



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

To: Council

From: Ralph

Date: October 10, 2022

Subject: Borough Manager's Report for September 2022

Operations/Staff Updates:

- Police Department/Armory building purchase – Our second committee meeting will be held October 12<sup>th</sup>. Our primary goal is to get started with the elevator, sprinkler system and ADA access. We have heard that the elevator package could take nine months to come in.
- Personnel – Karen Garner in our police department will retire this month (October). Gabby Vardzel is to replace Karen and help with parking enforcement training (this is where Gabby started). Gabby will at some point be off on maternity leave. We are still down one part-time parking enforcement officer.
- 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 – I am pleased that we have started looking at the General Fund. This fund is always difficult to balance and starting early may give us some additional options.
- Police Collective Bargaining contract renewal – negotiations are continuing. The next meeting will be on October 17<sup>th</sup>.
- National Rural Water Association Conference – You will see on my calendar that I attended this conference. The Rural Water Associations across the country focus on training and technical assistance for water and wastewater system operators and managers. I am a board member for the PA Rural Water Association.

All of my expenses for attending this conference are covered by the PA Rural Water Association. The training and discussions received are always valuable.

September	Meetings/Activities Attended
1	➤ Council agenda planning meeting
2	➤
3	➤
4	➤
5	➤ Labor Day
6	➤ Police contract meeting
7	➤ Work session and council business meeting
8	➤ Staff meeting
9	➤ Borough Authority meeting
10	➤ PSAB conference committee meeting
11	➤ Armory building tour – prospective lease tenant
12	➤
13	➤ Police contract meeting
14	➤ Webinar/demonstration of budgeting software
15	➤ Meeting to discuss budget worksheets
16	➤ Workplace safety committee meeting
17	➤ Community college roundtable introductions/plans
18	➤
19	➤ Department head meeting
20	➤ Meeting – budget discussions
21	➤ Work session and council business meeting
22	➤ Staff meeting
23	➤ Zoom meeting – discuss LERTA application process
24	➤ Armory building committee meeting
25	➤ Armory building walk through – with seller maintenance personnel
26	➤ Habitat for Humanity open house – recognition ceremony
27	➤ Airport Authority meeting
28	➤ Tour and discussion of UAJA solar project
29	➤



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25	➤
26	➤ National Rural Water Conference, Maryland
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28	➤ National Rural Water Conference, Maryland
29	➤ National Rural Water Conference, Maryland
30	➤

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
Meetings to develop Capital Improvement Plan format and priority budgeting process
Armory building – working to incorporate this building into one of our facilities
Penn Highlands Community College – establishing a site in Bellefonte – good introductory meeting on 9/15