

JULY 16, 2018

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Lou Radkowski on Monday, July 16, 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 July 12, 2018, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

Boy Scout Troop 199 led the pledge to the flag.

ROLL CALL

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

City Staff: Hannah Brock, HR Specialist and PR Officer, Tim Brennan Public Works Director, Tina Gradizzi, Community and Economic Development Coordinator

VISITORS

Visitors included: Andrew Seltzer, Zachery Seltzer, Alex Seltzer Amy Cherry, Denny Bauer, Warren Stewart and Richard Sadley.

APPROVAL OF MINUTES
June 18, 2018 – Regular Meeting

Margie Brown made a motion to approve the minutes of June 18, 2018, seconded by Nedward Jacob and all were in favor, except Mayor Lou Radkowski and Chris Pletcher who abstained.

CITIZEN COMMENTS ON AGENDA TOPICS

There were no citizen comments on agenda topics.

MAYOR'S REPORT

Mayor Lou Radkowski provided the following report:

-Attended a free conference in California on IT and technology, which included a discussion on how IT improves government

He congratulated the Girls Junior Softball Team for winning the State Championship and the Girls Senior Team for finishing 3rd.

MANAGER'S REPORT

Manager Pearson also congratulated the Girls Softball Teams.

He noted the 2nd Drag Races are on Jul 29th.

He provided the following update on the Multimodal Planning Study:

A Public Meeting was recently held and provided businesses and residents the opportunity to provide comments.

Areas of the study included a Rt. 120 connector to Bruxelles St., Diamond traffic patterns, Bruxelles St. and Trout Run Rd. intersection, access to the Airport Industrial Park and Rails to Trails access into the City.

A review of the survey was provided and citizens were encouraged to complete the survey on the City's website to provide additional information.

SOLICITOR'S REPORT

Solicitor Wagner had nothing to report.

TREASURER'S REPORT

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

June is the half-way mark for the City. Total Revenue collected for the General Fund was \$4.28 million or 66.6 percent of budget. Last year, the City collected \$4.15 million or 63 percent of budget and for 2016 collected \$5.1 million or 81 percent of budget. Manager Pearson noted the PIB loan in 2016 affected

JULY 16, 2018

the numbers. Total Expenditures for the General Fund was \$2.79 million or 43 percent of budget. Last year Expenditures were \$2.54 million or 39 percent of budget and 2016 was \$2.5 million or 40 percent of budget. Total Real Estate taxes collected was 93 percent of budget the same as last year. Earned Income collected was 52 percent of budget and last year was 54 percent of budget. EMS or the Local Service tax, the City collected 50 percent of budget and in 2017 collected 47 percent of budget.

LEGISLATIVE ACTION:

Consider for adoption:
Resolution 18-12, re:
Multimodal Transportation Grant
Application

Manager Pearson explained Resolution No. 18-12 a Multimodal Transportation Grant Application was being presented tonight for adoption. This \$3 million application was being presented as the next step in the Multimodal Study. Currently the application did not require a match by the City and would provide a substantial savings. The application would request funding for the proposed 120 connector portion of the study. The intent was to eventually submit the project through North Central to PennDOT for consideration of their "TIP" program.

Bob Mohr made a motion to adopt Resolution No. 18-12, seconded by Chris Pletcher.

Andrew Mohny questioned the timeline for spending the funds and Tina Gradizzi responded typically three years from when the grant is awarded.

Mayor Radkowski asked if the project would have to break ground within those three years and Tina Gradizzi responded funds would be utilized via engineering costs prior to breaking ground.

Chris Pletcher questioned the resolution was simply requesting grant funding and Manager Pearson responded yes, it was part of the package being submitted.

Nedward Jacob stated his concern with the businesses along Chestnut Street that would be affected by this project and the removal of parking. He mentioned a formerly proposed walkway between Chestnut Street and Market Street.

Manager Pearson agreed the walkway was discussed and believed it was a good option to consider. The width of the roadway was also discussed to determine the best option for parking. Availability of parking was a high priority with this project.

Nedward Jacob questioned if the State would "pick up" the rest of the costs and Manager Pearson responded the hope was if PennDOT placed the project on their list they would cover additional expenses such as land acquisition etc.

Motion Passed

All were in favor to adopt Resolution No. 18-12.

Award of Bid – Jackson Road
Project

Manager Pearson explained bids were recently opened at a public meeting for the Jackson Road (Phase II) – Contract 2018-01 Elk County Conservation "Dirt and Gravel Road Grant" Project. \$112,000 of the project was already funded through the grant funds and the remaining funds would be taken from the Street Department program supplies budget. Estimate for the project was \$126,000. The following were the bid results:

Bucktail Excavators - \$114,455.00
Briggs Earthwork, Inc. - \$168,830.00

JULY 16, 2018

Glenn O. Hawbaker, Inc. - \$208,921.25

The recommendation was to award the bid to Bucktail Excavators, Inc. in the amount of \$114,455.00.

Motion

Nedward Jacob made a motion to award the bid as recommended, seconded by Andrew Mohny.

Discussion

Bob Mohr questioned how many feet of roadway was in the project and Tim Brennan responded about 2000 feet.

Nedward Jacob asked what DSA was and Tim Brennan responded it was Driving Surface Aggregate which was a modified 2A stone base.

The details and features of the project in coordination with the Elk County Conservation District were briefly discussed.

Motion Passed

All were in favor to award the Bid as recommended.

West Creek Recreational Trail Association Letter of Support

Manager Pearson explained a draft of a letter of support was being presented tonight in response to a request from the West Creek Recreational Trail Association for a letter of support from the City to submit to the Buffalo and Pittsburgh Railroad as they develop plans to extend from the current trail head on West Creek Road into the downtown. The path will travel mostly over the lands of the Railroad and the Association believes the support of City Council would help to open the door for negotiations.

Solicitor Wagner stated the primary purpose of the letter was to build credibility for negotiations with the railroad. The Elk County Commissioners will also be asked for their support.

Council discussed the draft of the letter and it was determined to remove one bulleted section in the draft.

Mayor Radkowski requested the letter be part of the minutes for the record and read a summary of the following information:

City Council felt that this was one of the most exciting, tangible projects for the pursuit of improving our City in the coming years, which would provide the following benefits:

- **Increased Tourism:** The City will likely see an increase in visitors who are interested in biking, hiking, snowshoeing, cross-country skiing, and related outdoor activities. It's one more offering to help attract outside dollars to be spent in our City.
- **New & More Supporting Services:** Outfitters, campgrounds, bicycle shops, eateries, hotels, etc. downtown (or along the trail to downtown) will all have an increase in need for their services. This increases the amount of money spent in the City, the appraised value of the land/buildings downtown, and, as a result, the City's tax revenue.
- **Increased Community Gatherings:** Residents of our City will have a new central gathering place downtown to host new community events, such as 5ks, run clubs, hiking groups, etc. This would increase foot traffic to storefronts nearby for supporting services.
- **Future Connection to Ridgway:** Connecting this trail from Emporium to downtown Saint Marys leaves an

CITY OF SAINT MARYS COUNCIL MEETING

JULY 16, 2018

obvious stretch, Saint Marys to Ridgway, as a natural expansion. A combined trail from Emporium to Saint Marys to Ridgway and beyond would be one of the longest trails of its kind in PA, again improving the visitor appeal.

Motion Passed

Margie Brown made a motion to approve the letter of support as listed above, seconded by Chris Pletcher and all were in favor.

Program Income and Non-Program Income Reuse Plan (CDBG)

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

As required, the City must have a Program Income Reuse Plan in place to administer CDBG funding. Council approved the last plan in 2014. Effective January 1, 2017, a change was made to the CDBG regulations found at 24 CFR 570.489 (e)(2) where receipt of Non-Program income is defined and gives municipalities the opportunity to retain the funds, if under \$35,000 in one calendar year, to be used for projects outlined in an approved plan. The current City plan has been revised to include the administration of Non-Program Income as follows:

Non-Program Income must be:

Deposited into a separate non-CDBG account

Funds must be utilized for Economic Development initiatives within the City of St. Marys

Proposed projects are to be presented by the Community & Economic Development Coordinator and approved by the City Manager

Distribution of Non-Program Income will be utilized for:

Economic Development Projects

Community Development Projects

EMS and Safety Projects

Revolving Loan Funds

Motion

A motion was made by Andrew Mohney to approve the revised plan as presented, seconded by Bob Mohr.

Discussion

Nedward Jacob questioned if program income was CDBG funds and Ms. Gradizzi responded any income that comes back from a CDBG project.

Council, Manager Pearson and Ms. Gradizzi reviewed prior and possible future program income scenarios.

It was clarified the qualified funds would not be subject to CDBG guidelines.

Motion Passed

All were in favor to approve the plan.

Recommitment of Funds (Non-Program Income)

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

On September 8, 2014 City Council approved a request to utilize \$9,500 of Program Income (that would be available for use in 2017) for the Charles Street Reconstruction project. This project was anticipated to be completed in 2017 along with 2014, 2015 and 2016 CDBG funding. Unfortunately, the project did not qualify at the DCED level and the \$9,500 that was committed to the project needs to be uncommitted, based on GASB 54 ruling, in order for us to use the funding elsewhere.

JULY 16, 2018

Tonight, a request to recommit these funds is being presented for Council's consideration. Based on the new ruling on CDBG Program Income and Non-Program Income as outlined above, these funds qualify as Non-Program Income and can be administered via the new proposed Program Income and Non-Program Income Reuse Plan.

Motion

Andrew Mohny made a motion to recommit the funds in the amount \$9,500 from Charles St. Project to non-program income, seconded by Chris Pletcher.

Discussion

Ms. Gradizzi clarified the \$9,500 in funds was obtained from the sale of the Mullaney property that was demolished with CDBG funds. The funds were not available until after the property was transferred as per an Option Agreement on January 24, 2017. As such, the funds became eligible as non-program income.

Solicitor Wagner explained the GASB 54 ruling is simply when Council takes formal action to commit money to a certain use and then wants to use that money for something else, Council must take formal action to re-commit those funds. Otherwise, the money must be segregated and identified to the original project.

Nedward Jacob questioned if Council would need to approve the use of the funds once they were re-committed or would Ms. Gradizzi and the City Manager approve the use of the funds and Ms. Gradizzi responded by Council's approval of the Program Reuse Plan the City Manager and Ms. Gradizzi were bound to distribute and administer the funds as outlined in the approved plan.

A brief discussion of options to use the funds according to the newly adopted Re-Use Plan.

Mayor Radkowski restated the above listed four options to use the funds.

Manager Pearson stated a decision was not made yet on the use of the funds.

Warren Stewart stated he believed any money from the sale of the Mullaney building was to go back to the Redevelopment Authority.

Ms. Gradizzi responded if funds were committed to the Keystone Communities program as "seed" money to help the contractors, that was a Redevelopment Authority program.

Manager Pearson stated if Mr. Stewart provided the minutes that stated the funds were to go back to the RDA, he would review that information.

Mayor Radkowski commented the uses listed could be for community and economic development.

Ms. Gradizzi explained most importantly the request is to recommit the funds from the Charles St. Project.

Motion Passed

All were in favor to recommit the funds to the non-program income.

CITY OF SAINT MARYS COUNCIL MEETING

JULY 16, 2018

- Audit Engagement Letter An Audit engagement letter was received from Geci and Associates and was presented for approval to perform the City's 2018 audit.
- Andrew Mohney made a motion to approve the audit engagement letter from Geci and Associates, seconded by Nedward Jacob.
- Bob Mohr questioned the cost and Manager Pearson responded \$24,700.00
- Mayor Radkowski commented the City has a good relationship with the auditor.
- All were in favor to approve the audit engagement letter.
- Recommitment of Funds
(Community Services Specialist) Manager Pearson explained this item was tabled at a previous meeting and was being presented again for Council's consideration. During the 2017 budget discussion Council made a motion to approve a full time Community Services Specialist position with the stipulation the funds for that position only be used if the HOMES Program was implemented. Since the HOMES Program was not established and the position was not filled, he requested Council "unfreeze" the funds and recommit \$10,000.00 for a temporary part-time Community Services Specialist position to assist the Community and Economic Development Office. He also requested \$25,000.00 be recommitted to increase the Professional Services line item under Human Resources for arbitration, labor relations costs and upcoming contract negotiations.
- Motion Andrew Mohney made a motion to unfreeze \$10,000.00 from 01-4562-140 for a part-time Community Services Specialist position, seconded by Chris Pletcher.
- Discussion There was discussion regarding the position details, duties, wages and future of the position.
- Motion Passed All were in favor of the motion, except Nedward Jacob who opposed.
- Motion Andrew Mohney made a motion to recommit \$25,000.00 to 01-405-310, seconded by Chris Pletcher.
- Discussion There was a discussion regarding expenses for arbitration to date, amounts budgeted for 2018 and the labor relations firm.
- Motion Passed All were in favor of the motion.
- Appointment to Airport Authority Andrew Mohney made a motion to appoint James Catalone to the Airport Authority. There was no second. Motion Died.
- Nedward Jacob made a motion to appoint Joseph Meyer to the Airport Authority to fill the unexpired term of Maurus Sorg, seconded by Bob Mohr and all were in favor, except Andrew Mohney who opposed.
- City Strategic Plan Mayor Radkowski explained the City's Strategic Plan had been presented to Council and discussed. He requested Council approve the Plan so it could be distributed.
- Motion to table Nedward Jacob made a motion to table the approval, seconded by Bob Mohr.

JULY 16, 2018

- Roll Call Vote – Motion Failed On a roll call vote Nedward Jacob and Bob Mohr voted in the positive. Andrew Mohney, Margie Brown, Chris Pletcher and Mayor Radkowski voted in the negative. Motion Failed.
- Motion Andrew Mohney made a motion to support the City Strategic Plan, seconded by Chris Pletcher.
- Comment Nedward Jacob stated he wanted to re-read the plan.
- Motion Passed All were in favor to support the Plan except, Nedward Jacob and Bob Mohr who opposed.
- Subdivision Applications:
2018-08, Luke Wehler,
Southridge Road Subdivision application 2018-08 was presented for Luke Wehler for property located on Southridge Road. The subdivision proposed to divide a 20,000 square foot lot form a 40,082 square foot parcel as a new building lot. The new lot has access to public water and public sewer. The residual parcel contains a single-family dwelling with public utilities. The St. Marys Planning Commission tabled this subdivision at its last meeting for an incorrect tax parcel number. The surveyor made the required correction to the recordation maps and was recommended for approval by the Commission.
- Motion Passed Chris Pletcher made a motion to approve 2018-08 subdivision application, seconded by Andrew Mohney and all were in favor.
- 2018-09, Brian Wasko, South St.
Marys Street Subdivision application 2018-09 was presented for Brian Wasko for property located on South St. Marys Street. The subdivision proposed to divide a 0.850 acre lot from a 4.563 acre parcel as a stand alone lot. The new lot is accessed via a shared common-use driveway. The new lot contains an existing building, connected to public water and sewerage. The application received Zoning Hearing Board approval for the side setback and parking spaces. The residual parcel contains an existing commercial building with public utilities. The St. Marys Planning Commission tabled this subdivision at its last meeting for lack of legal access to the residual parcel. The surveyor added a right-of-way over Parcel 1 for the residual parcel on the recordation maps, and was recommended for approval by the Commission.
- Motion Bob Mohr made a motion to approve 2018-09 subdivision application, seconded by Andrew Mohney.
- Discussion Nedward Jacob questioned if this was separate from the rest of the shopping plaza and Manager Pearson confirmed it was.
- Bob Mohr confirmed the right-of-way.
- Motion Passed All were in favor to approve 2018-09 subdivision application.
- TOPICS FOR DISCUSSION:** There were no topics for discussion.
- CITIZEN COMMENTS ON
NON-AGENDA TOPICS** There were no citizen comments on non-agenda topics.
- COUNCIL COMMENTS** Councilman Mohr congratulated the softball team on their recent win.
- Councilwoman Brown commented the first amendment protects journalists and she offered her thoughts and prayers to family of

CITY OF SAINT MARYS COUNCIL MEETING

JULY 16, 2018

the recently murdered journalists.

Councilman Pletcher commented this was a productive meeting and was optimistic of the progress made on projects. He thanked Council for their work for the past six months.

Mayor Radkowski thanked the boy scouts in attendance and also encouraged citizens to contact him.

ANNOUNCEMENTS

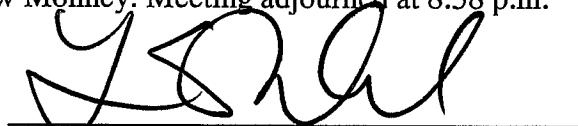
Mayor Radkowski made the following announcements:

- Council's next regular meeting will be held on Monday, August 20, 2018, at 7:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Andrew Mohney. Meeting adjourned at 8:58 p.m.


Recording Secretary


Mayor