



To: Council

From: Ralph

Date: August 12, 2021

Subject: Borough Manager's Report for July

Operations/Staff Updates:

- All operations, seasonal and year-round, are running normally
- Year-to-Date revenues/expenditures are generally as expected
- Mechanic will be on family leave in late August
- Electrician/water operator is on leave until September – medical
- Assistant Supervisor on leave, intermittent, duration unknown – medical
- It is the time of the year for vacations, days off for house projects, etc.
- Water Department and Waste Water Treatment Plant Monthly Reports – I have attached these two monthly reports which are given to the Authority

Council Meetings:

- I sense council's collective interest in having both effective "and" efficient council meetings. I have been making small changes to the council agenda with the intent of helping in this effort. I have attached an article entitled "Quick Fix: Get Rid of Time-Wasting Committee Reports." I will be including tid-bits as I come across them.

July	Meetings/Activities Attended
1	<ul style="list-style-type: none"> <li>➤ Agenda planning meeting</li> <li>➤ Streets Committee meeting</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ Council and Authority meeting agenda/packet work</li> <li>➤ Onsite meeting – West Curtin and North Allegheny – Street issue</li> <li>➤ Onsite meeting – Lamb and Allegheny – street issue</li> <li>➤ Onsite meeting – YMCA complaint about reserve parking spaces in North lot</li> </ul>
3	➤
4	➤
5	➤ Recognized July 4 <sup>th</sup> holiday
6	➤ Work session and council meeting
7	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Energy &amp; Environmental Committee Meeting</li> <li>➤ Authority meeting</li> </ul>
8	➤ Streets Committee meeting
9	➤ Looked at unopened RoW of Ardell Lane – possible fence/wall encroachment
10	➤
11	➤
12	<ul style="list-style-type: none"> <li>➤ Meeting at WWTP with Martz Technologies – updates to SCADA System</li> <li>➤ Zoom call with Penn State Cooperative Ext. Facilitator consultant</li> <li>➤ Zoom call with Strategic Consulting partners – facilitator consultant</li> </ul>
13	➤ Finance committee meeting
14	<ul style="list-style-type: none"> <li>➤ HR committee meeting</li> <li>➤ Council Agenda Planning meeting</li> <li>➤ Bellefonte IDA meeting</li> </ul>
15	<ul style="list-style-type: none"> <li>➤ Met public works supervisors in North Lot – look at relocating reserved parking spaces without damaging the surface material</li> <li>➤ Streets committee meeting</li> </ul>
16	➤ Meeting with audio consultant – council room audio system
17	➤
18	➤
19	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Work session and council meeting</li> </ul>
20	➤ Staff meeting
21	<ul style="list-style-type: none"> <li>➤ Workplace safety committee meeting</li> <li>➤ Energy &amp; Environmental Committee meeting</li> </ul>
22	<ul style="list-style-type: none"> <li>➤ Parks Committee meeting</li> <li>➤ Streets Committee meeting</li> <li>➤ Zoom meeting with State College Borough – licensing of short-term rental units</li> <li>➤ Airport Authority meeting</li> </ul>
23	<ul style="list-style-type: none"> <li>➤ Conference call – door/wall consultant for council room upgrades</li> <li>➤ Finance committee meeting</li> </ul>
24	➤



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

25	➤
26	➤ Meeting with municipal managers and solicitors – short-term rental ordinance solicitor questions
27	➤ Conference call with PA DCED POC for the Strategic Management Plan grant ➤ Meeting with Link IT personnel – Updates needed to meet insurance company requirements
28	➤
29	➤ Webinar – cybersecurity remote access ➤ Streets committee meeting ➤ Council agenda planning meeting
30	➤ Meeting with staff at Senator Corman's office – questions about PFAS
31	

**Activities**

Meeting preparation and follow up, coordinate with staff – doodles, 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



# The Law of Order

A Resource on Parliamentary Procedure & the Law

## Quick Fix: Get Rid of Time-Wasting Committee Reports

By Sarah E. Merkle on September 6, 2017



You know the drill....the meeting that drags on *forever* because of unnecessary committee reports. There is good news straight from the parliamentary procedure powers that be: You do not have to include "Time-Wasting Committee Reports" on your meeting agenda.

### What fits in the category of "Time-Wasting Committee Reports" exactly?

***Time-Wasting Committee Report*** = A committee report that is given dedicated space on the agenda to tell about its activities, even though it doesn't have any items to present for action.

You don't need *Robert's Rules* to tell you that these reports are eating up precious minutes during meetings. But parliamentary procedure *can* give guidance on how to tactfully, responsibly pare down the unnecessary verbal reports.

## Help! How can you eliminate them?

The first step to removing time-wasting committee reports from the agenda is to ask each committee to submit an official written report and a completed committee activities form at least one day prior to when staff prints the agenda and meeting materials.

The committee activities form is a one-page summary of who's been doing what (recently). The form isn't rocket science to fill out and simply asks the committee to state the following information:

- Committee name
- List of committee members
- Summary of committee activities since the last meeting of the entire group
- List of action items for the entire group

Simply put, the Committee Activities Form is an at-a-glance method of determining which committees need a place on the agenda. And (wink, wink) it simultaneously functions as a method of seeing which committees are actually functioning.

Once you have a Committee Activities Form in hand for each committee, the second step to removing time-wasting committee reports from the agenda is to review the forms and give dedicated space on the agenda *only* to committees that have actions items to present to the entire group.

The rest of the reports should be printed for distribution at the meeting (or loaded to an internal website) so that members can read them on their own time. Similarly, at the meeting, the committees that are placed on the agenda can simply rise and present the action items they've listed, leaving the rest of the report to be read later at members' leisure.

## One Final Point of Clarification

Reports of committee activity, even without any action items to present for a group decision, *are still important*. My goal is certainly not to diminish the good, hard work that committees perform for any well-functioning organization. Sometimes active committees need a spot on the agenda, even without any action items, especially when they have vital information to communicate. But

the status quo in many organization is to allow all committees time to report, with little thought for the effect reports have on the length of the meeting and the valuable time of dedicated members.

Before your next meeting, give some thought to your agenda and consider whether you can do just fine without a verbal presentation from every committee.

## *The Law of Order*

Copyright © 2021, Civility LLC All Rights Reserved.

# Water Report August 2021

7/7/21 Repair water service line @ 332 E. High St

7/8/21 Big Spring / Corning Pump house maintenance

7/9/21 Leak Detection

7/14-15/21 New sewer tap on Robin Rd ( Pinehurst )

7/19-23/21 Mr. Rehab clean & Camera sewer mains

7/22/21 Install new sewer tap @ 633 E. Howard St

7/23/21 Repair 6" water main leak @ 633 E. Howard St

7/26/21 Clean sewer mains on Spring St & Bishop St

7/27/21 Delete 200' of 2" water main on Valentine Hill Rd, due to a leak

7/28/21 Install water shut off @ 719 W. Water St

7/29/21 Replace sewer manhole frame & lid on Parkwood Dr.

7/29/21 Raise buried manhole on Airport Rd & Prep work for sewer main replacement on Mcallister St.

Niagara Filling Station # 446,000 gallons



## **Bellefonte Borough Authority Meeting August 3<sup>rd</sup>, 2021 WWTP Report**

- Bulk Water Sales for the month of July was Approx. 320,300 gal.
- 7-6-21 Nittany Controls was in and switched out the control module to restore the proper E.Q. basin level readings. He also checked out the Return Sludge meter at the A.S. units which had ceased operation and found it to be in need of replacement.
- 7-7-21 Maintenance staff & EMS performed the installation and alignment of the #2 Moyno transfer pump and placed it back in service.
- 7-9-21 Maintenance staff installed a new motor and belt on the #1 polymer pump.
- 7-13-21 Maintenance staff repaired a fuel line on the CAT loader and fixed a broken water line to the volute press.
- 7-14-21 Became informed of a \$0.20 per gal. increase for our Biocarb product. Started the year at \$1.41 and now \$1.89.
- Nittany Controls came in to check BNR pump #3 shutdown. Was able to get back up and running but warned of a need to replace the drive very soon.
- 7-20-21 Received a new Grit blower motor on the 19<sup>th</sup> which was installed by maintenance and EMS came in on the 20<sup>th</sup> to do the realignment. Back in service.
- 7-21-21 Hach Service tech in and repaired Effluent Nitrate probe. Back in service.
- 7-24-21 Nittany Controls called in to restart the carrier fluid pump. Computer programming for the pump seized up and he had to shut down and re-boot.
- 7/26/21 Chain & brackets to repair S. final clarifier arrived after a 10 week wait, spindle for attachment is undersized and sales rep is looking for an alternative at their warehouse.
- Emailed Nick at Nittany Controls about having a sit down meeting this week. Received a SCADA upgrade quote via email and he arrived for a sit down Friday 7/30 at 10:15. DEP inspector arrived with a trainee at 10:30 so our sit down meeting was cut to a minimum.
- 7-30-21 Inspection by DEP Was believed to have gone well. Written report pending.
- Nittany Controls called back in after a VFD failure at one of the Biomag pumps. Installed a spare VFD from storage on site.