



HISTORIC  
**Bellefonte™**  
*Est. 1795*

To: Council

From: Ralph

Date: March 14, 2023

Subject: Borough Manager's Report for February 2023

Operations/Staff Updates:

- Armory building – An armory building committee meeting was held on March 6<sup>th</sup>. We are working on the following – ADA access, elevator installation, sprinkler system installation, security camera, and door installation, sound system installation, and exterior door control system. While this is going on, we are managing the property – taking care of the tenants' needs, snow removal, having common areas cleaned, changing light bulbs, etc.
- Personnel – one of the refuse workers is leaving – just turned in a two-week notice. We post the position inside first in accordance with union rules. We will eventually have an outside opening – not sure what department at this time.
- Streets – winter remained mild for February. The public works /streets department will be cleaning up from winter and moving into spring maintenance activities.
- Traffic Light at Parkview and Zion – The School's engineer completed their "Scoping" process and submitted comments. Once Penn DoT determines the extent of changes to Zion Road, we can move ahead with the traffic light design at Parkview and Zion Road.
- Police Collective Bargaining contract renewal – A draft of the proposed contract is being circulated. Ratification by both parties should take place soon.
- Engineering services for the water/sewer authority – The Authority has selected the firm of Barton and Loguidice.

- Big Spring Cover funding – Same status as last month - It looks like we will be getting the \$1.8M of State funding (initiated by Senator Jake Corman) soon. The Authority will be evaluated its options for a new cover over the Big Spring.
- Governors Park Ballfield upgrade Project – work is progressing with the intent to have it ready for games in early April.
- Stage at Talleyrand/performance center – this group is also receiving \$1M in grand funds through former Senator Corman’s efforts. The funds will be held here at the borough.

February	Meetings/Activities Attended
1	➤ Virtual meeting – Zion Road traffic signal/BAHS plans
2	➤ Agenda planning meeting
3	➤
4	➤
5	➤
6	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Council work session and business meeting</li> </ul>
7	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Borough Authority meeting</li> </ul>
8	➤ Travel to DC for PA Rural Water Association – water/sewer system funding
9	➤ Travel back from DC
10	➤
11	➤
12	➤
13	➤ PSAB Pension board Committee conference call
14	➤
15	➤ Unlocked/locked doors for SCWC meeting, attended portion of the meeting
16	➤ Agenda planning meeting
17	<ul style="list-style-type: none"> <li>➤ Meeting with Mike leakey – armory building work</li> <li>➤ Stopped in at Senator Dush’s open house</li> <li>➤ Title work for fire truck</li> </ul>
18	➤
19	➤
20	➤ Contract negotiation committee - Police association meeting
21	<ul style="list-style-type: none"> <li>➤ Conference call – CC Tax Collection Exec Committee</li> <li>➤ Council work session and business meeting</li> </ul>
22	<ul style="list-style-type: none"> <li>➤ Meeting with armory building vendor</li> <li>➤ Staff meeting</li> </ul>
23	➤ Airport Authority meeting
24	➤

25	➤
26	➤
27	➤
28	➤ Attended a planning session for a special event for Bellefonte alumni

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.