



HISTORIC
Bellefonte™
Est. 1795

Borough of Bellefonte Council Work Session

AGENDA

6:30 – 7:25 PM, Tuesday, January 16th, 2024

**In-Person, Large Room,
301 N. Spring St, 1st Floor**

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS

Recordings can be viewed on CNET, Comcast's Government Education Channel 7, or at www.cnet1.org **ATTEND IN PERSON.** The meeting room is open with normal occupancy limits.

I. CALL TO ORDER – Council President Bernier

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 President Bernier

III. ITEMS FOR DISCUSSION:

Note – All Times are approximate

- A) Masullo Park- Dog Park – **20 minutes**
- B) Pine Street Complaint – **20 minutes**
- C) Draft Elected Officials Travel/Training Policy – **15 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.



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Elected Official Travel & Training Policy

SECTION 1. PURPOSE

The purpose of this policy is to establish standards as it applies to travel and training expenses for elected officials of the Borough of Bellefonte. The Borough intends to provide for the accurate accounting of travel and training expenses and for their timely reimbursement. Borough Staff will review budgeted allotments and give notice if registration requests exceed budgeted numbers.

SECTION 2. APPROVING AUTHORITIES

Travel by elected officials for the purposes shown below is hereby approved. All other travel by elected officials, where reimbursement is expected, requires prior approval by the Borough Council.

- Any conferences or training events of the Pennsylvania State Association of Boroughs (PSAB)
- Any conferences or training events that are specifically listed in the adopted budget.

SECTION 3. MEANS OF TRANSPORTATION

- Personally-owned vehicles
- Borough vehicles

The Borough will reimburse the cost of travel, to and from the training event, by elected officials using personally-owned vehicles, following the current IRS standard mileage rate. If a borough vehicle is used, then any fuel expense will be reimbursed.

Exceptions may be made based upon unusual conditions or circumstances and must be approved prior to travel. A receipt must be provided to be reimbursed.

SECTION 4. ALLOWABLE TRAVEL EXPENDITURES

- Borough vehicles – Gas costs only. A receipt must be provided to be reimbursed.
- Parking fees: standard fees only, valet parking will not be reimbursed unless it can be demonstrated that valet parking is the only option available. A receipt must be provided to be reimbursed.
- Meals will be paid on a per diem basis and based on rates established by the U.S. General Services Administration (GSA) for the current fiscal year. The allowed per diem includes breakfast, lunch, and dinner. If neither the city or county is listed in the GSA, the rate for meals will be the standard CONUS (Contiguous U.S.) destination rate. Use the GSA rate for the city or town of the overnight stay.

SECTION 4. ALLOWABLE TRAVEL EXPENDITURES CONTINUED

- Due to IRS regulations, meals will not be reimbursed for same-day travel.
- An overnight stay is required to request per diem expenses.
- The first and last day of travel, designated as travel days, will be paid at 75% of the GSA per diem.
- The Borough does not require receipts for meals when the per diem method is used.
- Meals that are included in the event's registration cost should not be claimed as a per diem expense and will not be eligible for reimbursement even if the elected official chooses not to participate.
- Complimentary meals provided by the hotel are not eligible for per diem.
- If an elected official has dietary restrictions for health or religious reasons that preclude him or her from eating the provided meals, the elected official should ask the meeting provider for a dietary substitution. If the substitution is not available, the elected official must request specific approval to claim the full meal allowance before travel. In this case, the meal per diem can be claimed.
- Tips and gratuities – Tips for meals are included in the per diem amount. Tips for taxi and other hired transportation services is allowed up to 15% with a receipt. No other tips and gratuities are allowable.
- Road tolls – the Borough will pay the actual cost if a receipt is provided.

SECTION 5. NON-ALLOWABLE EXPENSES

The following expenses are unallowable and will not be reimbursed:

- alcoholic beverages and tobacco
- personal expenses such as magazines, pay-per-view movies, room service, dry cleaning, or other items that are only for convenience, entertainment, and/or benefit of the elected official.
- day trip meals (no overnight stay)
- meal expense that exceeds the GSA per diem rate.
- Costs, fees for friends or family
- Recreational expenses such as golf or tennis
- Fines, parking tickets, etc.
- Any personal loss incurred associated with the trip.

SECTION 6. PROCEDURES

Borough Staff will notify elected officials of upcoming training opportunities as outlined in the Approving Authorities section. Elected officials interested in attending conferences and training events shall complete the Borough's Elected Official Training Registration Form. Borough staff, as much as possible, shall be responsible for registering elected officials for conferences and training events after the signed Registration Form is received. Registration fees shall be paid for by the Borough. Borough staff shall be responsible for arranging hotel accommodations as much as possible. If elected officials request accommodations that are above and beyond the single rate/preferred/special room block rate offerings/past the early-bird special rate deadlines, the difference in cost will be borne by the elected official.

Hotel accommodations shall only be reserved when the conference or training event is geographically greater than sixty (60) miles driving distance from Bellefonte. Costs incurred as a result of a stay greater than the length of the conference or training event will be borne by the elected official.

Elected officials are responsible for making their travel arrangements to and from conferences and trainings.

The elected official is responsible for retaining their receipts as necessary and to submit a claim for reimbursement. This is done by submitting the Elected Official Travel/Training Expense Report Form. The Form should account for all allowable expenses for the travel/training taken. It shall be signed by the elected official and include original itemized receipts. The Form should be submitted to the Finance Director within 15 working days of returning from the trip. A copy of the seminar or conference agenda should be attached to the Form. This information verifies registration costs, dates, location, meals or other items included in the registration cost. The Finance Director may reject any reimbursement claims that do not comply with this policy. Any disagreements related to the Settlement or current policy can be submitted to the full council for Resolution.

Elected officials who may be eligible for reimbursement by PSAB, due to service on a board/committee, must seek that reimbursement first.

Americans with Disabilities Act (ADA)

Elected officials with documented disabilities as defined under the Americans with Disabilities Act (ADA) of 1990 may request special travel arrangements. The purpose of this accommodation is to provide equal access for elected officials traveling on behalf of the Borough. Request for an ADA travel accommodation must be submitted to the Borough's ADA Coordinator in advance of the date of travel. A decision will be provided in writing including notice of the approved accommodation if it is an exception to the travel policy. Allow a minimum of twenty (20) days before the registration deadline to allow sufficient time for the review of the request.



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Elected Official Conference/Training Registration Form

Elected Official Name: _____

Conference Dates: _____

Location: _____

Please make my Room Reservation:

Arrival Date _____ / _____ /2024 Departure Date _____ / _____ /2024

Special Accommodations _____

Please register me for Package _____

Special requirements _____

Please register my spouse/guest for the conference. A check for the cost is attached.

Spouse/guest name (if applicable): _____

I agree to pay any costs above and beyond those associated with my registration or the single-rate occupancy for my stay and to abide by the Borough's Elected Official Training Expense Reimbursement Policy.

Signature: _____

Date Submitted: _____

This Form must be signed and submitted to Borough Staff before registrations/reservations will be made. Submit the Form to Alyssa Doherty at adoherty@bellefontepa.gov.

Borough Staff Only *Date Received:* _____



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Elected Official Conference/Training Expense Report

Elected Official Name: _____

Conference Dates: _____

Location: _____

It is understood that in most cases, the Borough will have paid for the conference/training registration and hotel accommodations. There may be a balance due for the hotel accommodation. If this is the case, please indicate in the chart below. The Finance Director is responsible for approving only expenses allowed in the Bellefonte Borough Elected Official Travel/Training Policy.

Expense	DATE	DATE	DATE	DATE	DATE
	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
Lodging					
Meals * (check for the current per-diems applicable to your travel destination http://www.gsa.gov/mie)					
Tolls					
Mileage (# x GSA Rate, see www.gsa.gov/mileage for rate)					
Fuel (Borough Vehicle used)					
Other (specify)					
Less spouse/guest expenses (if applicable)					
➤ Total Expense					

**Receipts are not required when using the per diem method for meals. Please see the Elected Official Travel/Training Policy for the full guidelines.*

Special Accommodations/Notes _____

Attach ALL receipts and return to Finance Director, Borough Offices

I certify that the information in this Expense Report is true and accurate and that reimbursement of such expenses by PSAB, if any due as a result of service on a committee, has been applied for.

Signature: _____

Date Submitted: _____

Borough Staff Only

Date Received: _____



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Council Business Meeting

AGENDA

7:30 PM Tuesday, January 16th, 2024

**In-Person, Large Room,
301 N. Spring St, 1st Floor**

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS

Recordings can be viewed on CNET, Comcast’s Government Education Channel 7, or at www.cnet1.org **ATTEND IN PERSON.** The meeting room is open with normal occupancy limits.

I. CALL TO ORDER – Council President Bernier

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

Under 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. 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, and state your name along with your address and which item you are speaking about. Please try to limit comments to three minutes maximum.

VI. COMMUNICATIONS (written)

COMPLAINT: Speed Limit Signs on Pine Street and Stoney Batter. FYI, no Council action requested.

CATA Budget request for their 2024/25 Budget for the Bellefonte Area. FYI, no Council action requested.

Invitation to attend the Bellefonte Emergency Medical Services Training Session for Elected Officials on Thursday, February 27th, 2024 at 7:00 pm. Training Session will be at Bellefonte EMS, 369 Phoenix Avenue, Bellefonte. FYI, no Council action requested.

VII. CONSENT AGENDA

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

General	Council Meeting Minutes January 2, 2024
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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	Chief Weaver	Submitted
<ul style="list-style-type: none"> ➤ December 2023 Report- Will be available for the February 20th meeting. ➤ Parking Enforcement and Animal Control December 2023 Report 		
Parking	Ms. McCullough	Submitted
<ul style="list-style-type: none"> ➤ Parking Report for December 2023 		
Office of Community Affairs (OCA)	Ms. Thompson	Submitted
<ul style="list-style-type: none"> ➤ The next HARB meeting is scheduled for Tuesday, January 23rd, 2024 at 8:30 a.m. in Council Chambers. ➤ The Planning Commission will meet next on Monday, February 12th, 2024 at 5:00 p.m. in the Large Meeting Room, 1st Floor, Armory Building. 		
An OCA Memo will be available at the February 5 th Meeting.		
Nuisance Codes	Mr. Barr	
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	Mr. Holderman	
Bellefonte Area Industrial Development Authority (BAIDA)	Mr. Holderman	Memo
Bellefonte Emergency Medical Services	Mr. Rhoat	
Bellefonte Intervalley Chamber of Commerce	Ms. Brooks	Submitted
Bellefonte Police Pension Board	Mr. Stewart	
Centre County 2024 Solar & EV Charger Co-Op	Ms. Brooks	Submitted
Centre County Boroughs Association	Ms. Dann	
Centre County Government	Mr. Stewart	
CNET Board of Directors	Mr. Holderman	Memo
Downtown Bellefonte Inc. (DBI)	Ms. Thompson	
Governor’s Park	Mr. Holderman	Memo
Nittany Valley Joint Recreation Authority	Mr. Holderman	
Penn State University Sustainability Projects	Mr. Holderman	
Shade Tree Commission	Mr. Holderman	
Union Cemetery Association	Mr. Holderman	
Zoning Hearing Board	Ms. Thompson	
AUTHORITIES / COUNCIL APPOINTED	LIAISON	REPORT

Bellefonte Borough Authority	Mr. D. Johnson	Submitted
Centre County Airport Authority Draft Minutes	Mr. D. Johnson	Submitted
COMMISSIONS / COUNCIL APPOINTED	LIAISON	REPORT
Civil Service Commission	Mr. Brachbill	Submitted
Nittany Valley Joint Planning Commission	Mr. D. Johnson	
Spring Creek Watershed Commission	Mr. Brachbill	Submitted
SPECIAL COMMITTEES / COUNCIL APPOINTED	LIAISON	REPORT
Bellefonte Fire Department Executive Committee	Mr. Brachbill	
Centre County Library Board	Ms. Cleeton	
Centre Region Council of Governments (COG) Public Safety Committee	Mr. Brachbill	
Talleyrand Park Committee	Ms. Dann	
Workplace Safety Committee	Mr. Brachbill	Submitted
SPECIAL APPOINTMENTS / APPOINTED	LIAISON	REPORT
Nittany Valley Joint Planning Commission (NVJPC)	Ms. Thompson	
Centre County Metropolitan Planning Organization (CCMPO)	Mr. D. Johnson	
SPECIAL APPOINTMENTS BY CENTRE COUNTY BOROUGHS ASSOCIATION	LIAISON	REPORT
PA State Association of Boroughs (PSAB) Board of Directors	Mr. Brachbill	
PSAB Resolutions Committee	Ms. Dann	

X. CURRENT and OLD BUSINESS

Pennsylvania Department of Environmental Protection is requiring an Alternate Sewage Enforcement Officer be appointed for Bellefonte Borough for the year 2024. Stan Wallace and Jeff Kreger work together for other Municipalities as each other’s alternates. As an alternate, Jeff Kreger will follow the fee schedule provided by Stan Wallace at the January 2, 2024, Council Meeting. **Motion/ 2nd to appoint Jeff Kreger as Alternate Sewage Enforcement Officer for 2024.**

Volunteer Applications-David Lomison, Michael Schmidt and Michael Scott. **FYI, no Council action requested.**

Closed Captioning Mandates/Notice to CNET regarding Terminating Coverage – Staff is discussing possible amendments to the Settlement Agreement with the DOJ administrator. Another conference call is planned. All implementation deadlines have been extended. **FYI, no council action is being requested at this time.**

XI. NEW BUSINESS

Memo from Assistant Borough Manager updating Council on CATA, C-NET, Bellefonte Area Industrial Development Authority, Parkview Heights Stormwater Project, TreePA, S. Spring Street Streetscape Phase 2, Logo on Borough Vehicles, and EV Charging Station update. **FYI, no Council action requested.**

Memo regarding Community Yard Sale, Riff Raff, Halloween, and Holiday Parking in the Borough.
Proposed Dates are as follows:

- Yard Sale Dates – (Fri. & Sat.) May 10 & 11, 2024
- Bulk Waste /Riff Raff Pick Up – (Mon. – Fri.) May 13-17, 2024
- Halloween Trick-or-Treating Hours, 6 – 8 PM, Thursday, October 31, 2024
- 2-Hour Courtesy Parking Program, Friday, November 29, 2024-Wednesday, January 1, 2025

Motion/2nd to approve the dates provided for the Community Yard Sale, Riff Raff, Halloween, and Holiday Parking in Bellefonte Borough.

Appointment of Don Townsend to Civil Service Commission (Dave Provan is stepping down). Don is currently the alternate. **Motion/2nd to appoint Don Townsend to the Civil Service Commission.**

John Claar Excavating Certificate for Payment No. 1 for Parkview Heights Stormwater Management Project. **Motion/ 2nd to remit payment to John Claar Excavating for the Parkview Heights Stormwater Management Project Application No. 1.**

Draft Ordinance Authorizing Logan Fire Company No. 1 and Undines Fire Company No. 2 to remit invoices to Insurance Carriers for Services Rendered. **Motion/2nd to advertise the drafted ordinance Authorizing Logan Fire Company No. 1 and Undines Fire Company No. 2 to remit invoices to Insurance Carriers for Services Rendered.**

Elected Official Travel Training Policy – Council is planning to review the Draft in the Work Session before this Business Meeting. Council may take action on this policy. **Motion/2nd to approve the Elected Official Travel Training Policy as presented or with any amendments approved by Council.**

Masullo Park-Dog Park. Council may consider one of the following motions. **Motion/2nd to continue plans/discussions related to establishing a dog park in Bellefonte Borough. Motion/2nd to end plans/discussions related to establishing a dog park in Bellefonte Borough at this time.**

Pine Street/Stoney Batter. **Motion/2nd to convey to Penn DoT any SR 144 concerns/complaints. Motion/2nd to request an LTAP study of Stoney Batter related to signage improvements.**

XIII. ADJOURNMENT

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

VIII. EXECUTIVE SESSION- Legal, Personnel

The Council Code of Conduct and the 2024 List of Goals/action items will be included with each Agenda.

FW: Meeting

Joanne Tosti-Vasey <jtosti-vasey@bellefontepa.gov>

Mon 1/1/2024 8:53 PM

To: Donald Holderman <dholderman@bellefontepa.gov>; Ralph Stewart <rstewart@bellefontepa.gov>; Julie Brooks <jbrooks@bellefontepa.gov>; Kent Bernier <kbernier@bellefontepa.gov>
Cc: Alyssa Doherty <adoherty@bellefontepa.gov>; BROCK PRONKO <brocknroller@verizon.net>

Here's another email from Brock Pronko re the issues on Pine Street and Stoney Batter. I let him know that the issues he has raised will be put on a future Work Session as agreed to at the Dec. 18 meeting.

Could this be added to the public comments section of our next meeting.

Also Mr. Pronko told me he'd like to attend the work session if possible when this is placed on the agenda. Mr. Pronko, you said that you didn't know yet if you could make the January 16 meeting. Please respond to this email so that the administration knows if you can attend this meeting or if you would prefer having the discussion delayed until February.

Thanks!

Joanne

From: BROCK PRONKO <brocknroller@verizon.net>
Sent: Wednesday, December 20, 2023 5:30 PM
To: Joanne Tosti-Vasey <jtosti-vasey@bellefontepa.gov>
Cc: enochtheblack@yahoo.com
Subject: Meeting

Hi Joanne,

What happened with the discussion about speed signs on Pine Street and Stoney Batter last night?

I looked into the cost of signage, and it'sb fairly low. The borough can buy a 10-foot sign post with a full-sized speed limit sign for \$147.90 from Traffic Safety Warehouse. The website says there may be discounts for multiple orders.

<https://www.trafficsafetywarehouse.com/Aluminum-SPEED-LIMIT-35-Sign-R2-1/productinfo/R2-135/>

<https://www.trafficsafetywarehouse.com/Galvanized-Steel-Square-Sign-Posts-1-34/productinfo/SQ/10/>

About a third of the way up the hill on Stoney Batter on the left side of the road there is an unused sign post, which had some kind of sign on it, but the post is bent slightly backwards, so the sign might have been knocked off by a tractor-trailer. The post appears to be about 12-feet tall.

My neighbor suggested that speed limits could be painted on the street. They would need to be made with reflective paint, so they could be seen at night, but I'm not sure how much reflective paint costs. Given how heavily trafficked the road is, it might be more costly in the long run since the paint will wear and have to be repainted. But whatever works for the borough.

Please let me know what transpired.


Thank you,
Brock

Training Session - Newly Elected Officials - Intro to EMS

Scott Rhoat <SSRhoat@bems.net>

Tue 1/9/2024 2:27 PM

To: Benner Township (BENNERTWP@aol.com) <BENNERTWP@aol.com>; Marion Township <mariontwp@comcast.net>; Boro.gov <boro@bellefontepa.gov>; Ralph Stewart <rstewart@bellefontepa.gov>; Milesburg Borough <milesburgboro@aol.com>

 1 attachments (236 KB)

Intro to EMS for New Elected Officials.pdf;

To the municipalities within the Bellefonte EMS primary response area,

We are hosting an educational session for newly-elected borough and township officials on Thursday February 29th at 7:00pm. All new township supervisors, borough council members, mayors, municipal managers/secretaries are invited and encouraged to attend. Incumbent elected officials are also invited, especially if they have not attended any of our annual joint EMS/Municipal meetings.

This session is intended to provide an overview and a basic understanding of what Emergency Medical Services (EMS) is, how it is delivered locally, strengths/weaknesses in the EMS system, the relationship between local government/EMS, and provide new municipal decision-makers with information that long-term officials have learned over the years in our discussions. This will be a great primer to 'get the new folks up to speed'.

It would be appreciated if the attached announcement could be forwarded to your council members, mayors or supervisors on our behalf. The attached announcement has additional details.

If you have any questions, always feel free to contact me at the office.

Thank you.

*S. Scott Rhoat
Executive Director/Chief*

*Bellefonte EMS
369 Phoenix Avenue
Bellefonte, PA 16823
(814) 355-2907*



Bellefonte Emergency Medical Services

Introduction to Emergency Medical Services; EMS in Your Community for Newly Elected Officials

Newly elected borough council members, mayors, township supervisors, borough & township managers are all invited to attend an educational session to provide an overview of the Emergency Medical Services (EMS) in your municipality. Incumbent elected officials are also invited, especially beneficial if you have never attended any of our annual joint EMS/Municipal meetings. This informational session is designed for and focuses on the ten (10) municipalities served by Bellefonte EMS.

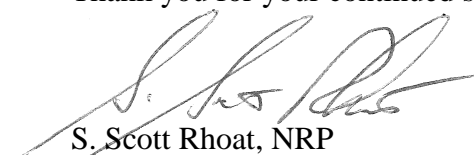
This session will introduce elected officials to the levels of EMS service available in a tiered response system and how they augment each other. Questions we commonly hear that will be discussed include; Who are the EMS agencies that may arrive at an emergency in your neighborhood, how many emergencies occur in my town annually, what are the costs involved, what is the 'cost of preparedness or readiness', what are PaDOH mandated licensing requirements for staff and agencies, isn't everyone a volunteer, what role and responsibility do municipalities have with EMS, how does the Ambulance Membership work, you bill my insurance – doesn't that cover all of your costs? If you have specific questions, this is a great opportunity to get correct answers and be a better informed elected official.

Please join us:

- WHEN:
 - Thursday February 29, 2024 beginning at 7:00pm
 - Tours and displays of our building, ambulances, para-transit vans, specialized equipment will be available 6:00-7:00pm and after the session.
- WHERE:
 - Bellefonte EMS, 369 Phoenix Avenue, Bellefonte.

Please RSVP by Tuesday February 27, 2024 so we can ensure adequate seating and materials, to Chief Scott Rhoat, ssrhoat@bems.net.

Thank you for your continued support.



S. Scott Rhoat, NRP
Executive Director/Chief

369 Phoenix Avenue, Bellefonte, Pa. 16823

Office (814) 355-2907, Fax (814) 355-8702

BELLEFONTE BOROUGH COUNCIL
Regular Meeting
MEETING MINUTES
January 2, 2024 - 7:30 p.m.
236 West Lamb Street, Bellefonte, Pennsylvania 16823
www.bellefonte.net

I. CALL TO ORDER

The January 2, 2024 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

II. SWEARING-IN OF NEWLY ELECTED OFFICIALS, JUNIOR COUNCIL MEMBER

Mr. Brachbill, Ms. Cleeton, Mr. Johnson and Ms. Tosti-Vasey were sworn in on December 29, 2023, by Centre County Judge Julia Rater. Christian Larson, Junior Council Member, was sworn in by Mayor Johnson.

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

III. MEMBERS PRESENT

- Mr. Kent Bernier, *President*
- Mr. Randall Brachbill
- Ms. Deborah Cleeton
- Ms. Barbara Dann, *Vice President*
- Mr. Douglas Johnson, *Pro Tempore*
- Ms. Shawna McKean
- Ms. Rita Purnell
- Ms. Johanna Sedgwick
- Ms. Joanne Tosti-Vasey
- Mr. Christian Larson, *Jr. Council Member*
- Mayor Buddy Johnson

STAFF PRESENT

- Mr. Ralph Stewart, Borough Manager
- Mr. Don Holderman, Assistant Borough Manager
- Ms. Julie Brooks, Assistant Superintendent of Public Works
- Mr. Shawn Weaver, Chief of Police

V. NOMINATION AND ELECTION OF OFFICERS and PRO TEMPORE

NOMINATION AND ELECTION OF OFFICERS

By agreement in early 2022, borough council officers agreed to rotate/re-organize annually. Mr. Johnson will step down as council president. Mr. Bernier will move from Vice-President to President. Ms. Dann will move from Pro Tempore to Vice-President.

Tosti-Vasey motioned and Brachbill seconded to approve the officers as noted. No discussion. Roll call vote. The 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		

NOMINATION AND ELECTION OF PRO TEMPORE

Nominations do not require a second and are voted on in the order that nominations are made. Voting continues until one nominee attains a majority vote.

Tosti-Vasey nominated Deb Cleeton for the position of Pro-Tempore. Barb Dann nominated Doug Johnson. Roll call vote to nominate Deb Cleeton as Pro-Tempore for 1 year. The vote for nomination did not carry.

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

Roll call vote to nominate Doug Johnson as Pro-Tempore for 1 year. The vote for nomination carried 7-2.

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

VI. ADDITIONS TO THE AGENDA

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

Brachbill motioned and Dann seconded a motion to add the PennDOT Resolution on the Policy for Procedure for Consultant Selection to “Old Business” on the agenda. No discussion. Roll call vote. The motion carried.

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

Tosti-Vasey motioned to add the Good of the Order back to the end of the meeting and all future meetings.

Tosti-Vasey motioned and Cleeton seconded to add the Good of the Order back to the end of the meeting and all future meetings. No discussion. Roll call vote. The motion did not carry.

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

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

Tosti-Vasey made comments regarding the following three issues:

1. She noted that there was an executive meeting on December 18, 2023, related to personnel issues that was not stated at that meeting.
2. She requested staff to review and update the Goals Discussion Tracker for 2024.
3. She asked the Administrative Staff and the new council leadership to invite Brandi Robinson, PSU Associate Teaching Professor, and Co-Director of the Local Climate Action Plan (LCAP) training program, to a future Work Session to discuss the new program run by the PSU Sustainability Institute. This request is based on last summer’s statement by several council members suggesting a “do-over” of our Climate Action Plan and Green House Inventory when the 2020 Bellefonte Borough CAP and Environmental Advisory Board were suspended. She noted that the next class starts in September 2024 and would be free once again.

VIII. COMMUNICATIONS

NONE

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

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.

Consent Agenda includes the following items:

<i>1. General</i>	Council Meeting Minutes December 18, 2023
-------------------	---

Cleeton motioned and Dann seconded to approve the Consent Agenda item 1. No discussion. Roll Call Vote. Motion carried.

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

X. REPORTS

Mayor Johnson

NONE

Police – Chief Weaver
 NONE

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

Items of interest:

The Planning Commission will meet on Monday, January 8th at 5:00 p.m. in Council Chambers.

X. CURRENT and OLD BUSINESS

PennDOT Resolution on the Policy for Procedure for Consultant Selection.

Tosti-Vasey motioned and Brachbill seconded the newly added agenda item to pass the PennDOT Resolution on the Policy for Procedure for Consultant Selection. 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		

The Centre County Metropolitan Planning Organization (CCMPO) approved a recommendation to Council to reappoint Doug Johnson to the CCMPO.

Cleeton motioned and Brachbill seconded to reappoint Doug Johnson to the CCMPO. 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		

The Airport Authority approved a recommendation to Council to reappoint Doug Johnson to the Airport Authority.

Dann motioned and Sedgwick seconded to reappoint Doug Johnson to the Airport Authority.

The Bellefonte Area Industrial Development Authority reappointment of Michael Scott and Matthew Hill.

Tosti-Vasey motioned and Dann seconded to reappoint Matthew Hill to the BAIDA and reappoint Michael Scott to the BAIDA conditionally pending receipt of the Volunteer Application.

The Bellefonte Borough Authority approved a recommendation to Council to reappoint Joe Beigle and Michael Schmidt to the Authority.

Tosti-Vasey motioned and Johnson seconded to reappoint Joe Beigle to the Bellefonte Borough Authority and reappoint Michael Schmidt to the Bellefonte Borough Authority conditionally pending receipt of the Volunteer Application.

The Centre County Library & Historical Museum Board approved a recommendation to Council to reappoint Deborah Cleeton to the CCLHM.

Brachbill motioned and Dann seconded to reappoint Deborah Cleeton to the CCLHM.

The Historic Architectural Review Board approved a recommendation to Council to reappoint Megan Tooker and Maria Day to HARB.

Cleeton motioned and Johnson seconded to reappoint Megan Tooker and Maria Day to HARB.

The Nittany Valley Joint Planning Commission approved a recommendation to Council to reappoint Doug Johnson and David Lomison to the NVJPC.

Tosti-Vasey motioned and Dann seconded to reappoint Doug Johnson to the NVJPC and reappoint David Lomison to the NVJPC conditionally pending receipt of the Volunteer Application.

The Planning Commission approved a recommendation to Council to reappoint Robert Dannaker to the Planning Commission.

Johnson motioned and McKean seconded to reappoint Robert Dannaker to the Planning Commission.

The Zoning Hearing Board approved a recommendation to Council to reappoint William Luther to the Zoning Hearing Board.

Brachbill motioned and Johnson seconded to reappoint William Luther to the Zoning Hearing Board.

No discussion of any appointments. Roll Call Vote. Motion to approve all above-listed appointments and re-appointments 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		

Brachbill asked when and if the conditional appointments would be reopened if any of these people conditionally appointed decided not to continue on their respective Authorities, Boards, and Commissions. Stewart said he'd let the council know by the next meeting.

XII. NEW BUSINESS

Letter of Interest to be Reappointed: Stan Wallace Sewage Enforcement Officer.

Tosti-Vasey motioned and Dann seconded to approve Stan Wallace as Sewage Enforcement Officer (SEO). 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		

XII. ADJOURNMENT

Motion to adjourn by Brachbill. Second by Tosti-Vasey. Meeting adjourned at 7:55pm.

Bellefonte Borough Council Meeting
 Tuesday, January 2nd, 2024

NAME (Please Print)	ADDRESS	Phone Number
Roger Larson Sr.	142 Rosehill Dr.	308-850-6958
Bre Hanley	Lock Haven Express	670 484 1213

December Parking Enforcement and Animal Control Report

Reporting Officer: HOLTER, JEFFREY EARL

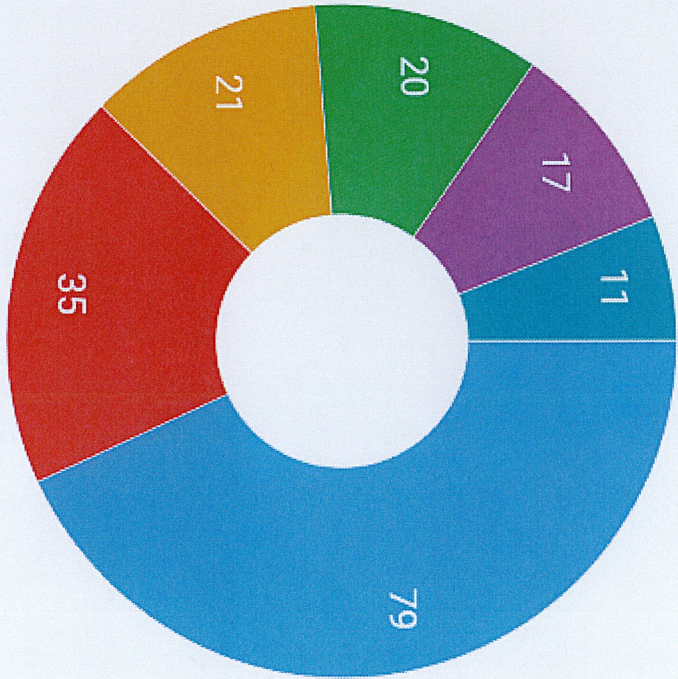
Call Type	Calls
ANIMAL	1
RFA CIVIL DISPUTE	1
RFA KEYS IN VEHICLE	1
TRAFFIC	16
Total Call Types for HOLTER, JEFFREY EARL: 4	Total Calls: 19

Reporting Officer: ECKENROTH, BRANDON

Call Type	Calls
PARKING, SUPPLEMENT	1
	1
Total Call Types for ECKENROTH, BRANDON: 2	Total Calls: 2

Total parking tickets issued: 22

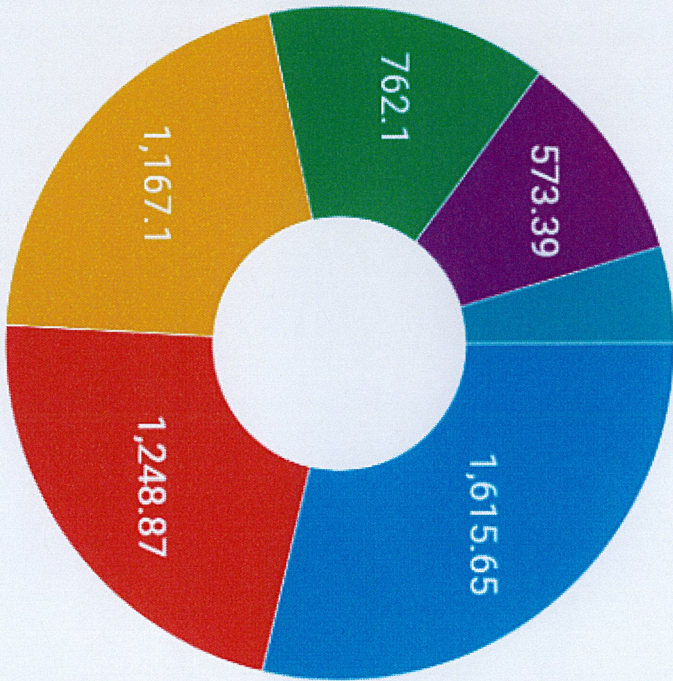
Bellefonte PD - Active Permits By Type (Today)



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

Data as of 1/2/2024, 12:00:00 AM



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	\$960.97	20	\$1,755.01	44	\$641.28	18
November	\$1,143.00	23	\$1,872.00	41	\$595.00	15
December	\$987.10	19	\$1,525.65	34	\$655.97	17

2022	R/R/C/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/R/C/C Permit In House
January	10
February	11
March	13
April	12
May	11
June	8
July	12
August	11
September	11
October	4
November	12
December	16
Total	131

2022	R/R/C/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/R/C/C Permit Online/In House
January	115
February	122
March	125
April	128
May	125
June	133
July	118
August	128
September	124
October	118
November	123
December	125
Total	1484

Bellefonte Borough Council Packet for January 6, 2022

2023th House	North Lot	North Count	South Lot	South Count	West Lot	West Count
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November	\$45.00	1	\$225.00	5		
December	\$45.00	1	\$225.00	5		

Special Permits	North Lot	North Count	South Lot	South Count	West Lot	West Count	Any	Any Count	R/R/C/C	R/R/C/C Count
YMCA	\$140.00	7								
Bellefonte Art Museum	\$0.00	2								
Masonic Lodge							\$0.00	35		

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	\$960.97	20	\$1,755.01	44	\$641.28	18
November	\$1,143.00	23	\$1,872.00	41	\$595.00	15
December	\$987.10	19	\$1,525.65	34	\$655.97	17

Year End Total	Total/Permit	255	\$22,760.52	522	\$6,802.03	189
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Year End Total \$42,035.15

Year End Coun 966

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
	\$5,220.90	359	\$1,039.51	53	\$3,413.90	139

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
	\$9,454.58	639	\$2,044.65	105	\$6,245.82	254	\$24.00	6

2023	R Permit	R Count	RC Permit	RC Count	C Permit	C Count	1Day Permit	1Day Count
January	\$982.26	68	\$227.09	12	\$595.97	25	\$0.00	0
February	\$1,214.45	74	\$239.29	12	\$619.64	25	\$4.00	1
March	\$1,120.66	77	\$220.00	11	\$587.10	24	\$0.00	0
April	\$1,348.00	82	\$200.00	10	\$590.00	24	\$4.00	1
May	\$1,206.78	83	\$180.00	9	\$550.00	22	\$0.00	0
June	\$1,363.00	90	\$206.00	11	546.67	22	\$8.00	2
July	\$1,190.32	73	\$198.71	11	\$525.00	21	\$4.00	1
August	\$1,238.24	85	\$236.12	12	\$500.00	20	\$0.00	0
September	\$1,366.50	82	\$203.33	11	\$500.00	20	\$0.00	0
October	\$1,381.93	83	\$198.06	10	\$518.55	21	\$0.00	0
November	\$1,290.00	77	\$196.00	12	\$530.84	22	\$0.00	0
December	\$1,203.87	71	\$278.06	14	\$573.39	24	\$0.00	0
	\$14,906.01	945	\$2,582.66	135	\$6,637.16	270	\$20.00	5



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: January 10, 2024

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

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** - Closed Captioning Mandates/Notice to CNET regarding Terminating Coverage – Staff is discussing possible amendments to the Settlement Agreement with the DOJ administrator. Another conference call is planned. All implementation deadlines have been extended.
- **Annual Budget Work** – The annual budget was adopted on December 18th. I thought the process went well.
- **Armory building/Spring Street** – construction for the elevator is progressing. The large meeting room is being used for municipal meetings. We hope to have WiFi soon.
- **Bandshell Memorandum of Understanding (MOU)** – A new committee has been appointed by past council president Doug Johnson. The committee is willing to meet with the Bandshell group after they have met with Penn DoT.
- **Big Spring Cover project** – DEP has requested a feasibility study for the Authority's desired concept. The Authority has asked its engineering firm for a proposal.
- **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.

- **Kepler Pool /Nittany Valley Rec. Authority** – The group is trying to manage the grant funding that is secured and reaching out for administrative assistance.
- **New Elementary School along Airport Road** – At their meeting on January 8th, the Planning Commission recommended approval of the land development plan with conditions. A traffic impact study was not complete at the time of recommendation. The Project will be scheduled for a work session prior to any council action.
- **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 done for the year.
- **Parkview Heights Stormwater Project** – work has begun on this project.
- **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. Their goal is to start classes in the Fall of 2024.
- **Personnel** – There is some cases of COVID. We are following CDC guidelines. We discontinued any work-from-home by the office staff. We have some department openings. We are going through the steps to fill these openings. We are seeing fewer applications and more turn-downs of job offers.
- **Police Department Upgrades** – the police department will move from the first floor to the second floor (current space of the general offices) after the General Offices move to the Armory building. The existing first floor police department space will have some renovating done after the move to the second floor.
- **Refuse Department** – personnel changes with inter-department moves. There is a pending 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** – winter storms are here. We are ready for pre-storm, storm and post

storm work. Our order of business is Street plowing/salting, then clearing of downtown parking spaces on the street, and then clearing the parking lots. With alternate street parking and personnel levels, this process can take several days. There are no issues with rock salt supplies.

- **Streets/Columbia Gas work on East Curtin Street** – work will start up again in 2024 and will continue on to East Linn Street.
- **Streets/Traffic Signal at Parkview and Zion Update** – The design phase is underway. We are expecting to hear about a grant application award in January.
- **Streets/Wood Street Storm Drainage Project** – This project is complete.
- **Streets/Downtown lighting/stamped crosswalks/flashing lights at crosswalks** – Late in the budget process, we began talking about doing a larger downtown improvement project which would replace the current street lighting (including the conduit under the sidewalk), finish the street crosswalk imprinting, and add the flashing lights at crosswalks. We would use the added millage increase in the Street lighting fund toward making a loan payment. We will also be looking for grant funding. The increase was approved in December. We are actively talking to engineering firms about getting a proposal from them – they would assist with developing the specifications, Penn DoT permits, bidding, etc.
- **Waterfront development** – A committee of council met with Tom and Tommy Songer recently. The topic was related to options for building code services. During the meeting, a start date was requested and none was given.

December	Meetings/Activities Attended
1	➤ Airport Authority committee meeting
2	➤
3	➤
4	<ul style="list-style-type: none"> ➤ Department Head Meeting ➤ PRWA Board meeting ➤ Council work session and business meeting
5	<ul style="list-style-type: none"> ➤ Meeting at the County ➤ Staff meeting ➤ Stopped at residence on East Beaver – clarify an issue
6	➤
7	➤
8	<ul style="list-style-type: none"> ➤ Armory large room sound system training ➤ Airport authority committee meeting
9	➤

10	➤
11	➤ Meeting with Cindy Hahn/CNET – feedback on services
12	➤ Airport authority committee meeting
13	➤ Armory elevator job conference ➤ Meeting with council president and bandshell committee member
14	➤ Conference call with HR attorney – WWTP personnel issue ➤ Council agenda planning meeting ➤ Airport authority meeting
15	➤ Zoom call – Steve Nunez of Penn Highlands CC and Chief Weaver – police training discussions ➤ PRWA Board meeting
16	➤
17	➤
18	➤ Department head meeting ➤ Meeting at the County ➤ Council work session and business meeting
19	➤ Staff meeting ➤ Office holiday lunch ➤ Authority meeting
20	➤ Meeting about MPO projects/Senator Dush’s staff
21	➤
22	➤
23	➤
24	➤
25	➤ holiday
26	➤ Holiday
27	➤
28	➤
29	➤ Swearing-in ceremony at the Courthouse
30	➤ ➤
31	➤

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
Completed the last few changes to the 2024 budget book
Year-end files clean up

MEMO

Date: For Council meeting January 16, 2024
To: Bellefonte Borough Council
From: Julie Brooks
Subject: Bellefonte Intervalley Chamber of Commerce Update

December meeting points of interest

The Bellefonte Intervalley Chamber of Commerce met on December 6, 2023, approved meeting minutes are included.

Main discussions centered on membership renewals, contact with members, fund raising and train ride schedules.

The ice-skating rink, winter hours for park restrooms and a few park maintenance issues for events were discussed in the partnership report for Bellefonte Borough.

January meeting points of interest

The Bellefonte Intervalley Chamber of Commerce met on January 3, 2024 approved meeting minutes will be included in February.

Main discussions were on finances, new fundraiser, board members and membership contact. Other discussions were on the trains: 6000 train passengers since October, all tickets were sold. New fund raiser for BICC, \$10 raffle tickets for a brick of \$5 lottery tickets. Bellefonte tour bus stop activities were also discussed.

Winter park restroom hours were discussed in the partnership report for Bellefonte Borough.

Next meeting is February 7, 2024 7:30 AM at the train station.

December 6, 2023, Meeting Minutes

<u>Present or Conference Call</u>	<u>Absent</u>	<u>Staff/Guest</u>
<p align="center"> Gary Landon Mary Anne Volders Candy Covey Kerry O'Hara Jennylin Schuster Kerry O'Hara Holly Wilson Matt Hill Julie Brooks Nicole Simpson Lesley Kistner Amber Concepcion Bill Pantle </p>	<p align="center"> Sally Houser Sherri Letterman Zoom was not available and the call in was not provided. </p>	

- 1) **Call to Order**— Gary Landon, President at 7:40 am
- 2) **Approval of the Minutes of October 2023, Meeting was done by voice vote. The motion passed. * Correction to attendance**
- 3)
- 4) **Treasurer's Report**—

<u>FNB Bank (Operations Account):</u>	\$1,542.39
FNB General Funds Money Market Account	\$4,164.24
FNB Save Our Station Money Market Account/CD	\$16,389.17
<u>FNB Fundraiser Account: Facebook</u>	\$2,658.05

The treasurer's report was approved by voice vote.

5) **Committee Reports**

- A. **Executive Committee- Gary Landon**— Requested that the board help with reaching out to membership. A google file will be sent out with the membership info.

Board Development – Candy Covey

The members that were proposed in the September meeting were elected with no issues.

Two board members resigned Susan Munnell, and Greg Wendt looking for replacements.

Requested if anyone is interested in joining the board to please let her know.

- B. **Fundraising & Events Matt Hill**— Looking for ways to improve the tournament.
- C. **Puzzle** – project is postponed until late winter.
- D. **2022 Tin sale** – this was approved, and the tins were ordered with a pre-sale going out to the membership first before public sales.

6) Partnership Reports

- a) HBI -- Sally Houser none
- b) HVAB -- Special advertising for Home for the Holidays to promote all the area activities. Open house in Philipsburg
- c) County Commissioners -- Court house construction started Budget passed
- d) Bellefonte Borough -- Julie Brooks -- Spring Street Complete
- e) DBI -- Kathleen Ammon --
- f) CPI -- Mary Ann Volders -- Looking for help with fund raising for Health Science Building

7) Executive Director's Report

Finances:

All accounts are balanced through October.

Still issues with the renewals slow receiving payments I will be following up and contacting an alternative way to ensure billings are being received. Will be using QuickBooks for better tracking and reporting.

Web was put on hold
Non-Profit is renewed
Orders are coming in for the tins

Working on Victorian Christmas and Santa trains with the Railroad to be successful. I will be in attendance at all train events.

2023 Scheduled Board Meetings:

December 6

Other Items

8) New Business:

9) Open discussion

10) New Members to be approved -- My Buzz Café, B&B Diagnostics & Woodrings Floral Gardens
Candy made a motion to approve the new members Matt seconded the motion, and it passed unanimously

11) Adjournment: 8:50

Date of Next Meeting January 3, 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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Federal Holidays 2024

Jan 1	New Year's Day	May 27	Memorial Day	Sep 2	Labor Day	Nov 28	Thanksgiving Day
Jan 15	Martin Luther King Day	Jun 19	Juneteenth	Oct 14	Columbus Day	Dec 25	Christmas Day
Feb 19	Presidents' Day	Jul 4	Independence Day	Nov 11	Veterans Day		

BIACC 2024 DRAFT Event Calendar

*After Hours | 2nd Wednesday of the Month

January | No event - marketing and selling lottery brick tickets for Feb. Event Raffle

February | Tuesday Feb 20th, Winter Blues Breaker, Blonde Bistro | Drawing for Lottery Brick Raffle

March | After Hours

April | After Hours

May | After Hours

June | After Hours

July | After Hours

August | Saturday August 10th 5-9pm (rain date Aug 17th) Croquet Tournament *Under the Lights*, Talleyrand Park Annex

September | After Hours

October | Annual Luncheon

November | After Hours

BIACC 2024 DRAFT Event Communication Needs / Event

*Assumes a minimum of 1 monthly newsletter will be sent to members

*After Hours | 2nd Wednesday of the Month (could the newsletter always be sent out the 1st week of every month)

January | Looking Forward - 2024 at a Glance Newsletter - Lottery Brick Raffle Promotion, Winter Blues Breaker - Blonde Bistro Promotion, 2024 After Hours Signup

February | Feb Newsletter - Winter Blues Breaker - Blonde Bistro and raffle promotion, March after hours member and location promotion

March | March Newsletter - March after hours member promotion, April after hours promotion. Announce Croquet Tournament - teams and sponsor signup. Share Raffle winner and highlights of Blues Breaker event.

April | April Newsletter - April after hours promotion, May after hours announcement. Croquet Tournament Promotion.

May | May Newsletter - May after hours promotion, June after hours announcement. Croquet Tournament Promotion.

June | June Newsletter - June after hours promo, July after hours announcement. Croquet Tournament Promotion.

July | July Newsletter - July after hours promo, Croquet Tournament Promo

August | Sat. Aug. 10th 5-9pm (rain date Aug 17th) Croquet Tournament *Under the Lights*, Talleyrand Park Annex, Sept after hours announced and Oct. annual luncheon announced.

September | Sept Newsletter - Sept after hours promo, Croquet Tournament Highlights, Annual Luncheon promo

October | Annual Luncheon promo, Nov after hours announced

November | Nov. After Hours promo, Annual Luncheon Highlights, Holiday Announcements

MEMO

Date: For Council meeting January 16, 2024
To: Bellefonte Borough Council
From: Julie Brooks
Subject: Update for Meeting on Solar Co-op

Meeting January 8, 2024 points of interest

Bellefonte Borough is a partner in the Solar United Neighbors Co-op for Solar and EV-chargers. As mentioned in the meeting, the goal of the co-op is to make it easier and cheaper for residents in Centre County to use solar power options by providing information to residents and lowering installation costs. Since Bellefonte Borough is a partner in the co-op, it is free for residents to join and use with no purchase requirement.

Bellefonte Borough as a partner, would promote the events by website and posting flyers.

The launch for residents to use the co-op will be Monday March 11, several weeks before this when dates and locations are final, information will be given to the co-op partners to promote the launch. Four Solar 101 informational sessions will be given, one will be virtual. There will be two Happy Hours for co-op members to meet each other and the solar installer. A local installer has been requested to be included. The co-op will close to new members on Friday 7/26.

Meeting notes are included, these notes are a draft. Items and dates may change, Council will be updated with a final schedule of events and dates when that is available.

Next meeting TBD, this was a zoom meeting and Council will be updated on future meetings for the co-op.

Co-op Launch Meeting

- Review co-op model
 - Solar + EV Charger co-op
 - Co-op makes it easier and cheaper to go solar
 - Easier, by offering customized, unbiased nonprofit guidance to members
 - Cheaper, by aggregating demand, lowering installer soft costs through competitive bidding
 - Co-op is free to join, doesn't require members to go solar, just gives them access to pricing deal and technical guidance
- Co-op recruitment goals
 - 2021 co-op
 - 141 members
 - 17 signed contracts + members who went solar outside of the co-op
 - This year's goal:
 - 125 members
 - 25 signed contracts (20% conversion)
 - High preference for installer located in Centre County
- Review Proposed Timeline
 - **March 1-March 9:** PSU Spring Break
 - **Monday March 11: Launch**
 - Do we want to do a launch event/press conference?
 - Event at installation from previous co-op
 - **Monday March 11:** Release Request for Proposals to Installers
 - Since this co-op has been successful in the past, we can do this at launch
 - **Wednesday March 20, evening:** Solar 101 #1
 - Locations: municipal building at State College Borough, Schlow Library, Ferguson Twp Public Works Facility, State College SD has 3 elementary schools with solar on them, Organic Climbing (solar-powered facility) in Philipsburg (Josh Helke)
 - **Monday March 25:** Due date for installers to bid on co-op
 - **Tuesday April 2, evening:** Selection Committee meets to choose the installer
 - **Friday April 5:** Installer is announced to the co-op
 - **Wednesday April 10, lunchtime:** Solar 101 #2
 - University employee-focused Info Session
 - **Saturday April 20:** State College Earth Festival
 - **Sunday April 21:** Millbrook Marsh Nature Center
 - **Sometime in May:** Local solar tour/open house
 - Showcase existing installations, hear from their owners, promote co-op
 - George Otto
 - **Sunday May 19, afternoon:** Solar 101 #3
 - **Wednesday June 5, evening:** Meet and greet happy hour
 - Boal City Brewery in Boalsburg (Gordy Kauffman); Elk Creek Cafe in Millheim (Tim Bowser); Big Springs Spirits in Bellefonte (LEED silver or gold facility); Pine Grove Hall (Liz Grove)

- **Thursday July 11-Sunday July 14:** Central PA festival of the arts
 - CCL had a table there
- **Thursday July 11-Sunday July 14:** People's Choice Festival of Pennsylvania Arts and Crafts
- **Monday July 22:** Final Solar 101
- **Friday July 26:** Join Deadline
- **Thursday September 12:** Contract signing happy hour
- **April 1-September 20:** Contract signing
- **Friday September 20:** Contract sign deadline
- **Roughly June 1-December 1:** Installs
- **Early 2025:** Co-op Celebration
- Promotion strategy
 - Tabling opportunities?
 - Earth Day activities?
 - Who can help us coordinate press outreach for launch event?
 - Look to start promotion week before launch
 - Peter has a press contact list: WPSU, Centre Daily Times, Morning Talk Radio named Tor Michaels - call in for Community Mic (keep clear of PPA project)
 - Newsletters
 - CCL puts out monthly newsletter
 -
 - Daily newsletter on what's happening in State College
 - George knows more - good for event promotion
 - Penn State Sustainability has Mainstream Newsletter
 - Farmers Markets
 - Home Depot on N Atherton (every weekend late in Mar through Nov)
 - Boalsburg Memorial Museum (Tuesday afternoons 2-6 pm)
 - Yard Signs
 - Monica can hand out at events
 - Partner promotion:
 - Posting co-op link on website
 - Email promotion at major milestones (launch, just before RFP, final info session, join deadline)
 - Social media promotion
 - Tabling/presenting at existing events
 - Volunteer flyering
 - What materials would be useful for promotion?
 - In the past we've offered:
 - Social media post language and images
 - Email language
 - Event detail spreadsheet
 - **Send out a flyer that can be printed**
 - SUN has a National Solar Help Desk that is completely free

- Folks with any questions about solar can speak with someone directly and get impartial, expert advice

Centre County Airport Authority Meeting Minutes, December 12th, 2023

Attending: C. Groshel; D. Johnson; H. Mose; G. Khoury; D. Gray via Zoom;
L. Lingle; R. Stewart

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; Jason McMurtrie, Terminal Manager, CCAA via Zoom; T. Benson, Legal Counsel for the Authority

The meeting was convened at 5:01 PM by C. Groshel.

Public Comments: None.

Motion for approval to add the café lease to New Business was made by H. Mose. D. Johnson seconded the motion. The motion was unanimously approved.

1. Presentation by Francisco & Alicia Plaza for the airport Café

Francisco and Alicia Plaza provided an overview of a proposed menu and what operations would look like if the space was leased to them. The menu would change periodically and offer reasonably priced food and beverages. Items from South America would be available for sale in a gift shop space along with café items. They plan to staff the café as early as 4:15AM and to stay until 6PM depending on foot traffic.

The Plasas will work to complete an LLC designation and to secure all necessary insurances. They are interested in a lease agreement with the CCAA providing some upfront financial assistance for café equipment. Discussion was ended to return to the agenda. This item was added to new business.

2. Approval of the October 26th and November 20th, 2023 Meeting Minutes:

Motion for approval was made by L. Lingle. D. Gray 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

J. Meyer provided an overview of the financial statements. Net income year-to-date is \$360,820.77. For the month of October, net income was \$88,224.39. Net cash assets are \$8.38M. In November, a quarterly PIB Loan payment will be made. There was a discussion regarding employee benefit changes and the related expenses.

Acceptance of Financials:

H. Mose made a motion to accept the report. D. Gray seconded the motion. The motion was unanimously approved.

4. Executive Director's Report – J. Meyer:

J. Meyer's report was provided with the agenda materials. Total enplanements for calendar year 2023 are projected to be around 135,000. This is comparable to 2017 numbers and shows growth. Looking ahead, January and February are the slow months of the year for the airlines.

The Reef Parking report was reviewed. Gross revenues are approximately \$130,000 with November and the first part of December combined.

5. Air Operations Report – B. Rodgers: B. Rodgers did not attend the meeting or submit a report.

6. Committee Reports:

a. Airport Name Change – D. Gray:

D. Gray expressed appreciation for all who helped with the press event on November 3rd. There are some issues with the PennDOT signage name change that will be worked through.

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

Discussions are progressing.

c. Boarding Bridges – G. Khoury:

G. Khoury stated that progress is being made. Reports from Mead & Hunt are to be received soon. Discussion took place regarding the number of boarding bridges based on current and future needs, the next steps as to terminal alterations and the total costs. Estimated costs for

walkways and boarding bridges are in the \$11M range. Phases for construction will be considered.

d. HR – H. Mose:

H. Mose stated that the Committee has worked on three main objectives - the employee handbook; the healthcare benefit plan; and the retirement plan. They are currently evaluating several third-party administrators for the retirement plan.

H. Mose made a motion to go into executive session to discuss personnel issues. D. Johnson seconded the motion. The motion was unanimously approved.

D. Johnson made a motion to leave the executive session and to return to the regular meeting. The motion was seconded by L. Lingle. The motion was unanimously approved.

7. Continuing Business:

None

8. New Business:

a. Resolution Authorizing BIL – Grant for Control Tower:

T. Benson stated this Resolution is for a \$410,000 no local match grant application to the FAA for radio-related work in the control Tower.

D. Gray made a motion to approve the Resolution as presented. H. Mose seconded the motion. The motion was unanimously approved.

b. Setting Meeting Dates and Times:

There was discussion about what time of the day works best for regular and special meetings.

G. Khoury made a motion to approve the dates and times presented. D. Johnson seconded the motion. After discussion, D. Johnson made a motion to amend the meeting dates and times as presented to have all meeting times start at 7:00 PM. D. Gray seconded the motion. The motion was unanimously approved.

C. Increase in Number of Hours that would be Free for Parking:

Currently, the Authority offers thirty-minute free parking. Discussion was held on the options for some amount of time for free parking including thirty minutes, one-hour, two-hours and four-hours. Further discussion

included benchmarking, the benefits to the café, the need to increase revenue, being user-friendly and alleviating customers' flight delay experience.

After considerable discussion L. Lingle made a motion to approve two-hour free parking for the 2024 calendar year. The motion was seconded by G. Khoury. The motion was approved with one dissenting vote.

D. Café Space Lease:

Discussion was held on the earlier presentation by the Plazas. Topics included the viability of the enterprise, the request for financial assistance for equipment, the length of an initial lease, and covering the cost of utilities.

A motion was made by H. Mose to have J. McMurtrie convey to the Plazas the outline of a preferred lease, and to have T. Benson complete the draft, if terms are agreeable. A final lease is to be brought back for approval. L. Lingle seconded the motion. The motion was unanimously approved.

Around the Room: All offer their condolences to the George Downsborough family. Wishes for happy holidays and a great new year were made. Two meetings each month will likely be needed for the immediate future.

Adjournment: The meeting was adjourned at 7:45 p.m.

BELLEFONTE BOROUGH WATER AUTHORITY
MEETING MINUTES
REGULAR MEETING
January 3, 2024 – 6 p.m.
236 West Lamb Street
Bellefonte, PA 16823
www.bellefonte.net

CALL TO ORDER

The meeting was called to order January 3, 2024 at 6 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL Authority members present:

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

Staff

Mr. Ralph Stewart, Borough Manager
Mr. Frank Noll, WWTP Superintendent
Mr. Matt Auman, Public Works Superintendent
Ms. Julie Brooks, Public Works Assistant Superintendent

Engineer

Mr. Chris Roelke, B & L

MINUTES

A motion was made by Johnson and seconded by Beigle to approve the minutes from December 19, 2023. No discussion. Motion carried.

ADDITIONS TO AGENDA

Nominations to retain current officers or nominations for new officers.

Beigle motioned and Johnson seconded to retain the current officers. No discussion. Motion carried.

PUBLIC COMMENT/COMMUNICATIONS- ORAL

NONE

COMMUNICATIONS (Written)

NONE

FINANCIALS

Budget v. Actual November 2023. Mr. Falcone provided an overview of the financials.

ENGINEER'S REPORT

The engineer highlighted several projects completed in December.

SEWER REPORT (Superintendent)

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

Bulk Water sales for December: 20,100g

Wastewater Electrical Room Cooling Unit Options.

o 3 options:

- 20Ton Unit or an 18 Ton unit (**Most Reasonable Option)
 - Estimated cost -
- 20Ton unit Lead time – 62 weeks
- LG Unit – Least expensive for unit – but most expensive cost for installation.

Evaluations are continuing

WATER REPORT

Details were offered regarding projects and repairs completed in December.

OLD BUSINESS

Big Spring Cover Project – a feasibility study has been requested by PA DEP

NEW BUSINESS

Daily Water withdrawal December 2023

Biosolids Agreement with UAJA

- o Sample provided
- o Discussion regarding requirements and regulations.

Spring-Benner-Walker Area Joint Authority November 27th, 2023 Meeting Minutes

DISCUSSION

NONE

ADJOURNMENT

Johnson motioned and Falcone seconded to adjourn tonight's meeting. No discussion. Motion carried. Meeting adjourned at 6:34pm.

1/2/2024

Civil Service Commission

Reorganization Meeting

Meeting called to order by Chair Provan

Attending

Dave Provan, Chairperson

Jim Vaiana, Vice-Chair

Randy Brachbill, Secretary

Excused – Donald Townsend, Alternate – Excused

Reorganization,

Dave Provan nominated Jim Vaiana for Chairperson 2nd by Brachbill,

Nomination approved unanimously.

Jim Vaiana nominated Randy Brachbill for Secretary 2nd by Provan,

Nomination approved unanimously.

Dave Provan announced that he will be resigning from the Civil Service Commission, his letter of resignation will be sent this week. The Commission thanked Dave for his time on the Commission.

The Commission will reach out to Donald Townsend to fill the Vice-Chair position.

Dave Motioned for the Adjournment , 2nd by Jim Vaiana at 11:33am.

**Bellefonte Borough
Civil Service Commission
Annual Report for 2023**

Included are a list of meetings held by the Civil Service Commission during 2023.

Chief of Police – Shawn Weaver
Email from 3/28/2023

Gentlemen,

This is our attorney's response. I have worked very close with all 4 candidates, for quite a long time. I respectfully disagree with some of her statements. I would like to meet with the Commission within the next week or two. In the meantime I will do some research on a few things so that we can move forward with any decision that the Commission makes.

Regards,
Chief

From: Gretchen Love <glove@cdblaw.com>
Sent: Monday, March 20, 2023 5:37 PM
To: Shawn Weaver <sweaver@bellefontepolice.net>
Subject: RE: Police Civil Service

Chief – I have some concern about the area where all 3 candidates did poorly and a potential failure to supervise/train type of civil rights complaint. It is concerning that the candidates did so poorly on the Vehicle code section and yet, if promoted, we are placing them in a position to supervise others relative to legal compliance. This is an issue – regardless of whether the curve and the one-time only exception is agreed to by all the parties.

To be clear and I have stated previously, the idea of the curve and the Commission throwing out questions is concerning. This decision is being made because it is efficient, not because the testing agency determined that the test questions were (as drafted) flawed/invalid. This is the decision of individuals who are not necessarily (and I could be wrong) educated or skilled in test making or test validity metrics. As you indicated, I am concerned about making the exception in this case and it creating precedent in the future. Assuming both can be handled by some sort of consent/release, there is some remote civil rights liability for failure to train/supervise by employing supervisors that could not meet the minimum qualifications.

This is risk that the Borough can take on if it wants, but there is no real way to prevent it from becoming an issue in the future.

Please let me know if you have any questions.



Gretchen K. Love

Attorney at Law
Campbell Durrant, P.C.
535 Smithfield Street, Suite 700
Pittsburgh, PA 15222
412-395-1272

412-395-1291- FAX
glove@cdblaw.com

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From: Shawn Weaver <sweaver@bellefontepolice.net>
Sent: Monday, March 20, 2023 10:53 AM
To: Gretchen Love <glove@cdblaw.com>
Subject: Police Civil Service

Hi Gretchen,
I recently met with the Civil Service Commission regarding our promotion process. I explained that we have two positions available, with only one person passing the promotional written exam. We currently do not have supervisors and have been working this way for almost a year. This poses huge liability.

I gave the Commission the two options that you advised me of in previous emails. To either promote the candidate who passed, or to have the commission to re test all four candidates. I did inform them that there was a third option of eliminating all of the questions that all candidates answered incorrectly. Thus creating a curve. I did inform them that you informed me that this was not prohibited by Civil Service however you advised against this as I could be setting myself up for criticism if I do not make a cure in future tests.

I suggested that we use a curve as I feel that the benefits to the Department out-weigh the possible negative effects in doing so.
The Bellefonte Police Civil Service Commission requested that I reach out to you to find out what legal liability exists in utilizing a curve as an option for this rare situation.

I also suggested that we also have each member of the police association give their approval for using a curve in this matter.

Respectfully,

Shawn

Bellefonte Borough

Civil Service Commission

3/15/2023

Prior to the start of the Civil Service Committee Meeting, Jim Vaiana was sworn in as a new member and holds the office of Vice Chair.

At 4pm the Civil Service Meeting was called to Order by Jim Vaiana. Those present were Bellefonte Police Chief Shawn Weaver, Bellefonte Mayor Gene Buddy Johnson, Vice Chair, Jim Vaiana, Secretary, Randy Brachbill. Excused Chairperson, Dave Provan.

Chief Weaver reviewed the email he provided to the Civil Service Committee. Because only one of the four Police Officers passed the written test. The passing grade for the written test score was 76. Three of the four Police officers failed the written exam with a 72.80, 70.40 and 67.20. There is also a verbal test that will need to be held, however with only one Police Officer scoring above 76, if that Police Officer would fail the verbal test, there would be no other Police Officers available to test due to written test scores below 76. The written test questions totaled 125 questions.

Chief Weaver explained three options that he had spoken with The Bellefonte Borough Law Firm of Campbell and Durrant. The Attorney Chief Weaver spoke with Attorney Gretchen Love. {The following information is the bulk of the Civil Service Commission.}

Options provided by Attorney Love.

- Option 1 - Promote the Police Officer who scored a passing score.
- Option 2 - Decide there are insufficient candidates to choose from and order another test.

Option 3 was provided by Chief Weaver, that was brought to him by Bellefonte Police Department Officers.

- Option 3 - The Civil Service Commission would obtain all of the questions that were commonly missed by all candidates. These questions would be eliminated from the total amount of questions creating a curve. Using a curve could bring up each candidate's test score results. This alternative suggests that these commonly missed questions are not worded correctly or otherwise inappropriate and should be considered invalid.

The Commission questioned how many questions would be needed to remove. That is unknown until the Commission would review the questions.

Other discussions included.

- lowering the passing score to 70 and have those that failed retest. Chief Weaver is concerned that rescheduling would cost more money.
-
- the Commission was unaware that the Verbal Test has not been completed, due to only one officer passing and having no other Police Officer available to take the verbal test. This would create the need to schedule a new test for those that failed. Chief Weaver stated that this could take 4 + months to complete.
- The Commission is concerned with liability issues being raised by the Police Department due to disagreement with the curve aspect. The Police Officers could submit a grievance or a lawsuit to the Civil Service Commission and Borough Council.
- Chief Weaver feels strongly about providing a curve to change the grading.
- The Civil Service Commission will hold off deciding until after Easter as our Chairperson will have returned from vacation. Chief Weaver was agreeable to meeting after Easter and Chairman Provan's return from vacation.
- Mr. Brachbill, Secretary of the Civil Service Commission and Council Member of Bellefonte Borough will speak at our Borough Council Executive meeting on Monday, March 20, 2023, to ask approval of Council to have the Commission speak with Attorney Love concerning the options discussed, if approved. *This Action was not approved by Bellefonte Council.*
- The Civil Service Commission will have Ralph Stewart, Bellefonte Borough Manager, request a meeting with Attorney Love via phone or *CGA 1/16/24*

~~ZOOM~~ if possible. The meeting date is dependent on approval of Council and the availability of Attorney Love.

The Civil Service Commission meeting ended at 5pm.

Randy

Randall Brachbill
Secretary of Bellefonte Civil Service
Bellefonte Borough Council

Bellefonte Borough
Civil Service Commission
Promotion of Officers

Chief Weaver,

The Bellefonte Borough Civil Service Commission has reviewed three options. The options provided by our attorney are 1 and 2. The 3rd option was suggested by the BPD Association.

1. Promote the Candidate that scored a passing score of the written test.
2. Requires the Bellefonte Civil Service Commission to decide that there are insufficient candidates to choose from and order another test.
3. Provide a curve that would call for the Bellefonte Civil Service Commission that would require the Commission to remove questions that everyone missed to improve scores.

The Bellefonte Civil Service Commission unanimously agrees with Option 2 and therefore the Commission declares that there are insufficient candidates to choose from and orders another test to be ordered. With this decision The Bellefonte Civil Service Commission also invalidates the current list.



David Provan, Bellefonte Civil Service Commission, Chair



Jim Vaiana, Bellefonte Civil Service Commission, Vice Chair



Randall Brachbill, Bellefonte Civil Service Commission, Secretary

March 15th, 2023

Bellefonte Borough
Civil Service Committee

The Civil Service Commission held a meeting with Chief Weaver and Mayor Johnson on March 15th at 4pm to review the two options proposed by our Attorney, Gretchen Love.

Option 1 – Promote the candidate who scored a passing score.

Option 2 – Decide that there are insufficient candidates to choose from and order another test.

A third option was presented by Chief Weaver submitted by the BPD Police Association.

Option 3 - The Commission would obtain from Standard & Associates all of the questions that were commonly missed by all candidates. These questions would be eliminated from the total number of questions thus creating a curve, so to speak. This could bring up each candidate's test score results. The alternative suggests that these commonly missed questions are not worded correctly or otherwise inappropriate and should be considered invalid.

On March 20th, 2023, Chief Weaver sent an email to Attorney Love reviewing the discussion on the meeting held between Chief Weaver, Bellefonte Mayor Buddy Johnson, Civil Service Chair Dave Provan, Civil Service Vice-Chair Jim Vaiana, Secretary Randy Brachbill and Member of Borough Council. Chief Weaver's email and Attorney Love's response received on March 21, 2023, is included.

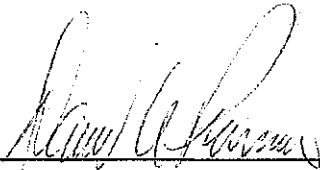
Based on the information received, The Civil Service Commission unanimously agrees with Attorney Love's Options 1 and/or 2 as well her comments in her email of March 21, 2023. The Commission does not support Option 3.

The responsibility of the Civil Service Commission in this case is to support the Commission guidelines and protect the Police Department, Bellefonte Borough and the Bellefonte Civil Service Commission from possible liability.

Furthermore, the Civil Service Commission is not required to review questions thought to be incorrect and eliminated by the Commission.

If this is a concern it needs to be presented to Standard & Associates for their organization to review/revise/remove invalid questions being used.

Additionally, creating a curve to improve test scores would create an uneven playing field for Officers who took previous tests. It would also promote individuals who do not have the necessary knowledge and understanding required for the position.



Dave Provan, Civil Service Commission, Chair



Jim Vaiana, Civil Service Commission, Vice Chair



Randall Brachbill, Civil Service Commission, Secretary

LEGAL NOTICE
SPRING CREEK WATERSHED COMMISSION

The Spring Creek Watershed Commission will hold its Organizational Meeting on Wednesday, January 17, 2024 at 7 PM at the Bellefonte Borough Municipal Building, 236 West Lamb Street, Bellefonte, PA 16823. The meeting will have an In-Person option at the Borough and a virtual Zoom Meeting link. The Zoom link will be available at the Commission website – (springcreekwatershedcommission.org).

Regular meetings of the Spring Creek Watershed Commission are held on the third (3rd) Wednesday of every other month at 7 PM. In 2024, the meeting dates are: March 20, May 15, July 17, September 18 and November 20. In the event of a change to the 2024 meeting schedule or the need for a special meeting, the Commission Chairperson will schedule the meeting and advertise the meeting publicly.

ATTEST: Kevin Abbey, Spring Creek Watershed Commission Treasurer



HISTORIC
Bellefonte™

Est. 1795

WORKPLACE SAFETY COMMITTEE MEETING

7:30 AM

WEDNESDAY, DECEMBER 20TH, 2023

AGENDA

Members:

Steve Caldana (Member, Refuse) Chair	Jason Ostroskie (Member, Streets) V. Chair
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)	VACANT (Member, Water)

Administrative: Alyssa Doherty

Guests: Ralph W Stewart
Don Holderman
Barb Smith
April Ressler

CALL TO ORDER

APPROVAL OF MINUTES –November 15th, 2023 1st 2nd

OLD BUSINESS

- Safety Concern Forms Review
- Recent safety incidents or near misses review.

NEW BUSINESS

- **Video-** Walking Safety in Icy Conditions (15 min)
- 4th Quarter Facility Inspection- Borough Office Building Report
- 1st Quarter Facility Inspection-Wastewater Treatment Plant deadline March 31, 2024

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, January 17th, 2024 @ 7:30 AM.

ADJOURNMENT 1st 2nd @ AM

BOROUGH OF BELLEFONTE
SAFETY COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 15TH, 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)
Scott Rhoat (Member, EMS)
Julie Brooks (Member, Mgmt)
Bill Witmer (Member, Police)
Seth Klinefelter (Member, WWTP)

Members Absent:

Tim Schreffler (Member, Fire Dept)
Shannon Struble (Member, WWTP-Mgmt)

Administrative: Alyssa Doherty

Guests: Ralph Stewart
Don Holderman
Barb Smith, Teeter Group

CALL TO ORDER:

APPROVAL OF MINUTES – October 11th, 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 was a Safety Incident that happened within the Parks and Recreation Department. The employee was in Spring Creek trimming the brush and ended up with a puncture wound in their left hand that required sutures. The plan of action to eliminate an accident like this in the future is employees will wear gloves, blunt nose sheers, wearing a tool belt and handing tools/supplies to other employees if needed to prevent an accident from occurring.

Mr. Brachbill motioned to accept the recommendations from the Safety Committee. Mr. Ostroskie seconded. Motion carried.

4th Quarter Facility Inspection- Borough Building: The inspection deadline is December 31st, 2023.

NEW BUSINESS:

Video: Cold Stress-Working Safely in Cold Weather. Discussion on the video was brief. Cold Stress flyers will be provided to all departments. Mr. Auman would like to set up a standard time for all employees to be able to watch the monthly Safety videos.

Meeting Change: Mr. Stewart asked the committee to change the meeting day each month to the 3rd Wednesday of the month instead of the 2nd Wednesday. The reason for this request is because of meeting conflicts on the 1st and 2nd Wednesdays of the month. Choosing the 3rd Wednesday allows time for a meeting date change in the event of no quorum.

COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER:

Don Holderman is happy to be in attendance today.



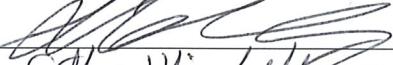

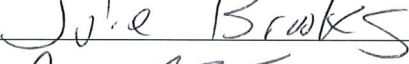
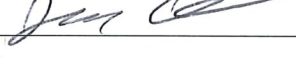

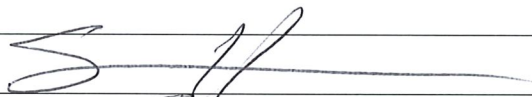

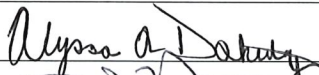


Randy Brachbill reminded everyone to stay warm.

Steve Caldana mentioned there are better styles of boots than Yaktrax. Mr. Auman mentioned there are two different styles of Yaktrax in Public Works. If they are not sufficient we can look into purchasing another style. Steve also mentioned a safety issue on the one Refuse Truck.

NEXT MEETING: Next meeting will be held on Wednesday, December 20th, 2023, @ 7:30 a.m.

ADJOURNMENT: *Mr. Brachbill moved to adjourn. Ms. Brooks seconded the motion. Motion carried. Meeting adjourned at 7:54 a.m.*

Safety Committee Meeting Wednesday, November 15th, 2023

NAME	SIGNATURE
Auman, Matt (Member, Mgmt)	
Brachbill, Randy (Member, Council)	
Caldana, Steve (Member, Water)	
Klinefelter, Seth (Member, WWTP)	
Brooks, Julie (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)	
GUESTS:	
Doherty, Alyssa	
Holderman, Don	
Ressler, April	
Smith, Barb	Zoom
Stewart, Ralph	

MEMO

Date: December 11, 2023

Subject: 4rd Quarter Safety Inspection—Borough Building

From: Julie Brooks / Matt Auman / Craig Herrold / Jason Ostroskie/Steve Caldana

On December 11, 2023, the individuals listed above performed a quarterly audit of the following Borough building areas: Public Works area, Borough garages, Police Station, Office areas and hallways

Inspection recommendations include:

Emergency lights not working in the Police station hallway, the middle bay in the lower garage, above the water fountain in the office hallway, in the rear stairwell from the office, the man door into the mechanic's garage and in the boiler room.

The kitchen area of the office and the area outside th police evidence room need items moved to storage / area cleanup

The eyewash in the mechanic's garage needs repaired

A light should be installed in the area of the women's restroom for the office

Exit sign for the rear office exit needs a battery

An exterior lock box for firefighter use in an emergency may be considered for the Borough building

Areas inspected were maintained and clean

Submitted respectfully,
Julie Brooks

Bellefonte Borough Council Packet for January 16, 2024
WALKING SAFELY IN ICY CONDITIONS
REVIEW QUIZ

Name _____ **Date** _____

The following questions are provided to check how well you understand the information presented during this program.

1. Even a small piece of ice can be very dangerous if you're not careful.
 - a. True
 - b. False

2. Doctor Atkins, famous for the Atkins diet, died as a result of a heart attack.
 - a. True
 - b. False

3. Freezing rain forms when snowflakes fall through a warmer layer of air.
 - a. True
 - b. False

4. The last thing you want to do is rush when walking on icy surfaces.
 - a. True
 - b. False

5. When walking on icy surfaces, you should keep your hands in your pockets to help maintain your balance.
 - a. True
 - b. False

6. You should avoid taking shortcuts where ice and snow removal doesn't occur.
 - a. True
 - b. False

7. If you're walking alongside a road, you should walk on the side so you're facing traffic.
 - a. True
 - b. False

8. Wearing the proper footwear makes little or no difference when walking on icy conditions.
 - a. True
 - b. False

9. You should only grab onto the steering wheel if it locks when getting into a vehicle in icy conditions.
 - a. True
 - b. False

10. You should maintain three points of contact when getting in and out of a vehicle.
 - a. True
 - b. False

2024 Sewage Enforcement Officer Appointment Notification

_____ Township / Borough / City (*Circle one*) _____ County
{Fill in your municipality name on the line above} *{Fill in your county name on the line above}*

***Note that agencies/firms employed for municipal sewage enforcement must identify their certified individuals utilized and that is who you list below.**

Primary Sewage Enforcement Officer:

_____ {Name: Last, First, Middle Initial, Suffix} _____ {SEO Number} _____ {Address: Number, Street, Town/City, Zip Code}

Alternate Sewage Enforcement Officer(s):

_____ {Name: Last, First, Middle Initial, Suffix} _____ {SEO Number} _____ {Address: Number, Street, Town/City, Zip Code}

_____ {Name: Last, First, Middle Initial, Suffix} _____ {SEO Number} _____ {Address: Number, Street, Town/City, Zip Code}

_____ {Name: Last, First, Middle Initial, Suffix} _____ {SEO Number} _____ {Address: Number, Street, Town/City, Zip Code}

***Please include a copy of your municipal sewage enforcement officer fee schedule with this notification. All materials may be emailed, faxed, or mailed to the individual that sent you this.**



OLD SCHOOL CONSULTING, LLP

STAN WALLACE, SEO

P.O. BOX 46, MILLHEIM, PA 16854

814-571-7231

wallaceseo1798@gmail.com

December 12, 2023

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

RE; SEWAGE ENFORCEMENT OFFICER SERVICES 2024

Dear Ralph,

I wish to continue to serve Bellefonte Borough as their Sewage Enforcement Officer. Attached is a suggested Schedule of Rates for 2023. There are no changes to the rate for the year 2024 from the 2023 rates.. As always, the intent is to provide services at no or minimal cost to the Municipality. Should the Bellefonte Borough reappoint me please adopt the Schedule of rates by Ordinance and inform DEP of my appointment.

Please note; Old School Consulting, LLC is the name of my company, the Township should reappoint Stan Wallace, SEO not Old School Consulting, LLC. Please use and have your constituents contact me via my cell phone at 814-571-7231.

Thank you for this opportunity to be of service to you, if you should have any questions please feel free to give me a call.

Respectfully submitted

BELLEFONTE BOROUGH, CENTRE COUNTY
2024 Sewage Enforcement Officer Services

STAFF

Primary Sewage Enforcement Officer:
Administration / Secretarial
Percolation Test Technician

Stanley J. Wallace (Cert #01798)
Kim Wallace
Kim Wallace

FEE SCHEDULE

APPLICATIONS:

- On-Lot Systems (Approved or Denied) includes application fees, soil testing, percolation testing, design review and permit issuance: \$600.00
- Alternate Systems (Non-Drip, Irsis, AB or Eljen) includes application fees, soil testing, percolation testing, design review and permit issuance: \$600.00
- Replace or major repair to existing system includes application fees, soil testing, percolation testing, design review and permit issuance: \$600.00
- Additional percolation test (per set): \$275.00
- Minor repairs to existing system (no probe or perc): \$275.00
- Septic tank replacement: \$275.00
- Holding tank/Privy/Retention tank: \$500.00
- Portable / Chemical Toilet(s): \$125.00
- Renew, reuse, or transfer permit (no changes): \$125.00
- Renew, reuse, or transfer permit (with modifications, design review and no additional testing): \$275.00
- Minor modification permits: \$125.00
- Chemical / Composting Toilet: \$120.00
- Inspection(s): \$150.00
- On-lot Management inspections: \$ 75.00
- Mileage Maximum allowed Federal Rate
- **Spray or Drip Irrigation;** Time and Material costs beyond typical application testing at land development rates (applicant pays 100%)
- **Small Flow Treatment Facility;** Inspections will be billed on a time and material basis using the subdivision/land development rates, with the minimum charge being \$150.00. The municipality will bill the owners of the SFTF for the inspection fee to be reimbursed to the municipality.
- **Non-Residential;** The application fee for non-residential Land Development will be determined by proposed flow based on an Equivalent Dwelling Unit of 400 gallons per day equals one lot. This fee will be paid in advance of the scheduling of work. Said fee will be used as escrow against charges to be incurred. Applicant will receive monthly billing of cost incurred and account balance. Should costs exceed the application fee, the applicant will be surcharges monthly for all costs in accordance with the rate schedule.
- **Enforcement Activities & General Municipal Consultation;** These activities include, but are not limited to malfunction complaints, permit revocation, meetings, hearings, research, general consultation, and other associated activities necessary to carry out the enforcement or implementation of the Sewage Facilities Program for the Local Agency.

Interim inspections will be required for difficult-to-build or new technology systems, such as, but not limited to, ECO-FLO, Infiltrator, IRSIS, Eljen and Drip/Spray Irrigation Systems.

MUNICIPAL CONSULTATION/ ENFORCEMENT:

- Primary Sewage Enforcement Officer \$75.00 per hour
- Alternate Sewage Enforcement Officer: \$75.00 per hour
- Secretarial Administration: \$60.00 per hour
- Mileage rate: Maximum allowed Federal Rate
- Preparation of percolation test holes (digging per set of six) \$200.00
- Supply water per set of six holes \$200.00
- Conduct pre-soak per set of six perc holes, plus mileage \$ 80.00

LAND DEVELOPMENT:

All fees paid by developer

- Site Evaluation & Soil Test Pit Observation (4 per lot / EDU) \$200.00 per lot / 1 EDU
(hourly rate over 4)
- Percolation Tests (primary and/or replacement site, 6 percolation test holes each) \$225.00
- Percolation Tests Primary and Replacement if conducted at the same time (primary and/or replacement site, 6 percolation test holes each) \$300.00
- Additional Percolation Testing for large volume systems (greater than 400 GPD / 1 EDU) per each addition 6-hole test \$200.00
- Planning Module reviews and re-reviews At hourly rate
- Preparation of percolation test holes (digging per set of six) \$200.00
- Supply water per set of six holes \$200.00
- Conduct pre-soak per set of six perc holes \$ 80.00

ON-LOT SEWAGE DISPOSAL SYSTEM DESIGNS:

On-Lot Sewage Disposal System designs will be completed at a per hour rate; plus, cost of copies, postage & mileage @ the prevailing hourly rate for the Primary Sewage Enforcement Officer

DEP SEWAGE FACILITIES PLANNING MODULE PREPARATION:

DEP Sewage Planning Modules will be prepared at a per hour rate; plus, cost of copies, postage, reimbursable expenses & mileage @ the prevailing hourly rate for the Primary Sewage Enforcement Officer

NON-PERMIT RELATED SERVICES:

All other non-permit related services will be conducted on a per hour rate; plus, cost of copies, postage, reimbursable expenses & mileage @ the prevailing hourly rate for the Primary Sewage Enforcement Officer

VOLUNTEER APPLICATION
Borough of Bellefonte



Date Received (office): 1/8/2024

STEP 1: APPLICANT INFORMATION

Name: David Lomison

Address: 128 N. Monroe Street, Bellefonte, PA 16823	Contact: (phone, email) dwlomison@centrecountypa.gov (814)404-0357
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Are you a resident of Bellefonte Borough? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, for how many years? 10	Voting Ward (circle): NORTH SOUTH WEST
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Have you ever been or are currently an elected or appointed official? If yes, please provide of position and duties involved:
 Current member of the Planning Commission

ABC(s) that you are interested in being appointed to:
 Planning Commission

Special skills that you have which related to the ABC applied for:
 Current member of the Planning Commission, Centre County Government-Director

Please list any relatives or relationships you may have with any current member of a Bellefonte Authority, Board or Commission. FYI, our nepotism policy states: "[Our] prohibition [on hiring] shall not apply to employment in a temporary, seasonal position, nor to internships or volunteer work, as long as there is no direct or indirect supervisor/subordinate relationship between the relative or individual involved in a personal relationship with an employee or a personal relationship with an independent contractor of the Borough." (You can find a complete copy of Bellefonte's nepotism policy on the Borough's website.)
 N/A

STEP 4. ADDITIONAL INFORMATION

Other information that may be relevant in requesting appointment to the ABC(s):
 No

Are you attaching any other relevant information, such as a CV/resume, references (OPTIONAL)
 YES NO

Signature of Applicant 	Date 1/8/2024
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VOLUNTEER APPLICATION
Borough of Bellefonte



Date Received (office): 1/5/2024

STEP 1: APPLICANT INFORMATION

Name: Michael Schmidt

Address: 635 E. Bishop Street, Bellefonte, PA 16823	Contact: (phone, email) g_michael_schmidt@comcast.net (814)357-8428
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Are you a resident of Bellefonte Borough? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, for how many years? 14	Voting Ward (circle): NORTH SOUTH WEST
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Have you ever been or are currently an elected or appointed official? If yes, please provide of position and duties involved:

Current member of the Bellefonte Borough Authority

ABC(s) that you are interested in being appointed to:

Bellefonte Borough Authority

Special skills that you have which related to the ABC applied for:

See attached

Please list any relatives or relationships you may have with any current member of a Bellefonte Authority, Board or Commission. FYI, our nepotism policy states: “[Our] prohibition [on hiring] shall not apply to employment in a temporary, seasonal position, nor to internships or volunteer work, as long as there is no direct or indirect supervisor/subordinate relationship between the relative or individual involved in a personal relationship with an employee or a personal relationship with an independent contractor of the Borough.” (You can find a complete copy of Bellefonte’s nepotism policy on the Borough’s website.)

N/A

STEP 4. ADDITIONAL INFORMATION

Other information that may be relevant in requesting appointment to the ABC(s):

None

Are you attaching any other relevant information, such as a CV/resume, references (OPTIONAL)

YES NO

Signature of Applicant <i>Michael Schmidt</i>	Date 1/5/2024
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George Michael (Mike) Schmidt

635 E. Bishop St., Bellefonte, PA 16823, USA, (814) 357-8428, g_michael_schmidt@comcast.net

Qualifications Overview

Mike Schmidt is a seasoned agricultural engineer with decades of global to farm scale experience in the design, management and evaluation of land and water development projects and research involving: irrigation; drainage; water use efficiency; resilience to climate change; water/soil quality analysis and monitoring; agricultural productivity (land/water/labor); economic feasibility and small watershed management. As an engineer, Schmidt has worked in partnership with national staffs and small family farms in problem analysis, risk assessment, capacity building and teacher training to develop integrated engineering alternatives that are appropriate to local cultural, ecosystem, economy and talents. These projects involved work with agricultural academic institutions, government groups such as EU/EC, USAID, USDA, NASA, NOAA, USGS, UNEP, WHO, FAO, UNDP, UN Peace Keeping Forces, NGOs, and private sector business community.

Schmidt holds an earned Ph.D. in agricultural engineering (Accreditation Board for Engineering and Technology Certified) with specialization in land and water processes with a graduate minor in mathematical statistics, probability theory and stochastic processes. He is a co-recipient of the U.S. Department of Interior, W.T. Pecora Group Award for “Outstanding Contributions to Understanding the Earth’s Biology”; was honored with a country cloth chief’s shirt by the Minister of Health and Social Welfare - Government of Liberia for water/sanitation engineering service during UN disarmament of rebel forces in 2004; and is Member # 20771 of the American Society of Agricultural and Biological Engineers.

Professional Experience Overview

Evaluations of USAID projects

The primary objective of this 2017 project was to evaluate Innovative Research in Small Scale Irrigation projects funded by USAID and implemented by Texas A&M University. Countries visited were Ethiopia and Ghana. Independent evaluation of this project was conducted by ME&A.

Resilience to Impacts of Climate Change

The overall objective of this 2014-2018 project is to increase the resilience of vulnerable communities to the unpredictable impacts of global climate change, with emphasis on agricultural water manage. Specifically, to improve knowledge and provide technological training for banana producers to mitigate the effects of variable and uncertain agricultural water supply for irrigation in the Dominican Republic. Project funding from United States Agency for International Development (USAID), Farmer-to-Farmer Program. Project implementation by Partners of the Americas, Washington, D.C..

Community Watershed Management

Member of Spring Creek Watershed Association, Centre County, Pennsylvania, USA
“The Spring Creek Watershed Association is a broad-based stakeholder initiative that was created as a result of the International Countryside Stewardship Exchange. The Spring Creek Watershed Association

promotes actions that protect and enhance the quality of life, environment, and the economy throughout the watershed while maintaining and improving the high quality of Spring Creek and its tributaries.”

Water System Survey and Conceptual Design – Padampokhari, Makwanpur, Nepal.

Initially this project aimed to produce: a conceptual plan for water source development; water distribution system; water management and allocation; pump station; and cost estimates for both potable and irrigation water. From November 2012 through January 2013 extensive research, historical data collection, computations, analysis, graphing and a formal report were produced prior to field team's deployment. Space limitations precluded the agricultural engineer from traveling to Nepal. Implementing partner EMI2.

Evaluation of USAID Farmer-to-Farmer Program.

Schmidt was selected by an independent organization to participate in evaluation of USAID Farmer-to-Farmer Program through lengthy interview and questionnaire.

Analysis of factors that determine the setup of an irrigation system for the Kapchorwa Commercial Farmers' Association, Kapchorwa District, Uganda.

In April 2012, detailed analysis and recommendations were made on previous and proposed USAID Farmer-to-Farmer projects in the region in relation to developing irrigated rice production, which was relatively new to the local farmers. The project was delayed to study recommendations and develop an appropriate process for implementing the program.

Implementation test of USAID value-chain in irrigation infrastructure development for vegetable cultivation, Liberia.

During most of 2010, Schmidt consulted on planning and implementing an USAID irrigation infrastructure project to serve micro and small agricultural entrepreneurs involved in dry season vegetable production, processing and marketing. This involved a broad range of topics from small watershed management, hydrogeology, surface/ground water interactions, water harvesting, land/water/labor productivity, culturally appropriate irrigation system design, technology development using locally available talent and materials. Communicated and liaised with small-family farmers, marketers, transporters, food processors, input providers, artisan machine makers, supply houses, government ministries, and NGOs.

Long-term development in post-conflict regions of West Africa.

From 2004 to 2010 Dr. Schmidt worked in partnership with Liberian nationals, consulting on: assessment and reconstruction of war-damaged institutional water, sanitation and electrical power infrastructure; community water/sanitation activities including emergency water sanitation, water quality assessment and monitoring, household water management (WHO guidelines); long-term planning for development of agricultural land-water resource management, particularly irrigation of vegetable crops; and planning / development of computer IT training program and computer teaching lab with internet access. With Liberian community leaders liaised with UN peace keeping mission (UNMIL, OCHA, WHO, WFP, UNEP, UNDP, UNMIL), EU/EC, Government of Liberia ministries, and NGOs such as LCL, LWS, LDS, LWR, MSF, USAID/OFDA/DOS.

Water Use in Small Farming Systems in the Tropics.

In 1986, Schmidt worked as an agricultural engineer / irrigation specialist at the Virgin Islands Agricultural Experiment Station, College of the Virgin Islands in a cooperative program with the University of Florida, funded by the U.S. Department of Agriculture (PL 89-808 Section 406). Duties of the position included: the development of research and extension projects to enhance the development of small-farm cash-crop vegetable production in the humid subtropics and tropics; the design and construction of irrigation systems; the construction and calibration of an automated weather station and; extension lectures to local farmers.

Design and Management of Irrigation Systems.

From 1983 to 1992 Schmidt worked at the Department of Agricultural and Biological Engineering, University of Florida as an engineering research assistant to Dr. Professor Allen G. Smajstrla, Ph.D., P.E., elected fellow of the American Society of Agricultural and Biological Engineers and a recognized international expert in irrigation water management and atmosphere-plant-soil-water relations. Practical work experiences ranged from the design and construction of irrigation systems for citrus and vegetables to publishing peer-reviewed research articles on analysis and modelling of precipitation and evapotranspiration processes with relevance to modelling of agricultural crop yield.

Spatial Variability and Assessment of Agricultural Crops.

In 1996 Schmidt served as a consultant to the United States Department of Agriculture (USDA) Foreign Agricultural Service (FAS), Washington, DC, which maintains daily surveillance of agricultural crops and water resources throughout the world. The main goal of the project was stability and security of food crops. This goal was achieved through satellite monitoring and in situ observers. A cloud screening algorithm was developed and implemented for the satellite data processing stream.

Agricultural Hydrology & Remote Sensing Research (HSRL) Lab, Beltsville Agricultural Research Center, ARS, USDA.

HSRL is an applied research unit which specializes in the development of improved methods for predicting water yield, evaluating the impact on resource management practices and assessing the impact of large-scale environmental changes on water resources. The mission of the HSRL is to conduct nationally oriented basic and applied research on water resources and remote sensing concerns related to the production of food and fiber and the conservation of natural resources. Major research areas include: environmental hydrology; hydrological process at the basin and field scale; and remote sensing applications for hydrology.

From 1993 to 1996 Schmidt worked on hydrological modeling efforts, resource management practices and research activities at national and international level. In addition, the position provided an opportunity to study and assist with research in the area of satellite remote sensing for applications in hydrology, specifically, surface temperature, vegetation indexes and evapotranspiration. The goal of the research was to develop algorithms to estimate land surface temperature from remotely sensed satellite and aircraft data. Accurate spatial measurements of surface temperature are essential to coupling atmosphere-land models to characterize plant water use and physiological condition.

Assessment of Agricultural Crop Condition

From December 1993 until January 2004, Schmidt worked on a US government team of scientists and engineers at NASA (Goddard Space Flight Center) in partnership with USDA (Beltsville Agricultural Research Service) and several universities, in developing and implementing satellite remote-sensing

methods to estimate plant temperature and plant evapotranspiration (water use). These methods are used in assessing the physiological condition of agricultural crops and crop water use from local to global scales. This research spawned practical applications and operational methods at USDA Foreign Agricultural Service in monitoring commodity crop conditions, USAID funded Famine Early Warning System (FEWS), and a large applied literature on water-harvesting potential and water-storage requirements for irrigated agriculture across Africa and other regions. This NASA group received the U.S. Department of Interior's W. T. Pecora Group Award for outstanding contributions to understanding the Earth's biology.

Continuing Education

2017 May 3 – Pennsylvania Ground Water Symposium. Groundwater and Drinking Water: Making the Connection. The symposium provided a forum for researchers, students, professionals and educators working in the groundwater field to exchange information and promote protection of groundwater resources throughout the state. Continuing Education Credits = 0.6 CEU.

2016 October 18 - Arava Institute for Environmental Studies - Israel, So you think you have water issues, presented by Dr. Clive Lipchin.
Spring Creek Watershed: The key to a sustainable future. Masterclass on diplomacy and sustainability.

2016 May 13 – Centre County (PA) Conservation District Showcase Tour of Conservation Projects. This tour highlighted the implementation of best management conservation practices to address nonpoint source pollution practices. The audience was composed of elected officials from national, state and local governments.

2015 May 21 – Stormwater Management Issues in the Spring Creek Watershed, Pennsylvania State University. Professional Development Hours = 6 units.

2015 May 6 – Pennsylvania Groundwater Symposium, An unconventional look at Pennsylvania groundwater. The symposium provided a forum for researchers, students, professionals and educators working in the groundwater field to exchange information and promote protection of groundwater resources throughout the state. Professional Development Hours = 6 units.

2015 April 11 – Homeowners Guide to Stormwater Workshop, Agriculture and Environment Center, College of Agriculture, Pennsylvania State University.

2014 March 19 – Stormwater Management-Looking for Innovative Solutions, Spring Creek, It's Tributaries and the Neighboring Watersheds. Centre County Visitors and Convention Center, State College, Pennsylvania.

2014 November 3 – Centre County Watershed Summit, Penn State Agriculture and Environment Center, Pennsylvania State University. The summit facilitated university and community collaboration towards protecting and restoring local watersheds by bringing university and community partners together to share success stories, explore challenges and solutions, and identify research, outreach, implementation and engaged scholarship opportunities.

2014 February 14 – Clean Waters, Healthy Lands, Why it is best to have forests growing along our streams, manure management, agricultural regulations, controlling invasive plants in forested buffers, effects of pesticides in the environment, and CBF's Buffer Bonus Program. Chesapeake Bay Foundation

2013 July 7 – History of Spring Creek Canyon, Bellefonte Art Museum.

2013 June 14 – Well Drilling Summer Conference, Pennsylvania Ground Water Association, Inc. Professional Development Hours = 6.6 units.

2013 March 17 – Earth's Climate is Changing Forum, Environmental Committee, League of Women Voters.

2013 March 16 – Written Manure Management Workshop, Centre County Conservation District, Penns Valley Conservation Association.

2012 September 27 – Waterways and Wetlands Tour. Pennsylvania Association of Conservation Districts, Inc.

2012 August 18 – Forest Landowner Workshop, Conservation Programs and Wildlife Habitat Improvement Practices, Wildlife Management Institute, Headwaters RC&D Council, and the Pennsylvania Association of Conservation Districts.

2012 June 15 - Well Drilling Summer Conference, Pennsylvania Ground Water Association, Inc. Professional Development Hours = 6.6 units.

Computer Science – 2009 Penn State University, University Park, PA

Hydrogeology – 2008 independent reading review from Mr. Yuriy I. Neboga, Professional Geologist, PA DEP, Watershed Management Program

Farm nutrient management workshop – Fall 2008 PA Department of Agriculture and Penn State Univ. faculty.

Workshops, short courses and seminars at NASA Goddard Space Flight Center, USDA Beltsville Agricultural Research Center and University of Maryland in Earth System Science including Climate Change, bio-geo-chemical cycles, carbon sequestration, biological systems, ocean and land plant processes. 1993 to 2004

Education

Ph.D. U of Florida, Dept. of Agricultural & Biological Engineering - land & water engineering.
M.S. U of Alaska, Institute of Marine Science – river, estuarine, coastal physical oceanography.
B.E.S. Johns Hopkins University–Engineering Science - hydraulics / fluid mechanics.

VOLUNTEER APPLICATION
Borough of Bellefonte



Date Received (office): 1/10/2024

STEP 1: APPLICANT INFORMATION

Name: Michael Scott

Address: 1081 Nilson Road, Bellefonte, PA 16823	Contact: (phone, email) (814)933-7368 Michael.scott@specfu.org
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Are you a resident of Bellefonte Borough? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes, for how many years? 9	Voting Ward (circle): NORTH SOUTH WEST
---	---	--

Have you ever been or are currently an elected or appointed official? If yes, please provide of position and duties involved:

Current member of BAIDA

ABC(s) that you are interested in being appointed to:
 Bellefonte Area Industrial Development Authority

Special skills that you have which related to the ABC applied for:
 Twenty years (20) in the banking industry.

Please list any relatives or relationships you may have with any current member of a Bellefonte Authority, Board or Commission. FYI, our nepotism policy states: “[Our] prohibition [on hiring] shall not apply to employment in a temporary, seasonal position, nor to internships or volunteer work, as long as there is no direct or indirect supervisor/subordinate relationship between the relative or individual involved in a personal relationship with an employee or a personal relationship with an independent contractor of the Borough.” (You can find a complete copy of Bellefonte’s nepotism policy on the Borough’s website.)

None

STEP 4. ADDITIONAL INFORMATION


Other information that may be relevant in requesting appointment to the ABC(s):

None

Are you attaching any other relevant information, such as a CV/resume, references (OPTIONAL)
 YES NO

Signature of Applicant <i>Michael Scott</i>	Date 1/9/2024
---	-------------------------

Memo

To: COUNCIL
From: Don Holderman 
Date: 1/16/24
Re: Administrative Report

1. I placed a letter in your packet dated December 21, 2023 that was drafted by CATA. We did not receive the letter until Tuesday, January 9th after a discussion I had with Lori Miller at another unrelated meeting. This letter outlines CATA's budget request for the Borough for their 2024/2025 budget and is asking for approximately \$247,903.00, a \$222,533 increase over last year to maintain the same level of service. The letter provides all of their backup documentation. Representative from Spring and Benner Townships/Centre County Transportation, myself and CATA representative met at Spring Township on 1/10/2024. Dave Rishel, the new CATA Executive Director pretty much laid out all of the reasons and rationale for the significant increases. Essentially, should Benner and Spring Township decide to stay in with CATA at their current rate, along with Bellefonte Borough, we will be purchasing hours of time. For example, the current budgeted amount would perhaps get us two hours of CATAGO and CATA Ride in the AM and two hours in the PM instead of the all-day service we currently have. CATA is planning a Public Hearing in Bellefonte in Council Chambers in the Armory Building for Wednesday, January 24, 2024. Options in addition to purchasing hours of service included possibly leasing two-to-three of CATA's older vans for \$1 dollar and running the service ourselves (I stated that is not the business the Borough is in); increase fares, etc. Borough Council will need to make a decision on service level/budget at our first meeting in February, the same time Spring and Benner will be making their decision. I've provided the letter and a brief set of slides that CATA handed out at our meeting and can certainly try to answer any questions regarding the meeting.
2. C-NET had a Board of Director meeting on Tuesday, January 9th. I've included some information from the packet that pertains to Bellefonte Borough such as the Borough's Program/Bulletin Board Usage numbers compared to other members; and the C-NET Programming Report reflecting the number of people who connect via You-Tube and "it" on-line. As noted, there is no way to tabulate the number of people who view the meetings on television.
3. The Bellefonte Area Industrial Authority held their re-organization meeting Wednesday, January 10, 2024. The Officers include Matt Hill, Chairman; Frank

4. Halderman, Vice Chairman, Greg Wendt, Treasurer; and Don Holderman, Secretary.
5. The Parkview Heights Stormwater Project has started and the Contractor (John Claar Construction) is making good progress.
6. I had an initial meeting with WMF to discuss the Governor's Park Baseball Field projects and to kick-off the design of the Batting Cage.
7. TreePA is advertising a grant program for bare root trees. I initiated a preliminary application for the purchase of 20 trees for planting in April. Should we get approved through the initial phase, we will be asked to submit another application by NLT January 29th. The trees come from Schictels Nursery, where we have been obtaining the last few rounds of trees, will be free to the Borough. The plan is to replace approximately ten (10) downtown trees that have been removed with Linden Trees and also to have another ten (10) Maple trees for the residents. I will be taking names, addresses and phone numbers of interested residents should we be awarded the grant.
8. We have an Design Field View meeting with our Engineer and PennDOT scheduled for the 18th. This is in relation to the Streetscape Phase II planned to go out for bid in April.
9. We placed the Borough's logo on two of our vehicles and continue to work with Winward Signs to place it on our vehicles a little at a time (see photo)
10. We still haven't received the parking meters for the EV Charging Stations. They were ordered last fall and due in December. At this point, we can not get an answer to when we will receive them.
11. Ralph and I will both be out of the office on Friday, January 26th as we will be teaching the New Member Orientation Course for PSAB that weekend.



December 21, 2023

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

Mr. Stewart,

As a follow-up to our emails this week between Mr. Holderman and CATA, I wanted to provide you with some ridership and cost information for our current CATAGO and CATARide service in the Bellefonte area. We had hoped to talk with you about this service earlier in the Fall, but we did not because of related conversations we have been having with Spring Township. As you are aware, Spring Township notified CATA earlier this year of their intention to leave the CATA system as of June 30, 2024. Because CATA service in your area flows between Bellefonte and the Townships of Spring and Benner, Spring's departure from the system would have a significant effect on all of our ridership in the area, and we wanted to get a sense of the magnitude of any potential change before we talked with you about service in your area. As of this week, Spring Township has reaffirmed their intention to leave the CATA system, though they have recently asked to talk with us again in January. Because we understand that your budget year will begin in January, we felt we could no longer wait for a final resolution of the question of service in Spring, so I am reaching out to you now to talk about Bellefonte's service.

We have attached what we call a "heat map" of the most common origins and destinations beginning and ending within the three-municipality service area (Spring and Benner Townships and Bellefonte Borough). As you can see from these maps, a good deal of the travel in the Township involves residents traveling to destinations within the three municipalities. As you might imagine, this is a natural and common phenomenon since businesses, professional service locations, and people's social connections generally do not conform to political boundaries at the community level. During FY 2023, CATAGO provided 38,826 trips in and around Bellefonte. Though not depicted on this map, we also provided 2,274 CATARide trips last year to passengers with disabilities, which brings a total of 41,100 trips provided in and around Bellefonte FY 2023.

Please also note that our information about completed trips does not identify the purpose of the trips, nor does it identify trip origins or destinations by name because these services are non-fixed route demand-responsive in nature. Public transit services are required to provide equal access to eligible passengers for any type of trip to any location in our service area, so we simply can't identify things like trips to a doctor vs. a trip where a passenger was visiting a friend. We are not permitted to prioritize our service for any reason, so we have no way to count or classify trips based on the type or purpose of the trip.

It is worth pointing out that the number of trips being provided to the Bellefonte, Spring, and Benner Township region has vastly exceeded our original models and estimates. In 2019, when CATA

first considered piloting CATAGO service, we were searching for a means to supplement and more efficiently assign existing resources. We worked with our software provider (Transloc) and its parent organization (the Ford Motor Company) to analyze our past ridership, community population, and other factors to estimate how many people would ride this new service. Based on these models, we anticipated a need for 2-3 CATAGO vans to meet projected demand for the entire three-municipality area. Since 2020, demand for this service has exploded, and we now operate 5 and sometimes 6 CATAGO vehicles in this region, with demand continuing to grow. It is very clear that there is a higher demand for some type of flexible public transportation service in this area than we ever imagined.

In addition to ridership, we also wanted to report on the costs of these services, which have become substantial. Our corresponding fully allocated cost to provide CATARide and CATAGO service to the Bellefonte area in FY 2023 was \$671,934. The fares collected for this service were \$58,651, and Bellefonte Borough contributed \$25,370 as a local match to receive State and Federal subsidies. The subsidies made available by that match offset another \$365,400 of these costs, leaving a remaining balance uncovered of \$222,533, or about \$5.41 per trip. In FY 2023, this deficit was absorbed by CATA. There will be a similar deficit in FY 2024, but we cannot continue to subsidize these shortfalls. We recognize that the cost increase to this service may come as a surprise, but these costs are proportionate to the high levels of service being provided. With the stunning growth of service in the region, Bellefonte's current contribution of \$25,370 last year only amounted to \$0.62 of the cost of each trip. The additional \$5.41 per trip required for this service is still an excellent value to the Borough since the total cost of each trip would be just over \$6.00, which is far less than similar service could be purchased elsewhere.

As we noted at the beginning of this letter, it is likely that the level of service we have been providing to Spring Township will be reduced and could be entirely eliminated. This would have a significant impact on the service provided to Bellefonte residents who will no longer be able to travel to Spring Township. Though we had hoped to be able to define and quantify this potential reduction, we cannot because our dialogue with Spring Township is ongoing.

For CATA to continue providing service to Bellefonte, we must ensure that all costs of providing this service are fully covered. This coverage can be from any revenue sources the Borough wishes to identify and leverage. On a related matter, we have implemented a new, more efficient software system to manage our CATAGO service that should enable us to operate with greater cost efficiency in the coming years. We believe that this new software can help us refine our operating practices and provide CATAGO (and possibly equivalent CATARide services) in a less expensive manner, but we cannot yet quantify any savings. Because both CATAGO and CATARide are services that are provided by our contractor "by the unit" (by hour for CATAGO and by trip for CATARide), we can modulate the amount of these services to meet the financial needs of the Borough. Given the flexibility we have to regulate the amount of service we provide, we are confident that we can craft a package that will enable us to continue to serve Bellefonte Borough.

To provide some background concerning our financial approach to our service in the Bellefonte area, allow me to put this into the context of our Governance requirements. CATA is established as a public Authority and is governed by Articles of Agreement that define how we must operate. CATA was created by the Borough of State College and the Municipalities of Patton, College, Ferguson, and Harris, which make up the Centre Region. Our primary legal responsibility is to provide transportation services to our member Municipalities here in the Centre Region. Our Articles of Agreement also permit the Authority to provide additional transit services, under contract, to other municipalities that are

not part of the Authority. The conditions for such contracted services are defined by this excerpt from our Articles of Agreement:

EXTENSION OF SERVICE TO NONPARTICIPATING MUNICIPALITIES

4. The Authority, by majority vote of the Board, may extend public transportation services to municipalities outside of the Centre Region on a contract basis. This contract must provide for full cost recovery of both capital and operating expenses less any applicable user revenue, state, and federal assistance. Levels of service, fares, and other characteristics of the service will be set forth in the contract.

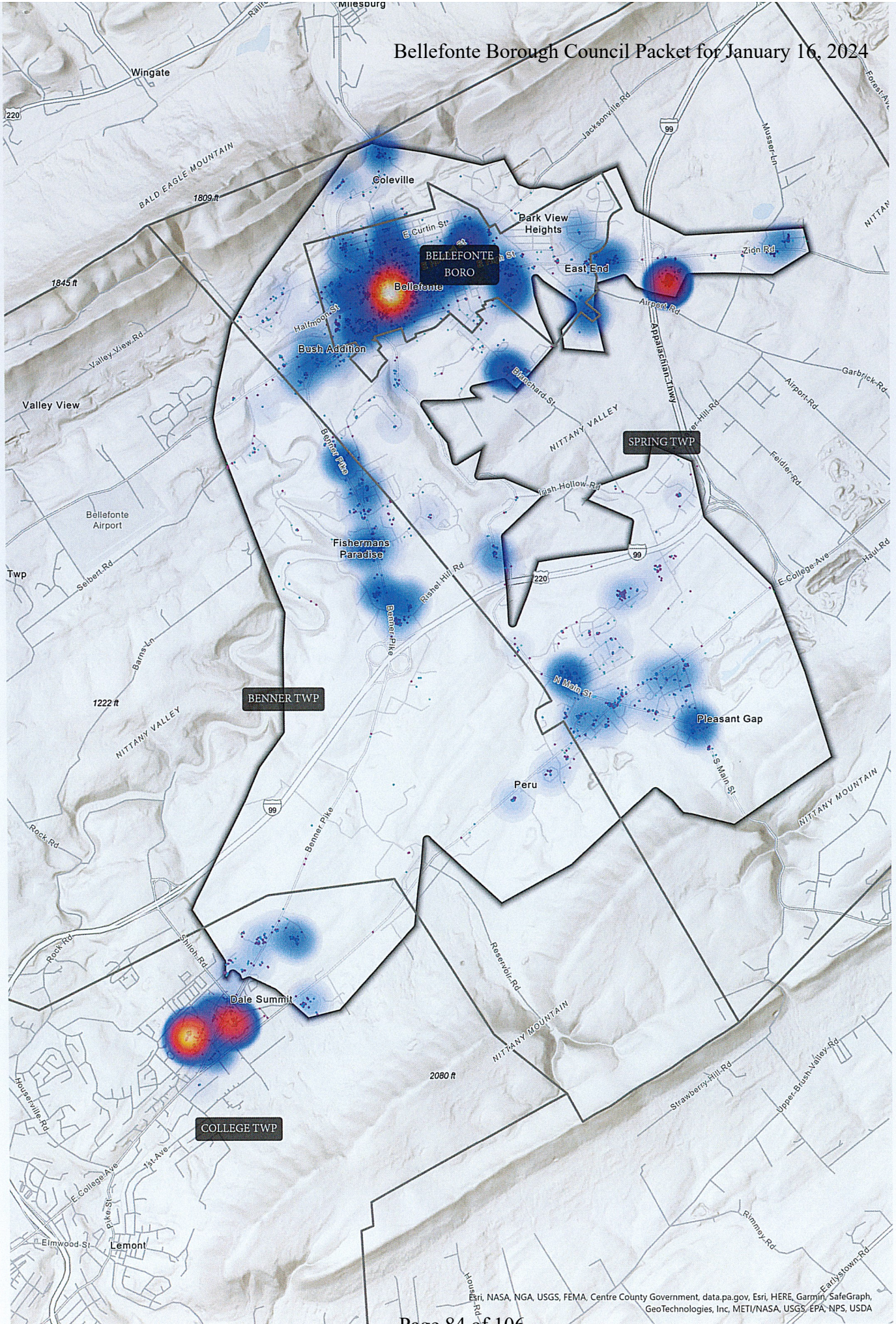
As you can see from our Articles of Agreement, the costs of providing services to our contracted municipalities must be fully covered by the combination of subsidy, fares, and the financial contribution of Bellefonte Borough.

We are committed to work with the Borough to find a solution to this funding challenge that will keep some level of CATA service operating in the region. We are confident that by crafting a service package to maximize our efficiency while tailoring our operating approach and scale to match the Borough's financial requirements, we can find a way to continue serving the residents of Bellefonte Borough and the broader area. I look forward to further discussions at your convenience. Feel free to call me with any questions or to discuss the next steps of this process.

Sincerely,

David R. Rishel

David Rishel



Esri, NASA, NGA, USGS, FEMA, Centre County Government, data.pa.gov, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

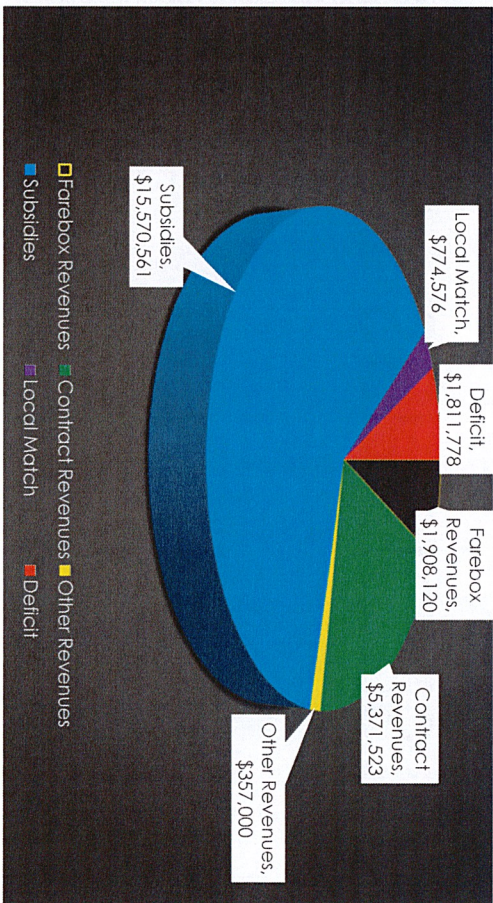
CATA
CONTRACT SERVICES
FUNDING OPTIONS

CATA FY 23/24 BUDGET

CATA's Cost Per Revenue Hour

- CATABUS - \$117.98
- CATARIDE - \$76.81
- CATA GO - \$68.11
- CATA Commute - \$68.11

Expenses \$25,793,558 Revenue Breakdown



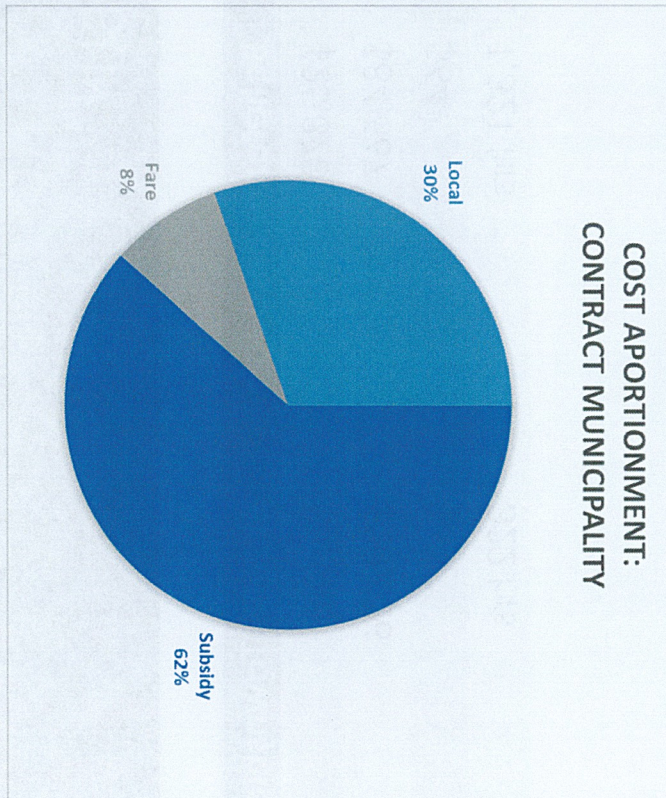
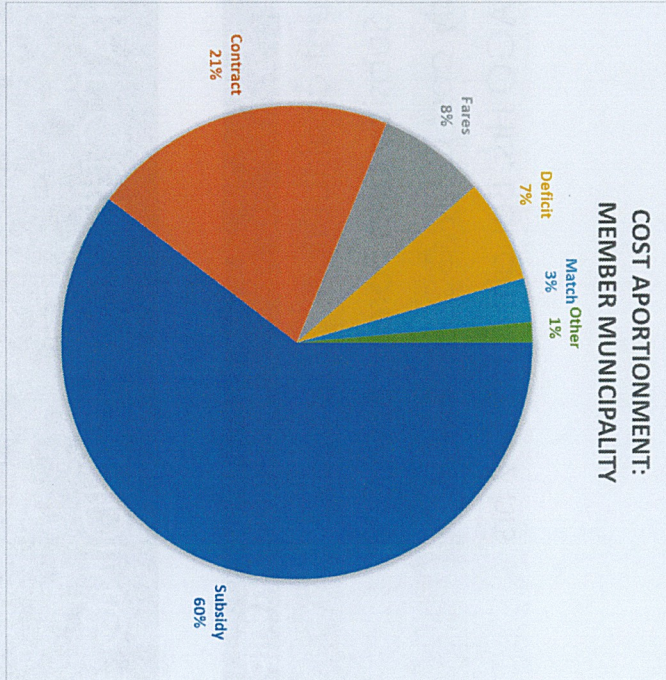
FEDERAL OPERATING ASSISTANCE

- 5307 Capital Funding ~\$2-2.5 million annually
 - Systems with <100 vehicles in any mode may use this as Operating assistance
 - Based on population of service area and population density
- 5307 Small Transit Intensive Cities (STIC) additional assistance ~\$3.3-3.5 million
 - Based on service levels and efficiencies in 6 categories of fixed route service
 - CATA is the only small PA system that meets all 6

STATE OPERATING ASSISTANCE

- PA Act 44 Funding Operating Assistance
 - Sources: Turnpike, PIAF, Bond Funds, Lottery, Motor Vehicle Licenses
 - Allocated by state ("black box" process) based on
 - Never less than prior year
 - Consider: ridership, Seniors, Revenue Miles and Hours and CATA 5-year targets
 - Increases based on money available and PennDOT determination
 - Notified ~ March each year
 - Local Match requirement Default 15%

MEMBER VS. CONTRACT



WHAT CURRENT FUNDING WILL BUY ...

	Spring Township	Bellefonte Borough	Benner Township
Current contribution	\$30,322	\$25,370	\$6,188
Add Subsidy and Fares	\$101,073	\$84,567	\$20,626
Hourly cost CATAGO	\$64	\$64	\$64
CATAGO Hrs. Bought	1,579 hrs	1,321 hrs	322 hrs

WHAT WE CAN DO WITH CURRENT FUNDING LEVELS

- CATAGO Only
 - Monday to Friday ~250 days a year
 - ~2 hours in the AM and ~2 hours in the PM
 - 1,000 hours per vehicle
 - 3,222 hours will give us ~3 vehicles each weekday for 4 hours
 - Must also account for deadhead

SUGGESTED NEW APPROACHES

- Phase-out CATARide in SBB
 - Passengers can be served by CATAGO (100% accessible)
- Modify service hours/coverage
- “Rally Point” pickup grouping
 - Advanced reservation only (?)
- Modest fare increase could increase hours

BELLEFONTE SPECIFIC

- Consider a circulator within the Borough
- CATIA operated will cost ~\$140/hour
- If other operator, CATIA could provide 2-3 vans/cutaways
 - Lease \$1/year

**C-NET Online Programming Report
4th Quarter 2023
Programs published online between
September 20, 2023 and December 20, 2023**

**PROGRAMS RECEIVING HIGHEST NUMBER OF HITS IN 4th QUARTER 2023
“TOP TEN LIST”**

MEETING/EVENT	# OF HITS
Candidate Interview with Amy Bader for SCASD	124
12/18 State College Borough Council	123
Candidate Interview with Barry Fenchak, SCASD	116
Candidate Interview with Michelle Young, SCASD	116
Candidate Interview with Nathan Bish, SCASD	115
Centre County League of Women Voters’ Night #1	115
Centre County League of Women Voters’ Night #2	113
11/1 Hankin Distinguished Lecture	113
12/4 State College Borough Council	112
11/20 State College Borough Council	110

BELLEFONTE AREA SCHOOL DISTRICT

DATE/EVENT	# OF HITS ON CNET1.ORG	# of HITS ON YOUTUBE (IF APPLICABLE)
10/3 Board of School Directors	50	
10/17 Board of School Directors	39	
11/1 Board of School Directors	99	
11/14 Board of School Directors	61	
12/5 Board of School Directors	67	
12/14 Board of School Directors Special Meeting	52	
12/7 BASD Elementary and Middle School Concert	85	

BELLEFONTE BOROUGH

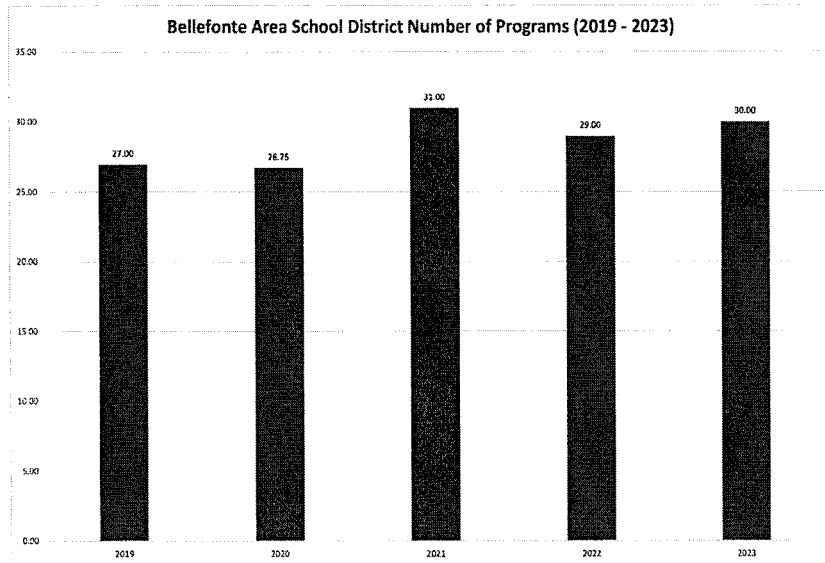
MEETING DATE	# OF HITS ON CNET1.ORG	# OF HITS ON YOUTUBE (IF APPLICABLE)
10/2 Council	56	118
10/16 Council	57	91
11/6 Council	61	112
11/20 Council	47	66
12/4 Council	54	94
12/18 Council	65	N/A

Combined Program and Bulletin Board Usage
2019 - 2023

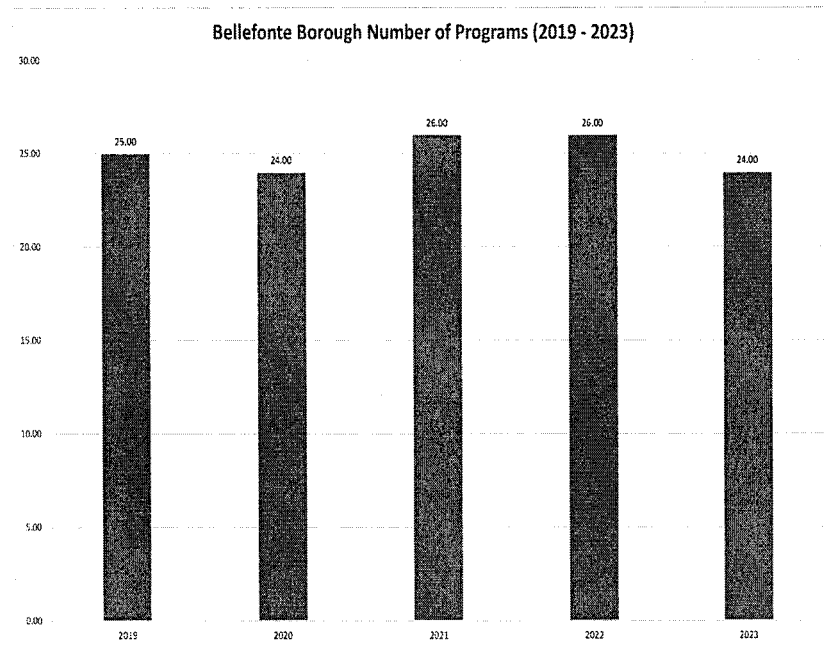
	2019	2020	2021	2022	2023	# of Programs (2019 - 2023)	% of Programming (2019 - 2023)
Bellefonte Area School District	27.00	26.75	31.00	29.00	30.00	143.75	5.50%
Bellefonte Borough	25.00	24.00	26.00	26.00	24.00	125.00	4.78%
Centre County Government	63.50	64.00	66.75	65.20	63.80	323.25	12.37%
Centre Region COG	30.70	35.35	32.50	28.10	24.90	151.55	5.80%
Centre Region Parks and Recreation Authority	11.10	10.00	13.00	15.95	17.20	67.25	2.57%
College Township	48.80	48.90	50.20	53.30	47.45	248.65	9.52%
Ferguson Township	49.10	49.05	50.70	52.30	54.40	255.55	9.78%
Halfmoon Township	30.50	25.20	18.70	25.50	14.00	113.90	4.36%
Harris Township	26.95	26.65	28.70	31.20	31.60	145.10	5.55%
Patton Township	42.95	43.75	44.50	39.10	41.30	211.60	8.10%
Penn State University	16.50	14.75	12.00	17.00	17.30	77.55	2.97%
Schlow Centre Region Library	8.90	2.00	2.25	5.00	6.60	24.75	0.95%
State College Area School District	50.20	45.35	49.40	38.00	38.00	220.95	8.46%
State College Borough	67.90	76.65	80.05	89.20	80.40	394.20	15.09%
State College Borough Water Authority	12.60	12.20	13.20	13.40	12.30	63.70	2.44%
University Area Joint Authority	0.00	10.00	12.00	12.00	12.00	46.00	1.76%
TOTALS	511.70	514.60	530.95	540.25	515.25	2612.75	100.00%

C-NET Member Programming 2019-2023

Includes Sponsored Programs and Bulletin Board Messages

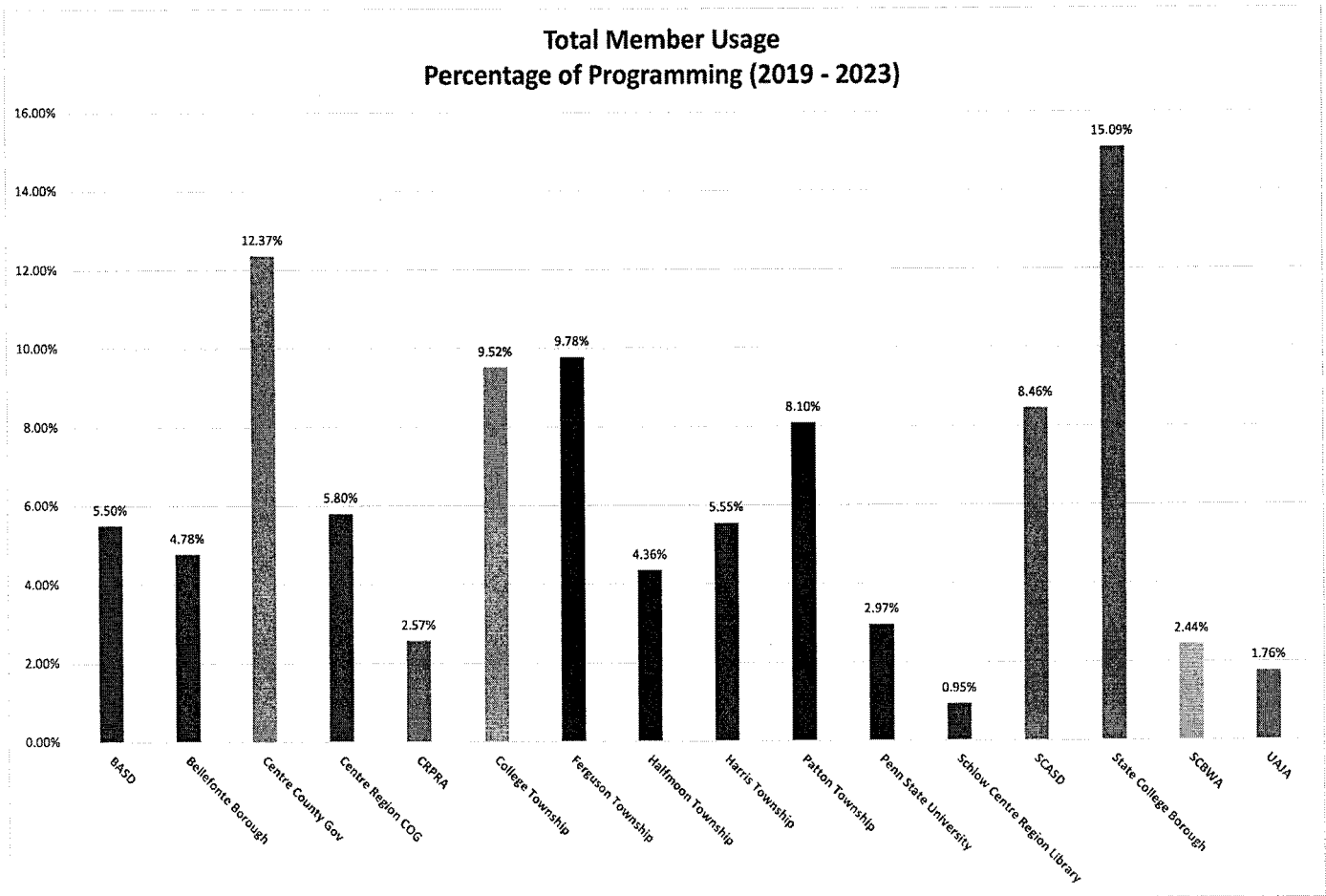


The Bellefonte Area School District sponsors the meetings of the Bellefonte Area Board of School Directors, along with district concerts, sporting events, Awards and Appreciation Night, Commencement, and occasional other programs. The District does not routinely sponsor any Bulletin Board messages.



Bellefonte Borough sponsors the regular meetings and work sessions of the Bellefonte Borough Council. The meetings and work sessions generally take place on the same night. The Borough also sponsors occasional meetings of the Spring Creek Watershed Commission.

The Borough does not routinely sponsor any Bulletin Board messages.





MEMORANDUM

TO: COUNCIL

FROM: ALYSSA DOHERTY

SUBJECT: NEW BUSINESS—RIFF RAFF WEEK, COMMUNITY
YARD SALE, HALLOWEEN, AND
HOLIDAY PARKING

DATE: January 11, 2024

Penn State Spring Graduation is tentatively scheduled for May 3-5, 2024, and Memorial Day is Monday, May 27, 2024.

Suggested Yard Sale Date:

Yard Sale Dates: May 10 & 11, 2024

Riff Raff: May 13-17, 2024

Halloween is Thursday, October 31, 2024 6:00pm-8pm.

Thanksgiving is Thursday, November 28, 2024.

Suggested Holiday Parking beginning on Friday, November 29, 2024
- Wednesday, January 1, 2025.



CERTIFICATE FOR PAYMENT

Date of Issuance: 01/10/2024 **Project No.:** BLFNT22001 **Contract No.:** 2023-01

Project: Parkview Heights Stormwater Management **Certificate No.:** 1

Contractor: John Claar Excavating, Inc.

Address: 1142 Pine Creek Road, Woodward, PA, 16882-8303

For Period:

From: 12/02/2023

To: 01/05/2024

To: Bellefonte Borough OWNER

In accordance with the subject contract and the attached Application For Payment named contractor is entitled to payment in the amount stipulated below.


The present status of the account for the subject contract is as follows:

In providing this information as to the status of construction, Pennoni Associates and the municipality make no representations (except where expressly stated herein to the contrary) as to the final quality of the construction to date; its final conformance with applicable plans, specifications or municipal requirements; its ability to pass any final applicable test requirements, or the cost or degree of future work, which will be required to complete the work to conform with final applicable requirements. Pennoni Associates and the municipality expressly disclaim and all liability for claims or damages arising from any construction deficiencies hereafter discovered before final approval.

ORIGINAL CONTRACT SUM	\$261,495.00
Change Orders	
Total Additions	\$0.00
Sub Total	\$261,495.00
Total Deductions	\$0.00
TOTAL CONTRACT TO DATE	\$261,495.00
Balance to Finish	\$181,560.64
TOTAL COMPLETED TO DATE	\$79,915.96
Materials Stored	\$8,900.00
Total Completed & Stored	\$88,815.96
Less <u>10%</u> Retainage	\$8,881.60
Total Earned Less Retainage	\$79,934.36
Less Previous Payments	\$0.00
THIS CERTIFICATE	\$79,934.36

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the owner or contractor under their contract.

ENGINEER: Pennoni Associates Inc. DATE: 01/10/2024

BY: Shep Hoehling 

OWNER'S ACCEPTANCE

OWNER: Bellefonte Borough DATE: _____

BY: _____



Contractor's Application for Payment No.

1

Application Period		Through 1-05-24	Application Date:		1/10/2024
To	Bellefonte Borough	From (Contractor):	John Claar Excavating, Inc.	Via	Pennoni Associates, Inc.
Project:	Bellefonte - Parkview Heights Stormwater Poject	Contract:	Bellefonte - Parkview Heights Stormwater Project	Attention:	Shep Hoehling
Contractor's Project		N/A	Engineer's Project No.:		BLFNT22001

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS NET CHANGE BY	\$0.00	\$0.00
		\$0.00

1. ORIGINAL CONTRACT PRICE.....	\$	261,495.00
2. Net change by Change Orders.....	\$	-
3. Current Contract Price (Line 1 ± 2).....	\$	261,495.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	88,815.96
5. RETAINAGE:		
a. 10.00% Work Completed.....	\$	7,991.60
b. 10.00% Material Stored.....	\$	890.00
c. Total Retainage (Line 5.a + Line 5b.).....	\$	8,881.60
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	79,934.36
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	-
8. AMOUNT DUE THIS APPLICATION.....	\$	79,934.36
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5c. above).....	\$	181,560.64

Contractor's Certification
 The undersigned Contractor certifies that to the best of its knowledge, the following:
 (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
 (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and
 (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 1/10/24

Payment of: \$ 79,934.36
 (Line 8 or other - attach explanation of the other amount)

is recommended by: _____ (Engineer) _____ (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Progress Estimate - Lump Sum Work FORM C-00 62 76

Contractor's Application

For (Contract): Bellefonte - Parkview Heights Stormwater Project				Application Number 1					
Application Period: Through 1/05/24				Application Date: 1/10/2024					
		Work Completed			E	F		G	H
	A	B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)	Retainage
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+E)	This Period					
1	Mobilization	\$ 26,471.47	\$ -	\$ 26,471.47	\$ -	\$ 26,471.47	100.00%	\$ -	\$ 2,647.15
2	E&S Controls	\$ 17,509.50	\$ -	\$ 5,836.50	\$ -	\$ 5,836.50	33.33%	\$ 11,673.00	\$ 583.65
3	Tree Removal/Clearing and Grubbing	\$ 23,794.56	\$ -	\$ 12,250.00	\$ -	\$ 12,250.00	51.48%	\$ 11,544.56	\$ 1,225.00
4	Swale 2 Construction	\$ 40,245.71	\$ -	\$ 35,357.99	\$ -	\$ 35,357.99	87.86%	\$ 4,887.72	\$ 3,535.80
5	Swale 3 Construction	\$ 27,766.42	\$ -		\$ -	\$ -	0.00%	\$ 27,766.42	\$ -
6	Swale 4 Construction	\$ 25,582.54	\$ -		\$ -	\$ -	0.00%	\$ 25,582.54	\$ -
7	Pipe Installation	\$ 26,284.80	\$ -		\$ 8,900.00	\$ 8,900.00	33.86%	\$ 17,384.80	\$ 890.00
8	Headwall Installation	\$ 16,084.32	\$ -		\$ -	\$ -	0.00%	\$ 16,084.32	\$ -
9	Paving	\$ 40,196.75	\$ -		\$ -	\$ -	0.00%	\$ 40,196.75	\$ -
10	Cleanup, Restoration, and Seeding	\$ 17,558.93	\$ -		\$ -	\$ -	0.00%	\$ 17,558.93	\$ -
Totals		\$ 261,495.00	\$ -	\$ 79,915.96	\$ 8,900.00	\$ 88,815.96		\$ 172,679.04	\$ 8,881.60

PENCIL

ORDINANCE NO. _____

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, COUNTY OF CENTRE, PENNSYLVANIA, AUTHORIZING THE LOGAN FIRE COMPANY NO.1 AND UNDINE FIRE COMPANY NO. 2 TO REMIT INVOICES TO INSURANCE CARRIERS FOR SERVICES RENDERED BY THE LOGAN FIRE COMPANY NO.1 AND UNDINE FIRE COMPANY NO. 2

WHEREAS, the Borough of Bellefonte, Council has determined that the Logan Fire Company No. 1 and Undine Fire Company No. 2, herein referred to as Bellefonte Fire Department, must have the ability to render fees for services provided to help defray the costs associated with providing such services.

WHEREAS, the Borough of Bellefonte is authorized by law and under the Hazardous Materials Emergency Planning and Response Act, 35 P.S. § 6022.201.

NOW THEREFORE, BE IT ENACTED AND ORDAINED by the Council of Borough of Bellefonte, and it is hereby enacted and ordained by and with the authority of same as follows:

Section 1. Bellefonte Fire Department shall have the authority and ability to obtain insurance information, from the individuals, businesses, and institutions who receive services of the Fire Department, for the purpose of billing for the same.

Section 2. Bellefonte Fire Department shall obtain the appropriate insurance information for the purpose of billing for said services related to, but not limited to, vehicle accidents, rescues, structural fires, vehicle fires, and hazardous materials spills.

Section 3. It is further provided that the Bellefonte Fire Department or third-party billing service, as an authorized agent, is hereby authorized to seek reimbursement from the appropriate insurance company/carrier's policy limits. It is further provided that the said Bellefonte Fire Department shall not bill the individuals or entities directly for any services rendered except in the case of an intentional false alarm of a fire that was intentionally set and for which insurance coverage is not available.

Section 4. Is it is hereby provided further that the Borough of Bellefonte and its authorized representatives are hereby authorized to assist Logan Fire Company No. 1 and Undine Fire Company No. 2, in receiving reimbursement for the collection of any amounts due to the Bellefonte Fire Department pursuant to its rendering public services as set forth above; and in particular, for appropriate reimbursement for any extraordinary services, including but not limited to abatement and disposition of hazardous materials, spills or the threat of spills of toxic chemicals, utility line breaks and leakages, or other imminent or received or possible threat to the health, safety or welfare of the Borough residents. This authorization shall include enforcement by the Borough by civil action, for the collection of any amounts due hereunder, including attorney fees or other relief that may be appropriate.

Section 5. That provisions of this Ordinance are severable. If any part of this Ordinance is declared to be unconstitutional, illegal, or invalid, the validity of the remaining provisions shall be unaffected thereby. Borough of Bellefonte Council intends that this Ordinance would have been adopted, had such unconstitutional, illegal, or invalid part not been included herein.

Section 6. Effective date. This Ordinance shall take effect upon adoption and publication according to law.

DULY ENACTED AND ORDAINED this ____ day of _____, 2024, by the Council of the Borough of Bellefonte, Centre County, Pennsylvania, in lawful session duly assembled.

ATTEST:

BOROUGH OF BELLEFONTE,
Centre County, Pennsylvania

Borough Secretary

Borough President

DRAFT

2024 Goals - Action Items

Goal - Discussion - Action Items	Date Listed	Pending	Completed	Notes
Aging water & sewer mains - replace	01.09.2023	X		
All Elected Officials attend at least one of the two annual Borough Association conferences	01.01.2024	X		
Authority - Big Spring Cover Design	01.03.2022	X		progressing
Bag and sell compost at the Musser Lane compost facility	01.03.2022	X		
Borough Priority Budgeting	01.01.2022	X		Continue to implement
Borough website design upgrades	01.01.2024	X		
Budget Enhancement process with Fire Executive Board	01.09.2023	X		
Consider a dog park for Bellefonte	01.01.2024	x		
Consider Year-End Holiday Open-House	01.01.2024	X		
Continue to add stamped crosswalks in the downtown	01.01.2024	X		
Continue to automate WWTP operations with the goal of reducing the need for third shift	01.01.2024	X		
Contract for reconstruction of the downtown streetlighting	01.01.2024	X		
Coordinate/Plan transition of staff to Armory Building/relocation of Police offices	01.01.2024	X		
Create loading zone/regulations on Spring near West Bishop	01.01.2024	X		
Determine lighting for crosswalks and find grant funding if possible	01.01.2024	X		
Determine with Public Works how to better remove snow in Talleyrand Park & Waterfront steps	01.01.2024	X		
Develop and adopt an expense policy and reimbursement policy for conferences for elected officials	01.01.2024	X		Work Session: 1/16/2024
Develop Assest Management and Captial Improvement Plan	01.01.2024	X		
Elected Officials attend at least 1 Annual Borough Assoc. Conference	01.09.2023	X		
Electronic archival of Borough Maps	01.09.2023	X		Working to get PSU volunteer
Finalize Transfer of Potter Street Property from SEDA-COG Railroad	01.01.2024	X		
Governor's Park-Batting Cages ans rehabilitate the upper restrooms	01.01.2024	X		
Grind all stumps in ROW	01.09.2023	X		Utilize new stump grinder
Implement Borough Logo on Vehicles	01.01.2024	X		

Implement Event Guideline Form and establish costs for Borough staff preparation for events	01.01.2024	X	Bellefonte Borough Council Packet for January 16, 2024
Logan branch raceway cut off permit and project in 2024	01.01.2024	X	
New Borough Logo on Vehicles	01.09.2023	X	Windward Signs has begun working on adding the Logo to Borough vehicles
Open House for recognizing retirees	01.01.2024	X	
Parkview Heights Stormwater Project	01.01.2024	X	
Police department renovations	04.04.2022	X	progressing
Promote LERTA Program	01.09.2023	X	
Remove all stumps at Governor's Park	01.01.2024	X	
Replace aged Streetlight poles on Allegheny & W. Linn	01.09.2023	X	
Replace/rehabilitate aging infrastructure	01.01.2024	X	
S. Spring/W. Bishop Streetscape project	01.03.2022	X	Work to begin October 2023
Select engineer to begin design of the suspension bridge (Talleyrand Park) rehabilitation	01.01.2024	X	
Sewer Lines-reduce infiltration	01.09.2023	X	Camera work/ Repair
Snow Removal in Talleyrand Park & Waterfront Steps	01.01.2024	X	Determine removal
Spring Street Streetscape Project Phase 2	01.01.2024	X	
Sprinkler/Elevator Installation in Armory Building. ADA access	12.01.2022	X	Armory Property Committee meeting regularly. Ongoing
Stamped Crosswalks in Downtown	01.09.2023	X	Trought commercial district
Stoplight at Zion Road/Parkview Blvd	01.01.2024	X	
Transfer of Potter St Property	01.01.2024	X	Finalize Transfer with SEDA-COG Railroad
update Police Policy and Procedures	01.01.2024	X	
Utilize new stump grinder to grind all stumps in the ROW	01.01.2024	X	
Wastewater treatment plant stream bank restoration project permit in 2023 project completion 2024	01.01.2024	X	
Wayfinding - entrance signage, Kiosk	01.09.2023	X	Waiting on funding
Work with Fire Executive Board/Advise on budget enhancement process	01.01.2024	X	
Zion Road Stop Light	01.09.2023	X	Need to hire engineer for design