



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: November 16, 2023

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

Operations/Staff Updates:

- **Annual Budget Work** – The review of Funds in preparation of approving a 2024 budget is underway. We are on track for approving a tentative budget on December 4th. The tentative budget will be advertised for public inspection and scheduled for final approval/adoption on December 18th.
- **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. Even though the elevator work will not be completed, our goal is to use the large meeting room starting with the December 18th council meeting.
- **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 15th 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.
- **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 finishing up for the year.
- **Parkview Heights Stormwater Project** – The project is scheduled to start in December.
- **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. Steve Nunez asked me to serve on his Trustee Board which involves attending a few virtual meetings each year. He also asked about a Bellefonte Borough government person serving on their Centre County Advisory Council. I recommended Julie Brooks. She will also attend a few virtual meetings each year.
- **Personnel** – We have some department openings due to retirement. 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.
- **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 working on storm drain repairs, pavement patching and sealing. This work will continue to finish out the season.
- **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/Leaf Collection** – leaf collection has been late and off schedule this year to due the crews completing street repair projects before the amosite plants close for the season.
- **Streets/Paving Project** – The Borough’s 2023 contracted street paving project is complete.
- **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 6th council meeting. The engineer was notified to start design work.
- **Streets/Wood Street Storm Drainage Project** – This project is substantially 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.

October	Meetings/Activities Attended
1	<ul style="list-style-type: none"> ➤ Traveled to PSAB trustee/pension admin. Conference ➤ Attended first session of conference
2	<ul style="list-style-type: none"> ➤ PSAB trustee/pension admin. Conference attendance
3	<ul style="list-style-type: none"> ➤ PSAB trustee/pension admin. Conference attendance
4	<ul style="list-style-type: none"> ➤ PSAB trustee/pension conference attendance
5	<ul style="list-style-type: none"> ➤ Traveled from PSAB trustee/pension admin. Conference ➤ Scheduled a meeting with Chamber Director – regarding returned train ➤ Centre County Tax Collection Committee meeting
6	<ul style="list-style-type: none"> ➤ Met with YMCA director re: pickle ball courts at Governors Park ➤ Met with Jim Lanning re: Spring Creek Watershed
7	<ul style="list-style-type: none"> ➤
8	<ul style="list-style-type: none"> ➤
9	<ul style="list-style-type: none"> ➤ Virtual meeting re: signage for Penn Highlands Community College
10	<ul style="list-style-type: none"> ➤ Meeting to accept donation from Bellefonte Car Cruise/HBI

11	<ul style="list-style-type: none"> ➤ Meeting with BHRS reps to review RR spur agreement details ➤ Call with rep from LB Water sponsor for CC Boroughs Association meeting ➤ Council agenda planning meeting
12	<ul style="list-style-type: none"> ➤ Traveled to PSAB trustee board meeting ➤ Attended PSAB trustee board meeting
13	<ul style="list-style-type: none"> ➤ Vacation day ➤ Attended PSAB Fall Conference reception
14	<ul style="list-style-type: none"> ➤ Attended PSAB Fall Conference sessions
15	<ul style="list-style-type: none"> ➤ Attended PSAB Fall Conference Sessions ➤ Traveled from PSAB Fall Conference
16	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
17	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Authority meeting
18	<ul style="list-style-type: none"> ➤ Armory Building Elevator job conference ➤ CC Boroughs Association meeting
19	<ul style="list-style-type: none"> ➤
20	<ul style="list-style-type: none"> ➤ Attended CC realtors Association luncheon
21	<ul style="list-style-type: none"> ➤
22	<ul style="list-style-type: none"> ➤
23	<ul style="list-style-type: none"> ➤ Participated in nuisance code administrator interview
24	<ul style="list-style-type: none"> ➤ Meeting re: location for bench in Union Cemetery ➤ Meeting – discuss water connection in Penn Eagle Ind. Park with Authority engineer
25	<ul style="list-style-type: none"> ➤ Site visit to car lot adjacent to WWTP – encroachment issues ➤ Met with mayor – personnel issue
26	<ul style="list-style-type: none"> ➤ Met with reps of Nittany Valley Rec Authority re pool funds ➤ Conference call – traffic engineer ➤ Participated in nuisance code administrator interview ➤ Airport Authority meeting
27	<ul style="list-style-type: none"> ➤ Meeting re code services through CR COG – request for options ➤ Participated in train return event
28	<ul style="list-style-type: none"> ➤
29	<ul style="list-style-type: none"> ➤
30	<ul style="list-style-type: none"> ➤ Meeting with Tom and Tommy Songer re: options for third party building code services request ➤ Meeting with School District Engineer reps. Re: new elementary school ➤ Meeting with bandshell group re MOU and checklist
31	<ul style="list-style-type: none"> ➤ A bandshell group rep stopped in to briefly discuss the meeting ➤ Meeting with Authority engineer – water system issues ➤ Staff meeting re: budget preparation

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

Attention will be on the 2024 budget work from now until December