

## CITY OF SAINT MARYS COUNCIL

## RESCHEDULED TELECONFERENCE REGULAR MEETING

MARCH 23, 2020

**ANNOUNCEMENT**

Mayor Radkowski announced that City Hall building was closed to public attendance for this meeting in order to assure compliance with the Governor's guidelines on social distancing, due to the COVID-19 virus pandemic. This meeting was being held as a teleconference and the audio was being broadcast on the City TV Channel 96.2. The opportunity for public comment for agenda items was advertised with directions to send via email or to call the City's mainline and a direct extension was provided. The agenda was condensed to contain only necessary items.

**CALL TO ORDER**

The rescheduled regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Louis Radkowski on Monday, March 23, 2020 at 7:00 p.m. The meeting was held via a teleconference. Notice of this meeting was sent to Council on March 19, 2020, posted at City Hall and published in the Daily Press.

**ROLL CALL**

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

City Staff: Hannah Brock, HR Specialist and PR Officer, Tina Gradizzi, Community & Economic Development Coordinator and Matthew Pfeufer, Zoning Officer.

**VISITORS**

There were no visitors.

**APPROVAL TO  
AUTHORIZE  
PARTICIPATION BY  
COUNCIL MEMBERS BY  
CONFERENCE CALL**

Joe Fleming made a motion to authorize participation by Council members by conference call, seconded by Margie Brown and all were in favor.

**APPROVAL OF MINUTES  
February 17, 2020 – Regular  
Meeting  
Motion Passed**

Bob Roberts made a motion to approve the February 17, 2020 minutes, seconded by Gina Vrobel and all were in favor.

**REPORT ON EXECUTIVE  
SESSION**

An Executive Session was held Thursday, March 2, 2020 regarding legal matters. No decisions were made.

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

Mayor Radkowski requested the listening audience to call in with any comments on agenda topics. There were no citizen comments on agenda topics.

**TREASURER'S REPORT**

Manager Pearson provided the following Treasurer's Report for February 29, 2020:

Total Revenue for the General Fund was \$671,772 or 9 percent of budget and total Expenditures were \$844,999 or 11.5 percent of budget. Last year at this time Revenue was \$537,890 or 7.4 percent of budget and Expenditures were \$838,012 or 11.5 percent of budget. In 2018, Revenue was 8 percent and Expenditures were 13 percent of budget. Benchmark would be at 16.67 percent. The City should be receiving a portion of the Real Estate tax revenue by the end of March. Pension plans decreased in market value for February by almost \$800,000. Earned Income collected was at 23.5 percent of budget; 2019 was 17.6 percent; and for 2018 was 23 percent of budget and for 2017 was

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25 percent of budget. Beginning balances for the General Fund, STP Fund, Sewer Fund and Capital Funds were adjusted to actual with 2019 year-end adjusting entries.

Margie Brown asked if any City employees were laid off and Manager Pearson responded not at this time. City Offices were closed to the public, but staff was still working.

**LEGISLATIVE ACTION:**

Mayor Radkowski noted the agenda was abbreviated for tonight's meeting because of the events happening in the world due to the pandemic and to ensure the City was still taking care of any time sensitive items.

**Consider for publication:**  
An Ordinance revising City  
Code Chapter 18, Part 5  
Retaining Tanks

An Ordinance amending the City Code Book, Chapter 18, Part 5, Use of Retaining Tanks, to allow the permanent use of retaining tanks under specific circumstances was presented for publication.

Matthew Pfeufer explained after receiving an application for a holding tank from St. Xenia Orthodox Church for property located on East Eschbach Rd. Council approved the Planning Module and it was submitted. The City was then notified by the Department of Environmental Protection that the City's holding tank ordinance required some revisions in order to approve the module. The ordinance was being amended to comply with the state regulations, which would allow the installation of holding tanks for commercial and institutional uses for permanent use. The regulations will require an annual inspection by the City's SEO and certified pumping of the tank.

Solicitor Wagner explained according to Act 547 the municipality is responsible for the disposition of sewage into these types of tanks, but believed the proposed ordinance adequately addressed any security issues for the City.

Mr. Pfeufer noted the permit for the tank must be renewed every two years.

It was clarified if the permit expired or was denied the tank could be cleaned out and/or filled in instead of removing it to minimize any possible costs to the City.

Motion Passed

Andrew Mohny made a motion to publish the ordinance, seconded by Joe Fleming and all were in favor.

**Consider for adoption:**  
Resolution No. 20-05 - DEP  
Grant for Leaf Box unit

Resolution No. 20-05, authorizing the filing of grant application to the PA Department of Environmental Protection Act 101 Section 902 Program for funds to be used towards the purchase of a 20-yard leaf box with hoist for the City's leaf waste Collection Program.

Tina Gradizzi explained Council gave approval for an enhanced leaf collection program at the 2020 budget workshop. The project costs of \$245,000.00 for the equipment allowed for a request of 30 percent or possibly up to 60 percent which will be based on an allowed amount to be determined by DEP.

Motion

Bob Roberts made a motion to approve resolution No. 20-05, seconded by Gina Vrobel.

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- Clarification Ms. Gradizzi requested the motion clarify the maximum amount allowed by DEP.
- Amended Motion Passed Bob Roberts amended his motion to include “the maximum amount allowed by DEP”, and Gina Vrobel amended her second an all were in favor of the amended motion.
- Resolution No. 20-06 - DCNR Grant for Parks and Recreation Department’s Comprehensive Park Plan Resolution No. 20-06 – authorizing the filling of a DCNR Grant for a Parks and Recreation Department’s Comprehensive Park Plan in the amount of \$40,000.00 was presented for adoption.
- Tina Gradizzi noted the 50 percent match of \$40,000.00 was committed funds by the Recreation Board.
- Motion Passed Chris Pletcher made a motion to adopt Resolution No, 20-06, seconded by Andrew Mohney and all were in favor.
- Ratify Police Contract The Police Contract for the term of January 1, 2020 thru December 31, 2022 was presented for approval.
- Manager Pearson explained the contract provided standardization with the other City union contract. The major changes were changing vacation and sick time to an accrual system, percentage based medical insurance cost share and a 2 percent wage increase, other changes were cleanup efforts. The contract changes would be retroactive to January 1, 2020.
- Motion Joe Fleming made a motion to ratify the Police Contract, seconded by Margie Brown.
- Chris Pletcher applauded all involved for the work done for this contract.
- Motion Passed All were in favor of the motion.
- Subdivision Application: 2020-03 subdivision application as presented from Dragone’s for property located on Rosely Rd. The subdivision proposes to divide a 1.832 ac lot from a 36.256 ac parcel as side lot additions to an adjoining parcel with an existing single-family dwelling with public water and onlot sewage disposal. The residual parcel is 34.424 acres and contains an existing single-family dwelling with public water and onlot sewage disposal. No new building lots will be created as a result of this subdivision. The Planning Commission commented that parcel #13-14-013-3222 was subdivided in 1983 and is owned by the Dragone's. The parcel appears to be land-locked, however, access to Rosely Road is possible over the consolidated Lots 2, 3, and 4; also owned by the Dragone's, if needed in the future.
- Mr. Pfeufer noted there were two ways to correct the land locked parcel. One option would be to create a right of way to the parcel, the other way would be to incorporate the parcel into the parcels that have frontage to Rosely Rd., which the Dragone’s now own.
- Motion Passed Andrew Mohney made a motion to approve the subdivision application, seconded by Joe Fleming and all were in favor.

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**TOPICS FOR DISCUSSION:**  
**COVID-10 VIRUS**  
**UPDATES/ACTIONS**  
**Declaration of a disaster**  
**emergency in the City**

Mayor Radkowski explained he declared a disaster emergency in the City on Friday, March 20<sup>th</sup>, 2020 in response to the COVID-19 Pandemic. The Governor declared a Disaster of Emergency for the entire state on March 6, 2020.

Solicitor Wagner explained the Emergency Management Services Code provides the authorization to the Mayor to declare the emergency but the declaration would become void within seven days unless Council as the governing body extended it.

Council discussed the length of time necessary for the extension.

Solicitor Wagner explained according to Section 7501 of the EMS Code there were no other time limits other than the seven days. Council would need to ratify the declaration and determine a method to terminate it. He recommended the declaration be open ended and subject to termination by Council at any time. He noted since the rural areas are possibly behind in cases than larger cities, the state may terminate the statewide declaration before it even peaks in the rural areas.

**Motion Passed**

Joe Fleming made a motion to ratify the emergency declaration and termination of the declaration to be reassessed by Council and the Mayor, seconded by Margie and all were in favor.

**Free Parking**

Mayor Radkowski explained he had heard complaints regarding parking meter enforcement and believed it would be a good gesture of Council to provide free parking during this emergency declaration.

Gina Vrobel supported the idea.

Joe Fleming made a motion to suspend meter enforcement during the emergency declaration, seconded by Gina Vrobel.

Chris Pletcher disagreed with the motion, due to the decrease in revenue.

Margie Brown clarified for meter violations only.

**Motion Passed**

All were in favor of the motion, except Chris Pletcher who opposed. Motion passed.

**City Update**

Manager Pearson explained City Hall has been closed to the public since March 17<sup>th</sup>, 2020 and City Parks are also closed to comply with the recommended "social distancing". Options of staggering employee's days/hours and working from home were being considered for City staff. The new Family First Act from the federal government provided up to 80 hours of sick time due to the Coronavirus. City staff was not performing any inspections at this time and not issuing any type of permit. City street crew members were still performing repair work and the Wastewater Treatment Plant still has a full operating crew. The City's stone supplier was currently closed and other vendors were being researched. This was permitted due to the declaration. The City was providing messaging to residents thru social media and the City's website. The website has a resource page built specifically for the COVID-19 pandemic. The Police Department will provide notifications of any non-compliance to any non-essential businesses. Currently the Governor issued a stay at home order for six counties in the state that already have

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a high number of positive cases.

Mayor Radkowski explained he was holding regular scheduled teleconferences with Penn Highlands Elk President, County Officials, School representatives from both public and private, State Representative's office, City Health Officer, Elk County Emergency Services, Emergency Services Chiefs (Police, Fire and Rescue). They will continue to meet and notes from the meetings will be forwarded to Council for their reference.

Mayor Radkowski noted the County "211" number for services was still active and mental health services or general assistance can be reached at 776-0205.

Margie Brown requested any industry not using their PPE equipment to consider donating to the local hospital.

Gina Vrobel requested a list of items.

Mayor Radkowski confirmed the list as N95 masks, face shields, gowns, surgical masks and powered air purifying respirators.

Mayor Radkowski thanked everyone for all that they do during this difficult time.

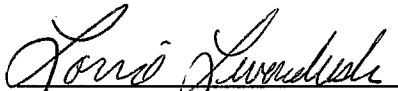
## ANNOUNCEMENTS

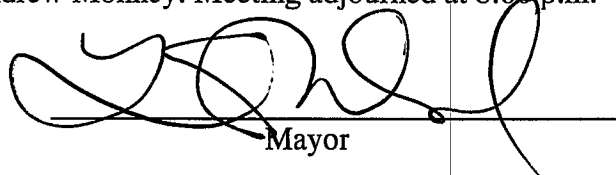
Mayor Radkowski made the following announcements:

- Council's next regular meeting will be held on Monday, April 20, 2020, at 7:00 p.m. via teleconference.

## ADJOURNMENT

Chris Pletcher made a motion to adjourn the meeting, seconded by Andrew Mohny. Meeting adjourned at 8:00 p.m.

  
Recording Secretary

  
Mayor

CITY OF ST. MARYS

ORDINANCE NO. 316

REESTABLISHING THE YOUTH ACTIVITIES COMMISSION

WHEREAS, the St. Marys Administrative Code, at Section 210A, originally provided for the establishment of a Youth Activities Commission;

AND WHEREAS, Section 210A(6) provided that the Youth Activities Commission shall go out of existence two years from the date of adoption of Section 210A (which adoption occurred on January 3, 1994);

AND WHEREAS, City Council deems it to be in the best interest of the City to reestablish the Youth Activities Commission to encourage civic involvement of the younger members of the community;

NOW THEREFORE, St. Marys City Council ordains as follows:

Section 210A of Part 1 of the St. Marys City Code, also known as the Administrative Code, is amended to read as follows:

**“Section 210A. Youth Activities Commission**

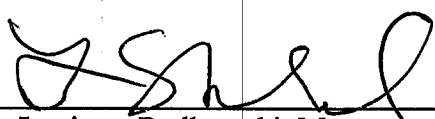
1. There is hereby established a Youth Activities Commission to investigate, prepare and propose recommendations to the City Council. City Council may from time to time by resolution authorize projects for the Youth Activities Commission to undertake.
2. The Youth Activities Commission shall consist of nine members appointed by City Council. Seven of the members shall be between the ages of 15 and 18 at the time of appointment. Youth members must be residents of the St. Marys Area School District. Adult members must be residents of the City.
3. The members of the Commission shall be appointed for a term of two years. Vacancies on the Commission shall be filled by City Council for the unexpired term.
4. The power to implement any plan and to establish and manage any facilities shall initially remain with the City, subject to such delegation as City Council may from time to time determine.
5. Adult members of the Commission must at all times comply with all regulations and statutes relating to child abuse protection.”

ADOPTED this 17<sup>th</sup> day of February, 2020.

ATTEST:

  
 \_\_\_\_\_  
 Secretary

CITY OF ST. MARYS

By:   
 \_\_\_\_\_  
 Louis Radkowski, Mayor