



HISTORIC

Bellefonte™

Est. 1795

To: Council

From: Ralph

Date: July 16, 2021

Subject: Borough Manager's Report for June

Toward the end of June, I put together a pre-retreat survey and presented that feedback at the July 6th council meeting. We are expecting proposals from two groups for facilitating a retreat as well as the short-term rental ordinance meeting for stakeholders.

The summer time is very busy with many public works projects underway while the weather is good. It is also vacation season (I was out two weeks in June). We do our best to move people around to cover openings. Cross training is very important.

We have been working to make the council agenda more effective and efficient – listing council action, FYIs, etc. To that effort, I am suggesting that each committee submit notes of their meetings – the deadline would be noon on the Friday before the council meeting. All committee meeting notes would be in the packet for you to read and we would list on the agenda that the notes were submitted. These notes could also be stored or referenced later (if someone missed a meeting). Only committee recommendations for council action would be listed on the agenda. If someone has a question regarding the notes, then someone on the committee can respond.

Otherwise, the chair would not need to verbally summarize all of the discussion items that took place. I believe this would be far more effective and efficient than how we do things now.

Another suggestion is to have a rule that the maximum time that someone can speak to a motion, offer a rebuttal, etc. is 3 minutes. Often topics and issues come up that are

not on the agenda. For these items, the person bringing up the topic would have 3 minutes maximum and then the topic would be “parked” (no more discussion) and then scheduled as a work session or council agenda item.

June	Meetings/Activities Attended
1	➤ Bellefonte Borough Authority meeting
2	➤ Boroughs Association Trustee meeting in Hershey ➤ Meeting with Authority – Big Spring Cover Engineering rep.
3	➤ Onsite meeting to look at Shed placed in setback area of Manchester Lane ➤ Council Agenda Planning Meeting
4	➤ Worked on sending out the council meeting agenda/packet ➤ Off 3.5 hrs
5	➤
6	➤
7	➤ Department head meeting ➤ Prepare for council meeting ➤ Call with Authority attorney ➤ Council executive session, work session and council meeting
8	➤ Tie up as many loose ends as possible before vacation
9	➤ Vacation
10	➤ Vacation
11	➤ Vacation
12	➤
13	➤
14	➤ Vacation
15	➤ Vacation
16	➤ Vacation
17	➤ Vacation
18	➤ Vacation
19	➤
20	➤
21	➤ Vacation
22	➤ Vacation
23	➤ Vacation
24	➤ Parks Committee meeting ➤ Streets Committee meeting ➤ Airport Authority Meeting
25	➤ Wayfinding signage meeting
26	➤
27	➤
28	➤ No meetings
29	➤ Site visit – mobile storage issue at North Thomas Street
30	➤ HR committee meeting ➤ Energy Committee meeting



HISTORIC
Bellefonte™
Est. 1795

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

Working on tasks related to a council retreat and special stakeholder meeting – short term rental ordinance