

Centre County Library & Historical Museum Board of Trustees Meeting
Thursday, January 25, 2024
6:00 pm

Trustees Present: Deborah Cleeton, Carl Inglesby, Kathleen Gomez, Vickie Barnett, Bryce Taylor, Mary Prendergast, Justin Miller, Lyndsey Kurtz

Trustees Absent: Pam McCloskey

Staff Present: Michele Reese, Denise Sticha

Guests Present:

Call to Order: Carl Inglesby, President, called the meeting to order at 6:02 pm.

Public Comments and Correspondence: Thank you notes from three staff members were sent to Denise stating they were appreciative of their increases.

Consent Agenda: Cleeton made a motion to approve the minutes of December 7, 2023 the Director's December 2023 Operations Report. Seconded by Prendergast. Motion carried.

Director's notes- Sticha reported that a contract was finally signed with Syrsi Dynex. They will do the coding for when a patron goes to an item and choose the type of location and time. This will be for the After-hour lockers that we have received a grant for. The lockers will be located at all three branches. Discussion was held regarding the location of the lockers at each location, the coding and the types of lockers and locks. Discussed contacting CPI to build a base and cover for the lockers or possibly reaching out to other organizations.

Sticha discussed the state library code and the work that has been done to update the state regulations. She stated that the exposure document will be released in late February and the Board will be able to review and provide comment. Further discussion was held regarding the regulations. Sticha informed the Board the branches will all be closed for staff development day on February 19th. The topic will be library safety. It will be a video series. The board is invited to attend. She stated that she had reached out to Centre Lifelink regarding CPR/AED training and they said that the fee would be \$25 a person. At this time, we will not have the training but will continue to look for other options. Discussed other organizations and people to reach out to for training. Sticha stated that we currently have an AED located at the Historical Museum but it is not currently in use. She stated that she would like to reach out to Kerry Benninghoff's office to see if there is a small grant available to purchase additional AED's for the other branches.

Further discussion was held regarding the training on the 19th.

Sticha informed the board that on Saturday, March 23rd there will be a virtual trustee institute sponsored by the PA Libraries Association and PA Citizens for Better Libraries and the cost is \$40 per person or a group login for \$90 a person. There are a total of nine different sessions.

Discussed the sessions that will be available. She will send the information to the board at a later date.

Finance Report and Investment Summary: Sticha reviewed the investment summary and stated that to date two CD's have been opened and that there will be an additional one open in the near future with FNB. Reese discussed each of the accounts on the summary. Inglesby asked when the funds are received from the Centre Foundation. Discussion held regarding the interest received over time. Reese will send out a total to the Board. Sticha reviewed the P&L for

December and the end of the year. Discussed line items from the P&L and reviewed the income and expenditures. In 2024 we will be receiving the State funds around the beginning of February and funds will be deposited into the money market. Updated the Board on the HVAB Tourism grant and will have Reese contact them next week regarding the funds to be received. Inglesby asked how we were doing with the Annual Appeal and Sticha stated that we have received \$31000 to date, a slight increase from last year. Discussed the appeal and the donor platforms that are being used. **Barnett made a motion to approve the Finance Report and Investment Summary. Seconded by Gomez. Motion carried.**

New Business:

Election of Board officers : Cleeton made a motion to keep the same officers as last year. Seconded by Prendergast. Motion carried. President - Carl Inglesby, Vice-President- Pam McCloskey, Secretary/Treasurer- Deborah Cleeton

Committee appointments:

- **Federation Board representatives-** Deborah Cleeton, Carl Inglesby, Lindsey Kurtz
- **District Advisory Council** - Vickie Barnett, Kathleen Gomez
- **Finance Committee** - Deborah Cleeton - Chair, Bryce Taylor, Carl Inglesby, Mary Prendergast
- **Personnel Committee-** Vickie Barnett, Kathleen Gomez, Lindsey Kurtz, Pam McCloskey, Deborah Cleeton
- **Property Committee-** John Sengle-Chair, Carl Inglesby, Justin Miller, Matt Bonchek
- **Fundraising Committee-** Vickie Barnett-Chair, Pamela McCloskey, Bryce Taylor, Lindsey Kurtz,
- **Planning committee** – Vacant
- **Nominating/Governance Committee** – Full board
- **Centre Hall Expansion Capital Campaign committee** -Lindsey Kurtz,Carl Inglesby, John Sengle

Old Business:

Centre Hall Expansion: Sticha discussed the items that she will be sending to Pat Morse from the Hamer Foundation for the grant and will forward the application early next week. Discussed a new grant opportunity Covid-19 ARPA Capital Funds through the Pennsylvania Department of Commerce. Sticha will be participating in a webinar to learn how to apply and will then begin the application process. Additional discussion was held regarding the Keystone Grant application. Sticha stated that she had asked the Centre Hall Borough Council if they would want to be the Municipal partner for the grant and they declined. They suggested the County Commissioners. Discussed the possibility of not receiving any funds and developing a campaign to raise funds. The approximate cost of the expansion is \$2.8 million. Sticha then reviewed the blueprints completed by Jim Keller, discussed the layout of the building and the total square feet of the expansion. Discussion was held regarding different heating systems for the building and what the school district uses. Mr. Keller was quoted an approximate amount of \$300,000 for mini-splits and a heat pump to be installed. A review was done of the sidewalk and where Mr. Keller currently has the sidewalk configured and that it should be relocated to the new entrance directly and not use the current sidewalk. Discussed the need to pave the parking lot due to the deterioration of the asphalt. It will need to be done after the expansion has been completed. Cleeton asked Sticha to email a copy of the blueprints to her so she can include it with the approved minutes to the Bellefonte Borough council. The board discussed forwarding the

blueprints to the municipalities so they see what is happening with our organization.

Municipal Visits: Discussed attending the Bellefonte Borough, Spring Township, Greg and Potter Township as well. Cleeton stated that she had given Ralph Stewart a list of the funds requested from Municipalities and includes the approved Board minutes at the Borough meetings.

Committee Reports:

Finance: Sticha stated that a meeting needs to be set up with FNB & Kristen Coombs. She will reach out to both to set up something in February. Discussed time for meeting setup.

Personnel: Struble has started his classes for his certification for the position that he was offered. Megan Strommer is working out well.

Property:

Museum - Nothing to report.

Bellefonte branch – Nothing to report.

Bookmobile- Nothing to report.

Centre Hall – A new hot water tank has been installed. The old water heater stopped working. Discussed the hot water system for when the expansion is completed.

Holt – Inglesby stated that they are still working at Holt on the windows and inside painting. Grant received for the electrical upgrade for Kids in the Kitchen. The work has begun on the electrical upgrade.

Fundraising/Development:

Holt Friends - The group did not meet much in 2023. They are gearing up for 2024. Theresa is continually working on recruitment.

Bellefonte Friends - Cleeton reported that the Friends have 32 members, did a couple of fundraisers in the Fall, they meet the first Wednesday of each month and they are doing well with the fundraising.

PPVLS- Meet the second Tuesday of each month.

Planning: No updates.

Nomination:

Comments for the Good of the Order and Adjournment: Taylor discussed a possible revenue source is to promote the current photocopying service that we have available. Discussion was held regarding the copier lease and the current copy fees that are charged. The next meeting will be virtual on March 28th.

Barnett made a motion to adjourn the meeting at 7:37. Seconded by Prendergast. Motion carried.

Respectfully submitted,
Michele Reese
Office Manager

**BELLEFONTE BOROUGH AUTHORITY
MEETING MINUTES
REGULAR MEETING
April 2, 2024 – 6 p.m.
Small Conference Room, 301 North Spring Street
Bellefonte, PA 16823
www.bellefonte.net**

CALL TO ORDER

The meeting was called to order April 2, 2024 at 6 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL Authority members present:

Mr. Joe Beigle via zoom
Mr. Greg Brown
Mr. Jon Eaton
Mr. Joe Falcone
Mr. Frank (Buddy) Halderman via zoom
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 Jean Ryan via zoom

Guests

MINUTES

A motion was made by Beigle and seconded by Eaton to approve the minutes from March 5, 2024. No discussion. Motion carried.

ADDITIONS TO AGENDA

NONE

PUBLIC COMMENT/COMMUNICATIONS- ORAL

NONE

COMMUNICATIONS (Written)

NONE

FINANCIALS (Mr. Falcone)

- Budget v. Actual February 2024
- There were losses on both the water and wastewater (sewer) sides due to capital expenditures.
- Water - \$87,550 (salaries appear to be high for the first 2 months)
- Earned interest revenue in the sweep account: \$9,351.94
- Transfer to the general fund of \$27,500 (water) and \$10,000 (Wastewater)

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

ENGINEER'S REPORT

The engineer (Jean) highlighted several projects completed in March.

- The Chapter 94 Report and the Industrial Pre-Treatment Report came in this month and both were submitted to their respective reporting agencies.

SEWER REPORT (Superintendent)

- The Superintendent highlighted the details of various projects and repairs completed in March.
- Bulk Water sales for March: 76,940g
- The March EDMR (Environmental Monthly Operating Report) was submitted on 3/27
- There was a discussion regarding DEP inspectors.

WATER REPORT

Details were offered regarding projects and repairs completed in March.

- The department attended the Rural Water Conference March 19-21.
- There were 52 PA One Calls in the month of March.
- Installed 12 water meters (10 replacements, 2 new construction)
- Valentine Hill Road discussion:
 - There have been 4 leaks in the Corning line in the last 6-8 months. It was suggested that the pipe should be replaced from Willowbank to the State Property in order to prevent bigger issues. It was suggested that the pipe is a bigger issue than the tank rehab.
 - 20" pipe

OLD BUSINESS

Big Spring Cover Project

- review of past and current design concepts, consider B & L feasibility study proposal
- Several design proposals were viewed and discussed.
- The floating dock idea seems to be the most feasible.
- The grant that the Authority was awarded for completion of this project expires on December 31, 2025. The grant is eligible for an extension if needed.
- Proposed timeline:
 - Design in 2024

- Construction in summer of 2025
- The process for final approval is:
 - Feasibility study (possibly 2 months to complete)
 - Tentative approval
 - Design phase
 - Submit the design for approval and get permits
 - The final project design would go out for bid to contractors.

Beigle motioned to complete the feasibility study in order to keep the project moving forward. Falcone seconded the motion. Discussion included comments and questions about the project, costs, timelines, etc. Motion carried unanimously.

NEW BUSINESS

Resolution No. 04022024-01 / Component 3M Sewage Facilities Planning Module Resolution

- Spring/Benner/Walker sent an act 537 Plan – for a new building near the Shiloh Road Game Commission
 - The proposal is to add this project/building on the Benner side of the interchange, adding this building to the wastewater capacity.

Halderman motioned to approve the resolution. Schmidt seconded. Discussion regarded a question about Component 3M, which is a DEP planning module that is required for any sewage changes. Motioned carried unanimously.

Service Line Inventory

- There was a meeting last week to continue to map out a plan for getting County GIS information. There will also be a meeting with MuniLink.
- October 16th, 2024 is the deadline to submit the mandated Service Line Inventory. You have to prove the materials used for the system side (from the main to the curb) and the customer side (curb to inside the structure). This inventory is designed to look for lead in the pipes.
- Any construction after 1991 should not have lead. There was a state-wide ban at that time.

Daily Water Withdrawal March 2024

Spring-Benner-Walker Area Joint Meeting Minutes February 26th & March 11th, 2024

- There was a brief discussion about starting an internship/apprenticeship program at the Authority.

DISCUSSION

NONE

ADJOURNMENT

Motion to adjourn tonight's meeting. No discussion. Motion carried. Meeting adjourned at 7:55pm.



Bellefonte Emergency Medical Services

**Municipal Update
1st Quarter 2024
January 1 - March 31**

Ambulance Incidents;

- Total Responses
 - Emergency 428 total (2023 = 478, 2022 = 440)
 - Transported 323
 - No Patient, Refusal 43
 - Lift Assist 20
 - Deceased 9
 - Cancelled 29
 - Fire/Police/Event Standbys 4
 - Non-Emergency 0 total

• By Municipality;	<u>2024</u>		<u>2023</u>		<u>2022</u>	
○ Bellefonte Borough	124	29%	170	29%	120	27%
○ Benner Township	71	17%	106	18%	82	19%
○ Spring Township	68	16%	108	18%	85	19%
○ Boggs Township	57	13%	81	14%	49	11%
○ Milesburg Borough	35	8%	56	9%	33	8%
○ Union Township	14	3%	30	5%	20	5%
○ Howard Township	14	3%	10	2%	15	3%
○ Marion Township	14	3%	7	1%	9	2%
○ Unionville Borough	5	1%	2	<1%	5	1%
○ Huston Township	2	<1%	1	<1%	1	<1%
○ Mutual Aid	24	6%	22	4%	20	5%

Staffing;

- Career Personnel 7,544 hrs
- Volunteer Personnel 158 hrs

Fleet Information:

Unit #	Vehicle	Mileage	Replacement
• Amb-26-1	2010 Freightliner Ambulance	232,298 miles	2029
• Amb-26-2	2018 Freightliner Ambulance	100,070 miles	2038
• Amb-26-3	2019 MB Sprinter Ambulance	64,162 miles	2034
• Van-26-1	2014 Ford Para-Transit Van	119,302 miles	2027
• Van-26-2	2023 Chrysler Para-Transit Van	5,575 miles	2035
• Van-26-3	2017 Dodge Para-Transit Van	91,179 miles	2030
• Utility-26-1	2005 Ford F-350 MCI/Utility	96,078 miles	TBD

369 Phoenix Avenue, Bellefonte, Pa. 16823

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



Bellefonte Emergency Medical Services

*Revised - 2023 Municipal Funding – Received – **UPDATED (Marion Twp received 3/24 for FY '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
○ Marion	\$ 6,000	0.43 mill (+)	\$ 5,000	0.38 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
○ Unionville	\$ 0	0.0 (=)	\$ 0	0.00 mill

2024 Municipal Funding – Received YTD (3/31/24)

- In order of millage equivalent/service area (0.50 requested)
 - Howard Twp. \$4,151 0.50 mills
 - Centre Co Govt \$1,500 0.10 mills
 - newly included this year for county property owned in coverage area
 - Total \$5,651**

2024 Municipal Funding Utilization – YTD 3/31/24

- \$ 4,896 Ambulance 26-2 loan payments x3
- \$ 3,119 Ambulance 26-3 loan payments x3
- \$ 2,271 Roof Replacement loan x3
- \$ 1,366 Payroll – partial x1
- \$11,651 Total (includes Marion Twp FY '23, received March 24)

369 Phoenix Avenue, Bellefonte, Pa. 16823

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Memo to Council on the solar co-op
April 15, 2024 Council meeting

The co-op has released some posts for April and May, we will be adding to the website, there is also a flyer that has been posted (flyer attached).

Residents can find links to sign up for informational events each month on the Bellefonte Borough website and solarunitedneighbors.org/CentreCounty.

The Co-op is open to new members in Centre County until July 26th.

Recently posted on the Bellefonte Borough website:

Are you interested in going solar?

Come to one of our free Solar 101 information sessions to learn all about it!

We're working with nonprofit Solar United Neighbors (SUN) to host two sessions in April. ☉

April 24: <https://bit.ly/42TudWv> State College Municipal Building 12-1 pm

May 19: <https://bit.ly/3SQEFJP> Organic Climbing Philipsburg 1-2:30 pm

The final Solar 101 will be Monday 7/22, 7-8 pm on Zoom.



Go Solar with the Centre County 2024 Solar and EV Charger Co-op!

Solar United Neighbors (SUN) is a national nonprofit helping people go solar, join together, and fight for their energy rights.



What is a solar co-op?

- Community members join together to go solar as a group
- Co-op members leverage bulk-purchasing power to get discounted pricing
- Our experts provide detailed support throughout the process
- Each member gets a quality installation tailored for their needs



Got a question?

Email us at PAteam@solatunitedneighbors.org

Join the co-op: SolarUnitedNeighbors.org/CentreCounty



HISTORIC Bellefonte™

Est. 1795

WORKPLACE SAFETY COMMITTEE MEETING

7:30 AM

WEDNESDAY, MARCH 27TH, 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 –February 21st, 2024 1st 2nd

OLD BUSINESS

- Safety Concern Forms Review
- Recent safety incidents or near misses review
- 1st Quarter Facility Inspection-WWTP Review

NEW BUSINESS

- 2nd Quarter Facility Inspection-Refuse- deadline May 31st, 2024
- **Video-Route Safety-Solid Waste-** 9 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, April 17th, 2024 @ 7:30 AM.

ADJOURNMENT 1st 2nd @ AM

**BOROUGH OF BELLEFONTE
WORKPLACE SAFETY COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 21ST, 2024, 7:30 A.M.
BELLEFONTE BOROUGH BUILDING COUNCIL ROOM**

Members Present:

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

Members Absent:

Shannon Struble (Member, WWTP-Mgmt)
Scott Rhoat (Member, EMS)

Administrative: Alyssa Doherty

CALL TO ORDER:

APPROVAL OF MINUTES – January 17, 2024

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

OLD BUSINESS:

Safety Concern Forms Review: None.

Recent Safety incidents or near-miss reviews: None.

1st Quarter Facility Inspection- Wastewater Treatment Plant-deadline March 31st, 2024:

Julie Brooks, Matt Auman, Shannon Struble, Seth Klinefelter, and Craig Herrold will perform the inspection before the deadline.

NEW BUSINESS:

Video: Job Safety Analysis: Safety Awareness and You-Concise (10 Minutes): After the completion of the video, the Committee completed a quiz as a group and reviewed the answers.

COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER:

Seth Klinefelter mentioned that at the Wastewater Treatment Plant, Water Haulers want to keep the gate open at night because they do not call ahead. Suggestion for a key card or FOB system

for the haulers or have a sign at the gate with a phone number and schedule the haulers have to follow.

NEXT MEETING: The next meeting will be held on Wednesday, March 20th, 2024, @ 7:30 a.m.

ADJOURNMENT: *Mr. Brachbill moved to adjourn. Mr. Auman seconded the motion. Motion carried. Meeting adjourned at 7:50 a.m.*

BELLEFONTE BOROUGH

Safety Committee Inspection

Date: February 8, 2024

Location: Bellefonte Waste Water Treatment Plant

Inspectors: Julie Brooks, Craig Herrold, Seth Klinefelter, Bryan Muthler, Shannon Struble

Findings:

- Because there is only one operator during the 11-7 shift, there are concerns for how the individual could contact emergency services from the tunnel area. (Note: a system for fall detection and lone worker contact is under review, this will be discussed at March and April meetings.)
- Electrical room drag cords, temporary more secure tape is recommended to minimize trip hazard.
- Lab old chemicals in cabinets need disposed of and chemical inventory updated. Recommend price for disposal company since most are acids too strong to reliably neutralize and dispose of at the plant without possible pipe damage.
- BNR doors are corroded, glass cracked, some grates need bolted down in the corners (trip hazard).
- Maintenance shop, eye wash solution needs changed. Arrange trucks so area is not blocked.
- AS units add safety glasses there, eye wash solution.
- Pavement patches around as needed in a few areas near biosolids storage.
- Sludge pump area eliminate pipe on floor and trip hazards.

- Secondary containment under polymer pump by the press to keep polymer off the floor.
- Consider safer options to clean windows on back stairs of the building or reduce cleaning to as needed basis.

Recommended platform and rail for cleaning UV area should be done, new materials should be used due to the shortened life and deteriorated strength of materials exposed to weather and wet conditions of the location. See attached estimate.

Conclusion: The subcommittee performed a walk-thru of the Waste Water Treatment Plant and will submit any findings to the WWTP Maintenance Department as an Action Item for correction. The Subcommittee will report its finds to the full Committee as well as follow up when the correction is made.

This report submitted by Julie Brooks March, 2024.



Design Plastic Systems, Inc.

Tel: (800)942-7473

Valley Forge Business Center • 2560 Boulevard of the Generals • Norristown, PA 19403 Fax: (610)666-1806

February 2, 2024

Bellefonte Wastewater Treatment Plant
615 Pleasant View Blvd.
Bellefonte, PA 16823

Attention: Frank Knoll

Subject: UV Pit
Fiberglass Safety Access Platform
DPS# 24S- FG 0201-24

In accordance with your request, we are pleased to offer the following proposal. This proposal is our interpretation of the subject project. Any changes in scope may require a revised bid.

SCOPE OF WORK:

Design Plastic System to supply and install one (1) custom fiberglass safety access platform to assist Bellefonte Wastewater Treatment Plant with accessing their UV Pit and cleaning the associated weir plates. The safety platform will include one 4 ft tall staircase, with a 30 inch landing, leading up to the top of the outer UV Pit barrier wall. An 8 ft walkway extending out across the pit to the inner barrier wall will also be included. The walkway will be installed at grade with the barrier walls. This platform will include liftable hatches along the walkway for ease of access to the below weirs, and a guard rail perimeter along all outer sides of the staircase, landing, and walkway. The guard rail perimeter will be safety yellow, 42" tall, and comprised of a two-rail / kick plate system. Platform to be made from corrosion resistant fiberglass materials, and all walking surfaces to be slip resistant.

\$18,330
Installed

Design Plastic Systems suggests that when handling tools, hoses, and other equipment, a staircase with a guard rail is the safer method of access to elevated platforms.

Optional Platform Modifications

Lowering of walkway down into UV Pit

Design Plastic Systems to install the extending walkway 43 inches down into the UV Pit instead of at grade with the barrier walls. The platform will now sit 12 inches above weir plates and will include a wall mounted ladder, with a 42 inch walk through, descending from the barrier surface to the lowered walkway. Wall mounted ladder to be safety yellow.

+\$2,824

Replacement of staircase with ladder

Design Plastic Systems to install a wall mounted ladder leading up to the top of the UV Pit's outer barrier wall instead of a staircase with a landing. The ladder will be wall mounted, include a 42" walkthrough, and will be safety yellow.

-\$1,480

COSTARS Vendor#124895

TERMS:

1. Installation could be made 3 - 6 weeks after receipt of an order and signed unqualified approval drawing.
2. Federal, State and Local taxes are not included.
3. All custom or fabricated orders are non-cancelable or non-returnable.
4. Payment terms are net 30 days.
5. Price is valid for a period of 15 days.
6. Design Plastic Systems standard terms and conditions apply (see attached).

Sincerely,
DESIGN PLASTIC SYSTEMS

Emmet Madeira

CC: Andrew Reusche

**Solid Waste Training-Route Safety Analysis
Student Examination**

Name: _____

Date: _____

1. Which of the following hazards must be reported before servicing an account?
 - a. Cracked driveways
 - b. Damaged containers
 - c. Cars blocking enclosures
 - d. All of the above

2. If you unsure about the safety of your vehicle or route, what should you do?
 - a. Nothing
 - b. Do the job anyways
 - c. Ask questions
 - d. None of the above

3. Our basic rule is this; If it's unsafe to do, don't do it.
True or False

4. The actions you take on your route reflect on the company either positively or negatively.
True or False

5. Proper route safety analysis helps you and anyone else who may perform the route in the future.
True or False

6. Which of the following conditions can present a hazard while on your route?
 - a. Power lines
 - b. Tree branches
 - c. Roofs
 - d. All of the above
 - e. A and B only

7. Anticipating potential hazards is as important as recognizing existing hazards.
True or False

8. You should report obvious electrical problems on equipment such as compacters.
True or False

9. You can't control every condition on your route but you can control what you do about them.
True or False

10. If you notice a condition that may be unsafe, such as chemicals in a container, what should you do?
 - a. Pick up the load
 - b. Pick up the load, then call it in
 - c. Call it in
 - d. Do not pick up the load



CERTIFICATE FOR PAYMENT

Date of Issuance: 04/08/2024 Project No.: BLFNT22001 Contract No.: 2023-01

Project: Parkview Heights Stormwater Management Certificate No.: 4

Contractor: John Claar Excavating, Inc.

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

For Period:

From: 03/09/2024

To: 03/31/2024

To: Bellefonte Borough OWNER

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

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

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

ORIGINAL CONTRACT SUM	\$261,495.00
Change Orders	
Total Additions	\$0.00
Sub Total	\$261,495.00
Total Deductions	\$0.00
TOTAL CONTRACT TO DATE	\$261,495.00
Balance to Finish	\$71,900.19
TOTAL COMPLETED TO DATE	\$199,573.48
Materials Stored	\$0.00
Total Completed & Stored	\$199,573.49
Less <u>5%</u> Retainage	\$9,978.67
Total Earned Less Retainage	\$189,594.81
Less Previous Payments	\$155,296.99
THIS CERTIFICATE	\$34,297.82

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

ENGINEER: Pennoni Associates Inc. DATE: 04/08/2024

BY: Shep Hoehling

OWNER'S ACCEPTANCE

OWNER: Bellefonte Borough DATE: _____

BY: _____



Contractor's Application for Payment No.

4

Application Period	Through 3-31-24	Application Date:	4/2/2024
To Bellefonte Borough	From (Contractor): John Claar Excavating, Inc.	Via	Pennoni Associates, Inc.
Project: Bellefonte - Parkview Heights Stormwater Project	Contract: Bellefonte - Parkview Heights Stormwater Project	Attention: Shep Hoehling	
Contractor's Project	N/A	Engineer's Project No.:	BLFNT22001

**Application For Payment
Change Order Summary**

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

1. ORIGINAL CONTRACT PRICE.....	\$ 261,495.00
2. Net change by Change Orders.....	\$ -
3. Current Contract Price (Line 1 ± 2).....	\$ 261,495.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ 199,573.48
5. RETAINAGE:	
a. 5.00% Work Completed.....	\$ 9,978.67
b. 10.00% Material Stored.....	\$ -
c. Total Retainage (Line 5.a + Line 5b.).....	\$ 9,978.67
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 189,594.81
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 155,296.99
8. AMOUNT DUE THIS APPLICATION.....	\$ 34,297.82
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5c. above).....	\$ 71,900.19

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

By: Date: 4/2/2024

Payment of: \$ 34,297.82
 (Line 8 or other - attach explanation of the other amount)

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

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

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

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

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

Contractor's Application

For (Contract): Bellefonte - Parkview Heights Stormwater Project				Application Number 4					
Application Period: Through 3-31-24				Application Date: 4/2/2024					
		Work Completed		E	F		G	H	
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)	Retainage
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+E)	This Period					
1	Mobilization	\$ 26,471.47	\$ 26,471.47		\$ -	\$ 26,471.47	100.00%	\$ -	\$ 1,323.57
2	E&S Controls	\$ 17,509.50	\$ 17,509.50	\$ -	\$ -	\$ 17,509.50	100.00%	\$ -	\$ 875.48
3	Tree Removal/Clearing and Grubbing	\$ 23,794.56	\$ 23,794.56		\$ -	\$ 23,794.56	100.00%	\$ 0.00	\$ 1,189.73
4	Swale 2 Construction	\$ 40,245.71	\$ 36,222.99		\$ -	\$ 36,222.99	90.00%	\$ 4,022.72	\$ 1,811.15
5	Swale 3 Construction	\$ 27,766.42	\$ 24,990.00		\$ -	\$ 24,990.00	90.00%	\$ 2,776.42	\$ 1,249.50
6	Swale 4 Construction	\$ 25,582.54	\$ 25,582.00		\$ -	\$ 25,582.00	100.00%	\$ 0.54	\$ 1,279.10
7	Pipe Installation	\$ 26,284.80	\$ 8,900.00	\$ 17,384.80		\$ 26,284.80	100.00%	\$ -	\$ 1,314.24
8	Headwall Installation	\$ 16,084.32	\$ -	\$ 16,084.32	\$ -	\$ 16,084.32	100.00%	\$ -	\$ 804.22
9	Paving	\$ 40,196.75	\$ -		\$ -	\$ -	0.00%	\$ 40,196.75	\$ -
10	Cleanup, Restoration, and Seeding	\$ 17,558.93	\$ -	\$ 2,633.84	\$ -	\$ 2,633.84	15.00%	\$ 14,925.09	\$ 131.69
Totals		\$ 261,495.00	\$ 163,470.52	\$ 36,102.96	\$ -	\$ 199,573.48		\$ 61,921.52	\$ 9,978.67

Memo

To: COUNCIL
From: Don Holderman
Date: April 15, 2024
Re: Report

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

1. The Parking meters signage designating the EV Charging Stations finally arrived and has been installed. This project is now complete.
2. The TreePennsylvania grant we received provided the Borough with 20 trees. The trees were picked up on Wednesday, April 10th and planted the same day. 18 of the 20 trees we received were replacement trees for trees that had been cut down. 10 trees were planted in the downtown (Linden) and 10 in the residential streets (Maple). I would like to thank the Streets crew for their efforts in getting the trees planted in a timely manner, which is important for bare root trees. This is an excellent program and I encourage the Borough to continue planting up to 10 trees every spring and fall.
3. The Parkview Heights Stormwater project is almost complete. They have to pave a portion of Parkwood Boulevard and that is anticipated to be completed by mid-May at the latest.
4. Drawings are finalized for the second phase of the Spring Street Streetscape Project. The work will be advertised beginning on April 17th with a bid opening in May and a Notice to Proceed set for August 19, 2024.
5. I have spoken to our Architect, Contractor and Building Code Official regarding the construction of a batting cage. It will be required to have stamped drawings to proceed. Because of this requirement, the design must include accessibility. This is one of the reasons the price tag on the project is much higher than anticipated.
6. I had a meeting with the Penn State Sustainability team working on our project. Our project will be a part of the Sustainable Expo to be held at the State College Municipal building on April 25 from 5 – 7 PM. Everyone is invited to attend.
7. We had an information session regarding Bellefonte Borough's Composting process on Saturday, April 7th from 10:00 – 12:00 at the Musser Lane Composting site. We had approximately 40 people stop by to see and hear about our composting process and we gave away almost 50 bags of compost. Needless to say, the information session was well received. Special tanks to Julie Brooks for putting together a video and to Steve Caldana and Scott Whitehill for sharing their knowledge and operating the windrow turner during the event so people could see how the compost breaks down.
8. I am working with the Centre County Probation Department on some painting projects for the summer which include: 1) the parking meter poles; the fence behind the Pergola; and the buildings at the Teener League Field.
9. We hired Glenn Warefield Painting to do some painting on the Borough Building—garage doors, etc.

10. The last month has been busy with RTK requests. The Borough received 11 requests over the past few weeks—which is 1/3 of a normal year's request.
11. I had a C-NET Board of Director meeting on Tuesday, April 9th. I wanted Council to be aware that Cindy Hahn is currently on a leave of absence due to a medical issue. In the interim, the Board has appointed Stephanie Yager as Acting Executive Director. The 2023 audit was completed and a summary was provided to the Board at the 4/9/24 meeting and the Board accepted the 2023 audit as presented.

Bellefonte Borough

Memo

To: Council

From: Lori McGowan, Finance Director

cc: Ralph Stewart, Boro Manager; Don Holderman, Assis't Borough Manager

Date: 4/11/2024

Re: Real Estate Tax Collection

On February 2, 2024, I received an email from Jennifer Pettina, who is the Tax Claims and Collections Director at Centre County Government. The email, which is attached, stated that the office was going to migrate to a new database platform in 2024. This email was the first time that any municipality, school district or real estate tax collector had heard about this. All the entities had a lot of questions. As stated in the attached email, there was a meeting held on March 20, 2024 to field questions. This meeting was recorded and can be watched. I have attached the website and passcode, should you wish to watch the meeting. RBA, who has been providing the tax program to the County for many, many years held an informational meeting on April 5, 2024. After this meeting, the Real Estate Tax Collectors and Bellefonte School District decided to have a meeting to discuss the situation. The real estate tax collectors are inviting all elected municipal officials to the meeting. The meeting is going to be held on April 23, 2024, in the new Bellefonte Borough building at 301 N Spring St, 1st floor large meeting room, at 6:00 PM.

I am sure you have a lot of questions. I would encourage you to attend the meeting. If you have questions about real estate tax collection in general, I can try to answer them. You can call me at 814-355-1501 ext. 212.

New Real Estate Tax Collection & Tax Claim Bureau Data Base

Jennifer K. Pettina <jkpettina@centrecountypa.gov>

Tue 2/6/2024 2:35 PM

To:Lori McGowan <lmcgowan@bellefontepa.gov>;slrbtwp@aol.com <slrbtwp@aol.com>;Boggs Township <btownship@comcast.net>;Burnside Township <burnsidetwp@gotmc.net>;Centre Hall Borough <CHBW@verizon.net>;College Township <abrumbaugh@collegetownship.org>;Curtin Township - Lynn Harter <curtintownship@gmail.com>;Ferguson Township <tgrady@twp.ferguson.pa.us>;Ferguson Township - Dave Pribulka <dprbulka@twp.ferguson.pa.us>;Gregg Township <secretarygreggtownship@gmail.com>;Haines Township <hainestownship@verizon.net>;Halfmoon Township <manager@halfmoontwp.us>;Harris Township (manager@harristownship.org) <manager@harristownship.org>;Howard Borough <ihoy@aol.com>;Howard Borough - Nancy Fishburn Sec/Mngr <Howardborough@verizon.net>;Howard Township <HowardTownship@comcast.net>;Huston Township <hustontownship@verizon.net>;Liberty Township - Kathy <libertytownshipsupervisors@comcast.net>;Marion Township <mariontwp@comcast.net>;Miles Township <milestownship@yahoo.com>
Cc:Thomas P Theobald <tom@gss-pa.com>

📎 1 attachments (558 KB)

Centre County Tax Collectors (002).pdf;

Good afternoon,

Centre County Tax Claim & Collections will migrate to a new database platform in 2024 for the Tax Claim Bureau & 2025 Real Estate Tax Collections. Attached is an outline of the costs that will occur during this time for budget purposes for 2025 for current-year real estate taxes. Please read the attachment. For Keystone Central School District & Tyrone Area School District, printing your school tax bill will be at your discretion since you print and collect your portion of the school tax bills.

We will be holding a meeting soon to discuss any questions you have at that time, and we are preparing a Zoom meeting for the discussion with Municipalities, School Districts & Tax Collectors.

Have a good day,

Jennifer



Jennifer K. Pettina, CPE
Tax Claims and Collections Director
420 Holmes Street, Suite 102
Bellefonte, PA 16823
(814)355-6805
(814)548-1156 fax

Please visit our website for tax sale information, property information, and other information at:

<https://www.centrecountypa.gov/427/Tax-Collection-Tax-Claim>



Government Software Services, Inc.

January 12, 2024

Dear Jennifer,

The Tax Collector program payments will be broken down into three portions per collector.

- 1) The county will pay the first portion (which is already included in your contract).
- 2) For the second portion, we will approach the school districts. Their part would be \$50 per month for each municipality within their school district.
- 3) The third portion will go to the municipalities. We would ask that each tax collector approach their municipality for their portion of \$50 per month.

GSS will provide all of the support and the cost of training for the tax collector system. This is a web-based system, so no software is required to be installed on the tax collector's computers.

We also provide a credit card portal for the tax collectors to use as well. There is no additional cost for the collectors for this service. We will work with them to set up their municipality on the credit card site. All credit card fees will be handled through the credit card company and the fees are assessed to the taxpayer.

Sincerely,

Thomas P. Theobald

Thomas P. Theobald
Production Manager



Government Software Services, Inc.
220 8th Street
Honesdale, PA. 18431
570-253-6677

RE: Centre County Tax Claim & Collection Software Meeting

Jennifer K. Pettina <jkpettina@centrecountypa.gov>

Tue 3/26/2024 3:21 PM

To:Lori McGowan <lmcgowan@bellefontepa.gov>

Cc:4vets@comcast.net <4vets@comcast.net>

Good afternoon,

Below is the link to the zoom recording. When you click on the link it will ask you to enter in the password that is provided below!

https://us02web.zoom.us/rec/share/MNnxViZMi-AUPqgDxrTCrGfykFCHq9NxQ05cJb3LPXj1LupVeFI2H45tqc7qQuXv.q7nmbH2Xij3qk_7X

Passcode:4q#L6?cM

Have a good day,

Jennifer



Jennifer K. Pettina, CPE
Tax Claims and Collections Director
420 Holmes Street, Suite 102
Bellefonte, PA 16823
(814)355-6805
(814)548-1156 fax

Please visit our website for tax sale information, property inquiries, tax payments, and additional information at:

<https://www.centrecountypa.gov/427/Tax-Collection-Tax-Claim>

From: Lori McGowan <lmcgowan@bellefontepa.gov>

Sent: Tuesday, March 26, 2024 11:35 AM

To: Jennifer K. Pettina <jkpettina@centrecountypa.gov>

Cc: 4vets@comcast.net

Subject: Re: Centre County Tax Claim & Collection Software Meeting

**** This email originated from a source outside of Centre County's network. Please use caution before clicking on links and opening attachments. ****