



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

To: Council

From: Ralph

Date: November 16, 2022

Subject: Borough Manager's Report for October 2022

Operations/Staff Updates:

- Armory building – Our primary focus is to get the elevator, the sprinkler system and ADA access plans moving. This takes time as any drawings or measurements must be digitized first. Don and I have been meeting with Mike Leakey (the architect) every other week to keep things moving. Senator Dush will be leasing 1000 square feet (1<sup>st</sup> floor, right side). Duane (the person who bought the Zion Road Armory) is using a small space for a couple months just to come in out of the weather while work is taking place on the brewery. Mike Leakey is planning to be at the December 19<sup>th</sup> council meeting (or work session) to give council and update.
- Personnel – Karen Garner retired in October. Gabby Vardzel is now in place of Karen. We have three part-time parking enforcement officers. We are working on a work schedule that minimizes overlap and maximizes coverage.
- Streets – leaf pick up season has gone well. No major equipment breakdowns or mechanical issues. We are transitioning to winter storm preparations with one storm hitting this week.

- Wall collapse, State Route 150, South Water Street – On Saturday, November 12<sup>th</sup>, the stone wall supporting South Water Street collapsed. Penn DoT is estimating that repairs will take several weeks to a couple months.
- Nuisance code enforcement – Harry Brooks is working remotely
- Capital Improvement Plan – with Julie Brooks now in Public Works, she is available to assist with the development of this plan. Work is underway.
- Prioritized budgeting/budgeting process – This is a new process that is designed to help council members be more familiar with where funds go and their priority. We will soon be faced with making some decisions to have a balanced budget for 2023.
- Police Collective Bargaining contract renewal – We are waiting on the Union to get back to our committee.
- PSAB Board of Trustees/training – about four years ago, I was appointed to the Boroughs Association board of trustees. This Board primarily oversees the Association’s pension program called the “Municipal Retirement Trust” or “MRT”. Because of the potential for litigation, PSAB highly recommends annual credentialed training to lower any exposure. PSAB pays all of the eligible training costs so that there is no cost to the boroughs who have appointees to the trustee board.

October	Meetings/Activities Attended
1	➤
2	➤
3	<ul style="list-style-type: none"> <li>➤ Staff meeting – budgeting process</li> <li>➤ Council work session and business meeting</li> </ul>
4	➤ Sick leave day due to flu shot



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	➤ Authority meeting
5	➤
6	➤
7	➤ Meeting with Mike leakey – Armory building upgrades process ➤ Meeting with Jim Lanning – watershed topics
8	➤
9	➤
10	➤ Zoom meeting with SRE – solar array at the WWTP ➤ Meeting with SEDA-COG Joint Rail Authority reps – rail spur that goes along Potter Street ➤ Call – attorney with our insurance company – Stilp lawsuit
11	➤
12	➤ Workplace safety committee meeting ➤ Armory Building Committee meeting
13	➤ Boroughs Association Trustee meeting in Gettysburg
14	➤ Boroughs Association Conference opening
15	➤ PSAB conference sessions
	➤
16	➤ PSAB conference sessions/end
17	➤ Meeting with Police Union reps – contract discussions ➤ Council work session and business meeting
18	➤ Staff meeting ➤ Call – First Energy – possible incentives for the Armory Building
19	➤ Meeting with potential contractor – cameras, security for the Armory building ➤ Meeting with R. Thomas Berner – revitalization of Bellefonte ➤ Centre County Boroughs Association
20	➤
21	➤ Meeting with Mike Leakey – Armory building upgrades process
22	➤ Traveled to PSAB trustee conference – pension program training/education
23	➤ Trustee Conference started today
24	➤ Conference sessions

25	➤ Conference sessions
26	➤ Conference sessions/end
27	➤ Traveled home ➤ Airport Authority meeting
28	➤
29	➤
30	➤
31	➤

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 15 <sup>th</sup> . They seemed very positive about having a Bellefonte campus.