



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: July 12, 2022

Subject: Borough Manager's Report for June 2022

Operations/Staff Updates:

- Dave Klinefelter, Assistant Public Works superintendent, retired this month. Julie Brooks, is still helping to wrap up things at the wastewater treatment plan before moving to public works (in Dave's position).
- We are currently caught up in filling openings either at the wastewater treatment plant or the public works operations. New employee training is underway.
- Nuisance code enforcement – Mr. Brooks is still working in a limited capacity due to health-related issues. I am going to go ahead and advertise for someone to assist in this area. The position will be part-time similar to Mr. Brooks.
- Finance Director – Lori was out with a surgery and is now in the office partial days.
- Capital Improvement Plan – I have met with Lori and Julie regarding the creation of a capital improvement plan. Julie has a basic format/spreadsheet designed for water/wastewater systems that we plan to adapt to the other borough funds/departments.
- Inflation/rising costs – this is a concern as the supplies we need in our operations are more costly.
- Crosswalks at the Diamond – the imprinted crosswalks were installed at the Diamond this month. The crosswalks are more clearly defined. Improved lighting is on order.

June	Meetings/Activities Attended
1	➤
2	➤ Council agenda planning
3	➤ Airport authority meeting on solar exploration
4	➤
5	➤
6	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
7	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Meeting with solar consultants – borough options ➤ Meeting with Big Spring cover engineer and Talleyrand Park bandshell architect – coordinate activities ➤ Call with CBICC Director – potential water user for Benner Commerce Park ➤ Borough Authority meeting
8	<ul style="list-style-type: none"> ➤ Workplace safety meeting ➤ Meeting with local architect – review building code process ➤ Meeting with Mayor Johnson – Governors Park ballfield renovations ➤ Bellefonte Area Industrial Development Authority meeting
9	➤ Open house / recognition of retirees and council members
10	<ul style="list-style-type: none"> ➤ Meeting with Mike Leakey, architect for police department renovation options ➤ Meeting with resident – street sweeper frequency
11	➤
12	➤
13	<ul style="list-style-type: none"> ➤ Meeting with council executive committee – performance goals ➤ Meeting with solar consultants – borough options
14	➤
15	<ul style="list-style-type: none"> ➤ Meeting with banker – refinancing/financing ➤ Meeting with Lori and Julie – capital improvement plan ➤ Meeting with insurance company – potential proposer for RFP ➤ Meeting with county administrator – discuss county’s solar project
16	<ul style="list-style-type: none"> ➤ Council agenda planning meeting ➤ Armory at Spring Street – walk through for zoning questions
17	➤ Interview – wastewater treatment plant operator position
18	➤
19	➤
20	➤ Airport authority – solar exploration meeting
21	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
22	➤ Staff meeting
23	➤ Airport authority meeting
24	➤ Off



HISTORIC
Bellefonte™
Est. 1795

25	➤
26	➤
27	➤ Meeting with realtor, prospective buyer – Armory on Spring Street
28	➤ Meeting with resident on Reynolds Avenue – driveway changes
29	➤ Armory on Spring – walk through – prospective buyer ➤ Meeting with council ad-hoc committee – settlement proposal with Authority
30	➤ Meeting with council ad-hoc committee – police contract ➤ Council agenda planning meeting ➤ Meeting with wastewater treatment plant operator – prospective applicant

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
Researched solar power purchase agreements and possible locations for a solar array
Reviewed current electricity purchase contract end dates – we are locked in to late 2025 at 4.4 cents per kilowatt
Researched Big Spring cover options, criteria for PA DEP permitting
Completed the annual water quality report