



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: November 12, 2021

Subject: Borough Manager's Report for October 2021

Operations/Staff Updates:

- All operations, seasonal and year-round, are running normally. We had a bout of Covid come through, but it seems to be over and everyone is back. Our seasonal labor will be dropping off. There is still a lot of leaves on the trees. We will continue to pick up leaves until a snow arrives.
- The opening in the Water Department is posted internally.
- The control system upgrade at the Wastewater treatment plant has gone well including the cutover from the old to the new. Additional phases will be conducted as time allows.
- Assistant Supervisor – intermittent sick leave – medical – status is same
- Water Department and Waste Water Treatment Plant Monthly Reports are attached
- In my previous report, I mentioned that I created and implemented a budget item request form. It is being used and will need some edits. Samples attached.
- Operations Water and Wastewater reports attached.
- PSAB conference attendance – I always find that the networking or discussing of borough issues with counterparts, council members is valuable along with the sessions. PSAB has a new advocacy program I would recommend signing up for. There are a number of ordinances that we need to consider for 2022. I will mention them when we look at goals for next year.

- Attendance at the conference for PSAB trustees – related to pension and employee benefits: This is a great opportunity for me to attend a highly professional conference at no cost to Bellefonte Borough. I generally focus on sessions related to pensions but there are many sessions related to healthcare benefits as well. Sessions attended included – Fiduciary training; pension trends; covid, what's next?; economic outlook; ESG investing; alternative investments; asset allocation and cyberattacks.

October	Meetings/Activities Attended
1	➤ Meeting with Martz technologies – Controls system at WWTP
2	➤
3	➤
4	➤ Department head meeting ➤ Work session and council meeting
5	➤ Staff meeting ➤ Borough Authority meeting
6	➤ HR Committee meeting ➤ Energy and Environmental Committee Meeting
7	➤ Traveled to Erie PA for Trustee meeting and PSAB Conference ➤ Attended Trustee meeting
8	➤ Attended opening of PSAB Conference
9	➤ Attended sessions at PSAB Conference
10	➤ Attended last day/ending sessions at PSAB Conference ➤ Traveled home from conference
11	➤ Attended webinar on communications package used to get information out to residents
12	➤ Finance Committee meeting ➤ HR committee meeting
13	➤ Out sick
14	➤ Agenda planning meeting ➤ Streets committee meeting
15	➤ Meeting with Martz technologies – controls system at WWTP
16	➤ Traveled to Denver Colorado
17	➤ Worked on and send out a draft of the LERTA Ordinance ➤ Attended opening session of PSAB Trustee training conference in Denver Colorado
18	➤ Attended conference sessions
19	➤ Attended conference sessions
20	➤ Attended conference sessions – conference ended today ➤ Charged personal time off
21	➤ Charged personal time off
22	➤ Charged personal time off
23	➤
24	➤



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25	➤ Personal time off
26	➤ Finance committee meeting
27	➤ Met with neighboring property owners of WWTP – property line questions ➤ Met with reps of DBI to discuss borough communications
28	➤ Met with Engineers for Big Spring Cover regarding upcoming meeting with DEP ➤ Met with DEP and engineers regarding new cover over Big Spring ➤ Streets committee meeting ➤ Agenda planning meeting ➤ Centre County Airport Authority meeting
29	➤ Meeting with Martz technologies
30	➤
31	➤

Activities

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
Researched and created preliminary budget and LERTA powerpoint presentations for council work sessions

Municipal Building
236 W Lamb St
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Sewer



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Borough of Bellefonte Non-Personnel Items Budget Request Form, FY 2022

Department Name	Sewer
Accounting Code	429-700-A
Submitted By	Math Auman
Date of Request	9/29/21
Need/Purpose (Circle one)	<input type="radio"/> New <input type="radio"/> Addition/alteration <input type="radio"/> Upgrade/expansion <input type="radio"/> Repair/reconstruction <input checked="" type="radio"/> Replacement - Identify item being replaced & residual value through resale or trade in
Department Priority Ranking	<input checked="" type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
Department Priority Classification (Check all that apply)	<input type="checkbox"/> Risks to public safety or health <input type="checkbox"/> Deterioration of Borough facilities <input type="checkbox"/> Education, historic, cultural or community value <input type="checkbox"/> Coordination with other capital requests <input type="checkbox"/> Requirement of State or Federal law or regulation <input checked="" type="checkbox"/> Improvement of operating efficiency <input checked="" type="checkbox"/> Systematic Replacement <input type="checkbox"/> Protection and conservation of resources <input type="checkbox"/> Improvement to the Environment
Cost (please attach cost estimate (s) from vendor (s), engineer, etc.)	\$ 10,000
Estimated Useful Life in years	<input checked="" type="radio"/> 5 <input type="radio"/> 10 <input type="radio"/> 15 <input type="radio"/> 20+
Justification (please include objective of the request, capital need and background.)	Current Camera is 5 years old (Sewer Camera)

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Cost (please attach cost estimate (s) from vendor (s), engineer, etc.)	\$ 4400.00
Estimated Useful Life in years	<input type="radio"/> 5 <input type="radio"/> 10 <input type="radio"/> 15 <input checked="" type="radio"/> 20+
Justification (please include objective of the request, capital need and background.)	Split cost with Water Dept (clearing sewer & water line Right of ways (Rotary Brush Cutter)

Water Report November 2021

10/1-10/21	Entire Water Department off with Covid 19
10/12/21	Replace curb shut off @ 608 N. Allegheny St
10/13-15/21	Leak Detection, Camera Sewer mains
10/18/21	Saw cut Allegheny St for water leak repairs
10/19/21	Delete leaking 2" tap @ 108 S. Allegheny St
10/20/21	Repair (2) 1" service line leaks @ 122 N. Allegheny St
10/21/21	Repair 4" main leak @ 527 E. Curtin St
10/25/21	Replace ¾" service line @ 538 E. Curtin St
10/26/21	Water terminations for SBWJA

Niagara Filling Station 564,000 Gallons

WWTP

**Bellefonte Borough Authority Meeting November 2nd, 2021 WWTP
Report**

Bulk Water Sales for the month of October was approx. 97,500 gals.

10/1/21 – Staff finished up repair of the F.C. sump pump drain valve

10/5/21 - #1 Mag drum shut down. Staff removed the motor and the gear box. Re-installed the motor and a replacement gear box on 10/7/21 and both units back on line.

10/6/21 – Final clarifier chain for the south tank finally arrived. Installation of new chain took place from 10/12/21 -10/19/21. Cleaned up elevated rails and welded steel flat stock on top for smooth flight travel, 10/20/21 – 10/26/21.

10/13 & 10/14 – Completed 9 field samples from the Schaeffer and Spicer farms.

10/18/21 –Maintenance performed a belt replacement on the gravity thickener.

10/19/21 – Martz Tech. made multiple SCADA connections into the old system knocking us off line for approx.. an hour. All functions returned to normal.

10/26/21 – Martz Tech. performed the cutover to the new SCADA system @ 8:45 with personnel positioned throughout the plant. No major glitches and adjustments continue to be made as we become aware of them.