

MARCH 19, 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, March 19, 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 March 15, 2018, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

A moment of silence was observed for John Mawn 15-year veteran of the Crystal Fire Department.

ROLL CALL

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

City Staff: Tim Brennan, Public Works Director

VISITORS

Visitors included: Bill Kraus, Amy Cherry, Warren Stewart and Richard Sadley.

Karen Mohny did not sign in.

APPROVAL OF MINUTES

March 5, 2018
Motion Passed

Bob Mohr made a motion to approve the minutes of March 5, 2018, seconded by Margie Brown. All were in favor, except Nedward Jacob who abstained.

**SPECIAL PRESENTATION:
Crystal Fire Department
Annual Report -2017**

Bill Kraus, Fire Chief of the Crystal Fire Department, presented the following information for their 2017 Annual Report.

- Responded to 286 incidents, a decrease of 8 from the previous year
- Provided a breakdown of the incidents
- Responded to 31 mutual aid responses
- Received mutual aid 39 times
- Provided inspections and drills at 20 local schools and health care facilities
- Provided fire prevention programs to local schools and scout troops
- Provided the Prom Promise Program
- Incidents by days of the week and an alarm time analysis
- Response time averages
- Building and content values, losses and savings
- Amount of training for members
- Provided a listing of types of incidents

Chief Kraus noted there were no major fires in the City for 2017 and believed the department's fire prevention programs, continuing education along with residents being cautious that made 2017 a banner year.

Chief Kraus stressed how very fortunate the City is that local employers release Fire Department members for the above listed programs and to answer calls for alarms during working hours.

Chief Kraus explained the loss amounts are determined by the insurance company values and confirmed all calls are routed through the County 911 system. He provided a brief overview of the detailed ISO rating procedure and stated he was proud of the department for maintaining its good rating.

Council thanked the Fire Department and Chief Kraus for his presentation.

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CITIZEN COMMENTS ON AGENDA TOPICS

There were no citizen comments on agenda topics.

MAYOR'S REPORT

Mayor Radkowski explained the Mayor's Report was previously added to the agenda by majority vote of Council. He requested Council confirm if they wanted the item to continue as an agenda item at each regular meeting. After a brief discussion it was determined to leave the Mayor's Report on the agenda.

Mayor Radkowski provided the following Mayor's Report:

- He was still compiling the results of the March workshop discussion and intended to have the data for the April meeting.
- The multimodal study traffic study data will help guide the future of the downtown.
- He had reached out to several offices to build on the Intergovernmental/partnerships for the City.
- He had also contacted the Center for Rural PA and requested information on tourism and other business opportunities including studies from other municipalities to guide a strategic focus for the City's downtown.

MANAGER'S REPORT

Manager Pearson reported the following:

He stated he redistributed the Novak Report which generated 46 recommendations. The report originated from the early Intervention Program (EIP) which provided grant funding for the study and then the implementation of those recommendations. The City currently has received funding through Phases One and Two. Phase Three request was almost ready to submit and Phase Four was in the process of being drafted. He explained 10 recommendations were completed, 11 recommendations are in progress and 14 are pending with 11 recommendations on hold due to various constraints and/or direction from Council. He will be providing further details to Council.

Questions for the Manager

He also provided an update on Phase One and Two of the bond refinance expenditures. He reviewed the following items already approved by Council:

Bond Projects (Phase I) - Approved September 6, 2016

#	Project	Total Cost	City Funds Bond / Sewer	Grant	Comments	Status	Bond Money (Spent / Planned)
1	Airport Industrial Park Access Rd	\$651,576	\$66,000	\$585,576	Requested ARC funding through North Central. Funding awarded at \$585,576 to cover updated Penn Dot costs. Original Grant request was \$250,000	Project awarded. Working with North Central & Penn Dot on implementation. Funds will be spent in 2018 for planning costs. Construction in 2019	\$66,000
2	Charles St Reconstruction	\$1,000,000	\$500,000	\$500,000	Will submit Keystone Communities Public Improvement Grant. The entire roadway and infrastructure is in need of total replacement. Sanitary sewer has severe infiltration. Roadway drainage is nonexistent. Road surface and base is at the point of disrepair. Moving forward is dependent on grant funds.	Not Funded by DCED in initial phase, but project still on the list for review in Sept 2017. Originally requested \$250,000 from bond and \$250,000 from Sewer Fund, but moved \$100,000 to phase II for planning and design. Not funded -- moved to Future Project List	\$0

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3	Downtown Park Project (Phase I)	\$150,000	\$150,000		This project would include putting in more sidewalks to create a walking path around the park, electrical outlets on pathway for future community events, lighting along Elk creek, ground leveling work and installation of a bathroom at the Parking Garage.	Consultant created initial designs (\$5,085) Consultant working on detailed design and plans for DEP permit application (\$48,108.00) Additional Funds will be spent in 2018	\$150,000
4	Downtown Park Pedestrian Bridge	\$175,000	\$125,000	\$50,000	This includes purchasing the land on Bruxelles St, clearing the property with lighting and access, and installing a bridge. The bridge portion is being considered as a CDBG project.	House Purchased (\$83,978.13) House demolished and initial "dirt work" (\$11,440) Permit for bridge included in above project CDBG funding not received for Bridge Additional Funds will be spent in 2018	\$125,000
5	Resurface Municipal Parking Lots (Phase I)	\$100,000	\$100,000		This would include base and drainage repair of all the municipal lots. Market St Lot, North St Marys St Lot, Depot St Lot, Bruxelles St Lot / Police & Fire Station lot, City Hall Parking Lot, & Fire Station Lot S Michael St	Was not able to execute in the timeframe provided so swapped with purchase of Street sweeper from Capital Budget to meet Bond Spending deadlines. Swapped approved by council. FUNDS SPENT	\$149,462
6	Remove Elk Creek Bridge (Old Railroad Bridge)	\$30,000	\$30,000		This would include DEP permit costs, removal of bridge, removal of abutments and streambank stabilization.	Determined NOT eligible for bond funding. Permit approved by DEP. Working with contractor to complete task. Will use Public Works funds. Project Completed.	\$0
		\$2,106,57	\$971,000	\$1,135,576	TOTAL:		\$490,462

Council, the Manager and the Public Works Director discussed the above list of items.

SOLICITOR'S REPORT

Attorney Bradley Kraus stated there was nothing to report.

TREASURER'S REPORT

Manager Pearson provided the following Treasurer's Report as of February 28, 2018:

Total revenue for the General Fund as of February 28, 2018 was \$525,669 or eight percent of budget and total expenditures were \$855,376 or 13 percent of budget. Last year at this time revenue was at \$539,184 or eight percent and expenditures were \$785,072 or 12 percent of budget. Benchmark would be at 16.67 percent. The City should be receiving a portion of the real estate tax revenue by the end of March. Pension Plans decreased in market for February, 2018. As of February 28, 2018, the City has collected in Earned Income \$360,910 or 23 percent of budget and last year at this time the City collected \$380,755 or 25 percent of budget. Balances for February 1, 2018 were adjusted to actual with 2017 year ending adjusting entries which included accrued bills and EIP grant revenue for funds; General Fund, Fire Protection Fund, Sewage Treatment Fund and the Capital Reserve Fund. 2017 adjustments included year end capitalizing expenditures for enterprise funds.

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LEGISLATIVE ACTION: Phase III Bond Expenditures Manager Pearson reviewed the following proposed items for the Phase III Bond Project.

Bond Project (Phase III 2018 Candidate List)

#	Project	Total Cost	City Funds		Comments
			Bond	Grant	
1	Repair and pave West Oilwell, Straub Ave, Robson St, Fleming, Wolfel	\$450,000	\$450,000		Same as normal process; base repair then paving. Project expedited to be a stand-alone process. This could be added to the 2018 mill and fill project to add buying power if possible. The roads listed would be topped after mill and fill with 2" overlay. This is typically only done the 5th year in mill and fill areas.
2	Resurface Municipal Parking Lots (Phase II)	\$100,000	\$100,000		This would include re-surfacing critical downtown lots (Market St Lot and Depot St Lot)
3	Airport Industrial Park Gas Expansion	\$145,000	\$145,000		Recent Expansion in the Industrial Park is requiring an expansion of the Gas Line Infrastructure to the Park to support growth. This expansion is needed to support current development and sets the foundation for future expansion.
		\$695,000	\$695,000	\$0	

Manager Pearson further explained the Phase totals, if approved, would be as follows:

Phase I \$490,462
 Phase II \$201,000
 Phase III \$695,000
 TOTAL: \$1,386,462

Bond Total: \$1,800,000
 Funds Left: \$413,538

Nedward Jacob stated he did not approve of any bond money to be used for the parking lots and believed all parking expenses should be paid by parking revenue.

Manager Pearson stated he understood if Council waited until a full review of parking is done and only approved the other two items.

Motion

Nedward Jacob made a motion to remove item number two (resurfacing of the parking lots) from the Phase III list of bond expenditures, seconded by Margie Brown.

Discussion

Manager Pearson clarified this motion only removed item number two and there would still be the need for approval of the other two items on the list.

Chris Pletcher questioned if item number two could be brought back in the future and Manager Pearson responded yes, in Phase IV.

Nedward Jacob stated he wanted people to realize the parking revenue goes into the General Fund and at the end of the year it is lost and does not go into a parking fund.

Manager Pearson agreed a separate line item was needed for parking revenue and expenditures.

Nedward Jacob restated his concerns and believed something

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has to be done.

Manager Pearson responded if the budget could be “cleaned up” to the point of knowing the revenue matches the expenses then a rollover to a specific fund for parking could be done.

Chris Pletcher stated it seemed it would be best to delay the decision of the paving of parking lots pending a workshop to discuss the parking issues.

Mayor Radkowski stated he would like to hold that workshop the first week in May on Monday the 7th.

Roll Call Vote – Motion Passed On a roll call vote, all voted in the positive. Motion passed.

Phase III Bond Expenditures
Items One and Three Manager Pearson requested approval of Phase III Bond Expenditures Numbers One and Three.

Bob Mohr questioned if bond funds could be used for the purchase of the “bridge” and Manager Pearson responded it could be added to Phase IV if the funds cannot be obtained through other sources.

Margie Brown questioned the gas line expansion and Manager Pearson responded currently there is a gas main line in the area of Bruxelles Street. Phase One would be the replacement of a portion of the line with a six-inch line that runs from Bruxelles Street to the Industrial Park. Phase Two and Three would replace and or add a new line to the rest of the line to the Industrial Park. Additional capacity in the line to the Industrial Park was needed. The line contained in the Industrial Park was sufficient.

Nedward Jacob was concerned with the line on Airport Road needing replaced due to the approved improvement to that road. He also noted an issue with the water line and Manager Pearson responded the Water Authority worked out those issues with the business.

Manager Pearson stated the future need of expansion of the gas line depends on the future industry that may go into the park.

Nedward Jacob questioned why the gas company was not providing the necessary improvements and Manager Pearson responded in past years the gas company compensated for development, but due to new tariff laws and regulations that no longer occurs. He then gave examples of how the costs are currently handled.

Margie Brown questioned how the Industrial Park ended up with only a four-inch line and Manager Pearson responded the Industrial Park was built correctly, the issue was with the infrastructure coming to the Industrial Park.

Motion Passed

Bob Mohr made a motion to approve items One and Three of the Phase III Bond Expenditures, seconded by Nedward Jacob and all were in favor.

Subdivision Applications: 2018-04 - Marie Aul, Siecker Road

2018-04 subdivision application was presented from Marie Aul for property located on Siecker Road. The subdivision proposes to subdivide a 2.00 acre lot from a 65.462 acre parcel as a new building lot. Lot 1 will be served by a private water source and onlot sewage disposal system and will be accessed

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via a 20-foot private right-of-way. The residual parcel shall be 63.462 acres and contains an existing single-family dwelling with public water and onlot sewage disposal. The Planning Commission recommended approval of the subdivision with no comments.

Motion Andrew Mohny made a motion to approve 2018-04 Marie Aul subdivision application, seconded by Nedward Jacob.

Question Nedward Jacob questioned where the private right-of-way was located and Manager Pearson responded from Siecker Road.

Motion Passed All were in favor to approve the 2018-04 subdivision application.

2018-05, Patricia Sherry, Walburga Street 2018-05 subdivision application was presented from Patricia Sherry for property located on Walburga Street. The subdivision proposes to subdivide a 5,000sqft lot from a 20,000sqft parcel as a side lot addition. The receiving parcel contains a single family dwelling with garage served with public water and sewage consisting of 25,000sqft. The residual parcel will be 15,000sqft with no proposed development plans. The Planning Commission wished to comment that there is a discrepancy between the County Tax Maps and the subdivision plat, which will be corrected once the deeds are recorded.

Motion Andrew Mohny made a motion to approve 2018-05 Patricia Sherry subdivision application, seconded by Bob Mohr.

Clarifications Attorney Kraus clarified once the deed is recorded the County maps would be corrected.

Manager Pearson clarified the lots would be 100X150 feet and 250X100.

Motion Passed All were in favor to approve 2018-05, Patricia Sherry subdivision application.

TOPICS FOR DISCUSSION: There were no topics for discussion.

CITIZEN COMMENTS ON NON-AGENDA TOPICS Karen Mohny, from Tablespoons Café, requested to decorate a City tree in front of her business with plastic eggs and create a "German Easter Egg Tree".

Council the Manager and Attorney Kraus briefly discussed the request.

Motion Nedward Jacob made a motion to approve decorating one memorial tree on Erie Avenue pending the okay from the Shade Tree Commission, seconded by Bob Mohr.

Question Gregory Gebauer questioned what if the Shade Tree Commission denied the request and Attorney Kraus responded the motion should reflect if Council wants to have Shade Tree approval or consultation.

Nedward Jacob withdrew his motion and Bob Mohr withdrew his second.

Nedward Jacob revised his motion to approve the decorating of one memorial tree on Erie Avenue and to contact the Shade Tree Commission to let them know, seconded by Bob Mohr.

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Chris Pletcher requested to amend the motion to include clean up and removal of decoration by April 30th.

Nedward Jacob amended his motion and Bob Mohr amended his second to include Chris Pletcher's request and all were in favor of the amended motion.

COUNCIL COMMENTS

Margie Brown and Nedward Jacob requested an Executive Session to be held following adjournment of tonight's meeting regarding personnel matters.

Chris Pletcher commented he was looking forward to the upcoming workshop to discuss parking.

Andrew Mohny invited all to attend the egg decorating event.

Gregory Gebauer requested the Solicitor attend the Executive Session.

Mayor Radkowski congratulated six local students who attended PA regional band; three of those will also be representing St. Marys at the PA All State band.

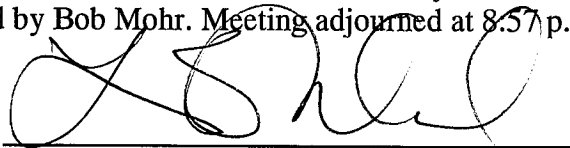
ANNOUNCEMENTS

Mayor Radkowski made the following announcements:

- Council's next regular meeting will be held on Monday, April 16, 2018, at 7:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Bob Mohr. Meeting adjourned at 8:57 p.m.



Mayor

Loni Levanduski
Recording Secretary