

OCTOBER 15, 2018

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Louis Radkowski on Monday, October 15, 2018 at 7:00 p.m. The meeting was held in the Council Room of City Hall, 11 LaFayette Street. Notice of this meeting was sent to Council on October 11, 2018, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG
ROLL CALL**

Present: Mayor Louis Radkowski, Deputy Mayor Gregory Gebauer, Nedward Jacob, Bob Mohr, Chris Pletcher, Andrew Mohny, Margie Brown, Manager Timothy Pearson, Solicitor Tom Wagner and Recording Secretary Lorrie Levenduski.

City Staff: Hannah Brock, HR Specialist and PR Officer and Tina Gradizzi, Community & Economic Development Coordinator

VISITORS

Visitors included: Todd Hanes, June Glass, Marie Eckl, Charles "Bud" Bloam, John Coppelli, Amy Cherry, Eric Wonderling, Warren Stewart and Richard Sadley.

**APPROVAL OF MINUTES
October 8, 2018 - Workshop**

Andrew Mohny made a motion to approve the October 8, 2018 minutes, seconded by Nedward Jacob and all were in favor.

**SPECIAL PRESENTATION:
Elk County Humane Society**

Marie Eckl, President of the Elk County Humane Society Board of Directors provided the following information:

List of Board of Directors

Dr. Marie Eckl – President, Lyle Garner - Vice President, Joanne Smith – Secretary, Elizabeth Erich - Treasurer, Mary Ellen Sichak, Kim Bush, Roslyn Warwick, Greg Gebauer, Howard Lepovetsky

List of Team Members

Operations Manager, Sarah Evers, Humane Officer, Joanne Smith (Volunteer) and Katelynn Nussbaum, Kennel Technician Briana Schatz, Cat Room Manager Vicky Miller, Dog Room Managers Kevin Colson and Allison Swartz, Kennel Workers Robert Cheadle, Amelia Smith and Caitlin Anderson

2017 Animal Report

Adoptions: Dogs=70 Cats=110 Rabbit=1 Snake=1
Total=182

Intakes Total=243

Owner Surrenders: 60

Strays: 88

Animal Control: City Of St Marys 47, Ridgway 3, State Dog Warden 7,

St Marys Police 1 TOTAL = 58

Humane Officer: 37

Jan, 2017 – October 7, 2018 Animal Report

Adoptions: 160

Cats – 99 Dogs – 56 Rabbits - 3 Ferrets – 2

Intakes Totals - 206

Surrenders by Owner: 45

Strays: 85

Animal Control: City of St Marys 26, Ridgway 2, State Dog Warden 4

TOTAL 32

Humane Officer: 44

Profit and Loss 2018 Year to Date

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Income	Expense
Adoptions \$9,677	Medical \$19,194
Fundraising \$24,056	Operation Costs \$6,438
General Donations \$11,614	Insurances \$3,484
Memorials \$11,991	Utilities \$5,508
Grants \$1,766	Wages \$62,860
Memberships \$4,020	Accounting Fees \$4000
Sponsor A Pen \$2,600	Misc Fees \$12,043
Obedience Class \$2000	TOTAL \$113,527
Misc \$11,043	
TOTAL \$78,767	NET INCOME \$-34,760

Future Outlook of the Elk County Humane Society

History has shown the ECHS repeatedly operates in the RED. This is not sustainable in the long-term. Either a reduction in the Scale of Operations/Recurring Expenses or additional significant and steady Income Streams must be developed to change this fact. Shelter staff are paid minimal wages. Volunteers provide much needed support for animal care and fundraising. Animal care is our main priority and it is also our largest expense. The ECHS continuously explores ways to minimize costs without minimizing care standards. These changes require the effort of the area communities and the ECHS to work together for the sustainability of the organization or it will cease to exist.

Funding Request

ECHS provides an invaluable service to St. Marys area. ECHS recently received a \$5,000 grant from Women Who Care Elk County to provide Low Cost Spay Neuter at ECHS. This will provide additional services to residents. Over the years of existence, ECHS has provided thousands of animals care and forever homes. ECHS has provided this service which otherwise would need to be handled by the community. We are kindly requesting your consideration of \$10,000 to assure our continued existence.

Council briefly discussed the presentation. It was noted no decision was needed at tonight's meeting, it will be reviewed at the upcoming budget workshops.

SPECIAL PRESENTATION:
West Creek Recreational Trails
Association

Tom Wagner, member of the Board of Directors of the West Creek Recreational Trails Association presented the following information:

The 19-mile West Creek Recreational Trail between Emporium and St. Marys was completed in 2017 with the St. Marys Trailhead recently completed in June 2018. A counter was installed at the Emporium trailhead and from June 1, 2017 to May of 2018 the counter indicated 26,968 people used the trail at that location. The Association is working hard to be able to extend the St. Marys trailhead into our downtown. The St. Marys trailhead currently consists of ten spaces - four for handicapped persons only. It is in need of additional parking. A cost estimate and a construction plan to create five additional spaces prepared by J Ream Engineering Consultants was also presented. The estimated cost was \$10,564.00. The West Creek Recreational Trail Association has funding available to it from the North Central Greenways program, however, it must match the funds. The Association generates a limited amount of income which it must budget for trail operations and maintenance.

The Association was requesting \$5,250 from the City of St. Marys 2019 budget funds to pay for a portion of additional

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parking at the St. Marys Trailhead. The remainder would be paid with funding from North Central Greenways and from the Association itself.

Chris Pletcher requested an update on the communication with the Railroad regarding the extension of the trail into the downtown and Mr. Wagner responded the Railroad declined an invitation for a meeting, but the Association intends to keep trying to get it scheduled.

CITIZEN COMMENTS ON AGENDA TOPICS

There were no citizen comments on agenda topics.

MAYOR'S REPORT

Mayor Radkowski reported the following:

Thanked all those involved and who provided comments on the recent workshop. A discussion on the wastewater (I & I) will be coming up soon.

Noted that Friday the 19th the "Cabinet in your Community" event will be held at the Cobblestone Hotel.

Manager Pearson followed up with a list of those attending and encouraged residents to attend.

MANAGER'S REPORT

Manager Pearson reported the following:

Announced the City's FaceBook page is up and running

Attended the PML Annual Summit and met with DCED, Secretary Gavin and recently with his Executive Deputy Scott Dunkleberger.

Will attend UCOMP meeting in Harrisburg and also scheduled to meet with Senator Scarnati's Office and DCED.

Provided an update on the Façade Grant and noted \$130,000 was committed by local businesses for improvements.

An updated Bond Project list was provided (Phase V) to Council that listed the RDA request for funds, which was on tonight's agenda for Council's consideration.

SOLICITOR'S REPORT

Solicitor Wagner had nothing to report and requested his report not be an agenda item, since most of his work for the City is confidential.

TREASURER'S REPORT

Manager Pearson provided the following Treasurer's Report for September 30, 2018:

Revenues collected for the General Fund was at 88 percent of budget up from last year of 86 percent and up from 2016 of 85 percent. General Fund Expenditures were at 64 percent of budget and in 2017 was at 58 percent and in 2016 was at 59 percent. Real Estate Tax Revenue was at 96.25 percent of budget and last year was at 96.6 percent. Earned Income was at 76.25 percent of budget and last year was at 78.6 percent of budget. Market value for the Pension Plans increased this month and was above market value as of the end of September, 2017.

Bob Mohr questioned if the Earned Income amount had dropped and Manager Pearson responded yes, it showed a decrease. Last year it showed an increase.

Mayor Radkowski asked if a trend of the numbers could be obtained from the Finance Director and Manager Pearson responded yes and he would send that information out to Councilmembers.

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COMMITTEE REPORTS

Finance

Parking

Emergency Management

Personnel

Mayor Radkowski suggested the Committee reports be placed on the agenda quarterly instead of monthly. Any necessary committee updates could be given and anytime. With no noted disagreement from Council members, Mayor Radkowski stated the next committee reports would be on the December meeting agenda.

Manager Pearson requested to provide an update on the Emergency Management Committee and provided the following information:

EMA brochures were being sent out to the sewer billing customers, are on the City television channel and are posted on the City's FaceBook page explaining how to register for the Community Emergency Notification System.

The committee was still working after action reports from the last use of the Command Center here at City Hall and thanked Deputy Mayor Gebauer for his help with reprogramming the radios.

Manager Pearson noted he also recently met with the PEMA Director.

LEGISLATIVE ACTION:
Request from Elk County
Humane Society for free parking

June Glass, Elk County Humane Society Fundraising Chairperson, presented a request for free parking on Saturday, October 27, 2018 on Erie Avenue, the Depot Street Municipal Parking Lot from 4:00 p.m. until 7: 00 p.m. and the Parking Garage from 4:00 p.m. until 10:00 p.m.

Motion

Bob Mohr made a motion to approve the request, seconded by Nedward Jacob.

Discussion

Mayor Radkowski questioned if the new technology of the parking meter application "Meter Feeder" would allow more freedom for people to not have to leave an event to feed their meter and Manager Pearson responded yes. The application will send a reminder to the user's phone that will allow them to add additional time to the parking meter without having to leave an event.

Mayor Radkowski noted the City was looking at new ideas for parking to provide services for the Community

Manager Pearson noted the "Meter Feeder" application was scheduled to launch in November. Information would be provided to Council and residents to help inform them of the technology and how to use it. He noted the new technology would not affect the current meters for those who want to continue to feed the meter with coins.

Nedward Jacob questioned if the user would need to install an application on their phone and Manager Pearson responded yes.

Motion Passed

All were in favor of the motion except Deputy Mayor Gebauer, who abstained.

Request from RDA for bond funds

Eric Wonderling member of the Redevelopment Authority, explained as a follow-up to the presentation made at the last Council meeting, the RDA was requesting \$165,000 of the City bond funds. He read the following letter:

"As an organization that is looking to move forward with the final stages of the Depot Street Redevelopment, we are in need of financial support from the City of St Marys. We would like to

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request a sum of \$165,000 from available bond funds to complete phase 1 of the Depot Street Redevelopment. These funds would allow the RDA to secure the final property needed to move forward with phase 2 of the Depot Street Park and Stage project. The breakdown is as follows;

Property Purchase Price = \$175,000
 RDA Down payment Made May 31st, 2018 = \$20,000
 Total Balance to Complete Purchase = \$155,000 (Not Including Closing Costs)
 Property Appraised Value = \$225,000 (Building = \$170,000, Land = \$55,000)
 Appraisal Completed and Paid by RDA April 20th, 2018 = \$1,500

The request for \$165,000 would allow the RDA to recoup \$10,000 of initial down payment. These funds will be used for closing costs (Estimated Closing Costs = \$4,637.75) and to help existing tenants defer the cost associated with relocation.

Rental income from the property will be used to maintain property during time frame associated with tenant relocation prior to property demolition.”

Manager Pearson explained the current status of the park project.

He provided Council with the current financial balances as follows:

#	Project	Total Cost	City Bond Funds	Grant	Comments
1	Depot St. Property purchase for downtown park	\$165,000	\$165,000	\$0	These funds will be used to complete the purchase of the Depot St. properties so they can be prepped for the Stage and downtown park

Phase I	\$490,462
Phase II	\$201,000
Phase III	\$590,232
Phase IV	\$150,000
Phase V	\$165,000
Total	\$1,596,694
Bond Total	\$1,804,073
Funds Left	\$207,379
Plus Interest	\$36,336
Total	\$243,715

Manager Pearson noted the time constraints of the bond refinancing funds and stated any projects would need to be “shovel ready”.

Andrew Mohney clarified the funds were required to be spent on capital improvement projects and Manager Pearson agreed and explained the RDA’s project would be an eligible expense according to the City’s Bond Advisor.

Motion

Deputy Mayor Gregory Gebauer made a motion to approve the RDA bond funding request as Phase V in the amount of \$165,000, seconded by Andrew Mohney.

Discussion

Chris Pletcher questioned why the request was not for the full amount needed and Mr. Wonderling responded because he was a current School Board member he understood the importance of

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bond funds and the requirements to spend the funds. Even though it is not the total amount of the project he believed it was a fair amount to request at this time.

Chris Pletcher questioned what Phase Two was and Mr. Wonderling responded Phase Two would be the demolition. Then it would be turned over to the City and the RDA would begin funding the stage.

Chris Pletcher questioned if the demolition of the building would require a request for more funds and Mr. Wonderling stated he could not answer that question at this time, but the RDA was exploring other revenue sources.

Manager Pearson explained if there were any bonds funds available at the time of demolition a request could be submitted.

Nedward Jacob asked if the requirement for an eligible expense was to build something on the property and the stage was what was going to be built and Manager Pearson responded yes since it is part of the entire park project.

Motion Passed

All were in favor of the motion.

Revised Agreement for collection LST tax

An agreement between the City and Charles "Bud" Bloam III to collect the Local Services (LST) tax for the City was presented for Council's consideration.

Mr. Bloam explained the current agreement from 2013 was at a rate of 1.2 percent and the proposed agreement increased the rate to 1.5 percent. The increase would be approximately at \$1,050 annual increase. This is a separate agreement from the other taxes he collects for the City as elected tax collector and doesn't change, except by request of either party.

Motion Passed

Nedward Jacob made a motion to approve the revised agreement, seconded by Andrew Mohny and all were in favor.

2018 504 Self-Evaluation Plan for Handicap Accessibility

Tina Gradizzi, Community & Economic Development Coordinator, explained the following:

As a CDBG requirement each year the City must perform a 504 Self-Evaluation Plan for handicap accessibility at the City's parks and city-owned buildings. Notations are made if the facilities are handicap accessible, vision impaired, mobility impaired or accessible to seniors. During the recent assessment it was noted that all of the City's facilities, in part, are handicap accessible and that parts of the facilities could use some additional handicap accessible work and some projects are already pending.

Motion Passed

Andrew Mohny made a motion to approve the 504 Self-Evaluation Plan seconded by Bob Mohr and all were in favor.

Section 504 Officer and Process for Grievance

Tina Gradizzi explained as a follow-up to the approval of the 504 Self-Evaluation Plan, the City also needs to approve a 504 Officer and Process for Grievance. She recommended Ted Polinski, Building Inspector and Code Official continue to serve as the 504 Officer.

Motion Passed

Andrew Mohny made a motion to approve Ted Polinski as the 504 Officer, seconded by Nedward Jacob and all were in favor.

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Setting dates for City Budget Workshops

Manager Pearson explained the budget will be presented to Council by October 31 and budget workshops need to be scheduled.

Chris Pletcher questioned since he may not be available, could he participate and vote by phone and Solicitor Wagner responded he saw no issue with a phone vote since the decisions made at a workshop were preliminary in nature and the official vote on the budget occurs during a regular meeting.

Motion Passed

Nedward Jacob made a motion to set November 1st, 5th and if needed the 8th from 6:00 p.m. to 8:00 p.m. for the City's budget workshops, seconded by Andrew Mohny and all were in favor.

TOPICS FOR DISCUSSION:
Chamber of Commerce City Representative

Manager Pearson explained Councilman Mohny previously requested to be the City's representative for the Chamber of Commerce and has now requested to be removed.

Motion Passed

Margie Brown made a motion to allow the City Manager or for him to appoint the appropriate staff to be the City representative for the Chamber of Commerce, seconded by Chris Pletcher and all were in favor.

Shade Tree Commission Rules and Regulations

Bob Mohr presented the following proposed changes for Council to discuss:

1. Don't plant trees under utility lines or on top of underground utility lines.
2. Ask property owners if they want a tree planted in front of their home before planting and if so, explain Shade Tree rules and regulations.
3. Shade Tree Commission must submit a plan to City Council before planting a tree.
4. If tree limbs are hanging down on owner's property, Shade Tree Commission must respond to problem within a month (30 days)
5. City has the right to issue permits for decoration City trees.
6. When planting trees put out a request for quotes.

Margie Brown stated she was good with number one and two but had concerns with number three and recalled a previous problem with number 5 and the trees being memorial trees.

Manager Pearson clarified for number four the tree would have to be considered a "shade tree".

Right-of-way responsibilities were discussed.

Bob Mohr clarified number six could save them money.

Manager Pearson stated the proposed changes would be discussed again before any action is taken and encouraged Council invite a member of the Shade Tree Commission to attend so they could make an informed decision on any ordinance change.

Bob Mohr stated he was invited to the next Shade Tree meeting.

Nedward Jacob believed number four was already in the ordinance.

Gregory Gebauer asked if there were any provisions in the City's Home Rule Charter and Solicitor Wagner responded no,

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the Charter authorizes the creation of the Commission. He explained Council conveyed jurisdiction over managing the shade trees to the Commission. He believed the original idea was the Commission would have the expertise and manage it properly. The City's administrative code defines the powers of the Commission and poses duties upon them. Council could make recommendations to the Commission to adopt certain policies. Council could also amend the ordinance (City Code) to require the Commission to comply with their recommendations.

Nedward Jacob asked for the bylaws and Manager Pearson responded he would gather any relevant information and send it to Council.

Chris Pletcher and Deputy Mayor Gebauer both agreed the Commission should be contacted for their input.

CITIZEN COMMENTS ON NON-AGENDA TOPICS

There were no citizen comments on non-agenda topics.

COUNCIL COMMENTS

There were no Council comments.

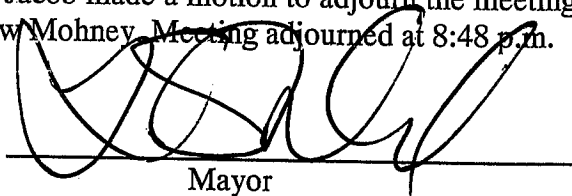
ANNOUNCEMENTS

Mayor Radkowski made the following announcements:

- Trick or Treat will be on Wednesday, October 31, 2018 from 6:00 p.m. to 8:00 p.m. by porchlight invitation only.
- The City's Emergency Service vehicles will also be handing out candy during Trick or Treat.
- Council will hold budget workshops on November 1, 5 and if necessary November 8, 2018 from 6:00 p.m. to 8:00 p.m. in the Council Room at City Hall
- Council's next regular meeting will be held on Monday, November 19, 2018, at 7:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Andrew Mohny. Meeting adjourned at 8:48 p.m.



Mayor



Recording Secretary