

JULY 19, 2021

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Christopher Pletcher on Monday, July 19, 2021, at 7:00 p.m. Notice of this meeting was sent to Council on July 15, 2021, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

ROLL CALL

Mayor Christopher Pletcher, Deputy Mayor Bob Roberts, Andrew Mohny, Gina Vrobel, Margie Brown, Shane Schneider, Solicitor Tom Wagner, Manager Joseph Fleming, and Recording Secretary Lorrie Levenduski.

City Staff: Carol Muhitch, Finance Director, Kristi Wendel, Deputy Finance Director, Matt Young, Code Official, Dani Schneider, Parks and Recreation Director and Tina Gradizzi, Community Development Director.

VISITORS

Lee Cunningham, Jerry Sorg, Amy Cherry, Ned Jacob, Levi Anderson, Richard Sadley, Rodney Brennen and David Lecker.

APPROVAL OF MINUTES

June 21, 2021 – Regular meeting
Motion Passed

Bob Roberts made a motion to approve the June 21, 2021 minutes, seconded by Shane Schneider and all were in favor.

**PRESENTATION OF
CERTIFICATES OF
APPRECIATION: Graftech
and Metco**

Mayor Pletcher presented certificates of appreciation to Graftech and Metco for their generous and substantial donations to the Chamber of Commerce to ensure the 2021 fireworks display was held.

**SPECIAL PRESENTATION:
Tyler Technologies**

Representatives Scott Isaacs, Account Executive and Frank Lustan, Solutions Consultant from Tyler Technologies presented the following information regarding their software and services.

Tyler Technologies is a major public software company based in Plano Texas. They are the largest software company in the United States providing integrated software and technology services to the public sector such as states, cities, counties, park districts, water districts and school districts. They noted their company is unique as they utilize their own software rather than relying on a third party.

Incode, is an integrated ERP financial system designed to improve financial and personnel management, streamline utility billing and empower citizens.

Another service offered by the company is MyCivic, a citizen engagement application, which provides transparency to citizens and access to all the information the City would feel is appropriate. Citizens would have the ability to report concerns which are tracked via GPS.

Shane Schneider questioned if there was an inventory management option and Mr. Lustan confirmed there was an inventory, and fixed assets options. He further stated the work order management was presented to City staff that would allow the Public Works Street Garage to inventory all of their supplies.

Mr. Lustan confirmed information that Parks and Recreation information can be imported into the system and accommodate any potential sewer rate changes.

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CITIZEN COMMENTS ON
AGENDA TOPICS

There were no citizen comments on agenda topics.

MANAGERS REPORT

Manager Fleming provided the following report:

- Congratulated the Little Leagues baseball and softball teams
- The property at 123 Fourth St. has been demolished and planted and seeded.
- The City has received the first round of American Rescue funds with the second round to be received next year – this funding will be discussed with the Finance Committee
- The agreement with Salter Communications was on tonight’s agenda
- The Fire Department has ordered a new truck to replace Engine 14
- Non-Uniformed Contract negotiations will begin tomorrow
- Working with West Creek Rails to Trails on extending to Kaulmont Park
- Airport Road access road project is nearly complete
- Sara Road bridge replacement project has been hindered by weather
- Kaulmont soccer fields are progressing
- Public Works is preparing for the mill and fill project

Solicitor Wagner commented the recent change in ownership of the railroad and the last four years of non-use of the section that would be needed to extend the Rails to Trails into Kaulmont Park might now be considered by the railroad. Senator Dush has offered to provide a contact for the railroad to help expedite this project.

TREASURER’S REPORT

Manager Fleming provided the following June, 2021 Treasurer’s Report:

June is the half-way mark for the City. Total revenue collected for the general fund was \$4.7M or 63% of budget. This includes the 50% of the ARPA funding of \$641,622. Last year, the City collected \$3.8M or 52.5% of budget, and for 2019 revenue collected was \$3.8M or 53% of budget and for 2018 revenue was \$3.8M or 60% of budget. Total expenditures for the general fund was at \$3.6M or 48% of budget. Last year expenditures were \$2.95 million or 40% of budget; for 2019 expenditures were at \$2.97M or 41% of budget and for 2018 it was \$2.79M or 43% of budget. Total real estate taxes collected is 95% of budget and 93% of budget was collected for last year and for 2019 collections were at 92%. Earned income collected was 31% of budget and for last year we collected 28% of budget and for 2019 collections were at 26.7% of budget and in 2018 it was 29% of budget.

LEGISLATIVE ACTION:

Award of Bid – Downtown Park
Phase 2

City staff recently received bids for the above-mentioned project. The project is located adjacent to the parking garage. The work for Contract 2021-03 consists of constructing concrete walkways, ADA concrete parking area, concrete slab for the fitness court, electrical conduit and a concrete light pedestal. This project is to be funded through a 50/50 matching Greenways Block Grant through North Central. The City's portion of the match will consist of a combination of donations and general funds. The total

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funds available are approximately \$55,000. Our construction estimate for the project was \$53,000.

These bids were received on July 16th and opened and read aloud at a public meeting.

For this project, three (3) contractors submitted sealed bids. The bid results are as follows

1. Kane Lawn & Garden, LLC	\$ 52,452.00
2. Bucktail Excavators, Inc.	\$ 78,577.00
3. M & B Services, LLC	\$ 67,973.00

City staff recommended Council award this contract to Kane Lawn & Garden, LLC in the amount of \$52,452.00.

Motion Passed

Deputy Mayor Roberts made a motion to approve the bid as recommended, seconded by Shane Schneider and all were in favor.

Rescinding the City's
Declaration of Emergency

Mayor Pletcher explained on March 20, 2020 the previous Mayor along with Council declared a declaration of Emergency for the City of St. Marys due to the pandemic. After assessing the current situation it was recommended to rescind the declaration.

Motion Passed

Mayor Pletcher made a motion to rescind the Declaration of Emergency effective July 19, 2021, seconded by Deputy Mayor Roberts and all were in favor.

Salter Communications
Agreement

Manager Fleming explained an agreement with Salter Communications was being presented tonight for Council consideration. The agreement was to expand the quantity and quality of television programming on the City's channel provided by the franchise agreement with Zito Media. Salter communication would provide timely updates which will include local news and events from around the City; video features to include City projects, interviews and local organizations and live events to include City Council meetings, holiday parades and community events.

Andrew Mohny made a motion to approve the agreement, seconded by Shane Schneider.

Manager Fleming noted an online version was being researched to further expand access for residents.

There were some concerns with compatibility and copyrighted information if the Tyler Technologies software was implemented.

Solicitor Wagner noted those concerns could be addressed once the Tyler software is approved.

Motion Passed

All were in favor of the motion.

Airport Lot Bid

Manager Fleming explained a bid for Lot 10 in the Airport Industrial Park was received from Custom Industrial Processing. There were multiple companies interested in Lot 10, however only one submitted a bid. If Council approved, he would move forward with a Sales Agreement.

Solicitor Wagner explained the property is owned by the City. The original industrial park project was funded in part by

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PennDOT and the property is part of the Airport. As a result, there is some jurisdiction by the Federal Aviation Administration. In the past the City has had to obtain approval from the FAA for the sale of each lot. Once a Sales Agreement is signed then the process for approval from the FAA will begin. The process will require an appraisal and a submission of a request to the FAA of a release of the property. The City has an outstanding loan with the Commonwealth Finance Authority for the project. There is also a stipulation that the Airport will receive \$3,000.00 per acre when property is sold.

Motion Passed Andrew Mohney made a motion to accept the bid contingent upon all required approvals, seconded by Gina Vrobel and all were in favor.

Naming of Downtown Park Mayor Pletcher explained names were submitted from the community to name the new downtown park. He believed since this process has gone on so long people will continue to call it the “downtown park” even after being named something different.

Motion Mayor Pletcher made a motion to name the new park the “Downtown Park”, seconded by Gina Vrobel.

Discussion Shane Schneider suggested Elk Creek Park.

Margie Brown noted the name was very practical.

Andrew Mohney thought the name was boring.

Mayor Pletcher noted a sponsorship initiative was being worked that would allow businesses to sponsor the park for a predetermined amount of time. During that time the park would be known as “business/organization name” downtown park.

Gina Vrobel noted the reality is people will still refer to it as the downtown park.

Andrew Mohney suggested “Downtown Event Park” to separate the facility from other parks.

Amended Motion Mayor Pletcher amended his motion to state “Downtown Event Park” and Gina Vrobel amended her second.

Other suggestions for names were noted.

Roll Call Vote – Motion Passed On a roll call vote all were in favor except Margie Brown and Andrew Mohney. Motion Passed 4 to 2.

Approval of installation of one new Fire Hydrant – South Michael Circle Manager Fleming explained the following request was received from the Crystal Fire Department:

Each year the Water Authority budgets three new hydrants for installation on the water system serving the City of St. Marys. This year the Fire Department is asking to have one of these hydrants installed on the new water line currently being installed along South Michael Circle Road adjacent to the St. Marys Airport. This hydrant will be installed on the northeast corner of the Robert Carnes property.

They asked City Council to approve the acceptance of this hydrant as part of the annual hydrant fund. Adding this hydrant will provide fire protection to the numerous homes located on the

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south side of the airport runway. Currently there is no fire protection for residents in that area. Having this hydrant on the south side of the runway would also benefit the airport by providing a water supply for firefighting on this end of the runway.

Motion Passed

Andrew Mohney made a motion to approve the installation, seconded by Gina Vrobel and all were in favor.

TOPICS FOR DISCUSSION:
Sewer Rate Committee Update

Deputy Mayor Roberts, Chairman of the Sewer Rate Committee, provided the following update:

The committee has held several meetings and had several meetings with Carol Muhitch, Finance Director. Their goal was to result in a fair rate for all classes of users. The committee would present their recommendations to the Finance Committee and then to Council at the August 16th meeting.

Airport Authority Request

Manager Fleming explained the City had previously agreed to allot \$20,000.00 to pay for the Airport Authority prior years' audits. Payments for the audit expenses would come directly from the City to the Auditor. The Airport Authority was requesting a modification to the allocation of the funds. They requested payment in the amount of \$3,814.00 be paid to Vallone Accounting. The accounting firm was the Authorities accounting firm and they collected four years of data for the audits in 2020. The audits were performed by Clyde, Ferraro and Co. and the audits were now up to date.

It was clarified the \$3,814.00 would come from the \$20,000.00 allotment.

Motion Passed

Andrew Mohney made a motion to approve the request of a one-time modification, seconded by Gina Vrobel and all were in favor of the motion.

Councilman Mohney thanked Ned Jacob for his ongoing work on the Airport Authority.

**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

Levi Anderson requested to place a sign on a private alleyway from Each Arch Street to Race Street.

Solicitor Wagner believed the City did not have any jurisdiction on a private alleyway/property.

Levi Anderson also commented on Dairy Queen traffic backing up on the highway.

David Lecker stated his concerns with the sewer numbers.

COUNCIL COMMENTS

Shane Schneider thanked Metco and Graftech and all the fireworks donors.

Gina Vrobel agreed with Shane Schneider's comments.

Margie Brown also agreed with Shane Schneider's comments and hoped it would encourage others to donate.

Andrew Mohney commented on the condition of the intersection of Rock Street and State St. and the inability to see due to visibility issues with overgrowth.

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Deputy Roberts thanked the Downtown Heritage Preservation Group for the beautiful flowers downtown.

Mayor Pletcher thanked the Manager and Solicitor Wagner for the follow up on the gas meter issues on Erie Avenue.

ANNOUNCEMENTS

Mayor Pletcher made the following announcements:

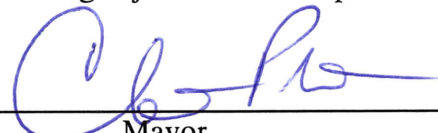
- Council's next regular meeting will be held on Monday, August 16, 2021, at 7:00 p.m.

ADJOURNMENT

Gina Vrobel made a motion to adjourn the meeting, seconded by Margie Brown. Meeting adjourned at 8:32 p.m.



Recording Secretary



Mayor