

## CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

**CALL TO ORDER**

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, March 17, 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 March 13, 2014, 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, Robert Mohr, Manager David Greene and Solicitor Thomas Wagner.

**VISITORS**

Visitors included: Paul Jesberger, Katie Weidenboerner Colin Deppen, Amy Cherry, John Schatz, Tina Gradizzi and Warren Stewart.

**APPROVAL OF MINUTES**

March 3, 2014

\*Correction Noted

Sally Geyer made a motion to approve the minutes of March 3, 2014, seconded by Gary Anderson.

Sally Geyer requested the following correction:

Under Growing St. Marys add: \*two members of the highway business community

Motion Passed

All were in favor to approve the minutes with the noted correction, except Nedward Jacob who abstained.

**REPORT ON EXECUTIVE SESSION:**

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

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no citizen comments on agenda topics.

**MANAGER'S REPORT**

February 21- Manager attended the North Central Enterprise Board of Directors meeting held in Ridgway.

February 26- Carol Muhitch, Susie Rettger and the Manager attended a meeting with Freedom Software Co. to listen to a presentation on a new billing software system for the Wastewater Billing Collection Department.

February 26- Manager attended the Zoning Hearing Board meeting. The approval was given for Creekside Development, LLC for a new hotel in Downtown St. Marys.

March 6- Manager attended the West Creek Rails to Trails meeting held in St. Marys.

March 7- Manager spoke with the Mayor about a conversation he had with Bradford's Mayor Tom Reil and former Mayor and current Manager Herm Suplizio from DuBois. Both individuals have extended an invitation for them to meet and discuss municipal business.

March 12- City staff and the Manager met with the 2014 class of "Leadership Elk County" to explain some of the various functions that occur at City Hall.

## CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

Gary Anderson questioned if the new billing software could do electronic billing and Manager Greene responded it could.

**SOLICITOR'S REPORT**

Solicitor Wagner reported he also gave a presentation about Local Government at the recent "Leadership Elk County" meeting.

He also provided an update on the correspondence received from Zito Media customers, which he will compile into a list for Council's review and consideration before proceeding with the Franchise Agreement negotiations.

**APPROVAL OF EXPENDITURES**

Motion

Sally Geyer made a motion to approve the Expenditures from February 16, 2014 until March 14, 2014, seconded by Gary Anderson.

Questions

Manager Greene responded to questions from Council regarding the Expenditures.

Motion Passed

All were in favor to approve the Expenditures.

**TREASURER'S REPORT**

Mayor Howard gave the following Treasurer's Report as of February 28, 2014: Total Revenue for the General Fund as of February 28, 2014 was \$445,556 or 7.35 percent of budget and total Expenditure were \$848,075 or 14 percent of budget. Last year at this time Revenue was at \$386,146 and Expenditures were \$790,389. Benchmark figures would be at 16.67 percent. The City should be receiving a portion of the Real Estate Tax revenue by the end of March. Pension plans increased in market value for February, 2014. As of February 28, 2014 the City has collected \$317,419 in earned income or 23 percent of budget. Last year at this time the City collected \$263,813 or 22 percent of budget. The City has spent \$15,312 or 51 percent of its budget on overtime for snowplowing and spent \$81,162 or 68 percent of its budget for salt and 1b limestone as of March 13, 2014.

Nedward Jacob questioned if the amount for snowplowing overtime would be the same for last few months of the year and Manager Greene responded there normally is a carryover of material and the overtime hours should be less.

Gary Anderson questioned if the earned income was year to year indicative of the economy in St. Marys and Manager Greene responded he believed it was.

Gary Anderson questioned if the Sewage Treatment Plant fund was under budget and Manager Greene responded a spike in revenue should soon show because of the recent shutoff notices that were sent out.

**LEGISLATIVE ACTION:**

Consider for adoption, Resolution No. 14-4, re: H.O.M.E. Program Application; First-Time Homebuyer Program

Resolution No. 14-4, re: H.O.M.E. Program Application; First-Time Homebuyer Program was presented for adoption requesting approval of filing a grant application in the amount of \$350,000 to the PA Department of Community and Economic Development to be used towards a First-Time Homebuyer Program.

## CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

- Motion Nedward Jacob made a motion to approve Resolution No. 14-4, seconded by Robert Mohr.
- Question Nedward Jacob asked Tina Gradizzi if there were 500 vacant homes with only 74 homes listed with Realtors in St. Marys and Ms. Gradizzi responded some of the homes could be seasonal, camps or listed by the owner so the approximate amount could be only 150 vacant homes.
- Motion Passed All were in favor to approve Resolution No. 14-4.
- Resolution No. 14-5, re: Revising the City Fee Schedule Resolution No. 14-5 was presented for adoption revising the City of St. Marys Fee Schedule to reset the base rate for sewer service and making other corrections.
- The following changes were made:  
 Remove- Delinquent Tax Notice Fee and Wage Attachment Fee (set by Tax Collector)
- Add- Returned Check Fee, Sewer Shut-Off Notice Fee and Zoning Permit Fee
- Change – Sewer Base Rate and Consumption Rate
- Motion Passed Nedward Jacob made a motion to approve Resolution No. 14-5, seconded by Lou Radkowski and all were in favor.
- Growing St. Marys Proposal “Growing St. Marys Proposal” was presented for Council’s consideration. Council discussed the proposal at the March 3<sup>rd</sup>, 2014 meeting. It was determined to table the proposal until a later date.
- Act 47, Early Intervention Program Proposal with Resolution (14-6) Manager Greene explained the following objectives of the Early Intervention program.
- The Early Intervention Program will provide financial assistance to local governments to develop and implement multi-year financial management programs and strategies. The objectives of the program are to:
1. Strengthen multi-year financial planning processes for local governments throughout the Commonwealth.
  2. Provide the resources to assist local governments to identify and address financial difficulties.
  3. Strengthen the internal capacity within local governments so that they are able to develop, adopt, monitor and implement Multi-Year Financial Management Plans and incorporate this process into their annual budget process.
  4. Engage in related management studies and operational improvements that will enhance financial administration and management of the local government.
  5. Implement a system of multi-year revenue and expenditure financial trend analysis, monitoring and forecasting so that local governments can anticipate and plan for future financial circumstances.
  6. Support the adoption of best local government management practices and efficiency measures to increase municipal financial stability.
  7. Encourage local governments to adopt prioritized short and long term goals and objectives.

## CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

8. Promote multi-municipal and regional cooperation strategies and cost-sharing opportunities between two or more local governments.

9. Further the integration of sound community and economic development strategies to encourage the economic growth of a local's government's tax base over a multi-year period.

Details of the proposal were previously discussed at the February 3<sup>rd</sup>, and March 3<sup>rd</sup>, 2014 meetings.

Motion

Gary Anderson made a motion to authorize the Manager to prepare a request for proposals and start contact with D.C.E.D. relative to their funding, seconded by Nedward Jacob.

Clarification of Resolution (14-6) needed

Solicitor Wagner stated the first step required Council's approval of a Resolution authorizing the filing of the application.

Amended Motion

Gary Anderson amended his motion to adopt the Resolution to file the application to D.C.E.D for the Early Intervention Program for the City and requested that City Authorities and Boards be included in the study. Nedward Jacob amended his second.

Discussion

Gregory Gebauer questioned if this was strictly for the Request for Proposals.

Nedward Jacob wanted to clarify that once the cost of the program is received then Council would decide the options needed.

Manager Greene stated the application has to be submitted and approved by D.C.E.D. and notification of the reimbursement amount received, only then the Request for Proposal process would begin.

Solicitor Wagner stated the Resolution does not commit to any spending of City money.

Motion Passed

All were in favor to approve the Resolution (14-6) to proceed with the application process.

City Hall Security Modifications

Manager Greene explained the following two (2) proposals for City Hall security modifications were reviewed by Council at the March 3<sup>rd</sup>, 2014 worksession:

Glass Erectors, Inc. - \$7,325.00

Chestnut Ridge Radio Communications - \$7,621.20

Motion

Gregory Gebauer made a motion to approve both proposals, seconded by Lou Radkowski.

Discussion

Gary Anderson commented he believed it was a good thing to have some level of security and Council would be terribly remiss if something did happen.

Gregory Gebauer wanted the 3<sup>rd</sup> floor security to be considered in the future.

## CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

Sally Geyer and Robert Mohr questioned if the cost could be reduced and Manager Greene responded both proposals were needed to make the system work properly.

Roll Call Vote- Motion Passed

On a roll call vote Gary Anderson, Robert Mohr, Lou Radkowski, Gregory Gebauer and Mayor Howard voted in the positive and Nedward Jacob and Sally Geyer voted in the negative. Motion Passed 5 to 2.

Land Development Application, re: St. Marys Storage, Inc., 1348 Bucktail Road.

A Land Development Application was received from St. Marys Storage, Inc. for property located at 1348 Bucktail Road. The proposed construction of three storage units, (mini-warehouses), 6,900 square feet, 6,300 square feet, and 4,000 square feet, to be constructed in phases on two lots that are proposed to be consolidated. The City Zoning ordinance requires a special exception be granted by the Zoning Hearing Board which is scheduled for March 19, 2014. There doesn't appear to be any zoning ordinance issues, except the required landscape screening along the southern property line with Overview Road. Stormwater management plan was submitted. Erosion and sedimentation control plan was submitted to the conservation district. The Planning Commission had no comments on the application.

Motion Passed

Sally Geyer made a motion to approve the St. Marys Storage Land Development Application, subject to the Zoning Hearing Board approval, seconded by Gary Anderson and all were in favor.

**TOPICS FOR DISCUSSION:**  
City's new website  
[www.cityofstmaryspa.gov](http://www.cityofstmaryspa.gov)

Manager Greene announced the City's new website [www.cityofstmaryspa.gov](http://www.cityofstmaryspa.gov) was up and running with information still being added to it.

**CITIZEN COMMENTS ON NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**COUNCIL COMMENTS**  
Councilman Gebauer  
Mayor's Report

Councilman Gebauer requested adding "Mayor's Report" to the regular Council meeting agenda.

Motion Passed

Gregory Gebauer made a motion to add "Mayor's Report" to Council's regular meeting agenda right above the Manager's Report, seconded by Gary Anderson and all were in favor.

Soliciting/Peddling Hours

Councilman Gebauer requested an update regarding changing the Soliciting/Peddling hours, which was mentioned at the last meeting. Solicitor Wagner will draft an Ordinance for Council's review.

Stormwater Management Ordinance

Councilman Gebauer requested an update on the recent correspondence received from D.E.P. regarding the Stormwater Management Ordinance. Because a response was needed before the end of March, the Solicitor will respond to D.E.P. and provide an update at Council's next meeting.

Councilman Mohr  
Training Programs

Councilman Mohr requested an update on training programs and Manager Greene responded the City was working with PennDOT's Local Technical Assistance Program (LTAP) and the Safety Committee.

CITY OF SAINT MARYS REGULAR COUNCIL MEETING

MARCH 17, 2014

Councilman Anderson  
City Roads

Councilman Anderson asked what response the Manager received from PennDOT regarding the poor condition of numerous roads due to the construction of S. St. Marys Street and Manager Greene responded he was told they would be using temporary asphalt to help improve those areas as soon as possible.

Councilman Anderson questioned if the S. St. Marys Street Project would be extended further north and Manager Greene responded it has been extended to Mill Street and he suggested extending to Railroad Street.

Manager Greene  
Diamond Traffic

Manager Greene commented PennDOT had expressed an interest in revisiting a plan to reroute traffic around the Diamond due to the truck traffic issues.

Councilman Anderson  
Preventative Maintenance of City Roads

Councilman Anderson commented winter was hard on some of the City streets and questioned if the City planned additional preventative maintenance this summer. Manager Greene responded yes with base repair projects. Councilman Anderson questioned if PennDOT had taken any action on the New York State Pavement Recycling Program and Manager Greene responded he would check with PennDOT.

Councilman Mohr  
Elk County Industrial Park Signage

Councilman Mohr commented the missing signage for the Elk County Industrial Park should be replaced and Manager Greene stated he would contact the Elk County Industrial Development Authority.

Councilman Jacob  
Bonding of City Streets

Councilman Jacob commented he was concerned with the damage to Arch and Chestnut Streets due to heavy truck traffic and equipment from the S. St. Marys Street Project and questioned if those streets were bonded. Manager Greene stated he will look into it.

John Schatz  
Truck Drivers

John Schatz, resident of Adams Road, commented some of the truck drivers are not able to read English.

Truck Traffic Discussion

Council, the Manager and the audience had a brief discussion regarding trying to properly route the local truck traffic.

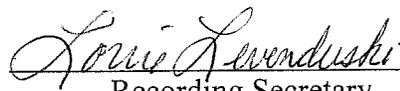
ANNOUNCEMENTS

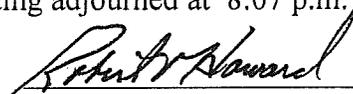
Mayor Howard made the following announcements:

- The next Council worksession will be held Monday, April 7, 2014 at 7:00 p.m. at City Hall.
- An Executive Session will be held immediately following adjournment of tonight's meeting regarding personnel matters.

ADJOURNMENT

Gary Anderson made a motion to adjourn the meeting. Meeting adjourned at 8:07 p.m.

  
Recording Secretary

  
Mayor