

**CITY OF SAINT MARYS COUNCIL
REGULAR MEETING**

APRIL 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, April 19, 2021 at 7:00 p.m. Notice of this meeting was sent to Council on April 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, Joe Fleming, Margie Brown, Gina Vrobel Shane Schneider, Interim Manager Lou Radkowski, and Recording Secretary Lorrie Levenduski.

Solicitor Tom Wagner dialed in.

City Staff: Carol Muhitch, Finance Director

VISITORS

Clythera Hornung, Melissa Hughes, Lisa Sorg, Amy Cherry, Leslie Swope, Richard Sadley, Ned Jacob, Jerome Sorg, David Lecker, and Jim McAllister.

Tim Frenz, Tom Lynch did not sign in.

APPROVAL OF MINUTES
March 15, 2021 – Regular
meeting
Motion Passed

Andrew Mohny made a motion to approve the March 15, 2021 minutes, seconded by Joe Fleming and all were in favor.

**REPORT ON EXECUTIVE
SESSION:**

Executive Sessions were held on the following dates regarding personnel matters: March 15, 2021, March 25, 2021, March 29, 2021, March 30, 2021, March 31, 2021, April 5th, 2021 and April 12th, 2021. No decisions were made.

**SPECIAL PRESENTATIONS:
St. Marys Public Library**

Leslie Swope, Director of the St. Marys Public Library provided the following 2020 Annual Report:

COVID impacted the library, and they were closed from March 15 thru May 31, 2020. They then began providing curbside services and finally opened to the public in July of 2020 but had to return to curbside service in November 2020 until February 2021. Fundraising was down 20% from 2019 and income was down 75%. The library did receive PPP and COVID Cares funding to help offset the loss in revenue. New services were implemented such as virtual story time and weekly trivia contest. The also distributed take home bagged crafts thru the curbside service and offered many other virtual options. Some new services were well received and will continue into 2021. New for 2021 included access to digital magazines, a broader selection of e-books and e-audios and they were continuing to increase online learning platforms. The 2021 summer reading program will be held at the park. During shutdown, new murals were painted in the building. She noted 2020 was a difficult year, but it did provide the opportunity to be more creative.

Shade Tree Commission

Shade Tree Commission members Clythera Hornung and Lisa Sorg presented the following information via a slideshow presentation:

Listed the members, officers, and meeting information.

The Shade Tree Commission was formed in 1995 consisting of 5 to 7 members for the first years. In those early years, the Commission formed a City Ordinance: Ordinance #31, By Laws,

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a City tree inventory, and performed annual maintenance. The Commission arranges for the removal of diseased and dying trees. They also plant new trees and sometimes replace ones they had to remove.

Any resident complaints about the city trees are addressed at the meetings. The City Tree Inventory is updated at the meetings. A Shade Tree Calendar for the commission members is kept making sure all items are addressed in a timely manner throughout the year.

The City of St. Marys Shade Tree Commission is committed to the planting and maintenance of trees, as well as removal of failing trees in order to beautify the City of St. Marys, making it appealing to the residents and visitors while ensuring St. Marys remains green. The City of St. Marys Shade Tree Commission is also committed to the education of local elementary schools on trees for Arbor Day.

The City earned Tree City USA status in 2005 and continues to meet the standard for this prestigious recognition. The Shade Tree Commission is very proud to be a Tree City USA, for all the hard work put into the city trees each year. They provided the standards needed to receive the Tree City USA designation and provided a list of benefits of trees.

They listed the following goals:

- Annually plant 2% of the City's tree inventory to ensure a growing urban forest. (app. 10 to 12 trees)
- Strive to prune all new plantings within two years of their planting.
- Update the City tree inventory regularly.
- New inventory to identify all possible planting sites within the City
- Host Arbor Day Celebration.
- Perform maintenance trim and removal program in one City management unit and one City park.
- Encourage environmental and aesthetic additions of trees and plantings in the City.

A memorial tree is a long-term way to remember a significant individual or group. It may be for someone who has passed away or it could be for a group or someone who is living and deserves a lasting remembrance. There will be a plaque which identifies the person or persons who made the donation and for whom the donation is made. The Shade Tree Commission will select the kind of tree and the planting location, but the donor (or donors) may have an opportunity to participate in both of these decisions.

School interactions include:

First graders each receive a PA bookmark and each classroom receives a hardback book about Trees for the classroom library. Second grade gets an Arbor Day coloring book that has pictures designed by our Middle School art students. Third graders each get the large Pennsylvania Wildlife booklet. Fourth graders each get a Common Trees of PA book and a seedling, along with lessons about being an ISA Certified Arborist from Scott Sjolander (from Penn State Extension Office). Members also give them lessons on tree identification and how to plant their

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trees. Fifth graders get a book on Birds and Mammals of PA. They also get a survey to fill out about their seedling that they were given the year before. The Shade Tree Commission plants a tree each year in honor of the students who helped to enhance our environment by planting a seedling provided by the Shade Tree Commission as part of the annual Arbor Day activities. Students received this seedling when they were 4th Graders and are honored as 5th Graders.

Spring and Fall Maintenance Tours

Every Spring and Fall the Shade Tree Commission members get together to tour the parks and/or streets and to document the maintenance that is needed for the trees. In 2020 due to COVID the members separated and were assigned a specific area and reported any issues or concerns. This process will be used in the future. There are around 650 city trees. Maintenance includes removal of any trees deemed necessary.

Emergency Tree Removal

The Shade Tree Commission also responds to any emergencies concerning the City Trees. This would include (but not limited to) high windstorms that cause tree limbs or whole trees to fall. The City helps the commission with clean up when possible. The recent removal of the center tree on the Diamond due to disease was discussed.

Shade Tree Commission Prohibitions are according to Ordinance 31 and were listed.

Arbor Day Proclamation

Mayor Pletcher presented a Proclamation declaring April 30th, 2021 as Arbor Day in the City of St. Marys to the Shade Tree Commission.

PFM Financial Advisors

PFM Advisors representative Melissa Hughes provided the following information regarding the company as an independent advisory firm for the City:

An overview of the company's history and noting they are the leading advisor to local government and school districts throughout the nation.

A list of services was provided and ranged from loans to bond underwriting services. PFM reviews each financial situation and makes recommendations to the entity based on their financial goals and/or objectives. She provided illustrations for different financial options for bond refinance and/or loans options.

Tim Frenz from Janney reviewed the bond refinancing options and discussed the savings upfront option and options for the Airport Industrial Park loan. Tom Lynch, bond counsel, explained an ordinance would authorize and contain everything necessary to refinance the 2016 bond issue.

Mayor Pletcher stated the bond refinance was discussed at the last Council meeting and the Finance Committee will meet soon to discuss the options and provide a recommendation to Council.

**CITIZEN COMMENTS ON
AGENDA TOPICS**

There were no citizen comments on agenda topics.

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MANAGERS REPORT

Interim Manager Radkowski provided the following report:

- The basement tile removal is complete and waiting for the installation of new flooring based on construction material availability.
- The "Tour of Honor Annual Motorcycle Ride" has chosen the "Eternal Flame" on the Diamond as a stop for their riders this year. This is a nationwide event, so the St. Marys Legion, ABATE, Legion Riders, Straub Brewery and the Chamber of Commerce have provided banners welcoming the riders to town. This event lasts until the end of October. A Special thanks to the Legion Riders Club members for their cleanup of the Eternal Flame monument and surrounding area on the Diamond and the Shade Tree Commission for the removal of the tree on the Diamond, which now allows a great view of the monument.
- Cleanup Day is May 21st and May 22nd and will be held at Kaulmont Park this year. This will be self-unloading only.
- Dani Schneider, Park and Recreation Director, has partnered with the library for the summer reading program. The parks are still in need of workers.
- The Airport access road project will begin on May 1st.
- The search for a new City Manager is ongoing and a decision should be coming soon.

TREASURER'S REPORT

Interim Manager Radkowski provided the following March, 2021 Treasurer's Report:

March 31st marks the end of the 1st quarter of 2021, and revenue collected for the General Fund was at 14% of budget. Expenditures for the General Fund was at 18% of budget. Last year revenue was at 12% of budget and expenditures were 20% of budget. For 2019, revenue was 13% of budget and expenditures were 21% of budget and for 2018, revenue was recorded at 15% of budget and expenditures at 23%. Revenue collected for Real Estate taxes for 2021 was 25% of budget and for 2020 it was 18% of budget; for 2019 it was 18.6%; and for 2018 it was 18%. Earned Income Tax revenue for the 1st quarter of 2021 was 25.7% of budget and in 2020 it was 26.6% of budget; for 2019 it was 19.4%; for 2018 it was 25.6%. The monthly pension reports for March have not been received, so what is listed in revenue was only the employee contributions and interest earned in the checking account. March will be included in April's report.

LEGISLATIVE ACTION:

Award of Bid- Sara Road Bridge Replacement

City staff recently received bids for the above-mentioned project. The scope for this project bid consists of the Sara Road bridge replacement. The proposed bridge will be a concrete box culvert which will replace the existing steel culverts. Included in this project will be some minor storm sewer system improvements, adjacent roadway paving, sanitary sewer relocation and driveway adjustments. The construction estimate for the project was \$522,000. The project will be paid for with capital improvement funds (650 k) set aside from the Streets / Road and Bridge budget line item. This capital improvement line item was funded with revenues from the EIT tax increase of 2019. This project is also slated for an 80% reimbursement from PENNDOT. It was hoped to receive the reimbursement funds next year.

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These bids were received on April 12th and opened and read aloud at a public meeting.

For this project, five (5) contractors submitted sealed bids. The bid results are as follows:

<u>Contractor Name</u>	<u>Base Bid</u>
1. Charles J. Merlo, Inc.	\$ 557,000.00
2. Glenn O. Hawbaker, Inc.	\$ 598,598.00
3. Francis J. Palo, Inc.	\$ 607,020.00
4. CH&D Enterprises	\$ 620,110.55
** John Nastase Construction	\$ 459,563.13

** - John Nastase Construction's bid was rejected due to not being a PENNDOT approved contractor.

City staff recommended to award this contract to **Charles J. Merlo, Inc.** for **\$557,000.00**. The construction should take approximately 3 months to complete, weather depending. This project is scheduled to take place during the summer when the school district is on break.

Motion Passed

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

Exoneration of City Real Estate taxes

A request from the Elk County Tax Claim Bureau was presented for the exoneration of 2015 real estate taxes for a building located at 116 Pear Road in the amount of \$221.35. It was noted the County and School District had already approved their portions of the requested exoneration amounts.

Motion Passed

Joe Fleming made a motion to approve the request in the amount of \$221.35, seconded by Andrew Mohney and all were in favor.

Selection of Underwriter and Bond Counsel

Gina Vrobel made a motion to appoint Janney as the City underwriter and Lynch and Lynch as the City's bond counsel, seconded by Margie Brown.

Mayor Pletcher noted there were still options and time and once the Finance Committee meets, they will provide their recommendation along with city staff's recommendation.

Motion Passed

All were in favor of the motion.

TOPICS FOR DISCUSSION:

There were no topics for discussion.

CITIZEN COMMENTS ON NON-AGENDA TOPICS

Mayor Pletcher noted a workshop is scheduled for May 3rd to discuss the multi-tenant sewer billing.

Jerry Sorg, Jim McAllister, and David Lecker all expressed their dissatisfaction with the multi-tenant flat sewer rate. They all intend to attend the workshop on May 3rd.

COUNCIL COMMENTS

Margie Brown thanked all those who presented tonight.

ANNOUNCEMENTS

Mayor Pletcher made the following announcements:

- Council will hold a workshop meeting on Monday, May

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3, 2021 at 7:00 p.m. to discuss the multi-tenant sewer billing.

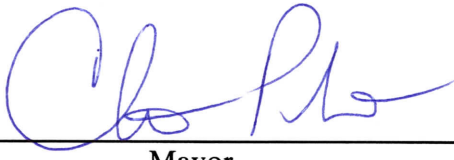
- Council's next regular meeting will be held on Monday, May 17, 2021 at 7:00 p.m.
- An Executive Session will be held following adjournment of tonight's meeting regarding real estate matters.
- The memorial service for General Edward Meyer scheduled for August 7th has been postponed and a date is to be determined.

ADJOURNMENT

Gina Vrobel made a motion to adjourn the meeting, seconded by Joe Fleming. Meeting adjourned at 8:28 p.m.



Recording Secretary



Mayor