



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: December 16, 2022

Subject: Borough Manager's Report for November 2022

Operations/Staff Updates:

- Armory building – measurements, digital drawings, walk throughs – are being done for the elevator, sprinkler system and the ADA walkways. We plan to have a committee meeting in January and have Mike Leakey, architect, come in to a council work session to update everyone. Senator Dush/his staff did move in and are getting the office set up. We will be working on exterior signage – a nice looking tenant directory sign.
- Personnel – we have a retirement at the wastewater plant. We are going through the required process/postings.
- Streets – crews are focused on winter weather.
- Wall collapse, State Route 150, South Water Street – On Saturday, November 12th, the stone wall supporting South Water Street collapsed. Penn DoT made temporary repairs to open the road. Permanent repairs will be made in 2023.
- 2023 Budgeting process – The process has gone well even though it is difficult to squeeze in all programs and services. We instituted the Priority Based Budgeting system and will be collecting data and working on spreadsheets throughout 2023.
- Police Collective Bargaining contract renewal – We are waiting on the Union to get back to our committee.

November	Meetings/Activities Attended
1	➤ Authority meeting
2	➤
3	➤ Council agenda planning meeting
4	<ul style="list-style-type: none"> ➤ Meeting with Mike Leakey – Armory building work ➤ PA Rural Water Association board meeting ➤ Meeting related to the Airport Authority
5	➤
6	➤
7	<ul style="list-style-type: none"> ➤ Management meeting ➤ Council work session and council business meeting
8	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Meeting with Authority solicitor
9	➤
10	➤
11	➤ Office closed – Veterans Day
12	➤ Wall collapse, South Water Street – sent email notification
13	➤
14	<ul style="list-style-type: none"> ➤ Meeting with council officers – evaluation process ➤ Meeting related to Airport Authority ➤ Meeting with PA DCED regional staff – strategic plan phases
15	➤ Meeting with bandshell committee members
16	<ul style="list-style-type: none"> ➤ Weis property – meet Penn Highlands CC reps ➤ Meeting – potential water service extension in Benner Twp
17	➤ Council agenda planning meeting
18	➤ Meeting with Mike Leakey – Armory building work
19	➤
20	➤
21	<ul style="list-style-type: none"> ➤ Management meeting ➤ Meeting with SEDA-COG reps – railroad spur that follows Potter Street ➤ Council work session and business meeting
22	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Meeting the potential contractor for work at the Armory building
23	➤
24	➤ Off – Thanksgiving
25	➤ Off – Vacation
26	➤
27	➤
28	➤
29	<ul style="list-style-type: none"> ➤ Meeting with staff-water and wastewater grant applications ➤ Meeting with staff- 2023 Budget
30	<ul style="list-style-type: none"> ➤ Set up work for public hearing ➤ Public hearing- Short-term rental draft ordinance



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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

Armory building – focused on leasing space and getting the elevator, the sprinkler system and the ADA access work moving through all the phases.

Penn Highlands Community College – the representatives were able to do a walk-through of the former Weis Market building on Wednesday, November 15th. They seemed very positive about having a Bellefonte campus.