



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: February 12, 2024

Subject: Borough Manager's Report – **January 2024**

Operations/Staff Updates:

- **ADA Updates per DOJ Settlement Agreement** - Staff is discussing possible amendments to the Settlement Agreement with the DOJ administrator. Another conference call is planned. All implementation deadlines have been extended.
- **Armory building/Spring Street** – construction for the elevator is progressing and should be complete at the end of February. The large meeting room is being used for municipal meetings. Wi-Fi is available in the room. The speaker system will be adjusted after additional sound panels are installed (estimated time frame is the end of February).
- **Bandshell Memorandum of Understanding (MOU)** – A new committee has been appointed by past council president Doug Johnson. The committee received a request for a meeting and one is scheduled.
- **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. The feasibility study, once completed, will be submitted to PA DEP. The Authority is seeking preliminary approval of their desired design concept. The concept would then be designed and permitted by PA DEP. The project is tentatively slated for bidding and construction in 2025.
- **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. No further updates have been received.

- **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** – This project was reviewed at the February 5th council work session. A proposed agreement for conditional approvals has been sent to Solicitor Jeff Stover for review.
- **Parks/Governors Park/Pickle Ball** – Don and I met (November 2023) 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. Completion is estimated to be at the end of March/beginning of April.
- **PA Highlands Community College (PHCC)** – The PHCC is coming to Bellefonte/Centre County. They have signed a lease for space in the Match Factory. They plan to start classes in the Fall of 2024.
- **Personnel** – Our openings have been filled. Just a reminder that our non-uniform or public works union contract expires at the end of 2024. We will be asking department heads for input on changes to the contract. Council will need to decide how they want to be involved – officers of council, special committee, etc.
- **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. Chief Weave is working with Mike leaky to design the 1st floor space.
- **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 to determine the best and most cost-effective way to proceed as the spur will require a subdivision plan.
- **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. The Borough did not receive grant funding for this project. Staff will be meeting with the traffic engineer to determine options.
- **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** – the owners are meeting with state and federal legislators to seek additional funding programs.

January	Meetings/Activities Attended
1	➤ Holiday
2	➤ Department head meeting ➤ Council meeting
3	➤ Sick leave ➤ Staff meeting ➤ Authority meeting
4	➤ Sick leave
5	➤ Sick leave
6	➤
7	➤
8	➤
9	➤
10	➤ Call – DOJ representative to discuss Agreement re hearing accommodations
11	➤ Meet with interested engineer – street lighting upgrade project ➤ Council Agenda planning ➤ Airport Authority meeting
12	➤ Meet with interested engineer – street lighting upgrade project
13	➤

14	➤
15	➤
16	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Meeting with sound system installer – large meeting room, Armory ➤ Council work session and business meeting
17	➤ Airport Authority committee meeting
18	➤
19	➤ PA Rural Water Association board meeting
20	➤
21	➤
22	➤
23	➤
24	<ul style="list-style-type: none"> ➤ Elevator job conference ➤ Meeting with contractor, business rep. – Courthouse wall project ➤ Meeting with Authority solicitor ➤ Meeting at St. Paul Street – parking, water meter issues ➤ Meeting with Mayor – Borrow Street property issues
25	➤ Airport Authority meeting
26	➤ Off
27	➤
28	➤
29	<ul style="list-style-type: none"> ➤ Armory building committee meeting ➤ Centre County Tax Collection Committee meeting
30	<ul style="list-style-type: none"> ➤ Airport Authority Committee meeting ➤ CATA public Hearing – cost, service issues
31	<ul style="list-style-type: none"> ➤ Sick leave ➤ Call with DOJ rep. Agreement regarding hearing accommodations ➤ Meeting with council officers

Activities
Work session and Council Agenda formatting and preparation
Drafted the elected official travel training policy
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
Year-end files clean up