

CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING

JANUARY 18, 2021

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Deputy Mayor Christopher Pletcher on Monday, January 18, 2021 at 7:00 p.m. The meeting was held as a combination of in-person and teleconference. Notice of this meeting was sent to Council on January 14, 2021, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG  
ROLL CALL

Deputy Mayor Chris Pletcher, Andrew Mohny, Bob Roberts, Joe Fleming, Interim Manager Lou Radkowski, and Recording Secretary Lorrie Levenduski.

Margie Brown, Gina Vrobel and Solicitor Tom Wagner dialed in.

City Staff: Tina Gradizzi, Community Development Director dialed in.

VISITORS

Greg Gebauer, Jerome Sorg, Ned Jacob, Amy Cherry and Richard Sadley.

Jeff Reeser did not sign in.

APPROVAL OF MINUTES  
December 14, 2020 –  
Rescheduled Regular meeting  
Motion Passed

Bob Roberts made a motion to approve the December 14, 2020 minutes, seconded by Andrew Mohny and all were in favor.

PRESENTATION OF  
PLAQUE TO OUTGOING  
MAYOR  
PRESENTATION OF  
CERTIFICATES OF  
APPRECIATION TO  
OUTGOING BOARD  
MEMBERS  
SPECIAL PRESENTATION:  
EMERGENCY  
MANAGEMENT  
COMMITTEE- COVID  
VACCINATIONS

Deputy Mayor Pletcher presented a plaque to outgoing Mayor Lou Radkowski in appreciation for his years of service.

Deputy Mayor Pletcher stated a Certificate of Appreciation will be given to Kelli Piccolo Hall for her service on the Zoning Hearing Board.

Greg Gebauer, Emergency Management Coordinator for the City of St. Marys presented the following information on COVID vaccinations:

He introduced Jeff Reeser, Deputy Emergency Management Coordinator and Joe Fleming, Assistant Emergency Management Coordinator.

The Emergency Management Committee had been researching information regarding the COVID vaccine. The committee has been involved with COVID since the former Mayor initiated a COVID teleconference. The calls included a wide variety of local, state and county officials, representatives from local hospitals, health care facilities, area schools, and emergency services. The intent of the calls was to address the state of COVID in our community. He then initiated a teleconference call with local emergency services and the three county vaccine providers, Penn Highlands Elk, Keystone Rural Health and St. Marys Pharmacy. These meetings have provided valuable information regarding the vaccine distribution and eligibility. Currently Elk County is in Phase 1A of the vaccine distribution. He listed the following Phases:

PHASE 1A

- Long-term care facility residents
- Health care personnel including, but not limited to:

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- Emergency medical service personnel
- Nurses
- Nursing assistants
- Physicians
- Dentists
- Dental hygienists
- Chiropractors
- Therapists
- Phlebotomists
- Pharmacists
- Technicians
- Pharmacy technicians
- Health professions students and trainees
- Direct support professionals
- Clinical personnel in school settings or correctional facilities
- Contractual HCP not directly employed by the health care facility
- Persons not directly involved in patient care but potentially exposed to infectious material that can transmit disease among or from health care personnel and patients

**PHASE 1B**

- People in congregate settings not otherwise specified as long-term care facilities, and persons receiving home and community-based services
- First responders
- Correctional officers and other workers serving people in congregate care settings not included in Phase 1A
- Food and agricultural workers
- U.S. Postal Service workers
- Manufacturing workers
- Grocery store workers
- Education workers
- Clergy and other essential support for houses of worship
- Public transit workers
- Individuals caring for children or adults in early childhood and adult day programs
- Persons ages 75 and older

**PHASE 1C**

- Persons ages 65 -74 (moving to 1B)
- Persons ages 16-64 with high-risk conditions (moving to 1B)
- Essential workers in these sectors:
  - Transportation and logistics
  - Water and wastewater
  - Food service
  - Housing construction
  - Finance, including bank tellers
  - Information technology
  - Communications
  - Energy, including nuclear reactors
  - Legal services
  - Federal, state, county and local government workers, including county election workers, elected officials and members of the judiciary and their staff
  - Media
  - Public safety
  - Public health workers

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PHASE 2

All individuals not previously covered who are 16 and older and do not have a contraindication to the vaccine

He further explained EMA offered their services to the three local providers for any assistance they may need for the distribution of the vaccine.

Penn Highlands was holding a private clinic for the distribution of their physician's patients over the age of 65. The physician's offices were contacting those eligible.

He noted the confusion regarding the distribution of the vaccine and the transition to different Phases. Phase 1B recipients will be contacted if Phase 1A recipients are not available.

Jeff Reeser explained there was conflicting information regarding the distribution of the vaccinations, and he wanted local EMS to be ready to respond. When clinics or any type of mass vaccination event occurs the EMA Committee wanted to be able to assist wherever needed. Paramedics were training to administer the vaccine.

Greg Gebauer noted he will provide information to post on the City's website and Facebook page.

CITIZEN COMMENTS ON  
AGENDA TOPICS

There were no citizen comments on agenda topics.

MANAGERS REPORT

Interim Manager Radkowski provided the following comments:

- Understanding the daily work that occurs at City Hall and all City Departments. He thanked all the City employees for their continuing hard work which has been a fantastic experience for him.
- Flooding that occurred in the basement at City Hall was now cleaned up and a better early warning system was being researched to prevent further incidents.
- COVID policy updates were being reviewed.
- Staff was handling sewer rate change questions.
- Requested residents consider alternative parking for on street parking during snow events.
- Public Works summer projects included the Sara Road bridge replacement which would be scheduled after the school year is over. Also, a base repair project for the area of Rock Street, Race Street, Berwind Street, Pattison Street.
- The Personnel Committee, once re-established tonight, will review the applicants, and then would set up interviews for the Manager Position.

TREASURER'S REPORT

Interim Manager Radkowski provided the following December, 2020 Treasurer's Report:

Total General Fund revenue for 2020 is \$7.1M or 97% of budget; for 2019: \$7.2M or 99% for 2018: \$6.8M or 107%; 2017: \$6.6M or 100.5% of budget. General Fund expenditures for 2020 was \$6.5M or 88.5% of budget and for 2019: \$7.26M or 99.8% of budget; for 2018: \$6.7M or 105%; 2017: \$7.1M or 109% of budget. Total real estate taxes collected for 2020 was at

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99.5% of budget; for 2019 collections were at 99% of budget and for 2018, 2017 and 2016 real estate tax revenue was at 100% of budget. Earned income tax collected for 2020 is \$2M or 94.5% of budget for 2019 it was 92.5% and for 2018, 2017 and 2016, EIT collections were at 100% of budget. The market value of the pension funds increased 6% from last year. At this time, we have not received all the revenue for 2020 and some of the invoices due to be paid, so figures for the end of the year will change and will be adjusted in the following months. At this time, the revenue is under budget by \$215,246 and expenditures are under budget by \$843,381 in the General Fund leaving an increase in fund balance of \$628,135. The 2019 transfer to the Capital Reserve Fund of \$581,974 was not made in 2020. The increase would have been \$46,161. The 2019 audit was not completed as of the end of the year. This transfer can be made in 2021. Hopefully, the economy and the revenue source in 2021 will be able to support this transfer along with the 2020 transfer. The audits for 2019 and 2020 should be available mid-summer of 2021.

**LEGISLATIVE ACTION:**

Appointment to fill the vacancy of Mayor Margie Brown nominated Christopher Pletcher as Mayor, seconded by Bob Roberts.

There were no other nominations.

Motion Passed

Margie Brown made a motion to appoint Christopher Pletcher as Mayor until the end of 2021, seconded by Bob Roberts and all were in favor.

Appointment of Deputy Mayor

Mayor Pletcher nominated Bob Roberts to fill the Deputy Mayor position, seconded by Joe Fleming.

There were no other nominations.

Motion Passed

Mayor Pletcher made a motion to appoint Bob Roberts as Deputy Mayor, seconded by Joe Fleming and all were in favor.

Appointment to fill the vacancy on the Police Pension Committee

Bob Roberts nominated Joe Fleming for the vacancy on the Police Pension Committee, seconded by Andrew Mohny.

There were no other nominations.

Motion Passed

Bob Roberts made a motion to appoint Joe Fleming to the Police Pension Committee, seconded by Andrew Mohny and all were in favor.

Appointment to fill the vacancy on the Non-Uniformed Pension Board

Mayor Pletcher made a motion to appoint Joe Fleming to the Non-Uniformed Pension Board, seconded by Andrew Mohny and all were in favor.

Motion Passed

Appointment to fill the vacancy of the Non-Uniformed Grievance Council Designee

Mayor Pletcher nominated Gina Vrobel to fill the vacancy as the Non-Uniformed Grievance Council Designee, seconded by Joe Fleming.

Gina Vrobel accepted the nomination.

Motion Passed

Mayor Pletcher made a motion to appoint Gina Vrobel as the designee, seconded by Joe Fleming and all were in favor.

Appointment to fill the vacancy on the Council Personnel Committee

Mayor Pletcher explained the Personnel Committee scope of work was revised to include the search for a new Manager. Joe



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Fleming had applied for the position and had to recuse himself due to a conflict of interest.

Joe Fleming stated he resigned from the Personnel Committee and Christopher Pletcher accepted his resignation.

There were now two vacancies on the Personnel Committee.

Mayor Pletcher nominated Margie Brown and Bob Roberts.

They both accepted the nominations.

Motion Passed

Mayor Pletcher made a motion to appoint Margie Brown and Bob Roberts to the Personnel Committee, seconded by Andrew Mohney and all were in favor, except Joe Fleming who abstained.

Appointment to fill the vacancy on the Finance Committee

Margie Brown nominated Bob Roberts to the Finance committee.

Bob Roberts accepted the nomination.

Motion Passed

Margie Brown made a motion to appoint Bob Roberts to the Finance Committee, seconded by Joe Fleming and all were in favor.

Appointments to City Authorities,  
Boards and Commissions

NAME OF AUTHORITY, BOARD OR COMMISSION AND LENGTH OF TERM	TERM EXPIRING	NUMBER OF VACANCIES	LETTERS RECEIVED FROM	RECOMMENDATION:
St. Marys Area Airport Authority	St. Marys Position- Dan Nedzinski – resigned 01/01/2021	1 Vacancy – St. Marys	Dr. Robert Baker Ray Ehrensberger	<b>DR. ROBERT BAKER</b>
	Fox Township Position	1 Vacancy – Fox Twp.	Peter Terbovich was approved by Fox Twp.	
Municipal Authority 5 years	Derek Wolfanger	2 Vacancies	Derek Wolfanger	<b>DEREK WOLFANGER</b>
	Vacant Position		Andrew Yetzer	
Zoning Hearing Board 5 years – full member	Daniel Sorg	2 Vacancies- Full Members	Daniel Sorg	<b>DANIEL SORG</b>
	Kelli Piccolo – resigned 12/22/2020			
Shade Tree Commission 3 years	Kelli Piccolo Hall – resigned 12/22/2020	1 Vacancy	None Received	N/A
Youth Activities Commission 2 years	Vacant – 2 youth	2 – Youth	None Received	N/A

Airport Authority  
Motion Passed

Andrew Mohney made a motion to appoint Dr. Robert Baker, to the Airport Authority, seconded by Bob Roberts and all were in favor.

Municipal Authority  
Motion Passed

Joe Fleming made a motion to appoint Derek Wolfanger and Andrew Yetzer to the Municipal Authority, seconded by Andrew Mohney and all were in favor.

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Zoning Hearing Board  
Motion Passed

Andrew Mohny made a motion to appoint Daniel Sorg to the Zoning Hearing Board, seconded by Joe Fleming and all were in favor.

**Consider for adoption:**  
Resolution No. 21-01 – Fair  
Housing Resolution for 2021

Tina Gradizzi explained Resolution No. 21-01- Fair Housing Resolution for 2021 was being presented for adoption. This is an annual requirement due to receiving federal funding and lists Darlene Nortum as the newly designated Fair Housing Officer.

Motion Passed

Andrew Mohny made a motion to adopt resolution No. 21-01, seconded by Bob Roberts and all were in favor.

2020 CDBG Application Project  
Changes

Tina Gradizzi explained at the September 21, 2020 Council meeting the following two projects were approved as part of the 2020 CDBG application:

Historic Preservation – 45 Erie Avenue

\$60,800

Handicap Accessible Amenities for Parks

\$50,000

After reviewing these two projects with DCED, a few changes needed to be proposed:

Historic Preservation – 45 Erie Avenue needs to be proposed as a rehabilitation of a privately owned commercial building rather than a historic preservation project. The improvements being made were restricted to the exterior of the building, as originally proposed, and the project needs to be presented this way due to the ownership of the building passing from the St. Marys Economic Development Corp. to Chihuahua Estates, Ltd.

Handicap Accessible Amenities for Parks – it was proposed for \$50,000 to purchase and install handicap accessible benches at the downtown event park as well as benches at Benzinger Park when the new ADA pathway is completed this spring. DCED is accepting the installation of three benches at Benzinger Park on the new pathway with a proposed budget of \$6,500. Another proposal was needed as a LMI project for the remaining \$43,500. She spoke with the Building Inspector/Code Enforcement Officer, Ted Polinski, and they requested to reallocate these funds towards the Sidewalk Replacement (Direct Benefit) program that has been so successful in past years.

She was presenting the two changes to previously submitted projects and to add the Sidewalk Replacement Program to the 2020 CDBG application in order to get it under contract.

Motion Passed

Andrew Mohny made a motion to accept the proposed changes to the 2020 CDBG application, seconded by Joe Fleming and all were in favor.

Subdivision Applications:  
2021-01 – Meyer-Detsch, Taft Rd.

Subdivision application 21-01 was presented from Meyer-Detsch for property located on Taft Road. The subdivision proposed to divide one lot from a 4.013 acre parcel as a side lot addition to an adjoining parcel to correct a boundary line encroachment. Lot 1 is 0.176 acre and will be consolidated with an existing parcel to the east that contains a single-family dwelling with public water and onlot sewage disposal. The residual parcel will be 3.837 acres and contains an existing single-family dwelling with public water and onlot sewage disposal. The Planning Commission recommended approval of the subdivision.

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Motion Passed

Bob Roberts made a motion to approve Subdivision Application 2021-01, seconded by Andrew Mohny and all were in favor.

2021-02 – Hawk Ridge Trading Company, Siecker Rd.

Subdivision application 2021-02 was presetnedf from Hawk Ridge Trading Company for property located on Siecker Road. The subdivision proposed to divide one lot from a 10.099 acre parcel as a stand-alone lot with the residual being a side lot addition to an adjoining parcel. Parcel 1 is 2.003 acre and contains an existing single-family dwelling with public water and onlot sewage disposal. The Residual is 8.096ac and will be consolidated with an existing parcel to the west that contains a single-family dwelling with public water and onlot sewage disposal. The Planning Commission had one minor comment on a property bearing label on the map not matching the deed description. The surveyor confirmed that the map label is correct and revised the deed description accordingly on 1-6-2021.

Motion Passed

Andrew Mohny made a motion to approve Subdivision Application 2021-02, seconded by Joe Fleming and all were in favor.

TOPICS FOR DISCUSSION:  
COVID Updates

Joe Fleming stated the three entities distributing the vaccines were doing a great job.

Bob Roberts stated it was unknown when the vaccine will become available for the community.

Mayor Pletcher noted we were fortunate to have the Emergency Management Committee to provide information.

Greg Gebauer explained the committee was asking the question of when the vaccine will become available and they cannot obtain a definitive answer. He noted he believed the local allocation of vaccines was strictly for Elk County, but he was informed that people from other counties were coming here to get their vaccine.

Manager Radkowski stated there have been local discussions on how best to set up for a mass vaccination with Mike McAllister from Elk County Emergency Services and our Emergency Management Committee members. Once the allocation of 10,000 units was used then another allocation of 10,000 should be sent. The supply chain is from the federal, to the state to the county level. He noted that St. Marys Pharmacy is being recognized as leaders in the State for their vaccine distribution and he thanked them.

CITIZEN COMMENTS ON  
NON-AGENDA TOPICS

Aaron Bleggi expressed his appreciation for the change to the sewer rate structure to help ensure the viability of the City's sewer line infrastructure.

Jerry Sorg expressed his dissatisfaction of the change to a flat sewer rate.

COUNCIL COMMENTS

Councilwoman Brown noted she missed the former Manager, but Manager Radkowski was doing a fine job.

Councilman Roberts expressed his thanks for the appointment to Deputy Mayor and committee appointments.

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Councilwoman Vrobel was thankful for the COVID information.

Councilman Fleming thanked the EMA Committee members and congratulated the Interim Manager, the new Mayor and Deputy Mayor.

Mayor Pletcher stated his thankfulness for the appointment to the Mayor position and for the hard work of the former Mayor and his continued role as the Interim Manager.

**ANNOUNCEMENTS**

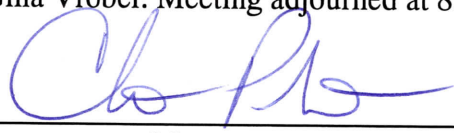
Mayor Pletcher made the following announcements:

- Council's next regular meeting will be held on Monday, February 15, 2021 at 7:00 p.m.
- The vacancy on Council will be advertised and will be on the next Council agenda for consideration.

**ADJOURNMENT**

Andrew Mohny made a motion to adjourn the meeting, seconded by Gina Vrobel. Meeting adjourned at 8:26 p.m.

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Mayor