



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: January 14, 2022

Subject: Borough Manager's Report for December 2021

I would like to take this opportunity to provide all council members and the mayor with my cell phone number. It is 814-280-2384. I would ask that you do not give it out to the public as it is my personal cell number. If you should need to get in touch with me, please call. If I do not answer, leave a message and I will get back to you as soon as possible.

If you receive a call from a resident regarding public service issues (street-related, low water pressure, public sewer back up, etc.) during business hours – M-F 8AM – 4:30PM (except holidays) – please have them call the borough office at 814-355-1501. If it is after hours, please have them call the County non-emergency phone number 1-800-479-0050. The County dispatch personnel then call our public works supervisor who has a call out list. Our supervisors try to determine if the problem is on the private property side or on the public side of the system. Additionally, they may decide that the problem, such as a small water leak, can wait until normal business hours to be repaired – saving overtime expenses.

Operations/Staff Updates:

- All operations are running normally. Street Department personnel, along with other department personnel as needed, are geared up to address weather-related road conditions. Other than emergency work, no water and sewer line work is scheduled at this time of the year. We are in the process (internal postings in accordance with the Union Agreement) of filling a water department vacancy.
- Assistant Supervisor – intermittent sick leave – medical – status is same
- COVID – employees or their families have been affected, quarantining, etc. We have managed to maintain operations
- Our janitorial service contractors have given notice of their retirement. We will be looking for a new janitorial service contractor.
- Borough office Reception – There are many occasions when we are thin staffed. Prior to COVID we had planned to move the police department administrative assistant to the main office. We were to install a security door for the second floor which has been done. Council asked that this be put on hold due to COVID. I am planning to start this process as I believe it would help the office be more effective and efficient.



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December	Meetings/Activities Attended
1	➤ Agenda Planning Meeting
2	➤ Meet with Matt from CNET – look at council room set up
3	➤
4	➤
5	➤
6	➤ Department head meeting ➤ Meeting to review existing and new debt ➤ Council Work Session and Regular meeting
7	➤ Staff meeting ➤ Virtual meeting – Railroad Street Bridge Project
8	➤ Workplace Safety Committee meeting ➤ Environmental Committee meeting
9	➤ Airport Authority meeting
10	➤
11	➤
12	➤
13	➤
14	➤ Meeting with Borough solicitor ➤ Meeting with PMRS pension providers
15	➤ Agenda planning meeting
16	➤ PA Rural Water Association Board meeting
17	➤ Airport Authority Facilities Committee meeting ➤ Meeting with banker – existing and new debt
18	➤
19	➤
20	➤ Department head meeting ➤ Council meeting
21	➤ Staff meeting ➤ Bellefonte Borough Authority meeting
22	➤ Meet with banker – existing and new debt
23	➤ Office closed
24	➤ Office closed

25	➤
26	➤
27	➤
28	➤
29	➤
30	➤ Met with citizen – unopened Right of Way near Armory property
31	➤ Office closed

Activities
Meeting preparation and follow up, coordinate with staff – directives, policy questions
Developed "Resources" for new council members
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
Prepared budget-related PowerPoint presentations