

## CITY OF SAINT MARYS COUNCIL WORKSESSION

JANUARY 5, 2015

**CALL TO ORDER**

A Council worksession of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, January 5, 2015 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 December 31, 2014, posted at City Hall, and published in the Daily Press.

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

Present: Mayor Robert Howard, Nedward Jacob, Gregory Gebauer, Gary Anderson, Lou Radkowski, Sally Geyer, Bob Mohr, Manager David Greene, Finance Director Carol Muhitch and Solicitor Thomas Wagner.

**VISITORS**

Visitors included: Lyle Garner, Brady Garner, Kathy Herzing, Clythera Hornung, Warren Stewart, Tom Coppolo, Amy Cherry, Richard Sadley, Daniel Schaut, Luke Schaut, Dennis Schaut, Katie Weidenboerner and Colin Deppen.

**APPROVAL OF MINUTES**  
December 15, 2014

Sally Geyer made a motion to approve the minutes of December 15, 2014, seconded by Nedward Jacob and all were in favor.

**REPORT ON EXECUTIVE SESSIONS:**

Mayor Howard stated Executive Sessions were held on Monday, December 22 and Monday, December 29, 2014 regarding personnel matters. No decisions were made.

**PUBLIC HEARING:** Transfer of liquor license from Fox Township for Olympic Lanes

Mayor Howard opened the public hearing at 7:04 p.m. regarding the transfer of a liquor license from Fox Township into the City of St. Marys for Olympic Lanes.

## Public Comments:

Attorney Tom Coppolo representing Olympic Lanes stated Council was being requested to approve the transfer of a liquor license from Fox Township into the City of St. Marys for use at St. Marys Olympic Lanes. PLCB has specific regulations when transferring a liquor license from one municipality to another. The regulations state if there is more than one license per 3,000 people in the receiving municipality, which is St. Marys, then approval by the municipality must be obtained from their governing board. A Resolution has been placed on tonight's agenda for Council's consideration to approve the transfer.

There were no other public comments.

## Hearing Closed

Mayor Howard closed the public hearing at 7:07 p.m.

**ADDITIONAL TOPICS FOR DISCUSSION:**

Gregory Gebauer requested the following be added under Topics for Discussion:  
C. Humane Society winter maintenance

## Motion Passed

Gregory Gebauer made a motion to add the above item, seconded by Gary Anderson and all were in favor.

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no citizen comments on agenda topics.

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**LEGISLATIVE ACTION:**  
 Consider for adoption: Resolution No. 15-1, re: Transfer of liquor license into the City of St. Marys from Fox Township  
 Motion

Resolution No. 15-1 was presented for adoption approving the transfer of restaurant liquor license, License No. R-13101 into the City of St. Marys from Fox Township.

Sally Geyer made a motion to approve Resolution No. 15-1, seconded by Gregory Gebauer.

Discussion

Sally Geyer questioned if Council did not pass the Resolution it would still go into effect in 45 days and Solicitor Wagner responded the request would be deemed approved if Council did not act on it and believed the applicant did not want to wait for the 45 days. If there was a substantive basis to not approve the request then Council would vote to not approve it. Unless there was some over abiding reason to not approve the transfer the Solicitor recommended approval of the Resolution.

Gary Anderson asked the Solicitor if he read the Resolution and agreed with it and Solicitor Wagner responded he did read and review the Resolution.

Motion Passed

All were in favor to adopt Resolution No. 15-1.

Appointments to the City's Authorities, Boards and Commissions

Manager Greene read the following list:

Name of Authority, Board or Commission and length of term	Number of Vacancies	Letters Received From:	Status of recommendation
Benzinger Township Golf Authority (5 years)	1 Vacancy	J. Stephen Bagley	RECOMMENDED
Benzinger Township Hospital Authority (5 years)	2 Vacancies	H. Robert Hoare	RECOMMENDED
Redevelopment Authority of the City of St. Marys (5 years)	1 Vacancy	Lyle Garner	RECOMMENDED
St. Marys Area Airport Authority (5 years)	2 Vacancies	George Terbovich Dr. Maurus Sorg	RECOMMENDED
St. Marys Area Water Authority (5 years)	2 Vacancies	Larry A. Lecker Michael Goetz	RECOMMENDED RECOMMENDED
St. Marys Municipal Authority (5 years)	2 Vacancies	Thad Sorg	RECOMMENDED
Board of Health (5 years)	1 Vacancy	None Received	
Recreation Board (5 years)	No Vacancies		
Zoning Hearing Board (5 years)	No Vacancies		
City Planning Commission (4 years)	No Vacancies		
Police Civil Service Commission (3 years)	1 Vacancy	David J. Brown	RECOMMENDED
Shade Tree Commission of the City of St. Marys (3 years)	2 Vacancies	Gail Shturtz Richard Gabler	RECOMMENDED RECOMMENDED

Motion

Bob Mohr made a motion to appoint/reappoint the above list of recommended applicants to their respective boards, seconded by Gary Anderson.

Discussion

Sally Geyer questioned if the Board of Health vacancy would be re-advertised and Manager Greene responded yes along with the Municipal Authority and any other vacancies.

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Motion Passed

All were in favor of the recommended list of applicants.

Discussion on increasing length of terms for all boards to 5 years

Nedward Jacob commented the Civil Service Commission applicant requested the length of the term be increased from 3 to 5 years.

Solicitor Wagner responded the length of terms for any board not currently at 5 years could be increased by amending the City's Code Book by ordinance.

There was a brief discussion regarding increasing all of the Boards length of term to 5 years and Solicitor Wagner stated he will look into the matter.

**TOPICS FOR DISCUSSION:**  
Scheduling of Council meeting and budget workshopsManager Greene explained Council's September 7<sup>th</sup>, 2015 worksession falls on the Labor Day Holiday, also it was recommended to schedule the budget workshops at the beginning of the year.After a brief discussion it was determined to re-schedule the September 7<sup>th</sup> worksession to Tuesday, September 8<sup>th</sup> and the budget workshops to be held on Thursday, November 5<sup>th</sup>, Monday, November 9<sup>th</sup> and, if necessary, Thursday, November 12<sup>th</sup>, 2015 from 6:00 p.m. until 8:00 p.m.

Capital Expenditures

Carol Muhitch, Finance Director, explained this was a follow-up to last year's budget meetings. At those meetings it was suggested a Capital Improvement Plan/Program be established. She explained the General Fund would be an Operating Fund and the Capital Improvement Fund would be for Capital Costs.

A discussion was held regarding the following:

- Establishing a fund balance reserve policy for the General Fund.

It was suggested that an amount between 15 – 18 percent of the total expenditures budget be used for the reserve amount which would stay in the General Fund as a cash reserve for contingencies until tax revenue is received. If the percentage amount was not attainable then other revenue sources must be considered. Otherwise an increase in revenues by a tax increase or a reduction in expenditures would be necessary, unless Council decides to change the reserve policy.

- Establishing an account or fund for the capital improvement plan.

Either utilize the current Capital Reserve Fund or create a new account "Capital Improvement Fund". It was suggested to utilize the current Capital Reserve Fund.

- Transfer of funds from the General Fund into the Capital Improvement Program to be used towards the 2016 and future budgets.

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It was suggested a total of one million be transferred, \$500,000 in January, 2015 and \$500,000 in June, 2015.

- Establish a Capital Planning Policy which includes a capital improvement program review committee.

It was suggested the committee consist of three Council members, City Manager, Finance Director and City Department Heads.

Motion

Sally Geyer made a motion to transfer funds into the Capital Reserve Fund for the Capital Improvement Program for a total of one million dollars with a transfer of five hundred thousand in January and five hundred thousand in June of 2015 as recommended by the Finance Director.

Motion Died

After a brief discussion and an explanation of the procedure of the transfer of funds the motion died for lack of a second.

Restated Motion Passed

Sally Geyer restated her motion to establish a total of one million dollars, five hundred thousand in January and five hundred thousand in June of 2015 for the transfer of funds into the Capital Reserve Fund for the Capital Improvement Program, seconded by Nedward Jacob and all were in favor.

Motion Passed

Gregory Gebauer made a motion to appoint Councilmembers Lou Radkowski, Gary Anderson, Nedward Jacob, the Manager, Finance Director and City Department Heads to the Capital Improvement Planning Committee, seconded by Sally Geyer and all were in favor.

The Committee will report back to Council with any updates by a designated Councilmember as the spokesperson.

Humane Society winter  
Maintenance (added to agenda)

Councilman Gebauer explained as a follow up to the request by the Elk County Humane Society for assistance with the winter maintenance of their parking lot he was requesting Council discuss the matter and provide some direction for the City Manager. The request was for the City to apply anti-skid material in their parking lot when necessary.

After a lengthy discussion the following motion was made.

Motion

Gregory Gebauer made a motion to approve the request by the Elk County Humane Society for the City road crew to place anti-skid on their parking lot as needed.

Nedward Jacob wanted clarification of how often the material would be applied.

Sally Geyer stated there currently was someone who plowed the snow but did not have the ability to place anti-skid on the parking lot.

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Nedward Jacob again stated the motion did not clarify how often the material would be applied and Gregory Gebauer responded he believed it should be left up to the discretion of the Public Works Director or the City Manager.

Gregory Gebauer stated he only wanted the road crew to add material while on their regular route.

Motion Seconded

The motion was seconded by Sally Geyer.

Discussion

Nedward Jacob disagreed with adding any additional duties for the street department employees who he believed did not have enough time to do the streets that they were already responsible for.

Lou Radkowski questioned Solicitor Wagner if the current lease with the Humane Society could reflect an exchange for services and Solicitor Wagner responded the lease could be modified with an amendment.

Sally Geyer commented the Police Officers and the Dog Control Officer currently utilize the services at the Humane Society.

Motion and Second Withdrawn

Gregory Gebauer withdrew his motion and Sally Geyer withdrew her second.

Motion

Lou Radkowski made a motion to approve using the City road crew to place anti-skid on the parking lot of the Elk County Humane Society, as needed, at the discretion of the Street Superintendent pending an amendment to the current lease formalizing the agreement that the City utilizes the Humane Society to house stray animals in return for this service, seconded by Sally Geyer.

Roll Call Vote- Motion Passed

On a roll call vote all were in favor of the motion to approve the request with the above listed stipulations.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**COUNCIL COMMENTS**

Councilman Radkowski  
State Street intersection

Councilman Radkowski commented on the turn from South St. Marys Street onto State Street was difficult due to the inability to see the double yellow line.

Councilman Jacob  
Thank you

Nedward Jacob thanked everyone who was serving on the City's Authorities, Boards and Commissions.

Manager Greene  
Grocery store

Manager Greene provided an update on the empty space at the South St. Marys Street Plaza due to Giant Eagle recently closing their grocery store. He explained he was in contact with three different companies that were interested in renting the space, one is no longer interested and two that were interested in renting a portion of the space had concerns with the costs for modifications that were necessary and the increase in rent for a smaller area that would be charged by the landlord. One of those two companies has also confirmed their lack of interest at this time.

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Council discussed the need for another full service grocery store within the City.

Councilman Jacob  
Request for Executive Session

Nedward Jacob requested an Executive Session be held immediately following tonight's meeting regarding personnel matters.

## ANNOUNCEMENTS

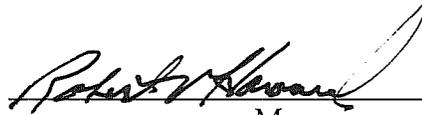
Mayor Howard made the following announcement:

- The next Council meeting will be Monday, January 19, 2015 at 7:00 p.m. at City Hall.
- An Executive Session will be held immediately following tonight's meeting regarding personnel matters.
- Certificates of Appreciation will be distributed to the following outgoing City Board members:  
Kenneth Meier – Water Authority - 30 years  
Sarah Samick – Board of Health - 12 years  
Kathy Herzing – Shade Tree Commission-8 years

## ADJOURNMENT

Gary Anderson made a motion to adjourn the meeting.  
Meeting Adjourned at 8:10 p.m.

  
Recording Secretary

  
Mayor