



HISTORIC  
**Bellefonte**<sup>™</sup>  
*Est. 1795*

To: Council

From: Ralph

Date: December 11, 2023

Subject: Borough Manager's Report – **November 2023**

Operations/Staff Updates:

- **Annual Budget Work** – The tentative budget was approved on December 4<sup>th</sup> and is available for public inspection. The Budget is scheduled for final approval/adoption on December 18<sup>th</sup>.
- **Armory building/Spring Street** – The elevator shaft construction is progressing. We have project meetings every two weeks. Various other smaller projects are in phases of completion. The December 18<sup>th</sup> council meeting will be held in the large meeting room/new council chambers, 1<sup>st</sup> Floor, of the Armory.
- **Bandshell Memorandum of Understanding (MOU)** – A committee appointed by council has met with this group and asked that they complete the checklist related to the MOU.
- **Big Spring Cover project** – Some Authority representatives met with PA DEP personnel on November 15<sup>th</sup> regarding the cover. PA DEP is reviewing the concepts presented and will be in touch.
- **Former National Guard Armory property along Zion Road** – The owner has put a hold on the brewery project due to high cost estimates to renovate the buildings. He has not made a final determination yet.

- **Kepler Pool /Nittany Valley Rec. Authority** – The group is trying to manage the grant funding that is secured and reaching out for administrative assistance.
- **New Elementary School along Airport Road** – borough staff have attended some virtual meetings held by HRG, the District's engineer. The Engineer/District has also submitted a Land Development Plan to the Planning Commission. Review of the Plan is underway.
- **Parks/Governors Park/Pickle Ball** – Don and I met with Shawn Thompson, YMCA Director at Governors Park. Shawn will be submitting a proposal to take the tennis court and lay it out for four pickle ball courts. We will get the proposal to council once received.
- **Parks/seasonal personnel** – The crews are done for the year.
- **Parkview Heights Stormwater Project** – work has begun on this project.
- **PA Highlands Community College (PHCC)** – The PHCC is still very much interested in getting established in Bellefonte/Centre County. They are looking at space in the Match Factory. A lease agreement is being negotiated. Their goal is to start classes in the Fall of 2024.
- **Personnel** – We have some department openings. We are going through the steps to fill these openings. We are seeing fewer applications and more turn-downs of job offers. Our new nuisance code administrator, Steve Barr, is on board and getting up to speed. Julie Brooks has been appointed as the Borough's ADA Coordinator.
- **Refuse Department** – personnel changes with inter-department moves. There is a pending retirement at the end of the year.
- **SEDA-COG Joint Rail Authority (JRA) RR Spur along Potter Street** – council has approved the purchase of the spur with the rail conditional upon having an agreement with Bellefonte Historical Railroad Society (BHRS) regarding access and use of the spur. We have met with BHRS representatives and will be working with the solicitors to work out details.
- **Streets** – Crews are finishing leaves and transitioning to winter weather services.
- **Streets/Columbia Gas work on East Curtin Street** – The new gas line installation work is continuing. East Curtin Street will not have a street paving overlay until sometime in 2024.

- **Streets/Traffic Signal at Parkview and Zion Update** – Our engineer has completed the survey work and has submitted a grant application. Council approved work on the design phase at the November 6<sup>th</sup> council meeting. The engineer was notified to start design work.
- **Streets/Wood Street Storm Drainage Project** – This project is complete.
- **Waterfront development** – A committee of council met with Tom and Tommy Songer recently. The topic was related to options for building code services. During the meeting, a start date was requested and none was given.

November	Meetings/Activities Attended
1	<ul style="list-style-type: none"> <li>➤ job conference – Armory construction project</li> <li>➤ Council agenda planning meeting</li> <li>➤ Onsite meeting with resident – parking related</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ Board Training – National Rural Water Association</li> <li>➤ Armory Building committee meeting</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ Board Training – National Rural Water Association</li> <li>➤ Airport re-naming ceremony</li> </ul>
4	➤
5	➤
6	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Council work session and business meeting</li> </ul>
7	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Borough Authority meeting</li> </ul>
8	➤
9	➤
10	➤ Office closed – Veterans Day
11	➤
12	➤
13	➤ Meeting with Authority engineer
14	➤ Meeting at DEP Office, Williamsport re: Big Spring Cover
15	<ul style="list-style-type: none"> <li>➤ Workplace safety committee meeting</li> <li>➤ Job conference – Armory construction project</li> <li>➤ Conference call – DCED, phase 2 of Strategic Management Plan</li> <li>➤ Bellefonte Borough Police Pension Board meeting</li> </ul>
16	<ul style="list-style-type: none"> <li>➤ Council meeting agenda planning</li> <li>➤ Meeting to discuss Governors Park ballfield funding – use of remaining funds</li> </ul>
17	➤ Conference call – Shantel Fiber re cable project in Bellefonte
18	➤
19	➤
20	➤ Airport Authority special meeting

	➤ Council work session and business meeting
21	➤ Staff meeting
22	➤
23	➤ Office closed – Thanksgiving
24	➤ Vacation
25	➤
26	➤
27	➤
28	➤
29	➤ Job conference – Armory construction project
30	➤ Council meeting agenda planning ➤ Meeting at the Airport

Activities
Work session and Council Agenda formatting and preparation
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 getting the elevator installed, related tasks
Preparation and updating of 2024 budget book