



HISTORIC
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Est. 1795

To: Council

From: Ralph

Date: February 15, 2023

Subject: Borough Manager's Report for January 2023

Operations/Staff Updates:

- Armory building – The Armory building committee of council met on Tuesday, January 10th for an update. We are learning and evaluating what needs updated beyond the main components – elevator, sprinkler system and ADA access. Between regular duties, our public works personnel take care of needed repairs, improvements, etc.
- Personnel – as mentioned, we had a retirement at the wastewater plant. We did select an existing employee to move into the vacancy, but will not move the person until his current position is backfilled.
- Streets – winter has been mild. This has allowed time for some inside work. The crew gave a makeover to the break room and they finished paint work in the office area.
- Traffic Light at Parkview and Zion – The new elementary school at Airport Road may cause changes to Zion Road. I submitted borough council comments to the School's engineer who is working with Penn DoT. 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 – after presenting the boroughs counteroffer in January, the union requested to meet with the committee. Our meeting is scheduled for Feb. 20th.
- Engineering services for the water/sewer authority – I have been assisting the Authority with the RFP and selection process for an engineering firm. We may have a new firm selected by the March authority meeting.
- Big Spring Cover funding – 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.

Meetings/Activities Attended	
1	➤
2	➤ Observed – holiday
3	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Interviews at wastewater treatment plant ➤ Evaluation review meeting ➤ Council work session and business meeting
4	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Borough authority meeting
5	➤ Webinar – Homeserve – water/sewer line insurance program
6	➤ Off
7	➤
8	➤
9	➤ off
10	➤ special work session – short-term rental ordinance
11	➤
12	➤ Meeting with police association – collective bargaining agreement
13	➤ Meeting related to Airport Authority
14	➤
15	➤
16	➤
17	<ul style="list-style-type: none"> ➤ Federal vehicle auction, Bel Air Maryland ➤ Council work session and business meeting
18	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Spring Creek Watershed Commission meeting
19	➤ Meeting preparations – Nittany Valley Joint Planning Commission Mtg
20	➤
21	➤
22	➤
23	➤
24	➤ Presentations – engineering firms responding to Authority RFP

25	➤ Meeting with prospective downtown building buyer/office relocation
26	➤ Meeting with vendor for the Armory building
27	➤ PA Rural Water Association Board meeting ➤ Meeting with CPI representative – apprentice program for water/wastewater operators
28	➤
29	➤
30	➤ Meeting with DBI representatives – grant opportunities ➤ Staff meeting to review engineer proposals/presentations ➤ Centre County Tax Collection Committee meeting
31	➤ Meeting with county government representatives – retaining wall work at the courthouse

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.