

December 1, 2003

CALL TO ORDER

A worksession meeting of the St. Marys City Council was called to order by Mayor Meier on Monday, December 1, 2003 at 7:00 p.m. The meeting was held in the Council Room of City Hall, 808 South Michael Street. Notice of the meeting was sent to Council on November 26, 2003 and posted at City Hall. Notice of the meeting was also published in the Daily Press.

ROLL CALL

Present: Mayor David Meier, Jerry Marshall, Robert Roberts, Thomas Farley, Gelindo Bonfardine, and Maurice J. Azain, City Manager

VISITORS

Visitors included: Steven Skok, Randy Davido, John Grotzinger, Richard Sadley, and Andy Swasta

MINUTES OF
NOVEMBER 17, 2003

Mayor Meier requested that the word reject on page 5 of the November 17th minutes be changed to table.

A motion was made by Robert Roberts to approve the minutes of November 17, 2003 with the noted change. The motion was seconded by Thomas Farley and all were in favor.

EXECUTIVE SESSION

Council held an Executive Session prior to this meeting at 6:30 p.m. to discuss property. No decision was made.

CITIZEN COMMENTS
John Grotzinger

John Grotzinger wished to discuss Wright Road and KOZ. He was informed that neither item was on the agenda and was invited to attend the December 15th regular Council meeting.

Randy Davido

Randy Davido of Analytical Services, Inc. expressed his concerns regarding the City's recent bid for laboratory analytical services for the Wastewater Treatment Plant. Analytical Services, Inc. was the low bidder but was rated the lowest.

OLD BUSINESS
Recycling

Mayor Meier informed Council that he attended the Elk County Solid Waste Authority meeting which was held on November 25th. DEP and The Elk County Solid Waste Authority would like to meet with the City regarding recycling. The Manager will schedule a meeting for December 15, 2003 at 3:00 p.m. at City Hall.

Tom Farley made a motion to send out surveys to Commercial and Industrial facilities.

After a brief discussion, Tom Farley withdrew his motion. It was decided that the City would request recycling information from the County regarding Commercial and Industrial facilities before the December 15th meeting.

**Bid for Laboratory
Analytical Services**

At the November 17th Council meeting, the awarding of the laboratory analytical services bid for the Wastewater Treatment Plant was postponed.

Mayor Meier explained that Solicitor French previously stated that the City would have to accept the lowest bid unless it had experienced past problems with a company.

Mayor Meier read the following bid tabulation:

Analytical Services, Inc...	\$30,359.00
Brockway Analytical.....	\$35,590.00
K. Chem Lab.....	\$41,941.00
Free-Col Laboratory.....	\$32,861.60
Fairway Laboratory.....	\$30,878.00

Lad Kornacki, Chief Operator at the Wastewater Treatment Plant, recommended that the City award the bid for analytical services to Free-Col Laboratory.

**Bid awarded to
Analytical Services,
Inc.**

A motion was made by Thomas Farley to award the bid to Analytical Services, Inc. in the amount of \$30,359.00. The motion was seconded by Gelindo Bonfardine and all were in favor.

**Approval of
City Policies**

The Administrative Affairs Committee, Mayor Meier, and Gelindo Bonfardine, reviewed the following policies with Council:

Bid Policy - Item No. 4:

"Eliminate the bid bond and add terminology to the quotes that state the payment cycles for contracts with the final payment held until acceptance of the successful completion of the contract by the City".

Council would like a legal opinion from Solicitor French regarding Item No. 4. Is there a State Law requiring a bid bond? This policy is to be rewritten and brought back to Council.

Overtime Policy:

This policy is already established in City contracts.

Leave Time Policy:

A motion was made by Robert Roberts to adopt the Leave Time Policy, seconded by Thomas Farley, and all were in favor.

Hours of Work:

Council felt this policy is already in City contracts.

Security in Government Buildings Policy:

Remove Item Nos. 1 and 2 and add the following to Item No. 7:

"No employees will be permitted to work in the building alone without prior permission."

This policy is to be rewritten and brought back to Council.

Purchase Order Policy - Item No. 1:

Change \$1,000.00 to \$500.00, remove the words "Purchasing Agent", and bring the revised policy back to Council.

Annual Leave Policy:

For the Record: Manager Azain has decided to retain the current policy for non-union employees whose annual leave is from anniversary date to anniversary date. All other City employees' annual leave runs from January 1st through December 31st.

**NEW RESOLUTION FOR
CONSIDERATION**
Resolution No. 03-22

Resolution No. 03-22 was presented adopting the 2004 Budget for the various funds for the City of St. Marys.

Thomas Farley made a motion to publish Resolution No. 03-22, seconded by Gelindo Bonfardine, and all were in favor.

**NEW ORDINANCE FOR
CONSIDERATION**
Ordinance No. D-178

Ordinance No. D-178 was presented providing for the Levy and Assessment of Taxes for the City of St. Marys for the Fiscal Year 2004. There is a 3 mill tax increase. General Fund, 1 mill, Fire Protection, 1 mill, and the Debt Fund, 1 mill.

Thomas Farley made a motion to publish Ordinance No. D-178, seconded by Gelindo Bonfardine, and all were in favor.

NEW BUSINESS
Home Rule Charter
Changes

Manager Azain informed Council that he has submitted the information regarding the changes to the Home Rule Charter to the Solicitor. He has not received a response.

Property re:
Authorization to
Negotiate

Authorization to Negotiate Property was removed from the agenda because no decision was made during the Executive Session.

Weight Limits and
Road Bonding

Council discussed the Ordinance that was adopted on January 31, 1994 regarding weight limits on certain streets and bridges within the City of St. Marys. It was decided to have staff review the 1994 Ordinance.

COUNCIL COMMENTS

Gelindo Bonfardine

The Manager explained that the City does have an Excess Maintenance Agreement for weight limits.

Gelindo Bonfardine stated a citizen complained about the lack of Christmas lights in the downtown area and that a developer was upset with the City's stand on detention ponds.

Mr. Bonfardine also questioned the letter received from the Marienstadt Corporation regarding street lights. Manager Azain informed him that Marienstadt will pay for the installation of the lights, but will not pay for any damage to the conduits that may have been done during the recent Elk Creek Interceptor Project.

Robert Roberts

Robert Roberts asked if anything could be done about the pigeon population. The Manager stated the City would set-up traps. Mr. Roberts was also concerned about the snow removal process during the recent storm.

Manager's Report

Manager Azain presented the following report:

- The Street Department is scheduling work for storm sewers at Berwind Park.
- The Wright Road permit is in progress. Design must be approved by the County Conservation Officer.
- No information was received from PennDOT and the railroad regarding the Fourth Street railroad tracks.
- The leaf pick-up program is finished.
- The Spruce Street project is completed for this year with some additional work needed in the spring.
- The Sugar Hill pipe was installed.
- Ida Street catch basin has been installed.
- Goodwill handicapped ramp on Erie Avenue has been completed.
- City's paving list for paved and unpaved roads has been prepared. Copy of list will be sent to Council.

ANNOUNCEMENTS

Mayor Meier made the following announcements:

- Next Council Meeting will be held on December 15, 2003 at 7:00 p.m.
- The County is requesting a list of illegal dump sites within the City before the end of the year.

ADJOURNMENT

The meeting was adjourned on a motion made by Thomas Farley, seconded by Robert Roberts, and all were in favor.

Shirley Dicklas
Recording Secretary

David P. Min 12/14/03
Mayor