



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

To: Council

From: Ralph

Date: August 10, 2022

Subject: Borough Manager's Report for July 2022

Operations/Staff Updates:

- We had a short notice retirement at the Wastewater treatment plant in the maintenance area. A shift operator was selected for that position. We are currently going through the steps to fill the shift operator position.
- Parking enforcement – as Don mentioned in a memo, we brought on two new part-time persons.
- Nuisance code enforcement – also mentioned in Don's memo, Mr. Monger was offered a part-time job to assist Harry and ended up turning it down. We are still looking for someone to assist.
- Capital Improvement Plan – with Julie Brooks now in Public Works, she is available to assist with the development of this plan. Work is underway.
- Prioritized budgeting – we want to implement a type of budgeting that allows for prioritizing where money goes since dollars are scarce.
- Insurance coverage – we did select a new carrier and agent primarily based on cost. Our insurance year runs from August 1<sup>st</sup> to July 31<sup>st</sup>.
- Police Department renovations – we will discuss some options in Executive Session on August 15<sup>th</sup>.
- LERTA Applications – we have received two to date – The waterfront and the Armory projects.
- Police Collective Bargaining contract renewal – we are off to a good start.

July	Meetings/Activities Attended
1	➤ Worked on getting agendas sent out
2	➤
3	➤
4	➤ Holiday
5	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Meeting regarding kayak club house at Sunnyside</li> <li>➤ Council work session and business meeting</li> </ul>
6	➤ Follow up from meetings
7	➤ Vacation
8	➤ Vacation
9	➤
10	➤
11	<ul style="list-style-type: none"> <li>➤ Meeting with Mike Leaky, architect – sketches for the police department renovations</li> <li>➤ Phone call – solicitor re police collective bargaining agreement</li> </ul>
12	<ul style="list-style-type: none"> <li>➤ Meet with water system customer – change in tap location/driveway issue</li> <li>➤ Insurance proposal presentations/Q &amp; A</li> <li>➤ Borough Authority meeting</li> </ul>
13	<ul style="list-style-type: none"> <li>➤ Meeting with police contract negotiations committee</li> <li>➤ Council agenda planning meeting</li> </ul>
14	➤ Meeting with prospective purchaser of the former Armory building, Spring Street
15	➤ Worked on getting the council materials sent out
16	➤
17	➤
18	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Meeting with Scott Mauger – nuisance code position</li> <li>➤ Council work session and business meeting</li> </ul>
19	➤ Staff meeting / follow up from meetings
20	<ul style="list-style-type: none"> <li>➤ Workplace safety meeting</li> <li>➤ Meeting – police contract proposal</li> </ul>
21	➤ Meeting with Penn DoT, others – Mill Race Bridge Replacement Project
22	➤ Participated in recognizing a retirement in the community
23	➤
24	➤



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25	➤ Vacation
26	➤ Vacation
27	➤ Vacation
28	➤ Vacation
29	➤ Vacation
30	➤
31	➤

**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
Put together budget presentation for the August 1 <sup>st</sup> work session
Meetings to develop Capital Improvement Plan format and priority budgeting process