administrative Officer” of each municipal pension plan to inform the “governing body” of the municipality of the plan’s expected financial obligation for the coming year. This must be done by the last business day in September. This memo, provided under the guidance of the Pennsylvania Municipal Retirement System (the plan’s administrator), is intended to satisfy the legal requirements of Act 205.

The calculation of the 2024 plan cost, or the MMO, required an estimate of the 2023 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968 for non-uniform or Mockenhaupt (800) 405-3620 for police.

Please understand that the MMO is the municipality’s 2024 bill for this pension plan. The calculated obligation must be paid by December 31, 2024. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.

Attachments: 2024 MMO Non-Uniform Pension Defined Benefit and Defined Contribution
2024 MMO Police Pension

cc: Ralph Stewart

**The Minimum Municipal Obligation Worksheet (MMO)
Bellefonte Borough Pension Plan (14-003-3 N1)**

for Plan Year 2024

CHARGES

Estimated 2023 W-2 Payroll For Covered Plan Members:	(A)	<u>701,456</u>	
PMRS Determined Normal Cost Expressed as a Decimal:	(B)	<u>0.1548</u>	
RESULT: (A) * (B) =			(C) <u>108,585</u>
Administrative Charge (PMRS Determined) # of Plan Members times \$20:			(D) <u>940.00</u>
Amortization of Unfunded Liability (PMRS Determined)			(E) <u>0.00</u>
TOTAL CHARGES: (C) + (D) + (E) =			(F) <u>109,525</u>

CREDITS

Repeat Estimated 2023 W-2 Payroll For Covered Plan Members:	(A)	<u>701,456</u>	
Employee Contribution Rate Expressed as a Decimal:	(G)	<u>0.05</u>	
RESULT: (A) * (G) =			(H) <u>35,073</u>
Amortization of the Actuarial Surplus (PMRS Determined)			(I) <u>95,378.00</u>
TOTAL CREDITS: (H) + (I) =			(J) <u>130,451</u>

MINIMUM MUNICIPAL OBLIGATION

(Based on 1/1/2021 Actuarial Valuation) (MMO) 0

Equals TOTAL CHARGES Minus
TOTAL CREDITS (F) - (J) = **(Please round numbers to dollars)**

Prepared By: Barbi Watson (Name) Barbi Watson (Signature)
Pension (Title) (814) 355-1501 x: 211 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 4, 2023. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

The Minimum Municipal Obligation Worksheet (MMO)
For The
Bellefonte Borough (CB Plan) Pension Plan (14-003-3 N2)

For Plan Year 2024

Estimated 2024 W-2 Payroll
For Covered Plan Members: (A) 1,243,701

Contracted Employer Contribution Rate
Expressed as a Decimal: (B) 0.1000

RESULT: (A) * (B) = (C) 124,370

Administrative Charge (PMRS Determined)
of Plan Members times \$20: (D) 560.00

MINIMUM MUNICIPAL OBLIGATION

Equals (C) + (D) (MMO) 124,930

Prepared By: Barbi Watson (Name) *Barbi Watson* (Signature)
Pension (Title) (814) 355 - 1501 x: 211 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 4, 2023. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

**BOROUGH OF BELLEFONTE POLICE PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2024 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	19.677%
2. Estimated 2023 Payroll for Active Participants	\$ <u>841,097</u>
3. Normal Cost (A1 x A2)	\$ <u><u>165,503</u></u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 165,503
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	5,047
4. Amortization Payment, if any	<u>0</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u><u>170,550</u></u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 170,550
2. Anticipated Employee Contributions (3.9% of Estimated Payroll)	32,803
3. Funding Adjustment, if any	<u>30,855</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u><u>106,892</u></u>

NOTES:

1. 2024 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2024 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2024 budget along with an interest penalty.
-

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2021 Valuation.

RESOLUTION NO. 09052023-01

BOROUGH OF BELLEFONTE POLICE PENSION PLAN

A RESOLUTION OF THE BOROUGH OF BELLEFONTE RELATIVE TO THE ESTABLISHMENT AND MAINTENANCE OF EMPLOYEES PENSION, ANNUITY, INSURANCE AND BENEFIT FUND OR FUNDS, TO AMEND CERTAIN PROVISIONS OF THE PENSION PLAN OR PROGRAM APPLICABLE TO THE POLICE EMPLOYEES OF SAID BOROUGH:

WHEREAS, the Borough of Bellefonte (the “Borough”) has previously established the Borough of Bellefonte Police Pension Plan (the “Plan”), which was adopted pursuant to Act 600; and

WHEREAS, the Borough reserves the right to reduce or eliminate Participant Contributions below the mandated rate of five percent (5.0%) of compensation subject to certain conditions on an annual basis; and

WHEREAS, the Borough has received confirmation from the Plan’s Actuary with respect to the Participant Contributions; and

WHEREAS, the Borough is satisfied that the conditions have been met in order to reduce the contribution rate to three and nine-tenths percent (3.9%) of compensation for 2024;

BE IT RESOLVED AND ADOPTED by the Borough Council and it is HEREBY RESOLVED AND ADOPTED by authority of the same:

Effective January 1, 2024 and continuing through and including December 31, 2024, the amount of Participant Contributions due shall be three and nine-tenths percent (3.9%) of compensation. The obligation to pay Participant Contributions pursuant to Act 600 in the amount specified therein shall resume effective as of January 1, 2025.

RESOLVED AND ADOPTED this 5th day of September, 2023.

ATTEST:

BOROUGH OF BELLEFONTE

Secretary

President / Borough Council

Goals - Action Items

Goal - Discussion - Action Items	Date Listed	Work Session	Council Meeting	Executive session	Completed	Notes
Musser Lane Hours open to public	03.21.2022	02.06.2023	03.20.2023			Add to March 20, 2023 agenda
Asset management inventory	01.03.2022					
Develop Capital Budget for Borough	01.03.2022					
Webcam for downtown	01.03.2022					
Certification for Sustainable Community	01.03.2022					
Union Cemetery - Long Term health	01.03.2022					Meeting held 2/11/2022; 3/15/22
Meet with contractors / owners regarding building code process	03.21.2022					Updates to survey being considered
Look into a platform similar to Constant Contact as another way to provide information to members of the community;	03.07.2022	04.17.2023	similar request at the 04.04.2022 council meeting			Mail Chimp
STMP Recommendations Follow-up	01.09.2023					
Street Paving	01.09.2023		05.15.2023			Bid Opening May 15, 2023
Wayfinding - entrance signage, Kiosk	01.09.2023					Waiting on funding
Aging water & sewer mains - replace	01.09.2023					
Electronic archival of Borough Maps	01.09.2023					Working to get PSU volunteer
Improve Asset Management	01.09.2023					
Sewer Lines-reduce infiltration	01.09.2023					Camera work/ Repair
New Borough Logo on Vehicles	01.09.2023					
Borough Priority Budgeting	01.01.2022					Continue to implement
Zion Road Stop Light	01.09.2023					Need to hire engineer for design
Sprinkler/Elevator Installation in Armory Building. ADA access	12.01.2022					Armory Property Committee meeting regularly. Ongoing
Grind all stumps in ROW	01.09.2023					Utilize new stump grinder
Budget Enhancement process with Fire Executive Board	01.09.2023					
Elected Officials attend at least 1 Annual Borough Assoc. Conference	01.09.2023					
Snow Removal in Talleyrand Park & Waterfront Steps						Determine removal
Open House for Retirees	01.09.2023		04.17.2023			Schedule for May
Promote LERTA Program	01.09.2023					
Consider Year End Open House	01.09.2023					
Research EV Charging station payment Methods	01.09.2023	04.17.2023				
Transfer of Potter St Property						Finalize Transfer with SEDA-COG Railroad

Bellefonte Borough Council Packet for September 5, 2023						Surveys sent out to 75 random residents
Environmental Advisory Board/ Climate Action Plan						
Move to Armory Building	01.09.2023					Coordinate/Plan Transition of Staff
Replace aged Streetlight poles on Allegheny & W. Linn	01.09.2023					
Stamped Crosswalks in Downtown	01.09.2023					Trought commercial district
Police department renovations	04.04.2022					architect study underway
Authority - Big Spring Cover Design	01.03.2022					progressing
S. Spring/W. Bishop Streetscape project	01.03.2022					Projected Bid Date June 2023
Parkwood stormwater issues	01.03.2022					permitting, grants work underway
Lighted Crosswalks	04.03.2023					Waiting on cost estimate
Wood Street Stormwater Issue	03.21.2022					Received Design March 2023
Agreement with Teener League Board	01.09.2023			03.06.2023	03.20.2023	Signed
Plant 40/50 eastern red bud trees along Waterfront Walkway	01.09.2023				04.14.2023	Completed April 14, 2023
Governor's Park Baseball Field Project	01.09.2023				04.10.2023	Substantially complete
Musser Lane Compost Facility	01.03.2022	02.06.2023	03.07.2022		03.01.2023	Cameras have been installed



Completed
 Issues still to be worked on/Ongoing
 In progress
 Completed or no longer active