

## CITY OF SAINT MARYS COUNCIL WORKSESSION

MARCH 2, 2015

**CALL TO ORDER**

A Council worksession of the City of Saint Marys was called to order by Mayor Robert Howard on Monday, March 2, 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 February 26, 2015, 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, Acting Managers Todd Caltagarone and Tim Brennan, and Solicitor Thomas Wagner.

**VISITORS**

Visitors included: Loretta Foster Usselman, Bill Kraus, Fritz Lecker, Tim Pearson, Richard Sadley, Tina Gradizzi, John Copelli, Amy Cherry, Mike Brock, Warren Stewart and Katie Weidenboerner.

**APPROVAL OF MINUTES**  
February 16, 2015

Sally Geyer made a motion to approve the minutes of February 16, 2015, seconded by Nedward Jacob and all were in favor.

## Special Meeting- February 19, 2015

Gary Anderson made a motion to approve the minutes of February 19, 2015, seconded by Bob Mohr, and all were in favor.

**REPORT ON EXECUTIVE SESSION:**

Mayor Howard stated an Executive Session was held immediately following Council's February 16, 2015 meeting regarding personnel matters. No decisions were made.

**1<sup>ST</sup> PUBLIC HEARING: 2015**  
Community Development Block  
Grant Program (CDBG)  
Open Hearing at 7:02 p.m.

Mayor Howard opened the 1<sup>st</sup> Community Development Block Grant Program (CDBG) public hearing at 7:02 p.m.

Tina Gradizzi, Community and Economic Development Coordinator, stated the following:

The purpose of hearing was to provide an explanation of the CDBG program, and for citizen participation in presenting ideas for development plans for the City. This was the first of two public hearings for the 2015 CDBG application process. Public Notice of this hearing was published in The Daily Press and posted on the City's website, Thursday February 19, 2015.

In 1984 the Commonwealth of Pennsylvania enacted Act 179 establishing the State Community Development Block Grant (CDBG) program. The purpose of the program was to provide certain counties and municipalities with an annual allocation of grant funding to help develop viable communities through the provision of decent housing, a suitable living environment and expanded economic opportunities for persons primarily of low-to-moderate income. The Commonwealth receives its CDBG funds from the U.S. Department of Housing and Urban Development (HUD) pursuant to Title 1 of the Housing and Community Development Act of 1974, as amended.

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The Commonwealth's CDBG program is administered by the PA Department of Community and Economic Development (DCED) and the funds are distributed according to the following state formula:

- 38% to eligible counties
- 38% to eligible boroughs, incorporated towns and townships
- 24% to eligible cities .... TOTALS 100%

The following amounts are set aside before the distribution:

- 13% for discretionary (competitive) projects
- 2% for state administrative costs

The City of St. Marys has obtained an "Entitlement" status as a result of having a population greater than 4,000 according to the latest Decennial Census and meeting the minimum standards of Physical and Economic distress. The City of St. Marys Community and Economic Development Department has been designated as the responsible entity to administer the City's CDBG program.

St. Marys is a third class entitlement city, which has been receiving CDBG entitlement funding since 1997. A summary list of the amounts received per year to date as well as a brief summary of projects and national objectives have been provided to City Council and copies made available to the public at the sign in table. The City's 2014 allotment was \$288,311., which was a decrease of approximately 4% from the 2013 allotment of \$300,000. It is determined that the City's 2015 CDBG entitlement will be the same as 2014 or slightly lower. The City must find eligible projects that meet a required National Objective of the CDBG Program.

At the present time, there has been no direction from DCED on an application deadline.

Ms. Gradizzi provided examples of eligible and ineligible projects, an explanation of National Objectives; meeting the 70 percent or greater LMI benefit, an explanation of LMI 51 percent threshold, LMI determination and Census surveys.

The City has an Anti-displacement Policy and an Affirmative Action Plan. The City also solicits Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) for all projects that are bid. The City has set goals of 5% MBE and 3% WBE for all bids.

Public Comments

There were no public comments.

Hearing closed at 7:10 p.m.

Mayor Howard closed the public hearing at 7:10 p.m.

**SPECIAL PRESENTATION:**  
Crystal Fire Department Annual Report

Bill Kraus, Fire Chief of the Crystal Fire Department, presented the following information for their 2014 Annual Report.

- Responded to 328 incidents, an increase of 11 from the previous year

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- Provided a breakdown of the incidents
- Responded to 42 mutual aid responses
- Received mutual aid 14 times
- Provided inspections and drills at 16 local schools and health care facilities
- Provided fire prevention programs to local schools and scout troops
- Provided the Prom Promise Program
- Incidents by days of the week and an alarm time analysis
- Response time averages
- Building and content values, losses and savings
- Amount of training for members
- Listing of types of incidents
- City Street Department assistance with winter conditions

Chief Kraus then stated his concerns with the recommendations contained within the recent Early Intervention Study by the Novak Group regarding equipment for the Fire Department. He reminded Council of the importance of the department's recently improved ISO rating, in part, due to the department's current equipment. He suggested Council consider the safety of the public as first priority when considering the replacement of equipment.

Council discussed the recommendations and then thanked Chief Kraus for his presentation and comments.

**ADDITIONAL TOPICS FOR DISCUSSION:**

Mayor Howard requested the following be added under Topics for Discussion:

F. Request from the MS Trivia night fundraiser for free parking

Bob Mohr requested:

G. City Employee Handbook

H. Parking on South Michael Street by the Post Office

Motion Passed

Lou Radkowski made a motion to add the above items, seconded by Gary Anderson and all were in favor.

**CITIZEN COMMENTS ON AGENDA TOPICS**

There were no citizen comments on agenda topics.

**LEGISLATIVE ACTION:**  
2015 Wage and Benefit Schedule

Nedward Jacob made a motion to approve the 2015 Wage and Benefit Schedule for Management employees, seconded by Gary Anderson and all were in favor.

**TOPICS FOR DISCUSSION:**  
HOME Program Application from 2013

Tina Gradizzi, Community and Economic Development Coordinator explained Council had approved submitting an application for a First Time Homebuyers Program via Resolution's 13-7 and 14-4. Ms. Gradizzi stated due to the lapse in time since the original application, it was her recommendation to withdraw the application. She stated she would like to explore other HOME program options and provided examples.

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| Elk Creek Feasibility Study Project                           | <p>Tina Gradizzi, Community and Economic Development Coordinator explained on December 1, 2014 Council approved Resolution No. 14-20 authorizing filing a grant application in the amount of \$10,000 to the Elk County Community Foundation for the Elk Creek Feasibility Study. The total project was in excess of 12,000 and the City was only awarded \$5,000.</p> <p>Council, Acting Managers Tim Brennan and Todd Caltagarone, and Ms. Gradizzi briefly discussed the matter. It was determined to obtain more information and place it on the next agenda.</p> |
| Sale of Airport Land  | Nedward Jacob stated the sale of the Airport land item needed to be studied further before a decision could be made.  |
| Motion Passed   | Nedward Jacob made a motion to table the item, seconded by Gary Anderson and all were in favor.   |
| Council Committee Updates<br>Early Intervention Committee     | Early Intervention Committee – The revised final study was sent out today.  |
| Emergency Management<br>Committee                             | <p>Emergency Management Committee – Tim Pearson, EMA Coordinator provided the following updates:<br/>Continuing to move forward with the Operations Center here at City Hall.<br/>A subcommittee was formed to explore the options for a City emergency alert notification system.<br/>Technology resources for the Operations Center could be utilized by the City for daily operations.<br/>A response on the request for ACT 13 funding for a back-up generator should be received soon.</p>   |
| Oil & Gas Activity Committee                                  | <p>Oil &amp; Gas Activity Committee -<br/>The committee met with interested selected citizens and Solicitor Wagner sent a memo to Council summarizing his impression of the meeting. Before a public hearing was scheduled, feedback from Council was needed. Comments from both committee meetings will be reviewed and a revised draft ordinance will be sent to the committee members. Comments from the Planning Commission should be reviewed.</p>   |
| 2015 City Goals Committee                                     | <p>2015 City Goals Committee -<br/>The mission and vision statement was completed and approved and the committee was working on the City's long term goals.</p>   |
| Capital Improvement Planning<br>Committee                     | Capital Improvement Planning Committee -<br>No update available   |
| Economic Development Committee                                | <p>Economic Development Committee -<br/>The committee had recently met and discussed plans for downtown economic development and will be meeting with the Redevelopment Authority.</p>  |
| Liaison Committee between<br>Council and Acting City Managers | Liaison Committee between Council and Acting City Managers -  |

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The committee had two meetings with the acting City Managers and had conveyed the information to Council.

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| Search for new Manager Committee                             | Search for new Manager Committee -<br>Due to travel constraints the committee had not yet met, but information was circulated via email regarding drafts of potential advertisements and also a preliminary search for a HR member was started.  |
| Revisit downtown parking after 6:00 p.m.                     | Mayor Howard stated the agenda item to revisit the downtown parking after 6:00 p.m. will be part of the Economic Development Committee future discussions and Lou Radkowski confirmed the committee intends to review parking.<br><br>Council and the audience briefly discussed downtown parking. |
| Request for free parking for MS Trivia fundraiser            | A request for free parking was received from Loretta Foster for a MS fundraiser to be held at the Moose Club on Saturday, March 7, 2015.   |
| Motion Passed  | Sally Geyer made a motion to approve free parking on Saturday, March 7, 21015 from 4:30 until 8:00 p.m. in the Parking Garage and the Depot Street municipal parking lot, seconded by Nedward Jacob and all were in favor.   |
| City Employee Handbook                                       | Bob Mohr requested the City Employee handbook be updated and it was determined it would be best to wait for a new City Manager to review the information.  |
| Corner of South Michael Street parking by the Post Office    | Bob Mohr requested the parking along South Michael Street by the Post Office be looked into.<br><br>Council, Acting Managers Tim Brennan and Todd Caltagarone, had a brief discussion and it was determined proposed solutions will be prepared and presented to Council.                          |
| <b>CITIZEN COMMENTS ON NON-AGENDA TOPICS</b><br>Fritz Lecker | Fritz Lecker commented she was disappointed how Council had treated the last City Manager.   |
| Art Colaprete  | Art Colaprete commented he believed Council made a mistake.  |
| <b>COUNCIL COMMENTS</b><br>Councilman Anderson               | Councilman Anderson thanked Fire Chief Kraus and the Crystal Fire Department.  |
| Councilman Mohr  | Councilman Mohr commented the Fire Department was second to none and he would support them the best he could.  |
| Councilman Jacob   | Councilman Jacob commented on the Vine Road and South St. Marys Street traffic light and on the road condition of Railroad Street.   |
| Councilman Gebauer   | Councilman Gebauer stated "Parking Authority".   |

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Mayor Howard

Mayor Howard commented the Acting City Managers were doing exceptionally well.

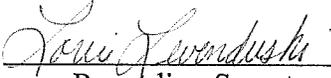
## ANNOUNCEMENTS

Mayor Howard made the following announcement:

- The next Council meeting will be Monday, March 16, 2015 at 7:00 p.m. at City Hall.

## ADJOURNMENT

Gary Anderson made a motion to adjourn the meeting. Meeting adjourned at 8:38 p.m.

  
Recording Secretary

  
Mayor