



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: September 12, 2022

Subject: Borough Manager's Report for August 2022

Operations/Staff Updates:

- Police Department Renovations/Armory building purchase – the opportunity of purchasing the Armory building and relocating the police department, arose. We settled on a price and are set to close on the property September 30th. Thank you to all who made this possible!
- Parking enforcement – one of the new hires has decided to leave.
- Nuisance code enforcement – Harry Brooks is working remotely
- Capital Improvement Plan – with Julie Brooks now in Public Works, she is available to assist with the development of this plan. Work is underway.
- Prioritized budgeting – the staff is developing this new process with forms, spreadsheets, etc.
- Police Collective Bargaining contract renewal – negotiations are continuing.

August	Meetings/Activities Attended
1	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
2	<ul style="list-style-type: none"> ➤ Meeting with Victorian Signs – water tank signage ➤ Staff meeting ➤ Borough Authority meeting
3	<ul style="list-style-type: none"> ➤ Meeting – armory/brewery land development plans
4	<ul style="list-style-type: none"> ➤ Police contract meeting
5	<ul style="list-style-type: none"> ➤ PA Rural Water Association board meeting
6	<ul style="list-style-type: none"> ➤
7	<ul style="list-style-type: none"> ➤
8	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Police contract meeting
9	<ul style="list-style-type: none"> ➤
10	<ul style="list-style-type: none"> ➤ Workplace safety meeting ➤ Stage at Talleyrand representatives meeting
11	<ul style="list-style-type: none"> ➤ Meeting with Rep. Benninghoff – S.B. 597 ➤ Agenda planning meeting ➤ Traveled to Bedford for PSAB trustee meeting ➤ Attended PSAB trustee meeting
12	<ul style="list-style-type: none"> ➤ Traveled back from PSAB meeting
13	<ul style="list-style-type: none"> ➤
14	<ul style="list-style-type: none"> ➤
15	<ul style="list-style-type: none"> ➤ Police contract meeting ➤ Council work session and business meeting
16	<ul style="list-style-type: none"> ➤ Vacation
17	<ul style="list-style-type: none"> ➤ Vacation
18	<ul style="list-style-type: none"> ➤ Vacation
19	<ul style="list-style-type: none"> ➤ Vacation
20	<ul style="list-style-type: none"> ➤
21	<ul style="list-style-type: none"> ➤
22	<ul style="list-style-type: none"> ➤ Police contract meeting ➤ Staff- budget meeting
23	<ul style="list-style-type: none"> ➤
24	<ul style="list-style-type: none"> ➤ Priority budgeting webinar/introduction to software ➤ Walk through of armory building with council

25	➤ Airport Authority meeting
26	➤
27	➤
28	➤
29	<ul style="list-style-type: none"> ➤ Police contract meeting ➤ Scheduled phone call – community college interested in coming to Bellefonte area
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
Meetings to develop Capital Improvement Plan format and priority budgeting process
Armory building – working to make a smooth transition from current owner to us
Penn Highlands Community College – establishing a site in Bellefonte – good introductory meeting on 9/15