



HISTORIC
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Borough of Bellefonte Council Work Session

AGENDA

6:30 – 7:25 PM, Monday, February 2, 2026

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 Vice President Cleeton

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) E-Bike Presentation- Samantha Pearson, WalkWorks Program– **30 Minutes**

B) Air Pollution Ordinance– **25 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.

PA MICROMOBILITY FACT SHEET

DESCRIPTION	MIN AGE	LICENSE	REGISTRATION	INSURANCE	HELMET	PASSENGER	LIGHTS	MAX CAPABLE SPEED	RIDE ON SIDEWALK	RIDE ON BIKE LANE	POSSIBLE DUI	PA VEHICLE CODE
ELECTRIC SCOOTER 	-	-	-	-	-	-	-	-	-	-	Yes	\$ 102
Can operate only on private property. Electric scooters, like electric skateboards and electric unicycles, cannot be legally operated on public roadways.												
MOTORIZED PEDALCYCLE 	16	C	Yes	Yes	Yes, under 21	Yes	Yes	25	No	No	Yes	\$ 102, \$ 3523(e), \$ 1714
Has operable pedals. Design speed of no more than 25 mph. Gas - motor rated 1.5 brake horsepower or less, has an automatic transmission. Electric - powered by an electric battery.												
MOTOR SCOOTER 	16	Class M/Class if >50 cc, Class C if <50cc	Yes	Yes	Yes, under 21	Yes	Yes	Up to 5 brake horsepower	No	No	Yes	\$ 102, \$ 3525
Is a motor-driven cycle. Motor shall not exceed five brake horsepower.												
SEGWAY 	-	No	No	No	Yes, under 12	No	Yes	-	Yes	No	Yes	\$ 102, \$ 3581-3583, \$ 3703 (c)
Is an electric personal assistive mobility device. An electric, self-balancing, two-nontandem-wheeled device. Lighting must be used when operating between sunset and sunrise. A Segway is allowed on sidewalks unless a municipality prohibits it.												
E-BIKE 	16	No	No	No	No	Yes	Yes	20	Yes, not in business district	Yes	Yes	\$ 102, \$ 3514
Is a pedalcycle with electric assist. Weighs less than 100 pounds. Motor not more than 750 watts. Has operable pedals. Not capable going faster than 20 mph on a level surface when powered by the motor source only. Lighting must be used when operating between sunset and sunrise.												
BICYCLE 	-	No	No	No	Yes, under 12	Yes	Yes	-	Yes, not in business district	Yes	Yes	\$ 102, \$ 3501 et seq., \$ 3802, \$ 1547
Is a pedalcycle. Is moved solely by human-powered pedals. Lighting must be used when operating between sunset and sunrise.												



Chapter 180

AIR POLLUTION

§ 180-1.	Short title.	§ 180-13.	Open fires.
§ 180-2.	Definitions.	§ 180-14.	Nuisances.
§ 180-3.	Air Pollution Control Board; membership; terms; compensation.	§ 180-15.	Scheduled maintenance or breakdown of equipment.
§ 180-4.	Powers and duties of Board.	§ 180-16.	Compliance testing.
§ 180-5.	Variances.	§ 180-17.	Information required.
§ 180-6.	Visual air contaminants.	§ 180-18.	Permits and fees.
§ 180-7.	Particulate matter.	§ 180-19.	Rights to information.
§ 180-8.	Sulfur compounds.	§ 180-20.	Inspections; right of entry.
§ 180-9.	Miscellaneous air contaminants.	§ 180-21.	Monitoring equipment.
§ 180-10.	Incinerators.	§ 180-22.	Notice or order.
§ 180-11.	Control of odors from processing of animal, vegetable or mineral matter.	§ 180-23.	Equitable remedies.
§ 180-12.	Transportation.	§ 180-24.	Existing rights and remedies preserved.
		§ 180-25.	Violations and penalties.

[HISTORY: Adopted by the Borough Council of the Borough of Bellefonte 12-7-1970 by Ord. No. 663 (Ch. 1814 of the 1979 Codified Ordinances). Amendments noted where applicable.]

GENERAL REFERENCES

Mines, collieries and quarries — See Ch. 360.

Solid waste — See Ch. 482.

Outdoor fuel-burning appliances — See Ch. 384.

§ 180-1. Short title.

The short title of this chapter shall be "The Borough of Bellefonte Air Pollution Control Ordinance of 1970."

§ 180-2. Definitions.

As used in this chapter:

ACTUAL OPERATING CAPACITY — The total weight of all materials processed in a source operation, including solid fuels, but excluding liquids and gases used solely as fuels, and excluding air introduced for purposes of combustion.

AIR CONTAMINANT — Any smoke, soot, fly ash, dust, cinders, dirt, noxious liquid or gaseous matter, or any other materials in the open air, but excluding uncombined water.

AIR POLLUTION — The presence in the open air of one or more air contaminants or combinations thereof in such place, manner or concentration that they are or may tend to be inimical to the health, safety or welfare of the public or in excess of the limitations established in this chapter.

AIR POLLUTION CONTROL DEVICE — Any chemical, article, machine, equipment or other contrivance, the use of which may eliminate, reduce or control the emission of air contaminants in the open air.

AIR BASIN — The boundaries of areas within the Borough as specified by the Board.

AMBIENT AIR — The air surrounding residents of the Borough as distinct from air contaminants emitted from a specific source.

AMBIENT AIR QUALITY or **AMBIENT AIR QUALITY STANDARDS** — Refers to those terms as used in the Federal Air Quality Act of 1967 and in the Commonwealth of Pennsylvania Ambient Air Quality Standards promulgated pursuant thereto.

ASH — Includes cinders, fly ash or any other solid materials remaining after combustion, and may include unburned combustibles.

AUTHORIZED REPRESENTATIVE — An individual, firm or corporation designated by a person, who shall be given authority to act in all matters pertaining to the Air Pollution Control Board. Such authorization must be transmitted in writing to the Board.

BOARD — The Air Pollution Control Board and its duly authorized agents.

BOARD OF HEALTH — The members of the Centre County Board of Health.

BOROUGH — The Borough of Bellefonte.

BREECHING — A passageway leading from a furnace to its chimney or stack.

CHIMNEY or **STACK** — Any conduit, duct, vent, flue or opening of any kind whatsoever arranged to conduct flue gases to the open air. It does not include breeching.

CINDERS — Particles not ordinarily considered as fly ash or dust because of their greater size. These particles consist essentially of fused ash and/or other solid matter.

CONDENSED FUMES — Minute solid particles generated by the condensation of vapors from solid matter after volatilization from the molten state, or generated by sublimation, distillation, calcination or chemical reaction when these processes create airborne particles.

COUNTY — The County of Centre, Pennsylvania.

DOMESTIC HEATING PLANT — A plant generating heat for a single-family residence or for multiple-dwelling units in which such plant serves fewer than three apartments. Under this designation are hot water heaters, stoves and space heaters used in connection with the foregoing establishments or to heat temporary buildings, such as those used by railroad and construction industries. Similar equipment used in multiple-dwelling units other than herein described or in permanent buildings of commercial or industrial establishments is not included under this designation.

DOMESTIC REFUSE-BURNING EQUIPMENT — Any refuse-burning equipment or incinerator used for a single-family residence or for multiple-dwelling units in which such equipment or incinerator serves fewer than three apartments.

DUST — Solid particulate matter released into the air, or carried in the air by natural forces, or by any fuel-burning, combustion or process equipment or device, or from construction or demolition work, or by mechanical or industrial processes, or emitted from any source other than a flue.

DUST-COLLECTING EQUIPMENT — Any device for separating dust from the air or gas medium in which it is carried.

EQUIVALENT OPACITY — The opacity which obscures vision to a degree equal to or greater than smoke of an equivalent Ringelmann number.

FLUE — Any duct, passage, stack, chimney or conduit through which flue gases are emitted into the open air.

FLUE GASES — All gases which leave the combustion chamber by way of the flue, including gaseous products of combustion, water vapor, excess oxygen and nitrogen.

FLY ASH — Solid particulate matter capable of being gasborne or airborne and consisting essentially of fused ash and/or partially burned material.

FUEL — Any form of combustible matter, whether solid, liquid, vapor or gas, or combination thereof, intended for or used as a source of heat.

FUEL DEALER — Any person who sells or delivers solid fuel or fuel oil directly to the consumer.

FUEL-BURNING OR COMBUSTION EQUIPMENT — Any furnace, boiler, apparatus, stack, and all appurtenances thereto, used in the process of burning fuel for the primary purpose of producing heat or power by indirect heat transfer.

FUGITIVE DUST — Solid airborne particulate matter emitted from any source other than a flue.

GARBAGE — All putrescible animal and vegetable matter resulting from the handling, preparation, cooking and consumption of food.

INCINERATOR — A combustion device specifically designed for the destruction, by burning, of solid, semisolid, liquid or gaseous combustible wastes.

INDEX — The summation of the products of the sampling time periods multiplied by the concentration measured in those respective periods over the total time interval specified. Indexes are expressed in "parts per million-hours," which is abbreviated "ppm-hours," or in RUD hours per 1,000 linear feet.

MULTIPLE-CHAMBER INCINERATOR — Any article, machine, equipment, contrivance, structure or part of a structure used to dispose of combustible refuse by burning, consisting of three or more refractory-lined combustion furnaces in series, physically separated by refractory walls, interconnected by gas passage ports or ducts and employing adequate design parameters necessary for maximum combustion of the material to be burned.

ODOR — That property of an air contaminant that affects the sense of smell.

OPEN AIR — All spaces outside of buildings, chimneys, stacks or exterior ducts.

OPEN FIRE — Any fire from which the products of combustion are emitted directly into the open air without passage through a stack or chimney.

OWNER — The person who has title to the premises, with or without possession of the premises, or has possession, charge, care or control of the premises, either as agent of the owner or as administrator, administratrix, executor, executrix or guardian of the estate of the owner, or is the lessee of the premises.

PARTICULATE MATTER — Material, other than uncombined water, which exists in a finely divided form as a liquid or solid at standard atmospheric conditions.

PARTS PER MILLION-HOURS — The average hourly concentration of the indicated pollutant times the number of hours constituting the indicated period.

PERSON — Any individual natural person, syndicate, association, partnership, firm, corporation,

institution, agency, authority, department, bureau or instrumentality of federal, state or local government, or other entity recognized by law as the subject of rights and duties.

POTENTIAL EMISSION — The quantity of air contaminants which may be emitted into the atmosphere from an air contamination source when such source is operated at its maximum rated capacity. The potential emission may be determined by sampling in a flue prior to the inlet of the air pollution control device, if any, or by estimating the weight of emission by performing a material balance (difference between process input weight and output weight) for the process or operation, or by estimating the weight of emission using estimating techniques approved by the Air Pollution Control Board.

PREMISES — Any real property.

PROCESS WEIGHT — The total weight of all materials introduced into a source operation, including solid fuels, but excluding liquids and gases used solely as fuels, and excluding air introduced for purposes of combustion.

PROCESS WEIGHT RATE — A rate established as follows:

- A. For continuous or long-run steady-state source operations, the total process weight for the entire period of continuous operation or for a typical portion thereof divided by the number of hours of such period or portion thereof;
- B. For cyclical or batch unit operations or unit processes, the total process weight for a period that covers a complete operation or an integral number of cycles divided by the hours of actual process operation during such a period.
- C. Where the nature of any process or operation or the design of any equipment is such as to permit more than one interpretation of this definition, the interpretation that results in the minimum value of allowable emission shall apply.

PROCESSES OR PROCESS EQUIPMENT — Any equipment, device or contrivance for changing any materials whatever or for storage or handling of any materials, and all appurtenances thereto, including ducts, stacks, etc., the use of which may cause any discharge of an air contaminant into the outdoor open air, but not including that equipment specifically defined as fuel-burning equipment or refuse-burning equipment.

RECONSTRUCTION — Any material change or alteration of any existing fuel-burning, combustion or process equipment or device from that physical or operating condition for which approval was last obtained or the addition, removal or replacement of any appurtenances or devices which materially affect the method or efficiency of preventing the discharge of air contaminants into the open air.

REDUCTION — A heated process, such as rendering, cooking, drying, dehydrating, digesting, evaporating and protein concentrating.

REFUSE — Garbage, rubbish and trade waste.

REFUSE-BURNING EQUIPMENT — A device specifically designated for the combustion of waste material.

RINGELMANN CHART — A chart recommended by the United States Bureau of Mines for grading the appearance, density or shade of smoke or other air contaminants.

RUBBISH — Solids, including, but not limited to, rags, old clothes, leather, rubber, carpets, wood, plastic, excelsior, paper, ashes, tree branches, tree leaves, yard trimmings, furniture, tin cans, glass, crockery, masonry and other similar materials.

SMOKE — Small gasborne particles resulting from incomplete combustion, consisting predominantly, but

not exclusively, of carbon and other combustible material.

SOILING INDEX — A measurement based on the reflectance properties of deposited solid or liquid particles on a filter media.

SOLID FUEL — Any material in its solid state capable of being consumed by a combustion process.

SOOT — Congealed particles consisting mainly of carbonaceous material.

SOURCE OPERATION — The last operation preceding the emission of air contaminants when this operation:

- A. Results in the separation of the air contaminants from the process materials or in the conversion of the process materials into air contaminants, as in the case of fuel combustion; and
- B. Is not an air pollution abatement operation.

STACK or CHIMNEY — Any conduit, duct, vent, flue or opening of any kind arranged to conduct flue gases to the atmosphere. It does not include breeching.

STANDARD ATMOSPHERIC CONDITIONS — A gas temperature of 60° F. and a gas pressure of 29.92 inches of mercury absolute.

TRADE WASTE — All solid or liquid material or rubbish resulting from construction, building operations, demolition or the prosecution of any business, trade or industry, including, but not limited to, plastic products, cartons, paint, grease, oil and other petroleum products, chemicals, cinders and other forms of solid or liquid waste materials.

VAPOR — The gaseous form of a substance normally in the liquid or solid state.

VARIANCE — Any exception to this chapter approved for a limited period of time by the Air Pollution Control Board.

§ 180-3. Air Pollution Control Board; membership; terms; compensation.

- A. There is hereby established an Air Pollution Control Board, to consist of five members, all of whom shall be appointed by Council.
- B. The term of the appointed members shall be for a period of three years. However, of those initially appointed, one member shall be appointed for a term of one year, two members for a term of two years, and two members for a term of three years. Thereafter, appointments or reappointments shall be for the full term of three years. Not more than one member shall be an industry representative. The members shall receive no compensation for their services as members of the Board. The Board shall elect Council to act as Secretary of the Board. A majority of all members shall constitute a quorum for the transaction of business.
- C. Council may, at its discretion, act as the interim Air Pollution Control Board from the effective date of this chapter (Ordinance No. 663, adopted December 7, 1970) until such time as Council appoints the individual Air Pollution Control Board members.

§ 180-4. Powers and duties of Board.

The Air Pollution Control Board shall have the following powers and duties:

- A. It shall elect its own Chairman.
- B. It shall meet at the call of the Chairman or the written request of two members or at the request of

Council. The Board shall conduct not less than four meetings a year.

- C. It shall recommend to Council proposed changes in the rules and regulations when new technical advances are developed which improve this chapter.
- D. It shall inform Council of enforcement problems that have been brought to its attention.
- E. It shall coordinate activities and recommend solutions to problems brought to its attention by citizen groups or any member of the Board.
- F. It shall conduct studies to improve present technology.
- G. All hearings conducted by the Board shall be open to the public, and the meetings shall be publicized beforehand. Any person may appear and testify at a hearing, either in person or by a duly authorized representative or attorney.
- H. The Board shall conduct hearings where petitions are received for a variance from this chapter. A fee determined by the Borough Council by resolution, in cash or certified check, payable to the Treasurer of the Borough, shall accompany the petition for a variance. After a petition is filed with the Board, the Chairman may grant a stay of all proceedings pursuant to this chapter pending the decision of the Board.¹
- I. All hearings must be conducted in the presence of a quorum. The Chairman may appoint any member to conduct the hearing, and the Chairman or member conducting the hearing shall have authority to administer oaths and to do all things necessary and proper in the conduct of a hearing.
- J. At a Board hearing, the parties involved and the Chairman may appear with counsel, file written arguments, offer testimony, cross-examine the witnesses, or take any combination of such actions.
- K. All testimony taken before the Board shall be under oath and may be recorded stenographically, except that the Board may require submission of exhibits. The transcripts of the record shall be made available to any person upon payment of the fair charges therefor.
- L. Any member conducting the hearing may issue subpoenas for the attendance and testimony of witnesses and the submission of any relevant books and records.
- M. The Board may grant or modify or deny petitions for a variance or may revoke a variance already granted. The concurrence of any three members of the Board shall be necessary for the decision described above.
- N. The Board shall hold a hearing within 30 days after the filing of a petition for a variance and shall make the decision within 30 days after the conclusion of the hearing and shall notify all parties of record and their counsel of its decision. The Chairman shall issue appropriate orders requiring compliance with the decision of the Board. Any decision of the Board rendered pursuant to this chapter shall be final and any appeal therefrom shall be made to the Court of Common Pleas of Centre County. Such appeal to the Court of Common Pleas shall be made within 30 days after service of a decision of the Board. Such appeal to the Court of Common Pleas may be made by any person suffering legal wrong or adversely affected or aggrieved by the decision.
- O. Any party or the Chairman may petition the Board to modify or cancel variances.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

§ 180-5. Variances.

- A. Any person may submit a petition to the Air Pollution Control Board for a variance from the provisions of this chapter governing the quality, nature, duration or extent of discharges of air contaminants. The petition shall be filed with the Chairman, who shall act for the Board in receiving such petition. The petition shall be accompanied by the fee provided in Subsection D hereof and shall include the following information:
- (1) The name, address and telephone number of the petitioner or other person authorized to receive service of notices;
 - (2) The type of business or activity involved in the application and the street address at which it is conducted;
 - (3) A brief description of the article, machine, equipment or other contrivance or process involved in the application and the emissions occurring therefrom;
 - (4) The signature of the petitioner or of some person on his behalf, including, where the person signing is not the petitioner, the authority of such person to sign;
 - (5) The section, rule or order from which a variance is sought;
 - (6) The facts showing why compliance with this chapter or an order cannot be attained;
 - (7) The period of time and the reasons for which the variance is sought;
 - (8) A description of damage or harm that would result to the petitioner from compliance with this chapter or an order;
 - (9) The requirements that the petitioner can meet and the date when the petitioner can comply with all requirements, including the abatement of emissions that will result;
 - (10) The advantages and disadvantages to the residents of the Borough that would result from requiring compliance or that would result from granting a variance;
 - (11) A statement as to whether or not any case involving the same equipment or process is pending in any court, civil or criminal;
 - (12) A statement as to whether or not the subject equipment or process is covered by a permit to install and operate issued by the Borough and the number of such permit; and
 - (13) Such other information and data required by the Board in conformity with the provisions of this chapter.
- B. The Board may grant such variance if it finds that:
- (1) The emission occurring or proposed to occur does not constitute a hazard to public health or safety; and
 - (2) To require compliance with the provisions of this chapter from which the variance is sought would not be in the public interest.
- C. In determining whether a variance should be granted, certain factors shall be taken into consideration by the Board. These factors include, but are not limited to:

- (1) Action taken by the applicant to control the emission of air contaminants;
 - (2) The efficiency of any control equipment relative to that which would be required to meet the standards set forth in this chapter;
 - (3) Any interim control measure;
 - (4) The effect of the emission on ambient air quality;
 - (5) The degree of control relative to similar facilities; and
 - (6) The age and degree of obsolescence of the facility in question.
- D. A variance may be granted for a period of time not to exceed one year and under such terms and conditions as are specified by the Board. The variance may be renewed by the Board upon application made at least 60 days prior to the expiration of the term. A renewal application shall be considered in the same manner as the initial petition for the variance, and the petition for renewal of the variance shall be accompanied by a fee determined by the Borough Council by resolution, in cash or certified check, payable to the Treasurer of the Borough.²
- E. A variance may require a gradual decrease of emissions during the variance period and periodic reports of the improvement program and of compliance with the terms and conditions attached to the variance. Such variance may be revoked or modified for failure to comply with the terms and conditions thereof or for failure to make a periodic report if such is required. Reports on the progress of the program shall be required within such period as may be specified by the Board.
- F. Nothing in this section, and no variance or renewal granted pursuant hereto, shall be construed to prevent or limit the application of the emergency provisions and procedures of this chapter.

§ 180-6. Visual air contaminants.

A. General.

- (1) The Ringelmann Chart, hereby made a part of this chapter by reference, shall be used for grading the appearance, density or shade of smoke. Devices approved by the Air Pollution Control Board may be used to evaluate the appearance, density or shade of smoke and may be substituted for the Ringelmann Chart.
- (2) Where the presence of uncombined water is the only reason for failure of an emission to meet the requirements of Subsection B hereof, such subsection shall not apply.

B. Limitations.

- (1) No person shall cause, suffer or allow to be omitted into the open air from any fuel-burning, combustion or process equipment or device, incinerator, internal combustion engine, premises, chimney or stack air contaminants, the appearance, density or shade of which exceeds No. 1 of the Ringelmann Chart or an equivalent opacity. Except that:
 - (a) For fuel-burning and combustion equipment:

[1] Air contaminants may be emitted of an appearance, density or shade which exceeds No. 2 of the Ringelmann Chart, or an equivalent opacity, but is less than No. 3 of

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

such chart, or an equivalent opacity, for a period not to exceed four minutes in any sixty-minute period.

- [2] Air contaminants may be emitted of an appearance, density or shade which exceeds No. 1 of the Ringelmann Chart, or an equivalent opacity, but is less than No. 2 of such chart, or an equivalent opacity, for a period not to exceed two additional minutes in any sixty-minute period.
- [3] The above exceptions shall not be permitted more than three times in any twenty-four-hour period.
- (b) For coke plants: When charging or pushing a battery of coke ovens, air contaminants may be emitted of an appearance, density or shade which exceeds No. 2 of the Ringelmann Chart, or an equivalent opacity, for a period not to exceed eight minutes in any sixty-minute period.
- (c) For heating and reheating furnaces:
 - [1] Air contaminants may be emitted of an appearance, density or shade in excess of No. 2 of the Ringelmann Chart, or of an equivalent opacity, for a period not to exceed six minutes in any sixty-minute period.
 - [2] The above exception shall not be permitted more than three times in any twenty-four-hour period.
- (d) For air furnaces:
 - [1] Air contaminants may be emitted of an appearance, density or shade in excess of No. 2 of the Ringelmann Chart, or of an equivalent opacity, for a period not to exceed six minutes in any sixty-minute period.
 - [2] The above exception shall not be permitted more than three times in any twenty-four-hour period.
- (2) Persons responsible for equipment covered by the exceptions set forth in Subsection B(1)(a), (c) and (d) hereof shall maintain records of the time when all such exceptions occur and the duration thereof. Such records shall be submitted to the Board upon request.

§ 180-7. Particulate matter.

A. In general.

- (1) The amount of particulate matter that may be emitted from any fuel-burning, combustion or process equipment or device, incinerator, internal combustion engine, premises, chimney or stack is set forth in this section, provided that:
 - (a) If two or more existing fuel-burning units are connected to a single flue, their total capacity rating shall be used to compute the amount of particulate matter that may be emitted.
 - (b) The amount of particulate matter which may be emitted from equipment or processes having an intermediate capacity rating other than those shown in Subsection B hereof shall be determined by linear interpolation.
 - (c) Process weight per hour is the total weight per hour of all materials introduced into any

specific process which may cause any discharge of particulate matter. Solid fuels charged will be considered as part of the process weight, but liquid and gaseous fuels and combustion air will not. For a cyclical or batch operation, the process weight per hour will be derived by dividing the total process weight by the number of hours in one complete operation from the beginning of any process to the completion thereof, excluding any time during which the equipment is idle. For a continuous operation, the process weight per hour will be derived by dividing the process weight for a typical period of time by such time period.

- (d) The process weight per hour referred to in this section shall be based upon the actual operating capacity of the equipment, and if such operating capacity should be increased by process or equipment changes, the new actual operating capacity shall be used in determining allowable emissions.
 - (e) If more than one piece of process equipment is connected to a single chimney or stack, the total weight for all such processes or pieces of process equipment shall be used in determining the total process weight and the allowable rate of emission.
- (2) In any air basin, when either a single source or multiple sources cause the concentrations in the ambient air to exceed the standards set forth by the Commonwealth Department of Environmental Protection Air Pollution Commission, the Air Pollution Control Board shall determine the source and its effect upon the ambient air quality of the air basin, as well as the effectiveness of the control methods employed at each contributing source. Based upon this study, if the Board determines that the source that causes the air quality standards to be exceeded is:
- (a) Located within the Borough, the Board shall order the institution of additional control measures as required at each contributing source to meet the ambient air quality requirements set forth in such standards; or
 - (b) Located outside the Borough, the Board shall notify the County Board of Health, which shall request the cooperation of the Pennsylvania Department of Environmental Protection to take the necessary action to meet the ambient air quality requirements set forth in such standards.

B. Limitations.

- (1) Existing fuel-burning and combustion equipment. No person shall cause, suffer or allow the emission of particulate matter from existing fuel-burning or combustion equipment as measured in the flue in excess of the following weights:
 - (a) Not more than 0.60 pounds for each 1,000,000 BTU input from equipment having a capacity rating of less than 10,000,000 BTU per hour;
 - (b) Not more than 0.46 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 50,000,000 BTU per hour;
 - (c) Not more than 0.40 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 100,000,000 BTU per hour;
 - (d) Not more than 0.30 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 500,000,000 BTU per hour;

- (e) Not more than 0.26 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 1,000,000,000 BTU per hour; and
 - (f) Not more than 0.20 pounds for each 1,000,000 BTU input from equipment having a capacity rating in excess of 5,000,000,000 BTU per hour.
- (2) New fuel-burning or combination equipment. No person shall cause, suffer or allow the emission of particulate matter from new fuel-burning or combustion equipment as measured in the flue in excess of the following weights:
- (a) Not more than 0.60 pounds for each 1,000,000 BTU input from equipment having a capacity rating of less than 10,000,000 BTU per hour;
 - (b) Not more than 0.46 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 50,000,000 BTU per hour;
 - (c) Not more than 0.35 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 100,000,000 BTU per hour;
 - (d) Not more than 0.26 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 500,000,000 BTU per hour;
 - (e) Not more than 0.20 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 1,000,000,000 BTU per hour; and
 - (f) Not more than 0.12 pounds for each 1,000,000 BTU input from equipment having a capacity rating of 5,000,000,000 BTU per hour.
- (3) Incinerators. No person shall cause, suffer or allow to be emitted into the open air from any incinerator or to pass a convenient measuring point near the stack outlet fly ash in the gases to exceed 0.125 pounds per 100 pounds per hour of rated capacity except that, for incinerators rated at four tons per hour or greater, the emissions shall not exceed those shown in the following table:

Tons per Hour	Pounds per Hour
4	10.0
8	15.0
12	20.0
18	27.0
24	33.0
32	40.0
40	48.0

- (4) Process or process equipment. Except as provided in Subsection C hereof, no person shall cause, suffer or allow the emission of particulate matter in any one hour from any process or process equipment in excess of the amounts shown in the following table:

Process Weight Rate (pounds per hour)	Process Weight Rate (tons per hour)	Rate of Emission (pounds per hour)
100	0.05	0.6
200	0.10	0.9
400	0.20	1.4
600	0.30	1.8
800	0.40	2.2
1,000	0.50	2.6
1,500	0.75	3.4
2,000	1.00	4.1
2,500	1.25	4.8
3,000	1.50	5.4
3,500	1.75	6.0
4,000	2.00	6.5
5,000	2.50	7.6
6,000	3.00	8.6
7,000	3.50	9.5
8,000	4.00	10.4
9,000	4.50	11.2
10,000	5.00	12.0
12,000	6.00	13.6
16,000	8.00	16.5
18,000	9.00	17.9
20,000	10.00	19.2
30,000	15.00	25.2
40,000	20.00	30.5
50,000	25.00	35.4
60,000	30.00	40.0
70,000	35.00	41.3
80,000	40.00	42.5
90,000	45.00	43.6
100,000	50.00	44.6
120,000	60.00	46.3
140,000	70.00	47.0
160,000	80.00	49.0

Process Weight Rate (pounds per hour)	Process Weight Rate (tons per hour)	Rate of Emission (pounds per hour)
200,000	100.00	51.2
1,000,000	500.00	69.0
2,000,000	1,000.00	77.6
6,000,000	3,000.00	92.7

- C. Blast furnaces. Subsection B(4) hereof shall not apply when, during irregular movements of the furnace burden, it becomes necessary to open the automatic relief valve at the top of the furnace for safe operation, provided that all such furnaces shall be equipped with devices which present a graphic record of the time and duration of all such irregular movements of the burden and of the time and duration of all openings of the automatic relief valves. Such information shall be submitted to the Board upon request.

§ 180-8. Sulfur compounds.

- A. The amounts of sulfur compounds which can be emitted into the open air from any fuel-burning or combustion equipment or process or process equipment are set forth in this section and in § 180-9.
- B. In any air basin, when either a single source or multiple sources cause the concentrations in the ambient air to exceed the standards set forth by the Commonwealth Department of Environmental Protection Air Pollution Commission, the Air Pollution Control Board shall determine the source or sources and their effect upon the ambient air quality of the air basin as well as the effectiveness of the control methods employed at each contributing source. Based upon this study, if the Board determines that the source which causes the air quality standards to be exceeded is:
 - (1) Located within the Borough, the Air Pollution Control Board shall order the institution of additional control measures as required at each contributing source to meet the ambient air quality requirements set forth in such standards; or
 - (2) Located outside the Borough, the Board shall notify the County Board of Health, which shall request the cooperation of the Pennsylvania Department of Environmental Protection to take the necessary action to meet the ambient air quality requirements set forth in such standards.
- C. All fuel-burning or combustion installations are limited to an emission of not greater than 2.5 pounds of sulfur dioxide per 1,000,000 BTU of heat input to the equipment.
- D. No person shall cause, suffer or allow the emission into the ambient air of process or process equipment gases containing more than 1,250 parts per 1,000,000 by volume of sulfur dioxide from any existing source or 500 parts per million by volume of sulfur dioxide from any new source; except that, in the case of existing sulfuric acid plants, the limitation shall be 2,000 parts per 1,000,000 by volume of sulfur dioxide.

§ 180-9. Miscellaneous air contaminants.

- A. Coke plants.
 - (1) When charging or pushing a battery of coke ovens, air contaminants may be emitted of an appearance, density or shade which exceeds No. 2 of the Ringelmann Chart or an equivalent opacity for a period not to exceed eight minutes in any sixty-minute period.

- (2) The water utilized for the quenching of coke, prior to use as a quenching agent, shall be of a quality as may be discharged into the nearest stream or river in accordance with the acts of the commonwealth.
 - (3) During charging and pushing operations, all reasonable precautions shall be taken to eliminate the emission of air contaminants into the open air. Such precautions shall include, but are not limited to, the prompt replacement of the involved closures immediately following the conclusion of the operation, alignment of all closures to prevent leakage, and sealing of all openings.
 - (4) All quenching towers shall be equipped with interior baffles.
- B. Hydrogen sulfide. The water-quenching of slag at all slag handling locations or processing operations is prohibited unless the water-quenching of slag is performed under conditions which prevent the discharge of all hydrogen sulfide or other air contaminants into the open air.
- C. Windborne pollutants. No person shall cause, suffer or allow the handling, transporting or disposition of any substance or material which is likely to be scattered by the wind or is susceptible to being windborne. No person shall operate, maintain or cause to be operated or maintained any premises, open area, right-of-way, storage pile of materials, vehicle, construction, alteration, demolition or wrecking operation or any other enterprise that involves any material or substance likely to be scattered by the wind or susceptible to being windborne without taking precautions or measures to control atmosphere pollution. No person shall maintain, conduct or cause to be maintained or conducted any parking lot or automobile and/or truck sales lot or cause or permit the use of any roadway under his control unless such lot or roadway is maintained in such manner as to minimize air pollution.

§ 180-10. Incinerators.

A. In general.

- (1) This section shall apply to any incinerator used to dispose of refuse or other wastes by burning and to the processing of salvageable material by burning. As used in this section, the word "refuse" includes, but is not limited to, garbage, rubbish, trade wastes, leaves, salvageable material, agricultural wastes and other wastes.
- (2) The burning capacity of an incinerator shall be the manufacturer's or designer's guaranteed maximum rate or such other rate as may be determined by the Air Pollution Control Board in accordance with good engineering practice. In case of conflict, the Board's determination shall govern.
- (3) No residential or commercial single-chamber incinerator shall be used for the burning of refuse for a period in excess of 18 months after the effective date of this chapter (Ordinance No. 663, adopted December 7, 1970), provided that this section shall not exempt any person from being held in violation of any provision of this chapter during this eighteen-month period. Notwithstanding the preceding sentence, the Board may approve any other type of existing incinerator if it is found that the emissions are not greater than those allowed in this chapter.
- (4) All new incinerators shall be multiple-chamber incinerators, provided that the Board may approve any other type of incinerator if it finds that the emissions do not exceed those allowed in this chapter. All new incinerators shall contain appropriate smoke density meters and carbon dioxide recorder instrumentation.

- (5) No person shall operate or cause or permit the operation of any incinerator at any time other than between the hours of 10:00 a.m. and 4:00 p.m. This restriction shall not apply to incinerators having a refuse-burning capacity of five tons per hour or more.

B. Limitations.

- (1) No person shall cause, suffer or allow to be emitted into the open air from any incinerator air contaminants, the appearance, density or shade of which exceeds No. 1 of the Ringelmann Chart or an equivalent opacity.
- (2) No person shall cause, suffer or allow to be emitted into the atmosphere from any incinerator or to pass a convenient measuring point near the stack outlet fly ash in the gases to exceed 0.125 pounds per 100 pounds per hour of rated capacity, except that, for incinerators rated at four tons per hour or greater, the emission shall not exceed those shown in the following table:

Tons per Hour	Pounds per Hour
4	10.0
8	15.0
12	20.0
18	27.0
24	33.0
32	40.0
40	48.0

§ 180-11. Control of odors from processing of animal, vegetable or mineral matter.

- A. No person shall operate or use any device, machine, equipment or other contrivance for the reduction of animal matter unless all gases, vapors and gas-entrained effluents from such facility are incinerated at a temperature of 1,600° F. for a period of not less than 0.5 second, or processed in such a manner as determined by the Air Pollution Control Board to be equally or more effective for the purpose of air pollution control.
- B. Effective devices and measures shall be installed and operated in a manner such that no vent, exhaust pipe, blowoff pipe or opening of any kind shall discharge into the open air or atmosphere any odorous matter, air contaminants, dusts or any combination thereof which creates odors or other nuisances.
- C. Odor-producing materials shall be confined and handled in a manner such that odors produced within or outside the plant from such materials are controlled. Accumulation of odor-producing materials resulting from spillage or other means is prohibited.
- D. Odor-bearing air contaminants arising from materials in process shall be confined at the point of origin so as to prevent liberation of odorous matter into the workroom, and the confined air contaminants shall be treated before discharge into the atmosphere as required in Subsection B hereof.
- E. Whenever air contaminants escape from a building used for processing, handling or storage of animal matter in such a manner and amount as to cause a nuisance or to violate this section, the Board shall order that such building be tightly closed and ventilated in such a way that all air contaminants are treated by incinerator or other means effective for their removal or destruction before discharge into

the open air.

§ 180-12. Transportation.

A. In general.

- (1) The provisions of this section shall apply to trucks, buses, automobiles, locomotives, boats and other vehicles.
- (2) The Air Pollution Control Board shall report to Council periodically relative to the problem of air pollution from all highway motor vehicles and the current technological progress and scientific research dealing with effective means of reducing or controlling such pollution.
- (3) This section shall not apply when the presence of uncombined water is the only reason for the failure of an emission to meet the requirements of this section.

B. Limitations. No person shall cause, suffer or allow visible emissions from motor vehicles or from internal combustion engines of:

- (1) Portable or stationary equipment for longer than 10 consecutive seconds;
- (2) A motor vehicle while the vehicle is stationary for longer than 10 seconds; or
- (3) A motor vehicle after the vehicle has moved more than 100 yards from a place where the vehicle was stationary.

C. Exceptions. The following exceptions to the provisions of this section shall be permitted:

- (1) Immediately after starting the engine of a diesel locomotive, boat or other vehicle, air contaminants may be emitted of an appearance, density or shade in excess of No. 2 of the Ringelmann Chart, or of an equivalent opacity, but less than No. 3 of such chart, or an equivalent opacity, for a period or periods aggregating not more than four minutes during the first fifteen-minute period.
- (2) Immediately after starting the steam generator on a diesel locomotive, air contaminants may be emitted of an appearance, density or shade in excess of No. 2 of the Ringelmann Chart, or of an equivalent opacity, but less than of No. 3 of such chart, or an equivalent opacity, for a period aggregating not more than two minutes, but not thereafter.
- (3) After a diesel locomotive, boat or other vehicle is ready for service or in service, air contaminants may be emitted of an appearance, density or shade in excess of No. 2 of the Ringelmann Chart, or of an equivalent opacity, but less than No. 3 of such chart, or an equivalent opacity, for not to exceed one minute at each startup.

§ 180-13. Open fires.

- A. Open fires are hereby prohibited in the Borough except for recreational purposes or where approval is granted by the Air Pollution Control Board.
- B. In the case of an open fire connected with refuse from a coal mine, coal preparation plant or other coal mining or coal processing operation, in the event that the owner fails to do so, the Board shall request the assistance of the Pennsylvania Department of Environmental Protection, the Bureau of Mines and Quarries, in extinguishing such open fire.

§ 180-14. Nuisances.

- A. No person shall cause, suffer or allow air contaminants to escape into the open air in such amounts as to be objectionable or offensive to the public or cause annoyance, discomfort or injury or be a health hazard.
- B. Any violation of any specific section of this chapter shall constitute a nuisance.

§ 180-15. Scheduled maintenance or breakdown of equipment.

- A. In the case of a shutdown of air pollution control equipment for necessary scheduled maintenance, the intent to shut down such equipment shall be reported to the Air Pollution Control Board at least 24 hours prior to the planned shutdown. Such prior notice shall include, but is not limited to, the following:
 - (1) Identification of the specific facility to be taken out of service as well as its location and permit number;
 - (2) The expected length of time that the air pollution control equipment will be out of service;
 - (3) The nature and quantity of emissions of air contaminants likely to occur during the shutdown period;
 - (4) Measures such as the use of off-shift labor and equipment that will be taken to minimize the length of the shutdown period; and
 - (5) The reasons that it would be impossible or impractical to shut down the source operation during the maintenance period.
- B. In the event that any air pollution control equipment or related facility breaks down in such a manner as to cause the emission of air contaminants in violation of this chapter, the person responsible for such equipment shall immediately notify the Board of such failure or breakdown and provide a statement giving all pertinent facts, including the estimated duration of the breakdown. The Board shall be notified when the condition causing the failure or breakdown has been corrected and the equipment is again in operation.
- C. Failure to report a shutdown for scheduled maintenance or a breakdown, as required in Subsections A and B hereof, shall constitute a violation of this section. Immunity from prosecution for scheduled maintenance or breakdown shall be at the discretion of the Board.

§ 180-16. Compliance testing.

- A. If there is reasonable cause to believe that any equipment or process is in violation of any provision of this chapter, the Air Pollution Control Board may conduct such tests or may order the owner or lessee of the equipment or process or his agent to conduct and complete, within a specified period of time, such tests as the Board deems necessary or desirable to determine whether or not the equipment or process is in violation, and to submit the test results to the Board within 10 days after the tests have been completed.
- B. The responsibility for providing adequate openings, scaffolds and other conditions pertinent to equipment and stack tests shall rest upon the owner of the premises.
- C. The owner or his authorized representative shall notify the Board of the time and place of a test at

least five days before the commencement of a test. Reasonable facilities shall be made available for representatives of the Board to witness the tests at the time they are made.

- D. All tests shall be made and the results calculated in accordance with approved test procedures. Approved test procedures are shown in Appendix I following this chapter. All tests shall be made under the direction of persons qualified by training and/or experience in the field of air pollution control. If the Board is not satisfied with these tests, it may request that new tests be made under the direction of one or more of the following qualified professionals and that the results thereof be certified by him:
- (1) A registered professional engineer;
 - (2) A professional chemist accredited by the American Institute of Chemists; or
 - (3) An industrial hygienist certified by the American Board of Industrial Hygiene.

§ 180-17. Information required.

Any person who operates or intends to operate an actual or potential source of air pollution, as determined by this chapter, shall furnish pertinent available information on the actual or potential extent and nature of emissions from such sources into the open air of the Borough. Any modification proposed to be made to such source shall be reported to the Air Pollution Control Board prior to implementation.

§ 180-18. Permits and fees.

A. In general.

- (1) This section shall apply to the issuance of permits and the charging of fees for:
 - (a) All types of fuel-burning and combustion equipment or process and process equipment except domestic installations;
 - (b) The sale, delivery or distribution of solid fuel; and
 - (c) Open burning.
- (2) Installation permits, operating permits, periodic inspection certificates, open burning permits and solid fuel dealers' licenses shall be displayed in a conspicuous location and suitably protected against damage.
- (3) When it becomes necessary for maintenance purposes to perform work or replace parts on any equipment which does not change the capacity of such equipment or adversely affect the emission of air contaminants therefrom, such work may be performed without obtaining an installation permit.
- (4) It shall be the duty of the owner of any fuel-burning and combustion equipment or process or process equipment coming under the jurisdiction of this section to report to the Air Pollution Control Board within 30 days the permanent discontinuance or dismantlement of such equipment.
- (5) The approval of plans and specifications or the issuance of an installation or operating permit or inspection certificate by the Board shall not be held to exempt the owner of the premises from prosecution for violation of any of the provisions of this chapter.

- (6) Plans and specifications are not required for domestic heating plants or domestic refuse-burning equipment. However, plans and specifications are required for domestic incinerators.

B. Installation permits.

- (1) No person shall construct, install, alter or operate any fuel-burning or combustion equipment rated at 150,000 BTU per hour or more input capacity, or any process or process equipment, or any equipment pertaining thereto, for use within the Borough until he or his authorized representative has:
- (a) Filed, in duplicate, an application for installation and operating permits on forms supplied by the Board;
 - (b) Submitted supporting plans and specifications for the fuel-burning and combustion equipment or processes or process equipment, stack, structure, building or portion of a building used functionally therewith, which plans and specifications submitted as part of an application shall conform to the following requirements:
 - [1] Plans shall be of professional quality and shall clearly show, in adequate detail, the proposed arrangement, location and size of all fuel-burning and combustion equipment or processes or process equipment or devices, including fresh air supply ducts, piping, valves, breeching, stacks and chimneys, and shall show plan and elevation cross sections of the fuel-burning and combustion equipment or processes or process equipment and construction thereof.
 - [2] Separate specifications shall be filed with each set of plans.
 - [3] Specifications shall be in sufficient detail to clearly reveal, when read in conjunction with the plans, the proposed means for the control of the emission of air contaminants to the open air and the extent of such control anticipated in the design of the control equipment, together with such conforming and supporting data as the Board may require. The specifications shall include a statement showing the calculated heating, power, process or other loads on and the capacity of the equipment and the type and quality of fuel used, if any.
 - (c) Provided such other pertinent data and information as may be requested by the Board.
- (2) The Board shall approve or reject the application within 10 days after it has been filed and after the fee as provided in Subsection B(5) hereof has been paid.
- (a) Before an installation permit is granted, the Board shall require the person to make reasonable provision for facilities necessary for sampling and testing purposes in order to secure information that will disclose the nature and degree of air contaminants that may be emitted from the fuel-burning and combustion equipment or processes or process equipment or device. If construction, installation or alteration is not started within one year from the date of the installation permit and diligently pursued thereafter, the permit shall become void and all fees forfeited, unless an extension of time is secured, in writing, from the Board.
 - (b) The application may be rejected by the Board if:
 - [1] The proposed construction, installation or alteration or the expected emission of air contaminants does not meet the provisions of this chapter; or

- [2] The Board determines that any additional emissions into the ambient air of the air basin would cause those air quality standards adopted by the Commonwealth Department of Environmental Protection Air Pollution Commission to be exceeded.
- (3) If any installation, or part thereof, of any fuel-burning, combustion and refuse-burning equipment, or process equipment pertaining thereto, does not conform to the installation permit issued, the Board is hereby authorized to stop all work on the installation in question and to seal the installation in question. Further use of such fuel-burning or combustion equipment shall not proceed until the Board is assured that the violation in question is corrected, and that the work will proceed in accordance with the installation permit. Such work shall not proceed until authority to do so is secured in writing from the Board. A separate offense shall be deemed committed each day that work of such construction, installation or alteration continues in violation of the provisions of this section.
- (4) Upon failure of the owner or his authorized representative to make such application and to obtain the required permits as provided in Subsection B(1) hereof, it shall be the duty of the Board to seal such equipment forthwith and to stop all work on the installation until the requirements of this chapter have been met.
- (5) Fees, payable in advance, for the issuance of installation permits for all incinerators and domestic fuel-burning equipment, for the examination of plans and specifications for fuel-burning and combustion equipment or processes or process equipment and appurtenances thereto (other than domestic), for the issuance of installation and operating permits, for the examination of applications as may be necessary, and for the issuance of an operating permit shall be as established by the Borough Council by resolution, based on the following characteristics:³
 - (a) Domestic. All domestic incinerators and domestic fuel-burning equipment rated at 150,000 BTU per hour input or more.
 - (b) Nondomestic. All other incinerators and fuel-burning equipment, other than domestic, having the following rated input capacities:
 - [1] One hundred fifty thousand BTU per hour up to and including 2,000,000 BTU per hour.
 - [2] Two million and one BTU per hour up to and including 10,000,000 BTU per hour.
 - [3] Over 10,000,000 BTU per hour.
 - (c) Process weight.
 - [1] Less than 100 pounds per hour.
 - [2] One hundred tons per hour.
 - [3] One hundred tons per hour up to and including 200 tons per hour.
 - [4] Over 200 tons per hour.

C. Operating permits.

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- (1) After completion of such construction, installation or alteration, the Board shall be notified.
- (2) If upon inspection it is found that the construction, installation or alteration is in conformity with the application, plans and specifications, and the tests, if required, indicate that the construction, installation or alteration complies with all the provisions of this chapter, the Board shall issue an operating permit forthwith.
- (3) If upon inspection it is found that the construction, installation or alteration is not in conformity with the application, plans and specifications, or if tests, as required, indicate that the construction, installation or alteration does not comply with all the provisions of this chapter, the Board shall seal the equipment forthwith. The seal shall remain intact and the equipment shall not be placed in service until all provisions of the approved application have been met.

D. Periodic inspection certificates.

- (1) All fuel-burning and combustion equipment or processes or process equipment except domestic shall be inspected periodically by the Board.
 - (a) In the event that the equipment is found to be in an approved condition, the Board shall issue a periodic inspection certificate granting permission to continue operation of the equipment.
 - (b) If for any reason the condition is such that the equipment cannot be approved, the person responsible for the premises shall be so notified, in writing, together with the reasons for disapproval and the date by which the condition must be corrected. If the condition is not corrected on or before such date, the Board may seal the equipment until the condition which was the cause of the disapproval has been corrected.
- (2) At the time of each inspection, the person responsible for the premises shall inform the Board, on forms supplied by it, of the average amount of fuel consumed and the operating days for each month of the previous year for each piece of fuel-burning equipment.

E. Solid fuel permits. This subsection shall apply to all persons who sell, deliver or distribute solid fuel for use in the Borough.

- (1) No person shall sell, deliver or distribute solid fuel for use in the Borough until he has obtained a solid fuel dealer's license. Applications for the license required hereunder shall be made on a form prescribed by the Board. The Board shall act upon the application within 30 days after it has been filed and after the proper fee, as provided for in Subsection B(5) hereof, has been paid. Upon approval by the Board, the license shall be issued forthwith. The person holding such license shall be responsible for any fuel transported in any vehicle in violation of this chapter.
- (2) All solid fuels sold, delivered or distributed for use in the Borough shall be in conformity with the directives issued by the Board.
- (3) The person holding a dealer's license shall display it upon his vehicle or vehicles used in the transportation, delivery or distribution of solid fuels, in a manner and form prescribed by the Board.
- (4) The Board, upon proper identification, may detain and inspect any vehicle used on a public highway for the sale, delivery or distribution of solid fuel, which vehicle is at a stop, and may examine the fuel and ascertain its destination and other pertinent information by examination of the weigh slips or otherwise.

- (5) Fees for a solid fuel dealer's license shall be as established by the Borough Council by resolution and required for the following:⁴
 - (a) Fuel peddler, meaning 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;
 - (b) All other persons operating one or more vehicles per year; and
 - (c) Each additional vehicle per year.

F. Open burning permits.

- (1) It is the policy of the Board not to issue open burning permits unless the applicant can furnish documented evidence that alternate methods of disposal are unavailable or impractical. Such alternate methods may include, but are not limited to:
 - (a) Incineration in an approved permanent, temporary or portable incinerator;
 - (b) Sanitary landfill; or
 - (c) Burial on site.
- (2) When it has been shown that alternate methods of disposal are unavailable or impractical, an open burning permit may be issued by the Board in accordance with Board directives. Fees for such open burning permits shall be per day per fire as established by Borough Council by resolution.⁵
- (3) Requests for open burning permits for periods in excess of 30 days will not be considered by the Board.

§ 180-19. Rights to information.

Any record or other information furnished to the Air Pollution Control Board concerning one or more air contaminant sources shall be only for the confidential use of the Board in the administration of this chapter, unless the person furnishing such information expressly agrees to their publication or availability to the general public. Nothing herein shall be construed to prevent the use of such records or information by the Board in any recognized court of law in the enforcement of this chapter or in compiling or publishing analyses or summaries relating to the general condition of the ambient atmosphere, provided that such analyses or summaries do not identify, directly or indirectly, any person or reveal any information otherwise confidential under this section.

§ 180-20. Inspections; right of entry.

A. In the performance of its duties, the Air Pollution Control Board may enter any premises by contacting the person in charge or his designated representative where the Board has reason to believe that air contaminants have been or are being emitted, or equipment, operations or processes exist or are being constructed that the Board has reason to believe are or will be an air contaminant source, or for which the required permits have not been obtained. The Board may inspect the premises and all devices, contrivances, processes or operations thereon and the records, charts, readings and data

4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

associated with such processes or operations thereon and the records, charts, readings and data associated with such processes or operations relevant to the emission of air contaminants.

- B. No person shall refuse entry or access to the Board, nor shall any person obstruct, hamper or interfere with the Board in its official duty.

§ 180-21. Monitoring equipment.

The Air Pollution Control Board shall have the authority to install or order any person or owner to install monitoring equipment or devices at the expense of such person or owner on any premises in order to determine the quantity and quality of air contaminants emitted into the open air.

§ 180-22. Notice or order.

- A. Issuance of notice or order.

(1) Whenever a notice or order is given under any provision of this chapter, the Air Pollution Control Board shall give such notice or order in the manner provided in this section.

(2) The notice or order shall:

- (a) Be in writing;
- (b) Include a statement of the reasons why it is being issued;
- (c) Specify a reasonable time for performance of any act it requires; and
- (d) Inform the person responsible for compliance of his right to appeal for a hearing as provided in this chapter.

(3) The notice or order shall be served upon the person responsible:

- (a) By handing him a copy personally;
- (b) By handing a copy to persons designated in Rule 1009 (b) (2) of the Rules of Civil Procedure promulgated by the Supreme Court of Pennsylvania; or, if service cannot be accomplished in this manner;
- (c) By sending a copy to his last known address, by registered or certified mail, postage prepaid, accompanied by a request for a return receipt; or, if service cannot be accomplished in this manner;
- (d) By posting a copy in a conspicuous place in or about the premises.

- B. Emergency orders. Whenever the Board determines that an emergency exists that necessitates immediate action to protect the health, safety or welfare of the public, it shall, without prior notice, issue a written order reciting the existence of the emergency and requiring whatever action it deems advisable to meet the emergency. Notwithstanding other provisions of this chapter, the emergency order shall be effective upon service and shall be complied with immediately.

- C. Hearing. Any person or owner who is aggrieved by a notice or order from the Board may request and shall be granted a hearing. The person requesting a hearing shall, within 10 days from the date the notice was served, file in the office of the Chairman a petition for a hearing on forms provided by the Board. A time and place for the hearing shall be set, and the petitioner shall be given written notice

thereof. This provision shall not apply to § 180-5 and Subsection B hereof.

§ 180-23. Equitable remedies.

- A. In addition to any other remedy provided for in this chapter, the Air Pollution Control Board may request Council to petition the Centre County Court of Common Pleas for an injunction to restrain a violation of any provision of this chapter.
- B. The penalties and remedies prescribed by this chapter shall be deemed concurrent, and the existence or exercise of any remedy shall not prevent the Board from exercising any other remedy hereunder at law or in equity.

§ 180-24. Existing rights and remedies preserved.

Nothing in this chapter shall be construed as impairing any right or remedy now or hereafter existing in equity or under common or statutory law to abate private or public nuisances. No court having jurisdiction to abate any private or public nuisance shall be deprived of such jurisdiction for the reason that such nuisance constitutes air pollution.

§ 180-25. Violations and penalties.

- A. Whoever violates or fails to comply with any of the provisions of this chapter or any rule or regulation of the Commonwealth relating to air pollution, or interferes with the Air Pollution Control Board in the discharge of its official duties, shall be punished as provided in Chapter 1, General provisions, Article III, of this Code. All prosecutions shall be brought in the name of the Borough.
- B. Whenever any Act of the General Assembly of the Commonwealth provides a penalty for a violation of any rule or regulation promulgated under the Act of August 24, 1951 (the Local Health Administration Law), P.L. 1304, as amended,⁶ other than as provided in this section, such Act shall immediately become effective with respect to this chapter.

6. Editor's Note: See 16 P.S. § 12001 et seq.



HISTORIC
Bellefonte™
Est. 1795

Bellefonte Borough Council Business Meeting
 7:30 PM, Monday, February 2nd, 2026
 In-Person, Council Chambers/Large Meeting Room
 301 N. Spring St, 1st Floor

VIEW RECORDING OF WORK SESSIONS and BOROUGH COUNCIL MEETINGS: Recordings can be viewed on CNET, Comcast’s Government Education Channel 7, or at www.cnet1.org. **ATTEND IN PERSON:** The meeting room is open with normal occupancy limits.

AGENDA

I. 7:30 PM CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mr. Brachbill, <i>South Ward</i>	Mr. Kelly, <i>West Ward</i>	
Ms. Cleeton, Vice-President, <i>South Ward</i>	Ms. Tosti-Vasey, Pro Temp, <i>West Ward</i>	
Ms. Dann, <i>South Ward</i>	Ms. Wilson, <i>North Ward</i>	
Mr. Eaton, <i>North Ward</i>	Ms. Meckley, <i>Junior Council Member</i>	
Mr. Johnson, President, <i>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.

Bellefonte Borough Administration
 301 N. Spring Street, Suite 200
 Bellefonte, PA 16823

Tel: 814-355-1501
 Fax: 814-353-2315
www.bellefonte.net

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

VI. COMMUNICATIONS (written)

Newsletter items are due by Friday, February 6, 2026. Please submit any suggested content to Alyssa Doherty at adoherty@bellefontepa.gov . Newsletters will be mailed no later than March 2, 2026. Informational item only; no Council action is requested.
Snow & Inclement Weather Parking memo from Bellefonte Police Department. Informational item only; no Council action is requested.
The Public Works Assistant Superintendent would like to remind residents that large snow piles created by plowing are dangerous and should not be played on or around, particularly by children. Informational item only; no Council action is requested.
Invitation: Introduction to Emergency Medical Services; EMS in your community for Newly Elected Officials Tuesday, February 17, 2026 OR Monday, February 23, 2026, at 7:00 pm. Informational item only; 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.

General	DRAFT Council Meeting Minutes January 20, 2026
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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	
Jr. Council Member ➤ January 2025	Ms. Meckley	Verbal
OCA Memo: <i>See memo for report and updates</i>	Ms. Thompson	Submitted

IX. CURRENT and OLD BUSINESS

Streets, Infrastructure & Public Works Committee recommends the 2026 Proposed Street Paving List for Council approval. The street paving list will go out for bid in February. The final selection of streets to be paved will depend on priority and cost. Motion/2nd to approve the proposed street paving list as presented.
Streets, Infrastructure & Public Works Committee recommends the amendment to Ordinance No. 530 Vehicles and Traffic. Motion/2nd to authorize advertisement of the amendment to parking prohibitions in Ordinance No. 530 Vehicles and Traffic.
Memo to Council providing update on Council Chambers Remodel – Sound System Improvements. Informational item only; no Council action is requested.
Clarification for Council regarding the New Temporary Residential Parking Permit. The permit is free and available to Borough residents and their guests. Although there is no cost, the permit only appears in parking report graphs when a permit is generated in the system. Informational item only; no Council action is requested.
Ordinance amendment to Chapter 249, Article II, permitting possession and consumption of alcoholic beverages during Borough-approved Special Events. Motion/2nd to authorize the advertisement of the amendment to Chapter 249, Article II, of the Codified Ordinances regarding the consumption of alcoholic beverages on public ways, grounds, and in vehicles, including the addition of an exception for Borough-approved Special Events.
First Responders Weekend request for Open Containers response from Chief Witmer. Informational item only; no Council action is requested.

X. NEW BUSINESS

Certify Declaration of Snow Emergency effective January 24, 2026. Motion/2nd to certify the Declaration of Snow Emergency, which was declared effective January 24, 2026.
Environmental & Parks Committee recommendation to amend the Air Pollution Ordinance. Motion/2nd to direct staff to prepare an amendment to the Air Pollution Ordinance.
The Streets, Infrastructure, and Public Works Committee recommends engaging Paul Downs Cabinetmakers to evaluate and develop a functional room configuration for the Council Chambers, including an accessibility review and preliminary cost estimates, with any contract award subject to future Council approval and budget availability. Motion/2nd to approve the recommendation of the Streets, Infrastructure, and Public Works Committee to engage Paul Downs Cabinetmakers to evaluate and develop a functional room configuration for the Council Chambers.
E-Bike Trainings for Elected Officials, Staff and Public. Motion/2nd to approve holding one or two E-Bike trainings at the Bellefonte Elementary School.

Written Directive from Police Chief Witmer to Update the Records Retention and Disposition Schedule. Motion/2nd to approve Written Directive No. 02022026-01 updating the Records Retention and Disposition Schedule.

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 BOROUGH POLICE DEPARTMENT

236 West Lamb Street, Bellefonte, PA 16823
Phone (814) 353-2320 • Fax (814) 353-2318
police@bellefontepolice.net

William W. Witmer III, Chief of Police

Snow & Inclement Weather Parking

During snow and other inclement weather, residents and visitors are reminded that **year-round alternate-side parking** remains in effect in the downtown area, with **no parking on the posted side of the street from 1:00 a.m. to 7:00 a.m.** Signs on each block indicate which side is restricted, and violations may result in a ticket. In Borough-owned municipal lots, if a **snow-removal alert** is issued (flashing light or Borough notice), **permit holders must move their vehicles before midnight on the day of the alert**, and violations may be ticketed. When weather conditions require additional plowing or safety measures, the Borough may issue **temporary parking restrictions**, including posted “No Parking” signs or online announcements asking drivers to move vehicles from certain streets or areas. During any winter event, please avoid parking in ways that block plow routes, hydrants, intersections, or narrow travel lanes, and monitor Borough announcements for updates.

Thank you for helping keep our streets safe and clear.

§ 530-40. Additional parking restrictions.

A. Parking is hereby prohibited at the following locations at any time between the hours of 9:00 p.m. and 6:00 a.m.:

- (1) In front of the Brockerhoff Hotel on the southern side of High Street: four stalls.
- (2) On the northern side of High Street in front of the Courthouse Annex: four stalls.

B. Alternate side parking. For the purpose of clearing the streets of ice and snow in the wintertime and for clearing the downtown streets of debris, dust and dirt in the summertime, parking is hereby prohibited on alternate sides of the street on a year-round basis. These parking regulations will be in effect regardless of the conditions of the streets and shall have no bearing on whether a winter storm has occurred or not. The regulations will be in effect in the summer season regardless of whether the Borough has scheduled a need for sweeping or not. It is the intent that these regulations will be in effect at all times, seven days a week, 52 weeks a year, unless Council has directed a temporary suspension of the regulations for a specific duration to accommodate a special event or occasion. Parking is hereby prohibited on alternate sides of the streets between the hours of 1:00 a.m. and 7:00 a.m. The "downtown section" of the Borough is defined as the Central Business District and the Waterfront District as defined on the Borough's Zoning Map.

(1) Effective immediately, parking shall be prohibited on Monday, Wednesday, Friday and Sunday, between the hours of 1:00 a.m. and 7:00 a.m., inclusive, as follows:

Name of Street	Side	Location
Allegheny Street	East	From Logan Street to Burrows Street
Bishop Street	North	From Spring Street to Penn Street
High Street	North	From Penn Street to Dunlap Street
Howard Street	North	From Spring Street to Penn Street
Spring Street	East	From Logan Street to Howard Street

(2) Parking is hereby prohibited on Tuesday, Thursday and Saturday, between the hours of 1:00 a.m. and 7:00 a.m., inclusive, as follows:

Name of Street	Side	Location
Allegheny Street	West	From Logan Street to Burrows Street
Bishop Street	South	From Spring Street to Penn Street

Name of Street	Side	Location
High Street	South	From Penn Street to Dunlap Street
Howard Street	South	From Spring Street to Penn Street
Spring Street	West	From Logan Street to Howard Street

- C. Parking is hereby prohibited on the south side of Bishop Street from Penn Street to McAllister Street on Monday, Wednesday and Friday, and parking is hereby prohibited on the north side of Bishop Street from Penn Street to McAllister Street on Tuesday, Thursday and Saturday.
- D. Parking is hereby prohibited at the parking meter located on the south side of West Bishop Street, near the intersection of West Bishop Street and South Spring Street, from 7:00 p.m. to 7:00 a.m. of the next day. Such prohibition shall be conspicuously posted on such meter by the proper authorities of the Borough.



Bellefonte Emergency Medical Services

Introduction to Emergency Medical Services; EMS in Your Community for Newly Elected Officials

Tuesday February 17, 2026 at 7:00pm

OR

Monday February 23, 2026 at 7:00pm

Newly elected borough council members, mayors, township supervisors, and municipal managers are invited to attend an important educational briefing on the current state of Emergency Medical Services (EMS) within your municipality. Incumbent officials are also encouraged to participate—especially if you have not previously attended our annual joint EMS/Municipal meetings. This session is focused on the ten municipalities served by Bellefonte EMS.

As municipal leaders, the decisions you make can directly impact the availability, reliability, and sustainability of EMS for your residents. This session will provide the essential knowledge needed to understand how EMS functions, how services are delivered, and what your municipality's responsibilities are under state regulations.

During this session, we will answer many of the common questions we hear from elected officials:

- Who are the EMS agencies that may respond to emergencies in your community?
- How many EMS incidents occur locally each year?
- What does EMS service actually cost, and what is the “cost of readiness”?
- What are the mandated licensing and staffing requirements?
- Are EMS providers volunteers, career staff, or a combination?
- What roles and obligations do municipalities have in providing or supporting EMS?
- How does the Ambulance Membership program work?
- Why doesn't insurance reimbursement cover the full cost of EMS operations?

This informational session is designed to provide clear, accurate answers so you can make informed decisions, communicate confidently with residents, and better understand the challenges and expectations facing EMS today.

This session is an ideal opportunity to ask questions unique to your municipality and receive reliable information directly from EMS leadership. We strongly encourage your attendance and participation.

- WHEN:
 - **Tuesday February 17, 2026 OR Monday February 23, 2026** beginning at 7:00pm
 - Tours of our building, ambulances, para-transit vans available 6:00-7:00pm.
- WHERE:
 - Bellefonte EMS, 369 Phoenix Avenue, Bellefonte.

Please RSVP by Friday February 13, 2026 so we can ensure adequate seating and materials, to Chief Scott Rhoat, ssrhoat@bems.net or calling our station (814) 355-2907.

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

BELLEFONTE BOROUGH COUNCIL BUSINESS MEETING

Regular Meeting Minutes

January 20, 2026 - 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 (President Doug Johnson) The January 20, 2026 meeting of the Bellefonte Borough Council was called to order at 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. MEMBERS PRESENT

Mr. Randall Brachbill
Ms. Deborah Cleeton, *Vice President*
Ms. Barbara Dann
Mr. Jon Eaton
Mr. Douglas Johnson, *President*
Mr. Zach Kelly
Ms. Shawna McKean--EXCUSED
Ms. Joanne Tosti-Vasey, *Pro Tempore*
Ms. Claudia Wilson
Ms. Jalyn Meckley, *Jr. Council Member*
Mayor Buddy Johnson--EXCUSED

STAFF PRESENT

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

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.

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)

Centre County Kick-Off America250 Celebration, 6:30 pm-8:30 pm on Wednesday, January 28th, 2026 at the Centre County Courthouse, 102 S. Allegheny St, Bellefonte. To RSVP please visit <https://form.jotform.com/253344756467164> Informational item only; no Council action is requested.

Women rise to lead Bellefonte- Centre County Gazette news article. Informational item only; no Council action is requested.

Verbal update from Deb Burger regarding the 2026 Hometown Hero Banner program, including a general update and any relevant information for Council awareness.

- HBI (Historic Bellefonte INC) will have their 6th opportunity to honor our hometown heroes with banners that are displayed around town. This year, the banners will be dedicated at Talleyrand Park on Friday, July 3rd after the America 250 Parade. There will also be a free concert presented by the combined Bellefonte Community and State College Community Bands.
- There are changed to the application process. Applications can be picked up at the train station, but must be dropped off at the Borough Building or at Kerry Benninghoff’s office on High Street. Please visit the Borough website for more information or the Hometown Heroes Facebook Page.

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 December 2025
2. Finance	Budget V. Actual Summary December 2025
3. Finance	Campbell Durrant PC Legal Invoice December 2025
4. General	DRAFT Council Meeting Minutes December 1, 2025
5. Finance	Lamb McErlane PC Legal Invoice December 2025
6. Finance	Stover McGlaughlin Legal Invoice December 2025
7. Finance	Treasurers Report December 2025
8. Finance	Voucher Summary December 2025

Brachbill motioned and Tosti-Vasey seconded to approve the Consent Agenda items 1-8. No discussion. Voice vote. Motion to approve carried unanimously.

VIII. REPORTS

Police (Chief Witmer)

December 2025 Report

- Officer evaluations were completed last month

Parking

December 2025 Report

- There was a question regarding parking fees. Borough staff will look into this and provide feedback.

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

(Ms. Thompson)

Recommended for approval:

Call for a motion/2nd: To approve the Subdivision and Land Development Plans as recommended by the Planning Commission:

Preliminary/Final Subdivision of Lands of Edward S. & Kristine K. Ranio

Recommended for approval as presented

Cleeton motioned and Dann seconded to approve the Land Development plan as presented. No discussion. Motion to approve carried.

Preliminary/Final Land Development of Cedar Cliff Properties, LLC at 821 East Bishop Street (No vote for this tonight. This item is not ready for approval at this point.)

The next Planning Commission meeting is Monday, February 9th at 5:00 PM.

The next HARB meeting Tuesday, January 27 at 8:30 AM. This meeting will be canceled if no applications are received by Monday January 19th by 8:00 AM.

Interim Borough Manager (Mr. Pribulka)

December 2025 Report

IX. COMMITTEE REPORTS (Elected Official Committee Reports)

Environmental & Parks Committee/ Ordinance ad hoc Committee (Tosti-Vasey)

NO REPORT

Finance & Administration Committee (Cleeton)

December 2025 Report

Streets, Infrastructure & Public Works Committee (Johnson)

December 2025 Report

X. LIASON REPORTS

Reports were submitted and discussed.

XI. CURRENT and OLD BUSINESS

NONE

XII. 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 15th-16th, 2026
- Bulk Waste /Riff Raff Pick Up – (Mon. – Fri.) May 18th-22nd, 2026
- Halloween Trick-or-Treating Hours, 6 – 8 PM, Saturday, October 31, 2026
- 2-Hour Courtesy Parking Program, Thursday, November 26th, 2026-Friday, January 1st, 2027

Dann motioned and Cleeton seconded to approve the dates provided for the Community Yard Sale, Riff Raff, Halloween, and Holiday Parking in Bellefonte Borough. No discussion. Motion to approve carried.

Civil Service Rules and Regulation changes. Call for a motion/2nd to approve the proposed changes provided by Chief Witmer and recommended by the Civil Service Commission.

Brachbill motioned and Dann seconded to approve the proposed changes provided by Chief Witmer and recommended by the Civil Service Commission. Discussion included clarifications of the proposed changes. Motion to approve carried.

Franson Engineering and Surveying Engagement Letter to retain for civil engineering services. Call for a motion/2nd to accept the engagement letter from Franson Engineering and Survey to retain for civil engineering services for Bellefonte Borough.

Wilson motioned and Dann seconded to accept the engagement letter from Franson Engineering and Survey to retain for civil engineering services for Bellefonte Borough. No discussion. Motion to approve carried.

2026 Proposed Street Paving List. The street paving list will go out for bid in late January. The final selection of streets to be paved will depend on priority and cost. Council action is requested. Call for a motion/2nd to approve the proposed street paving list as presented.

Brachbill motioned and Dann seconded to approve the proposed street paving list as presented.

Tosti-Vasey motioned to send this list to the streets committee for further review. Dann seconded. Further discussion mentioned several other borough streets that need to be considered for paving. No further discussion. Motion carried.

Amendment to Ordinance No. 530 Vehicles and Traffic. Call for a motion/2nd to approve staff to advertised the proposed amendments to Ordinance No. 530 Vehicles and Traffic.

Brachbill recommended to send these proposed amendments to the streets committee for further review. There was no vote for this item. The streets committee will review and report back to Council with any further recommendations.

XIII. 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.

Pat McCool, the President of Historic Bellefonte Incorporated, spoke to announce a new event being planned by HBI this year, "First Responder's Weekend", planned for May 15-16, 2026, where First Responder's will be invited in to compete in teams of 4 for up to \$14,000 for their department. Mr. McCool spoke to clarify that the request for an open container alcohol permit was for this new event and to ask for approval for the event and street closures, as HBI needs to have confirmation that they will be able to hold the event in order to continue with plans for the event. It was clarified that more information will be prepared and presented at the next meeting to hopefully be approved.

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

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

Several council members made comments on various issues.

Ms. Dann reminded the community to be safe in the cold weather, and to please not leave pets out in the cold.

Ms. Wilson reminded community members about various MLK events that are being held around the area.

XIV. ADJOURNMENT

The meeting was adjourned at 8:22PM.

MEMORANDUM



TO: Bellefonte Borough Council
FROM: Gina Thompson: HARB, Zoning & Planning Administrator
SUBJECT: Office of Community Affairs Update
DATE: For Council Meeting February 2, 2026

PLANNING DEPARTMENT

Dave and I are continuing work on proposed amendments to the Borough’s Subdivision and Land Development Ordinance (SALDO). Redlined draft amendments are anticipated for Council’s review at the February 17, 2026 meeting. In addition, we met with the Stage at Talleyrand project team to discuss their forthcoming land development submission and project details. We are also coordinating on submittal requirements—primarily related to traffic impacts—for the Mount Nittany Medical Center and 821 E. Bishop Street projects.

The next **Planning Commission** meeting is scheduled for Monday, February 9th at 5:00pm. There will be a Subdivision and Lot Addition of lands for review and consideration at this meeting.

ZONING DEPARTMENT

While permit application activity has been slower, I have continued to respond to a steady volume of zoning-related inquiries. I am also processing short-term rental renewals and coordinating with the Centre Region Code Administration (CRCA) on rental and property-related matters. In addition, I am working on zoning ordinance amendments for future Council consideration.

HISTORIC PRESERVATION DEPARTMENT

I am finalizing the 2025 CLG Annual Report for the Pennsylvania Historical and Museum Commission (PHMC).

The next **HARB** meeting is scheduled for Tuesday, February 10 at 8:30 am. This meeting will be canceled if no applications are submitted by Monday February 2nd by 8:00 AM.

OFFICE OF COMMUNITY AFFAIRS

I participated as an invited panelist at the CRCA Rental Properties Workshop held on January 22. The workshop was attended by Centre County realtors and focused on educating realtors about the rental permitting and inspection process through municipal codes and local regulations. As part of my participation, I prepared and distributed a two-page fact sheet highlighting key zoning and regulatory considerations specific to Bellefonte. During the panel discussion, I responded to questions regarding accessory dwelling units (ADUs), Historic District regulations, and short-term rentals.

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.

Paving List 2026

- | | | |
|-------------------|------------------------------------------|--------------|
| 1. N. Potter St | From High St to Thomas St | (West Ward) |
| 2. E. Lamb St | From Ridge St to Cowdrick Ln | (North Ward) |
| 3. Locust lane | From Howard St to Lamb St | (West Ward) |
| 4. Parkwood Dr | From Pine Circle to Robin Rd | (South Ward) |
| 5. E. Lamb St | 250' West from Intersection of Wilson St | (North Ward) |
| 6. Hale Lane | From Ridge St to Cowdrick Lane | (North Ward) |
| 7. Badger Lane | From Bishop St to Cherry Lane | (South Ward) |
| 8. W. Ardell Lane | From Spring St to Allegheny St | (West Ward) |

Top 4 on the list are left over from 2025

E. Linn St from Allegheny St to Armor St will be paved in part by Columbia Gas and Bellefonte Borough in 2026

Valentine Hill Rd - from Willowbank St to Borough line (to be done after waterline replacement project)



Imagery ©2026, Map data ©2026 500 ft



ORDINANCE NO. -01

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, CENTRE COUNTY, PENNSYLVANIA AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 530: VEHICLES AND TRAFFIC; ARTICLE VIII, PARKING GENERALLY.

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

SPECIFIC PROVISIONS

Amend Article VIII, Parking Generally; Section 530-34, Prohibited Parking Areas to add and amend:

§ 530-34. ~~Snow and Ice Emergencies~~ Prohibited Parking Areas.

Street	Side	From	To
Hughes Street	Both	John Miller Lane	Logan Street
Logan Street	Both	Spring Street	Allegheny Street
Logan Street	South	Allegheny Street	Penn Street
Pine Street	North	Spring Street	125 feet south

Amend Article VIII, Parking Generally; Section 530-40, Additional Parking Restrictions to add:

- E. Parking is hereby prohibited at the following locations between November 15 and April 15 of each year:

Street	Side	From	To
Spring Street	East	Manchester Lane	Crawford Street

Add Article VIII, Parking Generally; Section 530-42, Snow and Ice Emergencies to read as follows:

§ 530-42. Snow and Ice Emergencies.

- A. Declaration of Snow and Ice Emergencies. The Mayor or designee may declare a “Snow and Ice Emergency” whenever a) snowfall of three (3) or more inches accumulates in the Borough, or b) a firm forecast of snow, sleet or freezing rain is issued by a recognized weather service and the Borough determines that roadway conditions will create hazardous conditions or impede safe travel.
- B. Notification. Upon declaration, the Borough shall issue notification to the public via website, email/text alerts, social media, and activation of any flashing light alerts, and post “Snow Emergency” signage on designated routes, where possible. The Borough will attempt to utilize any means possible to notify the public of a declaration of a Snow and Ice Emergency; however, compliance with a lawful declaration shall be required regardless of notification method utilized.

- C. Snow Emergency Routes. The Borough may adopt by Resolution a list of streets that shall be designated as “Snow Emergency Routes”, which shall be subject to temporary parking restrictions while a Snow and Ice Emergency is in effect.
- D. Parking prohibited during Snow and Ice Emergency. No vehicle may be parked or remain parked on any Snow Emergency Route from the time of declaration until the Borough announces the emergency is lifted. Vehicles that are found to be parked along any Snow Emergency Route during the time of active declaration shall be subject to ticketing and/or towing.
- E. Alternative Parking. During a Snow and Ice Emergency, vehicles shall be permitted to be parked in designated municipal parking lots or other off-street parking areas as identified by the Borough. Off-street metered parking shall not be enforced during times of designated Snow and Ice Emergencies.
- F. Penalties. Violations of parking restrictions in force during the declaration of a Snow and Ice Emergency, or failure to remove vehicles as required shall result in fines, towing, and impound costs to be borne by the vehicle owner, as specified in the Borough’s Schedule of Fees.
- G. Temporary and Emergency Authority. The Mayor or designee may enact additional or modified parking restrictions including, but not limited to partial street closures during severe storms, ice events, or other emergencies. Such additional restrictions may be in effect for a maximum of seventy-two (72) hours or until the danger is resolved.

All following sections shall be renumbered accordingly.

ENACTED AND ORDAINED into an Ordinance this ___ day of ___ 2026, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

David Pribulka
Interim Borough Manager/Secretary

Doug Johnson
President of Council

AND NOW, to wit, this ___ day of ___ 2026, the within and above Ordinance is approved.

Gene “Buddy” Johnson, Mayor

MEMORANDUM



TO: Bellefonte Borough Council
FROM: Alyssa Doherty
SUBJECT: Council Chambers Remodel – Sound System Improvements
DATE: January 29, 2026

Public Works has received the wood back from the cabinet shop where the dove channel was milled. This wood will be used to relocate the speakers to a lower position, just above the door frame, which will significantly improve acoustics within the Council Chambers. The dove channel allows the speaker wiring to be concealed, resulting in a cleaner and more finished appearance.

Once the wood pieces are installed by Public Works staff, Chiz Rider, Solid Ground, will relocate the speakers accordingly. In addition, the sound system will be moved to the center of the room, across from the main doorway, along the long wall to allow for easier access during meetings.

As part of this work, modifications will be made to the sound system to further enhance sound quality and overall performance. These improvements are intended to provide more balanced sound coverage throughout the Council Chambers.

Council will be kept informed as the work progresses.

MEMORANDUM



TO: Borough Council
FROM: Alyssa Doherty/ Chief Witmer
SUBJECT: New Temporary Residential Parking Permit Clarification
DATE: 1/29/2026

This memo is intended to clarify how the Temporary Residential Parking Permit works and how it appears in parking reports.

The Temporary Residential Parking Permit is a free permit available to Borough residents and their guests. While there is no charge for the permit, it will only show up in parking report graphs if a permit is actually generated in the system.

Permit Details:

- **Permit Name:** A – New Temporary Residential Parking Permit
- **Type:** Short-Term Permit
- **Who May Use It:** Borough residents and their guests
- **Limit:** Up to five (5) temporary permits may be printed per month

Where the Permit Is Valid:

Parking signs throughout the Borough identify spaces designated as Residential/Commuter or Resident Commuter. This permit is valid only in those designated spaces.

This information is being shared to help avoid confusion about permit use and to provide a clearer understanding of how parking activity is reflected in Borough reports.

ORDINANCE NO. _____-01

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, CENTRE COUNTY, PENNSYLVANIA, AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 249: DISORDERLY CONDUCT; ARTICLE II, CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC WAYS AND GROUNDS AND IN VEHICLES

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

SPECIFIC PROVISIONS

Amend Section 249-2, *Consumption of Alcoholic Beverages on Public Ways and Grounds and Vehicles*, by adding a new subsection E as follows:

§ 249-2. Consumption of Alcoholic Beverages on Public Ways and Grounds and Vehicles

E. Exception for Approved Special Events.

Notwithstanding the provisions of Subsections A through D of this section, the possession and consumption of alcoholic beverages in open containers shall be permitted only during Borough-approved Special Events, subject to the following conditions:

1. The Special Event has received prior approval from Borough Council or its designee.
2. The possession and consumption of alcoholic beverages shall be limited to the specific dates, times, and geographic areas approved as part of the Special Event permit.
3. Alcoholic beverages shall be consumed only in compliance with all applicable Pennsylvania Liquor Control Board regulations, Borough policies, and any conditions imposed by the Borough as part of the event approval.
4. The Borough reserves the right to impose additional restrictions, including, but not limited to, security requirements, designated consumption areas, wristbands, or container limitations.
5. Any possession or consumption of alcoholic beverages outside the scope of the approved Special Event shall remain a violation of this section.

All other provisions of Chapter 249-2 shall remain in full force and effect.

ENACTED AND ORDAINED into an Ordinance this ____ day of ____ 2026, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

David Pribulka
Interim Borough Manager/ Secretary

Doug Johnson
President of Council

AND NOW, to wit, this ____ day of _____ 2026, the within and above Ordinance is approved.

Gene "Buddy" Johnson, Mayor



William W. Witmer
Chief of Police



January 30, 2026

Borough Council members,

I wanted to provide insight into the proposed First Responders Weekend scheduled for May 15-16th. I did reach out to the Pennsylvania Liquor control board and spoke with Supervisor Denny Smolko. Smolko provided guidance and proper protocols that need to be followed. I have also spoken to HBI Chairman Pat McCool to provide him with the guidance from the Liquor control board.

I have reviewed the proposal Mr. McCool has submitted to council for consideration. The proposal is in line with the guidance and protocol the Liquor control board suggests. I do believe this is the first event of its kind, more specifically with the request for the consumption of alcohol. I have confidence that Mr. McCool will follow through with his proposed outline of the event, as he has extensive experience of organizing large events to include the Bellefonte Cruise.

If you have any questions, feel free to contact me.

Thank you,

Chief W. Witmer

Service with Integrity, Honor and Pride

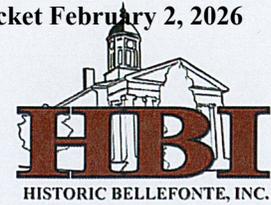
Municipal Building
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Bellefonte, PA 16823

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

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*First Responders Weekend
is a committee of
Historic Bellefonte Inc.*



"Celebrating A Timeless Heritage"

FIRST RESPONDERS WEEKEND

Bellefonte Borough Council,

I am excited to present to you a perspective plan to hold the first annual First Responders Weekend that will be held in Bellefonte Borough on May 15–16, 2026. In the following content I will provide an outline of the event.

I will also be requesting consideration to permit alcoholic beverage to be served within the downtown area. This will require Borough council to **suspend Borough Ordinance 249-2- Consumption of the Alcoholic beverages on public ways**, while the event is occurring and only in the designated event area.

The purpose of the event is to provide a fun, friendly atmosphere with the chance for all **First Responders** (Police, Fire, EMS) to win money for their perspective agencies. The event will follow all Pennsylvania Liquor Control Board rules and regulations under Pennsylvania Statute 47. A Special Occasion Permit will be applied for by the HBI

Proper event insurance will be obtained by HBI

Wrist bands will be distributed for participating patrons

RAMP certified Staff will be present. (RAMP certification (Responsible Alcohol Management Program) is a Pennsylvania Liquor Control Board (PLCB) program for alcohol-licensed businesses and their staff, focusing on responsible sales to reduce liability, requiring training for owners/managers and servers/sellers, plus specific signage and orientation for new hires, with certification lasting two years and offering benefits like insurance discounts.

Cans and Plastic cups will be distributed. **(No glass)**

Proper alcohol permitted/no alcohol permitted signage will be posted at every entrance/exit.

No alcohol will be brought in from outside of the event and no alcohol will be permitted to leave the designated areas of the event.

I have already filed a special event permit application with the Borough. If my request is granted, I will begin the application for a Special Occasion permit from the PLCB. If the permit is granted, I will provide a copy of the permit **30** days prior to the event along with a copy of the liability insurance. I will also provide the Borough with a final plan of the event **30** days prior to event with the names of vendors and any additional requests that are needed for the event.



HISTORIC
Bellefonte™
Est. 1795

Buddy Johnson, Mayor
Commitment to Community

DECLARATION OF SNOW EMERGENCY

WHEREAS, the Borough of Bellefonte is experiencing, or is forecasted to experience, significant winter weather conditions, including snow and/or ice accumulation; and

WHEREAS, such conditions create hazardous travel situations and impede the ability of Borough crews to effectively and safely perform snow and ice removal operations; and

WHEREAS, the Borough Council of the Borough of Bellefonte has adopted ordinances authorizing the declaration of a Snow Emergency and the regulation of parking and traffic on designated Borough streets during such emergencies; and

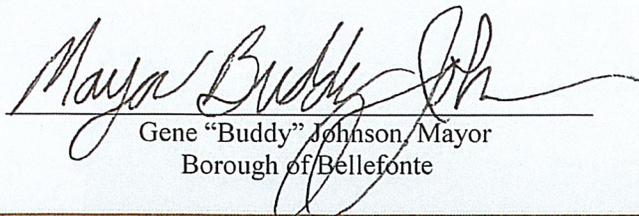
WHEREAS, it is necessary to protect the health, safety, and welfare of the residents of the Borough of Bellefonte and to ensure the efficient clearing of Borough roadways;

NOW, THEREFORE, BE IT DECLARED that a SNOW EMERGENCY is hereby declared for the Borough of Bellefonte, Centre County, Pennsylvania, effective Saturday, January 24, 2026, at 10:00 pm. During the declared Snow Emergency:

1. Pursuant to § 495-21 and § 495-22, parking is prohibited on all designated Snow Emergency Routes and any additional streets as directed by the Borough.
2. Pursuant to § 495-24, vehicles parked in violation of this declaration are subject to citation, fines, and towing at the owner's expense.
3. Pursuant to § 495-23, the deposit of snow or ice onto Borough streets, sidewalks, or rights-of-way is prohibited.
4. Motorists are advised to limit travel to essential purposes and use extreme caution.

This Snow Emergency shall remain in effect until officially lifted by the Borough of Bellefonte.

Declared this 24th day of January, 2026.



Gene "Buddy" Johnson, Mayor
Borough of Bellefonte



William W. Witmer
Chief of Police



January 30, 2026

Borough Council Members,

In 2026, my staff and I have set goals that need to be accomplished by the end of the year. This year's main goal is to organize all police records. To organize the records, the Municipal Records Manual for the Borough's guideline for records retention and disposition must be followed. After reviewing the section pertaining to Police Records, it has been determined the guidelines are not specific enough and open to interpretation. My staff and I have gone through that section and added additional verbiage for the purpose of making each guideline clear and concise.

In accordance with Bellefonte Police Department SOP 1.4.3.1 – Written Directives, subsection B - All written orders, new or amended, will be approved by Borough Council before going into effect, I am submitting before Council BPD directives regarding further clarification and definition of terms included in the Municipal Records Manual disposition schedule as it pertains to retention and disposition of Police Records.

I have attached an updated Records Retention and Disposition Schedule for your review. I am requesting your approval of the newest form of revision. If approved this will be an update from Resolution No. 03212033-01.

In conclusion, I respectfully request directive 02022026-1 be approved and go into effect immediately.

Thank you,

Chief W. Witmer

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Written Directive 02022026-1

Section 2: Records Retention and Disposition Schedules

POLICE RECORDS (PO)

PO-1 Animal Law Enforcement Records

Retain 2 years.

PO-2 Bicycle Registration Records

Retain 2 years.

PO-3 Calibration Records: Includes chemical analysis intoxilizer, vehicle speedometer, radar, vehicle and other speed measuring devices.

Retain 5 years.

***PO-4 Citations (Traffic and Non-Traffic)**

Retain 3 years if not part of Criminal History Case File.

PO-4 does not clearly define what is considered a Criminal History Case File. The Bellefonte Police Department will define Criminal History Case File as a bookable offense where fingerprints are taken and an OTN is generated. This definition will apply to all further records explanations where Criminal History Case File is noted.

PO-5 Community Relations Files: Includes information relating to business and home security surveys, crime prevention, education programs, neighborhood crime watch, and public safety.

Retain as long as of administrative value.

***PO-6 Complaints/Incident Reports/Offense Reports/Initial Activity Reports: Initial reports completed by officers providing basic information on nature of offense or complaint, time frames, names, descriptions, vital statistics, vehicle information and actions taken.**

Retain 3 years if not part of Criminal History Case File.

PO-6 does not clearly outline if the 3 year retention is from the date of offense or date of disposition. Bellefonte Police Department will retain for 3 years from the date of disposition.

PO-7 Court Orders: Orders signed by the judge including expungements and protection from abuse orders.

Retain as long as of administrative and legal value if not part of Criminal History Case File.

***PO-8 Criminal History/Investigatory Case Files: Official case file records, including but not limited to: arrest and detention records, citations and complaints, crime analysis, evidence records, field notes, hospital and medical records, lab reports, offense reports, probation and parole records, press releases, warrants, subpoenas, and vehicular reports.**

(1) Homicides/Suspicious Deaths: Retain 75 years.

(2) Summary Cases: Retain 5 years after close of investigation.

(3) All other Cases: Retain 20 years after close of investigation.

PO-8 does not clearly outline if the phrase Investigatory Case Files pertains to only cases where charges were filed, or if it also includes all miscellaneous cases that are no longer under investigation and have no charges that are pending or forthcoming. The Bellefonte Police Department will define Investigatory Case Files as cases where files were charged, and will treat subsection (3) "All other cases" as cases where charges were filed AND case type does not fall under any other clause outlined in this manual. This definition will apply to all further records explanations where Investagatory Case File is noted. The exception to this will be Child Line/Child Abuse investigations, which shall be retained for 75 years, regardless of arrest status.

PO-9 Criminal History Dissemination Records: Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. Information includes name of requester, agency requesting, reason for request, information disseminated and signatures.

Retain same length of time as case file. If no criminal record is found, retain 2 years.

PO-10 Daily Activity Records: Records pertaining to officer activity, including assignment sheets, officer activity reports, patrol logs, sign-in logs, and work schedule. Serves as a time record.

Retain 3 years.

PO-11 Dispatcher's Logs: Lists time and location of all calls received for police services.

Retain 3 years after last entry.

PO-12 Firearms and Ammunition Records (Departmental) Records and inventories of assigned weapons and other equipment.

Retain 2 years after superseded or obsolete.

PO-13 Hunting Accident Reports (Submitted to the Pennsylvania Game Commission)

Retain 2 years.

PO-14 Internal Affairs Case Files

(1) Incident Log: Retain 7 years after last entry.

(2) Substantiated Charges: Retain 3 years after termination of employment.

(3) Unsubstantiated Charges: Retain 3 years after close of investigation or comply with union rules if applicable.

PO-15 K-9 Corps Records

Retain veterinary and training records 2 years after retirement or death of dog.

PO-16 Master Name Index: Usually in card form. Serves as a name index to the official case files.

Retain as long as of administrative value.

PO-17 Missing Persons File: Information may include missing person's declaration statement, name and description of individual, circumstances of disappearance, family members and contacts, operator and vehicle information, photographs, and case status.

Retain until case considered closed.

PO-18 Motor Vehicle Records

(1) Accident Reports: Retain 5 years after close of investigation if not part of Criminal History Case File.

(2) Parking Violations (Tickets): Retain 1 year after all fines have been paid.

(3) Police Requests for Removal of Abandoned or Impounded Vehicles: Retain 2 years.

(4) Recommendations for Special Driver's Examinations: Retain 1 year.

PO-19 Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts Retain 2 years.

PO-19 Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts
Retain 2 years.

PO-20 Permits and Related Applications: Includes handicapped parking, parades, inflammables and explosives, peddling and other permits.

Retain 3 years after expiration.

PO-21 Property Records (Evidence/Found/Recovered): Information includes a description of the item, the source of the item, the number assigned to the item and the disposition of the item.

Retain 6 years after property is no longer in custody of the Police Department, if record is not part of Criminal History Case File.

PO-22 Temporary Detention Records

(1) Detention Reports (includes name of prisoner, name of arresting officer, date and time of detention, date and time of release, charges, disposition, property inventory etc.) Retain 3 years if not part of Criminal History Case File.

(2) Inspection Reports (Pennsylvania Department of Corrections) Retain 4 years.

PO-23 Towing Records

(1) Tow Truck Operator's Schedules Retain as long as of administrative value.

(2) Towing Service Records (lists date of tow, reason for tow, description of vehicle, and date of release). Retain 1 year after all fines have been paid.

PO-24 Training Records: Includes all training materials, reports, grants and studies created by the police department.

Retain as long as administrative value.

PO-25 Vacation/Vacant House Check Records

Retain 30 days unless used as evidence.

PO-26 Video/Audio Tapes: Documents officer activity including video taping of drunk drivers who have been arrested. Often used as evidence.

Retain 30 days if not used as evidence.

***PO-27 Waivers/Release Forms: Forms completed by citizen releasing police from injury or damage claims.**

Retain as long as administrative and legal value.

Bellefonte Police Department will retain release forms for 2 years past date of service.