



HISTORIC  
**Bellefonte™**  
*Est. 1795*

**Borough of Bellefonte Council Work Session**

**AGENDA**

**7:00 - 7:25 PM, Monday, September 16, 2024**

**In-Person, Large Room,  
301 N. Spring St, 1<sup>st</sup> 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](http://www.cnet1.org) **ATTEND IN PERSON.** The meeting room is open with normal occupancy limits.

**I. CALL TO ORDER – Council President Bernier**

**II. WELCOMING COMMENTS / OPENING REMARKS:**

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

**III. ITEMS FOR DISCUSSION:**

*Note – All Times are approximate*

- A) - Penn Dot/Contractor overview of West High Street Bridge Work – 15-20 Minutes
- B) – New BASD Superintendent Introduction/ideas for collaboration – 10 Minutes

**IV. ADJOURNMENT**

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



HISTORIC  
**Bellefonte™**  
*Est. 1795*

7:00 PM, Work Session  
**Council Business Meeting**

**AGENDA**  
**7:30 PM Monday, September 16, 2024**  
**In-Person, Large Meeting Room,**  
**301 N. Spring St, 1<sup>st</sup> 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](http://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, President, <i>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, Vice-President, <i>South Ward</i>	Mr. Larson, Jr. <i>Council Member</i>	
Mr. Johnson, Pro Tempore, <i>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 (Oral)**

**This Public Comment period is for oral comments regarding action items listed on this meeting agenda. You must be a Bellefonte resident, non-profit representative, business owner, or an official representative of another governmental agency. Speakers shall identify themselves by name and street, municipality, if outside of the Borough of Bellefonte. Comments are limited to three (3) minutes.**

**VI. COMMUNICATIONS (written)**

Letter to Bellefonte Borough from Stan Wallace requesting to not be reappointed for Sewage Enforcement Officer Services for 2025. <b>FYI. No council action requested.</b>
Centre County Hazard Mitigation Plan Updates. Dates for Elected Officials included and Public Open House to be held October 17 <sup>th</sup> 5pm – 7pm. <b>FYI. No council action requested.</b>

**VI. 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>Finance</i>	Budget V. Actual August 2024 will be in the next packet
<i>Finance</i>	Budget V. Actual Summary August 2024 will be in the next packet
<i>General</i>	DRAFT Council Meeting Minutes August 5, 2024
<i>Finance</i>	Treasurer’s Report August 2024 will be in the next packet
<i>Finance</i>	Voucher summary August 2024 will be in the next packet

**Call for a Motion/ 2<sup>nd</sup> to approve the Consent Agenda.**

**VII. REPORTS**

<b>Elected Official and Staff Reports</b> <i>Please limit all reports/rebuttals/deliberations to three minutes maximum.</i>		
<b>DEPARTMENT</b>	<b>OFFICIAL/ STAFF</b>	<b>REPORT</b>
Mayor	Mayor Johnson	Verbal
Junior Council Member Report	Mr. Larson	
Police ➤ August 2024 Report	Acting Chief Witmer	Submitted
Parking ➤ August 2024 Report	Ms. McCullough	Submitted
Office of Community Affairs (OCA): <i>See memo for report and updates</i> <b>No action items for Council.</b>	Ms. Thompson	Submitted
Code Enforcement ➤ August 2024 Report	Mr. Barr	Submitted
Borough Manager	Mr. Stewart	Submitted

**Liaison Reports**

*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*

ADMINISTRATIVE	LIAISON	REPORT
Bandshell/Performance Center Project Committee	Mr. Holderman	
Bellefonte Area Industrial Development Authority (BAIDA)	Mr. Holderman	
Bellefonte Emergency Medical Services	Mr. Rhoat	
Bellefonte Intervalley Chamber of Commerce	Ms. Brooks	
Bellefonte Police Pension Board	Mr. Stewart	
Centre County 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	
Nittany Valley Joint Recreation Authority	Mr. Holderman	
Penn State University Sustainability Projects	Mr. Holderman	
Shade Tree Commission	Mr. Holderman	
Union Cemetery Association	Mr. Holderman	
Zoning Hearing Board	Ms. Thompson	
AUTHORITIES / COUNCIL APPOINTED	LIAISON	REPORT
Bellefonte Borough Authority – September Draft meeting minutes	Mr. D. Johnson	Submitted
Centre County Airport Authority – August meeting minutes	Mr. D. Johnson	Submitted
COMMISSIONS / COUNCIL APPOINTED	LIAISON	REPORT
Civil Service Commission	Mr. Brachbill	Submitted
Nittany Valley Joint Planning Commission	Mr. D. Johnson	
Spring Creek Watershed Commission	Mr. Brachbill	
SPECIAL COMMITTEES / COUNCIL APPOINTED	LIAISON	REPORT
Bellefonte Fire Department Executive Committee	Mr. Brachbill	
Centre County Library Board	Ms. Cleeton	
Centre Region Council of Governments (COG) Public Safety Committee	Mr. Brachbill	
Talleyrand Park Committee	Ms. Dann	
Workplace Safety Committee	Mr. Brachbill	
SPECIAL APPOINTMENTS / APPOINTED	LIAISON	REPORT
Nittany Valley Joint Planning Commission (NVJPC)	Ms. Thompson	
Centre County Metropolitan Planning Organization (CCMPO)	Mr. D. Johnson	

### IX. CURRENT and OLD BUSINESS

Bellefonte Borough Chief of Police Position. Council may consider promoting Acting Police Chief William Witmer to Permanent Police Chief Status upon a formal offer and acceptance. <b>Motion/2<sup>nd</sup> to approve a permanent police chief position offer to Acting Police Chief William Witmer.</b>
Notice of Retirement from Assistant Borough Manager Don Holderman. This letter is being provided to council as an FYI. Don has worked closely with borough council over his tenure. His last day will be Friday, October 4 <sup>th</sup> . <b>FYI. No formal council action requested.</b>
FEMA SAFER Grant summary documents enclosed. A special thank you to our Consultant, Nick Caputo and Finance Director Lori McGowan for their management of this Federal \$500K four (4) year grant.
Bee Keeping Ordinance Draft. Consider approval to move ahead with scheduling a public hearing for this Zoning Ordinance Amendment. <b>Council Action requested. Motion/2<sup>nd</sup> to schedule a public hearing for a Bee Keeping Ordinance/Zoning Amendment.</b>
Water Service Line Inventory Update. The survey is to be submitted to PA DEP by October 16 <sup>th</sup> , 2024. Reminder to water system customers to take a picture of where their water line enters their home. Go to Bellefonte.net to send it in. <b>FYI. No council action is requested.</b>



**X. NEW BUSINESS**

Minimum Municipal Obligations for Pensions, 2025 Budget. Minimum Municipal Obligations for Borough pension programs must be acted on before the end of September for the upcoming budget year. Council must also re-adopt the Resolution related to the Police Pension program each year.

Resolution No. 09162024-01

Police - \$25,435

N1 - \$ 0

N2 - \$136,770

**Council Action Requested. Motion/2<sup>nd</sup> to approve the Minimum Municipal Obligations as stated.**

Resolution 09162024-02 Supporting HB 451 related to funding for municipalities with relatively high percentages of tax-exempt properties. **Motion/2<sup>nd</sup> to adopt the Resolution with or without modifications.**

**a. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA**

**This Public Comment period is for oral comments regarding items not listed on this meeting agenda. Speakers shall identify themselves by name and street, municipality, if outside of the Borough of Bellefonte. Comments are limited to three (3) minutes maximum.**

**b. ADJOURNMENT**

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

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



OLD SCHOOL CONSULTING, LLP

STAN WALLACE, SEO

P.O. BOX 46, MILLHEIM, PA 16854

814-355-4155 / 814-571-7231

wallaceseo1798@gmail.com

September 5, 2024

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

**RE; SEWAGE ENFORCEMENT OFFICER SERVICES 2025**

Dear Ralph,

As I move closer to complete retirement, I request Bellefonte Borough to not reappoint me for the year 2025 and beyond.

It has been my honor and pleasure to serve the Bellefonte Borough Council and their constituents throughout the years.

Attached please find a list of current Sewage Enforcement Officers that have expressed interest in expanding the areas they work in.

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

Respectfully submitted

*Stan Wallace*

Jeff Kreger, SEO # 01040  
113 Kreger Lane  
Loganton, PA 17747  
(570) 725-2158  
oldfriendsfarm@hotmail.com

Justin Dashem, SEO # 03947  
227 Williams Road  
Centre Hall, PA 16828  
(814) 933-2108  
dashem.seo@gmail.com

Laron Horner, SEO # 03969  
166 Cooper Street  
Spring Mills, PA 16875  
(814) 422-7688  
laronhorner@yahoo.com

Kasey Snell, SEO # 04182  
334 Water Trough Road  
Snow Shoe, PA 16874  
(717) 501-6729  
Kms6380@psu.edu

John Howell, SEO  
267 Allison Road  
Spring Mills, PA 16875  
(814) 880-2170  
jhowell@pvcode.org



# Upcoming Events for the Centre County HMP Update - With Updated Attachments

Benne, Devon <Devon.Benne@mbakerintl.com>

Wed 9/11/2024 11:09 AM

To: Benne, Devon <Devon.Benne@mbakerintl.com>

Cc: Bodnar, Jessica <Jessica.Bodnar@mbakerintl.com>; Dool, Kyle <Kyle.Dool@mbakerintl.com>; Panunto, Bianca <Bianca.Panunto@mbakerintl.com>; Elizabeth A. Lose <eatuck@centrecountypa.gov>; Jody L. Lair <jllair@centrecountypa.gov>; Domer Smeltzer <dsmeltzer@centrecountypa.gov>; Ray Stolinas <rjstolinas@centrecountypa.gov>; ehcrawford <ehcrawford@centrecountypa.gov>

📎 5 attachments (711 KB)

Virtual Centre HMP Mitigation Strategy and Capability Assessment Meeting.ics; In-Person Centre Mitigation Strategy and Capability Assessment Meeting.ics; Open House Social Media Language.docx; Open House Email Language.docx; Open House Flyer.png;

**Please note that they Open House Flyer attachment has been updated. Please use the version shared in this email.**

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Dear Municipal Official,

As you may know, the Centre County Hazard Mitigation Plan (HMP) update process is underway, and we have two upcoming events that we wanted to share with you.

1. The Mitigation Strategy and Capability Assessment Workshops – For local officials and stakeholders.
2. The Centre County HMP Public Open House – For the public.

We have provided detailed information and action items for you on both of these events below:

**We would like to invite you to the Mitigation Strategy and Capability Assessment Workshops.** These workshops are an opportunity to collaborate on a plan that is actionable for you and your community. We will use this time to review your community’s capabilities, develop actions to mitigate risks and to better understand how you can leverage the plan as a way to begin taking action.

We will be hosting two workshops, one virtual and one in-person. The content of both meetings will be the same. *Calendar invites have been attached to this email.* The workshops are scheduled as follows:

VIRTUAL	IN-PERSON
<b>TUESDAY, OCTOBER 15, 2024</b>	<b>WEDNESDAY, OCTOBER 16, 2024</b>
<b>12:00 pm – 1:00 pm</b>	<b>6:00 pm – 7:00pm</b>
Join from your computer or mobile app via this <a href="#">link</a> . <ul style="list-style-type: none"><li>○ <b>Meeting ID:</b> 238 872 111 478</li><li>○ <b>Passcode:</b> 4GZaTL</li></ul> Call in (audio only) <ul style="list-style-type: none"><li>○ <b>Phone Number:</b> (412) 634-6334</li><li>○ <b>Phone Conference ID:</b> 231 707 038#</li></ul>	Centre County Emergency Operations Center <ul style="list-style-type: none"><li>○ <b>Address:</b> 420 Holmes St, Bellefonte, PA 16823</li><li>○ <b>Room:</b> 9</li></ul>

For these workshops it is highly encouraged to invite any local officials involved in planning, mitigation, floodplain management, and/or disaster preparedness so they may contribute to these discussions. Please RSVP by your name, title, organization, and the date of the meeting you plan to attend to our Project Manager, Devon Benne, AICP, at [devon.benne@mbakerintl.com](mailto:devon.benne@mbakerintl.com) or 215-861-9311.

**We would also like to ask for your support in advertising the Centre County HMP Public Open House by sharing the attached materials, described below.**

- Open House Flyer – To share on social media or print and mail to community members.
- Social Media Language – To post to your community’s social media or website.
- Email Language – To email to any public listservs or contact lists you may have.

The Open House will provide an opportunity for members of the public and additional stakeholders to ask questions about the plan update and provide information. The schedule for this event is as follows:

<b>IN-PERSON</b>
<b>THURSDAY, OCTOBER 17, 2024</b>
<b>5:00 pm – 7:00 pm</b>
Centre County Emergency Operations Center <ul style="list-style-type: none"><li>○ <u>Address:</u> 420 Holmes St, Bellefonte, PA 16823</li></ul> <u>Room:</u> 9

You can stay up to date on the project and access participation forms by visiting the project website at [www.pennsylvaniiahmp.com/centre-hmp](http://www.pennsylvaniiahmp.com/centre-hmp). We look forward to continuing our work with you to improve safety and resiliency in our communities and appreciate your help throughout this process!

Sent on behalf of the Centre County Hazard Mitigation Plan Steering Committee:

- Jody Lair, Director of Emergency Services, Centre County Office of Emergency Services
- Domer Smeltzer, Deputy Director of Emergency Services, Centre County Office of Emergency Services
- Ray Stolinas, Director, Centre County Planning and Community Development Office
- Liz Lose, Assistant Director, Centre County Planning and Community Development Office
- Elyse Crawford, Planner, Centre County Planning and Community Development Office
- Devon Benne, Project Manager, Michael Baker International



# HAZARD MITIGATION PLAN PUBLIC OPEN HOUSE

SAVE  
THE  
DATE



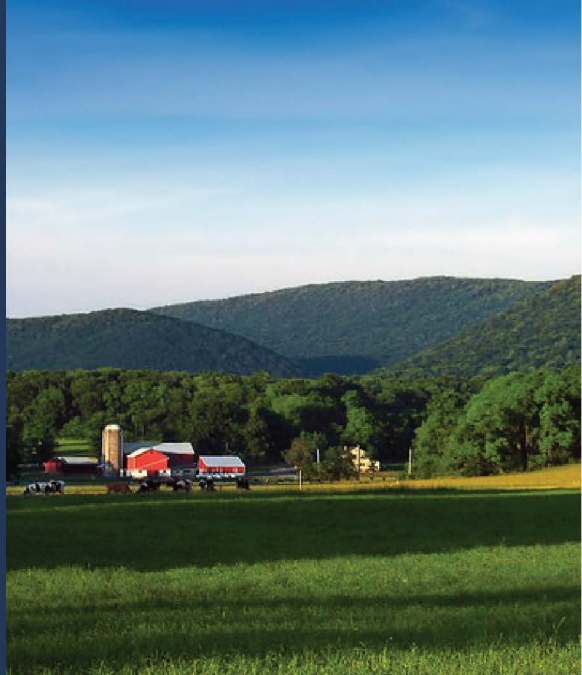
Thursday,  
October  
17th, 2024  
5 - 7 p.m.



Centre County Emergency  
Operations Center, Room 9  
420 Holmes Street,  
Bellefonte, PA 16823

Join us to learn about the plan and update process, and share information or experiences that will help make the plan as detailed as possible!

Questions? Email Devon Benne at [Devon.benne@mbakerintl.com](mailto:Devon.benne@mbakerintl.com) or 215-861-9311



For more information on the plan update, please scan the QR code to visit the project website.



**BELLEFONTE BOROUGH COUNCIL**  
**Regular Meeting**  
**MEETING MINUTES**  
**September 3, 2024 - 7:30 p.m.**  
**301 N. Spring Street, Suite 200, Bellefonte, Pennsylvania 16823**  
[www.bellefonte.net](http://www.bellefonte.net)

**I. CALL TO ORDER** (Council President Kent Bernier)

The September 3, 2024 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL/MEMBERS PRESENT**

Mr. Kent Bernier <i>President, North Ward</i>	Ms. Shawna McKean <i>West Ward</i>
Mr. Randy Brachbill (via zoom) <i>South Ward</i>	Ms. Rita Purnell <i>North Ward</i>
Ms. Deb Cleeton <i>South Ward</i>	Ms. Johanna Sedgwick (EXCUSED) <i>West Ward</i>
Ms. Barbara Dann <i>Vice-President, South Ward</i>	Ms. Joanne Tosti-Vasey <i>West Ward</i>
Mr. Doug Johnson <i>North Ward</i>	Mr. Christian Larson <i>Junior Council Member</i>
Mayor Buddy Johnson <i>At Large</i>	

**STAFF PRESENT**

Mr. William Witmer, Acting Police Chief  
 Mr. Ralph Stewart, Borough Manager  
 Mr. Don Holderman, Assistant Borough Manager

**IV. ADDITIONS TO THE AGENDA**

- Deb Cleeton requested to add an informational announcement to “Current and Old Business” regarding public transit task force public meeting – non action item. This item was added to tonight’s agenda.

**V. PUBLIC COMMENT** - Agenda and Non-Agenda/General Items and Comments (*Oral*)

*As advised by the Borough Solicitor, Resolution 08052024-01 passed at the August 5th, 2024 Council Meeting is null and void. For Public Comment, Borough Council will follow Resolution 20211220-01*

- Joe Beigle, a Bellefonte resident, spoke in opposition of the Gaza cease fire resolution. He also thanked council members for serving their community.
- Elizabeth Folk, a Bellefonte resident, spoke in support of the Gaza resolution.
- Peter Serafine, a Bellefonte resident, spoke in opposition of the Gaza resolution. He also expressed concern regarding Sunshine laws.
- Bonnie Smeltzer, a clergy representative, spoke in support of the Gaza resolution.
- Megan Irwin, a Bellefonte resident, spoke in support of the Gaza resolution.
- (Name illegible), a non-resident, spoke in support of the Gaza resolution.
- Tony White, a Bellefonte resident, spoke in support of the Gaza resolution.
- Joan Landes, a non-resident, spoke in support of the Gaza resolution.
- Julia Kasdorf, a Bellefonte resident, spoke in support of the Gaza resolution.
- Sajay Samuel, a non-resident, spoke in support of the Gaza resolution.
- John Holtz, a Bellefonte resident, spoke in support of the Gaza resolution.
- (name illegible), a non-resident, spoke in support of the Gaza resolution.
- Stacy Hall, a Bellefonte resident, spoke in support of the Gaza resolution.
- Claudia Wilson, a Bellefonte resident, spoke in support of the Gaza resolution.
- Tom Dann, a Bellefonte resident, spoke in opposition of the Gaza resolution. He commented that the responsibility of council is to handle Borough business only, not foreign policy.
- Marceline Forestmire (name illegible), a Bellefonte resident, spoke in support of the Gaza resolution.
- Alex Lubin, a non-resident, spoke in support of the Gaza resolution.

- Philip Ruth, a Bellefonte resident and public historian, spoke in support of the Gaza resolution.

*Council took a 5 minute recess and reconvened at 8:40pm.*

**VI. COMMUNICATIONS (Written)**

- Letter to North Ward Council Members, Support of the Bellefonte Gaza Ceasefire Draft Resolution. This relates to an action item on the agenda.
- Centre County Chamber of Business and Industry (CBICC) October 9th Luncheon, Presentation of CC Economic Development Plan. Council members – let staff know if you would like registered. No council action requested.
- Centre County Library & Historical Museum Letter of Thanks and Offer to Meet with Council. No council action requested.
- Centre County Refuse & Recycling Authority August Newsletter. No Council action requested.
- Centre County Government Accepting Liquid Fuels Grant Applications. Applications due October 18<sup>th</sup>. No council action requested at this time.
- Email asking the Borough Council to consider the Use of the Conservatorship Act for several properties on North Thomas Street. Council may refer this to the Bellefonte Area Industrial Development Authority (BAIDA).

*Johnson motioned and Dann seconded to send this to the Bellefonte Area Industrial Development Authority (BAIDA) for consideration.*

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

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

Consent Agenda includes the following items:

1. Finance	Budget V. Actual July 2024
2. Finance	Budget V. Actual Summary July 2024
3. General	Council Meeting Minutes August 5, 2024
4. Finance	Treasurer's Report July 2024
5. Finance	Voucher summary July 2024

*Tosti-Vasey motioned and Dann seconded to approve the Consent Agenda items 1-5. Discussion included comments correcting a motion/second for an invoice to John Clarr. Motion to approve Consent Agenda items 1-5 listed above carried.*

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

## **VIII. REPORTS**

### **Mayor Johnson**

- Mayor Johnson made a proclamation regarding Patriotism Week, September 9-15, 2024. He urged all citizens to join with the Benevolent and Protective Order of the Elks in expressing gratitude for the privilege of American citizenship.

### **Junior Council Member Report**

- Mr. Larson highlighted several activities for the start of the new school year. He mentioned that there is a new phone/electronics policy at the school this year.

### **Police (Acting Chief Witmer)**

- July 2024 report
  - The department moved into their new station.
  - The department began and concluded the civil service hire process for the 2 vacant positions.
  - They also did some trainings and participated in several public outreach events.

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

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

- NONE

2. Administrative Approvals:

- NONE

3. Items of interest:

- NONE

4. Zoning:

- NONE

**Liaison Reports** (Reports were submitted)

**IX. CURRENT and OLD BUSINESS**

- Bellefonte Elementary School Project, Airport Road. The Borough has received a number of noise complaints. The Borough does not have an ordinance that regulates construction noise to certain hours.

*Tosti-Vasey motioned and Dann seconded to have staff review construction-related noise ordinances that have been adopted by other boroughs. Discussion included questions regarding the construction project. Motion to approve review of ordinances did not carry. Council voted no unanimously.*

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

- Spring Street Streetscape Phase II projected start date 9/4 with completion date of 11/7. Big Rock Paving expected to begin work on High and Spring and work towards Dollar General. Contractor will mobilize and work out of a trailer to be set-up in the Municipal Lot next to Cherry Lane.
- Batting Cage at Governor’s Park. Nastase Construction is to start in mid-September with completion in 6 weeks. Restroom renovation work will begin at the same time.
- Public Works Union Contract. The Council’s negotiation committee has been meeting and will continue to meet with AFSCME regarding negotiating a new Public Works Agreement.

**X. NEW BUSINESS**

- Deb Cleeton announced that the Public Transit Task Force will have a public meeting on Tuesday, September 17, 2024 at 6pm in Council Chambers to gather feedback from consumers about the new B-Line service provided by CATA, and how the loss of CATA-GO services has impacted residents in Bellefonte Borough, Spring and Benner Townships. The Borough will offer a zoom link for the meeting, contact the Borough for more information.
- Draft Resolution 09032024-01 for Gaza Ceasefire. Council may act on this Draft Resolution or modify it.

*McKean motioned and Tosti-Vasey seconded to approve Draft Resolution 09032024-01 with or without modifications. Discussion included council members offering their opinions and comments regarding this resolution. Mrs. Purnell offered a statement in opposition of the Cease-Fire Resolution. She noted that it is not council business to discuss or vote on foreign policy. Cleeton spoke in favor of the resolution. Brachbill commented that he also opposes the resolution, as it is not Borough business. Dann commented that she also opposes the resolution, as it is not Borough business. Tosti-Vasey spoke in favor of the resolution. Mayor Johnson spoke in opposition of the resolution, as it is not Borough business. Motion to approve the resolution did not carry with 6 no votes and 2 yes votes.*

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

- Resolution 09032024-02 Authorizing Petition to PA Liquor Control Board for extension of exemption from Amplified Music Regulations. The current exemption is set to expire in October 2024.

*Cleeton motioned and Dann seconded to approve Resolution 09032024-02. No discussion. Motion carried.*

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

- Civil Service Commission Eligibility List for Police Officers. Acting Police Chief Bill Witmer is recommending the selection of Noah Bollman.

*Dann motioned and Tosti-Vasey seconded to select Noah Bollman from the Eligibility List and to make an offer of employment. No discussion. Motion carried.*

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

- Installation of the Rivet / Discovery Space free Little LABrary in the landscape strip along S. Spring across from the Dollar General.



*Dann motioned and Cleeton seconded to approve location and installation of the free Little LABrary. Tosti-Vasey asked questions and comments regarding the purpose of the LABrary. Motion carried.*

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

- Armory building large Partner Desks, Filing cabinets and miscellaneous furniture surplus/not in use. Permission to put out for bid these items that are not in use.

*Brachbill motioned and Dann seconded to put out for bid Armory building surplus furniture and filing cabinets. Motion carried.*

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

**XI. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA**

- Tosti-Vasey made an announcement regarding a meeting on Sunday, September 8, 2024, 3-5pm, at Webster’s Bookstore and Café, 133 E. Beaver Ave in State College. The meeting will be an informational presentation advocating for affordable housing.

**XII. ADJOURNMENT**

*Dann motioned and Johnson seconded to adjourn. Meeting adjourned at (time not announced) pm.*

# **BELLEFONTE BOROUGH POLICE DEPARTMENT**

**August 2024**



## **HIGHLIGHTS & ACCOMPLISHMENTS**

- Officer Neideigh participated in girl's week for the Centre County Camp Cadet program.
- Officer Hurd and Officer Larkin attended a search and seizure class located in Sunbury, PA.
- The Bellefonte Police Department participated in the annual "National Night Out" event located at Giant Food.
- The police department concluded the Civil Service testing process.
- All police officers completed the annual night shoot and shot gun qualifications.
- All police officers completed the annual Bellefonte School familiarization tour.

**BELLEFONTE BOROUGH POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT**

## July 2024

OFFENSES OCCURRED	MONTH	2024 YTD
Alarms	7	50
Assault	1	7
Child Abuse	0	13
Criminal Mischief	2	26
Disorderly Conduct	9	82
Domestics	8	65
Drug Related	1	6
DUI	1	14
Harassment	7	55
Suspicious Activity	27	130
Theft	5	35
Trespass	6	21
All Others	402	2886
<b>TOTAL</b>	<b>481</b>	<b>3382</b>

TRAFFIC	MONTH	2024 YTD
Stops	71	307
Citations Filed	38	217

PAYMENTS RECEIVED	MONTH	2024 YTD
MDJ	\$1,063.74	\$8,747.68
Probation	\$743.77	\$4,080.54
<b>TOTAL</b>	<b>\$1,807.51</b>	<b>\$12,828.22</b>

ACCIDENTS	MONTH	2024 YTD
Reportable	1	16
Non-Reportable	6	63
<b>TOTAL</b>	<b>7</b>	<b>79</b>

CALLS	MONTH	2024 YTD
Handled by BPD	481	3382
Off Duty	9	65
<b>TOTAL</b>	<b>490</b>	<b>3447</b>

OFFICERS' TIME	MONTH	2024 YTD
Regular Hours	1438	10,950
Overtime Hours	11.5	412
Reimbursed Overtime	10	35.5
Training	40	162
<b>TOTAL</b>	<b>1500.5</b>	<b>11,559.5</b>

ARRESTS	MONTH	2024 YTD
Felony	0	4
Misdemeanor	4	42
Summary	27	68
<b>TOTAL</b>	<b>31</b>	<b>114</b>

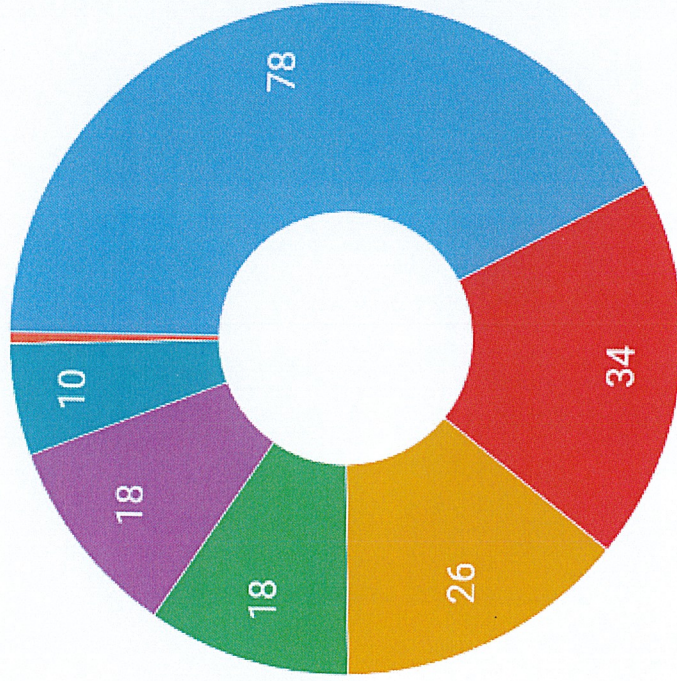
SRO	MONTH	2024 YTD
Number of Incidents	6	396
Arrests	0	17
Traffic (School Zone)	0	56
Hours Worked	48	1750

MILEAGE	MONTH	YTD
34-1	New Car	58,299
34-2	747	85,826
34-3	0	125,932
34-4	952	81,320
34-5	481	3,287
34-6	575	33,849

PARKING	MONTH	2024 YTD
Hours Worked	151	1,208.5
Tickets Issued	216	2135
Revenue	\$18,021.28	N/A



## Bellefonte PD - Active Permits By Type (Today)

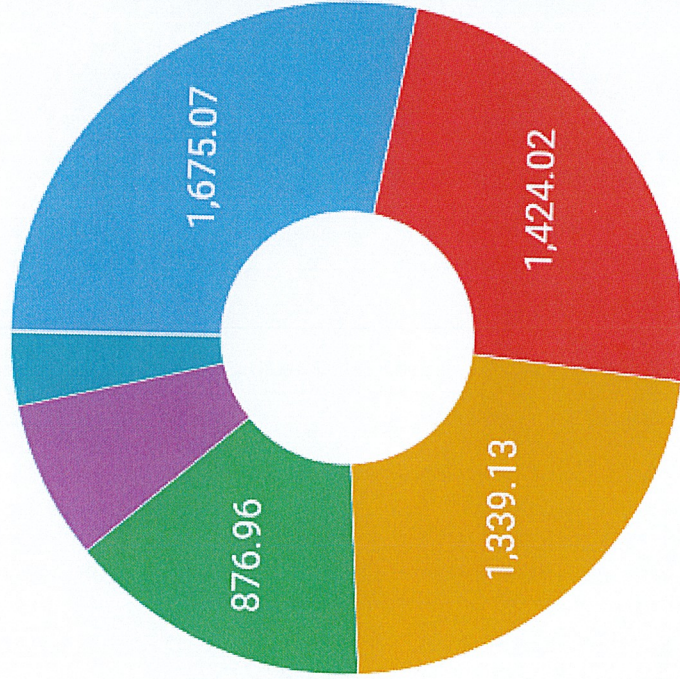


- On-Street Long-Term Parking R-Permit (Residential)
- Municipal Parking Lot South (W. Bishop St)
- Municipal Parking Lot North (W. Howard St.)
- Municipal Parking Lot West (Potter St.)
- On-Street Long-Term Parking C-Permit (Commuter)
- On-Street Long-Term Parking RC - ...
- A-NEW Temporary Residential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





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



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



2023 In House	North Count	South Count	West Count
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November	1	5	
December	1	5	

2024 In House	North Count	South Count	West Count
January	2		1
February	1		1
March	2		1
April	0	0	0
May			
June	2		1
July	2		
August	2		1
September			
October			
November			
December			

Special Permits	North Count	South Count	West Count	Any Count	R/RC/C
YMCA	5				
Bellefonte Art Museum	2				
Masonic Lodge				40	
Bellefonte Mews		6			



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/Permit	\$12,472.60	255	\$22,760.52	522	\$6,802.03	189
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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	\$976.04	20	\$1,525.35	35	\$533.45	14
March	\$984.20	19	\$1,554.68	35	\$703.38	20
April	\$1,066.50	21	\$1,657.50	36	\$787.50	22
May	\$817.26	18	\$1,641.76	37	\$525.00	13
June	\$997.50	20	\$1,618.50	36	\$617.17	17
July	\$960.97	20	\$1,570.65	36	\$572.42	14
August	\$1,371.76	30	\$1,585.17	37	\$675.17	18
September						
October						
November						
December						

Year End			
Total/Permit			

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

<b>2023</b>	<b>R/RC/C Permit Online/In House</b>
January	115
February	122
March	125
April	128
May	125
June	133
July	118
August	128
September	124
October	118
November	123
December	125
<b>Total</b>	<b>1484</b>

<b>2024</b>	<b>R/RC/C Permit Online/In House</b>
January	128
February	122
March	114
April	122
May	117
June	120
July	125
August	123
September	
October	
November	
December	
<b>Total</b>	

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

<b>2023</b>	<b>R/RC/C Permit In House</b>
January	10
February	11
March	13
April	12
May	11
June	8
July	12
August	11
September	11
October	4
November	12
December	16
<b>Total</b>	<b>131</b>

<b>2024</b>	<b>R/RC/C Permit In House</b>
January	13
February	12
March	6
April	12
May	10
June	15
July	22
August	21
September	
October	
November	
December	
<b>Total</b>	

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
<b>Year End Total</b>	<b>\$9,454.58</b>	<b>639</b>	<b>\$2,044.65</b>	<b>105</b>	<b>\$6,245.82</b>	<b>254</b>	<b>\$24.00</b>	<b>6</b>

<b>2023</b>	<b>R Permit</b>	<b>R Count</b>	<b>RC Permit</b>	<b>RC Count</b>	<b>C Permit</b>	<b>C Count</b>	<b>1Day Permit</b>	<b>1Day Count</b>
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
<b>Year End Total</b>	<b>\$14,906.01</b>	<b>945</b>	<b>\$2,582.66</b>	<b>135</b>	<b>\$6,637.16</b>	<b>270</b>	<b>\$20.00</b>	<b>5</b>

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	\$1,250.18	75	\$225.52	12	\$568.10	23	\$0.00	0
March	\$1,284.67	76	\$260.00	13	\$472.58	19	\$0.00	0
April	\$1,292.00	77	\$253.33	13	\$423.33	18	\$8.00	2
May	\$1,290.97	78	\$200.00	10	\$474.19	19	\$0.00	0
June	\$1,176.50	79	\$180.00	9	\$423.33	17	\$0.00	0
July	\$1,254.16	74	\$200.00	10	\$470.96	19	\$0.00	0
August	\$1,174.35	71	\$212.26	11	\$457.26	19	\$4.00	1
September								
October								
November								
December								

Year End Total/permit								
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**MEMORANDUM**

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**TO:** Bellefonte Borough Council  
**FROM:** Gina Thompson: HARB, Zoning & Planning Administrator  
**SUBJECT:** Office of Community Affairs Update  
**DATE:** For Council Meeting September 16, 2024

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**PLANNING:**

The Planning Commission meeting did not meet in September, due to there being no projects for review. I sent out an update to the Planning Commission on various planning updates.

There will be an Official Draft Plan Open House on October 9 for the CCMPO Active Transportation Plan – more information to come.

**The Nittany Valley Joint Planning Commission meeting will be held at Bellefonte Borough on Thursday, September 19 at 6:00 p.m.**

**The next scheduled Planning Commission meeting is Monday, October 14 at 5:00 p.m.**

~~~~~  
**ZONING:**

There is ongoing permitting for zoning projects, including new business permits. I also assist Steve in addressing nuisance complaints and work with Centre Region Code Administration on any Code related issues, complaints, or concerns. I am addressing sign violations in the downtown, particularly the use of feather flags and multicolored or flashing/moving sign.

~~~~~  
**HARB:**

HARB did not meet on September 10. I have completed several administrative approvals, which I will report on at the next HARB meeting. These continue to be steady

I gave Jessica Stuck from SGA a nudge the other day regarding the draft guideline revisions. She is working on those and will be in touch. I also have requested an extension with PHMC for the grant and hope to hear back from someone about that soon.

**The next HARB meeting is scheduled for Tuesday, September 24 at 8:30 a.m.** There are currently two projects to be reviewed by HARB (pending receiving additional required application materials).

~~~~~  
*If you have any questions about the current OCA projects, or would like additional information, please do not hesitate to contact Gina Thompson at [gthompson@bellefontepa.gov](mailto:gthompson@bellefontepa.gov).*

# Code Enforcement Monthly Report

August 2024 Summary

Properties Inspected

**4782**

Routine

4200

Citizen Request

6

Warnings Issued

**34**

Grass / Weeds

12

ROW Obstruct

14

SW Obstruct

2

LOS Obstruct

2

Vehicles

2

Refuse Cans

8

Snow Removal

Sidewalks

2

Animals

1

Junk/ Debris

4

Calls/Emails Received

**102**

Info Request

16

Complaint

11

Fines Issued

**16**

Grass / Weeds

10

ROW Obstruct

5

SW Obstruct

LOS Obstruct

Vehicles

Refuse

Snow Removal

Sidewalks

Debris

Junk / Rubbish

1

Training

2





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

To: Council

From: Ralph

Date: September 12<sup>th</sup>, 2024

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

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** – Training will be ongoing.
- **Borough Administrative Office at the Armory building** – Citizens are finding there way to us to pay a bill, ask a question, etc. Everything seems to be working out well.
- **Bandshell Memorandum of Understanding (MOU)** – A meeting was held recently with the bandshell group and council's committee. This topic will be scheduled for an upcoming work session on October 7<sup>th</sup>.
- **Big Spring Cover project** – The Authority is seriously considering a concept that would involve drilling wells. Authority representatives are planning to meet with DEP reps in September to provide an overview of the well concept.
- **CATA Services/Public Transit Services/Exploration of Options** – the task force has been meeting.
- **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** – They are seeking additional grant funding. They will not hear about the success of the grant funding until sometime in 2025.
- **New Elementary School along Airport Road** – earthmoving activity is underway.

- **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 back and taking care of seasonal tasks.
- **Parkview Heights Stormwater Project** – work is complete.
- **Pennsylvania Highlands Community College (PHCC)** – On August 16<sup>th</sup>, PHCC held their ribbon-cutting ceremony for space at the Match Factory. This was a great event. Having a branch campus in Centre County was in the works for many years.
- **Personnel** – Don has given his official letter regarding his retirement. His last day will be Friday, October 4<sup>th</sup>. His last council meeting will be Monday, September 16<sup>th</sup>. He will be greatly missed. A police officer was selected from the Eligibility List at the September 3<sup>rd</sup> council meeting. The Department is still down one officer at this time. The non-uniform or public works union contract discussions are underway. Alyssa, our administrative assistant, is on maternity leave.
- **Police Department Upgrades** – Architect Mike Leakey is working to complete the plans for bidding. We plan to open bids at the October 7<sup>th</sup> council meeting.
- **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. The attorneys are working to determine the best way to transfer the spur.
- **Service Line Inventory Project** – The Borough Authority and all water systems have been mandated by US EPA and PA DEP to inventory all water service lines from the water main to the inside shut-off/meter. The purpose is to identify lead service lines. The inventory is due on October 16<sup>th</sup> 2024. An update memo will be in the council meeting packet of September 16<sup>th</sup>.
- **Streets** – This year's paving project has been completed. The street department has been working on storm drain improvements and reconstruction.
- **Streets/Columbia Gas work** – we are being told by Columbia Gas that further work on East Linn Street will take place next year around March.
- **Streets/Traffic Signal at Parkview and Zion Update** – the design is still under

review. The feedback is that Penn DoT is also looking at the Airport Road traffic signal design/intersection for the new elementary school.

- **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. At the May 6<sup>th</sup> council meeting, council approved an engineering services agreement with B & L Engineering.
- **Streets/Storm Drain Issue** – Over the last couple of months we have discovered an unusual situation. There is an old hand-laid stone storm drain at the corner of North Allegheny and Burrows Lane (West side of Allegheny). The drain follows Burrows Lane to the west and then cuts across several backyards. As it goes across the backyards, it goes under at least one barn/garage. It has an inlet in Locust Lane. The storm drain continues to West Lamb Street (it is the same line that collapsed during heavy flooding a number of years ago). We found out about it through a call from the barn/garage owner on Locust Lane. Some of the large hand-laid stone have fallen in and caused water to back up. The water actually pushed up through the concrete floor of the barn/garage. We have met onsite to look at the situation. We tried to find a Right of way or easement agreement. Nothing is recorded. Borough Solicitor Jeff Stover said the borough is responsible for fixing it or relocating it, including fixing the barn/garage floor. We are talking to contractors who have some experience with storm drain repairs. I will provide updates as they become available.
- **Waterfront development** – the owners are seeking additional state funding. They have indicated that groundbreaking could happen this year.
- **1201 Pine Circle Property Encroachment** – No action by the property owner has been taken. The borough solicitor and the borough authority solicitor filed a joint complaint with Centre County Court. The property owner has an attorney involved and has filed objections and is pushing back via legal proceedings. The property owner was taken to District Magistrate court by Centre Region Code and

our zoning administrator for not having a fence/pool cover or zoning permit for that work. The property owner was found guilty. No action has been taken. The lack of action has been brought up to Code and Zoning officials. The issuance of citations and determining the next steps (legal perspective) was recommended.

| August | Meetings/Activities Attended                                                            |
|--------|-----------------------------------------------------------------------------------------|
| 1      | ➤ Council agenda planning meeting                                                       |
| 2      | ➤ Meeting with prospective property owner                                               |
| 3      | ➤                                                                                       |
| 4      | ➤                                                                                       |
| 5      | ➤ Department head meeting<br>➤ Council meeting                                          |
| 6      | ➤ Authority meeting                                                                     |
| 7      | ➤                                                                                       |
| 8      | ➤ Committee meeting – PA Highlands Community College<br>➤ Trustee meeting – PSAB        |
| 9      | ➤                                                                                       |
| 10     | ➤                                                                                       |
| 11     | ➤                                                                                       |
| 12     | ➤ Meeting with Authority solicitor                                                      |
| 13     | ➤ Meeting with Penn Dot Rep – West High Street Mill Race bridge replacement project     |
| 14     | ➤ Vacation                                                                              |
| 15     | ➤ Vacation                                                                              |
| 16     | ➤ Ribbon-cutting ceremony – PA Highlands Community College, Match Factory               |
| 17     | ➤                                                                                       |
| 18     | ➤                                                                                       |
| 19     | ➤                                                                                       |
| 20     | ➤ Zoom Meeting – PA Highlands Community College                                         |
| 21     | ➤                                                                                       |
| 22     | ➤ Airport Authority meeting                                                             |
| 23     | ➤                                                                                       |
| 24     | ➤                                                                                       |
| 25     | ➤                                                                                       |
| 26     | ➤                                                                                       |
| 27     | ➤                                                                                       |
| 28     | ➤ Meeting with borough committee – union contract<br>➤ Civil Service Commission Meeting |
| 29     | ➤ Council agenda planning meeting                                                       |
| 30     | ➤ After Action Review - Boil Water Advisory                                             |
| 31     | ➤                                                                                       |

### Activities

Work session and Council Agenda formatting and preparation

Agenda/Meeting preparation and follow up, coordinate with staff – directives, policy questions

Unscheduled, informal, meetings, calls, emails to/from staff – Department day-to-day operations

Correspondence – elected, fellow staff, residents, business owners, other government staff, realtors, customers, etc. via emails, phone calls, letters

Draft meeting minutes review



**BELLEFONTE BOROUGH WATER AUTHORITY**  
**MEETING MINUTES**  
**REGULAR MEETING**  
**September 4, 2024 – 6 p.m.**  
**301 N. Spring Street, Suite 200**  
**Bellefonte, PA 16823**  
[www.bellefonte.net](http://www.bellefonte.net)

**CALL TO ORDER**

The meeting was called to order September 4, 2024 at 6 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL Authority members present:**

Mr. Joe Beigle  
Mr. Jon Eaton  
Mr. Joe Falcone  
Mr. Frank (Buddy) Halderman  
Mr. Doug Johnson

**Staff**

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

**Engineer**

Ms. Jean Ryan

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**MINUTES**

- *A motion was made by Beigle and seconded by Johnson to approve the minutes from August 6, 2024. No discussion. Motion carried.*

**ADDITIONS TO AGENDA**

- NONE

**PUBLIC COMMENT/COMMUNICATIONS- ORAL**

- NONE

### **COMMUNICATIONS (Written)**

- Spring Creek Watershed Commission, Request for contribution from Authority

### **FINANCIALS (Mr. Falcone)**

- Budget v. Actual July 2024

*Falcone motioned and Eaton seconded to approve the financial report. Motion carried.*

### **ENGINEER'S REPORT**

- Jean Ryan highlighted several projects completed in August.

### **SEWER REPORT (Superintendent – Frank Noll)**

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

### **WATER REPORT (Superintendent – Matt Auman)**

- Details were offered regarding projects and repairs completed in August.

### **OLD BUSINESS**

- Water Line for Hotel, Length of Service Line, McCrossin Property – The Authority may take action on this item.

*Beigle motioned and Johnson seconded to approve. Motion carried.*

- Updated Agreement with Blue Triton – bulk water loading station at Penn Eagle Industrial Park, Agreement has been signed by Authority reps, and sent to Blue Triton. No action required.
- Agreement with Shantel Cable – Agreement is nearing completion by solicitor, attorney. No action required.
- Updated Agreement with UAJA – biosolids disposal. No Action is required.
- Big Spring Cover Project Update. No action required.
  - A meeting with PA DEP has been set for mid-September.
- Service Line Inventory project update. No action is required.
- Boil Water Advisory – After Action Review. No action is required.

**NEW BUSINESS**

- Daily Water Withdrawal August 2024. No action is requested.

**DISCUSSION**

- 

**ADJOURNMENT**

- *Beigle motioned and Johnson seconded to adjourn tonight's meeting. No discussion. Motion carried. Meeting adjourned at 7:15pm.*

# **Centre County Airport Authority Meeting Minutes August 22, 2024**

**Attending:** C. Groshel - Chair; D. Johnson; H. Mose; G. Khoury; R. Stewart, D. Gray (zoom)

**Absent:** W. Steudler; R. Grmela

**Additional Attendees:** J. Meyer C.M. - Executive Director, CCAA; J. McMurtrie - Terminal Manager; Tracey Benson – CCAA Attorney

**Guests:** Gerry Hascom, – Prospective Board Member, Dionna Bennett – TSA Manager, (zoom guest)

**The meeting was called to order at 7:02 PM by C. Groshel.**

## **Public Comments**

NONE

## **1. Approval of the June 27, 2024 Meeting Minutes**

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

## **2. Financial Statements for June/July 2024**

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

R. Stewart provided an overview of the financial statements.

- There was a discussion regarding end of year details for fiscal year 2023-2024
- Overall, for the fiscal year there was a deficit of \$206,000
- The new fiscal year runs July 1 – June 30.

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

### **3. Executive Director's Report – J. Meyer**

#### **a. Enplanements**

- Enplanements are up and numbers are as expected.
- There was a discussion regarding service to and from Newark

#### **b. Republic Parking**

- Public parking rates include the 10% tax that goes to Benner township.
- The Airport gets 80%, Republic Parking gets 20%
- As an example, this month, out of \$85,000 total, the airport gets \$65,000
- It was noted that the initial contract with Republic started in February and will end in January 31, 2026.

#### **c. Airport Report – Bryan Rogers –**

- In Bryan's absence, the report was presented by J. Meyer

### **4. Committee Reports**

#### **a. Boarding Bridges – G. Khoury**

- The project is progressing as expected.
- The funding application was submitted on July 21.
- The grant request is asking for funding from the next fiscal year.
- The environmental assessment is due to be submitted on September 1. No environmental issues are expected.
- The design consultant submitted a draft of the scope of design work.
- The project is progressing and the committee is waiting for approvals.
- There was concern raised regarding the design firm not keeping the CCAA fully informed.

#### **b. HR – H. Mose**

- The HR Committee was formed approximately a year and a half ago and was given 4 tasks to complete.
  1. Employee Handbook – Completed
  2. Health care program – Completed
  3. Retirement plan – Completed
  4. Wage and Salary survey (job descriptions) – Still in progress
    - a. The committee had a meeting earlier in the week with Becky Dreese, HR consultant. The job descriptions are almost complete. Once the job descriptions are complete, the committee will be able to complete the wage and salary survey.
    - b. The project is over budget.



- CCAA Executive Director Draft Workplan
  - a. Draft included in tonight's packet
  - b. Condensed from 18 sections last year to 12 this year
  - c. Trying to come up with measurable goals
    - i. Most important goals: communication and air service development
    - ii. Other goals: agenda development, marketing, parking contract renewal, community outreach, public and media relations, PSU relations, budget process, professional development, etc.
  - d. It was agreed that the board will consider this plan and take action at the next meeting.

## 5. Continuing Business

- a. NONE

## 6. New Business

- a. Change in parking rates requested
  - i. After discussion, it was decided to postpone further consideration of a parking rate change.
- b. Discussion on costs per turn for the airlines and how can we reduce their costs at SCE
  - i. United mentioned that costs at SCE are approximately 10% higher than other comparable airports.
  - ii. D. Gray suggested a meeting with PSU in order to present a united front to the airlines.
  - iii. It was agreed that the board needs more data in order to address this issue.
- c. Dunkin Donuts
  - i. The current owner of all the local DD's is interested in putting a franchise in the airport
  - ii. Would have to wait for the current contract to expire.
  - iii. It was noted that serving alcohol in the restaurant is a consideration. DD does not have alcohol as an option.
  - iv. It was also noted that the airport has had 4 different vendors in 5 years in the restaurant.
  - v. It was also noted that the current restaurant is doing very well right now.
  - vi. It was agreed that this possibility can be further discussed when the current vendor's contract is up.

*D. Johnson made a motion to go into Executive Session. The motion was seconded by G Khoury. The motion was unanimously approved.*

***The executive session started at 8:25 and ended at 9:10 pm (0:45).***

## **7. Around the Room**

- R. Stewart mentioned about public outreach to highlight projects happening at the airport. It was mentioned this would be a good topic for Rebekah.
- There was a discussion regarding the high costs of air service.
- It was suggested that one meeting a month be dedicated to a work session Jim will send an email the first Thursday of the month to organize a work session meeting.

**Adjournment:** *The meeting adjourned at 9:20pm*

The Borough of Bellefonte  
Civil Service Commission  
Final Approval of Testing Results  
08/28/2024

The Civil Service Commission met on Wednesday, August 7<sup>th</sup>. The meeting ran from 5:15pm to 5:45pm to finalize the testing scores of three applicants.

The Commission had three applicant tests for the Police opening who successfully completed the written and oral examinations. The written examination was 60% of the final score and the oral examination represented 40% of the oral examination. There were no applicants that met the additional Military Points.

Applicants final test results:

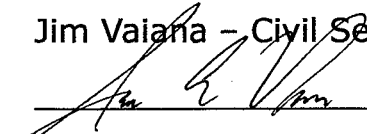
Maria Lewis – 93%

Allison Woods – 91.8%

Noel Bowman – 81.7%

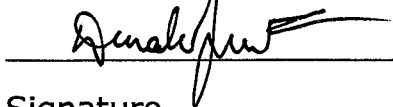
The Bellefonte Civil Service Commission has approved the final test scores and will maintain applicants for one-year.

Jim Vaiana – Civil Service Chairperson

  
\_\_\_\_\_  
Signature


8/28/2024

Donald Townsend – Civil Service Vice-Chair

  
\_\_\_\_\_  
Signature

8/28/2024

Randall Brachbill – Civil Service Secretary

  
\_\_\_\_\_  
Signature

8/28/2024



DATE: September 4, 2024

TO: Ralph Stewart, Borough Manager

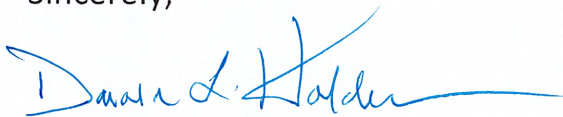
RE: Resignation Letter

Dear Ralph

I am hereby submitting my resignation letter to you to be effective COB Friday, October 4, 2024 as I plan to retire. It has been an honor to work here for the past 17 years for you and the residents of Bellefonte. I cannot thank you enough for the wonderful years here. I wish it could go on for another 17 years! I have always felt and respected the team approach we have had and with the support of so many Council men and women, am proud of the countless accomplishments we shared during this time. After spending a whole career in government (minus ten years at Cerro) at the Federal level and then time at ARL Penn State, there wasn't any greater satisfaction than working for Bellefonte Borough and experiencing first hand projects that you knew you had a hand in making our community a better place. I will be forever grateful for the opportunity you provided me by hiring me to work here as Assistant Borough Manager. Even with the significant pay cut I had to take, I would do it all over again due to the immense job satisfaction I derived.

Thank you again for taking a chance and hiring me back in 2008. This has been such a great place to work and raise a family. Thanks again for all you have done for me.

Sincerely,



Donald L. Holderman









**Bellefonte Fire Department**  
**Overview of Grant Deliverables and Achievements**  
**Period of Performance: December 3, 2019 to May 6, 2024**

During the Period of Performance (POP), the [Joinbellefontedfd.org](http://Joinbellefontedfd.org) website generated 51 leads and the BFD brought in 13 new operational volunteer firefighters directly associated with the SAFER grant. An additional 23 operational volunteer personnel entered the BFD during the POP but were not specifically attributed to the SAFER grant. Since the grant's end, we continue to receive leads from the website, and to date have received 9 additional interest forms (not included in the 51 leads). BFD personnel will continue to monitor the site and actively pursue potential leads. Approximately 85% of our awarded funds of \$492,910 have been spent. To date, \$417,705.92 has been disbursed, leaving \$75,204.08 of unspent funds.

**Grant Deliverables Achieved:**

**PR/Marketing**

**First Arriving**

- Contract with First Arriving through April 30, 2024
- Companies 1 and 2 hosted First Arriving representatives on January 28, 2022
- Stakeholders and RR training on January 29, 2022
- Production of PSA video
- Production of Organic and Non-Organic Creatives
- Design and procurement of Banners, Business Cards, Buck Slips, Station Signs, Tablecloths, Flyers and yard signs
- Social Media Blitzes: Facebook, Instagram, Tik Toc
- TV Streaming Blitzes: Hulu, Spotify, Audio Go, Pandora, etc.
- Overall PR and Marketing campaign reports and statistics are found in the First Arriving Project Recap for 2021-2024

**Website**

- Creation of Company #2 Website
- Creation of BFD landing page: [joinbellefonteFD.org](http://joinbellefonteFD.org) -- went live February 10, 2022
- Addition of BFD Landing Page to Borough Website

**TV, Radio and Other**

- Staffed booth at the Bellefonte Outdoor Adventure Expo in 2022, 2023, 2024
- Staffed booth at high school job fair
- Companies 1 and 2 staffed several volunteer recruitment events
- Negotiated and procured billboards from Lamar Outdoors for static and digital billboards.
- Solidified agreement with Seven Mountains Media for radio advertisements until April 30, 2024
- Solidified agreement with WTAJ for TV Commercials until April 30, 2024
- Solidified agreement with National Cinema Media for movie theatre ads until April 30, 2024

### **Operational**

- Contract with PHS Medical to delivery physicals
- PHS Medical delivered medical physicals to 22 BFD personnel on February 3, 2024 and all personnel were deemed fit for duty
- Personnel deemed medically fit for duty were fitted for PPE (pants, coats, gloves, boots, etc.) on February 7, 2024
- Purchased PPE for members entering the department and declared medically “fit for duty”
- PPE distributed to personnel
- PHS Medical shipped all medical physical records to BFD Medical Officer
- PHS Medical conducted SCBA Mask Fit Checks to 28 people on April 6, 2024

### **Training**

- IFSTA Basic Firefighter and Prerequisite books and Curriculums purchased
- RRC attended and successfully completed the Recruitment and Retention Coordinator Class
- RRC attended several FEMA GO virtual meetings
- RRC attended several virtual RR training sessions

### **Computers and Office Supplies**

- Purchased computers and monitors for office use and RR activities
- Purchased office supplies to meet department and RR activities

**BFD Membership Information (December 3, 2019 to April 30, 2024)**

- 113 Overall Members in BFD (all types of memberships)
- 85 Overall Operational Members in BFD (Certified and Non-Certified)
- 36 Operational Personnel Entered BFD System during SAFER Grant Period
- 13 Operational Personnel Directly Attributed to SAFER grant
- 4 Social Members Joined during SAFER Grant Period
- 1 Fire Police Member Joined during SAFER Grant Period
- 22 Total Members currently in Inactive Status

Overall, the BFD maintains the following **certified** operational force: (\*)

- 38 personnel certified to FF Essentials
- 15 personnel certified as FF 1
- 9 personnel certified as FF 2

**Company #1 Membership Information (All Types) (\*)**

- January 31, 2022 had 32 Members
- July 31, 2023 had 48 Members
- May 31, 2024 had 53 Members

**Company #2 Membership Information (All Types) (\*)**

- January 31, 2022 had 46 Members
- July 31, 2023 had 51 Members
- May 31, 2024 had 60 Members


(\*) Information taken from spreadsheets provided by Companies 1 and 2



**Fw: SAFER GRANT CLOSEOUT INFORMATION**

Donald Holderman &lt;dholderman@bellefontepa.gov&gt;

Wed 9/4/2024 9:59 AM

To: Ralph Stewart <rstewart@bellefontepa.gov>; Melissa McCullough <mmccullough@bellefontepa.gov>  
Cc: Alyssa Doherty <adoherty@bellefontepa.gov> 2 attachments (68 KB)

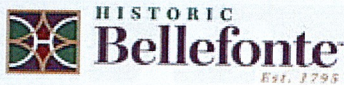
BFD FEMA Budget.xlsx; Bellefonte FD Grant Deliverables (Final Report Addendum).docx;

Hi Melissa:

I had requested this be added to last evening's Council packet and it was forgotten. Please add this to the meeting on the 16th. Please print the email and add the attachments, scan and place under old business as "FEMA SAFER Grant Closeout".

Thank you,

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



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**From:** Donald Holderman <dholderman@bellefontepa.gov>**Sent:** Monday, August 26, 2024 1:55 PM**To:** Alyssa Doherty <adoherty@bellefontepa.gov>; Ralph Stewart <rstewart@bellefontepa.gov>**Subject:** SAFER GRANT CLOSEOUT INFORMATION

Alyssa, Ralph:

Please add this email and two attachments to the Council packet summarizing the FEMA SAFER grant.

A special thanks to Nick Caputo for managing this five-year grant and to Lori McGowan for her handling of the \$500K funds. This was a very challenging grant as it was received at the time Walt Schneider left as Fire Chief as well as the grant applicant and we experienced a year of COVID which impacted recruiting. The Borough was very fortunate to find someone like Nick who had worked on previous SAFER grants and with FEMA specifically.

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



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**From:** njcaputo@aol.com <njcaputo@aol.com>**Sent:** Monday, August 5, 2024 2:11 PM



**To:** Bobbi Salvanish <bobbisalvanish@gmail.com>; Gary Lohr <lohr216@gmail.com>; CHARLES SALVANISH <chuckee554@comcast.net>

**Cc:** Lori McGowan <lmcgowan@bellefontepa.gov>; Donald Holderman <dholderman@bellefontepa.gov>; Randy Brachbill <rbrachbill@bellefontepa.gov>

**Subject:** SAFER GRANT CLOSEOUT INFORMATION

Greetings,

Attached is the financial information (EXCEL SPREADSHEET) requested at the last Fire Executive Board meeting related to the SAFER Grant. In summary, approximately 85% (\$417,705.02) of our awarded funds of \$492,910 were spent; leaving \$75,204.08 of unspent funds.

A large portion of the unspent funds (\$70,426) were related to leadership training, personnel, and incumbent medical physicals, while the remaining unspent funds were scattered amongst the remaining line items.

Also attached is a overview of grant deliverables and achievements document.

Please distribute to board members as you see fit.

If you have any questions, please let me know.

Nick

**Chapter 193 – Animals.**  
**Article III. Beekeeping.**

**193.14. General rule.** Apiaries shall be permitted in residential zones when in compliance with 3 Pa.CS. Ch.21 relating to bees and, comply with the following regulations:

- A. All apiaries must be registered with the Pennsylvania Department of Agriculture, Bureau of Plant Industry, in compliance with Pennsylvania state laws.
- B. All apiaries must have proof of inspection within the previous year of the date at which the zoning application is made.
- C. Beekeepers must follow the Voluntary Best Management Practices for Maintaining European Honey Bee Colonies in the Commonwealth of Pennsylvania as provided and amended by the Pennsylvania Apiary Advisory Board.
- D. Beekeeping must be for personal use or consumption only, and the commercial sale of honey from hives located in the Borough is prohibited
- E. Any pre-existing apiaries at the time of adoption must register with the PA department of Agriculture and provide a copy of the registration to the Borough to receive a zoning permit.
- F. The addition of apiaries requires submission of a new zoning permit, and any additional apiaries must register with the PA department of Agriculture and provide a copy of the registration to the Borough to receive a zoning permit.

**193.15. Hive type.** All honey bee colonies shall be kept in inspectable type hives with removable combs, which shall be kept in sound and usable condition.

**193.16. Location and Density.**

- A. Hives shall not be located within 25 feet of any side or rear property line
- B. Hives shall not be located within a front yard.
- C. Hives shall not be located within 50 feet of a pre-existing swimming pool or a pre-existing kenneled animal.
- D. Apiaries are not permitted within 30 feet of any occupied buildings located on adjacent properties.
- E. To the extent possible, hive entrances shall face away from the closest neighboring property and in such a direction that the bees fly across the beekeeper's property at sufficient distance to gain a height of at least the six feet at the property line.

**193.17 Maximum Number of Hives**

- A. For a property with a minimum of 2,500 square feet of lot area, a beekeeper is permitted to keep two hives. For each additional 2,500 square feet of lot area, the beekeeper is permitted two additional hives with a maximum of 4 hives for any property.
- B. Apiaries that are pre-existing prior to enactment of this ordinance shall not be subject to the limitations of section [194.22](#) and shall not exceed the number of hives active at the

time of the ordinance and shall be confirmed by the pre-existing apiary registration of the location as reported by the Department.

**193.18 Water**

- A. A supply of fresh water shall be maintained in a location readily accessible to all bee colonies on the site throughout the day to prevent bees from congregating at neighboring swimming pools or other sources of water on nearby properties between April 1st - Nov 1st.
- B. This subsection shall not apply during the winter.
- C. Proof of water supply must be shown in inspection certificate.

**193.19 Safety & Maintenance**

- A. All beekeepers shall ensure that no bee comb or other materials that attract honey bees are left upon the ground of the apiary site.
- B. Upon removal from the apiary, all such materials shall be properly maintained in a sealed container or placed within a building or other bee proof enclosure, so long as bees are kept on the property.
- C. In any instance in which a hive exhibits unusually aggressive characteristics, the beekeeper of the hive shall destroy or requeen the hive.
- D. Hives shall be located within a secured area to protect the colony and prevent direct access by the public.

**193.20. Nuisance**

- A. Beekeepers are prohibited from maintaining hives in a way that creates unhealthy conditions or intentionally disrupts the normal use of neighboring properties.
- B. By way of example and not limited to, the following activities are hereby declared a nuisance and therefore unlawful:
  - a. Multiple bees stinging, attacking, or otherwise molesting others, including directly adjacent neighbors, pedestrians, bicyclists, motor vehicle passengers, or domestic animals.
  - b. The use of receptacles for honey bees that does not comply with the Pennsylvania Bee Law, 3 Pa. C.S.A. § 2101 et seq., as amended
  - c. Hive placement and related bee movement such that the bees, without provocation, interfere with the reasonable freedom of movement of persons in a public right-of-way, or the location of bees have a proven impact to the general safety, health, and welfare of the general public.
  - d. The keeping of overcrowded, bee-diseased or abandoned hives.
- C. Prohibitions. Aggressive or Africanized honeybees may not be kept on any property in the Borough for any purpose.

**193.21. Inspection**

- A. If an inspection is needed due to a nuisance complaint, the borough's code enforcement officer will arrange for an inspection with the State Apiary Inspector within 72 hours of the complaint. If the State Apiary Inspector is unavailable within this time frame, the borough-designated inspector will inspect only the property, not the beehives, or contact the state or local beekeeping organization for assistance
- B. The beekeeper will incur all costs of any inspections by local or state authorities.

**194.22. Enforcement**

- A. In the event of a violation, the beekeeper will receive a warning and be given 30 days to address the issue. If the violation is not corrected within this period, a fine will be imposed, and an additional 30 days will be provided to make the necessary corrections. If the violation remains uncorrected 60 days after the initial notice, a citation will be issued with the District Magistrate.
- B. If the violation is not corrected within 60 days of the original notice, the beekeeping permit will be revoked, and the bees must be removed from the property.
- C. After 5 years, the beekeeper can re-apply for a beekeeping permit.

# MEMO

**Date:** For Council meeting September 16, 2024  
**To:** Bellefonte Borough Council  
**From:** Julie Brooks  
**Subject:** Water Service Line Inventory Update

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- **The initial service line inventory is due October 16th, 2024. This inventory is a list of all Bellefonte Water Authority customer service lines.**
- **The inventory is is a mandatory requirement for all water systems, the Water Authority must comply with this Federal and State regulation. The Authority will consider any state or federal funding that becomes available to help with the cost of this regulation.**
- **For the inventory, the lines will be fully identified or listed as unknown if any parts of the line are not identified. To be fully identified, lines must be verified at three points: at the water system side from the main to the water shut off, at the customer side from the shutoff to the building and at the entry point of the service to the building (water meter). Since the water line is owned by the customer from the shut off to the building, the Authority has very little information on this part of the line. Water regulations did not require water system records to identify system service line material or size until now. There will be many unknown lines for older properties. All properties built after 1991 will be identified as non-lead or fully identified because of required updates in construction regulations.**
- **After the initial inventory is submitted, the Authority will continue to work to fully identify all customer service lines within the next several years. The cost per residence is estimated at \$1200 to hydro excavate and fully identify a paved or concrete service line area.**
- **New technology is being developed and approved by EPA to reduce this cost and speed up the identification process with no excavation. The Authority is reviewing information on this now.**
- **Customers can help identify their service line by filling out the form and taking a picture of the water service line entering the house at the meter. This is not the only information needed to identify your water line. This will be one of the three points needed to fully identify each customer's service line.**
- **The link for the form on the borough website is: <https://bellefonte.net/departments/water-sewer/sli/how-can-you-help-with-the-service-line-inventory-project/>**





HISTORIC  
**Bellefonte**  
*Est. 1795*

**MEMO**

**TO:** Borough Council  
**FROM:** Barbi Watson  
**DATE:** September 5, 2024  
**SUBJECT:** The 2025 Minimum Municipal Obligation (MMO) for the Bellefonte Borough Pension Plans

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

The calculation of the 2025 plan cost, or the MMO, required an estimate of the 2024 W-2 wages of the employees covered by the plan. I have indicated on the attached worksheet my best estimate of the same. Questions on the pension cost calculation may be addressed to either myself or the staff of the Pennsylvania Municipal Retirement System at (800) 622-7968 for non-uniform or Mockenhaupt (800) 405-3620 for police.

Please understand that the MMO is the municipality's 2025 bill for this pension plan. The calculated obligation must be paid by December 31, 2025. The obligation must be met with general fund monies or with any General State Aid to Municipal Pensions to which we may be entitled to under Act 205.

Attachments: 2025 MMO Non-Uniform Pension Defined Benefit and Defined Contribution  
2025 MMO Police Pension

cc: Ralph Stewart

Municipal Building  
236 W Lamb St  
Bellefonte, PA 16823

Tel: 814-355-1501  
Fax: 814-353-2315  
[www.bellefonte.net](http://www.bellefonte.net)

TDD/TDY & Voice 711  
TTY/TDD Only 717-237-2261  
*An Equal Opportunity Employer*

**BOROUGH OF BELLEFONTE POLICE PENSION PLAN  
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION  
FOR 2025 MUNICIPAL BUDGET**

**A. Normal Cost**

|                                                   |                          |
|---------------------------------------------------|--------------------------|
| 1. Normal Cost as a Percent of Payroll            | 17.519%                  |
| 2. Estimated 2024 Payroll for Active Participants | \$ <u>621,590</u>        |
| 3. Normal Cost (A1 x A2)                          | \$ <u><u>108,896</u></u> |

**B. Financial Requirement**

|                                              |                          |
|----------------------------------------------|--------------------------|
| 1. Normal Cost (A3)                          | \$ 108,896               |
| 2. Anticipated Insurance Premiums            | 0                        |
| 3. Anticipated Administrative Expense        | 3,730                    |
| 4. Amortization Payment, if any              | <u>0</u>                 |
| 5. Financial Requirement (B1 + B2 + B3 + B4) | \$ <u><u>112,626</u></u> |

**C. Minimum Municipal Obligation**

|                                                                      |                         |
|----------------------------------------------------------------------|-------------------------|
| 1. Financial Requirement (B5)                                        | \$ 112,626              |
| 2. Anticipated Employee Contributions<br>(3.9% of Estimated Payroll) | 24,242                  |
| 3. Funding Adjustment, if any                                        | <u>62,949</u>           |
| 4. Minimum Municipal Obligation (C1 - C2 - C3)                       | \$ <u><u>25,435</u></u> |

**NOTES:**

1. 2025 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
2. Deposit into the Plan's assets must be made by December 31, 2025 to avoid an interest penalty.
3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2025 budget along with an interest penalty.

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

Certified By:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

Prepared using the January 1, 2023 Valuation.

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

**for Plan Year 2025**

**CHARGES**

Estimated 2024 W-2 Payroll

For Covered Plan Members:

PMRS Determined Normal Cost

Expressed as a Decimal:

(A) 606,020

(B) 0.1558

RESULT: (A) \* (B) =

Administrative Charge (PMRS Determined)

(C) 94,418

# of Plan Members times \$20:

(D) 940.00

Amortization of Unfunded Liability

(PMRS Determined)

(E) 0.00

TOTAL CHARGES: (C) + (D) + (E) =

(F) 95,358

**CREDITS**

Repeat Estimated 2024 W-2 Payroll

For Covered Plan Members:

(A) 606,020

Employee Contribution Rate

Expressed as a Decimal (PMRS Determined)

(G) 0.0500

RESULT: (A) \* (G) =

(H) 30,301

Amortization of the Actuarial Surplus

(PMRS Determined)

(I) 69,581.00

TOTAL CREDITS: (H) + (I) =

(J) 99,882

**MINIMUM MUNICIPAL OBLIGATION**

(Based on 1/1/2023 Actuarial Valuation)

(MMO) 0

Equals TOTAL CHARGES Minus

TOTAL CREDITS (F) - (J) = (Please round numbers to dollars)

Prepared By: Barbara Watson (Name)

Barbara Watson (Signature)

Pension Coordinator (Title)

(814) 355- - 1501 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 7, 2024. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

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

**For Plan Year 2025**

Estimated 2025 W-2 Payroll  
For Covered Plan Members: (A) 1,361,900

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

RESULT: (A) \* (B) = (C) 136,190

Administrative Charge (PMRS Determined)  
# of Plan Members times \$20: (D) 580.00

MINIMUM MUNICIPAL OBLIGATION

Equals (C) + (D) (MMO) 136,770

Prepared By: Barbara Watson (Name) *Barbara Watson* (Signature)  
Pension Coordinator (Title) (814) 355- 1501 (Telephone #)

Please complete the above worksheet with your best estimates and return only one copy to the Pennsylvania Municipal Retirement System by October 7, 2024. Forms can be submitted electronically to RA-RSCOMPLETEDFORMS@pa.gov. The official copy must be shared with the plan's governing board by the last business day in September.

RESOLUTION NO. 09162024-01

BOROUGH OF BELLEFONTE POLICE PENSION PLAN

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

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

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

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

WHEREAS, the Borough is satisfied that the conditions have been met in order to reduce the contribution rate to three and nine-tenths percent (3.9%) of compensation for 2025;

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

Effective January 1, 2025 and continuing through and including December 31, 2025, the amount of Participant Contributions due shall be three and nine-tenths percent (3.9%) of compensation. The obligation to pay Participant Contributions pursuant to Act 600 in the amount specified therein shall resume effective as of January 1, 2026.

RESOLVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

BOROUGH OF BELLEFONTE

\_\_\_\_\_  
President / Borough Council



**BELLEFONTE BOROUGH  
RESOLUTION NO. 09162024-02**

A RESOLUTION OF THE BOROUGH OF BELLEFONTE, COUNTY OF CENTRE,  
COMMONWEALTH OF PENNSYLVANIA, SUPPORTING PA STATE HOUSE BILL 451

**WHEREAS**, municipalities across Pennsylvania are facing difficulties with a high number of tax-exempt properties, and;

**WHEREAS**, House Bill 451, sponsored by Representative Bob Freeman, aims to provide annual financial assistance to municipalities where 15% or more of the overall assessed property value is tax-exempt, and;

**WHEREAS**, House Bill 451 would create The Tax-Exempt Property Municipal Assistance Fund which would be financed with revenue from the 18% liquor tax in Pennsylvania, which was originally established to help rebuild Johnstown after the 1936 flood, and;

**WHEREAS**, The Tax-Exempt Property Municipal Assistance Fund would annually distribute to municipalities across Pennsylvania approximately \$500 million in funds to compensate for tax-exempt properties, and;

**WHEREAS**, preliminary payment estimates by the Pennsylvania Economy League state Bellefonte Borough could receive roughly \$500,000 per year if House Bill 451 is signed into law.

**NOW THEREFORE, BE IT RESOLVED**, that the Bellefonte Borough Council fully supports House Bill 451 and strongly encourages our legislators in the Pennsylvania General Assembly to support this important legislation.

**BE IT FURTHER RESOLVED**, that this resolution be transmitted to State Representative Benninghoff, State Senator Dush, and the Pennsylvania State Association of Boroughs.

**THIS RESOLUTION** adopted by the Council of Bellefonte at a duly assembled public meeting held this 16<sup>th</sup> Day of September 2024.

ATTEST:

BELLEFONTE BOROUGH

\_\_\_\_\_  
Secretary

By:

\_\_\_\_\_  
Kent Bernier, Borough Council President

\_\_\_\_\_  
Gene "Buddy" Johnson, Mayor

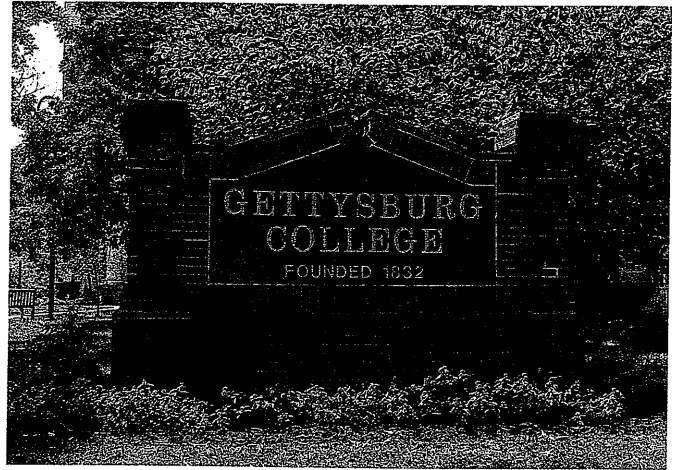
## Bill to Aid Municipalities with Tax-Exempt Properties Advances

The state would provide special financial assistance to municipalities with high levels of tax-exempt property, such as institutions of higher learning, nonprofit medical facilities, government offices, or state forests and game lands, under legislation approved by the House Local Government Committee and introduced by House Local Government Committee Chairman Robert Freeman (D-Northampton).

"Municipalities in the Lehigh Valley and across Pennsylvania with a large number of tax-exempt properties are faced with the challenge of providing residents with essential services, but without a sustaining real estate tax revenue base," said Freeman. "My legislation would provide annual financial assistance to those affected municipalities, giving them the ability to provide those services that ensure the health and safety of their residents, and it would put their community in a more stable financial position to attract economic development and succeed."

House Bill 451 would establish the Tax-Exempt Property Municipal Assistance Fund to help municipalities with 15% or more of their total assessed property value as tax-exempt property within their borders. It would be funded by the state's existing 18% Liquor Tax, known as the Johnstown Flood Tax, which was created to help rebuild Johnstown after it was devastated by a flood in 1936.

"Many of the tax-exempt properties in our communities are significant employers and are important regional assets, but being tax-exempt means they do not pay real estate taxes to their host municipality. That puts an undue burden on residential property owners in those communities who must pick up the slack," Freeman said. "A high percentage of tax-exempt properties within a municipality's borders leaves the affected community with a greatly diminished tax base, which in turn makes it difficult to provide essential services. My proposal would provide the financial compensation necessary to put these high tax-exempt property municipalities on



a sounder financial footing to ensure their stability and success as a community."

"This is a sensible way the state can help municipalities that are falling further into financial distress simply because they have significant amounts of tax-exempt properties within their boundaries. This legislation can help hundreds of communities across our commonwealth, including those municipalities that are under the Act 47 Financially Distressed Municipalities program, college towns, county seats, and municipalities that host nonprofit hospitals, as they have a high percentage of tax-exempt property."

The legislation would require each county to annually provide the state with information regarding the assessed value of tax-exempt properties. The funding formula would be based on the assessed value of those properties as if they were taxable. No municipality would receive more than 10% of the total revenue in the fund, and property owned by the municipality itself would not be eligible for compensation.

House Bill 451 moves to the full state House of Representatives for consideration. **B**