



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: January 13, 2023

Subject: Borough Manager’s Report for December 2022

Operations/Staff Updates:

- Armory building – measurements, digital drawings, walk throughs – are being done for the elevator, sprinkler system and the ADA walkways. The Armory building committee of council met on Tuesday, January 10th for an update.
- Personnel – we have a retirement at the wastewater plant. We are going through the required process/postings.
- Streets – crews are focused on winter weather.
- Police Collective Bargaining contract renewal – We had a difficult meeting in December. Our meeting of January 12th went well. We will be updating council in executive session on Tuesday, the 17th of January.

December	Meetings/Activities Attended
1	<ul style="list-style-type: none"> ➤ Council Agenda planning meeting ➤ DBI/Penn DoT meeting – signage in Penn DoT’s RoW
2	<ul style="list-style-type: none"> ➤ Meeting with Mike Leakey, architect – Armory building updates
3	<ul style="list-style-type: none"> ➤
4	<ul style="list-style-type: none"> ➤
5	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
6	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Meet & Greet meeting with Senator Dush
7	<ul style="list-style-type: none"> ➤ PSU Sustainability Expo
8	<ul style="list-style-type: none"> ➤ Airport Authority meeting

9	<ul style="list-style-type: none"> ➤ Meeting with some members of Spring Creek Watershed Commission ➤ Meeting with Potter Street property owner – re: Agreement for building removal
10	➤
11	➤
12	<ul style="list-style-type: none"> ➤ Meet with owner of Zion Road Armory and Rodney Beard – discuss traffic light ➤ Meet with Tom Schrack Authority Solicitor
13	➤
14	➤
15	➤ Council agenda planning meeting
16	➤ PA Rural Water Association Board meeting
17	➤
18	➤
19	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Office Christmas lunch ➤ Council work session and business meeting
20	➤ Staff meeting
21	➤ Armory building walk through with vendor, architect – ADA, security, sound
22	➤
23	➤ Off – office closed
24	➤



HISTORIC
Bellefonte™
Est. 1795

25	➤
26	➤ Off – office closed
27	➤
28	➤ Meeting with police association – collective bargaining contract
29	➤ Council agenda planning meeting ➤ Wastewater Treatment Plant vacancy interviews
30	➤ Off most of the day – Sick leave
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
Armory building – focused on getting the elevator, the sprinkler system and the ADA access work moving through all the phases.