

**CITY OF SAINT MARYS COUNCIL
REGULAR MEETING**

OCTOBER 19, 2020

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Lou Radkowski on Monday, October 19, 2020 at 7:00 p.m. The meeting was held in-person with an option for teleconference. Notice of this meeting was sent to Council on October 15, 2020, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG and moment of silence

A moment of silence was held for the passing of General Edward Meyer.

ROLL CALL

Mayor Lou Radkowski, Deputy Mayor Chris Pletcher, Andrew Mohney, Bob Roberts, Joe Fleming, Margie Brown, Manager Timothy Pearson, Solicitor Tom Wagner, and Recording Secretary Lorrie Levenduski.

Gina Vrobel was excused.

City Staff: Tina Gradizzi, Community and Economic Development Coordinator and Carol Muhitch, Finance Director

VISITORS

Terry Hinton, Lauren Zickefoose, Jerome Sorg, Richard Sadley and Amy Cherry.

APPROVAL OF MINUTES
September 21, 2020 – In-person
and teleconference meeting
Motion Passed

Andrew Mohney made a motion to approve the September 21, 2020 minutes, seconded by Margie Brown and all were in favor.

REPORT ON EXECUTIVE SESSION:

An Executive Session was held prior to tonight's meeting regarding real estate matters. No decisions were made.

SPECIAL PRESENTATION:
Northern Pennsylvania
Regional College

Laruen Zickefoose and Terry Hinton from the Northern Pennsylvania Regional College presented the following information:

MISSION – To provide affordable and accessible post-secondary education to the residents of northern Pennsylvania
Affordable

- Residential Tuition - \$185/credit
- Residential Dual-Enrollment - \$60/credit
- Cost of Associate Degree with NPRC \$12,000-\$13,000
- Aid Assistance – Institutional Aid

FAST FACT: The average tuition rate for in-state undergraduate programs for the academic year of 2020-2021 is \$7,716.

ACCESSIBLE

- Neither an online college or a traditional campus-based college
- Service 9 counties with over 25 community sites with Starleaf platform access
- Local Sites Include:
 1. Community Education Center - St Marys
 2. Cameron County High School – Emporium

ACHIEVABLE

- Student Focused
- Small class sizes with 10:1 student to faculty ratio
- Classes convenient for working students
- Start at 2:00 PM or later
- Monday – Thursday

ACADEMIC PROGRAMS

Two-year Associate of Arts, Science, and Applied Science degrees

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Associate of Art

- Liberal Studies –general studies that include base of communication, reasoning, diversity, and self-awareness.
- Social Sciences –features theories about individuals and groups, the relationship between, and how human societies function.

Associate of Science

- Business Administration– students will acquire knowledge of business models, ethical reasoning, and management.
- Criminal Justice –students will acquire the skills essential for addressing the challenges associated with the criminal justice and corrections systems.

Associate of Applied Sciences

- Applied Technology – prepares students to work in a variety of fields within advanced manufacturing. This program specializes in industrial maintenance technology and features courses in hydraulics, electric, robotics, and more.
- Early Childhood Education – students learn curriculum planning, approaches to learning assessment, and skill-building for communications between teachers, early learners, and families.

WORKFORCE DEVELOPMENT NON-CREDIT & CUSTOMIZED TRAININGS

Workforce Development

- NPRC Workforce Development provides residents with short term training - 8 weeks or less
- Programs are developed according to our community needs
- Customized Training for business & industry as we learn more about impacts from the pandemic – fast turn-around
- Next term available: Term 2 starts Oct. 28
- CDL is available in St. Marys and Warren
- Introduction to Powder Metal
- Emphasis includes programs in Tourism, Supervision/Leadership. Developing Mental Health Certificate for Youth/Child Care Service & Health Care.
- <https://regionalcollegepa.org/workforcecatalog/>

HOW CAN YOU PARTNER WITH NPRC?

- Reach out to us for any needs regarding needs for education & technical training
- Talk about these opportunities with peers, family, students, and other organizations
- Serve as advisory members for Powder Metal and Hospitality/Tourism committees

CITIZEN COMMENTS ON AGENDA TOPICS

Jerry Sorg stated his concerns and asked questions on Ordinance 320 - changes to the administrative code and Ordinance 321 - flat rate sewer billing.

MANAGERS REPORT

Manager Pearson provided the following report:

Equipment for Depot St. demolition has arrived, and they are scheduled to begin this week.

Downtown Park - Dirt work is completed, and seeding has been completed. There is some minor drainage work still outstanding.

October 12th the tar and chip program will begin.

October 26th the leaf collection program will begin with the new leaf machine.

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Manager Pearson requested an Executive Session regarding personnel matter following adjournment of tonight's meeting.

TREASURER'S REPORT

Manager Pearson provided the following Treasurer's Report for September 2020:

Revenue collected for the General Fund was at 82% of budget down from last year of 84% and in 2018 revenue collected was at 88%. General Fund Expenditures were at 66% of budget and for last year were at 67% and for 2018 were at 64%. Real Estate tax revenue was at 96.2% of budget and last year at this time it was at 96.5%. Earned Income is at 72.8% of budget compared to last year of 68.9% of budget. Market value for the pension plans decreased this month and is above market value as of the end of September 2019. ACT 205 monies received for the pension plans totaled \$315,125.32 - Police \$226,754.29 and Non-Uniformed \$88,371.03 - This is reflected in the information contained in the report.

The Finance Committee will meet on October 20th to review the \$144,409 shortfall in the city budget.

Mayor Radkowski questioned the ACT 205 funding and Carol Muhitch responded there was a reduction of the unit value, but the City has not been notified by the state indicating the elimination of the funding.

Item added to the agenda- F. Reconsideration of the transfer of Water Authority property to the City

Mayor Radkowski made a motion to add item F. Reconsideration of the transfer of Water Authority property to the City, seconded by Deputy Mayor Chris Pletcher and all were in favor.

LEGISLATIVE ACTION:

Consider for adoption:

Ordinance No. 320 - Amending City Code Chapter 1 Administration Part 1 I. Departments Sections 191 thru 197

Ordinance No. 320 - Amending City Code Chapter 1 Administration Part 1 I. Departments Sections 191 thru 197 was presented for adoption.

Manager Pearson confirmed the concern regarding the elimination of two current department head positions was resolved with a written document by the Manager that was placed in the two individuals personnel files which will provide them with the same protection as other department heads.

It was noted the document would not be attached to the ordinance.

Motion Passed

Bob Roberts made a motion to adopt Ordinance No. 320, seconded by Joe Fleming and all were in favor.

Ordinance No. 321 - Amending City Code Chapter 18 Sewers and Sewer Disposal Part 3 Section 302 Sewer Rental Rates

An Ordinance amending City Code Chapter 18 Sewers and Sewer Disposal Part 3 Section 302 Sewer Rental Rates was presented for adoption.

Manager Pearson explained the two main changes of the ordinance were changing from a consumption rate to a flat rate and the ability to bill by service address. He noted the surrounding municipalities have a flat rate billing. The change will provide a reduction in administrative costs. With the reduction in consumption this change would provide a balance of revenue versus the costs to operate the Wastewater Treatment Plant.

Council briefly discussed the changes.

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Motion Passed

Deputy Mayor Pletcher made a motion to adopt Ordinance No. 321, seconded by Margie Brown and all were in favor, except Joe Fleming and Andrew Mohny who opposed.

2017 CDBG Revisions

Tina Gradizzi explained the following:

In 2017, City Council approved a 2017 CDBG activity "Sidewalk Replacement Program" for area residents who met certain income guidelines. The budget for the activity was \$154,760. To date we have completed projects on Maple, Spruce, and Walnut Streets and expended \$88,883.23. There is a balance of \$65,876.77 remaining in the activity budget and the 2017 CDBG contract funds need to be expended by March 1, 2021. In an effort to expend these funds in the time allotted and to avoid having to request a contract extension, she recommended the following revision:

Sidewalk Replacement Program: Close out the activity amount of \$88,883.23 leaving a balance of \$65,876.77 to be reallocated to additional projects.

Benzinger Park Pathway Project: Add activity and allocate \$12,061.00 towards project to accept full bid rather than portions of the bid.

Housing Rehabilitation Project: Add activity and allocate \$53,815.77 towards current projects.

All three activities meet the low/moderate (LMI) of sub-category national objective of the CDBG program.

Joe Fleming made a motion to approve the 2017 CDBG revision, seconded by Andrew Mohny and all were in favor.

2016 CDBG Recommendation to award bid for Benzinger Park Pathway and ADA Parking Project

Tina Gradizzi explained the following:

The City advertised for bids for the Benzinger Park Pathway and ADA Parking Project on September 18, 2020. The project consists of the installation of a concrete pathway at Benzinger Park along with handicap accessible parking on the Vine Road side of the park. The pathway will be approximately 350 feet and will have two cut outs for handicap accessible benches. The parking area will consist of two 8-foot parking stalls with an 8-foot, shared walkway from the stalls to the new pathway. This will allow handicap accessibility from the parking area to all areas of the park. This project is being funded with CDBG funds. A pre-bid meeting was held at the site on Tuesday, September 29, 2020 and there were three contractors interested in the project. The following bid was received and recorded on Monday, October 12, 2020 at 10:00 a.m.:

Bucktail Excavators, Inc. \$49,994.00

It was recommended to award the Benzinger Park Pathway and ADA Parking Project to Bucktail Excavators, Inc. in the amount of \$49,994.00.

Motion Passed

Andrew Mohny made a motion to approve the bid as recommended, seconded by Bob Roberts and all were in favor.

Transfer of Properties Averyville Road Park

Manager Pearson explained an Agreement of Sale was being presented for the Averyville Road Park property. This sale was approved by the Recreation Board for the offered amount from the adjoining property owners Michael and Lynn Herzing in the amount of \$5,000.00. He requested approval of the sale since City Council is required to approve the sale of City property.

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Motion Passed Andrew Mohney made a motion to approve the sale of the Averyville Road Park property, seconded by Joe Fleming and all were in favor.

123 Fourth Street Manager Pearson explained an Agreement of Sale was being presented for 123 Fourth St. property for the City to purchase the property for \$1.00. Council had already approved the use of CDBG funds to demolish the property, if acquired. The City will secure the property and make it safe until the demolition can occur.

Motion Passed Bob Roberts made a motion to approve the purchase, seconded by Andrew Mohney and all were in favor.

2020-08- Meyer, Forestview Subdivision application 2020-08 was presented from Meyer for Road property located on Forestview Road. The subdivision proposed to divide a 9,117 sqft. lot (Parcel A) as a lot addition to an adjoining parcel. The residual is 37,002 sqft. and was proposed to remain vacant. The receiving parcel will be 140,131 sqft. and contains an existing single-family dwelling with public water and sewer. The certificate for the Elk County Planning Commission was missing from the plat, however, the surveyors have made the correction to the recordation plats. The Planning Commission recommended approval of the subdivision with no comments.

Motion Passed Andrew Mohney made a motion to approve 2020-08 subdivision application, seconded by Joe Fleming and all were in favor.

2020-09 – Schatz, E. Eschbach Subdivision application 2020-09 was presented from Schatz for Road property located on E. Eschbach Road. The subdivision proposed to divide 10.367 acres lot from a 95.092 acre parcel as a new building lot. The residual parcel is 84.400 acres and contains an existing single-family dwelling with public water and public sewage disposal. The new lot has access to public water and sewer. The Planning Commission requested clarification on the third call of the new lot's deed description. The surveyor was contacted, and the call is correctly described on the plat and the deed description. The Commission recommended approval of the subdivision with this contingency.

Motion Passed Andrew Mohney made a motion to approve the 2020-09 subdivision application, seconded by Bob Roberts and all were in favor.

Reconsideration of the transfer of Water Authority property to the City (**Added to the agenda**) Mayor Radkowski explained in 2019 the City agreed to purchase property on Wilson Road from the Water Authority. The property was a potential site for a retention pond to help mitigate flooding downstream of the property towards the downtown. After a review of the property it was determined the property was not a preferred site for a retention pond.

Motion Joe Fleming made a motion to rescind the agreement to purchase the Wilson Road property from the Water Authority, seconded by Margie Brown.

The Solicitor will contact the Water Authority Solicitor and perform the necessary paperwork.

Motion Passed All were in favor of the motion.

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TOPICS FOR DISCUSSION:

COVID-19 Virus
Updates/Actions

Mayor Radkowski explained the meetings of the Northcentral COVID task force have become stagnant. The schools were being proactive to try to control any spread of the virus. Elk County's positive cases were increasing, and he urged residents to continue to do their best to stay safe.

**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

COUNCIL COMMENTS

Bob Roberts noted the Project Gifts distribution will occur by a drive-thru service on December 17th.

Joe Fleming requested motorists be careful during Trick or Treat. He also noted Emergency Services will be throughout the town to pass out candy.

Margie Brown stated she voted today at the Elk County Elections Office. She noted for those who had health concerns, they could consider voting early since masks would not be required at the polling places.

Deputy Mayor Pletcher stated General Edward Meyer was a former Army Chief of Staff and was proud he was from St. Marys. He looked forward to a memorial service in the City next year.

Mayor Radkowski agreed General Meyer was a great legacy for our town. He thanked Mr. Sorg for his comments, requested everyone get out and vote and thanked everyone for their well wishes on the birth of his daughter.


ANNOUNCEMENTS

Mayor Radkowski made the following announcements:

- Council's next regular meeting will be held on Monday, November 16, 2020 at 7:00 p.m.
- "Trick or Treat" will be held on Saturday, October 31, 2020 from 6:00 p.m. until 8:00 p.m. by porchlight invitation only.
- An Executive Session will follow adjournment of tonight's meeting regarding personnel matters.

ADJOURNMENT

Joe Fleming made a motion to adjourn the meeting, seconded by Margie Brown. Meeting adjourned at 8:20 p.m.



Recording Secretary



Mayor