



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: December 14, 2021

Subject: Borough Manager's Report for November 2021

Operations/Staff Updates:

- All operations are running normally. Seasonal operations are down to some unscheduled passes to pick up leaves still being put out at the curb.
- No Snow to deal with yet 😊
- This time of year we are focused on going through all of the necessary steps related to getting the budgets in place for 2022.
- I have assisted council with setting up public comment meetings related to the Diamond (and the Authority related to the Big Spring Cover) and with physical changes at the Diamond as council determines.
- The Wastewater treatment plant control system upgrade remaining phases will go slower through the holidays.
- Assistant Supervisor – intermittent sick leave – medical – status is same
- The Authority in December does not meet until the 3rd Tuesday of the month. Consequently, I didn't attach any water and sewer superintendent reports for November.

| November | Meetings/Activities Attended |
|----------|--|
| 1 | <ul style="list-style-type: none"> ➤ Department head meeting ➤ Meeting with engineer and PA DEP rep. on Big Spring Cover ➤ Work session and council meeting |
| 2 | <ul style="list-style-type: none"> ➤ Meeting with Martz technologies – controls system at WWTP ➤ Staff meeting ➤ Borough Authority meeting |
| 3 | <ul style="list-style-type: none"> ➤ HR Committee meeting ➤ Gamble Mill Ribbon Cutting Ceremony |
| 4 | <ul style="list-style-type: none"> ➤ Parks Committee Meeting ➤ Streets Committee Meeting ➤ Public Comment Meeting for Diamond Safety Improvements |
| 5 | <ul style="list-style-type: none"> ➤ PA Rural Water Association board meeting |
| 6 | <ul style="list-style-type: none"> ➤ Public Comment Meeting for Diamond Safety Improvements |
| 7 | <ul style="list-style-type: none"> ➤ |
| 8 | <ul style="list-style-type: none"> ➤ No meetings |
| 9 | <ul style="list-style-type: none"> ➤ Finance Committee meeting |
| 10 | <ul style="list-style-type: none"> ➤ Met onsite S. Spring Street to look at property for BAIDA |
| 11 | <ul style="list-style-type: none"> ➤ Off – Veterans Day |
| 12 | <ul style="list-style-type: none"> ➤ Agenda Planning Meeting ➤ Harassment Training |
| 13 | <ul style="list-style-type: none"> ➤ |
| 14 | <ul style="list-style-type: none"> ➤ |
| 15 | <ul style="list-style-type: none"> ➤ Department head meeting ➤ Work session and council meeting |
| 16 | <ul style="list-style-type: none"> ➤ Staff meeting |
| 17 | <ul style="list-style-type: none"> ➤ Workplace safety Committee Meeting ➤ HR Committee meeting ➤ Met with Cindy at C-net – periodic check-in by C-net ➤ Energy Committee meeting |
| 18 | <ul style="list-style-type: none"> ➤ Parks Committee meeting ➤ Streets Committee meeting ➤ Special work session – Budget and LERTA Ordinance |
| 19 | <ul style="list-style-type: none"> ➤ No meetings. Off 3.5 hrs. |
| 20 | <ul style="list-style-type: none"> ➤ |
| 21 | <ul style="list-style-type: none"> ➤ |
| 22 | <ul style="list-style-type: none"> ➤ Off |
| 23 | <ul style="list-style-type: none"> ➤ Finance Committee meeting ➤ Off 3.5 hrs. |
| 24 | <ul style="list-style-type: none"> ➤ No meetings ➤ Off 3.5 hours |



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| 25 | ➤ Off – Thanksgiving |
| 26 | ➤ Off – full day |
| 27 | ➤ |
| 28 | ➤ |
| 29 | ➤ No meetings |
| 30 | ➤ No meetings |
| | |

Activities

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| 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 |
| Ordinance/policy development/review drafting |
| Prepared budget-related PowerPoint presentations |