



HISTORIC
Bellefonte™
Est. 1795

To: Council
From: Ralph
Date: February 17, 2022
Subject: Borough Manager's Report for February 2022

January is known for "New". I think of our five "new" members of council and a "new" mayor taking office officially on January 3rd. I don't know of another time when Bellefonte had a majority turnover at one time! I would like to offer again to you that I am available if you would like to schedule a time to meet to discuss borough-related business. Don and I have had the pleasure of doing the boroughs association "boot camp" classes for newly elected borough council members and mayors for about ten years (classes are every two years following an election) now. We are happy to share perspectives, insights and maybe some knowledge with you as well.

I am working on improving our application and review process for all special events. We all have seen times where pieces of information are missing or are not clear. I hope to have some drafts submitted to you at the first meeting in March.

Operations/Staff Updates:

- All operations are running normally. I wanted to take this opportunity to note something regarding Parks. We only have spring, summer, fall seasonal labor for the Parks system. The waterfront walkway was put under the Parks system and does not get snow removal work because there is no labor employed for that. We have used other department personnel (full time regular employees from Streets or Water) to help if they have down time. A few years ago there was some salt damage to the concrete and our personnel felt like they were blamed for it. They consequently stopped helping clear snow during the winter months. For a year or so we had some volunteers helping. That seems to have faded away. If we want to have the walkway cleared of snow during the winter months, it will take adding resources (funding) to the Parks Fund and we can hire some season labor specifically for that work.
- The Water Department opening was filled by a refuse department employee. That position has been advertised on the outside and interviews are underway.
- Assistant Supervisor – intermittent sick leave – medical – Dave Klinefelter has verbally announced he is taking early retirement/Disability and his last day will be June 17th, 2022. We will be advertising the opening soon.
- COVID – employees or their families have been affected, quarantining, etc. We have managed to maintain operations
- Borough building janitorial services – we are without for the time being. We are getting proposals and hope to have someone in place soon.
- Borough office/Police office consolidation – I have started discussions with department heads on the concepts. I am proposing a “no construction” plan (other than maybe changing the type of door). Much time will need to be spent on the details which will be done throughout March. A tentative time frame for the move is the first week or two in April.



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January	Meetings/Activities Attended
1	➤ Office closed
2	➤ Office closed
3	➤ Attended the Swearing-In Ceremony at the Courthouse ➤ Attended the Civil Service Commission meeting, conducted their officer election ➤ Council meeting
4	➤ Phone call/discussion – refinancing of borough debt, new financing ➤ Staff meeting
5	➤
6	➤
7	➤
8	➤ Office closed
9	➤ Office closed
10	➤ Airport Authority Committee meeting
11	➤ Met prospective tenant at the Subway building to view inside ➤ Accepted Check from Cruise Committee of HBI for Park Picnic Table(s) ➤ Borough Authority meeting
12	➤ Workplace Safety Committee meeting
13	➤ Council Agenda Planning meeting
14	➤
15	➤ Office closed
16	➤ Office closed
17	➤
18	➤ Department head meeting ➤ Work session and Council meeting
19	➤ Staff meeting ➤ Internal candidate interviews – water department opening
20	➤ Traveled for Newly elected Municipal Officials class in Wilks Barre (charged personal time)
21	➤ Newly elected Municipal Officials class in Wilks Barre (charged personal time)
22	➤ Office closed (day 2 of NEMO class)
23	➤ Office closed
24	➤

25	➤ Ice Rink Ribbon-Cutting
26	➤
27	➤ Airport Authority Board meeting
28	➤ Met with banker – borough re-financing of debt, new financing ➤ PA Rural Water Association Board Meeting ➤ Off in the afternoon
29	➤ Office closed
30	➤ Office closed
31	➤ Met with new mayor ➤ Centre County Tax Collection Committee meeting

Activities
Work session and Council Agenda formatting, Preparation including listing all action items
Recommended the “no standing committees” for a year to give all new members a chance to take part in all discussions. Gettysburg Borough did away with their standing committees in 2016 and have not gone back to them.
Development/improvement of Goals, actions list to be used throughout the year
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
Ordinance/policy development/review drafting