



HISTORIC
Bellefonte[™]
Est. 1795

To: Council

From: Ralph

Date: October 9, 2023

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

Operations/Staff Updates:

- **Annual Budget Work** – The review of Funds in preparation of approving a 2024 budget has begun. We will take time in each work session to review funds with the goal of 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 contractor is onsite. The first phase of work consists of demolition and excavation of the floor where the elevator will be placed. The digging out for the elevator shaft is going slow. There are some pipes that need to be rerouted. We have project meetings every two weeks. The IT consultant (who handles the current borough building IT) is doing all of the planning work to integrate the Armory with the existing building. Various other smaller projects are in phases of completion. An Armory building committee meeting is to be scheduled.
- **Bandshell Memorandum of Understanding (MOU)** – The MOU was sent to the group on October 6th. The group has been invited to the October 16th work session.
- **Big Spring Cover project** - A committee of the Borough Authority met on September 29th to discuss design concepts. A meeting with PA DEP is being scheduled to discuss issues related to getting a design "permitted."
- **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 getting ready to go out to bid for the construction/renovation work.
- **National Rural Water Association Conference (NRWA)** – I attended the NRWA conference in September. This conference/association focuses on water and sewer system operations and legislative issues related to small systems. The costs of attendance is provided by PA Rural Water Association with my service on the Board.
- **New Elementary School along Airport Road** - We attended a virtual meeting held by HRG, the District’s engineer. The meeting involved Penn DoT and a discussion about the intersection of Governors Park Road and Airport Road. HRG had proposed some driveway changes and must go back through a comment phase. HRG has submitted plans for review by our planning commission. A recommendation from the Planning Commission to Borough Council will be held until all traffic studies are received and considered.
- **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 grass-cutting, tree trimming, dead tree removing, and performing general maintenance. Efforts will include leaf collection
- **Parks /Talleyrand** – The croque field in the expanded area of Talleyrand Park has been reseeded.
- **Parkview Heights Stormwater Project** – The bidding issue is being resolved and the project is to get started later this Fall.
- **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.
- **Personnel** – We have some open positions at the Wastewater Treatment Plant due to someone leaving and a retirement. We are going through the steps to fill these openings. Our nuisance code administrator, John Cabibbo has resigned. His primary work duties changed and he can no longer do our job. We will start the work to fill this

position.

- **Refuse Department** – personnel changes with inter-department moves. There may be a 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** – The actual start of leaf collection each year is dependent on the weather/leaf conditions. Leaves are coming down and residents are beginning to take them to the curb. Crews will begin making the rounds as leaves are brought to the curb.
- **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. As agreed upon, design work will not start until Penn DoT determines if any changes to SR550/Zion Road are necessary as a result of the planned elementary school along Airport Road.
- **Streets/Wood Street Storm Drainage Project** – This project is contracted out and underway.
- **Waterfront development** – According to an article, it looks like the Spring of 2024 at the earliest for any construction. Mr. Songer has inquired about the Borough allowing additional third-party code services for his project. A copy of his email will be included in the October 16th council packet.

September	Meetings/Activities Attended
1	➤
2	➤
3	➤
4	➤ Labor Day holiday
5	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
6	<ul style="list-style-type: none"> ➤ Armory elevator project job conference ➤ Staff meeting ➤ Bellefonte Borough Authority meeting
7	➤
8	➤ Off - vacation
9	➤
10	➤
11	➤ Off – vacation
12	➤ Off – vacation
13	➤ Off – vacation
14	➤ Off – vacation
15	➤ Off – vacation
16	➤
17	➤
18	<ul style="list-style-type: none"> ➤ Department head meeting ➤ Council work session and business meeting
19	<ul style="list-style-type: none"> ➤ Staff meeting ➤ Meeting with Chamber staff – upcoming train events
20	<ul style="list-style-type: none"> ➤ Armory elevator project job conference ➤ Meeting with Water/wastewater vendor to discuss control systems ➤ Call – Authority solicitor
21	<ul style="list-style-type: none"> ➤ Spring Creek Watershed Commission Authorities Committee meeting ➤ Meeting to discuss details for bandshell MOU
22	➤
23	➤
24	➤ Traveled to National Rural Water Association (NRWA) conference
25	➤ Attended NRWA Conference sessions
26	➤ Attended NRWA Conference sessions
27	➤ Attended NRWA Conference sessions
28	<ul style="list-style-type: none"> ➤ Travel back from NRWA Conference ➤ Centre County Airport Authority Meeting
29	➤ Big Spring Cover Project Design discussion/meeting
30	➤

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