



HISTORIC
Bellefonte™
Est. 1795

**Executive Session-Real Estate
6:00 PM – 6:30 PM Oak Room**

Borough of Bellefonte Council Work Session

AGENDA

6:30 – 7:25 PM, Monday, October 6th, 2025
In-Person, Council Chambers
301 N. Spring St, 1st Floor

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS

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

I. CALL TO ORDER – Council President Dann

II. WELCOMING COMMENTS / OPENING REMARKS:

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) Little House Project Presentation- Denise Sticha – **15 Minutes**

B) 2026 Budget- 02 Streetlight Fund, 35 Liquid Fuels Fund, 70 EMS Fund – **40 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.

				2025			
		Final	2025	projected	2025	2025	2026
Acct #		2024	9 months	3 months	Total	Budget	Budget
	Revenue						
301.100	Real Estate Tax Rev - Current	\$106,890.95	\$108,937.55	\$1,000.00	\$109,937.55	\$108,020.00	\$107,500.00
301.200	Real Estate Tax Rev - Supplement	\$115.91	\$77.79	\$0.00	\$77.79	\$25.00	\$25.00
301.400	Real Estate Tax Rev - Delinquent	\$1,335.31	\$2,503.53	\$1,000.00	\$3,503.53	\$900.00	\$900.00
341.010	Interest Income - Ckg. Svgs	\$580.28	\$2,235.50	\$650.00	\$2,885.50	\$100.00	\$500.00
	Total Revenue	\$108,922.45	\$113,754.37	\$2,650.00	\$116,404.37	\$109,045.00	\$108,925.00
	Expenses						
434.210	Office Supplies Expense	\$10.00	\$20.00	\$0.00	\$20.00	\$20.00	\$30.00
434.215	Postage Expense	\$5.00	\$5.00	\$0.00	\$5.00	\$5.00	\$20.00
434.249	Repairs & Maintenance Supp Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
434.311	Audit Expense	\$100.00	\$0.00	\$120.00	\$120.00	\$120.00	\$130.00
434.351	Commercial Insurance Expense	\$1,800.00	\$1,900.00	\$0.00	\$1,900.00	\$1,900.00	\$2,100.00
434.361	Streetlighting Electricity Expense	\$48,983.14	\$37,901.55	\$15,000.00	\$52,901.55	\$51,800.00	\$106,445.00
434.370	Repair/Upgrade Streetlight Exp	\$50,504.95	\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00
	Total Expenses	\$101,403.09	\$39,826.55	\$15,120.00	\$54,946.55	\$109,045.00	\$108,925.00
	net income/(loss)	\$7,519.36	\$73,927.82	-\$12,470.00	\$61,457.82	\$0.00	\$0.00

Fund #70

[illegible]



Bellefonte Emergency Medical Services

August 25, 2025

Borough of Bellefonte
Borough Council & Mayor
301 N. Spring Street
Bellefonte, PA 16823

Dear Council & Mayor,

On behalf of Bellefonte EMS, I respectfully request the inclusion of **\$50,626** in the Bellefonte Borough 2026 municipal budget. This figure represents one-half (0.5) mill of assessed property values, or approximately **\$8.29 per resident / \$17.70 per household annually**—a modest contribution for a service that provides immediate, life-saving care to your community.

Your investment directly supports:

- **Modernizing emergency vehicles and medical equipment** to keep pace with growing demand.
- **Retaining and fairly compensating skilled EMS professionals**, whose starting wage is currently only \$15/hour.
- **Sustaining round-the-clock emergency coverage** for the residents, businesses, and visitors of Bellefonte Borough.

We remain committed to full accountability. Bellefonte EMS provides quarterly and annual financial reports to all partner municipalities, ensuring transparency in how your dollars are used.

We also want to share encouraging regional progress:

- In 2024, **six of eleven municipalities increased support**, with four providing full requested funding.
- For 2025 to date, **seven of eight contributing municipalities—including Centre County Government—have either met or exceeded our full funding request &/or increased their prior year contribution.**
- Even the one township that reduced support in 2024 **increased its 2025 contribution.**

This growing recognition demonstrates the importance communities place on maintaining a strong and reliable EMS system. Bellefonte Borough's continued support is vital to sustaining that momentum.

369 Phoenix Avenue, Bellefonte, Pa. 16823
Office (814) 355-2907, Fax (814) 355-8702

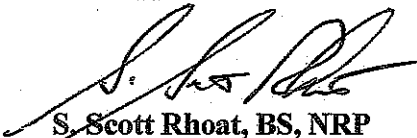


Bellefonte Emergency Medical Services

Your partnership helps ensure that Bellefonte EMS remains ready—day or night—to respond at a moment's notice. Strengthening our current system is far more cost-effective and responsible than facing the burden of rebuilding after a collapse.

I would be glad to attend a Council meeting or budget workshop to discuss this request in greater detail. Thank you for your continued commitment to public safety and for considering this essential investment in your community's well-being.

With appreciation,



S. Scott Rhoat, BS, NRP
Executive Director / Chief

369 Phoenix Avenue, Bellefonte, Pa. 16823
Office (814) 355-2907, Fax (814) 355-8702

				2025			
		2024	2025	projected	2025	2025	2026
Acct #		Final	9 months	3 months	Total	Budget	Budget
	Revenue						
341.010	Interest Income	\$1,945.62	\$677.38	\$200.00	\$877.38	\$1,500.00	\$800.00
355.020	State Aid Revenue	\$171,607.13	\$172,956.27	\$0.00	\$172,956.27	\$169,300.00	\$169,500.00
	Subtotal Revenue	\$173,552.75	\$173,633.65	\$200.00	\$173,833.65	\$170,800.00	\$170,300.00
399.001	Use of Cash Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$88,200.00	\$128,200.00
	Total Revenue	\$173,552.75	\$173,633.65	\$200.00	\$173,833.65	\$259,000.00	\$298,500.00
	Expenses						
430.260	Minor Equipment Expense	\$0.00	\$19,493.69	\$0.00	\$19,493.69	\$13,000.00	\$18,000.00
430.740	Major Equipment Expense	\$0.00	\$73,900.89	\$0.00	\$73,900.89	\$15,000.00	\$49,500.00
432.000	Snow & Ice Removal Expense	\$25,993.24	\$36,420.73	\$10,000.00	\$46,420.73	\$55,000.00	\$55,000.00
436.000	Storm Sewers & Drains Expense	\$21,701.66	\$2,520.08	\$10,000.00	\$12,520.08	\$75,000.00	\$75,000.00
437.000	Repairs of Tools & Machinery Exp	\$254.81	\$0.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00
439.000	Project Work Expense	\$84,140.09	\$100,003.72	\$6,700.00	\$106,703.72	\$100,000.00	\$100,000.00
	Total Expenses	\$132,089.80	\$232,339.11	\$27,200.00	\$259,539.11	\$259,000.00	\$298,500.00
	net income/(loss)	\$41,462.95	-\$58,705.46	-\$27,000.00	-\$85,705.46	\$0.00	\$0.00

2026 Highway Aid Budget

Storm Drain <i>25. 436.000</i>	\$75,000	We are seeing a lot of storm drains that are collapsing and the cost to repair the ones on the state roads is very high. We also need more funding available to install drains in problem areas
Street Paving <i>35. 439.000</i>	\$100,000	Repair streets that need paved
Boom Mower <i>35. 430.740</i>	\$49,500	Boom mower attachment to clear roadways of over growth
Snow Plow <i>35. 430.260</i>	\$9000	Install snow plow on 2025 F350
Salt Spreader <i>35. 430.260</i>	\$9000	Replace gas motor powered salt spreader with electric powered salt spreader (over 10 years old)



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Bellefonte Borough Council Business Meeting
7:30 PM, Monday, October 6th, 2025
In-Person, Council Chambers/Large Meeting Room
301 N. Spring St, 1st Floor

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS:

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AGENDA

I. 7:30 PM CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mr. Bernier, <i>North Ward</i>	Ms. Purnell, <i>North Ward</i>	
Mr. Brachbill, <i>South Ward</i>	Ms. Sedgwick, <i>West Ward</i>	
Ms. Cleeton, <i>South Ward</i>	Ms. Tosti-Vasey, <i>West Ward</i>	
Ms. Dann, <i>President, South Ward</i>	Ms. Meckley, <i>Junior Council Member</i>	
Mr. Johnson, <i>Vice-President, North Ward</i>	Mayor Johnson, <i>At Large</i>	
Ms. McKean, <i>West Ward</i>		

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

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

V. PUBLIC COMMENT (Oral)

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

Bellefonte EMS 3 rd quarter Municipal Update. FYI, no council action is requested.
Concerns regarding Parking Enforcement in downtown Bellefonte. Council may take action.
Heavier Truck Pilot Project in the News. FYI, no council action is requested.
Thank you to the Bellefonte Elks Club for the generous donation to the Bellefonte Borough Police Department. FYI, no council action is requested.

VII. CONSENT AGENDA

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

Finance	Barton & Loguidice Engineering Services for Talleyrand Park Suspension Bridge ADA Ramps Invoice October 2024
Finance	Barton & Loguidice Engineering Services for Talleyrand Park Suspension Bridge ADA Ramps Invoice January 2025
General	DRAFT Council Meeting Minutes September 2 nd , 2025
General	DRAFT Council Meeting Minutes September 15 th , 2025

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

VIII. REPORTS

Please limit all reports/rebuttals/deliberations to three minutes maximum.

DEPARTMENT	OFFICIAL/ STAFF	REPORT
Mayor	Mayor Johnson	Verbal
Jr. Council Member	Ms. Meckley	Verbal
OCA Memo: <i>See memo for report and updates</i> ➤ <i>No action items at this time. See NEW BUSINESS for CCMPO appointment.</i>	Ms. Thompson	Submitted
Interim Borough Manager ➤ September 2025	Mr. Pribulka	Submitted

IX. CURRENT and OLD BUSINESS

Revised Minimum Municipal Obligations for Pensions, 2026 Budget. Council must also re-adopt the Resolution related to the Police Pension program each year. Resolution No. 10062025-01 Police - \$45,595.00 Council Action Requested. Motion/2nd to approve the Minimum Municipal Obligations as stated.
Nittany Communications Group LLC's proposal to use the Purdue Mountain Tower site to support the deployment of Project 25 (P25) radio infrastructure. Motion/2nd to remove from the table. Motion/2nd to form a written agreement with Nittany Communications Group LLC.

X. NEW BUSINESS

List of items to be auctioned on Municibid. Motion/2nd to approve the provided list to be auctioned on Municibid.
2024 Borough Audit Transmission Memorandum. FYI, no council action is requested.
Approval of settlement agreement for Geisinger Building reassessment. Motion/2nd to approve the settlement agreement for the Geisinger Building reassessment.
Safety Signage along the stone wall in Talleyrand Park, recommended by the Infrastructure and Public Works Committee. Motion/2nd to direct Public Works Superintendent to research appropriate signage to be placed on the stone wall between the Walking Bridge and Veterans Bridge.
NJVPC recommendation to appoint Gina Thompson as the Nittany Valley Joint Planning Region's representative to the Technical Committee of the Centre County Metropolitan Planning Agency (CCMPO). Motion/2nd to approve the appointment.

XI. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA

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

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

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

XIII. ADJOURNMENT

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

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



Bellefonte Emergency Medical Services

Municipal Update 3rd Quarter 2025 January 1 – September 30

Ambulance Incidents;

- Total Responses
 - Emergency 1535 total (+10%) (2024= 1385, 2023= 1370)
 - Transported 1119
 - No Patient, Refusal 164
 - Lift Assist 75
 - Deceased 20
 - Cancelled 98
 - Fire/Police Standbys 53
 - Non-Emergency Transports 6

By Municipality;	2025		2024		2023	
○ Bellefonte Borough	421	27%	423	31%	387	28%
○ Benner Township	262	17%	234	17%	222	16%
○ Spring Township	278	18%	215	16%	284	21%
○ Milesburg Borough	205	13%	122	9%	124	9%
○ Boggs Township	165	11%	185	13%	172	13%
○ Union Township	45	3%	43	3%	51	4%
○ Howard Township	31	2%	33	2%	22	2%
○ Marion Township	25	2%	39	2%	21	2%
○ Unionville Borough	9	1%	14	1%	12	1%
○ Huston Township	5	<1%	4	<1%	4	<1%
○ Mutual Aid	88	5%	71	4%	71	4%

Staffing;

- Career Personnel 22,490 hrs
- Volunteer Personnel 1,062 hrs

Fleet Information:

Unit #	Vehicle	Mileage	Replacement
• Amb-26-1	2010 Freightliner Ambulance	256,020 miles	2029
• Amb-26-2	2018 Freightliner Ambulance	116,542 miles	2038
• Amb-26-3	2019 MB Sprinter Ambulance	85,940 miles	2034
• Van-26-1	2014 Ford Para-Transit Van	142,254 miles	2027
• Van-26-2	2023 Chrysler Para-Transit Van	33,739 miles	2035
• Van-26-3	2017 Dodge Para-Transit Van	111,580 miles	2030
• Utility-26-1	2005 Ford F-350 MCI/Utility	104,771 miles	TBD
▪ Ambulance Total YTD Travel:			32,189 miles
▪ Para-Transit Van Total YTD Travel:			38,755 miles

369 Phoenix Avenue, Bellefonte, Pa. 16823

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



Bellefonte Emergency Medical Services

2025 Municipal Funding (Received as of Sept. 30, 2025)

	<u>2025</u>		<u>2024</u>	
○ Boggs	\$30,000	0.52 mill (+)	\$25,000	0.43 mill
○ Howard	\$ 4,151	0.50 mill (=)	\$ 4,060	0.50 mill
○ Union	\$14,000	0.50 mill (=)	\$14,000	0.50 mill
○ Marion	\$ 6,900	0.50 mill (=)	\$ 6,898	0.43 mill
○ Milesburg	\$ 6,100	0.42 mill (=)	\$ 6,100	0.42 mill
○ Bellefonte	\$26,369*	0.40 mill (+)	\$30,265	0.30 mill
○ Benner	\$24,000	0.35 mill (+)	\$14,000	0.22 mill
○ Centre Co. Govt	<u>\$ 2,000</u>	0.14 mill (+)	\$ 1,500	0.10 mill
○ Huston			\$ 268	0.50 mill
○ Spring			\$15,000	0.15 mill
○ Unionville			\$ 500	0.13 mill

\$114,520 Received YTD

(*Bellefonte is partial funding received YTD)

2025 Municipal Funding Utilization – YTD 9/30/25

- \$14,688 Ambulance 26-2 loan payments x9 month
- \$ 9,358 Ambulance 26-3 loan payments x9 month
- \$ 6,812 Roof Replacement loan x9 month
- \$ 8,453 Insurance Premium x1 quarter (liability/property/vehicle/equip.)
- \$ 2,052 Vehicle Fuel, x1 month
- \$71,636 Vehicle repairs/maintenance

\$112,998.22 Total Spent YTD

\$ 521.69 Balance

369 Phoenix Avenue, Bellefonte, Pa. 16823

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

Gary Landon
Owner, Happy Wraps
216 West High Street
Bellefonte, PA 16823
gary.landon@ymail.com
814-574-0695

September 17, 2025

Subject: Follow-Up on Parking Enforcement in Downtown Bellefonte

Dear Bellefonte Borough Council,

I am writing as the owner of **Happy Wraps, located at 216 West High Street**, to follow up on my previous letter regarding parking concerns in downtown Bellefonte.

Since that letter, my concerns were referenced in the *Lock Haven Express*. In that article, Council member Barbara Dann was quoted as saying that the Borough was aware of the problem and “on it.” Unfortunately, I have not received any communication from the Borough directly, nor have I observed any noticeable changes in parking enforcement downtown.

As I mentioned before, the lack of enforcement of existing parking rules continues to make it difficult for my customers to find nearby spaces. Vehicles are regularly parked far beyond posted limits, limiting turnover and discouraging people from stopping in to support local businesses. This situation directly affects my business and the overall accessibility of downtown.

At this point, I respectfully request a clear update on what specific actions the Borough has taken — or plans to take — to address this matter. Enforcement of the rules already in place would go a long way toward improving parking availability, without the need for new infrastructure.

I appreciate your attention to this matter and look forward to receiving a response that outlines the Borough’s efforts and timeline for improvement.

Sincerely,
Gary Landon
Owner, Happy Wraps
216 West High Street
Bellefonte, PA

ORIGINAL EMAIL SENT TO BOROUGH COUNCIL MARCH 26, 2025

Gary Landon
Owner, Happy Wraps
216 West High Street
Bellefonte, PA 16823
gary.landon@ymail.com
814-574-0695

March 26, 2025

Subject: Concerns Regarding Parking Enforcement in Downtown Bellefonte

Dear Members of the Bellefonte Borough Council,

I am writing to formally express my concerns regarding the ongoing parking challenges in downtown Bellefonte, particularly the lack of enforcement of existing parking regulations. As the owner of Happy Wraps at 216 West High Street, I have observed firsthand how inadequate parking enforcement negatively impacts businesses, residents, and visitors.

Over the past four years, I have noticed that customers often struggle to find convenient parking near the businesses they wish to support. This is particularly problematic for those who need only a few moments to pick up an order but are unable to do so due to parking unavailability within a reasonable distance. Older customers, in particular, find this to be an ongoing challenge.

The Borough has established parking regulations, including a two-hour limit for metered spaces, 15-minute short-term spaces, and designated paid parking zones (red spaces). However, enforcement of these rules appears to be inconsistent at best. From my observations, citations for violations—whether for exceeding time limits at meters or improperly parking in paid zones—are infrequent. This lack of enforcement results in a situation where it is more economical for some individuals to risk occasional fines rather than purchase a legitimate parking pass.

While discussions often focus on the need for additional parking spaces or increased costs, I urge the Borough to take the simplest and most immediate step—enforce the ordinances already in place. Current enforcement efforts, which appear sporadic, are insufficient to deter habitual violators. Increasing the presence of enforcement personnel and ensuring consistent ticketing of violations would create a fairer system for everyone, including those who responsibly pay for meters, permits, and designated parking spaces.

Additionally, I recommend an effort to educate frequent violators about their legal parking options, making it easier for them to comply with regulations rather than exploit gaps in enforcement. Those who follow the rules should not be at a disadvantage while others take advantage of lenient oversight.

I appreciate your time and consideration of this matter and look forward to hearing how the Borough plans to address this issue. Please feel free to contact me to discuss further.

Sincerely,
Gary Landon
Owner, Happy Wraps

From: Brad Roseberry <broseberry@cabt.org>
Sent: Tuesday, September 30, 2025 7:03 PM
To: Deborah Cleeton <dcleeton@bellefontepa.gov>
Subject: Heavier Truck Pilot Project in the News

Dear Councilmember Cleeton,

Like you, we are watching as Congress works through funding the federal government. While this is taking most of the attention these days on Capitol Hill and the news, truck size and weight continues to make its way into the news as well.

Last week it was reported that Congressman Dusty Johnson (SD-AL), who is the primary sponsor of a 91,000 pound heavier truck pilot project, will be making another strong push. From Politico's Morning Transportation (9/24/25):

***ANOTHER GO?:** Last Congress, Rep. Dusty Johnson (R-S.D.) backed a few bills to create a pilot program for states to allow heavier trucks on their interstate systems. Johnson told Pavan over the phone Tuesday that he plans to introduce new legislation soon along the same lines (though a specific timeline hasn't been set) — and he wants the pilot program put into the House's forthcoming surface bill (the "most fertile vehicle" for the program, he said).*

— In May 2023, the House Transportation Committee [approved a bill](#) from Johnson with the pilot program — but that proposal never saw the House floor.

But our efforts are just as strong. As you know, we had great success with the local government joint letter, where more than 2,200 local officials signed the letter in opposition to bigger trucks. We have had over 400 media outlets pick up the story with over 40 million potential viewers. Of those, there are a few to highlight that have significant reach:

The Hill

[Red and blue states agree on something: they are united against bigger trucks](#)

September 27

Inside Sources

[‘You Don’t Want These Trucks Next to You:’ Local Leaders Warn Against Heavier Rigs](#)

September 22

Land Line

[Local communities unite against increase in truck size and weight](#)

September 15

As always, thank you for your continued support. We will be sure to keep you updated as we learn more.

Thanks,
Brad

Brad Roseberry
President
Coalition Against Bigger Trucks



William W. Witmer
Chief of Police

Bellefonte Borough Council Packet October 6, 2025



October 6, 2025

Bellefonte Borough Council Members,

On behalf of the Bellefonte Police Department and Mayor Buddy Johnson, we would like to thank the Bellefonte Elks Club for their generous approval of \$2,400 in funding from the Garver Fund. This contribution will allow our police department to replace outdated equipment in our patrol vehicles. As technology continues to evolve, maintaining up-to-date electronic equipment is essential to provide the best police service we can to the Bellefonte community. Special thanks to Ray Holsing, Terree Michel and Dale Moore of the Bellefonte Elks Club for making this happen.

Thank you,

Chief W. Witmer

Service with Integrity, Honor and Pride

Municipal Building
236 W Lamb St
Bellefonte, PA 16823

Tel: 814-353-2320
Fax: 814-353-2315
police@bellefontepolice.net

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

**Barton
& Loguidice, D.P.C.**

**443 Electronics Parkway
Liverpool, NY 13088
315-457-5200**

Donald Holderman
Assistant Borough Manager
Borough of Bellefonte
301 North Spring Street
Suite 200
Bellefonte, PA 16823

November 19, 2024
Project No: 2779.001.005
Invoice No: 147521

Project 2779.001.005 Talleyrand Park Suspension Bridge RAB

Professional Services thru October 19, 2024

Phase	010	Permitting and Design		
Fee				
Total Fee		49,500.00		
Percent Complete	5.00	Total Earned	2,475.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,475.00	
		Total Fee		2,475.00
Billing Limits		Current	Prior	To-Date
Total Billings		2,475.00	0.00	2,475.00
Limit				49,500.00
Remaining				47,025.00
		Total this Phase		\$2,475.00
		Total Amount Due		<u>\$2,475.00</u>

For billing questions please contact:
Brandon Powell
Project Accountant
Email: bpowell@bartonandloguidice.com
Phone 315-457-5200 Ext. 1030

**Barton
& Loguidice D.P.C.**

**443 Electronics Parkway
Liverpool, NY 13088
315-457-5200**

Donald Holderman
Assistant Borough Manager
Borough of Bellefonte
301 North Spring Street
Suite 200
Bellefonte, PA 16823

February 10, 2025
Project No: 2779.001.005
Invoice No: 149620

Project 2779.001.005 Talleyrand Park Suspension Bridge RAB

Professional Services thru January 18, 2025

Phase	010	Permitting and Design		
Fee				
Total Fee		49,500.00		
Percent Complete	10.00	Total Earned	4,950.00	
		Previous Fee Billing	2,475.00	
		Current Fee Billing	2,475.00	
		Total Fee		2,475.00
Billing Limits		Current	Prior	To-Date
Total Billings		2,475.00	2,475.00	4,950.00
Limit				49,500.00
Remaining				44,550.00
		Total this Phase		\$2,475.00
		Total Amount Due		<u><u>\$2,475.00</u></u>

Outstanding Invoices

Number	Date	Balance
147521	11/19/2024	2,475.00
Total		2,475.00

For billing questions please contact:
Brandon Powell
Project Accountant
Email: bpowell@bartonandloguidice.com
Phone 315-457-5200 Ext. 1030

BELLEFONTE BOROUGH COUNCIL BUSINESS MEETING

Regular Meeting Minutes

September 2, 2025 - 7:30 p.m.

301 N. Spring Street, 1st Floor, Bellefonte, Pennsylvania 16823

www.bellefonte.net

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www.cnet1.org

ATTEND IN PERSON: The meeting room is open with normal occupancy limits.

I. CALL TO ORDER (Council President Barbara Dann) The September 2, 2025 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m. *Council met in Executive Session before tonight's meeting to discuss personnel issues.

II. PLEDGE OF ALLEGIANCE

III. MEMBERS PRESENT

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

STAFF PRESENT

Bill Witmer, Police Chief
Gina Thompson, Zoning, Planning, HARB Administrator
Alyssa Doherty, Assistant to the Borough Manager

IV. ADDITIONS TO THE AGENDA

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

Announcement: Council held several executive sessions pertaining to personnel on August 13, 2025 at 4pm and August 25, 2025 at 7pm. There was also an executive session held before tonight's meeting from 6:30-7:25pm.

V. PUBLIC COMMENT (Oral)

Borough Council intends to take public comment related to the motion that is on the floor after it has been duly made and seconded. The order of comment will be public comment and then council comment including, proposed amendments by council members. If amendments are proposed to the original motion, the public will then only comment on the amendment(s) before final votes are taken. You must be a Bellefonte resident, non-profit representative, business owner, or an official representative of another governmental agency. Speakers shall identify themselves by name and street, municipality, if outside of the Borough of Bellefonte. Comments are limited to three (3) minutes.

NONE

VI. COMMUNICATIONS (Written)

The Spring Creek Watershed Commission 2026 Budget. This information has also been provided to the Borough Finance Director for the upcoming budget. No council action is needed.

Centre County Library and Historical Museum request for the Borough to consider a donation for the 2026 budget year as the borough has done in previous years. This information has also been provided to the Borough Finance Director for the upcoming budget. No council action is needed.

Marion Township Rezoning Public Meeting, Wednesday September 3rd, 2025 at 5:30pm. The Public Hearing will be held at the Marion Township Building, 4337 Jacksonville Road, Howard, PA 16841. No council action is needed.

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

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

Consent Agenda includes the following items:

1. Finance	Budget v. Actual June 2025
2. Finance	Budget v. Actual Summary June 2025
3. Finance	Budget v. Actual July 2025
4. Finance	Budget v. Actual Summary July 2025
5. Finance	Campbell Durrant Invoice August 2025
6. Finance	Stover McGlaughin Invoice August 2025
7. General	General DRAFT Council Meeting Minutes August 4th, 2025
8. Finance	Treasurer's Report July 2025
9. Finance	Voucher Summary July 2025

Brachbill motioned and Tosti-Vasey seconded to approve the Consent Agenda. No discussion. Roll call vote. No further discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	yes	Ms. Shawna McKean	yes
Mr. Randy Brachbill	yes	Ms. Rita Purnell	yes

Ms. Deb Cleeton	yes	Ms. Johanna Sedgwick	yes
Ms. Barbara Dann	yes	Ms. Joanne Tosti-Vasey	yes
Mr. Doug Johnson	yes		

VIII. REPORTS

Mayor Johnson

Swearing in Patrol Officer Gage Baumgardner (REMOVED FROM AGENDA)

Junior Council Member Report (Ms. Meckley)

Ms. Meckley reported on various school activities for the start of this school year.

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

(Ms. Thompson)

1. Recommended for approval:

Call for a motion/2nd to approve the issuance of a Certificate of Appropriateness for the following HARB projects:

- 111 W. Curtin Street (Iadarola) – Exterior renovations, including new roof on main house, modifications to facade, and new additions of porches and garage.
- 176 E. Curtin Street (Williams/Leakey, DP) – Renovation of existing one-story concrete block garage into 1 1/2 story dwelling.

Tosti-Vasey motioned and Bernier seconded to approve the projects listed above. No discussion. Roll call vote. Motion carried.

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

3. Items of interest:

The Planning Commission has a meeting scheduled for Monday September 8, 2025 at 5pm.

The next HARB meeting is Tuesday, September 9, 2025 at 8:30am.

Note: STR's (Short Term Rentals) – The ordinance passed in 2023 states that the Borough no longer allows Short Term Rentals of any kind in the R1 and R2 residential districts. STR's are only allowed in the R4 district - which doesn't include much more than the commercial districts.

(Interim) Borough Manager (Mr. Holderman)

Report Submitted

Ms. Dann noted that Kepler pool and Nittany Valley Rec Authority are seeking additional grant funds. They have heard they will receive approximately \$1.4 million. For the match they need approximately \$450K and they are working on securing this additional funding.

IX. CURRENT and OLD BUSINESS

Council Grant Writing Administration Services. The Borough received proposals from Atlas, Delta Development, and One+ Strategies in March 2025.

Brachbill motioned and Sedgwick seconded to schedule presentations from the three submitted proposals. No discussion. Roll call vote. Motion carried.

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

Bellefonte Borough Authority has recommended the appointment of Ralph Stewart to fill the vacancy with a term ending December 31, 2028.

McKean motioned and Brachbill seconded to approve the recommendation of appointment for Ralph Stewart to the Bellefonte Borough Authority. Discussion included a question regarding the roll of Secretary on the Authority and Ms. Dann stating she is not in support of this recommendation. She does not feel this recommendation is in the best interest of the Borough. Roll call vote. Motion carried with a vote of 7 yes and 2 no votes.

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

Police Association Contract for 2026-2028.

Tosti-Vasey motioned and Bernier seconded to ratify the Police Association Contract for 2026 – 2028. . No discussion. Roll call vote. Motion carried.

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

Bellefonte Borough and Bellefonte Police Association Academy Training Memorandum of Understanding (MOU).

Bernier motioned and McKean seconded to approve the Bellefonte Borough and Bellefonte Police Association Academy Training MOU. No discussion. Roll call vote. Motion carried.

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

Mr. Doug Johnson	yes	
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X. NEW BUSINESS

Bid 2026 Centre County Liquid Fuels Application deadline October 17, 2025. Project selection: Parkview/Zion Road Traffic Signal.

Brachbill motioned and Bernier seconded to complete the 2026 Centre County Liquid Fuels Application for the Parkview/Zion Road Traffic Signal Project. Discussion included a question regarding the application. Roll call vote. Motion carried.

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

Request for Handicapped Metered Space in front of 206 W High Street.

Tosti-Vasey motioned and McKean seconded to approve creating a handicapped metered space in front of 206 W High Street. Discussion included several details and clarifications of the request. Several concerns were also raised regarding safety. It was suggested to table this item and send the request to the streets committee for further review.

Tosti-Vasey moved to table. Brachbill seconded. Roll call vote. Motion to table carried.

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

Finance & Administration Committee has recommended approval of personnel matter discussed during Executive Session.

Cleeton motioned and Tosti-Vasey seconded to approve the recommendation from Finance & Administration Committee. No discussion. Roll call vote. Motion carried.

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

Appointment of ADA Coordinator for Bellefonte Borough.

Tosti-Vasey motioned and McKean seconded to appoint Alyssa Doherty as the ADA for Bellefonte Borough effective August 25, 2025. No discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	yes	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		

Appointment of Right to Know Officer for Bellefonte Borough.

Brachbill motioned and McKean seconded to appoint Alyssa Doherty as the Right to Know Officer for Bellefonte Borough effective August 25, 2025. . No discussion. Roll call vote. Motion carried.

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

Shade Tree Commission Administrator.

Bernier motioned and Brachbill seconded to appoint Alyssa Doherty as the Shade Tree Commission Administrator. No discussion. Roll call vote. Motion carried.

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

Steve Barr, Nuisance Code Enforcement Officer, resignation Letter effective September 3, 2025.

Brachbill motioned and Bernier seconded to approve Steve Barr's resignation. No discussion. Roll call vote. Motion carried.

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

Interim Nuisance Code Enforcement Officer Brandon Eckenroth. Brandon has agreed to be the Interim Nuisance Code Enforcement Officer until the position is filled. No council action is needed.

Julie Brooks, Manager of Grants and Special Projects, resignation Letter effective August 22nd, 2025.

Tosti-Vasey motioned and Brachbill to approve Julie Brooks' resignation. No discussion. Roll call vote. Motion carried.

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

XI. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA

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

NONE

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

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

Ms. Sedgwick commented that there are lots of fun exhibits and activities at the library right now.

Ms. Cleeton also commented that there are several exciting things happening at the library right now.

Mayor Johnson complimented Ms. Meckley on her report and thanked her for serving her community on council.

Tosti-Vasey commented the parks and recs committee will meet later this month.

Ms. Purnell thanked Alyssa for taking on extra duties.

XV. ADJOURNMENT

Meeting was adjourned at 8:10 PM.

There is an executive session to discuss personnel following tonight's meeting.

BELLEFONTE BOROUGH COUNCIL BUSINESS MEETING

Regular Meeting Minutes

September 15, 2025 - 7:30 p.m.

301 N. Spring Street, 1st Floor, Bellefonte, Pennsylvania 16823

www.bellefonte.net

*VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS:
Recordings can be viewed on CNET, Comcast's Government Education Channel 7, or at
www.cnet1.org*

ATTEND IN PERSON: The meeting room is open with normal occupancy limits.

I. CALL TO ORDER (Council President Barbara Dann) The September 15, 2025 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m. *Council met in Executive Session before tonight's meeting to discuss personnel issues.

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- EXCUSED
Ms. Rita Purnell
Ms. Johanna Sedgwick
Ms. Joanne Tosti-Vasey
Ms. Jalyn Meckley, *Jr. Council Member*- EXCUSED
Mayor Buddy Johnson

STAFF PRESENT

Bill Witmer, Police Chief
Gina Thompson, Zoning, Planning, HARB Administrator
David Pribulka, Interim Borough Manager
Alyssa Doherty, Assistant to the Borough Manager

IV. ADDITIONS TO THE AGENDA

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

NONE

V. PUBLIC COMMENT (Oral)

Borough Council intends to take public comment related to the motion that is on the floor after it has been duly made and seconded. The order of comment will be public comment and then council

comment including, proposed amendments by council members. If amendments are proposed to the original motion, the public will then only comment on the amendment(s) before final votes are taken. You must be a Bellefonte resident, non-profit representative, business owner, or an official representative of another governmental agency. Speakers shall identify themselves by name and street, municipality, if outside of the Borough of Bellefonte. Comments are limited to three (3) minutes.

NONE

VI. COMMUNICATIONS (Written)

The Bellefonte Emergency Medical Services (BEMS) request for 2026 Budget. This information has also been provided to the Borough Finance Director for the upcoming budget. No council action is needed.

Bellefonte Waterfront Project Update from Gina Thompson. No council action is requested. Centre County Recycling & Refuse Authority Municipal Newsletter July 2025. No council action is requested.

The Stage at Talleyrand presents Set the Stage on Sunday, October 5th 2025 3:00 pm-4:00 pm in Talleyrand Park Extended Area. No council action is requested.

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

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

Consent Agenda includes the following items:

1. Finance	Barton & Loguidice Engineering Services for Talleyrand Park Suspension Bridge ADA Ramps Invoice August 2025
2. Finance	Budget V. Actual August 2025
3. Finance	Budget v. Actual Summary August 2025
4. Finance	Campbell Durrant Legal Invoice September 2025
5. General	DRAFT Council Meeting Minutes September 8th, 2025
6. Finance	Stover McGlaughlin Legal Invoice August 2025
7. Finance	Treasurer Report August 2025
8. Finance	Voucher Summary August 2025

Brachbill motioned and Tosti-Vasey seconded to approve the Consent Agenda. No discussion. Roll call vote. No further discussion. Roll call vote. Motion carried.

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

VIII. REPORTS and COMMITTEE REPORTS

Mayor Johnson

2 reminders – As of June, PA is now a “Hands Free State” – reminder to put cell phones down when driving.

Also, please be aware and cautious in the mornings when driving in and near school zones. Children are walking or riding bikes to school and boarding school busses. Please slow down and stay safe.

Police (Chief Witmer)

Reports from July and August 2025

Parking

Reports from July and August 2025

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

(Ms. Thompson)

1. Recommended for approval:

Call for a motion/2nd for approval/issuance of a Certificate of Appropriateness:

- 347 East Linn (Stewart) – Addition of garage and breezeway in rear of house.

D Johnson motioned and Tosti-Vasey seconded to approve the projects listed above. No discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	AB	Ms. Shawna McKean	AB
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		

3. Items of interest:

HARB will meet on Tuesday, September 23rd at 8:30 am

The Planning Commission will meet on October 13th at 5:00 pm

(Interim) Borough Manager (Mr. Pribulka)

Introduction – Mr. Pribulka has been interim manager for 2 weeks and is getting acquainted with the Borough staff and our community.

Environmental & Parks Committee (Tosti-Vasey)

August 2025 Report

Finance & Administration Committee (Cleeton)

August 2025 Report

Infrastructure & Public Works Committee (Brachbill)

August 2025 Report

Ordinance ad hoc Committee (Tosti-Vasey)

August 2025 Report

Streets Committee (Johnson)

August 2025 Report

Public Transport Task Force Committee (Cleeton/Tosti-Vasey)

August 2025 Report

IX. LIASON REPORTS

Reports were submitted and discussed.

X. CURRENT and OLD BUSINESS

The 2025 PSAB Fall Leadership Conference will be held at the Penn Stater October 3rd-5th, 2025. If you would like to be registered for the Conference, please contact Alyssa Doherty. No council action is needed.

XI. NEW BUSINESS

Gage Baumgardner, Police Officer, resignation Letter effective September 3rd, 2025.

Brachbill motioned and Johnson seconded to approve Gage Baumgardner's resignation. No discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	AB	Ms. Shawna McKean	AB
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		

Chief Witmer's request to establish a new Eligibility List for the Bellefonte Borough Police Department.

Johnson motioned and Brachbill seconded to approve Chief Witmer's request for a new Eligibility List for the Bellefonte Borough Police Department. No discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	AB	Ms. Shawna McKean	AB
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		

Minimum Municipal Obligations for Pensions, 2026 Budget. Minimum Municipal Obligations for Borough pension programs must be acted on before the end of September for the upcoming budget year. Council must also re-adopt the Resolution related to the Police Pension program each year. Resolution No. 09152025-01

Police - \$47,637.00
N1 - \$0.00
N2 - \$153,769.00

Tosti-Vasey motioned and Brachbill seconded to approve the Minimum Municipal Obligations as stated. No discussion. Roll call vote. Motion carried.

Mr. Kent Bernier	AB	Ms. Shawna McKean	AB
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		

Nittany Communications Group LLC proposal to use the Purdue Mountain Tower site to support the deployment of Project 25 (P25) radio infrastructure.

This item was tabled, however, a representative from the company, David Mason – Director of Technical Services/CEO, was in attendance to discuss the project.

Mr. Mason discussed that the system will be:

- 2-way radio system
- Experimental for the time being until the system is checked and working appropriately
- A backup communication system for emergency services
- Will not be in connection with 911 services

Johnson motioned and Brachbill seconded to form a written agreement with Nittany Communications Group LLC.

Cleeton motioned to table this item to the next meeting. Tosti-Vasey seconded. Discussion included comments that there is not enough information included about this project and the information is not dated. Johnson commented that there is no need to delay the project as the tower is there and ready to use and tabling will only delay the project. Roll call vote. Motion to table carried with a vote of 4 yes and 3 no votes.

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

XII. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA

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

NONE

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

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

Ms. Cleeton welcomed Mr. Pribulka to Council and thanked him for his service the past 2 weeks. She also reminds the community that the Art in the Open project is on display on the fence at the Little House on Howard Street by the Art Museum.

Ms. Sedgwick reminded the community that the Bellefonte Homecoming Parade will be held on Thursday, September 25. She reminded the community to be aware of street closures, to attend and enjoy the parade and to please clean up any candy mess left after the parade.

Mr. Johnson reminds the community that leaf pickup is scheduled to begin October 1. Please rake your leaves to the curb but not on the road. Also, grass pickup will no longer occur after November 19th.

XIV. ADJOURNMENT

Meeting was adjourned at 8:15 PM.

MEMORANDUM



TO: Bellefonte Borough Council
FROM: Gina Thompson: HARB, Zoning & Planning Administrator
SUBJECT: Office of Community Affairs Update
DATE: For Council Meeting October 6, 2025

PLANNING:

The Planning Commission will meet on Monday, October 13th at 5:00 pm in the Large Meeting Room. Although there are no plans for formal review, we'll take the opportunity to discuss local and regional planning project, draft ordinance amendments, and planning department updates.

The Nittany Valley Joint Planning Commission met on September 18th at Spring Township, but I was unable to attend this meeting. The Commission recommended me to serve as the Nittany Valley Joint Planning Region representative on the Centre County Metropolitan Planning Organization (CCMPO) Technical Committee. Under NEW BUSINESS, I have included a letter of interest and resume for that appointment.

ZONING:

I continue to review, process, and issue zoning permits. I have sent several zoning violation letters and worked with property owners to achieve compliance. I have also collaborated with Barbi Watson, Billing Administrator, the Centre Region Code Office, and 911 Addressing to resolve addressing issues for commercial properties. Most inquiries to the Office of Community Affairs relate to questions about local zoning regulations.

HARB:

HARB did not meet on September 23, 2025, as there were no projects requiring formal review. I have reviewed, processed, and issued Certificates of Appropriateness (COAs) for projects eligible for administrative approval. Several projects are currently under review and may be included on the agenda for the next HARB meeting.

HARB will meet on Tuesday, October 14 at 8:30 am at 301 N. Spring Street, either in the Oak Room or the Large Meeting Room.

OCA Updates:

SEDA-COG / Potter Street Subdivision project – PennTerra emailed a draft survey for review on 9/26 and SEDA-COG offered revisions. Soon this Subdivision will be submitted for formal review by our Planning Commission and the County Planning Office.

Ordinance Committee: No updates at this time.

Bellefonte Bikeway to Titan Energy Complex – McCrossin is working on a design package for the trail to present to SEDA-COG for review. I am assisting in providing details on land ownership and advising where the trail might be placed in reference to private ownership.

CRCA Property Maintenance Issues – No updates at this time. Rob Semion (Fire & Life Safety Inspector) and Walt Schneider (Agency Director) are following up on property issues.

Waterfront Development Project – Mr. Pribulka and I have met with the developers regarding the project. There are no updates at this time, but the project is slated to continue as presented in the approved land development plans. The Easement and Maintenance Agreement and the Temporary Highway Occupancy Permit has been submitted per the conditional approval for the LDP.

In-Progress Projects

- Researching the Borough's ability to tax games of chance machines (reach out to Clearfield Borough as they've successfully done this).
- Connecting with the Borough of Brookville to learn about their Historic District oversight and enforcement practices.
- Exploring the addition of a Sanborn map layer to the County GIS system.
- Updating the design professionals resource list with new companies and contractors.
- Developing outreach strategies to inform commercial property owners about the LERTA ordinance.
- Seeking legal counsel regarding restrictions on certain types of businesses within the downtown commercial historic district.
- Revising the Bed & Breakfast zoning permit application to reflect current requirements; this may also involve updating the ordinance.
- Consulting legal counsel and the County Planning Office on the process for significant changes to approved SALDO projects.
- Working to resolve 911 Addressing issues in the Borough, more specifically fraction addresses and multi-unit buildings.
- Finalizing Bellefonte SALDO projects and assisting in the submission of forthcoming Subdivision and Land Development plans.

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 or 814-313-1573.

MEMORANDUM



TO: President Dann, Mayor Johnson, and Borough Council
FROM: David Pribulka, Interim Borough Manager
SUBJECT: October 6, 2025 Interim Manager Report
DATE: October 1, 2025

Dear President Dann, Mayor Johnson, and Borough Council:

There are lots of exciting things happening in the Borough! As Council knows, we are in budget season and beginning the development of the 2026 Annual Budget. This will be the focus of Council's work sessions in the coming weeks. We are working on grant applications for several capital projects, including finalizing the submission of the Centre County Liquid Fuels Grant for the construction of the traffic signal at Zion and Parkview. We have revised the scope and cost estimate for the DCED Multimodal Transportation Fund grant application for the ramp and lift installations at the Talleyrand train station.

Next, we have an RFP being issued by our energy broker for electricity procurement for the Borough's facilities. The last contract was entered into in 2021, when energy prices were comparatively low due to the pandemic. It is expected that we will see a significant increase in pricing this round, and we have asked for different pricing models and contract terms to develop a recommendation to Council. We will also be preparing an RFP to issue for IT services once we've had some conversations with staff about needs and gaps in service. The last contract was executed in 2018 for this service, and it's a best practice to reevaluate to ensure competitive pricing and service delivery, as well as compliance with new cybersecurity standards.

A meeting with the Nittany Valley Joint Recreation Authority was held on Monday, September 29th, to discuss the status of the Kepler Pool rehabilitation project. There has been a lot of great work and effort into securing over \$2 million in grant funding and commitments from various partners; however, NVJRA remains approximately \$400,000 short of their target for construction. This figure does not include the retention of the services of a qualified construction manager to oversee the project. It is expected that they will look for additional support from the NVJRA member municipalities, including the Borough and the Townships of Spring, Benner, and Walker. This would either be to close the gap in funding or to guarantee debt service on a line of credit. They are approaching the deadlines to spend some of their grant funding through DCED and the American Rescue Plan Act. They will also be looking for in-kind support to help evaluate construction management firms once funding is secured. We have requested a written update to provide to Council, and Mike Musser, of NVJRA, is here this evening in case there are any questions.

Finally, we have received the 2024 Audit Report, and a copy has been provided to you this evening, along with a transmittal memo summarizing some of the key findings. 2024 finished strong with increases in fund balances across nearly all governmental funds, as well as a significant improvement in the Borough's net position. Debt service remains manageable, and the pension funds are very healthy.

That concludes my report, unless there are any questions. Thank you!



HISTORIC
Bellefonte™
Est. 1795

MEMO

TO: Borough Council

FROM: Barbi Watson

DATE: September 26, 2025

SUBJECT: "Revised" 2026 Minimum Municipal Obligation (MMO) for the Bellefonte Borough Police Pension Plan

Attached is a revised 2026 Minimum Municipal Obligation (MMO) Report for the Police Plan.

This revised MMO uses funding components from the recently completed January 1, **2025**, Actuarial Valuation Report. The contribution requirement under the revised MMO would be less than the amount determined by the initial 2026 MMO, which was based on the January 1, **2023**, Actuarial Valuation Report.

The Borough needs to adopt this revised MMO since it reflects a contribution level that is more consistent with the plan's current funding condition and reduces the municipality's general fund obligation.

cc: David Pribulka

REVISED
BOROUGH OF BELLEFONTE POLICE PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2026 MUNICIPAL BUDGET

A. Normal Cost

1. Normal Cost as a Percent of Payroll	19.450%
2. Estimated 2025 Payroll for Active Participants	\$ <u>777,738</u>
3. Normal Cost (A1 x A2)	\$ <u>151,270</u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 151,270
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	6,222
4. Amortization Payment, if any	<u>0</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>157,492</u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 157,492
2. Anticipated Employee Contributions (3.9% of Estimated Payroll)	30,332
3. Funding Adjustment, if any	<u>81,565</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>45,595</u>

NOTES:

1. 2026 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
2. Deposit into the Plan's assets must be made by December 31, 2026 to avoid an interest penalty.
3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2026 budget along with an interest penalty.

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

Certified By:

 Chief Administrative Officer

 Date

Prepared using the January 1, 2025 Valuation.

RESOLUTION NO. _____

BOROUGH OF BELLEFONTE POLICE PENSION PLAN

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

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

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

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

WHEREAS, the Borough is satisfied that the conditions have been met in order to reduce the contribution rate to three and nine-tenths percent (3.9%) of compensation for 2026;

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

Effective January 1, 2026 and continuing through and including December 31, 2026, the amount of Participant Contributions due shall be three and nine-tenths percent (3.9%) of compensation. The obligation to pay Participant Contributions pursuant to Act 600 in the amount specified therein shall resume effective as of January 1, 2027.

RESOLVED AND ADOPTED this _____ day of _____, 2025.

ATTEST:

BOROUGH OF BELLEFONTE

President / Borough Council

Purdue Mountain Tower Site Proposal

Point of Contact:

David Mason

Director of Technical Services

dmason@nittanycom.com

(814) 699-2108

1. Introduction

Nittany Communications Group LLC (NCG) respectfully submits this proposal to the Bellefonte Borough for the use of the Purdue Mountain Tower Site (FCC ASR# 1293936), located at 1047 Purdue Mountain Road in Benner Township, Centre County, to support the deployment of Project 25 (P25) radio infrastructure. This site would serve as a critical asset in enhancing reliable communications coverage for search and rescue services, as well as other partner entities throughout the Centre Region.

2. Equipment Overview and Placement

The proposed installation will include the following equipment:

- Motorola Solutions P25 trunked repeater system (800 MHz)
- Combiner and duplexer system
- Two 800 MHz high gain base antennas (1 TX/1 RX)
- Network routers and FirstNet LTE backhaul unit
- UPS and backup battery system

All equipment would be housed within the existing secure shelter, with antennas mounted on available tower real estate per structural analysis and RF coverage studies. Cable runs and grounding will be installed according to Motorola R56 standards and Borough requirements. Appendix A contains a detailed diagram of equipment to be placed at the site.

3. FCC Licensing

All equipment installed at the Purdue Mountain site will operate under valid FCC licenses held by Nittany Communications Group LLC or partner entities. NCG will ensure all emissions comply with applicable Part 90 regulations and coordinate with the Borough in the event of any necessary co-site frequency planning. NCG does not anticipate this equipment interfering with the existing Borough station (KAR792), as the Borough operates VHF equipment.



4. Property Access and Security

Access to the tower site would be required for equipment delivery, installation, and ongoing maintenance. NCG requests permission from the Bellefonte Borough for:

- Scheduled access for site surveys and installation activities
- 24/7 emergency maintenance access

All access will be coordinated in advance with Borough representatives and conducted by authorized NCG personnel or contractors.

NCG also proposes the placement of cloud-based CCTV cameras at the Purdue Mountain Tower Site to monitor shelter conditions and ensure site security. These cameras would provide real-time visibility into:

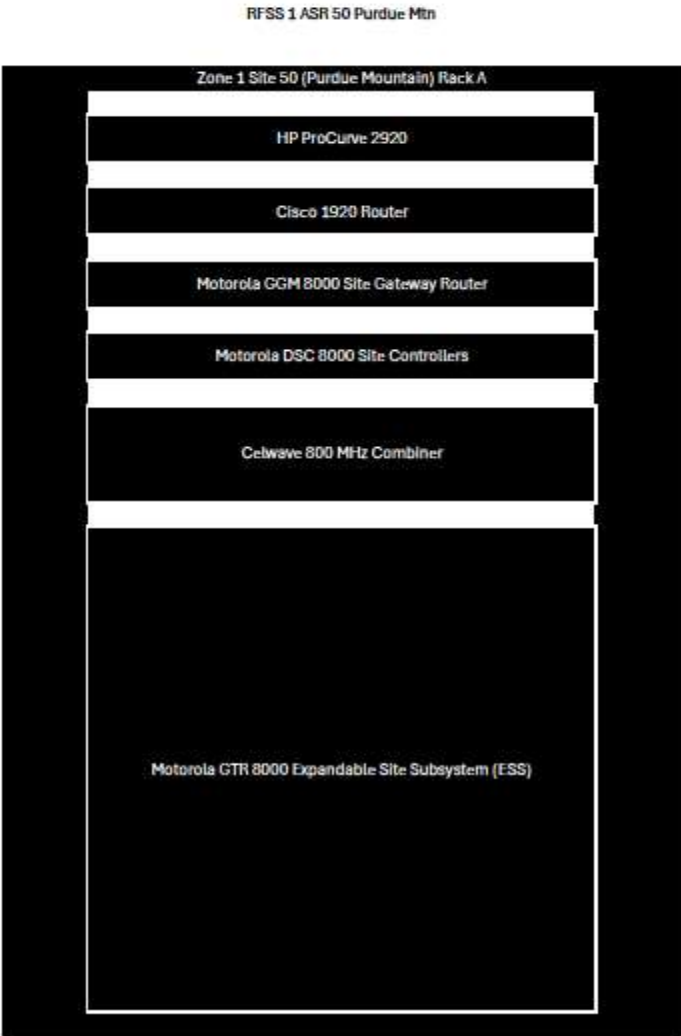
- Temperature and humidity levels inside the shelter
- Physical activity or unauthorized access to the site
- General equipment status and environmental conditions

Video feeds would be securely stored and accessible only to authorized NCG personnel. Access to video feeds can also be made available to the Borough by request. This monitoring system would enhance operational awareness and support proactive maintenance of critical communications infrastructure.



Appendix A

ASR 50 Site Rack A Drawing



8/6/2025 3:43 PM

PM Rack A

DM



MEMORANDUM

Date: October 3, 2025
Subject: Purdue Mountain Radio Tower
From: Matt Auman

The condition of the radio tower appears to be in good shape, however we are not structural engineers and it is our recommendation that the party interested in leasing space at the radio tower have it inspected by a structural engineer. We would also like to have a copy of the report from the engineer for our records, I am sure that this tower has not been inspected in over 20 + years and I would hate to have someone on it installing equipment and there be an issue. I have included pictures for your reference.

Matt Auman





MEMORANDUM



TO: Bellefonte Borough Council
FROM: Matt Auman and Randy Neff
SUBJECT: Municibid Auction Items-September 2025
DATE: September 29, 2025

I am requesting Council's approval to list the following surplus items for sale on Municibid:

- 45 old street light heads
- One skid of glass blocks (left over from a project)
- Snow blower attachment
- Salt spreader for a small tractor
- 10" radial arm saw

These items are no longer needed by the Borough and may be of value through resale. Approval from Council will allow staff to move forward with listing them on Municibid.

Requested Action:

Council's approval to declare the above items as surplus and authorize their sale on Municibid.



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MEMORANDUM

To: President Dann and Bellefonte Borough Council
Mayor Johnson

From: David Pribulka, Interim Borough Manager
Lori McGowan, Director of Finance

Date: September 29, 2025

Re: 2024 Borough Audit Transmission Memorandum

This memorandum transmits the 2024 Bellefonte Borough Audit Report for the fiscal year ending December 31, 2024. The audit was prepared by Young Oakes Brown & Company PC of Altoona, PA.

The Borough's net position serves as a key indicator of overall financial health, particularly under a modified accrual form of accounting. Year-to-year increases in net position generally reflect a strong financial condition. Net position is calculated as the ratio of total assets and deferred outflows to total liabilities and deferred inflows. Much like personal finances, net position is comparable to net worth—it provides a snapshot of what a government “owns” versus what it “owes.”

In 2024, the Borough ended with a net position of **\$39,745,609**, an increase of **\$3,056,205** from the prior year. This demonstrates a positive trend and reflects prudent fiscal management by Council and staff.

While the Audit Report includes many data points useful in evaluating the Borough's financial strength, several are worth highlighting here:

Fund Balances: Fund balances, especially unrestricted balances, measure a government's ability to withstand unexpected revenue declines or expenditure increases. In the General Fund, uncommitted reserves may be applied to any purpose as needed. In 2024, the Borough's unrestricted General Fund balance was **\$2,688,448**, an increase of **\$520,141** over 2023. Nearly all funds reported an increase in fund balance in 2024. A full review of fund balance changes across all governmental funds is provided on page 104 of the Audit Report.



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Long-Term Liabilities: The audit also provides a point-in-time assessment of long-term obligations, including outstanding debt service (bonds and notes), lease obligations, and pension liabilities such as OPEB (Other Post-Employment Benefits). A summary of these liabilities is included on page 65. Debt service for the Borough and the Authority remains manageable, with general debt scheduled for retirement in 2034. For the Authority, two outstanding notes will be retired in 2027, and the 2016 Revenue Bond will be retired in 2034. Given current conditions, debt financing remains a viable option to support future capital investments.

Pensions: Another important measure of financial solvency is presented in the *Schedule of Changes in the Net Pension Liability and Related Ratios* beginning on page 70. This schedule covers all Borough pension plans, including Police and Non-Uniformed. As you may know, police pension obligations under PA Act 600 can be particularly burdensome for municipalities, and OPEB costs have also risen significantly. The Borough receives state aid to help offset its Minimum Municipal Obligation (MMO), and employee contributions further reduce costs.

Each plan category includes an assessment of net position as a percentage of total plan liability. Ratios above 90% are generally considered healthy. All of the Borough's defined benefit pension plans exceed this ratio. This reflects strong investment returns and prudent actuarial assumptions.

Conclusion

As of December 31, 2024, the Borough's financial position is strong—characterized by a healthy net position, solid reserves, manageable debt service, and well-funded pension plans. Challenges to this position include unanticipated capital needs, unfunded state mandates, and the rehabilitation of aging infrastructure. On the revenue side, limited potential for new development and comparatively higher real estate millage constrain future growth. Strategic planning will therefore be critical, particularly in pursuing new revenue sources such as state and federal grants.

It is important to maintain healthy reserves to insulate the Borough from financial stressors and emergency demands. Continued prudent planning and operational efficiencies will be necessary to strengthen this position. You are encouraged to review the Audit Report and bring forward any questions. The report contains additional details beyond the scope of this memorandum and provides valuable insight into the Borough's fiscal health. Thank you for your careful stewardship of the Borough's resources and your investment in staff and high-quality public service delivery.



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MEMORANDUM

To: President Dann and Bellefonte Borough Council
Mayor Johnson
Lori McGowan, Director of Finance

From: David Pribulka, Interim Borough Manager

Date: September 29, 2025

Re: Tax Settlement Appeal – 819 East Bishop Street (Geisinger Clinic)

Borough Council has been asked to consider a stipulation to settle a tax assessment appeal on Centre County tax parcel number 32-204-,042B,0000, located at 819 East Bishop Street. The property is owned by Geisinger Clinic, but is presently unoccupied and listed for sale. Located on E. Bishop St. between S. Mcallister and S. School Streets, the property is zoned Highway Commercial. Geisinger Clinic appealed the current assessed value of \$536,760, and the Centre County Board of Assessment Appeals is suggesting a reduction of the assessed value to \$265,500. While the stipulation does not state the reason for the proposed change in assessed value, it is likely due to a reduction in the fair market value of the property.

Approval of the stipulation is contingent on ratification by all taxing agencies including Bellefonte Borough, Bellefonte Area School District, and Centre County. The attorney representing the Board of Assessment Appeals in this matter, David Gaines, has indicated that he does not believe there will be any objections from the other parties regarding the revised assessment, although they had not yet formally voted on the agreement. The impact to the Borough's collection of taxes from the property is demonstrated in the table below. Staff is recommending that Borough Council approve the stipulation at the Regular Meeting on October 6th. Thank you.

819 East Bishop Street Assessment Appeal - Analysis of Impact						
Present Assessed Value			Proposed Assessed Value			Delta
\$537,760			\$265,500			\$272,260
Purpose	Millage	Tax	Purpose	Millage	Tax	
General	15.155	\$8,149.75	General	15.155	\$4,023.65	(\$4,126.10)
Streetlights	1.15	\$618.42	Streetlights	1.15	\$305.33	(\$313.10)
Fire Dept.	0.92	\$494.74	Fire Dept.	0.92	\$244.26	(\$250.48)
Fire Equip.	0.36	\$193.59	Fire Equip.	0.36	\$95.58	(\$98.01)
Parks & Rec.	1.15	\$618.42	Parks & Rec.	1.15	\$305.33	(\$313.10)
EMS	0.3	\$161.33	EMS	0.3	\$79.65	(\$81.68)
Total Tax Bill		\$10,236.26	Total Tax Bill		\$5,053.79	(\$5,182.47)
					Check	\$ (5,182.47)

Infrastructure - The Infrastructure/Public Works committee reviewed highlighted information to be reviewed for by this committee. The committee reviewed all highlighted information in yellow. Based the committee review, the committee intends to send the Signage Ordinance back to Office of Committee Affairs.

Request a Motion/2nd to approve the recommendation from the committee to accept the added language of the Signage Ordinance, if passed, a motion/2nd for Council approval will be listed under Old Business.

Public Works- The committee discussed additional safety signage to be placed on the stone wall between Veteran's Bridge and the walking bridge. The safety signs are to be placed so they are visible on both sides of the rock wall along the creek. We request Matt Auman to research the sign language needed as well as the width and height of the signs. As there are no current safety signs indicating a dangerous situation, this needs to be completed ASP. Perhaps – providing caution tape may help.

Motion and 2nd to recommend to the Council for approval to have Mr. Auman determine how many safety signs are needed and appropriate for the safe signs being attached to the stone walls.
Suggestion for signage –
(NO SETTING OR STANDING ON THIS WALL)

Council Chambers - Sound issues, some areas are hard to hear people at the Council table, addressing speakers to be lowered from the ceiling down the walls was suggested, relocating the Council seating facing out from the left rear corner. Other items discussed by the committee - Set up four speakers around the location of the Council seating arrangement, add dampening materials for the walls, using four speakers around the council, we hope that this change may improve the sound. No action will be taken at this time by Borough Council

Randy

Randall Brachbill
Bellefonte Borough Council
Infrastructure/Public Works - Chair



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October 2, 2025

Re: Letter of Interest / Statement of Qualifications for Nittany Valley Region Representative to the Technical Committee of the Centre County Metropolitan Planning Organization

Dear Nittany Valley Joint Planning Commission,

I am interested in serving as the Nittany Valley Joint Planning Region representative to the Technical Committee of the Centre County Metropolitan Planning Organization. I have been a resident of Bellefonte Borough for 21 years and, since 2021, have worked for the Borough as the Historic District Coordinator, Zoning Officer, and Land Use and Community Planner.

In this role, I work closely with the Nittany Valley Joint Planning Commission (NVJPC), the Centre County Metropolitan Planning Organization (CCMPO), and the Centre County Planning and Community Development Office. These collaborations have given me practical experience in long-range planning, ordinance administration, and intergovernmental coordination. I also served on the Centre County Active Transportation Steering Committee during the development of the Active Transportation Plan, which strengthened my commitment to advancing safe, sustainable, and well-coordinated infrastructure planning.

I bring a strong working knowledge of planning processes, a proven ability to collaborate with regional partners, and practical skills in note-taking, reporting, and committee participation. I am committed to showing up consistently, engaging thoughtfully, and ensuring that local perspectives are represented in broader regional conversations.

I believe my professional background, combined with my passion for fostering thoughtful and sustainable growth in the Nittany Valley region and Centre County as a whole, makes me a strong candidate for this appointment.

Thank you for your consideration. If you have any questions, please reach out to me at gthompson@bellefontepa.gov or (814) 313-1573. I'm happy to provide references upon request.

Sincerely,

Gina Thompson
HARB, Zoning & Planning Administrator
Office of Community Affairs
Borough of Bellefonte

Encl: Resume

Gina M. Thompson

gmt903@gmail.com • Cell: (814) 933-8673
230 E. Burnside Street, Bellefonte, PA 16823

SUMMARY OF QUALIFICATIONS

- Experienced municipal administrator with leadership in zoning, planning, and historic preservation, and a strong track record of cross-departmental collaboration and public engagement.
- Skilled in intergovernmental relations, grant facilitation, and community development, with a deep understanding of Bellefonte's goals, values, and operational framework.
- Strong presentation skills, including preparation of materials and public speaking
- Penn State M.Ed. and B.S. degree holder with graduate coursework in organizational leadership and curriculum design
- Adept at producing reports, managing public processes, and working closely with legal, engineering, and code enforcement staff.
- Proven ability to build strong partnerships with local stakeholders to support and advance Borough initiatives.

PROFESSIONAL EXPERIENCE

Borough of Bellefonte

HARB, Zoning & Planning Administrator

Bellefonte, PA

March 2021-Present

- Direct Community Affairs operations across Zoning, Planning, and Historic Preservation, advising Borough leadership and overseeing regulatory functions.
- Partner with the Main Street Program and Chamber of Commerce to support new and existing business owners, including guiding them through zoning, historic district, and code permitting requirements.
- Lead public outreach efforts to solicit feedback, build trust, and align zoning and planning policies with community needs.
- Produce weekly, monthly, and annual reports to various government entities, including Borough Council, Bellefonte HARB, Bellefonte Planning Commission, and other agencies, ensuring compliance with Borough Code and long-range goals.
- Maintain a close collaborative relationship with Centre Region Code Administration, jointly managing permitting requirements, property maintenance, and the development of business permitting programs incorporating fire safety and building code compliance.
- Present to local realtors and stakeholders on Borough planning and economic development initiatives; develop targeted outreach materials for Historic District buyers.
- Advise Borough Manager and Council on zoning amendments, planning initiatives, and historic preservation policies.

Bellefonte Borough Council

Member, Finance Chair

Bellefonte, PA

2018-March 2021

- Served on Human Resources and Environmental Committees, contributing to policy direction and intergovernmental initiatives.
- Reviewed and approved departmental budgets, contract decisions, and policy changes in coordination with Borough administration.

Downtown Bellefonte Inc. (DBI)

Main Street Manager

Bellefonte, PA

January-December 2020

- Led strategic initiatives for business retention and downtown revitalization.
- Built partnerships with Borough of Bellefonte, local businesses, and state agencies
- Secured and distributed COVID-relief funding to local businesses; developed initiatives to help owners pivot operations and sustain their businesses during shutdowns.

Centre Learning Community Charter School

7th/8th Grade Assistant Classroom Teacher

State College, PA

August 2017-June 2018

- Co-taught student-centered, project-based, technology-driven curriculum
- Collaborated with faculty in whole-school and curricular decision making

State College Area High School

9th/10th Grade Classroom Teacher

State College, PA

2007-2016

- Managed diverse student needs, created engaging instructional materials, and navigated daily classroom dynamics with diplomacy.
- Collaborated with colleagues on curriculum development and coordinated instructional planning to meet shared educational goals.

COMMUNITY INVOLVEMENT & LEADERSHIP

Centre County Metropolitan Planning Organization

Centre County Active Transportation Plan Steering Committee

Centre County, PA

Current

- Appointed by Anne Messner in December 2023 to serve on this newly formed committee
- Prioritizing future projects that will improve conditions for bikes, pedestrians, and wheels.

Happy Valley Adventure Bureau

Centre County Short Term Rental Task Force

Bellefonte, PA

2024-present

- Collaborated with regional stakeholders to assess the economic impacts of short-term rentals.
- Presented on Bellefonte's short-term rental ordinance and its community implications

Safe Routes to Parks

Bellefonte Safe Routes Steering Committee

Bellefonte, PA

2023-present

- Developed Action Plan to increase safe and equitable access to parks in Bellefonte
- Collaborated on a team to actively seek grant funding for multimodal transportation infrastructure

Leadership Centre County

Class of 2023

Centre County, PA

August 2022-June 2023

- Gained a comprehensive understanding of local socio-economic and community issues through sessions on education, health, environment, and government.
- Built collaborative leadership skills by engaging directly with community leaders and regional stakeholders.

Nittany Valley Charter School Board of Directors

President

State College, PA

2018-2024

- Collaborated with school administration to implement school-wide policy and HR reforms, update job descriptions, and foster a more collaborative, team-focused work culture.

EDUCATION

The Pennsylvania State University, College of Education

University Park, PA

Masters of Education in Curriculum & Instruction

December 2018

- Obtained a comprehensive theoretical and practical background in curriculum design.
- Courses in Media and Social Education, Decision Making in Education Organizations

Bachelor of Science in Secondary Social Studies Education

December 2006

Minors in History and Geography

Dean's List: all semesters

Honor Societies: Pi Lambda Theta, National Scholars

International Teaching Practicum at **Erik Dahlbergsgymnasiet**, Jönköping, Sweden

Fall 2006

Teaching Practicum at **Hollidaysburg Area High School**, Hollidaysburg, PA

Fall 2005