



HISTORIC  
**Bellefonte™**

*Est. 1795*

**Borough of Bellefonte Council Work Session**

**AGENDA**

**6:30 – 7:25 PM, Tuesday, January 21<sup>st</sup>, 2025**

**In-Person, Council Chambers/Large Meeting Room  
301 N. Spring St, 1<sup>st</sup> Floor**

**VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS**

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

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

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

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) “State of Affairs” Updates and Discussions with Community Organizations –**55 minutes**

**IV. ADJOURNMENT**

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

## Ralph Stewart

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**From:** Brawley, Stephen <stevebrawley@cnp.benfranklin.org>  
**Sent:** Monday, January 13, 2025 12:24 PM  
**To:** Ralph Stewart  
**Cc:** Brawley, Stephen; Michael Scott; Ellen Matis; Brawley, Stephen  
**Subject:** Re: Invitation to Council Work Session on January 21st

Hi Ralph,

Sorry about the delay in getting back to you. Unfortunately we are not able to make the meeting on the 21st.

We actually have a DBI Board meeting this week were we are doing some re-assessing of our capacity and activities and I think we will be better positioned to share once we figure out our game-plan for 2025.

Are we able to join a future meeting?

Steve

Stephen Brawley  
President/CEO  
Ben Franklin Technology Partners of  
Central and Northern Pa.

On Jan 2, 2025, at 3:38 PM, Ralph Stewart <rstewart@bellefontepa.gov> wrote:

You don't often get email from rstewart@bellefontepa.gov. [Learn why this is important](#)

Thank you Steve!

—  
Ralph W. Stewart, Borough Manager  
Borough of Bellefonte  
301 North Spring Street STE 200  
Bellefonte PA 16823  
Phone: 814-355-1501 x214  
<image001.jpg>

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**From:** Brawley, Stephen <spb4@psu.edu>  
**Sent:** Thursday, January 2, 2025 2:53 PM  
**To:** Ralph Stewart <rstewart@bellefontepa.gov>  
**Cc:** Michael Scott <Michael.Scott@arizefcu.org>; Ellen Matis <ellen.m.matis@gmail.com>; Brawley, Stephen <stevebrawley@cnp.benfranklin.org>  
**Subject:** Re: Invitation to Council Work Session on January 21st

Happy New Year Ralph!

Thanks for the invitation.



Ellen and I will compare notes and get back to you asap.

Steve

Stephen Brawley  
President/CEO  
Ben Franklin Technology Partners/CNP  
[www.benfranklin.org](http://www.benfranklin.org)

On Dec 31, 2024, at 10:19 AM, Ralph Stewart <[rstewart@bellefontepa.gov](mailto:rstewart@bellefontepa.gov)> wrote:

Thank you Mike. We appreciate all of the time you have dedicated to DBI! Ellen and Steve – please let me know if you can attend on the 21<sup>st</sup> and Happy New Year to you!

—  
Ralph W. Stewart, Borough Manager  
Borough of Bellefonte  
301 North Spring Street STE 200  
Bellefonte PA 16823  
Phone: 814-355-1501 x214  
<image001.jpg>

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**From:** Michael Scott <[Michael.Scott@arizefcu.org](mailto:Michael.Scott@arizefcu.org)>  
**Sent:** Tuesday, December 31, 2024 9:47 AM  
**To:** Ralph Stewart <[rstewart@bellefontepa.gov](mailto:rstewart@bellefontepa.gov)>  
**Cc:** Ellen Matis <[ellen.m.matis@gmail.com](mailto:ellen.m.matis@gmail.com)>; Brawley, Stephen <[stevebrawley@cnp.benfranklin.org](mailto:stevebrawley@cnp.benfranklin.org)>  
**Subject:** RE: Invitation to Council Work Session on January 21st

Hi Ralph,

Happy New Year!

I decided to step away from the DBI board, at the end of the year (I guess that's today 😊).

The organization is in good hands, as Ellen Matis will remain the Board VP and Steve Brawley has assumed the role of Board President.

I've copied both on this email.

Take Care,

Mike

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**From:** Ralph Stewart <[rstewart@bellefontepa.gov](mailto:rstewart@bellefontepa.gov)>  
**Sent:** Tuesday, December 31, 2024 9:43 AM

To: Michael Scott <[Michael.Scott@arizefcu.org](mailto:Michael.Scott@arizefcu.org)>

Subject: Invitation to Council Work Session on January 21st

Hello Mike,

Happy New Year to you!

Bellefonte Borough Council is scheduling a work session focused on a "State of Affairs" update from community economic development-related organizations. On behalf of Borough Council, I am inviting you to attend. The work session will be held at 6:30PM on Tuesday, January 21<sup>st</sup> in the large meeting room/council chambers/1<sup>st</sup> floor, at 301 North Spring Street. I believe we are looking for a brief – approximately 10 minutes - update with some time for questions from Council.

Please let me know if you will attend or if you have any questions.

Thank you,  
Ralph

—  
Ralph W. Stewart, Borough Manager  
Borough of Bellefonte  
301 North Spring Street STE 200  
Bellefonte PA 16823  
Phone: 814-355-1501 x214  
<image001.jpg>



HISTORIC  
**Bellefonte™**

*Est. 1795*

**Council Business Meeting**

**AGENDA**

**7:30 PM Tuesday, January 21<sup>st</sup>, 2025**

**In-Person, Council Chambers/Large Meeting Room,  
 301 N. Spring St, 1<sup>st</sup> Floor**

**VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS**

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

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

**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, Pro Temp, <i>South Ward</i>	Ms. Tosti-Vasey, <i>West Ward</i>	
Ms. Dann, President, <i>South Ward</i>	Mr. Larson, Jr. <i>Council Member</i>	
Mr. Johnson, Vice-President, <i>North Ward</i>	Mayor Johnson, <i>At Large</i>	
Ms. McKean, <i>West Ward</i>		

**IV. ADDITIONS TO THE COUNCIL MEETING AGENDA**

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

**Oral Presentation: Jennifer Pettina, Tax Claims and Collections Director, Centre County Government Tax Office – Your county/borough tax bill might look different this year.**

**V. PUBLIC COMMENT (Oral)**

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

**VI. COMMUNICATIONS (written)**

Junior Council Person Application—Jalyn Meckley. Jalyn's application is included. <b>Motion/ 2<sup>nd</sup> to approve Jalyn Meckley as Jr. Borough Council Member. **Mayor-Junior Council Person Pledge**</b>
Centre County Metropolitan Planning Organization (MPO) Winter Report. <b>FYI, No council action is requested.</b>
Sewage Enforcement Officer (SEO) Annual Appointment. SEO Proposal from Centre Region Code. Currently, the position is vacant. <b>Council may take action on this Proposal.</b>

**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	Financial Reports will be in the February 3 <sup>rd</sup> , 2025 packet.
General	DRAFT Council Meeting Minutes January 6 <sup>th</sup> , 2024
General	Solicitor Stover Invoice

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

**VIII. REPORTS**

<b>Elected Official and Staff Reports</b> <i>Please limit all reports/rebuttals/deliberations to three minutes maximum.</i>		
<b>DEPARTMENT</b>	<b>OFFICIAL/ STAFF</b>	<b>REPORT</b>
Mayor	Mayor Johnson	Verbal
Police ➤ December 2024 Report	Chief Witmer	Submitted
Parking ➤ December 2024 Report	Ms. McCullough	Submitted
Office of Community Affairs (OCA): <i>See memo for report and updates</i> ➤ No HARB meeting for January 28 <sup>th</sup> ➤ 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	Ms. Thompson	Submitted
Code Enforcement ➤ November & December 2024 Report	Mr. Barr	Submitted
Borough Manager ➤ December 2024 Report	Mr. Stewart	Submitted

<b>Liaison Reports</b> <i>Reports will be submitted in writing for inclusion in the council meeting materials. Reports may include draft meeting minutes, notes, memos, etc. No verbal report is to be given unless there is a question regarding the report. If council action is requested, please clearly indicate it, including the wording, so that it can be stated on the council meeting agenda.</i>		
<b>ADMINISTRATIVE</b>	<b>LIAISON</b>	<b>REPORT</b>
Bandshell/Performance Center Project Committee	Mr. Stewart	
Bellefonte Area Industrial Development Authority (BAIDA)	Mr. Stewart	
Bellefonte Emergency Medical Services	Mr. Rhoat	Submitted
Bellefonte Intervalley Chamber of Commerce	Ms. Brooks	Submitted
Bellefonte Police Pension Board	Mr. Stewart	
Centre County Boroughs Association	Ms. Dann	
Centre County Government	Mr. Stewart	
CNET Board of Directors	Mr. Stewart	
Governor's Park	Mr. Stewart	
Nittany Valley Joint Recreation Authority	Mr. Stewart	
Penn State University Sustainability Projects	Mr. Stewart	

Shade Tree Commission	Ms. Brooks	
Union Cemetery Association	Mr. Stewart	
Zoning Hearing Board	Ms. Thompson	
<b>AUTHORITIES / COUNCIL APPOINTED</b>	<b>LIAISON</b>	<b>REPORT</b>
Bellefonte Borough Authority – draft not received	Mr. D. Johnson	
Centre County Airport Authority – 12/12/2024 DRAFT meeting minutes	Mr. D. Johnson	Submitted
<b>COMMISSIONS / COUNCIL APPOINTED</b>	<b>LIAISON</b>	<b>REPORT</b>
Civil Service Commission	Mr. Brachbill	
Spring Creek Watershed Commission	Mr. Brachbill	
<b>SPECIAL COMMITTEES / COUNCIL APPOINTED</b>	<b>LIAISON</b>	<b>REPORT</b>
Bellefonte Fire Department Executive Committee	Mr. Brachbill	
Centre County Library Board	Ms. Cleeton	
Centre Region Council of Governments (COG) Public Safety Committee	Mr. Brachbill	
Talleyrand Park Committee	Ms. Dann	
Workplace Safety Committee	Mr. Brachbill	Submitted
<b>SPECIAL APPOINTMENTS / APPOINTED</b>	<b>LIAISON</b>	<b>REPORT</b>
Nittany Valley Joint Planning Commission (NVJPC)	Ms. Thompson	Submitted
Centre County Metropolitan Planning Organization (CCMPO)	Mr. D. Johnson	

**IX. CURRENT and OLD BUSINESS**

Authority Exploring the Placement of Wells in the Expanded Area of Talleyrand Park. At the Authority Meeting on January 7<sup>th</sup>, 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. **FYI, No council action is requested at this time.**

**X. NEW BUSINESS**

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

- Yard Sale Dates – (Fri. & Sat.) May 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
- 2-Hour Courtesy Parking Program, Friday, November 28, 2025-Wednesday, January 1, 2026

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

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.**

Fee Schedule Approval. The Borough’s Fee Schedule was changed/updated. **Motion/2<sup>nd</sup> to approve the updated Fee Schedule as presented.**

**XI. PUBLIC COMMENT REGARDING ISSUES NOT ON THE 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- Legal**

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

**Jalyn Meckley**

Bellefonte Area High School  
109 South McAllister Street, Bellefonte, PA 16823  
(814) 810-8858  
[jalynmeckley@gmail.com](mailto:jalynmeckley@gmail.com)

**December 2nd, 2024.**

**Bellefonte Borough Council Members**

Bellefonte Borough  
301 N. Spring St, Suite 200 Bellefonte, PA 16823

Hello,

My name is Jalyn Meckley, I am currently a Junior at Bellefonte Area High School with the Class of 2026. I am reaching out to express my interest in being your next Junior Borough Council Member for the Bellefonte Borough. I believe I am qualified for this position because of my involvement within the community and my previous work within similar organizations, which would be beneficial in my involvement as a representative for council. Within the highschool I partake in many activities and clubs. Some of which being, Class Cabinet, Choir, Marching Band, Minithon, Girls Varsity Golf, and Drama Club. All of these activities have meant something different to me and allowed me to further immerse myself into the Bellefonte Area School District and the community in which I call home. However, one has a special place in my heart. Drama Club has become a massive part of my life over the past 5 years and has developed into something I want to continue for the rest of my life. I am currently the High School Drama Club Vice President, Hair and Make-up Chair, and a devoted Actress. I've been volunteering for the past 3 years to help the Bellefonte Area Middle School with their musicals in many ways as well. All of these experiences gave me the confidence to move forward in life and helped me make the decision of what I want to do with my future. When I graduate I want to continue my acting journey and major in musical theatre and from there work as a casting manager. These ambitions helped me to realize what is important in my life and what I am passionate about, making me who I am today. I am also involved in another club that has done something just as important for me. The Student Council is a place where I display leadership skills, especially in the role I hold presently. My role within the Student Council is the School Board Representative. My job is to stand with the Student Body at School Board Meetings by using my voice and advocating to make our school a better place through constant hard work and listening to the problems of the students unbiasedly. This is a very important role to me and one I take quite seriously. This role has taught me how

important my voice is within my school and how to use it correctly to help others and how big of an impact you can make if you take the chances that are given to you. That being said, I feel it resembles the role that you're looking to fill quite closely. Seeing as I already fill a similar role I think I would be able to join your team and work hard to support you in the ways you see fit. Aside from my ambitions and extracurriculars I try to involve myself with community service as much as possible, as previously stated I work with the BAMS Drama Club, which is an amazing Community Service opportunity. Additionally, in the summers I work with the STEM Elementary Camp and Language Elementary Camp as a classroom aid to help extend the learning of elementary students using hands-on activities and group work sessions. All of these experiences helped me to realize how important participation is. All of that being said, there seems to be a common theme in my entire experience throughout high school. Being involved is important, and using my voice is important. Which is why I would like this position. I would like to further help my community and further make an impact on my town whilst improving on who I am as a leader. This opportunity would open a door towards doing that and I couldn't be happier to apply. Thank you for your consideration and have a great day.

If you have any questions regarding anything written please contact [jalynmeckley@gmail.com](mailto:jalynmeckley@gmail.com), thank you again. I hope to hear from you soon.

Sincerely,  
Jalyn Meckley.  
Bellefonte Area High School  
Class of 2026



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**PSAB  
JUNIOR COUNCIL PERSON  
PLEDGE**

I, Jalyn Meckley (name of student) , do solemnly pledge that I accept the position of Bellefonte (name of borough) Borough Junior Council Person (JCP). I promise to attend monthly council meetings, observe borough council meeting rules, and actively participate in borough business.

I understand that I cannot vote on any issue and I cannot attend "Executive Sessions."

Acknowledged by: \_\_\_\_\_ this 21<sup>st</sup> day of January, 2025.  
Jalyn Meckley

Administered by: \_\_\_\_\_ this 21<sup>st</sup> day of January, 2025.  
Gene "Buddy" Johnson, Mayor





## What is this? RRFB! (Rectangular Rapid Flashing Beacon)

An RRFB is a traffic control device at a crosswalk that uses flashing yellow lights to warn motorists of pedestrians or bicyclists waiting to use or already using the crosswalk.



### How to Use an RRFB

1. Press the button on the RRFB to activate the flashing lights.
  2. Look left, right he left again and keep looking!
  3. Make eye contact with the approaching drivers.
  4. After ensuring vehicles have yielded, cross the street while staying within the bounds of the cross walk.
- Bicyclists should get off their bicycles and walk across the crosswalk.
  - VEHICLES ARE REQUIRED TO YIELD ONCE A PEDSTRIAN IS IN THE CROSS WALK BUT NOT BEFORE! WALKING OUT INTO ONCOMING TRAFFIC IS NOT SAFE!

### More questions?



## L RTP 2055 Update

The Long Range Transportation Plan (LRTP) plays an important role in outlining the existing status and future needs of Centre County’s transportation system. It helps set the direction of planning efforts and programming investments. The LRTP evaluates demographic, economic, passenger, and freight forecasts to understand how anticipated growth or decline will interact with expected land use to impact the demands on the transportation system. During the development of the plan, stakeholder involvement and public input is requested to help guide priorities and projects that will be identified in the LRTP.

### Safety Goal & Vision Zero

The CCMPO believes safety is a top priority for the County. eliminate all traffic fatalities and severe injuries. The CCMPO aims to reduce traffic fatalities and severe injury type of crashes by 22 percent by 2034.

### Submit a Transportation Concern



**439 State  
Bridges**

**142 Miles of  
Interstate**

**165 Miles  
Bicycle  
Facilities**

Page 11 of 89

**5 Airports  
2 Rail Lines**

**17 Transit  
Routes**





**CENTRE REGION CODE ADMINISTRATION**

2643 Gateway Drive, Suite #1, State College, PA 16801  
814-231-3056  
[www.centreregioncode.org](http://www.centreregioncode.org)

November 7, 2024

Ralph W. Stewart  
Borough Manager  
Borough of Bellefonte  
301 North Spring Street  
Suite 200  
Bellefonte, Pennsylvania 16823

Reference: Proposal for Sewage Enforcement Officer (SEO) services

Dear Mr. Stewart:

In addition to the services currently provided to the Borough of Bellefonte, the Centre Region Code Administration (CRCA) would like to formally offer the Borough of Bellefonte sewage enforcement officer (SEO) services. Currently, the CRCA has six (6) PA DEP certified SEO's on staff, and has an on-going consulting relationship with Charles Herr to provide support. The CRCA will not be offering system design services nor construction services. Between the number of SEO's on staff and not offering design and construction services, it will eliminate the need to go to multiple organizations due to conflicts of interest.

The following is the proposed fee schedule for 2025:

**Fee Schedule**

Centre Region Code Administration (CRCA) will collect all fees.

**Applications**

New Systems (Site Approved or Denied)	\$700.00
Replace or Major Repair/Alteration to Existing System	\$700.00
Additional Percolation Test (per 6-hole set) under same application	\$400.00
Minor Repairs to Existing System	\$425.00
Septic Tank Replacements, Holding/Retention Tanks/Privies	\$380.00
Renew, Reuse, or Transfer Permit:	\$320.00
Interim or Final Inspection(s) (All Systems)	\$150.00
IRSIS (Spray Irrigation) and Drip Irrigation	\$1060.00

**Existing System Inspections**

Inspections due to housing inspection – unsuitable system	\$320.00
Small Flow Treating Facility Inspections	\$320.00
Inspection for any reason other than noted above	\$320.00

**Onlot Sewage Management Program Inspections**

Complete Site Inspection w/Open Tank(s), per system	\$ 90.00
Walkover Inspection, per site or system	\$ 45.00
Open Tank(s) Inspection for Pumping Waiver, per System	\$150.00
Admin. without site inspection	\$ 40.00

**Municipal Consultation/Enforcement**

Primary Sewage Enforcement Officer	\$80.00 per hour
Secondary Sewage Enforcement Officer	\$80.00 per hour
Secretarial Administration	\$50.00 per hour
Mileage Rate	IRS allowable rate.

**Subdivision/Land Development**

Soil probes and related administration, such as probe and percolation reports, existing system inspections and plot plan reviews with written comments, will be billed on a time-and-materials basis at the following rates:

Primary Sewage Enforcement Officer:	\$80.00 per hour
Administration:	\$50.00 per hour
Mileage Rate	IRS allowable rate.

Percolation testing, per 6-hole test, whether site passes or fails, plus mileage at IRS allowable rate \$400.00

Planning Module Review (per review) – Component 1	\$220.00
– Component 2	\$320.00

The proposed SEO staff is:

Primary SEO

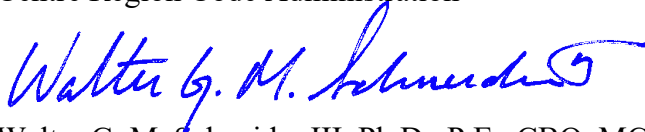
Walter G. M. Schneider III, Ph.D., P.E., MCP, CBO, CFO, MIFireE – PA SEO 03970

Alternate SEO's

Cory M. Warner –	PA SEO 03994
James W. Royer –	PA SEO 04028
Robert E. Royer, Jr. –	PA SEO 04025
Bryan K. Roan –	PA SEO 04041
Jonathan T. Long –	PA SEO 04039

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

Respectfully submitted,  
Centre Region Code Administration



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

File

**BELLEFONTE BOROUGH COUNCIL**  
**Regular Meeting**  
**MEETING MINUTES**  
**January 6, 2025 - 7:30 p.m.**  
**301 N. Spring Street, Suite 200, Bellefonte, Pennsylvania 16823**  
[www.bellefonte.net](http://www.bellefonte.net)

**I. CALL TO ORDER** (Council President Barbara Dann)

The January 6, 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 - EXCUSED
- 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
- Mayor Buddy Johnson- EXCUSED

**STAFF PRESENT**

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

**IV. NOMINATION AND ELECTION OF OFFICERS**

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

*Cleeton motioned and Brachbill seconded to approve the officers as noted. No discussion. Roll call vote. Motion to approve the new officers carried.*

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

**NOMINATION AND ELECTION OF PRO TEMPORE**

*Nominations do not require a second and are voted on in the order that nominations are made. Voting continues until one nominee attains a majority vote. Action will be taken to elect a Pro Tempore.*

*Johnson nominated Deb Cleeton to serve as Pro Tempore. No discussion. Roll Call Vote. Motion to approve Ms. Cleeton as Pro Tempore carried.*

Mr. Kent Bernier	ABSENT	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		

**V. ADDITIONS TO THE AGENDA**

- NONE

**VI. PUBLIC COMMENT/Public Hearing on the Proposed 2025 Budget**

- NONE

**VII. COMMUNICATIONS (Written)**

2025 Centre County Liquid Fuels Program unable to provide financial assistance to Borough Project. No council action is requested.

Masullo Park-Complaint about the new light in the park. Council may take action.

- Council agreed to add this item to a future work session for discussion.

Terrapin Bellefonte Grand Opening-Thursday, January 9th at 11:00 am. No council action is requested.

Thank you note from Scott Rhoat, Bellefonte EMS (BEMS). No council action is requested.

Letter to Council from Steve and Denise Snook BACF Resignation Letter. No council action is requested.

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

- This item is being moved to the next meeting for review and approval.

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

Consent Agenda includes the following items:

<i>I. General</i>	DRAFT Council Meeting Minutes December 16, 2024
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*Brachbill motioned and Tosti-Vasey seconded to approve the Consent Agenda. Roll call vote. Motion to approve the Consent Agenda item listed above carried.*

Mr. Kent Bernier	ABSENT	Ms. Shawna McKean	yes
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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		

**IX. REPORTS**

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

Due to the holidays and vacation, there is no report for Council.

Planning Commission will meet on Monday, January 13<sup>th</sup> at 5pm.

HARB will meet on Tuesday, January 14<sup>th</sup> at 8:30 a.m.

Reminder of vacancies:

- o HARB has one vacancy
- o Planning Commission has a vacancy for an alternate
- o Zoning Hearing Board has one vacancy

**X. CURRENT and OLD BUSINESS**

Penn DoT Traffic Signal Information. No council action is requested.

Penn DoT Traffic Signal Maintenance Agreement Instructions. No council action is requested.

Application for Penn DoT Highway Occupancy Permit related to New Elementary School along Airport Road. Council action is requested.

*Cleeton motioned and Tosti-Vasey seconded to approve the application. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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		

Penn DoT Traffic Signal Application (TE-160) for Airport and Zion Roads. Council action is requested.

*Johnson motioned and Brachbill seconded to approve the application being signed and submitted to Penn DoT. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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	
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Penn DoT Traffic Signal Application (TE-160) for Parkview Blvd and Zion Road. Council action is requested.

*Tosti-Vasey made a conditional motion to approve the application being signed and submitted to Penn DoT. She stated that there is an error in the paperwork. Johnson seconded the conditional approval. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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		

Penn Dot Traffic Signal Maintenance Agreement for signal at Airport and Zion Road. Council action is requested.

*Sedgwick motioned and Brachbill seconded to approve the Agreement. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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		

Resolution No. 01062025-01 related to Penn DoT Traffic Signal Maintenance Agreement Submission. Council action is requested.

*Tosti-Vasey made a conditional motion to approve the Resolution. The condition is that all blanks be filled in. Brachbill seconded. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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		

Resolution No. 01062025-02 Authorizing Borough Officials to sign Penn DoT related Applications and Maintenance Agreements. Council Action is requested.

*Cleeton motioned and Johnson seconded to approve the Resolution as presented. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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	
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Description of Authorities, Boards and Commissions (ABCs). In an effort to get the word out about vacancies on some of the Borough’s ABCs, a short description of each will be read. Some vacancies have residency requirements and some do not. Interested citizens can find out more information at the borough’s website [www.bellefonte.net](http://www.bellefonte.net). No council action is requested.

- Centre County Airport Authority
- BAIDA (Bellefonte Area Industrial Development Authority)
- Borough Authority (Water and Sewer Authority)
- Bellefonte Civil Service Commission (Police Officer Hirings/Appointments)
- HARB (Historical Architectural Review Board)
- Shade Tree Commission
- Planning Commission
- Zoning Hearing Board (Reviews Variances in Ordinances)
- Vacancy Board

The Airport Authority approved a recommendation to Council to reappoint Ralph Stewart to the Centre County Airport Authority.

*Johnson motioned and Brachbill seconded to reappoint Ralph Stewart to the Centre County Airport Authority. Discussion included Mr. Johnson thanking Mr. Stewart for his service to the Airport Authority. Mr. Stewart has been an exceptional member. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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 Bellefonte Borough Authority approved a recommendation to Council to reappoint Joe Falcone and Frank Halderman to the Authority.

*Cleeton motioned and Johnson seconded to reappoint Joe Falcone and Frank Halderman to the Bellefonte Borough Authority. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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 Civil Service Commission approved a recommendation to Council to reappoint Randy Brachbill to the Civil Service Commission.

*Johnson motioned and Cleeton seconded to reappoint Randy Brachbill to the Civil Service Commission. No discussion. Roll call vote. Motion to reappoint Mr. Brachbill carried.*

Mr. Kent Bernier	ABSENT	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 Historic Architectural Review Board approved a recommendation to Council to reappoint Walt Schneider to HARB.

*McKean motioned and Tosti-Vasey seconded to reappoint Walt Schneider to HARB. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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 Planning Commission approved a recommendation to Council to reappoint James Mills to the Planning Commission.

*Brachbill motioned and Johnson seconded to reappoint James Mills to the Planning Commission. No discussion. Roll call vote. Motion carried.*

Mr. Kent Bernier	ABSENT	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. NEW BUSINESS**

The local business-sponsored Ice rink is being set up again this year in Talleyrand Park. Ice skating on the rink is weather permitting and free. No council action is requested.

Christmas Tree Disposal. Christmas Trees can be set out at any time. Borough public works personnel will pick them up separately as they see them out. No council action is requested.

Reminder/Notice. Council will meet on Tuesday, January 21st instead of Monday, January 20th Martin Luther King Day. No council action is requested.

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

Mark Stitzer, a resident, commented regarding the light issue at Masullo Park.

**XIII. COUNCIL MEMBER COMMENTS/FOR THE GOOD OF THE ORDER**

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

Suggestion to form a Human Resources Committee.

Comments regarding safety policies for community/street events, fairs and festivals.  
Suggestion to make a plan for increased safety at community events.

A presentation will be offered regarding the Junior Council Member position program.

Free parking is gone for the holiday season and kudos to the Authority for taking care of the water leak issue in Parkview so quickly.

Happy New Year to all!

Council will be re-forming some committees.

There is a free PSAB webinar on Parliamentary Procedures on January 15<sup>th</sup>, 2025 at 12-1:30pm. It's a zoom webinar.

**XIV. ADJOURNMENT**

*Johnson motioned and Brachbill seconded to adjourn. Meeting adjourned at 8:15pm.*



Solicitor

FOR CURRENT COSTS, EXPENSES AND ADVANCEMENTS 12/15/2024 59.00

TOTAL CURRENT CHARGES 373.50

**PRIOR MONTH BALANCE** \$351.50

ANY PYMTS RECD AFTER 01/03/2025 WILL BE REFLECTED ON NEXT STATEMENT

01/02/2025 Rec'd Ck #995372 Bellefonte Borough - Thank you -351.50

**TOTAL BALANCE DUE** \$373.50

# **BELLEFONTE BOROUGH POLICE DEPARTMENT**

## **December 2024**



### **HIGHLIGHTS & ACCOMPLISHMENTS**

- Chief W. Witmer was sworn in as Chief of Police.
- Officer Luse was recognized for a lifesaving award. The incident occurred during a PSU home football game.
- Chief W. Witmer assisted with promotion interviews for Ferguson Twp. Police Department.
- Bellefonte Police Department assisted with security at the Penn State Football game against SMU.
- A. Vardzel attended The Cost of Workplace Bullying training presented by Dr. Hollis of Penn State. The training material was disseminated to all Bellefonte Police Department staff.

**BELLEFONTE BOROUGH POLICE DEPARTMENT  
MONTHLY ACTIVITY REPORT**

<b>OFFENSES OCCURRED</b>	<b>MONTH</b>	<b>2024 YTD</b>
Alarms	<b>14</b>	<b>74</b>
Assault	<b>2</b>	<b>15</b>
Child Abuse	<b>1</b>	<b>25</b>
Criminal Mischief	<b>2</b>	<b>32</b>
Disorderly Conduct	<b>2</b>	<b>116</b>
Domestics	<b>8</b>	<b>99</b>
Drug Related	<b>0</b>	<b>9</b>
DUI	<b>2</b>	<b>17</b>
Harassment	<b>3</b>	<b>78</b>
Suspicious Activity	<b>6</b>	<b>168</b>
Theft	<b>5</b>	<b>61</b>
Trespass	<b>2</b>	<b>29</b>
All Others	<b>323</b>	<b>3,995</b>
<b>TOTAL</b>	<b>371</b>	<b>5,110</b>

<b>CALLS</b>	<b>MONTH</b>	<b>2024 YTD</b>
Handled by BPD	365	5,104
Off Duty	6	93
<b>TOTAL</b>	<b>371</b>	<b>5,197</b>

<b>ARRESTS</b>	<b>MONTH</b>	<b>2024 YTD</b>
Felony	0	9
Misdemeanor	5	73
Summary	11	127
<b>TOTAL</b>	<b>16</b>	<b>209</b>

<b>MILEAGE</b>	<b>MONTH</b>	<b>YTD</b>
34-1	1,257	60,176
34-2	492	87,499
34-3	0	125,932
34-4	877	84,088
34-5	395	5,248
34-6	365	35,910

<b>TRAFFIC</b>	<b>MONTH</b>	<b>2024 YTD</b>
Stops	39	478
Citations Filed	34	383

<b>PAYMENTS RECEIVED</b>	<b>MONTH</b>	<b>2024 YTD</b>
MDJ	\$1,829.88	\$13,829.67
Probation	\$479.86	\$6,0032.65
<b>TOTAL</b>	<b>\$ 2,309.74</b>	<b>\$19,872.32</b>

<b>ACCIDENTS</b>	<b>MONTH</b>	<b>2024 YTD</b>
Reportable	2	24
Non-Reportable	17	101
<b>TOTAL</b>	<b>11</b>	<b>106</b>

<b>OFFICERS' TIME</b>	<b>MONTH</b>	<b>2024 YTD</b>
Regular Hours	1566	15,706
Overtime Hours	47	569
Reimbursed Overtime	26.5	221.5
Training	0	272
<b>TOTAL</b>	<b>1,639.5</b>	<b>16,768.5</b>

<b>SRO</b>	<b>MONTH</b>	<b>2024 YTD</b>
Number of Incidents	40	586
Arrests	0	22
Traffic (School Zone)	5	85
Hours Worked	360	3,088

<b>PARKING</b>	<b>MONTH</b>	<b>2024 YTD</b>
Hours Worked	143.5	1,609
Tickets Issued	34	2,588
Revenue	\$8,772.43	N/A



2021	R Permit	R Count	RC Permit	RC Count	C Permit	C Count
January						
February						
March						
April						
May						
June	\$565.16	38	\$120.00	6	\$535.48	22
July	\$620.16	43	\$134.38	7	\$526.56	22
August	\$786.28	58	\$167.74	9	\$551.62	22
September	\$758.50	52	\$160.00	8	\$507.50	21
October	\$876.30	60	\$158.06	8	\$523.39	21
November	\$834.50	56	\$159.33	8	\$400.00	16
December	\$780.00	52	\$140.00	7	\$369.35	15

Year End Total	\$5,220.90	359	\$1,039.51	53	\$3,413.90	139
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2022	R Permit	R Count	RC Permit	RC Count	C Permit	C Count	1Day Permit	1Day Count
January	\$779.03	52	\$120.00	6	\$479.04	20		
February	\$737.68	50	\$120.00	6	\$507.14	21		
March	\$720.00	48	\$120.00	6	\$474.19	19		
April	\$824.00	56	\$120.00	6	\$506.66	21		
May	\$790.64	54	\$172.90	9	\$484.68	20		
June	\$809.00	54	\$178.67	9	\$671.66	29		
July	\$735.00	49	\$247.74	13	\$575.00	23		
August	\$800.33	55	\$160.00	8	\$592.74	23		
September	\$777.50	52	\$199.33	10	\$595.00	23		
October	\$773.70	51	\$180.00	9	\$562.10	22	\$8.00	2

November	\$708.50	50	\$246.01	14	\$400.84	17	\$0.00	0
December	\$999.20	68	\$180.00	9	\$396.77	16	\$16.00	4
Year End Total	\$9,454.58	639	\$2,044.65	105	\$6,245.82	254	\$24.00	6

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

Year End Total \$24,145.83

Year End Coun 1355

2024	R Permit	R Count	RC Permit	RC Count	C Permit	C Count	1Day Permit	1Day Count
January	\$1,242.57	79	\$276.77	14	\$529.84	22	\$0.00	0
February	\$1,250.18	75	\$225.52	12	\$568.10	23	\$0.00	0
March	\$1,284.67	76	\$260.00	13	\$472.58	19	\$0.00	0
April	\$1,292.00	77	\$253.33	13	\$423.33	18	\$8.00	2
May	\$1,290.97	78	\$200.00	10	\$474.19	19	\$0.00	0
June	\$1,176.50	79	\$180.00	9	\$423.33	17	\$0.00	0
July	\$1,254.16	74	\$200.00	10	\$470.96	19	\$0.00	0
August	\$1,174.35	71	\$212.26	11	\$457.26	19	\$4.00	1
September	\$1,178.00	69	\$244.00	12	\$490.83	20	\$0.00	0
October	\$1,150.63	70	\$256.13	12	\$444.35	18	\$16.00	4
November	\$1,193.50	72	\$220.00	11	\$551.67	23	\$0.00	0
December	\$1,282.27	78	\$200.00	10	\$567.74	23	\$0.00	0
Year End Total	\$14,769.80	898	\$2,728.01	137	\$5,874.18	240	\$28.00	7

Year End Total \$23,399.99

Year End Coun 1282



<b>2024</b>	<b>R/R/C Permit In House</b>
January	13
February	12
March	6
April	12
May	10
June	15
July	22
August	21
September	21
October	21
November	23
December	22
Total	198

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

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



2024	R/R/C Permit Online/In House	128
January		128
February		122
March		114
April		122
May		117
June		120
July		125
August		123
September		122
October		125
November		129
December		133
Total		1480

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

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

2023 Online	North Lot	North Count	South Lot	South Count	West Lot	West Count
January	\$1,072.75	19	\$1,863.86	44	\$479.83	14
February	\$1,176.43	22	\$1,994.46	45	\$493.75	15
March	\$1,274.51	30	\$1,935.00	43	\$397.42	12
April	\$1,216.50	23	\$2,149.50	48	\$505.16	15
May	\$1,136.61	26	\$1,834.84	41	\$547.58	16
June	\$850.50	20	\$2,082.00	49	\$681.33	20
July	\$853.55	17	\$1,907.42	44	\$590.48	15
August	\$924.68	19	\$1,821.78	42	\$567.90	15
September	\$876.00	17	\$2,019.00	47	\$646.33	17
October	\$960.97	20	\$1,755.01	44	\$641.28	18
November	\$1,143.00	23	\$1,872.00	41	\$595.00	15
December	\$987.10	19	\$1,525.65	34	\$655.97	17

Year/Permit	Total	Count	Total	Count	Total	Count
<b>Total/Permit</b>	<b>\$12,472.60</b>	<b>255</b>	<b>\$22,760.52</b>	<b>522</b>	<b>\$6,802.03</b>	<b>189</b>

Year End Total \$42,035.15

Year End Coun 966



2024 Online	North Lot	North Count	South Lot	South Count	West Lot	West Count
January	\$1,049.53	22	\$1,530.00	34	\$732.74	20
February	\$976.04	20	\$1,525.35	35	\$533.45	14
March	\$984.20	19	\$1,554.68	35	\$703.38	20
April	\$1,066.50	21	\$1,657.50	36	\$787.50	22
May	\$817.26	18	\$1,641.76	37	\$525.00	13
June	\$997.50	20	\$1,618.50	36	\$617.17	17
July	\$960.97	20	\$1,570.65	36	\$572.42	14
August	\$1,371.76	30	\$1,585.17	37	\$675.17	18
September	\$1,009.50	20	\$1,552.50	36	\$774.66	21
October	\$1,168.55	23	\$1,675.16	38	\$604.03	16
November	\$1,080.00	22	\$1,791.00	41	\$591.50	15
December	\$1,078.55	21	\$1,659.20	38	\$558.87	14
<b>Total/Permit</b>	<b>\$12,560.36</b>	<b>256</b>	<b>\$19,361.47</b>	<b>439</b>	<b>\$7,675.89</b>	<b>204</b>



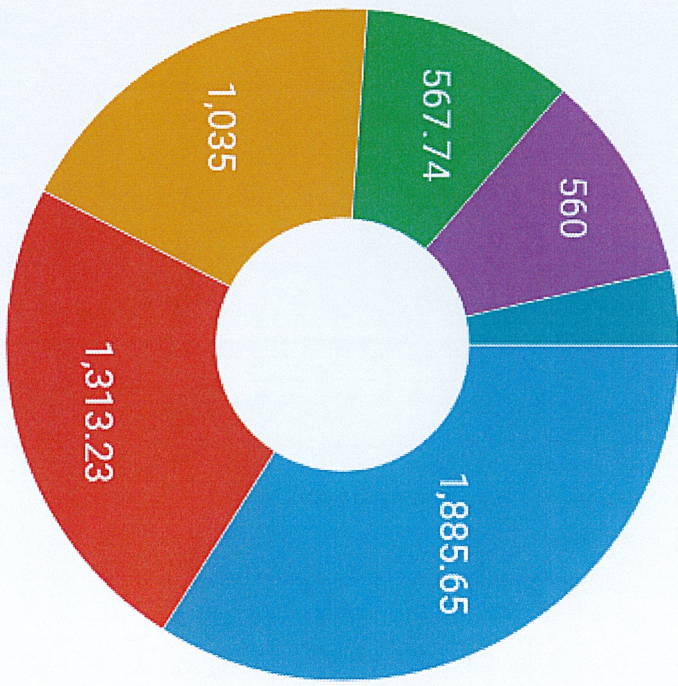
			9		Bellefonte Mews
	40				Masonic Lodge
				2	Bellefonte Art Museum
				3	YMCA
					Permits
	Any Count R/RC/C	West Count	South Count	North Count	Special

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

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



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



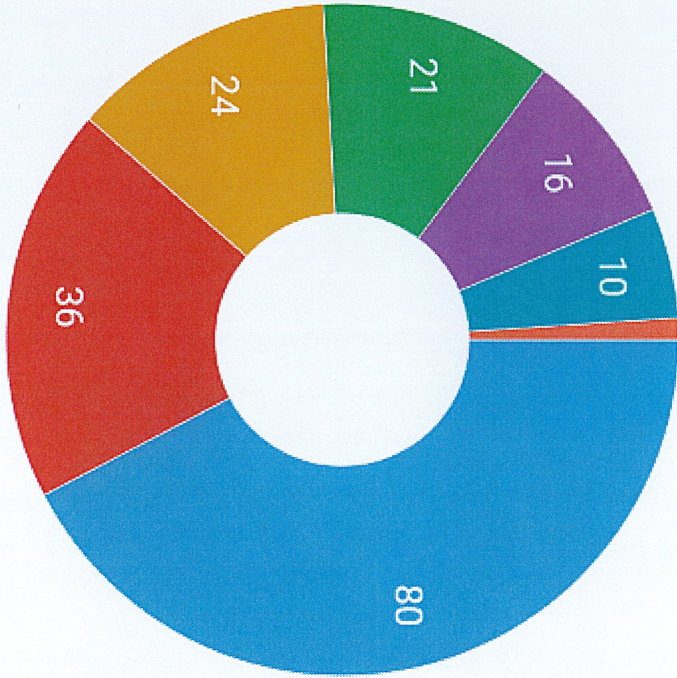
- Municipal Parking Lot South (W. Bishop St)
- On-Street Long-Term Parking R-Permit (Residential)
- Municipal Parking Lot North (W. Howard St.)
- On-Street Long-Term Parking C-Permit (Commuter)
- Municipal Parking Lot West (Potter St.)
- On-Street Long-Term Parking RC-Permit (Resident-Commuter)

Data as of 1/2/2025, 12:00:00 AM





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



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

Data as of 1/21/2025, 8:40:00 AM





**MEMORANDUM**

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**TO:** Bellefonte Borough Council  
**FROM:** Gina Thompson: HARB, Zoning & Planning Administrator  
**SUBJECT:** Office of Community Affairs Update  
**DATE:** For Council Meeting January 21, 2025

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**PLANNING:**

The Planning Commission met on Monday, January 13, 2025. The agenda and minutes are attached. The main topic of discussion was the presented report: **Proposal for Zoning Changes in the Central Business District (CBD)**. Elliott Killian, the report's author, attended to present his findings and address questions. Joy and Richard Killian were also in attendance.

Key discussion points included potential solutions for vacant commercial storefronts, the feasibility of allowing first-floor residential use, and how such changes could impact Bellefonte. Broader topics on economic development within the Borough were also explored. While current zoning permits adaptive reuse of buildings and alternative commercial uses, there has been limited interest in these options.

Bob Dannaker was reappointed as Chair and Jim Mills was reappointed as Vice-Chair.

Planning Commission will meet on Monday, February 10<sup>th</sup> at 5:00 p.m.

**Nittany Valley Joint Planning Commission**

Meeting summary for January 16, 2025

- Centre County Planning & Community Development Office is still working on the **Underutilized Site Inventory**. If you know of any addresses or buildings not being used or abandoned, please let me know and I can get that information to the CCPCDO. Or you can submit data here: <https://www.centrecountypa.gov/637/Underutilized-Site-Inventory>
- The **Active Transportation Plan** was formally adopted by the Centre County MPO in November. You can find it here: <https://www.crcog.net/centreatp>
- If you're looking for data regarding Bellefonte or any municipality in the County, reach out to Anne Messner, Senior Transportation Planner: [amessner@crcog.net](mailto:amessner@crcog.net).
- **Appendix F** contains factsheets for each planning region.
- CCMPO received the Safe Streets and Roads for All (SS4A) grant to inventory **sidewalk gaps** in boroughs and review **lane departures** in Centre County. Lane departures are the highest crash type and typically occur in rural areas, so the goal is to reduce this number. Currently working on RFQ.
- Under Communications in your packet is the **CCMPO Winter Report**. There you can read about various projects and there's a QR code to submit a transportation concern.

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**ZONING:**

There has been an increase in inquiries about available commercial spaces. In response, I am developing an updated commercial property inventory of the Borough, which will highlight vacant commercial spaces and their current use classification. This information will be made accessible on the borough's website under the Business Resources page to better support prospective tenants and business owners.

Zoning activity is picking up, with a steady flow of permit applications and inquiries. I continue to assist property owners, developers, and business owners in navigating regulations. Ongoing tasks include responding to inquiries via email and phone, coordinating with Centre Region Code Administration, and reviewing new projects submitted after the holiday break.

Short-term rental annual renewal notices went out in mid-December. I'm working in processing short-term rental renewals for 2025.

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**HARB:**

HARB met on Tuesday, January 14, 2025 for a reorganization meeting. The agenda and **minutes** are provided.

Walt Schneider updated the board on three historic structures currently under review by the Centre Region Code Administration for maintenance and upkeep. The discussion emphasized the importance of preserving Bellefonte's historic buildings, ensuring they remain well-maintained and structurally sound to prevent demolition by neglect. Additionally, the board discussed potential modifications to the demolition ordinance, specifically exploring language that would require assurance of new construction in place of any demolished building.

HARB appointed Walter Schneider as Chair to replace Sam McGinley. HARB also approved Gay Dunne to move from Alternate to Board Member to replace Sam's seat, and are seeking applications to fill the Alternate vacancy.

**2024 HARB Review Activity:**

- Seven (7) projects were presented to the HARB for review
- 47 projects underwent internal review and were administratively approved

**Issuance of Certificate of Appropriateness through Administrative Approval:**

- **103 North Ridge Street (Witherite)** - Roof replacement of existing 3-tab shingles with Owens Corning TruDuration Architectural Shingle. Color: Sandcastle.

- **120 South Water Street (Fairmount Property Management)** - Roof replacement of existing shingles with CertainTeed Landmark Pro, architectural shingle. Color: Moire Black
  
- **106 East High, Courthouse Annex (Centre County Government)** - Exterior repairs and maintenance. All work is being done in kind and/or to match existing. Physical and electronic samples on file as the Borough office.
  - Painting all exterior doors, window trim, and dental work
  - Repointing brick and masonry where applicable
  - Replacing glass in three windows on north side of building above main entrance.

HARB will not meet on January 28 because there are no projects to review. The next scheduled meeting is Tuesday, February 11, at 8:30 a.m.

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*If you have any questions about the current projects, or would like additional information, please do not hesitate to contact Gina Thompson at [gthompson@bellefontepa.gov](mailto:gthompson@bellefontepa.gov) or 814-313-1573.*

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**AGENDA**

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**BELLEFONTE BOROUGH PLANNING COMMISSION**

**OAK ROOM, ARMORY BUILDING**

**301 NORTH SPRING STREET, BELLEFONTE**

**DATE: JANUARY 13<sup>TH</sup>, 2025 TIME: 5:00 P.M.**

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**CALL TO ORDER & ROLL CALL:**

Mr. Robert Dannaker, Chairman
Mr. James Mills, Secretary
Mr. Mark Edwards
Mr. Chris Morelli
Mr. David Lomison

**APPROVAL OF MINUTES:** October 14, 2025 meeting minutes.  
(*Did not meet on November 12<sup>th</sup> or December 9<sup>th</sup>*)

**REORGANIZATION:**

- Re-appointment of James Mills by Borough Council on 1/6/2025
- FYI: Barbara Dann was appointed the new Council President. Doug Johnson is the Vice-President and Deborah Cleeton is Pro Tem.
- Appointment of officers

**NEW BUSINESS:**

- **Proposal for Zoning Changes in the CBD Report**
  - Mr. Killian spoke during public comment at the 11/18/24 Borough Council meeting regarding this proposal. You can view that here: <https://videoplayer.telvue.com/player/GNduNoua2rBThhw6N4PRP9OCSPf6B2ru/playlists/4806/media/915796?autostart=false&showtabssearch=true>. It is the last chapter of the meeting.
- **Rod Beard letter in response to 1<sup>st</sup> floor residential proposal** – This was included in Written Communications for the 12/3/24 Council Meeting and is included for your review.
- **Kathryn Spielvogel letter in response to 1<sup>st</sup> floor residential proposal** – This was included in Written Communications for the 12/16/24 Council Meeting and is included for your review.

**OLD BUSINESS:**

- **Display of Public Art** – along waterfront walkway / Talleyrand Park / Veterans bridge – didn't find good language from other municipalities on how to handle this.
- **Signage Plan for Bellefonte Elementary** – the signage plan that HRG submitted is typical, and a more "readable" version is not typically produced. However, the plan that was sent via email in October 2024 is different from the plan in the recorded LDP. Furthermore, the plan references that more details can be found on sheet C-502, but C-502 sheet are missing signage details except for accessible parking.

**LAND DEVELOPMENT ACTIVITIES:** None

**ORDINANCE ADDITIONS / UPDATES / AMENDMENTS:** None

- Planning Commission to consider adding language for a Minor Land Development Plan. This came out of a conversation with the County Government and College Township regarding new parking lots at both the former Centre Crest and the Sheriff's Office. Because Bellefonte does not have a Minor LDP process, the parking lot additions will have to go through the formal, and much more intensive, Land Development Plan process.

**INFORMATION ITEMS:**

- **Letter from CCPCDO about the PA-MPC Section 305, Legal Status of Comprehensive Plans within School Districts to BASD**
- **Response from Beard Legal Group to CCPCDO**
- **Updated Historic District Guidelines** – Approved and adopted by Borough Council on 12/16/2024.
- **DCED 2025 Land Use & Growth Management Survey** – I will complete survey after input is gathered from stakeholder groups: commissions, elected officials, staff, etc. I reached out to DCED Planning to ask for a copy of the survey so we understand exactly what type of information they are seeking.
- **Zoning Hearing Board vacancy** – Dave Provan has stepped down. If there is anyone interested in serving on the ZHB, please have them reach out to Gina Thompson.
- **Short-term rental renewals** – sent out in the middle of December.
- **Signage and lighting enforcement** in the commercial districts.

**ADJOURNMENT:** \_\_\_\_1<sup>ST</sup> \_\_\_\_2<sup>ND</sup> **TIME:** \_\_\_\_\_

**BELLEFONTE BOROUGH  
PLANNING COMMISSION  
MEETING MINUTES  
January 13, 2025 – 5:00 p.m.  
Large Meeting Room, Armory Building  
301 North Spring Street, Bellefonte, PA 16823  
[www.bellefonte.net](http://www.bellefonte.net)**

**CALL TO ORDER:**

The January 13, 2025 meeting of the Bellefonte Borough Planning Commission was called to order at 5:00 p.m.

**MEMBERS PRESENT:**

Robert Dannaker, Chair  
Chris Morelli  
Mark Edwards  
David Lomison  
James Mills, Secretary

**STAFF MEMBERS:**

Gina Thompson, Zoning Administrator

**GUESTS:**

Elliott Killian  
Joy Vincient-Killian  
Richard Killian

**APPROVAL OF MINUTES**

*Lomison motioned to approve the October 14, 2024 minutes. Morelli seconded. Motion carried.*

*\*No meetings on November 12, 2024 or December 9<sup>th</sup>, 2024*

**REORGANIZATION**

- Re-appointment of James Mills by Borough Council on 1/6/2025
- Barbara Dann was appointed the new Council President. Doug Johnson is the Vice-President and Deborah Cleeton is Pro-Tem.
- Appointment of officers
  - Bob Dannaker – Chair
  - Jim Mills – Secretary

*Edwards nominated and Morelli Bob Dannaker to serve as Chair. Motion carried.*

*Lomison nominated and Morelli seconded Jim Mills to serve as Secretary. Motion carried.*

**NEW BUSINESS**

- Proposal for Zoning Changes in the CBD (Central Business District) Report



- Mr. Killian spoke tonight regarding business vacancies in the borough. The Killians own a building in the Downtown/Central Business District and he presented some more details regarding his report. Mr. Killians report is included in tonight’s packet.
- Mr. Killian also spoke during public comment at the 11/18/24 Borough Council meeting regarding business vacancies in the Borough. You can view that here: <https://videoplayer.telvue.com/player/GNduNoua2rBThhw6N4PRP9OCSPf6B2ru/playlists/4806/media/915796?autostart=false&showtabssearch=true>  
 It is the last chapter of the meeting.
- The report proposes 5 options for Revitalization of the Borough’s CBD.
- There was an extensive discussion regarding this proposal. Topics of discussion included:
  - Rent costs
  - Maintenance costs and issues for older, historic buildings
  - Change of use costs
  - ADA regulations and requirements
  - Economic Revitalization
- **Rod Beard letter in response to 1<sup>st</sup> floor residential proposal** – This was included in Written Communications for the 12/3/24 Council Meeting and is included for your review.
- **Kathryn Spielvogel letter in response to 1 st floor residential proposal** – This was included in Written Communications for the 12/16/24 Council Meeting and is included for your review.

**OLD BUSINESS**

- **Display of Public Art** – along waterfront walkway / Talleyrand Park / Veterans bridge – didn’t find good language from other municipalities on how to handle this.
- **Signage Plan for Bellefonte Elementary** – the signage plan that HRG submitted is typical, and a more “readable” version is not typically produced. However, the plan that was sent via email in October 2024 is different from the plan in the recorded LDP. Furthermore, the plan references that more details can be found on sheet C-502, but C-502 sheet are missing signage details except for accessible parking.

**LAND DEVELOPMENT ACTIVITIES**

- NONE

**ORDINANCE ADDITIONS / UPDATES / AMENDMENTS: (in order of priority)**

- Planning Commission to consider adding language for a Minor Land Development Plan. This came out of a conversation with the County Government and College Township regarding new parking lots at both the former Centre Crest and the Sherriff’s Office.

Because Bellefonte does not have a Minor LDP process, the parking lot additions will have to go through the formal, and much more intensive, Land Development Plan process.

**ADD ORDINANCES**

- NONE

**INFORMATION/DISCUSSION ITEMS**

- Letter from CCPCDO about the PA-MPC Section 305, Legal Status of Comprehensive Plans within School Districts to BASD
- Response from Beard Legal Group to CCPCDO
- Updated Historic District Guidelines – Approved and adopted by Borough Council 12/16/2024.
- DCED 2025 Land Use & Growth Management Survey – Gina will complete survey after input is gathered from stakeholder groups: commissions, elected officials, staff, etc. Gina reached out to DCED Planning to ask for a copy of the survey so we understand exactly what type of information they are seeking.
- Zoning Hearing Board vacancy – Dave Provan has stepped down. If there is anyone interested in serving on the ZHB, please have them reach out to Gina Thompson.
- Short-term rental renewals – sent out in the middle of December.
- Signage and lighting enforcement in the commercial districts.

**ADDITIONS (after meeting agenda and packet was sent out):**

- NONE

**ADJOURNMENT**

*Morelli motioned to adjourn. Edwards seconded. Motion carried. Meeting adjourned at 6:24p.m.*

**AGENDA**

**HISTORICAL AND ARCHITECTURAL REVIEW BOARD MEETING**

**DATE: JANUARY 14<sup>TH</sup> 2025 TIME: 8:30AM**

**OAK ROOM (SMALL MEETING ROOM), 1<sup>ST</sup> FLOOR**

**301 N. SPRING STREET, BELLEFONTE**

**CALL TO ORDER:**

**Attendance:**

<b>Members</b>	<b>Alternates</b>	<b>Guests</b>
Megan Tooker	Gay Dunne	
Walt Schneider	Robert Wagner (CRCA)	
Philip Ruth	Amy Kelchner	
Mike Leakey		
Marc McMaster		
Maria Day		
<i>vacancy</i>		

**Approval of the HARB meeting minutes:** December 10, 2024 meeting minutes  
*(Did not hold meeting on December 24, 2024 due to holiday)*

**Public Comment:**

**Additions / Corrections to the Agenda:**

**Declaration of Conflict of Interest / Declaration of Ex Parte Communication:**

**Reorganization:**

- Re-appointment of Walt Schneider for a four-year term by Borough Council on 1/6/2025
- Appointment of officers: Chair and Vice-Chair
- FYI: Barbara Dann was appointed the new Council President. Doug Johnson is the Vice-President and Deborah Cleeton is Pro Tem.

**Project Review:** None

**Administrative Approvals:**

- **103 North Ridge Street (Witherite)** - Roof replacement of existing 3-tab shingles with Owens Corning TruDuration Architectural Shingle. Color: Sandcastle.
- **120 South Water Street (Fairmount Property Management)** - Roof replacement of existing shingles with CertainTeed Landmark Pro, architectural shingle. Color: Moire Black
- **106 East High, Courthouse Annex (Centre County Government)** - Exterior repairs and maintenance. All work is being done in kind and/or to match existing. Physical and electronic samples on file as the Borough office.
  - Painting all exterior doors, window trim, and dental work
  - Repointing brick and masonry where applicable

- Replacing glass in three windows on north side of building above main entrance.

**Information / Discussion Items:**

- Lighting / signage enforcement in downtown historic district

**Old Business:**

- Finalizing the reporting for the CLG grant. There is a final invoice to send to PHMC.

**New Business:**

- Recommendations for HARB vacancy.

**Adjournment:**

NITTANY VALLEY JOINT PLANNING COMMISSION

Regular Meeting Minutes of 11/21/2024

Spring Township

**Call to Order: 6:00 pm**

**Roll Call**

	JAN '23	MAR '23	MAY '23	JUL '23	SEP '23	NOV '23	JAN '24	MAR '24	MAY '24	JUL '24	SEP '24	NOV '24
Doug Johnson		X	X	N			X	X	X		X	
Dave Lomison	X	X	X	O	X	X		X	X	X	X	X
Lynn Chaplin		X	X			X	X	X				
Randy Moyer/Kathy Evey (Jan '24)				M				X			X	X
Casey Dillon/ Dave Rosendale (July '24)	X			E						X	X	X
Archie Gettig	X		X	E	X	X	X	X	X	X	X	X
Dave Capperella				T								
Jeff Kranch	X	X		I			X	X	X	X	X	
Keith Harter/ Zane Sherman (March '24)	X	X	X	N	X	X	X	X	X	X	X	X
Bill Workman				G	X							
<b>QUORUM</b>	<b>4</b>	<b>4</b>	<b>5</b>		<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>5</b>

**Guests**

Vaughn Zimmerman, Mike Danneker, Gine Thompson, Elyse Crawford, Liz Lose, Chantal Fogarty

**Public Comments/Questions/items not on agenda.**

Verizon Bead meeting 12/6 10:30 am virtual. Any emails from Verizon are legit.

**Secretary's Report**

Approval/motion of meeting minutes by Dave Lomison, 2<sup>nd</sup> by Dave Rosendale– Approved by unanimous vote.

**Communication and Bills**

Dinner Invoice – \$101.25 – Motion to approve by Kathy Evey– 2<sup>nd</sup> by Dave Rosendale – Approved by unanimous vote.

**Reports of Officers**

Financial Report – Balance of \$1,384.09– Motion to approve by Kathy Evey– 2<sup>nd</sup> by Dave Lomison – Approved by unanimous vote.

**Discussion Topics/Old Business:**

**Discussion Topics New Business:**

- Transportation:
  - November transportation handout
  - Liquid Fuels applications being reviewed and making approval December 10th
- New meeting schedule for 2025 was discussed, Spring township will send legal ad out for print. Motion to approve by Dave Lomison, seconded by Kathy Evey. Approve by unanimous vote. Officer rotation will be at the March meeting.
- Land use update: new aerials received and currently updating GIS land use layer.

**Planning and Zoning Updates:**

- Bellefonte Borough – Final draft of historic district guidelines. Elementary school has not completed traffic study yet. Water front development group moving forward, going to pc meeting. Hotel, condos, parking lot, hoping to start in spring.
- Benner Township – Benner pike grant. Benner elementary school will probably close. Repaying for Tamco property. Residential on Benner Amberleigh area asking for zoning change. Airport development. Benner pike congestion was discussed.
- Marion Township – exit 163 on I-80 being discussed
- Spring Township- Bridal ridge traffic study. Geisinger ready to be open. Logan Green traffic study done. Autumn ridge development (Fox Lane developers). Pleasant Gap EMS not getting money from Rockview for a few years. They are requesting letters of support to receive this money.
- Walker- Conditional use for Amish school. Budget with Nittany Ridge rd and Hoy projects resolved and starting.

**Information/Announcements/Correspondence**

- Hazard Mitigation Plan Draft review Jan 14<sup>th</sup> and 15<sup>th</sup>

**Adjournment – 6:50 p.m.** – Motion by Dave Lomison, 2<sup>nd</sup> by Dave Rosendale

Steve Barr Code Enforcement Officer

01/15/2025

## Code enforcement activities November 1 to December 6

### **Unregistered, uninspected, disabled vehicles ordinance.**

Notices have been sent to 5 property owners to bring vehicles into compliance or have them removed. Some have complied already, others are still within their notice time.

### **Refuse container removed from sidewalks Ordinance**

11 warnings have been issued reminding property owners to have their cans off of the sidewalk or street by 7:00 PM on their assigned trash collection day. All have complied

### **Debris, Junk, waste Ordinance**

Notices have been issued to 4 properties to remove junk/debris/ mattress's/ other items from their properties.

### **Grass/weeds/shrubs/trees Ordinance**

4 notices have been sent asking property owners to trim trees or shrubs that are encroaching onto sidewalks, streets or signage. Also 2 have brush piles removed.

.



# Code Enforcement Monthly Report

## November 2024 Summary

### Properties Inspected

**4782**

Routine

4200

Citizen Request

4

Warnings Issued

**34**

Grass / Weeds

4

ROW Obstruct

5

SW Obstruct

1

LOS Obstruct

Vehicles

4

Refuse Cans

11

Snow Removal

Sidewalks

2

Animals

1

Junk/ Debris

4

### Calls/Emails Received

**46**

Info Request

9

Complaint

4

Fines Issued

**3**

Grass / Weeds

ROW Obstruct

3

SW Obstruct

LOS Obstruct

Vehicles

Refuse

Snow Removal

Sidewalks

Debris

Junk / Rubbish

1

Training



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

January, 15 2024

## **Sidewalk Inspection 2024**

The 2024 segment of inspection was from the southern borough line at Willowbank north to Stoney Batter to Spring and north to the end of Spring and all borough west of there.

Three notices I sent were outside that area from complaints I received.

Most sidewalks were inspected April and May, 2024 for trip hazards or badly deteriorated pads.

45 “Notice to Repair”. 43 have been completed. 2 have asked me for an extension until spring as they would like to possibly add landscape features so I will work with them and take care of it.

I have reinspected all sidewalks and I visited some during repair. Overall, I think the inspections went very well and Borough property owners did a great job getting it done.

*Steve Barr  
Code Enforcement Officer  
Bellefonte Borough*



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

To: Council

From: Ralph

Date: January 15, 2025

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

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** – Training will be ongoing.
- **Borough Administrative Office at the Armory building** – Citizens are finding there way to us to pay a bill, ask a question, etc. Everything seems to be working out well. The open house on December 5<sup>th</sup> was a success.
- **Bandshell Memorandum of Understanding (MOU)** – Representatives attended the October 7<sup>th</sup> work session. The group is now waiting to see what happens with water well testing in Talleyrand Park approved by council and requested by the borough authority.
- **Batting Cage and Rest Room Face Lift Project, Governors Park** – the batting cage project (part of the ballfield grant) has started. After its completion, work will start on the rest room building near the ballfield. Some work will be done with in-house forces. This work probably will not start until Spring when the weather is suitable.
- **Big Spring Cover project** – As noted above, the Authority is seriously considering a concept that would involve drilling wells which, if successful, would allow the Big Spring to be uncovered. Initial testing indicated where the water is underground. More testing is needed to determine where bedrock is. The Authority is working through its next steps.
- **CATA Services/Public Transit Services/Exploration of Options** – the task force has been meeting. CATA has expanded hours of operation starting 11/18.

- **Former National Guard Armory property along Zion Road** – The owner has put a hold on the brewery project due to high cost estimates to renovate the buildings. No further updates have been received.
- **Kepler Pool /Nittany Valley Rec. Authority** – They are seeking additional grant funding. They will not hear about the success of the grant funding until sometime in 2025. Some small improvements are underway. They are looking to borough staff for some assistance/guidance.
- **New Elementary School along Airport Road** – earthmoving activity is underway. The steel structure is being built. The staff has tried to resolve issues and conflicts with the bikeway/walkway along Airport Road. This will continue to be monitored. The traffic/street improvement plan/Highway Occupancy Permit (HOP) application is being submitted to Penn DoT.
- **Parks/Governors Park/Pickle Ball** – Don and I met (November 2023) with Shawn Thompson, YMCA Director at Governors Park. Shawn will be submitting a proposal to take the tennis court and lay it out for four pickle ball courts. We will get the proposal to council once received.
- **Parks/seasonal personnel** – The crews are done for the season. Winter maintenance of the waterfront walkway be provided.
- **Parkview Heights Stormwater Project** – work is complete.
- **Pennsylvania Highlands Community College (PHCC)** – On August 16<sup>th</sup>, PHCC held their ribbon-cutting ceremony for space at the Match Factory. This was a great event. Having a branch campus in Centre County was in the works for many years. I assist PHCC by being a board and committee member.
- **Personnel** – William Witmer was officially approved as Police Chief at the December 2<sup>nd</sup> council meeting.
- **Police Department Upgrades** – work is progressing. The project is behind its original schedule due to the asbestos needing to be removed.

- **SEDA-COG Joint Rail Authority (JRA) RR Spur along Potter Street** – council has approved the purchase of the spur with the rail conditional upon having an agreement with Bellefonte Historical Railroad Society (BHRS) regarding access and use of the spur. The attorneys are working to determine the best way to transfer the spur.
- **Service Line Inventory Project** – The survey has been submitted. The official deadline is October 16<sup>th</sup>. Within 30 days, the Authority must send out letters to customers with service lines considered to be “unknown”.
- **Streets** – A paving list for 2025 was approved in December. South Spring Street (part of the streetscape improvement project) will be included. We are planning to bid out the 2025 paving project early so that we can get South Spring Street done early. This will allow us to get the stamped crosswalks done early as well. Salting and plowing operations are normal.
- **Streets/Columbia Gas work** – paving of the eastbound lane on East Linn, between Armor and Wilson, took place the week of October 21<sup>st</sup>. The Borough will try to have the west-bound lane re-surfaced as part of its paving project – so that both lanes have the same wear expectancy.
- **Streets/Traffic Signal at Parkview and Zion Update** – the design is still under review. Final approvals are expected in the near future.
- **Streets/Downtown lighting/stamped crosswalks/flashing lights at crosswalks** – Late in the budget process, we began talking about doing a larger downtown improvement project which would replace the current street lighting (including the conduit under the sidewalk), finish the street crosswalk imprinting, and add the flashing lights at crosswalks. We are working on a plan to make this project affordable. We did not receive the County’s liquid fuel grant for \$25,000. We are looking at using Street paving funds to finish the project.
- **Streets/Storm Drain Issue** – Over the last couple of months we have discovered an unusual situation. There is an old hand-laid stone storm drain at the corner of North Allegheny and Burrows Lane (West side of Allegheny). The drain follows Burrows Lane to the west and then cuts across several backyards. As it goes across the backyards, it goes under at least one barn/garage. It has an inlet in Locust Lane. The storm drain continues to West Lamb Street (it is the same line that collapsed during heavy flooding a number of years ago). We found out about it through a call from the barn/garage owner on

Locust Lane. Some of the large hand-laid stone have fallen in and caused water to back up. The water actually pushed up through the concrete floor of the barn/garage. We have met onsite to look at the situation. We tried to find a Right of way or easement agreement. Nothing is recorded. Borough Solicitor Jeff Stover said the borough is responsible for fixing it or relocating it, including fixing the barn/garage floor. We had a contractor look at the situation. This was not successful. We are looking at excavating from the top and making repairs. This work is tentatively scheduled for late Spring/early Summer.

- **Suspension Bridge ADA Improvements, Talleyrand Park** – this project had its official kickoff on October 18<sup>th</sup>. This is a CDBG funded project with a lot of red tape. The next few months will be devoted to analyzing the options. We will not see construction until late 2025/early 2026.
- **Waterfront development** – the owners did not get the state funding they had applied for. They are seeking other funding and now stating that the project may start in 2025.
- **1201 Pine Circle Property Encroachment** – The borough solicitor and the borough authority solicitor filed a joint complaint with Centre County Court. The property owner has an attorney involved and has filed objections and is pushing back via legal proceedings. We recently received word that the Court decided in favor of the Borough regarding a Preliminary Objection to including Attorney Fees in our complaint against the property owner. This may be a topic in an executive session to discuss a settlement.

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

December	Meetings/Activities Attended
1	➤
2	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Council work session and business meeting</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Meeting with Recreation Authority members – swimming pool grants administration</li> </ul>
4	➤ Meeting with person interested in purchasing a property
5	<ul style="list-style-type: none"> <li>➤ PHCC Finance and Facilities committee meeting</li> <li>➤ Armory Building open house</li> </ul>
6	➤
7	➤
8	➤
9	➤ Call – discuss HOP review, Airport Road traffic signal
10	➤
11	➤ Airport Authority stakeholder meeting
12	<ul style="list-style-type: none"> <li>➤ Council agenda planning meeting</li> <li>➤ Airport Authority meeting</li> </ul>
13	<ul style="list-style-type: none"> <li>➤ Meeting to discuss walkway from Talleyrand to former Cerro complex</li> <li>➤ PHCC advisory board meeting</li> <li>➤ PRWA board meeting</li> </ul>
14	➤
15	➤
16	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Meeting to discuss water service line spreadsheet data, regulations</li> <li>➤ Council work session and business meeting</li> </ul>
17	<ul style="list-style-type: none"> <li>➤ Holiday lunch with staff</li> <li>➤ PHCC Board of trustees meeting</li> <li>➤ Borough Authority meeting</li> </ul>
18	➤
19	➤ Police department construction meeting
20	➤ Airport committee meeting via zoom
21	➤
22	➤
23	➤
24	➤ Day before Christmas holiday
25	➤ Christmas holiday
26	➤ Vacation day
27	➤ Vacation day
28	➤
29	➤
30	➤ Call – borough solicitor – 1201 Pine Circle issues
31	➤



Activities
Work session and Council Agenda formatting and preparation
Agenda/Meeting preparation and follow up, coordinate with staff – directives, policy questions
Unscheduled, informal, meetings, calls, emails to/from staff – Department day-to-day operations
Correspondence – elected, fellow staff, residents, business owners, other government staff, realtors, customers, etc. via emails, phone calls, letters
Draft meeting minutes review
Revisions to Budget Book



# Bellefonte Emergency Medical Services

## Municipal Update 4th Quarter 2024 January 1 – December 31

### Ambulance Incidents;

- Total Responses (5.2 calls/day)
  - Emergency 1886 total (2023=1861, 2022 = 1843)
    - Transported 1370
    - No Patient, Refusal 230
    - Lift Assist 85
    - Deceased 24
    - Cancelled 106
    - Fire/Police Standbys 67
  - Non-Emergency 4 total

By Municipality;	2024		2023		2022	
○ Bellefonte Borough	571	30%	526	28%	496	27%
○ Benner Township	318	17%	300	16%	271	15%
○ Spring Township	309	16%	356	19%	336	18%
○ Boggs Township	244	13%	241	13%	251	14%
○ Milesburg Borough	158	8%	171	9%	151	8%
○ Union Township	64	3%	66	4%	73	4%
○ Marion Township	50	3%	36	2%	32	2%
○ Howard Township	46	2%	31	2%	49	3%
○ Unionville Borough	17	1%	16	1%	14	1%
○ Huston Township	5	<1%	4	<1%	6	<1%
○ Mutual Aid	104	5%	114	6%	171	9%

### Staffing;

- Career Personnel 29,351.75 hours
- Volunteer Personnel 594.50 hours

### Fleet Information:

Unit #	Vehicle	Mileage	YTD Travel	Replace
• Amb-26-1	2010 Freightliner Ambulance	245,025 miles	15,571	2029
• Amb-26-2	2018 Freightliner Ambulance	105,837 miles	7,286	2038
• Amb-26-3	2019 MB Sprinter Ambulance	75,451 miles	15,185	2034
• Van-26-1	2014 Ford Para-Transit Van	129,535 miles	13,742	2027
• Van-26-2	2023 Chrysler Para-Transit Van	17,340 miles	17,446	2035
• Van-26-3	2017 Dodge Para-Transit Van	101,943 miles	15,850	2030
• Utility-26-1	2005 Ford F-350 MCI/Utility	101,616 miles	<u>6,019</u>	TBD
	▪ Ambulance Total Annual Travel:		<b>38,042 miles</b>	
	▪ Para-Transit Van Total Annual Travel:		<b>47,038 miles</b>	
	▪ Department Total Annual Travel:		<b>91,099 miles</b>	

369 Phoenix Avenue, Bellefonte, Pa. 16823

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



# Bellefonte Emergency Medical Services

## 2024 Municipal Funding – Received (YTD as of 12/31/24)

(+) increase from previous year; (=) unchanged from previous year; (-) decrease from previous year

	2024		2023	
○ Union	\$14,000	0.50 mill (=)	\$14,000	0.50 mill (=)
○ Howard Twp	\$ 4,060	0.50 mill (=)	\$ 4,060	0.50 mill (+)
○ Huston	\$ 268	0.50 mill (=)	\$ 266	0.50 mill (=)
○ Marion	\$ 6,898	0.50 mill (+)	\$ 6,000	0.43 mill (+)
○ Boggs	\$25,000	0.43 mill (+)	\$23,100	0.40 mill (-)
○ Milesburg	\$ 6,100	0.42 mill (=)	\$ 6,100	0.42 mill (+)
○ Bellefonte	\$30,265	0.30 mill (+)	\$24,037	0.25 mill (=)
○ Benner	\$14,000	0.22 mill (-)	\$19,000	0.26 mill (+)
○ Spring	\$15,000	0.15 mill (+)	\$10,000	0.10 mill (+)
○ Unionville	\$ 500	0.13 mill (+)	\$ 0	0.00 mill (=)
○ Centre Co Govt	<u>\$ 1,500</u>	0.10 mill		
	• \$117,681.67	Received FY 2024		
	• <u>\$ 6,000.00</u>	Received FY 2023 (Marion Twp, 3/21/24)		
	• \$123,681.67	Total Received - Calendar Year 2024		

## 2024 Municipal Funding Utilization – (YTD as of 12/31/24)

- \$ 9,082.44 Roof replacement loan payment x12 month
- \$ 5,591.00 Payroll, partial x2 pay period (\$21,500/pay period average; <1% of annual total)
- \$24,214.25 Insurance – liability, property, vehicle, portable equipment, umbrella – (9 month)
- \$ 9,606.17 Litter (x3) replacement, annual financing #4 of 4 payments, final
- \$19,584.36 Ambulance Loan payment x12, Freightliner Amb 26-2
- \$12,473.28 Ambulance Loan payment x12, Sprinter Amb 26-3
- \$ 2,464.63 Oxygen, suction, BP equip.: annual calibration, PM, certify, repair
- \$18,278.50 Oxygen Cascade Refill station
- \$17,618.19 Xpedition Powered Stair Chair x1, w/charger & battery x2
- \$ 4,768.85 Vehicle Repairs; batteries x2, tires x2, Undercoating x6, state inspection
- \$123,681.67 Total
  
- \$ 0 Balance; 12/31/2024

### Note:

- Municipal Funding Support = 10.8% of total organizational budget for FY 2024.

369 Phoenix Avenue, Bellefonte, Pa. 16823

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## MEMO

**Date:** For Council meeting January 21, 2025  
**To:** Bellefonte Borough Council  
**From:** Julie Brooks  
**Subject:** Bellefonte Intervalley Area Chamber of Commerce Update

---

### January meeting points of interest

The Bellefonte Intervalley Area Chamber of Commerce met on January 8, 2025, at 7:30 AM at the train station. Meeting minutes are attached for December and January.

- 2025 Visitor's Guide is available at the train station.
- Monday, January 20th - Annual Blues Breaker Event at Big Spring Spirits, 6pm - 8pm. Please share and invite others to come! It will be a great networking event to kick off the year.
- Tuesday, January 21st - Bellefonte Borough Work Session "State of Affairs" Update. The worksession is at 6:30pm in the large meeting room on the 1st floor at 301 N spring Street and BIACC has been given 10 minutes to share. Matt Hill will represent the chamber.
- Wednesday, February 5th - next board meeting, 7:30am at the Train station. Our meetings are typically held the first Wed. of each month.
- 2025 Officer nominations were made on Monday January 13th this is for a one year term (until October 2025).

# MEETING MINUTES

## BIACC BOARD MEETING

---

Date: January 8, 2025

Time: 7:30am – 8:30am

---

### IN ATTENDANCE

Jennilyn Schuster, Zach Schuster, Candy Covey, Julie Brooks, Ciara Semack  
Guest: Rick Haines - HVAB

#### Board Members

Amber Conception, Jennilyn Schuster, Ciara Semack, Julie Brooks, Sherri Letterman, Zach Schuster, Candy Covey, Matthew Hill, Lesley Kistner, Janie Provan, JoAnn Knupp

### BUDGET

The following items were outlined:

- Bank Balances as 11/29 – Checking \$5,571.27, Fundraiser: \$665.98, Money Market \$18,904.80
- Taxes – work is continuing this
- Filed non-renewal form for Charitable Registration with Dept of State – BC02 (non-renewal form was filled out and submitted)
- 990 – can do 990EZ because income is under \$50,000 – secretary or president needs to file. – Matt Hill filed
- PA Withholding and unemployment compensation – continuing work on this
- 3<sup>rd</sup> quarter local taxes paid
- Small Games of Chance – voted on to be renewed – motion approved – Jennilyn to file

### INTERIM EXECUTIVE COMMITTEE

And an interim executive committee was established. The following board members will serve as the interim executive committee:

- President – pending
- Vice President - Sherri Letterman
- Secretary - Jennilyn Schuster
- Treasurer - Candy Covey

Board Officer Elections – nominating committee established. Nominating committee responsible for presenting slate of officers to the board: Julie Brooks, Candy Covey, Jennilyn Schuster

## 2025 VISITOR GUIDE

Bellefonte Borough Council Packet January 21, 2025

2025 visitor guide committee members:

- Jennilyn Schuster
- Zach Schuster

The following items were outlined:

- Box of Guides delivered to Belle Mercantile, Reynolds Mansion, Big Springs, HVAB requested (4) boxes, Bellefonte Borough requested (1) box

## SECURITY + MAINTENANCE + ADMINISTRATION

Quickbooks:

- Needs to be updated
- Invoices

Jobber:

- Tool presented that could be used to send invoices

Website:

- Updated membership information to be added

Laptop:

- Has not been returned by former Exec. Director. Email to be sent requesting 5 days to return. Model and Serial Number to be located

Locked Filing Cabinet:

- Duplicate keys to be made

## MEMBER ADDRESS

Rick Haines – HVAB

- Furnace Maintenance required – Watchdog – Rick to call
- Railroad would like to get rid of existing furniture and replace it with a (2) person ticket booth and display stand that will be furniture and mobile. Drawing requested.
- HVAB – proposed moving office into the smaller room and move conference table into current office. Would like to also add a display case with items for sale. Item will need to be discussed and voted on by the full board.
- Cruise gave chamber \$800 to buy pictures in June of 2022. Rick to follow up regarding exact date

## MEMBERSHIPS

New members to be reviewed and voted on by the board:

- Independent Home Health located at 220 West High Street – would like to have a ribbon cutting – Jennilyn to call Brooke and organize
- Terrapin Care Station – 205 Park Place, Ribbon Cutting at 11am on 1/9/2025 – Coordinated with Blake and Peter. Jennilyn, Zach, Julie representing BIACC
- December membership renewals: Matthew Hill
- Membership Follow up / BIACC email check ins – It was discussed that board members would rotate attending to email check ins monthly.
  - October – Jennilyn Schuster
  - November – Julie Brooks
  - December – Zach Schuster
  - January – Ciara Semack
  - February -

## OTHER NEWS

1/21:

- o Bellefonte Borough Work session Address

Christmas Tins:

- o \$15 for sale
- o Julie to take a box to Borough Open House
- o Zach to take a box
- o Jennilyn to share in Newsletter

## **BLUES BREAKER EVENT**

2025 event chair:

- Ciara Semack

Moving the event to January. Date is 1/20 at Big Springs; 6pm -8pm. Save the Date to be issued in upcoming membership newsletters. The following items were outlined:

- Come pickup your Visitor's Guide!
- Board Introduction's at Event
- Walk-ins Welcome
- Bring a Business Guest
- Membership Renewal Opportunity
- Formalize networking opportunities – Jim and Matt to plan
- Gift Basket – Matt to coordinate
- Drink ticket for tap cocktail

## **NEW BOARD MEMBERS**

Jim Lanning, JoAnn Knupp, Janie Provan – new board members

## **NEXT MEETING**

Feb 5, 2025, 7:30am – 8:30am | Train Station

# MEETING MINUTES

## BIACC BOARD MEETING

---

Date: December 4, 2024

Time: 7:30am – 8:30am

---

### IN ATTENDANCE

Jennilyn Schuster, Ciara Semack, Julie Brooks, Zach Schuster, Candy Covey, Matthew Hill  
Guest: James Lanning

#### Board Members

Amber Conception, Jennilyn Schuster, Ciara Semack, Julie Brooks, Sherri Letterman, Zach Schuster, Candy Covey, Matthew Hill, Lesley Kistner

### BUDGET

The following items were outlined:

- Bank Balances as 10/31 – Checking \$6,655.23, Fundraiser: \$665.72, Money Market \$18,861.29
- Taxes – work is continuing this
- Filed non-renewal form for Charitable Registration with Dept of State – BC02 (non-renewal form was filled out and submitted)
- 990 – can do 990EZ because income is under \$50,000 – secretary or president needs to file. – Matt Hill to check into this
- PA Withholding and unemployment compensation – continuing work on this
- 3<sup>rd</sup> quarter local taxes paid
- Small Games of Chance – voted on to be renewed – motion approved.

### INTERIM EXECUTIVE COMMITTEE

And an interim executive committee was established. The following board members will serve as the interim executive committee:

- President – pending
- Vice President - Sherri Letterman
- Secretary - Jennilyn Schuster
- Treasurer - Candy Covey

### 2025 VISITOR GUIDE



2025 visitor guide committee members:

- Jennilyn Schuster
- Zach Schuster

The following items were outlined:

- Guide will be in unit Dec 6<sup>th</sup> – at train station following Monday / Tuesday

## **SECURITY + MAINTENANCE + ADMINISTRATION**

Quickbooks:

- Needs to be updated
- Invoices

Jobber:

- Tool presented that could be used to send invoices

Website:

- Updated membership information to be added

## **MEMBER ADDRESS**

Jim Lanning – Owner of Camp BREAC

- Interest in the Watershed and becoming a BIACC Board Member

## **MEMBERSHIPS**

New members to be reviewed and voted on by the board:

- Independent Home Health located at 220 West High Street – would like to have a ribbon cutting – Jennilyn to call Brooke and organize
- Terrapin Care Station – 205 Park Place, Ribbon Cutting at 11am on 1/9/2025 – Coordinated with Blake and Peter
- December membership renewals: Matthew Hill
- Membership Follow up / BIACC email check ins – It was discussed that board members would rotate attending to email check ins monthly.
  - October – Jennilyn Schuster
  - November – Julie Brooks
  - December – Zach Schuster
  - January – Ciara Semack

## **OTHER NEWS**

5K Run 12/7:

- Kim Gaspar – signup is at 7:30 am – Julie Brooks to call Kim
- Asked for use of outlets

Christmas Tins:

- \$15 for sale
- Julie to take a box to Borough Open House
- Zach to take a box
- Jennilyn to share in Newsletter

## **BLUES BREAKER EVENT**

2025 event chair:

- Ciara Semack

#### **Bellefonte Borough Council Packet January 21, 2025**

Moving the event to January. Date is 1/20 at Big Springs; 6pm -8pm. Save the Date to be issued in upcoming membership newsletters. The following items were outlined:

- Come pickup your Visitor's Guide!
- Board Introduction's at Event
- Walk-ins Welcome
- Bring a Business Guest
- Membership Renewal Opportunity
- Formalize networking opportunities – Jim and Matt to plan
- Gift Basket – Matt to coordinate
- Drink ticket for tap cocktail

#### **PENDING NEW BOARD MEMBERS**

Jim Lanning, JoAnn Knupp, Shawn Packard, Janie Provan – motion made to approve 4 new board members. Approved. Zach to reach out to Shawn and Janie, Jennilyn to email Jim Lanning, Candy to reach out to JoAnn. All new board members pending acceptance.

#### **NEXT MEETING**

January 8, 2025, 7:30am – 8:30am | Train Station

**Centre County Airport Authority  
Meeting Minutes  
December 12, 2024  
7:00pm**

**Attending:** C. Groshel – Chair, D. Johnson, H. Mose, G. Khoury, R. Stewart, Gerry Hanscom, R. Grmela, D. Gray

**Absent:** W. Steudler

**Additional Attendees:** J. Meyer C.M. - Executive Director CCAA, Jason McMurtrie – Terminal Manager, Bryan Rodgers Airport Director

**The meeting was called to order at 7:00 PM by C. Groshel.**

**Public Comments**

NONE

**1. Approval of the October 24, 2024 Meeting Minutes**

- No November Meeting

*Motion for approval was made by D Gray. R Stewart seconded the motion. **The motion was unanimously approved.***

**2. Financial Statements for October and November, 2024**

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

R. Stewart provided an overview of the financial statements.

- Discussions:
  - 5<sup>th</sup> month of fiscal year. Finances and expenses are good.

- PFC's – Passenger Facility Charges (Shared with PSU)
  - \$4.35 (passenger charged \$4.50 – airline takes \$.15)
  - FAA has to approve the projects that are funded with the PFC's.

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

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

#### **a. Enplanements (report provided)**

- A little behind from 2023 – down 6,300 passengers
- The loss is reflective of Delta leaving. Hoping Delta comes back in 2025
  - March, April and May – 2000-3000 passengers short each month (about a 5% reduction)

#### **b. Republic Parking (report provided)**

- October was a very good month for parking.

### **4. Air Operations (Bryan Rodgers)**

#### **a. Update (Report provided)**

- Comparing November 2024 to November 2023 – decrease in all categories – except air taxi (up 31%) and General Aviation (up 2%)
- For the calendar year up 3% in total aircraft operations (takeoffs and landings)
- Fuel - 2 big games this month (Ohio State and Washington)
  - Up on 100LL (low lead) 2.4%
- November 219,000+ Jet A
- T Hangar Occupancy – down (lost 3 tenants) Occupancy rate 84%
- Cooperate Hangar – 5 occupied – Occupancy rate 62.5%
- Operations financials – November net margin \$116,000
- YTD – up \$83,275, budgeted \$39,620 (+\$43,655)
- Fed-Ex Express Cargo Flights Discontinued effective January 6, 2025
  - 3 flights a night
  - Estimated impact (loss of revenue) is approximately \$190,000-\$200,000/yr (fuel sales, landing fees, de-icing)
  - Mountain Air Cargo is the largest user of the aircraft maintenance shop
- Grants: 2 applications
  - Design Phase – passenger boarding bridge project
    - Totals \$606,000 (Federal share \$576,000)

- Submitted to the Harrisburg ADO 12/4/24
- Rehabilitation of Runway 64
  - Plenary Design Phase Total Project cost \$462,000
  - Mill and Overlay
  - Center line lights, touch down zone lights, additional RVR (Runway Visual Range) sensor
  - RVR sensor – improve departure minimums
  - estimated cost \$9million
  - timeframe – construction estimated to start in 2027
- Taxiway Alpha Project
  - In final phase, final inspection with FAA on November 21.
  - Few punchlist items will be completed in the Spring
- New Solarmeter installed in mid November
  - Came in lower than the estimate ~ \$41,000
  - Needed for continuity of operations
  - Gives visibility data after the tower closes
  - Paid for out of the operating budget
- ARF Department
  - New training in F3 Foam Fire Fighting (fuel fires)
- Air Operations also conducted several other training sessions

## 5. Committee Reports

### a. Airport Outreach & Development – Chris Groshel

- Costs per enplanement (CPE) are too high
- \$12.64 cost per enplanement in 2023
- Long discussion on costs and increasing traffic and consumers

### b. Boarding Bridges – G. Khoury

- No report

### c. HR – H. Mose

*The HR Committee was formed approximately a year and a half ago and was given 4 tasks to complete.*

1. *Employee Handbook – Completed*
2. *Set up health care program – Completed*
3. *Retirement Fund – Completed*
4. *Wage and Salary survey (job descriptions) – Still in progress*
  - a. *Becky Dreese – Thrive HR Management*
  - b. *Job descriptions and wage*

## ***Executive Session for Personnel and Real Estate Matters***

*D. Gray made a motion to go to executive session. G. Khoury seconded the motion. **The motion was unanimously approved.***

## **6. Continuing Business**

- a. NONE

## **7. New Business**

- 2025 Meeting Calendar
  - Regular meetings on the 4<sup>th</sup> Thursday of each month
  - 2<sup>nd</sup> Thursday of each month as a backup meeting day
  -

*C. Goshel made a motion to approve the 2025 Meeting Calendar. D. Johnson seconded the motion. **The motion to approve the calendar was unanimously approved.***

- CCMPO Meeting Yesterday ---- Chris Groshel
  - 2 discussions:
    - Centre Region Comprehensive Plan
    - Long Range Transportation Plan
  - Question: What are the things that impact the airport?
    - Airlines, access to the airport
  - Question: What does the airport need?
    - Access road to the airport
    - Pedestrian walking path on Foxhill
    - Gas station/hotel

## **8. Around the Room**

- R. Grmela will be on maternity leave starting February, 2025. She plans to be at the January meetings.

## **Adjournment:**

*D. Johnson motioned to adjourn. Seconded by R. Stewart. The meeting adjourned at 9:20pm.*

*The next meeting is scheduled for Thursday January 23, 2025.*



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**WORKPLACE SAFETY COMMITTEE MEETING**  
**7:30 AM**  
**WEDNESDAY, JANUARY 8<sup>TH</sup>, 2025**  
**AGENDA**

**Members:**

Jason Ostroskie (Member, Streets) <b>Chair</b>	Bill Witmer (Member, Police)
Seth Klinefelter (Member, WWTP) <b>V. Chair</b>	Shannon Struble (Member, WWTP- Mgmt)
Craig Bloom (Member, Water)	Matt Auman (Member, PW-Mgmt)
Scott Rhoat (Member, EMS)	Julie Brooks (Member, Mgmt)
Tim Schreffler (Member, Fire Dept)	Randy Brachbill (Member, Council Rep)
Samuel Horner (Member, Refuse)	

**Administrative:** Alyssa Doherty

**Guests:** Ralph W Stewart, Barb Smith, April Ressler

**CALL TO ORDER**

**APPROVAL OF MINUTES** –December 11<sup>th</sup>, 2024 1<sup>st</sup> 2<sup>nd</sup>

**OLD BUSINESS**

- Safety Concern Forms Review
- Recent safety incidents & near misses review- **None**

**NEW BUSINESS**

- **Video-** Fighting Fatigue in the Workplace ( 14 mins)
- 1<sup>st</sup> Quarter Facility Inspection- Train Station-Inspection Report due March 31, 2025
- Review additions to Chapter 4 of the Bellefonte Borough Safety & Health Policy & Procedures Manual

**COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER**

- Please try to limit all comments to three minutes maximum.

**NEXT MEETING**

- The next meeting will be held on Wednesday, February 12<sup>th</sup>, 2025 @ 7:30 AM.

**ADJOURNMENT** 1<sup>st</sup> 2<sup>nd</sup> @ AM



**BOROUGH OF BELLEFONTE**  
**WORKPLACE SAFETY COMMITTEE MEETING MINUTES**  
**WEDNESDAY, DECEMBER 11<sup>TH</sup>, 2024, 7:30 A.M.**  
**BELLEFONTE BOROUGH BUILDING COUNCIL ROOM**

**Members Present:**

Matt Auman (Member, Mgmt)  
Craig Bloom (Member, Water)  
Sam Horner (Member, Refuse)  
Julie Brooks (Member, Mgmt)  
Randy Brachbill (Member, Council Rep)  
Scott Rhoat (Member, EMS)  
Bill Witmer (Member, Police)  
Seth Klinefelter (Member, WWTP)

**Members Absent:**

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

**Administrative:** Alyssa Doherty

**Guests:** Barb Smith, Teeter Group-Zoom

---

**CALL TO ORDER:**

**APPROVAL OF MINUTES –November 27<sup>th</sup>, 2024**

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

**OLD BUSINESS:**

**Safety Concern Forms Review:** None.

**Recent Safety incidents or near-miss reviews:** Parking Enforcement/ Animal Control had an incident with a dog bite that involved a loose dog found by the Elementary School and returned to its owner on E. Curtin St. Gloves were not worn because they are very cumbersome and hard to use with leashing and unleashing a dog, Chief Witmer has ordered new gloves that are easier to complete tasks with and protect the employee from future bites. The employee received stitches and had to complete a series of Rabies shots. This incident was reviewed at the November 2024 meeting.

**4<sup>th</sup> Quarter Facility Inspection- Borough Office Building-301 N. Spring Street** inspection was completed on December 10<sup>th</sup>, 2024. There were a few findings during the inspection which included the need for two fire extinguisher signs and AED tags needed complete. There were two suggestions made by the subcommittee:

1. 1<sup>st</sup> Floor Public Restroom door handle should be a lever instead of a knob and the door weight may need to be assessed.
2. In the attic there is an old ladder and platform that needs to be removed ASAP.

**NEW BUSINESS:**

**Video: Hand & Power Tool Safety (10 minutes):** After the completion of the video, the Committee completed a quiz as a group and reviewed the answers.

**Union Representative Committee Appointments:** *Mr. Auman motioned to appoint Jason Ostroskie as Chair and Seth Klinefelter as Vice Chair. Mrs. Brooks seconded. Motion carried.*

**Bellefonte Borough Safety & Policy & Procedure Manual Additions on Chapter 4:** The Policy & Procedure manual has not been updated in a few years, the Committee will review one or two chapters per meeting to update the Policy & Procedure Manual by the end of 2025. Barb Smith will be providing the Committee with other policies from other municipalities that may be beneficial to implement or update our current policy. Chapter 4 will be reviewed at the January 8<sup>th</sup>, 2025 meeting.

**COMMITTEE MEMBER COMMENTS/ FOR THE GOOD OF THE ORDER:**

Randy Brachbill-Questioned if all Committee members were aware the meeting was moved back to the 2<sup>nd</sup> Wednesday of the Month back in November 2024.

Scott Rhoat-Question on Drug Testing and Medical Marijuana and what other municipalities may have in place in their Policy & Procedure Manual.

**NEXT MEETING:** The next meeting will be held on Wednesday, January 8<sup>th</sup>, 2025, @ 7:30 a.m.

**ADJOURNMENT:** *Mr. Brwchbill moved to adjourn. Mr. Horner seconded the motion. Motion carried. The meeting adjourned at 8:15 am.*

## CHAPTER 4

### Safe Practices

#### A. PERSONAL PROTECTIVE PRACTICES

All employees of the Bellefonte Borough are required to follow these instructions on personal protective practices:

1. **Eye Protection** - Goggles or other suitable eye protection will be worn by employees whenever there is a danger of exposing the eyes to flying objects, acids, caustic substances, harmful light rays, dirt, or grease falling from under vehicles or in any other condition considered harmful by the department head or supervisor. Suitable eye protection will be supplied by the Borough. Also, see Section 604 of the Borough's Handbook of Policies.
2. **Head Protection - HARD HAT POLICY** - The Borough will furnish and all employees must wear appropriate hard hats when working in and around areas of different heights and at different levels where there is the possibility of falling, flying, or collapsing objects that could cause a head injury; in all construction areas where machines are being operated; and in areas where there is the movement of loading or unloading material overhead. When working in and around excavations, ditches, or trenches, hard hats will be worn by all employees including operators of heavy equipment without enclosed cabs. Hard hats will also be worn where there is the possibility of electrical shocks, burns, flashes, and any other condition the superintendent or team leader deems necessary to prevent an unsafe condition. Hard hats shall be replaced every two years at a minimum.
3. **Hand Protection** - The Borough will furnish regular work gloves to appropriate employees and these employees will be required to wear the gloves to prevent a hand injury.
4. **Foot Protection** - Employees will be encouraged to buy and wear safety shoes or boots. Rubber rain boots, in conjunction with two-piece rubber rain suits, will be furnished by the Borough.
5. **High Visibility Safety Vests/ Shirts** – The Borough will furnish and all employees must wear appropriate clothing when working in ALL Department.
6. **Ear Protection** - Appropriate ear protection will be worn by employees whenever there is a danger or threat to his/her hearing. Ear protection will be furnished by the Borough.

The Borough will furnish appropriate breathing apparatus for all areas where the threat of harm due to the potential lack of oxygen or ingestion of harmful gases is present.

Special Note: The Supervisor is responsible for the replacement of all personal protective equipment (PPE).

## B. HAND TOOLS

Many accidents result from improper use of hand tools and the use of defective tools and equipment. The Superintendent and Team Leaders of the Borough must make sure that employees use only those tools and equipment that are in good condition and that these tools are used only for the purpose for which they are designed. Employees are strongly urged not to use defective tools and to report any defective tools or equipment to his/her immediate supervisor.

Guidelines for the use or non-use of hand tools and equipment are as follows:

1. Tools that develop defects while in use will be removed from service, tagged, and not used again until they have been reconditioned or replaced.
2. Defective impact tools such as drills, chisels, and hammers will not be used until they have been reconditioned.
3. Hammers, axes, shovels, and similar tools will not be used if the handles are loose, cracked, or splintered.
4. Shovels, picks, and similar tools will not be handled in such a manner as to endanger other workers nor will they be left lying in such a manner as to cause employees to trip.
5. Defective wrenches, such as open-end and adjustable wrenches with spread jaws or pipe wrenches with dull teeth, will not be used as they are likely to slip and cause injury.
6. Sharp-edged or pointed tools will have the edge or point guarded at all times when not in use. Shovels and rakes left on the ground will have sharp or pointed edges placed toward the ground.
7. Extension cords will not be run across walkways or through oil or water. Cords will be inspected frequently for kinks, worn insulation, and exposed strands of wire. Cords found to be worn or defective will be replaced.
8. Files or other tools with sharp points and edges will be equipped with suitable handles.
9. Tools, equipment, and materials will not be thrown or dropped from one employee to another or from one level to another but rather will be transferred from one hand to another, by a hand line or similar safe method.
10. Tools are to be carried in a toolbox, bag, or tool belt and not in a pocket or pants belt. This is especially applicable to pointed or edged tools.

11. Tools lying around on benches, near machines, and on floors and ladders cause accidents and get lost. Tools are to be returned to the tool kit or storage when no longer needed.
12. Employees are to be cautioned to use the right size and type of tools for the job.

### C. PREVENTION OF LIFTING INJURIES

The two most common types of injuries caused by lifting are back strains and hernias. Both injuries are the result of an over-stretching of certain muscles and generally can be avoided by the proper lifting techniques. All employees should practice safe and proper lifting techniques and review the following guidelines regularly:

1. An employee should never pick up anything too heavy or bulky for one person to handle safely. They should get someone to help.
2. An employee should never pick up a large object with a sudden jerk.
3. The correct method to lift an object is as follows:
  - a. Secure good footing;
  - b. Place feet about a should width apart;
  - c. Bend at the knees to grasp the weight;
  - d. Keep the back as straight as possible;
  - e. Get a firm grip;
  - f. Lift gradually by straightening the legs.

### D. THREE POINTS OF CONTACT

Maintain three points of contact when mounting or dismounting from trucks, side steps, or any elevated surface. Three points of contact consists of:

1. Both feet and one hand, or both hands and one foot making contact with the surface or truck.
2. Always face the vehicle when dismounting.
3. Getting In/Out and On/Off the Truck:

- a. Obtain a grip on the grab handle
- b. Firmly step and shift body weight evenly
- c. Look for loose objects and slippery substances/surfaces:
  - Rocks, waste, oils, grease, ice, water, etc.
  - Uneven ground
- d. Keep surfaces free of debris
- e. NEVER jump out or off the truck, side step, or elevated surface
- f. Never get off the truck while it is in motion
  - Wait for the truck to come to a complete stop
  - Look both ways before dismounting

#### E. DOUBLE SIDING CRITERIA (COLLECTING FROM BOTH SIDE OF THE STREET)

Double siding is when the Refuse crew collects from both sides of the street, crossing traffic. Double siding is discouraged however below are exemptions to the Double side rule:

1. Must be within driver/loader range of side (including roadway conditions).
2. Not allowed within 200 feet of areas of restricted visibility, curves, or obstructions that block the Driver's/Loader's clear view of travel in both directions.
3. May not be conducted during reduced visibility situations such as dense fog, heavy rain, or snowfall that would negatively impact visibility.
4. At no time should Drivers move over the double yellow line into oncoming traffic.
5. Do NOT direct traffic around the truck at any time.

#### F. RIDING ON REAR STEPS (REFUSE)

Riding on the rear step is discouraged due to the potential for serious injury or death. Loaders should ride in the cab when traveling to or between collection routes. The following limitations should apply when allowing employees to ride on the rear step:

1. The driver must wait until the loader is on the rear riding step completely before putting the truck in motion again.
2. Riding steps should be used only when moving forward for short distances (0.2 miles or less) at slow speeds (10 mph or less).

3. When the riding steps are in use, drivers and leaders should be alert for obstructions such as poles and tree limbs, parked vehicles, and tight clearances that could injure the step rider.
4. Loaders should NEVER ride the steps when the vehicle is backing.

#### G. BARRICADES AND WARNING SIGNS

Work area protection is the safeguarding or protection of pedestrians, motorists, Bellefonte Borough employees, and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, barricade rope, flagmen, etc., on approaches to work areas, excavations, open manholes, parked equipment and blocked traffic lanes.

The traveling public must be made aware before they get to the work area that the presence of workforces and equipment forms an obstruction to the normal flow of traffic. The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of good common sense.

The following should be done to ensure a safe work area:

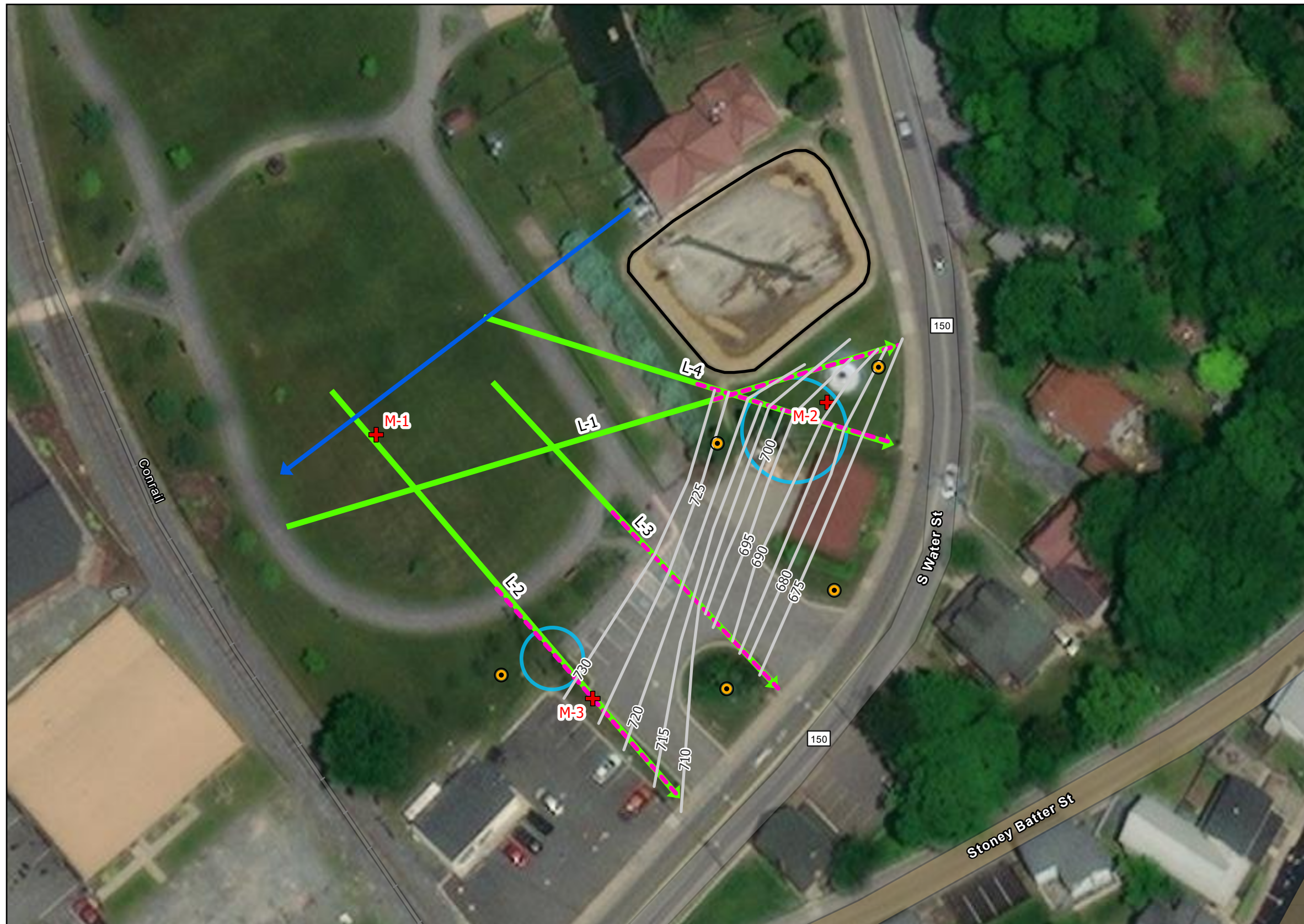
1. The job site should be checked for traffic conditions.
2. The job should be scheduled for a time when traffic conditions are most favorable to do the job safely.
3. The size of the work areas should be kept to a minimum and unnecessary equipment and vehicles eliminated from the work area.
4. Open manholes and excavations should be adequately identified and protected. Necessary precautions should be taken to ensure proper support of loads adjacent to and over the excavated area.
5. The unauthorized removal of any protective barricades will be prohibited. Temporary removal will require the use of other safety controls such as the posting of a flagman to direct traffic. Whoever removes the barricade will be responsible for its replacement.
6. Protective or warning devices will be removed from the job site as soon as they are no longer necessary.
7. Departments will be informed of all jobs where barricades are in service and this department will make periodic checks on the aforementioned job sites to see that barricade protection is in good operating condition during the hours of darkness.



## E. GOOD HOUSEKEEPING PRACTICES

Good housekeeping practices should be of primary concern to all Borough Department heads and supervisors. The following good housekeeping rules will be enforced as part of the safety and health of all employees:

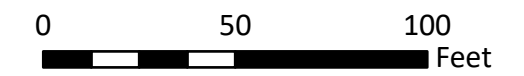
1. Housekeeping will be a part of the daily routine, with cleanup being a continuous procedure.
2. Work areas will be kept free of waste and loose materials. This is especially true in the vicinity of ladders, ramps, stairs, and passageways.
3. Trash bins and garbage cans will be placed in convenient locations so employees will find it easy to keep their workstations free from trash and other debris. This will serve as an effective means of preventing careless littering.
4. Obsolete and unusable equipment, discarded tools, and old parts will not be allowed to accumulate in and around Borough Building.



**EXPLANATION:**



- Big Spring
- Potential Monitoring Well Location
- Top of Unconformity Elevation (ft amsl)
- Water Utility Line
- MASW Test Location
- Low-Resistive Anomaly Along EI Profile
- 2-D EI Profile (Arrow Indicates Direction)
- THG Suggested Production Well Location



**Notes:**

1. Basemap from ESRI, others and the GIS user community.
2. Potential monitoring well locations, big spring, and top of unconformity elevations from B&L.
3. Water utility line, MASW test locations, low-resistive anomalies, suggested production well locations, and 2-D EI profiles from THG and digitized by B&L.
4. This figure is integral to project feasibility meetings and should only be used in that context.
5. This figure is not intended to be used for boundary verification or survey control purposes.

Client:  
**Borough of Bellefonte**  
 Project No. 2779.001.001

Project:  
**Big Spring Cover  
 Project Feasibility  
 Study**  
 Centre County, PA



**Figure 1:**  
 Geophysical  
 Results and  
 Planning Map  
 January 3, 2025

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## MEMORANDUM

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**TO:** COUNCIL

**FROM:** ALYSSA DOHERTY

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

**DATE:** January 9, 2025

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Penn State Spring Graduation is tentatively scheduled for May 9-11, 2025, and Memorial Day is Monday, May 26, 2025.

Suggested Yard Sale Date:

Yard Sale Dates: May 16 & 17, 2025

Riff Raff: May 19-23, 2025

Halloween is Friday, October 31, 2025 6:00pm-8pm.

Thanksgiving is Thursday, November 27, 2025.

Suggested Holiday Parking beginning on Friday, November 28, 2025  
- Thursday, January 1, 2026.





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

BOROUGH OF BELLEFONTE, RESOLUTION NO. 01212025-01

A RESOLUTION AMENDING THE PUBLIC COMMENT POLICY

**WHEREAS**, citizens have a right to free speech under the First Amendment to the Constitution of the United States of America; and

**WHEREAS**, residents and taxpayers have rights of public comment and participation under the Sunshine Act of the Commonwealth of Pennsylvania; and

**WHEREAS**, the Borough of Bellefonte has an interest in holding orderly public meetings to conduct and administer the business of the Borough.

**THEREFORE, BE IT RESOLVED, that** the Council of the Borough of Bellefonte establishes the following public meeting conduct policy for all officials and members of the public at all meetings organized by the Borough:

1. Public comments for items on the agenda at Council meetings may be made at the beginning of these meetings. Public comments for items **NOT** on the agenda at the Council meetings may be made at the end of these meetings.
2. Public comments for meetings of the Authorities, Boards, and Commissions may be made at the beginning of these meetings.
3. **On a trial basis, 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 \_\_\_\_\_ and then \_\_\_\_\_.**
4. Additional public comments or responses to questions by the Council, Authority, Board, or Commission members may be taken at the request of an appointed or elected official to these said board meetings.
5. Each Bellefonte resident, non-profit representative, business owner, or official representative of another governmental agency may speak on any agenda item for a maximum of three (3) minutes. Written input is not limited in any manner.
6. All public comments shall be made at the podium after being recognized by the chairperson of the meeting.
7. Speakers shall identify themselves by name and street — and municipality/township if outside of the Borough of Bellefonte.
8. All comments shall be addressed to the Council, Authority, Board, or Commission conducting the meeting.
9. Comments that include profane or defamatory language or comments that inflict injury or incite breach of the peace are out of order.
10. Comments that are disruptive or are not related to the business of the public meeting may be out of order as determined by the person presiding over the meeting.

RESOLVED, this 21st day of January, 2025, in public meeting duly noticed and assembled.

ATTEST:

BELLEFONTE BOROUGH

\_\_\_\_\_  
Ralph Stewart, Manager/Secretary

By: \_\_\_\_\_  
Barbara Dann  
Borough Council President



**BUILDING CODES, RENTAL HOUSING & ZONING**

**Building Code Permit Fees - 1 and 2 Family Residential**

Application Fee	\$35.00
New Construction, or Addition	\$0.0070 x Declared Cost*, OR \$0.0070 x Square Foot Construction Cost x Square Footage (which ever is greater) (Most recent square foot construction cost as published by the International Code Council)
Renovation	\$0.0070 x Declared Cost*
Minimum Fee	\$55.50
Reinspection Fee	\$100.00
Demolition Fee	\$55.50

\* The CRCA may request documentation supporting the declared project cost

**Building Code Permit Fees - 1 and 2 Family Residential - New Industrialized Housing Only**

Application Fee	\$35.00
New Construction	80% of the following: [\$0.0070 x Declared Cost*, OR \$0.0070 x Square Foot Construction Cost x Square Footage (which ever is greater) (Most recent square foot construction cost as published by the International Code Council)
Minimum Fee	\$55.50
Reinspection Fee	\$100.00

\* The CRCA may request documentation supporting the declared project cost

**Building Code Permit Fees - Non-1 and 2 Family Residential**

Application Fee	\$75.00
New Construction, Renovation, or Addition	\$0.0070 x Declared Cost*, OR \$0.0070 x Square Foot Construction Cost x Level of Renovation Multiplier x Square Footage (which ever is greater) (Most recent square foot construction cost as published by the International Code Council)
Minimum Fee	\$55.50
Reinspection Fee	\$100.00
Demolition Fee	\$55.50

\* The CRCA may request documentation supporting the declared project cost

**Fire Safety Permits**

Annual Permit Fee = T x \$130.00 x R/ V (rounded to the nearest dollar)

R = Reduction Factor = 1.0; T = Estimated Inspection Time of Property; V= Inspection Frequency Value

Square Feet	Time in Hours
1,000 or less	2
1,001 to 2,500	2.75
2,501 to 10,000	3.5
10,001 to 25,000	4.5
25,001 to 75,000	6
75,001 to more	9.5
Life Safety Value (as determined at the time of inspection)	Inspection Frequency
100 or less	5 year interval
101 to 400	3 year interval
401 or more	Annually

**Rental Housing Fee**

Single Dwelling Unit, Townhouse, Mobile Home, Apartment, Condominium, or Duplex (per unit)	\$47.00
Administrative Fee	\$4.00 per application
Lodging house, boarding house, tourist home, or rooms (per unit)	\$42.00
Bed & Breakfast	\$50.00



Rental Housing Fee (con't)	
Change of management for rentals	\$50.00
Change of ownership for rentals	\$50.00
New Rental	\$50.00
Short Term Rental Fee	\$130.00/unit/year
Well and Borehole Permit Fee	
Potable drinking water well	\$56.00
Base fee for all wells and boreholes subject to the Centre Region Building Safety and Property Maintenance Code with the exception of potable drinking water wells including up to five (5) ground penetrations	\$150.00
Additional penetrations beyond the five (5) penetrations covered in the base fee for up to and including an additional five (5) penetrations	\$75.00
Permit Expiration and Permit Renewal Fees	
The following fees are applicable to permits that are subject to the provisions of Pennsylvania Act 46 of 2010	
Written Verification of Expiration Date	
a. Residential Projects	\$100.00
b. Commercial Projects	\$500.00
Permit extension fee shall be 25 percent of the original base permit fee, not to exceed \$5,000.00	
Residential Plan Review Fees	
Upon the second plan submission prior to the issuance of a permit if plan review comments have not been adequately addressed, or if additional comments are required to be generated, or any submission of modifications after the issuance of a permit	
Submission fee	\$0
Review fee	\$130 x Staff Time in Hours
Commercial Plan Review Fees	
Upon the second plan submission prior to the issuance of a permit if plan review comments have not been adequately addressed, or if additional comments are required to be generated, or any submission of modifications after the issuance of a permit	
Submission fee	\$150
Review fee	\$130 x Staff Time in Hours
Work Not Covered By Permit Fees	
Fee	\$130 x Staff Time in Hours
Applicant Requested Accelerated Plan Review or Inspection Outside of Normal Business Hours	
Fee	\$195 x Staff Time in Hours
Safety & Property Maintenance Code	
Fire Code Operational Permits	\$25.00
Violations	Fine of no less than \$300.00, no more than \$1,000.00, per occurrence. Every day shall be a new occurrence.
Section 302.9, Weeds Violations	First Violation, written warning. Second violation shall be \$50.00. Every violation thereafter shall be \$100.00.
Grass/Weeds Blown or Tossed into Street	\$25.00
Safety and Property Maintenance Code Appeals Board	\$50.00 unless applicant would request stenographer and solicitor, then applicant would pay actual cost to Borough.



**BELLEFONTE BOROUGH**  
**Bellefonte Borough Council Packet January 21, 2025**  
**2025 COMPREHENSIVE FEE SCHEDULE**

Zoning	
Zoning Permit Application	\$50.00
Amendment to the Zoning Ordinance	\$500.00, plus additional fees (if required)
Amendment to the Zoning Map	\$500.00, plus additional fees (if required)
Zoning Permit (with site plan review)	\$275.00, plus additional fees (if required)
Grant of Easement	\$300.00, plus additional fees (if required)
Zoning Map (11" x 17")	\$2.00
Street Vendor Permit	\$35.00
Outside Cafe Permit	\$25.00, annually
Sign Permit Application	First sign \$50.00, each sign thereafter \$30.00
Home Occupation Permit	\$50.00
Zoning Hearing Board Fees	
Zoning Variance	\$400.00
Challenges to the Validity of the Zoning Ordinance	\$350.00
Special Exception Permit	\$100.00
Appeal of the Determination of the Zoning Officer	\$100.00
STREETS AND PUBLIC WORKS	
Street Opening Fees	
Street Cut Application Fee	\$60.00
6 month extension of a street opening permit	\$60.00
Inspection Fee	
Up to & including three (3) square yards	\$60.00
Each additional square yard above three (3)	\$30.00 per square yard
For Degradation Fees, contact Borough office	
Deposit for Barricades/Cones	\$5.00/barricade or cone
WATER, SEWER AND REFUSE	
Water Fee	\$6.45 per 1,000 gallons used, plus a \$20.00 flat fee per quarter, for Corning Water Line Customers, additional \$5.00/qtr flat rate to be set aside for capital improvements effective 1/1/17
Water Connection Fee	\$2.53 per gallon or \$607.20 per EDU (EDU is based on 240 gallons)
Water On	\$30.00
Water Off	\$30.00
Lien Letter Fee	\$5.00
Posting Fee	\$30.00
Vacancy Application Charge	\$30.00
Bulk Water Fee	\$9.00 per 1,000 gallons, plus \$7.00 per load
Sewer Fee	\$141.50 per quarter per unit up to 27,000 gallons, then \$3.10/1,000 gallons over 27,000 gallons
Sewer Connection Fee (& inspection fee)	\$2.96 per gallon or \$578.09 per EDU (based on 195.3 gallons)
Sewer Dye Test	\$50.00
B & B Sewer Fee	\$15.00/room/year
Bulk Hauler's Fee	\$40.00 annually
Sludge/Septic/Portable Toilets - Sewer	\$75.00/1,000 gallons
Other Sources	\$144.00/1,000 gallons
Refuse Fee	\$66.80 per quarter per can for residential customers For commercial customers, see attached schedule.
Recycling Fee	\$22.50 per quarter
Carry-Out Service for Refuse	\$18.00 per quarter, extra charge
Special Collections	\$38.00 for first 8 minutes, then \$4.75 per additional minute unless on special list below
Grass/Brush Can Collection Fee	\$25.00 per can



**BELLEFONTE BOROUGH**  
**Bellefonte Borough Council Packet January 21, 2025**  
**2025 COMPREHENSIVE FEE SCHEDULE**

<b>Water, Sewer and Refuse (con't)</b>	
Commercial Recycling (for businesses with large containers)	\$65.00/month
Refuse Cans, Bags or Recycling set out before hours	\$50.00 first violation, \$100.00 second violation, \$300.00 third violation
Tipping for Commercial Tree Haulers at Landfill	2 axle = \$75 per load: 1 axle = \$50.00 per load
Bag of Compost	\$5.00/bag
Less than 10 day notice for Sewer dye test	\$100.00
Service Call (during normal business hours)	minimum of \$50/hr times number of employees sent plus cost of any parts, etc
Call out (after normal business hours)	Hourly rate (including overtime) times a minimum of 2 hours plus cost of parts, etc
Freeze plate and gaskets	\$25.00
Extra refuse can, brush or grass can	\$75.00
Refuse Can Rental	\$10 per week, two container max, up to four weeks per year (added
Replacement Curbside Bins	\$7.00 each
Commercial Refuse	see attached
1" Water Meter	\$335.00
1 MXU	\$215.00
3/4" Water Meter (residential)	\$235.00
<b>Special Collections List</b>	
Washing Machine	\$35.00
Hot Water Heater	\$35.00
Refrigerator	\$35.00
Freezer	\$35.00
Sofa or Couch	\$30.00
Carpet	\$25.00
Table	\$25.00
Overstuffed Chair	\$25.00
Television	\$35.00
Stove	\$35.00
Dryer	\$35.00
Dresser	\$25.00
Toilet	\$25.00
Sink	\$20.00
Mattress or Box-Spring (each)	\$25.00
Microwave	\$25.00
Air Conditioner	\$25.00
Bed Frame	\$20.00
Doors	\$20.00
Desk	\$25.00
Grill	\$25.00
Dishwasher	\$30.00
Dehumidifier	\$25.00



<b>POLICE</b>	
Parking Fine	\$10.00 for 1st violation, \$12.00 for 2nd violation, \$20.00 for 3rd violation on same day. Two hour limit violation \$8.00. fire hydrant, restricted area, against traffic, on highway, alternate side, on sidewalk, blocked driveway, head in hold, across lines \$15.00
EV Charging Station Parking Fine	\$35.00
Dog/Cat Fine	\$25.00 for first day, \$15.00 every day thereafter
Meter Bag Rental	\$5.00 for 1/2 day, \$10.00 per day
Boot Fee	\$50.00
Accident Reports	\$15.00 (state regulated)
False Alarms	1st and 2nd in a six month time period are free, then \$100.00 per occurrence thereafter
Handicap parking fine	\$50.00 (state regulated)
Violation of Bellefonte Borough Ordinance 185-6 - False Alarms Penalties	Violators of any of the provisions of the chapter shall be fined \$100.00 plus the costs of prosecution, and, in default of payment of such fine and costs, shall be imprisoned not more than 3 days. In addition, the Borough may collect all unpaid service fees, including a collection fee of \$100.00, attorney's fees and costs in the same manner as municipal claims are now collected, including the filing of a lien for the collection of the same.
Curfew	first offense - warning, \$25.00 for second offense, for each subsequent parental offense, the fine will increased by an additional \$25.00 (e.g.: \$50.00 for the third offense, \$75.00 for the fourth, \$100.00 for the fifth and so on) to a maximum of \$300.00. Each offense after a fine of \$300.00 is reached shall be a fine of \$300.00.
<b>PARKS AND RECREATION</b>	
Governor's Park Pavilion Rental	\$50.00 with electric, \$35.00 without electric
Talleyrand Park Rental	\$30.00 non-refundable application fee ; \$200.00 rental fee plus \$100.00 deposit for gazebo or extended side. \$150.00 rental fee plus \$100 deposit for sculpture garden area. Deposit returned if park has been returned to original condition.
Use of Baseball Field-daily	\$500.00/day
Use of Baseball Field-hourly	\$100.00/hour
Use of Gov Park Baseball Field for Sactioned Baseball Programs	\$80.00/day; \$1,000.00/season fee
Use of Pickleball Court or Soccer Field	\$25.00/day
<b>LAND DEVELOPMENT AND PLANNING</b>	
<b>Subdivision or Land Development</b>	
Preliminary Plan	\$750.00 plus \$15.00 per lot or dwelling unit for residential development, or \$15.00 per commercial, recreational or industrial unit for commercial, recreational or industrial development.
Final Plan (when preceded by a required Preliminary Plan)	\$50.00 plus \$15.00 per lot or dwelling unit for residential development, or \$15.00 per commercial, recreational or industrial unit for commercial, recreational or industrial development.
Final Plan (when <b>not</b> preceded by a Preliminary Plan)	\$750.00 plus \$15.00 per lot or dwelling unit for residential development, or \$15.00 per commercial, recreational or industrial unit for commercial, recreational or industrial development.
Addition of a Lot Consolidation Plan (includes replot plans and lot line corrections plans)	\$150.00 plus \$15.00 per lot or dwelling unit for residential development or \$15.00 per commercial, recreational or industrial development



**BELLEFONTE BOROUGH**  
**Bellefonte Borough Council Packet January 21, 2025**  
**2025 COMPREHENSIVE FEE SCHEDULE**

Borough Engineer Fees (Land Development)	
Professional Engineer	at cost billed to Borough
Technician II	at cost billed to Borough
Technician I	at cost billed to Borough
Secretarial	at cost billed to Borough
Mileage	at cost billed to Borough
Engineer at Meeting Fee	at cost billed to Borough
Dumpster Permit	\$30.00
Fire Department False Alarms	1st and 2nd in a six month time period are free, then \$250.00 per occurrence thereafter
Collections fee for Unpaid Police and Fire Department False Alarms	\$75.00 if fee not paid within 30 days of invoice date
NSF Check Fee	\$20.00
Parking Permits	North Lot: \$45.00/month; South Lot: \$45.00/month; West Lot: \$35.00/month; \$50/month per parking space plus the cost of sign installation for businesses requesting a maximum of two parking spaces per business in the West Lot
Long-Term On-Street Parking	R Permit (Resident) - \$15.00/month RC Permit (Resident Commuter) - \$20.00/month C Permit (Commuter) - \$25.00/month 1 day permit for red area - \$4.00
GENERAL FEES	
Parking permit in-house processing fee	\$5.00
Solicitor's Permit	\$10.00/day; \$25.00/week; \$75.00/month; \$150.00/year
Legal Fees	at billed cost
HARB Application Fee	\$25.00
Second Notice Fee	\$5.00
Third Notice Fee	\$7.00
Installation Permits for Incinerators and Domestic Fuel Burning Equipment	\$10.00 Domestic Incinerators and fuel-burning equipment rated at 150,000 BTU per hour input or more. All other nondomestic incinerators and fuel-burning equipment, other than domestic, having the following rated input capacities: \$15.00 for 150,000 BTU per hour up to and including 2,000,000 BTU per hour; \$25.00 for 2,000,001 BTU per hour up to and including 10,000,000 BTU per hour; Process Weight: \$15.00 for less than 100 pounds per hour; \$25.00 for one hundred tons per hour; \$50.00 for one hundred tons per hour up to and including 200 tons per hour; \$100.00 for over 200 tons per hour.
Solid Fuel Dealer's License	\$5.00 fuel peddler (any person who lawfully stores, distributes, advertises, sells, offers for sale or delivers solid fuel in quantities of less than 1,000 pounds in bag, basket, or bushel measures, and who operates only one vehicle per year); \$10.00 for All other persons operating one or more vehicles per year; \$2.00 for each additional vehicle per year
Temporary RV Parking Permit	\$30.00 per occurrence
Earned Income Tax	.60% (BASD 1.05%)
Local Services Tax	\$52.00
In-Office Copies	
Copies - B&W	25¢/page
Copies - Color	35¢/page
Postage	actual cost to Borough
Stormwater Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Zoning Ordinance	\$30.00, or available online for free



**BELLEFONTE BOROUGH**  
**Bellefonte Borough Council Packet January 21, 2025**  
**2025 COMPREHENSIVE FEE SCHEDULE**

In-Office Copies (con't)		
Sign Ordinance	\$5.00	
Comprehensive Plan	\$100.00, or available online for free	
Equipment Hourly Rates	In Borough	Out of Borough
Case Loader (1996 model) ST	\$80.00	\$85.00
Case Extendahoe (4wd)	\$80.00	\$85.00
Truck #18	\$50.00	\$55.00
Skid-Steer	\$55.00	\$60.00
4x4 Backhoe	\$80.00	\$85.00
Ford T-tag Dump Truck (truck #3 & #9)	\$30.00	\$35.00
Refuse truck/25 cubic yards (#23)	\$80.00	\$85.00
Bucket Truck	\$40.00	\$45.00
Chevy 8-ton dump truck (truck #19 & #16)	\$50.00	\$55.00
Chevy T-tag dump truck	\$30.00	\$35.00
Pickups (when used as personal carriers)	\$20.00	\$25.00
Air compressor	\$20.00	\$25.00
Sewer Rod Machine	\$15.00	\$20.00
Concrete Saw	\$15.00	\$20.00
Jackhammer	\$15.00	\$20.00
Street Sweeper	\$100.00	\$105.00
Sewer Cleaner - high pressure water	\$80.00	\$105.00
Water Dept Maintenance Van	\$30.00	\$35.00
Generator	\$15.00	\$20.00
Field Gymmy	\$70.00	\$75.00
Tractor & Trailer/sludge hauling	\$60.00	\$65.00
Chipper	\$30.00	\$35.00
Leaf Vacuum	\$130.00	\$135.00
Roller/Pavement	\$40.00	\$45.00
Trailer	\$25.00	\$30.00
Road Saw	\$55.00	\$60.00
Scag Mower	\$35.00	\$40.00
Pressure Washer (10 hp, 2500 psi)	\$10.00	\$20.00
Fork Lift	\$30.00	\$35.00
Mini Excavator	\$35.00	\$40.00
NOTE: All rates are per hour. They DO NOT include operators.		

Approved December 16, 2024; Effective - January 1, 2025

updated 1/20/25