

CITY OF SAINT MARYS REGULAR COUNCIL MEETING

JANUARY 19, 2015

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, January 19, 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 January 15, 2015, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG**ROLL CALL**

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

Travis Skrzypek, GIS Coordinator, was also present.

VISITORS

Visitors included: Katie Weidenboerner, Colin Deppen, Tina Gradizzi, John Copelli, Todd Caltagarone, Andrew Nero, Amy Cherry, Warren Stewart, Richard Sadley, Steve Michuck and Yvonne Michuck.

INTRODUCTION OF NEW POLICE OFFICER – Andrew Nero

Chief Todd Caltagarone stated he wanted to introduce the City's newest Police Officer, Andrew Nero. Chief Caltagarone explained Officer Nero was promoted to full time on January 12, 2015. Officer Nero was born and raised in St. Marys and graduated from St. Marys Area High School. He received his Bachelor of Science degree in Crime Law from Penn State University and completed his Act 120 Police Academy training at Indiana University of Pennsylvania.

Officer Andrew Nero expressed his thanks to Council for providing the opportunity to serve this community. He was extremely honored to serve alongside the Chief and the other officers who he believed were an amazing group of individuals who truly care about the community.

Council and the audience gave Officer Nero a round of applause.

**APPROVAL OF MINUTES
January 5, 2015
Motion Passed**

Sally Geyer made a motion to approve the minutes of January 5, 2014, seconded by Gary Anderson and all were in favor.

REPORT ON EXECUTIVE SESSIONS:

Mayor Howard stated Executive Sessions were held on Monday, January 5, Monday, January 12, and Friday, January 16, 2015 regarding personnel matters. No decisions were made.

CITIZEN COMMENTS ON AGENDA TOPICS

There were no citizen comments on agenda topics.

MAYOR'S REPORT

Mayor Howard provided the following report:

- Attended the Elk County Mayor's Association here at City Hall.
- Attended the January Food Bank meeting
- Attended the "Ride for Vet's" Dinner at the Dagus Mines Legion
- Attended the review of the Final Report from the Novak Group

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MANAGER'S REPORT

January 7- Attended the Elk County Earned Income Tax Committee Reorganizational meeting held at the High School in Johnsonburg.

January 13- Carol Muhitch and the Manager met with Jim Baker from S&T Bank to discuss various CD rates that the bank would provide on the City's investments.

January 15- The Novak Group presented the final report on the "Five Year Financial Management Plan" for the City.

January 15- Attended a meeting with the Cobblestone Hotel Group held here at City Hall.

Sally Geyer asked if there was an opening date for the Cobblestone Hotel and Manager Greene responded June of 2015 was the anticipated date.

SOLICITOR'S REPORT

Solicitor Wagner stated he had nothing specific to report other than responding to questions from City staff and Council on legal issues.

Oil & Gas Ordinance update

Lou Radkowski questioned if there were any updates regarding the draft of the Oil & Gas drilling ordinance and Solicitor Wagner responded Council should have received from him a memo containing comments from Seneca Resources with a request to meet with Council to discuss the suggestions and ideas. Solicitor Wagner will schedule a meeting with Council's Oil and Gas committee, City staff and Seneca Resources.

Bob Mohr commented the Planning Commission had additional information to present regarding this matter and would be forwarding it to the Solicitor.

Solicitor Wagner stated there was no urgency to amend the current ordinance, but once the additional information is reviewed another public meeting will be held to allow for public input.

Lou Radkowski commented he wanted to be sure whatever is drafted is smart and makes sense.

APPROVAL OF EXPENDITURES

Motion Passed

Gary Anderson made a motion to approve the Expenditures from December 15, 2014 until January 15, 2015, seconded by Lou Radkowski and all were in favor.

Note: Questions regarding the Expenditures were answered prior to the meeting.

TREASURER'S REPORT

Mayor Howard gave the following Treasurer's Report for December 31, 2014:

As for now the total Revenue for the General Fund was \$6,213,199 or 102 percent of budget and the Expenditures to date were \$5,825,334 or 96 percent of budget. All other funds are well within their budget with some carryovers to next year including the Sewage Treatment Fund which had an increase in fund balance of \$307,690. Total current Real Estate Tax Revenue received in 2014 was

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\$3,832,594. Total outstanding for 2014 was \$167,279. Total Earned Income collected was \$1,437,921. Pension plans have increased from last year. As of now the City has not received the 4th quarter delinquent Real Estate Tax Revenue from the County, so figures for the end of the year will change and will be adjusted. Final financial reports will be available along with the audit report in May of 2015. The City's total outstanding debt as of December 31, 2014 was \$5,227,028 which does not include loans that have the City's guaranty agreement.

Lou Radkowski questioned if the delinquent Real Estate tax amount was normal and Manager Greene responded yes.

LEGISLATIVE ACTION:
Consider for adoption: Resolution
No. 15-2, re: Fair Housing Notice

Resolution No. 15-2 regarding the Fair Housing Notice was presented for adoption.

Tina Gradizzi, Community & Economic Development Coordinator, explained because the City receives federal funds they are required to comply with the Federal Fair Housing Act of 1968 and certain mandates from D.C.E.D. one of which is to annually approve a Fair Housing Notice.

Motion Passed

Nedward Jacob made a motion to approve Resolution 15-2, seconded by Gary Anderson and all were in favor.

Resolution No. 15-3, Authorization
to sign agreement with PennDot for
the year 2015.

Resolution No. 15-3 was presented for adoption authorizing the Mayor to sign all agreements between the City and PennDOT for the year 2015 and the City Manager be authorized and directed to attest the same.

Manager Greene explained this was an annual resolution required by PennDOT.

Motion Passed

Sally Geyer made a motion to approve Resolution No. 15-3, seconded by Bob Mohr and all were in favor.

Subdivision Application: Comtec
Mfg., Inc. and Precision Compacted
Components, West Creek Road

A subdivision application was presented for Comtec Mfg., Inc. and Precision Components for property located on West Creek Road. The subdivision is a land swap between two property owners to correct a boundary line encroachment. They are exchanging 0.13 acre lots and adding them to their existing parcels. No new building lots will be created as a result of this subdivision. The Planning Commission recommended approval of the subdivision with the condition that a consolidated deed description be submitted for the Comtec Mfg., Inc. parcel after the subdivision, which was received.

Motion Passed

Bob Mohr, made a motion to approve the subdivision application from Comtec Mfg., Inc. and Precision Compacted Components, seconded by Gary Anderson and all were in favor.

TOPICS FOR DISCUSSION:
Smoke Testing Summary

Travis Skrzypek, GIS Coordinator, provided the following details of the 2014 Sanitary Sewer Smoke Testing Summary Report:

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Smoke Testing was performed to investigate and identify potential inflow sources in the St. Marys sewer-shed areas North 1-10 and South 1-9. The testing was performed in all line section with pipe diameter between 6" and 10". Most of the City's sanitary sewer lines are 8" diameter. The high flow large diameter pipes were not tested at this time. Testing was performed on 328,548 lineal feet of sanitary sewers. The smoke testing indicated that there are two classes of sources, those that are direct connections to the sanitary and those that are indirect connections to the sanitary sewers. The direct and indirect sources were further classified as public or private connections. The finding identified sources that are believed to be connected to the sewer system or allow inflow into the system by some means.

Smoke Testing Results

- A total of 668 sources of inflow and infiltration were identified.
- Of those 668 sources, 399 sources are private sources such as roof drains and yard drains.
- The remaining 269 sources are on public property and include catch basins, cleanouts, and other collection system issues.

Rehabilitation Recommendations

Based on the results of the smoke testing, the six priority sewers sheds contain inflow sources that contribute to inflow and infiltration to the sewer system. Direct connections require corrections or rehabilitation to prevent inflow from entering the sanitary sewers. Indirect flows may require additional investigation to determine if a connection between a catch basin, drain, or cleanout and the sanitary sewer occurs and if that connection is active or capped and failing. The following are recommendations to reduce inflow into the sanitary sewer.

1. Direct Connections to the Sanitary Sewers

A. Public

- Disconnecting catch basins from the sanitary sewer and reconnecting to existing storm drainage or installation of new storm drains.
- Repairing or replacing leaking or damaged caps to prevent inflow from entering the sanitary sewer system.
- Disconnecting or sealing (Cast in Place Piping, Chemical Grout) cross connections between the sanitary sewer and the storm drain to prevent flows from passing from one system to the other.
- Capping of cleanouts on public property to prevent surface water from entering the sanitary sewer.

B. Private

- Develop a program to assist private property owners to disconnect roof drains and rain leaders from sanitary sewers and redirect flow to the ground surface or into an existing storm drain (if capacity allows).

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- Develop a program to assist private property owners to disconnect yard, driveway, foundation and sidewalk drains from the sanitary sewer and redirect flow into the storm drain system (if capacity allows) or into infiltration sump basins.

2. Indirect Connection to the Sanitary Sewer**A. Public**

- Perform dye flooding of catch basins and storm drain manholes with suspected connections to the sanitary sewer to confirm connections or verify leakage of caps.

B. Private

- Coordinate with private property owners to dye test or excavate adjacent to the foundation where smoke is observed.
- Coordinate with private property owners to camera (CCTV) private laterals and patch or replace according to City Code.
- Consider a private property incentive reimbursement for private property owners who replace leaking laterals according to City code, permits, and proper specifications.

Conclusions

1. It is recommended that the City prioritize disconnecting and reconnecting the public catch basins with the highest estimated inflow and eliminate all cross connections in order to reduce inflow.
2. As a lower priority, the City should continue investigating the indirect connection to the sanitary sewer system.
3. The City should develop a program requiring private property owners to disconnect rain leaders and yard drains.
4. City should implement a program to notify private property owners to disconnect sources of inflow identified during the smoke testing. This program should specify a date to send out initial notifications and how to follow up with notification for private property owners who failed to respond to the initial correspondence. Sample notification letters should be drafted and recommended solution details also need to be drafted.

Maps and Forms

A section containing maps of the smoke testing areas and sample reports to view was also provided to Council.

Council and Mr. Skrzypek discussed the summary report and further discussions with Council will be necessary to proceed with a notification process for property owners. Bidding of needed repair work would be later this year and possible budgetary constraints can be discussed during future budget workshops. The paving schedule is also being taken under consideration when scheduling any repair work.

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**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

Steve Michuck – Oil & Gas rights

Steve Michuck stated his concerns with the Oil and Gas rights from Kaul & Hall Oil & Gas Company that were deeded to the City and the County and requested the matter be placed on Council's next agenda.

COUNCIL COMMENTS

Mayor Howard – Novak Group Report

Mayor Howard stated the City Manager, City staff and Council should be very proud of the recent Novak Group Report and its positive findings.

ANNOUNCEMENTS

Mayor Howard made the following announcements:

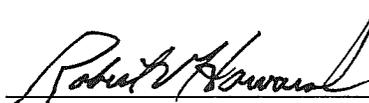
- The next Council worksession will be held Monday, February 2, 2015 at 7:00 p.m. at City Hall.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting. Meeting adjourned at 7:47 p.m.



Recording Secretary



Mayor