

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 4, 2014

**CALL TO ORDER**

A Council worksession of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, August 4, 2014 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 August 4, 2014, posted at City Hall, and published in the Daily Press.

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

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

**VISITORS**

Visitors included: Tina Gradizzi, John Copelli, Bill Laird, Amy Cherry, Alan McPherson, Mike Brock, Lad Kornacki, Richard Sadley, Katie Weidenboerner, Colin Deppen and Warren Stewart.

Lad Kornacki did not sign in.

**APPROVAL OF MINUTES**

July 21, 2014

Motion Passed

Gary Anderson made a motion to approve the minutes of July 21, 2014, seconded by Sally Geyer and all were in favor.

**REPORT ON EXECUTIVE SESSION:**

Mayor Howard stated an Executive Session was held immediately prior to tonight's meeting regarding real estate matters. No decisions were made.

**SPECIAL PRESENTATION: Elk County Civil Air Patrol**

Alan McPherson, Commander of the Elk County Civil Air Patrol, and Lt. Bill Laird provided the following information.

With the combined efforts of Commander McPherson, Lt. Bill Laird and Captain Faisal El-Awar, on August 1, 2014 the patrol became active. The Civil Air Patrol is a volunteer civilian auxiliary of the Air Force when the services of the Civil Air Patrol are used by any department or agency in any branch of the federal government. The patrol's three primary missions are aerospace education, emergency services and cadet programs. Commander McPherson provided details of each of the primary missions and stated the patrol meets every Wednesday night at the St. Marys Airport for anyone who may be interested in attending.

**ADDITIONAL TOPICS FOR DISCUSSION:**

Council thanked him for an informative presentation. Mayor Howard requested any additional topics of discussion for the agenda.

Manager Greene requested:

Under Legislative Action

C. Airport Land

Under Topics For Discussion:

Gregory Gebauer requested:

D. Update on Emergency Management Committee meeting

E. Smoke Testing

Robert Mohr requested:

F. Act 13

Nedward Jacob requested:

G. 175<sup>th</sup> Anniversary of the founding of St. Marys

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 4, 2014

H. Shade Tree Commission

I. 2015 Budget

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

There were no citizen comments on agenda topics.

**LEGISLATIVE ACTION:**

Consider for adoption: Resolution  
No. 14-13, re: PA DEP PEDA  
funding grant application

Resolution No, 14-13 was presented for adoption authorizing the filing of an application to the Pennsylvania Department of Environmental Protection for Pennsylvania Environmental Development Authority (PEDA) grant funding.

Tina Gradizzi, Community and Economic Development Coordinator, explained the requested funds would be used towards an energy efficiency project.

Lad Kornacki, Wastewater Treatment Plant Chief Operator, explained the project proposed adding variable speed drives to the current blowers to reduce electric costs.

Sally Geyer made a motion to adopt Resolution No. 14-13, seconded by Robert Mohr.

Nedward Jacob questioned if the deadline to submit the application was not met, when the next deadline was and Ms. Gradizzi responded the funding may be a one time opportunity and believed the last time this type of funding was available was in 2009.

Nedward Jacob questioned what type of program was available from West Penn Power and Lad Kornacki responded a Custom Incentives for Businesses Program.

Gregory Gebauer questioned if the resolution was to verify the project as qualified and Ms. Gradizzi responded the resolution was permission from Council for her to file the application.

Lou Radkowski commented the application can only be filed once the "numbers" were compiled. He requested once the estimates were obtained that they be forwarded to Council for their review.

Nedward Jacob questioned if the funding was for a study or for the purchase of equipment and Mr. Kornacki responded it was for the purchase of equipment.

Gary Anderson questioned if this project was recommended in a City study performed in 2009 and Manager Greene responded yes.

All were in favor to adopt Resolution No. 14-13.

Tentative selection of Projects/  
Commitment Letter

The tentative selection of a 2014 CDBG project to utilize at least \$246,000 of 2014 CDBG funding as a multi-year project for the reconstruction of Charles Street was being requested along with a commitment letter to be sent. Tina Gradizzi explained Council's commitment letter was necessary to submit an application for Keystone Communities funding.

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 4, 2014

- Motion Passed Nedward Jacob made a motion to prepare a commitment letter for 2014 C.D.B.G money for Charles Street Project, seconded by Gary Anderson and all were in favor.
- Airport Land (added to agenda) Manager Greene explained the Airport Industrial Park initial project involved three phases. Phase One has been completed with the subdivision of lots and Phase Two is an open space containing an approximate 18 acre undeveloped parcel of land. A company has requested to purchase the entire 18 acre parcel known as Open Space One. Manager Greene requested permission to enter into a Sales Agreement with the company for the appraised value of \$6,000 an acre which is a total amount of \$108,000.
- Motion Sally Geyer made a motion to approve the Managers request to sell the parcel of land for \$108,000, seconded by Gregory Gebauer.
- Discussion Nedward Jacob questioned if Phase Three of the Plan still had right-of-way access and Manager Greene responded yes.
- Sally Geyer clarified where the parcel was located.
- Motion Passed All were in favor to approve the sale of the parcel.
- TOPICS FOR DISCUSSION:**  
City Employee Handbook
- Manager Greene explained the City Employee Handbook was reviewed by both Unions and was ready for Council's review.
- Council discussed the handbook and stated concerns with the following:
- Weapon Policy wording
  - Employee Classification consistency of wording
  - Affordable Care Act requirements
  - Use of phones policy
  - Vacation Policy and increments of time taken
  - Clarification of amount of personal days
  - Sick leave when computing overtime
  - Amount of accumulated sick time
  - Procedure for using sick time
- Update on Access Road Lighting Manager Greene explained the Elk County Industrial Development Authority sent a letter stating they have turned the street lights along Access Road over to the City. He provided Council with various options to consider.
- Council discussed street light issues and suggested in the future certain specifications should be met and a uniform policy should be drafted regarding taking over any street lights. They also suggested the City Engineer be consulted on the matter.
- Rescinded Motion from July 7, 2014 Nedward Jacob stated he was rescinding his motion from Council's July 7, 2014 meeting to take over the lights, as amended.
- Manager Greene requested permission to replace the service panel for the street lights along Access Road in

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 4, 2014

order to have the lights turned on until street lighting contracts could be renegotiated.

Motion Passed

Gregory Gebauer made a motion to upgrade the service panel, seconded by Gary Anderson and all were in favor, except Nedward Jacob opposed.

Rescheduling of Labor Day Council Worksession

Council's September worksession was currently scheduled for September 1, 2014 which was the Labor Day Holiday.

Motion

Sally Geyer made a motion to cancel the September 1, 2014 worksession.

Motion Died

Motion died for lack of a second.

Motion Passed

Nedward Jacob made a motion to reschedule the September 1, 2014 worksession to September 8, 2014 and the September 15, 2014 meeting to September 22, 2014, seconded by Gary Anderson and all were in favor, except Sally Geyer who opposed.

Update on Emergency Management Committee meeting (added to agenda)

Gregory Gebauer provided an update on the Emergency Management Committee. He stated the committee was continuing to work towards their goal of a backup radio system and were obtaining quotes. A request will be made to Council in the future to consider adding a fund for the committee to utilize. They discussed the director position, training and weather alert system. Their next meeting will be held August 20, 2014.

\*correction – Change August 20 to August 28

Smoke Testing (added to agenda)

Gregory Gebauer stated the company performing the smoke testing of the sanitary sewers was being assisted by two local firemen, Kenny Weidow and Dave Marconi. They were volunteering their time and using their own private vehicles.

Mayor Howard suggested the Manager determine a way for the City to show their appreciation.

Act 13 (added to agenda)

Robert Mohr stated the Planning Commission was waiting for a response from the Solicitor regarding Act 13.

The Manager would request the Solicitor to have a response to the Planning Commission for their September 2, 2014 meeting. It could then be placed on Council's agenda for the October 6, 2014 worksession.

175<sup>th</sup> Anniversary of the founding of St. Marys (added to agenda)

Nedward Jacob stated the 175<sup>th</sup> Anniversary of the founding of St. Marys would be in the year 2017. He suggested the City consider adding a line item to help with the costs of a celebration.

The matter will be placed on the next Council worksession agenda for discussion.

Shade Tree Commission (added to agenda)

Nedward Jacob stated there were numerous City Shade trees that were in need of trimming. He suggested necessary trimming be performed before considering the planting of any new trees.

## CITY OF SAINT MARYS COUNCIL WORKSESSION

AUGUST 4, 2014

2015 Budget (added to agenda)

Nedward Jacob requested Council be informed of any big projects that were being considered or new vehicle purchases before the 2015 budget is presented to them at the end of October, 2014.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

Mike Brock  
Oil & Gas Drilling

Mike Brock requested Council review Act 13, regarding Oil and Gas drilling within the City limits, and make any zoning changes to help protect the residents.

Council discussed his request.

Warren Stewart  
Parking Garage

Warren Stewart questioned when the Parking Garage painting would occur and Manager Greene responded he would call and confirm when they would be starting.

**ANNOUNCEMENTS**

Mayor Howard made the following announcements:

- The next Council meeting will be Monday, August 18, 2014 at 7:00 p.m. at City Hall.

**ADJOURNMENT**

Gary Anderson made a motion to adjourn the meeting. Meeting adjourned at 9:06 p.m.

  
Recording Secretary

  
Mayor