



HISTORIC  
**Bellefonte**<sup>™</sup>  
*Est. 1795*

To: Council

From: Ralph

Date: January 10, 2024

Subject: Borough Manager's Report – **December 2023**

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** - Closed Captioning Mandates/Notice to CNET regarding Terminating Coverage – Staff is discussing possible amendments to the Settlement Agreement with the DOJ administrator. Another conference call is planned. All implementation deadlines have been extended.
- **Annual Budget Work** – The annual budget was adopted on December 18<sup>th</sup>. I thought the process went well.
- **Armory building/Spring Street** – construction for the elevator is progressing. The large meeting room is being used for municipal meetings. We hope to have WiFi soon.
- **Bandshell Memorandum of Understanding (MOU)** – A new committee has been appointed by past council president Doug Johnson. The committee is willing to meet with the Bandshell group after they have met with Penn DoT.
- **Big Spring Cover project** – DEP has requested a feasibility study for the Authority's desired concept. The Authority has asked its engineering firm for a proposal.
- **Former National Guard Armory property along Zion Road** – The owner has put a hold on the brewery project due to high cost estimates to renovate the buildings.

- **Kepler Pool /Nittany Valley Rec. Authority** – The group is trying to manage the grant funding that is secured and reaching out for administrative assistance.
- **New Elementary School along Airport Road** – At their meeting on January 8<sup>th</sup>, the Planning Commission recommended approval of the land development plan with conditions. A traffic impact study was not complete at the time of recommendation. The Project will be scheduled for a work session prior to any council action.
- **Parks/Governors Park/Pickle Ball** – Don and I met with Shawn Thompson, YMCA Director at Governors Park. Shawn will be submitting a proposal to take the tennis court and lay it out for four pickle ball courts. We will get the proposal to council once received.
- **Parks/seasonal personnel** – The crews are done for the year.
- **Parkview Heights Stormwater Project** – work has begun on this project.
- **PA Highlands Community College (PHCC)** – The PHCC is still very much interested in getting established in Bellefonte/Centre County. They are looking at space in the Match Factory. A lease agreement is being negotiated. Their goal is to start classes in the Fall of 2024.
- **Personnel** – There is some cases of COVID. We are following CDC guidelines. We discontinued any work-from-home by the office staff. We have some department openings. We are going through the steps to fill these openings. We are seeing fewer applications and more turn-downs of job offers.
- **Police Department Upgrades** – the police department will move from the first floor to the second floor (current space of the general offices) after the General Offices move to the Armory building. The existing first floor police department space will have some renovating done after the move to the second floor.
- **Refuse Department** – personnel changes with inter-department moves. There is a pending retirement at the end of the year.
- **SEDA-COG Joint Rail Authority (JRA) RR Spur along Potter Street** – council has approved the purchase of the spur with the rail conditional upon having an agreement with Bellefonte Historical Railroad Society (BHRS) regarding access and use of the spur. We have met with BHRS representatives and will be working with the solicitors to work out details.
- **Streets** – winter storms are here. We are ready for pre-storm, storm and post

storm work. Our order of business is Street plowing/salting, then clearing of downtown parking spaces on the street, and then clearing the parking lots. With alternate street parking and personnel levels, this process can take several days. There are no issues with rock salt supplies.

- **Streets/Columbia Gas work on East Curtin Street** – work will start up again in 2024 and will continue on to East Linn Street.
- **Streets/Traffic Signal at Parkview and Zion Update** – The design phase is underway. We are expecting to hear about a grant application award in January.
- **Streets/Wood Street Storm Drainage Project** – This project is complete.
- **Streets/Downtown lighting/stamped crosswalks/flashing lights at crosswalks** – Late in the budget process, we began talking about doing a larger downtown improvement project which would replace the current street lighting (including the conduit under the sidewalk), finish the street crosswalk imprinting, and add the flashing lights at crosswalks. We would use the added millage increase in the Street lighting fund toward making a loan payment. We will also be looking for grant funding. The increase was approved in December. We are actively talking to engineering firms about getting a proposal from them – they would assist with developing the specifications, Penn DoT permits, bidding, etc.
- **Waterfront development** – A committee of council met with Tom and Tommy Songer recently. The topic was related to options for building code services. During the meeting, a start date was requested and none was given.

December	Meetings/Activities Attended
1	➤ Airport Authority committee meeting
2	➤
3	➤
4	<ul style="list-style-type: none"> <li>➤ Department Head Meeting</li> <li>➤ PRWA Board meeting</li> <li>➤ Council work session and business meeting</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ Meeting at the County</li> <li>➤ Staff meeting</li> <li>➤ Stopped at residence on East Beaver – clarify an issue</li> </ul>
6	➤
7	➤
8	<ul style="list-style-type: none"> <li>➤ Armory large room sound system training</li> <li>➤ Airport authority committee meeting</li> </ul>
9	➤

10	➤
11	➤ Meeting with Cindy Hahn/CNET – feedback on services
12	➤ Airport authority committee meeting
13	➤ Armory elevator job conference ➤ Meeting with council president and bandshell committee member
14	➤ Conference call with HR attorney – WWTP personnel issue ➤ Council agenda planning meeting ➤ Airport authority meeting
15	➤ Zoom call – Steve Nunez of Penn Highlands CC and Chief Weaver – police training discussions ➤ PRWA Board meeting
16	➤
17	➤
18	➤ Department head meeting ➤ Meeting at the County ➤ Council work session and business meeting
19	➤ Staff meeting ➤ Office holiday lunch ➤ Authority meeting
20	➤ Meeting about MPO projects/Senator Dush’s staff
21	➤
22	➤
23	➤
24	➤
25	➤ holiday
26	➤ Holiday
27	➤
28	➤
29	➤ Swearing-in ceremony at the Courthouse
30	➤ ➤
31	➤

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 installed, related tasks
	Completed the last few changes to the 2024 budget book
	Year-end files clean up