



HISTORIC
Bellefonte™
Est. 1795

To: Council

From: Ralph

Date: October 14, 2021

Subject: Borough Manager's Report for September 2021

Operations/Staff Updates:

- All operations, seasonal and year-round, are running normally.
- Due to our tax base growing below the increases in costs, it remains a challenge to provide for the same level of services in particular, those services provided by the General Fund.
- We did experience a bout with COVID illnesses/quarantines in public works. We had to adjust schedules accordingly. Fortunately, I have not heard of any serious complications.
- One of the new hires in the Water Department did not make it past probation. We will be posting the opening inside as per the union contract.
- We will be switching from Gmail to Outlook following the advice of our IT consultants to improve security.
- The control systems at the Wastewater treatment are being upgraded. The project is ahead of schedule for doing a "cut-over" from the old to the new.
- Year-to-Date revenues are higher than expected however expenses are running above expectations
- Assistant Supervisor – intermittent sick leave – medical – status is same
- Water Department and Waste Water Treatment Plant Monthly Reports are attached
- We are in budget season. I took some time to develop a draft "budget request form" (attached) to be used by department heads.

September	Meetings/Activities Attended
1	➤ Parks & Rec committee meeting
2	➤ Streets Committee meeting ➤ Agenda Planning meeting ➤ Meeting with Matt from CNET – hybrid council meetings, owl use
3	➤ Meeting with insurance agents, discuss work session overview
4	➤
5	➤
6	➤ Labor Day
7	➤ Department Head meeting ➤ Meeting – control system at wastewater treatment plant ➤ Work session and council meeting
8	➤ Workplace Safety meeting ➤ Staff meeting ➤ HR Committee meeting ➤ Energy & Environmental Committee Meeting ➤ Bellefonte Area Industrial Development Authority meeting
9	➤ Interview – Parking meter/administrative assistant position ➤ Parks & rec committee meeting ➤ Streets Committee meeting
10	➤ No meetings
11	➤
12	➤
13	➤ No meetings ➤ Off 3.5 hours
14	➤ Finance committee meeting
15	➤ CC Airport Authority subcommittee meeting
16	➤ Agenda Planning meeting ➤ Streets committee meeting
17	➤ Virtual meeting with Martz Technologies – control system at wastewater treatment plant
18	➤
19	➤
20	➤ Department head meeting ➤ Work session and council meeting
21	➤ Staff meeting ➤ Webinar on solar energy hosted by APPI
22	➤ Meeting with Authority Attorney, update on matter with McCrossin ➤ Energy committee meeting
23	➤ Onsite meeting with design engineers/Penn DoT, County – Railroad Street bridge options ➤ Parks & Rec committee meeting ➤ Streets Committee meeting ➤ CC Airport Authority meeting
24	➤ Zoom meeting for new Powerpoint format/use of logo



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25	➤
26	➤
27	➤ (council) Safety Committee meeting ➤ Meeting with HR Committee, public works/non-uniform union reps – contract negotiations
28	➤ Conference call with State College and Ferguson managers – Regional Human Relations Commission Ordinance concerns
29	➤ Meeting with business owners – hear ideas for community improvements
30	➤ Council agenda planning ➤ Streets committee meeting

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
Developed draft budget request forms for department heads



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Borough of Bellefonte Non-Personnel Items Budget Request Form, FY 2022	
Department Name	
Accounting Code	
Submitted By	
Date of Request	
Need/Purpose (Circle one)	<p><input type="radio"/> New</p> <p><input type="radio"/> Addition/alteration</p> <p><input type="radio"/> Upgrade/expansion</p> <p><input type="radio"/> Repair/reconstruction</p> <p><input type="radio"/> Replacement - Identify item being replaced & residual value through resale or trade in</p>
Department Priority Ranking	<p><input type="radio"/> Very High</p> <p><input type="radio"/> High</p> <p><input type="radio"/> Medium</p> <p><input type="radio"/> Low</p>
Department Priority Classification (Check all that apply)	<p><input type="checkbox"/> Risks to public safety or health</p> <p><input type="checkbox"/> Deterioration of Borough facilities</p> <p><input type="checkbox"/> Education, historic, cultural or community value</p> <p><input type="checkbox"/> Coordination with other capital requests</p> <p><input type="checkbox"/> Requirement of State or Federal law or regulation</p> <p><input type="checkbox"/> Improvement of operating efficiency</p> <p><input type="checkbox"/> Systematic Replacement</p> <p><input type="checkbox"/> Protection and conservation of resources</p> <p><input type="checkbox"/> Improvement to the Environment</p>
Cost (please attach cost estimate (s) from vendor (s), engineer, etc.	
Estimated Useful Life in years	<p><input type="radio"/> 5</p> <p><input type="radio"/> 10</p> <p><input type="radio"/> 15</p> <p><input type="radio"/> 20+</p>
Justification (please include objective of the request, capital need and background.	

Municipal Building
236 W Lamb St
Bellefonte, PA 16823

Tel: 814-355-1501
Fax: 814-353-2315
www.bellefonte.net

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Borough of Bellefonte New Personnel Request Form, FY 2022	
Department Name	
Accounting Code	
Submitted By	
Date of Request	
Position Title	
Full or Part-Time	
Pay Grade	
Base Salary	
Social Security	
Retirement	
Insurance	
Other Benefits	
Operating Expenses	
Total	
Justification	

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Water report October 2021

9/18/21 Repair sewer manhole Lid @ Vallentine Hill Rd / Willowbank St

9/8/21 Install new water & sewer taps on E.Beaver St

9/9-10/21 Clean cover at the Big Spring

9/13-22/21 Tear out sidewalk and curbing / excavate for new ADA ramps around the Diamond

9/24/21 Repair sewer lateral @ 129 E. Burnside St

9/29-30/21 Rebuild sewer manhole at Locust Lane / Church Lane

Bellefonte Borough Authority Meeting October 5th, 2021 WWTP Report

Bulk Water sales for the month of September was approx. 142,400 gals.

9/2/21 – Fine screen for the Biomag system required shut down and maintenance replaced a bearing and roller at the drive end of the unit. Note: No local supplier for parts/service.

9/8/21 – Maintenance repaired Voglesang pump in the Biomag system. Commands to the pump via SCADA are not received and unit set points were entered manually.

- Quarterly Plant sampling completed by the Lab Tech.

9/12/21 – Biomag shutdown occurred. Permissive from the intermediate digester level sensor did not reset using prior fixes. Maintenance called in and found a tripped breaker this time. Same permissive shutdown three weeks in a row at approx. the same time (2:00 am).

9/13/21 - Chris Drum from Martz Tech. in and installed Eaton drive on Biomag fine screen pump. Worked on computer upgrade for the rest of the week and repaired a BNR pump drive on 9/16/21.

9/16/21 – Informed by supplier that the F.C. chain ordered early August will now not ship until at least November.

9/20/21 - Maintenance staff installed the new chain on mag drum #2. Waiting on new sprockets for this unit but is operational if needed.

- Allied Mech. in to repair the lab incubator.

9/23/21 – 3 inches of rain in a 15 hour period, 3.55 MGD average influent flow for the day. Required the use of a third E.Q. basin.

9/24/21 – Envirep & Guardian representatives in to look at F.C. chain. No matches to existing chain. Received a quote for replacement of chain for 1 unit with a week and a half delivery.

9/25/21 – Influent Bar screen broke down. Couldn't repaired until Monday. Maintenance used the vacuum truck to clear out the influent channel and flume.