HISTORIC
Bellefonte
Est. 1795

Executive Session- Legal and Personnel
5:30 pm- Oak Room

Borough of Bellefonte Council Work Session Agenda
Monday, November 2, 2026
6:30 P.M.
In-Person, Council Chambers
301 N. Spring St, 1st Floor

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

I. CALL TO ORDER – Council President Johnson

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) 2027 Budget Overview – General Fund – **60 Minutes**

IV. ADJOURNMENT
The Borough Council Business Meeting is scheduled to start at 7:30 PM.

HISTORIC
Bellefonte
Est. 1795

Bellefonte Borough Council Business Meeting
7:30 PM, Monday, November 2, 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. CALL MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Ms. Cleeton, Vice-President, *South Ward*		Ms. Kessler, *West Ward*	
Ms. Dann, *South Ward*		Ms. Tosti-Vasey, Pro Temp, *West Ward*	
Mr. Eaton, *North Ward*		Dr. Vess, *South Ward*	
Mr. Johnson, President, *North Ward*		Ms. Wilson, *North Ward*	
Mr. Kelly, *West Ward*		Mayor Johnson, *At Large*	

IV. ADDITIONS TO THE COUNCIL MEETING AGENDA

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

V. PUBLIC COMMENT (Oral)

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

VI. COMMUNICATIONS (written)

2026 TOYS FOR TOTS FLIER A flier announcing the U.S. Marine Corps 2026 Toys for Tots drive is included with the agenda. Visit www.toysfortots.org for additional information. A 2025 "year-in-review" summary is also included with the packet. The final day to drop off contributions is December 9, 2026.
TENTATIVE 2027 SPECIAL EVENT SCHEDULE Provided with the agenda is a tentative schedule of certain 2027 special events provided by HBI. These events still require approval, and are subject to change. These included events sponsored by HBI, as well as other organizations.
NEW MEETING AGENDA SUNSHINE LAW REQUIREMENTS UNDER ACT 103-2026 A copy of changes to the Pennsylvania Sunshine Law governing additions to the agenda that occur after the 24-hour period prior to the meeting is included with the agenda. This legislation establishes new restrictions on the circumstances for which additional agenda items may be added after the required publishing timeframe. The new law is effective on December 21, 2026. This is for information only.

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 Council request specific items to be removed for separate action. Requests to remove items need not be seconded and action on removed items will be deferred to a later point in the agenda.

Finance	Approval of Invoices – Parkview/Zion Traffic Signal
Finance	Legal Invoice – Campbell Durrant, P.C.
Finance	Pay Application – HRI, Inc. ($85,133.40)
General	Special Event Fee Waiver Request – Scouting For Food Collection Point
General	Special Event Fee Waiver Request – Community Christmas Tree Lighting
General	Special Event Fee Waiver Request – Race for Education
General	October 19, 2026 DRAFT Council Regular Meeting Minutes
General	Approval to Place Items on Municibid for Auction-Memo from Matt Auman and Randy Neff

Recommended motion: That Borough Council approve the Consent Agenda.

VIII. REPORTS

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

DEPARTMENT	OFFICIAL/ STAFF	REPORT
MAYOR	Mayor Johnson	Verbal
OFFICE OF COMMUNITY AFFAIRS	Ms. Thompson	Submitted

IX. CURRENT and OLD BUSINESS

1. A PUBLIC HEARING ON AN ORDINANCE AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 455 SEWERS AND SEWAGE DISPOSAL, ARTICLE II JOINT MUNICIPAL PRETREATMENT

Narrative

This evening, a public hearing has been advertised on amendments to the local limits for the Bellefonte Borough Authority Joint Municipal Pretreatment Program. These limits have been reviewed and approved by the EPA and Pennsylvania Department of Environmental Protection, and are a part of the regulatory compliance measures to enforce restrictions on certain kinds of pollutants from entering the wastewater treatment plant. President Johnson will recess the Regular Meeting; open the public hearing; receive any testimony from members of the public who wish to provide it; close the public hearing; and reconvene the Regular Meeting to accept a motion on the ordinance.

Recommended motion: That Borough Council adopt the ordinance establishing new and revised limits on pollutants discharged into the Bellefonte Wastewater Treatment Plant.

2. AUTHORIZATION TO PURCHASE NEW PIERCE ENFORCER 100' AERIAL FOR UNDINE FIRE COMPANY

Narrative
Provided with the agenda is a copy of a purchase order from Glick Fire Equipment Company, Inc. approving the acquisition of a new 100-foot aerial ladder truck manufactured by Pierce to service the Undine Fire Company. The Bellefonte Fire Department provides fire service from the Logan and Undine Companies to Bellefonte Borough and the Townships of Spring, Benner, and Marion. The current apparatus is at the end of its useful life and a new truck is required to be manufactured. The lead time on manufacturing is estimated to be 48 months from execution of purchase order. Council referred this item to the Finance Committee, and a meeting was held with representatives of Benner and Spring Townships, as well as the fire companies. A verbal report will be provided by the Borough Manager on the status of that meeting and the commitments from the other municipalities.

Recommended motion: That Borough Council approve the purchase order for the Pierce Enforcer 100' Aerial in an amount of $2,074,124.

3. AUTHORIZATION TO ADVERTISE A PUBLIC HEARING ON AMENDMENTS TO THE BELLEFONTE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

Narrative
Borough Council and the Ordinance Ad Hoc Committee have developed and reviewed draft amendments to the Borough's subdivision and land development ordinance that include new and revised regulations to dedication of parkland and open space; and the conducting of traffic impact studies for local developments. The draft ordinances have been referred to the Borough's Planning Commission and the Nittany Valley Joint Planning Commission for review and comment, as required by the Pennsylvania Municipalities Planning Code. The comments and draft ordinances are included with the agenda material this evening. Staff is requesting that a public hearing be scheduled on the two ordinance amendments for Monday, December 7, 2026. This will allow advertisement of the amendments as required by the MPC.

Recommended motion: That Borough Council authorize advertisement of two public hearings on the proposed amendments to the subdivision and land development ordinance for Monday, December 7, 2026.

X. NEW BUSINESS

1. AWARD OF FINAL DESIGN, ENGINEERING, AND INSPECTION CONTRACT FOR THE DUNLOP STREET CONSTRUCTION PROJECT

Narrative
The Streets Committee received proposal for design and engineering of Dunlop Street in accordance with the requirements of the HUD Community Projects Fund grant award from Congressman Thompson. Provided with the agenda is the scoring matrix agreed to by the committee.

Recommended motion: That Borough Council award the contract for design, engineering, bidding, and construction management and inspection services for the Dunlop Street Construction Project to Stahl Sheaffer Engineering.

2. 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.

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

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

4. ADJOURNMENT

TOYS FOR TOTS



U.S. MARINE CORPS

For more information go to www.toysfortots.org

www.facebook.com/toysfortots

www.twitter.com/ToysForTots_USA

2025 Centre/Mifflin County Toys for Tots In Review

We continued to prepare the toys for the children identified by the food pantries in Centre County at the Penn Stater Conference Center by bagging four items per child and two per grandchild where they qualified with the food pantries. The community at large greatly supported us in this effort. In Mifflin County, Father John Harwood and St. Mark's Episcopal Church and his team were again able to provide toys to the less fortunate in their community.

- 1393 needy children identified by the five county food pantries and State College Food Bank who refers their clients to the Unregistered Site and New Hope Lutheran Church in Penns Valley received four toys per child. In addition, 921 grandparents were able to provide two toys per child. 16 Foster Children with the help of the PA. State Police also were given four toys per child.
- The Unregistered Site is a critical piece of our campaign and is run by the Park Forest Baptist Church under the leadership of Jon Atkinson. The Unregistered Site also supported 25 children from Mifflin County that missed their distribution date.
- Our Centre County effort was again provided nearly $42,000 of "supplemental toys" from the Marine Toys for Tots Foundation and national sponsorships and donations. In addition, the Foundation sent us 1000 books. We were again able to provide over 2600 toys to 653 needy children in Mifflin County. They also collected over 900 toys in Mifflin County as that county effort grows and hopefully at some point becomes autonomous. Kish Bank was of particular help for the Mifflin County distribution.
- We collected over 3200 food items plus $100 in grocery store gift cards along with the toys which were also distributed to the food pantries excluding State College which declined needing any of this food collected.
- The remaining items were dispersed among 25 Centre County Social Service agencies to help with their program needs and will be used by an estimated 8900 additional children.
- Over 300 businesses and groups supported our countywide effort for 2025.
- There were nearly 300 drop off points around the two-county area.
- We had sufficient volunteers to help us with a modified wrapping of toys – instead of individually wrapped and labeled, they were sorted and bagged by age and gender for each child.
- Each year we purchase toys for the youngest and oldest age groups. We always need to purchase items for these age groups. We purchase items in the fall from wholesalers to receive them in time for that season's campaign. Monetary donations at lemont-pa.toysfortots.org may be made at any time throughout the year and are always appreciated to ensure we have the items that are needed by age.

The Marine Toys for Tots Foundation counts books as 1/3 toy and stocking stuffers as 1/5 toy and the After-Action Report to the Foundation reflects having distributed over 21,000 toys for 2025. Businesses, churches, youth groups, scout troops, campus groups and departments, fire companies, Penn State Navy ROTC, Army Reserve, Navy League of Central PA, Centre First Bank as Corporate Sponsoand the Marines and their families of the Nittany Leathernecks all worked in concert to provide some "hope and joy" to children in our community that might have lost hope if not for this community effort. I am proud of this community and what it can accomplish for the less fortunate in our midst. Thank you again for your support and we look forward to having your assistance in 2026.

Semper Fi,

Gene

Gene Weller, Major, USMCR (Ret)
Coordinator, Centre/Mifflin County Toys for Tots

Experience Bellefonte

DOWNTOWN BELLEFONTE

BELLEFONTE HISTORICAL RAILROAD SOCIETY

HBI
HISTORIC BELLEFONTE, INC.
"Celebrating A Timeless Heritage"

Bellefonte
Intervalley Area
Chamber of Commerce

1976
BHCA
www.bellefonteARTS.org

Plan your visits for 2027 to discover our rich history and small-town warmth

Easter Egg Hunt	April
First Responders' Weekend	May
Civil War Weekend	May
Children's Fair	May
Summer Sounds	June
The Historic Bellefonte Cruise	June
Independence Festival	July
Bellefonte in Bloom Bouquet Crawl	July
Arts & Crafts Fair	August
National Night Out	August
Duck Race	September
Wine and Spirit Walk	October
Fall Festival	October
Trunk or Treat	October
Halloween Parade	October
Bellefonte Shop Small	November
Santa Arrival & Tree Lighting	November
Victorian Christmas & Winter Market	December

And Enjoy Seasonal Train Rides Throughout the Year*
*See bellefontetrain.org for scheduled excursion dates

New Meeting Agenda Sunshine Law Requirements under Act 103-2026

§ 712.1. Notification of agency business required and exceptions.

(a) Official action.--Except as provided in subsection (b), (c) or (d), an agency may not take official action on a matter of agency business at a meeting if the matter was not included in the notification required under section 709(c.1) (relating to public notice).

(b) Emergency business.--An agency may take official action at a regularly scheduled meeting or an emergency meeting on a matter of agency business relating to a real or potential emergency involving a clear and present danger to life or property regardless of whether public notice was given for the meeting.

(c) Business arising within 24 hours before meeting.--An agency may take official action on a matter of agency business that is not listed on a meeting agenda if:

(1) the matter arises or is brought to the attention of the agency within the 24-hour period prior to the meeting; and

(2) the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement by the agency.

(d) Business arising during meeting.--If, during the conduct of a meeting, a resident or taxpayer brings a matter of agency business that is not listed on the meeting agenda to the attention of the agency, the agency may take official action to refer the matter to staff, if applicable, for the purpose of researching the matter for inclusion on the agenda of a future meeting, or, if the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement, the agency may take official action on the matter.

(e) Changes to agenda.--

(1) During the conduct of a meeting, an agency may add a matter of agency business arising under subsection (b), (c) or (d) to the agenda if:

(i) A majority of the individuals present and voting approve the addition.

(ii) The reason for the change to the agenda is announced at the meeting before any vote is conducted to make the change to the agenda.

(2) After a vote under paragraph (1), the agency:

(i) May subsequently take official action on the matter added to the agenda arising under subsection (b), (c) or (d).

(ii) Shall post the amended agenda no later than the first business day following the meeting at which the agenda was changed in the following places:

(A) The agency's publicly accessible Internet website, if available.

(B) The agency's principal office location.

(3) This subsection shall not apply to a conference or a working session under section 707 (relating to exceptions to open meetings) or an executive session under section 708 (relating to executive sessions).

(f) Minutes.--If action is taken upon a matter of agency business added to the agenda under this section, the minutes of the meeting shall reflect the substance of the matter added, the vote on the addition and the announced reasons for the addition.

Agenda Provision of the Sunshine Law that was not amended by Act 103 for reference.

§ 709. Public notice.

***

(c.1) Notification of agency business to be considered.--

(1) In addition to any public notice required under this section, an agency shall provide the following notification of agency business to be considered at a meeting as follows:

(i) If the agency has a publicly accessible Internet website, the agency shall post the agenda, which includes a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting, on the website no later than 24 hours in advance of the time of the convening of the meeting.

(ii) The agency shall post the agenda, which includes a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting, at the location of the meeting and at the principal office of the agency.

(iii) The agency shall make available to individuals in attendance at the meeting copies of the agenda, which include a listing of each matter of agency business that will be or may be the subject of deliberation or official action at the meeting.

(2) This subsection shall not apply to a conference or a working session under section 707 (relating to exceptions to open meetings) or an executive session under section 708 (relating to executive sessions).

***

This change to the Sunshine Law will become effective on Monday December 21, 2026.

Trans ASSOCIATES

October 23, 2026

Mr. David Pribulka
Borough Manager
Borough of Bellefonte
301 N. Spring Street, Suite 200
Bellefonte, Pennsylvania 16823

Subject: Zion Road/Parkview Boulevard Traffic Signal Installation
Invoice #3 and 4 Review
Bellefonte Borough, Centre County

Dear Mr. Pribulka:

Trans Associates (TA) has reviewed the attached invoices submitted by Bruce and Merrilees for the work associated with the subject project. The invoices submitted total $23,226.54 and $28,784.40 respectively for work to complete the project.

Invoice #3 includes the final partial payment for the traffic signal controller, UPS system, mobilization and MPT. Invoice #4 includes payment for all prior held retainage as the 30-day test period has expired and the project is complete.

TA recommends payment of the invoices in full to complete payment to the contractor and close out the project.

Should you have any questions or comments on this matter, please do not hesitate to call.

Sincerely,

Clifford D. Eich, P.E.
Principal/Traffic Design Services

CDE:mz

Enclosure

cc: M. Auman – Bellefonte Borough
File: belle00-23059/Approval Invoices 3 and 4 10-23-26

ArchKey SOLUTIONS

BRUCE-MERRILEES

INVOICE

The Boro of Bellefonte
301 N Spring St Ste 200
Bellefonte, PA 16823

From: Bruce-Merrilees Electric LLC
930 Cass Street
New Castle, PA 16101

PO Number:
WO Number:
Zion Rd Parkview Blvd Traffic Signal
Customer Number:
13500

Job Number	Sub Job	Date	Application Number
TK4961	150	8/14/2026	TK4961.00003

Item No	Description of Work	Contract Unit Price	Contract Units	Contract Amount	Current Units	Current Amount	Current Material Stored	Retainage Percent	To Date Units	To Date Completed & Stored
0608-0001	MOBILIZATION	$14,750.00	1.00	14,750.00	0.2500	3,687.50		10.00	1.0000	14,750.00
0810-0024	TREE TRIMMING TO AN UNLIMITED HEIGHT	$2,600.00	1.00	2,600.00		0.00		10.00	1.0000	2,600.00
0901-0001	MAINTENANCE AND PROTECTION OF TRAFFIC	$7,865.00	1.00	7,865.00	0.2500	1,966.25		10.00	1.0000	7,865.00
0910-0002	JUNCTION BOXES JB-2	$3,450.00	1.00	3,450.00		0.00		10.00	1.0000	3,450.00
0910-4115	AWG 6 UNDERGROUND CABLE COPPER 1 CONDUCTOR	$3.25	35.00	113.75		0.00		10.00	35.0000	113.75
0910-4116	AWG 8 UNDERGROUND CABLE COPPER 1 CONDUCTOR	$2.75	245.00	673.75		0.00		10.00	245.0000	673.75
0931-0003	POST MOUNTED SIGNS TYPE B STEEL SQUARE POST	$78.00	15.00	1,170.00		0.00		10.00	15.0000	1,170.00
0935-0001	POST MOUNTED SIGNS TYPE F	$75.00	6.00	450.00		0.00		10.00	6.0000	450.00
0936-0200	STRUCTURE MOUNTED FLAT SHEET ALUMINUM SIGNS	$70.00	36.00	2,520.00		0.00		10.00	36.0000	2,520.00
0950-0002	UNFORESEEN TRAFFIC SIGNAL WORK	$1.00	5,000.00	5,000.00	4,078.5200	4,078.52		10.00	4,078.5200	4,078.52
0951-4014	TRAFFIC SIGNAL SUPPORT 14' PEDESTAL	$6,000.00	1.00	6,000.00		0.00		10.00	1.0000	6,000.00
0951-4022	PEDESTRIAN STUB POLE TYPE B	$1,775.00	4.00	7,100.00		0.00		10.00	4.0000	7,100.00
0951-5301	TRAFFIC SIGNAL SUPPORT 30' & 35' MAST ARMS WITH L	$50,000.00	1.00	50,000.00		0.00		10.00	1.0000	50,000.00
0954-0012	2 INCH CONDUIT	$6.00	98.00	588.00		0.00		10.00	52.0000	312.00
0954-0013	3 INCH CONDUIT	$7.00	336.00	2,352.00		0.00		10.00	345.0000	2,415.00
0954-0151	TRENCH AND BACKFILL TYPE I	$13.00	94.00	1,222.00		0.00		10.00	94.0000	1,222.00
0954-0201	SIGNAL CABLE 14 AWG 3 CONDUCTOR	$2.50	840.00	2,100.00		0.00		10.00	560.0000	1,400.00
0954-0202	SIGNAL CABLE 14 AWG 5 CONDUCTOR	$3.25	775.00	2,518.75		0.00		10.00	995.0000	3,233.75
0954-0203	SIGNAL CABLE 14 AWG 7 CONDUCTOR	$4.00	190.00	760.00		0.00		10.00	275.0000	1,100.00
0954-0304	JUNCTION BOX JB-27 GALVANIZED STEEL	$1,425.00	2.00	2,850.00		0.00		10.00	2.0000	2,850.00
0954-0402	ELECTRICAL SERVICE TYPE B	$3,900.00	1.00	3,900.00		0.00		10.00	1.0000	3,900.00
0954-0500	DIRECTIONAL BORING	$75.00	140.00	10,500.00		0.00		10.00	140.0000	10,500.00
0954-0600	UNINTERRUPTIBLE POWER SUPPLY (UPS)	$7,150.00	1.00	7,150.00	0.5000	3,575.00		10.00	1.0000	7,150.00
0955-3208	VEHICULAR SIGNAL HEAD THREE 12" SECTIONS	$1,000.00	5.00	5,000.00		0.00		10.00	5.0000	5,000.00
0955-3209	VEHICULAR SIGNAL HEAD FOUR 12" SECTIONS	$1,350.00	1.00	1,350.00		0.00		10.00	1.0000	1,350.00
0955-3210	VEHICULAR SIGNAL HEAD FIVE 12" SECTIONS	$1,700.00	1.00	1,700.00		0.00		10.00	1.0000	1,700.00
0955-3722	LED COUNTDOWN PEDESTRIAN SIGNAL HEAD TYPE A	$650.00	4.00	2,600.00		0.00		10.00	4.0000	2,600.00
0956-0790	ACCESSIBLE PEDESTRIAN SIGNALS	$1,700.00	4.00	6,800.00		0.00		10.00	4.0000	6,800.00
0960-0002	4" YELLOW HOT THERMOPLASTIC PAVEMENT MARKINGS	$2.25	490.00	1,102.50		0.00		10.00	664.0000	1,494.00
0960-0005	6" WHITE HOT THERMOPLASTIC PAVEMENT MARKINGS	$3.50	160.00	560.00		0.00		10.00	92.0000	322.00
0960-0021	24" WHITE HOT THERMOPLASTIC PAVEMENT MARKINGS	$16.00	186.00	2,976.00		0.00		10.00	200.0000	3,200.00
0960-0222	WHITE HOT THERMOPLASTIC LEGEND "RIGHT ARROW" 12'	$250.00	2.00	500.00		0.00		10.00	2.0000	500.00
0960-0224	WHITE HOT THERMOPLASTIC LEGEND "LEFT ARROW" 12'-	$250.00	4.00	1,000.00		0.00		10.00	4.0000	1,000.00
0963-0001	PAVEMENT MARKING REMOVAL	$4.00	650.00	2,600.00		0.00		10.00	756.0000	3,024.00
4951-0130	TRAFFIC SIGNAL SUPPORT 30' MAST ARM WITH WINGWALL	$32,300.00	1.00	32,300.00		0.00		10.00	1.0000	32,300.00
4952-1040	NEMA TS-1; TYPE 2 CONTROLLER ASSEMBLY TYPE 1 MOUN	$25,000.00	1.00	25,000.00	0.5000	12,500.00		10.00	1.0000	25,000.00
4956-0771	RADAR DETECTION SYSTEM WAVETRONIX ADVANCE	$11,000.00	2.00	22,000.00		0.00		10.00	2.0000	22,000.00
4956-0772	RADAR DETECTION SYSTEM WAVETRONIX MATRIX	$11,000.00	2.00	22,000.00		0.00		10.00	2.0000	22,000.00
4956-0801	OPTICAL PREEMPTION SYSTEM TOMAR	$10,500.00	1.00	10,500.00		0.00		10.00	1.0000	10,500.00

9000-0001	CONSTRUCT ADA PUSHBUTTON ACCESS PADS	$13,000.00	1.00	13,000.00		0.00		10.00	1.0000	13,000.00
9000-0002	LED LUMINAIRE	$1,200.00	1.00	1,200.00		0.00		10.00	1.0000	1,200.00
9000-0250	LOCATE EXISTING UNDERGROUND FACILITIES	$1.00	10000.00	10,000.00		0.00		10.00	0.0000	0.00
Item Total				**297,821.75**		**25,807.27**	**0.00**			**287,843.77**
Totals				**297,821.75**		**25,807.27**	**0.00**			**287,843.77**

Current Total Amount	**25,807.27**
Taxes	0.00
Less Retained	2,580.73
Invoice Total	**23,226.54**

COMMENTS:

REMIT PAYMENT TO: PO. BOX 646637 Cincinnati, OH 45264-6637

ArchKEY SOLUTIONS

BRUCE & MERRILEES

INVOICE

From: Bruce-Merrilees Electric LLC
930 Cass Street
New Castle, PA 16101

THE BORO OF BELLEFONTE
301 N SPRING ST
STE 200
BELLEFONTE PA 16823

PO Number:

WO Number:
ZION RD PARKVIEW BLVD TS

Customer Number:
13500

Job Number	Sub Job	Period		Application	
		From	To	Date	Number
TK4961	150	08/15/2026	10/23/2026	10/23/2026	TK4961.00005

Item No	Description of Work	Contract Unit Price	Contract Units	Contract Amount	Current Units	Current Amount	Current Material Stored	Retainage Percent	To Date Units	To Date Completed & Stored
0	OVERHEAD / INDIRECTS	.000 LS	.0000	.00	.0000	.00	.00	10.00	.0000	.00
0608-0001	MOBILIZATION	.000 LS	.0000	14,750.00	.0000	.00	.00	10.00	.0000	14,750.00
0810-0024	TREE TRIMMING TO AN UNLIMITED HEIGHT	.000 LS	.0000	2,600.00	.0000	.00	.00	10.00	.0000	2,600.00
0901-0001	MAINT. AND PROT. OF TRAFFIC	.000 LS	.0000	7,865.00	.0000	.00	.00	10.00	.0000	7,865.00
0910-0002	JUNCTION BOXES JB-2	3,450.000 EA	1.0000	3,450.00	.0000	.00	.00	10.00	.0000	3,450.00
0910-4115	AWG 6 UG CBL COPPER 1 COND	3.250 LF	35.0000	113.75	.0000	.00	.00	10.00	.0000	113.75
0910-4116	AWG 8 UG CBL COPPER 1 COND	2.750 LF	245.0000	673.75	.0000	.00	.00	10.00	.0000	673.75
0931-0003	POST MTD SIGNS TYPE B STEEL SQ POST	78.000 SF	15.0000	1,170.00	.0000	.00	.00	10.00	.0000	1,170.00
0935-0001	POST MOUNTED SIGNS TYPE F	75.000 SF	6.0000	450.00	.0000	.00	.00	10.00	.0000	450.00
0936-0200	STRUCTURE MTD. FLAT SHEET ALUMINUM SIGNS	70.000 SF	36.0000	2,520.00	.0000	.00	.00	10.00	.0000	2,520.00
0950-0002	UNFORESEEN TRAFFIC SIGNAL WORK	1.000 DL	5,000.0000	5,000.00	.0000	.00	.00	10.00	4,078.5200	4,078.52
0951-4014	TRAFFIC SIGNAL SUPP 14' PEDESTAL	6,000.000 EA	1.0000	6,000.00	.0000	.00	.00	10.00	.0000	6,000.00
0951-4022	PEDESTRIAN STUB POLE TYPE B	1,775.000 EA	4.0000	7,100.00	.0000	.00	.00	10.00	.0000	7,100.00
0951-5301	TFC SIG SUP 30' & 35' MAST ARMS W/L	50,000.000 EA	1.0000	50,000.00	.0000	.00	.00	10.00	.0000	50,000.00
0954-0012	2 INCH CONDUIT	6.000 LF	98.0000	588.00	.0000	.00	.00	10.00	.0000	312.00
0954-0013	3 INCH CONDUIT	7.000 LF	336.0000	2,352.00	.0000	.00	.00	10.00	.0000	2,415.00
0954-0151	TRENCH AND BACKFILL TYPE I	13.000 LF	94.0000	1,222.00	.0000	.00	.00	10.00	.0000	1,222.00
0954-0201	SIGNAL CABLE 14 AWG 3 CONDUCTOR	2.500 LF	840.0000	2,100.00	.0000	.00	.00	10.00	.0000	1,400.00
0954-0202	SIGNAL CABLE 14 AWG 5 CONDUCTOR	3.250 LF	775.0000	2,518.75	.0000	.00	.00	10.00	.0000	3,233.75
0954-0203	SIGNAL CABLE 14 AWG 7 CONDUCTOR	4.000 LF	190.0000	760.00	.0000	.00	.00	10.00	.0000	1,100.00
0954-0304	JUNCTION BOX JB-27 GALVANIZED STEEL	1,425.000 EA	2.0000	2,850.00	.0000	.00	.00	10.00	.0000	2,850.00
0954-0402	ELECTRICAL SERVICE	3,900.000 EA	1.0000	3,900.00	.0000	.00	.00	10.00	.0000	3,900.00

Item No	Description of Work	Contract Unit Price	Contract Units	Contract Amount	Current Units	Current Amount	Current Material Stored	Retainage Percent	To Date Units	To Date Completed & Stored
	TYPE B									
0954-0500	DIRECTIONAL BORING	75.000 LF	140.0000	10,500.00	.0000	.00	.00	10.00	.0000	10,500.00
0954-0600	UNINTERRUPTIBLE POWER SUPPLY (UPS)	7,150.000 EA	1.0000	7,150.00	.0000	.00	.00	10.00	.5000	7,150.00
0955-3208	VEH SIG HEAD THREE 12" SECTIONS	1,000.000 EA	5.0000	5,000.00	.0000	.00	.00	10.00	.0000	5,000.00
0955-3209	VEH SIG HEAD FOUR R 12" SECTIONS	1,350.000 EA	1.0000	1,350.00	.0000	.00	.00	10.00	.0000	1,350.00
0955-3210	VEH SIG HEAD FIVE E 12" SECTIONS	1,700.000 EA	1.0000	1,700.00	.0000	.00	.00	10.00	.0000	1,700.00
0955-3722	LED CDWN PED SIG HEAD TYPE A	650.000 EA	4.0000	2,600.00	.0000	.00	.00	10.00	.0000	2,600.00
0956-0790	ACCESSIBLE PEDESTRIAN SIGNALS	1,700.000 EA	4.0000	6,800.00	.0000	.00	.00	10.00	.0000	6,800.00
0960-0002	4" YELLOW HOT THERMO PLASTIC PAVEMENT MAR	2.250 LF	490.0000	1,102.50	.0000	.00	.00	10.00	.0000	1,494.00
0960-0005	6" WHITE HOT THERMO PLASTIC PAVEMENT MAR	3.500 LF	160.0000	560.00	.0000	.00	.00	10.00	.0000	322.00
0960-0021	24" WHITE HOT THERMO PLASTIC PAVEMENT MAR	16.000 LF	186.0000	2,976.00	.0000	.00	.00	10.00	.0000	3,200.00
0960-0222	WHITE HOT TPE LEG"RIGHT ARROW"12'	250.000 EA	2.0000	500.00	.0000	.00	.00	10.00	.0000	500.00
0960-0224	WHITE HOT TPE LEG "LEFT ARROW" 12	250.000 EA	4.0000	1,000.00	.0000	.00	.00	10.00	.0000	1,000.00
0963-0001	PAVEMENT MARKING REMOVAL	4.000 SF	650.0000	2,600.00	.0000	.00	.00	10.00	.0000	3,024.00
1		.000	.0000	.00	.0000	.00	.00	10.00	.0000	.00
4951-0130	TFC SIG SUP 30' MAST ARM W/WINGWALL	32,300.000 EA	1.0000	32,300.00	.0000	.00	.00	10.00	.0000	32,300.00
4952-1040	NEMA TS-1; TYPE 2 CONTR. ASSY TYPE 1	25,000.000 EA	1.0000	25,000.00	.0000	.00	.00	10.00	.5000	25,000.00
4956-0771	RDR DET. SYS. WAVET RONIX ADVANCE	11,000.000 EA	2.0000	22,000.00	.0000	.00	.00	10.00	.0000	22,000.00
4956-0772	RDR DET. SYS. WAVET RONIX MATRIX	11,000.000 EA	2.0000	22,000.00	.0000	.00	.00	10.00	.0000	22,000.00
4956-0801	OPTICAL PREEMPTION SYSTEM TOMAR	10,500.000 EA	1.0000	10,500.00	.0000	.00	.00	10.00	.0000	10,500.00
9000-0001	CONSTRUCT ADA PB ACCESS PADS	.000 LS	.0000	13,000.00	.0000	.00	.00	10.00	.0000	13,000.00
9000-0002	LED LUMINAIRE	1,200.000 EA	1.0000	1,200.00	.0000	.00	.00	10.00	.0000	1,200.00
9000-0250	LOCATE EXISTING UG FACILITIES	1.000 DL	10,000.0000	10,000.00	.0000	.00	.00	10.00	.0000	.00

Totals	297,821.75	.00	.00	287,843.77
Taxes		.00		
Less Retained		-28,784.40		.00
Invoice Total		28,784.40		

COMMENTS:

REMIT PAYMENT TO: PO. BOX 646637 Cincinnati, OH 45264-6637

CAMPBELL DURRANT, P.C.

535 Smithfield Street, Suite 700
Pittsburgh, PA 15222
Tel. 412-395-1280
Fax 412-395-1291
www.cdblaw.com
EIN 25-1807700

Bellefonte Borough
c/o Borough Manager
301 N Spring Street, Suite 200
Bellefonte, PA 16823

Issue Date: 10/16/2026
Matter #: BFONTE-1563
Invoice #: 089916

RE : SPECIAL LABOR COUNSEL

Fees

Date	Timekeeper	Description	Billable Hours	Rate	Amount
9/14/2026	JFW	[redacted]	0.30	$225.00	$67.50
Fees Subtotal			**0.30**		**$67.50**
				Total	**$67.50**

Payments & Credits

Date	Type	Notes	Amount
9/1/2026	Payment	#026240003418736	-$630.00
9/25/2026	Payment	#026266003948908 - ACH Payment - BFONTE	-$661.50
9/25/2026	Payment	#26,266,003,948,959.00 - ACH Payment - BFONTE	-$315.00
10/13/2026	Payment	#026281009274082	-$248.84

We appreciate your prompt payment.

Timekeeper Summary

Initials	Full Name	Title	Hours	Rate	Amount
JFW	Jonathan F. Whalen	Associate	0.30	$225.00	$67.50
					$67.50

Bellefonte Borough
c/o Borough Manager
301 N Spring Street, Suite 200
Bellefonte, PA 16823

Issue Date : 10/16/2026
Bill # : 089916

Campbell Durrant, P.C.
535 Smithfield Street, Suite 700
Pittsburgh, PA 15222

REMITTANCE COPY

RE : SPECIAL LABOR COUNSEL

Fees:	**$67.50**
Expenses:	**$0.00**
Total for this Bill:	**$67.50**

Please retain the invoice for your records and return this REMITTANCE ADVICE with your check made payable to CAMPBELL DURRANT, P.C.

Please send any billing inquiries to billing@cdblaw.com
Thank you

CHECK NO.: _____ AMOUNT ENCLOSED: $ _____ INVOICE NO. 089916

MEMORANDUM

TO: Bellefonte Borough Council
FROM: David Pribulka, Borough Manager
RE: Paving Projects Pay Application - Retainage
DATE: November 2, 2026

The pay application from HRI, Inc. for 2026 paving projects in Bellefonte Borough is included on consent agenda in an amount of $90,133.40, which reflects payment for the full contracted amount, plus additional material quantities that were used.

Due to remaining items that must be addressed between the Borough and the Contractor, staff is recommending Council withhold retainage of $5,000 and approve the pay application in the amount of $85,133.40.

Thank you.

Progress Billing Invoice

From: HRI Inc
1750 W College Avenue
State College, PA 16801

Invoice: 796
Date: 10/16/26
Application #: 1

To: Bellefonte Borough
236 W Lamb St
Bellefonte, PA 16823

Invoice Due Date: 11/15/26
Payment Terms: Net 30 Days

Contract: 26701 2026 - Bellefonte Borough Centre County

Contract Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To Date	% Compl
1	ASPHALT 9.5MM LEVEL 1 50 GYR	78,359.00	635.00	701.00	701.00	TON	123.40000	86,503.40	86,503.40	110.39%
2	MILL NOTCHES	3,630.00	968.00	968.00	968.00	LF	3.75000	3,630.00	3,630.00	100.00%

Total Billed To Date :	**90,133.40**
Plus Previous Tax :	**0.00**
Plus Tax This Invoice :	**0.00**
Less Retainage :	**0.00**
Less Previous Applications :	**0.00**
Total Due This Invoice :	**90,133.40**

HISTORIC
Bellefonte
Est. 1795

SPECIAL EVENT PERMIT APPLICATION

Applications for special events must be submitted no less than sixty (60) days prior to the proposed event, or ninety (90) days prior if the event includes closure of State highways, to address below or emailed to: mmccullough@bellefontepa.gov

NOTE: Completed applications, including all supporting documentation, are required for final approval. Pending applications (submitted and under review) that are still considered incomplete ten (10) calendar days prior to the proposed event will automatically be denied.

It is understood that not all sections of this application form will apply to every Special Event Permit. If certain sections are not applicable, please indicate N/A in the space provided. You will be contacted if additional information is required. **Special Event Permit Application Fee: $100.00 (non-refundable)**

EVENT INFORMATION	
Name of Event/Type of Event (circle all that apply):	
Use of Park Governor's Park Pavilion # 13	Foot Race
Closing of Public Streets	Bicycle Race
Parade	Other
Description/Name of Event: Scouting for Food collection point	
On a separate sheet or in a letter, please provide a DETAILED narrative description of the event. Attach copy of program/brochure if available.	
Event Location(s):	
If Talleyrand Park, [ ] Gazebo Side [ ] Figure 8 Side [ ] Both Sides	
Date(s) of Event: 11/7/26	
Rain Date(s): N/A	
Event Hours: 9:00 AM - 2:00 PM	
Set up Date/Hours: N/A	If Walk/Race, Start/End times:
Breakdown Hours: N/A	Estimated Attendance:
Approximate number of persons volunteering or working the event: Approx. 75	
Organization Applying for the Permit: Scouting America Bellefonte Units	
Is sponsoring Organization a 501c3 non-profit charitable organization? [X] Yes [ ] No	
Organization Address: 9 Taylor Dr., Reedsville, PA 17084	
Event Coordinator Name: Don Reed	
Event Coordinator Phone: 814-380-3921	
24/7 contact/Cell (contact during event): Same	
Email for contact person: DAR17@PSU.EDU	

STREET/LOT CLOSURE		
Streets To Be Closed	*Duration*	*Location (from/to)*
West Parking Lot (circle)	*North Parking Lot (circle)*	*South Parking Lot (circle)*
Written description of route and/or streets, alleys, and/or municipal parking lots to be closed (attach map). NOTE: If a State Route is proposed to be closed, Penn DOT Form TE-300 must be filed with Penn DoT. Please print form from the Borough's website, sign and submit with this application.		
[ ] Attached		
Plans for notifying residents and businesses on streets to be closed: Attach a copy of any flyer/communication to be disseminated.		
[ ] Attached		

Will your event need? Circle all that apply and provide details	
Police Assistance No	
Medical Services No	
Traffic control by Fire Police No	
Road Signs No	
Electrical Service No	
Water Service No	
Traffic cones or Barricades No	
Street Sweeping No	
Refuse collection/Recycling Service No	
Will Your Event Have? Circle all that apply and provide details	
Banner(s), number/location. Please attach a completed Borough Banner Application.	No
Food & Drink for sale? If yes, have you notified existing food businesses within 150' of Event?	No
Live Entertainment/Amplification	No
Will alcoholic beverages be available? If yes, describe location and safe guards - map of secure area, checking proof of age, PA LCB approval, etc. Please attach documents	No
Animals, If yes, number/ type	No
Tent(s), Stage(s), or temporary structure(s)	No
Portable toilets and/or Hand Washing Stations If yes, Location, delivery, pick up?	No
Any request for Borough property must be coordinated through the Borough Staff to ensure availability and appropriateness for the requested event. A deposit fee may apply. The use of Bellefonte Borough employees, services and equipment is subject to approval by Bellefonte Borough council. All employee time should be incurred during normal hours. Any additional expenses incurred can be charged to the sponsor organization at the direction of Bellefonte Borough council upon approval of permit.	

Waiver of Liability
As the applicant for this event, I agree to abide by the terms and conditions of the Borough of Bellefonte and the conditions of the approved application. Special Event Permit approval is limited to the approval for conducting certain activities on public property, which includes, but is not limited to, streets, alleys, public parking lots, park lands, and other public facilities as described and approved in the Special Event Permit. I agree to be responsible for any damage to Borough property and to replace any Borough Property lost or stolen as a result of this event. I have attached the required Certificate of Comprehensive General Liability Insurance in the amount of at least $1 million for each occurrence and $2 million aggregate for property damage, which policy names the Borough as an additional insured (contact any insurance provider to secure this policy).

COMPLETE, SIGN AND DATE
By Signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Bellefonte and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Bellefonte, its elected and appointed officials, agents, employees, and authorized volunteers.
Name of Event Sponsor: Scouting America
Authorized Signer (Print): Donald Reed (Sign): [signature]
Title of Signer: Nittany Mountain District Chair
Date Signed: 11/19/26
Approval Date:
With Conditions:

Special Event Permit Application Fee: $100.00 (non-refundable)

[ ] PAID Date:_____

OFFICIAL USE ONLY		
Borough Staff Review	Date Received	Date Approved
Police Chief (or designee)		
Comments:		
Public Works Director (or designee)		
Comments:		
Borough Manager (or designee)		
Comments:		

Outlook

Re: Fw: Community Tree Lighting 11/28/2026

From Melissa McCullough [redacted]
Date Tue 10/27/2026 3:06 PM
To [redacted]

This will work, thank you!

Melissa McCullough
Administrative Assistant

Borough of Bellefonte
301 N Spring St Ste 200
Bellefonte, PA 16823
Office: (814) 355-1501 Ext. 210
Fax: (814) 353-2315
Website: https://bellefonte.net/

BOROUGH OF HISTORIC Bellefonte

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From: [redacted]
Sent: Tuesday, October 27, 2026 3:04 PM
To: Melissa McCullough [redacted]
Subject: Re: Fw: Community Tree Lighting 11/28/2026

As the Christmas Tree Lighting Ceremony on November 28, 2026, is a community event jointly sponsored by Historic Bellefonte, Inc., Downtown Bellefonte, Inc. and the Bellefonte Intervalley Chamber of Commerce, all duly incorporated non-profits, and that none of the sponsoring organizations will profit from this event, I respectfully request Council to waive the $100 event fee for this event.

Sincerely,

Romayne B. Naylor
1st Vice President, Historic Bellefonte, Inc.

From: Melissa McCullough
To: [redacted]
Cc: [redacted] David Pribulka
Subject: Re: Race for Education Reservation
Date: Wednesday, October 21, 2026 3:33:21 PM
Attachments: image.png
Outlook-ilux1pw5.png

Good afternoon Rachelle,

I have received your application and fee waiver request. The application will be reviewed by the Borough Manager and the fee waiver request will go to the Borough Council meeting on Monday, November 2.

The restrooms at Governors Park will be closed next week for the season due to the freezing temps. Will you have portable toilets delivered or what have you done in the past for bathrooms for the event?

We will reach out if we need anything further.

In the meantime, please let me know if you have any questions or concerns.

Kind regards,

Melissa McCullough
Administrative Assistant

Borough of Bellefonte
301 N Spring St Ste 200
Bellefonte, PA 16823
Office: (814) 355-1501 Ext. 210
Fax: (814) 353-2315
Website: https://bellefonte.net/

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From: [redacted]
Sent: Tuesday, October 20, 2026 12:16 PM
To: Melissa McCullough <mmccullough@bellefontepa.gov>
Cc: [redacted] David Pribulka <dpribulka@bellefontepa.gov>
Subject: Re: Race for Education Reservation

Good morning Melissa!

Attached is our Permit Paperwork for our Race for Education. Additionally, I am attaching our letter to waive the fee for the reservation.

Please let me know if you are in need of anything else.

Have a good day,
Rachelle

On Fri, Oct 16, 2026 at 4:07 PM Melissa McCullough <mmccullough@bellefontepa.gov> wrote:

> Good afternoon Rachelle,
>
> Under the first section Event Information where it says use of Park beside that write "Governors Park"
>
> If you will be requesting use of Pavilion(s), please also note the Pavilion #(s) that you are requesting
>
> Please feel free to reach out with any further questions.
>
> Kind regards,
>
> Melissa McCullough
> *Administrative Assistant*
>
> *Borough of Bellefonte*
> 301 N Spring St Ste 200
> Bellefonte, PA 16823
> Office: (814) 355-1501 Ext. 210
> Fax: (814) 353-2315
> Website: https://bellefonte.net/
>
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>
> ---
>
> **From:** [redacted]
> **Sent:** Thursday, October 15, 2026 9:52 AM
> **To:** David Pribulka <dpribulka@bellefontepa.gov>
> **Cc:** [redacted] Melissa McCullough <mmccullough@bellefontepa.gov>
> **Subject:** Re: Race for Education Reservation
>
> Good morning, David!

> Thank you for getting back to me and providing the form needed to make a reservation. This is my first year handling the process, so I appreciate your guidance! The letter I attached was the only reference I had available.
> We are beginning to complete the form you provided and noticed that it includes checkboxes for the Sculpture Garden and Talleyrand, but none for Governor's Park. Could you please confirm if this is the correct form to use or if there is a separate form for Governor's Park?
> I would like to get everything submitted as soon as possible, especially since it may take a couple of days to obtain our Certificate of Insurance.
> Thank you again for your help and assistance. It is greatly appreciated!
> Have a wonderful day,
> Rachelle

--

Main Office
Saint John the Evangelist Catholic School
[redacted]

BELLEFONTE BOROUGH COUNCIL BUSINESS MEETING
Regular Meeting Minutes
October 19, 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

- The October 19, 2026 meeting of the Bellefonte Borough Council was called to order by President Doug Johnson at 7:0 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL/MEMBERS PRESENT

Ms. Deb Cleeton - *Vice President* *South Ward*		Ms. Kessler *West Ward*	
Ms. Barbara Dann *South Ward*		Ms. Joanne Tosti-Vasey - *Pro Temp* *West Ward*	
Mr. Jon Eaton *North Ward*		Dr. Tomalei Vess *South Ward*	
Mr. Doug Johnson – *President* *North Ward*		Ms. Claudia Wilson *North Ward*	
Mr. Zach Kelly *West Ward*		VACANT *Junior Council Member*	
Mayor Buddy Johnson *At Large*	EXCUSED		

STAFF PRESENT
David Pribulka, Borough Manager
Melissa McCullough, Assistant to the Borough Manager
Lori McGowan, Finance Director
Gina Thompson, HARB Administrator
Bill Witmer, Police Chief

IV. ADDITIONS TO THE AGENDA

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

- NONE

V. PUBLIC COMMENT (Oral)

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

- NONE

VI. COMMUNICATIONS (Written)

- **ONE HAND DENTAL FESTIVAL FLIER**
  - Provided with the agenda is a flier announcing the One Hand Dental Festival scheduled for October 24th from noon to 3:00 p.m. in Governor's Park. The event will feature free dental cleanings and other basic work from a mobile clinic. Registration is required.
  - Ms. Tosti-Vasey requested that this event flyer be updated with relevant information and posted with contact information on the Borough Website.

- **CLIMATE RESILIENCY TABLETOP EXERCISE**
  - Provided with the agenda is a flier announcing a Climate & Health Elective Virtual Tabletop Exercise sponsored by the Penn State College of Medicine on Tuesday, December 15 from 10:00 a.m. to 1:00 p.m. A QR code is on the flier to register.
  - Ms. Cleeton clarified some details regarding this event.

- **PLANNING COMMISSION RESIGNATION – MARK EDWARDS**
  - Provided with the agenda is a resignation letter from Mark Edwards, who has served on the Bellefonte Borough Planning Commission for ten years. Mr. Edwards' term expires on December 31, 2026, so it is recommended that Council identify his successor to begin a term starting January 1, 2027. Mayor Johnson, Borough Council, and staff greatly appreciate the ten years of service that Mr. Edwards has provided to the Planning Commission.

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. General	Special Event Fee Waiver Request – BASD Raider Reindeer 4k
2. General	October 5, 2026 DRAFT Council Regular Meeting Minutes

Dann requested to remove item 1 and Tosti-Vasey requested to remove item 2 from the Consent Agenda.

Discussion regarding the Special Event Fee Waiver Request included Dann commenting that she does not think the Borough should honor the waiver request and the agency should pay the application fee. Tosti-Vasey commented that the organization is a Bellefonte based organization and all Bellefonte based organizations are permitted to request fee waivers.

Tosti-Vasey suggested that Item 1 of the Consent Agenda be discussed and voted on with the other Fee Waiver Request later in the meeting under "New Business". Council agreed to move this item to New Business.

Discussion on item 2, October 5 Meeting Minutes, included Tosti-Vasey commenting that the Council Member Comments for the Good of the Order section did not include comments. She added her own summary of the comments and requested that her comments be added to the minutes.

Tosti-Vasey motioned and Dann seconded to approve item 2 of the Consent Agenda with the amendments added. No further discussion. Voice vote. Motion to approve item 2 on the Consent Agenda, with amendments, carried unanimously.

VIII. REPORTS

Mayor Johnson

- NONE

Junior Council Member Report

- NONE

Police (Chief Witmer)

- September 2026 Report

Parking

- September 2026 Report

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

1. Recommended for approval:
   - Recommend approval and the issuance of a Certificate of Appropriateness for the following applications, as presented, unless otherwise noted:
     • 201 West High Street (Hoffman Leakey) – Approve the rooftop mechanical structure with a screen-printed mesh wrap designed to match the existing asphalt shingle.

     Dann motioned and Wilson seconded to issue a Certificate of Appropriateness for the above listed project. No discussion. Voice vote. Motion carried unanimously.

2. Zoning:
   - NONE

3. Items of interest:
   - The Planning Commission will meet on Monday, November 9 at 5:00 p.m.
   - The next HARB meeting is scheduled for Tuesday, October 27 at 8:30 a.m. This may be canceled if there are no projects for review.

Interim Borough Manager (Mr. Pribulka)
- September 2026 report

IX. COMMITTEE REPORTS *(reports were submitted)*

Environmental & Parks Committee - Ms. Tosti-Vasey
- Environmental & Parks Committee September 2026 Meeting Summary
  - Ms. Tosti-Vasey commented on the wooden fence replacement behind the pergola at Talleyrand

Finance & Administration Committee - Mr. Eaton
- September 2026 Meeting Minutes
- October 2026 Special Meeting Summary (fire apparatus)
- Topics of the 2 recent meetings included:
  - Hiring an "Assistant to the Manager"
  - Hiring of Bryce Steiner, second ordinance officer
  - Scheduling of the budget elements for the upcoming year
    - Water and sewer budgets will be on the 27th and the 29th
  - Meeting regarding Fire Apparatus – the committee is waiting for feedback from the partner townships, Spring and Benner

Ordinance ad hoc Committee - Ms. Tosti-Vasey

- October 2026 Meeting Summary

Streets, Infrastructure & Public Works Committee – Ms. Cleeton

- September 2026 Report

X. LIASON REPORTS

Reports will be submitted in writing for inclusion in the council meeting materials. Reports may include draft meeting minutes, notes, memos, etc. No verbal report is to be given unless there is a question regarding the report. If council action is requested, please clearly indicate it, including the wording, so that it can be stated on the council meeting agenda.

ADMINISTRATIVE

- Stage at Talleyrand Project Committee - Pribulka
- Bellefonte Area Industrial Development Authority - Pribulka
- Bellefonte Emergency Medical Services - Rhoat
- Bellefonte Fire Department Executive Committee - Pribulka
- Bellefonte Alliance (BIACC & DBI) - Thompson (OCA)
- Bellefonte Police Pension Board - Pribulka
- Nittany Valley Joint Recreation Authority - Pribulka
- Penn State University Sustainability Projects - Pribulka
- Shade Tree Commission - Pribulka
- Union Cemetery Association - Pribulka
- Workplace Safety Committee - Pribulka

AUTHORITIES / COUNCIL APPOINTED

- Bellefonte Borough Authority- October 6, 2026 - D. Johnson
    - Mr. Johnson commented on the water tank replacement project
    - The Valentine Hill Water Line Replacement Project was completed on August 20th.
    - Big Spring, Talleyrand Park project is ongoing. The Authority has received RFP's and a recommendation will be made soon.
    - The Talleyrand stage project is ongoing.
- Centre County Airport Authority - D. Johnson
    - Minutes were provided

COMMISSIONS / COUNCIL APPOINTED

- Spring Creek Watershed Commission – Eaton
    - The Watershed Commission is moving to an every other month meeting schedule.

SPECIAL COMMITTEES / COUNCIL APPOINTED

- Centre County Library Board - Cleeton

- Centre Region Council of Governments (COG) Public Safety Committee - Cleeton
- Public Transit Task Force Committee - Tosti-Vasey

SPECIAL APPOINTMENTS / APPOINTED

- Nittany Valley Joint Planning Commission (NVJPC) - Tosti-Vasey
- Centre County Metropolitan Planning Organization (CCMPO) - Tosti-Vasey
- Centre County Metropolitan Planning Organization (CCMPO) Technical Comm.

XI. CURRENT and OLD BUSINESS

1. CONTINUED DISCUSSION - AUTHORIZATION TO PURCHASE NEW PIERCE ENFORCER 100' AERIAL FOR UNDINE FIRE COMPANY

- *Narrative* - Provided with the agenda is a copy of a purchase order from Glick Fire Equipment Company, Inc. approving the acquisition of a new 100ft aerial ladder truck manufactured by Pierce to service the Undine Fire Company. The Bellefonte Fire Department provides fire service from the Logan and Undine Companies to Bellefonte Borough and the Townships of Spring, Benner, and Marion. The current apparatus is at the end of its useful life and a new truck is required to be manufactured. The lead time on manufacturing is estimated to be 24 months from execution of purchase order. This was referred to the Administration and Finance Committee for further discussion with Spring and Benner Townships. A meeting occurred with the municipalities on October 14, and a verbal report on the outcome of that meeting will be provided this evening. Staff is recommending this item be tabled until November 2, 2026.

  Recommended motion - that Borough Council table action on this item until November 2, 2026.

  Tosti-Vasey motioned and Dann seconded that Borough Council table action on this item until November 2, 2026. Voice vote. Motion carried unanimously.

2. AUTHORIZATION OF ADVERTISEMENT FOR A PUBLIC HEARING ON AN ORDNANCE ADOPTING REVISED LOCAL PRETREATMENT LIMITS FOR THE BELLEFONTE BOROUGH WASTEWATER TREATMENT PLANT

- *Narrative* - Provided with the agenda is a memorandum from Frank Noll, Wastewater Treatment Plant Superintendent, describing the revised Local Limits accepted by the U.S. Environmental Protection Agency for the Bellefonte Borough Authority. Council tabled the motion to authorize advertisement of a public hearing until a draft of the ordinance amendment was prepared. Provided with the agenda is a copy of the draft amendment revising local pretreatment limits for the Bellefonte Borough Wastewater Treatment Plant. It is requested that the hearing and consideration of enactment be advertised for November 2, 2026.

Recommended motion: That Borough Council authorizes a public hearing and consideration of enactment of an ordinance accepting the revised Local Limits for the Bellefonte Borough Wastewater Treatment Plant for November 2, 2026.

Eaton motioned and Dann seconded that Borough Council authorizes a public hearing and consideration of enactment of an ordinance accepting the revised Local Limits for the Bellefonte Borough Wastewater Treatment Plant for November 2, 2026. Voice vote. Motion carried unanimously.

XII. NEW BUSINESS

1. REVIEW OF COUNCIL CHAMBER FURNITURE PROPOSAL – PAUL DOWNS CABINETMAKERS

- Narrative - Council requested a design proposal to replace the current dais with new tables and an improved layout for conducting meetings. Provided with the agenda is a proposal from Paul Downs Cabinetmakers, a COSTARS contractor, to replace the current Council tables with a custom "V-shape" design. The proposal does not include replacements of the podium or chairs. Staff is requesting this item be referred to the Streets, Infrastructure, and Public Works Committee for further review.

Recommended motion: That Borough Council refer the proposal to the Streets, Infrastructure, and Public Works Committee for review.

Dann motioned and Cleeton seconded that Borough Council refer the proposal to the Streets, Infrastructure, and Public Works Committee for review. Discussion included Cleeton expressing that she doesn't feel this expenditure is necessary. Mr. Johnson commented that the proposed amount is $50,000. Voice vote. Motion carried unanimously.

2. SPECIAL EVENT FEE WAIVER REQUEST – ONE HAND FOUNDATION DENTAL CLINIC

- *Narrative* - Council received a presentation from the One Hand Foundation on September 21 about hosting a proposed free children's mobile dental clinic in the Borough. The Borough Manager has approved the use of Governor's Park on October 24 for the clinic and other family-friendly activities. Details were provided on the flier in the agenda packet. While One Hand Foundation is not based in Bellefonte Borough, it is a nonprofit organization that will operate in the Borough, and Council is asked to consider waiving the $100 special event permit application fee that would typically apply. For additional clarity on the policy, Council is asked to refer the special events permitting process and associated fee structure to the Parks Committee to review.

Recommended motion: That Borough Council approve the special event fee waiver for the One Hand Foundation Dental Clinic and refer the special event permitting process and associated fee structure to the Parks Committee for review.

Tosti-Vasey motioned and Vess seconded that Borough Council approve the special event fee waiver for the One Hand Foundation Dental Clinic and refer the special event permitting process and associated fee structure to the Parks Committee for review. Discussion included Dann asking if the waiver request vote can be split and each request voted on separately. Tosti-Vasey and Vess both agreed to vote on the items separately.

Vote 1 – Council should refer the special event permitting process and associated fee structure to the Parks Committee for review. Discussion included Tosti-Vasey clarifying that the policy regarding this permitting process and the reasoning behind the recommendation of the fee waiver. It was discussed that the permitting process needs further review and clarifications to avoid similar confusion for future requests. Roll call vote. The vote to approve Council referring this fee structure and policy to the Parks Committee carried unanimously.

Ms. Deb Cleeton	Y	Ms. Kessler	Y
Ms. Barbara Dann	Y	Ms. Joanne Tosti-Vasey	Y
Mr. Jon Eaton	Y	Dr. Tomalei Vess	Y
Mr. Doug Johnson	Y	Ms. Claudia Wilson	Y
Mr. Zach Kelly	Y		

Fee Waiver Requests 1 and 2 - approve the special event fee waiver for the One Hand Foundation Dental Clinic and approve the Special Event Fee Waiver Request – BASD Raider Reindeer 4k.

Tosti-Vasey motioned and Dann seconded to approve both fee waiver requests. No further discussion. Voice vote. Motion carried unanimously.

X!!I. PUBLIC COMMENT REGARDING ISSUES NOT ON THE AGENDA

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

- NONE

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

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

- Members made comments regarding Borough issues and projects.

XV. ADJOURNMENT

? motioned and Wilson seconded to adjourn. The meeting adjourned at 8:31PM.

MEMORANDUM

TO: **Bellefonte Borough Council**
FROM: **Matt Auman and Randy Neff**
SUBJECT: Municibid Auction Items
DATE: October 30, 2026

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

- 2006 Ford F250 - Water
- 2026 Ford 8'Bed (New Takeoff from Mechanics new truck) - Water
- Western Striker 8' Salt Spreader - 2yd Hopper - Streets
- CoreCut1300 Road Saw - Water

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

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

MEMORANDUM



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

PLANNING DEPARTMENT

The Planning Commission will meet at **on Monday, November 9, 2026 at 5:00pm** in the Oak Room to review land development plan amendments to the Stage at Talleyrand project.

A SALDO Amendment summary report is provided as a separate document and will be addressed as new business.

ZONING DEPARTMENT

I have continued reviewing and issuing zoning permits, responding to inquiries, and coordinating with Centre Region Code Administration on property maintenance concerns and zoning requirements. Much of my work has focused on commercial property uses, permitting requirements, and prospective businesses interested in locating in the Borough. This includes preparing zoning determinations, meeting on-site with property and business owners to discuss proposed uses and applicable regulations, and conducting final zoning inspections.

I have also continued reviewing documents for planning and zoning projects, coordinating with 911 on new and corrected property addressing, and identifying and addressing zoning violations. Additionally, I am working with downtown property owners to explore building maintenance and redevelopment opportunities.

HISTORIC PRESERVATION DEPARTMENT

HARB did not meet on, October 27th as there were no formal projects for review.

HARB will meet on **Tuesday, November 10th at 8:30 a.m**. On the draft agenda is to review exterior modifications to the Stage at Talleyrand. There may be additional projects as well. I continue to review and approve minor projects that don't require formal HARB review.

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.

ORDINANCE 11022026-01

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER 455 SEWERS AND SEWAGE DISPOSAL, ARTICLE II JOINT MUNICIPAL PRETREATMENT

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 Chapter 455 (previously adopted as Ordinance 913, passed June 18, 1984, and as Ordinance 960, passed August 18, 1986) so as to include the following:

§ **455-37.** Local Limits

A. The following pollutant limits are hereby established to assure biosolids quality and to protect against pass through and interference. No person or entity shall discharge wastewater containing in excess of the following maximum allowable discharge limits.

Pollutant	**Maximum Daily Limit (mg/l)**
Aluminum	11.80
Arsenic (T)	0.07790
Bis(2-ethylhexyl) phthalate	0.1485
Cadmium (T)	0.01540
Chromium (T)	3.450
Copper (T)	0.4636
Cyanide (T)	0.7100
Lead (T)	.5000
Mercury (T)	0.00690
Molybdenum	0.1780
Nickel (T)	1.270
Silver (T)	.2700
Zinc (T)	0.500
Oil and grease	100.0

B. The above limits apply at the point where the wastewater is discharged to the Bellefonte Wastewater Treatment Plant or POTW. All concentrations for metallic substances shall be for the "total" metal unless indicated otherwise.

In all other aspects other than herein amended said original ordinances and their amendments are hereby enacted and ordained.

ENACTED AND ORDAINED, into an Ordinance this 2nd day of November 2026, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST: BOROUGH OF BELLEFONTE:

_____ _____

David G. Pribulka, Borough Manager
Secretary

Doug Johnson
President of Council

AND NOW, to wit, this 2nd day of November, 2026, the within and above Ordinance is approved.

_____

Gene "Buddy" Johnson, Mayor

APPARATUS CONTRACT PRICE QUOTE

Bid Date: 09-27-2026

PA COSTARS Contract No. 013-E22-242

Price valid for 30 days

Class or Item	Qty	Unit	**Borough of Bellefonte Fire Department** Description	Unit Price
A	1	Set	**PIERCE® Enforcer 100' Ascendant Mid-Mount Platform - Proposal #1068**	
			2030 Pierce Enforcer Aerial per the proposal specifications.	
			CONTRACT PRICE	$2,298,442.00
			FYI: Effective November 5, 2026 1% price increase will occur.	
B			Chassis Pre-Pay Discount - 90 Days prior to apparatus completion - $715,879	($21,503.00)
C			Aerial Pre-Pay Discount - 60 Days prior to apparatus completion - $686,469.00 Due	($11,670.00)
D			Total Pre-Pay Contract Signing -- Net/30 -- Contact for latest Numbers.	($285,405.00)
			Total Prepay Discounts Available	($318,578.00)
E	1	Set	ADD -- T3 All Steer	$55,297.00
F	1	Set	ADD -- Two (2) Monitors, TFT Monsoon, Y4-MP1A-P-01 Manual and Y4-EP1A-P Electric Controlled at Pedestal and Platform 2000 GPM	$32,748.00
			Option #0683625 ADD -- Performance Bond	$6,215.00
			PA COSTARS Contract # 013-E22-242	

NOTES & CONDITIONS:

1) This proposal is for a Pierce/Glick Custom Enforcer 100' LAL Aerial. Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, but not to exceed 47 to 48 months after acceptance of this order. Chassis price increases enacted by the OEM supplier after execution of the contract shall be passed along to the purchaser. Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of order, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.
2) Dealer supplied loose equipment or equipment mounting is not included in the apparatus leadtime, if applicable, and may increase the delivery leadtime which cannot affect or delay the payment terms of the apparatus.
3) Additional options and changes made by the purchaser may affect the delivery lead time of the apparatus.
4) Transit coating will be applied on each vehicle shipping between Nov 15 - Apr 1.
5) Subject to manufacturers update without notice; such as lighting, tires, etc., not affecting the intent of these specifi
6) This apparatus meets the current NFPA 1901 requirements at the time of the bid.
7) Late or untimely payments are subject to a fee of 1.5% of total balance due per month or 18% APR. All penalties are based on the actual delivery and acceptance date.
8) Upon delivery to the customer location, the said apparatus cannot be placed into service, operated, driven, modified, or mounting of customer equipment, until all debts are settled.
9) Proposal price is valid for 30 days, barring any major OEM component price increases prior to contract signing. Major OEM components include engine, transmission, pump, hydraulics and axle.

GLICK FIRE EQUIPMENT COMPANY, INC.

Pierce

MEMORANDUM

TO: Bellefonte Borough Council
FROM: Gina Thompson: HARB, Zoning & Planning Administrator
SUBJECT: SALDO Amendments for Public Hearing
DATE: For Council Meeting November 2, 2026

Subdivision and Land Development Ordinance (SALDO) Amendments Summary of Review Comments and Proposed Revisions

Ordinance Sections:

- §500-12.1 – Traffic Impact Study
- §500-23 – Parkland Dedication or Payment of Fee in Lieu

The following summarizes comments received from the Centre County Planning Office, Nittany Valley Joint Planning Commission (NVJPC), and Bellefonte Planning Commission on the proposed SALDO amendments, along with the Ordinance Ad Hoc Committee's responses and outstanding considerations. The original review comments and meeting records are provided separately.

1. Centre County Planning Office Review

County Planning staff supported the proposed amendments, noting that the revisions would improve efficiency and safety in the development process. The following recommendations were provided.

§500-12.1 – Traffic Impact Study

Comment: The draft ordinance references a preliminary plat submission, although §500-12 addresses final plats. County Planning recommended clarifying whether a Traffic Impact Study (TIS) is required at the preliminary and/or final plan stage.

Committee Response: The committee chose not to incorporate this recommendation as suggested. The Borough intends for the TIS process to occur before submission of the preliminary plan so that potential traffic impacts can be identified early in the development review process.

§500-23 – Parkland Dedication or Payment of Fee in Lieu

Comment: County Planning noted that Section 503(11)(iv) of the Pennsylvania Municipalities Planning Code (MPC) references a formally adopted recreation plan in connection with parkland dedication requirements. The Borough's existing comprehensive planning documents may provide a foundation for future recreation planning.

Committee Response / Future Consideration: The Borough would like to develop a Recreation, Parks, and Open Space (RPOS) Plan to guide future parkland and recreation planning. However, this plan is not contingent upon adoption of the proposed SALDO amendments.

Comment: County Planning recommended considering a note on preliminary and/or final plans identifying the parkland dedication or fee-in-lieu requirements applicable to the development, including any applicable limits on the number of dwelling units or buildings that may be constructed before additional dedication or payment is required.

Consideration: Staff agrees to incorporate these notes on approved plans but does not believe this requires inclusion in the ordinance.

2. Bellefonte Planning Commission Review

The Planning Commission reviewed both proposed amendments and raised several policy and implementation questions, particularly concerning the application of parkland fees to redevelopment and changes of use within the Borough's largely built-out environment.

§500-23 – Parkland Dedication or Payment of Fee in Lieu

The Commission asked the Ad Hoc Committee to consider:

- Clarifying when parkland dedication or fee-in-lieu requirements apply to redevelopment and changes of use
- Whether parkland fees may be used for maintenance
- Whether the fee structure should account for different dwelling unit types or provide reductions for age-restricted, workforce, or affordable housing.
- The Commission emphasized the need for clear, defensible fee triggers, particularly for redevelopment in the Borough's built-out environment.

§500-12.1 – Traffic Impact Study

The Commission reviewed the proposed TIS requirements, including study thresholds, scoping procedures, traffic engineer review, traffic mitigation, and coordination with PennDOT and Highway Occupancy Permits (HOPs). Discussion also addressed preliminary plan submission requirements, applicant responsibilities for off-site improvements, and traffic signal costs and maintenance. Current and potential traffic impacts associated with the Rite Aid redevelopment, Mount Nittany Medical Center, and the former Geisinger facility on Bishop Street were also discussed. No specific changes were suggested.

3. NVJPC Review

Comment: The NVJPC recommended approval of the proposed SALDO amendments, with the comment that the parkland dedication fee schedule be included during the public hearing comment period.

Outstanding Items for Consideration:

- Whether parkland dedication fees may be used for park maintenance.
- Establishing clear and defensible triggers for parkland dedication or fees for redevelopment and changes of use.
- Developing a Recreation, Parks, and Open Space (RPOS) Plan for Bellefonte Borough.

ORDINANCE NO. ____

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, CENTRE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 500 (SUBDIVISION AND LAND DEVELOPMENT) OF THE BELLEFONTE BOROUGH CODE OF ORDINANCES BY REPEALING EXISTING § 500-11B(8) AND ENACTING A NEW § 500-12.1 ESTABLISHING TRAFFIC IMPACT STUDY REQUIREMENTS FOR SUBDIVISION AND LAND DEVELOPMENT PLANS.

WHEREAS, the Borough of Bellefonte has adopted Chapter 500, Subdivision and Land Development, of the Code of the Borough of Bellefonte (the "SALDO"), originally adopted June 27, 1994, as amended; and

WHEREAS, the SALDO presently addresses the traffic impacts of proposed subdivision and land development solely through § 500-11B(8), which authorizes the Borough Council or Borough Engineer to require a traffic report but establishes no objective criteria governing when such a study is warranted, the methodology to be employed, the standards for review, or the mitigation of identified impacts; and

WHEREAS, the Borough Council's Ad Hoc Ordinance Committee, together with Borough staff and the Borough's contracted traffic engineer, has reviewed the deficiencies of the existing provision and the traffic impact study practices of comparable municipalities; and

WHEREAS, the Borough Council finds that the establishment of clear and objective traffic impact study requirements will protect the safety and efficiency of the Borough's street network, provide the Borough Council and Planning Commission with reliable data on which to base development decisions, establish appropriate mitigation responsibilities, and promote consistency with the standards of the Pennsylvania Department of Transportation and the Pennsylvania Municipalities Planning Code.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Bellefonte, Centre County, Pennsylvania, and it is hereby ordained and enacted by the authority of the same, as follows:

SECTION 1. AMENDMENT OF § 500-11B(8). Section 500-11B(8) of the Code of the Borough of Bellefonte is hereby repealed in its entirety and replaced with the following:

(8) A traffic impact study, where required under § 500-12.1 of this chapter, prepared and submitted in accordance with the requirements of that section as part of the preliminary plat submission.

SECTION 2. ENACTMENT OF § 500-12.1. TRAFFIC IMPACT STUDY REQUIREMENTS. Article V of Chapter 500 of the Code of the Borough of Bellefonte is hereby amended by adding a new § 500-12.1, to read as follows:

§ 500-12.1 Traffic Impact Study Requirements.

Where required by this section, the applicant shall, as part of the preliminary plat submission, submit for review a traffic impact study prepared in accordance with the following provisions:

A. **Purpose.** The purpose of this section is to ensure that the transportation impacts of proposed subdivision and land development are identified and evaluated before approval; to protect the safety and efficiency of the Borough's road network; to provide the Borough Council and Planning Commission with objective data to inform development decisions; to establish mitigation responsibilities for applicants whose projects generate significant traffic impacts; and to ensure consistency with applicable standards of the Pennsylvania Department of Transportation and the traffic impact fee provisions of the Pennsylvania Municipalities Planning Code (Act 209 of 1990), where applicable.

B. **Definitions.** As used in this section, the following terms shall have the meanings set forth below:

(1) Borough Traffic Engineer. A Qualified Traffic Engineer designated by the Borough Council to review and administer traffic impact studies submitted as required by this section. The Borough Traffic Engineer may be a contracted traffic engineer.

(2) Full Traffic Impact Study ("Full TIS"). A comprehensive traffic engineering analysis prepared by a Qualified Traffic Engineer in accordance with the requirements of § 500-12.1F.

(3) Horizon Year. A future year selected for traffic analysis purposes at which projected traffic conditions are evaluated. Where development is proposed to occur in phases, the Borough Traffic Engineer may require analysis at intermediate horizon years corresponding to the completion of each significant phase.

(4) Internal Capture Reduction. A reduction applied to the estimated number of site-generated trips for a mixed-use development to account for trips that occur entirely within the development site between two or more land uses, without accessing the external roadway network. Internal capture reductions shall be calculated using the methodology set forth in the current edition of the ITE Trip Generation Manual and shall be subject to approval by the Borough Traffic Engineer.

(5) ITE Trip Generation Manual. The most current edition of the Trip Generation Manual published by the Institute of Transportation Engineers, used to estimate vehicle trip generation by land use type.

(6) Level of Service ("LOS"). A qualitative measure, expressed as a letter grade from A through F, describing the operational conditions of a roadway or intersection as defined by the Highway Capacity Manual (HCM) published by the Transportation Research Board.

(7) Limited Traffic Impact Study ("Limited TIS"). A focused traffic analysis prepared by a Qualified Traffic Engineer for developments generating moderate traffic impacts, in accordance with § 500-12.1G.

(8) Pass-By Trip Reduction. A reduction applied to the estimated number of site-generated trips to account for vehicles that are already traveling on an adjacent roadway and divert into the development site without making an additional trip specifically to visit the site. Pass-by trip reductions shall not exceed the maximum percentages published in the current edition of the ITE Trip Generation Manual for the applicable land use and shall be subject to approval by the Borough Traffic Engineer.

(9) Peak Hour. The one-hour period during morning (a.m.) or evening (p.m.) commute times, or the one-hour period of greatest site-generated traffic activity, during which the highest volume of vehicle trips is generated by the proposed development or occurs on adjacent roadways, whichever is greater.

(10) Qualified Traffic Engineer. A professional engineer licensed in the Commonwealth of Pennsylvania with demonstrable expertise and experience in traffic engineering analysis.

(11) Site-Generated Trips. Vehicle trips attributable to the proposed development, estimated using the ITE Trip Generation Manual and adjusted as appropriate for pass-by trips, internal capture, or transportation demand management measures, subject to Borough Traffic Engineer review.

(12) Study Area. The geographic area surrounding a proposed development within which traffic conditions are expected to be materially affected by the development, as determined by the Borough Traffic Engineer, typically including all intersections within one-half (1/2) mile of the primary site access point(s) and any intersection identified by the Borough Traffic Engineer based on site-specific conditions.

(13) Traffic Impact Study ("TIS"). Either a Full TIS or a Limited TIS as required by § 500-12.1C.

C. **Requirements To Conduct a Study.**

(1) **Full Traffic Impact Study required.** A Full TIS shall be required for any of the following:

(a) Any proposed development that is estimated to generate 100 or more vehicle trips during any peak hour or 750 or more new daily trips, as determined using ITE Trip Generation Manual rates;

(b) Any change of use or expansion of an existing use that, when combined with the existing use, would meet or exceed any of the thresholds above; or

(c) Any development that the Borough Traffic Engineer determines, based on site-specific conditions, presents potential transportation safety concerns warranting full study regardless of size.

(2) **Limited Traffic Impact Study required.** A Limited TIS shall be required for any of the following, unless a Full TIS is otherwise required:

(a) Any proposed development estimated to generate between 50 and 99 vehicle trips during any peak hour or between 500 and 749 new daily trips, as determined using ITE Trip Generation Manual rates;

(b) Any change of use or expansion meeting the thresholds described in this subsection.

D. **Waiver or Modification of Study Requirements.** The Borough Council may, upon written recommendation of the Borough Traffic Engineer, waive or modify the TIS requirement where either:

(1) The proposed development has direct access only to a state highway, and PennDOT has independently reviewed and approved a traffic study or Highway Occupancy Permit (HOP) application that adequately addresses the Borough's concerns; or

(2) The applicant demonstrates, to the satisfaction of the Borough Traffic Engineer, that adequate traffic data already exists and no new study is necessary.

Any waiver shall be documented in writing and entered into the record of the application.

E. **Traffic Impact Study Scoping Meeting.** Prior to preparing any TIS, the applicant or the applicant's Qualified Traffic Engineer shall meet with the Borough Traffic Engineer to establish the scope, study area, methodology, and data requirements for the TIS. The scoping meeting shall address:

(1) Intersections and roadway segments to be analyzed (the Study Area);

(2) Peak hours to be studied;

(3) Traffic count requirements, including the acceptability of existing counts versus new data collection;

(4) Background traffic growth rate methodology;

(5) Trip generation methodology, including any proposed pass-by or internal capture reductions;

(6) Horizon year(s) for analysis;

(7) Any committed or approved development projects to be included as background traffic; and

(8) Coordination needs with PennDOT or other agencies.

The Borough Traffic Engineer shall provide a written scoping summary to the applicant within fifteen (15) business days of the scoping meeting. Failure to hold a scoping meeting prior to TIS submission may be grounds for rejection of the TIS as incomplete.

F. **Required Contents of Full Traffic Impact Study.** A Full TIS shall be prepared by a Qualified Traffic Engineer and shall include, at a minimum, the following:

(1) **Study introduction and site description.**

(a) The name, address, and description of the proposed development;

(b) A site location map and vicinity map;

(c) A site plan showing access points, internal circulation, and parking;

(d) Proposed land uses, gross floor areas, number of units, and phasing schedule, if applicable;

(e) Zoning classification and consistency with the Comprehensive Plan; and

(f) The name, professional seal, and contact information of the Qualified Traffic Engineer.

(2) **Existing conditions.**

(a) A description of the existing roadway network within the Study Area, including lane configurations, posted speed limits, traffic controls, and sight distances at proposed access points;

(b) Turning movement counts collected at all study intersections during the relevant peak hours. Counts shall not be more than two (2) years old unless approved by the Borough Traffic Engineer;

(c) An existing peak hour Level of Service (LOS) analysis for all study intersections using Highway Capacity Manual (HCM) methodology; and

(d) Documentation of existing crash history (minimum three (3) years) at study intersections, obtained from PennDOT crash data.

(3) **Trip generation.**

(a) Estimated trip generation for the proposed development using the current ITE Trip Generation Manual;

(b) Documentation of all land use codes, rates, and equations used;

(c) Justification for any pass-by or internal capture reductions applied, not to exceed ITE-recommended maximums; and

(d) Separate tabulation of trips for each phase, if the development is phased.

(4) **Trip distribution and assignment.**

(a) A description of the directional distribution methodology and assumptions;

(b) A distribution map showing the percentage of trips entering and exiting the site in each direction; and

(c) Assignment of site-generated trips to the road network, shown on a turning movement map for each study intersection.

(5) **Future traffic conditions.**

(a) Background traffic growth applied to existing volumes using a methodology approved at the scoping meeting, such as a trend-based analysis derived from PennDOT historical count data or a compound annual growth rate supported by local traffic studies;

(b) Traffic from other approved or reasonably foreseeable developments in the Study Area; and

(c) Site-generated trips from the proposed development.

(d) A future peak hour LOS analysis for all study intersections under the following scenarios:

[1] Background (without-project) conditions at the design year;

[2] Total (with-project) conditions at the design year; and

[3] If phased, each significant phase at the relevant build-out year.

(6) **Impact assessment and mitigation.**

(a) The assessment shall identify all intersections where the project causes a deterioration in LOS, defined as:

[1] A reduction of one or more LOS letter grades; or

[2] An increase in average vehicle delay of more than five (5) seconds per vehicle at an intersection already operating at LOS D or worse.

(b) Proposed mitigation measures for each identified impact, including but not limited to:

[1] Geometric improvements (turn lanes, widening, channelization);

[2] Signal timing adjustments or new signal installation;

[3] Access management measures (shared access, access restrictions, raised medians); and

[4] Transportation demand management (TDM) measures.

(c) An LOS analysis confirming that the proposed mitigation restores LOS to pre-development conditions or to LOS C or better, unless the Borough Traffic Engineer approves otherwise based on documented capacity constraints;

(d) An opinion of probable cost for all proposed mitigation measures; and

(e) The proposed phasing and funding mechanism for mitigation, including any obligations for developer contribution.

(7) **Sight distance and access analysis.**

(a) A sight distance evaluation at all proposed access points, consistent with PennDOT Publication 282 (Sight Distance Standards) and applicable AASHTO standards;

(b) Documentation of any sight distance deficiencies and proposed remediation; and

(c) An internal circulation analysis, including the adequacy of stacking distances and identification of conflict points.

G. **Required Contents of Limited Traffic Impact Study.** A Limited TIS shall be prepared by a Qualified Traffic Engineer and shall include, at a minimum:

(1) A site description, access points, and land use consistent with § 500-12.1F(1) above;

(2) Existing peak hour turning movement counts at the primary access intersection(s) and any adjacent intersection where the Borough Traffic Engineer determines analysis is warranted; counts shall not be more than two (2) years old;

(3) An existing LOS analysis at study intersections;

(4) An ITE-based trip generation estimate;

(5) Trip distribution and assignment at study intersections;

(6) A future LOS analysis at the design year with the project;

(7) Identification of any LOS deficiencies caused by the project and proposed mitigation; and

(8) A sight distance evaluation at proposed access points.

H. **Submission and Review; Fees.**

(1) **Submission.** The TIS shall be submitted as part of the preliminary plan application. No preliminary plan application shall be deemed complete unless the TIS is submitted simultaneously or a scoping meeting waiver has been granted in writing by the Borough Traffic Engineer. All documents required by this section shall be submitted in order to constitute a complete application.

(2) **Review by Borough Traffic Engineer.** The Borough Traffic Engineer shall review the TIS for completeness and technical adequacy.

(a) The Borough Traffic Engineer may request supplemental data or analysis.

(b) The Borough Traffic Engineer shall provide written comments to the applicant within thirty (30) days of receipt of a complete TIS.

(c) The cost of review by the Borough Traffic Engineer shall be paid from an escrow account established by the applicant as part of the plan review escrow, consistent with the Borough's Fee Schedule.

(3) **Coordination with PennDOT.** For developments with access to a state highway, or where state highway intersections are within the Study Area, the applicant shall coordinate the TIS scope and findings with PennDOT District 2-0. The applicant shall provide documentation of PennDOT's comments and any required Highway Occupancy Permit (HOP) approvals to the Borough prior to final plan approval.

I. **Mitigation Requirements and Conditions of Approval.**

(1) **Mitigation required.** Mitigation required to be completed by the applicant shall be limited to on-site transportation improvements identified within the Study Area. Where the TIS identifies transportation impacts requiring mitigation, the Borough Council shall not grant preliminary or final plan approval unless the applicant:

(a) Demonstrates that the proposed mitigation measures will restore LOS to the required standard;

(b) Provides a signed and sealed design for any required physical improvements;

(c) Posts a financial security instrument (bond, irrevocable letter of credit, or escrow) acceptable to the Borough Solicitor, in an amount equal to one hundred ten percent (110%) of the estimated cost of the required transportation improvements; and

(d) Executes a Development Agreement with the Borough specifying the timing, phasing, and completion standards for all required transportation improvements.

(2) **Acceptable standards.** Mitigation shall be deemed adequate when the Borough Traffic Engineer certifies that:

(a) All study intersections will operate at LOS C or better, or will be no worse than pre-development conditions if currently operating below LOS C; and

(b) Sight distance requirements are met at all access points.

(3) **Off-site impact identification.** Where the TIS identifies transportation impacts on roads or intersections beyond the boundaries of the development site, the applicant shall document those impacts in the TIS with sufficient specificity to allow the Borough to evaluate their significance.

(a) Such documentation shall include the location and nature of each off-site impact, the estimated increase in traffic attributable to the development, and any recommended improvements.

(b) Nothing in this subsection shall be construed to impose a financial obligation on the applicant for improvements to roads or intersections not within the applicant's control or ownership.

J. **Validity Period and Updates.**

(1) **Validity period.** An approved TIS ~~-~~shall remain valid from the date of preliminary approval for a period of three (3) years from the date of approval, provided that no material changes in the scope, phasing, or land use of the proposed development have occurred.

(2) **Required update.** A TIS shall be updated, at the applicant's cost, when:

(a) More than three (3) years have elapsed since TIS approval without final plan approval;

(b) The proposed development has been materially revised (a change in use, an increase in gross floor area of more than ten percent (10%), the addition of access points, or a change in phasing); or

(c) The Borough Traffic Engineer determines that materially changed traffic conditions in the Study Area require updated analysis.

SECTION 3. REPEALER. All ordinances or parts of ordinances that are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Borough Council hereby declares that it would have enacted this Ordinance, and each section, subsection, sentence, clause, and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

SECTION 5. EFFECTIVE DATE. This Ordinance shall become effective five (5) days after its enactment.

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

ATTEST:

_____
David Pribulka, Secretary

BOROUGH OF BELLEFONTE:

_____
Doug Johnson, President

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

_____
Gene “Buddy” Johnson, Mayor

ORDINANCE NO. ____

AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, CENTRE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 500 (SUBDIVISION AND LAND DEVELOPMENT) OF THE BELLEFONTE BOROUGH CODE OF ORDINANCES BY REPEALING AND REPLACING §500-23 (RECREATION AND OPEN SPACE) IN ITS ENTIRETY TO ESTABLISH UPDATED REQUIREMENTS FOR PARKLAND DEDICATION OR THE PAYMENT OF A FEE IN LIEU THEREOF AS A CONDITION OF SUBDIVISION AND LAND DEVELOPMENT APPROVAL; ESTABLISHING A PARKS FUND; PROVIDING FOR THE USE AND ADMINISTRATION OF FEES COLLECTED; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the Borough of Bellefonte, Centre County, Pennsylvania (the "Borough") has previously adopted Chapter 500 (Subdivision and Land Development) of the Bellefonte Borough Code of Ordinances (the "SALDO"), which includes §500-23 governing recreation and open space requirements applicable to residential subdivision and land development; and

WHEREAS, the Borough is authorized by the Pennsylvania Municipalities Planning Code, Act of July 31, 1968, P.L. 805, as amended, 53 P.S. §10101 et seq. (the "MPC"), including specifically Sections 503(11) and 509 thereof, to adopt and enforce requirements for the dedication of land for recreational purposes, or, in lieu thereof, the payment of a fee, as a condition of subdivision and land development approval; and

WHEREAS, the Borough Council desires to update and replace the existing §500-23 in its entirety to reflect the Borough's current conditions, including its largely built-out character, the modest volume of new development activity, and the practical administrative advantages of a fee-in-lieu approach with fees established by separate resolution as part of the Borough's Fee Schedule; and

WHEREAS, the Borough Council finds that a flat-fee-in-lieu structure, with specific fee amounts maintained in the Borough Fee Schedule and subject to adjustment by resolution, is the most practical, transparent, and equitable method of implementing parkland dedication requirements for a Borough of Bellefonte's size and development character; and

WHEREAS, fees collected pursuant to this Ordinance shall be deposited into a dedicated Parks Fund and used solely for the acquisition, development, improvement, or rehabilitation of public parks, recreational facilities, and open space within the Borough;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of Bellefonte Borough, Centre County, Pennsylvania, as follows:

SECTION 1. REPEAL OF EXISTING §500-23.

Section 500-23 (Recreation and Open Space) of Chapter 500 (Subdivision and Land Development) of the Bellefonte Borough Code of Ordinances is hereby repealed in its entirety and replaced with the new §500-23 set forth in Section 2 of this Ordinance.

SECTION 2. NEW §500-23. RECREATION AND OPEN SPACE.

§500-23. Recreation and Open Space.

All residential and nonresidential subdivision and land development plans submitted after the effective date of this Ordinance shall provide for suitable and adequate recreation and open space in order to ensure adequate recreational areas and facilities to serve present and future residents of the Borough; reduce increasing usage pressure on existing recreational areas and facilities; ensure that all present and future residents have the opportunity to engage in varied recreational pursuits; and comply with the requirements of the Pennsylvania Municipalities Planning Code.

A. Applicability.

(1) The requirements of this section shall apply to all applications for subdivision or land development approval submitted to the Borough on or after the effective date of this Ordinance that involve:

(a) The creation of one (1) or more new dwelling units through residential subdivision or land development; or

(b) Any nonresidential land development that results in the construction of a new principal building or a building addition that increases gross floor area by five thousand (5,000) square feet or more.

B. Exemptions.

The following are exempt from the provisions of this section:

(1) Any subdivision or land development plan for which a preliminary plan was submitted and deemed complete prior to the effective date of this Ordinance.

(2) Subdivisions involving only the lot line adjustment or consolidation of existing lots that do not create any new dwelling units.

(3) The replacement or reconstruction of an existing principal building on the same lot that does not increase the number of dwelling units or gross floor area beyond pre-existing levels.

(4) Any subdivision or land development by a public or governmental entity, including the Borough itself, for public purposes.

(5) Affordable housing developments in which one hundred percent (100%) of the dwelling units are deed-restricted as affordable to households earning at or below sixty percent (60%) of the Area Median Income as determined by the U.S. Department of Housing and Urban Development. The Borough Council may, by resolution, provide for a reduced fee for developments that are partially affordable.

C. Dedication of Land or Fee in Lieu.

(1) As a condition of final subdivision or land development approval, the applicant shall either dedicate land for public recreational purposes or pay a fee in lieu of dedication ("Fee in Lieu"), as determined in accordance with this section.

(2) Given Bellefonte Borough's largely built-out character and the limited availability of suitable parcels for new public parkland, the Borough Council has determined that payment of a Fee in Lieu is generally the more practical and beneficial approach to meeting park and recreational needs generated by new development. The Borough Council may, in its sole discretion, elect to require land dedication in lieu of or in addition to a Fee in Lieu in cases where:

(a) The proposed development is of sufficient scale that land dedication would be practicable and would result in usable recreational area of meaningful benefit to the public; or

(b) The proposed dedication is contiguous to or would expand an existing public park or open space.

(3) The decision to require land dedication shall be made by the Borough Council in consultation with the Borough Manager and Borough Planning Commission at the time of plan review. In the absence of a specific determination requiring land dedication, a Fee in Lieu shall be required.

D. Fee in Lieu — Amount and Fee Schedule.

(1) The Fee in Lieu required under this section shall be assessed in accordance with the Borough of Bellefonte Fee Schedule, as established and amended from time to time by resolution of the Borough Council. The Fee Schedule shall identify the applicable fee for each category of development subject to this section, including:

(a) Residential development, assessed on a per-dwelling-unit basis, with fees differentiated by dwelling unit type to reflect the relative park and recreational demand generated by each unit type; and

(b) Nonresidential development, assessed on the basis of gross floor area added, with a maximum fee per application as established in the Fee Schedule.

(2) The initial Fee Schedule implementing this section shall be adopted by resolution of the Borough Council concurrently with or promptly following the enactment of this Ordinance, and shall take effect on the same date as this Ordinance or as otherwise specified in such resolution.

(3) The Fee Schedule shall be posted to the Bellefonte Borough website and made available upon request at the Borough office. The applicable fee shall be the fee in effect at the time a complete subdivision or land development application is submitted to the Borough.

(4) The Borough Council may amend the Fee Schedule at any time by resolution. No amendment to the Fee Schedule shall require amendment of this Ordinance.

E. Timing of Payment.

The Fee in Lieu shall be paid to the Borough prior to or at the time of recording of the final subdivision or land development plan, or, in the case of land development not requiring plan

recording, prior to the issuance of any building permit for the proposed development. No final plan shall be recorded and no building permit shall be issued until the required Fee in Lieu has been paid in full.

F. Credit for Private Recreation Facilities.

(1) The Borough Council may, in its discretion, grant a credit against the Fee in Lieu otherwise required where an applicant proposes to construct and permanently dedicate to the Borough, or to provide for the private ownership and maintenance of, on-site recreational facilities of a type and quality acceptable to the Borough.

(2) Any such credit shall not exceed fifty percent (50%) of the Fee in Lieu otherwise required and shall be conditioned upon the execution of a recorded agreement ensuring the permanent availability and maintenance of the private recreational facilities.

(3) Requests for credit shall be submitted in writing to the Borough Manager at the time of preliminary plan submission and shall be acted upon by the Borough Council prior to final plan approval.

G. Standards for Land Dedication (Where Required).

In the event that the Borough elects to require land dedication pursuant to Subsection C, the following standards shall apply:

(1) The land to be dedicated shall be suitable for active or passive recreational use and shall be accessible to the public. Land that is predominantly wetland, floodplain, steep slopes in excess of fifteen percent (15%), or otherwise constrained shall not be counted toward any required dedication area;

(2) The land shall have adequate frontage on and access from a public street;

(3) The size, shape, and configuration of the dedicated land shall be acceptable to the Borough as reasonably usable for public recreational purposes;

(4) No more than twenty-five percent (25%) of dedicated land may consist of floodplain areas;

(5) When designing and developing dedicated recreation areas, National Recreation and Park Association standards shall be considered; and

(6) Dedication shall be by fee simple deed, free and clear of all encumbrances, to the Borough of Bellefonte, accepted by resolution of the Borough Council.

Where land dedication is required but the land proposed for dedication does not fully satisfy the required recreational contribution, the Borough Council may require payment of a Fee in Lieu for the portion of the required contribution not satisfied by dedication.

H. Parks Fund.

(1) There is hereby established a separate, dedicated municipal account to be designated the "Parks Fund" (the "Fund"). All Fee in Lieu payments collected pursuant to this section shall be deposited

into the Fund and shall be maintained separately from the Borough's general operating funds. Interest earned on Fund balances shall accrue to the Fund.

(2) Monies in the Fund shall be used solely for the following purposes:

(a) Acquisition of land for public park, recreational, or open space purposes within the Borough;

(b) Development, improvement, rehabilitation, or capital repair of existing public parks and recreational facilities within the Borough;

(c) ADA accessibility improvements to existing public park and recreational facilities; and

(d) Planning, design, and engineering costs directly related to park acquisition or improvement projects funded from the Fund.

Fund monies shall not be used for routine maintenance or operating costs of parks or recreational facilities, or for any purpose unrelated to public park, recreational, or open space needs.

(3) The Fund shall be administered by the Borough Manager, subject to the oversight and appropriation authority of the Borough Council. The Borough Manager shall provide an annual accounting of the Fund balance and all expenditures to the Borough Council as part of the annual budget process.

I. Expenditure Timeline and Refund.

(1) In accordance with Section 509 of the MPC, fees collected pursuant to this section shall be expended for the purposes set forth in Subsection H(2) within three (3) years of the date of payment, or within such other period as may be required by law.

(2) If fees paid by a specific applicant are not expended within three (3) years of payment, and if the applicant provides written notice to the Borough requesting a refund, the Borough shall refund such unexpended fees, together with accrued interest, within sixty (60) days of receipt of such notice, unless the Borough Council, by resolution adopted within the sixty (60) day period, identifies a specific project for which such fees will be committed and expended within one (1) additional year.

(3) For purposes of this subsection, fees shall be deemed expended when the Borough has entered into a binding contract for a qualifying park or recreational improvement project using such funds.

J. Administration and Appeals.

(1) This section shall be administered by the Borough Manager, with the assistance of the Borough's Zoning Officer and such other Borough staff or consultants as the Borough Manager may designate. All subdivision and land development applications subject to this section shall include a calculation of the applicable Fee in Lieu as part of the plan submission.

(2) Any applicant aggrieved by a determination of the Borough regarding the applicability or amount of the Fee in Lieu required under this section may appeal such determination to the Borough Council in writing within thirty (30) days of the determination being appealed. The Borough Council shall act on the appeal within sixty (60) days of receipt. Nothing in this

subsection shall be construed to limit the applicant's right to further appeal pursuant to the MPC or applicable law.

SECTION 3. CONFORMING AMENDMENT.

Any cross-references to §500-23 elsewhere in Chapter 500 (Subdivision and Land Development) of the Bellefonte Borough Code of Ordinances shall be deemed to refer to §500-23 as amended by this Ordinance. The Borough's codifier is authorized to make such numbering, formatting, and editorial changes as are necessary to incorporate this Ordinance into the Code of Ordinances.

SECTION 4. SEVERABILITY.

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid provision or application.

SECTION 5. REPEALER.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. For the avoidance of doubt, the prior §500-23 (Recreation and Open Space) is repealed in its entirety as set forth in Section 1 of this Ordinance.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall become effective five (5) days after enactment, as provided by the Borough Code.

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

ATTEST:

_____
David Pribulka, Secretary

BOROUGH OF BELLEFONTE:

_____
Doug Johnson, President

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

_____
Gene “Buddy” Johnson, Mayor

STREETS COMMITTEE - FINAL SCORING RUBRIC			
Criterion (max points)	**Stahl Sheaffer**	**Barry Isett**	**PennTerra**
Methodology (30)	30	24	30
Experience (25)	20	15	20
References (15)	12	12	10
Similar communities / codes (15)	12	10	12
Staff (15)	15	10	15
Total (100)	**89**	**71**	**87**

Stahl Sheaffer Engineering
301 Science Park Road, Suite 333
State College, PA 16803
814.689.1562
www.stahlsheaffer.com

October 30, 2026

Sent via email to dpribulka@bellefontepa.gov

David G. Pribulka, Borough Manager
Borough of Bellefonte
301 North Spring Street, Suite 200
Bellefonte, PA 16823

Re: Professional Services Fee Breakdown, Basis of Estimate, and Tentative Project Schedule
Dunlop Street Project
Bellefonte Borough, Centre County

Dear Mr. Pribulka,

Stahl Sheaffer Engineering, Inc. (Stahl Sheaffer) is pleased to submit our price proposal for the design and engineering for the Dunlop Street Project in Bellefonte Borough, Centre County, Pennsylvania.

Stahl Sheaffer understands that the Dunlop Street Project involves the design and construction of approximately 1,100 linear feet of new public street within the Bellefonte Waterfront Development, connecting High Street to Lamb Street. The project is anticipated to include roadway improvements, on-street parking, subsurface utility coordination, stormwater management, landscaping and streetscape improvements, pedestrian access, and integration with the adjacent Waterfront Development.

The project is supported by a HUD Community Project Funding grant of approximately $1,555,000, with Delta Development serving as grant administrator. Accordingly, the project will require coordination of civil engineering design, cost and schedule management, permitting, procurement, construction administration, and applicable federal funding requirements.

This document supplements the completed pricing form by providing:

- A phase-by-phase professional services fee summary.
- A description of the anticipated services included in each phase.
- A tentative project schedule and anticipated milestone dates.
- The principal assumptions, constraints, and qualifications used to develop the fee.

The proposed fee is based on the anticipated scope of services identified in the Borough's Request for Qualifications (RFQ) and the assumptions documented in this letter.

PROPOSED PROFESSIONAL SERVICES FEE SUMMARY

The following table summarizes Stahl Sheaffer's proposed labor fees by phase.

Project Phase	Proposed Labor Fee
Phase 1 – Schematic / Preliminary Design	$26,590
Phase 2 – Design Development	$49,430
Phase 3 – Construction and Bid Documents	$32,190

Phase 4 – Bidding and Procurement Support	$5,100
Phase 5 – Construction Administration, Inspection, and Close-out	$38,110
Construction Engineering Cost Estimating	$4,310
Total Proposed Professional Services Labor Fee (Price Not to Exceed)	**$155,730**

All amounts above are labor fees based on the established Stahl Sheaffer hourly rates. Reimbursables, permit and agency fees, and separately authorized services remain additional.

Reimbursable Expenses

The proposed professional services fee of $155,730 represents the estimated labor fees for the services described in this document. Project specific reimbursable expenses will be billed separately.

Reimbursable expenses may include authorized project related mileage and travel expenses, special printing and reproduction, and other direct expenses specifically incurred in support of the project. Routine office overhead and ordinary administrative expenses are not included as reimbursable expenses.

Reimbursable expenses will be incurred only as necessary to support the authorized scope of services.

Permit, Application, and Agency Fees

Permit application fees, agency review fees, and other fees assessed by regulatory agencies or third parties are not included in the professional services labor fee.

The applicable permits and associated fees will be confirmed as the design and permitting requirements are established. The Borough is encouraged to pay these fees directly to the applicable agency whenever practical. If Stahl Sheaffer is required and authorized to advance a fee on the Borough's behalf, the actual documented cost will be submitted for reimbursement.

The estimate does not establish a fixed allowance for permit or agency fees because the final permitting requirements and applicable charges have not yet been confirmed. Any specialized third-party services, additional studies, or permit related services beyond the agreed scope will be discussed with the Borough and authorized separately before they are undertaken.

PHASE-BY-PHASE SCOPE AND FEE BASIS

Phase 1 – Schematic / Preliminary Design

Proposed fee: $26,590

This phase includes the work necessary to establish the project design basis, confirm preliminary project requirements, evaluate existing conditions, and develop the initial street concept. The phase also includes preliminary engineering and investigative efforts necessary to establish a sound basis for subsequent design development.

Anticipated services include:

- Project kickoff, establishment of project objectives, and initial coordination with the Borough and grant administrator.
- Review of available background information, existing plans, utility information, and relevant project records.
- Preliminary roadway geometry, horizontal and vertical alignments, and conceptual street layout.
- Initial grading, drainage, and roadway tie-in evaluations.

- Initial coordination with the adjacent Waterfront Development regarding grading, utilities, access, stormwater, and related design interfaces.
- Preliminary evaluation of pedestrian access, parking, landscaping, streetscape features, and accessibility considerations.
- Preliminary stormwater management review, including evaluation of potential management approaches and anticipated permitting considerations.
- Infiltration testing at up to two locations to support evaluation of potential infiltration-based stormwater management practices.
- Preparation and refinement of conceptual drawings to support presentation and review of the preliminary design.
- Initial construction cost and schedule considerations.
- Limited supplemental survey fieldwork to support preliminary design.

Primary deliverables: Preliminary design concepts, conceptual drawings, initial grading and coordination information, infiltration testing documentation, and initial cost and schedule considerations.

Phase 2 – Design Development

Proposed fee: $49,430

This phase advances the selected preliminary concept into a coordinated design suitable for continued technical development, review, and progression toward construction documents. The phase includes development of the principal roadway, utility, grading, stormwater, pedestrian, and supporting engineering elements.

Anticipated services include:

- Design development management and coordination with the Borough and project stakeholders.
- Refinement of roadway geometry, profiles, grading, parking, and pedestrian facilities.
- Development of roadway plan, profile, and typical section information.
- Utility coordination and evaluation of anticipated utility conflicts.
- Development of stormwater management design, including supporting calculations, facility layouts, and related design details.
- Refinement of landscape and streetscape improvements.
- Accessibility and applicable code considerations.
- Preparation of a pavement design report and recommended pavement section.
- Development of erosion and sedimentation control plans and supporting design information.
- Development of a Traffic Control Plan, including anticipated construction traffic and pedestrian circulation considerations.
- Evaluation and coordination of NPDES permitting requirements, including consideration of project limits, earth disturbance, and potential coordination with the adjacent Waterfront Development.
- Preparation and refinement of design-development plans and supporting details.
- Preliminary plan review and coordination with Borough comments.
- Refinement of the construction cost estimate and project schedule.
- Limited supplemental survey fieldwork to support design development.

Primary deliverables: Design-development plans, roadway and grading information, stormwater design calculations and layouts, pavement design report, E&S plans, Traffic Control Plan, NPDES permitting strategy, updated project cost and schedule information, and documentation supporting continued review and advancement toward construction documents.

Phase 3 – Construction and Bid Documents

Proposed fee: $32,190

This phase includes the work necessary to complete, coordinate, and finalize construction drawings, specifications, and supporting documentation for permitting and bidding. Design information developed during the preceding phases will be incorporated and advanced into the final construction document package.

Anticipated services include:

- Completion and coordination of roadway, grading, stormwater, utility, landscape, pedestrian, and streetscape plans.
- Finalization of roadway profiles, grading, drainage, and utility design information.
- Completion of stormwater management calculations, details, and supporting documentation.
- Preparation of applicable construction details and technical specifications.
- Final coordination of design elements with the adjacent Waterfront Development.
- Preparation and coordination of construction document submissions at the anticipated 50%, 75% permit, 90%, and final bid-document milestones.
- Finalization of E&S plans and supporting permit documentation.
- Finalization of the Traffic Control Plan.
- Preparation of NPDES permit application materials and supporting documentation based on the permitting approach established during Phase 2.
- Coordination of permit related documentation and responses to routine review comments.
- Final coordination, interdisciplinary review, and quality control of the construction and bid-document package.

Primary deliverables: Construction drawings, technical specifications, 50% and 90% review submissions, 75% permit submission, final E&S and Traffic Control Plans, NPDES permit application documentation within the agreed scope, and final bid documents.

Phase 4 – Bidding and Procurement Support

Proposed fee: $5,100

This phase includes the work necessary to assist the Borough during the bidding and procurement process.

Anticipated services include:

- Coordination with the Borough regarding bid-document distribution and procurement activities.
- Responses to bidder questions and requests for clarification.
- Preparation of addenda, as required.
- Review of bids and assistance with technical bid evaluation.
- Coordination of procurement-related questions and recommendations.

Primary deliverables: Bidder responses, addenda as required, and technical input supporting the Borough's procurement and award process.

Phase 5 – Construction Administration, Inspection, and Close-out

Proposed fee: $38,110

This phase includes the work necessary to support the Borough during construction, monitor general conformance with the design intent, document field observations, and assist with project completion.

Anticipated services include:

- Attendance at the preconstruction conference.
- Review of contractor submittals and requests for information.
- Participation in construction meetings and coordination with the Borough and contractor.
- Periodic construction site visits and preparation of field reports.
- Responses to field questions and interpretation of the design documents.
- Review of proposed changes and associated pricing.
- Review of contractor payment applications and preparation of monthly payment recommendations or certifications, consistent with the agreed contract responsibilities.
- Monitoring of construction progress and coordination of outstanding design issues.
- Punch-list inspections and follow-up.
- Assistance with final project documentation and close-out.
- Preparation and coordination of as-built documentation based on available contractor records and field information.

The construction administration allowance is based on a single construction season of up to eight months and a conservative site visit schedule. Visits are budgeted on an approximately weekly basis during active construction, with the actual frequency coordinated with the Borough and adjusted to project progress. Visits are not anticipated to occur less frequently than biweekly during active work, unless otherwise agreed with the Borough.

This allowance is for periodic observation and construction administration, not continuous, full-time resident inspection.

Primary deliverables: Construction meeting and field documentation, submittal and payment review, change-related coordination, punch lists, and close-out/as-built documentation.

Construction Engineering Cost Estimating

Proposed fee: $4,310

This separate allowance includes preparation and refinement of construction cost estimates during design.

Anticipated services include:

- Preparation of an initial construction cost estimate during preliminary design.
- Refinement of the estimate during design development.
- Preparation of a final construction cost estimate in support of the completed bid documents.
- Organization of estimates by standard industry divisions, as appropriate to the project and RFQ requirements.
- Coordination of estimated costs with anticipated design development and project budget considerations.

Primary deliverables: Initial, design-development, and final construction cost estimates.

TENTATIVE PROJECT SCHEDULE

The following schedule represents a preliminary planning framework developed for fee-estimating purposes. It assumes project authorization and commencement of services on or about November 2, 2026. Dates will need to be confirmed with the Borough and coordinated with the HUD environmental review process, the Waterfront Development, design reviews, permitting, and procurement.

Activity / Milestone	Tentative Schedule	Notes
Project award, kickoff, and due diligence	November 2–20, 2026	Confirm project objectives, available information, stakeholder roles, and project requirements.
Phase 1 – Schematic / Preliminary Design	November 23–December 18, 2026	Develop preliminary concept, coordinate initial interfaces, perform infiltration testing, and prepare conceptual drawings.
Holiday period and review allowance	December 21, 2026–January 8, 2027	Anticipated reduced availability and allowance for stakeholder review.
Phase 2 – Design Development	January 11–February 26, 2027	Advance the selected concept, develop roadway and stormwater design, coordinate utilities, prepare pavement and E&S design information, and refine cost and schedule.
Phase 3 – Construction Document Development	March 1–April 16, 2027	Complete coordinated plans and specifications; target 50% submission in late March.
75% Permit Submission	April 19–May 7, 2027	Advance the permit set and address applicable permitting requirements.
90% Review and Final Bid-Document Development	May 10–June 4, 2027	Incorporate review comments and complete the bid package.
Phase 4 – Bidding and Procurement Support	June 7–July 2, 2027	Tentative bidding and procurement period, subject to Borough authorization and procurement requirements.
Phase 5 – Construction Administration and Inspection	July 2027–February 2028	Anticipated six-month construction season, with an allowance for extension to a maximum of approximately eight months.
Punch List, As-Builts, and Close-out	Within the construction period, as work permits	Timing depends on substantial completion, contractor documentation, and resolution of outstanding items.

Schedule Dependencies and Qualifications

The schedule is preliminary and is not a guarantee of project completion by a specific date. The following items may affect the anticipated milestones:

- HUD environmental clearance: Required environmental review and clearance must be completed before undertaking choice-limiting actions. The schedule assumes timely completion of applicable environmental review activities and does not authorize premature commitments or construction activities.
- Waterfront Development coordination: Timely access to available plans, utility information, grading information, and decisions from the adjacent development team will be important to maintaining design progress.
- Borough reviews: The schedule generally assumes consolidated Borough review comments within approximately two weeks at major milestones.
- Permitting: Review durations, permit requirements, and any additional stormwater or NPDES permitting obligations may affect the design and construction schedule.
- Procurement and award: The bidding period is preliminary and will need to be adjusted to the Borough's procurement requirements and funding conditions.
- Construction start and duration: The construction period assumes one construction season of six to eight months. Weather, contractor performance, utility conflicts, material availability, and unforeseen site conditions may extend the schedule.

- Design changes: Material changes to project scope, budget, program, or direction after milestone approval may affect both schedule and fee.

The schedule should be reviewed and updated at project kickoff and at major design milestones.

PRINCIPAL ESTIMATING ASSUMPTIONS

The proposed fee is based on the following assumptions.

Survey Services

The estimate includes 16 field hours for a two-person survey crew during Phase 1 and an additional 16 field hours for a two-person survey crew during Phase 2. The allowance is intended to support the anticipated design needs and does not represent a comprehensive boundary and topographic survey. Any additional survey requirements will be evaluated separately.

Infiltration Testing

The estimate includes infiltration testing at up to two locations within the project area. Testing is intended to provide information necessary to evaluate potential infiltration-based stormwater management practices. The estimate does not include a comprehensive geotechnical investigation, soil borings, laboratory testing, or a geotechnical engineering report. Additional testing or investigation, if required, will be evaluated separately.

Conceptual Drawings and Design Alternatives

Conceptual drawings will be prepared by Stahl Sheaffer. The estimate assumes development and refinement of one preferred design concept, with reasonable revisions based on Borough feedback, rather than the preparation of multiple fully developed alternatives. No outside rendering consultant is included in the estimate.

Construction Duration and Site Visits

Construction administration is based on one construction season lasting no more than eight months. Site visits are budgeted on an approximately weekly basis during active construction, with visits occurring no less frequently than biweekly unless otherwise agreed with the Borough. The allowance includes periodic observation and reporting but not continuous, full-time resident inspection, daily on-site representation, or special inspections. Construction-phase services extending beyond the anticipated duration or exceeding the included level of effort may require additional authorization.

Waterfront Development Coordination

The estimate includes coordination reasonably anticipated to integrate Dunlop Street with the adjacent Waterfront Development, including relevant utility, grading, access, stormwater, and construction interface considerations. The estimate assumes that the Borough and development team will provide available plans, utility information, design criteria, and other relevant project information in a timely manner. Significant changes to the adjacent development, extensive redesign to accommodate evolving plans, or substantial additional coordination beyond the anticipated scope may require additional services.

Permitting and Stormwater Management

The fee includes anticipated stormwater management design and permitting coordination within the agreed scope. The appropriate NPDES permitting approach will be evaluated with the Borough and Waterfront Development team.

The estimate includes development of stormwater management design information, E&S plans, and preparation of the anticipated NPDES permit application and supporting documentation for the Dunlop Street project.

The fee does not include NPDES permit obligations associated with separate development projects or off-site work outside the defined project limits. Additional environmental studies, specialized technical investigations, extensive agency-driven redesign, significant changes to the permitting approach, or other regulatory services not identified in the agreed scope are not included and will be evaluated separately if required.

Pavement Design

The pavement design report will be based on anticipated traffic loading and reasonable design assumptions. The fee does not include geotechnical testing or laboratory testing specifically for pavement design.

HUD and Federal Funding Requirements

The fee includes anticipated coordination and documentation support for applicable HUD Community Project Funding requirements identified in the RFQ, to the extent related to Stahl Sheaffer's professional services. The estimate assumes timely availability of environmental review information, funding documentation, applicable project requirements, and supporting information from the Borough and grant administrator.

The Borough and its grant administrator will remain responsible for grant administration and owner compliance activities, including requirements that are outside Stahl Sheaffer's agreed scope of services.

Borough Review and Project Decisions

The estimate assumes timely review of design submissions and consolidated comments at major milestones, generally within approximately two weeks. The estimate also assumes that the Borough will provide timely direction regarding project priorities, design preferences, budget, and major decisions. Significant redesign resulting from changes in scope, budget, program, or direction after approval of a milestone may require additional services.

Project Information and Unforeseen Conditions

The estimate is based on the scope and available information identified in the RFQ and information anticipated to be provided by the Borough and other project stakeholders. The estimate assumes that available utility information and other background materials are reasonably sufficient to advance the design. Additional survey requirements, substantial utility conflicts, unforeseen site conditions, significant changes to the adjacent development, additional permitting requirements, or other work outside the anticipated scope may require an adjustment to the fee.

Construction Administration Responsibilities

The construction administration phase fee includes the anticipated preconstruction coordination, meetings, submittal reviews, field reports, site visits, responses to field questions, payment application reviews, change-related coordination, punch-list activities, and close-out services described in the scope of services. These services are limited to the level of effort and construction duration included in the

estimate. Continuous inspection, daily resident engineering, special inspections, materials testing, and services beyond the anticipated construction duration are not included unless specifically authorized.

Construction Cost Estimating

Construction cost estimates will be prepared at the design milestones identified in the scope of services using the level of design information available at each stage. Estimates are intended to support project budgeting and design decisions and are not a guarantee of contractor bids or final construction costs. Major scope changes, additional estimating rounds, or extensive revisions beyond those anticipated in the scope may require additional services.

Reimbursable Expenses and Permit Fees

The proposed professional services fee represents estimated labor fees. Reimbursable expenses, permit application fees, agency review fees, and other third-party fees are excluded. Where practical, applicable permit and agency fees will be paid directly by the Borough. If Stahl Sheaffer is authorized to advance such costs, they will be reimbursed at the documented actual cost in accordance with the executed agreement. Reimbursable expenses, if applicable, will be handled separately in accordance with the executed agreement.

HUD COMMUNITY PROJECT FUNDING AND FEDERAL COMPLIANCE COORDINATION

Because the project is supported by HUD Community Project Funding, the design and construction process will require coordination of applicable federal funding requirements alongside the engineering scope.

Within the agreed scope, anticipated coordination includes:

- Coordination with the Borough and grant administrator regarding applicable HUD requirements and project documentation.
- Recognition of environmental review and clearance requirements before choice-limiting actions.
- Consideration of applicable accessibility requirements, including relevant Section 504 obligations.
- Coordination of applicable federal construction requirements identified in the RFQ, which may include Davis-Bacon labor standards, Section 3, Build America, Buy America (BABA), equal employment opportunity, applicable contract clauses, and related documentation.
- Assistance with project progress information and engineering-related reporting as agreed with the Borough.
- Coordination of required design and construction documentation to support the Borough's administration of the grant.

The Borough and grant administrator remain responsible for grant administration and determinations regarding program compliance. Stahl Sheaffer's role is limited to the engineering, documentation, and coordination services identified in the agreed scope.

PROJECT MANAGEMENT, QUALITY CONTROL, AND COORDINATION

Project management and quality control will be incorporated throughout the design and construction phases. The estimate includes anticipated coordination among Stahl Sheaffer staff, the Borough, the

grant administrator, the adjacent Waterfront Development team, utility representatives, permitting agencies, and the contractor as applicable.

The anticipated approach includes:

- Establishing project objectives, communication protocols, and review milestones at kickoff.
- Coordinating design disciplines and project interfaces as the design advances.
- Reviewing cost and schedule considerations at major milestones.
- Performing internal quality reviews of design documents before submission.
- Tracking and addressing consolidated review comments.
- Coordinating construction-phase questions and documenting field observations.
- Maintaining communication regarding outstanding decisions, project risks, and anticipated schedule impacts.

The effort assumes that project decisions and consolidated review comments will be provided in a timely manner and that major scope changes will be addressed through the agreed change-management process.

DELIVERABLES SUMMARY

The anticipated deliverables are summarized below.

Phase	Principal Deliverables
Phase 1 – Schematic / Preliminary Design	Preliminary design concept, conceptual drawings, initial coordination information, infiltration testing documentation, and preliminary cost/schedule considerations.
Phase 2 – Design Development	Design-development plans, refined roadway and grading design, stormwater calculations and layouts, pavement design report, E&S plans, Traffic Control Plan, NPDES permitting strategy, updated cost and schedule information, and review documentation.
Phase 3 – Construction and Bid Documents	50% and 90% review submissions, 75% permit submission, final construction drawings, specifications, final E&S and Traffic Control Plans, NPDES permit application documentation, and final bid documents.
Phase 4 – Bidding and Procurement Support	Responses to bidder questions, addenda as required, and technical input for bid review.
Phase 5 – Construction Administration, Inspection, and Close-out	Submittal and payment reviews, field reports, construction coordination, punch lists, and close-out/as-built documentation.
Construction Engineering Cost Estimating	Initial, design-development, and final construction cost estimates.
Project-wide Coordination	Applicable engineering-related HUD/federal compliance coordination and agreed progress information.

Final deliverables will be confirmed in the executed scope of services and coordinated with the Borough's procurement and funding requirements.

FEE SUMMARY AND CONCLUSION

Stahl Sheaffer Engineering proposes a total professional services price not to exceed $155,730 for the anticipated services described previously.

The proposed fee represents estimated labor fees for the identified scope of services. Reimbursable expenses, permit and agency fees, and separately authorized services would be additional.

The tentative schedule assumes a November 2026 start, completion of design and procurement activities by early July 2027, and a construction period extending from approximately July 2027 through February 2028 under an eight-month construction scenario. These dates remain subject to project authorization, environmental clearance, review and permitting durations, procurement, and coordination with the adjacent Waterfront Development.

Stahl Sheaffer appreciates the opportunity to assist Bellefonte Borough with the Dunlop Street Project and looks forward to supporting the Borough through design, procurement, construction, and close-out.

Following your review of this proposal, should you have any questions or require additional information, please contact J.R. Baughman at 814.857.6325 or via email at jbaughman@stahlsheaffer.com..

Respectfully Submitted,



Paul McClellan, P.E.
Vice President – Site
Stahl Sheaffer Engineering, Inc.

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EXHIBIT 1 — SCOPE OF SERVICES AND COMPENSATION

This Exhibit incorporates the Scope of Work and Specific Requirements set forth in the RFQ (including RFQ Exhibit A) and sets forth the negotiated phased scope, deliverables, schedule, and fee for the Services.

(a) Phase 1 – Schematic/Preliminary Design (including conceptual design and renderings). Fee: [$ 26,590.00] / [basis].

(b) Phase 2 – Design Development (preliminary concept, landscape, stormwater management, preliminary plan check, budget/schedule confirmation). Fee: [$ 49,430.00].

(c) Phase 3 – Construction and Bid Documents (50%/90% reproducibles; 75% permit set with seal). Fee: [$ 32,190.00].

(d) Phase 4 – Bidding and Procurement Support. Fee: [$ 5,100.00].

(e) Phase 5 – Construction Administration, Inspection, and Close-out (pre-construction conference; submittal review; field reports; addenda; punch lists; monthly Certificates for Payment; as-builts at 100%). Fee: [$ 38,110.00].

(f) Construction (Engineering) Cost Estimating, by standard industry division. Fee: [$ 4,300.00].

Total not-to-exceed Contract Price: [$ 155,730.00]. Schedule / milestone dates: [*].

Note: All amounts above are labor fees based on the established Stahl Sheaffer hourly rates. Reimbursables, permit and agency fees, and separately authorized services remain additional.

* See tentative project schedule in Professional Services Fee Breakdown Proposal