



HISTORIC

Bellefonte™

Est. 1795

To: Council

From: Ralph

Date: May 13, 2021

Subject: Borough Manager's Report for April

- Our lives are made up of many meetings. I believe we should strive to be the best meeting organizers and managers we can be. I am offering the following recommendations (compiled from various trainings, articles, etc.):
  - ✓ Have set meeting times for all Council Committees (see attached examples from Lewisburg and Huntingdon Boroughs). The committee members can decide the time, days, frequencies, etc. We can post this and let invitees know. If no meeting is needed, it can be cancelled. Some council committees are already doing this.
  - ✓ Establish ground rules for meetings
  - ✓ Meetings should be short and to the point
  - ✓ Start on time, end on time
  - ✓ Consider timed agenda items – keep on topic, on time
  - ✓ Consider a Zero-based Committee Structure – Council starts each year with clean slate of no committees, determines its organizational strategy and priorities, then establishes committees and task forces based on current needs (Boardsource Handout – attached)
  - ✓ Do audit of meetings – objectives, purpose, mission creep, etc.
  - ✓ Meeting management should not solely be the responsibility of the chair – assign or rotate timekeepers, managers of discussions – on or off topic? One person dominating, bringing people back to the agenda, etc.

March	Meetings/Activities Attended
1	Council Agenda Planning Streets Committee Meeting
2	Borough Office Closed – Holiday
5	Meeting to Discuss Live View Outdoor Camera Options Meeting with Staff – Bulk Water billing Transition Work Session and Council Meeting
6	Meet with Alyssa, Don to review council action items Bellefonte Borough Authority Meeting
7	Meeting regarding regional Human Relations Council/Anti-discrimination creation, steps, documents
8	Streets Committee Meeting Interviews for the Assistant Superintendent at the WWTP
9	Airport Authority Meeting
12	Centre County Tax Collection Committee Special Meeting
13	HR Meeting with the Union – Current Contract Amendment Parks Committee Meeting
14	Workplace Safety Committee Certification Training Virtual Meeting with Pennoni Engineers – introductions, explanation of scope
15	Streets Committee Meeting Council Agenda Planning
19	Work Session and Council Meeting
20	Staff meeting to disseminate/communicate information Building & Property Committee Meeting
21	Onsite Meeting with Property Owner – driveway questions Call with Tom Songer – Waterfront Property Update Call with Borough Solicitor – Short Term Rental Ordinance Draft
22	Meeting with property owner – Interested in applying for State Grants Streets Committee Meeting Airport Authority Meeting
27	PA Rural Water Board Member Training (Virtual) Meeting - Branding/Logo for the Borough Parks Committee Meeting
28	Council Agenda Planning





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Activities

Meeting preparation and follow up, coordinate with staff – doodles, directives, policy questions
Unscheduled, informal, meetings, calls, emails to/from staff – Department day-to-day operations
Correspondence – elected, fellow staff, residents, business owners, other government staff, realtors, customers, etc. via emails, phone calls, letters
Reviewed Revised State COVID 19 Guidelines
Answered questions regarding Short Term Rental Ordinance
Resumed Team Meetings (virtually)
Corresponded with DEP regarding Crematory flue Stack Issues
Corresponded with Penn DoT regarding pedestrian timing traffic Light questions
Draft meeting minutes review
Reviewed/provided input on proposed contract changes – union agreement
Vacancy Interviews
Rotating Staff for In office and Remote work – in compliance with mandates
Guiding/assisting planning, zoning, HARB administrator re forms, agendas, interpretations, past practices, meetings, questions
Provided Property Assessment Information related to Armory Discussions

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# ARE YOUR BOARD COMMITTEES WORKING WELL?

Perhaps it's time to revisit your board structure.

No board's committee structure should be set in stone. Every board should pay close attention to the needs of the board and the organization and make sure its work groups are meeting those needs. Frequently reevaluating your board's committee structure and keeping it flexible allows your board to address structural issues as they occur or even before they start.

In this resource, we suggest some questions you might ask the board to determine if your board structure is working, as well as some guidance on how to structure your board.

## ARE YOUR BOARD COMMITTEES WORKING WELL?

1. Do your board members feel their participation in committees provides them with a way to contribute to the board's work and use their expertise that regular meetings do not?
2. Are committee assignments distributed evenly across the board so that every member has a chance to be involved in committee work?
3. Do your board committees foster, rather than hinder, board-staff interaction and cooperation and deepen the board's understanding of the issues that have an impact on the life of your organization?
4. Do all of your work groups have an objective? A life span?
5. Are any of your board members confused about your committees' roles?
6. Are any of your committees duplicating another committee's work or the staff's work?
7. Has a standing committee that had important work to do in the past now completed its objective and taken on work that may not have been sanctioned by the board to occupy its time?
8. Does your board have so many committees that your board members are being stretched thin and having to attend too many meetings?
9. Are there committees that are too large or too small to be effective?
10. Are there standing committees that could be turned into task forces with a specific objective to be accomplished within a specific time frame?
11. Are your board committees focused on policy and strategic work? Or are they involved in operations, which is usually the staff's responsibility?
12. If you have an executive committee, are all board members comfortable with the role it is playing? Does anyone feel the committee is acting in place of the board?



### ZERO-BASED COMMITTEE STRUCTURE

To prevent their board committee structures from becoming cumbersome, some boards use a zero-based committee structure. This works well because it forces boards to constantly reevaluate their work groups. Here's how it works:

1. The board starts each year (or every two years) with a clean slate of NO committees.
2. At the beginning of the year, the board determines its organizational strategy and priorities. The board then establishes standing committees and task forces based on its current needs. These groups are formed with the understanding that the group will disband once its objective is met or when the board decides the group should disband at its next annual review of committees.



EXAMPLE

(570) 523-3614 | [office@lewisburgborough.org](mailto:office@lewisburgborough.org)



BOROUGH OF  
LEWISBURG  
PENNSYLVANIA

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# BOROUGH OF LEWISBURG COUNCIL COMMITTEES

## Public Works/Police Committee:

1st Tuesday – 8:00 AM

Jordi Comas, Chairperson

George Botelho

Michael Brody

Debra Sulai, Ex-Officio

Judy Wagner, Ex-Officio

## Administrative/Finance Committee:

2nd Monday – 4:00 PM

1st Monday – 4:00 PM in September & December

Mike Derman, Chairperson

Jordi Comas

David Heayn

Debra Sulai, Ex-Officio

Judy Wagner, Ex-Officio

## Community Development / Planning Committee:

2nd Thursday – 5:00 PM

3rd Thursday – 5:00 PM in April, July and October

Sue Yohn, Chairperson

Michael Brody

Elijah Farrell

Debra Sulai, Ex-Officio

Judy Wagner, Ex-Officio

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## Borough of Huntingdon (<https://huntingdonboro.com/>)



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### Council Committees

Each of these committee's meetings are OPEN TO THE PUBLIC. If you wish to bring a specific item before any committee please contact Borough Secretary, Richard King, to be included on the next month's agenda by emailing [rking@huntingdonboro.com](mailto:rking@huntingdonboro.com) (<mailto:rking@huntingdonboro.com>)

#### Water & Sewer (<http://huntingdonboro.com/water-sewer-c/>)

**Water & Sewer Committee** meets the first Thursday of each month at 3:30pm.

This committee is made up of 3 council members, one acting as committee chair. The job of this committee is to supervise and maintain the Borough Water system and the Borough Wastewater (Sewer) system. This includes improvements, maintenance, and concerns about both the Water plant located on Water Works Alley and the Wastewater (Sewer) plant located on Snyder's Run Road. Meetings include the business of approving prior month's meeting minutes, reports from Borough engineer, Borough Water Supervisor, Borough Sewer Supervisor and any other necessary partners, or public (signed in visitors).

#### Community Development (<http://huntingdonboro.com/community-development/>)

**Community Development Committee** meets the first Thursday of the month at 5:00pm.

This committee is made up of 3 council members, one acting as committee chair. The job of this committee is to supervise and maintain the ongoing development of the Huntingdon Borough community via infrastructure, residential and commercial development, beautification and restoration of historic landmarks and much more. Meetings include the business of approving prior month's meeting minutes, reports from Grant's Administrator, the Mayor, Borough Manager and any other necessary public partners, which can include, Relnvision Huntingdon, Juniata College, etc., or general public (signed in visitors).

#### Parks, Recreation, Public Properties (<http://huntingdonboro.com/parks-recreation-public-property/>)

**Parks & Recreation Committee** meets the first Thursday of each month at 6:00pm.