

**CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING****MAY 17, 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, May 17, 2021, at 7:00 p.m. Notice of this meeting was sent to Council on May 13, 2021, posted at City Hall and published in the Daily Press.

**PLEDGE TO THE FLAG  
SWEARING-IN CEREMONY**

Mayor Pletcher swore in Joseph Fleming as the new City Manager.

Mayor Pletcher noted with the appointment of the Manager there is now a vacancy on City Council. The vacancy will be advertised and Council will have 30 days to fill the vacancy. He encouraged those who may be interested in serving on Council to submit a letter of interest.

**ROLL CALL**

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

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

**VISITORS**

Jerry Sorg, Bob Luchini, David Wolfel, Richard Sadley, Amy Cherry, Pam Schreiber, Parker Wickett, Dani Schneider, Ned Jacob, and David Lecker.

**APPROVAL OF MINUTES**  
April 19, 2021 – Regular  
meeting  
Motion Passed

Margie Brown made a motion to approve the April 19, 2021 minutes, seconded by Shane Schneider and all were in favor.

**May 3, 2021 – Workshop**  
Motion Passed

Deputy Mayor Bob Roberts made a motion to approve the May 3, 2021 minutes, seconded by Gina Vrobel and all were in favor.

**May 10, 2021 – Special Meeting**  
– City Manager Position  
Motion Passed

Shane Schneider made a motion to approve the May 10, 2021 minutes, seconded by Gina Vrobel and all were in favor.

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

Jerry Sorg requested, during the Treasurer's Report, the available funds for the Sewer Fund be discussed.

**MANAGERS REPORT**

Manager Fleming provided the following report:

- He thanked City staff for the warm welcome he received on his first day as the new City Manager.
- American Rescue Plan Regional Meetings – The City Manager and Community and Economic Development Director led 2 meetings with North Central and the Elk County Commissioners to understand the preliminary rules for spending the money. In short, over \$140M is coming into McKean, Potter, Elk, Cameron, Jefferson, and Clearfield counties to municipalities, counties, and school districts. We want to ensure we are strengthening our region and want to explore partnerships whenever possible.
- Tour of Honor banners are ready to welcome all riders. We will keep these up throughout the summer.

**CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING**

**MAY 17, 2021**

- East Branch Dam is holding a ribbon cutting next Thursday, May 27. Representatives from Saint Marys will be there and are looking forward to seeing the Dam begin to get back to its full capacity.
- General City Hall Information – looking to review internal HR policies and operations to ensure they are updated and valid.
- City Clean Up Days are this weekend May 21 and May 22. As a reminder, City Staff will not be there to help unload any materials and asked residents to plan accordingly.
- Election Day is tomorrow, May 18. Please get out to vote. These local elections are so important for our area as they will set the policy and direction over the next 4 years for Saint Marys.

**TREASURER'S REPORT**

Manager Fleming provided the following April, 2021 Treasurer's Report:

Total revenue for the General Fund as of the end of April, 2021 was \$1.3M or 17.7% of budget. For 2020 it was \$1.1M and 14.7%; for 2019 it was \$1.1M and 15.5% and 2018 was \$1.1M and 17.2% of budget. Total expenditures as of the end of April, 2021 were \$2M and 27% of budget, for 2020 it was \$2M and 27%; for 2019 it was \$1.9M and 26% and for 2018 it was \$1.8M and 27% of budget. As of the end of April we have collected 26% of the current Real Estate Tax Revenue. For years 2020, 2019 and 2018 total current real estate tax collections were at 19% of budget. Earned Income tax collected as of 4/30/21 was \$187,940; for 2020 it was \$132,022; for 2019 it was \$137,841 and for 2018 earned income tax collections were \$109,479. As of May 12th of this year we collected \$3,483,232 in current real estate taxes and last year we collected \$3,310,353. Total outstanding current real estate taxes as of 5/12/2021 is 524,432 and as of 5/12/20 the total of outstanding current real estate taxes was \$702,172.

Mayor Pletcher asked Carol Muhitch, Finance Director, to respond to the earlier request from Jerry Sorg regarding the Sewer Fund.

Carol Muhitch explained the revenue is on track with the base rate. The non-residential billing is occurring quarterly which makes it difficult to compare to last year. She noted that consumption-based billing was lower than the budgeted amount, which has been an ongoing trend. Base rate billing was within the budgeted amount which allows for scheduled capital projects. Expenditures were lower at this time of the year since the transfer for capital projects occurs at the end of each year.

**LEGISLATIVE ACTION:**

Consider for publication: An ordinance authorizing debt for up to a maximum of \$4,750,000 general obligation bonds.

An ordinance authorizing debt for up to a maximum of \$4,750,000 general obligation bonds was presented for publication.

Carol Muhitch, Finance Director explained the previous information presented to Council on the refinance of the 2016 bond issue. Currently the balance of those 2016 bonds was \$3.8M. This ordinance contains a not to exceed amount of \$4.7M due to DCED requirements. She also reviewed the information previously presented regarding borrowing versus a bond refinance. She noted approval is required from DCED for the City to incur debt and is based on the City's borrowing base. The Finance Committee was scheduled to meet to review the

CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING

MAY 17, 2021

presented options but was rescheduled and had not yet occurred. It was determined a decision was not needed at tonight's meeting.

Motion to Table Passed

Deputy Mayor Bob Roberts made a motion to table the bond issue, seconded by Gina Vrobel and all were in favor.

2018 CDBG Revision

Tina Gradizzi explained the Benzinger Park ADA Parking and Pathway project was being funded with a portion of the 2016 and 2017 CDBG allocations. Prior to the start of the project, the contractor and engineer suggested that additional drainage be installed to divert run-off from the hill away from the new pathway.

Additional funding in the amount of \$16,121 was needed in order to address this issue. She proposed a decrease to the 2018 Housing Rehabilitation funds from \$170,048 to \$153,927 and an increase to the Benzinger Park ADA Parking and Pathway project as a 2018 CDBG activity in the amount of \$16,121. This would bring the total project costs to \$69,615 which includes engineering costs.

Also, due to this unforeseen portion of the project, she requested extensions on the 2016 and 2017 CDBG contracts from May 30, 2021 to June 15, 2021 to allow additional time for completion of the project.

Motion Passed

Deputy Mayor Bob Roberts made a motion to approve the 2018 revision, seconded by Andrew Mohney and all were in favor.

Award of Bids:  
CDBG-CV Project – Christian  
Food Bank Drive Thru Addition

Tina Gradizzi explained the City had teamed up with the county to accomplish a CDBG-CV project - The Christian Food Bank Drive Thru Addition

This project includes the removal of a 20' x 20' section of the current building and the addition of a 60' x 24' steel structure with garage doors at each end; three non-operable window, floor drains, lighting, concrete footers and concrete aprons on each end as well as man doors. The estimated cost for the project was \$150,000. The City's share was \$115,500 (77%) and the County's share was \$34,500 (23%).

We received one bid for the project in the amount of \$166,390. The bid was opened during a regularly scheduled Commissioner's meeting on May 4th at 10:00 am. As a result, the Commissioners approved the bid, as received, from Daghir Construction in the amount of \$166,390 contingent upon the approval and award from St. Marys City Council.

Members of the Christian Food Bank Board of Directors were present at the meeting to confirm they agreed to cover the overage costs (\$16,390) for the project. She recommended Council approve awarding the bid to Daghir Construction.

Motion Passed

Andrew Mohney made a motion to award the bid to Daghir Construction, seconded by Gina Vrobel and all were in favor.

Dust Control

On Tuesday, May 4, 2021 bids were opened for dust control for 2021. The following are the results.

CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING

MAY 17, 2021

	E2/E3	MC70/MC30	E4
Jefferson Paving	\$2.02	\$3.22	\$2.17
Midland Asphalt Materials	\$1.8414	\$2.66	\$2.010
Suit-Kote	\$1.97	\$3.01	\$2.07
Russell Standard	\$1.72	\$2.60	\$2.25

City staff recommended that the E2/E3 bid and the MC70/MC30 bid be awarded to Russell Standard of Mars, PA as the lowest responsible bidder and recommended that the E4 bid be awarded to Midland Asphalt of Bloomsburg, PA as the lowest responsible bidder.

Motion Passed Margie Brown made a motion to approve the bid as recommended, seconded by Shane Schneider and all were in favor.

Stone On Tuesday, May 4, 2021, bids were opened for stone for 2021. A breakdown of bids was presented with a recommendation that the bid be awarded as follows. All prices are per ton.  
2a limestone - Woodland Equipment - \$19.51 per ton  
#3 limestone - Bucktail Excavators - \$22.92 per ton  
1b limestone - JM Delullo Stone - \$24.40 per ton  
2b limestone - JM Delullo Stone - \$22.40 per ton  
DSA - JM Delullo Stone - \$25.20 per ton  
Native Pit sandstone - Bucktail Excavators - \$15.00 per ton  
The recommended bidder is the lowest responsible bidder. It was noted that some aggregate may not be used this year.

Motion Passed Shane Schneider made a motion to award the bid as recommended, seconded by Margie Brown and all were in favor.

Appointment to the Zoning Hearing Board The Zoning Hearing Board had a vacancy and one letter of interest was received.

Motion Passed Deputy Mayor Bob Roberts made a motion to appoint Steve Schneider to the Zoning Hearing Board vacancy, seconded by Shane Schneider and all were in favor.

TOPICS FOR DISCUSSION: Deputy Mayor Bob Roberts explained there are arborvitae shrubs at the downtown park that he believed should be relocated to the edge of Elk Creek to create a barrier.

It was determined to notify the Shade Tree Commission of the intent to relocate the shrubs.

Mayor Pletcher requested the Manager obtain recommendations to name the new downtown park.

There was a brief discussion on the possibility of a sponsored park.

Margie Brown stated as a follow up from the workshop meeting and the sewer rate discussion, Amy Auman had informed her the 2021 area median income was \$69,800.00 and in 2020 Elk County Housing Authority had 70 housing vouchers for St. Marys.

CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING

MAY 17, 2021

CITIZEN COMMENTS ON  
NON-AGENDA TOPICS

David Lecker expressed his dislike of the term rental fee for the sewer billing.

Jerry Sorg presented a bag full of envelopes that contained approximately 517 signatures opposing the flat sewer rate.

Richard Sadley requested an update of the downtown park amphitheater time frame and Tina Gradizzi responded funding sources were being researched at this time. She noted the park is now available to rent for events.

Manager Fleming noted additional landscaping was being finalized at the park.

Jerry Sorg recommended the school children be requested to submit park names and Manager Fleming responded he would reach out to the schools.

COUNCIL COMMENTS

Shane Schneider reminded residents of phone scams impersonating the IRS and noted the IRS or any other agency would never demand payment in the form of gift cards.

Gina Vrobel wished everyone a Happy Memorial Day.

Margie Brown commented Council was still reviewing the sewer rate and the next phase was commercial and industrial rates.

Andrew Mohny thanked Jerry Sorg for his suggestions and also remarked the Chamber of Commerce was still looking for fireworks donations.

Deputy Mayor Bob Roberts reminded residents to vote.

Mayor Pletcher reminded everyone the Memorial Day parade would be held on May 31<sup>st</sup> and of the vacancy on Council.

ANNOUNCEMENTS

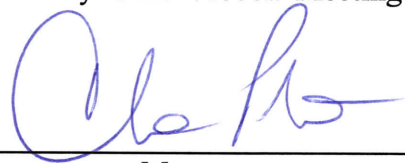
Mayor Pletcher made the following announcements:

- Council's next regular meeting will be held on Monday, June 21, 2021, at 7:00 p.m.
- The vacancy on City Council will be advertised and on Council's next agenda for consideration.

ADJOURNMENT

Deputy Mayor Bob Roberts made a motion to adjourn the meeting, seconded by Gina Vrobel. Meeting adjourned at 8:15 p.m.

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Mayor