



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: May 9th, 2023

Subject: Borough Manager's Report for April 2023

Operations/Staff Updates:

- Armory building – bids were opened on May 1st for the elevator, the ADA access and the sprinkler system. Our Architect has set up bid review meetings with the low bidders. Costs are high and projected to put us over budget. We plan to have a meeting with the Armory Committee soon.
- Personnel – Don has stated that he will retire in 2024. In light of this, I have moved Julie into the office that was set aside for police department administrative work (the office was minimally used prior to Gabby going out on maternity leave and was not being used at all due to Gabby being out). Julie is still the Assistant Public Works Superintendent, but will more effectively shadow Don in the area of grants and personnel administration. Julie has all of the credentials to be the next Assistant Borough Manager – a Masters Degree in Public Administration, experience in Public Works including certifications in water and wastewater systems. Within public works, we have internal personnel moving to/biding on openings. We are hiring a new person at the wastewater treatment plant from a list of candidates from a recent posting.
- Streets – We will be moving into painting the yellow – for curbing, lines, etc.
- Penn DoT SR 150, South Water Street Wall Project – an updated and very tentative schedule was sent out on May 8th indicating that this work might be done by early July.
- Traffic Light at Parkview and Zion – at the May 1st council meeting, council approved a proposal for design services related to this traffic light. Notice of our acceptance was given the next day and data collection/survey work is to begin soon.

- Big Spring Cover funding – The Authority will be reviewing options and updated cost estimates during their upcoming meetings.
- John Montgomery Ward Ballfield upgrade Project – There is a small punch list of items to take care of to finish.
- Stage at Talleyrand/performance center – The group held a kick-off event on May 1st.
- Kepler Pool at Governors Park/Nittany Valley Rec. Authority – The group has also received grant funds recently and is expected to start the initial phase of pool renovations. No new updates.

April	Meetings/Activities Attended
1	➤
2	➤
3	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
4	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Borough Authority meeting
5	<ul style="list-style-type: none"> ➤ Virtual meeting with representatives of Shantel Cable ➤ Meeting with Mayor Johnson, others – Bellefonte Alumni special event planning
6	<ul style="list-style-type: none"> ➤ Meeting with District Justice – discuss parking ordinance revisions ➤ Meeting/walk through – Safe Walks planning Grant
7	➤ Holiday
8	➤
9	➤
10	➤
11	<ul style="list-style-type: none"> ➤ Instructional meeting – baseball field maintenance ➤ Meeting with new owner of Hastings Mansion – zoning related
12	➤ Meeting – Safe Walks planning grant
13	<ul style="list-style-type: none"> ➤ Virtual meeting – traffic light construction grants ➤ Meeting with council member – discuss work shop information ➤ Virtual meeting – Shantel cable and Cohen Law Group ➤ Vehicle title work – Bellefonte EMS – Log Cabin Motors
14	➤ Agenda Planning meeting
15	➤
16	➤
17	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Meet Pool Engineer at Governors Park – review water line plans
18	➤ Staff meeting
19	➤ Virtual meeting – Electric Vehicle charging stations being converted to fee based
20	➤ 3.5 hrs. vacation
21	➤ Meeting with Jim Lanning, Senator Dush, others – Water system issues
22	➤
23	➤

24	➤
25	<ul style="list-style-type: none"> ➤ Meeting with Walt Schneider – property maintenance code updates ➤ Virtual meeting – Electric Vehicle charging stations being converted to fee based
26	➤
27	<ul style="list-style-type: none"> ➤ Zoning issue – called to onsite meeting at property – Pine Circle ➤ Agenda planning meeting ➤ Meet with new engineer for Authority
28	➤ Meeting with SEDA-COG, Bellefonte Historical Railroad representatives – discuss borough taking ownership of South Potter Street spur
29	➤
30	➤

Activities
Work session and Council Agenda formatting and preparation
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
Armory building – focused on getting the elevator, the sprinkler system and the ADA access work moving through all the phases.