



To: Council

From: Ralph

Date: June 16, 2023

Subject: Borough Manager's Report - May 2023

Operations/Staff Updates:

- Building and property - Armory building – Bids have come in much higher than anticipated. We will need to break upgrades into phases. The Armory Committee met and is aware of this. An update will be given at the June 20<sup>th</sup> work session.
- Personnel – Our new Nuisance Code Administrator, John Cabibbo, will start on July 3<sup>rd</sup>.
- Streets – Most of the sweeping and painting has been completed. Crews assist with special event detour signage throughout the summer. They will be doing street and storm drain repair work as well.
- Streets - Penn DoT SR 150, South Water Street Wall Project – work is progressing. The most recent status report is included in the council packet under Old Business.
- Streets - Traffic Light at Parkview and Zion – Our engineer is looking for testimonials regarding safety at that intersection since crash history is very low.
- Water/Wastewater – I will be including the Superintendent monthly reports given at the Borough Authority meeting for your information. We also include the monthly meeting minutes for your information as well.
- Water - Big Spring Cover funding – The Authority is reviewing options and updated cost estimates. They plan to have a special work session for this topic on July 18<sup>th</sup> (tentative).
- Parks - Ballfield upgrade Project – The final walk-through is to be scheduled soon as all punch list items are completed.
- Parks - Stage at Talleyrand/performance center – The group held a kick-off event on May 1<sup>st</sup>. We have not heard of their status since that time.

- Parks - Kepler Pool at Governors Park/Nittany Valley Rec. Authority – The group has also received grant funds recently and is expected to start the initial phase of pool renovations. No new updates.
- Refuse – Bulk waste/riff raff collection took place in May. No major operational issues. The department does borrow personnel from the other public works departments when someone is off. The Musser Lane compost facility recently had the pad expanded and new compost bagging equipment has arrived.

May	Meetings/Activities Attended
1	<ul style="list-style-type: none"> <li>➤ Talleyrand Park Performance Center kickoff event</li> <li>➤ Department head meeting</li> <li>➤ Meeting with Walt Schneider – review of maintenance code amendments</li> <li>➤ Council work session and business meeting</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Conference call – discuss parking requirements for proposed Community College</li> <li>➤ Bellefonte Borough Authority meeting</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ Conference call/webinar – website consulting, hosting, etc.</li> <li>➤ Zoom call – Penn Highlands Community College funding possibilities</li> </ul>
4	<ul style="list-style-type: none"> <li>➤ Meeting with the Director of the Centre County Chamber of Business/Industry – Economic Development participation</li> <li>➤ Conference call – vendor for internet services looking at Bellefonte market</li> <li>➤ Meeting with Conservation District rep. at Wastewater Treatment Plant – permit requirements for repair of streambank</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ Meeting with Tom Schrack – Authority legal issues</li> </ul>
6	<ul style="list-style-type: none"> <li>➤</li> </ul>
7	<ul style="list-style-type: none"> <li>➤</li> </ul>
8	<ul style="list-style-type: none"> <li>➤ Meeting with Steve Nunez – Penn Highlands Community College and Commissioner Higgins – potential grant funding</li> <li>➤ Meeting with zoning administrator – discuss leave plans</li> </ul>
9	<ul style="list-style-type: none"> <li>➤ Meeting Armory elevator shaft contractor meeting to discuss bid</li> </ul>
10	<ul style="list-style-type: none"> <li>➤ Meeting with Jim Lanning</li> </ul>
11	<ul style="list-style-type: none"> <li>➤ Council meeting agenda planning</li> <li>➤ Conference call – Steve Nunez of PHCC – funding possibilities</li> <li>➤ Spring Creek Watershed Commission – Authorities Committee meeting</li> </ul>
12	<ul style="list-style-type: none"> <li>➤ Meeting with Armory electrical vendor/bidder</li> <li>➤ Meeting/conference call – sprinkler vendor/bidder</li> <li>➤ Meeting with current website developer – overview of changes/request</li> </ul>



	for estimate of costs.
13	➤
14	➤
15	<ul style="list-style-type: none"> <li>➤ Department head meeting</li> <li>➤ Council work session and business meeting</li> </ul>
16	<ul style="list-style-type: none"> <li>➤ Staff meeting</li> <li>➤ Meeting with Mayor and Police Chief</li> </ul>
17	➤ Parking ordinance review
18	<ul style="list-style-type: none"> <li>➤ Parking ordinance review</li> <li>➤ Open house for retiree recognition</li> </ul>
19	<ul style="list-style-type: none"> <li>➤ Meeting with Council President – updates</li> <li>➤ PA Rural Water Association board meeting</li> </ul>
20	➤
21	➤
22	➤ Conference call – Steve Nunez of PHCC – possible funding
23	➤
24	<ul style="list-style-type: none"> <li>➤ Meeting at Lamb Street bridge with Conservation District rep.</li> <li>➤ Conducted tour of Big Spring /pump house – for local historian</li> <li>➤ Armory Building Committee meeting</li> </ul>
25	<ul style="list-style-type: none"> <li>➤ Meeting with Bellefonte Chamber Director – parking enforcement issues</li> <li>➤ 3.5 hours leave – loss in the family</li> <li>➤ Airport Authority meeting</li> </ul>
26	➤ Off /leave – loss in the family
27	➤
28	➤
29	➤ Memorial Day
30	<ul style="list-style-type: none"> <li>➤ Parking Ordinance review</li> <li>➤ Call – Armory vendor to discuss project</li> <li>➤ Council meeting agenda planning</li> <li>➤ Tour of Armory building for county elections office reps.</li> </ul>
31	<ul style="list-style-type: none"> <li>➤ Meeting with police chief – temporary supervisor appointments</li> <li>➤ Meeting with borough solicitor – Weis assessment appeal, RoW issues</li> </ul>

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, the sprinkler system and the ADA access work moving through all the phases.

## **Bellefonte Borough Authority Meeting June 6<sup>th</sup> 2023 WWTP Report**

Bulk Water sales for the month of May were approx. 647,130 gals.

5/4/23 – DEP plant inspection performed. Clarissa Alcorn (WQS) was informed of ammonia & TKN elevated analysis numbers and possible pending violation of Ammonia Max. Wkly. Avg. for the week of 4/16/23. \*Afternoon met with CCCD representative to look at and discuss the damaged receiving area for the site dewatering.

5/5/23 – Hazel Plumbing in to make an assessment of either a quick fix or replacement of faulty power room A/C unit running at less than half efficiency. \* Responded to PSU Partnership request on soil testing.

5/8/23 – New maintenance truck picked up with Matt Auman's assistance.

5/10/23 – Hach in for semi-annual servicing of probes.

5/12/23 – Strause Electric in to see what requires upgrading to power Hazel's A/C proposal.

5/17/23 – A/C proposals received from Hazel and forwarded to Chris Roelke @ B & L. \* Case loader taken to Groff to inspect parts needed for cylinder repairs.

5/19/23 – Quarterly testing of Fecal Coliform of stored biosolids, PSU lab testing of metals, and the 4<sup>th</sup> of 4 in a row WET tests required due to March of 2022 failure, all completed and sent.

5/22/23 – New plant operator started. \* Bearings on the biosolids spreader failed, picked up parts and repaired at the spread site 5/23.

5/23/23 – Chris Roelke in to review eDMR issues and elevated ammonia/TKN problems. Also spoke with Ralph and set up engineering review of proposed A/C units w/colleague @ B & L. (Conference call 5/24/23 9:00am). Chris, myself and Doug Watson (plant lab) conference called to Pace laboratories on "past EPA hold time" issues of which 3 occurred on the April eDMR.

5/25/23 – Composed a written report for NOV for the week of 4/16/23 concerning the exceedance of maximum weekly average. \* This report with 3 Pace lab response letters were attached to the April eDMR filing submitted 5/26/23.

5/30/23 – Informed by American Aquatic Testing that the last received WET test passed. \* Emailed Allied Mechanical that the A/C not working in the operations bldg. . Technician found 4 bad sensors and a bad reversing valve. Cooling only half working, parts to be ordered, 7-10 days lead time for repair.

5/31/23 – Representatives from Evoqua and Riordon Materials Corp. in to do a walk through assessment of the Biomag system equipment.

# Water Report June 2023

- 5/1-5/5 Sewer smoke testing
- 5/4/23 Replaced fire hydrant @ Shope St / Logan St
- 5/8/23 Removed motor on pump #2 at Corning Pump House
- 5/9/23 Replaced fire hydrant @ N. Spring St / Linn St
- 5/9/23 Repair 4" water main leak @ Allegheny St / Curtin St (clamp)
- 5/10/23 Installed motor on pump #2 @ Corning Pump House
- 5/11/23 Dug up fire hydrant @ 430 E. Linn St ( No valve found )
- 5/16/23 VFD failure pump #2 @ Corning Pump House
- 5/17/23 Pump #2 @ Corning Pump House running on Soft Start
- 5/22-5/26 Sprayed Right of Ways for vegetation control
- 5/31/23 Deleted water service lines for 502 & 512 Valentine St

Niagara Filling Station 444,000 gallons