

SEPTEMBER 17, 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, September 17, 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 September 13, 2018, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG****ROLL CALL**

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

City Staff: Hannah Brock, HR Specialist and PR Officer and Tina Gradizzi, Community and Economic Development Coordinator, Carol Muhitch, Finance Director and Jim Wolf, Parks and Recreation Manager.

**VISITORS**

Visitors included: Warren Stewart, Joe Haines, Eric Wonderling, Todd Hanes, Ann Pistner, AJ and Traci Meeker, Blaine Murray, Amy Cherry and Richard Sadley.

**APPROVAL OF MINUTES**  
August 20, 2018 – Regular Meeting

Andrew Mohny made a motion to approve the minutes of August 20, 2018, seconded by Bob Mohr and all were in favor, except Chris Pletcher and Margie Brown who abstained.

**SPECIAL PRESENTATION;**  
Redevelopment Authority, re:  
Updates on Downtown Park

Eric Wonderling, member of the Redevelopment Authority, introduced the attending authority members. Mr. Wonderling gave an informative presentation regarding the authority with the following highlights:

- History of the formation of the authority
- Video of Allentown, PA redevelopment projects
- RDA Mission and Vision statement
- 1-3 year development plan which included Depot St., Market St., West Mill St., Kaulmont Park
- Past redevelopment in the downtown
- Event park with amphitheater updates
- Financial background, projected costs and fundraising efforts
- Continuing to work together with the City on the project

Mayor Radkowski thanked the RDA for the presentation.

Mr. Wonderling commented once the finances were in order the Authority would present to Council in October.

A support letter was on the agenda tonight for Council's consideration to confirm their support of the RDA.

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no citizen comments on agenda topics.

**MAYOR'S REPORT**

Mayor Lou Radkowski thanked the Bavarian Fall Fest committee members and stated it was the highlight of his year.

**MANAGER'S REPORT**

Manager Pearson provided the following updates:

Significant flooding from a heavy rain event on August 21<sup>st</sup> created sanitary sewer issues for four residents, 49 work tickets for the Public Works Department and Citywide cleanup.

Due to ongoing cleanup, the tar and chip schedule will be reprioritized this year and private contractors were being

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considered to assist with cleanup.

A meeting and Citywide tour was held with the Army Corps of Engineers on September 10<sup>th</sup> which happened to be during another heavy rain event which provided a good visual of water flow in the City.

Updates on the Boulevard and the Diamond sidewalk improvements.

Provided a list of duties performed by the Public Works Street Crew and City Hall summer workers.

Mayor Radkowski noted an upcoming Council Workshop to be held on October 8<sup>th</sup> at 7:00 p.m. regarding I & I, flooding and stormwater concerns.

Chris Pletcher requested an update from the Public Relations Officer Hannah Brock on the recent Town Hall event.

Ms. Brock provided a summary of the Town Hall meeting noting the citizens who attended were concerned with traffic flow, bringing people back to the area and marketing of the City. She explained the multimodal study survey was currently on the City's website and will help obtain critical citizen input on the future of traffic flow. She believed celebrating what the City currently has would assist with bringing people back to the area thru social media (FaceBook) and local television coverage. She stated it was important to continue having these conversations during Town Hall events. She believed the last event contained a diverse representation of citizens.

Andrew Mohny stated he believed the style of a Town Hall was less threatening to citizens and provided the opportunity for better discussion than a regular Council meeting and would like to continue that type of setting.

Mayor Radkowski commented the City's Authorities, Boards and Commissions should be included.

**SOLICITOR'S REPORT**

Solicitor Wagner had nothing to report.

**TREASURER'S REPORT**

Manager Pearson provided the following Treasurer's Report for August 31, 2018:

Total Revenue collected for the General Fund was at 80 percent of budget, compared to last year of 79 percent of budget. Total Expenditures were at 54 percent of budget for the General Fund and in 2017 were at 50 percent of budget. Cash flow for the General Fund as of August 31, 2018 was \$4,082,225. Cash Flow for the Sewage Treatment Fund was at \$1,393,649, compared to 2017 at \$1,313,425. Market value for the Pension Plans increased this month and was above market value as of the end of August, 2017.

Mayor Radkowski questioned if the gap in cash flow was the difference in expenditures and Carol Muhitch responded no, it was due to the unrestricted fund balance transfer.

**COMMITTEE REPORTS:**  
Finance Committee

Chris Pletcher, Chairman reported the Finance Committee met four times. The intent of the committee was to analyze and prepare recommendations to Council for financial decisions. The committee reviewed the 2017 City audit, Pension Plan funding, Sewer and Water Rates, Earned Income and Property tax rates. They are also actively considering new revenue sources for the City by working with other authorities, investing in the City and finding new revenue outside of taxes. They are preparing for the upcoming 2019 budget and intend to streamline information flow between the Treasurer's Report and the City Manager as

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information is presented to Council to assist with informed decisions. The committee will also begin reviewing the investment funding recommendations.

Parking Committee

Andrew Mohny reported the Parking Committee met once. They would like to add a citizen and a business owner to the committee. The committee discussed a potential Parking Authority, considered sending letters to business owners to not park in "prime" parking spaces, notification and enforcement of unpaid parking tickets, maintenance of equipment, letters to solicit parking permits and marketing of the parking garage.

Emergency Management

Manager Pearson reported the Emergency Management Committee meets monthly. They are focused on finalizing the community wide notification system which is the same as Elk County's system. They have finalized an informational brochure for residents to explain the options for notification. He noted notification could be sent out for flooding events and road closures. He further noted the City's EMA system was utilized during the August 21<sup>st</sup> event, which showed a need to focus on radio communications and configuration.

Deputy Mayor Gebauer followed up with stating the City's EMA system had to dispatch the local fire department and ambulance service during that event.

Personnel Committee

Mayor Radkowski reported the Personnel Committee was formed last month to evaluate the City Manager and to relay the discussions on the City's Mission and Vision to set actual goals and priorities within the City. The Committee will meet soon to determine an evaluation method.

**LEGISLATIVE ACTION:**  
Appointment to Library Board  
Motion Passed

Andrew Mohny made a motion to appoint Molly Bonfardine and Sharon Barbazzeni to the Library Board, seconded by Nedward Jacob and all were in favor.

RDA Support Letter

A draft of a letter of support for the RDA to the Stackpole Hall Foundation was presented for Council's consideration. The letter confirmed Council's support in order for the RDA to raise funds for the downtown stage project along Depot Street.

Motion

Gregory Gebauer made a motion to approve the support letter presented to the Stackpole Hall Foundation and to provide another general support letter for other necessary entities, seconded by Bob Mohr

It was noted a few minor typos would need fixed before the final draft was signed.

Motion Passed

All were in favor of the motion.

2019 Minimum Municipal  
Obligation (MMO)

The City's 2019 Minimum Municipal Obligation (MMO's) for Pension Plans was presented for Council's consideration.

Carol Muhitch, Finance Director, explained this was an annual requirement of Act 205. Total requirements for the Police Pension is \$220,674.00 and the Non-Uniformed Pension is \$90,642.00 for a total of \$311,316.00. This amount was an increase from last year of \$164,940.00. One of the main reasons for the increase was due to investment loss in 2015. The report was done with the valuation of January 1, 2017 so any information of what was made in the Pension Plans or any assumptions was based on 2015 and 2016. It was anticipated to receive Act 205 contributions which normally occur in October of each year.

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Chris Pletcher stated the Finance Committee has reviewed this information and recommended approval.

**Motion** Nedward Jacob made a motion to approve the 2019 MMO, seconded by Margie Brown.

**Discussion** Gregory Gebauer questioned if some of the amount would come from the State and Mrs. Muhitch responded yes, normally the City receives money from Act 205 and have never not received Act 205 money. The City has to budget for the entire amount of \$311,316.00.

Chris Pletcher commented the challenge was the City will not know the amount that it will receive until October of next year.

Gregory Gebauer questioned was the amount anticipated that the City would receive \$146,000.00 and Mrs. Muhitch responded yes.

**Motion Passed** All were in favor of the motion.

**2017 Unassigned Fund Balance** Carol Muhitch, Finance Director explained the 2017 Unassigned Fund Balance was being presented tonight for Council's consideration. The 2017 City audit was now done and the unassigned funds balance was \$2,428,992 which according to City policy now needs allocated. The following was suggested:

20 percent (\$1,285,631) to the Unrestricted Fund Balance for the General Fund  
 \$164,940 for future increases in Pension Costs as assigned Funds  
 \$563,689 to the Committed Fund Balance – Capital Projects

Chris Pletcher stated the Finance Committee had reviewed this information and recommended approval. He further noted the 20 percent allotment was identical to the amount for last year.

**Motion Passed** Nedward Jacob made a motion to approve the above listed suggestions, seconded by Gregory Gebauer and all were in favor.

**Consider for adoption: Resolution No. 18-14, re: Revisions to the City Fee Schedule** Manager Pearson explained Resolution No. 18-14 amending the City Fee Schedule. The entire fee schedule was attached and a separate listing of changes was also included. The biggest change was a new format and some minor changes for administrative fees.

**Motion** Andrew Mohny made a motion to adopt resolution No. 18-14, seconded by Chris Pletcher.

**Discussion** Nedward Jacob questioned why this wasn't discussed at a worksession and Manager Pearson responded he was not aware of that occurring the last time the fee schedule was updated.

Nedward Jacob disagreed with Manager Pearson.

Manager Pearson stated Council could schedule a worksession to discuss the fee schedule if they wanted to.

Mayor Radkowski asked if Council wanted to schedule this for discussion then the motion would have to be withdrawn.

Andrew Mohny and Chris Pletcher stated they did not want to

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withdraw their motion.

Margie Brown asked how many applications did the City receive for SEO services and Manager Pearson responded because those fees are set and handled by a private contractor he did not have an answer.

Mayor Radkowski asked if the private contractor was based on certain training or set legislatively and if the current contractor was Russ Braun.

Manager Pearson responded Mr. Braun is currently the City contractor for these types of services and has been for some time.

Solicitor Wagner responded the contractor needed to be certified for this type of work by DEP.

Gregory Gebauer wanted to clarify the only changes were listed on the attached two-page document and Manager Pearson responded yes.

Nedward Jacob questioned what the Sanitary Sewer specialized equipment fees were previously and Manager Pearson responded the same amount as listed and just needed added to the fee schedule.

Motion Passed

All were in favor of the motion except Nedward Jacob who opposed.

Resolution No. 18-15, re: CDBG Application

Resolution No. 18-15 was presented for adoption authorizing the filing of the 2018 community Development Block Grant (CDBG) Application.

Motion

Andrew Mohney made a motion to adopt Resolution No. 18-15, seconded by Nedward Jacob.

Discussion

Mayor Radkowski asked Ms. Gradizzi to list the projects.

Ms. Gradizzi listed the following:

- 18 percent – Administration
- 30 percent – Slum/Blight \$72,877 for Dickinson Center
- 70 percent – LMI (Low to Moderate Income) \$170,048 for the City’s Housing Rehabilitation Program as well as handicap accessibility projects.

Motion Passed

All were in favor of the motion.

Multimodal Grant Match Letter

Manager Pearson explained the following memo from Tina Gradizzi regarding a Multimodal Grant Match letter being requested for Council’s approval:

“The City submitted a grant application to DCED for funding for the “Route 120 Connector”. The application is currently being reviewed by the DCED Analyst. We have been working with Michael Baker International on the estimate for the project and all the additional costs involved. The Engineering costs are 25% of the estimated construction costs, which is \$388,000. The application guidelines state that we can only include 10% of those costs in our grant application (\$155,000). In addition, in order to include acquisition costs for the proposed properties for the project, we were informed that Sales Agreements need to be

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in place. Since we are unsure of the exact properties that will be acquired for the project, we are unable to do that at this time. Therefore, the acquisition costs cannot be included in the grant request. We have obtained Commitment Letters from the potential property owners as well as a Market Analysis (\$320,000), but this was not enough to have the costs included. Finally, demolition costs are undetermined at this time and cannot be included on the grant either.

As a result, the DCED Analyst is asking us to commit to the remaining 15% engineering costs (\$233,000), acquisition (\$320,000) and demolition costs (\$25,000/low estimate) as part of the application packet. We are fairly confident that CDBG funding can be utilized for acquisition and demolition and I am working with our Grant Manager on putting together an Activity Description that meets CDBG requirements and this will take some time to complete. In addition, we have been in discussion with North Central representatives concerning funding for the engineering costs and we have been told that Engineering is an eligible cost under the TIP program. However, their funding is fiscally constrained for the next four years unless a project falls through or comes in under budget. Therefore, we will continue to work closely with North Central to see if they can fund the engineering costs.

With all that said, we are asking City Council to consider approving the attached commitment letter which would be attached to our application to get it to the next review. It will be in front of the CFA Board in November for their approval, if we can pass this next step. We will continue to work with DCED and North Central to acquire the funds as listed above to minimize the City's financial obligations. Our total commitment would be approximately \$578,000."

Council questioned the CDBG funding requirements, engineering costs, any upfront costs, a penalty for not accepting the grant and any liability for the City. Manager Pearson explained the costs were unknown, but considered a good estimate and there would be no upfront costs. Council can refuse the grant funding and there should not be any penalty or liability for the City if the grant agreement is not signed.

Motion Passed

Bob Mohr made a motion to approve sending the Multimodal Grant Match Letter, seconded by Andrew Mohny and all were in favor.

Subdivision Applications:  
2018-11, Estate of Maureen  
Pistner, S. St. Marys Street

A subdivision application was presented from Estate of Maureen Pistner for property located on S. St. Marys Street. This subdivision proposed to divide a 1.39 acre lot from a 1.93 acre parcel as a stand-alone, developable lot. The new lot has access to public water and sewerage. The residual parcel is 0.54 acre and contains an existing commercial building with public utilities. The Planning Commission commented on the number of parking spaces available for the residual parcel, and determined that it was adequate and recommended approval by City Council.

Motion Passed

Andrew Mohny made a motion to approve subdivision application 2018-11, seconded by Nedward Jacob and all were in favor.

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2018-12, Straub Brewery,  
Brusselles Street

A subdivision application was presented from Straub Brewery for property located on Brusselles Street. This subdivision proposed to divide 8,120 square foot from a 146,460 square foot parcel as a rear lot addition to an existing parcel. The receiving parcel contains an existing bed & breakfast and a proposed visitor's center, tap room, office and storage building and associated parking lot and driveway. The residual parcel contains an existing brewery and shared parking for the proposed visitor's center. Public utilities are in use. This is a revised version of a previous application. The Planning Commission had no comments on the proposed subdivision and recommended approval by City Council.

Andrew Mohney made a motion to approve subdivision application 2018-12, seconded by Nedward Jacob and all were in favor.

Mayor Radkowski commented he was looking forward to the completed project.

**TOPICS FOR DISCUSSION:**  
Shade Tree Commission Rules  
and Regulations

Bob Mohr made a motion to table the topic for discussion to the October 15<sup>th</sup>, 2018 Council meeting, seconded by Andrew Mohney and all were in favor.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

Traci Meeker and her husband AJ commented on a sewage backup event in the basement at their house located on Prince Alley.

Blaine Murray commented on an ongoing issue with his neighbor illegally operating a business and a violation regarding a fence at 400 N. St. Marys Street.

**COUNCIL COMMENTS**

Councilwoman Brown noted the street sign at the entrance to Benzinger Park was missing.

Councilman Pletcher thanked the RDA for their presentation.

Councilman Jacob invited Council to the Airport on October 15<sup>th</sup> at 5:30 p.m. for an informational tour and to see where the drag racing money was being spent.

Mayor Radkowski commented on statistics of approximately 250,000 people who have moved from the State of PA since 1991.

**ANNOUNCEMENTS**

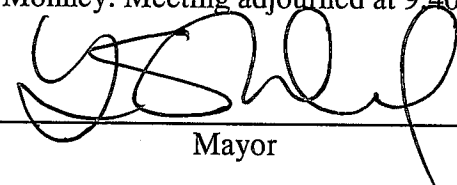
Mayor Radkowski made the following announcements:

- Council will hold a workshop regarding I & I and flooding on Monday October 8<sup>th</sup>, 2018 at 7:00 p.m.
- Council's next regular meeting will be held on Monday, October 15, 2018, at 7:00 p.m. at City Hall.
- "Trick or Treat" will be held on Wednesday, October 31<sup>st</sup>, 2018 from 6:00 p.m. until 8:00 p.m. by porchlight invitation only.

**ADJOURNMENT**

Nedward Jacob made a motion to adjourn the meeting, seconded by Andrew Mohney. Meeting adjourned at 9:40 p.m.

  
Recording Secretary

  
Mayor