



HISTORIC
Bellefonte[™]
Est. 1795

Borough of Bellefonte Council Work Session

AGENDA

7:00 – 7:25 PM, Monday, October 16, 2023

In-Person, Council Chambers

ATTEND IN PERSON – The Council Chambers is open to the public with normal or standard occupancy levels.

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/Hd9tzwZuAcE>. Recordings can be viewed on CNET, Comcast’s Government Education Channel 7, or at www.cnet1.org

ATTEND VIRTUALLY- Please get in touch with the Borough via email: boro@bellefontepa.gov or phone: 814-355-1501 before 4:00 PM on Monday, October 16, 2023, to receive the Zoom Link to the meeting.

I. COUNCIL WORK SESSION MEETING – CALL TO ORDER

II. WELCOMING COMMENTS / OPENING REMARKS

- A) Welcome everyone to the Bellefonte Borough Council Work Session. No council action (making motions or approvals) is taken during work sessions.
- B) Trivia Question – Council Member Bernier

III. ITEMS FOR DISCUSSION:

- A) 2024 Budget: Review Bulk Water Fund and Special Projects Fund – **25 minutes**

IV. ADJOURNMENT

The Work Session will be adjourned at or before 7:25 PM. The Borough Council Business Meeting is scheduled to start at 7:30 PM.

| | | | | 2023 | | | |
|---------|------------------------------------|----------------|----------------|--------------|----------------|----------------|----------------|
| | | Final | 2023 | projected | 2023 | 2023 | 2024 |
| Acct # | | 2022 | 9 months | 3 months | Total | Budget | Budget |
| | <u>Revenue</u> | | | | | | |
| 340.000 | Interest on Loan - Keystone Grant | \$3,745.92 | \$2,736.26 | \$889.42 | \$3,625.68 | \$3,626.00 | \$3,450.00 |
| 341.000 | Principal on Loan - Keystone Grant | \$5,799.00 | \$17,461.00 | \$5,842.00 | \$23,303.00 | \$23,303.00 | \$23,480.00 |
| 341.010 | Interest Income | \$980.87 | \$3,379.27 | \$1,700.00 | \$5,079.27 | \$300.00 | \$1,000.00 |
| 351.000 | American Rescue Grant Funds | \$27,654.53 | \$56,701.62 | \$0.00 | \$56,701.62 | \$0.00 | \$0.00 |
| 354.001 | Grant Funds | \$1,132,875.95 | \$4,005,179.83 | \$205,000.00 | \$4,210,179.83 | \$0.00 | \$0.00 |
| 387.000 | Donation Revenue | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$35,000.00 |
| | Subtotal - Revenue | \$1,171,056.27 | \$4,085,457.98 | \$213,431.42 | \$4,298,889.40 | \$27,229.00 | \$62,930.00 |
| 399.001 | Use of Reserves | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,237,676.00 | \$1,108,160.00 |
| | Total Revenues | \$1,171,056.27 | \$4,085,457.98 | \$213,431.42 | \$4,298,889.40 | \$2,264,905.00 | \$1,171,090.00 |
| | <u>Expenses</u> | | | | | | |
| 410.700 | Police Dept Grant Expense | \$929,913.86 | \$409,899.30 | \$200,000.00 | \$609,899.30 | \$855,135.00 | \$300,085.00 |
| 451.700 | Bandshell Grant Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 |
| 465.700 | Gov Park Baseball Field Grant Exp | \$202,962.09 | \$795,280.53 | \$5,000.00 | \$800,280.53 | \$1,066,794.00 | \$182,000.00 |
| 489.210 | Office Supplies Expense | \$0.00 | \$62.98 | \$25.00 | \$87.98 | \$5.00 | \$75.00 |
| 490.000 | Nittany Valley Jt Comp Plan Exp | \$0.00 | \$223.78 | \$100.00 | \$323.78 | \$0.00 | \$0.00 |
| 498.100 | American Rescue Funds Expense | \$2,685.53 | \$59,701.62 | \$9,000.00 | \$68,701.62 | \$342,971.00 | \$261,000.00 |
| 999.998 | For Future Keystone Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$27,930.00 |
| | Total Expenses | \$1,135,561.48 | \$1,265,168.21 | \$214,125.00 | \$1,479,293.21 | \$2,264,905.00 | \$1,171,090.00 |
| 492.006 | Transfer to Water Fund | \$24,969.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Net income/(loss) | \$10,525.79 | \$2,820,289.77 | -\$693.58 | \$2,819,596.19 | \$0.00 | \$0.00 |

| Acct # | | 2022 | 2023 | 2023 | Total | 2023 | 2024 |
|---------|---|----------------|---------------|--------------|--------------|--------------|--------------|
| | | Final | 9 months | 3 months | | 2023 | Budget |
| | Revenue | | | | | | |
| 341.010 | Interest Income | \$4,147.44 | \$4,972.85 | \$800.00 | \$5,772.85 | \$2,100.00 | \$4,500.00 |
| 342.200 | Rental Income | \$0.00 | \$13,000.00 | \$0.00 | \$13,000.00 | \$15,600.00 | \$15,600.00 |
| 354.030 | State Grant Proceeds | \$41,400.00 | \$0.00 | \$308,513.00 | \$308,513.00 | \$100,000.00 | \$327,000.00 |
| 357.030 | Local Grant Proceeds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$177,000.00 | \$0.00 |
| 378.122 | Bulk Water Sales-Niagara-Howard Plant | \$163,544.13 | \$53,926.20 | \$39,347.52 | \$93,273.72 | \$164,000.00 | \$95,000.00 |
| 378.700 | Milesburg Water Usage Revenue | \$90,805.16 | \$31,249.59 | \$15,624.80 | \$46,874.39 | \$90,000.00 | \$48,000.00 |
| 391.900 | Sale of Fixed Assets | \$940,205.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Subtotal Revenue | \$1,240,101.73 | \$103,148.64 | \$364,285.32 | \$467,433.96 | \$548,700.00 | \$490,100.00 |
| 399.001 | Use of Reserves | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$83,195.00 | \$149,845.00 |
| | Total Revenue | \$1,240,101.73 | \$103,148.64 | \$364,285.32 | \$467,433.96 | \$631,895.00 | \$639,945.00 |
| | Expenses | | | | | | |
| 410.700 | Police Dept Upgrade Expense | \$16,632.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 436.318 | Parkview Heights Stormwater Mgmt Exp | \$44,067.49 | \$334.00 | \$0.00 | \$334.00 | \$277,000.00 | \$0.00 |
| 450.215 | Armory Postage Expense | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 450.314 | Armory Legal Expense | \$3,010.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 450.351 | Armory Commercial Insurance Exp | \$1,420.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 450.361 | Armory Electricity Expense | \$252.41 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 450.373 | Armory Building Maint Expense | \$32.49 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 451.361 | Electricity - Water St Property | \$1,222.27 | \$2,103.48 | \$1,200.00 | \$3,303.48 | \$500.00 | \$3,500.00 |
| 451.800 | Water St Property Expenses | \$815.26 | \$17.17 | \$0.00 | \$17.17 | \$5,100.00 | \$1,000.00 |
| 455.215 | Postage Expense | \$0.00 | \$0.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 |
| 455.310 | Audit Expense | \$0.00 | \$350.00 | \$0.00 | \$350.00 | \$350.00 | \$400.00 |
| 455.314 | Legal Fees Expense | \$245.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$0.00 |
| 46.250 | Waterfront Expenses | \$0.00 | \$3,675.00 | \$0.00 | \$3,675.00 | \$0.00 | \$4,000.00 |
| 460.351 | Commercial Insurance Exp-Waterfront | \$1,000.00 | \$0.00 | \$600.00 | \$600.00 | \$600.00 | \$650.00 |
| 460.361 | Electricity Expense-Waterfront | \$845.84 | \$1,012.63 | \$350.00 | \$1,362.63 | \$1,200.00 | \$1,500.00 |
| 463.500 | Contribution to CBICC | \$1,000.00 | \$0.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| 465.210 | Office Supplies Expense | \$30.00 | \$90.58 | \$0.00 | \$90.58 | \$30.00 | \$30.00 |
| 471.710 | Water St Building Loan-FNB-Principal | \$23,324.02 | \$17,888.50 | \$6,041.96 | \$23,930.46 | \$23,935.00 | \$24,555.00 |
| 471.711 | Water St Building Loan-FNB-Interest | \$2,283.14 | \$1,316.87 | \$359.83 | \$1,676.70 | \$1,675.00 | \$1,055.00 |
| 472.401 | Prin Payments-NW Loan #3432-Waterfront | \$0.00 | \$40,784.29 | \$13,839.26 | \$54,623.55 | \$54,615.00 | \$56,635.00 |
| 472.402 | Int Exp-NW Loan #3432-Waterfront | \$0.00 | \$13,049.12 | \$4,105.21 | \$17,154.33 | \$17,165.00 | \$15,145.00 |
| 472.900 | Interest Expense-Reliance #914-Armory | \$6,516.18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 472.901 | Principal payments-Reliance #914-Armory | \$524,130.96 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 481.500 | Conservation of Natural Resources Exp | \$3,469.50 | \$0.00 | \$3,470.00 | \$3,470.00 | \$3,470.00 | \$3,470.00 |
| 485.600 | Gamble Mill Expenses | \$87.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 490.003 | Train Station Grant Expense | \$102,793.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 490.004 | Baseball Field Grant Expense | \$30,640.19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 490.005 | Spring St Streetscape Project Expense | \$16,649.98 | \$40,552.58 | \$5,000.00 | \$45,552.58 | \$0.00 | \$327,000.00 |
| 497.000 | Grant Expense | \$71,777.88 | \$217,950.00 | \$0.00 | \$217,950.00 | \$0.00 | \$0.00 |
| 499.905 | Miscellaneous Expense | \$0.00 | \$153.63 | \$0.00 | \$153.63 | \$0.00 | \$0.00 |
| | Subtotal - Expenses | \$852,255.66 | \$339,277.85 | \$35,971.26 | \$375,249.11 | \$386,895.00 | \$439,945.00 |
| 430.700 | Capital Expenditures - Musser Lane | \$0.00 | \$26,831.81 | \$45,000.00 | \$71,831.81 | \$245,000.00 | \$200,000.00 |
| | Total Expenses & Capital Expenditures | \$852,255.66 | \$366,109.66 | \$80,971.26 | \$447,080.92 | \$631,895.00 | \$639,945.00 |
| | net income/(loss) | \$387,846.07 | -\$262,961.02 | \$283,314.06 | \$20,353.04 | \$0.00 | \$0.00 |



HISTORIC Bellefonte™

Est. 1795

Borough of Bellefonte Council Business Meeting

AGENDA

7:30 PM Monday, October 16, 2023

In-Person, Council Chambers

ATTEND IN PERSON – The Council Chambers is open to the public with normal or standard occupancy levels.

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/Hd9tzwZuAcE>. Recordings can be viewed on CNET, Comcast’s Government Education Channel 7, or at www.cnet1.org

ATTEND VIRTUALLY- Please get in touch with the Borough via email: boro@bellefontepa.gov or phone: 814-355-1501 before 4:00 PM on Monday, October 16, 2023, to receive the Zoom Link to the meeting.

I. 7:30 PM COUNCIL MEETING – CALL TO ORDER

Welcome everyone to the Bellefonte Borough Council meeting. We will do our best to start council meetings on time and end them on time. Due to the room acoustics, please speak up when talking so that people can hear what you are saying. All comments and reports should be kept to three minutes maximum. Thank you.

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. ROLL CALL

| | | |
|---|----------------------------|--|
| Mr. Bernier, Vice-President, North Ward | Ms. McKean, West Ward | |
| Mr. Brachbill, South Ward | Ms. Purnell, North Ward | |
| Ms. Cleeton, South Ward | Ms. Sedgwick, West Ward | |
| Ms. Dann, Pro Tempore, South Ward | Ms. Tosti-Vasey, West Ward | |
| Mr. Johnson, President, North Ward | Mayor Johnson, At Large | |

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

In accordance with Act 65 of 2021, If a matter is not on the Agenda, Council may not take official action on it with the following exceptions. 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 must state why the action item is being added to the Agenda. Council may vote to add an action item(s) to the agenda.

V. SPECIAL RECOGNITION

Resolution Thanking Jim Baldwin and Paul Badger for their service to the Union Cemetery Association. **Motion/2nd to approve Resolution No. 10162023-01.**

VI. PUBLIC COMMENT

The officers of council have decided to try combining agenda and non-agenda public comment. 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, state your name and address and which item you are speaking about. Please try to limit comments to three minutes maximum.

VII. COMMUNICATIONS (written)

| |
|--|
| Bellefonte Waterfront Associates - Consider Allowing Additional Third-Party Commercial Building Code Inspectors/Services. FYI, no council action is requested at this time. This topic may be scheduled for discussion in an upcoming Work Session. |
| Petition for Off-Leash Dog Park in Joseph Masullo Memorial Park. FYI, no council action is requested at this time. This topic may be scheduled for discussion in an upcoming Work Session. |

VIII. 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.

| | |
|---------|---|
| General | Council Meeting Minutes October 2, 2023 |
|---------|---|

Call for a Motion/ 2nd to approve the Consent Agenda.

IX. REPORTS

| Elected Official and Staff Reports <i>Please limit all reports/rebuttals/deliberations to three minutes maximum.</i> | | |
|---|----------------------------|---------------|
| DEPARTMENT | OFFICIAL/ STAFF | REPORT |
| Mayor | Mayor Johnson | |
| Police ➤ September 2023 Report ➤ Parking Enforcement and Animal Control September 2023 Report | Chief Weaver | Submitted |
| Parking ➤ Parking Report for September 2023 | Ms. McCullough | Submitted |
| Office of Community Affairs (OCA) HARB ➤ Motion/2nd to approve Landmarks SGA, LLC. as the firm for the CLG Grant project to update the Bellefonte Borough Historic Design Guidelines. Motion/2nd to approve the issuance of Certificate of Appropriate for the following HARB projects: ➤ 348 E. Curtin Street - Motion to approve the project as presented with the modification that the siding be Hardi Plank or a non-combustible equivalent and that a survey be done to determine property lines. ➤ 123 S. Spring Street - Motion to approve the project as presented with the modification that the cap be replaced with concrete (currently) with flashing, as it is a character-defining feature of the building. | Ms. Thompson | Submitted |
| Nuisance Codes – Mr. Cabibbo resigned on October 10. Staff will work to fill this position. | | |
| Borough Manager | Mr. Stewart | Submitted |

Liaison Reports

Reports are to be submitted in writing for inclusion in the council meeting materials. Reports may include draft meeting minutes, notes, memos, etc. No verbal report is to be given unless there is a question regarding the report. If council action is requested, please clearly indicate it, including the wording, so that it can be stated on the council meeting agenda

| ADMINISTRATIVE | LIAISON | REPORT |
|---|----------------|---------------|
| Bandshell/Performance Center Project Committee – MOU sent on 10.06.2023 | Mr. Holderman | Work Session |
| Bellefonte Area Industrial Development Authority (BAIDA) | Mr. Holderman | |
| Bellefonte Emergency Medical Services | Mr. Rhoat | |
| Bellefonte Intervalley Chamber of Commerce | Ms. Brooks | |
| Bellefonte Police Pension Board | Mr. Stewart | |
| Centre County Boroughs Association – meeting scheduled for 10.18.2023 | Ms. Dann | |
| Centre County Government | Mr. Stewart | |
| CNET Board of Directors | Mr. Holderman | Submitted |
| Downtown Bellefonte Inc. (DBI) | Ms. Thompson | |
| Governor’s Park | Mr. Holderman | |
| Nittany Valley Joint Recreation Authority | Mr. Holderman | |
| Penn State University Sustainability Projects | Mr. Holderman | |
| Shade Tree Commission | Mr. Holderman | |
| Union Cemetery Association | Mr. Holderman | Submitted |
| Zoning Hearing Board | Ms. Thompson | |
| AUTHORITIES / COUNCIL APPOINTED | LIAISON | REPORT |
| Bellefonte Borough Authority – draft meeting minutes | Mr. D. Johnson | Submitted |
| Centre County Airport Authority | Mr. D. Johnson | Submitted |
| COMMISSIONS / COUNCIL APPOINTED | LIAISON | REPORT |
| Civil Service Commission | Mr. Brachbill | |
| Nittany Valley Joint Planning Commission | Mr. D. Johnson | |
| Spring Creek Watershed Commission | Mr. Brachbill | |
| SPECIAL COMMITTEES / COUNCIL APPOINTED | LIAISON | REPORT |
| Bellefonte Fire Department Executive Committee | Mr. Brachbill | |
| Centre County Library Board | Ms. Cleeton | Submitted |
| Centre Region Council of Governments (COG) Public Safety Committee | Mr. Brachbill | |
| Talleyrand Park Committee | Ms. Dann | |
| Workplace Safety Committee | Ms. Doherty | Submitted |
| SPECIAL APPOINTMENTS / APPOINTED | LIAISON | REPORT |
| Nittany Valley Joint Planning Commission (NVJPC) | Ms. Thompson | |
| Centre County Metropolitan Planning Organization (CCMPO) | Mr. D. Johnson | Submitted |
| SPECIAL APPOINTMENTS BY CENTRE COUNTY BOROUGH ASSOCIATION | LIAISON | REPORT |
| PA State Association of Boroughs (PSAB) Board of Directors | Mr. Brachbill | |
| PSAB Resolutions Committee | Ms. Dann | |

X. CURRENT and OLD BUSINESS

Removal of Three Shade Trees within the Downtown. **Motion/2nd to approve the request to remove and replace three trees in the Downtown as per recommendation from the Shade Tree Commission.**

Governor’s Park Baseball Field Grant Funds remaining to be used to upgrade Restrooms and Batting Cage. **Recommend Council designate one or two Council members to meet with the Mayor to make some decisions and provide staff with direction on how to finish out the overall project and grant funds.**

Centre County Boroughs Association Fall Meeting, 6:00 PM, Wednesday, October 18th. Guest Speaker State Representative Kerry Benninghoff and LB Water is the meeting Sponsor. There will be light refreshments provided. Please let Alyssa Doherty know if you plan to attend. **FYI. No council action is requested.**

EV Charging Station Update- The Borough submitted and was approved for the Alternate Fuel Tax Permit. Signage is being installed indicating 24-hour enforcement and hourly fee. Council will begin receiving monthly EV Charging Reports at the 2nd meeting of the month. **FYI, No council action is requested.**

XI. NEW BUSINESS

Historic Bellefonte Incorporated (HBI) Car Cruise Committee on October 10th, 2023 donated a total of \$3,000.00 to the Borough (\$2,000.00 for Picnic Tables and \$1,000.00 for the Police Department). Bellefonte Borough extends a thank you to HBI. **FYI, No council action is requested.**

John Nastase Construction Application and Certificate for Payment for Spring Street Streetscape Project.
Motion/ 2nd to remit payment to John Nastase Construction for the Spring Street Streetscape Project.

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

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

XIII. 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.



HISTORIC
Bellefonte™
Est. 1795

RESOLUTION No. 10162023-01

A RESOLUTION OF BOROUGH OF BELLEFONTE, CENTRE COUNTY,
PENNSYLVANIA, RECOGNIZING JAMES BALDWIN AND PAUL BADGER
FOR THEIR YEARS OF VOLUNTEER SERVICE TO THE UNION CEMETERY
ASSOCIATION

WHEREAS, the Council, Mayor, and Staff wish to commend and thank Jim and Paul for their years of volunteer service, assistance to the Union Cemetery and its governing Association; and

WHEREAS, Jim and Paul put in countless hours cutting grass, fixing mowers, and repairing headstones; and

WHEREAS, Jim and Paul regularly took the lead role in resolving numerous issues related to being caretakers of one of the most significant cemeteries in the county; and

WHEREAS, Jim and Paul always displayed a superior level of volunteerism and cooperation throughout their years of dedicated service; and

NOW, THEREFORE, BE IT RESOLVED the Council, Mayor, and Staff of Bellefonte Borough, Centre County, Pennsylvania, do hereby honor Jim and Paul for their years of volunteer service to the Union Cemetery Association and wish them the best in retirement.

ATTEST:

BOROUGH OF BELLEFONTE

Ralph W. Stewart, Secretary

Douglas A. Johnson, Council President

AND NOW, on this 16th day of October 2023, the written and above Resolution is hereby approved.

Buddy Johnson, Mayor

Ralph Stewart

From: Tom Songer II <tfsonger@torrongroup.com>
Sent: Tuesday, October 3, 2023 10:05 AM
To: Ralph Stewart; Donald Holderman
Cc: Mark Morath (mrm107@centrehotel.com); Tommy Songer
Subject: Bellefonte Waterfront

Hello Ralph and Don----Mark and I just wanted to let you know that we are still working hard to try to bring the BWF project to fruition. Hopefully, we will be able to break ground by the spring of summer of 2024. There are still supply chain issues and interest rates are very high.

In the past we talked about the Borough contract with Centre Region Code. It is my understanding that the current contract expires at the end of this year. Centre Region Code costs are much higher than code costs that are charged by other local code inspectors. Every dollar we can save in our project is important.

I am hereby requesting that the Borough allow the owner of a project involving new construction or renovation to choose a code inspector from a list of code inspectors that the borough would develop. It is my understanding that both Benner and Walker Townships allow the owner of a project to choose from more than one inspection service.

Inspection of rental properties is a totally different matter, and the borough can contract with any qualified organization or individual to do that work.

Let me know if you would like to get together to discuss this request. I am willing to meet with council or a committee of council.

I would appreciate a response as to how my request will be handled.

Tom Songer II, PE
Torrion Group
366 Walker Drive, Suite 201
State College, Pa. 16801
P 814-231-2800 #1
C 814-404-7285
www.torrongroup.com

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Ralph Stewart

From: Peter Serefine <pserefinejr@gmail.com>
Sent: Sunday, October 8, 2023 5:26 PM
To: Ralph Stewart; Donald Holderman
Subject: Request to Present Petition for Off-Leash Dog Park on October 16th Meeting Agenda

Dear Members and Managers of the Bellefonte Borough Council,

I hope this email finds you well. I am writing to formally request the opportunity to present a petition to create an off-leash dog park within Bellefonte Borough at the upcoming Borough Council meeting scheduled for Monday, October 16th, 2023.

The petition, which has garnered substantial support from both residents and dog lovers within our community, has exceeded 400 signatures. This enthusiastic response underscores the significant interest and demand for a dedicated off-leash dog park in our town.

I believe that this initiative aligns with the values and well-being of our community for several reasons:

- 1. Enhanced Canine Well-being:** An off-leash dog park will provide a secure and controlled environment for dogs to exercise, socialize, and thrive. It contributes to the physical and mental health of our four-legged companions.
- 2. Community Building:** Such a park fosters a sense of community among dog owners, promoting neighborly connections and camaraderie.
- 3. Health and Wellness:** It encourages physical activity and engagement among dog owners, contributing to a healthier and more active lifestyle.
- 4. Economic Benefits:** An off-leash dog park can attract visitors from neighboring areas, potentially benefiting local businesses and stimulating our local economy.

Given these compelling reasons and the overwhelming support the petition has received, I kindly request that the presentation be added to the agenda for the October 16th Borough Council meeting. I believe that presenting the case in person will provide a valuable opportunity to address any questions or concerns, share the vision for a dog park, and discuss the potential benefits it can bring to our community.

Please let me know if there are any specific requirements or procedures to follow in order to be included in the meeting agenda. I am committed to working closely with the Council to ensure a smooth and informative presentation.

Thank you for your attention to this matter, and I look forward to the opportunity to present the petition and discuss the establishment of an off-leash dog park in Bellefonte.

Sincerely,

Peter A. Serefine, Jr.
212 E High St, Bellefonte, PA 16823
814-769-1283
PSerefineJr@gmail.com

BELLEFONTE BOROUGH COUNCIL
Regular Meeting
MEETING MINUTES
October 2, 2023- 7:30 p.m.
236 West Lamb Street, Bellefonte, Pennsylvania 16823
www.bellefonte.net

I. CALL TO ORDER

The October 2, 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 (Zoom)
 Mayor Buddy Johnson

STAFF PRESENT

Mr. Ralph Stewart, Borough Manager
 Mr. Don Holderman, Assistant Borough Manager
 Ms. Gina Thompson, HARB Administrator
 Ms. Julie Brooks, Assistant Superintendent Public Works

IV. ADDITIONS TO THE AGENDA

Mr. Holderman requested to remove the “Removal of Shade Trees/Shade Tree Commission” item from the heading of “Current/Old Business” as he has not heard back from the commission. This item will be added to the next meeting agenda.

Brachbill motioned and Dann seconded to remove this item from tonight’s meeting agenda. No discussion. 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 | | |

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

Joseph Griffin, a borough resident, spoke regarding the cancellation of “Bellefonte Under the Lights”. He shared some history about the event and encouraged Council to continue the event in

the future. He also commented on the EV (electric vehicle) charging stations. He is not in favor of removing the charging stations.

Nancy Perkins, a borough resident, spoke regarding the removal of the EV charging stations. She does not support the removal of the charging stations and encourages Council to keep the charging stations.

Stephanie Peters, the Executive Director of the Bellefonte Intervalley Chamber of Commerce, spoke on behalf of herself and various residents and business owners regarding the EV charging stations. She asked Council to reconsider removing the stations and keeping them in the downtown area for residents and visitors to use. She feels the charging stations are an asset to the downtown area.

Dan Alters, a Benner Township resident and a spokesperson for Centre County Citizens’ Climate Lobby, spoke in favor of keeping the EV charging stations.

VI. COMMUNICATIONS

PennDOT Conversation about Electric Vehicle Charging Dates and Locations. No council action is requested.

VII. 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 September 19, 2023 |
|-------------------|--|

Brachbill motioned and McKean seconded to approve the Consent Agenda items with Tosti-Vasey asking for the minutes to be corrected. Discussion included Tosti-Vasey offering her comments and amendments for the minutes. 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 | | |

VIII. REPORTS

Mayor Johnson

The mayor offered a Proclamation for National Fire Prevention Week October 8-14, 2023. He encouraged residents to review their family fire safety plan and check their home smoke alarms.

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

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

DBI Mural Project for back of building at 123 S. Allegheny Street

Call for a motion to remove the DBI Mural Project from the table.

Tosti-Vasey motioned and McKean seconded to remove the DBI Mural Project from the table. 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 | | |

Call for a motion to approve the following HARB project:
 DBI Mural Project for back of building at 123 S. Allegheny Street

Brachbill motioned and Sedgwick seconded to approve the project as presented. Discussion included a question regarding an upkeep/maintenance plan for the project. The project is expected to last for 10-20 years before any maintenance is required. It was clarified that the property owner has a contract with the artists for upkeep and maintenance, which would be the responsibility of the property owner. The Borough would not be financially responsible for the upkeep of the mural. No further 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 | | |

Call for a motion to approve Resolution No. 10022023-01 to recognize the service of Patricia Long to the Bellefonte HARB

Tosti-Vasey motioned and Cleeton seconded to approve Resolution No 10022023-01 to recognize the service of Patricia Long to the Bellefonte HARB. Discussion included Tosti-Vasey offering her personal commendations to Pat Long for her service. No further 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 | | |

Call for a motion to approve Marc McMaster as the new real estate broker representative on HARB.

Cleeton motioned and Dann seconded to approve Marc McMaster as the new real estate broker representative on the HARB. Discussion included Tosti-Vasey offering her comments regarding this appointment as related to the HARB ordinance requiring having a realtor seated on HARB. No further 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. CURRENT and OLD BUSINESS

South Spring Street Streetscape Project Schedule. No council action requested.

Centre County Boroughs Association Fall Meeting, 6:00 PM, Wednesday, October 18th.

- o Speaker Invitation to State Representative Kerry Benninghoff and LB Water has agreed to sponsor the meeting. Please let Alyssa Doherty know if you plan to attend.

Police Department Renovation Update. The elevator installation is behind schedule and will probably not be completed until early spring 2024 rather than this October. A facility committee meeting will be held next month. No council action is requested.

EV Charging Stations –removal of Charging Stations.

Bernier motioned and Dann seconded to approve the removal of EV Charging Stations within the Borough Lots. Discussion included council members offering comments as to why this item is on the agenda. It was clarified the EV Charging Stations are affected by the Alternative Fuels Tax. 3 costs need to be covered with the charging stations: 1. Parking. 2. Electricity. 3. Alternative Fuels Tax. It was clarified that while the charging stations may be an asset to the Borough, they are also more work and more costs for the Borough. There are also huge costs incurred for repairs if the units are damaged. It was further clarified that the units were “free” when first approved and installed but now there are additional costs involved for the Borough for use, staff costs, maintenance, and upkeep.

Brachbill motioned to table this discussion and action item to be further discussed in a work session and voted on at a later meeting. McKean seconded to table this action item. Roll call vote. Motion to table carried.

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

John Nastase Construction bid withdrawal for Parkview Heights Stormwater Project. No council action is requested. The contract will be awarded to the second lowest bid, John Klarr Construction.

X. NEW BUSINESS

Aggressive Bees within the Borough Memo. Call for a motion to declare Aggressive Bees a nuisance within the Borough.

Dann motioned and Bernier seconded to declare Aggressive Bees a nuisance within the Borough. Discussion included a question regarding the “next steps” for declaring this a

nuisance. It was clarified that the enforcement officer would enforce this nuisance ordinance. It was further clarified that the Borough is working on establishing a “Bee Keeper Ordinance” to be adopted by Council.

Tosti-Vasey motioned to table this item for further discussion, clarification, and input from the community. There was no second to her motion.

Roll call vote for the original motion as stated. 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 | | |

XI. COUNCIL COMMENTS FOR THE GOOD OF THE ORDER

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

Ms. Tosti-Vasey requested to continue to discuss the issue surrounding EV Charging stations.

Ms. Purnell did not have comments tonight.

Ms. Cleeton attended the recent blood drive and she reports there was very low attendance, less than 15 people signed up to give blood. She strongly encourages the public to donate blood as it can be life-saving to those in need. She also reminded the public about the general election coming up on Tuesday, November 7, 2023. The last day to register to vote is October 23, 2023. If you’re planning to use a mail-in or absentee ballot, the application deadline to request those ballots is October 31, 2023. You can visit the website www.pavoterservices.pa.gov for more information. Tosti-Vasey added that the ballot drop boxes would close at 9 am on Monday, November 6.

Mr. Brachbill requested clarification on whether or not the Alternative Fuel Tax report and payment to DEP had to be done on a monthly basis or on an annual basis as that could affect the amount of staff time involved in completing the paperwork.

Ms. Brooks is very happy to be at the meeting tonight. Mr. Holderman shares her sentiment and would like to state for the record that she stole the words right out of his mouth.

Mayor Johnson complimented the community on the Homecoming Parade. It was a great event.

Mr. Holderman commented that street paving for the year should be finished by the middle of the week.

Mr. Johnson clarified that the EV Charging Stations item was on tonight’s agenda in order to establish a fair fee for the use of the stations – not to approve the removal of the stations. He reminded council that the decision to table this action item only further delays addressing and solving this issue in the borough.

Ms. McKean commented that October is Domestic Violence Awareness Month. She encouraged the public to wear purple in support of survivors and victims. She reminded the public that domestic violence can occur in many different forms. CentreSafe is a community organization that can help victims of domestic abuse.

Mr. Bernier did not have any comments tonight.

XII. ADJOURNMENT

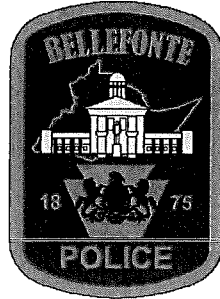
Dann motioned and Brachbill seconded to adjourn tonight's meeting. No discussion. Motion to adjourn carried and the meeting adjourned at 8:25pm.

Bellefonte Borough Council Meeting
Monday, October 2, 2023

| NAME (Please Print) | ADDRESS | Phone Number |
|---------------------|------------------------------|--------------|
| Dan Alters | 229 Chicory Av Blf | 570 244 8671 |
| Donald Townsend | 133 1/2 w Lazen | 814 699 1200 |
| Joseph Covatta | 133 N Spring St Bellefonte | 484 331-4856 |
| Melodie Helm | 334 E Howard St Bellefonte | 814 883-8052 |
| ANCY STEPHENS | 445 E. COURT ST Bellefonte | 814-884-7577 |
| Jennette Seward | 137 N. Spring St. Bellefonte | |
| PETER WARREN | 137 N SPRING ST BELLEFONTE | 814 777 3079 |
| Stephanie Peters | Bellefonte Chamber | 814-574-8900 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

BELLEFONTE BOROUGH POLICE DEPARTMENT

SEPTEMBER 2023



HIGHLIGHTS

- **Events:** Friday in The Fonte , Movies in the Park, BASD homecoming parade, Patton Township Safety Fair- **Lyons**, Citizens Police Academy-**Witmer**
- **Training:** PA Crime Prevention Officer's Association- **Weaver 3 days**, Centre Region Tactical Response Team, **Witmer, Pollock 1 day/ea.**
- **Personnel:** Officer **Hurd** conducted field training (FTO) primarily with Officer **Neideigh**, he is on his way to being able to patrol on his own.
- **Chief Weaver** has joined the PA Crime Prevention Officers Association
- **Chief Weaver** attended the Centre County Chief's of Police monthly meeting
- **Det. Witmer** attended the Centre County Investigator's monthly meeting
- **Det. Witmer** attended the Bellefonte Borough Safety Committee meeting
- **BPD** has been focusing on motor vehicle operation safety, conducting nearly 100 traffic stops this month for various PA Vehicle Code violations.
- **BPD** has assisted PSU Police by providing additional police officers for the home PSU football games.
- **Officers Luse and Lyons** have reported no issues or major incidents in any of the schools within the Borough
- **Det. Witmer and Parking Enforcement Officers Holter and Eckenroth-** have been providing St. John's Catholic School assistance with crossing guard duties.
- **Parking Enforcement** There have been little to no parking complaints during the month of September. The system that we have been using since August has been quite successful. We will continue to monitor and make changes if necessary.

BELLEFONTE BOROUGH POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

| | |
|----------------------------|-----|
| CALLS | 528 |
| SUPPLEMENTS | 42 |
| ASSISTS (STPD) | 3 |
| CRIMINAL COMPLAINTS | 7 |
| NON-TRAFFIC CITES | 7 |
| PERSON STOP | 5 |
| ACCIDENT REPORTS | 8 |
| WARRANTS ATTEMPTED | 0 |
| WARRANTS SERVED | 1 |
| 302 WARRANTS SERVED | 0 |

| CRUISER | MILEAGE |
|----------------|----------------|
| 1 - 3416 | 331 |
| 2 - 3408/3421 | 1,250 |
| 3 - 3407 | 725 |
| 4 - 3411/3416 | 354 |
| 5 - 3410 | 687 |
| 6 - 3424 | 1,000 |
| 7 - 3412 | 579 |
| 8 - 3400 | 185 |

| | |
|-----------------------------|----|
| BUSINESS CHECKS | 70 |
| VACATION HOME CHECKS | 2 |

| TRAFFIC | | | |
|----------------|----|-----------------|----|
| STOPS | 94 | WARNINGS | 84 |
| | | CITES | 10 |

| PATROL HOURS | | | |
|---------------------|-----|----------------|-----|
| VEHICLE | 477 | FOOT | 74 |
| | | FOCUSED | 321 |

| OFFICER | HRS SCHEDULED | PTO | OT HRS | MEETINGS | TRAINING | TOTAL HRS WORKED |
|----------------|----------------------|------------|---------------|-----------------|-----------------|-------------------------|
| 3400 WEAVER | 168 | 50 | | 8 | 24 | 138 |
| 3407 WITMER | 168 | 32 | 36 | 4 | 8 | 136 |
| 3408 NEIDEIGH | 160 | 20 | 11 | | | 143 |
| 3410 LYONS | 176 | | 36 | 3 | | 186 |
| 3411 WALTER | 170 | 15.5 | 14 | | | 165.5 |
| 3412 BROWER | 170 | 9 | 1.5 | | | 171 |
| 3415 HURD | 135 | | | | | 135FTO |
| 3416 LUSE | 168 | 40 | 36.5 | 6 | | 140 |
| 3417 IGOE | 160 | 50 | 9 | | | 110 |
| 3421 HOLT | 150 | | 10 | | | 150 |
| 3424 POLLOCK | 210 | 30 | 47.5 | 1 | 6 | 186 |

| OFFICER | CALLS | HRS AVAILABLE | FOOT PATROL | PATROL HRS | ADMIN HRS |
|---------------|-------|---------------|-------------|------------|-----------|
| 3400 WEAVER | 10 | 94 | 4 | 50 | 36 |
| 3407 WITMER | 21 | 124 | 5 | 10 | 110 INV |
| 3408 NEIDEIGH | 85 | 140 | 11 | 90 | 34 |
| 3410 LYONS | 26 | 176 | 3 | BHS | 10 |
| 3411 WALTER | 29 | 154 | 5 | 113 | 36 |
| 3412 BROWER | 42 | 161 | 10 | 134.2 | 16.8 |
| 3415 HURD | 103 | 135 | 11 | 50 | 41.2 |
| 3416 LUSE | 37 | 119 | 2 | BAMS | 14.8 |
| 3417 IGOE | 67 | 110 | 10 | 74 | 26.8 |
| 3421 HOLT | 25 | 150 | 1 | 139 | 10 |
| 3424 POLLOCK | 42 | 167 | 2 | 138.2 | 16.8 |

| OFFICERS OVERTIME | | | | | | | |
|-------------------|-------|----------------|-----------|------------|----------|-----------------------|-------|
| OFFICER | COURT | SHIFT COVERAGE | HELD OVER | CALLED OUT | TRAINING | REIMBURSED ASSIGNMENT | TOTAL |
| 3400 WEAVER | | | | | | | |
| 3407 WITMER | | | | | | 36 psu | 36 |
| 3408 NEIDEIGH | 3 | | | | | 7 psu | 9 |
| 3410 LYONS | | 10 | | | | 26psu | 36 |
| 3411 WALTER | 3 | 11HOL. | | | | | 14 |
| 3412 BROWER | | | | | | | |
| 3415 HURD | | | | | | | |
| 3416 LUSE | | 10 | 2 | | | 24.5 psu | 36.5 |
| 3417 IGOE | | | | | | 9 psu | 9 |
| 3421 HOLT | | 10H . | | | | | 10 |
| 3424 POLLOCK | | 8 H | 11 | | 6 | 22.5 | 47.5 |

September Parking Enforcement and Animal Control Report

Reporting Officer: ECKENROTH, BRANDON

| <u>Call Type</u> | <u>Calls</u> |
|---------------------|--------------|
| 800 PHONE MESSAGE | 1 |
| ABANDONED VEHICLE | 2 |
| PARKING, | 3 |
| RFA KEYS IN VEHICLE | 1 |
| RFA OTHER | 2 |
| SUPPLEMENT | 1 |
| TRAFFIC | 1 |

Total Call Types for ECKENROTH, BRANDON: 7 **Total Calls: 11**

Reporting Officer: HOLTER, JEFFREY EARL

| <u>Call Type</u> | <u>Calls</u> |
|------------------|--------------|
| ANIMAL | 2 |
| PARKING, | 1 |
| RFA OTHER | 1 |
| TRAFFIC | 19 |

Total Call Types for HOLTER, JEFFREY EARL: 4 **Total Calls: 23**

Total parking tickets issued: 282



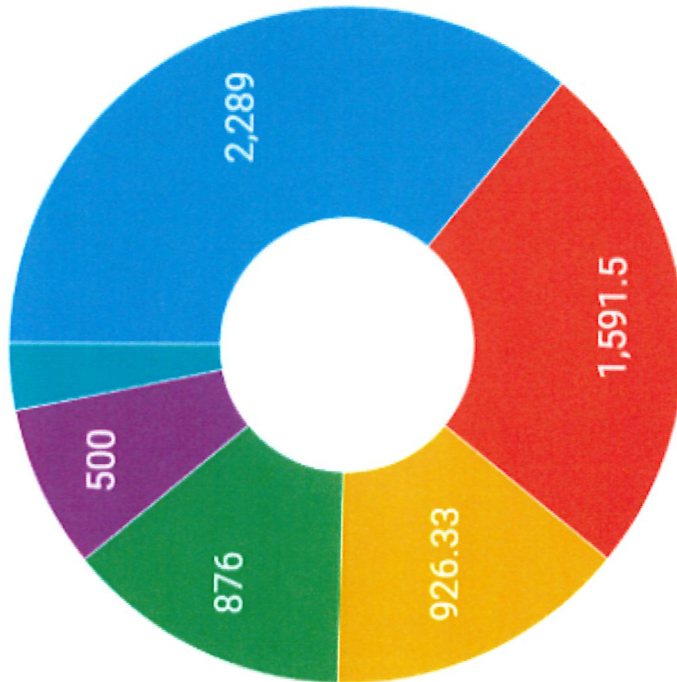
Bellefonte PD - Active Permits By Type (Today)



- On-Street Long-Term Parking R-Permit (Residential)
- Municipal Parking Lot South (W. Bishop St)
- On-Street Long-Term Parking C-Permit (Commuter)
- Municipal Parking Lot North (W. Howard St.)
- Municipal Parking Lot West (Potter St.)
- On-Street Long-Term Parking RC - Permit (Resident-Commuter)



Bellefonte PD - Revenue By Permit Type (Last 30 Days)



- Municipal Parking Lot South (W. Bishop St)
- On-Street Long-Term Parking R-Permit (Residential)
- Municipal Parking Lot West (Potter St.)
- Municipal Parking Lot North (W. Howard St.)
- On-Street Long-Term Parking C-Permit (Commuter)
- On-Street Long-Term Parking RC-Permit (Resident-Commuter)

| 2021 | R Permit | R Count | RC Permit | RC Count | C Permit | C Count |
|-----------|----------|---------|-----------|----------|----------|---------|
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | \$565.16 | 38 | \$120.00 | 6 | \$535.48 | 22 |
| July | \$620.16 | 43 | \$134.38 | 7 | \$526.56 | 22 |
| August | \$786.28 | 58 | \$167.74 | 9 | \$551.62 | 22 |
| September | \$758.50 | 52 | \$160.00 | 8 | \$507.50 | 21 |
| October | \$876.30 | 60 | \$158.06 | 8 | \$523.39 | 21 |
| November | \$834.50 | 56 | \$159.33 | 8 | \$400.00 | 16 |
| December | \$780.00 | 52 | \$140.00 | 7 | \$369.35 | 15 |

| 2022 | R Permit | R Count | RC Permit | RC Count | C Permit | C Count | 1Day Permit | 1Day Count |
|-----------|----------|---------|-----------|----------|----------|---------|-------------|------------|
| January | \$779.03 | 52 | \$120.00 | 6 | \$479.04 | 20 | | |
| February | \$737.68 | 50 | \$120.00 | 6 | \$507.14 | 21 | | |
| March | \$720.00 | 48 | \$120.00 | 6 | \$474.19 | 19 | | |
| April | \$824.00 | 56 | \$120.00 | 6 | \$506.66 | 21 | | |
| May | \$790.64 | 54 | \$172.90 | 9 | \$484.68 | 20 | | |
| June | \$809.00 | 54 | \$178.67 | 9 | \$671.66 | 29 | | |
| July | \$735.00 | 49 | \$247.74 | 13 | \$575.00 | 23 | | |
| August | \$800.33 | 55 | \$160.00 | 8 | \$592.74 | 23 | | |
| September | \$777.50 | 52 | \$199.33 | 10 | \$595.00 | 23 | | |
| October | \$773.70 | 51 | \$180.00 | 9 | \$562.10 | 22 | \$8.00 | 2 |
| November | \$708.50 | 50 | \$246.01 | 14 | \$400.84 | 17 | \$0.00 | 0 |
| December | \$999.20 | 68 | \$180.00 | 9 | \$396.77 | 16 | \$16.00 | 4 |

| 2022 | R/RC/C Permit In House |
|-----------|------------------------|
| January | 0 |
| February | 1 |
| March | 1 |
| April | 1 |
| May | 1 |
| June | 9 |
| July | 9 |
| August | 9 |
| September | 10 |
| October | 10 |
| November | 10 |
| December | 10 |
| Total | 71 |

| 2023 | R/RC/C Permit In House |
|-----------|------------------------|
| January | 10 |
| February | 11 |
| March | 13 |
| April | 12 |
| May | 11 |
| June | 8 |
| July | 12 |
| August | 11 |
| September | 11 |
| October | 0 |
| November | 0 |
| December | 0 |
| Total | 99 |

| 2022 | R/RC/C Permit Online/In House |
|-----------|-------------------------------|
| January | 78 |
| February | 78 |
| March | 74 |
| April | 84 |
| May | 84 |
| June | 101 |
| July | 94 |
| August | 95 |
| September | 95 |
| October | 92 |
| November | 91 |
| December | 103 |
| Total | 1069 |

| 2023 | R/RC/C Permit Online/In House |
|-----------|-------------------------------|
| January | 115 |
| February | 122 |
| March | 125 |
| April | 128 |
| May | 125 |
| June | 133 |
| July | 118 |
| August | 128 |
| September | 124 |
| October | 0 |
| November | 0 |
| December | 0 |
| Total | 1118 |

| 2023 Online | North Lot | North Count | South Lot | South Count | West Lot | West Count |
|-------------|------------|-------------|------------|-------------|----------|------------|
| January | \$1,072.75 | 19 | \$1,863.86 | 44 | \$479.83 | 14 |
| February | \$1,176.43 | 22 | \$1,994.46 | 45 | \$493.75 | 15 |
| March | \$1,274.51 | 30 | \$1,935.00 | 43 | \$397.42 | 12 |
| April | \$1,216.50 | 23 | \$2,149.50 | 48 | \$505.16 | 15 |
| May | \$1,136.61 | 26 | \$1,834.84 | 41 | \$547.58 | 16 |
| June | \$850.50 | 20 | \$2,082.00 | 49 | \$681.33 | 20 |
| July | \$853.55 | 17 | \$1,907.42 | 44 | \$590.48 | 15 |
| August | \$924.68 | 19 | \$1,821.78 | 42 | \$567.90 | 15 |
| September | \$876.00 | 17 | \$2,019.00 | 47 | \$646.33 | 17 |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |

MEMORANDUM

TO: Bellefonte Borough Council
FROM: Gina Thompson: HARB, Zoning & Planning Administrator
SUBJECT: Office of Community Affairs Update
DATE: For Council Meeting October 16, 2023

HARB:

HARB met on Tuesday, October 10, 2023. The agenda and minutes are in your packet.

HARB chose Landmarks SGA, LLC. (Pittsburgh) as the firm to update Bellefonte’s Historic Design Guidelines. The firm has an outstanding portfolio of historic guidelines for many towns similar in size to Bellefonte. HARB is looking forward to working with Landmarks SGA, LLC. on updating our 2010 Historic Guidelines for the Borough.

HARB recommends approval of Landmarks SGA, LLC. as the firm for the CLG Grant project to update the Bellefonte Borough Historic Design Guidelines.

Recommended for approval/the issuance of a Certificate of Appropriateness:

- **348 E. Curtin Street** – Rebuild garage off alleyway of the property. Width to remain the same, however will go deeper onto property to accommodate modern vehicles. Existing foundation in poor condition, so will be removed and rebuilt. Colors to match house.

Motion to approve the project as presented with the modification that the siding be Hardi Plank or a non-combustible equivalent and that a survey be done to determine property lines.

- **123 S. Spring Street (VFW)** – Removal of damaged and falling brick above soldier course on front of the building. Top cap to be replaced with new flashing. Replace where applicable.

Motion to approve the project as presented with the modification that the cap be replaced with concrete (what is there currently) with flashing, as it is a character defining feature of the building.

~~~~~  
**ZONING:**

**Zoning Hearing Board**

The Zoning Hearing Board will meet on Wednesday, October 25 at 5:00 p.m. in Council

Chambers. They will hear to cases:

- The determination meeting for the hearing of **1304 Summit Drive (Robins Nest)** that was held on August 29. This was to appeal the determination of the Zoning Officer to operate a nonconforming use (short-term rental) in the R-1 Suburban Residential District for a maximum of 138 days per year.
- Variance request for **131 N. Thomas Street**. The property owners would like a variance from the provisions of the Zoning Ordinance, Chapter 575 Article X: Town Residential District (R-2) to allow 131 N. Thomas Street (parcel 32-302-,065-,0000-) to subdivide the parcel into three nonconforming (front and side setbacks) parcels for individual purchase of single-family homes.

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### PLANNING:

#### Planning Commission

The Planning Commission meeting for October was canceled due to there being no projects to review. The next meeting is scheduled for **Monday, November 13 at 5:00 p.m. in Council Chambers**. The Planning Commission will review the new Bellefonte Elementary LDP at this meeting.

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### OCA UPDATES

- General housekeeping and record-keeping items that fall by the wayside during the busy summer months.
- Updating the OCA webpages with current information
- Working with Centre Region Code Administration on various overlapping code/zoning projects and issues.
- Coordinating with Frank Grumbine for low-cost or free professional development opportunities with other local communities with HARBs and historic preservation boards.
- On-going communication (via email, phone, or on-site visits) to discuss zoning or HARB projects and address any concerns or questions.

**AGENDA**

**HISTORICAL AND ARCHITECTURAL REVIEW BOARD MEETING**

**DATE: OCTOBER 10<sup>TH</sup> 2023 TIME: 8:30AM**

**BOROUGH MUNICIPAL BUILDING, 236 W. LAMB STREET, BELLEFONTE**

**CALL TO ORDER:**

**Attendance:**

| <b>Members</b>      | <b>Alternates</b>    | <b>Guests</b> |
|---------------------|----------------------|---------------|
| Sam McGinley, Chair | Gay Dunne            |               |
| Megan Tooker        | Robert Wagner (CRCA) |               |
| Walt Schneider      | Amy Kelchner         |               |
| Mike Leakey         |                      |               |
| Marc McMaster       |                      |               |
| Maria Day           |                      |               |
| Philip Ruth         |                      |               |

**Public Comment:**

**Additions / Corrections to the Agenda:**

**Declaration of Conflict of Interest / Declaration of Ex Parte Communication:**

**Approval of the HARB meeting minutes:** September 26, 2023 meeting minutes

**Project Review:**

- **348 E. Curtin Street** – Rebuild garage off alleyway of the property. Width to remain the same, however will go deeper onto property to accommodate modern vehicles. Existing foundation in poor condition, so will be removed and rebuilt. Colors to match house.
  - *Tom Ventura, property owner, will be present (virtually) to discuss the project.*
  
- **123 S. Spring Street (VFW)** – Removal of damaged and falling brick above soldier course on front of the building. Top cap to be replaced with new flashing. Replace where applicable. *\* exterior to be painted at later date (proposed)*
  - Gina sent photos of the VFW to HARB on 9/19. They show that the brick was originally red and has been painted yellow. The paint is peeling all over the building and is in bad shape. The recommendation would be to scrape/remove the paint before adding another layer and if permitted to re-paint, to use a high-quality latex paint that won't be as susceptible to peeling in the future. Cleaning the brick and adding a primer first is recommended.
  - Photos can be found here: [https://bellefontepa-my.sharepoint.com/:f/g/personal/gthompson\\_bellefontepa\\_gov/Eimjs\\_pKRO5Gs\\_svw6rBbGdsBMPU9\\_90RfFdyhy85d0E2g?e=LbPa8C](https://bellefontepa-my.sharepoint.com/:f/g/personal/gthompson_bellefontepa_gov/Eimjs_pKRO5Gs_svw6rBbGdsBMPU9_90RfFdyhy85d0E2g?e=LbPa8C)
  - *Eric Williams, contractor for the project, and the Commander for the VFW will be present to discuss the VFW project.*

**Administrative Approvals:** None

**Information / Discussion Items:**

- Marc McMaster's appointment to HARB was approved by Council. Welcome Marc!

- National Parks Service official update on Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors
  - Attached is the Brief #16 and the email from Frank Grumbine

**Old Business:**

**New Business:**

- Review CLG proposals to update the Bellefonte Historic Design Guidelines.

**Adjournment:**



HISTORIC  
**Bellefonte**<sup>™</sup>  
*Est. 1795*

**BOROUGH OF BELLEFONTE  
HISTORICAL ARCHITECTURAL  
REVIEW BOARD**

8:30 AM Tuesday September 12<sup>th</sup> 2023 Meeting



# Agenda Item 1

- **Call to Order:**
- **Attendance:**
- **Additions / Corrections to the Agenda:**
- **Declaration of Conflict of Interest:**
- **Declaration of Ex Parte Communication:**
- **Approval of the HARB meeting minutes:**  
September 26<sup>th</sup> 2023 meeting minutes



# Project 1: 348 E. Curtin Street (project is along Church Lane)

Bellefonte Borough Council Packet October 16, 2023

## Project Applicant: Tom Ventura

### Character Defining Features & Setting:

#### description from 2007 application

This two-and-one-half story, brick veneer dwelling with concrete foundation, porch, and front retaining wall was constructed prior to 1922 according to Sanborn map research. It is characterized by a hipped roof with four hipped dormers, a projecting bay within a rectangular projection on the northeast corner, and the interesting connection between all of the rooflines in that corner.

The original two-over-one double-hung sash remain in the bay and on the east side, some with aluminum storm windows. Windows on main façade under porch are one over one modern windows, shorter than those on the bay. It appears that these were originally taller windows because of the infill underneath. The windows in the dormers appear to be the original multi-lite casement windows. Other windows on the property appear to be modern replacements. The front porch exhibits square brick columns, a solid brick rail with slate caps, and half-round gutter. Surrounding properties are late nineteenth and early twentieth century residential buildings.

### Project Description:

Rebuild garage off alleyway of the property. Width to remain the same, however will go deeper onto property to accommodate modern vehicles. Existing foundation in poor condition, so will be removed and rebuilt. Colors to match house.

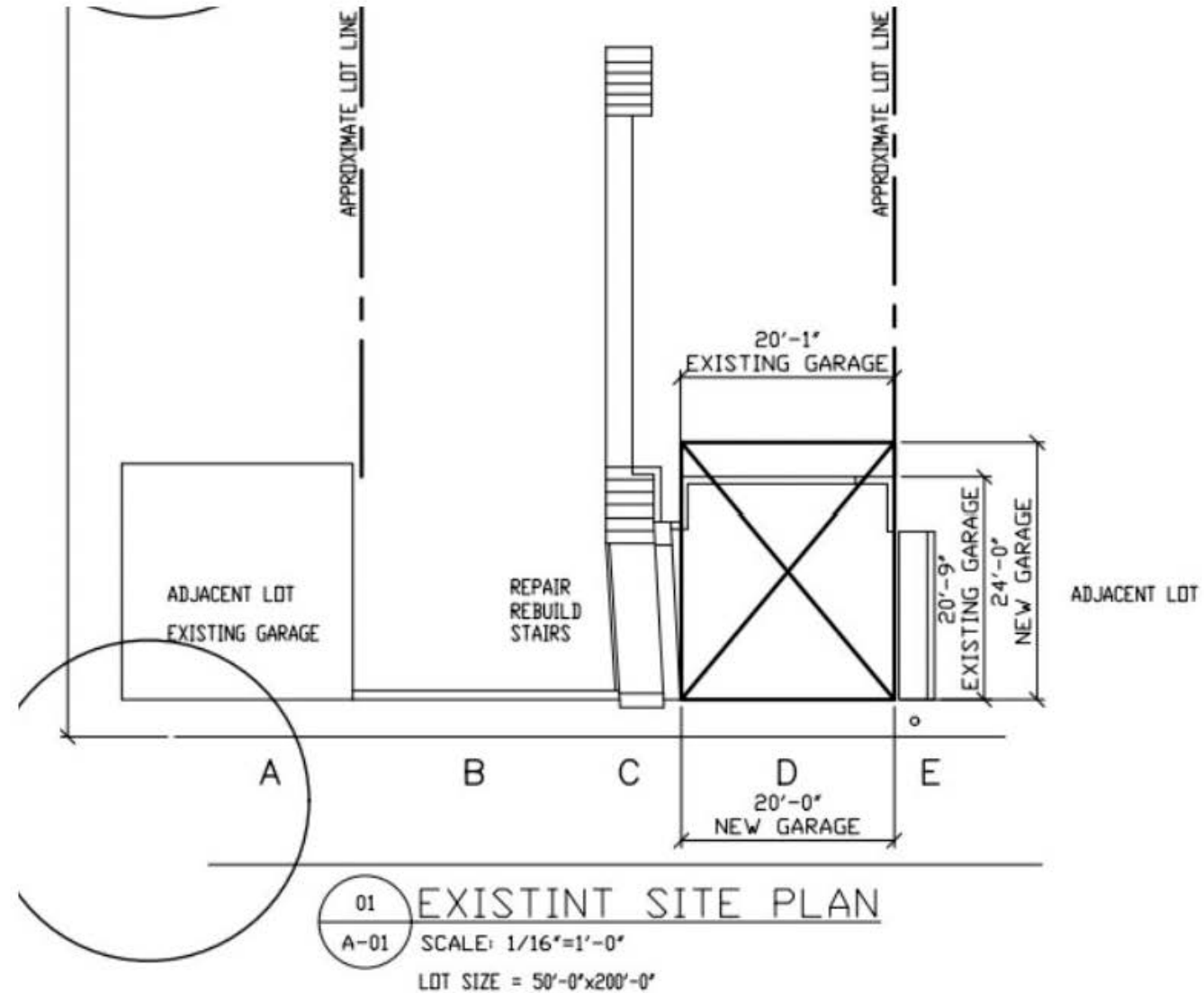


# Property Condition

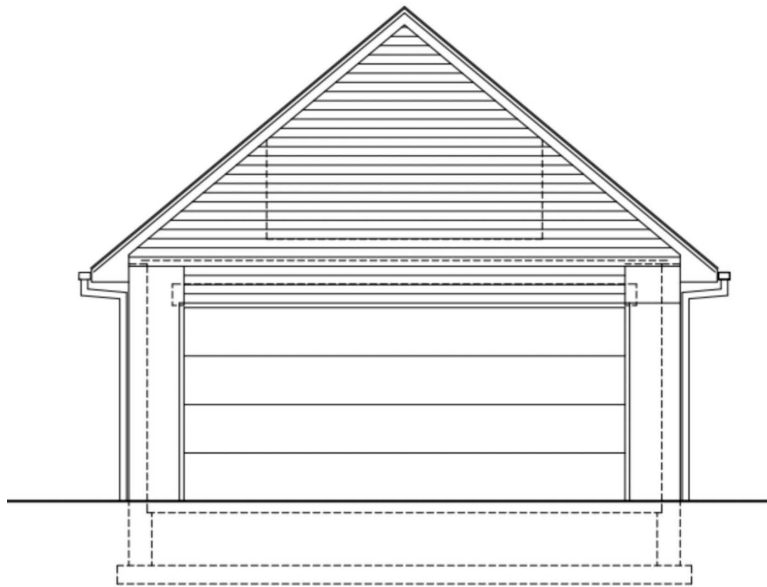


# Rebuild Garage

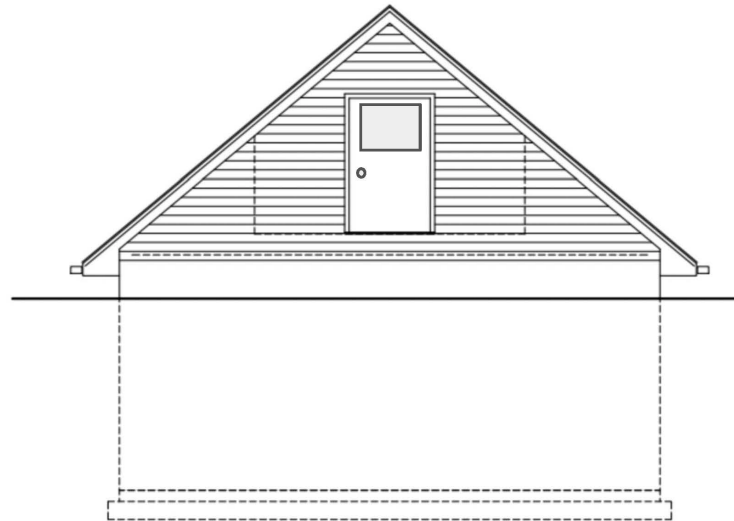
- Footprint for existing garage was 20'1" wide by 20'9" deep
- Footprint for new garage to be essentially same width, but 4' deeper to accommodate modern vehicles.
- Poured concrete slab and three walls. Framed wall housing garage door



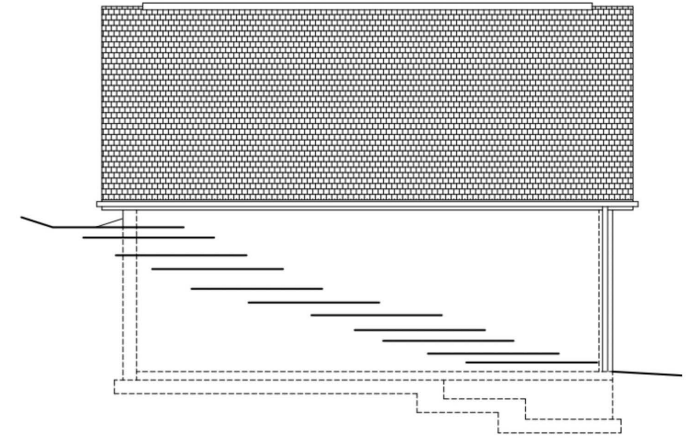
# Proposed Garage Elevations



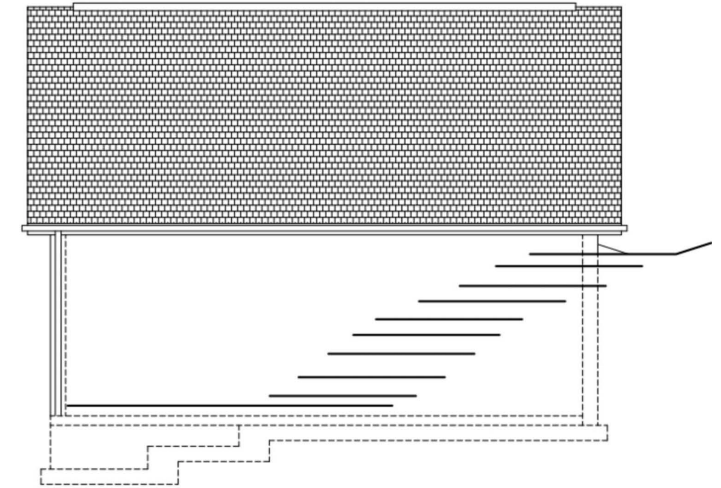
03 FRONT ELEVATION  
A-02 SCALE: 1/4"=1'-0"



02 REAR ELEVATION  
A-02 SCALE: 1/4"=1'-0"



05 LEFT SIDE ELEVATION  
A-02 SCALE: 1/4"=1'-0"



04 RIGHT SIDE ELEVATION  
A-02 SCALE: 1/4"=1'-0"

# Home Paint Schedule



|                                                           |                                                                             |                                                |
|-----------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------|
| SW 2816<br>Rookwood<br>Dark Green<br><br><i>Main Body</i> | SW 2838<br>Polished Mahogany<br><br><i>Window Sash &amp; Secondary Trim</i> | SW 6993<br>Black of Night<br><br><i>Doors</i>  |
|                                                           | SW 7543<br>Avenue Tan<br><br><i>Primary Trim &amp; Porch Columns/Posts</i>  | SW 7531<br>Canvas Tan<br><br><i>Foundation</i> |

# Garage Sample Materials - Siding/Shingles

Base Color: **Olive**

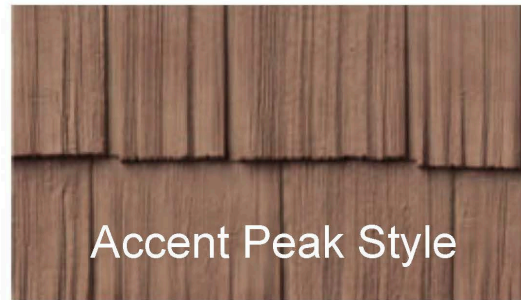


**Country Beige**

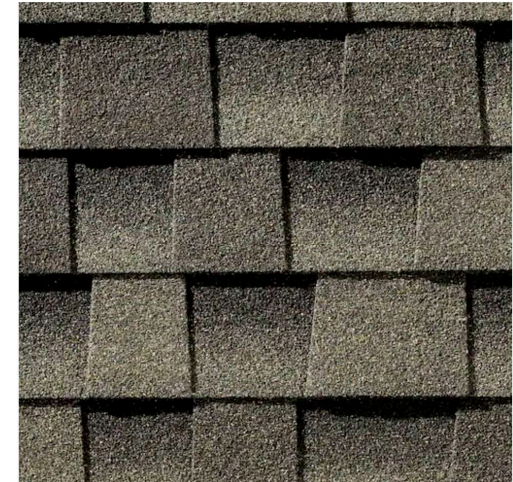
- As it is off alleyway, and not visible from any main roads, we would like to use vinyl siding in matching colors to side the garage.
- Asphalt Shingles to match style currently on house, different color to better complement new colors



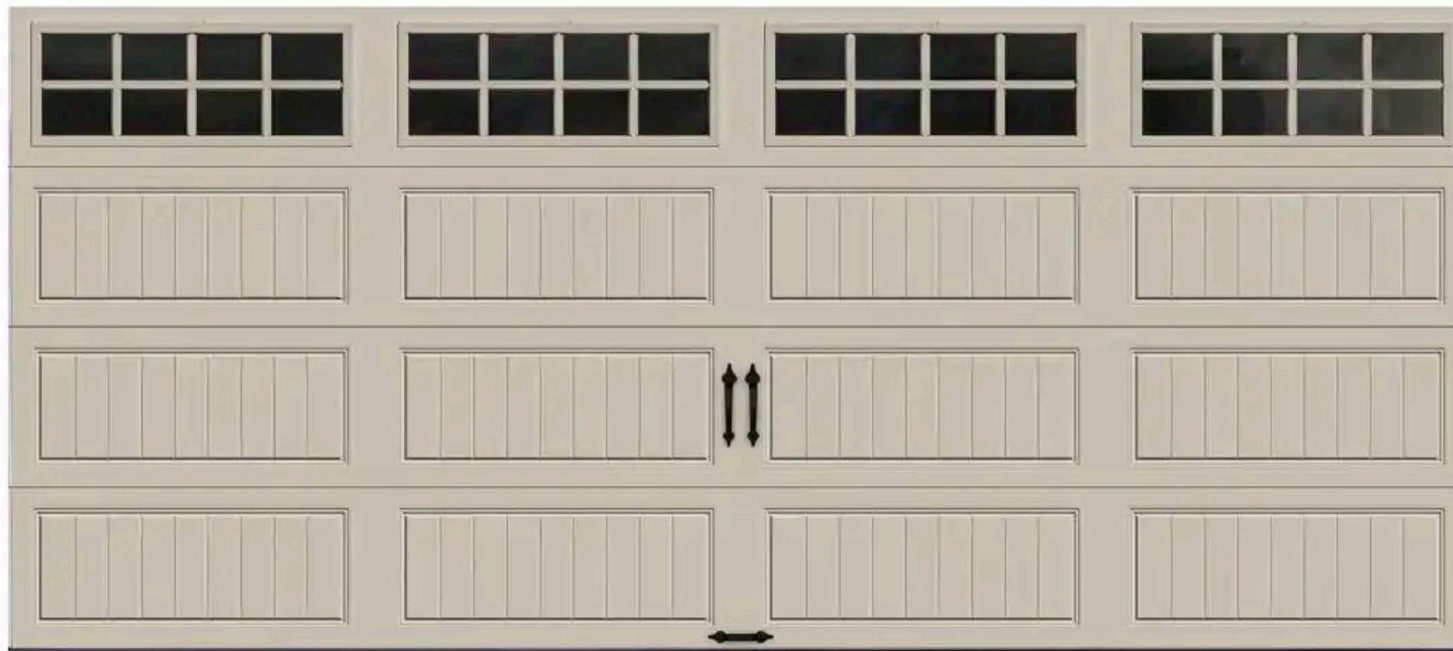
**DOUBLE 4"**



**HAND-SPLIT SHAKE**



# Garage Sample Materials, cont. - Garage Door



Carriage Style, Tan garage door

Base Color: **Olive**



Main Siding Color

Trim and  
Accent  
Color

**Country Beige**



# Applicable Secretary of the Interior's Standards for Rehabilitation

**9.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**10.** New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# Project 2: 121 S. Spring Street (VFW)

Bellefonte Borough Council Packet October 16, 2023

## Project Applicant: Eric Williams Builders (*on behalf of VFW*)

### Character Defining Features & Setting:

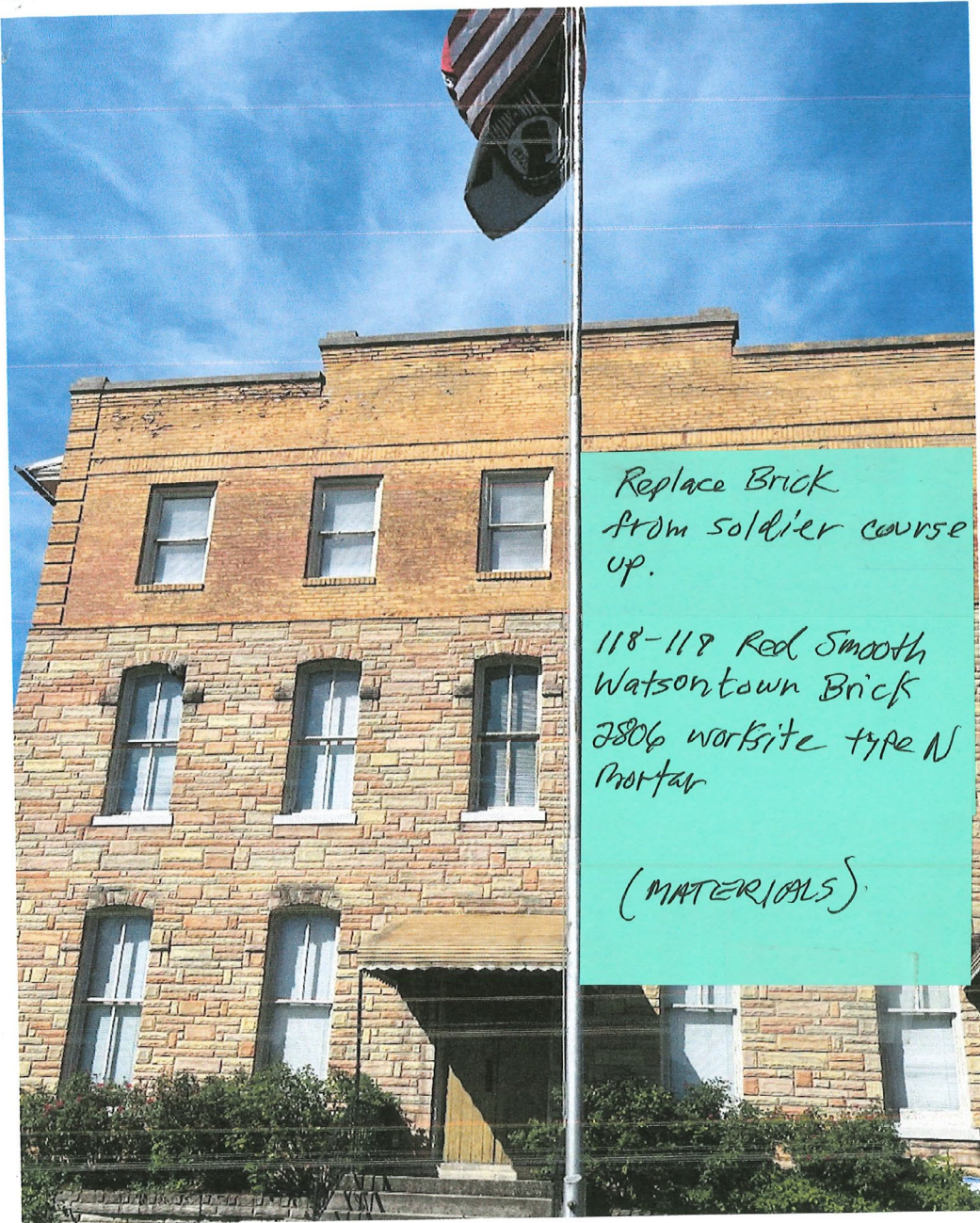
- Year Built: 1864, Condition: Fair
- Historic Name: Bush, Daniel G. Home
- Historic Style: Italianate
- Current Use: civic organization
- Roof Shape: gable front, low slope w/ stepped parapet
- Foundation: limestone; Exterior Walls: brick
- Windows: 2/2 DH, arched head
- Porch Details: original porch removed
- Bays: 4; Stories: 3
- Appears on 1870 Richie map, original residence badly altered, 3rd floor and front facade added,

### Project Description:

Removal of damaged and falling brick above solder course on front of the building. Top cap to be replaced with new flashing. Replace where applicable.

\*Exterior to be painted at later date



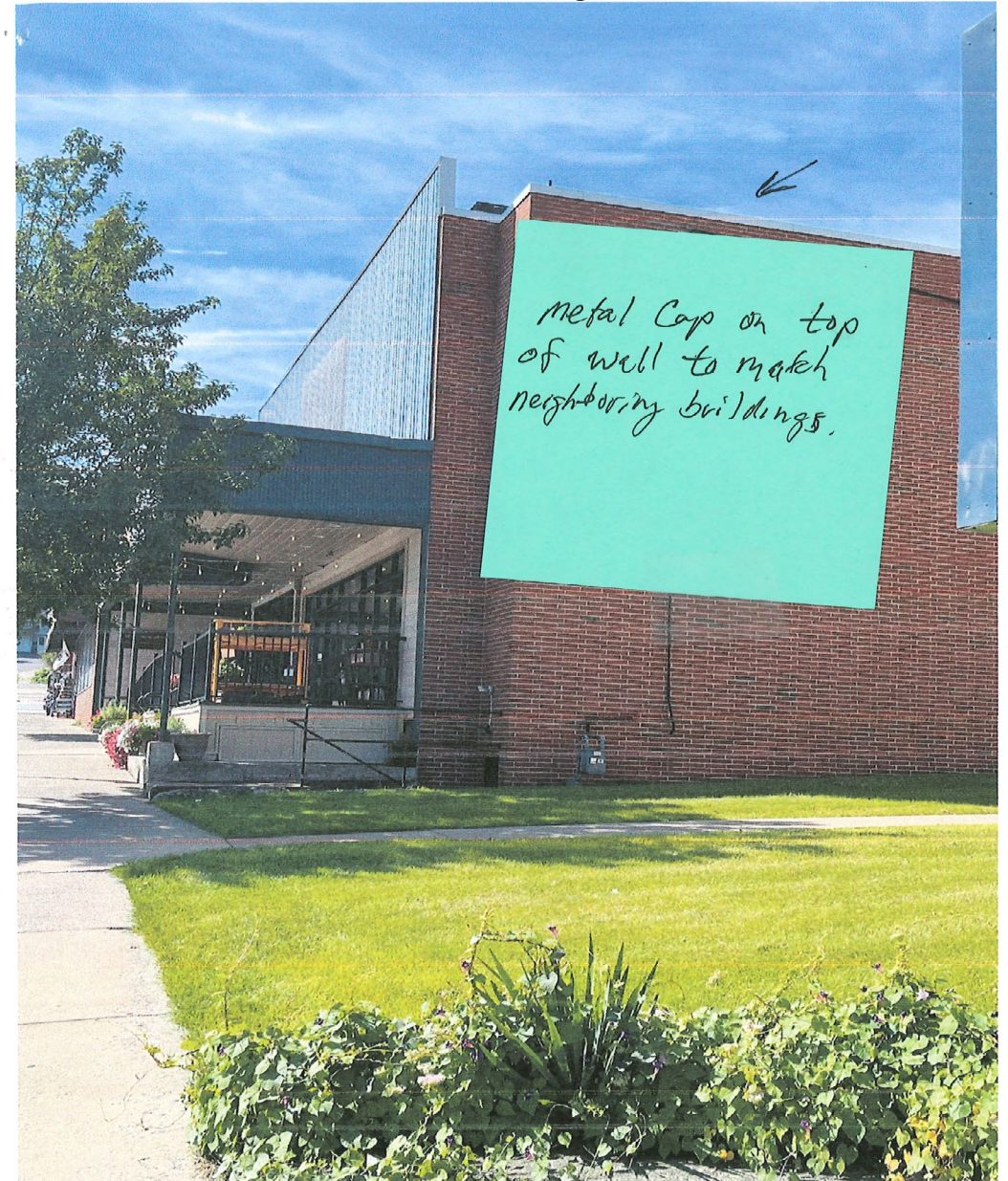


Replace Brick  
from soldier course  
up.

118-118 Red Smooth  
Watson town Brick  
2806 worksite type N  
Mortar

(MATERIALS)

↑  
←



metal Cap on top  
of well to match  
neighboring buildings.

↙







# Applicable Secretary of the Interior's Standards for Rehabilitation

Bellefonte Borough Council Packet October 16, 2023

**6.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

**7.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

# Agenda Item 4

- **Information/Discussion Items:**

- Marc McMaster's appointment to HARB was approved by Council. Welcome Marc!
- National Parks Service official update on Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors
  - Attached is the Brief #16 and the email from Frank Grumbine

- **New Business:**

- Review CLG proposals to update the Bellefonte Historic Design Guidelines.

- **Adjournment:**





# Secretary of the Interior's Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



HISTORIC  
**Bellefonte**<sup>™</sup>  
*Est. 1795*

To: Council

From: Ralph

Date: October 9, 2023

Subject: Borough Manager's Report – **September 2023**

Operations/Staff Updates:

- **Annual Budget Work** – The review of Funds in preparation of approving a 2024 budget has begun. We will take time in each work session to review funds with the goal of approving a tentative budget on December 4<sup>th</sup>. The tentative budget will be advertised for public inspection and scheduled for final approval/adoption on December 18<sup>th</sup>.
- **Armory building/Spring Street** – The elevator shaft contractor is onsite. The first phase of work consists of demolition and excavation of the floor where the elevator will be placed. The digging out for the elevator shaft is going slow. There are some pipes that need to be rerouted. We have project meetings every two weeks. The IT consultant (who handles the current borough building IT) is doing all of the planning work to integrate the Armory with the existing building. Various other smaller projects are in phases of completion. An Armory building committee meeting is to be scheduled.
- **Bandshell Memorandum of Understanding (MOU)** – The MOU was sent to the group on October 6<sup>th</sup>. The group has been invited to the October 16<sup>th</sup> work session.
- **Big Spring Cover project** - A committee of the Borough Authority met on September 29<sup>th</sup> to discuss design concepts. A meeting with PA DEP is being scheduled to discuss issues related to getting a design "permitted."
- **Former National Guard Armory property along Zion Road** – The owner has put a hold on the brewery project due to high cost estimates to renovate the buildings. He has not made a final determination yet.

- **Kepler Pool /Nittany Valley Rec. Authority** – The group is getting ready to go out to bid for the construction/renovation work.
- **National Rural Water Association Conference (NRWA)** – I attended the NRWA conference in September. This conference/association focuses on water and sewer system operations and legislative issues related to small systems. The costs of attendance is provided by PA Rural Water Association with my service on the Board.
- **New Elementary School along Airport Road** - We attended a virtual meeting held by HRG, the District’s engineer. The meeting involved Penn DoT and a discussion about the intersection of Governors Park Road and Airport Road. HRG had proposed some driveway changes and must go back through a comment phase. HRG has submitted plans for review by our planning commission. A recommendation from the Planning Commission to Borough Council will be held until all traffic studies are received and considered.
- **Parks/Governors Park/Pickle Ball** – Don and I met with Shawn Thompson, YMCA Director at Governors Park. Shawn will be submitting a proposal to take the tennis court and lay it out for four pickle ball courts. We will get the proposal to council once received.
- **Parks/seasonal personnel** – The crews are grass-cutting, tree trimming, dead tree removing, and performing general maintenance. Efforts will include leaf collection
- **Parks /Talleyrand** – The croque field in the expanded area of Talleyrand Park has been reseeded.
- **Parkview Heights Stormwater Project** – The bidding issue is being resolved and the project is to get started later this Fall.
- **PA Highlands Community College (PHCC)** – The PHCC is still very much interested in getting established in Bellefonte/Centre County. They are looking at space in the Match Factory. A lease agreement is being negotiated.
- **Personnel** – We have some open positions at the Wastewater Treatment Plant due to someone leaving and a retirement. We are going through the steps to fill these openings. Our nuisance code administrator, John Cabibbo has resigned. His primary work duties changed and he can no longer do our job. We will start the work to fill this

position.

- **Refuse Department** – personnel changes with inter-department moves. There may be a retirement at the end of the year.
- **SEDA-COG Joint Rail Authority (JRA) RR Spur along Potter Street** – council has approved the purchase of the spur with the rail conditional upon having an agreement with Bellefonte Historical Railroad Society (BHRS) regarding access and use of the spur. We have met with BHRS representatives and will be working with the solicitors to work out details.
- **Streets** – Crews are working on storm drain repairs, pavement patching and sealing. This work will continue to finish out the season.
- **Streets/Columbia Gas work on East Curtin Street** – The new gas line installation work is continuing. East Curtin Street will not have a street paving overlay until sometime in 2024.
- **Streets/Leaf Collection** – The actual start of leaf collection each year is dependent on the weather/leaf conditions. Leaves are coming down and residents are beginning to take them to the curb. Crews will begin making the rounds as leaves are brought to the curb.
- **Streets/Paving Project** – The Borough’s 2023 contracted street paving project is complete.
- **Streets/Traffic Signal at Parkview and Zion Update** – Our engineer has completed the survey work and has submitted a grant application. As agreed upon, design work will not start until Penn DoT determines if any changes to SR550/Zion Road are necessary as a result of the planned elementary school along Airport Road.
- **Streets/Wood Street Storm Drainage Project** – This project is contracted out and underway.
- **Waterfront development** – According to an article, it looks like the Spring of 2024 at the earliest for any construction. Mr. Songer has inquired about the Borough allowing additional third-party code services for his project. A copy of his email will be included in the October 16<sup>th</sup> council packet.

| September | Meetings/Activities Attended                                                                                                                  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1         | ➤                                                                                                                                             |
| 2         | ➤                                                                                                                                             |
| 3         | ➤                                                                                                                                             |
| 4         | ➤ Labor Day holiday                                                                                                                           |
| 5         | ➤ Department head meeting<br>➤ Council work session and business meeting                                                                      |
| 6         | ➤ Armory elevator project job conference<br>➤ Staff meeting<br>➤ Bellefonte Borough Authority meeting                                         |
| 7         | ➤                                                                                                                                             |
| 8         | ➤ Off - vacation                                                                                                                              |
| 9         | ➤                                                                                                                                             |
| 10        | ➤                                                                                                                                             |
| 11        | ➤ Off – vacation                                                                                                                              |
| 12        | ➤ Off – vacation                                                                                                                              |
| 13        | ➤ Off – vacation                                                                                                                              |
| 14        | ➤ Off – vacation                                                                                                                              |
| 15        | ➤ Off – vacation                                                                                                                              |
| 16        | ➤                                                                                                                                             |
| 17        | ➤                                                                                                                                             |
| 18        | ➤ Department head meeting<br>➤ Council work session and business meeting                                                                      |
| 19        | ➤ Staff meeting<br>➤ Meeting with Chamber staff – upcoming train events                                                                       |
| 20        | ➤ Armory elevator project job conference<br>➤ Meeting with Water/wastewater vendor to discuss control systems<br>➤ Call – Authority solicitor |
| 21        | ➤ Spring Creek Watershed Commission Authorities Committee meeting<br>➤ Meeting to discuss details for bandshell MOU                           |
| 22        | ➤                                                                                                                                             |
| 23        | ➤                                                                                                                                             |
| 24        | ➤ Traveled to National Rural Water Association (NRWA) conference                                                                              |
| 25        | ➤ Attended NRWA Conference sessions                                                                                                           |
| 26        | ➤ Attended NRWA Conference sessions                                                                                                           |
| 27        | ➤ Attended NRWA Conference sessions                                                                                                           |
| 28        | ➤ Travel back from NRWA Conference<br>➤ Centre County Airport Authority Meeting                                                               |
| 29        | ➤ Big Spring Cover Project Design discussion/meeting                                                                                          |
| 30        | ➤                                                                                                                                             |

| Activities                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work session and Council Agenda formatting and preparation                                                                                             |
| Agenda/Meeting preparation and follow up, coordinate with staff – directives, policy questions                                                         |
| Unscheduled, informal, meetings, calls, emails to/from staff – Department day-to-day operations                                                        |
| Correspondence – elected, fellow staff, residents, business owners, other government staff, realtors, customers, etc. via emails, phone calls, letters |
| Draft meeting minutes review                                                                                                                           |
| Armory building – focused on getting the elevator installed, related tasks                                                                             |
| Attention will be on the 2024 budget work from now until December                                                                                      |

# Memo

To: COUNCIL  
From: Don  
Date: October 16, 2023  
Re: Report – C-NET

---

The C-NET Board of Directors had their final quarterly meeting on October 10, 2023. The final meeting typically approves the budget for the coming year. Most importantly for Bellefonte Borough is to know Bellefonte Borough’s proportion of the budget for 2024 increased by 3.9% or from \$18,140 in 2023 to \$18,849 in 2024. I have passed this information on to Lori McGowan. Increases to member municipalities ranged from 1.4% to 6.3%. As many of you are already aware, C-NET has a formula to calculate member dues and it’s set by looking at the past five years of programming. In addition, the Board passed a 2024 Capital Purchase Plan in the amount of \$33,116 as well as approved the new rates for rate cards. There were a number of other administrative items presented and discussed. Should anyone on Council wish to view more detailed information, please let me know and I will provide it to you.

# Memo

To: COUNCIL  
From: Don  
Date: October 16, 2023  
Re: Report – Union Cemetery Association

---

In the instance you haven't heard, the Union Cemetery Association had a meeting in September and there are changes to their Board. Jim Baldwin and Paul Badger are no longer on the Board. The new Board members include: Kevin Corman, President; Tom Kellander, Vice President; Lisa Carey, Treasurer; and David Sexton is the head of grounds and mowing. The Borough will continue to provide both physical and monetary support to the new Board and we are grateful for these volunteers. In addition, we cannot thank Paul Badger and Jim Baldwin enough for 30+ years of serving the Association.



**BELLEFONTE BOROUGH WATER AUTHORITY**  
**MEETING MINUTES**  
**REGULAR MEETING**  
**September 6, 2023 – 6 p.m.**  
**236 West Lamb Street**  
**Bellefonte, PA 16823**  
[www.bellefonte.net](http://www.bellefonte.net)

**CALL TO ORDER**

The meeting was called to order September 6, 2023 at 6 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL Authority members present:**

Mr. Joe Beigle  
Mr. Greg Brown  
Mr. Jon Eaton  
Mr. Joe Falcone (**EXCUSED**)  
Mr. Frank (Buddy) Halderman  
Mr. Doug Johnson  
Mr. Mike Schmidt

**Staff**

Mr. Frank Noll, WWTP Superintendent  
Mr. Shannon Struble, WWTP Assistant Superintendent  
Mr. Matt Auman, Public Works Superintendent  
Ms. Julie Brooks, Assistant Public Works Superintendent  
Ms. Lori McGowan, Finance Director  
Mr. Ralph Stewart, Borough Manager

**Engineer** Chris Roelke, B & L via Zoom

**Guests**

Kevin Abbey

---

**MINUTES**

*A motion was made by Beigle and seconded by Eaton to approve the minutes from August 15, 2023. No discussion. Motion carried.*

**ADDITIONS TO AGENDA**

NONE

**PUBLIC COMMENT/COMMUNICATIONS- ORAL**

NONE

**COMMUNICATIONS (Written)**

NONE

**FINANCIALS**

Budget v. Actual July 2023

Mr. Falcone was absent but Ms. McGowan was able to provide some details about the financial report.

Sewer:

\$225,204.72 (cash balance)

\$252,328.84 (Money Market)

Water Fund:

\$1,564,871.22

It was noted that Niagara is behind in paying their bills and it was suggested a letter be sent asking them to pay their bill on time.

Lori looked into CD investing and she presented her findings. The CD she looked into is earning 5% interest.

*There was a motion by Eaton to invest reserves of \$1,000,000 and \$300,000 into a CD. Seconded by Johnson. Motion carried.*

*The financial report was approved.*

**ENGINEER'S REPORT**

Chris (via Zoom) offered several updates about the Authority from August.

- Carrier Fluid Pump
- Air Conditioning in the Power room

**SEWER REPORT (Superintendent)**

The Superintendent highlighted the details of various projects and repairs completed in June and July.

Water sales for August 188,00 gallons.

The Superintendent discussed several employee issues including retirements and hiring of new employees. It was noted that the Authority has had issues with equipment, staffing and other various difficulties lately.

**WATER REPORT**

Details were offered regarding projects and repairs completed in August.

**OLD BUSINESS**

Sewer line Right-of-Way 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.

Big Spring cover project

- It was suggested that the Authority form a committee to keep the project moving.

Logan Greene water line warranty

- A draft 10-year agreement was just received today
- It was suggested some of the language be changed to better represent the Authority

Corning Line Service area at former Glass Works plant

- There is a conflict of interest in the agreement and it is being resolved
- There is a concern about the Authority losing customers in the agreement.

**NEW BUSINESS**

Daily Water Withdrawal August 2023

Spring-Benner-Walker Area Joint Authority July 24 -August 14, 2023 Meeting Minutes

2024 Budget preparations are underway

**DISCUSSION**

NONE

**ADJOURNMENT**

*Johnson motioned and Beigle seconded to adjourn tonight's meeting. No discussion. Motion carried. Meeting adjourned at 6:55pm.*

*An executive session (for legal issues) followed tonight's meeting.*

## Centre County Airport Authority Meeting Minutes, September 28<sup>th</sup>, 2023

**Attending:** D. Johnson; R. Finley; H. Mose; G. Khoury; D. Gray; R. Stewart

**Additional Attendees:** J. Meyer C.M., Executive Director, CCAA; J. McMurtrie, Terminal Manager; T. Benson, Legal Counsel for the Authority; John Taylor and Tom Walenchok with Baker Tilly US, LLP via Zoom

**The meeting was convened at 7:00 PM by D. Johnson.**

**Public Comments:** None.

**1. Presentation (Zoom):** John Taylor and Tom Walenchok with Baker Tilly US, LLP

J. Taylor provided an overview of the audit for 2022. It contains required communications, reasonable assurance statements and key areas of focus. The Financial statements received a "clean opinion." The audit noted that the Authority uses the Modified Cash Basis method of accounting. The Authority had a net increase in revenues of over \$700k from 2021. Operating expenses were consistent. There is a new line reflecting the Passenger Facility Charge (PFC) which triggered a compliance audit due to funds being greater than \$750K. Even though the Authority was receiving funds as reimbursement for a completed project, there was findings related to monies being held in a non-interest-bearing account and additional policies/procedures needing to be documented.

The Authority discussed the compliance audit findings. Penn State University receives the PFC funds and complies with placing them in an interest-bearing account. The Authority is simply requesting reimbursement for funds it spent related to an approved project. It was not clear why this issue was a finding against the Authority. The auditors will assist staff with policies, procedures and documentation to be compliant.

No action was taken.

**2. Approval of the August 24<sup>th</sup> 2023 Meeting Minutes:**

Motion for approval was made by R. Finley. H. Mose seconded the motion. The motion was unanimously approved.

**3. Financial Statements for August:**

- a. Schedule of Budget Annual vs. Actual YTD
- b. Statements of Assets, Liabilities & Equity
- c. Statement of Revenues and Expenditures YTD

- d. Statement of Cash Flows YTD
- e. Excel Budget Format Rev & Exp

R. Finley provided an overview of the financial statements. The Authority is in the first two months of its new fiscal year. The finances are routine. The revenues reflect a \$58,130 payment from TSA. This is reimbursement for expenses going back to the beginning of 2023. Operating revenues show a net income of \$260,868.75. Total cash capital is \$7,722,756.70.

**Acceptance of Financials:**

D. Gray made a motion to accept the report. G. Khoury seconded the motion. The motion was unanimously approved.

- 4. **Executive Director's Report:** J. Meyer's written report was provided with the agenda materials. Comments were as follows:
  - a. Enplanement Report –
  - b. Reef Parking –
  - c. Air Service -

J. Meyer provided an overview of the above reports. The load factor has been excellent. It is good when the airlines offer additional flights. There were some problems with flights being canceled on Sunday, the 22<sup>nd</sup> of September. Staff will contact the Airline to request an explanation.

The Reef Parking report was reviewed. The numbers represent the gross receipts. The Saturday Free Parking offer will be analyzed to determine its cost/benefit.

- 5. **Air Operations Report:** B. Rodgers submitted a report but did not attend the meeting.

There was a question regarding the fill material along the runway. PSU is continuing with the runway expansion project. The fill material is related to onsite work. The FAA governs the length and width of the airport's runways.

It was noted that on the PSU Iowa football weekend, fuel sales were excellent.

- 6. **Committee Reports:**

- a. **Airport Name Change:**

D. Gray said progress is being made. A mutual PSU/Authority publicity event is tentatively planned for the end of October.

**b. Airport Governance/Organization Task Force (AGOTF) – D. Gray:**

Discussions are moving along.

**c. Boarding Bridges – G. Khoury:**

G. Khoury stated that progress is being made. Three to four design concepts are being considered. Costs, options and indirect changes are being reviewed. A final report is due in December.

**d. HR – H. Mose:**

H. Mose summarized a memo from the HR Committee included with the agenda materials. The memo proposed a health care plan option that would be effective for full-time employees beginning January 1<sup>st</sup>, 2024.

H. Mose made a motion, on behalf of the HR Committee to accept the proposal as presented. A clarification will be made as to the 85/15 split being applicable to Disability and Life Insurance coverage. The motion includes having staff handle the necessary steps for a January 1<sup>st</sup> start date. R. Finley seconded the motion. The motion was unanimously approved.

H. Mose discussed the Committee's work on a retirement package. The suggestion is to use a Third Party Administrator (TPA) to administer the program. Discussions as to the type of Plan are ongoing. The work is progressing.

G. Khoury to go into Executive Session for a personnel matter. D. Gray seconded the motion. The motion was unanimously approved.

D. Gray made a motion to adjourn the Executive Session. R. Finley seconded the motion. The motion was unanimously approved.

**7. Continuing Business:**

**a. Food & Beverage Cart in Departure Area:**

This service has started. Sales are okay. J. Meyer will get a report on how sales are going.

**8. New Business:**

**a. Proposal of Service from Keller Engineers – Stormwater Basin Lining Design & Permitting Services:**

There was discussion on the proposal. It was clarified that this was a lump sum proposal.

D. Gray made a motion to accept the proposal from Keller Engineers as presented. G. Khoury seconded the motion. The motion was unanimously approved.

The Authority went into an executive session for a personnel matter.

**Around the Room:** No comments were received.

**Adjournment:** The meeting was adjourned at 9:04 p.m.

Centre County Library & Historical Museum Board of Trustees Meeting  
Thursday, July 27, 2023  
Holt Library  
6:30 pm

**Trustees Present:** Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Pam McCloskey, Lindsey Kurtz

**Trustees Excused:**

**Staff Present:** Michele Reese, Denise Sticha

**Guests Present:** Celesta Powell, County Commissioners nominee

**Call to Order:** Carl Inglesby, President, called the meeting to order at 6:39 PM.

**Public Comments and Correspondence:** Board members introduced themselves.

**Consent Agenda:** Taylor made a motion to approve the minutes of May 25, 2023. Seconded by Barnett. Motion carried. Cleeton made a motion to approve the Director's May/June Operations Report. Seconded by Kurtz. Motion carried.

**Finance Report and Investment Summary:** Reese gave an update on the ERTC (Employee Retention Tax) credit. Form 941X was been rejected for the 1st quarter of 2020. Will refile the 1st quarter with changes. We have received payment for the 2nd and 4th Quarter of 2020. The amount received for the second quarter was \$20,288.67 which included \$1449.03 interest and \$28725.44 for the fourth quarter. That payment also had interest of \$1717.10. Sticha reported that the investment report would be updated to reflect the name correction of the Wood accounts. Sticha stated that there would be a draw from the Wood account for the next payment on the porch and the blinds that were purchased for the Museum. Sticha reviewed the expenses. Inglesby asked if the Tourism grant had been received. Sticha stated that the funds will be disbursed when the paid invoices are submitted to HVAB. The grant is for the porch project. Inglesby inquired about the Centre Gives amount that was received. Reese stated that \$21,160.40 was received. Sticha reported to the Board that we had received a \$3000 donation from Kish Bank under the Education Improvement Tax Credit (EITC) program. Inglesby stated that his office will be making a donation to CCLHM through the EITC. Discussion then followed regarding the application and placing a donate page on the website for the EITC. Taylor made a motion to approve the Finance Report and Investment Summary. Seconded by Cleeton Motion carried.

**New Business:**

**Draft MOU with the Bellefonte Garden Club** - Sticha reviewed the MOU and the original agreement. Discussed the programs that are held in the garden. Sticha stated that she has been working with Ann Sager of the Bellefonte Garden Club on the draft to update it. We are waiting for Penn State Extension Master Gardeners to review the MOU and signoff. Sticha hopes that the MOU will be able to be approved at the September Board meeting. Discussion



followed regarding the liability insurance and length of the agreement. Sticha will send out a corrected and revised draft MOU to the Board so they all have the correct draft.

**Draft MOU with the Partnership for Penns Valley Library Services for the capital campaign -** Sticha reported that the meeting with the PPVLS to discuss the MOU went well. They would like to make a change regarding the language of the funds if the library decides not to continue with the expansion. The MOU clarifies what happens to the monies that are raised during the capital campaign. Discussion followed regarding the funds and donor restrictions. Taylor asked about the PPVLS group and Sticha explained their name change and relationship with the Centre Hall branch.

**Draft Policy for text messaging -** Program messaging will be starting in the near future and the SMS policy needs to be in place in order to use Constant Contact as our platform. Sticha reviewed the policy needs and the use for mobile messaging. Discussion followed regarding the multiple uses and training for Constant Contact SMS messaging. The policy will be on the agenda in September for approval.

**Old Business:**

**Right to Know policy -** Sticha reported that Schlow had approved the final draft at their July Board meeting and explained the reasons for the updated changes from the 2008 policy. Discussion followed regarding the policy. **Cleeton made a motion to approve the Right to Know policy. Seconded by Gomez. Motion carried.** The policy will be on the agenda of the Centre County Federation of Public Libraries August meeting for approval.

**Animals in the Library -**Sticha explained as to why the policy has been created and the need for it. Barnett contacted Representative Kerry Benninghoff to ask about service animals so we would have some legal clarification. Sticha stated that there has been some staff training on this policy. Discussion followed regarding the policy. **Barnett made a motion to approve the Animals in the Library policy. Seconded by Kurtz. Motion carried.**

**2023 Municipal visits:** Sticha stated that there have not been many municipal visits in the past couple of years. It has been discussed in the past about attending the meetings. Cleeton attends the Bellefonte Borough meetings Barnett attends the Spring Township meetings currently. Sticha stated that she will be sending out municipal solicitation letters in mid-August. She sends out three different types of letters. They are as follows: those who have donated, those who have not donated and those who have donated occasionally. Powell asked if anyone has attended the Gregg Township meetings and Sticha replied that she had not attended any meetings. Sticha will resend a list of meeting schedules and talking points out again to the Board. She encouraged everyone to try and attend a meeting this Fall as Municipalities are starting their budget process. Discussion followed on attending the municipalities meetings and the highlights to mention.

**Bookmobile update -** McCloskey stated that she has a friend that is interested in raising funds to purchase a new bookmobile. McCloskey and Kathy Benedict will attend the ABOS (Association of Bookmobile and Outreach Services) Conference in Hershey, PA in October.

There will be multiple bookmobile vendors at the conference. Sticha reported that Nicholas Struble will be attending the three-day conference and she will be attending on Monday only. Inglesby stated that he was interested in attending as well and will look into registering for that Monday as well. Discussion followed regarding the conference and the type of Bookmobile options to look into.

**Committee Reports:**

**Finance:** Sticha shared the draft of the audit and stated that there will be a virtual Audit review Monday, August 14th @ 6:30.

**Personnel:** Sticha informed the Board that Laura Sarge Miller has resigned her position as the Youth Services Coordinator and her last day will be August 4, 2023. Sticha is updating the job description for this position and will post the position the week after she has left.

**Property:**

**Museum project-** The porch project has been delayed and will start on Monday, August 7th due to the Bellefonte Arts and Craft Fair the first weekend in August. Inglesby inquired about the room on the second floor. Sticha stated that she had Pat Masullo come in to look at the room and give a quote for painting and refreshing the room. He stated that he was concerned about what was on the wall and how to fix it. Sticha reached out to HARB and they believe that the paper that is on the wall currently is still available to purchase. Sticha informed the Board that Bonnie Goble, Judy Dombrowski and she would be going to the Centre Furnace Mansion and the Clearfield Historical Society to look at window treatments and lighting for the Museum. Inglesby asked about the removal of the bushes out to the front of the Museum. Chip's Tree Removal is to remove the bushes.

**Bookmobile-** Sticha stated that there is a water leak on the Bookmobile at the front on the driver's side. The roof needs to be sealed and Troy Butler will be doing that soon. Inglesby inquired about the batteries that were ordered and if they have all been replaced. Sticha stated that she has not heard if the generator battery has been installed as of yet. Sticha reported that she has three candidates for the Bookmobile position and will be following up with them. She is hoping to have it on the road for the Fall and possibly have it in the Grange Fair parade.

**Centre Hall** – Sticha stated that she has not heard from John Sengle regarding the meeting with Hazel's. A bench was installed and dedicated to prior Friend's member Pat Smith in July. Sticha stated that the next step in the Centre Hall expansion is the building program requirement and the case statement. She stated that she had reached out to Cathi Alloway to see if she would be willing to help with the formatting. The fee for her help would be \$100 per hour. Sticha believes that it would only take Cathi around 5-10 hours and feels that if she has someone to work with on the statement it will help her to stay on task with it. Discussion followed regarding the report and the information needed. **A motion to have Cathi Alloway facilitate the building program requirement to assist Sticha with a cap of \$2000 by Taylor. Second by Barnett. Motion carried.**

Inglesby stated that the issue with the heat pump is that it is the only heat source and when the expansion is completed it will be double in size. Inglesby stated that when the addition has been completed an additional heating source will need to be installed.

There is work in progress with resurfacing the parking lot. The school district has it on their radar and was concerned about the timing of resurfacing and the expansion. Sticha stated that it will be at least two years before the expansion starts. The parking lot has had some patching completed and does not seem to be in bad condition.

**Holt** – Windows in the stairwell are leaking. John Sengle has been looking for a contractor to repair the windows and has had a hard time locating one. A quote was received from Eric who owns property on either side of the library for around \$5000. Discussion followed regarding the work that will need to be done to repair the leaks and the windows. Theresa Hutton, branch manager, had asked about resurfacing the parking lot. Discussed reaching out to the Borough to see if they would resurface the lot and they stated it was not their lot. Theresa would like to have a sign to replace the current Library sign on the lower parking lot level. The Borough stated that they do not care what type of sign is purchased to replace it. The Friends said they would pay for the sign. She will discuss this with them in September.

**Bellefonte Branch** - Sticha spoke with Phil Breidenbaug from the neighboring Bed & Breakfast. He has sent designs of the mural for the library wall that faces the B&B. When the trees were removed the wall was exposed and the wall is in rough shape and it faces the B&B. The mural is nature oriented. Inglesby inquired about the electrical issues in the hallway. Sticha stated that Heritage Electric was in and fixed the issue. Sticha reported that there are no security cameras in the Bellefonte branch and it would be a good time to consider them. Discussion was held regarding the need for the cameras and making the Staff and Patrons feel comfortable. This will be looked into next year.

Taylor asked about the graffiti on the wall in the alley. Sticha said that she will follow up with the Police department to see where that stands.

**Planning:** No updates.

**Nomination:** Board vacancies –County board member nominee- Celesta Powell will be filling this position when approved by the Commissioners. Inglesby then discussed the at-large board nominee Mary Prendergast. **A nomination was made by Inglesby to appoint Mary Prendergast for the at-large position. Second by Barnett. Motion carried.** Sticha will follow up with Powell and Prendergast to do on Board orientation with them.

**Comments for the Good of the Order and Adjournment:** Sticha stated that she would like to create a Trustee Emeritus category in our bylaws. A bylaw amendment would need to be made to create the position. She will send the language in the bylaws out to the Board before the September meeting then a Trustee Emeritus position can be created. Once this is done John Sengle can be nominated and voted as trustee. Once this is done the Board can reach out to the Commissioners to have them recognize John Sengle as well.

Sticha informed the board that Theresa Hutton will be with the library for 25 years in September and she would like to recognize her for her service. She will work with the staff and the Friends group to hold an event for her. Discussion was held regarding what to do at the event and time.

A farewell brunch will be held for Laura Sarge on August 3rd at the Children's Garden if weather permits. If the weather does not cooperate then it will be held in the community room at the Bellefonte Library.

McCloskey stated that the Bellefonte Friends will be having a fundraising event on Friday, October 20th at the Library. She will have more details for the September meeting.

**Taylor made a motion to adjourn the meeting at 8:40PM. Seconded by Kurtz. Motion carried.**

Respectfully submitted,  
Michele Reese  
Office Manager



# HISTORIC Bellefonte™

Est. 1795

## WORKPLACE SAFETY COMMITTEE MEETING

7:30 AM

WEDNESDAY, OCTOBER 11<sup>TH</sup>, 2023

### AGENDA

**Members:**

|                                            |                                                   |
|--------------------------------------------|---------------------------------------------------|
| Steve Caldana (Member, Water) <b>Chair</b> | Jason Ostroskie (Member, Streets) <b>V. Chair</b> |
| Samuel Horner (Member, Refuse)             | Shannon Struble (Member, WWTP- Mgmt)              |
| Bill Witmer (Member, Police)               | Matt Auman (Member, PW-Mgmt)                      |
| Scott Rhoat (Member, EMS)                  | Julie Brooks (Member, Mgmt)                       |
| Tim Schreffler (Member, Fire Dept)         | Randy Brachbill (Member, Council Rep)             |
| Seth Klinefelter (Member, WWTP)            |                                                   |

**Administrative:** Alyssa Doherty

**Guests:** Ralph W Stewart  
Barb Smith  
April Ressler

### CALL TO ORDER

**APPROVAL OF MINUTES** –September 13<sup>th</sup>, 2023 1<sup>st</sup> 2<sup>nd</sup>

### OLD BUSINESS

- Safety Concern Forms Review
- Recent safety incidents or near misses review- Will review November 2023 Meeting
- 3<sup>rd</sup> Quarter Facility Inspection- Pump Houses Report

### NEW BUSINESS

- Annual Safety Committee Training-Barb Smith, Teeter Group

### COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER

- Please try to limit all comments to three minutes maximum.

### NEXT MEETING

- The next meeting will be held on Wednesday, November 8<sup>th</sup>, 2023 @ 7:30 AM.

**ADJOURNMENT** 1<sup>st</sup> 2<sup>nd</sup> @ AM



**BOROUGH OF BELLEFONTE**  
**SAFETY COMMITTEE MEETING MINUTES**  
**WEDNESDAY, SEPTEMBER 13<sup>TH</sup>, 2023, 7:30 A.M.**  
**BELLEFONTE BOROUGH BUILDING COUNCIL ROOM**

**Members Present:**

Jason Ostroskie (Member, streets)  
Matt Auman (Member, Mgmt)  
Randy Brachbill (Member, Council Rep)  
Steve Caldana (Member, Water) Chair  
Sam Horner (Member, Refuse)  
Shannon Struble (Member, WWTP-Mgmt)  
Scott Rhoat (Member, EMS)  
Don Holderman (Member, Mgmt)  
Bill Witmer (Member, Police)

**Members Absent:**

Seth Klinefelter (Member, WWTP)  
Tim Schreffler (Member, Fire Dept)

**Administrative:** Alyssa Doherty

**Guests:** Barb Smith, Teeter Group

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**CALL TO ORDER:**

**APPROVAL OF MINUTES – August 9<sup>th</sup>, 2023**

*Mr. Brachbill moved to approve the meeting minutes. Mr. Auman seconded. Motion carried.*

**OLD BUSINESS:**

**Safety Concern Forms Review:** None.

**Recent Safety incidents or near-miss reviews:** There were two incidents that were reviewed. Fire Department shoulder injury and Police Department knee injury. Discussion of both incidents took place. There were no way of preventing either incident as all safety measures were in place.

**3<sup>rd</sup> Quarter Facility Inspection- Pump Houses:** The inspection has been scheduled for September 22<sup>nd</sup> with Don Holderman, Matt Auman, Jason Ostroskie, Steve Caldana, and Julie Brooks.

**NEW BUSINESS:**

**Reorganization of Safety Committee:** Workplace Safety Committee Vice Chair Nominations. *Mr. Holderman motioned to appoint Jason Ostroskie as Vice Chair of the Workplace Safety Committee. Mr. Brachbill seconded. Motion carried.*

**Pre-Trip Inspection: The Circle of Safety Video:** Good video. Some discussion and pre-inspections are completed every morning.

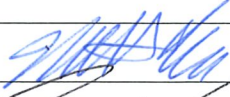

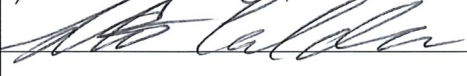
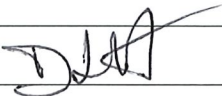

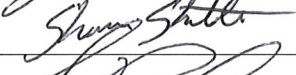

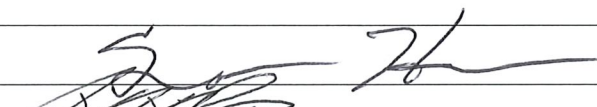

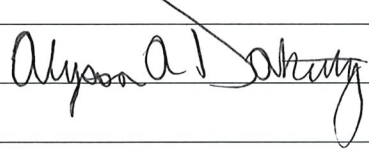
**COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER:** None.

**NEXT MEETING:** Next meeting will be held on Wednesday, October 11<sup>th</sup>, 2023, @ 7:30 a.m.

**ADJOURNMENT:** *Mr. Holderman moved to adjourn. Mr. Brachbill seconded the motion. Motion carried. Meeting adjourned at 8:00 a.m.*



**Safety Committee Meeting  
Wednesday, September 13<sup>th</sup>, 2023**

| NAME                                | SIGNATURE                                                                            |
|-------------------------------------|--------------------------------------------------------------------------------------|
| Auman, Matt (Member, Mgmt)          |     |
| Brachbill, Randy (Member, Council)  |    |
| Caldana, Steve (Member, Water)      |    |
| Klinefelter, Seth (Member, WWTP)    |                                                                                      |
| Holderman, Don (Member, Mgmt)       |     |
| Ostroskie, Jason (Member, Streets)  |    |
| Struble, Shannon (Member, Mgmt)     |     |
| Rhoat, Scott (Member, EMS)          |    |
| Schreffler, Tim (Member, Fire Dept) |                                                                                      |
| Horner, Samuel (Member, Refuse)     |    |
| Witmer, Bill (Member, Police)       |    |
|                                     |                                                                                      |
|                                     |                                                                                      |
| <b>GUESTS:</b>                      |                                                                                      |
| Doherty, Alyssa                     |  |
| Ressler, April                      |                                                                                      |
| Smith, Barb                         | Zoom                                                                                 |
| Stewart, Ralph                      |                                                                                      |
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# MEMORANDUM

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Date: September 22, 2023

Subject: 3rd Quarter Safety Inspection—Pump Houses

From: Donald L. Holderman/ Matt Auman/Julie Brooks/Jason Ostroskie/Steve Caldana

On September 22 2023, those individuals listed above performed a quarterly audit of the following pump houses: Big Spring; Corning; Reservoir; and Buckaroo Lane. The current inspection findings and recommendations include:

The inspections of the pump house are as follows.:

Corning Pump House – Missing electrical junction box covers ( 3 ), drag cord attached to the ladder going into the water inlet pit, ladder rungs too narrow going into the water inlet pit and emergency lighting battery.

Big Spring – Make Hearing protection available, emergency lighting battery.

Reservoir – Ladder going in to the water needs attached more secure, emergency lighting battery.

Weis Pump House – emergency lighting battery. All pump houses need up to date employee phone list.

Overall, all locations were kept in order and very clean.

Respectfully Submitted

# CENTRE COUNTY MPO

METROPOLITAN PLANNING ORGANIZATION

## SUMMARY REPORT OF THE SEPTEMBER 20, 2023 MEETING

### STATE COLLEGE AREA CONNECTOR (SCAC) PROJECT

The Coordinating Committee received an update regarding the SCAC Project. Mr. James, PennDOT’s project consultant, reported that the Planning and Environmental Linkages (PEL) Report was finalized in July and was posted to the PennDOT SCAC Project website in August. Next steps for this project include moving into the National Environmental Policy Act (NEPA) phase which begins preliminary engineering and environmental clearance work. PennDOT has drafted a Notice of Intent to prepare an environmental impact statement, which was submitted to the Federal Highway Administration for their review. During the NEPA process, the three recommended alternatives will be refined into alignments, along with identifying specific impacts associated with each alignment. At the end of this process, one alignment will be recommended to move forward into the final design phase as well as the construction phase. In spring of 2024, PennDOT will host another round of public meetings to present the refined alignments to the public.

### 2023-2026 CENTRE COUNTY TRANSPORTATION IMPROVEMENT PROGRAM (TIP) REVISIONS

The Coordinating Committee approved three revisions to the 2023-2026 Centre County TIP. These revisions include:

- **High Friction Surface Treatments:** \$220,000 is being allocated from the Highway Safety Improvement Program line item in the TIP to include two new projects to apply High Friction Surface Treatments at two locations: State Route 144 and State Route 322.
- **Carbon Reduction Program:** \$865,061 is being allocated from the Carbon Reduction Program line item in the TIP to add projects that will advance priorities identified in the Regional Operations Plan. These projects include installation of Traffic Counter Stations and cameras at several locations for response to traffic control needs and for intermittent and weather-related congestion.
- **Centre Area Transportation Authority (CATA) Reimagine Project:** CATA kicked off its Reimagine Project with consultant assistance from Stantec in July 2021 and concluded it in January 2023. During this time, CATA received federal funding above and beyond its normal formula allocation level via the American Rescue Plan Act for the purpose of completing the Reimagine Project; those additional funds were not added to the TIP at that time.

### CENTRE COUNTY MPO STAFF

Jim May  
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Marcella Hoffman  
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mhoffman@ccmopo.net



Learn more about the grassroots campaign to secure funding for major highway projects in Centre County.



Watch CCMPO Coordinating Committee Meetings online.

## TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM

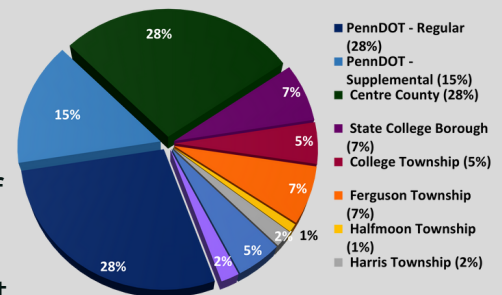
The Transportation Alternatives (TA) Program provides funds to construct pedestrian and bicycle facilities, improve access to public transportation, create safe routes to school, preserve historic transportation structures, provide environmental mitigation, and create trail projects that serve a transportation purpose, while promoting safety and mobility.

The Coordinating Committee approved the review process and formation of a TA Review Committee. The TA Review Committee will be comprised of members from PennDOT District 2-0 and Central Office, the Centre County Planning and Community Development Office (CCPCDO), the CRPA, and two members of the Technical Committee representing entities that did not submit a TA application. The TA Review Committee will review, rank, and provide comments about applications and provide recommendations to the CCMPO Technical and Coordinating Committees.

## CCMPO FY 2024 DRAFT BUDGET

The Coordinating Committee received a presentation regarding the CCMPO’s 2024 CY Budget to the Centre County Government, the six Centre Region municipal funding partners, and the Centre Region Council of Governments (COG) for consideration. There are several major areas of uncertainty, including the funding information for the 2024-2025 Unified Planning Work Program (UPWP) not being available for the development of the budget, the request to hire a Grant Specialist as part of the recommendations from the Strategic Plan and the BIL Subcommittee, and a request for matching funds to support the update to the Long Range Plan 2050. Expenditures for the 2024 budget are proposed at \$1,211,119, with 29% of that amount accounting for recommendations from the BIL Subcommittee and Strategic Plan. This budget is still a work in progress and changes are anticipated as guidance for the 2024-2025 UPWP becomes available.

CCMPO Revenue Sources 2024



## FY 2024-2025 UNIFIED PLANNING WORK PROGRAM

The Coordinating Committee supported the first draft of the FY 2024-2025 UPWP, which lists certain policy actions that must be taken by the CCMPO as well as work tasks to be completed by the CRPA, CATA, and the CCPCDO on behalf of the MPO. The Federal Highway Administration (FHWA) and PennDOT have requested that MPOs and RPOs prepare a one-year UPWP for FY 2024-25 and return to a two-year format the following year. This one-year approach will help to better phase the review process in succeeding cycles. As of August 30, program guidance for the preparation of the UPWP was not available. It is assumed that adoption of the UPWP will still be required no later than January 31, 2024. To comply with this schedule, CCMPO staff have moved ahead to create a draft UPWP ahead of the guidance, assuming nominal funding increases compared to previous funding years.

[View all meeting presentations here.](#)

» **UPCOMING MEETINGS**

**CCMPO Technical Committee**

Wednesday, November 8 at 9:30 a.m.

**CCMPO Coordinating Committee**

Tuesday, November 28 at 6:00 p.m.

**Draft 2024 CCMPO Meeting Schedule**

| <i>Month</i> | <i>Committee</i> | <i>Day</i> | <i>Date</i> | <i>Time</i> |
|--------------|------------------|------------|-------------|-------------|
| February     | Technical        | Wed        | 2/14/24     | 9:30 AM     |
|              | Coordinating     | Tues       | 2/27/24     | 6:00 PM     |
| April        | Technical        | Wed        | 4/10/24     | 9:30 AM     |
|              | Coordinating     | Tues       | 4/23/24*    | 6:00 PM     |
| June         | Technical        | Wed        | 6/12/24     | 9:30 AM     |
|              | Coordinating     | Tues       | 6/25/24     | 6:00 PM     |
| September    | Technical        | Wed        | 9/11/24     | 9:30 AM     |
|              | Coordinating     | Tues       | 9/24/24     | 6:00 PM     |
| November     | Technical        | Wed        | 11/13/24    | 9:30 AM     |
|              | Coordinating     | Tues       | 11/26/24    | 6:00 PM     |

\*April 23 is the 2024 Presidential Primary; however, state lawmakers are considering moving the Primary Election earlier to March 19. Should the Primary Election remain on April 23, the backup Coordinating Committee meeting could take place on April 25 at 6 PM.

# Memo

To: COUNCIL  
From: Don  
Date: October 16, 2023  
Re: Downtown Shade Trees

---

The Shade Tree Commission provided approval to have three (3) downtown shade trees cut down and replaced. I am requesting Council approval to proceed with the request. The three trees are located as follows: 1) High Street in front of Talleyrand Park; 2) Allegheny Street in front of Brother’s Pizza; and 3) the large Linden Tree in front of the Temple Court Building next to Cherry Lane. All three trees are showing signs of dying and dropping branches during storms.

Photos of the three trees are shown here:







## New submission 2037 from Shade Tree Application

Donald Holderman <dholderman@bellefontepa.gov>

Wed 10/4/2023 1:48 PM

To: Megan Tooker <mwtooker@gmail.com>; Mike Theuer <mtheuer@comcast.net>; Cathy Torsell <cdt923@gmail.com>

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

To: Shade Tree Commission:

Please see request from Borough below. Let me know your thoughts prior to 10/12/2023. Thank you

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



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**From:** Bellefonte Borough <noreply@bellefonte.net>  
**Sent:** Thursday, September 28, 2023 10:16 AM  
**To:** Donald Holderman <dholderman@bellefontepa.gov>  
**Subject:** New submission 2037 from Shade Tree Application

**Check one or both:**

- Remove Trees

**Name**

Bellefonte Borough

**Address**

236 W. Lamb Street  
Bellefonte, Pennsylvania 16823  
United States

[Map It](#)

**Phone**

814-355-1501

**Email**

[dholderman@bellefontepa.gov](mailto:dholderman@bellefontepa.gov)

**Remove Tree(s) and Stumps**

**Check one:**

- Live Trees
- Dead Trees

Indicate Quantity - Live Trees

1

**Indicate Quantity - Dead Trees**

2

**If dead, diseased, damaged, have you contacted a Certified Arborist?**

No

**If healthy, please explain why you want it removed.**

There are three downtown street trees we would like to replace (see photos below). The first is next the Governor's Memorial in front of Talleyrand Park. The tree is dead. The 2nd tree is in front of Brothers Pizza on Allegheny Street It is close to being dead. The 3rd tree is the large Linden in front of Temple Court. This tree is still living but is awfully large. We would like to have all three trees removed and then we will replace them in the spring pending the decision by the STC.

**Describe the tree location**

Talleyrand Park next to the Veteran's Bridge and the Governor's Memorial

In front of Brother's Pizza

In front of the Temple Court Building next to Cherry Lane



Submission ID: 2037





# Memo

To: COUNCIL

From: Don


Date: October 13, 2023


Re: Governor's Park Ballfield Grant Funds

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As you know, we completed the Governor's Park ballfield with grant funds. There is a remaining balance of approximately \$157,000. It has been brought up to use the remaining funds for a batting cage and possible upgrades to the restroom next to the tennis courts. I've asked Tony Grace from Weber Murphy Fox to provide us with a cost estimate to do both projects. The cost estimate is attached to this memorandum. We are waiting on confirmation from the Rotary Club to determine if they are going to contribute \$35,000 to these projects as they annually provide funds to the Borough they raise from the Children's Fair. In addition, the Bellefonte Baseball Booster Club is planning to donate \$8700 as well. This leaves us with a total of \$200,700. Even if you remove all of the contingencies put in the cost estimate, we are still short on financing both projects.

I would like to recommend Council designate one or two Council members to meet with the Mayor to make some decisions and provide staff with a direction on how to finish out the overall project and grant funds.

|                                                                                     |                                                                                               |                       |                   |                 |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------|-------------------|-----------------|
|  |                                                                                               |                       |                   |                 |
| <b>PROJECT:</b>                                                                     | <b>Borough of Bellefonte - Governors Park</b>                                                 |                       | Date Prepared:    | 2023-10-04      |
| <b>Subject:</b>                                                                     | WMF# 2023.150.00<br>Conceptual Estimate                                                       |                       | Updated:          |                 |
| <b>File:</b>                                                                        | S:\Cloud Projects\2023.150.00 - Bellefonte Governor's Park Amenities\001 General\02 Estimates |                       |                   |                 |
| <b>Summary</b>                                                                      |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
| <b>Description</b>                                                                  |                                                                                               | <b>Raw Const Cost</b> | <b>Total Cost</b> | <b>Comments</b> |
| Existing Rest Room Renovation                                                       |                                                                                               | \$49,086.00           | \$62,187.05       |                 |
| New Batting Cage 50' x 70' x 12'h                                                   |                                                                                               | \$167,108.60          | \$211,709.89      |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
| Total Combined Cost of Construction                                                 |                                                                                               | \$216,194.60          | \$273,896.94      |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |
|                                                                                     |                                                                                               |                       |                   |                 |

|  |                                                                                               |          |             |                |             |                                                                                                   |  |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------|-------------|----------------|-------------|---------------------------------------------------------------------------------------------------|--|
| PROJECT:                                                                          | Borough of Bellefonte - Governors Park                                                        |          |             | Date Prepared: | 2023-10-02  |                                                                                                   |  |
|                                                                                   | WMF# 2023.150.00                                                                              |          |             | Updated:       |             |                                                                                                   |  |
| Subject:                                                                          | Conceptual Estimate                                                                           |          |             |                |             |                                                                                                   |  |
| File:                                                                             | S:\Cloud Projects\2023.150.00 - Bellefonte Governor's Park Amenities\001 General\02 Estimates |          |             | Sq Ft:         | 360         |                                                                                                   |  |
|                                                                                   |                                                                                               |          |             | total sq ft.   | 360         |                                                                                                   |  |
| Renovation of Existing Rest Room                                                  |                                                                                               |          |             |                |             |                                                                                                   |  |
| Division Number                                                                   | Description                                                                                   | Quantity | Unit        | Unit Price     | Estimate    | Comments                                                                                          |  |
| 2.41                                                                              | Selective Demolition                                                                          | 360      | sf          | 2.00           | 720.00      | demo existing roof shingles & disposal                                                            |  |
|                                                                                   | Prep existing concrete floor for new finishes                                                 | 360      | sf          | 2.00           | 720.00      |                                                                                                   |  |
| 2.82                                                                              | Environmental Abatement                                                                       |          | ls          |                | -           |                                                                                                   |  |
| EXISTING CONDITIONS SUBTOTAL                                                      |                                                                                               |          |             |                | 1,440.00    |                                                                                                   |  |
| 3.10                                                                              | Concrete Work                                                                                 |          | sf          |                | -           |                                                                                                   |  |
|                                                                                   | New sidewalks                                                                                 | 480      | lf          | 8.00           | 3,840.00    |                                                                                                   |  |
| 4.20                                                                              | Unit Masonry                                                                                  |          | sf          |                | -           |                                                                                                   |  |
|                                                                                   | New split face veneer                                                                         | 450      | sf          | 16.00          | 7,200.00    |                                                                                                   |  |
| 5.12                                                                              | Structural Steel                                                                              |          | sf          |                | -           |                                                                                                   |  |
|                                                                                   | Galvanized shelf angle for split face veneer                                                  | 85       | lf          | 20.00          | 1,700.00    |                                                                                                   |  |
| 5.50                                                                              | Metal Fabrications                                                                            |          | floors      |                | -           |                                                                                                   |  |
| 6.10                                                                              | Rough Carpentry                                                                               |          | ls          |                | -           |                                                                                                   |  |
| 6.20                                                                              | Finish Carpentry                                                                              |          | ls          |                | -           |                                                                                                   |  |
|                                                                                   | New FRP on center wall - both sides                                                           | 320      | sf          | 12.00          | 3,840.00    |                                                                                                   |  |
| 6.22                                                                              | Milkwork                                                                                      |          | ls          |                | -           |                                                                                                   |  |
| 7.12                                                                              | Waterproofing                                                                                 |          | sf          |                | -           |                                                                                                   |  |
| 7.20                                                                              | Insulation                                                                                    |          | sf          |                | -           |                                                                                                   |  |
| 7.51                                                                              | Metal Roofing                                                                                 | 528      | sf          | 12.00          | 6,336.00    |                                                                                                   |  |
| 7.53                                                                              | Flexible sheet roofing                                                                        |          | sf          |                | -           |                                                                                                   |  |
| 7.60                                                                              | Asphalt Shingles                                                                              |          |             |                | -           |                                                                                                   |  |
| 7.72                                                                              | Roof Specialties                                                                              |          |             |                | -           | existing soffit, fascia and gutter to remain                                                      |  |
| 8.11                                                                              | Doors & Frames                                                                                |          | ea          |                | -           |                                                                                                   |  |
|                                                                                   | New HM Entrance Doors - per leaf                                                              | 2        | ea          | 1,200.00       | 2,400.00    |                                                                                                   |  |
|                                                                                   | Door Hardware                                                                                 | 2        | ea          | 850.00         | 1,700.00    |                                                                                                   |  |
| 9.68                                                                              | Carpet Tile                                                                                   |          | sf          |                | -           |                                                                                                   |  |
| 9.90                                                                              | Painting                                                                                      | 360      | sf          | 10.00          | 3,600.00    | Exterior Walls, Interior, Doors & Privacy Panels, existing soffit, fascia and gutter & downspouts |  |
|                                                                                   | New Stonhard Epoxy Floor Finish                                                               | 360      | sf          | 18.00          | 6,480.00    |                                                                                                   |  |
| 10.00                                                                             | Specialties                                                                                   |          | toilet room |                | -           |                                                                                                   |  |
| 10.10                                                                             | Visual Display Surfaces                                                                       |          |             |                | -           |                                                                                                   |  |
| 10.16                                                                             | Toilet Partitions                                                                             |          | toilet room |                | -           |                                                                                                   |  |
| 10.44                                                                             | Signage                                                                                       | 1        | ea          | 300.00         | 300.00      | ADA Parking Signage & Logo                                                                        |  |
| 22.05                                                                             | Plumbing                                                                                      |          | sf          |                | -           |                                                                                                   |  |
| 23.50                                                                             | HVAC                                                                                          |          | sf          |                | -           |                                                                                                   |  |
| 26.05                                                                             | Electrical                                                                                    | 360      | sf          | 5.00           | 1,800.00    | new light fixtures, receptacles and switches.                                                     |  |
| 28.13                                                                             | Security System                                                                               |          | sf          |                | -           |                                                                                                   |  |
| 28.31                                                                             | Fire Alarm                                                                                    |          | sf          |                | -           |                                                                                                   |  |
| BUILDING SUBTOTAL                                                                 |                                                                                               |          |             |                | 39,196.00   |                                                                                                   |  |
| 26.00                                                                             | Site Demolition                                                                               |          |             |                | -           |                                                                                                   |  |
| 26.05                                                                             | Utility Preparation                                                                           |          | ls          |                | -           |                                                                                                   |  |
| 26.56                                                                             | Exterior Site Lighting                                                                        |          | ea          |                | -           |                                                                                                   |  |
| 31.10                                                                             | Clearing and Grubbing                                                                         |          | sf          |                | -           |                                                                                                   |  |
| 31.20                                                                             | Earthwork                                                                                     |          | acre        |                | -           |                                                                                                   |  |
| 32.12                                                                             | Asphalt Paving                                                                                | 130      | sy          | 65.00          | 8,450.00    |                                                                                                   |  |
| 32.13                                                                             | Concrete Paving                                                                               |          | ls          |                | -           |                                                                                                   |  |
| 32.90                                                                             | Landscape Work                                                                                |          | ls          |                | -           |                                                                                                   |  |
| 33.30                                                                             | Sanitary Sewage Systems                                                                       |          | ls          |                | -           |                                                                                                   |  |
| 33.46                                                                             | Foundation Drainage                                                                           |          | ls          |                | -           |                                                                                                   |  |
| 33.47                                                                             | Storm Water Management                                                                        |          | acre        |                | -           |                                                                                                   |  |
| SITE DEV. SUBTOTAL                                                                |                                                                                               |          |             |                | 8,450.00    |                                                                                                   |  |
| BUILDING SUBTOTAL                                                                 |                                                                                               |          |             |                | 39,196      |                                                                                                   |  |
| EXISTING CONDITIONS SUBTOTAL                                                      |                                                                                               |          |             |                | 1,440       |                                                                                                   |  |
| SITE DEV. SUBTOTAL                                                                |                                                                                               |          |             |                | 8,450       |                                                                                                   |  |
| SUBTOTAL - RAW CONSTRUCTION COST                                                  |                                                                                               |          |             |                | 49,086      |                                                                                                   |  |
| CONTRACTOR OH&P                                                                   |                                                                                               |          | 8%          |                | 3,927       |                                                                                                   |  |
| CONSTRUCTION CONTINGENCY                                                          |                                                                                               |          | 5%          |                | 2,454       |                                                                                                   |  |
| DESIGN CONTINGENCY                                                                |                                                                                               |          | 5%          |                | 2,454       |                                                                                                   |  |
| GENERAL CONDITIONS                                                                |                                                                                               |          | 5%          |                | 2,454       |                                                                                                   |  |
| SUBTOTAL                                                                          |                                                                                               |          |             |                | \$60,375.78 |                                                                                                   |  |
| ESCALATION TO 2024 CONSTRUCTION                                                   |                                                                                               |          | 3%          |                | \$1,811.27  |                                                                                                   |  |
| TOTAL ESTIMATED COST OF CONSTRUCTION                                              |                                                                                               |          |             |                | \$62,187.05 |                                                                                                   |  |



|  |                                                                                               |          |        |              |                     |                                               |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------|--------|--------------|---------------------|-----------------------------------------------|
| PROJECT:                                                                          | Borough of Bellefonte - Governors Park                                                        |          |        |              | Date Prepared:      | 2023-10-04                                    |
| Subject:                                                                          | Conceptual Estimate                                                                           |          |        |              | Updated:            |                                               |
| File:                                                                             | S:\Cloud Projects\2023.150.00 - Bellefonte Governor's Park Amenities\001 General\02 Estimates |          |        |              | Sq Ft:              | 3,500 50' x 70'                               |
|                                                                                   |                                                                                               |          |        | total sq ft. | 3,500               |                                               |
| <b>New Batting Cage Building - 50'w x 70'l</b>                                    |                                                                                               |          |        |              |                     |                                               |
| Division Number                                                                   | Description                                                                                   | Quantity | Unit   | Unit Price   | Estimate            | Comments                                      |
| 2.41                                                                              | Selective Demolition                                                                          |          | sf     |              | -                   |                                               |
|                                                                                   | Demo existing batting cage                                                                    | 1        | ls     | 500.00       | 500.00              |                                               |
| 2.82                                                                              | Environmental Abatement                                                                       |          | ls     |              | -                   |                                               |
| <b>EXISTING CONDITIONS SUBTOTAL</b>                                               |                                                                                               |          |        |              | <b>500.00</b>       |                                               |
| 3.10                                                                              | Concrete Work                                                                                 |          | sf     |              | -                   |                                               |
|                                                                                   | Column support piers                                                                          | 26       | ea     | 450.00       | 11,700.00           | reinforced concrete piers                     |
|                                                                                   | Concrete Curb                                                                                 | 240      | lf     | 45.00        | 10,800.00           | perimeter curb - support for artificial turf  |
| 4.20                                                                              | Unit Masonry                                                                                  |          | sf     |              | -                   |                                               |
| 5.12                                                                              | Structural Steel                                                                              |          | sf     |              | -                   |                                               |
| 5.50                                                                              | Metal Fabrications                                                                            |          | floors |              | -                   |                                               |
| 6.10                                                                              | Rough Carpentry                                                                               |          | ls     | 1,200.00     | -                   | allowance - misc blocking & framing           |
|                                                                                   | 8 x 8 x 16 pressure treated posts                                                             | 26       | ea     | 285.00       | 7,410.00            |                                               |
|                                                                                   | Versalam beams                                                                                | 576      | lf     | 15.00        | 8,640.00            | 1 1/2" x 12" double band                      |
|                                                                                   | 2 x 4 treated for turf attachment                                                             | 240      | lf     | 2.45         | 588.00              |                                               |
|                                                                                   | Roof Truss system - hip roof design                                                           | 5,616    | sf     | 10.00        | 56,160.00           |                                               |
|                                                                                   | 2 x 6 fascia board                                                                            | 248      | lf     | 2.95         | 731.60              |                                               |
| 6.20                                                                              | Finish Carpentry                                                                              |          | ls     |              | -                   |                                               |
| 6.22                                                                              | Milwork                                                                                       |          | ls     |              | -                   |                                               |
| 7.12                                                                              | Waterproofing                                                                                 |          | sf     |              | -                   |                                               |
| 7.20                                                                              | Insulation                                                                                    |          | sf     |              | -                   |                                               |
| 7.51                                                                              | Metal Roofing                                                                                 | 5616     | sf     | 4.00         | 22,464.00           |                                               |
| 7.53                                                                              | Flexible sheet roofing                                                                        |          | sf     |              | -                   |                                               |
| 7.60                                                                              | Asphalt Shingles                                                                              |          |        |              | -                   |                                               |
| 7.72                                                                              | Roof Specialties                                                                              |          |        |              | -                   |                                               |
|                                                                                   | Aluminum fascia trim                                                                          | 248      | lf     | 5.00         | 1,240.00            |                                               |
| 13.00                                                                             | Special Construction                                                                          |          |        |              | -                   |                                               |
|                                                                                   | Batting Cage Netting & support cable system                                                   | 3500     | sf     | 2.50         | 8,750.00            |                                               |
| 14.24                                                                             | Hydraulic Elevators                                                                           |          | ea     |              | -                   |                                               |
| 21.13                                                                             | Sprinkler Systems                                                                             |          | ls     |              | -                   |                                               |
| 22.05                                                                             | Plumbing                                                                                      |          | sf     |              | -                   |                                               |
| 23.50                                                                             | HVAC                                                                                          |          | sf     |              | -                   |                                               |
| 26.05                                                                             | Electrical                                                                                    | 1        | ls     | 5,000.00     | 5,000.00            | run power to building, lighting & receptacles |
| 28.13                                                                             | Security System                                                                               |          | sf     |              | -                   |                                               |
| 28.31                                                                             | Fire Alarm                                                                                    |          | sf     |              | -                   |                                               |
| <b>BUILDING SUBTOTAL</b>                                                          |                                                                                               |          |        |              | <b>133,483.60</b>   |                                               |
| 26.00                                                                             | Site Demolition                                                                               |          |        |              | -                   |                                               |
| 26.05                                                                             | Utility Preparation                                                                           |          | ls     |              | -                   |                                               |
| 26.56                                                                             | Exterior Site Lighting                                                                        |          | ea     |              | -                   |                                               |
| 31.10                                                                             | Clearing and Grubbing                                                                         |          | sf     |              | -                   |                                               |
| 31.20                                                                             | Earthwork                                                                                     | 1        | ls     |              | 6,000.00            | pier excavating, grading                      |
|                                                                                   | Compacted stone base for Turf                                                                 | 75       | cy     | 35.00        | 2,625.00            |                                               |
|                                                                                   | Synthetic Turf surface                                                                        | 3,500    | sf     | 7.00         | 24,500.00           |                                               |
| 32.12                                                                             | Asphalt Paving                                                                                |          | sy     |              | -                   |                                               |
| 32.13                                                                             | Concrete Paving                                                                               |          | ls     |              | -                   |                                               |
| 32.90                                                                             | Landscape Work                                                                                |          | ls     |              | -                   |                                               |
| 33.30                                                                             | Sanitary Sewage Systems                                                                       |          | ls     |              | -                   |                                               |
| 33.46                                                                             | Foundation Drainage                                                                           |          | ls     |              | -                   |                                               |
| 33.47                                                                             | Storm Water Management                                                                        |          | acre   |              | -                   |                                               |
| <b>SITE DEV. SUBTOTAL</b>                                                         |                                                                                               |          |        |              | <b>33,125.00</b>    |                                               |
| <b>BUILDING SUBTOTAL</b>                                                          |                                                                                               |          |        |              | <b>133,484</b>      |                                               |
| <b>EXISTING CONDITIONS SUBTOTAL</b>                                               |                                                                                               |          |        |              | <b>500</b>          |                                               |
| <b>SITE DEV. SUBTOTAL</b>                                                         |                                                                                               |          |        |              | <b>33,125</b>       |                                               |
| <b>SUBTOTAL - RAW CONSTRUCTION COST</b>                                           |                                                                                               |          |        |              | <b>167,109</b>      |                                               |
|                                                                                   |                                                                                               |          | 8%     |              | 13,369              |                                               |
| <b>CONTRACTOR OH&amp;P</b>                                                        |                                                                                               |          | 5%     |              | 8,355               |                                               |
| <b>CONSTRUCTION CONTINGENCY</b>                                                   |                                                                                               |          | 5%     |              | 8,355               |                                               |
| <b>DESIGN CONTINGENCY</b>                                                         |                                                                                               |          | 5%     |              | 8,355               |                                               |
| <b>GENERAL CONDITIONS</b>                                                         |                                                                                               |          | 5%     |              | 8,355               |                                               |
| <b>SUBTOTAL</b>                                                                   |                                                                                               |          |        |              | <b>\$205,543.58</b> |                                               |
| <b>ESCALATION TO 2024 CONSTRUCTION</b>                                            |                                                                                               |          | 3%     |              | \$6,166.31          |                                               |
| <b>TOTAL ESTIMATED COST OF CONSTRUCTION</b>                                       |                                                                                               |          |        |              | <b>\$211,709.89</b> |                                               |

October 18<sup>th</sup>, 2023 | 6:00 PM

# Centre County Boroughs Association Meeting

The 2023 Fall Centre County Boroughs Association Meeting will be held on Wednesday, October 18<sup>th</sup>, 2023 at 6:00 PM.

**Guest Speaker: State Representative Kerry Benninghoff.**

The meeting will be held in Bellefonte Borough Council Chambers, 2<sup>nd</sup> Floor.

Please RSVP by October 16<sup>th</sup>, 2023 to Alyssa Doherty, (814)355-1501 ext. 217 or [Adoherty@bellefontepa.gov](mailto:Adoherty@bellefontepa.gov).

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO OWNER:**  
 Borough of Bellefonte  
 236 West Lamb Street  
 Bellefonte, PA 16823  
**FROM CONTRACTOR:**  
 John Nastase Construction  
 PO Box 1  
 Snow Shoe, PA 16874

**PROJECT:**  
 Spring Street Streetscape Improvements  
  
**VIA ARCHITECT:**  
 TurnKey Logistics

**APPLICATION #:** 1  
**PERIOD TO:** 09/30/23  
**PROJECT NOS:** 23-1-070

**CONTRACT DATE:** 08/23/23

Distribution to:

|                                     |            |
|-------------------------------------|------------|
| <input type="checkbox"/>            | Owner      |
| <input type="checkbox"/>            | Const. Mgr |
| <input checked="" type="checkbox"/> | Architect  |
| <input type="checkbox"/>            | Contractor |

**CONTRACT FOR:** Spring Street Streetscape Improvements

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By:  \_\_\_\_\_ Date: 10/6/2023

|                                        |    |                             |
|----------------------------------------|----|-----------------------------|
| 1. ORIGINAL CONTRACT SUM-----          | \$ | <u>194,981.74</u>           |
| 2. Net change by Change Orders-----    | \$ | <u>                    </u> |
| 3. CONTRACT SUM TO DATE (Line 1 +/- 2) | \$ | <u>194,981.74</u>           |
| 4. TOTAL COMPLETED & STORED TO DATE-\$ |    | <u>78,676.74</u>            |

(Column G on Continuation Sheet)

5. RETAINAGE:

a. 10.0% of Completed Work \$ 7,867.67  
 (Columns D+E on Continuation Sheet)

b. \_\_\_\_\_ of Stored Material \$                       
 (Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b or

Total in Column 1 of Continuation Sheet----- \$ 7,867.67

6. TOTAL EARNED LESS RETAINAGE----- \$ 70,809.07  
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)----- \$                     

8. CURRENT PAYMENT DUE----- \$ 70,809.07

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 124,172.67  
 (Line 3 less Line 6)

| CHANGE ORDER SUMMARY                               | ADDITIONS | DEDUCTIONS |
|----------------------------------------------------|-----------|------------|
| Total changes approved in previous months by Owner |           |            |
| Total approved this Month                          |           |            |
| <b>TOTALS</b>                                      |           |            |
| <b>NET CHANGES by Change Order</b>                 |           |            |

**CERTIFICATE FOR PAYMENT**

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$                                             

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

**CONTINUATION SHEET**

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 1

PROJECT:

APPLICATION DATE: 10/6/2023

Spring Street Streetscape Improvements

PERIOD TO: 9/30/2023

ARCHITECT'S PROJECT NO:

| A<br>Item No.    | B<br>Description of Work | C<br>Scheduled Value | D<br>Work Completed               |              | F<br>Materials Presently Stored (Not In D or E) | G<br>Total Completed And Stored To Date (D + E + F) | H<br>% (G/C) | I<br>Balance To Finish (C - G) | J<br>Retainage |
|------------------|--------------------------|----------------------|-----------------------------------|--------------|-------------------------------------------------|-----------------------------------------------------|--------------|--------------------------------|----------------|
|                  |                          |                      | From Previous Application (D + E) | This Period  |                                                 |                                                     |              |                                |                |
| 1                | Mobilization             | \$ 8,100.00          |                                   | \$ 8,100.00  |                                                 | \$ 8,100.00                                         | 100.0%       | \$ -                           | \$ 810.00      |
| 2                | Survey                   | \$ 2,500.00          |                                   | \$ 2,500.00  |                                                 | \$ 2,500.00                                         | 100.0%       | \$ -                           | \$ 250.00      |
| 3                | Traffic Control          | \$ 15,600.00         |                                   | \$ 9,360.00  |                                                 | \$ 9,360.00                                         | 60.0%        | \$ 6,240.00                    | \$ 936.00      |
| 4                | E&S                      | \$ 3,571.74          |                                   | \$ 3,571.74  |                                                 | \$ 3,571.74                                         | 100.0%       | \$ -                           | \$ 357.17      |
| 5                | Asphalt                  | \$ 20,050.00         |                                   | \$ 8,020.00  |                                                 | \$ 8,020.00                                         | 40.0%        | \$ 12,030.00                   | \$ 802.00      |
| 6                | Concrete                 | \$ 94,250.00         |                                   | \$ 47,125.00 |                                                 | \$ 47,125.00                                        | 50.0%        | \$ 47,125.00                   | \$ 4,712.50    |
| 7                | Brick Pavers             | \$ 23,700.00         |                                   |              |                                                 | \$ -                                                |              | \$ 23,700.00                   | \$ -           |
| 8                | Signage                  | \$ 5,000.00          |                                   |              |                                                 | \$ -                                                |              | \$ 5,000.00                    | \$ -           |
| 9                | Landscaping              | \$ 21,210.00         |                                   |              |                                                 | \$ -                                                |              | \$ 21,210.00                   | \$ -           |
| 10               | As-Builts                | \$ 1,000.00          |                                   |              |                                                 | \$ -                                                |              | \$ 1,000.00                    | \$ -           |
| 11               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 12               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 13               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 14               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 15               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 16               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 17               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 18               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 19               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 20               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 21               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 22               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 23               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 24               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| 25               |                          |                      |                                   |              |                                                 | \$ -                                                |              | \$ -                           | \$ -           |
| SUBTOTALS PAGE 2 |                          | \$ 194,981.74        | \$ -                              | \$ 78,676.74 | \$ -                                            | \$ 78,676.74                                        | 40.4%        | \$ 116,305.00                  | \$ 7,867.67    |

**PRIME CONTRACTOR  
SUBCONTRACTOR LISTING**

**SHALL BE SUBMITTED PRIOR TO FINAL PAYMENT**

|                                                       |                                                       |          |            |            |       |
|-------------------------------------------------------|-------------------------------------------------------|----------|------------|------------|-------|
| PRIME CONTRACTOR'S NAME:<br>John Nastase Construction | PROJECT NAME: Spring Street Streetscape Project       |          |            |            |       |
| ADDRESS:<br>PO Box 1, Snow Shoe, PA 16874             | FEDERAL EMPLOYER IDENTIFICATION NUMBER:<br>83-3980187 |          |            |            |       |
| EMAIL:<br>john@nastaseconstruction.com                |                                                       |          |            |            |       |
|                                                       | CHECK WITH TYPE OF CONTRACT APPLIES BELOW:            |          |            |            |       |
| TELEPHONE:<br>814-280-1111                            | GENERAL                                               | PLUMBING | ELECTRICAL | MECHANICAL | OTHER |
| CONTACT PERSON:<br>John Nastase                       | X                                                     |          |            |            |       |

| SUBCONTRACTOR                   | ADDRESS/TELEPHONE/EMAIL                   | FEIN       | AWARD DATE | DOLLAR AMOUNT OF CONTRACT |
|---------------------------------|-------------------------------------------|------------|------------|---------------------------|
| Herbert, Rowland & Grubic, Inc. | 369 East Park Drive, Harrisburg, PA 17111 | 23-1609730 |            | T&M                       |
|                                 |                                           |            |            |                           |
|                                 |                                           |            |            |                           |
|                                 |                                           |            |            |                           |
|                                 |                                           |            |            |                           |
|                                 |                                           |            |            |                           |
|                                 |                                           |            |            |                           |



October 10, 2023

Borough of Bellefonte  
Attn: Don Holderman  
236 West Lamb Street  
Bellefonte, PA 16823

RE: Spring Street Streetscape Improvements  
RFCO 1 – Brick Paver Base

Dear Don:

I have attached our Request For Change Order 01 for the change in brick paver base as noted in RFI 70-002, Spring Street Streetscape Paver Base. Please let me know if you have any questions.

Thank you,

John Nastase Construction

Attachment

### John Nastase Change Order Summary

| Contractor/Subcontractor Name | Total<br>(from cost breakdown) | Markup on sub<br>(if applicable)** | Total      |
|-------------------------------|--------------------------------|------------------------------------|------------|
| 1. John Nastase Construction  | \$4,000.00                     |                                    | \$4,000.00 |
| 2.                            |                                |                                    | \$0.00     |
| 3.                            |                                |                                    | \$0.00     |
| 4.                            |                                |                                    | \$0.00     |
| 5.                            |                                |                                    | \$0.00     |

Total (L/M/E/S) \$4,000.00

Notes

- \* Base Rate and Fringe Rate from Certified Payrolls
- \*\* Refer to General Conditions for maximum percentages
- \*\*\* Penn State is a tax-exempt entity and does not pay sales tax on exempt "Building machinery and equipment items" under Act 45
- \*\*\*\* Each contractor (prime or sub) involved with this change must submit cost breakdown sheet and be identified as Sub or Prime contractor

### Summary of work Performed

Replace the flexible base system for the concrete paver portions with a 3" CIP concrete base in accordance with RFI 70-002, attached.

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**REQUEST FOR INFORMATION**

**JOHN NASTASE CONSTRUCTION**

|     |                                                                   |
|-----|-------------------------------------------------------------------|
| TO: | RFI #:<br>DATE:<br>DATE NEEDED BY:<br>PROJECT NAME:<br>PROJECT #: |
|-----|-------------------------------------------------------------------|

**RFI DESCRIPTION**

|              |  |
|--------------|--|
| ATTACHMENTS: |  |
|--------------|--|

|               |
|---------------|
| SUBMITTED BY: |
|---------------|

**RESPONSE TO RFI**

|                    |             |
|--------------------|-------------|
| RESPONSE BY: _____ | DATE: _____ |
| COMPANY: _____     |             |