



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

To: Council  
From: Ralph  
Date: April 13, 2022  
Subject: Borough Manager's Report for April 2022

Operations/Staff Updates:

- All operations are running normally. Our seasonal labor is back although some will be here on a limited basis. We will be needing to backfill some positions which might be difficult with the labor shortage.
- Assistant Public Works Superintendent and other positions – we have not moved anyone into their new positions yet to due the need to backfill first. We are working through this process.
- Harry Brooks – Harry has some health issues. He has been doing limited remote work.

April	Meetings/Activities Attended
1	➤
2	➤
3	➤
4	➤ Department Head Meeting ➤ Interview of candidates for the Assistant Public Works Superintendent ➤ Council work session and business meeting

5	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Zoom meeting with Big Spring cover project engineer</li> <li>➤ Interview of candidate for the Assistant public works superintendent</li> <li>➤ Borough Authority meeting</li> </ul>
6	➤
7	➤
8	➤ Meeting with bank representative – financing and refinancing
9	➤
10	➤
11	➤
12	➤ Staff meeting – discuss communications for South Monroe waterline project
13	➤ DCED awards program in Harrisburg
14	<ul style="list-style-type: none"> <li>➤ Council agenda planning meeting</li> <li>➤ Special borough Authority work session – Big Spring cover project</li> </ul>
15	➤
16	➤
17	➤
18	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Zoom meeting with director of visitor’s center – draft short term rental ordinance</li> <li>➤ Council work session and business meeting</li> </ul>
19	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Interview of candidates – wastewater treatment plant operator</li> </ul>
20	➤
21	➤
22	➤ Off
23	➤
24	➤



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25	➤ Off
26	➤ Met with Centre Region Planning officials – MPO and Bellefonte projects ➤ Attended the Bellefonte Area School Board meeting for their action on the LERTA Resolution
27	➤
28	➤ Council agenda planning meeting ➤ Stopped in at Tom Zilla’s retirement event ➤ Airport Authority meeting
29	➤ Zoom call - PSU/SC police task force advisory committee updates ➤ Meeting onsite with Don Franson, stormwater engineer – Cherry Lane and Wood Street
30	➤
31	➤

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