



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

To: Council  
From: Ralph  
Date: April 13, 2022  
Subject: Borough Manager's Report for March 2022

Operations/Staff Updates:

- All operations are running normally. Our seasonal labor is back although some will be here on a limited basis. We will be needing to backfill some positions which might be difficult with the labor shortage.
- Assistant Public Works Superintendent opening - I am pleased to report that Julie Brooks, current wastewater treatment plant Assistant Superintendent, has been selected for this position. Actual full-time start dates need to be coordinated with the backfilling of Julie's current position. We will do as much as we can to make a smooth transition.
- Borough building janitorial services – with any change, there are differences. We are meeting to discuss issues and concerns.
- Borough office/Police office consolidation – Steps are progressing. We will be working on the daily integration/cross training.

March	Meetings/Activities Attended
1	<ul style="list-style-type: none"><li>➤ Met with bankers – refinancing/financing for borough/authority</li><li>➤ Borough authority meeting</li></ul>
2	<ul style="list-style-type: none"><li>➤ Phone call with insurance carrier – re suit filed against the borough regarding police at courthouse</li><li>➤ Council agenda planning</li><li>➤ Bellefonte Police Pension Board meeting</li></ul>
3	<ul style="list-style-type: none"><li>➤</li></ul>
4	<ul style="list-style-type: none"><li>➤ Met with insurance agents</li></ul>

5	➤
6	➤
7	<ul style="list-style-type: none"> <li>➤ Department head/managers meeting</li> <li>➤ Work session and council meeting</li> </ul>
8	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Meeting at wastewater treatment plant – bulk water loading station</li> </ul>
9	➤ Attended workplace safety meeting
10	➤ Met with the owners of Centre Boot re Armory sales agreement
11	➤ Zoom meeting with parking consultants – waterfront parking garage
12	➤
13	➤
14	<ul style="list-style-type: none"> <li>➤ Met with bankers – refinancing/financing for borough/authority</li> <li>➤ Attended the Planning Commission Meeting re Waterfront Development</li> </ul>
15	➤ Attended Bellefonte Area School Board Meeting re LERTA Ordinance overview presentation
16	➤
17	<ul style="list-style-type: none"> <li>➤ Met with Centre County Commissioners/staff in a work session re LERTA ordinance overview presentation</li> <li>➤ Agenda planning meeting</li> <li>➤ Attended the Centre County Boroughs Association meeting</li> </ul>
18	➤
19	➤
20	➤
21	<ul style="list-style-type: none"> <li>➤ Department head/managers meeting</li> <li>➤ Met with Borough Authority solicitor re Authority issues</li> <li>➤ Participated in police department/borough building walk through with Mike Leaky, Architect</li> <li>➤ Work session and council meeting</li> </ul>
22	<ul style="list-style-type: none"> <li>➤ Attended PA Rural Water Association Annual Business Meeting in conjunction with the annual conference</li> <li>➤ Attended the afternoon training session at the PA Rural Water Association conference</li> </ul>
23	➤ Joined Authority members/others in a meeting in Williamsport with PA Department of Environmental Protection (DEP) officials – permittable options for the Big Spring cover
24	➤ Airport Authority meeting



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25	<ul style="list-style-type: none"> <li>➤ Met with Tom Zilla/others – re transportation project funding possibilities</li> <li>➤ Met with members of the Refuse Department re wages</li> <li>➤ Met with Union reps re refuse department wages</li> </ul>
26	➤
27	➤
28	➤ Zoom call with the Director of the Centre County Community Foundation re old Armory building on North Spring Street
29	➤ Met onsite with property owner/Matt Auman re pavement /stoop area in RoW, Ride & Ardell
30	➤ Attended meeting between Authority and Council reps. Re bulk water funds
31	<ul style="list-style-type: none"> <li>➤ Council agenda planning meeting</li> <li>➤ Met with insurance carrier attorney re suit filed against the borough/police at the courthouse issue</li> </ul>

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
Ordinance/policy development/review drafting
PA Rural Water Association annual business meeting on March 22 <sup>nd</sup> . This association focuses on training for water and wastewater system employees and technical assistance to small water/wastewater systems. Bellefonte has been a member since its inception about thirty years ago. In 2011, I was elected to the Board of Directors. At the reorganization meeting this year, I was elected board president. I want to thank borough council for allowing me the opportunity to serve in an area that is critical to healthy and prosperous communities.