



HISTORIC
Bellefonte™
Est. 1795

**7:00 PM Executive Session – Grievance Hearing/WWTP Related
Small Conference Room, 301 N. Spring St. 1st Floor**

Council Business Meeting

AGENDA

**7:30 PM Tuesday, February 20th, 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)

Governors Park Baseball Field Hourly rate request. Council may take action.
Stoney Batter and Pine Street (SR 144) Speed Study results. FYI. No council action is 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.

<i>General</i>	Council Meeting Minutes February 5, 2024
<i>Finance</i>	Stover McGlaughlin Invoice February 2024

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

VIII. REPORTS

Elected Official and Staff Reports		
<i>Please limit all reports/rebuttals/deliberations to three minutes maximum.</i>		
DEPARTMENT	OFFICIAL/ STAFF	REPORT
Mayor ➤ School Resource Officer Appreciation Day Proclamation	Mayor Johnson	Submitted
Police ➤ December 2023 & January 2024 Report ➤ Parking Enforcement and Animal Control January 2024 Report	Chief Weaver	Submitted
Parking ➤ Parking Report for January 2024	Ms. McCullough	Submitted
Office of Community Affairs (OCA) ➤ Public Meeting for the Bellefonte Historic Design Guidelines , to be held February 27, 2024, from 8:30 – 10:00 a.m. at Bellefonte Springboard, located at 221 W. High Street, Suite 1300. (Enter from the Spring Street side, across from Pizza Mia.) ➤ See memo for information on the Fire Department review of the Bellefonte Elementary Land Development Plan.	Ms. Thompson	Submitted
Nuisance Codes	Mr. Barr	
Borough Manager	Mr. Stewart	Submitted

Liaison Reports		
<i>Reports will 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</i>		
ADMINISTRATIVE	LIAISON	REPORT
Bandshell/Performance Center Project Committee	Mr. Holderman	
Bellefonte Area Industrial Development Authority (BAIDA)	Mr. Holderman	Submitted
Bellefonte Emergency Medical Services	Mr. Rhoat	Submitted
Bellefonte Intervalley Chamber of Commerce	Ms. Brooks	Submitted
Bellefonte Police Pension Board	Mr. Stewart	
Centre County 2024 Solar & EV Charger Co-Op	Ms. Brooks	
Centre County Boroughs Association	Ms. Dann	
Centre County Government	Mr. Stewart	
CNET Board of Directors	Mr. Holderman	
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	Memo
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	
Nittany Valley Joint Planning Commission	Mr. D. Johnson	
Spring Creek Watershed Commission	Mr. Brachbill	
SPECIAL COMMITTEES / COUNCIL APPOINTED	LIAISON	REPORT
Bellefonte Fire Department Executive Committee	Mr. Brachbill	Submitted
Centre County Library Board	Ms. Cleeton	Submitted
Centre Region Council of Governments (COG) Public Safety Committee	Mr. Brachbill	Submitted
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	

IX. CURRENT and OLD BUSINESS

CATA Fee Increase and Affects to Services. A work session is scheduled for 6:30 PM on Monday, March 18 th , with area federal, state, and local officials to seek solutions. FYI. No council action is requested.
Approval of Ordinance No. 02202024-01 Amendments to Chapter 35:Fire Department. Motion/2nd to approve Ordinance No. 02202024-01 Amendments to Chapter 35: Fire Department.
Stoney Batter and Pine Street (SR 144) Speed Study results. FYI. No council action is requested.
Grant Application for Traffic Signal Installation at Parkview Blvd. and Zion Road. The grant application was not successful. A meeting with our traffic signal engineer is scheduled to review options. FYI. No council action is requested.
CDBG Grant Funding for Suspension Bridge Project. Motion/2nd to proceed with the Suspension Bridge project as a 3-year project instead of a 2-year project.
EV Parking Meter update from Assistant Borough Manager. EV Charging Station fine to be set to \$25.00. Motion/2nd to set the EV Charging Station fine to \$25.00.
Proposed Performance / Conditional Approval Agreement to Bellefonte Borough from Bellefonte Area School District in reference to the elementary school project. This proposed Agreement was reviewed by the Borough Solicitor. Borough Council may take action to conditionally approve the BASD’s Land Development Plan for the elementary school along Airport Road. The proposed agreement, with any changes recommended by the borough solicitor, is to be accepted by the applicant. All unfinished components are to be submitted to the borough prior to final approval. Motion/2nd to conditionally approve the elementary school land development plan with the conditions stated herein.
Historic District. Proposal to institute a building permit requirement for roof replacements in the Historic District. Council may take action on this proposal. Motion/2nd to advertise an amendment to the Historic District Ordinance.

X. NEW BUSINESS

Memo from Assistant Borough Manager on various projects and updates within the Borough. FYI. No council action is requested.
The projected Central Booking Local Participant Charges for 2024. FYI. No council action is requested.

The Solicitor has reviewed the Police Department's Use of Authorized Less Lethal Weapons Policy. **Motion/2nd to approve the proposed Use of Authorized Less Lethal Weapons Policy.**

Centred Outdoors is requesting a waiver on parking meter fees adjacent to Talleyrand Park for participants during our evening events on Wednesday, June 12th (6:00 PM-8:00 PM) and Thursday, June 13th (6:00 PM-8:00 PM). **Motion/2nd to approve the request to waive parking meter fees to Talleyrand Park on Wednesday, June 12th (6:00 PM-8:00 PM) and Thursday, June 13th (6:00 PM-8:00 PM).**

XI. ADJOURNMENT

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

XII. EXECUTIVE SESSION-Personnel

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

Fw: Governor's Park

Donald Holderman <dholderman@bellefontepa.gov>

Mon 2/5/2024 4:10 PM

To:Alyssa Doherty <adoherty@bellefontepa.gov>

Cc:Ralph Stewart <rstewart@bellefontepa.gov>

Alyssa;

Would you add this email from Mr. Frantz to the 2/29 Council packet under written communications.

Thank you

Donald L. Holderman

Assistant Borough Manager

Bellefonte Borough

814-355-1501 extension 215



From: Nate Frantz <baseballucpa@gmail.com>**Sent:** Friday, February 2, 2024 5:11 PM**To:** Donald Holderman <dholderman@bellefontepa.gov>**Subject:** Re: Governor's Park

Thank you Mr. Holderman. I think that the daily rate is fair for all day use (8AM-Dark) in regards to some type of league doubleheader type event. Or in cases of someone or some organization reserving and monopolize the field all day or all weekend for a tournament of some kind.

However, I would suggest an hourly rate for occasional use that is not going to monopolize the field all day long. Or maybe a weekly or a monthly rate for area teams that might wish to use the field regularly for practices or games of some kind that would only take up a couple of hours of the day.

I'd like to consider using the field in the future for practices or possibly some county league games, but at 500 dollars a day, that would be very difficult to consider as being cost effective when it comes to smart business decisions.

On the other hand, for regular practice type usage, like we do 4 days a week during the season, 500 dollars a month would make a little more sense. For example; my group's practices are only approximately 2 hours each day. Usually 4 days a week. If we were to rent the field at the current daily rate for just practices, that would be 2000 dollars a week for a total of 8 hours of usage. Thats 250 dollars an hour. I don't know if you'll get many area teams or groups to regularly use the field at that rate for only a couple of hours?

For all day, all weekend tournaments or maybe summer camps or clinic 500 make sense. For tournament usage maybe even a little more than 500? For a couple of hours for a practice or 1 game, I'd have to pass at 500 each time we used it, especially when it would just be for a couple of hours.

If things change and some other rates are added and adjusted, I would most definitely be interested in making "The Gov" our new home field for the summer and fall seasons!

Thank you!

Nate Frantz
Baseball U Central PA

On Fri, Feb 2, 2024 at 4:02 PM Donald Holderman <dholderman@bellefontepa.gov> wrote:

Hi Nate:

Unfortunately, at this time we do not have a fee that charges by the hour and I do not have the authority to modify the fee schedule as approved by Council. I will however, bring that up in one of our next Council meetings to see if they are willing to add an hourly rate on field usage.

Regards

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



From: Nate Frantz <baseballucpa@gmail.com>
Sent: Friday, February 2, 2024 3:50 PM
To: Donald Holderman <dholderman@bellefontepa.gov>
Subject: Re: Governor's Park

I do appreciate that. Although I really didn't intend for an all day event. Just a few hours.

If 2-3 hours can be arranged and the cost reduced accordingly, I would love to take you up on that!

Thank you!

Nate Frantz
Baseball U Central PA

On Fri, Feb 2, 2024 at 2:36 PM Donald Holderman <dholderman@bellefontepa.gov> wrote:

Hi Nate:

You can rent the field for Sunday. The field can be rented for the day. The fee changed as of January 1st and is \$500/day.

Please let us know if you're still interested. If so, we will provide you the code for the gates and you can pay next week at your convenience.

Don

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



From: Nate Frantz <baseballucpa@gmail.com>
Sent: Friday, February 2, 2024 2:24 PM
To: Donald Holderman <dholderman@bellefontepa.gov>
Subject: Governor's Park

Good afternoon Mr. Holderman,

I was wondering about the availability of the Governor's Park Field possibly for this Sunday? I know it's very early season. But temps are forecasted to be 50+ degrees on Sunday. Players on my Baseball U organization teams have been stuck inside training and working hard to improve and may be getting a little cabin fever at this point. I wanted to see if I might rent the field for 2 or 3 hours this Sunday afternoon? Maybe between 12-3PM?

I also would like to look at the possibility of using the field this summer for team practices. As you might know, Potter Township has decided to get out from under the cost of maintaining the fields they bought a few years ago at the old Shaner Field Complex. They are offering a 1 dollar a year lease, provided that the lease holder take on all maintenance and up keep of the fields. I don't know that I'm interested in all that? So I'm exploring other options for our team practices during the summer and fall seasons.

Thank you!

Nate Frantz
Baseball U Central PA

OS-2C (2-22)



January 29, 2024

S.R. 144
Bellefonte Borough
Centre County
Improved Speed Limit Signage Request

Bellefonte Borough Municipal Building
236 West Lamb Street
Bellefonte, PA 16823
Ralph Stewart – Borough Manager

Dear Mr. Stewart:

Thank you for your letter dated January 18, 2024, requesting PennDOT to review State Route 144 (Pine Street) for improved speed limit signage and any other improvements to calm traffic.

On Friday January 26, 2024, our Highway Safety Unit performed a field review on the route of concern, and it was confirmed that the existing posted speed limit along this section of State Route 144 is 25 mph.

As per Pennsylvania Publication 212.5. Installation and Maintenance Responsibilities, Local authorities, or other agencies as indicated, are responsible for installing and maintaining speed Limit Signs (R2-1) for speed limits of 35 miles per hour or less.

On January 29, 2024, Ryan Collins, PennDOT District 2-0 Highway Safety Section Supervisor, contacted Bellefonte Borough and provided the following recommendations to improve speed limit signage in this area of concern:

1. Install additional 25 mph speed limit signs along this section of SR 144 (Pine Street)
2. Install Orange Diamond Conspicuity Plaques above the 25 mph speed limit signs – Conspicuity Plaques provide more speed limit awareness to motorists to help them recognize the lower speeds that they should be traveling.

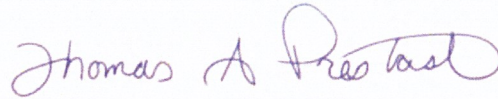
The Department will also be willing to set up Speed Minder Boards for a period of time in the 2024 Spring/Summer season if field conditions allow their placement as another way to make motorists aware of the posted speed limits.

Bellefonte Borough
01/29/2024

Page 2

If the Borough would like assistance with the installation of the 25 mph speed limit signs or would like to discuss any other potential traffic calming measures, please contact Ryan P. Collins, Highway Safety Supervisor, at (814) 765-0502 or rycollins@pa.gov.

Sincerely,

A handwritten signature in purple ink that reads "Thomas A. Prestash". The signature is written in a cursive style with a large initial 'T' and 'P'.

Thomas A. Prestash, P.E.
District Engineer
Engineering District 2-0



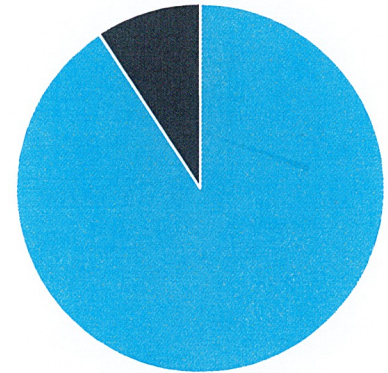
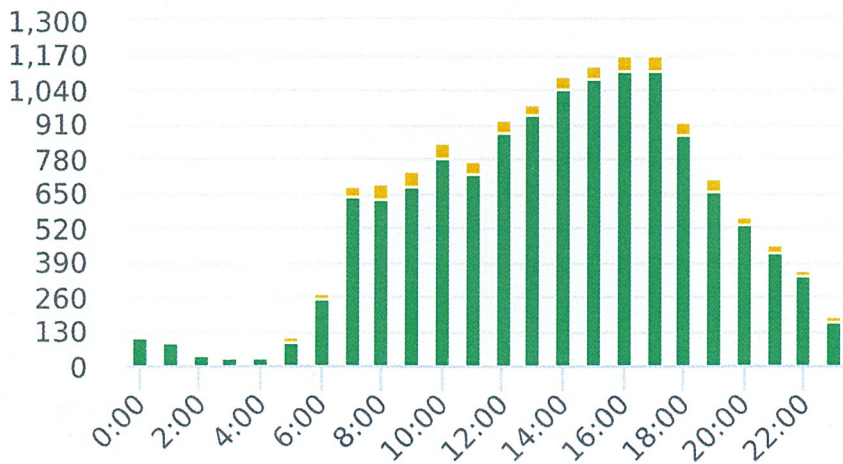
Start: 2024-01-24
 End: 2024-01-30
 Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10
 Speed Range: 1 to 150

Overall Summary

Total Days of Data: 6
 Speed Limit: 25
 Average Speed: 17.64
 50th Percentile Speed: 17.13
 85th Percentile Speed: 22.46
 Pace Speed Range: 12-22

Minimum Speed: 10
 Maximum Speed: 38
 Display Mode: Speed Display
 Average Volume per Day: 2330.7
 Total Volume: 13984



● Violators ● Inside Threshold ● Compliant

● Vehicles Slowed ● Other



● Speed Limit ● Average Speed ● 50% Speed ● 85% Speed



Extended Speed Summary

stoney batter, EB

Start: 2024-01-24

End: 2024-01-30

Times: 0:00:00-23:59:59

Violation Threshold: Speed Limit + 10

Speed Range: 1 to 150

Time	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violators	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Speed Display	25	116	0	0.0%	23.2	0.0	10	30	18.3	17.5	22.3	91.5%
1:00	Speed Display	25	87	1	1.1%	17.4	0.2	10	37	17.5	16.9	21.9	93.1%
2:00	Speed Display	25	45	0	0.0%	9.0	0.0	11	31	18.2	17.0	22.4	88.9%
3:00	Speed Display	25	31	0	0.0%	6.2	0.0	13	27	18.1	16.9	21.4	96.8%
4:00	Speed Display	25	33	0	0.0%	6.6	0.0	12	26	17.8	16.5	20.8	91.0%
5:00	Speed Display	25	102	0	0.0%	20.4	0.0	11	32	18.6	17.8	22.6	89.1%
6:00	Speed Display	25	275	1	0.4%	55.0	0.2	10	36	19.1	18.8	24.0	90.3%
7:00	Speed Display	25	671	0	0.0%	134.2	0.0	10	34	17.2	16.8	21.9	91.3%
8:00	Speed Display	25	679	0	0.0%	135.8	0.0	10	31	18.6	18.1	24.0	89.8%
9:00	Speed Display	25	728	0	0.0%	145.6	0.0	10	32	18.2	17.2	23.0	92.5%
10:00	Speed Display	25	835	0	0.0%	167.0	0.0	10	35	17.8	17.4	22.8	89.8%
11:00	Speed Display	25	767	0	0.0%	127.8	0.0	10	35	17.8	17.0	22.8	90.8%
12:00	Speed Display	25	925	0	0.0%	154.2	0.0	10	32	18.0	17.4	23.0	92.4%
13:00	Speed Display	25	988	1	0.1%	164.7	0.2	10	36	17.8	17.3	22.2	90.6%
14:00	Speed Display	25	1085	0	0.0%	180.8	0.0	10	34	17.4	16.9	22.1	91.9%
15:00	Speed Display	25	1124	0	0.0%	187.3	0.0	10	31	17.1	16.6	22.0	92.9%
16:00	Speed Display	25	1165	0	0.0%	194.2	0.0	10	31	17.4	16.8	22.1	89.9%
17:00	Speed Display	25	1164	1	0.1%	194.0	0.2	10	36	16.7	16.4	21.9	89.7%
18:00	Speed Display	25	912	1	0.1%	152.0	0.2	10	38	17.3	16.9	22.4	90.9%
19:00	Speed Display	25	699	0	0.0%	116.5	0.0	10	33	17.6	17.2	22.2	89.2%
20:00	Speed Display	25	562	1	0.2%	93.7	0.2	10	36	18.0	17.6	22.4	87.3%
21:00	Speed Display	25	450	0	0.0%	90.0	0.0	10	32	18.0	17.8	23.0	89.2%
22:00	Speed Display	25	358	0	0.0%	71.6	0.0	10	30	17.6	17.3	21.8	89.3%
23:00	Speed Display	25	183	0	0.0%	36.6	0.0	10	34	18.1	17.5	22.6	92.9%
Total Volumes/ Avg			13984	6	0.0%	2483.8	1.2	10	38	17.8	17.2	22.4	90.9%
Total/Avg w/o Feedback			0	0	0	0.0	0.0	n/a	n/a	n/a	n/a	n/a	n/a
Total/Avg w/ Feedback			13984	6	0.0%	2483.8	1.2	10	38	17.8	17.2	22.4	90.9%



Volume by Speed
stoney batter, EB

Start: 2024-01-24

End: 2024-01-30

Times: 0:00:00-23:59:59

Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Time	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	101 to 150	Avg Speed	Total
0:00	0	1	31	52	22	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.3	116
1:00	0	4	27	38	14	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	17.6	87
2:00	0	0	15	19	7	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.4	45
3:00	0	0	10	10	9	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.4	31
4:00	0	0	12	15	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.5	33
5:00	0	0	33	39	18	11	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.7	102
6:00	0	3	67	113	64	25	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18.9	275
7:00	0	40	220	251	127	27	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.3	671
8:00	0	12	180	277	157	52	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.6	679
9:00	0	22	220	287	145	49	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.0	728
10:00	0	32	244	319	186	48	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.0	835
11:00	0	23	243	291	168	39	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.7	767
12:00	0	45	264	368	197	43	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.7	925
13:00	0	30	317	386	210	38	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	17.7	988
14:00	0	45	357	427	208	42	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.4	1085
15:00	0	61	390	416	209	45	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.1	1124
16:00	0	53	404	438	215	52	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.3	1165
17:00	0	62	445	406	194	49	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	16.9	1164
18:00	0	30	301	364	173	37	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	17.5	912
19:00	0	17	218	297	124	38	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.7	699
20:00	0	12	169	226	120	30	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18.0	562
21:00	0	9	136	171	109	20	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.2	450
22:00	0	7	114	156	61	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.4	358
23:00	0	2	63	62	41	12	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.2	183
Total	0	510	4480	5428	2783	695	82	6	0	0	0	0	0	0	0	0	0	0	0	0	0	17.6	13984



Start: 2024-01-24

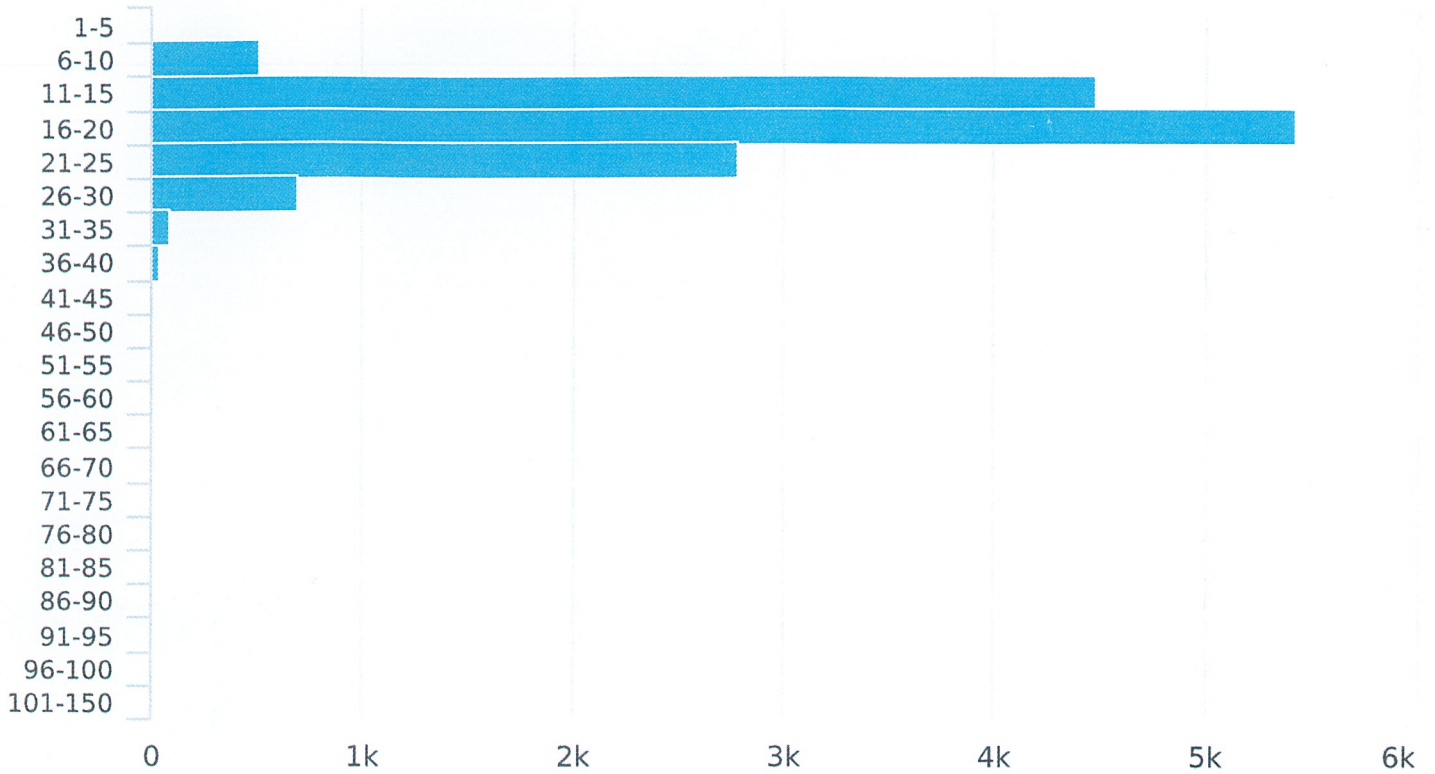
End: 2024-01-30

Times: 0:00:00-23:59:59

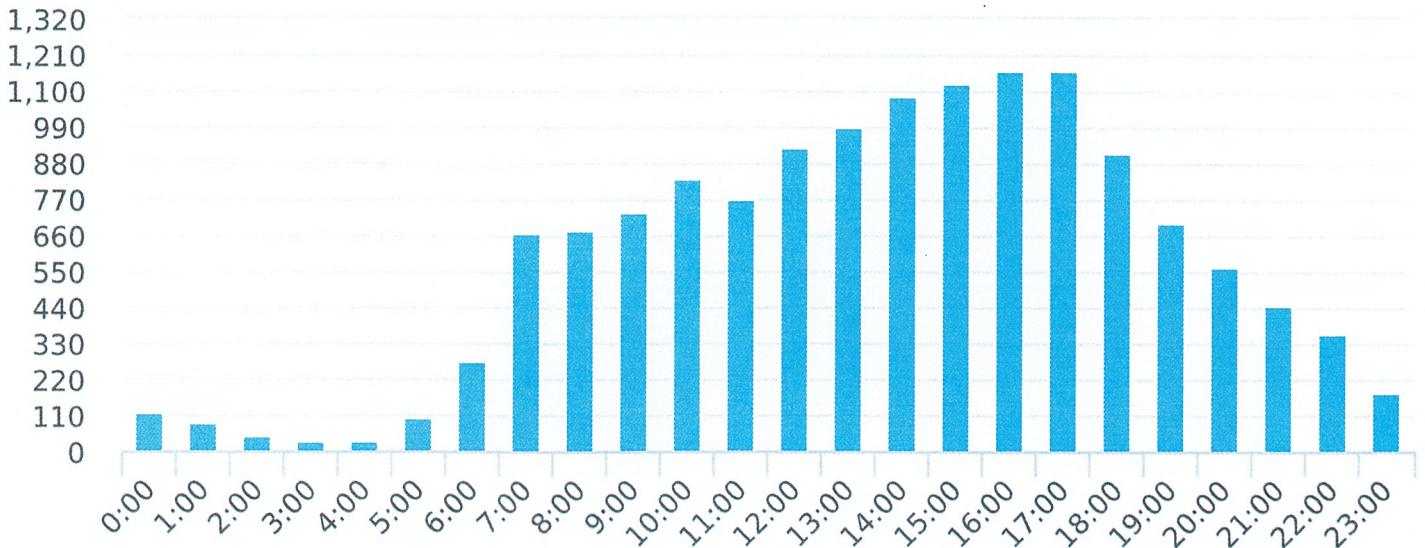
Speed Bins: Size 5, Range 1 to 150

Time View: By Hour (Total Volumes)

Total Volume by Speed Distribution



Volume over Time





Start: 2024-01-24

End: 2024-01-30

Times: 0:00:00-23:59:59

Speed Bins: Size 10, Range 1 to 150

Time View: By Day (Total Volumes)

Date	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
01-25	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	42	196	206	214	260	291	267	237	146	135	98	68	35	2195	
01-26	19	20	10	3	6	16	65	204	142	146	182	170	212	231	261	252	247	280	227	156	125	104	97	62	3237	
01-27	24	28	13	5	5	19	41	50	123	160	189	191	191	197	209	205	213	198	155	122	109	114	82	37	2680	
01-28	40	18	14	7	7	15	25	71	89	124	142	137	143	161	200	159	160	147	124	123	86	71	51	28	2142	
01-29	19	8	2	8	7	24	73	165	154	154	173	167	183	193	201	248	254	272	169	152	107	63	60	21	2877	
01-30	14	13	6	8	8	28	71	181	171	144	149	60	0	0	0	0	0	0	0	0	0	0	n/a	n/a	n/a	853
Total	116	87	45	31	33	102	275	671	679	728	835	767	925	988	1085	1124	1165	1164	912	699	562	450	358	183	13984	

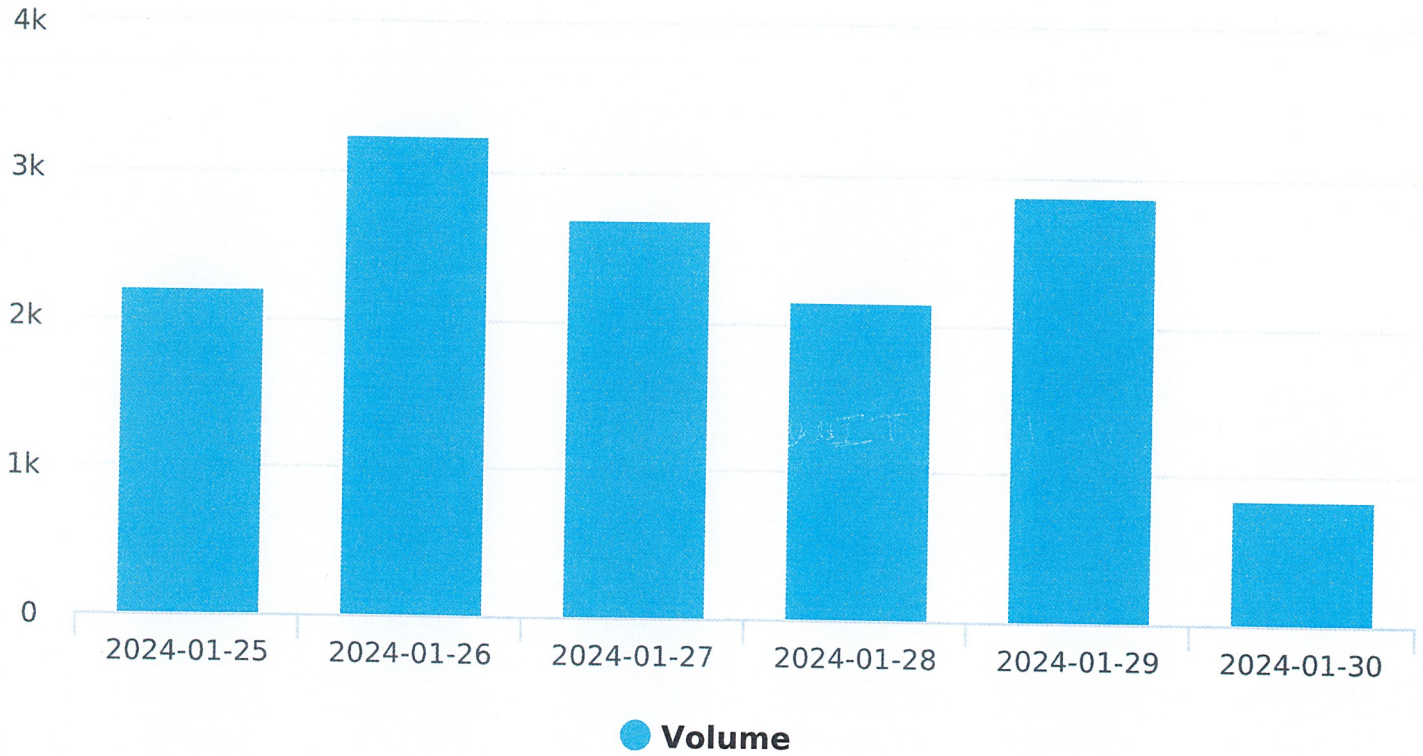
UNIT 'Went off Line Battery' Dead



Start: 2024-01-24
End: 2024-01-30
Times: 0:00:00-23:59:59

Speed Bins: Size 10, Range 1 to 150
Time View: By Day (Total Volumes)

Daily Total Volume



BELLEFONTE BOROUGH COUNCIL
Regular Meeting
MEETING MINUTES
February 5, 2024 - 7:30 p.m.
236 West Lamb Street, Bellefonte, Pennsylvania 16823

I. CALL TO ORDER

The February 5, 2024 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

III. PLEDGE OF ALLEGIANCE

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

IV. ADDITIONS TO THE AGENDA

NONE

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

Roger Herman of Curtin Street, and former Council Member, spoke regarding Ridge Street – one way from Curtin to Beaver. The resident mentioned that the Council during his time made the street one-way to accommodate parking. The resident feels the one-way is no longer needed on that street. He feels the one way causes a safety issue. He encouraged Council to consider making Ridge Street a 2-way street.

Tim Blattner of E. Beaver Street, spoke regarding CATA-GO, he suggests approaching Micro Transit Management to see if they would be willing to bring their service into the Bellefonte area. He also spoke regarding the veterans-only parking spot. As a veteran, he does not feel that veterans need specialized parking.

Morgan Gheen from Centre County Government, spoke regarding the CATA-GO situation. She pointed out that for persons who do not have a driver's license, it is essential that they have

transportation available to them, in order for them to be successful and productive members of society. She was especially concerned for persons who have been convicted of traffic violations and DUI’s – as they do not have a valid driver’s license and they depend on public transportation in order to complete daily sobriety programs here in Bellefonte.

VI. COMMUNICATIONS

CATA letter of February 1st - Additional details and response to Public Hearing on January 30th, 2024. FYI. Council actions are listed under Old Business.

VII. 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:

1. <i>General</i>	Council Meeting Minutes January 16th, 2024
2. <i>Finance</i>	Budget v. Actual December 2023
3. <i>Finance</i>	Budget v. Actual Summary December 2023
4. <i>Finance</i>	Stover McGlaughlin Invoice January 2024
5. <i>Finance</i>	Treasurer’s Report December 2023
6. <i>Finance</i>	Voucher Summary December 2023

Brachbill motioned and Johnson seconded to approve the Consent Agenda. 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>		

IX. REPORTS

Mayor Johnson

Mayor Johnson recognized the Borough Refuse workers for their outstanding efforts.

Junior Council Member Report

Mr. Larson reported on various events and activities at Bellefonte High School. He mentioned there is a book drive and a blood drive, and Mini-Thon is looking for donations.

Police – Chief Weaver

NONE

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

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

- HARB recommends the denial of the following projects as the materials and style do not meet the Secretary of Interior's Standards for Historic Rehabilitation.
 - 225 W. Lamb Street – Retroactive review of a blue corrugated metal roof installation by Solar Shield.
 - 408 E. Linn Street – Retroactive review of two original window replacements with Anderson 400 Series Casement and 400 Series Picture.
 - More information on these projects can be found in your packet.

Purnell motioned and Brachbill seconded the motion to approve the denial of a Certificate of Appropriateness of the above-referenced projects. Discussion included a Purnell asking what the repercussions would be of denial of the projects. It was clarified that the homeowner would be financially responsible to remove and replace any inappropriate materials. Neither homeowner asked for prior permission before completing these particular home projects, but both homeowners had contacted HARB before for previous renovations. McKean asked for further clarification of how the windows were inappropriate. It was clarified that the windows are too modern for the period home. Bernier asked for clarification of the Secretary of Interior Standards and if homeowners know what the standards are. The question was asked how a homeowner might know if their renovation projects are appropriate or not. It was clarified that the role of HARB is to help homeowners with their renovations and that it is the homeowner's responsibility to know if their home is in the Historic District and to consult HARB for all projects and renovations. McKean mentioned that she moved into the Borough and was given no information whatsoever that her home was in the Historic District. She said if her neighbor had not told her that her home was in the District she would not have known. Ms. Thompson said that she has been working hard since her appointment as the HARB Administrator to better inform homeowners that their home is within the Historic District. There was a discussion regarding the retroactive replacement of inappropriate building materials.

Liza Kelleher, the homeowner at 408 E. Linn Street, presented a letter regarding the window renovation at 408 Linn Street. She outlined and stated the various reasons for the window replacements. She said the windows were leaking and mold was growing inside the home. Ms. Kelleher mentioned that she was not aware that window replacements needed to be approved by HARB. She mentioned that she has over \$10,000 invested in the project and she does not have the financial means to remove and replace the new windows. Mr. Brachbill mentioned that a 1950s home isn't truly historical and that the process to determine which homes are historic or which homes are not is unclear.

Tosti-Vasey motioned to amend the original motion to put a lien on the home to state that the current replacement windows are out of compliance with the Secretary of Interior Standard and would not receive a Certificate of Appropriateness. Still, they may remain and any future window replacements would have to be approved by HARB according to these guidelines. Cleeton seconded to amend. Purnell asked if the amended motion included both properties. Tosti-Vasey stated that her motion was for the windows, but if the rest of the council wanted the motion to include both properties they could either divide the question or apply the motion to both properties. After further discussion, it was further clarified that the amended motion

would be for both properties. It was clarified that a YES vote means that Council is allowing the roof and windows to stay but would not be allowed to be replaced as an in-kind replacement when they need to be replaced again. 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	NO	Ms. Joanne Tosti-Vasey	yay
Mr. Doug Johnson	yay		

X. CURRENT and OLD BUSINESS

The Approval of Ordinance No. 02052024-01 Authorizing Logan Fire Company No. 1 and Undines Fire Company No. 2 to remit invoices to Insurance Carriers for Services Rendered.

Brachbill motioned and Johnson seconded to approve Ordinance No. 02052024-01 Authorizing Logan Fire Company No. 1 and Undines Fire Company No. 2 to remit invoices to Insurance Carriers for Services Rendered. 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		

S. Spring Street Streetscape Phase II update.

Tosti-Vasey motioned and Purnell seconded to remove from the project a portion of the sidewalk near High Street (in front of the Decker Building). 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		

CATA Fee Increase letter of December 21, 2023.

Tosti-Vasey motioned and Dann seconded to send a letter to the CATA Board expressing Council's great displeasure over the fact that the Borough received a nearly ten-fold fee increase notice after our 2024 borough budget was set (December 18th, 2023). No discussion. Roll Call Vote. Motion carried.

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

Tosti-Vasey motioned and Dann seconded to contact/set up meetings with officials from Federal, State, and County governments, and other service providers to seek assistance in solving human service needs (voiced at the January 29th CATA hearing), funding, and alternative public transportation systems. 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		

CATA Fee Increase Letter of December 21, 2023 and CATA letter of February 1st CATA has indicated that the Borough has until June 30th to notify them about service levels for their FY 24 (July 1st, 2024-June 30th 2025).

Cleeton motioned and Cleeton seconded to notify CATA that Bellefonte Borough intends to use CATA services up to the budgeted amount for Calendar Year 2024, unless Federal, State, County, other resources become available making increased services possible. Bellefonte Borough will notify CATA before June 30th, regarding service level after December 31st, 2024. 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. NEW BUSINESS

Memo Request for Veteran Parking Only Sign/creation of parking space near the Courthouse.

Johnson motioned and Dann seconded to approve the addition of a Veteran Parking Only Sign/creation of parking space near the Courthouse. Discussion included various council members asking for clarification of the rules and expectations. Tosti-Vasey feels more regulations and enforcement details need to be provided to ensure that this reserved spot is used only by veterans. Several council members stated that at some point, honesty and self-policing have to be honored. Government cannot regulate and control all minute details of every given situation. Roll Call Vote. Motion carried. Tosti-Vasey voted no, as she feels more regulation and enforcement needs to be enacted for this “free service”.

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	NO
Mr. Doug Johnson	yay		

JC Orr & Son Inc Certificate for Payment No. 6 for Armory Property Project.

Brachbill motioned and Dann seconded to remit payment to JC Orr & Son Inc for Armory Property Project Application No. 6. 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		

Proposed 2024 Street Paving List from the Superintendent of Public Works.

Dann motioned and Cleeton seconded to approve the 2024 Street Paving List with modifications to be made based on the budget. Tosti-Vasey noted that the 600 block of Scenic Street is in bad shape and asked if this was a borough street and if so, if it could it be placed on this or future paving projects. Stewart agreed to look at the problem. 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		

Draft Ordinance No. 02202024-01 Amendments to Chapter 35: Fire Department.

Brachbill motioned and Tosti-Vasey seconded to advertise the drafted Ordinance No. 02202024-01 Amendments to Chapter 35: Fire Department. 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		

Bellefonte Area School District Elementary School Land Development Plan - Legal agreement between Bellefonte Area School District and Bellefonte Borough regarding conditional use approval, in place of having a “complete” plan related the proposed BASD elementary school along Airport Road.

Dann motioned and McKean seconded to send the draft legal agreement to the Borough Solicitor for review and opinion with the applicant paying the cost of the review and written opinion. 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		

Bellefonte Borough letter of support for the Benner Pike Corridor (SR 0150) for future planning funds and TIP consideration.

Cleeton motioned and Johnson seconded to send a letter of support 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		

XIII. ADJOURNMENT

Motion to adjourn by Brachbill. Second by Johnson. Meeting adjourned at 8:08pm.

Bellefonte Borough Council Meeting
Monday, February 5th, 2024

NAME (Please Print)	ADDRESS	Phone Number
Elizabeth	136 Morning Air Lane - 16823	_____
Sharon Weisser	387 Pine St, Bellefonte	[REDACTED]
Donald Townsend	133 1/2 W Logan St.	[REDACTED]
Steph Peters	320 W High St Chamber	[REDACTED]
GREG KAUSCH	2643 GATEWAY DR SC PA 16801	[REDACTED]
Claudia Wilson	256 N. Wilson St. Bldg.	[REDACTED]
Tim B	124 E BEAVER ST	[REDACTED]
Elisa Osman	979 Tannery St, Bellefonte, PA	[REDACTED]
Cynthia Hahn	C-NET	[REDACTED]
Scott Manger	328 E. Lamb St	[REDACTED]
Morgan Gleen	Centre County Government	[REDACTED]
Charles Dimby	1701 3rd Ave Altoona PA 16602	[REDACTED]
LIZA KELLEHER	408 E LINN ST BELLEFONTE PA	[REDACTED]



Stover McGlaughlin Attorneys & Counselors at Law

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

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

Please remit payment to Bellefonte Office

January 15, 2024

Bellefonte Borough c/o Ralph Stewart, Borough Manager Municipal Bldg. 236 W. Lamb Street Bellefonte, PA 16823

ACCOUNT NO. 12637.001 A INVOICE NO. 168418 JWS

Solicitor

FEES THROUGH 01/15/2024

Table with 3 columns: Date, Description, and HOURS. Rows include dates from 12/27/2023 to 01/12/2024 and descriptions of legal services such as 'Review Houser letter' and 'Telephone call to Attorney Levandoski'.

Please Detach and Return This Portion With Your Remittance

Payment form section containing fields for 'Please Charge \$', card type selection (Visa, MasterCard, Discover, American Express), card number, exp. date, card holder signature, security code, and remittance details (Amount Remitted, Check No., Statement Date, Account No., Client).

ACCOUNT NO: 12637-001A

INVOICE NO. 168418

Solicitor

	HOURS	
FOR CURRENT SERVICES RENDERED	2.40	444.00

RECAPITULATION

HOURS	RATE	TOTAL
2.40	\$185.00	\$444.00

TOTAL CURRENT CHARGES THROUGH 01/15/2024 444.00

PRIOR MONTH BALANCE \$231.50

TOTAL BALANCE DUE \$675.50

PAST DUE AMOUNTS

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
444.00	231.50	0.00	0.00	0.00	0.00

PAYMENTS RECEIVED AFTER THE STATEMENT DATE WILL BE REFLECTED ON NEXT MONTH'S STATEMENT



HISTORIC
Bellefonte™
Est. 1795

Buddy Johnson, Mayor
Commitment to Community

School Resource Officer Appreciation Day Proclamation

WHEREAS, The National Association of School Resource Officers (NASRO) and the Bellefonte Borough Police Department are dedicated to making schools and children safer by providing the highest-quality training to school-based law enforcement officers; and

WHEREAS, School Resource Officers (SROs) within the Bellefonte Area School District bridge gaps between youth and law enforcement and embrace a triad concept of school policing, serving in informal counseling, education, and law enforcement roles in supporting students and communities they serve; and

WHEREAS, by training law enforcement officers to counsel, educate, and protect school communities, the men and women in blue promote a positive image of law enforcement to school children and school communities; and

WHEREAS, SRO programs across the globe are founded as collaborative efforts by police agencies, law enforcement officers, educators, students, parents, and communities to create safe learning environments, provide valuable resources to school staff members, foster positive relationships with students and develop strategies to resolve problems that affect youth with the goal of protecting all children so that they can reach their fullest potential; and

WHEREAS, Bellefonte School Resource Officers are valuable and essential members of the education community and deserve unwavering respect and support from the public in the pursuit of keeping schools and students safe. As a counselor and mentors, the SROs impact the lives of our future generation and ensure the staff's safety through ALICE training; and

NOW, THEREFORE, the National Association of School Resource Officers and I, Gene “Buddy” Johnson, Mayor of Bellefonte Borough, Centre County, Pennsylvania, do hereby proclaim February 15, 2024, as School Resource Officer Appreciation Day.

Dated: February 15, 2024

Gene “Buddy” Johnson, Mayor
Borough of Bellefonte

BELLEFONTE BOROUGH POLICE DEPARTMENT

December 2023



HIGHLIGHTS

December was a very busy month for the town as well for the Department. The holiday season brought numerous events in the downtown area, the train station area of town as well as the surrounding areas.

These events included : multiple train rides, Victorian Christmas, and the tree lighting ceremony. These events brought hundreds of people into our town to enjoy a small town atmosphere.

Officers were more than happy to attend these events, conducting foot patrol , assisting with traffic control and ensuring the safety of the visitors and vendors. Our officers did a great job at " community policing." We take great pride in our community policing efforts.

It is paramount to our Department's mission to be accessible to our community as a whole. Preserving our small town's charm goes hand in hand with preventing quality of life incidents and crimes. If unchecked, It is often the lesser serious crimes that tend to deteriorate a town's image. Therefore , vandalism (criminal mischief), public drunkenness, disorderly conduct, are just as important to us as the more serious crimes.

Chief's message : In our world of technology, social media, and the seemingly easy access to personal information, crimes of Fraud are on the rise. Scams via phone, computer and telephone are being reported at an all time high. These scammers are highly sophisticated and are becoming more successful. Tips:

- Never respond to texts from an unknown source

- Scammers are “spoofing” telephone numbers. Caller I.D. will show that the text or caller’s number is one that is known to you, usually has a false name associated with it.
- Legitimate agencies do NOT ask for cash, gift cards, credit card numbers to be used for payment of debts.
- If something seems too good to be true... it is a scam.
- Never accept or cash a check sent to you with a request to send portion of it back.
- Never allow anyone to access your computer
- Texts from credit card companies indicating that your bank or credit card was fraudulently used often are scammers attempting to elicit your account information. Make sure you verify that they know your pre set verification answers.
- Never send cash in the mail
- The IRS does not call, they use the mail system
- Report any and all suspicious calls to the police immediately, before you do any transactions.
- Limit your social media access to known friends, close relatives
- Research internet retailers before making purchases online
- Scammers are more likely to be foreign. Listen for foreign accents, proper English.
- In emails or letters; Look for non-American English words that are commonly used by British English speaking people.

**** If you feel that you have been victimized by a scammer, report it immediately.

Time is of the essence.

BELLEFONTE BOROUGH POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

CALLS	533
SUPPLEMENTS	40
ASSISTS (STPD)	5
CRIMINAL COMPLAINTS	5
NON-TRAFFIC CITES	5
PERSON STOP	2
ACCIDENT REPORTS	15
WARRANTS ATTEMPTED	1
WARRANTS SERVED	1
302 WARRANTS SERVED	0
TRAFFIC STOPS	81
TRAFFIC CITES	8
TRAFFIC WARNINGS	72

CRUISER	MILEAGE
1 - 3416	187
2 - 3408/3421	1112
3 - 3407	701
4 - 3411	642
5 - 3410	625
6 - 3424/3415	1002
7 - 3412	820
8 - 3400	220

OFFICER	HRS SCHEDULED	HRS WORKED	# OF INCIDENTS	PTO	OT HRS	TRAINING
3400 WEAVER	160	124	26	36		4
3407 WITMER	160	131.5	26	28.5		
3408 NEIDEIGH	190	170	88	30	17	
3410 LYONS	168	120	33	40		
3411 WALTER	170	160	56	20	20	
3412 BROWER	180	165	54	25	11	
3415 HURD	74	74	102			
3416 LUSE	160	157	46	3	16	
3421 HOLT	180	160	34	30	15	
3424 POLLOCK	180	180	59	10	11	

DEPARTMENT OVERTIME						
COURT	SHIFT COVERAGE	HELD OVER	TRAINING	REIMBURSED	HOLIDAY	TOTAL
6	30	4		1	55	96

Total Calls by Call Type From: 12/1/2023 To: 12/31/2023

Call Type	Total Calls
800 PHONE MESSAGE	30
911 NO VOICE	2
ACCESS DEVICE FRAUD	1
ALARM BURGLAR	10
ALCOHOL	2
ANIMAL	6
ASSAULT EARLIER	1
BAD CHECKS	1
CHILD ABUSE	1
COMMUNITY RELATIONS	38
CRIMINAL MISCHIEF	2
DEPARTMENT INFORMATION	5
DISORDERLY CONDUCT	3
DOMESTIC (NON ARREST)	1
DOMESTIC DISPUTE	7
DRUG LAW	4
DUI	3
HARASSMENT	10
HEALTH AND SAFETY EMS ASSIST	49
HEALTH AND SAFETY FIRE ASSIST	7
HEALTH AND SAFETY	24
IDENTITY THEFT	1
ORDINANCE VIOLATIONS	2
OUTSIDE AGENCY ASSIST, 35 ROUTINE	2
OUTSIDE AGENCY ASSIST, 35 URGENT	3
OUTSIDE AGENCY ASSIST	12
PARKING,	18
PERSON STOP	2
PFA RECEIVED	2
PROPERTY FOUND	7
PROPERTY LOST	4
PROPERTY, LOST OR STOLEN	1
REQUEST FOR ASSISTANCE	1
RETAIL THEFT	1
RFA CIVIL DISPUTE	2
RFA KEYS IN VEHICLE	5
RFA LOCATE/CONTACT	3
RFA OTHER	34
RFA TRANSIENT	1
ROBBERY	1
SCHOOL CHECKS	1

Total Calls by Call Type From: 12/1/2023 To: 12/31/2023
 Belerfonte Borough Council Packet February 20, 2024

Call Type	Total Calls
SUPPLEMENT	40
SUSPICIOUS ACTIVITY	12
THEFT	4
TOBACCO, SELL OF / FURNISHING	1
TRAFFIC STOP	80
TRAFFIC	65
TRAINING	1
TRESPASS	2
UNSECURED PROPERTY	2
VEHICLE CRASH HIT AND RUN	3
VEHICLE CRASH NO INJURIES	10
VEHICLE CRASH UNKOWN	1
VEHICLE CRASH W/INJ	1
WARRANT SERVICE	1

Total Calls: 533

BELLEFONTE BOROUGH POLICE DEPARTMENT

January 2024



Highlights

- Chief Weaver and Officer Hurd attended the 2024 Centre County Crisis Intervention Team training. Held annually at the Ferguson Township Police Department.
- Officer Igoe retired after 26 years of faithful service to the Bellefonte community. We wish him well in his new position as a School Police Officer in the Penns Valley School District.
- The Department had 4 applicants sign up for the Civil Service police exam. This number is low, and reflects a nation-wide trend.
- The Department has taken another LHU student on as an intern. Over the past 15 years our Department has taken interns from LHU. All of our interns have gone on to be hired at police agencies within the Commonwealth. It is very important to introduce college-aged persons to Law Enforcement. This aids in obtaining future qualified police candidates.
- Chief Weaver and Ralph Stewart met with the Director of the Penn Highlands Police Academy and the Dean of Students. Discussion of the possibility of Centre County having an act 120 police academy in the immediate area.
- Chief Weaver has been meeting regularly with the Borough's architect Mike Leaky. Final plans are being submitted for the station renovation.
- Police conducted the speed survey/study on Stoney Batter. Results will be shared at council meeting.
- Chief has received a strong verbal commitment from a Borough resident/business owner to purchase and install technology to aid our crime prevention/ detection efforts in the Borough. This will be finalized in the near future. More to follow when completed.

BELLEFONTE BOROUGH POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

CALLS	533
SUPPLEMENTS	40
ASSISTS (STPD)	5
CRIMINAL COMPLAINTS	5
NON-TRAFFIC CITES	5
PERSON STOP	2
ACCIDENT REPORTS	15
WARRANTS ATTEMPTED	1
WARRANTS SERVED	1
302 WARRANTS SERVED	0
TRAFFIC STOPS	81
TRAFFIC CITES	8
TRAFFIC WARNINGS	72

CRUISER	MILEAGE
1 - 3416	187
2 - 3408/3421	1112
3 - 3407	701
4 - 3411	642
5 - 3410	625
6 - 3424/3415	1002
7 - 3412	820
8 - 3400	220

OFFICER	HRS SCHEDULED	HRS WORKED	# OF INCIDENTS	PTO	OT HRS	TRAINING
3400 WEAVER	160	124	26	36		4
3407 WITMER	160	131.5	26	28.5		
3408 NEIDEIGH	190	170	88	30	17	
3410 LYONS	168	120	33	40		
3411 WALTER	170	160	56	20	20	
3412 BROWER	180	165	54	25	11	
3415 HURD	74	74	102			
3416 LUSE	160	157	46	3	16	
3421 HOLT	180	160	34	30	15	
3424 POLLOCK	180	180	59	10	11	

DEPARTMENT OVERTIME						
COURT	SHIFT COVERAGE	HELD OVER	TRAINING	REIMBURSED	HOLIDAY	TOTAL
6	30	4		1	55	96

Total Calls by Call Type From: 1/1/2024 To: 1/31/2024

Call Type	Total Calls
800 PHONE MESSAGE	31
911 CALLER DISCONNECT	1
911 NO VOICE	2
ABANDONED VEHICLE	2
ALARM (FALSE BUSINESS)	1
ALARM BURGLAR	4
ALARM UNKNOWN TYPE	2
ANIMAL	9
BAD CHECKS	1
BURGLARY	1
COMMUNITY RELATIONS	34
CRIMINAL MISCHIEF, TO VEHICLE	1
CRIMINAL MISCHIEF	4
DEPARTMENT INFORMATION	4
DISORDERLY CONDUCT	9
DOMESTIC DISPUTE	6
DRUG LAW	1
DUI	1
FRAUD	3
HARASSMENT	7
HEALTH AND SAFETY EMS ASSIST	42
HEALTH AND SAFETY FIRE ASSIST	8
HEALTH AND SAFETY	13
ORDINANCE VIOLATIONS	1
OUTSIDE AGENCY ASSIST, 35 ROUTINE	2
OUTSIDE AGENCY ASSIST, 35 URGENT	3
OUTSIDE AGENCY ASSIST	7
PARKING,	15
PERSON STOP	1
PFA RECEIVED	5
PFA VIOLATION	2
PROPERTY FOUND	4
PROPERTY LOST	4
PUBLIC INTOXICATION, POLICE CUSTODY	1
REQUEST FOR ASSISTANCE, LOCATE OR CONTACT	1
REQUEST FOR ASSISTANCE, OTHER	1
REQUEST FOR ASSISTANCE	1
RFA CIVIL DISPUTE	4
RFA KEYS IN VEHICLE	3
RFA LOCATE/CONTACT	2
RFA OTHER	21

Total Calls by Call Type From: 1/1/2024 To: 1/31/2024
 Bellefonte Borough Council Packet February 20, 2024

Call Type	Total Calls
SCATTERING RUBBISH	1
SCHOOL BUS VIO.	1
SUBPOENA SERVICE	2
SUPPLEMENT	34
SUSPICIOUS ACTIVITY	12
TERRORISTIC THREATS	2
THEFT	6
TRAFFIC STOP	60
TRAFFIC	46
TRESPASS	1
UNSECURED PROPERTY	2
VEHICLE CRASH HIT AND RUN	2
VEHICLE CRASH NO INJURIES	7
VEHICLE CRASH UNKOWN	2
WARRANT SERVICE	4
WEAPONS VIOLATION	1

Total Calls: 448

January 2024 Parking Enforcement and Animal Control Report

Reporting Officer: ECKENROTH, BRANDON

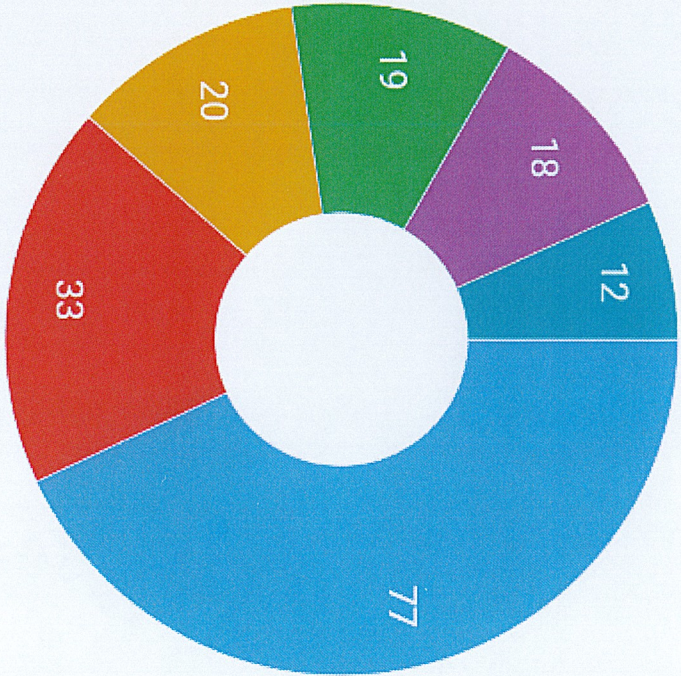
<u>Call Type</u>	<u>Calls</u>
ABANDONED VEHICLE	1
ANIMAL	1
PARKING,	4
RFA KEYS IN VEHICLE	1
RFA OTHER	1
SUPPLEMENT	5
TRAFFIC	1
Total Call Types for ECKENROTH, BRANDON: 7	Total Calls: 14

Reporting Officer: HOLTER, JEFFREY EARL

<u>Call Type</u>	<u>Calls</u>
ANIMAL	2
PARKING,	5
RFA OTHER	1
TRAFFIC	17
Total Call Types for HOLTER, JEFFREY EARL: 4	Total Calls: 25

Total parking tickets issued: 264

Bellefonte PD - Active Permits By Type (Today)

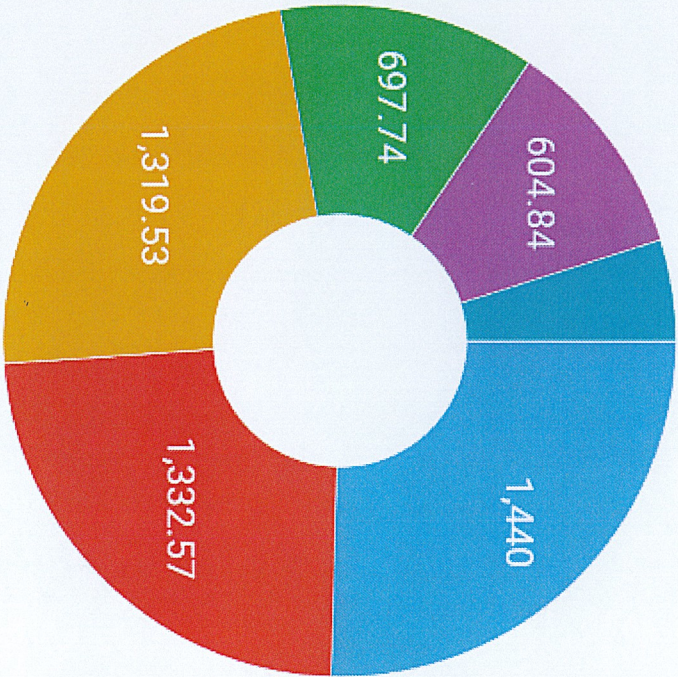


- On-Street Long-Term Parking RC-Permit (Residential)
- Municipal Parking Lot South (W. Bishop St)
- Municipal Parking Lot North (W. Howard St.)
- On-Street Long-Term Parking C-Permit (Commuter)
- Municipal Parking Lot West (Potter St.)
- On-Street Long-Term Parking RC-Permit (Resident-Commuter)

Data as of 2/1/2024, 11:37:00 AM



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 2/1/2024, 12:00:00 AM



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

Year End Total	\$5,220.90	359	\$1,039.51	53	\$3,413.90	139
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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
Year End Total	\$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
Year End Total	\$14,906.01	945	\$2,582.66	135	\$6,637.16	270	\$20.00	5

Year End Total \$24,145.83

Year End Coun 1355

2024	R Permit	R Count	RC Permit	RC Count	C Permit	C Count	1Day Permit	1Day Count
January	\$1,242.57	79	\$276.77	14	\$529.84	22	\$0.00	0

February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					
Year End Total/permit																					

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

2024	R/R/C/C Permit In House
January	13
February	
March	
April	
May	
June	
July	
August	

September	
October	
November	
December	
Total	

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

2024	R/R/C/C Permit Online/In House
January	128
February	
March	
April	
May	
June	
July	
August	

September	
October	
November	
December	
Total	

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	North Lot	North Count	South Lot	South Count	West Lot	West Count
Total/Permit	\$12,472.60	255	\$22,760.52	522	\$6,802.03	189

Year End Total \$42,035.15

Year End Coun 966

2024 Online	North Lot	North Count	South Lot	South Count	West Lot	West Count
January	\$1,049.53	22	\$1,530.00	34	\$732.74	20
February						
March						
April						

May								
June								
July								
August								
September								
October								
November								
December								
Total/Permit								

Bellefonte Borough Council Packet February 2024

2023 In 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		

2024 In House	North Lot	North Count	South Lot	South Count	West Lot	West Count
January	\$90.00	2			\$35.00	1
February						
March						
April						
May						
June						
July						
August						
September						
October						

November													
December													

Bellefonte Borough Council Meeting February 20, 2024

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										
Bellefonte Art Museum	\$0.00	2								
Masonic Lodge							\$0.00	40		
Bellefonte Mews			\$0.00	5						

PLANNING:

The **Planning Commission** meeting for February 12, 2024, was canceled due to no projects to review. The next meeting is **Monday, March 11 at 5:00 p.m.** in Council Chambers.

Included in your packet is an email from Mr. Walt Schneider, Agency Director for Centre Region Code. **Mr. Schneider reviewed the Bellefonte Elementary Land Development Plans on behalf of the Bellefonte Fire Department.** Those review comments (*also included*) were given to the Planning Commission at their January 8, 2024 meeting. That review, which addresses several concerns with the proposed building regarding fire safety. is included for your reference. The LDP was approved by the Planning Commission despite these plan review comments not being addressed by HRG.

Included for your review:

- Fire Department Review of the Bellefonte Elementary LDP, dated 1-4-2024
- Clarification of review comments of the Fire Department review, dated 2-13-2024.

~~~~~

**ZONING:**

Zoning Hearing Board solicitor, William Tressler, filed the certified record for the Robin Nest, LLC. appeal to the Court of Common Pleas on February 2, 2024.

Short-term rental permits for 2024 have been issued, except for a few late applications. I continue to work on automating the process to make it faster and more efficient for myself and applicants.

Permit applications are starting to pick up with anticipation of Spring!

~~~~~

HARB:

The next **HARB** meeting for February 13, 2024, was canceled due to no projects for review. The next meeting scheduled for February 27, 2024, is canceled, and in its place Landmarks SGA is hosting the first Public Meeting for the updated Historic Design Guidelines. The narrative from the grant proposal about the Public Meeting is quoted here:

Public Meeting #1: The Landmarks Team will coordinate with the Project Advisory Committee to schedule, promote, and hold a public meeting for all interested stakeholders, with a particular focus on the historic district business community and property owners.

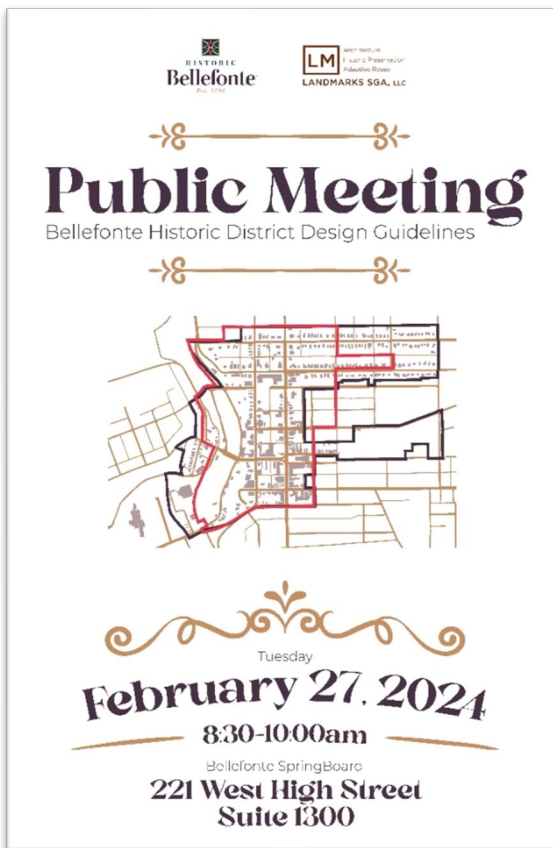
Our approach to this project views this meeting as an integral component of the decision-making process since the business and property owners in the historic will be the stakeholders most directly affected by the Design Guidelines.

During this meeting, we will provide an overview of the project, a brief review of the Secretary of the Interior's Standards and available funding for renovation projects, and work with stakeholders to develop a set of guiding principles.

The majority of the meeting will be focused on garnering feedback from the community in a hands-on process involving interactive photographs, maps, idea boards, and virtual sticky notes, in which attendees will have opportunities to establish goals and desires for the future aesthetic of the Historic District. At the end of the public meeting, the ideas and issues discussed will be collected in text, sketch, and diagram formats for further discussion and eventual incorporation into the Design Guidelines.

Additional public outreach and feedback will be collected through a variety of means, including the options of flyers, postcards, social media/ website posts, and local publications. A survey will also be developed to gather the feedback of stakeholders who were not able to participate in the first public meeting.

Below is the postcard sent out to all residents in the Historic District, including property owners and business owners of the Downtown Historic District.



January 4, 2024

Ms. Gina Thompson
Zoning Officer
Borough of Bellefonte
236 West Lamb Street
Bellefonte, Pennsylvania 16823

Reference: Fire Department Land Development Plan Review
Proposed Bellefonte Elementary School
Airport Road
Borough of Bellefonte, Centre County, Pennsylvania
Tax Parcel Number: 32-204-,076-,0000-

Dear Ms. Thompson:

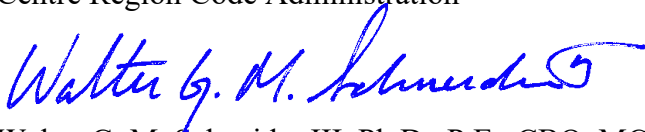
On behalf of the Bellefonte Fire Department, we have reviewed the referenced land development plan regarding site access, water supply, and other fire service features. Please provide the following information to allow us to complete our review:

- The location of the primary means of ingress for the building.
- The location of all points of egress from the building.
- Based on the plans provided, we are assuming the building will be exclusively an educational use as defined in the International Building Code 2018 edition (IBC). Please verify this.
- The building construction type as defined by the IBC.
- The number of stories and maximum building height.
- Please demonstrate that the parking lot configuration will allow passage of the Bellefonte Fire Department fire apparatus and mutual aid fire apparatus.
- The provided plans show parking directly in front of the building in the area to the left of center when facing the building from Airport Road. The parking directly in front of the building will block access to this portion of the building by aerial apparatus. Please relocate the parking and provide a fire lane a minimum of 26 feet wide directly in front of the Airport Road side the building along the entire length of the building.
- Please provide details for fire lane signage.

- The location of the nearest fire hydrant and the rated fire flow at 20 psi residual pressure for that fire hydrant.
- The plans show an on-site fire suppression water storage and fire pump facility. Please provide the capacity of this storage tank, size of the fire pump, and rationale for the sizing.
- Please demonstrate that you have provided adequate water supply for firefighting activities.
- Please verify that the pavement and any underground structures will withstand the applicable minimum National Fire Protection Association (NFPA) design loading including but not limited to wheel and out-rigger loads.
- Please note that the Fire Department Connection (FDC) will be a 5 Storz-type connection and will be located per the requirements of the Centre Region Building Safety & Property Maintenance Code, 2017 edition (CRBS&PMC), as adopted by the Borough of Bellefonte.
- Please note that the Knox brand key box will be installed per the requirements of the CRBS&PMC.

Should you have any questions regarding this matter, please contact me.

Respectfully submitted,
Centre Region Code Administration



Walter G. M. Schneider III, Ph.D., P.E., CBO, MCP, CFO, CFM, MIFireE, FASCE, CPT
Agency Director

File

Bellefonte Elementary Land Development Plan Review

Schneider, Walter <WGMS@crcog.net>

Tue 2/13/2024 2:48 PM

To: Gina Thompson <gthompson@bellefontepa.gov>

Ms. Thompson good afternoon. I am writing at your request to clarify the issues outlined in my Fire Department Land Development Plan Review letter dated January 4, 2024. It is my understanding that the representative from HRG has indicated that all of these issues would be addressed during the review of the building permit later in the development of this site. Since the last Council meeting, I have spoken with the representative from HRG and they will be working to address the issues that have been raised. I have also explained why these issues are pertinent to the land development phase of the project and would not be addressed during the building permitting process.

These are the comments that I raised with additional information on the nature of my comments:

- The location of the primary means of ingress for the building. I am requesting the location of the primary means of egress for the building since it is not shown on the plans, but this will be where most of the occupants will be leaving from in an emergency and where the fire department will typically be making entry. Also the location where the Knox key box and Fire Department Connection will be located. Needed for a complete review.
- The location of all points of egress from the building. I am requesting the location of the other means of egress for the building since they are not shown on the plans, but this will be where occupants may be leaving from in an emergency and where the fire department may gain access.
- Based on the plans provided, we are assuming the building will be exclusively an educational use as defined in the International Building Code 2018 edition (IBC). Please verify this. This has to do with occupant load and when the building will be occupied and how it will be used leading to needed fire flow calculations. Needed for a complete review.
- The building construction type as defined by the IBC. Needed fire flow calculations. Needed for a complete review.
- The number of stories and maximum building height. Needed fire flow calculations. Needed for a complete review.
- Please demonstrate that the parking lot configuration will allow passage of the Bellefonte Fire Department fire apparatus and mutual aid fire apparatus. This is verifying that the fire apparatus responding to an incident can get to the building efficiently.
- The provided plans show parking directly in front of the building in the area to the left of center when facing the building from Airport Road. The parking directly in front of the building will block access to this portion of the building by aerial apparatus. Please relocate the parking and provide a fire lane a minimum of 26 feet wide directly in front of the Airport Road side the building along the entire length of the building. We believe that this portion of the building will be the gymnasium and that this area will require aerial fire apparatus to gain direct

access to the roof in case of a fire. The aerial apparatus is not effective if parked too far from the building or if it is blocked by other vehicles.

- Please provide details for fire lane signage. Verifying that site signage will be adequate prior to construction.
- The location of the nearest fire hydrant and the rated fire flow at 20 psi residual pressure for that fire hydrant. This is the first hydrant that will be used to provide water to fight a fire on the site or in the building. We are attempting to determine if there is adequate fire flow at the site. Also based on the quantity of large diameter hose that is carried on each of the Bellefonte Fire Department Engines we do not want the hydrant to be too far away from the building resulting delays in establishing a water supply.
- The plans show an on-site fire suppression water storage and fire pump facility. Please provide the capacity of this storage tank, size of the fire pump, and rationale for the sizing. We are attempting to determine if there is adequate fire flow at the site.
- Please demonstrate that you have provided adequate water supply for firefighting activities. We are attempting to determine if there is adequate fire flow at the site.
- Please verify that the pavement and any underground structures will withstand the applicable minimum National Fire Protection Association (NFPA) design loading including but not limited to wheel and out-rigger loads. We are trying to verify that the pavement and sub-structures will not be damaged by the Bellefonte Fire Department apparatus if used on the site.
- Please note that the Fire Department Connection (FDC) will be a 5 Storz-type connection and will be located per the requirements of the Centre Region Building Safety & Property Maintenance Code, 2017 edition (CRBS&PMC), as adopted by the Borough of Bellefonte. Typical note to make sure that the owner/design professional is aware of the requirements and that they are met.
- Please note that the Knox brand key box will be installed per the requirements of the CRBS&PMC. Typical note to make sure that the owner/design professional is aware of the requirements and that they are met.

If you have any questions, please let me know.

Thank you and stay safe

Walter G. M. Schneider III, Ph.D., P.E., F.ASCE, MCP, CFO, FM, CBO, MiFireE, CPT
Agency Director
Centre Region Code Administration (CRCA)
2643 Gateway Drive
Suite 1
State College, Pennsylvania 16801
www.crcog.net/crca
wgms@crcog.net
O(814)231-3063 C(814)280-1390



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: February 12, 2024

Subject: Borough Manager's Report – **January 2024**

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** - Staff is discussing possible amendments to the Settlement Agreement with the DOJ administrator. Another conference call is planned. All implementation deadlines have been extended.
- **Armory building/Spring Street** – construction for the elevator is progressing and should be complete at the end of February. The large meeting room is being used for municipal meetings. Wi-Fi is available in the room. The speaker system will be adjusted after additional sound panels are installed (estimated time frame is the end of February).
- **Bandshell Memorandum of Understanding (MOU)** – A new committee has been appointed by past council president Doug Johnson. The committee received a request for a meeting and one is scheduled.
- **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. The feasibility study, once completed, will be submitted to PA DEP. The Authority is seeking preliminary approval of their desired design concept. The concept would then be designed and permitted by PA DEP. The project is tentatively slated for bidding and construction in 2025.
- **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. No further updates have been received.

- **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** – This project was reviewed at the February 5th council work session. A proposed agreement for conditional approvals has been sent to Solicitor Jeff Stover for review.
- **Parks/Governors Park/Pickle Ball** – Don and I met (November 2023) 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. Completion is estimated to be at the end of March/beginning of April.
- **PA Highlands Community College (PHCC)** – The PHCC is coming to Bellefonte/Centre County. They have signed a lease for space in the Match Factory. They plan to start classes in the Fall of 2024.
- **Personnel** – Our openings have been filled. Just a reminder that our non-uniform or public works union contract expires at the end of 2024. We will be asking department heads for input on changes to the contract. Council will need to decide how they want to be involved – officers of council, special committee, etc.
- **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. Chief Weave is working with Mike leaky to design the 1st floor space.
- **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 to determine the best and most cost-effective way to proceed as the spur will require a subdivision plan.
- **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. The Borough did not receive grant funding for this project. Staff will be meeting with the traffic engineer to determine options.
- **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** – the owners are meeting with state and federal legislators to seek additional funding programs.

January	Meetings/Activities Attended
1	➤ Holiday
2	➤ Department head meeting ➤ Council meeting
3	➤ Sick leave ➤ Staff meeting ➤ Authority meeting
4	➤ Sick leave
5	➤ Sick leave
6	➤
7	➤
8	➤
9	➤
10	➤ Call – DOJ representative to discuss Agreement re hearing accommodations
11	➤ Meet with interested engineer – street lighting upgrade project ➤ Council Agenda planning ➤ Airport Authority meeting
12	➤ Meet with interested engineer – street lighting upgrade project
13	➤

14	➤
15	➤
16	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Meeting with sound system installer – large meeting room, Armory ➤ Council work session and business meeting
17	➤ Airport Authority committee meeting
18	➤
19	➤ PA Rural Water Association board meeting
20	➤
21	➤
22	➤
23	➤
24	<ul style="list-style-type: none"> ➤ Elevator job conference ➤ Meeting with contractor, business rep. – Courthouse wall project ➤ Meeting with Authority solicitor ➤ Meeting at St. Paul Street – parking, water meter issues ➤ Meeting with Mayor – Borrow Street property issues
25	➤ Airport Authority meeting
26	➤ Off
27	➤
28	➤
29	<ul style="list-style-type: none"> ➤ Armory building committee meeting ➤ Centre County Tax Collection Committee meeting
30	<ul style="list-style-type: none"> ➤ Airport Authority Committee meeting ➤ CATA public Hearing – cost, service issues
31	<ul style="list-style-type: none"> ➤ Sick leave ➤ Call with DOJ rep. Agreement regarding hearing accommodations ➤ Meeting with council officers

Activities
Work session and Council Agenda formatting and preparation
Drafted the elected official travel training policy
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
Year-end files clean up

Centre County Airport Authority Meeting Minutes, January 25th, 2024

Attending: C. Groshel; D. Johnson; R. Finley; L. Lingle; G. Khoury; D. Gray; W. Steudler; R. Stewart via Zoom

Additional Attendees: J. Meyer C.M., Executive Director, CCAA; T. Benson, Legal Counsel for the Authority

The meeting was convened at 7:00 PM by C. Groshel.

Public Comments: None.

1. Approval of the January 11th, 2023 Meeting Minutes:

Motion for approval was made by D. Gray. G. Khoury seconded the motion. The motion was unanimously approved.

2. Financial Statements for August:

- a. Schedule of Budget Annual vs. Actual YTD
- b. Statements of Assets, Liabilities & Equity
- c. Statement of Revenues and Expenditures YTD
- d. Statement of Cash Flows YTD
- e. Excel Budget Format Rev & Exp

R. Finley provided an overview of the financial statements. No unusual factors. Net cash assets are \$8.3M. It was noted that the interest payments were made related to the interest rate adjustment on the PIB loan. There was discussion on improving the financial statements with respect to classification of capital and operating expenses. It was suggested that J. Meyer meet with reps of Converge to improve the reporting.

D. Gray made a motion to accept the Report. L. Lingle seconded the motion. The motion was unanimously approved.

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

J. Meyer referenced page 15 of the agenda materials. Over the previous year, the rental car income is approximately \$300k greater with nearly 4,300 more rental days amounting to approx. \$55k in additional income to CCAA. This includes revenues from the Customer Facility Charge (CFC). These numbers are getting closer to the pre-covid activity. The rental car revenues are the number

one income source for CCAA with parking being number two. There was some discussion regarding Hertz selling their EVs for lack of customers. The Hertz vendor here in the terminal is an independent franchisee.

Parking revenues are approx. \$80k for the period. Revenue is historically lower during January and February.

4. Committee Reports:

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

Meetings are being scheduled. Progress is being made.

b. Boarding Bridges – G. Khoury:

Discussions have taken place with B. Rodgers related to FAA grant money availability for the boarding bridges. B. Rogers is checking with the FAA and will let CCAA know. There was some discussion about the need for a feasibility study through Mead and Hunt. There was discussion about how and why communications go through the airside to the FAA.

c. HR – G. Khoury:

G. Khoury referenced a service agreement between CCAA and Battaglia and Associates Wealth Management for them to assist the Authority with retirement plan benefits.

G. Khoury made a motion to accept the proposal of 01-23-2024 from Battaglia and Associates as presented. D. Gray seconded the motion. The motion was unanimously approved. This motion was amended to include the appointment of three pension plan trustees – J. Meyer, C. Groshel and H. Mose. T. Benson explained the fiduciary responsibility that trustees have.

5. Continuing Business: None

6. New Business:

a. Approve Contract with First National Banks (FNB) for ATM

First National Bank (FNB) has an ATM machine in the terminal. The contract expired. T. Benson reviewed the proposed contract and made some

minor changes. There was some discussion regarding rent and advertising in the terminal by FNB.

R. Finley made a motion to approve the contract with the changes made by T. Benson. D. Gray seconded the motion. The motion was unanimously approved.

Some discussion related to the Airport directional signage, an incident with Southern Airways, and the PSU flight department closing.

Adjournment: The meeting was adjourned at 7:50 p.m.

BELLEFONTE BOROUGH WATER AUTHORITY
MEETING MINUTES
REGULAR MEETING
February 6, 2024 – 5 p.m.
236 West Lamb Street
Bellefonte, PA 16823
www.bellefonte.net

CALL TO ORDER

The meeting was called to order February 6, 2024 at 5 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL Authority members present:

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

Staff

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

Engineer Chris Roelke

Guests none

MINUTES

A motion was made by Beigle and seconded by Brown to approve the minutes from January 3, 2023. No discussion. Motion carried.

ADDITIONS TO AGENDA

NONE

PUBLIC COMMENT/COMMUNICATIONS- ORAL

NONE

COMMUNICATIONS (Written)

NONE

FINANCIALS

Budget v. Actual December 2023. Falcone gave an overview of the financials.

Eaton motioned and Brown seconded to approve the financial report. No discussion. Motion carried.

ENGINEER'S REPORT

The engineer highlighted several projects completed in January.

- Annual Chapter 94 report (will likely be completed by the middle of march)
- EPA Annual Report
- Pumphouse Electrical
- 2 proposals: Big Spring Cover Project, Streetscape proposal

SEWER REPORT (Superintendent)

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

There was a discussion regarding pump repairs.

WATER REPORT

Details were offered regarding projects and repairs completed in January.

OLD BUSINESS

Big Spring Cover Project – the Authority is expecting a feasibility study estimate from the engineer.

Service Line Inventory Project Update (Due in October)

- It was noted that this is a HUGE project and undertaking

Penn Eagle Industrial Park Filling Station Proposal – Water Connection is progressing

NEW BUSINESS

Daily Water withdrawal January 2024

Spring-Benner-Walker Area Joint Meeting Minutes December 11th, 2023 & January 8th, 2024

Property at South Thomas with garage off St. Paul Street – Asking for approval to have service to garage from St. Paul, two water meters which is a variance from regulations.

- The building is residential not commercial
- There is a sewer connection
- The Authority agreed to not change their policy in not allowing for a second meter on a residential property. Ralph will inform the property owner of the Authority's decision.

DISCUSSION

Mr. Noll discussed the electrical room HVAC project and the need to keep this moving.

ADJOURNMENT

Falcone motioned and Eaton seconded to adjourn tonight's meeting. No discussion. Motion carried. Meeting adjourned at 6:01pm.

**BELLEFONTE BOROUGH
INDUSTRIAL DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

**January 10, 2024 6 p.m.
236 West Lamb Street, Bellefonte, PA 16823**

www.bellefonte.net

PRESENT

Mr. Frank Halderman
Mr. Matthew Hill, Chair
Mr. Donald Holderman, Secretary
Mr. Ray Fisher
Mr. Gregor Wendt
Mr. Michael Scott

EXCUSED

Mr. Rodney Beard, Esquire, Solicitor

VISITORS:

CALL TO ORDER

The January 10, 2024 Bellefonte Industrial Development Authority Reorganization Meeting was called to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

REORGANIZATION MEETING

Nomination of Chairman – Mr. Matthew Hill was nominated and appointed Chair.

Nomination of Vice Chairman – Mr. Halderman was nominated and appointed Vice Chair.

Nomination of Treasurer – Mr. Wendt was nominated and appointed Treasurer.

Nomination of Secretary – Mr. Holderman was nominated and appointed Secretary.

**All nominations and appointments were by Voice Vote*

MINUTES FOR APPROVAL

*Halderman motioned and Scott seconded to approve the June 8, 2022 IDA Meeting Minutes.
Motion carried.*

PUBLIC COMMENT

NONE (No public comment, but Mr. Stewart introduced Julie Brooks, a Borough Staff member.)

FINANCIAL REPORT

Current Balance: \$7,672.00

The \$200,000 was returned to the Borough.

OLD BUSINESS

NONE

NEW BUSINESS

Several projects were discussed:

Mike Scott – CBICC Revolving Loan Committee

Todd Dolvin – New hire on CBICC would like to attend a BAIDA meeting to introduce himself and learn more about the BAIDA.

Bellefonte Waterfront Project Update

*The parking garage (approx. 300 spaces) is hindering project planning.
The organizers are looking to get a low interest loan from the USDA.
There was a recent redesign but the redesign still is not financially feasible.
The project is slated to start sometime in 2024.*

Bellefonte School District

*The BAIDA would like to request a meeting with the district/school board.
The district is planning to build a new school behind the high school, scheduled to be completed in 2026. The BAIDA is interested in working with the district to redevelop the Bellefonte Elementary property. This would require cooperation between the district and the Borough, and could be a benefit to both entities.*

The BAIDA will send a letter to BASD to express their interest in partnering with the district.

INFORMATION

NONE

ADJOURNMENT

With no further business coming before the IDA Mr. Wendt moved to adjourn the meeting. Mr. Fisher seconded the motion. Motion carried unanimously.

Meeting adjourned at 6:30p.m.



Bellefonte Emergency Medical Services

**Municipal Update
4th Quarter 2023
January 1 – December 31**

Ambulance Incidents;

- Total Responses
 - Emergency 1861 total (2022 = 1843)
 - Transported 1360
 - No Patient, Refusal 202
 - Lift Assist 101
 - Deceased 33
 - Cancelled 107
 - Fire/Police Standbys 56
 - Non-Emergency 2 total

• By Municipality;	<u>2023</u>		<u>2022</u>		<u>2019</u>	
○ Bellefonte Borough	526	28%	496	27%	751	35%
○ Spring Township	356	19%	336	18%	310	14%
○ Benner Township	300	16%	271	15%	300	14%
○ Boggs Township	241	13%	251	14%	223	10%
○ Milesburg Borough	171	9%	151	8%	185	9%
○ Union Township	66	4%	73	4%	76	4%
○ Howard Township	31	2%	49	3%	33	2%
○ Marion Township	36	2%	32	2%	47	2%
○ Unionville Borough	16	1%	14	1%	9	<1%
○ Huston Township	4	<1%	6	<1%	1	<1%
○ Mutual Aid	114	6%	171	9%	181	8%

Staffing;

- Career Personnel 28,222 hrs
- Volunteer Personnel 417 hrs

Fleet Information:

Unit #	Vehicle	Mileage	Replacement
• Amb-26-1	2010 Freightliner Ambulance	229,452 miles	2029
• Amb-26-2	2018 Freightliner Ambulance	97,775 miles	2033
• Amb-26-3	2019 MB Sprinter Ambulance	60,242 miles	2031
• Van-26-1	2014 Ford Para-Transit Van	115,751 miles	2026
• Van-26-2	2009 Ford Para-Transit Van	209,304 miles	2023
• Van-26-3	2017 Dodge Para-Transit Van	86,757 miles	2029
• Utility-26-1	2005 Ford F-350 MCI/Utility	95,587 miles	TBD

369 Phoenix Avenue, Bellefonte, Pa. 16823

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



Bellefonte Emergency Medical Services

2023 Municipal Funding – Received (YTD as of 12/31/23)

	<u>2023</u>		<u>2022</u>	
○ Howard	\$ 4,060	0.50 mill (+)	\$ 1,538	0.19 mill
○ Union	\$14,000	0.50 mill (+)	\$10,000	0.35 mill
○ Huston	\$ 266	0.50 mill (=)	\$ 266	0.50 mill
○ Milesburg	\$ 6,100	0.42 mill (+)	\$ 5,710	0.40 mill
○ Boggs	\$23,100	0.40 mill (-)	\$28,700	0.50 mill
○ Benner	\$19,000	0.27 mill (+)	\$14,000	0.22 mill
○ Bellefonte	\$24,037	0.25 mill (=)	\$25,694	0.25 mill
○ Spring	\$10,000	0.10 mill (+)	\$ 9,000	0.09 mill
○ Marion	\$ 0	0.0 (-)	\$ 5,000	0.38 mill
○ Unionville	\$ 0	0.0 (=)	\$ 0	0.00 mill

2023 Municipal Funding Utilization – (YTD as of 12/31/23)

- \$10,000 Ambulance Purchase, partial cost, 2010 Freightliner/Horton, Amb 26-1
- \$ 3,323 Vinyl graphics/lettering on new ambulance, partial cost
- \$ 1,073 Fuel, vehicle (2 week invoice)
- \$ 5,298 Roof replacement loan payment x7
- \$ 678 Worker’s Comp premium, x1 pay period
- \$ 409 Utility – electric x1 month
- \$ 2,049 Equipment/supplies; ambulance inverter replacement, O2 & cylinder hydro testing, radio batteries
- \$28,529 Payroll, partial x7 pay periods
- \$14,431 Insurance – liability, property, vehicle, portable equipment, umbrella – (6 month)
- \$ 1,100 Equipment purchase – portable suction unit x1
- \$ 9,606 Litter (x3) replacement, annual financing #3 of 4 payments
- \$ 2,717 Equipment certification/calibration/repair; O2 regulators, suction, BP gauges
- \$13,056 Ambulance Loan payment x8, Freightliner Amb 26-2
- \$ 8,294 Ambulance Loan payment x8, Sprinter Amb 26-3
- \$100,563.18 Total
- \$ 0 Balance

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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.

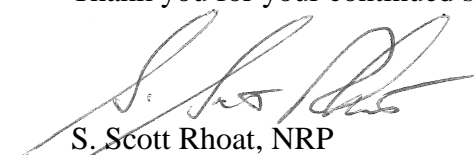
This session will introduce elected officials to the levels of EMS service available in a tiered response system and how they augment each other. Questions we commonly hear that will be discussed include; Who are the EMS agencies that may arrive at an emergency in your neighborhood, how many emergencies 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
Fire Department Executive Meeting
Minutes
November 28, 2023 – 7 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net

VOTING MEMBERS PRESENT: (Quorum of 8 voting members present)

Chief 2, Gary Lohr – Undines
Chief 2-1, Rich Kelley – Undines
At Large, Gordon Vanauken – Undines
Chief Director, Bobbi Salvanish – Logans
Deputy Chief, Rob Pacella – Logans
AT Large, Tim Schreffler – Logans
Bellefonte Borough Council – Randy Brachbill – VIA ZOOM
Benner Township, Secretary, Sharon Royer – VIA ZOOM

Voting Members Excused:

Malachi Moyer – Undines
Assist. Chief, Charles Salvanish - Logans
Archie (Butch) Gettig – Marion Township
Michael Danneker – Spring Township.

Non-Voting Members in attendance.

Lori McGowan – Bellefonte Borough, Finance Director
Debra Smeal – BFD, Medical Director

Non-Voting Members Excused:

Nick Caputo – BFD, R&R Coordinator
Frank Reglin – Bellefonte Borough Fire F.P. Logans

CALL TO ORDER

- The meeting was called to order on November 28, 2023, at 7pm By Chief 2 Gary Lohr.

INTRODUCTIONS

- NONE

PUBLIC COMMENT

- NONE

ADDITIONS TO THE AGENDA

- NONE

REVIEW/APPROVAL OF MINUTES

- Re-Review of minutes from September 26, 2023.

Tim Schreffler motioned to approve the September 26, 2023. Rich Kelley seconded. There was an extensive discussion regarding the approval of these minutes, but the recording did not start until after the discussion. Motion to approve the minutes carried.

- Review/Amend minutes from October 26, 2023

Randy Brachbill motioned to approve the October 26, 2023. Rich Kelley. seconded. No discussion. Motion to approve the 10/26/2023 minutes carried.

CURRENT BUDGET REPORT

- The budget report was presented, and members discussed various items in the report.
 - It was noted the dept is still running under a deficit, but it was further noted that the Bellefonte Fire Company should be fine to operate in 2024.
 - Tax money does not come in until late March/early April – so the departments will need to stay frugal in January/February until those funds are available.
 - Tim Schreffler commented that he requested information on all County buildings tax information (County Obligation) and he is slowly getting information on the real estate costs for all County buildings within the fire protection district.
- *****There was a discussion during the budget report regarding council members vs fire executive board members and fire executive representation on Borough Council. The discussion was confusing, and I am not sure how to word or summarize the discussion. It was agreed there is a disconnect and confusion on this issue and it would be further addressed later in the meeting. This paragraph needs help – it basically says nothing!***
 - There was also a discussion regarding the 1 mil tax increase and how that money could impact the departments.
 - There was also a discussion regarding the Fire Department Newsletter and how to inform the public about the needs of the companies and how to generate more interest and help. The letters usually go out in the beginning of March. Some companies write a yearly letter, and some write 2 letters a year, spring/fall.
 - Discussion regarding a “Local Share Account Statewide Grant”
 - It was suggested that the companies apply for this grant. The grant application has to be applied for and signed by the Borough.

- The grant application is for up to a million dollars and is due by the end of November. The grant opens up again in July 2024.
- It was noted that there are no specific staff on the board who are knowledgeable in grant writing and that is causing difficulty in applying for grant funds. It was further noted that this particular application was relatively simple to fill out. It was noted again that there is a disconnect between Borough Council and the Fire Exec Board.

COMMITTEE UPDATE

- Safer Grant Update
 - Nick was not present tonight to discuss his report. He is out of the country but is available via email.
 - The grant runs out on Saturday, December 2nd and there have been no extensions granted.
 - If no extension is granted the physicals that are scheduled would need to be cancelled.
 - There was a long discussion regarding the number of new volunteers that were brought in under the grant. There were a lot of differing opinions on that.
 - It was clarified that there was a phone call regarding possible extension of the grant, and it looks favorable that an extension will be granted, but the final decision on that extension will be made later this week and the board will be notified. The extension would be for 6 months, until April 30th.
 - Discussion regarding gear purchased. Physicals have to be completed before gear is purchased. Because of the tight deadlines, it was suggested that gear be purchased "off the rack/shelf" and not ordered.
- 2024 Budget Review
 - No changes from the last meeting. Call for a motion and a second to approve the budget.

Gary L. motioned and Tim S. seconded to approve the 2024 Budget to send to Council for final approval. Motion carried.

OLD BUSINESS

- Physicals Update
 - If it cannot be arranged to get physicals done through the grant there is another option, a mobile trailer can be hired and can take up to 24 people for physicals in

a single day. It will be the same cost for physicals through the grant or through the mobile unit.

- There is only \$235 per physical allotted by the grant. Any costs over and above that have to be covered by the departments to pay. There was an additional extensive discussion regarding the costs of physicals and funding.
- It was determined via verbal consensus that there is no interest in adding additional people to the trailer 15/82 physicals in 2024 and that only grant money would be used for physicals.
- Personnel interest in taking courses to meet Bellefonte Fire Chief criteria to hold the Bellefonte Fire Chief position.
 - There are no other names of anyone interested in a Chief position or training.

NEW BUSINESS

- Review Chapter/Act 35 Revisions for approval
 - There was an extensive discussion regarding revision 35-2 – Fire Executive Committee members:
 - The language currently reads: Benner Township and Spring Township and Marion Township supervisors, and Bellefonte Borough Council person. It was suggested to change the wording to Benner, Spring, Marion and Bellefonte Borough. It was further suggested to change the wording from “supervisors” to “representatives” in order to eliminate titles. This leaves it up to each individual township or borough who they send to the meetings.
 - Item D currently reads as follows: “meetings can be recalled by the Bellefonte Fire Department Chief, the Borough Manager, and Bellefonte Borough Safety Chair.”
 - Suggestion to change the wording to “meetings can be called by the Bellefonte Fire Department Chief, the Borough Manager, or at the request of 4 or more members of the board.” (Remove “safety chair” as there is no longer a safety committee)
 - This item is not ready to go to vote or completed to go to Borough Council. Therefore, there will be no vote on this item tonight.

ADJOURNMENT

Randy Brachbill motioned, and Tim Schreffler seconded to adjourn. The meeting adjourned at 8:30pm.

ADDITIONAL DISCUSSION

- There was additional discussion after the adjournment regarding an ordinance to bill insurance companies. This was met with approval and will be moving forward.
- A member of the committee attended the Nittany Valley Joint Planning Committee Meeting. The DCED study has not been completed by any other company other than the Bellefonte Fire Department. Other departments need to and are encouraged to complete that paperwork.

MEMO

Date: For Council meeting February 20, 2024
To: Bellefonte Borough Council
From: Julie Brooks
Subject: Bellefonte Intervalley Chamber of Commerce Update

February meeting points of interest

The Bellefonte Intervalley Chamber of Commerce met on February 7, 2024 approved meeting minutes are included from the January 3, 2024 meeting.

Main discussions centered on contact with members, fund raising and board member changes.

The ice-skating rink, winter hours for park restrooms and CATA service concerns were discussed in the partnership report.

Next meeting is March 6, 2024 7:30 AM at the train station.

January 3, 2024, Meeting Minutes

<u>Present or Conference Call</u>	<u>Absent</u>	<u>Staff/Guest</u>
<p>Gary Landon Candy Covey Kerry O'Hara Jennvlin Schuster</p> <p>Matt Hill Julie Brooks Lesley Kistner Amber Concepcion Bill Pantle Sally Houser Sherri Letterman</p>	<p>Mary Anne Volders Nicole Simpson</p>	<p>Ryan & Becca from Bellefonte High School</p>

Call to Order– Gary Landon, President at 7:38 am

Approval of the Minutes of December 2023, Meeting was done by voice vote. The motion passed.

Treasurer's Report –

<u>FNB Bank (Operations Account):</u>	\$1,402.99
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>	\$1,226.11**check for the tins issued from this account

The treasurer's report was approved by voice vote.

Committee Reports

Executive Committee- Gary Landon— Spoke on the current issue with getting dues collected. There was a brief discussion on the contact sheet and reaching out to members. There was discussion on the membership guide.

Board Development – Candy Covey

Zach Schuster from Schuster's landscaping is now a board member. Zach's board seat was approved after Matt Hill made the motion and Candy Covey 2nd. Holly Wilson has handed in her resignation from her board seat.

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

Fundraising & Events Matt Hill & Jennilyn Schuster — Looking for ways to improve the tournament.

2022 Tin sale – The tins arrived before the holidays and were on sale during the Christmas train events. We still have tin if anyone is still interested.

Lottery Raffle – The raffle tickets were printed by Grove Printing. Tickets are available through board members or here at the office and select businesses. The drawing will be Tuesday February 20 at the Winter Blues Breaker at the Blonde Bistro Brew Works.

Program (Member Benefits) – Open— Blonde Bistro hosting Blues Breaker – February
We are looking for hosts for the remaining year

Partnership Reports

- a) HBI – Sally Houser – Very successful year for all events in Bellefonte. Sally stepping away from HBI The egg hunt will be coming up in March
- b) HVAB – Grant will be opening in Feb. Marketing Summit March 5th Tour Bus Association will be March
- c) County Commissioners – Court house construction on going bids open on centre crest
- d) Bellefonte Borough – Julie Brooks – Meetings are being held in the new building in the large meeting room. Water issues on Pine St
- e) DBI – Kathleen Ammon – none
- f) CPI – Mary Ann Volders – none

Executive Director's Report

All accounts are balanced through November.

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 still on hold

Non-Profit is renewed.

Worked with the Railroad on the Christmas Trains and the logistics for all the events. I was in attendance at all train events either in the office or on the train. Answered many questions. Since the train came back in October there have been 6,000 riders with the last train on Dec 23.

Continuing to work on how to improve member benefits.

Other Items

New Business:

Action Plan for safe routes to parks
Planning committee & calendar

Open discussion

New Members to be approved –Nick's Nuts – Nick Rapak

Adjournment: 9:30

Date of Next Meeting February 7, 2024

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, December 7, 2023
6:30 pm

Trustees Present: Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Mary Prendergast, Pam McCloskey

Trustees Absent:

Staff Present: Michele Reese, Denise Sticha

Guests Present: Justin Miller, John Sengle, Brady Clemens, PPVLS- Dan Decker, Russ Brooks, Rhonda Rumbaugh

Call to Order: Carl Inglesby, President, called the meeting to order at 6:30 pm.

Public Comments and Correspondence: Sticha read the email sent by Dan Decker regarding the possible change of name for the Centre Hall Library and the possibility of having a books by mail program for the Centre Hall and outlying residents.

Consent Agenda: Taylor made a motion to approve the minutes of October 26, 2023. Seconded by Prendergast. Motion carried. Cleeton made a motion to approve the Director's October & November 2023 Operations Report. Seconded by Barnett. Motion carried.

Director's notes- Sticha stated that the Historical Museum would be participating in the Victorian Christmas opening ceremonies and that both the Library and Museum will be participating in the Cookie Crawl. Sticha shared with the Board the project that the Family Search Group is doing for the Museum. They are digitizing estates, marriage records, and other County records stored in the basement. The information will be available on the Family Search website for researchers to use. McCloskey stated the PA Room will have its own hard drive with the information available for use. Further discussion followed.

Finance Report and Investment Summary: Sticha stated that we raised \$2405 for Giving Tuesday, a slight increase from last year, and that we are in good shape for the rest of the year. We will not have to pull from the investments for this year. The closeout for the HVAB grant has been submitted and we are waiting for payment. Reese reviewed the revised Investment report with the additions of the accounts held at the Centre Foundation and the CD's that were opened. Additional CD's are to be opened with the ERC funds that are on hand.

Cleeton made a motion to approve the Finance Report and Investment Summary. Seconded by Taylor. Motion carried.

New Business:

Presentation of Trustee Emeritus- Sticha presented a certificate to John Sengle for him being awarded Trustee Emeritus. He first started with the Board in 1999 and has held multiple terms as a member and continues to work on the property committee.

Centre Hall Library Design consultant proposal – Sticha reviewed a proposal submitted from Keller Design for the Centre Hall expansion. The scope of work outlined in the proposal will provide a budget which is needed for the Hamer Foundation grant. She discussed the other

projects that Mr. Keller has completed in prior years and how well they were designed. The cost of the project for his proposal completion will be \$23,700 with possible additions. This expenditure will count towards the Keystone Grant. The plan is to present the project to the Hamer Foundation in January and then apply for the Keystone Grant in the next cycle. If all goes as planned there is a possibility that ground could be broken in 2025. Further discussion was held regarding the project and ways to cover the cost of the proposal. **Barnett made a motion to accept the design proposal from Jim Keller for the Centre Hall expansion. Seconded by Cleeton. Motion carried.**

Dan Decker thanked the Board for voting to move forward with the project and asked if there may be more events that may need to be paid to Keller before going to the Architect. Discussion followed regarding the proposal, possible additional costs, and travel. Decker asked then about the ADA compliance on the shelving and wanted to make sure the information was received and submitted to Mr. Keller. Sticha stated that it has been submitted.

Centre Hall Area Branch Library possible name change – Inglesby stated that he attended the PPVLS meeting in November and they had discussed changing the name of the library to Penns Valley Library. Inglesby asked the Board who should take lead of the name change project and before going further contact the Centre Hall Borough to see what they think of the change and what the East Penns Valley library thinks of the name change. McCloskey suggested the Board do a joint venture with the PPVLS. Taylor stated that he feels it is the Boards duty to approve any changes but to make sure we reach out to the community that the library serves with any changes to see if they agree. Inglesby stated that if a name change is done now would be a good time during the fundraising for the expansion. Sticha stated that if a survey is designed, it needs to be clear as to who is conducting the survey. Further discussion was then held regarding the possible name and branding standards. Decker stated that the PPVLS could run the survey in the Grapevine once both the Boards agree what the survey says. Rumbaugh stated that she agrees that there needs to be a unified message to the Penns Valley community and who is asking. Rumbaugh stated that she is glad that the Centre Hall branch is part of the Centre County Library branches.

2024 Board meeting schedule – Sticha reviewed the meeting schedule and discussed the changes for the branch meetings. Sticha asked if the Board would be interested in changing the start time of the meetings to 6:00 **Cleeton made a motion to accept the 2024 Board meeting schedule and the change of time to 6:00. Seconded by Barnett. Motion carried.**

Old Business:

Possible Public attendance policy/bylaw – Discussed the Public attendance policy/bylaw. Barnett suggested that amendment #7 have a grammatical change made. **Barnett made a motion to accept the Public attendance policy/bylaw as submitted with the grammatical change. Seconded by Cleeton. Motion carried.**

2024 Draft Budget – Sticha discussed the changes of the decrease of the COL to 3% to allow the Marketing position to go to fulltime and stated that Reese created a 5-year salary projection spreadsheet to look at future pay increases to show how long the ERC funds would last and the funds would last through that time. Inglesby stated that they had talked about how to make additional funds at the last meeting and it was stated to ask for it.

Taylor discussed the books by mail suggested in the PPVLS letter to the Board and asked if it was something that we already do and concerns about the cost. Clemens stated that Schlow has a current library by mail program for those who are unable to leave their home. Further discussion was held regarding the shipping costs, book collection in transit and where to adjust for it on the budget. Cleeton asked about a possible locker system being installed at the branch. Discussion was held regarding the use of the locker system.

Cleeton asked if there may be a change with Halfmoon Township since there was a change in their Supervisors. Sticha stated that for 2024 there would not be a change. Discussion was held regarding the funding from Halfmoon and municipal donations.

Cleeton made a motion to accept the proposed 2024 Budget. Seconded by Prendergast.

Motion carried.

Committee Reports:

Finance: Sticha stated that a decision needs to be made as to where we place the remaining ERC funds. Cleeton asked if the additional CD could be placed at FNB since we are covered by the PA Act 72. Further discussion was held regarding the funds and obtaining several CD's. Sticha stated that the Finance Committee will not be able to meet with Kristen Coombs and FNB to review the investments. A meeting will need to be setup in January.

Personnel: Megan Strommer started at the beginning of November and has done well in her position. She has made several changes to a few programs.

Property:

Museum - Sengle reported on the completion of the Howard Street porch and brush was removed beside the Museum.

Bookmobile- Sengle stated the Board needs to sit down and setup a committee and rethink the Bookmobile service what they want it to look like.

Centre Hall – Sengle reported the PPVLS completed a memorial bench for Pat Smith this past year, a music garden was installed this past Summer and a door stop was installed. Sengle is going to do some minor tree work that is near the sidewalk and the Centre Hall expansion is starting to move forward. Sengle stated that he discussed with Dan Decker that there is a part that can be installed on the waterline going into a building. Sengle stated he has not researched it in detail but stated he feels you can program it and if there is water flowing outside normal operating hours it will generate a type of alarm. He stated that this is something that Board should consider looking into for further use at all locations.

Holt – Sengle stated that the exterior and interior projects should be completed by the end of next week. Discussed the parking lot barriers and the deterioration of the blocks. Sengle stated that he talked with the neighbor to see if there were any issues with removing the blocks and he agreed that they could be removed, and lines painted.

Bellefonte branch – Tree removal done early of 2023.

Planning: No updates.

Nomination:

Board vacancies –County board member nominee- Justin Miller submitted his paperwork to the County Commissioners. Sticha received an email stating Justin Miller’s appointment will be put on the agenda for the last Commissioners meeting of the year. **Barnett made a motion to recommend that Justin Miller be appointed as the County representative starting January 2024 providing he is approved by the County Commissioners. Seconded by Cleeton. Motion carried.**

Taylor asked if the County appointment is the last open seat and Sticha stated that we will go into 2024 with a full board. Philipsburg reappointed Kathleen Gomez and Pam McCloskey is going to stay on as the appointment at large. Cleeton stated that the Bellefonte Borough will do their reappointment at the reorganization meeting January 2, 2024. She has submitted a letter of interest for the reappointment via email.

Comments for the Good of the Order and Adjournment: Barnett reported that Matthew Diebler has been elected as a Spring Township supervisor. Sticha reminded the Board that the Staff holiday party is next Thursday, and the Board will be providing the ham. Clemens gave an update on the status of the State budget. He encouraged the members to reach out to their local Representatives to pass the budget, so libraries can get their payments in January. He read that the House has lost another and the House may not be back in session until March. If this happens and the budget is not passed this will put a further strain on the District. Discussion was held regarding the budget and letters to be sent. Inglesby suggested waiting until January to open the CD’s. Taylor stated that he was concerned if we used the funds from the ERC because the funds have been earmarked for payroll. If it would be used it would need to be reimbursed immediately. Sticha stated we could hold off on adding to the book collections in January.

Prendergast made a motion to adjourn the meeting at 7:57. Seconded by Cleeton. Motion carried.

Respectfully submitted,
Michele Reese
Office Manager

YEAR IN REVIEW

Every year, thousands of people visit the locations of the Centre County Library & Historical Museum and use its online resources. Take a look at what they were up to in 2023!

People love to be at our locations!



That's 235 visitors a day!



85,634 Library Visits

3,214 Reference Questions

3,944 Wifi Uses



3,578 Volunteer Hours

That's a 34% increase from 2022!




6,007 Computer Sessions

The Library is Social!

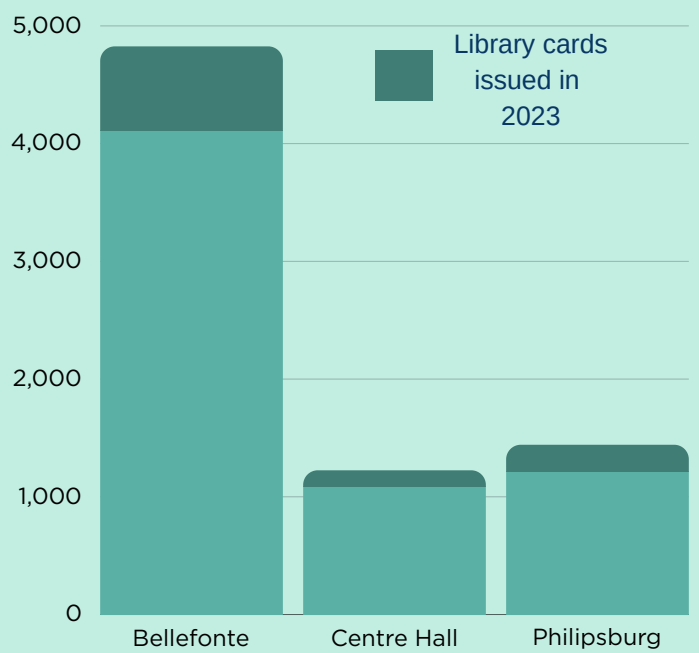
Facebook 

Instagram 

Twitter 

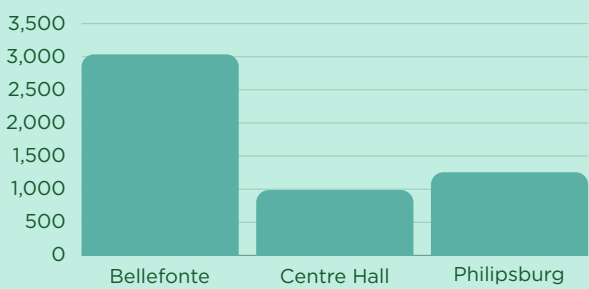
 = 1,000 Followers

Thousands of people have library cards for our libraries



7,679 people with library cards in Centre County list one of our locations as their "main library".

New items were added to our collections



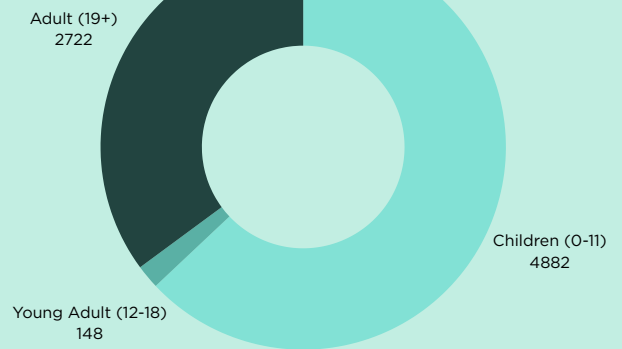
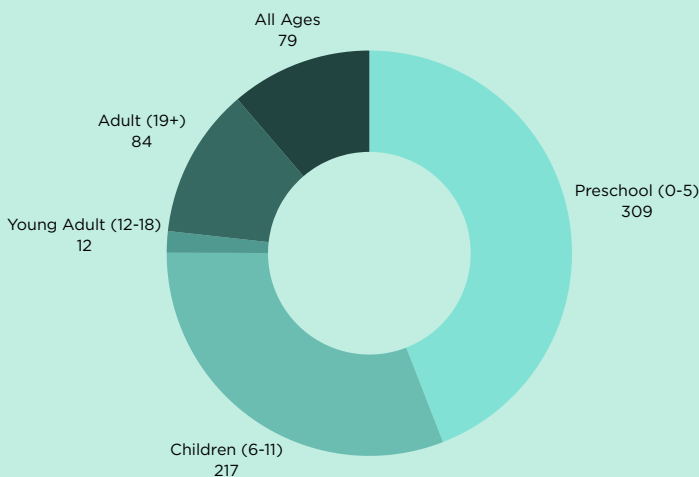
5,351 physical items were added across our locations

People are active at our libraries

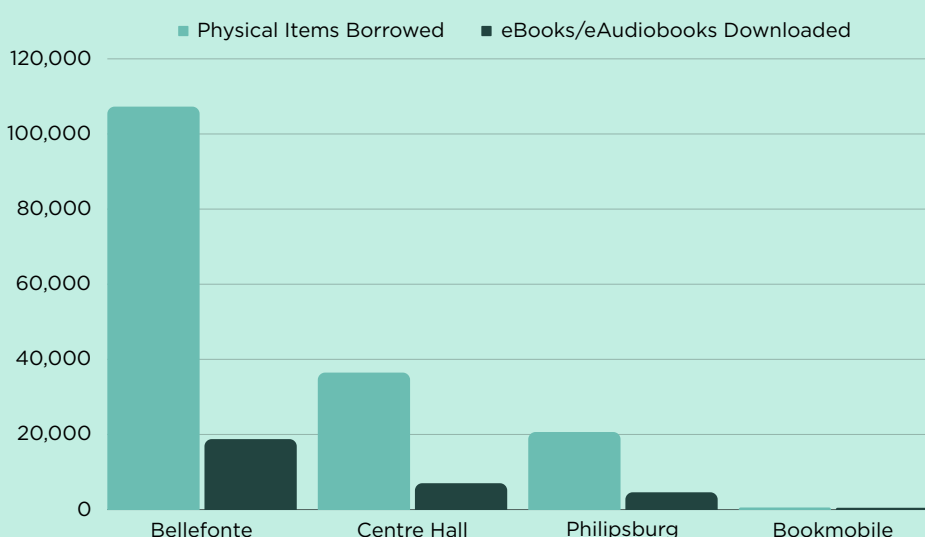
Our libraries held **682 onsite programs** in 2023, that's almost **2 programs a day!** We had **7,752 program attendees**, with an average of 11 people attending each program.

Number of Library Programs

Library Program Attendance



Item Circulation by Type and Location



Our patrons borrowed **164,951 physical items** and downloaded **30,855 e-books and e-audiobooks** in 2023. That is about **26 borrows per patron!**

Historical Museum/ PA Room Breakdown

Visitors

Historical Museum - 824
PA Room - 1382

Reference Questions

912



Volunteer Hours

1070.5

CENTRE REGION COUNCIL OF GOVERNMENTS
PUBLIC SAFETY COMMITTEE

MINUTES DRAFT

October 10, 2023

Chairperson Robb called the October 10, 2023, hybrid meeting of the Centre Region Council of Governments (COG) Public Safety Committee to order at 12:19 p.m.

Members Present (In-Person): *Pamela Robb*, Patton Township; *Patricia Stephens*, Ferguson Township; *Susan Trainor*, College Township;

Members Present (Remotely): *Nigel Wilson*, Harris Township; *Rose Ann Hoover*, Halfmoon Township;

Others Present (In-Person): *Mr. Kauffman*, COG Fire Protection Director; *Mr. Hoover*, COG Emergency Management; *Mr. Schneider*, CRCA Agency Director; *Ms. Baker*, CRCA Codes Services Manager; and *Ms. Strouse*, Recording Secretary

PUBLIC COMMENTS (0:00:47)

There were no public comments.

NEW AGENDA ITEMS (0:01:26)

Ms. Robb asked if the Committee had agenda items to add.

MINUTES (0:01:45)

A motion was made by Ms. Stephens and seconded by Ms. Trainor that “*the minutes of the August 8, 2023, meeting of the Public Safety Committee be accepted as presented.*”

The motion was unanimously approved.

STAFF UPDATES (0:2:06)

Mr. Schneider reported on the following Code Administration items:

- The Holiday Inn project on Dreibelbis St is moving forward
- Mt. Nittany Medical Center projects have begun
- The Geisinger addition is held up in land development
- Verisk rating review is complete; the Agency has received 1 - Commercial and 2 - Residential ratings. Across the country, there are only twelve 1 - commercial and four 1 - residential ratings.

Mr. Kauffman reported on the following Regional Fire Protection items:

- Reviewed the distributed quarterly/monthly reports;
- Recapped the All-Woman Attack Crew article
- Announced Unit Citation to six responders to the fatal accident on Park Ave

Mr. Kauffman reported on the following Emergency Management items:

- The advertisement for Emergency Management Coordinator was closed; six applications were received. The goal is to have someone hired by January 1.

CENTRE REGION EMERGENCY ALERTING & NOTIFICATION (0:39:30)

Mr. Kauffman reviewed the CodeRED program app available to the Centre Region. He explained that authorized users can quickly release a notification to any specific area.

Mr. Kauffman explained that a meeting was held with local agencies to review alerting and notification procedures used by other agencies. The decision was made that a single source clearinghouse to gather information for all alerts and notifications would be beneficial. He explained that DisasterLan (DLAN), a program that the Centre Region Emergency Management currently uses, could act as the single source clearinghouse through which agencies could report alerts and notifications and be used to point residents to one location for necessary updates. A standard form would be developed to collect the information required to create notifications.

The Committee supports using DLAN but requests that elected officials be notified earlier.

ADJOURNMENT (1:08:13)

There being no further business, on October 10, 2023, the COG Public Safety Committee meeting was adjourned at 1:25 p.m.

Respectfully submitted,
Tammy Strouse
Recording Secretary



HISTORIC Bellefonte™

Est. 1795

WORKPLACE SAFETY COMMITTEE MEETING

7:30 AM

WEDNESDAY, JANUARY 17TH, 2024

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 –December 20th, 2023 1st 2nd

OLD BUSINESS

- Safety Concern Forms Review
- Recent safety incidents or near misses review- **WWTP**
- 1st Quarter Facility Inspection-Wastewater Treatment Plant- deadline March 31, 2024

NEW BUSINESS

- **Video-** Accident Investigation- 13 minutes

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, February 21st, 2024 @ 7:30 AM.

ADJOURNMENT 1st 2nd @ AM

BOROUGH OF BELLEFONTE
WORKPLACE SAFETY COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 15TH, 2023, 7:30 A.M.
BELLEFONTE BOROUGH BUILDING COUNCIL ROOM

Members Present:

Jason Ostroskie (Member, streets)
Randy Brachbill (Member, Council Rep)
Steve Caldana (Member, Water) Chair
Sam Horner (Member, Refuse)
Julie Brooks (Member, Mgmt)
Seth Klinefelter (Member, WWTP)
Tim Schreffler (Member, Fire Dept)- Zoom

Members Absent:

Shannon Struble (Member, WWTP-Mgmt)
Matt Auman (Member, Mgmt)
Bill Witmer (Member, Police)
Scott Rhoat (Member, EMS)

Administrative: Alyssa Doherty

Guests: Ralph Stewart
Barb Smith, Teeter Group

CALL TO ORDER:

APPROVAL OF MINUTES – November 15th, 2023

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

OLD BUSINESS:

Safety Concern Forms Review: None.

Recent Safety incidents or near-miss reviews: None.

NEW BUSINESS:

Video: Walking Safely in Icy Conditions (15 minutes). After the completion of the video, the Committee completed a quiz as a group and reviewed the answers. There was some discussion of proper footwear and YakTrax being available to all employees.

4th Quarter Facility Inspection- Borough Building: The inspection report was presented to the committee. There are a few minor repairs that are needed to burnt-out emergency lighting, cluttered storage areas, the eye wash station in the mechanic's garage needing to be repaired, the light above the Women's Restroom area upstairs, and the exit sign in need of battery. There was

a suggestion of having a lockbox for firefighters to use in case of an emergency, this box would be on the exterior of the Borough Building.

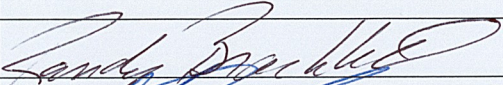
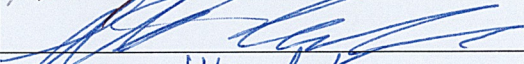
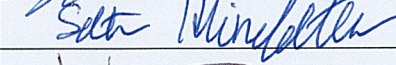
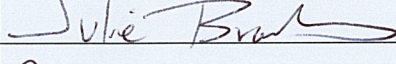
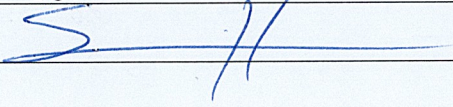
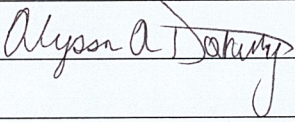
COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER:

Randy Brachbill wished everyone a Merry Christmas.

NEXT MEETING: The next meeting will be held on Wednesday, January 17th, 2024, @ 7:30 a.m.

ADJOURNMENT: *Mr. Ostrokie moved to adjourn. Ms. Brooks seconded the motion. Motion carried. Meeting adjourned at 7:57 a.m.*

**Safety Committee Meeting
Wednesday, December 20th, 2023**

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

Bellefonte Borough Accident Investigation Report Form

General Information

Employee Name	Date of Incident	Time of Incident
	1-8-2024	7:45 am
Job Title	Department	Date and Time Reported
Maintenance	WWTP	1-8-2024 9:30 am
Date of Hire	Time in Current Job	Hours worked in past 24
2-9-2015	8 years	8
Names of Persons Who Witnessed the Accident		
N/A		
Did Employee seek Medical Treatment?		Return to Work Date
	No	
If so, where?		

Accident/Incident Details

Where did the accident/incident occur? Please be specific. <i style="text-align: center;">Sludge drying beds/pad.</i>
In your own words, describe what is reported to have happened. <i>Fuel additive sprayed in face and eyes when poking open bottle.</i>
Describe the resulting injury, illness or property damage. <i>Minor burning in the eyes, eyes are slightly bloodshot.</i>
In your own words, describe exactly what the employee was doing just prior to and at the time of the accident. <i>Opening bottle of fuel additive before adding it to Case Wheel Loader.</i>

In your opinion, what employee actions and/or working conditions contributed to this accident?	Poking the seal open, rather than peeling seal off of bottle. Was not wearing eye protection.
Have other accidents/incidents involving the employee's actions and/or working conditions occurred previously? If so, describe:	Not to my knowledge.
In your opinion, were written or accepted safe methods and practices followed prior to the accident or incident. If not, explain.	No. Employee was not wearing eye protection
In your opinion, what caused the accident/incident?	Not opening bottle of fuel additive more carefully.

Corrective Action

In your opinion, could the accident/incident have been prevented? If so, how?	Yes. Using a different method of opening bottle/seal and wearing eye protection could have prevented incident.
What actions have been, or should be, taken to reduce the likelihood of accidents of this nature from reoccurring?	More caution when handling hazardous chemicals, wearing protective equipment (safety glasses).
Additional Comments and/or notes:	

Supervisor Completing the Report: <i>Shannon Struble</i>	Date of Report: 1-8-2024
Reviewed by:	Has Corrective Action Been Taken: Yes No

QUIZ

"ACCIDENT INVESTIGATION"

Name: _____

Date: _____

1. True or False?... We can prevent all accidents if we try hard enough.
 True
 False

2. Which of the following is not a goal of an accident investigation?
 To determine the cause of an accident.
 To figure out whose fault the accident was.
 To prevent similar accidents from happening again.
 All of the above.

3. True or False?... After an accident occurs and any victims have been taken care of, the next step should be to secure the accident scene.
 True
 False

4. True or False?... Most accidents result from a combination of several circumstances.
 True
 False

5. Which of the following are the basic areas that are looked at in an accident investigation?
 Policies.
 Equipment.
 Training.
 Communication.
 All of the above.

6. True or False?... Reporting "near misses" can help prevent future accidents and injuries.
 True
 False

ORDINANCE NO. 02202024-01

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 35: FIRE DEPARTMENT.

Be it enacted and ordained by the Council of the Borough of Bellefonte and it is hereby enacted and ordained by the authority of the same.

SPECIFIC PROVISIONS

Amend Section 2 to read as follows:

Section 2 Establishment and duties of Bellefonte Fire Department Executive Committee (BFDEC).

- A. The purpose of this Committee shall include, but not be limited to, the following:
- (1) Review and recommend changes in the Bellefonte Borough codes pertaining to the Bellefonte Fire Department, the Bureau of Fire Prevention and Fire Codes.
 - (2) Establish and enforce Bellefonte Fire Department standard operating procedures and/or guidelines.
 - (3) Keep Bellefonte Borough Council informed relative to the Bellefonte Fire Department; oversee the operation of Bellefonte Fire Department and provide assistance to the Bellefonte Fire Department Chief as needed.
 - (4) Establish a ten-year strategic plan for the Bellefonte Fire Department.
 - (5) Review and approve all expenditures for major purchases as defined as those that require advertised bids under the Pennsylvania Borough Code.
 - (6) Review and recommend the annual budget for the Bellefonte Fire Department.
 - (7) Ensure that the Bellefonte Fire Department is functioning in an efficient and fiscally responsible fashion.
- B. Meetings of this Committee will be conducted at least once every other month, or more often if needed, to take care of business, and will be held in the Bellefonte Borough Building whenever possible.
- C. The Bellefonte Fire Department Executive Committee is comprised of the following members:
- (1) Representatives from Benner Township, Spring Township, Marion Township, and Bellefonte Borough with each appointing their respective backups.

- (2) The Bellefonte Fire Department Chief/ Acting Chair for the BFDEC. The BFDEC can appoint a Co-Chair for the Committee if so desired.
 - (3) Undine Company Chief.
 - (4) Logan Company Chief.
 - (5) Undine Company Deputy Chief and two at-large members of the fire company.
 - (6) Logan Company Deputy Chief and two at-large members of the fire company.
- D. Meetings can be called by the Bellefonte Fire Department Chief and two (2) at-large members of the fire company.
- (1) A quorum consists of a minimum of seven voting members excluding the Bellefonte Fire Department Chief. Decisions are made by a simple majority vote.
 - (2) The members-at-large of the fire companies (5 and 6) shall be appointed based on criteria established
 - (3) Effective January 2013, the following criteria shall be used by each fire company for selecting their respective members-at-large to sit as active members for the BFDEC:
 - (a) Must have been an active member of either company for a minimum of four consecutive years. An active member includes a firefighter, fire officer, or administrative officer;
 - (b) Must have been a firefighter technician level as defined by the Bellefonte Fire Department SOGs during their time;
 - (c) One at-large member from each company may be appointed solely based on outside qualifications without the need to meet the minimum firefighter requirements.
 - (d) The Committee member must maintain membership status within his/her respective organization;
 - (e) The Committee member cannot miss more than 25% of meetings, which includes special meetings;
 - (f) The Committee member can hold successive terms if he/she meets the above criteria;
 - (g) Each appointed member will declare at the November meeting if he/she is interested in serving the following year.

Amend Section 4 to read as follows:

Section 4 Tenure of Bellefonte Fire Department Chief.

- A. The Bellefonte Fire Department Executive Committee (BFDEC) shall recommend for appointment to Bellefonte Borough Council the Bellefonte Fire Department Chief to a three-year term, commencing July 1. The initial term shall be commenced in the year 2012. Prior to the expiration of The Bellefonte Fire Department Chief's term on June 30 of the third year of the term, the BFDEC shall announce the vacancy by posting an announcement along with the job description during the month of April. At the May meeting, the BFDEC shall review the list of applicants' qualifications, make a determination, and forward a recommendation to the Bellefonte Borough Council for the appointment of a Bellefonte Fire Department Chief for a three-year term. Bellefonte Borough Council shall vote on the recommendation at one of their two June meetings. With Bellefonte Borough Council's approval, the appointment shall become effective July 1. An incumbent Bellefonte Fire Department Chief is eligible to reapply at the end of a three-year term for up to no more than one additional term for a total of six consecutive years. Should a Bellefonte Fire Department Chief be selected for two consecutive terms or six years, the individual is not eligible for any further appointment without a minimum three-year hiatus as Bellefonte Fire Department Chief. The exception to this qualification is if there are no qualified applicants to fill the vacancy.
- B. The qualifications for the Bellefonte Fire Department Chief shall be as follows:
- (1) Must be an active member of the Bellefonte Fire Department for a minimum of six years;
 - (2) Must have been a chief officer for at least three years, with one of those years as the ranking Company Chief of one of the Bellefonte fire companies;
 - (3) Must be certified as either ProBoard or IFSAC Firefighter-1, and complete certification as either ProBoard or IFSAC Firefighter-2 by the completion of the individual's first term.
 - (4) successful, Must have successfully completed the "Current ICS Leadership Level (Example ICS 300).
 - (5) Must have successfully completed a course on Incident Safety Officer training.
 - (6) Must be certified as either ProBoard or IFSAC to the level of Haz-Mat Operations; or must have obtained the current operational level standard and/or certification at the operational hazardous materials level.
 - (7) Must establish/ maintain legal residency within the Bellefonte Fire Protection District or reside within 2.5 miles of its border.
- C. All eligible candidates wishing to be considered for the position of Bellefonte Fire Department Chief will be required to submit a cover letter, resume, and supporting

documentation outlining their qualifications during the posting timeline, which will be the month of April on the year ending a three-year term.

- D. All application packets will be reviewed by the selection committee, which is comprised of three members of the BFDEC (two members to be appointed by the Company Chiefs and the third member to be appointed by a municipal representative).
- E. In the event that no one meets the qualifications for Bellefonte Fire Department Chief, the BFDEC has the authority to reopen and/or extend the submission period with revised criteria.
- F. The Bellefonte Fire Department Chief may appoint a support staff as necessary.

In all other aspects other than herein amended said original ordinance and its amendments are hereby enacted and ordained.

ENACTED AND ORDAINED, into an Ordinance this 20th day of February, 2024, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

Ralph W. Stewart
Borough Manager/Secretary

Kent Bernier
President of Council

AND NOW, to wit, this 20th day of February, 2024 the within and above Ordinance is approved.

Gene "Buddy" Johnson, Mayor

Fw: 2/15 Zoom Follow Up

Donald Holderman <dholderman@bellefontepa.gov>

Wed 2/14/2024 3:43 PM

To:Alyssa Doherty <adoherty@bellefontepa.gov>

Cc:Ralph Stewart <rstewart@bellefontepa.gov>

Alyssa:

Please add this to the Council packet. I will work on a memo with a recommendation Thursday morning.
--Don

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



From: Collins, Tanya <tcollins@seda-cog.org>
Sent: Wednesday, February 14, 2024 12:22 PM
To: Donald Holderman <dholderman@bellefontepa.gov>
Subject: 2/15 Zoom Follow Up

Good Afternoon Don,

I wanted to follow up our conversation with an email summarizing what we discussed.

For the bridge project, we can put another year of CDBG funding into it, however it would need to be 100% complete including all construction, invoicing and have beneficiaries by August of 2027. No final design of the project could take place until all funds are secured which for a 3rd year of funding would be around May 2025 for the 2024 CDBG funds.

We discussed paying for engineering using CDBG funds. Proper procurement would be required.

You can still use CDBG funds to build a connector pathway and for the picnic area to make it accessible even if you take the bridge project out of the scope of work.

If you choose to abandon the bridge project, some other projects we discussed were curb cuts, streetscape projects, paving and stormwater projects within the block groups. These same types of projects can be done outside of a block group however a survey would need to be conducted for those areas outside the block groups to ensure LMI.

We also discussed low income housing rehab as an option. This would be a direct benefit project and would include income intakes with applicants. With housing rehab, low to moderate income homeowners could have their homes repaired, brought up to code and/or made accessible.

We discussed fire suppression in a building within the Borough. The building would need to benefit low to moderate income residents.

Keep me posted and if you have any other questions, please let me know.

Thank you!

Tanya Collins | Project Coordinator

Community Services Division
SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837
(570) 524-4491 ext. 7275
Cell phone: 570-765-3536

www.seda-cog.org | tcollins@seda-cog.org



SEDA-COG...Building Strong Economies & Strong Communities

Memo

To: COUNCIL
From: Don Holderman
Date: February 20, 2024
Re: Report

There are a few items I wish to report to Council. They are as follows:

1. The Parking meters designated for the EV Charging Stations finally arrived. Jeff Holter, Parking Enforcement Officer is working on preparing them for installation. In the meantime, Public Works and Jeff have placed the meter posts and are working to install the meters. In addition, we ordered signage for each location. We are working towards having the EV meters in operation in the next week or two.
2. We applied for a new Tree grant called TreePennsylvania. This program is similar to the old TreeVitalize program that was a part of DCNR. TreePennsylvania is an independent organization and has established partnerships with PA DCNR, USFS, and PSU Extension. This resource is available for municipalities, shade tree commissions, and other interested community members. We have an opportunity to apply for free bare-root trees every spring and fall. The trees come from the same nursery that we have been receiving trees from the past few years. We were awarded 20 trees for spring planting. Ten (10) of those trees (Linden) will be planted in the downtown to replace trees we have removed over the past few years. The other 10 trees ((Maples) will be planted in the Borough ROW areas. We have a few trees that we can still find a home for so if you know someone that is looking for a tree, please have them call me.
3. The Parkview Heights Stormwater project is progressing well. John Claar Construction is almost 50% completed with the project. There have been no change orders or issues.
4. We completed staff evaluations for the full-time administrative office staff.
5. Drawings are being finalized for the second phase of the Streetscape Project. I do not anticipate construction to begin, however, until August 2024.
6. We are working on obtaining a price for the construction of the restroom and Batting Cage at Governor's Park. The construction timeline and baseball season will determine the start date.
7. I had a meeting with the Penn State Sustainability team working on our project. We meet every two weeks to get a progress update report. The students have narrowed down their scope and are now beginning to perform research on the bottled water operation
8. We plan to have an information session regarding Bellefonte Borough's Composting process on Saturday, April 7th from 10:00 – 12:00 at the Musser Lane Composting site. The purpose is to educate Borough residents on our compost processes and feature the new bagging equipment. Anyone who shows up will receive a free bag of compost. We will advertise this in our newsletter and on our website.



**CENTRE COUNTY
CENTRAL BOOKING CENTER**

Central Booking Lieutenant
Mark T. Waite

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

2/5/2024

Re:2024 Central Booking Projected Revenues

Dear Police Chiefs,

Enclosed is an invoice for your department's share of the Projected Central Booking Charges for calendar year 2024. The 2024 budget was originally projected at \$394,827 and adopted at \$373,239 with a projected revenue of \$203,000. The local share of \$170,239 reflects the difference between the adopted figure and the projected revenue. Your invoiced amount was calculated using the funding formula described in the Intergovernmental Central Booking Agreement previously executed by all participants.

Please note that payment is due 45 days from receipt of this invoice. Should you have any questions, please contact me at 814-548-1184

Respectfully,

A handwritten signature in black ink, appearing to read "Mark Waite". The signature is fluid and cursive, with a long horizontal flourish at the end.

Lt Mark Waite
Central Booking Lieutenant

TO:

Bellefonte Borough Police Department
 236 W. Lamb Street
 Bellefonte, PA 16823
 814-353-2320

FOR:

2024 Central Booking Charges

DESCRIPTION	PROJECTED PARTICIPANTS SHARE	YOUR PERCENTAGE	YOUR AMOUNT
Projected Central Booking Local Participant Charges for 2024	\$170,239	6.9%	\$11,746.49

Total \$11,746.49

*Make all checks payable to **Centre County Government C/O Central Booking**, and send to:*

*Centre County Central Booking
 700 Rishel Hill Road
 Bellefonte, PA 16823*

Payment is due in full 45 days from receipt of this invoice.

If you have any questions, please contact Lieutenant Mark Waite at 814-548-1184.

Thank you for your participation!

Article 4 General Police Procedures

Section 35. Use of Authorized Less Lethal Weapons

I. Purpose

The purpose of this policy is to provide members with guidelines on the use of authorized less lethal weapons by sworn members. Members shall be guided by Department training, the use-of-force continuum, applicable statutes, the totality of circumstances of the incident and this regulation.

II. Policy

See General Police Procedures Article 4, Section 1 for further on the Use of Force Policy

III. Definitions

Less Lethal Weapon: A weapon, device, or instrument which by design, purpose and intended or actual use is neither calculated nor likely or intended to produce death or serious bodily injury. Less-Lethal weapons include, but are not limited to, the following: batons, oleoresin capsicum (OC) spray, conducted energy weapons (CEWs), and bean-bag rounds.

IV. Procedure:

A. Parameters for use of non-deadly force:

1. Where deadly force is not authorized, officers shall use only that level of force on the force continuum that is reasonably necessary to de-escalate the incident and bring it under control.
2. Bellefonte Police officers are only authorized to use department approved less lethal force techniques and issued equipment for resolution of incidents as follows:
 - a. To protect themselves or another from physical harm;
 - b. To restrain or subdue a resistant individual; or
 - c. To bring an unlawful situation safely and effectively under control.

B. Force Continuum

1. Police Department members shall use only the minimum amount of force which is necessary and reasonable to control the situation, effect an arrest, overcome resistance to arrest or defend themselves or others from harm.
 - a. When the use of force is necessary, the degree of force that is employed should be in direct relationship to the amount of resistance employed by the person or the immediate threat the person poses to the member or others.
 - b. The use of force by members of the department will, whenever possibly, be progressive in nature. This force may be in the form of advice, warnings, persuasion, verbal encounters, physical contact, use of baton or other less lethal weapons, or the use of deadly force.
 - c. Sworn members must weigh the circumstances of each individual case and employ only that amount of force which is necessary and reasonable to control the situation or persons. No member will use unreasonable or excessive force toward any person.

2. The Force Continuum is as logical progression through the stages of force. The continuum shows the levels of force available to police officers during an arrest situation. It is further divided with various levels of actions, and assists us in analyzing the force used. The force continuum is as follows;

- a. Officer Presence
- b. Verbal Direction
- c. Restraint and Control

1. Soft Empty Hand Control

Definition: Control Techniques that have a minimal probability of injury (i.e. grabs, holds, joint manipulation, pressure point control tactics, etc.)

2. OC (Oleoresin Capsicum) Chemical Aerosol and Electronic Control Weapons (CEW).

Definition: OC is a supplemental weapon in the police arsenal. Its less-lethal effect makes it more suitable in certain situations. Proper and timely use may help an officer subdue or take a violent person into custody. OC must be used with discretion and only in cases where the use of force is justified. When applicable attempt to warn the subject that OC will be used prior to its deployment.

a. Authorized uses of OC

- i. OC may be used on individuals to affect an arrest or for protection from assault in accordance with the established force continuum.
- ii. OC may be used on restrained individuals to stop violent and destructive behavior where the subject is attempting to injure him/herself or damage property of another.
- iii. OC may be used on a crowd in order to disperse unlawful groups or others gathering, who are unruly, or person gathering without authority or permission after being ordered to cease, desist and/or depart the area.

1. Prior to introducing OC into a disorderly group/crowd situation, the officer(s) shall withdraw to a point of safety from where sufficient information can be obtained to

- properly evaluate the effectiveness of chemical agents in dispersing the crowd.
2. The shift supervisor shall be requested to respond to all such situations where OC may be utilized to control group/crowd behavior, prior to its introduction.
 3. The shift supervisor, or other commanding officer on the scene responsible for police operations, shall authorize the utilization of OC only after a thorough review of the potential effectiveness of chemical agents in neutralizing or resolving the disorderly behavior of the crowd.
 4. EXCEPTION: When it is not reasonable to withdraw as previously indicated, or the safety of the police officer or civilians is jeopardized and subjected to actual or potential bodily injury, the immediate introduction of OC is authorized.
- iv. OC may be used to protect officer or others from animals that present a threat of bodily injury.
 - v. OC may be used to aid in the search of buildings which may contain subjects suspected of criminal activity who have hidden themselves in locations difficult or dangerous to search by routine search procedures.
- b. Tactical Deployment of OC.
 - i. When deploying OC at an individual or animal, it should be directed into the facial area (i.e., eyes, nose and mouth) of the subject intended to be neutralized.

- ii. When OC is deployed in an outside environment, officers should be cognizant of the wind direction and avoid spraying up-wind where the potential exists for residual contamination of police officer involved in the neutralization action.
- iii. Canisters of OC which have been depressurized by any application shall be given to the shift supervisor who will secure the canister and arrange for the issuance of a new canister to the officer(s). All depressurized canisters shall be marked by the officer(s), with varication by the supervisor, at the time of depressurized canister is secured for exchange.
- c. Authorization to Carry
 - i. Officers are prohibited from carrying any chemical agent other than that issued by this department.
 - ii. Members of the Tactical Response Team (TRT), when acting as a member of that team, may carry or use any chemical agent that is authorized for use by the team.
- d. Officers are not permitted to loan or give OC equipment to any person(s) outside of the Department, or to any untrained or uncertified personnel within the Department.

Taser 7 EMD (Controlled Electronic Weapon)

See General Police Procedure #4-32-1 for Taser(CEW) Policy.

3.Hard Empty Hand Control

Definition: Control Techniques that have a high probability of injury (i.e. punches, kicks or other striking techniques to motor points of the body, etc.)

4.Intermediate Force Impact Weapon (Baton and Bean Bag Projectiles)

- a. Expandable Baton
 - i. Officers will be issued and trained in the use of expandable batons. Only certified officers may carry and use the batons.

- ii. Batons shall be used in a manner consistent with the use of force continuum.
- b. Bean-Bag Projectiles
 - i. A Remington model 870 12-gauge shotgun comprises the delivery system for the bean-bag less lethal projectile. This designated shotgun is color coded orange and is to be used only for the delivery of less lethal projectiles.
 - ii. Authorized munitions will be selected and issued by the less lethal training staff. No other munitions are authorized for use.
 - iii. Only trained and qualified officers may deploy and use this weapons system.
 - iv. Officers shall deploy and use the bean-bag munitions only if they reasonably believe it to be justified based on their training and department policy.
 - v. Officers using bean-bag munitions should attempt to hit the lower abdomen, thighs, buttocks, feet or arms from the hands to the elbow.
 - vi. Any officer deploying bean-bag munitions shall immediately notify the shift Supervisor.
 - vii. Spent shell casings and the bean-bag should be located and kept as evidence.
 - viii. If the subject hit with a bean-bag sustains what appears to be a serious injury, the shift Supervisor shall be called to the scene to investigate and the Chief of Police shall be notified as soon as possible.
 - ix. Bean-bag shotguns and munitions will be secured in the designated secure space. At the beginning of shift, the officer taking the less lethal shotgun will secure it in the trunk of their cruiser. It will be returned to the designated secured space at the end of the officers' shift.
 - x. Bean-bag munitions may be used for tactical purposes, such as breaking windows or streetlights.

V. Less-Lethal /Weapons-Special Considerations, Restrictions, and Warnings

- A. General: Officers shall only utilize less-lethal weapons in the performance of official duties

- B. Use of Less-Lethal Weapons: Officers shall only use a less-lethal weapon in the manner which they have received Department training on the use of the weapons. The playful, punitive, wanton, careless, or negligent use of a less-lethal weapon on duty, or any use of a less-lethal weapon not in the performance of duty, is prohibited.
 - 1. Flight alone is insufficient to justify deployment of a less-lethal weapon. Consideration should include the nature of the precipitating offense, the level of suspicion with the respect to the person fleeing, and the risk of danger to the subject or others if the subject is not apprehended immediately.
 - 2. Generally, less-lethal weapons should not be used against an operator of a motor vehicle or piece of machinery that is in motion, unless the totality of the circumstances otherwise dictates their use and consideration has been given to the dangers of the potential inability to stop the momentum of a moving motor vehicle or piece of machinery should the operator become incapacitated.

VI. Rendering Medical Aid

After employing any force, including deadly or less-lethal, Officers shall, as soon as it is safe to do so, promptly survey for evidence of injury, render appropriate medical aid, and request further medical assistance, including ambulance or other emergency medical transportation service, when obvious severe injuries have occurred, medical distress is apparent, the subject is unconscious, or medical aid is requested, for the subject and any other injured individual(s).

- A. While a subject is in custody, members and enforcement officers have a continuing duty to monitor the subject for evidence of injury and to provide medical aid, when necessary.
- B. Any aid provided shall be documented in the appropriate report(s).
- C. If the subject or other injured individual(s) refused medical aid, attention or treatment is shall also be documented in the appropriate report(s).
- D. All subjects struck with a bean-bag munition will be restrained and transported to a medical facility for examination and/or treatment. Areas of impact will be photographed and those photos included with the Use of Force Report.

VI. Training

- A. Defensive Tactics: Soft/Hard Empty Hand Control
 - 1. Shall be done yearly by a certified Defensive Tactics Instructor per the Municipal Police Officers' Education and Training Commission (MPOETC) requirements. The Instructor(s) shall provide the records of the Officers that have successfully completed the course of instruction to MPOETC.
- B. OC
 - 1. No officer shall be equipped with. Or be authorized to use, OC until they have successfully completed a training program taught by an instructor certified by a training institute or the chemical agent's manufacturer.
 - 2. The course of instruction shall include, at a minimum, the following topic areas:
 - a. Description of OC

- b. History of OC
 - c. Physiological-symptomatic effects of OC
 - d. Legal issues concerning the use of less lethal force and the relationship of OC to the Use of Force Continuum.
 - e. Operational guidelines and tactical issues for the use of OC consistent with a review of this order including application techniques, verbal commands, and proper physical positioning.
 - f. First-aid and decontamination procedures.
 - g. A field exercise with hands-on experience in the use and discharge of an authorized OC canister.
3. The instructor(s) shall provide the Supervisor in charge of training with records of all Officers that have successfully completed the course of instruction.

C. Taser (CEW)

See General Police Procedure #4-32-1 for Taser(CEW) training.

D. Expandable Baton

- 1. Officers shall receive update training for the expandable baton on an annual basis. This will be done during the annual defensive tactics training.

E. Bean-Bag Munitions

- 1. Officers will be trained and qualified annually with the bean-bag extended range munitions.
- 2. Only trained and qualified officers may deploy and use this weapons system.
- 3. Initial training is to deploy five (5) rounds. Re-certification is to deploy two (2) rounds annually.
- 4. The course of instruction shall include, at a minimum, the following topic areas:
 - a. Description of the bean-bag munition.
 - b. Physiological-symptomatic effects of the bean-bag munition.
 - c. Legal issues concerning the use of less-lethal force and the relationship of the bean-bag round to the Use of Force Continuum.
 - d. Operational guidelines and tactical issues for the use of the bean-bag munition consistent with a review of this order including application techniques, and verbal commands.
 - e. First-Aid procedures.