



HISTORIC
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Est. 1795

Borough of Bellefonte Council Work Session

AGENDA

6:30 – 7:25 PM, Monday, February 3rd, 2025

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

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS

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

I. CALL TO ORDER – Council President Dann

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.

III. ITEMS FOR DISCUSSION:

Note – All Times are approximate

A) Lighting at Masullo Park

B) Follow up Discussion from Community organization's "State of Affairs" Updates

C) Work Session Ice breaker ideas

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.

Fw: New submission from Contact Form

From Melissa McCullough <mmccullough@bellefontepa.gov>

Date Tue 1/28/2025 8:39 AM

To Ralph Stewart <rstewart@bellefontepa.gov>; Alyssa Doherty <adoherty@bellefontepa.gov>

Melissa McCullough

Administrative Assistant

Borough of Bellefonte

301 N Spring St Ste 200

Bellefonte, PA 16823

Office: (814) 355-1501 Ext. 210

Fax: (814) 353-2315

Website: <https://bellefonte.net/>



From: josh hettinger <noreply@bellefonte.net>

Sent: Tuesday, January 28, 2025 7:37 AM

To: Melissa McCullough <mmccullough@bellefontepa.gov>

Subject: New submission from Contact Form

Name

josh hettinger

Email Address

chefhettinger@yahoo.com

Phone Number

(607) 329-4802

Department

Borough Office

Message

I am writing today to complain about the flood light you keep putting in the park on reynolds ave. . Last year I complained about how obnoxious the light was blinding both me and my dog as we try to walk at 6 every day . The light even stays on into the sunrise when it is not needed. I wonder why its there since the park sign says clearly dusk till dawn and has had sufficient lighting for the past 20 years I've walked there. I am also curious why a light isn't in a place more necessary and highly trafficked area like next to the gamble mill stretch of sidewalk where i have to carry a flashlight to see. It seems to be a misappropriation of funds when you are putting a flood light in a residential are instead of that coming from the future development.

Please let me know when they plan to address this issue for it affects me daily and you not at all
also can you forward this email to rstewart@bellefontepa.gov

Bellefonte Borough Council Packet February 3, 2025

thanks



HISTORIC
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Est. 1795

Bellefonte Borough Council Business Meeting
7:30 PM, Monday, February 3rd, 2025
In-Person, Council Chambers/Large Meeting Room
301 N. Spring St, 1st Floor

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS

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

AGENDA

I. 7:30 PM CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mr. Bernier, <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, <i>President, South Ward</i>	Mr. Larson, <i>Junior Council Member</i>	
Mr. Johnson, <i>Vice-President, North Ward</i>	Ms. Meckley, <i>Junior Council Member</i>	
Ms. McKean, <i>West Ward</i>	Mayor Johnson, <i>At Large</i>	

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

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

V. PUBLIC COMMENT (Oral)

Borough Council intends to take public comment related to the motion that is on the floor after it has been duly made and seconded. The order of comment will be public comment and then council comment including, proposed amendments by council members. If amendments are proposed to the original motion, the public will then only comment on the amendment(s) before final votes are taken. 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)

Centre County Recycling & Refuse Authority Municipal Newsletter January 2025. FYI, No council action is requested.
Resident recommendation for Bellefonte Elementary School Property. FYI, No council action is requested.
Thank you letter to Matt Auman, Superintendent of Public Works, from Bellefonte Quaker Cemetery. FYI, No council action is requested.
PSAB Annual Conference June 1-4, 2025. FYI, No council action is requested.

VII. CONSENT AGENDA

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

Finance	Budget V. Actual December 2024
Finance	Budget V. Actual Summary December 2024
General	DRAFT Council Meeting Minutes January 21 st , 2025
Finance	Treasurers Report December 2024
Finance	Voucher Summary December 2024

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

VIII. REPORTS

<i>Please limit all reports/rebuttals/deliberations to three minutes maximum.</i>		
DEPARTMENT	OFFICIAL/ STAFF	REPORT
Mayor	Mayor Johnson	Verbal
Jr. Council Member ➤ January 2025 Report	Mr. Larson	Submitted
OCA Memo: <i>See memo for report and updates</i> ➤ Planning Commission will meet on February 10 at 5:00 p.m. ➤ HARB will meet on February 11 at 8:30 a.m. Motion/2nd to consider removing the §575, Article XXI: Signs from the Borough Zoning to its own chapter within the Borough Code. (see Memo for rationale). If the motion is approved, council would need to hold a public hear and re-affirm the action prior to it taking effect, due to being a Zoning Ordinance Amendment.	Ms. Thompson	Submitted

IX. CURRENT and OLD BUSINESS

Lighting issue at Masullo Park. Council may take action to change the lighting at Masullo Park.
Public Transit Task Force update. FYI, No council action is requested.
Committees of Council. Committees and Chairs have been established by Council President Dann and sent out to council members. In addition, two Ad-hoc committees have been formed – Fire Department and Ordinance Review/Employee Handbook. FYI, No council action is requested.
Work Sessions and Presentations to Council. The schedule of work sessions and the placement of presentations will be changing as council moves to sub-committees. Presentations will likely be scheduled in the business meeting under oral communications. FYI, No council action is requested.
Council held an Executive Session on Legal Matters following the January 6 th Council Meeting. FYI, No council action is requested.

X. NEW BUSINESS

Civil Service Commission Rules and Regulations Revisions. The Civil Service Commission has approved the Revisions. Motion/2nd to approve Civil Service Commission Rules and Regulations Revisions.
Approval of Ordinance No. 02032025-01 Amendments to Chapter 530:Vehicle and Traffic. Motion/2nd to approve Ordinance No. 01212025-01 Amendments to Chapter 530: Vehicle and Traffic.
Approval of Resolution No. 02032025-01 Use of Force Policy. Motion/2nd to approve Resolution No. 01212025-01 Use of Force Policy.
Shade Tree Commission Volunteer Application. Motion/2nd to appoint Jason Ostrokie to the Shade Tree Commission.

XI. 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.

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

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

XIII. ADJOURNMENT

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

EXECUTIVE SESSION – Personnel Matters

The Council Public Comment Policy and the 2025 List of Goals/action items will be included with each Agenda.



Centre County Recycling and Refuse Authority

January 2025 | Municipal Newsletter

Ted Onufrak - Executive Director

WELCOME TO 2025

As we start the new year, let us know what you'd like us to "Resolve" to do differently. We always welcome suggestions and/or improvements to the services we provide to all county residents. And if you have a question - whether it's about trash, recycling or disposing of unique and sometimes hazardous materials, email us and we'll get an answer back to you. If your question happens to be an interesting one, we may even feature it in a future newsletter.

AUTHORITY SERVICES

- To see a complete list of services we provide and information on how or where to recycle, check out our website at CentreCountyRecycles.org.
- Our rates will remain the same for 2025 for the majority of our services. Your monthly rate is set by your hauler and may change at their discretion.
- **Curbside Recycling** is available in Marion Township, Walker Township, Howard Township, and Howard Borough for \$9 per month. Interested residents should contact CCRRA at (814) 238-7005.
- For 2024, the transfer station crew processed over **111,298** tons of refuse and the recycling crew processed more than **10,463** tons of inbound recycled material.
- Illegal dumping continues to be an issue throughout our county. For 2024, our Ordinance Enforcement Officers collected more than **61,917** lbs of illegally dumped material (trash, recycling, and scrap metal) and **605** illegally dumped tires.
- Have a community event coming up? Questions about changing or adopting an ordinance to require garbage or recycling collection? CCRRA staff are available to attend your meetings and events, at your request.
- CCRRA offers **Clearstream Recycling Containers** for Special Event Recycling. Look for our recycling options at events such as ArtsFest, People's Choice Festival, Philipsburg Heritage Days, The Antique Machinery Shows, the Grange Fair and many more!

For this **free** service contact our Commercial Recycling Coordinator Ed Hicks by email ehicks@centrecountyrecycles.org or phone (814) 238-7005.



- Want a tour of our CCRRA facility? To request a tour for your group, just give us a call and ask for Amy!

- CCRRA produces and mails a quarterly newsletter to all municipal offices. If you are not currently on our newsletter mailing list, please let us know and we would be happy to add you. It is also delivered to subscribers through the Centre Daily Times, Centre County Gazette, and the Philipsburg Journal.
- Check out our new Recycling App - **RecycleCoach!** A FREE download from the App Store. A great tool at your fingertips to help you decide if an item is recyclable. Just scan the QR Code below with your camera app!
- CCRRA offers waste audits and educational materials for businesses and institutions to assist in your recycling efforts. Contact our Commercial Recycling Coordinator Ed Hicks for details. Email ehicks@centrecountyrecycles.org or phone (814) 238-7005.



GRANT FUNDING UPDATES

The third solicitation of the **Food Recovery Infrastructure Grant** (FRIG) is **OPEN**. **The deadline for this solicitation of FRIG applications is February 28, 2025 by 11:59pm.**

Who is eligible:

- Registered section 501(c)(3) not-for-profit agencies operating programs within the Commonwealth that provide food to the public (i.e. food shelters, soup kitchens, food banks, etc.)

What equipment is eligible:

- Equipment to store, transport, or prepare the recovered fresh, wholesome foods, such as refrigerators, freezers, refrigerant and non-refrigerant vehicles, cargo vans, pallet jacks, dollies, hand trucks, forklifts, stoves, ovens, and microwaves. Installation and shipping costs for the eligible equipment will also be eligible for support.

When is the deadline:

- February 28, 2025 by 11:59pm

How much is available per applicant (aka maximum award):

- \$50,000 maximum award per applicant

A pre-application meeting is mandatory for this grant. Contact Mimi Cooper at 814-238-7005 or mcooper@centrecountyrecycles.org for more information

ANNUAL REPORTS

Annual Recycling Reports | Section 304 (f) of Pennsylvania Act 101 of 1988 requires each municipality to submit a report summarizing recycling efforts to the County; the report is intended to reflect totals for all recyclables collected and diverted from the waste stream in 2024.

The Authority compiles total quantities of each material collected at our facility and distributes Annual Recycling Reports to each municipality. We ask that you please take the time to insert these figures in the appropriate spaces of the Municipal Recycling Report, and then add any other recycling figures from your municipality during 2024. (leaves, yard waste, motor oil, Christmas trees etc.)

Return the form to CCRRA by Friday, February 21, 2025.

Ralph Stewart

From: joann4sold@aol.com
Sent: Friday, January 24, 2025 5:21 PM
To: Ralph Stewart
Subject: Elementary school

Ralph, I'd like to see Bellefonte Boro acquire the elementary school so as to own the stage and auditorium to replace the loss of the Garman.

There's room to make public parking and the rest of the building could be turned in to any number of places

What can I do????

JoAnn Knupp
Text 814 222 1414

[Sent from the all new AOL app for iOS](#)

January 28, 2025

Ralph Stewart
Bellefonte Borough Manager
301 North Spring Street, Suite 200
Bellefonte, PA 16823

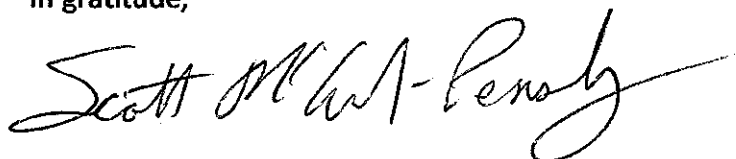
Dear Ralph,

I am writing to you to express our sincere appreciation to Matt Auman and his crew that recently assisted us by removing damaged sections of the stone wall at the Bellefonte Quaker Cemetery. This wall was in danger of falling and posed a safety concern for nearby residents and threatened physical damage to the nearby grave stones.

The Bellefonte Borough crew provided manpower and equipment to complete the demolition work. The entire crew was professional, skilled and personable. We appreciate each of them for their expertise and care for the cemetery.

The demolition work is Phase 1 of a multi-phase effort to restore the south stone wall bordering the cemetery. We hope to proceed with additional work later this year. The Bellefonte Quaker Cemetery stands in silent witness to Bellefonte's history.

In gratitude,

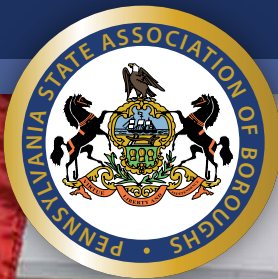
A handwritten signature in black ink, reading "Scott McGrail-Peasley". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott McGrail-Peasley for the Friends of the Bellefonte Quaker Cemetery

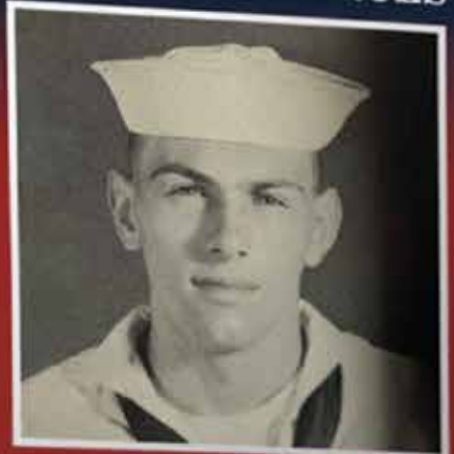
HONORING OUR *Hometown* HEROES

June 1–4, 2025 • Hershey Lodge

2025 ANNUAL CONFERENCE & EXHIBITION



ROYERSFORD BOROUGH
HOMETOWN HEROES



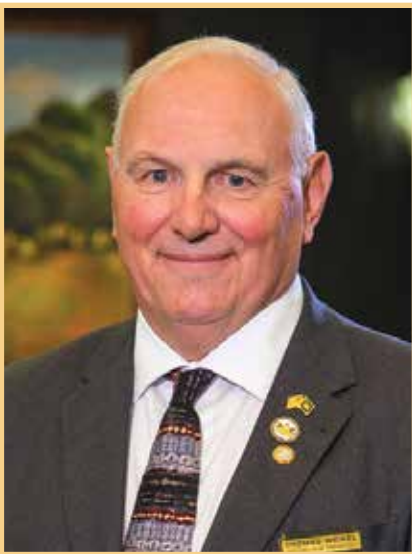
THOMAS R. WEIKEL, SR.

Navy - Vietnam

Tom & Pat Weikel



Register for the PA State Association of Boroughs 113th Annual Conference



Invitation from the President

I hope you can join us, June 1-4, 2025, for PSAB's 113th Annual Conference being held at the Hershey Lodge. This event will give you an opportunity to attend a variety of outstanding sessions, meet vendors who can provide products and services to your borough, and hear directly from State legislative leaders and agencies, as well as network with other borough officials from across the Commonwealth. The theme for the Annual Conference is "Honoring Our Hometown Heroes." This will be a wonderful opportunity to not only learn new things that can improve your borough, but also honor our veterans who have served both their country and their communities.

The conference agenda is filled with an array of speakers and informative sessions. Topics include: Anatomy of an Arbitration, Trends in Zoning, The Latest Development in the Right-to-Know Law, State Agency Panel, Legislative Update, various roundtables plus more.

Another reason to attend is the Legislative Breakfast. This event gives you the opportunity to invite your state legislators to attend the conference and have breakfast with them and other legislators from around the Commonwealth. During this conference, I encourage you to attend the Exhibitor Marketplace and explore the solutions they can offer to your borough. The PSAB Annual Conference is an incredible event to attend and gives you a chance to learn about many things affecting your borough and find solutions to common problems.

I hope to see you in Hershey!

Sincerely,

Thomas R. Weikel

Tom Weikel
PSAB President
Royersford Borough
Montgomery County

Conference Registration

Registration

There are two ways to register for the PSAB Annual Conference. The first is to complete and mail the enclosed form to PSAB with a check payable to PSAB. **See page 17 for more details.**

The second is to register online at www.myaccount.boroughs.org under the "Conferences" tab. Please make sure you designate those officials who will be attending the conference for the first time.

If you can't attend the entire conference, **one day registration is available**. The fee is \$100 for any single day. To register, use Package B, C, or D on the enclosed registration form.

Cancellation Policy for Delegates and Spouses

Cancellation requests must be made in writing and can be emailed to mmiller@boroughs.org. Full registration fee will be refunded if the cancellation notice is received no later than May 1, 2025. No refunds will be given after **May 2, 2025**; however, substitutions are permitted.

Hotel Information

The room rate for the Hershey Lodge is \$239, plus 11% occupancy tax (single or double), per room, per night. To make your hotel room reservations, visit www.hotelreservations.boroughs.org to pay with a credit card or call 855-729-3108. **The deadline is April 24. See page 11 for more details.**

Family/Guest Activities

Hershey, the sweetest place on Earth!

You'll never run out of things to do in Hershey. For things to do in and around Hershey, visit www.hersheypa.com. The 2025 Spouse Committee has organized an excellent program for your enjoyment. **See page 13 for details.**

Special Conference Notes

Voting Delegates

The Voting Delegate form is on the back of the PSAB Registration form. Each registered borough at the conference can have one voting delegate. To ensure eligibility, Voting Delegate forms must be returned to PSAB by May 14. **See page 18 for details.**

Conference Expenses

Section 701 of the Borough Code provides reimbursement for mileage, registration fees, and all other actual expenses for the Conference which Council agrees to pay.

Certified Borough Official (CBO) Credits

Attendees working toward their Certified Borough Official (CBO) designation can earn **12 credits** at this conference. Attendance & registration to the full conference is required.

**12
CBO**

Key Deadlines

February 14

Award Nominations
Due to PSAB

April 2

Resolutions Due to PSAB

April 24

Hotel Reservations Deadline

April 24

Early Bird Registration

May 14

Voting Delegate
Forms Due to PSAB



If you have any questions, contact Mary Weller, (Ext. 1026) at mweller@boroughs.org or Suzi Kent (Ext. 1030) at skent@boroughs.org. PSAB's phone number is 717-236-9526.



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plan?

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For more information, please contact us:

2941 North Front Street, Harrisburg, PA 17110 **www.mrtpensions.org**

Amanda Potts, Director of MRT Operations apotts@boroughs.org | 717-236-9526, Ext. 1012

Joseph A. Scott Jr., MRT Client Services Director | 717-236-9526, Ext. 1046 | Cell: 717-798-0540

Conference Program

TENTATIVE PROGRAM

Sunday, June 1

10:30 A.M. – 7:00 P.M.

Registration (Delegates and Spouses)

11:00 A.M. – 3:00 P.M.

Municipal Officials Mini Boot Camp
(Includes Lunch)

Attendees must be pre-registered for this class. Please register on the conference registration form.

2:00 – 7:00 P.M.

Grand Opening of the Exhibitor Marketplace
(Dinner Served from 5 – 6:30 PM for PSAB Pkgs A, B, & E)

Please take time to visit the exhibits to learn about services and products available to your borough. Exhibitors help defray the cost of the conference for attendees.

3:00 – 4:30 P.M.

Resolutions and Policy Committee
(Committee Members Only)

7:15 P.M.

OPENING GENERAL SESSION

Presiding: Thomas Weikel, Royersford, President

Presentation of the Colors

National Anthem: Mayor Chuck Mummert, Elizabethtown

KEYNOTE ADDRESS Lessons in Leadership

**Carey Lohrenz, First
Female F-14 Tomcat
Fighter Pilot in the**

U.S. Navy, shares the

fundamentals that helped her win in the cockpit at Mach 2. Be a Catalyst - make change happen by focusing on what matters most.

Be Tenacious - overcome

your fear of failure. Be Committed to Excellence - prepare, perform, and prevail over accomplishing

seemingly impossible missions every day. Be Resilient

- turn adversity into success. In this motivating and

engaging presentation, Carey will share her fascinating

experiences operating in one of the world's most

challenging environments – an aircraft carrier.



Thomas Weikel
Royersford
President



Randy L. Riddle
Grove City
1st Vice President



Tami Halstead
Newport
2nd Vice President
Page 15 of 143



Stretch Reed
Emporium
Immediate Past President



Chris Cap
Secretary/Treasurer

Monday, June 2

7:00 – 8:15 A.M.

Full Breakfast with the Exhibitors/Legislators
(all attendees invited)

Breakfast with your Legislator

Please join the PSAB Government Affairs Department for our Legislative Breakfast. This Breakfast will serve as an appetizer to the Legislative Panel and an opportunity to discuss public policy issues that directly affect your boroughs with legislators and staffers from Capitol Hill.

Please be sure to invite your Legislators to the event.

7:00 A.M. – 4:00 P.M.

Registration (Delegates and Spouses)

7:00 A.M. – 2:00 P.M.

Visit the Exhibitor Marketplace

Please take time to visit the exhibits to learn about services and products available to your borough. Exhibitors help defray the cost of the conference for attendees.

8:30 – 11:00 A.M.

GENERAL SESSIONS

Presiding: Randy L. Riddle, Grove City, 1st Vice President

8:30 – 9:45 A.M.

Legislative Panel

During this session, a panel of state lawmakers from both the House and Senate will provide an update on bills affecting borough communities. Attendees will have an opportunity to ask questions.

9:45 – 10:00 A.M.

Break

10:00 – 11 A.M.

Tips for an Effective Public Meeting

Rebecca Geiser, Esq. and Kailie Melchior, Esq., both from Kilkenny Law, will provide valuable insights on managing open government meetings in compliance with the Sunshine Act as well as avoiding other common problems that boroughs experience during meetings. This session will cover the best practices for handling public comments, conducting executive sessions, and ensuring a fair and orderly hearing process. Attendees will gain practical strategies for fostering transparency, engagement, and professionalism in public meetings.

11:00 – 11:30 A.M.

Business Meeting

Association Business

Meet the 2nd Vice President Candidate(s)

11:45 A.M. – 1:00 P.M.

Visit the Exhibitor Marketplace/Exhibit Hall Luncheon
(included in PSAB Pkgs. A, C, & E)

1:30 – 2:30 P.M.

CONCURRENT SESSIONS

Cybersecurity for Municipal Leaders: Five Things You Need to Know in 2025

Matt Dotts, Information Security Awareness Officer, Mid Penn Bank, will empower you to make informed cybersecurity investments and implement policies that safeguard your municipality. In an era where municipalities are prime targets for cyberattacks, staying ahead of the threat curve is not just an IT issue - it's a leadership imperative.

From this high-impact session, designed specifically for government leaders, you will discover the critical motives driving cyber attackers to target municipalities and how these threats impact your operations, data, and community trust. Learn why your email system is your weakest link—and what you can do to secure it. Gain insights into the latest attack methods, including sophisticated social engineering tactics aimed at municipal employees.

Benefiting from a Multi-Generational Workforce

For the first time in history, there are four generations in the workplace. Each generation is shaped by its unique experiences growing up and its members' diverse ideas about what they want in their work and personal lives. These differences affect how they interact with each other and judge each other's behavior and performance. **Monica Gould, President, Strategic Consulting Partners,** will examine the different generations, their needs, and strategies to understand them. This session will also explore what motivates each generation and the best way to engage and communicate with them.

Building Resilient Communities: Your Critical Role as a Local Leader

Lawrence West, Deputy for Recovery, and Molly Dougherty, Director for External Affairs, both from PA Emergency Management Agency, will explain how locally elected borough leaders in Pennsylvania, regardless of the size of the community, play a vital role in shaping the resilience of their communities. This session will examine why decisions related to planning, zoning, and ordinances are critical to helping communities withstand and recover from crises.

Resilience involves far more than responding to emergencies—it's about creating a strong foundation that reduces vulnerabilities and ensures communities are better positioned to adapt to evolving challenges. Participants will gain a clear understanding of how their leadership can drive proactive planning and improve long-term outcomes for their boroughs.

Trends in Zoning

Join municipal land use attorneys, *Michael Crotty, Esq. and Eric Brown, Esq., both from Siana Law*, for an update on the recent trends in zoning and land use. From affordable housing to anaerobic digesters, the uses we throw at boroughs is ever-changing. Learn about recent trends, new caselaw and legislative updates that regulate how we zone and how we maintain control on the character of our communities.

2:45 – 4:45 P.M.

Legal Update – Jeopardy Style

Join *Attorneys from the Law Firm of Salzmänn Hughes* in this interactive, gameshow themed presentation which will encourage audience participation while reviewing different categories of municipal law.

Dinner and Evening on Your Own

7:00 – 9:00 P.M.

Presidential Reception plus a Cigar Social (optional)

Schedule continued on page 8



Tuesday, June 3

7:00 – 7:45 A.M.

Continental Breakfast

7:30 A.M. – 3:00 P.M.

Registration (Delegates and Spouses)

8:00 – 9:15 A.M.

GENERAL SESSION

Presiding: Tami Halstead, Newport, 2nd Vice President

State Agency Panel

Join state agency representatives for updates on programs important to your borough.

9:30 – 10:30 A.M.

CONCURRENT SESSIONS

Anatomy of an Arbitration

Arbitration—sounds scary, it's not. *Michael McAuliffe Miller and a team from long-time PSAB partner, Eckert Seamans*, will walk participants through a contested arbitration, step-by-step using their combined expertise to demonstrate: 1) what evidence you need to gather and why; 2) what strategies work and what doesn't; and 3) what arbitrators look for in case presentations.

The team will take you through opening statements, direct and cross examination, use of evidence, closing arguments and post-closing obligations. The goal is for observers to understand the hidden secrets of good arbitration preparation, presentation, and strategy so that your evaluation of whether to arbitrate a case is more precise. This session will be a well-organized, directed, and efficient presentation of everything a layperson needs to know about building a better arbitration presentation.

Fostering a Successful Relationship with PennDOT

Chris Metka, Transportation Planning Manager; Jim Leshner, District 8 Municipal Services Representatives Supervisor; and Kyle Snyder, District 8 District Planner, all from PennDOT, will discuss the different services PennDOT can provide to your borough. From grant opportunities to bridge inspections and agility agreements, PennDOT offers a variety of partnership opportunities to boroughs across the Commonwealth. This panel will provide best practices for how to take advantage of the services that PennDOT offers.

Office of the State Fire Commissioner (OSFC): Burning Questions? Our Answers!

Panel: *Tom Cook, PA State Fire Commissioner and OSFC Program Leaders*

Get your questions answered on Recruitment and Retention, Community Risk Reduction, Grants & Loans and the PA State Fire Academy.

The Latest Developments in the Right-to-Know Law

Executive Director Liz Wagenseller of the Office of Open Records will share updates about Right-to-Know Law requests including the new standard request form, anonymous and bulk requesters, and the use of generative AI.

10:45 – 11:30 A.M.

CONCURRENT SESSIONS

Borough Councils Association

Membership and Business Meeting

Presiding: Paul Hamill, Greenville, President

Mayor's Association Membership Roundtable and Business Meeting

Presiding: Chuck Mummert, Elizabethtown, President

Manager/Administrator Roundtable

11:45 A.M. – 1:45 P.M.

Awards Luncheon (Included in PSAB Pkgs. A, D, & E)

Presiding: Thomas Weikel, Royersford, President

2:00 – 3:00 P.M.

CONCURRENT SESSIONS

Strategic Code Enforcement – Gaining Compliance Requires a Team

Sara Hailstone, President and Shannon Calluori, Vice President, both from Hailstone Economic, will review the tools your team must have in place for when a property owner fails to address the violations identified in your initial request for compliance. We will discuss when and why to engage legal counsel and the role of elected officials, municipal leadership, and staff. Successful code enforcement outcomes involve a network of policies and people with the time and resources to impact the toughest problem properties.

AI 101 for Local Government

Utilization of artificial intelligence (AI) is trending in almost every industry nationwide. A *Representative from Appalachia Technologies* will review the basics of AI, outlining what exactly the technology is, what it can do, potential use-cases in a local government context, and some of the concerns or challenges associated with AI deployment.

Police Panel Session

Join us for a panel discussion on current issues and emerging best practices in municipal policing.

Preparing and Reviewing Municipal Contracts

Beth J. Kern, Esq. from CGA Law, will review the best practices for municipal contracts, bidding and procurement. Whether you're preparing an RFP for professional services or specs for a contract that will be open to public bid, municipal leaders are required to act as good stewards of public resources. This interactive session will highlight the best practices for each stage of the process, including preparation and review of municipal contracts.

3:15 – 4:15 P.M.

CONCURRENT SESSIONS BY POPULATION

Open Discussion of Current Topics

Population Under 1,000

Population 1,001 – 4,000

Population Over 4,000

6:00 – 6:45 P.M.

Reception (Cash Bar)

7:00 P.M.

ANNUAL BANQUET (Included in PSAB Pkgs. A & E)

Presiding: Thomas Weikel, Royersford, President
Installation of Officers

Entertainment: The Uptown Band

Wednesday, June 4

7:15 – 8:15 A.M.

Full Buffet Breakfast

8:15 – 9:15 A.M.

GENERAL SESSION

Presiding: Stretch Reed, Emporium, Immediate Past President

Legislative Update

Join *Ron Grutza, Senior Director of Government Affairs and Logan Stover, Director of Policy & Legislative Affairs*, as they review PSAB's legislative agenda and provide important updates on legislation which will have an impact on your borough.

9:15 – 10:15 A.M.

Closing Association Business Meeting

Presiding: Thomas Weikel, Royersford, President

- Consideration of Resolutions
- Association Business
- Passing of the Gavel



Accelerate Your Sustainable Energy Transformation

Pennsylvania State Association of Boroughs (PSAB) Members have long relied on the trusted advisory services of APPI Energy for smarter ways to buy energy. Now that APPI Energy is part of Environ Energy, you have access to even more benefits that include energy efficiency and sustainability programs.

Ask Us How We Can Help You...

- Advance your sustainability and efficiency targets.
- Enhance your facility's energy efficiency and resiliency.
- Get started with ESG Foundations, a guided journey to sustainability.
- Learn smarter ways to buy, manage, and save energy.

Let's Connect!

PSAB@EnvironEnergy.com



Endorsed



OUR SERVICES INCLUDE:

- Energy Procurement: Electricity, Natural Gas and Green Power
- ESG Reporting
- Carbon Accounting
- Green House Gas Inventories and Reduction Strategies
- Efficiency Upgrades and More

Hotel Reservations

Hershey Lodge

The room rate for the Hershey Lodge is \$239, plus 11% occupancy tax (single or double), per room, per night.

To make your hotel room reservations online, visit www.hotelreservations.boroughs.org to pay with a credit card. Note - A \$5 deposit per room will be charged to your credit card and credited to your stay. Or, you can call the Hershey Lodge at 855-729-3108 and ask for the PSAB rate.

Phone reservations can be guaranteed with a credit card or followed up with a one night deposit by check in the amount of \$265.29. If following up with a check, please be sure to include the room confirmation number(s).

Things to Do In and Around Hershey!

Family and guests will find plenty to do! Plan your trip!

- Antique Automobile Club of America Museum
- Hershey Gardens
- Hershey Outlets
- ZooAmerica
- Hersheypark
- Hershey's Chocolate World
- The Hershey Story Museum
- Founder's Hall at the Milton Hershey School
- Troeg's Brewing Company
- Indian Echo Caverns (*Hummelstown*)
- Hollywood Casino at Penn National Race Course (*Grantville*)
- State Museum of Pennsylvania (*Harrisburg*)
- State Capitol Tours (*Harrisburg*)
- National Civil War Museum (*Harrisburg*)
- Whitaker Center for Science and the Arts (*Harrisburg*)
- State Police Museum
- Escape Room Hershey

BOOK EARLY!

**The housing deadline is
April 24 or until sold out.**

**(Please be sure to book early
as the hotel sold out in 2024.)**

Contact

If you have any issues when making a reservation at the Hershey Lodge, contact Mary Weller at 717-236-9526 (Ext. 1026), mweller@boroughs.org, or Suzi Kent (Ext. 1030), skent@boroughs.org, immediately.

The address for the Hershey Lodge is 325 University Drive, Hershey, PA 17033.



ELECTED OFFICIAL MINI



TOPICS

- Roles of Council and Mayor
- Right-to-Know Law
- Borough Code Review
- Municipal Budgeting
- Ethics
- Executive Sessions

Sunday, June 1 • 11:00 a.m. to 3:00 p.m.

Both elected and appointed officials are invited to participate.

Learn about new challenges, laws, and regulations that can impact your community. Bring your questions and plan to share your experiences with other appointed and elected officials.

By attending this session, you can receive 4 Certified Borough Official (CBO) credits towards the Part B/RBS requirement.

Registration Information

FREE for Conference Attendees / \$50 for Non-Conference Attendees

Lunch will be provided.

If you are attending the conference, please register for this session on the regular conference registration form on page 13. If you are not attending the conference, please contact Dani Baker-Papinchak at dbaker@boroughs.org to register. **The deadline for registration for this session is May 16.**

Family/Guest Activities



Monday, June 2

9:00 A.M. – 11:30 A.M.

NEW ACTIVITY!

Design Transfers Class

Join us for this creative Design Transfer Class! Attendees will design their own artwork from a selection of stencils for all interests.



Tuesday, June 3

9:00 A.M. – 11:00 A.M.

Chocolate Bingo

Come and join the fun and fellowship while playing the classic game of Bingo – but with a sweet twist! Winners will receive chocolate prizes!

FAMILY/GUEST ACTIVITIES FORM

Please make your choices below and return this form with payment by May 16 to:
PSAB, 2941 North Front Street, Harrisburg, PA 17110.

_____ Design Transfers Class \$15.00 each

_____ Bingo \$5.00 each

Total Enclosed \$ _____

Name _____ Borough _____

Email _____ Daytime Phone _____

Make Your Voice Heard

in the PSAB Resolutions Process

At the Pennsylvania State Association of Boroughs' (PSAB) Annual Conference each year, delegates vote on resolutions that will shape the legislative agenda.

1

Legislation affects our boroughs.

Government regulations resulting from legislation can have a significant impact on your borough. That's why it's critical to be involved in the legislative process.

2

PSAB can impact legislation.

Thanks to your past efforts, PSAB has helped to enact a modernized Borough Code; achieved success with prevailing wage rates on road and bridge projects; and sought relief from unfunded mandates.

3

You can help.

Your borough or County Borough Association (CBA) can submit resolutions to PSAB to be debated and voted on during the Annual Conference, June 1-4, 2025 at Hershey Lodge. Resolutions should call for change and can indicate support for or opposition to a specific idea or legislative measure.

4

Here's how.

Submit resolutions to Ron Grutza at rgrutza@boroughs.org; or mail to PSAB, Attention: Resolutions, 2941 N. Front Street, Harrisburg, PA 17110.

For more information on the PSAB Resolutions Process, visit www.boroughs.org/legislative.

Deadline to submit resolutions is April 2, 2025.



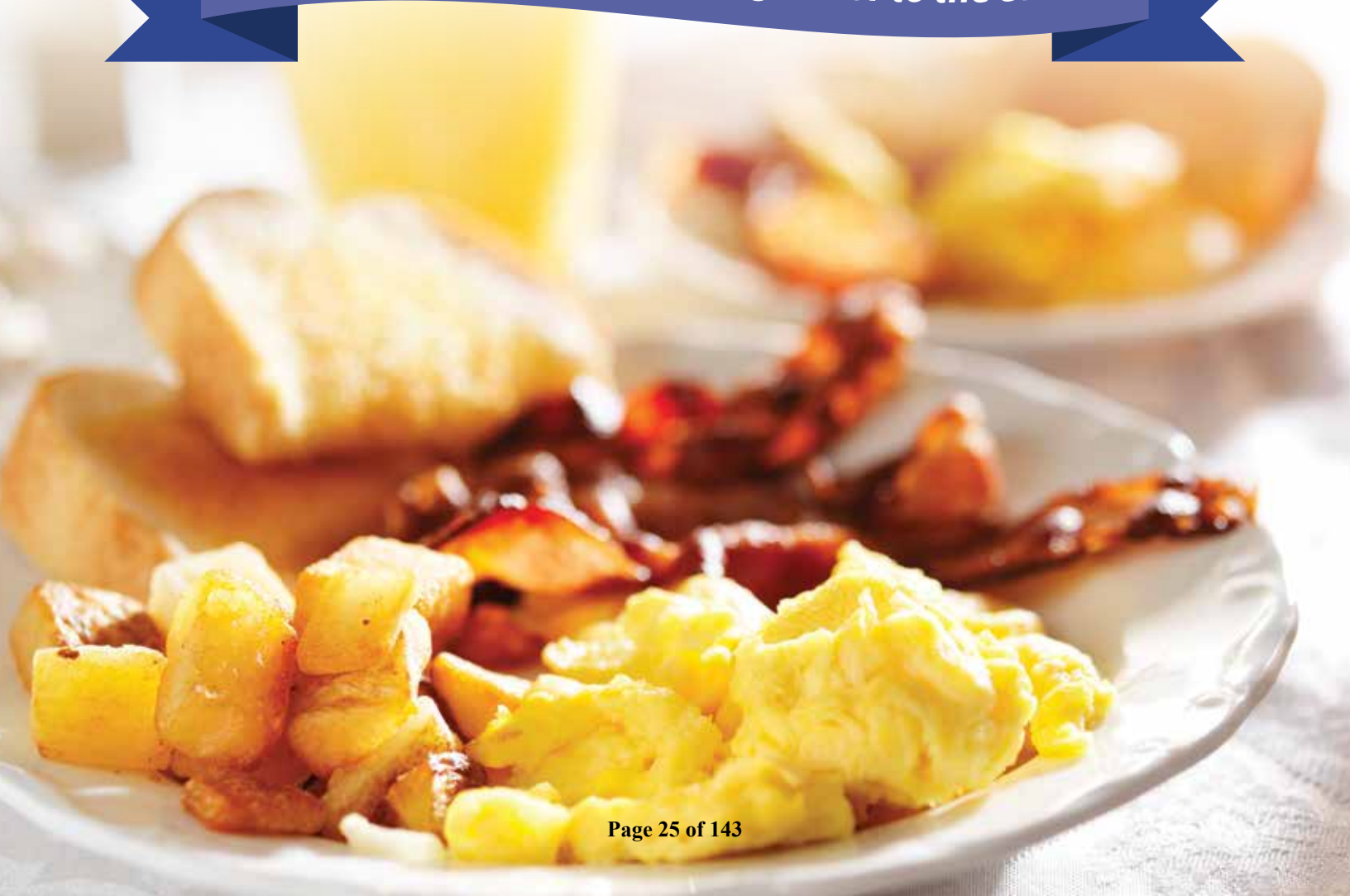
Breakfast WITH YOUR Legislator

Please join the PSAB Government Affairs Department for our annual legislative breakfast. This breakfast serves as the appetizer to the Legislative Panel and gives attendees an opportunity to discuss public policy issues that directly affect your boroughs with legislators and staffers from Capitol Hill.

Monday, June 2 • 7:15-8:15 a.m.



please be sure to invite your legislator to the event.



SEND US YOUR *Hometown* HEROES

Deadline for submitting photo(s) is May 1, 2025.



PSAB would like to honor your Borough's hometown heroes at our upcoming 2025 Annual Conference. Please send us a copy of your flags so we can proudly digitally display them throughout the conference.

i **For instructions** on how to upload your photos, visit www.boroughs.org/heroes.
For more information contact Rick Habacivch at rhabacivch@boroughs.org or call 800-232-7722, ext. 1049

A Hometown Heroes submission by the Borough constitutes consent to use by PSAB of the flags, likenesses and images and acknowledgement that the Borough has legally acquired all rights thereto. When you send us your pictures, please be sure that you have all legally required rights to use them and confirm that you consent to PSAB using them.

Registration Form

113th Annual Conference

June 1-4, 2025

Borough: _____

County: _____

Contact Person: _____

Phone: _____

Email: _____

Don't forget to complete the Voting Delegate form on the back of this page by May 14!

TO REGISTER:

ONLINE: Go to
www.myaccount.boroughs.org
(Conferences Tab)

BY CHECK: Complete and return this form with payment to:
**PSAB, 2941 North Front Street,
Harrisburg, PA 17110**

Delegate Name (As you want it to appear on badge)	1st Time Attendee	Package Letter	Title	Family/Guest (Full Name)	Package Letter	Boot Camp
1.						
2.						
3.						
4.						



Special Requirements (Please list name): _____

By April 24 After April 24

_____ \$250	\$300	Package A – FULL PACKAGE Includes: All Sessions, Exhibits, Sunday Dinner/Reception, Monday & Tuesday Lunch, Tuesday Banquet, Breaks, Gift, and Conference Materials	\$ _____
_____ \$100	\$125	Package B – SUNDAY ONLY Includes: Exhibits, Sunday Dinner/Reception, Keynote Address, and Gift	\$ _____
_____ \$100	\$125	Package C – MONDAY ONLY Includes: Monday's Sessions, Exhibits, Lunch, Breaks, Gift, and Conference Materials	\$ _____
_____ \$100	\$125	Package D – TUESDAY ONLY Includes: Tuesday's Sessions, Exhibits, Lunch, Breaks, Gift, and Conference Materials Note – Package does <u>not</u> include the Banquet.	\$ _____
_____ \$190	\$190	Package E – FAMILY/GUEST PACKAGE Includes: All Sessions, Exhibits, Sunday Dinner/Reception, Monday & Tuesday Lunch, Tuesday Banquet, Breaks, and Gift (See page 13 for activities.)	\$ _____
_____ \$25	\$25	Extra Awards Luncheon Ticket(s) (Tuesday, June 3)	\$ _____
_____ \$60	\$60	Extra Banquet Ticket(s) (Tuesday, June 3)	\$ _____
_____ Free	Free	Mini Boot Camp (Sunday, June 1 - see page 12.) (If registered for PSAB Conference.)	\$ _____

Total Payment \$ _____

Hershey Lodge Reservations – Deadline is April 24, 2025 or until Sold Out. See Page 11 for details.

Voting Delegates

Bellefonte Borough Council Packet February 3, 2025

Deadline: May 14, 2025

Each member borough in good standing with the Association shall appoint a Voting Delegate for the purpose of electing the Officers of the Association and voting on proposed resolutions and policies.

Borough council **must approve** the individual appointed to serve as the Voting Delegate as well as an Alternate Delegate (in case the primary appointment cannot participate in the election and voting during the annual conference). Note - Voting Delegates/Alternates can be elected or appointed borough officials. Per the PSAB Constitution, these names must be provided to the PSAB Executive Director by May 14, 2025.

The election of Officers will be held Tuesday, June 3 between 9 a.m. and 2 p.m. Voting on proposed resolutions and policies will occur during the Closing Business Meeting on Wednesday, June 4. These two activities help to shape the leadership and policy platform of the Association. Participation in this process is an essential role that borough officials play in guiding the future of PSAB.

ALL VOTING DELEGATES MUST BE REGISTERED TO ATTEND THE ANNUAL CONFERENCE.

Borough of: _____

Submitted by: _____
(Signature of the Borough Secretary, Manager, or President of Council)

Date: _____

Borough Address: _____

Borough Email: _____

OUR VOTING DELEGATE WILL BE: _____
(Name) (Title)

OUR ALTERNATE WILL BE: _____
(If Applicable) (Name) (Title)

The Voting Delegate form must be returned no later than Wednesday, May 14, 2025. You can return this form in any of the following 3 ways -

Mail: PSAB, 2941 North Front Street
Harrisburg, PA 17110

Fax: 717-236-8164

Email: mmiller@boroughs.org





PSAB ANNUAL GOLF OUTING

All are welcome to join us for our Annual Golf Outing in June!
The outing is a great way to kickstart your Annual Conference experience.

SUNDAY, JUNE 1

8:00 A.M. SHOTGUN START / BEST BALL PLAY / ALL LEVELS OF GOLFERS WELCOME

DAUPHIN HIGHLANDS GOLF COURSE

650 S HARRISBURG ST, HARRISBURG, PA 17113

Continental breakfast starting at 7:00 a.m.

\$80 PER PERSON FEE INCLUDES:

Green fees, cart, water, golf balls, drink tickets (non-alcoholic), continental breakfast, lunch, and prizes.

Registration for the annual conference is not mandatory to attend the outing. Outside alcohol is not permitted.

REGISTRATION

Access www.myaccount.boroughs.org and click **Conferences** tab to register now, or detach and return the completed form **by May 16, 2025** to: PSAB, 2941 North Front Street, Harrisburg, PA 17110

For additional information, please contact: Amanda Potts at apotts@boroughs.org / 800-232-7722, Ext. 1012
or Dani Baker-Papinchak at dbaker@boroughs.org / 800-232-7722, Ext. 1032.

PSAB Golf Outing | Sunday, June 1, 2025 at 8 A.M. (Fee - \$80 per person)

Borough/Company: _____

	(if rain delay)	Handicap (circle one)
Name: _____	Cell Phone _____	0-15 15-25 25+
Name: _____	Cell Phone _____	0-15 15-25 25+
Name: _____	Cell Phone _____	0-15 15-25 25+
Name: _____	Cell Phone _____	0-15 15-25 25+

Total Amount Enclosed: \$ _____



PA State Association of Boroughs

2941 North Front Street
Harrisburg, PA 17110

Return Service Requested

Bellefonte Borough Council Packet February 3, 2025

PRESORTED
STANDARD
U.S. POSTAGE
PAID
HARRISBURG PA
PERMIT NO. 496

Annual Conference
& Exhibition

June 1-4, 2025

Hershey Lodge

Registration form enclosed for the 113th
Annual Conference or register securely online
at www.myaccount.boroughs.org

PSAB 113TH Annual Conference & Exhibition

Events

- Breakfast with Your Legislator on Monday
- Awards Luncheon and Banquet
- Exhibit Marketplace

Sessions

- Elected Officials Mini Boot Camp
- State Agency Panel
- Legislative Panel and Update
- Tips for an Effective Public Meeting
- Cybersecurity for Municipal Leaders
- Benefiting from a Multi-Generational Workforce
- Building Resilient Communities
- Trends in Zoning
- Legal Update
- Anatomy of an Arbitration
- Fostering a Successful Relationship with PennDOT
- Q & A with the Fire Commissioner & Program Leaders
- The Latest Development in the Right-to-Know Law
- Strategic Code Enforcement
- AI for Local Government
- Police Panel
- Preparing and Reviewing Municipal Contracts
- Population Breakouts
- Much More

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

Page: 1

Bellefonte Borough Council Packet February 3, 2025

Revenues	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
301.100. REAL ESTATE TAX REV - CURRENT	1,472,667.14	1,484,000.00	11,332.86	(99.24)%
301.200. REAL ESTATE TAX REV-SUPPLEMENT	1,762.51	600.00	(1,162.51)	(293.75)% <i>over</i>
301.400. REAL ESTATE TAX REV-DELINQUENT	31,459.75	18,000.00	(13,459.75)	(174.78)% <i>over</i>
310.100. REAL ESTATE TRANSFER TAX REV	128,861.36	80,000.00	(48,861.36)	(161.08)% <i>over</i>
310.200. EARNED INCOME TAX REVENUE	966,454.99	800,000.00	(166,454.99)	(120.81)% <i>over</i>
310.501. LST TAX REVENUE	106,835.26	81,000.00	(25,835.26)	(131.90)% <i>over</i>
321.800. FRANCHISE REVENUE (CABLE TV)	97,846.43	99,000.00	1,153.57	(98.83)% <i>over</i>
322.500. STREET OPENING PERMIT REVENUE	23,240.00	8,000.00	(15,240.00)	(290.50)% <i>over</i>
322.902. DUMPSTER PERMIT REVENUE	510.00	300.00	(210.00)	(170.00)% <i>over</i>
322.903. CONTRACTOR TRAILER PERMIT FEE	60.00	0.00	(60.00)	0.00% <i>over - not bud.</i>
331.100. J P FINE REVENUE	11,950.06	10,000.00	(60.00)	(119.50)% <i>over</i>
331.101. PROBATION OFFICE FINE REVENUE	6,978.49	6,000.00	(1,950.06)	(116.31)% <i>over</i>
331.102. RESTITUTION	989.88	30.00	(959.88)	(3,299.60)% <i>over</i>
331.121. ORDINANCE VIOLATION REV-CODES	1,750.00	1,000.00	(750.00)	(175.00)% <i>over</i>
331.130. STATE POLICE FINE REVENUE	2,244.27	1,800.00	(444.27)	(124.68)% <i>over</i>
331.140. PARKING FINE REVENUE	22,199.76	20,000.00	(2,199.76)	(111.00)% <i>over</i>
331.145. BOOT FINE REVENUE	100.00	0.00	(100.00)	0.00% <i>over - not bud.</i>
341.010. INTEREST INCOME - CKG, SVGS	39,957.15	5,000.00	(34,957.15)	(799.14)% <i>over</i>
341.020. INTEREST INCOME-SWEEP ACCT	41,946.21	35,000.00	(6,946.21)	(119.85)% <i>over</i>
342.531. TOWER RENTAL REVENUE	1,200.00	1,200.00	0.00	(100.00)% <i>done</i>
342.534. CW TANK RENTAL REV - AT&T	34,122.00	34,120.00	(2.00)	(100.01)% <i>over</i>
342.560. METER BAG RENTAL REVENUE	5,380.00	2,000.00	(3,380.00)	(269.00)% <i>over</i>
355.010. PUBLIC UTILITY REALTY TAX REV	8,677.74	0.00	(8,677.74)	0.00% <i>over - not bud.</i>
355.040. LIQUOR LICENSE REVENUE	2,844.02	2,650.00	(194.02)	(107.32)% <i>over</i>
355.050. ACT 205 PENSION STATE AID REV	2,000.00	1,800.00	(200.00)	(111.11)% <i>over</i>
355.070. FIREMEN'S RELIEF ASSOC REVENUE	201,477.59	165,000.00	(36,477.59)	(122.11)% <i>over</i>
355.090. ACT 13 REVENUE	33,923.39	30,000.00	(3,923.39)	(113.08)% <i>over</i>
358.500. COUNTY CATA CONTRACT REVENUE	754.27	900.00	145.73	(83.81)% <i>over</i>
361.331. LAND DEVELOPMENT PERMIT REV	7,638.98	7,700.00	61.02	(99.21)% <i>over - not bud.</i>
361.332. ZONING VARIANCE APPLICATION FE	795.00	0.00	(795.00)	0.00% <i>over</i>
361.335. ZONING PERMIT FEE REVENUE	400.00	0.00	(400.00)	0.00% <i>over</i>
361.336. ZONING PERMIT-SHORT TERM RENTAL FEES	5,230.00	4,500.00	(730.00)	(116.22)% <i>over</i>
361.900. FENCE PERMIT REVENUE	2,730.00	3,000.00	270.00	(91.00)% <i>over</i>
361.950. HARB APPLICATION FEE	200.00	150.00	(50.00)	(133.33)% <i>over</i>
362.111. SALE OF ACCIDENT REPORT REV	975.00	1,200.00	225.00	(81.25)% <i>over</i>
362.130. FALSE ALARM REVENUE	990.00	750.00	(240.00)	(132.00)% <i>over</i>
362.140. CROSSING GUARD REVENUE	800.00	400.00	(400.00)	(200.00)% <i>over</i>
362.160. TASK FORCE REIMB REVENUE	1,532.64	1,200.00	(332.64)	(127.72)% <i>over</i>
362.451. HOME OCCUPATION BUSINESS PERMI	510.60	0.00	(510.60)	0.00% <i>over - not bud.</i>
362.470. SIGN PERMIT REVENUE	50.00	0.00	(50.00)	0.00% <i>over</i>
362.471. ADMIN FEE FOR PERMITS-CR COG	370.00	275.00	(95.00)	(134.55)% <i>over</i>
362.800. LIEN LETTER FEE REVENUE	6,038.00	3,000.00	(3,038.00)	(201.27)% <i>over</i>
362.950. OTHER PERMIT REVENUE	20.00	0.00	(20.00)	0.00% <i>over - not bud.</i>
363.210. PARKING METER REVENUE	850.00	25.00	(825.00)	0.00% <i>over</i>
	150,309.53	150,000.00	(309.53)	(100.21)% <i>over</i>

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
363.221. PARKING PERMIT REVENUE	80,880.45	60,000.00	(20,880.45)	(134.80)% <i>over</i>
364.900. SEWER DYE TEST REVENUE	800.00	750.00	(50.00)	(106.67)% <i>over</i>
383.160. SPECIAL EVENT FEE REVENUE	25.00	0.00	(25.00)	0.00% <i>over - new</i>
387.001. DONATION TO POLICE DEPT REV	10.00	0.00	(10.00)	0.00% <i>over - not bud.</i>
389.000. MISCELLANEOUS REVENUE	11.75	0.00	(11.75)	0.00%
389.001. MISC REVENUE - POLICE DEPT	470.00	0.00	(470.00)	0.00%
389.002. MISCELLANEOUS REVENUE-ST	0.00	50.00	50.00	0.00%
391.100. SALE OF FIXED ASSETS REV	825.00	0.00	(825.00)	0.00% <i>over - not bud.</i>
391.101. SALE OF FIXED ASSETS REV-POLIC	2,150.00	0.00	(2,150.00)	0.00%
391.102. SALE OF FIXED ASSETS/SCRAP METAL REV-ST	9,457.00	0.00	(9,457.00)	(945.70)% <i>over</i>
392.006. TRANSFER FROM WATER FUND	110,000.00	1,000.00	0.00	(100.00)% <i>done</i>
392.008. TRANSFER FROM SEWER FUND	150,000.00	150,000.00	0.00	(100.00)%
392.009. TRANSFER FROM REFUSE FUND	75,000.00	75,000.00	0.00	(100.00)%
392.095. TRANSFER IN- CAPITAL PROJECTS - STREETS	0.00	350,000.00	350,000.00	0.00%
399.001. USE OF RESERVES	0.00	332,450.00	332,450.00	0.00% <i>bud. # only</i>
Total Revenues	3,857,261.22	4,138,850.00	281,588.78	(93.20)%
Expenses				
400.105. ELECTED OFFICIALS STIPEND EXP	13,500.00	13,500.00	0.00	100.00% <i>done</i>
400.192. SOCIAL SECURITY EXP - COUNCIL	1,032.75	1,035.00	2.25	99.78% <i>done</i>
400.210. OFFICE SUPPLIES EXP-COUNCIL	150.00	200.00	50.00	75.00%
400.215. POSTAGE EXPENSE - COUNCIL	25.00	50.00	25.00	50.00%
400.246. SUPPLIES EXPENSE-COUNCIL	522.19	150.00	(372.19)	348.13% <i>over</i>
400.260. MINOR EQUIPMENT EXP - COUNCIL	2,554.76	50.00	(2,504.76)	5,109.52% <i>done</i>
400.314. LEGAL EXPENSE-COUNCIL	6,569.46	2,000.00	(4,569.46)	328.47% <i>done</i>
400.317. DATA PROCESSING EXP - COUNCIL	2,335.00	2,200.00	(135.00)	106.14% <i>done</i>
400.320. IT SERVICES EXPENSE - COUNCIL	3,519.00	3,200.00	(319.00)	109.97% <i>done</i>
400.329. C-NET - COUNCIL	14,455.50	18,850.00	4,394.50	76.69%
400.341. ADVERTISING EXP-COUNCIL	284.68	400.00	115.32	71.17%
400.342. PRINTING EXPENSE - COUNCIL	0.00	100.00	100.00	0.00%
400.344. COPY EXPENSE - COUNCIL	157.90	160.00	2.10	98.69% <i>done</i>
400.420. MEMBERSHIP/DUES/SUB-COUNCIL	2,077.97	1,300.00	(777.97)	159.84% <i>over</i>
400.460. CONF/MEETING/SEMIN EXP-COUNCIL	4,965.35	4,000.00	(965.35)	124.13% <i>done</i>
Subtotal - Council	52,149.56	47,195.00	(4,954.56)	110.50% <i>over</i>
401.110. EXECUTIVE SALARY EX(APPOINTED)	120,504.96	102,100.00	(18,404.96)	118.03% <i>over</i>
401.114. JURY DUTY PAY-EXEC	(11.04)	0.00	11.04	0.00%
401.192. EXECUTIVE SS EXP (APPOINTED)	9,104.75	7,725.00	(1,379.75)	117.86% <i>over</i>
401.196. HEALTH INSURANCE EXP-EXEC	14,594.16	15,310.00	715.84	95.32%
401.198. HEALTH CARE EXP-IN HOUSE-EXEC	1,183.89	1,300.00	116.11	91.07%
401.199. LIFE INS EXPENSE - EXEC	261.80	300.00	38.20	87.27%
401.210. OFFICE SUPPLIES EXPENSE - EXEC	125.00	200.00	75.00	62.50%
401.215. POSTAGE EXPENSE - EXEC	30.00	50.00	20.00	60.00%
401.231. FUEL EXPENSE - EXEC	153.50	325.00	171.50	47.23%

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
401.246. MATERIALS & SUPPLIES EXP-EXEC	16.00	0.00	(16.00)	0.00% <i>over - not bud.</i>
401.260. MINOR EQUIPMENT EXP - EXEC	0.00	300.00	300.00	0.00%
401.317. DATA PROCESSING EXP-EXEC	160.00	160.00	0.00	100.00% <i>done</i>
401.320. IT SERVICES EXPENSE - EXEC	762.00	400.00	(362.00)	190.50% <i>over</i>
401.321. TELEPHONE EXPENSE - EXEC	145.00	120.00	(25.00)	120.83% <i>over</i>
401.324. CELL PHONE EXPENSE-EXEC	480.00	480.00	0.00	100.00% <i>done</i>
401.325. INTERNET EXPENSE - EXEC	50.00	50.00	0.00	100.00%
401.342. PRINTING EXPENSE - EXEC	73.00	50.00	(23.00)	146.00% <i>over</i>
401.344. COPY EXPENSE - EXEC	80.00	140.00	60.00	57.14%
401.351. COMMERCIAL INS EXPENSE-EXEC	100.00	100.00	0.00	100.00% <i>done</i>
401.354. WORKERS COMP INS - EXEC	680.00	110.00	(570.00)	618.18% <i>over</i>
401.361. ELECTRICITY EXPENSE - EXEC	45.00	45.00	0.00	100.00% <i>done</i>
401.410. CONF/MEETING EXP-EXEC	193.60	0.00	(193.60)	0.00% <i>over - not bud.</i>
401.420. DUES/SUB/MEMBERSHIP EXP - EXEC	315.00	350.00	35.00	90.00%
401.460. TRAINING EXPENSE - EXEC	335.00	500.00	165.00	67.00%
Subtotal - Executive	149,381.62	130,115.00	(19,266.62)	114.81% <i>over</i>
401.901. MAYOR STIPEND EXPENSE	1,500.00	1,500.00	0.00	100.00% <i>done</i>
401.902. MAYOR SOCIAL SECURITY EXPENSE	114.75	115.00	0.25	99.78% <i>✓</i>
401.910. MAYOR OFFICE SUPPLIES EXP	30.00	75.00	45.00	40.00%
401.915. MAYOR POSTAGE EXPENSE	20.00	35.00	15.00	57.14%
401.917. MAYOR DATA PROCESSING EXP	78.75	125.00	46.25	63.00%
401.920. MAYOR IT EXPENSE	290.00	500.00	210.00	58.00%
401.921. MAYOR PHONE EXPENSE	90.00	90.00	0.00	100.00% <i>done</i>
401.940. MAYOR INTERNET EXPENSE	99.09	125.00	25.91	79.27%
401.941. MAYOR MINOR EQUIP EXP	21.48	70.00	48.52	30.69%
401.942. MAYOR SUPPLIES EXPENSE	122.77	50.00	(72.77)	245.54% <i>over</i>
401.944. MAYOR COPY EXPENSE	30.00	65.00	35.00	46.15%
401.945. MAYOR PRINTING EXPENSE	0.00	75.00	75.00	0.00%
401.946. MAYOR DUES/MEMBER/SUB EXP	80.00	150.00	70.00	53.33%
401.951. MAYOR COMMERCIAL INS EXPENSE	300.00	300.00	0.00	100.00% <i>done</i>
401.960. MAYOR CONF/SEM EXPENSE	0.00	300.00	300.00	0.00%
401.961. MAYOR ELECTRICITY EXPENSE	20.00	75.00	55.00	26.67%
401.980. MAYOR MISCELLANEOUS EXPENSE	2,970.00	25.00	(2,945.00)	11,880.00% <i>over</i>
Subtotal - Mayor	5,766.84	3,675.00	(2,091.84)	156.92% <i>over</i>
402.355. TREAS BOND INSURANCE EXPENSE	946.00	1,100.00	154.00	86.00%
402.900. TREASURER STIPEND EXPENSE	1,500.00	1,500.00	0.00	100.00% <i>done</i>
402.901. TREASURER SOCIAL SEC EXPENSE	114.73	115.00	0.27	99.77% <i>✓</i>
Subtotal - Treasurer	2,560.73	2,715.00	154.27	94.32% <i>under</i>
403.951. R/E TAX COLL SALARY EXPENSE	5,207.50	5,400.00	192.50	96.44%
403.952. R/E TAX COLL SS EXPENSE	398.40	415.00	16.60	96.00%
403.954. R/E TAX COLL TRAINING EXPENSE	0.00	75.00	75.00	0.00%
403.955. R/E TAX COLL PRINTING EXPENSE	658.53	600.00	(58.53)	109.76% <i>over</i>

GF BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under (7.62)	Percent of Budget
403.956. R/E COLL POSTAGE/ENVELOPES EXP	982.62	975.00		100.78% <i>over</i>
403.957. R/E TAX COLL AUDIT EXPENSE	800.00	850.00	50.00	94.12%
Subtotal - Real Estate Collection	8,047.05	8,315.00	267.95	96.78% <i>under</i>
406.112. SALARY EXPENSE - GG	357,533.89	380,000.00	22,466.11	94.09%
406.180. OVERTIME WAGES - GG	0.00	400.00	400.00	0.00%
406.192. SOCIAL SECURITY EXPENSE - GG	26,417.49	28,000.00	1,582.51	94.35%
406.193. ENROLLMENT/ADMIN EXP-PMRS-GG	0.00	70.00	70.00	0.00%
406.196. HEALTH INS EXPENSE - GG	80,662.32	85,000.00	4,337.68	94.90%
406.197. RETIREMENT EXPENSE - GG	7,572.46	9,200.00	1,627.54	82.31%
406.198. HEALTH CARE EXP-IN HOUSE - GG	3,850.00	3,550.00	(300.00)	108.45% <i>over</i>
406.199. LIFE INS EXPENSE - GG	687.81	800.00	112.19	85.98%
406.210. OFFICE SUPPLIES EXPENSE - GG	644.30	2,000.00	1,355.70	32.22%
406.215. POSTAGE EXPENSE - GG	1,120.24	1,300.00	179.76	86.17%
406.226. JANITORIAL SUPPLIES EXP - GG	1,718.29	900.00	(818.29)	190.92% <i>over</i>
406.231. FUEL EXPENSE - GG	0.00	85.00	85.00	0.00%
406.241. MATERIALS & SUPPLIES EXP - GG	649.06	500.00	(149.06)	129.81% <i>over</i>
406.242. SAFETY COMMITTEE EXPENSE - GG	0.00	10.00	10.00	0.00%
406.249. COMPUTER SOFTWARE EXP - GG	2,285.79	2,750.00	464.21	83.12%
406.251. VEHICLE & EQUIP MAINT EXP - GG	990.60	1,200.00	209.40	82.55%
406.260. MINOR EQUIPMENT EXPENSE - GG	8,112.39	8,000.00	(112.39)	101.40% <i>over</i>
406.300. UPDATE CODES EXP - GG	4,689.00	5,000.00	311.00	93.78%
406.310. LEGAL EXPENSE - GG	4,326.80	2,000.00	(2,326.80)	216.34% <i>over</i>
406.311. AUDIT EXPENSE - GG	4,225.00	5,500.00	1,275.00	76.82%
406.317. DATA PROCESSING EXPENSE - GG	1,989.70	2,200.00	210.30	90.44%
406.318. JANITORIAL SERVICES EXP - GG	3,360.00	2,100.00	(1,260.00)	160.00% <i>over</i>
406.319. FIRE PERMIT-BORO BLDG-GG	200.00	0.00	(200.00)	0.00% <i>over</i> - not bud.
406.320. IT SERVICES EXPENSE - GG	5,979.16	2,250.00	(3,729.16)	265.74% <i>over</i>
406.321. TELEPHONE EXPENSE - GG	816.69	550.00	(266.69)	148.49%
406.324. CELL PHONE EXPENSE-GG	1,320.00	1,440.00	120.00	91.67%
406.325. INTERNET EXPENSE - GG	226.95	115.00	(111.95)	197.35% <i>over</i>
406.331. TRAVEL EXPENSE - GG	0.00	25.00	25.00	0.00%
406.341. ADVERTISING EXPENSE - GG	72.60	300.00	227.40	24.20%
406.342. PRINTING EXPENSE - GG	1,254.57	1,500.00	245.43	83.64%
406.344. COPY EXPENSE - GG	560.77	600.00	39.23	93.46%
406.351. COMMERCIAL INS EXPENSE - GG	3,250.00	3,250.00	0.00	100.00% <i>done</i>
406.354. WORKER'S COMP INS EXP - GG	3,400.00	400.00	(3,000.00)	850.00% <i>over</i>
406.361. ELECTRICITY EXPENSE - GG	1,000.00	1,000.00	0.00	100.00% <i>done</i>
406.362. NATURAL GAS EXPENSE - GG	250.00	250.00	0.00	100.00%
406.373. BLDG/PROPERTY MAINT/REP EXP-GG	3,502.39	1,000.00	(2,502.39)	350.24% <i>over</i>
406.384. OFFICE EQUIP RENTAL EXP - GG	4,643.98	5,100.00	456.02	91.06%
406.420. DUES/SUB/MEMBERSHIPS EXP - GG	1,515.61	1,525.00	9.39	99.38%
406.450. CONTRACTED SERVICES EXP - GG	26,033.89	20,000.00	(6,033.89)	130.17% <i>over</i>
406.453. WEB DESIGN/MAINT EXP - GG	874.00	4,000.00	3,126.00	21.85%
406.460. TRAINING/SEMINAR EXPENSE - GG	5,688.30	3,300.00	(2,388.30)	172.37% <i>over</i>
406.905. MISCELLANEOUS EXPENSE - GG	23.00	100.00	77.00	23.00%

GF BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

Subtotal - General Government

410.112. SALARY EXPENSE - POLICE
410.115. SALARY EXP-PART-TIME OFF-POL
410.116. SALARY EXP-OFFICE STAFF-POL
410.117. SS EXP-OFFICE STAFF-POL
410.118. RETIREMENT EXPENSE-OFFICE-POL
410.119. REIMB FROM SHORT TERM DISABILIT INS
410.126. REIMB FOR SPECIAL POLICE SERVI
410.128. REIMB FOR SRO SALARY - POLICE
410.159. SUPP MEDICARE PAYMENTS EXP-POL
410.160. REIMB FOR SRO MEDI - POLICE
410.161. REIMB FOR SRO RETIREMENT - POL
410.162. REIMB FOR SRO INS - POLICE
410.180. OVERTIME WAGES EXP - POLICE
410.181. COMP TIME WAGES EXP - POLICE
410.190. OTHER BENEFITS EXPENSE- POLICE
410.191. ENROLLMENT/ADMIN-RETIRE-POLICE
410.192. SOCIAL SECURITY EXP - POLICE
410.193. SOC SEC EXP-PART-TIME OFF-POL
410.194. UNEMPLOYMENT COMP EXP-POL
410.195. INSURANCE EXPENSE - POLICE
410.196. HEALTH INSURANCE EXP - POLICE
410.197. RETIREMENT EXPENSE - POLICE
410.198. HEALTH CARE EXP-IN HOUSE-POLICE
410.199. LIFE INS EXPENSE - POLICE
410.210. OFFICE SUPPLIES EXPENSE-POLICE
410.215. POSTAGE EXPENSE - POLICE
410.217. SHIPPING FEES EXP - POLICE
410.226. JANITORIAL SUPPLIES EXP-POLICE
410.231. FUEL EXPENSE - POLICE
410.238. CLOTHING & UNIFORM EXP-POLICE
410.239. UNIFORM EXP-PART-TIME OFF-POL
410.242. MATERIALS & SUPPLIES EXP - POL
410.251. VEHIC & EQUIP MAINT EXP-POLICE
410.260. MINOR EQUIPMENT EXP - POLICE
410.311. AUDIT EXPENSE - POLICE
410.314. LEGAL EXPENSE - POLICE
410.317. DATA PROCESSING EXP - POLICE
410.318. JANITORIAL SERVICES EXP-POLICE
410.320. IT SERVICES EXPENSE - POLICE
410.321. TELEPHONE EXPENSE - POLICE
410.322. CABLE EXPENSE - POLICE
410.324. CELL PHONE EXPENSE-POLICE
410.325. INTERNET EXPENSE - POLICE
410.326. BODY CAMERA VIDEO STOR EXP

Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
571,447.05	587,270.00	15,822.95	97.31% <i>under</i>
750,451.57	875,000.00	124,548.43	85.77%
9,589.26	29,000.00	19,410.74	33.07%
35,384.48	42,300.00	6,915.52	83.65%
2,706.90	3,235.00	528.10	83.68%
3,407.28	3,500.00	92.72	97.35%
(640.82)	0.00	640.82	0.00%
(24,750.00)	(25,000.00)	(250.00)	99.00%
(129,660.20)	(130,500.00)	(839.80)	99.36%
13,471.44	16,080.00	2,608.56	83.78%
(1,880.07)	(1,890.00)	(9.93)	99.47%
(22,715.19)	(25,675.00)	(2,959.81)	88.47%
(43,927.92)	(40,000.00)	3,927.92	109.82% <i>over</i>
64,828.21	47,000.00	(17,828.21)	137.93%
338.94	8,000.00	7,661.06	4.24%
0.00	150.00	150.00	0.00%
0.00	35.00	35.00	0.00%
11,255.97	12,700.00	1,444.03	88.63%
139.04	425.00	285.96	32.72%
4,213.00	0.00	(4,213.00)	0.00% <i>over-not bud.</i>
1,866.20	2,865.00	998.80	65.14%
325,809.34	396,200.00	70,390.66	82.23%
56,647.00	56,650.00	3.00	99.99% <i>done</i>
7,187.84	15,000.00	7,812.16	47.92%
4,959.36	3,100.00	(1,859.36)	159.98% <i>over</i>
1,727.84	1,600.00	(127.84)	107.99%
500.00	800.00	300.00	62.50%
724.75	650.00	(74.75)	111.50% <i>over</i>
449.36	950.00	500.64	47.30%
12,607.35	21,000.00	8,392.65	60.04%
7,256.25	5,000.00	(2,256.25)	145.13% <i>over</i>
0.00	500.00	500.00	0.00%
4,167.01	5,000.00	832.99	83.34%
12,733.04	15,000.00	2,266.96	84.89%
17,703.73	4,000.00	(13,703.73)	442.59% <i>over</i>
1,600.00	1,600.00	0.00	100.00% <i>done</i>
13,751.90	3,000.00	(10,751.90)	458.40% <i>over</i>
824.95	900.00	75.05	91.66%
8,720.00	12,000.00	3,280.00	72.67%
43,437.25	27,500.00	(15,937.25)	157.95% <i>over</i>
3,408.24	4,000.00	591.76	85.21%
52.95	70.00	17.05	75.64%
2,474.46	1,370.00	(1,104.46)	180.62% <i>over</i>
2,517.10	2,350.00	(167.10)	107.11%
7,260.00	7,260.00	0.00	100.00% <i>done</i>

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
410.327. RADIO MAINTENANCE EXP - POLICE	159.00	150.00	(9.00)	106.00% <i>over</i>
410.329. AIRTIME EXP - POLICE	1,931.04	2,125.00	193.96	90.87%
410.331. TRAVEL EXPENSE - POLICE	37.03	25.00	(12.03)	148.12% <i>over</i>
410.341. ADVERTISING EXPENSE - POLICE	190.48	150.00	(40.48)	126.99%
410.342. PRINTING EXPENSE - POLICE	758.68	500.00	(258.68)	151.74%
410.344. COPY EXPENSE - POLICE	318.16	450.00	131.84	70.70%
410.351. COMM INSURANCE EXP - POLICE	39,998.46	40,000.00	1.54	100.00% <i>done</i>
410.354. WORKERS COMP INS EXP - POLICE	37,000.00	34,000.00	(3,000.00)	108.82% <i>over</i>
410.355. WORK COMP EXP-PART-TIME OFF-PO	300.00	950.00	650.00	31.58%
410.361. ELECTRICITY EXPENSE - POLICE	2,982.67	4,150.00	1,167.33	71.87%
410.362. NATURAL GAS EXPENSE-POL	1,722.34	2,000.00	277.66	86.12%
410.373. BUILDING/PROPERTY MAINT EXP-POL	6,840.24	5,000.00	(1,840.24)	136.80% <i>over</i>
410.376. VASCAR EXPENSE - POLICE	2,075.50	2,000.00	(75.50)	103.78%
410.386. COPIER RENTAL/MAINT EXP-POLICE	2,034.16	1,800.00	(234.16)	113.01%
410.400. INVESTIGATION EXPENSES-POLICE	975.00	1,100.00	125.00	88.64%
410.420. DUES/SUB/MEMBERSHIPS EXP - POL	50.00	1,600.00	1,550.00	3.13%
410.447. LEASE PMT-RADIOS/LIC PLATE READER	15,692.83	15,820.00	127.17	99.20%
410.448. LEASE PAYMENT EXP-TASERS-POL	3,540.01	3,540.00	(0.01)	100.00% <i>done</i>
410.449. VEHICLE LEASE PAYMENT-POLICE	23,657.21	22,430.00	(1,227.21)	105.47% <i>over</i>
410.450. CONTRACTED SERVICES EXP-POLICE	1,000.00	1,000.00	0.00	100.00% <i>done</i>
410.460. TRAINING/SEMINAR EXP - POLICE	6,389.66	4,000.00	(2,389.66)	159.74% <i>over</i>
410.461. CONF/MEETING EXPENSE - POLICE	0.00	125.00	125.00	0.00%
410.531. COMPUTER SOFTWARE EXP - POL	16,318.27	7,750.00	(8,568.27)	210.56% <i>over</i>
410.532. CONTRIB TO MOBILE COMM-POLICE	1,428.00	1,430.00	2.00	99.73% <i>done</i>
410.533. CIT FUNDING EXPENSE-POLICE	728.00	730.00	2.00	99.73%
410.535. CENTRAL BOOK UNIT EXP-POLICE	11,746.49	14,270.00	2,523.51	82.32%
410.700. CAPITAL EXPENDITURES - POLICE	161,631.49	272,300.00	110,668.51	59.36%
410.740. VEHICLE PURCHASE EXP - POLICE	20,805.92	23,000.00	2,194.08	90.46%
410.901. SRO EXPENSES - POLICE	192.76	1,000.00	807.24	19.28%
410.902. REIMB FOR SRO EXPENSES- POLICE	(144.57)	(750.00)	(605.43)	19.28%
410.905. MISCELLANEOUS EXPENSE - POLICE	355.59	50.00	(305.59)	711.18% <i>over</i>
Subtotal - Police	1,571,312.23	1,865,420.00	294,107.77	84.23% <i>under</i>
419.115. CROSSING GUARD SALARY EXP	2,682.12	2,700.00	17.88	99.34%
419.192. CROSSING GUARD SS EXP	204.04	205.00	0.96	99.53% <i>done</i>
419.242. CROSSING GUARD MAT & SUPP EXP	0.00	50.00	50.00	0.00%
419.354. CROSS GUARD WORKERS COMP	115.00	115.00	0.00	100.00% <i>done</i>
Subtotal - Crossing Guards	3,001.16	3,070.00	68.84	97.76% <i>under</i>
419.512. PARKING ENFORCEMENT SALARY EXP	50,116.08	50,000.00	(116.08)	100.23% <i>over</i>
419.516. PARKING ENFORCE-POSTAGE EXP	35.00	55.00	20.00	63.64%
419.517. PARKING ENFORCE-DATA PROCESS EXP	125.00	125.00	0.00	100.00% <i>done</i>
419.520. PARKING ENFORCE-IT/EMAIL EXP	668.00	500.00	(168.00)	133.60% <i>over</i>
419.524. PARKING ENFORCE-CELL PHONE EXP	36.00	75.00	39.00	48.00%
419.531. PARKING ENFORCEMENT-FUEL EXP	485.93	500.00	14.07	97.19%

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
419.538. PARKING ENFORCEMENT-UNIFORM EXP	635.33	1,100.00	464.67	57.76%
419.541. PARKING ENFORCEMENT-ADV EXP	0.00	250.00	250.00	0.00%
419.542. PARKING ENFORCEMENT-MAT & SUPP	717.97	2,000.00	1,282.03	35.90%
419.544. PARKING ENFORC-COPY EXPENSE	35.00	50.00	15.00	70.00%
419.575. PARKING ENFORCE-WARRANTY/DATA PLAN/LICENSE FEE	6,816.00	8,400.00	1,584.00	81.14%
419.582. PARKING LOT RENTAL EXP-PARKING	2,000.00	2,000.00	0.00	100.00% <i>done</i>
419.592. PARKING ENFORCEMENT-SS EXP	3,888.17	3,825.00	(63.17)	101.65% <i>over</i>
419.593. PARKING ENFORCE-ENROLL/ADMIN EXP	0.00	20.00	20.00	0.00%
419.597. PARKING ENFORCEMENT-RETIRE EXP	601.28	610.00	8.72	98.57%
419.610. PARKING ENFORCE-OFFICE SUPP EX	40.00	75.00	35.00	53.33%
419.621. PARKING ENFORCEMENT-PHONE EXP	25.56	100.00	74.44	25.56%
419.625. PARKING ENFORCEMENT-INTERNET EXPENSE	96.95	150.00	53.05	64.63%
419.642. PARKING ENFORCE-PRINTING EXP	127.00	2,500.00	2,373.00	5.08%
419.650. PARKING ENFORCE-CONTRACTED SERVICES	0.00	150.00	150.00	0.00%
419.651. PARKING ENFORCE-VEHICLE/EQUIP MAINT EXP	503.87	200.00	(303.87)	251.94% <i>over</i>
419.653. PARKING METER & EQUIP MAINT EXP	924.63	400.00	(524.63)	231.16% <i>✓</i>
419.654. PARKING-KIOSK & METER CHARGE EXP	40,229.33	42,000.00	1,770.67	95.78%
419.661. PARKING ENFORCEMENT-ELECTRICITY EXP	150.00	150.00	0.00	100.00% <i>done</i>
419.700. PARKING METER EQUIPMENT EXP	253.06	2,500.00	2,246.94	10.12%
419.716. DOG HANDLING/BOARDING EXP	916.40	100.00	(816.40)	916.40% <i>over</i>
419.751. PARKING ENFORCE-COMM INS EXP	1,250.00	1,250.00	0.00	100.00% <i>done</i>
419.754. PARKING ENFORCE-WORKERS COMP EXP	1,450.00	1,450.00	0.00	100.00% <i>✓</i>
419.902. PARKING ENFORCE-MISC EXP	37.00	25.00	(12.00)	148.00% <i>over</i>
445.240. PARKING LOT MAINT EXPENSE	0.00	250.00	250.00	0.00%
445.321. PARKING LOT-EV CHARGE ELECTRIC	723.09	1,200.00	476.91	60.26%
445.420. MAINT OF PARKING LOTS	760.40	0.00	(760.40)	0.00%
445.450. PARKING LOT-EV EXPENSE	9,955.58	200.00	(9,755.58)	4,977.79% <i>over - not bud.</i>
445.478. ALTERNATIVE FUELS TAX-EV STATIONS	232.06	325.00	92.94	71.40%
Subtotal - Parking Enforcement	123,834.69	122,535.00	(1,299.69)	101.06% <i>over</i>
413.112. SALARY EXPENSE - CODES	7,828.52	9,000.00	1,171.48	86.98%
413.192. SOCIAL SECURITY EXPENSE - CODE	598.88	690.00	91.12	86.79%
413.210. OFFICE SUPPLIES EXPENSE - CODE	60.00	100.00	40.00	60.00%
413.215. POSTAGE EXPENSE - CODES	40.00	80.00	40.00	50.00%
413.231. FUEL EXPENSE - CODES	7.27	100.00	92.73	7.27%
413.242. MATERIALS AND SUPP EXP-CODES	28.99	25.00	(3.99)	115.96% <i>over</i>
413.260. MINOR EQUIPMENT EXPENSE-CODES	794.00	65.00	(729.00)	1,221.54% <i>✓</i>
413.317. DATA PROCESSING EXP - CODES	125.00	125.00	0.00	100.00% <i>done</i>
413.320. IT SERVICES EXPENSE - CODES	836.50	125.00	(711.50)	669.20% <i>over</i>
413.321. TELEPHONE EXPENSE - CODES	50.00	35.00	(15.00)	142.86% <i>✓</i>
413.325. INTERNET EXPENSE - CODES	35.00	35.00	0.00	100.00% <i>done</i>
413.341. ADVERTISING EXPENSE - CODES	0.00	150.00	150.00	0.00%
413.342. PRINTING EXPENSE - CODES	0.00	125.00	125.00	0.00%
413.344. COPY EXPENSE - CODES	100.00	125.00	25.00	80.00%
413.351. COMMERCIAL INS EXPENSE - CODES	90.00	90.00	0.00	100.00% <i>done</i>

GF BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
413.354. WORKERS COMP INS EXP - CODES	25.00	25.00	0.00	100.00%
413.361. ELECTRICITY EXPENSE - CODES	40.00	40.00	0.00	100.00%
413.460. TRAINING/SEMINAR EXPENSE-CODES	0.00	300.00	300.00	0.00%
Subtotal - Codes	10,659.16	11,235.00	575.84	94.87% under
414.210. OFFICE SUPPLIES EXPENSE-PLAN/ZON	150.00	250.00	100.00	60.00%
414.215. POSTAGE EXPENSE - PLAN/ZON	65.00	120.00	55.00	54.17%
414.231. FUEL EXPENSE-PLANNING/ZONING	30.00	100.00	70.00	30.00%
414.243. MISC SUPP EXP -PLANNING/ZONING	16.00	25.00	9.00	64.00%
414.260. MINOR EQUIPMENT EXPENSE-PLAN/ZON	0.00	50.00	50.00	0.00%
414.314. LEGAL EXPENSE - PLAN/ZON	6,411.75	5,000.00	(1,411.75)	128.24% over
414.317. DATA PROCESSING EXP - PLAN/ZON	550.00	300.00	(250.00)	183.33%
414.320. IT SERVICES EXPENSE - PLAN/ZON	763.25	275.00	(488.25)	277.55%
414.321. TELEPHONE EXPENSE - PLAN/ZON	55.00	40.00	(15.00)	137.50%
414.325. INTERNET EXPENSE - PLAN/ZON	35.00	35.00	0.00	100.00%
414.331. TRAVEL EXPENSE - PLAN/ZON	0.00	50.00	50.00	0.00%
414.341. ADVERTISING EXPENSE - PLAN/ZON	134.20	600.00	465.80	22.37%
414.342. PRINTING EXPENSE - PLAN/ZON	147.97	50.00	(97.97)	295.94% over
414.344. COPY EXPENSE - PLAN/ZON	108.52	265.00	156.48	40.95%
414.361. ELECTRICITY EXPENSE - PLAN/ZON	35.00	35.00	0.00	100.00%
414.384. CONTRACTED SERV-IN HOUSE-PLAN/ZON	31,465.55	29,400.00	(2,065.55)	107.03% over
414.460. TRAINING/SEM EXPENSE - PLAN/ZON	35.00	150.00	115.00	23.33%
414.461. MEETING EXPENSE-PLAN/ZON	(75.00)	0.00	75.00	0.00%
414.905. MISCELLANEOUS EXPENSE-PLAN/ZON	0.00	25.00	25.00	0.00%
Subtotal - Planning/Zoning	39,927.24	36,770.00	(3,157.24)	108.59% over
430.112.0 SALARY EXPENSE - ST	327,534.44	317,000.00	(10,534.44)	103.32% over
430.180.0 OVERTIME WAGES EXP - ST	20,897.92	17,000.00	(3,897.92)	122.93%
430.191.0 WORKBOOTS EXPENSE - ST	999.90	1,000.00	0.10	99.99%
430.192.0 SOCIAL SECURITY EXPENSE - ST	25,690.07	25,400.00	(290.07)	101.14% over
430.193.0 ENROLLMENT/ADMIN EXP-PMRS-ST	0.00	150.00	150.00	0.00%
430.196.0 HEALTH INSURANCE EXPENSE - ST	72,990.90	86,000.00	13,009.10	84.87%
430.197.0 RETIREMENT EXPENSE - ST	23,533.76	20,000.00	(3,533.76)	117.67% over
430.198.0 HEALTH CARE EXP-IN HOUSE - ST	5,847.47	5,000.00	(847.47)	116.95%
430.199.0 LIFE INS EXPENSE - ST	740.98	800.00	59.02	92.62%
430.210.0 OFFICE SUPPLIES EXPENSE - ST	394.19	1,200.00	805.81	32.85%
430.215.0 POSTAGE EXPENSE - ST	450.00	600.00	150.00	75.00%
430.226.0 JANITORIAL SUPPLIES EXP - ST	386.76	1,100.00	713.24	35.16%
430.231.0 FUEL EXPENSE - ST	19,772.92	24,000.00	4,227.08	82.39%
430.238.0 CLOTHING & UNIFORM EXPENSE - ST	1,847.60	2,500.00	652.40	73.90%
430.245.0 STREET & ROAD SIGNS EXP - ST	1,592.20	5,000.00	3,407.80	31.84%
430.246.0 MATERIALS & SUPPLIES EXP - ST	12,494.13	13,000.00	505.87	96.11%
430.249.0 COMPUTER SOFTWARE EXPENSE - ST	250.00	250.00	0.00	100.00%
430.251.0 VEHICLE & EQUIP MAINT EXP - ST	41,312.07	30,000.00	(11,312.07)	137.71% over
430.255.0 SHOP SUPP/EQUIP EXPENSE	3,304.87	3,670.00	365.13	90.05%

GF BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget	
430.255.A SHOP CAPITAL EXPENSES - ST	2,899.02	2,900.00	0.98	99.97%	done
430.259.0 ELECTRICAL SUPPLIES EXPENSE	1,218.11	1,500.00	281.89	81.21%	done
430.260.0 TOOLS & MINOR EQUIP EXP - ST	5,057.89	4,000.00	(1,057.89)	126.45%	done
430.311.0 AUDIT EXPENSE - ST	1,500.00	1,500.00	0.00	100.00%	done
430.313.0 ENGINEERING EXP - ST	0.00	300.00	300.00	0.00%	done
430.314.0 LEGAL EXPENSE - ST	0.00	500.00	500.00	0.00%	done
430.317.0 DATA PROCESSING EXP - ST	800.12	900.00	99.88	88.90%	done
430.318.0 JANITORIAL SERVICES EXP - ST	6,640.00	8,250.00	1,610.00	80.48%	done
430.320.0 IT SERVICES EXPENSE - ST	3,145.25	2,025.00	(1,120.25)	155.32%	done
430.321.0 TELEPHONE EXPENSE - ST	2,137.36	2,450.00	312.64	87.24%	done
430.322.0 CABLE EXPENSE - ST	21.18	75.00	53.82	28.24%	done
430.324.0 CELL PHONE EXPENSE - ST	2,766.81	2,500.00	(266.81)	110.67%	done
430.325.0 INTERNET EXPENSE - ST	165.00	165.00	0.00	100.00%	done
430.327.0 RADIO MAINT EXPENSE - ST	0.00	100.00	100.00	0.00%	done
430.329.0 EMERGENCY NOTIFICATION EXP-ST	1,671.37	1,800.00	128.63	92.85%	done
430.331.0 TRAVEL EXPENSE - ST	100.53	25.00	(75.53)	402.12%	done
430.341.0 ADVERTISING EXPENSE - ST	0.00	300.00	300.00	0.00%	done
430.342.0 PRINTING EXPENSE - ST	562.48	400.00	(162.48)	140.62%	done
430.344.0 COPY EXPENSE - ST	47.08	250.00	202.92	18.83%	done
430.351.0 COMM INS EXPENSE - ST	18,050.00	18,050.00	0.00	100.00%	done
430.354.0 WORKERS COMP INS EXPENSE - ST	17,100.00	14,100.00	(3,000.00)	121.28%	done
430.361.0 ELECTRICITY EXPENSE - ST	1,534.90	2,425.00	890.10	63.29%	done
430.362.0 NATURAL GAS EXPENSE - ST	8,846.29	13,250.00	4,403.71	66.76%	done
430.373.0 BUILDING/PROP MAINT EXPENSE-ST	6,762.81	1,200.00	(5,562.81)	563.57%	done
430.384.0 EQUIPMENT RENTAL EXP - ST	1,618.91	1,500.00	(118.91)	107.93%	done
430.420.0 DUES/SUB/MEMBERSHIPS EXP - ST	150.00	85.00	(65.00)	176.47%	done
430.450.0 CONTRACTED SERVICES EXP - ST	0.00	1,200.00	1,200.00	0.00%	done
430.460.0 TRAINING/SEMINAR EXPENSE - ST	475.70	300.00	(175.70)	158.57%	done
430.470.0 CDL/ LIC/RE-CERT EXPENSE - ST	309.00	250.00	(59.00)	123.60%	done
430.471.0 DRUG TESTING EXPENSE - ST	421.69	475.00	53.31	88.78%	done
430.472.0 PERMIT/LICENSE FEES EXPENSE-ST	394.95	250.00	(144.95)	157.98%	done
430.474.0 REPAIRS TO PRIVATE PROPERTY-ST	938.96	1,000.00	61.04	93.90%	done
430.700.0 CAPITAL EXPENDITURES - ST	5,520.00	90,000.00	84,480.00	6.13%	done
430.701.0 LEASE/LOAN PYMTS-ST	8,478.05	8,480.00	1.95	99.98%	done
430.706.0 CURBING/RAMP EXPENSE - ST	5,384.00	10,000.00	4,616.00	53.84%	done
430.905.0 MISCELLANEOUS EXPENSE - ST	67.00	25.00	(42.00)	268.00%	done
431.246. STREET CLEAN & PAINTING EXP-ST	8,076.00	15,000.00	6,924.00	53.84%	done
433.370. TRAFFIC SIGNALS MAINT - ST	12,545.09	5,000.00	(7,545.09)	250.90%	done
433.700. PARKVIEW DRIVE TRAFFIC SIGNAL PROJECT EXP	11,218.95	250,000.00	238,781.05	4.49%	done
438.246. MAINT OF STREETS EXP - ST	28,951.48	16,500.00	(12,451.48)	175.46%	done
446.000. STORM WATER MGMT-STORM DRAINS	51,355.58	20,000.00	(31,355.58)	256.78%	done
Subtotal - Streets	776,971.74	1,052,700.00	275,728.26	73.81%	under
411.500. FIREMEN'S RELIEF GRANT PASSTHR	33,923.39	30,000.00	(3,923.39)	113.08%	done
412.351. AMBULANCE COMMERCIAL INS EXP	50.00	50.00	0.00	100.00%	done

GF BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
412.354. AMBULANCE VOLUNTEERS WORK COMP	640.00	640.00	0.00	100.00% <i>done</i>
441.000. CEMETARY EXPENSE	3,512.29	4,500.00	987.71	78.05%
447.000. CATA EXPENSE	33,385.50	30,500.00	(2,885.50)	109.46% <i>over</i>
452.530. CONTRIB TO NITT VAL JT REC AU	6,105.00	6,105.00	0.00	100.00% <i>done</i>
455.000. SHADE TREE COMMISSION EXPENSE	1,789.00	5,000.00	3,211.00	35.78%
456.500. CENTRE CO LIBRARY EXP	24,525.00	24,525.00	0.00	100.00% <i>done</i>
459.373. TRAIN STATION EXPENSE	424.80	250.00	(174.80)	169.92% <i>over</i>
465.000. DOWNTOWN BLFTE INC CONTRIB	5,250.00	5,250.00	0.00	100.00% <i>done</i>
497.000. STMP IMPLEMENTATION EXP	0.00	5,000.00	5,000.00	0.00%
481.000. UNEMPLOYMENT COMP INS EXPENSE	6,142.56	6,145.00	2.44	99.96% <i>done</i>
Subtotal - Other Expenses	115,747.54	117,965.00	2,217.46	98.12% <i>under</i>
468.210. OFFICE SUPPLIES EXP - HARB	75.00	125.00	50.00	60.00%
468.215. POSTAGE EXPENSE - HARB	50.00	100.00	50.00	50.00%
468.231. FUEL EXPENSE- HARB	5.00	35.00	30.00	14.29%
468.242. MATERIALS & SUPPLIES EXP-HARB	0.00	75.00	75.00	0.00%
468.317. DATA PROCESSING EXP - HARB	450.00	800.00	350.00	56.25%
468.320. IT SERVICES EXP - HARB	160.00	50.00	(110.00)	320.00% <i>over</i>
468.321. TELEPHONE EXPENSE - HARB	30.00	20.00	(10.00)	150.00%
468.325. INTERNET EXPENSE-HARB	30.00	30.00	0.00	100.00% <i>done</i>
468.331. TRAVEL EXP-HARB	0.00	35.00	35.00	0.00%
468.341. ADVERTISING EXPENSE - HARB	48.40	225.00	176.60	21.51%
468.342. PRINTING EXPENSE - HARB	0.00	35.00	35.00	0.00%
468.344. COPY EXPENSE-HARB	116.28	130.00	13.72	89.45%
468.361. ELECTRICITY EXPENSE-HARB	15.00	15.00	0.00	100.00% <i>done</i>
468.420. DUES/MEMBER/SUB EXP-HARB	0.00	100.00	100.00	0.00%
468.450. CONTRACTED SERVICES EXP - HARB	13,590.00	12,590.00	(1,000.00)	107.94% <i>over</i>
468.900. GRANT EXPENSE - HARB	12,908.74	0.00	(12,908.74)	0.00% <i>over - not bud.</i>
Subtotal - HARB	27,478.42	14,365.00	(13,113.42)	191.29% <i>over</i>
492.095. TRANSFER TO CAPITAL PROJ FUND	117,500.00	117,500.00	0.00	100.00% <i>done</i>
492.097. TRANSFER TO 301 N SPRING ST	18,005.00	18,005.00	0.00	100.00%
Subtotal - Transfers Out	135,505.00	135,505.00	0.00	100.00% <i>done</i>
Total Expense	\$ 3,593,790.03	\$ 4,138,850.00	\$ 545,059.97	\$ 86.83%
Net Income/Loss	\$ 263,471.19	\$ 0.00	\$ (263,471.19)	0.00%

net income

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

STREET LIGHTS	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
<u>Revenues</u>				
301.100.000 REAL ESTATE TAX REV - CURRENT	106,890.95	106,500.00	(390.95)	(100.37) <i>over</i>
301.200.000 REAL ESTATE TAX REV-SUPPLEMENT	115.91	25.00	(90.91)	(463.64) ✓
301.400.000 REAL ESTATE TAX REV-DELINQUENT	1,263.71	900.00	(363.71)	(140.41) ✓
341.010.000 INTEREST INCOME - CKG, SVGS	580.28	80.00	(500.28)	(725.35) ✓
Total Revenues	108,850.85	107,505.00	(1,345.85)	(101.25)
<u>Expenses</u>				
434.210.000 OFFICE SUPPLIES EXPENSE	10.00	25.00	15.00	40.00 <i>done</i>
434.215.000 POSTAGE EXPENSE	5.00	5.00	0.00	100.00 <i>done</i>
434.249.000 REPAIRS & MAINTANENCE SUPP EXP	0.00	200.00	200.00	0.00
434.311.000 AUDIT EXPENSE	100.00	120.00	20.00	83.33 <i>done</i>
434.351.000 COMMERCIAL INSURANCE EXPENSE	1,800.00	1,800.00	0.00	100.00
434.361.000 STREETLIGHTING ELECTRICITY EXP	46,345.79	50,000.00	3,654.21	92.69
434.370.000 REPAIR/UPGRADE STREETLIGHT EX	50,504.95	55,355.00	4,850.05	91.24
Total Expenses	98,765.74	107,505.00	8,739.26	91.87
Net Income	\$ 10,085.11 \$	0.00 \$	(10,085.11) \$	0.00

net income

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

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Bellefonte Borough Council Packet February 3, 2025

FIRE DEPARTMENT	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
301.100.000 REAL ESTATE TAX REV - CURRENT	77,738.90	79,000.00	1,261.10	(98.40)
301.200.000 REAL ESTATE TAX REV-SUPPLEMENT	91.84	25.00	(66.84)	(367.36) <i>over</i>
301.400.000 REAL ESTATE TAX REV-DELINQUENT	1,579.51	1,035.00	(544.51)	(152.61) ✓
341.010.000 INTEREST INCOME - CKG, SVGS	733.44	75.00	(658.44)	(977.92) ✓
351.020.000 FEDERAL GRANT REVENUE	210,073.59	0.00	(210,073.59)	0.00 <i>over - not bud.</i>
358.110.000 FIRE PROTECTION REV (S,B,M)	148,836.91	148,835.00	(1.91)	(100.00) <i>done</i>
362.111.000 FIRE REPORT REVENUE	0.00	10.00	10.00	0.00
387.000.000 DONATION REVENUE	1,443.32	0.00	(1,443.32)	0.00 <i>over - not bud.</i>
399.001.000 USE OF RESERVES	0.00	4,200.00	4,200.00	0.00 <i>bud. # only</i>
Total Revenues	440,497.51	233,180.00	(207,317.51)	(188.91)
Expenses				
411.110.000 FIRE CHIEF STIPEND EXPENSE	750.00	1,500.00	750.00	50.00
411.192.000 FIRE CHIEF SS EXPENSE	57.38	115.00	57.62	49.90
411.210.000 OFFICE SUPPLIES EXPENSE	45.00	50.00	5.00	90.00
411.215.000 POSTAGE EXPENSE	34.82	25.00	(9.82)	139.28 <i>over</i>
411.231.000 FUEL EXPENSE	11,052.81	14,000.00	2,947.19	78.95
411.242.000 SAFETY EQUIPMENT EXPENSE	0.00	3,000.00	3,000.00	0.00
411.249.000 MATERIALS & SUPPLIES EXPENSE	1,470.00	0.00	(1,470.00)	0.00 <i>over - not bud.</i>
411.251.000 FIRE EQUIPMENT MAINTANENCE EXP	64,385.29	59,000.00	(5,385.29)	109.13 <i>over</i>
411.260.000 MINOR EQUIPMENT EXPENSE	35,360.04	33,500.00	(1,860.04)	105.55 ✓
411.311.000 AUDIT EXPENSE	300.00	400.00	100.00	75.00
411.314.000 LEGAL EXPENSE	0.00	200.00	200.00	0.00
411.315.000 PHYSICALS EXPENSE	0.00	16,000.00	16,000.00	0.00
411.317.000 DATA PROCESSING EXPENSE	195.00	150.00	(45.00)	130.00 <i>over</i>
411.320.000 IT/EMAIL EXPENSE	408.00	250.00	(158.00)	163.20 ✓
411.324.000 CELL PHONE/PAGER/JETPACK EXPENSE	11,202.59	7,000.00	(4,202.59)	160.04 ✓
411.327.000 RADIO/PAGER MAINTENANCE EXP	0.00	500.00	500.00	0.00
411.341.000 ADVERTISING EXPENSE	609.18	0.00	(609.18)	0.00 <i>over - not bud.</i>
411.342.000 PRINTING EXPENSE	0.00	30.00	30.00	0.00
411.344.000 COPY EXPENSE	20.00	50.00	30.00	40.00
411.351.000 COMMERCIAL INS EXPENSE	29,000.00	29,000.00	0.00	100.00 <i>done</i>
411.354.000 WORKERS COMP INS EXPENSE	35,047.00	28,920.00	(6,127.00)	121.19 <i>over</i>
411.361.000 ELECTRICITY EXPENSE	7,176.83	7,200.00	23.17	99.68
411.362.000 NATURAL GAS EXPENSE	11,891.07	24,700.00	12,808.93	48.14
411.366.000 WATER SERVICE EXPENSE	91.90	125.00	33.10	73.52
411.373.000 BUILDING MAINTENANCE EXPENSE	737.74	1,300.00	562.26	56.75
411.420.000 DUES/SUBMEMBERSHIP EXPENSE	5,349.20	5,640.00	290.80	94.84
411.902.000 FEDERAL GRANT EXPENSE	209,873.59	0.00	(209,873.59)	0.00 <i>over - not bud.</i>
411.905.000 MISCELLANEOUS EXPENSE	100.00	25.00	(75.00)	400.00 <i>over</i>
411.950.000 FIRE POLICE SUPPLIES EXPENSE	500.00	500.00	0.00	100.00 <i>done</i>

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

FIRE DEPARTMENT

Total Expenses

Net Income

	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
	425,657.44	233,180.00	(192,477.44)	182.54
\$	14,840.07 \$	0.00 \$	(14,840.07) \$	0.00

*not
income*

BUDGET VS ACTUAL **Borough of Bellefonte** **For 12/31/2024**

FIRE EQUIPMENT	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
301.100.000 REAL ESTATE TAX REV - CURRENT	34,982.54	35,015.00	32.46	(99.91)
301.200.000 REAL ESTATE TAX REV-SUPPLEMENT	41.87	15.00	(26.87)	(279.13) <i>over</i>
301.400.000 REAL ESTATE TAX REV-DELINQUENT	758.19	500.00	(258.19)	(151.64) ✓
341.010.000 INTEREST INCOME-CKG, SVGS	300.79	50.00	(250.79)	(601.58) ✓
358.110.000 FIRE PROTECTION REV (S,B,M)	66,585.90	66,585.00	(0.90)	(100.00) <i>done</i>
387.000.000 DONATION REVENUE	1,443.31	0.00	(1,443.31)	0.00 <i>over - not bud.</i>
Total Revenues	104,112.60	102,165.00	(1,947.60)	(101.91)
Expenses				
411.210.000 OFFICE SUPPLIES EXPENSE	5.00	15.00	10.00	33.33
411.215.000 POSTAGE EXPENSE	5.00	10.00	5.00	50.00
470.000.000 PAYMENT ON FIRE EQUIP LOANS	91,256.44	87,640.00	(3,616.44)	104.13 <i>over</i>
492.095.000 TRANSFER TO CAPITAL PROJECTS	14,500.00	14,500.00	0.00	100.00 <i>done</i>
Total Expenses	105,766.44	102,165.00	(3,601.44)	103.53
Net Income	\$ (1,653.84)	\$ 0.00	\$ 1,653.84	\$ 0.00


net
1053

BUDGET VS ACTUAL **Borough of Bellefonte** **For 12/31/2024**

Bellefonte Borough Council Packet February 3, 2025

PARKS	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
301.100.000 REAL ESTATE TAX REV - CURRENT	111,749.66	111,750.00	0.34	(100.00)
301.200.000 REAL ESTATE TAX REV-SUPPLEMENT	133.75	50.00	(83.75)	(267.50) <i>over</i>
301.400.000 REAL ESTATE TAX REV-DELINQUENT	2,421.96	1,400.00	(1,021.96)	(173.00) ✓
341.010.000 INTEREST INCOME - CKG, SVGS	291.91	35.00	(256.91)	(834.03) ✓
342.300.000 RENTAL REVENUE-GOVERNOR'S PARK	3,595.00	2,500.00	(1,095.00)	(143.80) ✓
342.301.000 RENTAL REVENUE-TALLEYRAND PAR	1,075.00	800.00	(275.00)	(134.38) ✓
342.302.000 TALLEYRAND APPLICATION FEE	315.00	200.00	(115.00)	(157.50) ✓
342.460.000 USE OF BALLFIELDS AT GOV PARK	4,000.00	1,000.00	(3,000.00)	(400.00) ✓
354.400.000 INTERGOVERNMENTAL REVENUE	626.46	875.00	248.54	(71.60)
367.800.000 SALE OF FISH FOOD REVENUE	2,270.66	1,500.00	(770.66)	(151.38) <i>over - not bud.</i>
383.160.000 SPECIAL EVENT FEE REVENUE	250.00	0.00	(250.00)	0.00 <i>over - not bud.</i>
387.000.000 DONATION REVENUE	30,165.67	25.00	(30,140.67)	(120,662.68) <i>over - not bud.</i>
391.900.000 SALE OF ASSETS	1,150.00	0.00	(1,150.00)	0.00
Total Revenues	158,045.07	120,135.00	(37,910.07)	(131.56)
Expenses				
451.112.000 SALARY EXPENSE	60,818.58	58,000.00	(2,818.58)	104.86 <i>over</i>
451.192.000 SOCIAL SECURITY EXPENSE	4,652.64	4,440.00	(212.64)	104.79 ✓
451.210.000 OFFICE SUPPLIES EXPENSE	30.00	50.00	20.00	60.00
451.215.000 POSTAGE EXPENSE	15.00	25.00	10.00	60.00
451.231.000 FUEL EXPENSE	4,921.13	4,000.00	(921.13)	123.03 <i>over</i>
451.240.000 FISH FOOD EXPENSE	143.43	90.00	(53.43)	159.37 ✓
451.247.000 MATERIALS & SUPPLIES EXPENSE	5,705.49	5,900.00	194.51	96.70
451.251.000 VEHICLE/EQUIPMENT MAINT EXP	1,939.05	3,900.00	1,960.95	49.72
451.260.000 MINOR EQUIPMENT EXPENSE	0.00	2,000.00	2,000.00	0.00
451.311.000 AUDIT EXPENSE	200.00	300.00	100.00	66.67
451.314.000 LEGAL EXPENSE	46.25	0.00	(46.25)	0.00 <i>over - not bud.</i>
451.317.000 DATA PROCESSING EXPENSE	100.00	100.00	0.00	100.00 <i>done</i>
451.321.000 TELEPHONE EXPENSE	135.94	175.00	39.06	77.68
451.342.000 PRINTING EXPENSE	0.00	50.00	50.00	0.00
451.351.000 COMMERCIAL INSURANCE EXPENSE	4,000.00	4,000.00	0.00	100.00 <i>done</i>
451.354.000 WORKERS COMP INSURANCE EXPENSE	2,800.00	2,800.00	0.00	100.00
451.361.000 ELECTRICITY EXPENSE	2,556.26	1,650.00	(906.26)	154.92 <i>over</i>
451.375.000 PROPERTY MAINTANANCE EXPENSE	1,418.36	1,500.00	81.64	94.56
451.376.000 PARK IMPROVEMENTS & EQUIP EXP	450.00	3,030.00	2,580.00	14.85
451.384.000 EQUIPMENT RENTAL EXPENSE	218.90	200.00	(18.90)	109.45 <i>over</i>
451.450.000 CONTRACTED SERVICES EXP	4,950.00	4,500.00	(450.00)	110.00 ✓
451.470.000 LEASE PAYMENT EXPENSE	0.00	10,425.00	10,425.00	0.00
451.700.000 CAPITAL EXPENDITURES	13,321.04	13,000.00	(321.04)	102.47 <i>over</i>
Total Expenses	108,422.07	120,135.00	11,712.93	90.25

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

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	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Net Income	\$ 49,623.00	\$ 0.00	\$ (49,623.00)	\$ 0.00

PARKS

Net Income

net income

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

WATER	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
331.500.000 PENALTY REVENUE	9.35	0.00	(9.35)	0.00 <i>over - not bud.</i>
341.010.000 INTEREST INCOME - CKG, SVGS	1,583.65	850.00	(733.65)	(186.31) <i>over</i>
341.020.000 INTEREST-SWEEP ACCT	50,995.02	0.00	(50,995.02)	0.00 <i>over - not bud.</i>
342.401.000 RENTAL INCOME-SHENTEL	600.00	0.00	(600.00)	0.00 <i>over - not bud.</i>
378.000.000 WATER COLLECTIONS REVENUE	1,457,617.07	1,594,115.00	136,497.93	(91.44) <i>over</i>
378.001.000 SALE OF BULK WATER REVENUE	50,118.65	60,000.00	9,881.35	(83.53)
378.002.000 CW LINE CAPITAL PROJECTS REV	14,109.84	15,250.00	1,140.16	(92.52)
378.122.000 BULK WATER REV-NIAGARA-HOWARD PLANT	54,180.17	75,000.00	20,819.83	(72.24)
378.700.000 BULK WATER REVENUE-MILESBURG	41,676.52	45,000.00	3,323.48	(92.61)
378.901.000 METER/PIT/ETC SALES REVENUE	13,554.68	3,000.00	(10,554.68)	(451.82) <i>over</i>
378.903.000 VACANCY APPLICATION REVENUE	390.00	210.00	(180.00)	(185.71)
378.904.000 WATER ON/OFF FEE REVENUE	120.00	120.00	0.00	(100.00)
378.905.000 SERVICES PROVIDED BY WATER DEP	402.09	1,000.00	597.91	(40.21)
378.906.000 POSTING FEE REVENUE	935.00	300.00	(635.00)	(311.67) <i>over</i>
383.400.000 CAPACITY FEES & ASSESSMENT REV	73,650.83	6,070.00	(67,580.83)	(1,213.36)
389.000.000 MISCELLANEOUS REVENUE	777.75	0.00	(777.75)	0.00 <i>over - not bud.</i>
389.003.000 FEE REVENUE	60.00	0.00	(60.00)	0.00
391.100.000 SALE OF FIXED ASSETS REVENUE	16,410.00	0.00	(16,410.00)	0.00
392.095.000 TRANSFER IN FROM CAPITAL PROJ	0.00	168,675.00	168,675.00	0.00 <i>bid. # only</i>
Total Revenues	1,777,190.62	1,969,590.00	192,399.38	(90.23)
Expenses				
448.112.000 SALARY EXPENSE	400,911.82	376,000.00	(24,911.82)	106.63 <i>over</i>
448.180.000 OVERTIME WAGES EXPENSE	24,633.02	30,000.00	5,366.98	82.11
448.191.000 WORKBOOTS EXPENSE	1,301.54	1,400.00	98.46	92.97
448.192.000 SOCIAL SECURITY EXPENSE	31,385.46	31,000.00	(385.46)	101.24 <i>over</i>
448.193.000 ENROLLMENT/ADMIN EXP-RETIREMEN	20.00	175.00	155.00	11.43
448.196.000 HEALTH INSURANCE EXPENSE	57,131.99	80,000.00	22,868.01	71.41
448.197.000 RETIREMENT EXPENSE	27,582.38	33,000.00	5,417.62	83.58
448.198.000 HEALTH CARE EXPENSE - IN HOUSE	4,093.55	4,600.00	506.45	88.99
448.199.000 LIFE INSURANCE EXPENSE	880.81	975.00	94.19	90.34
448.210.000 OFFICE SUPPLIES EXPENSE	942.35	1,200.00	257.65	78.53
448.215.000 POSTAGE EXPENSE	2,904.42	3,000.00	95.58	96.81
448.221.000 CHEMICAL EXPENSE	22,897.57	21,000.00	(1,897.57)	109.04 <i>over</i>
448.231.000 FUEL EXPENSE	11,135.64	12,000.00	864.36	92.80
448.238.000 CLOTHING & UNIFORM EXPENSE	2,050.61	3,100.00	1,049.39	66.15
448.246.000 REPAIR/MAINT/MISC SUPP EXP	17,250.05	30,000.00	12,749.95	57.50
448.249.000 COMPUTER SOFTWARE EXPENSE	11,861.22	11,800.00	(61.22)	100.52 <i>over</i>
448.251.000 VEHICLE & EQUIP MAINT EXP	22,933.50	24,000.00	1,066.50	95.56
448.253.000 REPAIRS TO WATER SYSTEM EXP	58,325.09	50,000.00	(8,325.09)	116.65 <i>over</i>
448.254.000 PUMP MAINT/REPAIRS EXPENSE	138.89	4,000.00	3,861.11	3.47
448.255.000 WATER METER MAINT/REPLACE EXP	95,164.51	85,000.00	(10,164.51)	111.96 <i>over</i>

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
WATER				
448.260.000 TOOLS & MINOR EQUIPMENT EXP	5,752.72	5,500.00	(252.72)	104.59 <i>over</i>
448.311.000 AUDIT EXPENSE	6,800.00	6,800.00	0.00	100.00 <i>done</i>
448.313.000 ENGINEERING EXPENSE	38,729.46	2,000.00	(36,729.46)	1,936.47 <i>over</i>
448.314.000 LEGAL EXPENSE	3,972.91	2,000.00	(1,972.91)	198.65 <i>over</i>
448.316.000 WATER TESTING EXPENSE	9,730.50	8,000.00	(1,730.50)	121.63 <i>over</i>
448.317.000 DATA PROCESSING EXPENSE	975.22	1,500.00	524.78	65.01
448.318.000 SERVICE AGREEMENT EXPENSE	2,637.50	1,100.00	(1,537.50)	239.77 <i>over</i>
448.319.000 PEST CONTROL EXPENSE	920.00	1,200.00	280.00	76.67
448.320.000 IT SERVICES EXPENSE	2,097.00	6,500.00	4,403.00	32.26
448.321.000 TELEPHONE EXPENSE	4,825.21	5,700.00	874.79	84.65
448.324.000 CELL PHONE/IPAD EXPENSE	3,577.27	3,900.00	322.73	91.72
448.325.000 INTERNET EXPENSE	7,087.14	7,000.00	(87.14)	101.24 <i>over</i>
448.329.000 SCADA SYSTEM EXPENSE	7,232.93	7,000.00	(232.93)	103.33 <i>over</i>
448.331.000 TRAVEL EXPENSE	38.62	50.00	11.38	77.24
448.341.000 ADVERTISING EXPENSE	100.76	400.00	299.24	25.19
448.342.000 PRINTING EXPENSE	1,213.60	1,000.00	(213.60)	121.36 <i>over</i>
448.344.000 COPY EXPENSE	50.00	350.00	300.00	14.29
448.351.000 COMMERCIAL INS EXPENSE	35,285.05	41,100.00	5,814.95	85.85
448.354.000 WORKERS COMP INS EXPENSE	22,000.00	18,000.00	(4,000.00)	122.22 <i>over</i>
448.361.000 ELECTRICITY EXPENSE	219,839.20	190,000.00	(29,839.20)	115.70
448.362.000 HEATING OIL EXP - PUMP HOUSE	761.37	4,500.00	3,738.63	16.92
448.376.000 MAINT OF PUMP HOUSES EXPENSE	558.33	4,000.00	3,441.67	13.96
448.377.000 MAINTENANCE OF RESERVOIR EXP	0.00	1,000.00	1,000.00	0.00
448.378.000 MAINT OF STREETS EXPENSE	32,165.15	25,000.00	(7,165.15)	128.66 <i>over</i>
448.384.000 EQUIPMENT RENTAL EXPENSE	0.00	1,000.00	1,000.00	0.00
448.399.000 LEASE PAYMENTS EXPENSE	372.38	8,480.00	8,107.62	4.39
448.420.000 DUES/MEMBERSHIP/SUB EXP	536.34	1,000.00	463.66	53.63
448.450.000 CONTRACTED SERVICES EXPENSE	8,091.59	20,000.00	11,908.41	40.46
448.460.000 TRAINING/MEETING EXPENSE	3,670.00	4,200.00	530.00	87.38
448.470.000 CDL/OTHER LICENSE EXPENSE	225.00	300.00	75.00	75.00
448.471.000 DRUG TESTING EXPENSE	205.77	400.00	194.23	51.44
448.473.000 OPERATORS LICENSE FEE EXP	630.00	360.00	(270.00)	175.00 <i>over</i>
448.474.000 REPAIRS TO PERSONAL PROP EXP	0.00	1,000.00	1,000.00	0.00
448.475.000 OTHER FEES EXPENSE	10,272.00	11,500.00	1,228.00	89.32
448.478.000 SALES TAX EXPENSE	89.66	250.00	160.34	35.86
448.700.000 CAPITAL EXPENDITURES	518,174.46	585,000.00	66,825.54	88.58
448.701.000 CAPITAL EXPENDITURE-WATER LINE	80,760.84	65,000.00	(15,760.84)	124.25 <i>over</i>
492.001.000 TRANSFER TO GENERAL FUND	110,000.00	110,000.00	0.00	100.00 <i>done</i>
492.095.000 TRANSFER TO CAPITAL PROJECTS	15,250.00	15,250.00	0.00	100.00
Total Expenses	1,948,172.40	1,969,590.00	21,417.60	98.91
Net income	\$ (170,981.78) \$	0.00 \$	170,981.78 \$	0.00

not
100%

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

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Bellefonte Borough Council Packet February 3, 2025

SEWER	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
341.005.000 INTEREST INCOME-MONEY MARKET	57,157.22	36,500.00	(20,657.22)	(156.60) <i>over</i>
341.010.000 INTEREST INCOME - CKG, SVGS	1,381.16	145.00	(1,236.16)	(952.52) ✓
364.110.000 SEWER COLLECTION REVENUE	1,835,321.33	1,852,000.00	16,678.67	(99.10)
364.111.000 SEWER CAPITAL IMPROVEMENTS REV	15,000.00	15,000.00	0.00	(100.00) <i>done</i>
364.171.000 SURCHARGE REVENUE	869.49	1,000.00	130.51	(86.95)
364.172.000 PRETREATMENT REVENUE	3,710.53	3,600.00	(110.53)	(103.07) <i>over</i>
364.174.000 WASTE DISPOSAL REVENUE	102,654.91	78,000.00	(24,654.91)	(131.61) ✓
364.180.000 BULK WATER LOADS REVENUE	3,354.00	2,400.00	(954.00)	(139.75) ✓
364.901.000 BULK HAULING PERMIT REVENUE	120.00	120.00	0.00	(100.00)
364.904.000 CAPITAL IMPROVEMENTS-SBW	120,522.09	210,000.00	89,477.91	(57.39)
364.905.000 OPERATING SPRING, BENNER, WALKER	1,689,157.57	1,420,220.00	(268,937.57)	(118.94) <i>over</i>
383.400.000 TAP FEES & ASSESSMENTS REVENUE	13,296.07	0.00	(13,296.07)	0.00 <i>over - not bud.</i>
389.000.000 MISCELLANEOUS REVENUE-FAC	1,468.35	0.00	(1,468.35)	0.00 ✓
399.001.000 USE OF RESERVES	0.00	186,650.00	186,650.00	0.00 <i>bud, # only</i>
Total Revenues	3,844,012.72	3,805,635.00	(38,377.72)	(101.01)
Expenses				
429.112.000 SALARY EXPENSE-FACILITY	681,684.99	665,000.00	(16,684.99)	102.51 <i>over</i>
429.112.000 SALARY EXPENSE-SYSTEM	52,123.36	50,750.00	(1,373.36)	102.71 ✓
429.180.000 OVERTIME WAGES EXPENSE-FAC	37,385.38	26,000.00	(11,385.38)	143.79 ✓
429.180.000 OVERTIME WAGES EXPENSE-SYS	607.19	1,000.00	392.81	60.72
429.191.000 WORKBOOTS EXPENSE	2,275.76	2,200.00	(75.76)	103.44 <i>over</i>
429.192.000 SOCIAL SECURITY EXPENSE-FAC	52,987.13	52,000.00	(987.13)	101.90 ✓
429.192.000 SOCIAL SECURITY EXPENSE-SYS	3,922.68	3,950.00	27.32	99.31
429.193.000 ENROLLMENT/ADMIN EXP-RETIREMEN	40.00	210.00	170.00	19.05
429.194.000 UNEMPLOYMENT COMP EXPENSE	5,840.00	0.00	(5,840.00)	0.00 <i>over - not bud.</i>
429.196.000 HEALTH INSURANCE EXPENSE-FAC	132,638.35	157,500.00	24,861.65	84.21
429.196.000 HEALTH INS EXPENSE-SYSTEM	8,476.87	3,300.00	(5,176.87)	256.87 <i>over</i>
429.197.000 RETIREMENT EXPENSE-FAC	42,663.29	55,000.00	12,336.71	77.57
429.197.000 RETIREMENT EXPENSE-SYSTEM	4,887.66	4,750.00	(137.66)	102.90 <i>over</i>
429.198.000 HEALTH CARE EXPENSE - IN HOUSE	4,666.38	10,150.00	5,483.62	45.97
429.199.000 LIFE INSURANCE EXPENSE-FAC	1,665.46	1,800.00	134.54	92.53
429.199.000 LIFE INS EXPENSE-SYSTEM	118.08	125.00	6.92	94.46
429.210.000 OFFICE SUPPLIES EXP - FACILITY	1,251.21	1,300.00	48.79	96.25
429.210.000 OFFICE SUPPLIES EXPENSE - SYSTEM	200.00	350.00	150.00	57.14
429.215.000 POSTAGE EXPENSE - FACILITY	264.80	200.00	(64.80)	132.40 <i>over</i>
429.215.000 POSTAGE EXPENSE-SYSTEM	1,238.53	1,600.00	361.47	77.41
429.217.000 SHIPPING FEES EXP-FAC	34.60	200.00	165.40	17.30
429.217.000 SHIPPING FEES EXP-SYS	0.00	25.00	25.00	0.00
429.221.000 CHEMICAL EXPENSE	190,678.74	165,000.00	(25,678.74)	115.56 <i>over</i>
429.225.000 LABORATORY SUPPLIES EXPENSE	6,435.33	7,000.00	564.67	91.93
429.231.000 FUEL EXPENSE - FACILITY	6,081.19	8,800.00	2,718.81	69.10


BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

SEWER	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
429.231.A00 FUEL EXPENSE - SYSTEM	1,035.74	1,900.00	864.26	54.51
429.238.000 CLOTHING & UNIFORM EXPENSE	3,467.91	4,200.00	732.09	82.57
429.248.000 COMPUTER SOFTWARE EXPENSE-FAC	1,140.75	1,200.00	59.25	95.06
429.248.A00 COMPUTER SOFTWARE EXPENSE-SYS	8,007.93	7,850.00	(157.93)	102.01 <i>over</i>
429.249.000 MATERIALS & SUPPLIES EXPENSE - FAC	3,300.42	1,000.00	(2,300.42)	330.04
429.249.A00 MATERIALS & SUPPLIES EXP - SYSTEM	2,019.08	1,800.00	(219.08)	112.17
429.251.A00 VEHICLE MAINT EXP - SYSTEM	2,480.87	2,500.00	19.13	99.23
429.252.000 EQUIPMENT MAINT EXP - FAC	133,308.82	185,000.00	51,691.18	72.06
429.252.A00 EQUIPMENT MAINT EXP - SYS	13,394.43	4,500.00	(8,894.43)	297.65 <i>over</i>
429.257.000 FACILITY MAINTENANCE EXPENSE	30,573.09	23,000.00	(7,573.09)	132.93
429.258.A00 SYSTEM MAINTENANCE EXPENSE	6,511.04	20,000.00	13,488.96	32.56
429.260.000 MINOR EQUIPMENT EXPENSE-FAC	2,505.09	4,000.00	1,494.91	62.63
429.260.A00 MINOR EQUIPMENT EXP - SYSTEM	1,084.40	1,000.00	(84.40)	108.44 <i>over</i>
429.276.000 SERVICE CONTRACT EXP - FAC	33,395.45	30,750.00	(2,645.45)	108.60
429.310.A00 I & I EXPENSE - SYSTEM	16,200.00	20,000.00	3,800.00	81.00
429.311.000 AUDIT EXPENSE	8,300.00	8,300.00	0.00	100.00 <i>done</i>
429.313.000 ENGINEERING EXPENSE - FACILITY	74,896.67	30,000.00	(44,896.67)	249.66 <i>over</i>
429.313.A00 ENGINEERING EXPENSE - SYSTEM	0.00	1,000.00	1,000.00	0.00
429.313.B00 ENGINEERING EXP - FAC (NOT BILLABLE)	0.00	250.00	250.00	0.00
429.314.000 LEGAL EXPENSE-FACILITY	7,622.76	3,000.00	(4,622.76)	254.09 <i>over</i>
429.314.A00 LEGAL EXPENSE - SYSTEM	2,946.06	3,000.00	53.94	98.20
429.316.000 ANALYTICAL TESTING EXP	38,144.80	40,000.00	1,855.20	95.36
429.317.000 DATA PROCESSING EXPENSE	1,145.13	1,550.00	404.87	73.88
429.319.000 PEST CONTROL EXPENSE	440.00	575.00	135.00	76.52
429.320.000 IT SERVICES EXPENSE-FAC	12,076.57	6,000.00	(6,076.57)	201.28 <i>over</i>
429.320.A00 IT SERVICES EXPENSE-SYSTEM	0.00	500.00	500.00	0.00
429.321.000 TELEPHONE EXPENSE-FACILITY	1,400.27	2,000.00	599.73	70.01
429.321.A00 TELEPHONE EXPENSE-SYSTEM	1,308.84	1,900.00	591.16	68.89
429.324.000 CELL PHONE/TABLET EXPENSE-FACILITY	2,597.07	3,100.00	502.93	83.78
429.324.A00 CELL PHONE EXPENSE - SYSTEM	180.00	240.00	60.00	75.00
429.325.000 INTERNET EXPENSE	2,070.84	1,550.00	(520.84)	133.60 <i>over</i>
429.329.000 SCADA SYSTEM MAINT EXP	0.00	2,500.00	2,500.00	0.00
429.331.000 TRAVEL EXPENSES-FACILITY	0.00	50.00	50.00	0.00
429.331.A00 TRAVEL EXPENSES-SYSTEM	0.00	25.00	25.00	0.00
429.341.000 ADVERTISING EXPENSE	402.98	1,000.00	597.02	40.30
429.342.000 PRINTING EXPENSE - FACILITY	193.29	200.00	6.71	96.65
429.342.A00 PRINTING EXPENSE - SYSTEM	751.12	1,000.00	248.88	75.11
429.344.000 COPY EXPENSE-FACILITY	231.24	450.00	218.76	51.39
429.344.A00 COPY EXPENSE - SYSTEM	53.07	175.00	121.93	30.33
429.350.000 INSURANCE EXPENSE	2,113.00	2,500.00	387.00	84.52
429.351.000 COMMERCIAL INSURANCE EXPENSE	65,496.50	65,500.00	3.50	99.99 <i>done</i>
429.354.000 WORKERS COMP INS EXP-FACILITY	34,001.00	30,000.00	(4,001.00)	113.34 <i>over</i>
429.354.A00 WORKER'S COMP INS EXP-SYSTEM	2,200.00	2,200.00	0.00	100.00 <i>done</i>
429.361.000 ELECTRICITY EXPENSE	317,150.49	315,000.00	(2,150.49)	100.68 <i>over</i>
429.362.000 NATURAL GAS EXPENSE	9,609.13	12,500.00	2,890.87	76.87
429.372.A00 SEWER LINE MAINT EXP - SYSTEM	220.00	0.00	(220.00)	0.00 <i>over - not bid.</i>
429.374.000 COPIER RENTAL/MAINT EXP	440.97	1,400.00	959.03	31.50

BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024


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Bellefonte Borough Council Packet February 3, 2025

	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
SEWER				
429.378.A00 MAINT OF STREETS EXP - SYSTEM	6,298.16	3,000.00	(3,298.16)	209.94 <i>over</i>
429.384.000 EQUIPMENT RENTAL EXP-FACILITY	2,499.00	400.00	(2,099.00)	624.75 ✓
429.384.A00 EQUIPMENT RENTAL EXP-SYSTEM	0.00	800.00	800.00	0.00
429.399.000 LEASE PAYMENT EXP-FAC	49,205.63	49,150.00	(55.63)	100.11 <i>over</i>
429.399.A00 LEASE PAYMENT EXP-SYSTEM	8,478.04	8,480.00	1.96	99.98 <i>done</i>
429.420.A00 DUES/ MEMBERSHIPS/SUB EXP-FAC	518.00	550.00	32.00	94.18
429.420.A00 SUBSCRIPTION EXP-SYSTEM	17.33	30.00	12.67	57.77
429.450.000 CONTRACTED SERVICES EXP - FAC	175.00	5,000.00	4,825.00	3.50
429.450.A00 CONTRACTED SERVICES EXP - SYSTEM	1,540.00	1,000.00	(540.00)	154.00 <i>over</i>
429.460.000 TRAINING EXPENSE	3,925.00	17,000.00	13,075.00	23.09
429.469.000 BIOSOLIDS RECYCLING EXPENSE	62,159.25	65,000.00	2,840.75	95.63
429.470.000 CDL/OTHER LICENSE EXPENSE	1,477.50	550.00	(927.50)	268.64 <i>over</i>
429.471.000 DRUG TESTING EXPENSE	96.21	200.00	103.79	48.11
429.472.000 PERMIT FEES EXPENSE	3,875.00	4,100.00	225.00	94.51
429.473.000 OPERATORS LICENSE EXP-FAC	360.00	1,075.00	715.00	33.49
429.473.A00 OPERATORS LICENSE EXP-SYS	100.00	0.00	(100.00)	0.00 <i>over - not bud.</i>
429.475.A00 REPAIRS TO PERSONAL PROP EXP-SYS	2,500.00	2,000.00	(500.00)	125.00 <i>over</i>
429.476.000 OTHER FEES EXPENSE	999.21	1,100.00	100.79	90.84
429.480.000 MISCELLANEOUS EXPENSE-FACILITY	0.00	50.00	50.00	0.00
429.700.C00 CAPITAL EXPENDITURES - FACILITY	231,290.92	500,000.00	268,709.08	46.26
429.705.A00 CAPITAL EXPENDITURES - SYSTEM	9,951.00	240,000.00	230,049.00	4.15
472.403.A00 PENN WORKS LOAN EXP - PRINCIPAL	0.00	325,635.00	325,635.00	0.00
472.404.A00 PENN WORKS LOAN EXP - INTEREST	21,509.78	21,555.00	45.22	99.79
472.405.A00 RELIANCE LOAN EXP - PRINCIPAL	0.00	60,330.00	60,330.00	0.00
472.406.A00 RELIANCE LOAN EXP - INTEREST	8,574.08	8,025.00	(549.08)	106.84 <i>over</i>
472.411.A00 NORTHWEST LOAN #3892 PRINCIPAL	0.00	170,390.00	170,390.00	0.00
472.412.A00 NORTHWEST LOAN #3892 INTEREST	78,298.57	77,740.00	(558.57)	100.72 <i>over</i>
475.000.A00 TRUSTEE FEE EXPENSE	1,100.00	1,100.00	0.00	100.00 <i>done</i>
492.001.B00 TRANSFER TO GENERAL FUND	150,000.00	150,000.00	0.00	100.00 ✓
492.095.B00 TRANSFER TO CAPITAL PROJ FUND	27,000.00	27,000.00	0.00	100.00 ✓
Total Expenses	2,754,531.48	3,805,635.00	1,051,103.52	72.38
Net Income	\$ 1,089,481.24 \$	0.00 \$	\$ (1,089,481.24) \$	0.00

not income

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

REFUSE	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
341.010.000 INTEREST INCOME - CKG, SVGS	1,506.70	240.00	(1,266.70)	(627.79) <i>over</i>
358.050.000 CONTRACTED INTERGOV'TAL REV	5,909.50	9,800.00	3,890.50	(60.30)
364.300.000 REFUSE COLLECTIONS REVENUE	1,206,637.54	1,211,575.00	4,937.46	(99.59)
364.305.000 SPECIAL COLLECTIONS REVENUE	3,612.50	3,400.00	(212.50)	(106.25) <i>over</i>
364.307.000 GRASS/BRUSH COLLECTION FEE	12,390.00	12,000.00	(390.00)	(103.25) ✓
364.400.000 COMMERCIAL HAULERS COMPOST FEE	350.00	100.00	(250.00)	(350.00) ✓
364.520.000 FEE FOR REFUSE CONTAINERS	4,185.00	700.00	(3,485.00)	(597.86) ✓
364.521.000 FEE FOR RECYCLING CONTAINERS	7.00	35.00	28.00	(20.00) ✓
364.901.000 FEE FOR BAGS OF COMPOST	285.00	0.00	(285.00)	0.00 <i>over - real</i>
380.000.000 MISCELLANEOUS REVENUE	10.00	0.00	(10.00)	0.00 <i>over - not bind.</i>
Total Revenues	1,234,893.24	1,237,850.00	2,956.76	(99.76)
Expenses				
427.112.000 SALARY EXPENSE	290,204.77	275,500.00	(14,704.77)	105.34 <i>over</i>
427.180.000 OVERTIME WAGES EXPENSE	6,497.81	9,800.00	3,302.19	66.30
427.191.000 WORKBOOTS EXPENSE	789.95	800.00	10.05	98.74
427.192.000 SOCIAL SECURITY EXPENSE	21,892.44	21,000.00	(892.44)	104.25 <i>over</i>
427.193.000 ENROLLMENT/ADMIN EXP-RETIREMEN	0.00	85.00	85.00	0.00
427.196.000 HEALTH INSURANCE EXP	47,344.17	62,000.00	14,655.83	76.36
427.197.000 RETIREMENT EXPENSE	25,801.31	26,000.00	198.69	99.24
427.198.000 HEALTH CARE EXPENSE - IN HOUSE	1,901.84	3,100.00	1,198.16	61.35
427.199.000 LIFE INSURANCE EXPENSE	721.85	750.00	28.15	96.25
427.210.000 OFFICE SUPPLIES EXPENSE	241.98	350.00	108.02	69.14
427.215.000 POSTAGE EXPENSE	1,503.33	1,600.00	96.67	93.96
427.231.000 FUEL EXPENSE	27,629.85	34,000.00	6,370.15	81.26
427.238.000 CLOTHING & UNIFORM EXPENSE	1,988.52	2,400.00	411.48	82.86
427.249.000 COMPUTER SOFTWARE EXPENSE	9,148.68	8,500.00	(648.68)	107.63 <i>over</i>
427.250.000 REPAIR/ MAINT/MISC SUPP EXP	982.02	2,500.00	1,517.98	39.28
427.251.000 COLLECTION EQUIP/EQUIP MAINT EXP	46,841.00	26,000.00	(20,841.00)	180.16 <i>over</i>
427.260.000 MINOR EQUIPMENT EXPENSE	83.33	500.00	416.67	16.67
427.311.000 AUDIT EXPENSE	1,850.00	1,850.00	0.00	100.00 <i>done</i>
427.314.000 LEGAL EXPENSE	0.00	200.00	200.00	0.00
427.317.000 DATA PROCESSING EXPENSE	475.00	475.00	0.00	100.00 <i>done</i>
427.319.000 PEST CONTROL EXPENSE	1,116.00	1,175.00	59.00	94.98
427.320.000 IT SERVICES EXPENSE	0.00	100.00	100.00	0.00
427.321.000 TELEPHONE EXPENSE	1,272.20	1,525.00	252.80	83.42
427.324.000 CELL PHONE EXPENSE	2,100.00	1,620.00	(480.00)	129.63 <i>over</i>
427.325.000 INTERNET EXPENSE	1,505.28	1,430.00	(75.28)	105.26 ✓
427.326.000 EMERGENCY NOTIFICATION EXPENSE	1,250.00	1,000.00	(250.00)	125.00 ✓
427.327.000 RADIO MAINTENANCE EXPENSE	0.00	100.00	100.00	0.00
427.328.000 GATE EXPENSES	330.00	190.00	(140.00)	173.68 <i>over</i>
427.341.000 ADVERTISING EXPENSE	306.68	300.00	(6.68)	102.23 ✓

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
REFUSE	873.58	750.00	(123.58)	116.48
427,342.000 PRINTING EXPENSE	25.00	150.00	125.00	16.67
427,344.000 COPY EXPENSE	12,000.00	12,000.00	0.00	100.00
427,351.000 COMMERCIAL INS EXPENSE	16,803.00	13,000.00	(3,803.00)	129.25
427,354.000 WORKERS COMP INSURANCE EXP	1,900.32	2,000.00	99.68	95.02
427,361.000 ELECTRICITY EXPENSE	1,122.84	2,000.00	877.16	56.14
427,362.000 HEATING OIL EXPENSE	26,550.00	28,000.00	1,450.00	94.82
427,364.000 CARDBOARD RECYCLING PROG-CCRRA	249,996.94	265,000.00	15,003.06	94.34
427,365.000 TIPPING FEES EXP - CCRRA	243,060.62	250,000.00	6,939.38	97.22
427,367.000 CURBSIDE RECYCLING EXP - CCRRA	29,380.00	29,750.00	370.00	98.76
427,368.000 COMMERCIAL RECYCLING EXP-CCRRA	246.00	375.00	129.00	65.60
427,369.000 OTHER RECYCLING EXPENSE-CCRRA	4,178.42	2,400.00	(1,778.42)	174.10
427,373.000 BUILDING REPAIR & MAINT EXP	2,380.23	0.00	(2,380.23)	0.00
427,384.000 EQUIPMENT RENTAL EXPENSE	372.38	8,480.00	8,107.62	4.39
427,400.000 LEASE PAYMENT EXPENSE	17.33	20.00	2.67	86.65
427,420.000 DUES/MEMBER/SUB EXPENSE	2,000.00	12,000.00	10,000.00	16.67
427,450.000 CONTRACTED SERVICES EXPENSE	210.00	125.00	(85.00)	168.00
427,460.000 TRAINING EXPENSE	1,785.50	200.00	(1,585.50)	892.75
427,470.000 CDL LICENSE EXPENSE	109.56	250.00	140.44	43.82
427,471.000 DRUG TESTING EXPENSE	0.00	1,000.00	1,000.00	0.00
427,474.000 REPAIR/REPLACE PRIVATE PRO	0.00	50.00	50.00	0.00
427,475.000 MISCELLANEOUS EXPENSE	350.00	450.00	100.00	77.78
427,742.000 LICENSE/PERMIT/FEE EXPENSE	75,000.00	75,000.00	0.00	100.00
492,001.000 TRANSFER TO GENERAL FUND	50,000.00	50,000.00	0.00	100.00
492,095.000 TRANSFER TO CAPITAL PROJECTS				
Total Expenses	1,212,139.73	1,237,850.00	25,710.27	97.92
Net Income	\$ 22,753.51	\$ 0.00	\$ (22,753.51)	\$ 0.00

income

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

SPECIAL PROJECTS

Revenues

340.000.000 INTEREST ON LOAN-KEYSTONE GRANT
 341.000.000 PRINCIPAL ON LOAN - KEYSTONE GRANT
 341.010.000 INTEREST INCOME - CKG, SVGS
 387.000.000 DONATION REVENUE
 399.001.000 USE OF RESERVES

Total Revenues

Y-T-D Actual	Annual Budget	Variance	Percent of Budget
3,425.68	3,450.00	24.32	(99.30)
23,504.00	23,480.00	(24.00)	(100.10) <i>over</i>
12,500.99	1,000.00	(11,500.99)	(1,250.10) ✓
0.00	35,000.00	35,000.00	0.00
0.00	1,108,160.00	1,108,160.00	0.00 <i>bud. # only</i>
39,430.67	1,171,090.00	1,131,659.33	(3.37)

Expenses

410.700.000 POLICE DEPT GRANT EXPENSE
 448.700.000 BIG SPRING COVER GRANT EXPENSE
 451.700.000 TALLEYRAND BANDSHELL GRANT EXPENSE
 465.700.000 GOV PARK BASEBALL FIELD GRANT EXP
 489.210.000 OFFICE SUPPLIES EXPENSE
 490.000.000 NITTANY VALLEY JT COMP PLAN
 498.100.000 AMERICAN RESCUE FUNDS EXPENSE
 498.101.000 PARKVIEW HEIGHTS STORMWATER PROJ-
 AMERICAN RESCUE FUNDS
 999.998. FOR FUTURE KEYSTONE GRANTS

Total Expenses

106,419.03	300,085.00	193,665.97	35.46
48,015.10	0.00	(48,015.10)	0.00 <i>over - not bud.</i>
0.00	400,000.00	400,000.00	0.00
125,367.14	182,000.00	56,632.86	68.88
20.00	75.00	55.00	26.67
432.63	0.00	(432.63)	0.00
27,317.86	261,000.00	233,682.14	10.47
263,184.50	0.00	(263,184.50)	0.00
0.00	27,930.00	27,930.00	0.00 <i>bud. # only</i>
570,756.26	1,171,090.00	600,333.74	48.74

Net Income

\$ (531,325.59)\$	0.00 \$	531,325.59 \$	0.00
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*net
1055*

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
LIQUID FUELS				
<u>Revenues</u>				
341,010.000 INTEREST INCOME - CKG, SVGS	1,945.62	1,300.00	(645.62)	(149.66) 00%
355,020.000 STATE AID REVENUE	171,607.13	170,990.00	(617.13)	(100.36) 00%
399,001.000 USE OF RESERVES	0.00	135,410.00	135,410.00	0.00 bud # only
Total Revenues	173,552.75	307,700.00	134,147.25	(56.40)
<u>Expenses</u>				
430,740.000 MAJOR EQUIPMENT EXPENSE	0.00	66,000.00	66,000.00	0.00
432,000.000 SNOW & ICE REMOVAL EXPENSE	25,993.24	65,000.00	39,006.76	39.99
436,000.000 STORM SEWERS & DRAINS EXP	21,701.66	75,000.00	53,298.34	28.94
437,000.000 REPAIRS OF TOOLS & MACHINERY EXP	254.81	1,700.00	1,445.19	14.99
439,000.000 PROJECT WORK EXPENSE	84,140.09	100,000.00	15,859.91	84.14
Total Expenses	132,089.80	307,700.00	175,610.20	42.93
Net Income	\$ 41,462.95 \$	0.00 \$	(41,462.95) \$	0.00

net
income

BUDGET VS ACTUAL
Borough of Bellefonte
For 12/31/2024

LM
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EMS	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
301.100.000 REAL ESTATE TAX REV-CURRENT	29,152.10	29,150.00	(2.10)	(100.01) <i>OK</i>
301.200.000 REAL ESTATE TAX REV-SUPPLEMENT	33.70	10.00	(23.70)	(337.00) ✓
301.400.000 REAL ESTATE TAX REV-DELINQUENT	526.48	300.00	(226.48)	(175.49) ✓
341.010.000 INTEREST INCOME-CHECKING	14.59	5.00	(9.59)	(291.80) ✓
Total Revenues	29,726.87	29,465.00	(261.87)	(100.89)
Expenses				
412.000.000 EMS EXPENSES	30,264.67	29,455.00	(809.67)	102.75 <i>OK</i>
412.210.000 OFFICE SUPPLIES EXPENSE	5.00	10.00	5.00	50.00
Total Expenses	30,269.67	29,465.00	(804.67)	102.73
Net Income	\$ (542.80)	\$ 0.00	\$ 542.80	\$ 0.00

net
1050

BUDGET VS ACTUAL **Borough of Bellefonte** **For 12/31/2024**

CAPITAL PROJECTS	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
341.010.000 INTEREST INCOME - CKG, SVGS	9,210.14	20,000.00	10,789.86	(46.05)
341.020.000 INTEREST-SWEEP ACCT	152,439.34	55,000.00	(97,439.34)	(277.16) <i>over</i>
392.001.000 TRANSFER IN FROM GENERAL FUND	117,500.00	117,500.00	0.00	(100.00) <i>done</i>
392.004.000 TRANSFER IN FROM FIRE EQUIPMENT	14,500.00	14,500.00	0.00	(100.00)
392.006.000 TRANSFER IN FROM WATER FUND-CW	15,250.00	15,250.00	0.00	(100.00)
392.008.000 TRANSFER IN FROM SEWER FUND	27,000.00	27,000.00	0.00	(100.00)
392.009.000 TRANSFER IN FROM REFUSE FUND	50,000.00	50,000.00	0.00	(100.00)
399.000.000 USE OF RESERVES - STREETS	0.00	280,000.00	280,000.00	0.00 <i>bud. # only</i>
399.006.000 USE OF RESERVES - WATER	0.00	188,500.00	188,500.00	0.00
Total Revenues	385,899.48	767,750.00	381,850.52	(50.26)
Expenses				
406.700.000 301 N SPRING ST RENOVATION EXP	348,885.39	0.00	(348,885.39)	0.00 <i>over - not bud.</i>
492.001.000 TRANSFER TO GENERAL FUND	0.00	350,000.00	350,000.00	0.00
492.006.000 TRANSFER TO WATER FUND	0.00	188,500.00	188,500.00	0.00
493.000.000 OFFICE SUPPLIES EXPENSE	6.36	5.00	(1.36)	127.20 <i>over</i>
500.001.000 FUTURE STREET PAVING	0.00	47,500.00	47,500.00	0.00
500.004.000 FUTURE FIRE EQUIPMENT PURCHASES	0.00	14,500.00	14,500.00	0.00
500.006.000 FUTURE WATER PROJECTS-CW	0.00	15,250.00	15,250.00	0.00
500.008.000 FUTURE SEWER PROJECTS	0.00	27,000.00	27,000.00	0.00
500.009.000 FUTURE REFUSE PROJECTS	0.00	50,000.00	50,000.00	0.00
500.099.000 FUTURE PROJECTS	0.00	74,995.00	74,995.00	0.00
Total Expenses	348,891.75	767,750.00	418,858.25	45.44
Net Income	\$ 37,007.73 \$	0.00 \$	(37,007.73) \$	0.00

net income

301 N SPRG ST BUDGET VS ACTUAL Borough of Bellefonte For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
Revenues				
341.010. INTEREST INCOME	97.19	100.00	2.81	(97.19)%
342.200. RENTAL INCOME	71,571.48	77,025.00	5,453.52	(92.92)%
391.100. SALE OF ITEMS	725.00	0.00	(725.00)	0.00%
392.001. TRANSFER IN FROM GENERAL FUND	18,005.00	18,005.00	0.00	(100.00)% <i>done</i>
Total Revenues	90,398.67	95,130.00	4,731.33	(95.03)%
Expenses				
400.246. MATERIALS & SUPPLIES EXPENSE - COUNCIL	1,645.89	0.00	(1,645.89)	0.00% <i>over - not bud.</i>
400.320. IT SERVICES EXPENSE - COUNCIL	0.00	3,200.00	3,200.00	0.00%
400.321. TELEPHONE EXPENSE - COUNCIL	258.47	400.00	141.53	64.62%
400.325. INTERNET EXPENSE - COUNCIL	572.89	200.00	(372.89)	286.45% <i>over</i>
400.351. COMMERCIAL INS EXPENSE - COUNCIL	600.00	600.00	0.00	100.00% <i>done</i>
400.361. ELECTRICITY EXPENSE - COUNCIL	210.00	210.00	0.00	100.00%
400.373. BUILDING MAINT/UPGRADE EXP-COUNCIL	59.57	1,000.00	940.43	5.96%
Subtotal - Council	3,346.82	5,610.00	2,263.18	59.66%
401.320. IT SERVICES EXPENSE - EXEC	0.00	1,200.00	1,200.00	0.00%
401.321. TELEPHONE EXPENSE - EXEC	186.56	235.00	48.44	79.39%
401.325. INTERNET EXPENSE - EXEC	572.89	200.00	(372.89)	286.45% <i>over</i>
401.351. COMMERCIAL INS EXP - EXEC	350.00	350.00	0.00	100.00% <i>done</i>
401.361. ELECTRICITY EXPENSE - EXEC	175.00	175.00	0.00	100.00% ✓
Subtotal - Executive	1,284.45	2,160.00	875.55	59.47%
406.226. JANITORIAL SUPPLIES EXPENSE - GG	396.75	450.00	53.25	88.17%
406.246. MATERIALS & SUPPLIES EXPENSE-GG	6,390.61	1,000.00	(5,390.61)	639.06% <i>over</i>
406.260. MINOR EQUIPMENT EXPENSE-GG	31.16	500.00	468.84	6.23%
406.318. JANITORIAL SERVICES EXP-GG	7,824.26	0.00	(7,824.26)	0.00% <i>over - not bud.</i> ✓
406.319. PEST CONTROL EXPENSE	50.00	0.00	(50.00)	0.00%
406.320. IT SERVICES EXPENSE - GG	1,300.00	9,000.00	7,700.00	14.44%
406.321. PHONE EXPENSE-GG	1,262.23	1,700.00	437.77	74.25%
406.325. INTERNET EXPENSE-GG	1,364.56	400.00	(964.56)	341.14% <i>over</i>
406.341. ADVERTISING EXPENSE-GG	47.96	0.00	(47.96)	0.00% <i>over - not bud.</i>
406.351. COMMERCIAL INSURANCE EXP-GG	5,044.00	12,100.00	7,056.00	41.69%
406.360. WATER/SEWER UTILITIES EXP-GG	443.56	0.00	(443.56)	0.00% <i>over - not + bud</i>
406.361. ELECTRICITY EXPENSE - GG	15,309.31	17,150.00	1,840.69	89.27%
406.362. NATURAL GAS EXP-GG	168.47	0.00	(168.47)	0.00% <i>over - not bud.</i>
406.367. REFUSE SERVICE EXP-GG	133.92	0.00	(133.92)	0.00%
406.369. SECURITY SYSTEM EXPENSE	2,401.16	5,000.00	2,598.84	48.02%
406.373. BUILDING/PROP MAINT/REPAIR EXP-GG	2,633.02	0.00	(2,633.02)	0.00% <i>over - not bud.</i>
406.450. CONTRACTED SERVICES EXPENSE	0.00	500.00	500.00	0.00%

301 N SPRG ST BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

	Y-T-D Actual	Annual Budget	Over/Under	Percent of Budget
Subtotal - General Government	44,800.97	47,800.00	2,999.03	93.73%
413.320. IT SERVICES EXPENSE - CODES	0.00	375.00	375.00	0.00%
413.321. TELEPHONE EXPENSE - CODES	100.00	100.00	0.00	100.00% <i>done</i>
413.325. INTERNET EXPENSE - CODES	329.45	105.00	(224.45)	313.76% <i>over</i>
413.351. COMMERCIAL INS EXPENSE - CODES	200.00	200.00	0.00	100.00% <i>done</i>
413.361. ELECTRICITY EXPENSE - CODES	125.00	125.00	0.00	100.00% <i>done</i>
Subtotal - Codes	754.45	905.00	150.55	83.36%
414.260. MINOR EQUIPMENT EXP-PLAN/ZONING	150.56	0.00	(150.56)	0.00% <i>over - not bud.</i>
414.320. IT SERVICES EXPENSE - PLAN/ZONING	0.00	850.00	850.00	0.00%
414.321. TELEPHONE EXPENSE-PLAN/ZONING	130.00	130.00	0.00	100.00% <i>done</i>
414.325. INTERNET EXPENSE - PLAN/ZONING	300.00	110.00	(190.00)	272.73% <i>over</i>
414.351. COMMERCIAL INS EXPENSE-PLAN/ZONING	278.11	550.00	271.89	50.57%
414.361. ELECTRICITY EXPENSE - PLAN/ZONING	100.00	100.00	0.00	100.00% <i>done</i>
Subtotal - Planning/Zoning	958.67	1,740.00	781.33	55.10%
468.320. IT SERVICES EXPENSE - HARB	0.00	150.00	150.00	0.00%
468.321. TELEPHONE EXPENSE - HARB	60.00	60.00	0.00	100.00% <i>done</i>
468.325. INTERNET EXPENSE - HARB	150.00	100.00	(50.00)	150.00% <i>over</i>
468.351. COMMERCIAL INS EXPENSE - HARB	10.00	10.00	0.00	100.00% <i>done</i>
468.361. ELECTRICITY EXPENSE - HARB	50.00	50.00	0.00	100.00%
Subtotal - HARB	270.00	370.00	100.00	72.97%
493.246. MATERIAL & SUPPLIES EXPENSE-RENTAL PROP	3,033.52	0.00	(3,033.52)	0.00% <i>over - not bud.</i>
493.318. JANITORIAL SERVICES EXP-RENTAL PROP	8,660.14	11,200.00	2,539.86	77.32%
493.351. COMMERCIAL INS. EXP-RENTAL PROP	1,084.89	0.00	(1,084.89)	0.00% <i>over - not bud.</i>
493.360. WATER/SEWER UTILITIES EXP-RENTAL PROP	1,879.08	3,225.00	1,345.92	58.27%
493.361. ELECTRICITY EXP-RENTAL PROP	2,910.73	0.00	(2,910.73)	0.00% <i>over - not bud.</i>
493.362. NATURAL GAS EXP-RENTAL PROP	254.74	475.00	220.26	53.63%
493.367. REFUSE SERVICE EXP-RENTAL PROP	178.81	345.00	166.19	51.83%
493.373. BUILDING MAINT EXP-RENTAL PROP	26,387.30	15,000.00	(11,387.30)	175.92% <i>over</i>
493.900. REAL ESTATE TAX EXP-RENTAL PROP	7,645.48	6,300.00	(1,345.48)	121.36%
Subtotal - Rental Prop	52,034.69	36,545.00	(15,489.69)	142.39%
Total Expense	\$ 103,450.05	\$ 95,130.00	\$ (8,320.05)	108.75%
Net Income/Loss	\$ (13,051.38)	\$ 0.00	\$ 13,051.38	0.00%

net 1066

BUDGET VS ACTUAL

Borough of Bellefonte

For 12/31/2024

BULK WATER	Y-T-D Actual	Annual Budget	Variance	Percent of Budget
Revenues				
341.010.000 INTEREST INCOME-CHECKING/SVGS	24,343.82	4,500.00	(19,843.82)	(540.97) <i>over</i>
342.200.000 RENTAL INCOME	15,600.00	15,600.00	0.00	(100.00) <i>done</i>
354.030.000 STATE GRANT PROCEEDS	287,939.11	327,000.00	39,060.89	(88.05)
378.122.000 BULK WATER-NIAGARA-HOWARD PLANT	54,180.13	95,000.00	40,819.87	(57.03)
378.700.000 MILESBURG WATER USAGE REVENUE	41,676.80	48,000.00	6,323.20	(86.83)
392.100.000 TRANSFER FROM IDA	200,000.00	0.00	(200,000.00)	0.00 <i>over - not bud.</i>
399.001.000 USE OF RESERVES	0.00	180,150.00	180,150.00	0.00 <i>bud. # only</i>
Total Revenues	623,739.86	670,250.00	46,510.14	(93.06)
Expenses				
406.900.000 REAL ESTATE TAX EXPENSE	1,739.28	0.00	(1,739.28)	0.00 <i>over - not bud.</i>
430.700.000 CAPITAL EXPENDITURES - MUSSER LANE	215,344.12	200,000.00	(15,344.12)	107.67 <i>over</i>
436.318.000 PARKVIEW HEIGHTS STORMWATER MGMT EXP	3,634.00	0.00	(3,634.00)	0.00 <i>over - not bud.</i>
451.361.000 ELECTRICITY-WATER ST PROPERTY	3,182.93	3,500.00	317.07	90.94
451.700.000 BASEBALL FIELD EQUIPMENT	0.00	30,000.00	30,000.00	0.00
451.800.000 WATER ST PROPERTY EXPENSES	2,849.88	1,000.00	(1,849.88)	284.99 <i>over</i>
455.215.000 POSTAGE EXPENSE	5.00	5.00	0.00	100.00 <i>done</i>
455.310.000 AUDIT EXPENSE	400.00	400.00	0.00	100.00 ✓
460.250.000 WATERFRONT EXPENSE	0.00	4,000.00	4,000.00	0.00
460.351.000 COMMERCIAL INS EXP-WATERFRONT	650.00	650.00	0.00	100.00 <i>done</i>
460.361.000 ELECTRICITY EXPENSE-WATERFRONT	1,390.99	1,500.00	109.01	92.73
463.500.000 CONTRIBUTION TO CBICC	0.00	1,000.00	1,000.00	0.00
465.210.000 OFFICE SUPPLIES EXPENSE	30.00	30.00	0.00	100.00 <i>done</i>
471.710.000 WATER ST BUILDING LOAN-FNB #4440- PRINCIPAL	26,625.26	24,555.00	(2,070.26)	108.43 <i>over</i>
471.711.000 WATER ST BUILDING LOAN-FNB #4440- INTEREST	1,115.83	1,055.00	(60.83)	105.77 <i>over</i>
472.401.000 PRIN PMTS-NW LOAN #3432-WATERFRONT	56,658.00	56,635.00	(23.00)	100.04 <i>over</i>
472.402.000 INT EXP-NW LOAN #3432-WATERFRONT	15,119.88	15,145.00	25.12	99.83
481.500.000 CONSERVATION OF NAT'L RESOURCE	3,774.75	3,775.00	0.25	99.99
490.005.000 STREETSCAPE PROJECT EXP	260,728.88	327,000.00	66,271.12	79.73 <i>done</i>
Total Expenses	593,248.80	670,250.00	77,001.20	88.51
Net Income	\$ 30,491.06 \$	0.00 \$	(30,491.06) \$	0.00

net income

Budget vs Actual Summary

December 2024

	2023	2024	YTD	Percentage	Percentage
<u>Revenue</u>	<u>Actual</u>	<u>Budget</u>	<u>Received</u>	<u>Received</u>	<u>Prior</u>
				<u>Year to Date</u>	<u>Year</u>
General	\$3,794,320	\$4,138,850	\$3,857,261	93.20%	109.82%
Streetlighting	\$60,273	\$107,505	\$108,851	101.25%	84.67%
Fire Department	\$301,076	\$233,180	\$440,498	188.91%	61.79%
Fire Equipment	\$103,887	\$102,165	\$104,113	101.91%	84.56%
Parks & Recreation	\$132,152	\$120,135	\$158,045	131.56%	99.23%
Water	\$1,860,706	\$1,969,590	\$1,777,191	90.23%	112.26%
Sewer	\$3,498,747	\$3,805,635	\$3,844,013	101.01%	93.17%
Refuse	\$1,552,012	\$1,237,850	\$1,234,893	99.76%	77.17%
Special Projects	\$1,654,978	\$1,171,090	\$39,431	3.37%	180.88%
Liquid Fuels	\$175,858	\$307,700	\$173,553	56.40%	58.29%
EMS	\$25,075	\$29,465	\$29,727	100.89%	102.84%
Capital Projects	\$412,180	\$767,750	\$385,899	50.26%	144.76%
301 N Spring St	\$0	\$95,130	\$90,399	95.03%	0.00%
Bulk Water	\$154,086	\$670,250	\$623,740	93.06%	22.86%
TOTAL	\$13,725,349	\$14,756,295	\$12,867,612		

	2023	2024	YTD	Percentage	Percentage
<u>Expense</u>	<u>Actual</u>	<u>Budget</u>	<u>Expended</u>	<u>Expended</u>	<u>Prior</u>
				<u>Year to Date</u>	<u>Year</u>
General					
Council	\$46,039	\$47,195	\$52,150	110.50%	80.12%
Executive	\$131,624	\$130,115	\$149,382	114.81%	97.58%
Mayor	\$3,337	\$3,675	\$5,767	156.92%	72.11%
Treasurer	\$2,571	\$2,715	\$2,561	94.32%	92.14%
R/E Tax Coll	\$7,823	\$8,315	\$8,047	96.78%	84.03%
General Gov't	\$506,881	\$587,270	\$571,447	97.31%	97.68%
Police	\$1,485,445	\$1,865,420	\$1,571,312	84.23%	104.55%
Crossing Guards	\$2,846	\$3,070	\$3,001	97.76%	83.60%
Parking Enforce	\$114,509	\$122,535	\$123,835	101.06%	71.41%
Codes	\$4,310	\$11,235	\$10,659	94.87%	32.75%
Planning/Zoning	\$37,029	\$36,770	\$39,927	108.59%	82.94%
Streets	\$781,763	\$1,052,700	\$776,972	73.81%	100.96%
Other	\$109,594	\$117,965	\$115,748	98.12%	94.91%
HARB	\$19,270	\$14,365	\$27,478	191.29%	94.76%
Transfers Out	\$117,500	\$135,505	\$135,505	100.00%	100.00%
Total General Fund	\$3,370,542	\$4,138,850	\$3,593,790		

<u>Expense</u>	2023 Actual	2024 Budget	YTD Expended	Percentage Expended Year to Date	Percentage Prior Year
Streetlighting	\$92,553	\$107,505	\$98,766	91.87%	126.74%
Fire Department	\$317,146	\$233,180	\$425,657	182.54%	75.11%
Fire Equipment	\$109,003	\$102,165	\$105,766	103.53%	96.44%
Parks & Recreation	\$135,423	\$120,135	\$108,422	90.25%	102.43%
Water	\$1,501,281	\$1,969,590	\$1,948,172	98.91%	93.42%
Sewer	\$3,578,915	\$3,805,635	\$2,754,531	72.38%	69.25%
Refuse	\$1,231,222	\$1,237,850	\$1,212,140	97.92%	75.86%
Special Projects	\$1,630,874	\$1,171,090	\$570,756	48.74%	69.80%
Liquid Fuels	\$141,636	\$307,700	\$132,090	42.93%	46.94%
EMS	\$24,354	\$29,465	\$30,270	102.73%	100.16%
Capital Projects	\$35,500	\$767,750	\$348,892	45.44%	12.47%
301 N Spring St	\$0	\$95,130	\$103,450	108.75%	0.00%
Bulk Water	\$204,739	\$670,250	\$593,249	88.51%	55.78%
TOTAL	\$12,373,186	\$14,756,295	\$12,025,952		

BELLEFONTE BOROUGH COUNCIL
Regular Meeting
MEETING MINUTES
January 21, 2025 - 7:30 p.m.
301 N. Spring Street, Suite 200, Bellefonte, Pennsylvania 16823
www.bellefonte.net

I. CALL TO ORDER (Council President Barbara Dann)

The January 21, 2025 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. MEMBERS PRESENT

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

STAFF PRESENT

Mr. Bill Witmer, Police Chief
Ms. Julie Brooks, Staff
Mr. Ralph Stewart, Borough Manager

IV. ADDITIONS TO THE AGENDA

NONE

V. PUBLIC COMMENT

SPECIAL PRESENTATION - Jennifer Pettina, Centre County Tax Claims and Collections Director

- Announcement: Centre County Real Estate Tax Bill is changing its look. Now will be on a perforated, self-sealed mailer. She presented a slideshow that showed the new format.

VI. COMMUNICATIONS (written)

2025 Junior Council Person Application—Jalyn Meckley. Jalyn's application is included.

Tosti-Vasey motioned to approve Jalyn Meckley as Jr. Borough Council Member. There was no second announced. No discussion. Roll Call vote. 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	yes
Ms. Barbara Dann	yes	Ms. Joanne Tosti-Vasey	yes
Mr. Doug Johnson	yes		

- The Mayor lead Ms. Meckley in responding to the Junior Council Person Pledge.

Centre County Metropolitan Planning Organization (MPO) Winter Report. No council action is requested.

Sewage Enforcement Officer (SEO) Annual Appointment. SEO Proposal from Centre Region Code. Currently, the position is vacant. Council may take action on this Proposal.

Tosti-Vasey motioned and McKean seconded to approve the proposal. No discussion. Roll call vote. 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	yes
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	Financial Reports will be in the February 3rd, 2025 packet.
2. General	DRAFT Council Meeting Minutes January 6th, 2024
3. General	Solicitor Stover Invoice

There was no announcement of motion or second for approval of the consent agenda. Roll call vote. Motion to approve Consent Agenda items 2 and 3 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	yes
Ms. Barbara Dann	yes	Ms. Joanne Tosti-Vasey	yes
Mr. Doug Johnson	yes		

Roll call vote to approve item 1 in the Consent Agenda. Discussion included changing wording from "Absent" to "Excused". Roll Call vote. Names for the motion and second were not announced. Motion to approve carried.

Mr. Kent Bernier	yes	Ms. Shawna McKean	yes
Mr. Randy Brachbill	yes	Ms. Rita Purnell	yes
Ms. Deb Cleeton	yes	Ms. Johanna Sedgwick	yes

Ms. Barbara Dann	yes	Ms. Joanne Tosti-Vasey	yes
Mr. Doug Johnson	yes		

VIII. REPORTS

Mayor Johnson

Mayor Johnson encouraged Borough residents to be mindful of the cold and to make sure to check on friends, family and neighbors. Also be aware of leaving pets outside.

Police (Chief Witmer)

December 2024

Parking

December 2024

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

- No HARB meeting for January 28th
- The next HARB meeting is February 11 at 8:30 a.m.
- The next Planning Commission meeting is on February 10 at 5:00 p.m.
- NVJPC meeting minutes from November 21, 2024, included
- NVJPC meeting summary for January 16, 2025, included in the OCA report

Liaison Reports (Reports were submitted)

Nuisance Codes

November & December 2024

Borough Manager

December 2024 Report

IX. CURRENT and OLD BUSINESS

The Authority is exploring the placement of wells in the expanded area of Talleyrand Park.

- At the Authority Meeting on January 7th, consultants identified where the water is flowing underground. More work is needed to determine the depth of bedrock. The Authority is continuing to explore the wells option which, if successful, would mean the uncovering of the Big Spring.
- The PowerPoint Diagram is included.
- No council action is requested at this time.
- Grant funds are being used to fund this project.
- The project is currently running under budget.
- There was a brief discussion regarding how this project will impact the proposed bandshell/stage project.

X. NEW BUSINESS

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

- Yard Sale Dates – (Fri. & Sat.) May 16 & 17, 2025

- Bulk Waste /Riff Raff Pick Up – (Mon. – Fri.) May 19-23, 2025
- Halloween Trick-or-Treating Hours, 6 – 8 PM, Friday, October 31, 2025*
 - *Subject to change based on school/football schedules
 - Halloween parade is scheduled for Saturday, October 25, 2025
- 2-Hour Courtesy Parking Program, Thursday, November 27, 2025-Thursday, January 1, 2026

Johnson motioned and Brachbill seconded to approve the dates provided for the Community Yard Sale, Riff Raff, Halloween, and Holiday Parking in Bellefonte Borough. Discussion including asking to clarify on the website that the 3 holidays included in this timeframe, Thanksgiving, Christmas and New Years Day would be a full day of free parking, not just 2 hours. It will be clarified on the website that parking on those 3 days will not be enforced. Roll call vote. Motion to approve carried.

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

Draft Resolution No. 01212025-01 Amending the Council Meeting Public Comment Policy. Council may discuss the draft and make additional amendments. Council may take action on the Resolution.

Cleeton motioned and Tosti-Vasey seconded to approve Draft Resolution No. 01212025-01 Amending the Council Meeting Public Comment Policy. Discussion included Tosti-Vasey proposing wording changes and various council members discussing the comments policy. The amendments were agreed upon and there was a roll call vote to approve the amended resolution. Motion to approve the amended motion carried with 2 no and 7 yes votes.

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

Fee Schedule Approval. The Borough's Fee Schedule was changed/updated.

Cleeton motioned and Johnson seconded to approve the updated Fee Schedule as presented. Discussion included clarifications of changes. Roll call vote. 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	yes
Ms. Barbara Dann	yes	Ms. Joanne Tosti-Vasey	yes
Mr. Doug Johnson	yes		

XI. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA

NONE

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

Deb Cleeton announced that on Wednesday, 1/22/25, CATA will hold a community input meeting from 5 pm-7 pm in the Community Room at Schlow Library. More information is on the Borough Website including the link to the video meeting.

Mr. Stewart mentioned the newsletter deadline of January 31, 2025. He encouraged council members to make sure to submit any items for the newsletter by the deadline to get the newsletter out on time.

Mr. Johnson welcomed Jalyn to Council and thanked her for being willing to volunteer her time for community service.

Ms. Sedgwick thanked Borough crews for their hard work keeping up with winter weather this year. She also urged Borough residents to keep their sidewalks cleared.

Ms. Meckley thanked Council for their warm welcome and stated she is very excited to work with Council.

XIII. ADJOURNMENT

Johnson motioned to adjourn. There was no second. The meeting adjourned at 8:20 pm. An executive session was held after the meeting to discuss legal issues.

Bellefonte Borough Council Packet February 3, 2025
Treasurer's Report
2024
Month - December

Account	Budgeted	Receipts	%	Budgeted	Expenses	%	
	Receipts	To Date	Received	Expenses	To Date	Spent	
General	4,138,850	3,857,261	93.2%	4,138,850	3,593,790	86.8%	
Streetlighting	107,505	108,851	101.3%	107,505	98,766	91.9%	
Fire Department	233,180	440,498	188.9%	233,180	425,657	182.5%	
Fire Equipment	102,165	104,113	101.9%	102,165	105,766	103.5%	
Parks	120,135	158,045	131.6%	120,135	108,422	90.3%	
Water	1,969,590	1,777,191	90.2%	1,969,590	1,948,172	98.9%	
Sanitation	3,805,635	3,844,013	101.0%	3,805,635	2,754,531	72.4%	
Refuse	1,237,850	1,234,893	99.8%	1,237,850	1,212,140	97.9%	
Special Projects	1,171,090	39,431	3.4%	1,171,090	570,756	48.7%	
Liquid Fuels	307,700	173,553	56.4%	307,700	132,090	42.9%	
301 N Spring St	95,130	90,399	95.0%	95,130	103,450	108.8%	
Capital Projects	767,750	385,899	50.3%	767,750	348,892	45.4%	
Bulk Water Sales	670,250	623,740	93.1%	670,250	593,249	88.5%	
EMS	29,465	29,727	100.9%	29,465	30,270	102.7%	
Total	14,756,295	12,867,612	87.2%	14,756,295	12,025,952	81.5%	
		Above figures are computer generated					
	Beg of Month	Receipts		Expenses		End of Month	
General	908,396	130,308		400,725		637,979	
Act 13	29,654	93		0		29,747	
Streetlighting	203,491	1,334		46,159		158,666	
Fire Department	244,792	1,953		19,621		227,124	
Fire Equipment	96,178	486		2,613		94,050	
Parks	94,460	3,353		3,623		94,191	
Water	566,366	147,484		290,661		423,189	
Sanitation	490,029	201,733		320,876		370,885	
Refuse	483,334	130,213		123,785		489,762	
Special Projects	1,807	1		20		1,788	
Capital Projects	252,425	790		0		253,215	
Danone Water	60,601	40,355		53,054		47,903	
Total	3,431,534	658,102		1,261,136		2,828,500	
		Above figures are from Bank Statements					

Differences due to timing, outstanding checks, etc.

lm

SUMMARY OF CHECKS

PAID IN

DECEMBER 2024

<u>FUND</u>	<u>CHECK NUMBERS</u>	<u>AMOUNT</u>
GENERAL	30225 - 30277, 1075 - 1086	\$512,018.29
STREETLIGHTING	1207 - 1212	\$46,578.30
BELLEFONTE FIRE DEPT	2846 - 2849, 3100 - 3103	\$24,392.36
FIRE EQUIPMENT	-	\$2,612.98
PARKS & RECREATION	3004 - 3007	\$3,624.82
WATER	13992 - 14022, 1056 - 1061	\$350,175.39
SANITATION	15709 - 15751	\$422,228.68
REFUSE	5524- 5539	\$180,680.23
SPECIAL PROJECTS	1003, 1019 - 1020, 125	\$116,707.44
LIQUID FUELS	669 - 670	\$84,220.66
EMS FUND	-	\$4,450.00
CAPITAL PROJECTS	-	\$0.00
301 N SPRING ST	321 - 338	\$14,416.11
BULK WATER	676 - 677	\$46,127.44
IDA	-	<u>\$0.00</u>
Total:		<u>\$1,808,232.70</u>

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Borough of Bellefonte

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0995327	12/02/2024	EBY PAVING & CONSTRUCTION	2,362.46
0995328	12/02/2024	BELLEFONTE BUILDING SUPPLY, LLC	96.46
0030216	12/03/2024	MOCKENHAUPT	400.00
0995278	12/03/2024	U.S. BANK EQUIPMENT FINANCE	15,692.83
0995306	12/03/2024	YCG INC	355.00
0995309	12/03/2024	STATE COLLEGE FORD LINCOLN INC	825.67
0995310	12/03/2024	HITE COMPANY	550.79
TRANSFER	12/03/2024	PAYROLL FUND	72,895.21
0995321	12/04/2024	DOCEO OFFICE SOLUTIONS LLC	132.48
0995329	12/04/2024	HITE COMPANY	606.88
AUTO	12/04/2024	BMO	655.37
0030225	12/05/2024	THE HARTFORD	224.93
0030226	12/05/2024	THE HARTFORD	37.93
0030227	12/05/2024	DOWNTOWN BELLEFONTE INC	1,312.50
0030228	12/05/2024	THE HARTFORD	360.80
0030229	12/05/2024	SIANA LAW LLP	1,311.00
0030230	12/05/2024	JJ POWELL FUEL MANAGEMENT	2,524.34
0995319	12/05/2024	McQUAIDE BLASKO, INC	150.00
0995323	12/05/2024	JABCO PEST CONTROL SERVICES, LLC	243.00
0995331	12/05/2024	AT&T MOBILITY	589.88
0030231	12/06/2024	GINA THOMPSON	1,716.40
0995311	12/06/2024	BELLEFONTE BUILDING SUPPLY, LLC	51.42
0995315	12/06/2024	BLINK	75.00
0030232	12/10/2024	ENCOVA INSURANCE	9,570.00
0030233	12/10/2024	PAMP	330.00
0030234	12/10/2024	GOV FINANCIAL OFFICERS ASSOC-PA	75.00
0030235	12/10/2024	PA STATE MAYORS ASSOC	70.00
0030236	12/10/2024	LINK COMPUTER CORP	1,728.00
0030237	12/10/2024	FERGUSON TOWNSHIP	1,428.00
0030238	12/10/2024	PA STATE ASSOCIATION OF BOROUGHES	140.00
0030239	12/10/2024	PBCI ALLEN MECHANICAL & ELECTRICAL	6,221.70
0995330	12/11/2024	LINK COMPUTER CORP	150.00
0995336	12/11/2024	GREATAMERICA FINANCIAL SVCS	125.61
0995337	12/11/2024	LEAF	147.39
0995340	12/11/2024	LINK COMPUTER CORP	3,964.38
0995341	12/11/2024	PA ONE CALL SYSTEM, INC	148.81
0995342	12/11/2024	SWARTZ FIRE & SAFETY, INC	44.45
0995326	12/12/2024	PA STATE ASSOCIATION OF BOROUGHES	54.78
0995333	12/12/2024	COMCAST	282.53
AUTO	12/12/2024	PA DEPT OF REVENUE	19.71
TRANSFER	12/12/2024	BELLEFONTE BOROUGH REFUSE FUND	10.00
TRANSFER	12/12/2024	BELLEFONTE BOROUGH WATER FUND	221.87
0030240	12/13/2024	MID-STATE CONSTRUCTION INC	15,520.50
0030241	12/13/2024	GABRIELLE VARDZELL	30.00
0030242	12/13/2024	LISA LARKIN	312.53
0030243	12/16/2024	RANDY NEFF	250.00
0030244	12/16/2024	HIGHMARK BLUE SHIELD	4,869.20
0030245	12/16/2024	MUNICIPAL EMPLOYERS INSURANCE TRUST	151.90
0995345	12/16/2024	LINK COMPUTER CORP	1,158.00
TRANSFER	12/16/2024	BELLEFONTE BOROUGH PARKS AND RECREATION FUND	1,242.94
0030246	12/17/2024	EMC INSURANCE COMPANIES	9,775.00
0030247	12/17/2024	PA MUNICIPAL HEALTH INSURANCE COOP	48,553.56
0030248	12/17/2024	PA STATE ASSOCIATION OF BOROUGHES	1,334.00
0030249	12/18/2024	FNB COMMERCIAL CREDIT CARD	15,989.06
0030250	12/18/2024	HIGHMARK BLUE SHIELD	3,088.35
0030251	12/18/2024	PAMP	32.00
0030252	12/18/2024	LANDMARKS SGA, LLC	1,107.50

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0030253	12/18/2024	PENOCO	16,404.00
0030254	12/18/2024	BELLEFONTE BOROUGH PETTY CASH FUND	29.20
0030255	12/18/2024	WILLIAM WITMER III	1,046.97
0030256	12/18/2024	ACCUFUND	570.38
0995332	12/18/2024	COLUMN SOFTWARE, PBC	72.60
TRANSFER	12/18/2024	PAYROLL FUND	86,789.03
0030257	12/19/2024	HIGHMARK BLUE SH	142.83
0030258	12/19/2024	JULIE BROOKS	60.00
0030259	12/19/2024	MARK BROOKS	120.00
0030260	12/19/2024	ALYSSA DOHERTY	120.00
0030261	12/19/2024	ROB HERSCHELL	120.00
0030262	12/19/2024	SCOTT HOMAN	120.00
0030263	12/19/2024	LORI McGOWAN	120.00
0030264	12/19/2024	RANDY NEFF	120.00
0030265	12/19/2024	JASON OSTROSKIE	120.00
0030266	12/19/2024	RALPH STEWART	120.00
0030267	12/19/2024	MONARCH SALON	50.00
0995339	12/19/2024	LINK COMPUTER CORP	86.25
0995347	12/19/2024	BELLEFONTE BUILDING SUPPLY, LLC	113.37
0995348	12/19/2024	COOPER ELECTRIC	149.31
0995350	12/19/2024	FINGER LAKES CASTLE	539.80
0995351	12/19/2024	GROFF TRACTOR & EQUIPMENT, INC	118.83
0995353	12/19/2024	LINDE GAS & EQUIPMENT	86.99
0995354	12/19/2024	NAPA AUTO PARTS	57.98
0995357	12/19/2024	WITMER PUBLIC SAFETY GROUP, INC	934.00
0995360	12/19/2024	LEAH A. GUIZAR	240.00
0995361	12/19/2024	VERIZON	39.63
0030268	12/20/2024	GINA THOMPSON	1,716.40
0030269	12/20/2024	HIGHMARK BLUE SHIELD	1,026.60
0030270	12/20/2024	PA MUNICIPAL RETIREMENT SYSTEM	11,909.75
0995349	12/20/2024	EASTERN ELEVATOR SERVICE & SALES	122.96
0995355	12/20/2024	WEST PENN POWER	133.03
0995356	12/20/2024	WEST PENN POWER	336.25
TRANSFER	12/20/2024	PAYROLL FUND	270.63
0995352	12/23/2024	IN-SYNCH SYSTEMS, LLC	8,200.00
0995362	12/23/2024	BELLEFONTE BUILDING SUPPLY, LLC	51.42
0995363	12/23/2024	GROVE PRINTING, INC	74.57
0995379	12/23/2024	COMCAST	331.45
0995346	12/24/2024	CAMPBELL, DURRANT P.C.	2,333.84
0995384	12/24/2024	WEST PENN POWER	43.73
0995343	12/26/2024	TACTICAL WEAR LLC	264.92
0995365	12/27/2024	BELLEFONTE BUILDING SUPPLY, LLC	21.45
0995366	12/27/2024	BLINK	75.00
0995367	12/27/2024	C.G. AUTO REPAIR LLC	35.00
0995368	12/27/2024	GROFF TRACTOR & EQUIPMENT, INC	9,233.23
0995369	12/27/2024	HITE COMPANY	132.10
0995370	12/27/2024	NAPA AUTO PARTS	95.28
0995371	12/27/2024	R. H. MARCON, INC	569.74
0995372	12/27/2024	STOVER McGLAUGHLIN	351.50
0995373	12/27/2024	TACTICAL WEAR LLC	103.94
0995374	12/27/2024	TRANS ASSOCIATES ENGINEERING CONS INC	1,253.00
0995375	12/27/2024	GROFF TRACTOR & EQUIPMENT, INC	228.41
0995376	12/27/2024	PA STATE ASSOCIATION OF BOROUGHES	109.56
0995377	12/27/2024	PA DEPT OF LABOR & INDUSTRY-E	415.80
0995364	12/30/2024	HOFFMAN LEAKEY ARCHITECTS, LLC	990.50
0995378	12/30/2024	TRAVELERS CL REMITTANCE CENTER	401.00
0995380	12/30/2024	PA STATE ASSOCIATION OF BOROUGHES	75.00

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0995381	12/30/2024	TRAVELERS CL REMITTANCE CENTER	425.00
0995382	12/30/2024	C.G. AUTO REPAIR LLC	35.00
TRANSFER	12/30/2024	PAYROLL FUND	80,000.00
0030271	12/31/2024	COLUMBIA GAS	2,280.80
0030272	12/31/2024	JJ POWELL FUEL MANAGEMENT	2,061.43
0030273	12/31/2024	JASON OSTROSKIE	300.00
0030274	12/31/2024	PA ONE CALL SYSTEM, INC	121.08
0030275	12/31/2024	PBCI ALLEN MECHANICAL & ELECTRICAL	34,156.80
0030276	12/31/2024	MICHAEL TODD WALTER	175.00
0030277	12/31/2024	LINK COMPUTER CORP	300.00
0995334	12/31/2024	DARREL & NORMA ZACCAGNI	348.40
0995335	12/31/2024	FRED & YVONNE SMITH	139.40
0995338	12/31/2024	LESTER & MARIE McCLELLAN	307.80
0995344	12/31/2024	THOMAS THAL & CYNTHIA TRESSLER	312.67
0995383	12/31/2024	LEAF	228.00
0995385	12/31/2024	MAXWELL TRUCKING AND EQUIPMENT	551.96
0995386	12/31/2024	STATE COLLEGE FORD LINCOLN INC	139.41
AUTO	12/31/2024	BMO	1,132.55

Total Checks:**503,729.65**

0.00 *

503,729.65 *

7,605.68 *

682.96 *

512,018.29 *

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01 GF PARK LOT CREDIT CARD ACCT-NW #4260

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
FEE	12/03/2024	MERCHANT BANK CD DISCOUNT	258.31
0001075	12/05/2024	JJ POWELL FUEL MANAGEMENT	64.12
0995222	12/09/2024	FIRST DATA	248.45
0001076	12/10/2024	BELLEFONTE MASONIC LODGE #268	2,000.00
0001077	12/10/2024	SKIES THE LIMIT DESIGNZ LLC	200.00
0995226	12/12/2024	LINK COMPUTER CORP	18.00
TRANSFER	12/13/2024	GENERAL FUND	20.00
0001078	12/16/2024	IPS GROUP	924.63
0995227	12/16/2024	LINK COMPUTER CORP	136.00
0001079	12/18/2024	ROGER COX	30.00
0001080	12/18/2024	JAMES ROBERT BAMBERGER	5.00
0995224	12/18/2024	IPS GROUP	324.00
0995225	12/18/2024	T2 SYSTEMS, INC	193.73
0001081	12/20/2024	PA MUNICIPAL RETIREMENT SYSTEM	138.89
0995228	12/20/2024	WEST PENN POWER	60.56
0995223	12/24/2024	CIVICSMART PARKING TECHNOLOGIES	1,687.50
0995230	12/30/2024	GROVE PRINTING, INC	79.00
0001082	12/31/2024	IPS GROUP	324.00
0001083	12/31/2024	JJ POWELL FUEL MANAGEMENT	15.55
0001084	12/31/2024	T2 SYSTEMS, INC	172.13
0001085	12/31/2024	LINK COMPUTER CORP	36.00
0001086	12/31/2024	WEST PENN POWER	49.33
0995231	12/31/2024	IPS GROUP	620.48
Total Checks:			7,605.68

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01 GF PARKING METER CC CKG - FNB #002

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
FEE	12/02/2024	HEARTLAND PAYMENT SYSTEMS	613.60
FEE	12/03/2024	FRST BK MRCH SVC DISCOUNT	69.36
Total Checks:			682.96

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Check Register from 12/01/2024 to 12/31/2024**02 SL CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001207	12/03/2024	HITE COMPANY	41,864.62
0996582	12/04/2024	WEST PENN POWER	27.17
0996599	12/17/2024	WEST PENN POWER	22.10
0996602	12/17/2024	WEST PENN POWER	19.16
0996604	12/17/2024	WEST PENN POWER	9.98
0996594	12/20/2024	WEST PENN POWER	69.01
0996596	12/20/2024	WEST PENN POWER	9.93
0996597	12/20/2024	WEST PENN POWER	17.64
0996598	12/20/2024	WEST PENN POWER	10.09
0996600	12/20/2024	WEST PENN POWER	14.75
0996601	12/20/2024	WEST PENN POWER	24.68
0996603	12/20/2024	WEST PENN POWER	115.18
0996605	12/20/2024	WEST PENN POWER	62.52
0996606	12/20/2024	WEST PENN POWER	179.25
0996608	12/20/2024	WEST PENN POWER	336.24
0996609	12/24/2024	WEST PENN POWER	71.27
0996610	12/24/2024	WEST PENN POWER	24.57
0996611	12/24/2024	WEST PENN POWER	91.88
0996595	12/31/2024	WEST PENN POWER	28.42
0996607	12/31/2024	WEST PENN POWER	3,160.73
0001208	12/31/2024	WEST PENN POWER	24.69
0001209	12/31/2024	WEST PENN POWER	277.13
0001210	12/31/2024	WEST PENN POWER	81.76
0001212	12/31/2024	WEST PENN POWER	35.53
Total Checks:			46,578.30

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Check Register from 12/01/2024 to 12/31/2024**03 FD CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
TRANSFER	12/03/2024	PAYROLL FUND	67.28
0002846	12/10/2024	LINK COMPUTER CORP	144.00
0002847	12/10/2024	FIRST ARRIVING LLC	1,188.00
0995825	12/10/2024	WITMER PUBLIC SAFETY GROUP, INC	517.00
0995826	12/11/2024	FIRE & RESCUE PRODUCTS	6,461.27
0995827	12/11/2024	GLICK FIRE EQUIPMENT CO, INC	139.68
0995828	12/11/2024	LINK COMPUTER CORP	18.00
TRANSFER	12/13/2024	GENERAL FUND	20.00
0995830	12/16/2024	LINK COMPUTER CORP	6.00
0995831	12/17/2024	STATE WORKERS COMP FUND	2,905.00
0002848	12/18/2024	FNB COMMERCIAL CREDIT CARD	100.00
0995832	12/18/2024	JJ POWELL FUEL MANAGEMENT	1,025.43
0995833	12/18/2024	SWARTZ FIRE & SAFETY, INC	322.89
0995834	12/18/2024	GLICK FIRE EQUIPMENT CO, INC	325.00
0995838	12/18/2024	VERIZON	943.88
0995835	12/19/2024	ESO SOLUTIONS INC	2,194.20
0995836	12/19/2024	VERIZON	25.42
0995837	12/19/2024	LEAH A. GUIZAR	75.00
0995829	12/20/2024	COMMONWEALTH OF PA	1,112.94
0995839	12/27/2024	NAPA AUTO PARTS	173.83
TRANSFER	12/30/2024	PAYROLL FUND	65.00
0002849	12/31/2024	JJ POWELL FUEL MANAGEMENT	989.74
0003100	12/31/2024	CENTRE ACRES GARAGE	210.00
0003101	12/31/2024	LINK COMPUTER CORP	36.00
0003102	12/31/2024	UNDINE FIRE CO	2,423.45
0003103	12/31/2024	LOGAN FIRE COMPANY	2,903.35
Total Checks:			24,392.36

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04 FE CHECKING - NW

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0995248	12/20/2024	FIRST NATIONAL BANK	2,612.98
Total Checks:			2,612.98

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Borough of Bellefonte**Check Register from 12/01/2024 to 12/31/2024****05 PARKS CHECKING - NW**

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0996070	12/02/2024	BELLEFONTE BUILDING SUPPLY, LLC	68.90
TRANSFER	12/03/2024	PAYROLL FUND	1,831.78
0996069	12/04/2024	PORT'S SPORTS EMPORIUM	52.95
0003004	12/05/2024	JJ POWELL FUEL MANAGEMENT	202.92
0996472	12/13/2024	WEST PENN POWER	13.67
TRANSFER	12/13/2024	GENERAL FUND	39.52
0996074	12/16/2024	WEST PENN POWER	27.26
0996075	12/16/2024	WEST PENN POWER	15.03
0003005	12/18/2024	FNB COMMERCIAL CREDIT CARD	372.90
0996071	12/18/2024	BELLEFONTE BUILDING SUPPLY, LLC	47.16
0996073[VOID]	12/18/2024	BELLEFONTE BUILDING SUPPLY, LLC	47.16
0996076	12/18/2024	JANITORS SUPPLY INC	363.88
TRANSFER	12/18/2024	PAYROLL FUND	159.59
TRANSFER	12/20/2024	GENERAL FUND	206.97
0996077	12/24/2024	WEST PENN POWER	46.55
0996078	12/24/2024	WEST PENN POWER	9.64
0996080	12/24/2024	WEST PENN POWER	91.87
0996079	12/26/2024	WEST PENN POWER	24.57
0003006	12/31/2024	WEST PENN POWER	11.42
0003007	12/31/2024	WEST PENN POWER	38.24

Total Checks:**3,671.98**

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Check Register from 12/01/2024 to 12/31/2024**06 WATER CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0998622	12/02/2024	EBY PAVING & CONSTRUCTION	3,383.96
0998608	12/03/2024	HITE COMPANY	499.92
0998623	12/03/2024	WEST PENN POWER	8,955.28
TRANSFER	12/03/2024	PAYROLL FUND	12,333.98
0998624	12/04/2024	HITE COMPANY	138.89
0013992	12/05/2024	COMMONWEALTH OF PA	2,500.00
0013993	12/05/2024	JJ POWELL FUEL MANAGEMENT	685.22
0013994	12/05/2024	BARTON & LOGUIDICE, D.P.C.	2,885.95
0998610	12/05/2024	PACE ANALYTICAL SERVICES LLC	123.00
0998618	12/05/2024	McQUAIDE BLASKO, INC	435.00
0998619	12/05/2024	JABCO PEST CONTROL SERVICES, LLC	276.00
TRANSFER	12/05/2024	BELLEFONTE BOROUGH SEWER FUND	3,742.26
TRANSFER	12/05/2024	BELLEFONTE BOROUGH SEWER FUND	6,149.03
0013995	12/10/2024	LINK COMPUTER CORP	288.00
0013996	12/10/2024	MATTHEW AUMAN	1,000.00
0013997	12/10/2024	ENCOVA INSURANCE	1,000.00
TRANSFER	12/10/2024	GENERAL FUND	65.45
0998621	12/11/2024	PA STATE ASSOCIATION OF BOROUGHES	54.78
0998625	12/11/2024	CENTRE COMMUNICATIONS, INC	20.54
0998627	12/11/2024	LINK COMPUTER CORP	24.00
0998626	12/12/2024	COMCAST	242.14
TRANSFER	12/12/2024	BELLEFONTE BOROUGH SEWER FUND	9,439.09
TRANSFER	12/12/2024	BELLEFONTE BOROUGH REFUSE FUND	6,605.14
TRANSFER	12/12/2024	BULK WATER	798.38
0013998	12/13/2024	KERRY A. UHLER & ASSOCIATES, INC	1,630.00
0998630	12/13/2024	COMCAST	84.32
0998639	12/13/2024	VERIZON	200.15
TRANSFER	12/13/2024	BELLEFONTE BOROUGH REFUSE FUND	75.00
TRANSFER	12/13/2024	GENERAL FUND	94.35
0013999	12/16/2024	POSTMASTER	400.00
0998628	12/16/2024	WEST PENN POWER	44.99
0998631	12/16/2024	LINK COMPUTER CORP	304.00
0998643	12/16/2024	WEST PENN POWER	2,587.60
0014000	12/17/2024	EMC INSURANCE COMPANIES	15,000.00
0014001	12/17/2024	PA MUNICIPAL HEALTH INSURANCE COOP	4,589.64
0998640	12/17/2024	WEST PENN POWER	79.81
0998641	12/17/2024	WEST PENN POWER	215.92
0998642	12/17/2024	WEST PENN POWER	46.22
0998644	12/17/2024	WEST PENN POWER	12.49
0014002	12/18/2024	FNB COMMERCIAL CREDIT CARD	446.05
0014003	12/18/2024	ACCUFUND	570.37
TRANSFER	12/18/2024	PAYROLL FUND	19,700.90
0014004	12/19/2024	BFMC, INC	751.12
0014005	12/19/2024	HIGHMARK BLUE SH	20.40
0014006	12/19/2024	CRAIG BLOOM	60.00
0014007	12/19/2024	CRAIG HERROLD	120.00
0014008	12/19/2024	GREG McMAHON	60.00
0014009	12/19/2024	BRETT MEYER	120.00
0014010	12/19/2024	STEPHEN DONLEY	120.00
0014011	12/19/2024	BARBARA WATSON	120.00
0998632	12/19/2024	BELLEFONTE BUILDING SUPPLY, LLC	3.99
0998634	12/19/2024	HUNTER KEYSTONE PETERBILT, L.P.	32.63
0998636	12/19/2024	UNIVAR USA INC	1,767.50
0998645	12/19/2024	SUSQUEHANNA FIRE PROTECTION CO	85.00
0998646	12/19/2024	STROUSE ELECTRIC INC	49,086.00
0998647	12/19/2024	LB WATER SERVICE, INC	2,547.42
0998648	12/19/2024	GROFF TRACTOR & EQUIPMENT, INC	9.63

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Borough of Bellefonte

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Check Register from 12/01/2024 to 12/31/2024**06 WATER CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0014012	12/20/2024	HIGHMARK BLUE SHIELD	1,072.95
0014013	12/20/2024	PA MUNICIPAL RETIREMENT SYSTEM	5,632.40
0998633	12/20/2024	COMCAST	115.35
0998635	12/20/2024	LINK COMPUTER CORP	587.32
0998650	12/20/2024	VERIZON	25.42
0998651	12/20/2024	VERIZON	39.63
TRANSFER	12/20/2024	BELLEFONTE BOROUGH SEWER FUND	2,249.00
TRANSFER	12/20/2024	GENERAL FUND	900.00
TRANSFER	12/20/2024	BELLEFONTE BOROUGH REFUSE FUND	1,271.46
TRANSFER	12/20/2024	BELLEFONTE BOROUGH SEWER FUND	2,086.10
0998653	12/23/2024	BELLEFONTE BUILDING SUPPLY, LLC	15.66
0998665	12/24/2024	WEST PENN POWER	735.53
0998666	12/24/2024	WEST PENN POWER	217.84
0998667	12/24/2024	WEST PENN POWER	9.64
0998629	12/26/2024	COLUMN SOFTWARE, PBC	35.64
0998653	12/26/2024	GROVE PRINTING, INC	24.86
0998664	12/26/2024	COMCAST	151.69
0998655	12/27/2024	BARTON & LOGUIDICE, D.P.C.	6,389.60
0998654	12/27/2024	PACE ANALYTICAL SERVICES LLC	144.00
0998656	12/27/2024	DENNIS SALES & SERVICE INC	572.50
0998657	12/27/2024	GROFF TRACTOR & EQUIPMENT, INC	228.40
0998658	12/27/2024	HITE COMPANY	12.77
0998659	12/27/2024	LB WATER SERVICE, INC	1,906.12
0998660	12/27/2024	PA RURAL WATER ASSOCIATION	1,562.50
0998661	12/27/2024	PA STATE ASSOCIATION OF BOROUGHES	150.99
0998662	12/27/2024	VALLEY ACE HARDWARE	38.57
0998663	12/30/2024	WEST PENN POWER	5,349.96
TRANSFER	12/30/2024	PAYROLL FUND	22,000.00
0014014	12/31/2024	VERIZON	200.05
0014015	12/31/2024	WEST PENN POWER	9,138.20
0014016	12/31/2024	JJ POWELL FUEL MANAGEMENT	789.21
0014017	12/31/2024	WEST PENN POWER	3,137.07
0014018	12/31/2024	WEST PENN POWER	435.16
0014019	12/31/2024	LINK COMPUTER CORP	48.00
0014020	12/31/2024	CENTRE COMMUNICATIONS, INC	30.56
0014021	12/31/2024	BARTON & LOGUIDICE, D.P.C.	1,788.75
0014022	12/31/2024	SUBURBAN TESTING LABS	805.00
0998637	12/31/2024	VALLEY ACE HARDWARE	22.98
0998668	12/31/2024	LB WATER SERVICE, INC	73.30
0998669	12/31/2024	NAPA AUTO PARTS	6.31

Total Checks:**232,632.00**

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Check Register from 12/01/2024 to 12/31/2024**06 WATER - ACH CHECKING - JSSB**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001056	12/09/2024	BELLEFONTE BOROUGH WATER FUND	25,500.00
0001057	12/09/2024	BELLEFONTE BOROUGH REFUSE FUND	14,000.00
0001058	12/09/2024	BELLEFONTE BOROUGH SEWER FUND	40,000.00
0001059	12/20/2024	BELLEFONTE BOROUGH REFUSE FUND	12,000.19
0001060	12/20/2024	BELLEFONTE BOROUGH SEWER FUND	16,000.22
0001061	12/20/2024	BELLEFONTE BOROUGH WATER FUND	10,042.98
Total Checks:			117,543.39

0.00 *

232,632.00

117,543.39

350,175.39

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Borough of Bellefonte
Check Register from 12/01/2024 to 12/31/2024
08 SEWER CHECKING - NW

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0997840	12/02/2024	EBY PAVING & CONSTRUCTION	3,131.45
0997835	12/03/2024	McMASTER-CARR	1,622.17
0997841	12/03/2024	THE EXPRESS	251.80
TRANSFER	12/03/2024	PAYROLL FUND	27,976.98
0015709	12/05/2024	PACE ANALYTICAL SERVICES LLC	1,399.60
0015710	12/05/2024	DEPT OF ENVIRONMENTAL PROTECTION	60.00
0015711	12/05/2024	JJ POWELL FUEL MANAGEMENT	492.41
0015712	12/05/2024	BRYAN MUTHLER	75.00
0015713	12/05/2024	PAMP	64.00
0997838	12/05/2024	McQUAIDE BLASKO, INC	15.00
0997839	12/05/2024	JABCO PEST CONTROL SERVICES, LLC	132.00
0997834	12/06/2024	MR. REHAB	16,200.00
TRANSFER	12/06/2024	NORTHWEST SAVINGS BANK	20,677.34
0997842	12/09/2024	EVOQUA WATER TECHNOLOGIES LLC	20,250.25
0015714	12/10/2024	ENCOVA INSURANCE	1,000.00
0015715	12/10/2024	LINK COMPUTER CORP	432.00
0015716	12/10/2024	PA RURAL WATER ASSOCIATION	20.00
TRANSFER	12/10/2024	BELLEFONTE BOROUGH WATER FUND	135.00
TRANSFER	12/10/2024	GENERAL FUND	152.83
0997843	12/11/2024	APPLIED INDUSTRIAL TECHNOLOGIES, LLC	715.30
0997845	12/11/2024	FINK BROTHERS SUPPLY	599.18
0997846	12/11/2024	LINDE GAS & EQUIPMENT	159.04
0997847	12/11/2024	LINK COMPUTER CORP	36.00
0997848	12/11/2024	McMASTER-CARR	184.05
0997849	12/11/2024	POLLU-TECH, INC	4,140.00
TRANSFER	12/11/2024	BELLEFONTE BOROUGH REFUSE FUND	3,742.26
TRANSFER	12/11/2024	GENERAL FUND	221.91
0997844	12/12/2024	COMCAST	92.90
0997850	12/12/2024	STITZER CRANE SERVICE, INC	440.00
0997852	12/12/2024	RAM INDUSTRIAL SERVICES LLC	2,249.00
0015718	12/13/2024	CHARLIE GUINDON	250.00
0015719 [VOID]	12/13/2024	PACE ANALYTICAL SERVICES LLC	100.00
0015719	12/13/2024	DOUG WATSON	1,282.18
0015720	12/13/2024	PACE ANALYTICAL SERVICES LLC	2,113.40
0997869	12/13/2024	VERIZON	77.14
TRANSFER	12/13/2024	GENERAL FUND	200.00
0015721	12/16/2024	CARIO PARTNERS INC	198.54
0015722	12/16/2024	BRIAN HAAGAN	35.58
0015723	12/16/2024	JONATHAN HUSS	31.66
0015724	12/16/2024	USALCO, LLC	11,152.71
0997853	12/16/2024	LINK COMPUTER CORP	140.00
0997854	12/16/2024	RELIANCE BANK	5,696.02
0015725	12/17/2024	EMC INSURANCE COMPANIES	16,145.00
0015726	12/17/2024	PA MUNICIPAL HEALTH INSURANCE COOP	15,567.48
0997855	12/17/2024	NAPA AUTO PARTS	16.99
0997856	12/17/2024	VALLEY ACE HARDWARE	59.96
0015727	12/18/2024	FNB COMMERCIAL CREDIT CARD	579.18
0015728	12/18/2024	ACCUFUND	570.38
0015729	12/18/2024	BFMC, INC	751.12
TRANSFER	12/18/2024	PAYROLL FUND	36,653.46
0015730	12/19/2024	HIGHMARK BLUE SH	173.43
0015731	12/19/2024	BRYAN MUTHLER	60.00
0015732	12/19/2024	FRANK NOLL	120.00
0015733	12/19/2024	SHANNON STRUBLE	120.00
0015734	12/19/2024	DOUG WATSON	60.00
0997857	12/19/2024	A & H EQUIPMENT	1,455.86
0997859	12/19/2024	C.G. AUTO REPAIR LLC	35.00

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Check Register from 12/01/2024 to 12/31/2024**08 SEWER CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0997860	12/19/2024	F.N.B. EQUIPMENT FINANCE	1,100.47
0997861	12/19/2024	FISHER AUTO PARTS	29.18
0997862	12/19/2024	H & F TIRE SERVICE	655.56
0997863	12/19/2024	LINK COMPUTER CORP	587.32
0997864	12/19/2024	NAPA AUTO PARTS	120.78
0997865	12/19/2024	PENN STATE	835.00
0997866	12/19/2024	TROJAN TECHNOLOGIES CORP	1,380.40
0997867	12/19/2024	USA BLUEBOOK	1,880.54
0997871	12/19/2024	LEAH A. GUIZAR	60.00
0997873	12/19/2024	VERIZON	67.43
0015735	12/20/2024	PA MUNICIPAL RETIREMENT SYSTEM	10,146.99
0997851	12/20/2024	COMMONWEALTH OF PA	28,932.35
0997870	12/20/2024	WEST PENN POWER	26,702.78
TRANSFER	12/20/2024	GENERAL FUND	900.00
0015736	12/23/2024	BRYAN MUTHLER	879.51
0997858	12/23/2024	BURRIS PLUMBING AND DRAIN CLEANING	320.00
0997872	12/23/2024	SUSQUEHANNA FIRE PROTECTION CO	85.00
0997875	12/23/2024	SUFFOLK SALES & SERVICE CORP	12,540.00
0997874	12/24/2024	GROVE PRINTING, INC	24.86
0997876	12/24/2024	COOPER ELECTRIC	214.46
0997888	12/24/2024	WEST PENN POWER	505.00
TRANSFER	12/24/2024	BELLEFONTE BOROUGH WATER FUND	2,022.15
0997879	12/26/2024	MARTZ TECHNOLOGIES, INC	1,240.50
0997880	12/27/2024	QUALITY HYDRAULICS	726.42
0997877	12/30/2024	BARTON & LOGUIDICE, D.P.C.	7,860.00
0997878	12/30/2024	FINK BROTHERS SUPPLY	36.87
0997881	12/30/2024	ALLIED MECHANICAL & ELECTRICAL, INC	3,997.50
0997883	12/30/2024	THE METER GUY, LLC	900.00
TRANSFER	12/30/2024	PAYROLL FUND	30,000.00
0015737	12/31/2024	COLUMBIA GAS	2,210.85
0015738	12/31/2024	HIGHWAY EQUIPMENT & SUPPLY CO	237.53
0015739	12/31/2024	JJ POWELL FUEL MANAGEMENT	369.83
0015740	12/31/2024	NAPA AUTO PARTS	35.34
0015741	12/31/2024	NOBLE ENVIRONMENTAL	900.33
0015742	12/31/2024	FRANK NOLL	150.00
0015743	12/31/2024	PACE ANALYTICAL SERVICES LLC	3,264.40
0015744	12/31/2024	ROBBIE NICHOLS	250.00
0015745	12/31/2024	McCLURE COMPANY	32,064.00
0015746	12/31/2024	EVOQUA WATER TECHNOLOGIES LLC	4,056.99
0015747	12/31/2024	PM SUPPLY, INC	2,197.00
0015748	12/31/2024	VALLEY ACE HARDWARE	69.06
0015749	12/31/2024	LINK COMPUTER CORP	72.00
0015750	12/31/2024	LINDE GAS & EQUIPMENT	176.75
0015751	12/31/2024	WEST PENN POWER	26,876.83
0997882	12/31/2024	PM SUPPLY, INC	12,769.76
0997884	12/31/2024	RELADYNE	131.49
0997885	12/31/2024	KADY INTERNATIONAL	212.89
0997886[VOID]	12/31/2024	QUALITY HYDRAULICS	570.09
0997887	12/31/2024	LEAF	110.00
0997889	12/31/2024	McQUAIDE BLASKO, INC	1,110.00

Total Checks:**422,898.77**

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422,228.68

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Borough of Bellefonte

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Check Register from 12/01/2024 to 12/31/2024**09 REFUSE CHECKING - NW**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0996090	12/02/2024	COMCAST	127.94
0996094	12/02/2024	CENTRAL PA DOCK & DOOR, LLC	150.00
TRANSFER	12/03/2024	PAYROLL FUND	8,692.04
0005524	12/05/2024	JJ POWELL FUEL MANAGEMENT	1,822.07
0996091	12/05/2024	JABCO PEST CONTROL SERVICES, LLC	279.00
0005525	12/10/2024	ENCOVA INSURANCE	1,000.00
0005526	12/10/2024	CC RECYCLING & REFUSE AUTHORITY	44,198.69
TRANSFER	12/10/2024	GENERAL FUND	51.01
0996096	12/11/2024	JJ POWELL FUEL MANAGEMENT	681.97
TRANSFER	12/11/2024	BELLEFONTE BOROUGH WATER FUND	1,270.50
TRANSFER	12/11/2024	GENERAL FUND	8,677.74
TRANSFER	12/13/2024	GENERAL FUND	18,750.00
TRANSFER	12/13/2024	GENERAL FUND	84.86
0005527	12/17/2024	PA MUNICIPAL HEALTH INSURANCE COOP	10,496.88
0005528	12/18/2024	FNB COMMERCIAL CREDIT CARD	294.49
0005529	12/18/2024	ACCUFUND	570.37
0005530	12/18/2024	BFMC, INC	751.11
0996095	12/18/2024	GSP MARKETING, INC	3,816.87
TRANSFER	12/18/2024	PAYROLL FUND	13,134.67
0005531	12/19/2024	JORDIN BITTENGLE	120.00
0005532	12/19/2024	STEPHEN CALDANA	120.00
0005533	12/19/2024	MELISSA McCULLOUGH	120.00
0005534	12/19/2024	SAMUEL HORNER	60.00
0005535	12/19/2024	SCOTT WHITEHILL	60.00
0005536	12/20/2024	PA MUNICIPAL RETIREMENT SYSTEM	4,586.67
0996097	12/20/2024	LINK COMPUTER CORP	587.31
0996098	12/20/2024	WEST PENN POWER	14.47
0996099	12/20/2024	WEST PENN POWER	137.41
0996100	12/23/2024	GROVE PRINTING, INC	24.86
0996107	12/26/2024	COMCAST	127.94
0996101	12/27/2024	HUNTER KEYSTONE PETERBILT, L.P.	836.46
0996102	12/27/2024	JJ POWELL FUEL MANAGEMENT	289.70
0996103	12/27/2024	JJ POWELL FUEL MANAGEMENT	837.09
0996104	12/27/2024	NAPA AUTO PARTS	23.89
0996105	12/27/2024	ROBINSON SEPTIC SERVICE, INC	195.00
0996108	12/27/2024	COMCAST	127.94
TRANSFER	12/30/2024	PAYROLL FUND	10,000.00
0005537	12/31/2024	JJ POWELL FUEL MANAGEMENT	1,902.20
0005538	12/31/2024	CC RECYCLING & REFUSE AUTHORITY	45,383.01
0005539	12/31/2024	WEST PENN POWER	249.09
0996106	12/31/2024	BELLEFONTE BUILDING SUPPLY, LLC	26.98

Total Checks:**180,680.23**

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Borough of Bellefonte

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Check Register from 12/01/2024 to 12/31/2024
18 SPEC PRJ BIG SPRING COVER GRANT CKG

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001003	12/31/2024	BARTON & LOGUIDICE, D.P.C.	11,036.19
Total Checks:			11,036.19

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18 SPEC PROJ BASEBALL FIELD GRANT CKG

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001019	12/10/2024	JOHN NASTASE CONSTRUCTION INC	102,600.00
0001020	12/10/2024	WEBER MURPHY FOX, INC	3,051.25
Total Checks:			105,651.25

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18 SPEC PRJ FNB - CHECKING

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0000125	12/13/2024	GENERAL FUND	20.00
Total Checks:			20.00

0+00 *

11+036+19 *

105+651+25 *

20+00 *

116+707+44 *

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Borough of Bellefonte
Check Register from 12/01/2024 to 12/31/2024
35 LF FNB CHECKING

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<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0000669	12/05/2024	VALLEY TRUCK & TRAILER	254.81
0000670	12/20/2024	HRI, INC	83,965.85
Total Checks:			84,220.66

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Check Register from 12/01/2024 to 12/31/2024**70 EMS CHECKING**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0995017	12/20/2024	EAGLE TOWING & RECOVERY INC	1,061.00
0995016	12/20/2024	GLICK FIRE EQUIPMENT CO, INC	2,659.00
0995018	12/30/2024	GOOD TIRE SERVICE	730.00
Total Checks:			4,450.00

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97 301 N SPRING ST CKG

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0000321	12/03/2024	AED BRANDS	6,043.11
0000322	12/05/2024	COMCAST	69.11
0000323	12/05/2024	VALLEY ACE HARDWARE	203.96
0000324	12/05/2024	WIZZARDS JANITORIAL SYSTEMS	1,621.92
0000325	12/10/2024	SWARTZ FIRE & SAFETY, INC	596.40
0000326	12/10/2024	WEST PENN POWER	1,434.96
0000327	12/10/2024	COMCAST	287.89
0000328	12/16/2024	VALLEY ACE HARDWARE	9.59
0000329	12/18/2024	FNB COMMERCIAL CREDIT CARD	229.63
0000330	12/18/2024	BELLEFONTE BOROUGH	28.43
0000331	12/18/2024	BELLEFONTE BOROUGH PETTY CASH FUND	7.42
0000332	12/31/2024	CAPITAL ONE	8.77
0000333	12/31/2024	COLUMBIA GAS	37.29
0000334	12/31/2024	WIZZARDS JANITORIAL SYSTEMS	1,621.92
0000335	12/31/2024	WEST PENN POWER	23.62
0000336	12/31/2024	WEST PENN POWER	2,142.09
0000337[VOID]	12/31/2024	JABCO PEST CONTROL SERVICES, LLC	50.00
0000338	12/31/2024	JABCO PEST CONTROL SERVICES, LLC	50.00

Total Checks: 14,466.11

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Borough of Bellefonte

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Check Register from 12/01/2024 to 12/31/2024

98 BULK FNB CHECKING

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
AUTO	12/10/2024	FIRST NATIONAL BANK	2,133.93
Total Checks:			2,133.93

0.00

2,133.93

43,993.51

46,127.44

Borough of Bellefonte**Check Register from 12/01/2024 to 12/31/2024****98 NW BULK WATER CHECKING ACCOUNT**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0000676	12/06/2024	BIG ROCK PAVING LLC	27,756.92
AUTO	12/09/2024	NORTHWEST SAVINGS BANK	5,981.49
TRANSFER	12/10/2024	BELLEFONTE BOROUGH WATER FUND	3,944.21
0000677	12/18/2024	FNB COMMERCIAL CREDIT CARD	60.22
0995243	12/24/2024	CENTRAL PA DOCK & DOOR, LLC	5,960.00
0995244	12/24/2024	WEST PENN POWER	133.46
0995245	12/24/2024	WEST PENN POWER	157.21
Total Checks:			43,993.51

Bellefonte Borough Council Packet February 3, 2025

Junior Council Member Report
February 3, 2025

- Junior Council Member Report will be provided at the first meeting of every month.
- Please contact me if you have any questions or topics you would like me to look into.

Borough Report:

- I am currently researching and reviewing the Junior Council Person program information and presentation from Kris (Trafford Borough).

School Report:

- School resumed on January 7, 2025
- Quarter 2 ended on January 22, 2025
- The Challenge Program visits the high school
 - Their goal is to motivate high school students to develop the habits required to succeed in school and their careers
 - 145 Schools participate
 - Award \$\$\$ for attendance, STEM courses, community service, academic improvement, and academic excellence
- Xello/Career preparation updates
- AP applications were submitted

Extra Curricular Report:

- FBLA attended their Regional Leadership Conference
- Three Bellefonte FFA members received their FFA jackets
- The cheer team attended their PIAA States competition
- Academic Decathlon attended districts
- Student Council is holding its first-ever Pickleball Event on February 15th to help raise money for Mini Thon

PLANNING:

The Planning Commission will meet on Monday, February 10th at 5:00 p.m. On the agenda will be the review of the proposed LDP of Mach-One Clubhouse on Sunnyside Boulevard.

~~~~~

**ZONING:**

Ongoing projects include:

- Inventory of commercial spaces: vacancy, use classification, etc.
- Several new business inquiries and permits
- Short-term rental 2025 renewals – to date, I have received 10 renewals out of 21 total STRs. I will send out email reminders to those that haven't submitted their renewals yet.
- 911 Address clean up – downtown commercial and rental addresses mostly.
- Zoning/Code property checks, outstanding permits, follow-up with maintenance
- Research relevant zoning laws and suggest zoning amendments and updates as necessary.

**Sign Ordinance: Consideration of removing from Zoning Ordinance**

I ask that Council **consider removing the sign ordinance from the Zoning Ordinance and into its own chapter within the Borough Code.** This approach is common among other municipalities, and allows for easier enforcement and more flexibility to adapt regulations to evolving commercial business trends.

College Township, State College Borough, Patton Township, and Ferguson Township all have their Sign ordinance outside the regulations of their Zoning codes. Hollidaysburg Borough currently has their sign ordinance within their zoning ordinance, but they are in the process of moving the ordinance to its own chapter within their codes. Beyond our region, many boroughs across Pennsylvania, particularly those with Historic Districts, have already established separate sign ordinances.

As Bellefonte's commercial districts continue to evolve, particularly within our downtown Historic District, it is essential to maintain strong sign regulations that preserve the borough's distinctive historic character. A well-enforced sign ordinance ensures that business signage aligns with the community's architectural integrity, prevents visual

clutter, and reinforces Bellefonte's unique identity. Removing the sign ordinance from the Zoning Ordinance will allow staff to enforce regulations more effectively, ensuring consistency and compliance. This change will help sustain the charm and economic vitality of our historic downtown while providing businesses with clear, accessible guidelines. Additionally, better utilizing the **Design Guidelines for Signs in the Historic District**, adopted in 2021, will further support cohesive and historically appropriate signage.

Thank you for considering this request. Ralph Stewart may be able to provide further explanation and guidance.

### **Bellefonte Economic Vitality**

While it may seem as though Bellefonte has many empty storefronts, there have been a steady number of new businesses, and I continue to field several inquiries weekly about available commercial space. Currently, I have three pending new business permits for the downtown.

It's not uncommon for any town, large or small, to have available storefront and for businesses to come and go. Below is the list of new business permits that were issued in 2024:

- |                                               |                                |
|-----------------------------------------------|--------------------------------|
| - Earth and Bone Tattoo                       | - Terrapin Care Station        |
| - By Faith Beauty                             | - Courthouse Pub               |
| - Mikey Dutch Contracting                     | - Hobby Hour                   |
| - Pap's Antiques & More ( <i>now closed</i> ) | - Frame Factory & Gallery      |
| - Wild Honey Photo Co. & Audrey's             | - Independent Home Health LLC. |
| - Fluttering Shutters Photography, LLC.       | - Bellefonte Building Supply   |
| - Penn Highlands Community College            | - Happy Valley Apartments      |
| - Chew Chew Bun ( <i>now closed</i> )         | - Mel's Laundry Lounge, LLC    |

In addition, about fifteen existing Bellefonte businesses were permitted for zoning during the fire safety re-inspection. As the fire safety re-inspection becomes due with CRCA, I use that opportunity to get already existing businesses formally permitted with Zoning.

---

### **HARB:**

HARB will meet on Tuesday, February 11, at 8:30 a.m. There is currently at least one project for review and several administrative approvals that I am working on.



## **Public Transit Task Force Update: 02/03/2025**

Our Task Force is a inter-municipal, collaborative effort to explore public transportation service levels and options for Bellefonte Borough, Benner Township and Spring Township. Spring Township has been invited to all of our meetings and is kept informed of our discussions. Each municipality is responsible for funding any public transportation service provided by the Centre Area Transportation Authority (CATA) within that municipality.

The Task Force met on January 23, 2025, with representatives from CATA, Bellefonte Borough and Benner Twp., to discuss continued public transit service for 07/01/25 – 06/30/26. The following were present at this meeting:

Task Force: Joanne Tosti-Vasey (co-chair), Deb Cleeton (co-chair), Hugh Mose  
Bellefonte Borough: Ralph Stewart, Julie Brooks  
Benner Township: Kathy Evey  
CATA: Dave Rishel, Derek Sherman, Lori Miller

The Bellefonte/Benner B-line was introduced on July 1, 2024, and provides only 90% of the service capacity previously offered by CATAGO! This has presented challenges for regular public transit users with; limited hours of operation, reservation restrictions and a higher (cash only) fare. On November 18, 2024, using already allocated resources, CATA increased the hours of operation on the B-Line to provide mid-day service. Using data collected since July 2024, CATA is considering a re-design of the B-Line that would provide more efficient service within the Borough and continue to meet the needs of passengers with destinations in Benner Twp. or to CATA fixed route service in College Twp.

Our immediate priority is to keep public transportation operating in Bellefonte Borough and Benner Twp. beyond June 30, 2025. Long term goals include expansion of public transit service to residents in Benner Twp. along Rte. 550 and a resumption of service in Spring Twp. CATA will look into making past ridership data available to be used as part of a needs assessment study required for future, long-term public transit services. There may be grant funding available for the needs assessment study.

The meeting included discussions on the current state of public transit service, potential service expansions, and the challenges local businesses and residents face. We explored the local and financial aspects of the CATA's public transit service, the cost-effectiveness of different transportation options, and the potential for expanding public transit services in the area.

Tentatively, CATA will present a service proposal for 07/01/25 – 06/30/26 at a Work Session prior to our Council meeting on February 18, 2025.

## Ralph Stewart

---

**From:** Barbara Dann  
**Sent:** Thursday, January 30, 2025 3:34 PM  
**To:** Doug Johnson; Deborah Cleeton; Kent Bernier; Shawna McKean; Johanna Sedgwick; Randy Brachbill; Rita Purnell; Joanne Tosti-Vasey  
**Cc:** Ralph Stewart; Alyssa Doherty  
**Subject:** Committees of Council  
**Attachments:** Committees of Council 2025.docx

Hello all,

I've attached a copy of the Committee definitions.

The Committees for Council for 2025 are as follows:

### **Environmental and Parks**

Joanne Tosti-Vasey - Chair  
Rita Purnell  
Randy Brachbill  
Kent Bernier

### **Finance and Administration**

Debbie Cleaton - Chair  
Joanne Tosti-Vasey  
Johanna Sedgwick  
Shawna McKean

### **Streets**

Doug Johnson - Chair  
Kent Bernier  
Debbie Cleaton  
Rita Purnell

### **Infrastructure and Public Works**

Randy Brachbill - Chair  
Doug Johnson  
Johanna Sedgwick  
Shawna McKean

The Chair of each committee will schedule the committee meeting once per month, being sure that all members can attend.

The Chair can assign one person to take notes during the meeting. Those notes will then be part of the Reports on the agenda at the second meeting of the month..

After the meeting time and date is set for each month, the meetings must be published in the Lock Haven Express. They will also be added to the Borough calendar on the website. Some Committees may need to schedule more frequent meetings and they will also be published.

**We will also be forming two Ad Hoc (*I know you love that term Kent!*) Committees.**

The first one is the **Fire Department**. Randy Brachbill will be the Chair and we will need volunteers for that committee.

The Second Committee is **Updating the Ordinances and Employee Handbook**. These have not been updated in a long time.

At the Agenda meeting today we discussed not having Work Sessions unless absolutely necessary. There would then be time before council meetings for some committee meetings.

If you have questions or comments, feel free to call me or reply to this email. (NOT reply ALL).

We will also be discussing this at the meeting Monday night.

Thank you,

Barbara

Barbara Dann  
Bellefonte Borough Council President  
814 883 8708

## **Finance and Administration**

Mission: Provide oversight and guidance to Borough Council for a preliminary annual budget including recommendation of rate of tax and fees required to meet proposed expenditures. The committee shall review and oversee: contracts, labor agreements, insurance coverages, grant proposals, ordinance review, a financial plan for capital expenditures, issuance and repayment of debt. Further, the committee oversees all personnel matters and other administrative issues that may arise.

## **Environmental and Parks**

Mission: Responsible for overseeing environmental initiatives of the Borough, promoting sustainability of resources, and maintaining council commitment to environmental preservation and advocacy in the borough. Develop a park maintenance plan, promote utilization of parks and other open spaces for the benefit of all residents of the borough.

## **Infrastructure and Public Works**

Mission: Oversight of all municipal services activity of Public Works including waste (trash, recycling, and yard waste programs, leaf collection), and maintenance of borough buildings. To the extent deemed necessary by Council, a building and property maintenance plan will be developed. The Committee works with the Borough Authority and Penn Dot for water and sewer system issues.

## **Streets**

Mission: Oversight and guidance for the maintenance of all streets, street signage, street lighting, traffic signals, crosswalk lighting, stamped crosswalk integration, lanes, curbs, storm drains and street crossings. The committee shall have prepared plans and specifications for any of the aforesaid work, as may be required, and furnish council with estimates of the cost thereof. The committee will develop and implement an annual road repair and improvement schedule and assure that snow removal is executed in a timely fashion. The Committee works with Penn Dot regarding Penn DoT streets.

RULES AND REGULATIONS  
OF THE  
Bellefonte Borough  
CIVIL SERVICE  
COMMISSION



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**RULES AND REGULATIONS  
OF THE  
CIVIL SERVICE COMMISSION**

**ARTICLE I. DEFINITION OF TERMS**

**101. Definitions**

Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations shall be construed to have the meaning indicated herein:

“APPLICANT” – Any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the Police Department.

“APPOINTING AUTHORITY” – The Borough Council of Bellefonte.

“BOROUGH” – The Borough of Bellefonte.

“BOROUGH COUNCIL” – The Council of the Borough of Bellefonte.

“BOROUGH MANAGER” – The Manager of the Borough of Bellefonte.

“CERTIFICATION” – The submission to the Appointing Authority of names taken from the Eligibility List.

“CHAIRPERSON” -The Chairperson of the Civil Service Commission of the Borough of Bellefonte.

“CHIEF OF POLICE” – The head of the \_Bellefonte Police Department, whether serving in a regular, interim, or acting role, who is appointed or designated by Council and responsible to the Mayor of Bellefonte and, when serving in a regular role, is not covered by Bellefonte’s civil service provisions.

“COMMISSION” - The Civil Service Commission of the Borough of Bellefonte.

“COUNCIL” - The Borough Council of the Borough of Bellefonte.

“ELIGIBLE” – A person whose name is recorded on a current Eligibility List or Furlough List.

“ELIGIBILITY LIST” - The list of names of persons who have passed all non-medical Examinations and are otherwise eligible for appointment to a particular position in the Police Department.

“EMPLOYMENT INFORMATION” - Written information in connection with job applications, performance evaluations, attendance records, disciplinary actions, and eligibility for rehire of any law enforcement agency that previously employed the Applicant.

“EXAMINATION” – The series of tests given to candidates to determine their qualifications for a position in the Police Department.

“FURLOUGH LIST” – The list of persons laid off from positions in the police department because of a reduction in the number of officers in the Police Department.

“LAW ENFORCEMENT AGENCY” - A law enforcement agency of this Commonwealth that is the employer of a law enforcement officer.

“LAW ENFORCEMENT OFFICER” - Any person who by virtue of their office or public employment is vested by law with a duty to maintain public order and the authority to make arrests for offenses.

“*LOUDERMILL* HEARING” – A pre-deprivation due process hearing during which a police officer has an opportunity to answer charges against him/her that may result in disciplinary action that includes deprivation of a property interest in employment.

“M.P.O.E.T.C.” – Municipal Police Officers’ Education and Training Commission.

“MEDICAL EXAMINATION” - An examination, procedure, inquiry, or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

“MILITARY VETERAN” – This term shall be defined as it is in the Pennsylvania Veterans’ Preference Act, as amended. Currently, it includes: (1) an individual who served, as evidenced by the veteran’s discharge papers, separation documents or statement of service, or hereafter serves in any of the following: (i) in the armed forces of the United States, including a reserve component or National Guard, has completed their initial contractual military service obligation and their last discharge or release was under conditions other than dishonorable; (ii) in the armed forces of the United States, including a reserve component or National Guard, has served during a period of war or armed conflict as determined by the United States Department of Defense, has completed a tour of active duty for purposes other than training, was released from that period of active duty under conditions other than dishonorable and continues to serve; or (iii) in the armed forces of the United States, including a reserve component or National Guard, has completed an initial contractual military service obligation and continues to serve. (2) An active duty member of the armed forces of the United States who is completing a tour of active duty that is three years or more and is within 90 days of an approved discharge or release, as evidenced by documentation of the projected discharge or release from active duty under conditions other than dishonorable. “PHYSICIAN” – A physician as defined under 1 Pa.C.S. § 1991.

“POLICE DEPARTMENT” – The Police Department of the Borough of Bellefonte.

“POLICE OFFICER” – For purposes of these Rules and Regulations, a sworn full-time employee of the Bellefonte Borough Police Department who meets the requirements

established by the Borough and Commonwealth of Pennsylvania (including the Municipal Police Officers' Education and Training Commission), exclusive of the Chief of Police of the Borough of Bellefonte, or other designee of the Borough to serve as the head of the Police Department.

“QUALIFIED MEDICAL PROFESSIONAL” - An individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed: (1) as a physician assistant under the act of December 20, 1985 (P.L. 457, No. 112), known as the Medical Practice Act of 1985, or the act of October 5, 1978 (P.L. 1109, No. 261), known as the Osteopathic Medical Practice Act; or (2) as a certified registered nurse practitioner under the act of May 22, 1951 (P.L. 317, No. 69), known as The Professional Nursing Law.

“SPOUSE OF A DISABLED VETERAN” - This term shall be defined as it is in the Pennsylvania Veterans' Preference Act, as amended. Currently, it includes the spouse of a veteran who has been classified by the United States Department of Veterans Affairs Veterans Benefits Administration as having a permanent total disability.

“SURVIVING SPOUSE” - This term shall be defined as it is in the Pennsylvania Veterans' Preference Act, as amended. Currently, it includes an unmarried spouse of a deceased veteran or of a service member who died on active duty in the United States Armed Forces, including a reserve component or National Guard.

“PROBATIONER” - A person in the Police Department who has been appointed from an Eligibility List, but who has not yet completed, his/her probationary period of employment.

“REDUCTION IN RANK” - A change to a different position or rank which results in a decrease in salary. However, a decrease in salary without a change to a different position or rank shall not constitute a Reduction in Rank.

“REMOVAL” – The permanent separation of a Police Officer from his/her position in the Police Department.

“SECRETARY” - The Secretary of the Civil Service Commission of the Borough of Bellefonte.

“SEPARATION RECORDS” - Records of the reason or reasons for and circumstances surrounding a separation of a law enforcement officer from the service of a law enforcement agency.

“SUSPENSION” – The temporary separation of a member of the Police Department from his/her position in the Police Department. Suspensions may be paid or unpaid.

## **102. Gender**

The words “he”, “his”, “him”, and “men” when used in these Rules and Regulations represent both the masculine and feminine genders.

## **ARTICLE II. THE COMMISSION**

### **201. Civil Service Commission**

The Civil Service Commission shall consist of three (3) Commissioners who shall be qualified electors of the Borough and shall be appointed by the Borough Council initially to serve for the terms of two, four, and six years. As terms thereafter expire, Commissioners shall be appointed for terms of six years.

Borough Council may appoint up to three (3) qualified electors of the Borough to serve as alternate members of the Commission. The term of office of the alternate members shall be six (6) years. When seated pursuant to Section 207 B (below), an alternate shall be entitled to participate in all proceedings and discussions of the Commission to the same and full extent as provided by law for Commissioners, including the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties outlined in these Rules and Regulations and as otherwise provided by law. Alternates shall hold no other office in the Borough. An alternate may participate in any proceeding or discussion of the Commission but shall not be entitled to vote as a member of the Commission unless designated as a voting alternate member pursuant to Section 207 B (below).

Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Borough Council for the unexpired term within the period of thirty (30) days after such a vacancy occurs.

Each member of the Commission, before entering upon the discharge of the duties of their office, shall take an oath or affirmation to support the Constitutions of the United States and the Commonwealth of Pennsylvania and to perform their official duties with fidelity. This oath shall be given by the Mayor or other appropriate official.

No Civil Service Commissioner shall receive compensation.

### **202. Offices Incompatible with a Civil Service Commissioner**

No Commissioner shall at the same time hold an elective or appointed office with the United States government, the Commonwealth of Pennsylvania, or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the teaching profession.

### **203. Officers/Organization**

The Civil Service Commission of the Borough of Bellefonte shall meet on the first Monday of each even-numbered year and elect one of its members as the Chairperson, one as Vice-Chairperson, and one as Secretary.

### **204. Duties of Chairperson**

The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure, and perform any duties required by law or these Rules and Regulations. The Chairperson, or in the absence of the Chairperson the Vice-Chairperson, shall be authorized to administer oaths and affirmations in connection with all matters brought before the Commission. He may be aided in these duties by the solicitor to the Commission.

**205. Duties of Secretary**

The Secretary shall, at the direction of the Commission, perform all official correspondence of the Commission, send out all notices required by law and these Rules and Regulations, keep a record of each examination or other official action of the Commission, make and record all minutes of all Commission meetings and perform all other duties required by law, by these Rules and by the Commission.

**206. Meetings**

Except for the biennial organizational meeting, all non-judicial meetings of the Commission shall be held either at the call of the Chairperson or at the call of two regular members of the Commission. These non-judicial meetings of the Commission are meetings open to the public and subject to the Sunshine Law requirements. Accordingly, public notice of these meetings shall be given and the meetings shall be conducted pursuant to all applicable Sunshine Law requirements.

The Secretary shall give each Commissioner twenty-four hours' written notice of every meeting of the Commission unless all members have waived receipt of notice of the meeting.

**207. Quorum**

- A. Three (3) members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two (2) members.
- B. If, by reason of absence or disqualification of a member, a quorum is not reached, the Chairperson shall designate as many alternate members of the Commission as may be needed to provide a quorum. An alternate member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the alternate was initially designated until the Commission has made a final determination of the matter or case. Designation of an alternate member pursuant to this Section shall be made on a case-by-case basis in rotation according to declining seniority among the alternates.

**208. Order of Business**

The order of business of all non-judicial meetings of the Commission shall be as follows:

- (a) Roll Call;
- (b) Approval of the minutes of the previous meeting;
- (c) Unfinished business;
- (d) New business;
- (e) Communications and reports;
- (f) Adjournment.

**209. Minutes and Records**

The Secretary shall make and keep the minutes of the Commission's proceedings showing the vote of each member upon each question or, if a member is absent or cannot vote due to a conflict of interest, such fact shall be reflected in the minutes. All records of the Commission shall be preserved and disposed of according to the Retention and Disposition Schedule for Records of Pennsylvania Municipalities under the authority of the Municipal Records Act, 1998 P.L.R. 175, No. 27, 53 Pa.



C.S. § 1381, *et seq.* All records of applications for appointment received by the Commission shall be retained and preserved for a period of five (5) years after the due date for such applications.

All records and minutes of the Civil Service Commission shall be stored in the administrative offices of the Borough of Bellefonte and be in the care, custody, and control of the Borough Manager. Documents and records constituting public records shall be made available to the public in accordance with the provisions of the Pennsylvania Right to Know Law.

**210. Amendments**

The Commission, with the approval of Council, may from time to time, amend any part of these Rules and Regulations. Before any amendment to these Rules and Regulations becomes effective, such amendment must be approved by the Council for the Borough of Bellefonte at a public meeting of Council. All Rules and Regulations and modifications thereto shall be made available by the Borough for public inspection and copying.

**211. Clerks, Supplies and Solicitor**

The Borough shall furnish the Commission with such supplies and use of the Borough's administrative office staff as may be necessary for the Commission to fulfill its duties. The Borough shall provide a suitable and convenient room for the use of the Commission.

In addition, the Commission may retain legal counsel to serve as its Solicitor, and any other consultants or experts, including testing experts, physicians, and psychologists/psychiatrists, as may be determined necessary and reasonable by the Commission. Prior to incurring any fees and expenses, including but not limited to such costs for counsel, consultants, experts, physicians, psychologists/psychiatrists, the Commission must submit a prior request to Council and obtain its approval.

The Solicitor to the Commission must be licensed to practice law in the Commonwealth of Pennsylvania. The Solicitor for the Commission may not also be the Solicitor to the Borough or associated with the law firm of the Borough Solicitor when the Commission is acting in an adjudicatory capacity.

**212. Investigations**

The Commission shall have the power to conduct investigations concerning all matters relating to the administration and enforcement of these Rules and Regulations to the extent authorized by the Borough Code. The Chairperson of the Commission or in his absence, the Vice Chairperson, is authorized to administer oaths and affirmations in connection with such investigations.

**213. Subpoenas**

A. The Commission shall have the power to issue subpoenas under the signature of the Chairperson, or Vice-Chairperson in the Chairperson's absence, to require the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry then pending before the Commission. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the Court of Common Pleas of Pennsylvania and shall be paid by the party seeking the attendance of the witness, or by the Commission itself (from appropriations for incidental expenses) where the Commission is the entity requesting the subpoena(s).

B. All Borough Officers and Borough employees shall attend and testify when required to do so by the Commission.

C. If any person shall refuse or neglect to obey any subpoena properly issued by the Commission, the Commission, or the requesting party may apply by petition to the Court of Common Pleas of Allegheny County for enforcement of that subpoena, requiring the attendance of such person(s) before the Commission to testify and to produce any records and papers necessary, and shall seek an order that in default thereof such individual(s) shall be held in contempt of court.

**214. Annual Report**

The Commission shall make an annual report to Borough Council containing a brief summary of its work during the year and a full accounting of any expenditure of public monies. The annual report shall be available for public inspection.

### **ARTICLE III. APPLICATIONS**

#### **301. Appointment of Police Officers**

Each and every appointment to the Police Department shall be made only according to qualifications and fitness to be ascertained by examinations and procedures as set forth in these Rules and Regulations.

#### **302. General Provisions Relating to Examinations**

All examinations for appointment to the Police Department and for promotions within the Police Department shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the position sought. All examinations shall be open to all applicants who meet the minimum qualifications required by these Rules and Regulations. Public notice of the time and place of the examination, together with the information as to the kind of position to be filled, shall be given by publication a minimum of once in a newspaper of general circulation in the Borough of Bellefonte, at least two weeks prior to each examination, and a copy of the notice shall be prominently posted in the Municipal Office of the Borough of Bellefonte.

#### **303. Application Form**

A. No person shall be permitted to take an examination for a position in the Police Department of the Borough of Bellefonte until after he/she has filed, on the official form prescribed by the Civil Service Commission, a formal application providing such information as the Commission may require. The application shall include an oath or affirmation by the Applicant stating that the application is completed truthfully and that the Applicant is subject to the penalties of 18 Pa.C.S. §4903 relating to unsworn falsification to authorities. The official application form and all notations, references, and statements appearing in it, or attached thereto, are incorporated by reference into these Rules and Regulations and shall be as much a part of these rules as if they were fully set forth herein. The following information shall be attached to the application form:

- (a) A copy of the job description and essential functions of the position;
- (b) A list of basic qualifications necessary for permanent appointment to the position of police officer;
- (c) A summary description of the selection process; and
- (d) A general statement of any physical performance and drug examinations required of applicants for the relevant position.

B. Council may, at its choice, elect to participate in one or more joint application process(es) and/or joint testing procedure(s) conducted by such entities as a Council of Governments. In the event that Council elects to participate in a joint application process and/or joint testing procedure, the public notice for such examination shall indicate that the examination is being conducted pursuant to a joint application and/or testing program.

All other procedures, rules, regulations, and eligibility requirements for a joint testing procedure shall be as set forth in these Rules and Regulations.

**304. Non-Discrimination Policy**

The Borough is an equal-opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to all qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status, non-job-related physical or mental handicap or disability or any other characteristic or condition protected by law. The Borough and the Commission will provide equal opportunities in employment and promotion.

No question in any form of application for examination or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any applicant nor shall inquiry be made concerning the opinions or affiliations, and all disclosures of opinions or affiliations shall be ignored.

No discrimination shall be exercised, threatened, or promised by any person against or in favor of any applicant or employee because of political or religious opinions or affiliations, or race, and no offer or promise or reward, favor, or benefit, directly or indirectly, shall be made to or received by any person for any act done or duty omitted or to be done under these civil service rules and regulations.

**305. Age Qualifications**

Applicants for a position in the Police Department must be at least twenty-one (21) years of age as of the date of their application.

**306. General Qualifications - Applicants for Police Officer**

Every applicant for any position in the Police Department shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, every applicant must be a United States citizen, physically and mentally fit to perform the full duties of a police officer and possess a valid motor vehicle operator's license, and must have received a diploma from a certified Act 120 school (or out-of-state equivalent), on or before the date the Commission certifies the applicant from an eligibility list to fill vacancies under Section 3—Vacancy Procedures of these Rules and Regulations. After the appointing authority selects an applicant for appointment to a vacant position, the applicant must take and pass any required Act 120 examination for certification and receive an Act 120 number and identification card. Out-of-state applicants currently employed as a police officer of another state must successfully complete the waiver procedures outlined in applicable MPOETC regulations (37 PA. Code 203.12, as may be amended from time to time) prior to commencing employment with the Brough. ~~At the time of application, each Applicant for appointment to the position of Police Officer must satisfy all of the following requirements: (i) be a citizen of the United States, (ii) possess a high school diploma or GED, (iii) be physically and mentally fit to perform all of the essential functions of a Police Officer, and (iv) be currently licensed to operate a motor vehicle in the state in which the applicant then resides (such license may not have been suspended or restored within three (3) years of the deadline for receipt of applications). Successful completion of Act 120 training and current eligibility for certification by the M.P.O.E.T.C must be satisfied and proof thereof presented to the Commission by no later than the date on which the Commission approves the eligibility list pursuant to Section 803. The Commission will work with the Borough Manager or his/her designee to contact applicants who do not provide proof of successful completion of Act 120 training and current eligibility for certification by the M.P.O.E.T.C with their application to permit them~~

~~reasonable time to provide such proof prior to the scheduled meeting date where the Commission is expected to approve the eligibility list pursuant to Section 803.~~

**307. Filing Applications**

Applications for a position as a Police Officer in the Police Department shall be available at the Borough Building only after an Examination has been properly advertised. Completed applications for appointment to the position of Police Officer may be received at any time prior to the deadline for submitting applications in the office of the Borough Manager during regular business hours.

**308. Application Fee**

At the time of filing of an application, each Applicant may be required to pay a nonrefundable fee in an amount set by resolution of Council. Said application fee shall be used exclusively for the purpose of defraying the costs to the Borough in conducting and administering the examination process. Said application fee may be eliminated, decreased, or increased, from time to time, by motion or resolution of Borough Council.

**309. Recording Applications**

All timely applications received by the Borough Manager or his designee, or the designated representative for any joint application process and/or joint testing program selected by Council, shall be stamped or marked as to the date and time received. All timely applications so received shall, within 72 hours of the close of the application period, be submitted to the Secretary of the Civil Service Commission (Secretary), or the Commission itself if it so elects. The Secretary and/or the Civil Service Commission shall review each timely application so received to determine if any material errors or omissions exist in the application. Any application determined to have obvious material errors or omissions shall not be considered by the Commission, shall not be returned by the Commission to the Applicant, nor shall it be numbered and recorded by the Commission. Each completed application received by the Secretary or the Civil Service Commission shall then be numbered and recorded in the order in which it was received. In recording the complete applications, a note shall be entered whether veteran status is claimed by the applicant and whether the Applicant has requested a reasonable accommodation of a disability in the application or examination process.

**310. Disqualification/Rejection of Applicant**

A. The Commission may refuse to examine, or if examined, may refuse to certify as eligible any Applicant who is found to lack any of the minimum qualifications prescribed in these Rules and Regulations for examination for the position for which the applicant has applied.

B. The Commission may also refuse to examine, or if examined, may refuse to certify as eligible, any Applicant who is determined to have submitted an application, a ~~Polygraph Screening Booklet, responses or lack thereof during a Polygraph Examination, or written or oral communications in the~~ Background Investigation containing falsifications, omissions, or non-disclosure of material fact. Should the investigation disclose any falsification, omission, or non-disclosure of material fact the Commission may take any one or more of the following actions:

- (i) Decline the application and disqualify the applicant;

- (ii) If the Applicant has been examined, remove the name of the Applicant from the eligibility list;
- (iii) If the Applicant shall have been appointed, deliberate falsification, omission, or non-disclosure of a material fact shall constitute grounds for immediate dismissal from the Police Department.
- (iv) Any person who submits any application containing any deliberate falsification, omission, or non-disclosure of a material fact shall not be permitted to submit any future application for any position in the Police Department.

C. The Commission may refuse to examine, or if examined, may refuse to certify, any applicant who is physically or mentally unfit to perform the essential functions and duties of the position for which he or she has applied, who is illegally using controlled substances as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. §802, addicted to the habitual use of intoxicating liquors, has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct; has been dismissed from public service for delinquency or misconduct of office or is affiliated with any group whose policies or activities are subversive to the form of government enumerated in the Constitution and the laws of the United States and the Commonwealth.

D. The Commission may refuse to examine, or if examined, may refuse to certify, any applicant for actions, inactions, performance, or conduct which, though not committed while employed by the Borough, would constitute a violation of the Borough's or the Borough's Police Department's policies and/or procedures.

### **311. Hearing for Rejected or Disqualified Applicants**

A. Any Applicant who believes that he or she is aggrieved by the action(s) of the Commission in refusing to examine or refusing to certify them as eligible after examination may request a hearing before the Commission. The Applicant must request such hearing in writing within ten (10) calendar days of the date that Applicant knew or should have known of the Commission's action which is being challenged.

B. Within ten (10) days of the Commission's receipt of a request for a hearing, the Commission shall designate the date, time and place for the hearing. At the hearing, the applicant or person aggrieved may appear, with or without counsel, and the Commission shall take testimony and review its refusal to provide examination or certification.

C. The deliberations of the Commission, including interim rulings on evidentiary or procedural issues, may be held in the nature of a closed executive session. The Commission's disposition of the matter shall constitute an official action that shall occur at a public meeting held under 65 Pa.C.S. Chapter 7 (relating to Open Meetings).

D. The decision by the Commission on the appeal shall be final.

## **ARTICLE IV. ANNOUNCEMENT OF EXAMINATIONS**

### **401. Sequence of the Selection Process**

To ensure the proper order of the selection process, the following sequence of events shall be followed in the selection of police officers:

- (a) A completed application is submitted and reviewed to determine if the required qualifications are apparently satisfied;
- (b) Written Examination; ~~Physical Ability/Agility Examination;~~
- (c) Physical Ability/Agility Examination; ~~Written Examination;~~
- (d) Oral Examination;
- (e) Approval of Eligibility List per Rule 803
- ~~(f) — Polygraph Examination~~
- (g) Background Investigation;
- (h) Provision of the Certified List of (up to) Three Candidates per Rule 1104
- ~~(i) — Interviews by Borough Council~~
- (j) Conditional Offer of Employment by Council and Act 57 of 2020 MPOETC Separation Records Request;
- (k) Medical and Psychological Examinations;
- (l) Probationary Employment;
- (m) Permanent Appointment.

### **402. Public Notice**

Public notice soliciting applications for the position of Police Officer shall be published once in a newspaper of general circulation within the Borough of Bellefonte at least two (2) weeks before each examination. A copy of the notice shall also be prominently posted in a conspicuous place in the Borough Municipal Center. At the discretion of the Commission, additional public notice may be given by such means as the Commission may decide. Such notice shall specify the date, time, and place of the Examination, together with information as to the type of position to be filled, where applications may be obtained for the examination and the deadline for the submission of applications.

### **403. Notice of Physical Ability/Agility Examination**

Applicants who timely submit a properly completed application will be given written notice by email (at an email address provided by the applicant on the application for the purpose of receiving notices related to the testing/hiring process) or, at the option of the Commission, by regular first class mail of the date, time and place of the physical ability/agility examination. No further notice of the physical ability/agility examination will be given. Any Applicant who has failed to properly complete their application form will not be permitted to take the physical ability/agility examination. Failure to report for an examination in accordance with the instructions contained in the written notice shall disqualify the Applicant. Any Applicant who desires to request a reasonable accommodation applicable to the physical ability/agility testing should submit such request at least five (5) business days prior to the scheduled examination date. Such request must be in writing and be delivered to the Commission's Secretary at the Borough's Administrative Office. Any request for a reasonable accommodation shall set forth all the reasons for the Applicant's request for such accommodation and, where appropriate, include a physician's statement certifying the need and reasons for the requested accommodation. The Commission shall review all requests for a reasonable accommodation in accordance with applicable law. Failure to follow this procedure may disqualify



the Applicant who believes he/she cannot take the physical ability/agility test without a reasonable accommodation or result in the denial of the requested accommodation.

## **ARTICLE V. PHYSICAL ABILITY/AGILITY EXAMINATION**

### **501. The Physical Ability/Agility Examination**

In order for the Borough of Bellefonte is assured that all Applicants have the basic physical abilities and conditioning required to perform the essential functions of positions in the Police Department, a physical ability/agility examination shall be given ~~by a testing agency appointed by the Commission. The physical ability/agility examination shall be job-related and consistent with business necessity and shall be designed to impose an equal burden of compliance on both male and female applicants, requiring the same level of physical fitness for each. An applicant for the position of Police Officer shall be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research. Each applicant shall score no lower than the 30<sup>th</sup> percentile of the Cooper standards for the person's age and gender, which coincides with the 30<sup>th</sup> percentile of the general population, in each of the required evaluations to be eligible for employment.~~ The required evaluations shall be consistent with what is required for entrance to a Certified Municipal Police Academy by the MPOETC. This examination is not a medical examination and differs from the Medical/Psychological Examinations that are conducted only after a conditional offer of employment is made. The physical ability/agility examination consists of job-related physical activities to be specified by the Commission prior to advertising of the examination. Candidates who fail to successfully complete the physical ability/agility examination shall be ineligible to continue in the examination process.

## **ARTICLE VI. THE WRITTEN EXAMINATION**

### **601. Admission to Examination**

All applicants who meet the basic qualifications ~~and have successfully passed the physical ability/agility examination~~ will be notified of their eligibility to take the written examination. The notification document shall serve as the Applicant's admission card to the written examination. The Applicant shall sign the card. This procedure shall be followed at each segment of the examination process. In order to be admitted to the written examination, the Applicant must possess and show either a valid state driver's license and/or a federal identification card, containing his/her photograph and other descriptive information. The examiner or his designated agent shall record the operator number, or other confirming data from the federal identification card on the notification card, together with the applicant's name and address.

### **602. Type of Examination**

The written examination shall be designed and is intended to test the knowledge and non-physical ability of the applicants to perform and to be trained to perform the essential functions of the position. The design and content of the written examination may be altered from time to time; however, it shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of a Police Officer.

### **603. Administration of Examination**

The Commission may designate any qualified testing or examining body or agency to act as an examiner for the written examination. The Commission reserves the right to accept or reject, in whole or in part, the recommendations of its appointed testing or examining body or agency.

### **604. Written Examination Scores**

The written examination will be scored on a scale of 100 points and will be afforded a weight of forty ~~seventy~~ (740%) percent of the Applicant's final total average weighted score. The minimum passing score for the written examination shall be the seventy-~~five~~ (70~~5~~%) percent. Any Applicant who scores less than 70~~5~~% shall be disqualified from further participation in the examination process. Within thirty (30) days after the administration of the written examination, all Applicants shall be given written notice of their score on the written examination. As soon as possible after the completion of the written examination, the Secretary, or his designee, shall prepare a list of Applicants who received a passing score on the written examination. The names shall be arranged from the highest score to the lowest passing score and the list shall include each applicant's score. In the event that two (2) or more applicants receive the same score, the order of listing of such persons shall be determined by the order in which the applications were numbered for recording purposes. Achieving a place on this list makes the Applicant eligible for the oral examination. The list of those eligible for the oral examination shall be posted in the office of the Borough of Bellefonte and in a conspicuous place in the Borough Municipal Building.

## **ARTICLE VII. THE ORAL EXAMINATION**

### **701. Oral Examination Board**

The Oral Examination Board for Applicants for the position of Police Officer may be comprised of the following:

- (a) ~~At least two (2)~~ A member of the Civil Service Commission;
- (b) Representatives of command rank from local law enforcement agencies recommended by the Chief of Police and approved by the Commission; and,
- (c) The Chief of Police.

### **702. Admission to the Examination**

An invitation to participate in the oral examination is contingent upon passing of the written examination. An invitation to participate in the oral examination will be sent to all Applicants who received a passing score on the written examination. The Commission may conduct the oral examination of Applicants in any order it deems appropriate.

### **703. Administration of the Oral Examination**

The oral examination will be scored on a scale of 100 points and will be afforded a weight of sixty ~~thirty~~ (360%) percent of the Applicant's final total average weighted score. A minimum passing score on the oral examination shall be seventy-five (~~5~~70%) percent. Applicants shall be rated by each member of the Oral Examination Board on a rating form provided for that purpose. During the oral examination, all Applicants should be asked the same questions and/or presented with the same hypotheticals which should be determined in advance of the examinations. Applicants shall be scored for the content and relevance of their answers/responses. Upon completion of the rating form by each member of the Oral Examination Board, the forms shall be collected, tallied, and recorded by the Secretary, or his or her designee. The average of the ratings by each board member shall constitute the Applicant's score on the oral examination. Members of the Oral Examination Board should keep notes on the rating form and the rating forms shall be kept for five (5) years after completion of the examination. Upon completion of the scoring of the oral examinations, the Secretary, or his or her designee, shall list, in order of ranking, the Applicant's name and score on the oral examination. A copy of the list shall be provided to the Civil Service Commission. Any Applicant who receives a score of less than 70% on the oral examination shall be disqualified from further participation in the examination process.

### **704. Improper Conduct**

Should any Applicant conduct himself/herself in any manner during the course of the selection process so as to defeat the proper intent, conduct, or course of the examination process, his/her name shall be removed from the examination process and the Applicant shall not be permitted to make any future application for any position in the police department. The right to a hearing by any aggrieved applicant shall be as set forth in §312 above.

## **ARTICLE VIII. ELIGIBILITY LIST**

### **801. Examination Scores**

As soon as possible after the completion of all oral examinations for initial appointment as Police Officer, the Secretary of the Commission, or his or her designee, shall prepare a list of all Applicants, which list shall include each Applicant's name and his/her written score, oral score, and total average weighted score. The list shall be prepared promptly following the completion of the oral examination by the Oral Examination Board. Each Applicant shall receive written notice of their written and oral examination results, their Veterans Preference Points, if any, and the final total average weighted score.

### **802. Veterans' Preference**

Pursuant to the Veterans' Preference Act, as amended by Act 102 of 2020, any applicant for an entry-level position in the Police Department who has achieved passing scores on each component of the testing process (i.e. physical agility test, written examination, and oral examination) and who qualifies as a military veteran under this Act shall receive an additional ten (10) points on top of their total weighted average score. Applicants claiming veterans' preference shall have submitted satisfactory proof of service through the submission of discharge papers or separation documents (a DD214, DD215, or NGB-22 form), or statement of service, as that term is defined in the Act, to the Borough with their application form. When selecting candidates from the certified list of three, where one of the three candidates is a veteran under the Veterans' Preference Act, Borough Council must select that individual for appointment. ~~Where more than one of the candidates on the certified list of three is a veteran, Council may select any of the candidates having veteran status.~~

### **803. Preparation of Eligibility List**

Upon completion of the written and oral examinations, the Secretary, or his/her designee, shall prepare an eligibility list upon which shall appear the names of each applicant who received a passing score on both the written and oral examinations and whether that applicant has veteran status. The names on the eligibility list shall be arranged, from the highest to the lowest, in order of the final total weighted average score (written exam score, plus oral exam score, plus veteran's preference points) received by each applicant. The eligibility list shall be filed in the office of the Borough Manager, and a copy shall be posted in a conspicuous place in the Borough Municipal Center.

### **804. Duration of the Eligibility List**

The eligibility list shall be valid for a period of one (1) year from the date the Commission formally adopts the eligibility list. Prior to the expiration of the one-year period, the Commission may extend the validity of the eligibility list for up to an additional twelve (12) months by a majority vote of the Commission at a duly authorized Commission meeting. In the absence of a lawful extension by the Commission, the list shall expire at the end of the original one (1) year period. The Borough Council may, at its sole discretion, void an eligibility list at any time for any reason.

### **805. Furlough List**

If for reasons of economy or other reasons, it shall be deemed necessary by the Borough to reduce the number of its full-time Police Officers, such reduction shall be accomplished by furloughing in reverse order of seniority in the Department, beginning with the police officer last appointed, including probationers, until such reduction shall have been accomplished. This provision shall not apply to the Chief of Police, or other designee of the Borough to serve as the head of the

Police Department. In the event that the Borough subsequently decides to increase the size of the Police Department, the furloughed Police Officers shall be reinstated in order of their seniority in the Department. Police Officers notified of reinstatement shall accept reinstatement in writing and deliver the same to the Borough offices within ten (10) days of such notice, or such offer of reinstatement shall be deemed rejected.

## **ARTICLE IX. ~~POLYGRAPH EXAMINATION AND~~ BACKGROUND INVESTIGATION**

### **901. ~~Polygraph Examination~~**

~~a. The top three candidates from the Commission's certified eligibility list shall undergo a polygraph test by a qualified polygraph examiner who shall be appointed by the Commission. In the event of more than one (1) vacancy is to be filled, a number of the highest ranked candidates equal to the number of vacancies to be filled, plus the next two (2) highest ranked candidates, shall also undergo the polygraph test. Every candidate required to undergo a polygraph examination under these Rules and Regulations shall comprehensively and honestly complete a personal data questionnaire as provided by the polygraph examiner.—~~

~~a. The report on each examination shall be submitted to the Commission within ten (10) days after the date of the examination except in the instance of extenuating circumstances.—~~

~~a. The examiner shall ask questions based on the information contained in the personal data questionnaire.—~~

~~a. Before administering the test, the examiner shall ask each applicant whether there is any more information related to the personal data questionnaire that the applicant would like to provide.—~~

~~a. After administering the test, the examiner shall again ask the applicant, if deception is indicated, whether there is any information which the applicant is withholding.—~~

~~a. If the examiner shall deem any of the applicant's responses to be deceptive, the examiner must tell the applicant immediately and give the applicant an opportunity to explain, deny or admit the deception. If the applicant denies being deceptive or if the explanation is found unsatisfactory by the examiner, the applicant will be given the opportunity to retake the test with a second examiner. Notice of the opportunity to retest shall be given in writing to the applicant at the applicant's cost. The second examiner will not have access to the results of the first test prior to re-administering the polygraph. If the second examiner finds no deception, the applicant will be considered as having passed the polygraph examination. If the second examiner also finds the applicant deceptive, the applicant will be considered as having failed the examination.—~~

### **901. Background Investigation**

An investigation of character and background ~~of the top scoring eligible applicant the top scoring eligible applicants who have successfully completed the polygraph examination process~~ shall be conducted by a person, entity or agency approved and appointed by the Commission. The background investigation shall be in compliance, at a minimum, with the guidelines established by the MPOETC and Act 57 of 2020, as required by law. The applicant shall be required to execute an authorization and release for the disclosure of employment information from the applicant's former employing law enforcement agencies in the Commonwealth on a standard form promulgated by MPOETC, which shall also be signed by the Borough's Chief of Police, or other designee of the Borough to serve as the head of the Police Department. The "Authority to Release" portion of the application form must have been completed by the applicant. The background investigation shall include, at a minimum, the following:

- (a) A criminal history check, including the submission of fingerprints to the State Police Central Repository and the Federal Bureau of Investigation.
- (b) A check of the applicant's credit history.

- (c) Personal interviews with at least three people who have personal knowledge of the applicant but are not related to the applicant, nor are a member of the applicant's household.
- (d) Interviews of the applicant's employers, if any, for the past five (5) years to determine the applicant's work history.
- (e) A review of the applicant's employment information from each previous law enforcement employer to determine the applicant's law enforcement work history.
- (f) A check of the applicant's driving history that includes a review of all traffic violations and verifications that the applicant has a valid driver's license.
- (g) A verification of the applicant's eligibility to lawfully possess a firearm, as required by law.

A background investigation may also include interviews with the applicant's family, acquaintances, current and former neighbors, references, and current and former teachers and school officials. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

**902. Fingerprinting**

Those applicants selected from the eligibility list shall be fingerprinted. The fingerprint cards shall be distributed to the Federal Bureau of Investigation, the Pennsylvania State Police, and the Borough of Bellefonte Police Department.

**903. Conduct of Background Investigation**

In addition to the review of employment information and separation records required by Act 57 of 2020, the background investigation of applicants selected from the eligibility list also may include, but not be limited to, the following areas:

- (a) Biographical Data – Verify name and birth information through birth, educational, military, and employment records. Interview the wife/husband or parents of the applicant.
- (b) Education - Verify the amount and kind of education through actual examination of school records if the school is nearby. Check school disciplinary records: Verify college credits by having the applicant submit a notarized certified transcript.
- (c) Military - Require the applicant to submit a copy of his service record and discharge certificate. Applicants shall provide a certified member copy 4 of DD214.
- (d) Employment - Verify previous employment, listing reference information on a confidential basis. When possible, conduct a personal interview with the present employer, supervisor, and associates. Use the release and waiver of liability form signed by the applicant.
- (e) Prior Employment - Ascertain the applicant's reason for leaving prior employers. Use the release and waiver of liability form signed by the applicant.
- (f) Residence - Conduct a neighborhood investigation by conversing with neighbors concerning the candidate's habits, conduct, and reputation. Use the release and waiver of liability form signed by the applicant.
- (g) Police - Check criminal records of federal, state, and local police agencies. Check with the state drivers' licensing agency for traffic violations and accidents.



- Excessive and/or serious traffic violations chargeable against the applicant may be sufficient to disqualify a candidate.
- (h) References - Interview local references provided by the applicant, and obtain an interview with at least three references developed from them. Write letters to the out-of-state references. Use the release and waiver of liability form signed by the applicant. Where in-person interviews are not reasonably practicable, interviews may be conducted virtually or by phone.
  - (i) Credit Reports – Obtain reports from one or more credit reporting bureaus.
  - (j) Taxes and Utilities. - Check with the appropriate municipality to ensure applicant has paid local taxes and utilities.
  - (k) Judgments - Check state and federal court dockets to determine whether there are judgments against the applicant.
  - (l) The background check shall also comply with the standards for such checks established through regulations of the MPOETC.

**904. Results of Background Investigation**

After the background investigation is completed, the results shall be provided to the Commission. The Chief of Police, or other designee of the Borough to serve as the head of the Police Department shall make a written recommendation to the Commission on whether the applicant is fit for consideration for appointment as a police officer. The Commission shall make the final determination on whether the information collected during the background investigation and recommendation of the Chief of Police, or other designee of the Borough to serve as the head of the Police Department, warrant rejection of the candidate. The “fitness” of the applicant shall be based on the criteria set forth in these Rules and Regulations and the regulations of the MPOETC. The recommendation shall be in writing and shall be in compliance with the Americans with Disabilities Act, and must not include any medical information on the candidate. If the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included. If the Commission objects to one or more of the persons certified, based on the results of the background investigation, the Applicant shall be notified that his or her name will be removed from the eligibility list subject to the Applicant’s right to appeal pursuant to Section 312 of these Rules and Regulations.

**905. Rejection of Applicant**

In addition to the reasons set forth in Section 310 above, an applicant may be rejected for any one or more of the following, or where applicable, events or occurrences of like or similar matters:

- (a) Arrest and conviction for any felony, misdemeanor, or summary offense as defined in Title 18 of the Pennsylvania Crimes Code and/or Military Code of Conduct.
- (b) Release from any military or civilian police department for infractions that would amount to a crime but were not prosecuted, or for actions, inactions, or conduct which, though not committed while employed as a police officer, could result in discipline if engaged in by a member of the \_\_\_\_\_ Police Department.
- (c) Release from any civilian police department during probation.
- (d) History of excessive gambling loss.
- (e) Failure to remain current in the payment of all taxes of any type.
- (f) Failure to provide support for minor children.

- (g) Failure to provide support to a dependent spouse.
- (h) Evidence of present improper use of controlled substances· as defined in schedules I through V of Section 202 of The Controlled Substances Act (21 U.S.C. § 812).
- (i) History of association, unless duties through criminal justice system required such association, with known criminals or “organized crime figures”.

## **ARTICLE X. PROMOTIONS IN THE POLICE DEPARTMENT**

### **1001. Promotional Process**

The sequence of events will be followed in the promotional process. The process shall be as follows:

- (a) Application
- (b) Written Examination
- (c) Oral Examination
- (d) Conditional Appointment
- (e) Probation
- (f) Permanent Appointment

### **1002. Application**

An application for promotion, on a form provided by the Commission for such purpose, shall be filed with the Secretary by each applicant for a promotional position. The application which will set forth the qualifications necessary to apply for the promotional position, must be completed and submitted during the time period and place set forth in the notice.

### **1003. Eligibility for Examinations**

All applicants for a promotional position, except the Chief of Police or other designee of the Borough to serve as the head of the Police Department, shall not have been suspended without pay or have received a formal reprimand within the one (1) year prior to the deadline for submitting an application for the promotional position. Any formal suspension which the applicant has timely appealed pursuant to either the grievance procedure or the appeal process established under these rules and regulations shall be disregarded unless the appeal is finally resolved prior to the creation of the eligibility list.

Police Sergeant/Corporal: At the time of application, all applicants for the promotional position of Police Sergeant/Corporal shall have at least five (5) years of full-time service as a police officer with at least three (3) years of continuous prior service as a Full-Time Police Officer in the Bellefonte Borough Police Department.

Police Assistant Chief/Lieutenant: At the time of application, all applicants for the promotional position of Police Assistant Chief/ Lieutenant shall have at least seven (7) years of continuous prior service as a Full-Time Police Officer in the Bellefonte Borough Police Department.

### **1004. Administration of the Examinations**

The Commission may designate any qualified testing or examining body or agency to develop and/or administer testing instruments, both written and non-written.

### **1005. Written Examination**

All examinations for promotion shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the position sought by them and may include a test of police knowledge and performance and a test to measure knowledge of supervisory and command responsibility. The minimum passing score on the written examination is seventy (70%) percent.

**1006. Oral Examination Board**

The Oral Examination Board for applicants for promotional positions in the Bellefonte Police Department shall be composed of (i) at least one member of the Civil Service Commission; (ii) two representatives of command rank from local law enforcement entities recommended by the Chief of Police and appointed and/or approved by the Commission; and (iii) the Chief of Police. The oral examination shall involve questioning applicants on how they would handle the situations relevant to police work for the promotional position to which they are applying. The oral examination will also involve the applicant presenting a 10-minute presentation on a topic designated by the Chief of Police.

**1007. Oral Examination**

Applicants shall be rated by each member of the Promotional Oral Examination Board on a rating form provided for that purpose. Upon completion of the rating form by each board member, the forms shall be collected, tallied, and recorded by the Secretary, or his/her designee. The average of the ratings by each member of the Promotional Oral Examination Board shall constitute the applicant's score on the oral examination. Members of the Promotional Oral Examination Board shall keep notes on their rating form and their rating forms shall be maintained by the secretary for two years after the examination. Upon completion of all oral examinations, the Secretary, or his/her designee, shall list, in order of rating, the applicants' name and score on the oral examination. In the oral examination, all applicants should be asked the same questions which should be determined in advance of the examinations. The minimum passing score on the oral examination is seventy-five (705%) percent.

**1008. Promotional Examination Scores**

(a) The promotional examination shall be graded on a scale of one hundred (100) percent and shall be weighed as follows:

1. For the written examination, a total of forty ~~seventy~~ (470) points;
2. For the oral examination, a total of sixty ~~thirty~~ (630) points.

(b) An applicant must have a score of at least seventy-five (705%) percent in each of the above examinations to be eligible for promotion.

**1009. Promotional List**

Upon completion of the examination process, the Secretary, or his/her designee shall prepare a promotional list for each position for which a vacancy exists. The names of each applicant who received passing grades on both the written and oral examinations shall be arranged on the promotional list from the highest to the lowest, in order of the final average weighted score received by each applicant. The promotional list shall be certified by the Civil Service Commission and filed in the office of the Borough Manager and a copy shall be posted in a conspicuous place in the Borough Municipal Center.

**1010. Duration of the Promotional List**

The eligibility for promotion list shall remain valid for twelve (12) months from the date of its certification by the Civil Service Commission.

## **ARTICLE XI. CERTIFICATION AND APPOINTMENT**

### **1101. Filling Vacancies**

When a vacancy is to be filled for any position in the Police Department, Council, or its designee, shall submit a written request to the Commission for certification of eligible applicants. In making the request, the Council shall state the title of the position to be filled and the compensation to be paid, and the fringe benefits allotted for the position.

### **1102. Filling Appointments**

A. Borough Council may fill any vacancy in an existing position in the Police Department which occurs as a result of expansion of the police force, retirement, resignation, disability, or death by the reappointment or reinstatement of a former employee of the police department who previously complied with the civil service rules and regulations. (Note: Such events create vacancies only when Borough Council has concluded that this is the case.) Furloughed police officers shall be given first consideration for re-employment and they shall be reinstated in order of their seniority. No examination, other than the physical and psychological examinations as directed by the Commission and a post-offer separation record request under Act 57, shall be required for reappointment or reinstatement. If more than one vacancy is to be filled, the Commission shall certify from the top of the list that the number of names is equal to the number of vacancies to be filled in the order of seniority in the Police Department.

B. The Commission shall provide written notice by email or United States First Class Mail to any person certified as eligible for recall from the furlough or reinstatement list. Said notice shall state that the furloughed or reinstated officer has ten (10) days from the date of mailing of the notice to contact the Commission and indicate their acceptance of the recall from the furlough or reinstatement list.

### **1103. Removal of Names from Furlough or Eligibility Lists**

In addition to the other reasons stated as grounds for removal in these rules, the name of any person appearing on a furlough list or an eligibility list shall be removed from the relevant list by the Commission if such person:

- (a) Is appointed to a position as a police officer in the Borough; or
- (b) Declines an appointment to a permanent position as a Police Officer; or
- (c) Fails to reply to the Commission within ten (10) calendar days from the date of mailing/emailing of a notice of certification, or
- (d) Indicates availability for appointment and is appointed to fill a vacancy but fails to report for duty at the time prescribed by Council.
- (e) Requests in writing that their name be withdrawn from the list.

### **1104. Certification from Eligibility List and Appointment**

A. If no furlough list exists, or if the total number of vacancies cannot be filled from the available names on the furlough list, the Commission shall certify names from the eligibility list. The Commission shall certify from the eligibility list the names of three persons thereon, or a lesser number where three are not available, who have received the highest total score.

B. Each applicant certified to the eligibility list shall be interviewed by Council.

C. Council may object to one or more of the persons certified for the reasons set forth in these Rules and Regulations. If the candidate to whom Council objects fails to timely exercise the rights of appeal, or if the Commission declines to uphold the appeal, the Commission shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates for each name stricken off.

D. The Borough Council shall make a conditional appointment to a probationary position from one of the three names certified, with reference to the merits and fitness of the candidates. However, when one of the three applicants on the certified list is a veteran, that applicant shall be selected. If more than one of the applicants on the certified list is a veteran, Council may choose the successful applicant from among the veterans. When a candidate is conditionally appointed by Borough Council, the applicant shall be immediately notified of his conditional appointment by certified mail. The notice shall include the title of the position, the compensation to be paid, and the fringe benefits allotted and shall also state that the person appointed, to accept the conditional appointment, shall make a written reply, indicating acceptance of the conditional appointment, within seven (7) days from the receipt of such notice. Failure of the applicant to accept the conditional appointment within the stated period of seven (7) days shall be deemed a rejection of the conditional appointment. For the purposes of computing the seven (7) days, the postmark on the envelope containing the applicant's response shall be controlling. The offer of employment to a probationary position will be conditional upon the applicant passing a medical and psychological examination and upon the applicant being available to begin Borough employment within a reasonable time frame as determined by Borough Council, which time frame cannot be arbitrary or capricious.

**ARTICLE XII. CONDITIONAL OFFER OF EMPLOYMENT – ACT 57 OF 2020 MPOETC SEPARATION RECORDS REQUEST AND PHYSICAL AND PSYCHOLOGICAL MEDICAL EXAMINATION**

**1201. Act 57 of 2020 MPOETC Separation Records Request**

After the Appointing Authority selects a candidate from the certified eligibility list for conditional appointment to the vacant position, the candidate will be notified of a conditional offer of employment and shall be required to provide a signed and notarized authorization for the release of separation records on a standard form promulgated by MPOETC. The Chief of Police, or designee of the Borough to serve as the head of the Police Department, shall first request separation records through the MPOETC Training and Certification System (“MPOETC TACS”) database, pursuant to Act 57 of 2020. The candidate may not proceed further in the application process until the separation record is obtained or a certification that no separation record exists is received from MPOETC.

If separation record(s) sent from the MPOETC TACS database indicate that the conditional appointee has a history of either final and binding disciplinary action or a criminal conviction, or both, for any of the offenses enumerated below, and the Borough chooses not to disqualify the conditional appointee, the Borough must electronically submit a Hiring Report Form to MPOETC, on a standard form promulgated by MPOETC, within seven (7) days of the final hiring decision:

- A. Excessive Force
- B. Harassment
- C. Theft
- D. Discrimination
- E. Sexual abuse
- F. Sexual misconduct
- G. Domestic violence
- H. Coercion of a false confession
- I. Filing a false report
- J. Judicial finding of dishonesty

If the Borough chooses not to disqualify the conditional appointee, the Hiring Report Form must include a notarized statement, signed by the Chief of Police or other designee of the Borough to serve as the head of the Police Department, explaining the reasoning and rationale for hiring the conditional appointee.

The Hiring Report Form need not be submitted to MPOETC if no above-described separation history exists, or if the Borough decides to disqualify the conditional appointee due to the conditional appointee’s separation history. However, the Borough must notify MPOETC, in all instances, of the conditional appointee’s final employment status within seven (7) days of the final hiring decision.

If a conditional appointee is disqualified based upon above-described separation history, the conditional appointee will be so notified and may appeal this decision under these rules and regulations. If the candidate fails to timely exercise the rights of appeal, or if the Commission declines to uphold the appeal, the Commission shall strike the name from the eligibility list and certify the next highest name for inclusion on the “certified list of three.”

If a conditional appointee is not disqualified at this stage, the conditional appointee shall be scheduled for the physical and psychological medical examination as set forth in Section 1203.

**1202. Appointment of Physical and Psychological Examiners**

The selection of the physical/medical and psychological examiners shall be at the sole discretion of the Borough Council. All fees for the services of these examiners shall be the responsibility of the Borough.

**1203. Medical and Psychological Examinations**

After the completion of the MPOETC Separation Records Request procedure set forth above, the conditional appointee shall submit to a physical and psychological examination. The offer of employment shall be conditioned upon the conditional appointee undergoing a physical and psychological medical examination and a determination that the conditional appointee is capable of performing all the essential functions of the position.

Physical medical examinations shall be conducted under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be conducted under the direction of a psychiatrist or psychologist.

The physician, or other qualified medical professional, psychiatrist, or psychologist must be appointed by Borough Council and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all of the essential functions of the position for which the person was conditionally appointed.

The physical and psychological exams will be conducted in compliance with the MPOETC regulations. In addition. The respective examiners will be given a copy of the job description and the "Essential Functions of the Job" for performing the duties of a police officer. The completed forms will be certified by the examining physician(s) indicating that the candidate is physically or psychologically fit, as the case may be, to perform the duties of a police officer. The completed forms shall be confidential and submitted to the Borough Manager or his/her designee for disposition.

If the opinion rendered by the physician, other qualified medical professional, psychiatrist, or psychologist demonstrates no reason why the selectee cannot, with or without reasonable accommodation, perform all of the essential functions of the job, the selectee's appointment shall be finalized. If the candidate successfully passes the medical and psychological examinations, then that employee shall be appointed to the vacant position in the Police Department for which the application was submitted.

If the opinion rendered by the physician, other qualified medical professional, psychiatrist, or psychologist calls into question the conditional appointee's ability to perform all essential functions of a position, the person designated by council shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the position. If, at the conclusion of the interactive discussions conducted under these rules and regulations, council determines that the conditional appointee is not qualified, council shall give written notice to the conditional appointee and the Commission.



The rejected candidate may appeal this decision under Section 312 of these rules. If the candidate fails to timely exercise their rights of appeal, or if the Commission declines to uphold the appeal, the Commission shall strike the name from the certified eligibility list and then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Section 1104 of these rules.

Nothing in this section shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.

## **ARTICLE XIII. PROBATIONARY PERIOD**

### **1301. Probationary Period**

#### **A. Entry Level Police Officer**

An appointment as an entry-level Police Officer shall be for a probationary period of twelve (12) months. Immediately upon commencement of the probationary period, any probationer who did not hold a Pennsylvania motor vehicle operator's license at the time of application shall apply for a Pennsylvania motor vehicle operator's license. Failure to promptly acquire such license shall be cause for the probationers' performance to be deemed unsatisfactory.

During the probationary period, a newly hired police officer may be dismissed only for cause as set forth in Section 1186 (a) of the Borough Code or because of incapacity for duty due to the use of alcohol or drugs, or due to a violation of the Borough's policies and/or procedures.

Throughout the probationary period, the Chief of Police, or other designee of the Borough to serve as the head of the Police Department, shall monitor the performance and general acceptability of each probationer under his supervision to determine whether such probationer is fully qualified for permanent appointment. The Chief of Police, or other designee of the Borough to serve as the head of the Police Department, shall make a monthly report to the Mayor and Council on the performance and conduct of each probationer. In addition, the Chief of Police, or other designee of the Borough to serve as the head of the Police Department, shall issue a final report not less than fifteen (15) calendar days before the regular meeting of the Council immediately preceding the end of the probationary period 12 month probationary period which report shall include the recommendation of the Chief of Police, or other designee of the Borough to serve as the head of the Police Department, either to retain the probationer for permanent appointment or terminate the probationer at the conclusion of the 12 month probationary period. Such report shall be submitted to the Mayor and Council.

At the conclusion of the twelve (12) month probationary period, if the conduct or fitness of the probationer has not been satisfactory to the Borough Council, the probationer shall be notified in writing that he will not receive a permanent appointment. Following receipt of this notice by the probationer, the entry-level probationary officer's employment shall end. Any officer who is not informed in writing that his/her performance has been unsatisfactory and that he/she will not receive a permanent appointment shall be deemed to have received a permanent appointment to the position.

#### **B. Promoted Police Officer**

A promoted Police Officer shall be on a probationary status during the twelve (12) months following his promotion. A promoted police officer may, at any time during the one-year probationary period, voluntarily return to his previous rank. A promoted officer may, during his promotional probationary period, be involuntarily returned to his previous rank when it is determined by Council that the promoted officer has demonstrated, through on-the-job performance, that he is not qualified for the position. This determination shall be communicated to the Police Officer in writing. Upon receipt of the written notice from Council that he/she has been involuntarily returned to his previous rank, the promoted officer may within ten (10) days of receipt of the written notice, appeal in writing to the Borough Manager by requesting, to the Borough Manager, that Council provide him with a Local Agency Law Hearing. Within ten (10) days after

such request, the Commission shall designate a date, time, and place for the hearing which shall be conducted pursuant to the procedures set forth in the Local Agency Law. Any voluntary or forced reduction in rank shall result in the promoted officer being returned to his previous rank and status, at a salary based upon the reduced rank.

**1302. Provisional Appointments**

Whenever there are urgent reasons for the filling of a vacancy in any position in the police department and there are no names on the eligibility list for such appointment, Council may, in accordance with 8 Pa.C.S. § 1187, nominate a person to the Commission for noncompetitive examination, and if such nominee shall be certified by the Commission as qualified after such non-competitive examination, he may be appointed provisionally to fill such vacancy. Prior to being subject to a non-competitive test, the provisional appointee shall be subject to a post-offer separation record request under Act 57. The officer may then be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three (3) weeks of such provisional appointment to hold a competitive examination and other required tests and investigations. A list of eligible, certified list and a regular appointment shall then be made from the name or names submitted by the Commission in accordance with the rules and procedures set forth to appoint an applicant to the police force. Nothing herein contained shall prevent the appointment by the Mayor, without examination, of persons, temporarily as police officers in cases of riot or other emergency as authorized by 8 Pa.C.S. § 1187(b)(2).

## **ARTICLE XIV. REMOVAL, SUSPENSION, AND REDUCTION IN RANK**

### **1401. Cause for Removal, Suspension, and Reduction in Rank**

- (a) No Police Officer subject to these Civil Service Rules and Regulations shall be suspended, removed, or reduced in rank until they have first been provided with a Loudermill hearing.
- (b) As required by §1190 of the Borough Code (8 Pa.C.S. § 1190), no police officer may be suspended without pay, removed, or reduced in rank except for the following reasons:
  - (1) Physical or mental disability affecting his ability to continue in service, in which cases, the police officer shall receive an honorable discharge from service;
  - (2) Neglect or violation of any official duty;
  - (3) Violation of any law which provides that such violation constitutes a misdemeanor or felony;
  - (4) Inefficiency, neglect of official duties, intemperance, immorality, disobedience of orders, or conduct unbecoming an officer;
  - (5) Intoxication while on duty;
  - (6) Engaging in or participating in the conduct of a political or election campaign while on duty or in uniform or while using borough property otherwise than to exercise the person's own right of suffrage;
  - (7) Engaging or participating in the conduct of a political or election campaign for an incompatible office as provided in section 1104(f) of the Borough Code relating to appointments and incompatible offices.

### **1402. Suspension Procedure**

- (a) Borough Council may, subject to the civil service provisions of the Borough Code, and these Rules and Regulations, remove, suspend, or reduce in rank Borough police officers.
- (b) In addition, the Mayor may, for cause and without pay, suspend any police officer until the next succeeding regular meeting of Council, at which time or thereafter, the Council may, subject to the civil service provisions of the Borough Code, and these Rules and Regulations, suspend, discharge, reduce in rank or reinstate with pay, such Police Officer. A Police Officer suspended by the Mayor may not be reinstated by Council at a date earlier than ten (10) working days from the date fixed by the Mayor for the suspension to commence. In any case where the Council has reinstated a Police Officer after he/she has been suspended by the Mayor, the Mayor shall not thereafter suspend such individual for reasons arising from the same act for which the first suspension was made, or for reasons that Council, in reinstating such police officer shall have determined not to be grounds for suspension. See Borough Code §1124.

**1403. Statement of Charges**

Whenever any permanent employee is suspended, removed, or demoted, a written statement of the specific charges warranting such action shall be approved and issued by the Borough Council. The charges shall be stated clearly and in sufficient detail to enable the person charged to understand the charges against him or her and to answer them. The written statement of charges shall be served on the person accused by personal service or certified mail.

**1404. Hearing of Dismissals, Suspensions, and Reductions in Rank**

Any employee removed, suspended without pay, or reduced in rank may file with the Civil Service Commission a written demand for a hearing not later than ten (10) calendar days from the date upon which the statement of charges was received by the employee. The Commission shall grant a timely request for a hearing which hearing shall be conducted within a period of ten (10) days of the receipt of the request for the hearing unless continued for cause at the request of the Borough Council or the Employee.

**1405. Conduct of Hearing**

The hearing shall be conducted in accordance with the provisions of the Local Agency Law, 2 Pa.C.S. §§ 551-555. Unless the Borough Council or the person sought to be suspended, removed, or reduced in rank requests that the proceedings before the Commission be open to the public, the proceedings before the Commission under this section shall be held in the nature of a closed executive session that shall not be open to the public. Any request for a public hearing shall be communicated to the Commission no less than five (5) days before the scheduled date of the hearing. The deliberations of the Commission, including any interim rulings on evidentiary or procedural issues, may be held in private. The Commission's disposition of the disciplinary action shall constitute official action which shall occur at a public meeting held pursuant to 65 Pa.C.S. §§ 701, *et seq.* (The Sunshine Act).

**1406. Right to Counsel and Witness Testimony**

At any such hearing, the officer against whom the charges have been made may be present and represented by counsel and may call witnesses and present testimony and documentation in his defense. The Borough may also be represented by counsel, call witnesses, and present testimony and evidence to support the charges. All witness testimony shall be under oath. A stenographer's record of all testimony shall be taken and preserved by the Commission. In the event that the charges are dismissed, the record shall be sealed and shall not be available for public inspection.

**1407. Standard of Review**

In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support any statutory grounds for the disciplinary action. If the Commission finds that sufficient evidence has been presented to support the charges, the Commission shall not alter the penalty unless it finds that the penalty imposed by the Borough is arbitrary, discriminatory, or an abuse of discretion.

**1408. Decision of the Civil Service Commission**

The Commission may request from the Borough and employee the submission of post hearing briefs, which may be in the form of Proposed Findings of Fact and Conclusions of Law. Within thirty (30) calendar days of the receipt of the post-hearing submissions, the Commission

shall issue its decision in the form of a written order which shall include all findings of fact and conclusions of law upon which the decision is based. If, during the hearing, opposing facts are presented, the Commission shall include in its written decision and order, its decision as to the correct facts. The decision and order of the Commission must be adopted and announced at an advertised public meeting of the Commission. Adoption of the decision and order requires the affirmative vote of at least two members of the Commission. The decision and order of the Commission shall be served by United States First Class mail addressed to the officer and the Borough.

**1409. Appeal to Court of Common Pleas**

All parties shall have an immediate right of appeal to the Court of Common Pleas of Allegheny County, pursuant to Sections 751-754 of the Local Agency Law. In accordance with Section \_\_\_\_\_ of the Borough Code, any appeal must be filed within thirty (30) days from the date of entry by the Commission of its final order.

**1410. Dismissal of Charges**

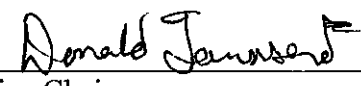
In the event that the Commission shall fail to uphold the charges, the person sought to be suspended, removed, or reduced in rank shall be reinstated with full pay for the period during which the person was suspended, removed, or reduced in rank and no charges shall be officially recorded against the person's record. The record of such proceedings shall be sealed and shall not be available for public inspection.

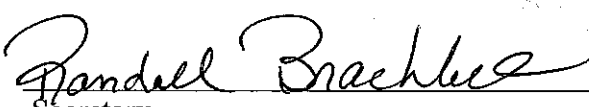
**ARTICLE XV. ADOPTION**

**1501. Resolution Adopting These Rules and Regulations**

The foregoing Rules and Regulations, promulgated under the provisions of Section \_\_\_\_\_ of the Borough Code, are hereby adopted by the Civil Service Commission of the Borough of \_\_\_\_\_, subject to the approval of the Council of the Borough \_\_\_\_\_ this 23<sup>rd</sup> day of January, 2025

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Vice Chairman

  
\_\_\_\_\_  
Secretary

APPROVED by Council of the Borough of \_\_\_\_\_ on the \_\_\_\_th day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Council President

**ORDINANCE NO. 02032025-01**

**AN ORDINANCE OF THE BOROUGH OF BELLEFONTE AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 530: VEHICLE AND TRAFFIC.**

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

**SPECIFIC PROVISIONS**

Amend Section 51 to read as follows:

**§ 530-51. Charges and restrictions.**

A. The charges and restrictions for parking are provided as follows:

- (1) Grey single-space meters: fifteen-minute increments for a fee established by Borough Council in the Borough's Fee Schedule, with the maximum parking period allowed of two hours.
- (2) Gold: represents a maximum parking period permitted of 15 minutes. The fee is established by Borough Council in the Borough's Fee Schedule.
- (3) Blue: represents a handicapped parking meter. The fee is established by Borough Council in the Borough's Fee Schedule.
- (4) Green: represents an electric vehicle (EV) parking meter. The fee is established by Borough Council in the Borough's Fee Schedule.
- (5) As an alternative, a person may purchase a monthly parking permit from the Borough at the rate(s) established by Borough Council in the Borough's Fee Schedule. The fee shall be on a per-month basis, which will entitle the holder of the lease to park in any legal parking space in the North, South, or West Municipal Lots as well as the "Resident" (R) or "Commuter" (C) on- street parking designated by Borough signage. The residential and commuter parking spaces are on-street parking areas on the outer limits of the downtown. Vehicles without a permit will be permitted to park in the "R" and "C" zones for up to one hour without penalty.
  - (a) It shall be unlawful and a violation of this article for any person to permit a vehicle to remain in any parking space designated by Borough signage as "Resident" (R) or "Commuter" (C) on-street parking that does not hold a parking permit of the same. The fine for this violation is established by Borough Council in the Borough's Fee Schedule and may be updated from time to time.

B. The display of a placard on the dashboard of the vehicle of the holder of the permit shall show that the vehicle is parked in accordance with this section of this article.



The placard shall be obtained from the Borough offices in exchange for the required monthly payment. The effective beginning and ending dates of the lease shall be prominently displayed on the placard. Permits may be purchased in advance for up to one year.

ENACTED AND ORDAINED, into an Ordinance this 3<sup>rd</sup> day of February 2025, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

\_\_\_\_\_  
Ralph W. Stewart  
Borough Manager/Secretary

\_\_\_\_\_  
Barbara Dann  
President of Council

AND NOW, to wit, this 3<sup>rd</sup> day of February 2025, the within and above Ordinance is approved.

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

RESOLUTION NO. 2025-\_\_\_\_\_

RESOLUTION ADOPTING THE POLICE DEPARTMENT'S

Use of Force Policy

**WHEREAS**, the Bellefonte Borough recognizes their legal and ethical duty to provide constitutional, safe, and effective law enforcement services to all members of the community; and

**WHEREAS**, the Bellefonte Borough Council acknowledges the need for a clear policy on the lawful use of force by members of the Bellefonte Borough Police Department pursuant to federal and state law; and

**WHEREAS**, the Bellefonte Borough police department command staff regularly reviews all police General Orders, policies, and training to make sure that best practices are being followed, and all applicable State and Federal Constitutional rights are properly protected; and

**WHEREAS**, THE Chief of Police and members of the police department who are certified instructors in defensive tactics and firearms reviewed the Department's Use of Force Policy and related topics. Updates were recommended, then reviewed by an attorney who specializes in police policy. The changes include updated terminology and changes based on applicable case law and training standards; and

**NOW, THEREFORE, BE IT RESOLVED**, the Bellefonte Borough Council adopts the Police Department's Updated Use of Force Policy Sections 1.3.0 - 1.3.5 ("Policy"), which is effective immediately. A true and correct copy of the Policy is attached to and incorporated into this Resolution as Exhibit "A." The Policy shall supersede all prior Department policies that are inconsistent with the Policy. Furthermore, the Chief of Police is directed to immediately implement the Policy, furnish a copy of the Policies to all police personnel and revise the Police Department's Standard Operating Procedures in conformance with the Policy.

DULY ADOPTED this day of 2025 by the Borough of Bellefonte in lawful session duly assembled.

\_\_\_\_\_  
Barbara Dann, President

\_\_\_\_\_  
Johanna Sedwick

\_\_\_\_\_  
Doug Johnson, Vice President

\_\_\_\_\_  
Shawna McKean

\_\_\_\_\_  
Randy Brachbill

\_\_\_\_\_  
Rita Purnell

\_\_\_\_\_  
Deborah Cleeton

\_\_\_\_\_  
Joanne Tosti-Vasey

\_\_\_\_\_  
Kent Bernier

# VOLUNTEER APPLICATION

## Borough of Bellefonte



Date Received (office):

1/17/2025

**STEP 1: APPLICANT INFORMATION**

Name:

Jason Ostroskie

Address:

130 Collins Ave Bellefonte

Contact: (phone, email)

814-574-2097

Jason.Ostroskie@gmail.com

Are you a resident of Bellefonte Borough?

☒ YES☐ NO

If yes, for how many years?

10

Voting Ward (circle):

NORTH

SOUTH

**WEST**

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

No but help with down town events as a Volunteer.

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

Shade tree Committee

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

Current employee of the Bellefonte Borough street department. Currently trim trees in the Borough. Working on getting my spray license.

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

**STEP 4: ADDITIONAL INFORMATION**

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

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

☐ YES☒ NO

Signature of Applicant

Date

1/15/25