

**CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING**

373

**DECEMBER 14, 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, December 14, 2020 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 December 12, 2020, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG  
ROLL CALL**

Mayor Lou Radkowski, Manager Timothy Pearson, and Recording Secretary Lorrie Levenduski.

Deputy Mayor Chris Pletcher, Andrew Mohny, Bob Roberts, Joe Fleming, Margie Brown, Gina Vrobel and Solicitor Tom Wagner dialed in.

City Staff: Tina Gradizzi, Community Development Director and Carol Muhitch, Finance Director dialed in.

**VISITORS**

There were no visitors.

**APPROVAL OF MINUTES**  
November 16, 2020 –Regular  
meeting  
Motion Passed

Margie Brown made a motion to approve the November 16, 2020 minutes, seconded by Gina Vrobel and all were in favor.

**REPORT ON EXECUTIVE  
SESSIONS:**

An Executive Session was held on December 9, 2020 regarding personnel matters. No decisions were made.

**PRESENTATION OF  
PLAQUE TO OUTGOING  
CITY MANAGER**

Mayor Lou Radkowski presented outgoing City Manager Tim Pearson with a plaque for his years of service to the City from 2015-2020.

Mayor Radkowski and Council thanked Manager Pearson for his service.

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

There were no citizen comments on agenda topics.

**MANAGERS REPORT**

Manager Pearson provided the following comments:

He thanked the 2015 Council for trusting him to sit in the City Manager's chair. He believed with the current Council the transition to a new Manager would be an easy one. He explained how much City staff does for the City and its residents. He stated he had a "fun ride" and believed it was an honor to be the City Manager.

**TREASURER'S REPORT**

Manager Pearson provide the following November, 2020 Treasurer's Report:

The revenue collected for the General Fund was at 94% of budget. Last year in November it was at 94% of budget and for 2018 revenue was at 101% of the budgeted amount. The expenditures for the General Fund were at 81% of budget and for last year we spent 81.5% and for 2018 we were at 86% of the budgeted amount. Benchmark would be at 91.6%. The Sewage Treatment Fund collected 89% of revenue and has expenditures of 84% of budget. For 2019 - Revenue was 91% - Expenditures 83% Earned Income tax collected as of the end of November was 92.65% of budget; for 2019 we collected 90% and for 2018 Earned Income collected as of the end of November was 99% of

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budget. Total Real Estate taxes collected as of the end of November was 97.7% of budget; for 2019 it was 96% of budget and for 2018 real estate tax collections were 98% of budget. Market value of the pension plans increased in November.

The Finance Department had provided an update to Council of an anticipated \$150,000.00 loss in the budget.

**PUBLIC HEARING: 2021  
City Budget**

Mayor Radkowski opened the public hearing at 7:08 p.m.

Mayor Radkowski confirmed there were no citizen comments received on the 2021 City budget via the various advertised options provided.

Mayor Radkowski closed the public hearing at 7:09 p.m.

**Request to add agenda item:**  
Resolution No. 2020, Greenways  
Trails and Recreation as item F.

Bob Roberts made a motion to add Item F. Resolution No. 20-20, Greenways Trails and Recreation grant application to the agenda, seconded by Margie Brown and all were in favor.

**LEGISLATIVE ACTION:**  
**Consider for adoption:**  
Ordinance No. 322- Providing  
for the levy and assessment of  
taxes for the fiscal year 2021

Ordinance No. 322 providing for the levy and assessment of taxes for the fiscal year 2021 was presented for adoption.

Mayor Radkowski noted no tax increase for 2021.

Manager Pearson noted the ordinance was duly advertised and displayed and no comments were received.

Motion Passed

Bob Roberts made a motion to adopt Ordinance No. 322, seconded by Joe Fleming and all were in favor.

Resolution No. 20-18 adopting  
the 2021 City Budget for various  
funds

Resolution No. 20-18 adopting the 2021 City Budget for various funds was presented for consideration.

Manager Pearson noted the only comments received were regarding the recent change to a flat sewer rate. He also noted the 2021 City Budget was duly advertised and displayed.

Motion Passed

Joe Fleming made a motion to adopt Resolution No. 20-18, seconded by Bob Roberts and all were in favor.

Resolution No. 20-19,  
Establishing the annual  
compensation for the Tax  
Collector and Deputy Tax  
Collector

Resolution No. 20-19, Establishing the annual compensation for the Tax Collector and Deputy Tax Collector was presented for adoption.

Deputy Mayor Pletcher explained the Tax Board had recently met and discussed the contents of the Resolution. The Tax Office had three taxing bodies that were required to approve the compensation for the Tax Collector and Deputy Tax Collector. The Resolution contained the wages and benefits for both mentioned positions.

Solicitor Wagner stated according to the Local Tax Collection Law, the Tax Collector's compensation must be approved prior to the next election for the 2022 term.

It was clarified that a 2/3 approval was required from the City, County and School District and each taxing body was responsible for 1/3 of the total tax office budget.

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Motion Passed

Joe Fleming made a motion to adopt Resolution No. 20-19, seconded by Margie Brown and all were in favor.

7<sup>th</sup> Supplemental Agreement of Lease with the Municipal Authority

Manager Pearson explained there was no action needed regarding the 7<sup>th</sup> Supplemental Agreement of Lease with the Municipal Authority, it was left on the agenda for discussion and will be placed on the January Council agenda for a decision. The original agreement with the Municipal Authority and the City was established in 1986 when a Bond was issued, and it created a relationship between the City and the Municipal Authority. The agreement allows the City to lease the Wastewater Treatment Plant from the Municipal Authority as they are the owners of the property. The bond is now paid off and terminates the current agreement. This provides an opportunity to review and create a new agreement. An extension of the agreement was requested but the Municipal Authority needed to have a meeting to approve that request. In the meantime, the current 6<sup>th</sup> Supplemental Agreement of Lease will continue as is.

Item Tabled

There were no objections, and the item was tabled until the January Council meeting.

Appointments to City  
Authorities, Board and  
Commissions

NAME OF AUTHORITY, BOARD OR COMMISSION AND LENGTH OF TERM	TERM EXPIRING	NUMBER OF VACANCIES	LETTERS RECEIVED FROM	RECOMMENDATION:
Benzinger Township Golf Authority 5 years	John H. Dippold	1 Vacancy	John Dippold W. Jeff Smith Randy DaCanal	<b>JOHN DIPPOLD</b>
St. Marys Area Airport Authority 5 years	Faisal El-Awar St. Marys Position  James Catalone Fox Twp. Position	1 Vacancy St. Marys  1 Vacancy Fox Twp.	D. Seth Hall  None Received	<b>D. SETH HALL</b>
St. Marys Area Water Authority 5 years	Michael Engel	1 Vacancy	Michael Engel Andrew Yetzer	<b>MICHAEL ENGEL</b>
Municipal Authority 5 years	Derek Wolfanger Vacant Position	2 Vacancies	None Received	
Board of Health 5 years	Priscilla Phillips	1 Vacancy	Priscilla Phillips Jeff Reeser	<b>PRISCILLA PHILLIPS</b>
Zoning Hearing Board 5 years – full member	Daniel Sorg	1 Vacancy	Daniel Sorg	<b>PENDING - DEC. 16<sup>TH</sup> MEETING</b>
Planning Commission 4 years	Bruce Gerber Brian Fleming Rebecca Schatz	3 Vacancies	Bruce Gerber Brian Fleming Rebecca Schatz	<b>BRUCE GERBER BRIAN FLEMING REBECCA SCHATZ</b>
Police Civil Service Commission 3 years	David J. Brown	1 Vacancy	David Brown	<b>DAVID BROWN</b>
Shade Tree Commission 3 years	Gail Shturtz Stephen Bagley	2 Vacancies	Gail Shturtz Kelli Piccolo Hall	<b>GAIL SHTURTZ KELLI PICCOLO HALL</b>
Youth Activities Commission 2 years	Vacant – 2 youth	2 – Youth	None Received	<b>UPDATE PROVIDED</b>

Benzinger Township Golf Authority

Bob Roberts made a motion to appoint John Dippold, seconded by Gina Vrobel.

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5 years

Margie Brown thanked all the applicants.

Deputy Mayor Pletcher also thanked the applicants and hoped to develop a better relationship with the Golf Authority. He noted there were other ways to get involved for those not appointed.

Motion Passed

All were in favor of the motion.

St. Marys Area Airport Authority  
5 years

Deputy Mayor Pletcher made a motion to appoint D. Seth Hall, seconded by Joe Fleming.

Deputy Mayor Pletcher explained according to the Authority minutes, there was an adversarial exchange between the board and the Airport Manager. He was hopeful of better communication with the new member. He noted previously when the authority had financial problems, Councilman Ned Jacob was appointed to the board to assist with those difficulties.

Motion Passed

All were in favor of the motion.

St. Marys Area Water  
Authority  
5 years

Joe Fleming made a motion to appoint Michael Engel, seconded by Lou Radkowski.

Deputy Mayor Pletcher explained even though new names are submitted the long-standing members should be rewarded.

Margie Brown had discussed and provided options available on other City boards with the other applicant.

Motion Passed

All were in favor of the motion.

Municipal Authority  
5 years

Mayor Radkowski encouraged applicants to submit their name for the two vacancies.

Manager Pearson explained the future relationship with the Authority is pending the approval of the previously discussed agreement. He suggested Council review the construct of the board since there were two vacancies and no names submitted.

Margie Brown asked for clarification of the responsibility of the Authority and Manager Pearson responded the Authority was formed to obtain funding and purchase the Wastewater Treatment Plant. They can obtain additional funding if necessary, for upgrades or required expansions to the plant, but the City could also obtain the same funding. Currently, the City runs the operations of the plant and the Authority was the original funding source. This relationship should be reviewed and clarified in the pending agreement.

Board of Health  
5 years  
Motion Passed

Deputy Mayor Pletcher made a motion to appoint Priscilla Phillips, seconded by Margie Brown and all were in favor.

Zoning Hearing Board  
5 years – full member  
Item Tabled

The Zoning Hearing Board appointment was tabled until January of 2021.

Planning Commission  
4 years  
Motion Passed

Mayor Radkowski made a motion to appoint Bruce Gerber, Brian Fleming and Rebeca Schatz, seconded by Bob Roberts and all were in favor.

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<p>Police Civil Service Commission 3 years Motion Passed</p>	<p>Bob Roberts made a motion to appoint David Brown, seconded by Joe Fleming and all were in favor.</p>
<p>Shade Tree Commission 3 years Motion Passed</p>	<p>Margie Brown made a motion to appoint Gail Shturtz and Kelli Piccolo Hall, seconded by Gina Vrobel and all were in favor.</p>
<p>Youth Activities Commission</p>	<p>Seth Higgins had provided an update to Council stating the Commission's bylaws were approved and they were looking to fill any vacancies in 2021.</p>
<p>Appointment of Interim Manager</p>	<p>Mayor Radkowski explained the personnel changes were discussed by Council and with the current Manager resigning effective December 31, 2020 an interim Manager would need to be appointed while a search for a new Manager is performed.</p>
<p>Motion</p>	<p>Joe Fleming made a motion to appoint Lou Radkowski as the Interim City Manager effective January 1, 2021, seconded by Margie Brown.</p> <p>Mayor Radkowski stated he appreciated the appointment and would accept it. He intended to work the temporary position half days.</p> <p>Solicitor Wagner explained Mayor Radkowski would need to resign as Mayor effective December 31, 2020.</p> <p>Mayor Radkowski explained during his position as Interim Manager the compensation would be half of the monthly current salary for the Manager position and he would receive no benefits.</p> <p>Deputy Mayor Pletcher thanked Mayor Radkowski for accepting the temporary position.</p>
<p>Motion Passed</p>	<p>All were in favor of the motion.</p>
<p>Mayor Vacancy</p>	<p>Solicitor Wagner confirmed the Deputy Mayor would temporarily fill the vacant Mayor Position.</p> <p>Solicitor Wagner will confirm the formal process to fill the Mayor vacancy for the rest of the year 2021 and will provide his opinion to Council in January.</p>
<p>Subdivision applications: 2020-11- Meyer-Gaton, Rosely Rd.</p>	<p>Subdivision application 2020-11 was presented from Meyer-Gaton for property located on Rosely Road. The subdivision proposed to divide a lot from a 7.31 acre parcel as a rear lot addition to an adjoining parcel. Lot 1 was 0.346 acres and will be consolidated with an existing parcel that contains a single-family dwelling with public water and onlot sewage disposal. The residual parcel will be 6.946 acres. The Planning Commission recommended approval of the subdivision with no comments.</p>
<p>Motion Passed</p>	<p>Bob Roberts made a motion to approve the 2020-11 subdivision application, seconded by Joe Fleming and all were in favor.</p>
<p>2020-12 – Reuscher-Lecker, South Paul Rd.</p>	<p>Subdivision application 2020-12 was presented from Reuscher-Lecker for property located on South Paul Road. The subdivision proposed to divide one lot from a 321.505-acre parcel as a side lot addition to an adjoining parcel. Lot 1 is 4.009 acres and will be consolidated with an existing parcel to the south that contains a single-family dwelling with public water and onlot sewage</p>

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disposal. The residual parcel will be 317.496 acres and contains an existing single-family dwelling with public water and onlot sewage disposal. The Planning Commission recommended approval of the subdivision with two minor changes to the plat.

- 1. The bearing label for the southern property line needs to be more legible, as a portion of it is over-written.
- 2. The northern property line needs a label for a subsection of the property line to avoid any confusion as to the proper length of the property line.

The surveyor revised the recordation maps to correct these items.

Motion Passed

Joe Fleming made a motion to approve the 2020-12 subdivision application, seconded by Bob Roberts and all were in favor.

**Consider for adoption:**  
Resolution No. 20-20 –  
Greenways Trails and Recreation  
(added to agenda)

Resolution No. 20-20 – Greenways Trails and Recreation grant application was presented for adoption. Tina Gradizzi explained the Resolution was needed to update Resolution No. 20-09 to the correct amount of \$131,000.00, which was submitted on the grant application.

Motion Passed

Bob Roberts made a motion to adopt Resolution No. 20-20, seconded by Joe Fleming and all were in favor.

**TOPICS FOR DISCUSSION:**  
Redevelopment Authority Way  
Ahead

Manager Pearson explained a plan would hopefully be presented in January for a way forward for the Redevelopment Authority. All of the members of the authority have previously resigned and it is currently inactive. The duties of the authority have been internally restructured through the Community and Economic Development Department with Tina Gradizzi as now the head of the department. Option 1 was to reestablish the authority and fill the vacancies. Option 2 was to create a commission or board instead of an authority. To do that Council would need to appoint 3 members to the authority and vote to dissolve it.

Solicitor Wagner and Ms. Gradizzi will continue to work on a proposal for 2021.

Mayor Radkowski stated he was looking forward to the proposal. He noted other areas had good examples of how they handle Economic Development.

COVID-19 Virus  
Updates/Actions

Mayor Radkowski explained the new mandates from the Governor for the shut down of restaurants, bars and clubs for dine-in service was difficult for those businesses. The businesses are asking where they can get help. Elk County had 316 cases in 2 weeks and were continuing to rise. The bi-weekly updates from the hospital reported numerous mild cases but was still affecting operations through loss of personnel for required quarantines. He hoped the community stayed safe and healthy by staying vigilant with the recommendations from the Department of Health. He was concerned for the safety and wellbeing of our front-line workers.

Margie Brown stated the small businesses were being impacted but our healthcare workers need to come first.

Mayor Radkowski if any small businesses etc. need help, they can contact Elk County.

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Tina Gradizzi explained the City's website had information on additional funding and she could provide them with contacts to obtain funding.

Margie Brown noted a website pennie.com was also providing financial assistance and options for health insurance coverage.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**MAYOR VACANCY**

Solicitor Wagner commented he had reviewed the City's Home Rule Charter regarding the Mayor vacancy. It states that once a vacancy occurs the remaining members of Council may appoint a successor. If that does not occur within 30 days of the vacancy, the Vacancy Board would fill the vacancy. He recommended the matter be on the January Council meeting. He stated he would still follow-up with his opinion on this matter in January. He clarified the Deputy Mayor fills the Mayor vacancy until Council acts and fills the vacancy for the unexpired term of the Mayor.

Solicitor Wagner clarified if Council appoints one of the Council members to fill the Mayor vacancy then it would create a Council member vacancy.

Deputy Mayor Pletcher confirmed his willingness and commitment to fill the vacancy for the interim and appointed Mayor.

**COUNCIL COMMENTS**

Council members wished everyone a Merry Christmas.

Bob Roberts gave a reminder of the distribution of toys from Project Gifts this Saturday.

Joe Fleming stated the small businesses need everyone's support.

Margie Brown stated to consider the essential workers during this shutdown.

Deputy Mayor Pletcher read a complimentary thank you to the outgoing Manager.

Mayor Radkowski stated he was looking forward to the transition to Interim Manager and thanked Manager Pearson for his friendship and everything he has done for the City.


**ANNOUNCEMENTS**

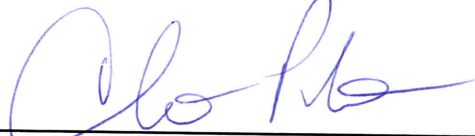
Mayor Radkowski made the following announcements:

- Council's next regular meeting will be held on Monday, January 18, 2021 at 7:00 p.m.

**ADJOURNMENT**

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

  
Recording Secretary

  
Mayor