

JUNE 21, 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, June 21, 2021, at 7:00 p.m. Notice of this meeting was sent to Council on June 17, 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, Margie Brown, Shane Schneider, Solicitor Tom Wagner, Manager Joseph Fleming, and Recording Secretary Lorrie Levenduski.

Gina Vrobel was absent.

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

**VISITORS**

David Lecker, Monica Radkowski, Jerry Sorg, Ivan Smith, Bill Laird, Sue Herzing, Dan Herzing, Richard Sadley, Ned Jacob, Amy Cherry, and Hannah Brock.

**APPROVAL OF MINUTES**

May 17, 2021 – Regular meeting  
Motion Passed

Shane Schneider made a motion to approve the May 17, 2021 minutes, seconded by Bob Roberts and all were in favor.

**SPECIAL PRESENTATIONS:  
St. Marys Legion – Veterans  
Banners**

Susan Herzing, Adjutant for the St. Marys American Legion, explained after an initial banner program was presented by the Leadership Elk County Group. The Legion and the LEC has taken on the Hometown Heros banner project and she was the project coordinator. Currently, there are 48 signed up to sponsor a banner. There are 66 poles available for the installation of banners. The city will put up and take down the banners annually. Brackets are needed and will be provided by Dinsmore Welding thru a grant from the Elk County Community Foundation. The sponsors will have the banners returned after two years and there will be another round of sponsors to ensure a chance for others. It was hoped to have the banners installed after the Bavarian Fall Fest in September. The sponsorship fee is \$200.00 per banner and the banners will be 2X4 and double-sided. They are available for living or deceased veterans.

Council thanked Ms. Herzing and the Legion for their efforts for our veterans.

**Airport Authority – Bill Laird  
Chairman**

Bill Laird, Chairman of the St. Marys Area Joint Airport Authority, explained the QTPod is the name of the fueling system at the Airport. The original system was installed in 1996 and upgrades or service is no longer available. Service stopped 3 years ago on the system which had a 20-year life expectancy. He noted the Airport receives revenue thru the system which provides 24/7 fuel sales. The Airport had submitted requests to both Elk County and Fox Township. The County offered \$12,500 towards the system, but due to missing the budget deadline for their annual request of \$10,000, this would only provide \$2,500 towards the system. He noted he did not receive any commitment from Fox Township. The quote for the new system was \$11,405 with additional costs for installation, which would bring the total to approximately \$13,000. It was confirmed the fuels sales provide approximately \$6,000 in profit.

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Mayor Pletcher noted the City would review the budget to see if there are any funds available for his request.

CITIZEN COMMENTS ON  
AGENDA TOPICS

There were no citizen comments on agenda topics.

MANAGERS REPORT

Manager Fleming provided the following report:

- Thanked the Police Department for his recent ride along.
- Downtown Park is graded and seeded and the memorial fountain is now installed.
- Multiple businesses interested in the Airport Industrial Park lots.
- HR is continuing to work with Barry Wolfe, HR consultant, to update employee records and requirements.
- Park activities are in full swing, and the pool is up and running.
- The Sara Road bridge project is underway and is projected to be completed before the start of school.
- Rock Street project will be starting soon and the Airport Road project is progressing.

Deputy Mayor Roberts questioned if the arborvitae left in the downtown park could be replanted along the creek and Manager Fleming responded he would look into that and provide an update.

TREASURER'S REPORT

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

Total revenue for the General Fund as of 5/31/21 was \$3.55M or 47% of budget. In May of 2020, revenue totaled 3.37M or 46% of budget and for 2019 revenue was at \$3.45M or 47.5% of budget. Expenditures for the General Fund as of 5/31/21 were \$2.4M or 32% of budget and for 2020 it was \$2.4M or 33% of budget and for 2019 expenditures at the end of May were \$2.4M or 33% of budget. 89.9% of the current real estate tax revenue was collected as of May 31, 2021, leaving an outstanding balance due for all tax revenue funds of \$524,000. For 2020, it was 85.6% collected with \$628,000 outstanding. Earned income Tax as of May 31, 2021 was at 26.5% of budget, for 2020 it was 26% of budget and for 2019 earned income was at 24.6% of budget and for 2018 it was 26% of budget. Market value in pension plans continue to increase in value.

LEGISLATIVE ACTION:

Consider for adoption:  
Ordinance No. 326- authorizing debt for up to a maximum of \$5,395,000 general obligation bonds.

Mayor Pletcher noted tonight's agenda listed the ordinance incorrectly as "Consider for Publication". The ordinance was duly advertised and displayed, and Ordinance No. 326 was being presented for adoption authorizing debt for up to a maximum of \$5,395,000 general obligation bonds.

Carol Muhitch explained this ordinance will refinance the 2016 bonds. The Finance Committee recommended to add the Industrial Park loan. This will extend the bond repayment two years. It was also recommended to take the upfront savings of \$134,000.

Margie Brown made a motion to approve by roll call vote, Ordinance No. 326, seconded by Shane Schneider.

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Roll Call Vote  
Motion Passed

On a roll call vote all were in favor. It was noted Gina Vrobel was absent.

Resolution No. 21-03:  
Application for County Aid,  
Liquid Fuels in the amount of  
\$7,000.00  
Motion Passed

Resolution No. 21-03, Application for County Aid for liquid fuels funds was presented for adoption. This is the annual request for reimbursement of stone.  
  
Margie Brown made a motion to adopt Resolution No 21-03, seconded by Bob Roberts and all were in favor.

Resolution No. 21-04: Amending  
the City Fee Schedule

Resolution No. 21-04: Amending the City Fee Schedule, was presented for adoption. The resolution was needed due to the Depot Street Park being designated and constructed to facilitate community events and programs in the Park by civic and private organizations and there are associated costs that will be incurred by the City when the Park is used for such events and programs, which costs should not be borne by the taxpayers of the City.

Organization	Non-Profit		Private	
Length	Half Day	Full Day	Half Day	Full Day
Permit Fee	\$ 50	\$50	\$50	\$50
Security Deposit*	\$100	\$100	\$100	\$100
Daily User Fee				
0-75 Guests	\$75	\$150	\$75	\$150
Over 75 Guests	\$75	\$150	\$100	\$200
Electric Fee	\$50 flat fee	\$15/outlet	\$50 flat fee	\$15/outlet
Electric Converter Fee**	\$25/box	\$25/box	\$25/box	\$25/box

Motion Passed

Andrew Mohny made a motion adopt Resolution No. 21-04, seconded by Shane Schneider and all were in favor.

Award of Bid- 2021 Mill and Fill  
Project

City staff recently received bids for the above-mentioned project. The scope for this project bid consists of roadway base repairs (mill and fill) that is performed annually. Base repairs entail the removal of deteriorated sections in the roadway and the placement of new asphalt base material. These roads are then resurfaced as part of the revolving PIB loan program every fifth year. This is the first year of the 5-year program. The construction estimate for the project was \$313,600. The project will be paid for with capital improvement funds (300k). The list of streets to be repaired were attached. These bids were received on June 15th and opened / read aloud at a public meeting.

For this project, three (3) contractors submitted sealed bids. The bid results are as follows:

<u>Contactor Name</u>	<u>Base Bid</u>
1. New Enterprise, Inc.	\$ 222,094.82
2. IA Construction, Inc.	\$ 226,192.42
2. Glenn O. Hawbaker, Inc.	\$ 258,986.13

It was recommended that Council award this contract to New Enterprise, Inc. for \$222,094.82. The construction should take approximately 2 weeks to complete, weather depending.

Motion Passed

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

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Transfer of the 2019 Unrestricted Fund Balance Carol Muhitch, Finance Director, explained on August 3rd, 2015 at a City Council work session, Council approved the unrestricted fund balance policy for the general fund. This policy allows Council to allocate the unrestricted fund balance in the general fund by three options:

- Commit Fund Balance
- Assign Fund Balance
- Unassigned Fund Balance

**Committing Fund Balance** is transferring the unrestricted fund balance to the Capital Improvement Plan. The Budget Policy dictates that we transfer 10% of the proposed expenditures to the CIP each year. For the 2020 budget that transfer would be \$732,451. Only \$7,156 was budgeted to transfer for capital projects in the 2020 budget, leaving a balance of \$725,295 that was not funded through the general fund for the 2020 budget. If the remaining fund balance of \$572,179 is transferred to the capital projects fund, then only \$153,116 of the planned budget allocation was not met.

Motion Passed Andrew Mohnney made a motion to transfer the full amount of \$572,179 for capital projects, seconded by Shane Schneider and all were in favor.

Council Committees - Formation of a Sewer Rate Committee Mayor Pletcher explained the formation of a Sewer Rate Committee was being proposed tonight with the following mission:

- Investigate prior rate structure and the current rate
- Will not deviate from non-discrimination or reasonable rate clauses as mandated per the Home Rule Charter
- Explore the Phase II sewer rate reform for industrial users

Mayor Pletcher made motion to appoint Deputy Mayor Bob Roberts as Chairman, and Andrew Mohnney and Shane Schneider to the Sewer Rate Committee, seconded by Margie Brown.

Ned Jacob and Jerry Sorg would hold the non-council/resident positions on the Committee.

Motion Passed All were in favor of the motion.

Police Pension Committee and Non-Uniformed Pension Board Motion Passed Mayor Pletcher made a motion to appoint Margie Brown to replace Joe Fleming on the Police Pension Committee and Non-Uniformed Pension Board, seconded by Deputy Mayor Bob Roberts and all were in favor.

Emergency Management Committee Motion Passed Deputy Mayor Bob Roberts made a motion to appoint Andrew Mohnney to replace Joe Fleming on the Emergency Management Committee, seconded by Mayor Pletcher and all were in favor.

**TOPICS FOR DISCUSSION:** Naming of Downtown Park Mayor Pletcher explained he had requested the Manager to obtain submission for the naming of the downtown park.

Manager Fleming explained the schools were excited to be part of the naming process.

The following names were submitted for consideration:  
**South St Marys Street Elementary**  
Depot Park  
**St. Marys Area Middle School**  
Diamond Park  
Straub Park

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**St. Marys Area High School**  
Elk Creek Park  
**St. Marys Catholic Elementary**  
Cobblestone Creek Park  
**St. Marys Catholic Middle/High School**  
Elk Creek Park  
Riverside Park  
Our Lady of the Park  
Bavarian Park  
Ubung Park (German for exercise)  
Benedictine Park  
**City Staff**  
Bayern (German name for Bavaria)  
Founders Park  
Marienstadt Park  
Station Park

Formal approval of the new name will be at a future Council meeting.

**Vacancy on Council**

Mayor Pletcher explained since Council did not fill the vacancy on Council within 30 days the Vacancy Board would now have 30 days to fill the vacancy. If applicants are received it will be the responsibility of the Vacancy Board to appoint the position. The Vacancy Board consists of the Vacancy Board Chairman and Council members.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

David Lecker commented on the responsibility of the Municipal Authority.

Jerry Sorg commented on sanitary and stormwater connections.

Monica Radkowski expressed her frustration with gas meters on the sidewalk along Erie Ave.

The Manager will look into this further and the Solicitor will review the Public Utilities rules and regulations.

**COUNCIL COMMENTS**

Margie Brown thanked Woodbed for the recent tour of their facility.

Andrew Mohny announced the 2021 fireworks were cancelled, but thru a joint effort with Parks and Recreation, proceeds from concession sales at Benzinger Park would go towards the 2022 fireworks.

Deputy Mayor Bob Roberts noted the Rotary Annual Beef Sales was on Friday.

Mayor Pletcher thanked the Legion for the Memorial Day parade and noted the Parks and Recreation team was doing a great job.

Solicitor Wagner noted the term for the vacancy on Council would expire Jan. 1, 2022. The remainder of the term (2 years) will be on the November ballot. Both political parties can submit names for the ballot.

**ANNOUNCEMENTS**

Mayor Pletcher made the following announcements:

- Council's next regular meeting will be held on Monday, July 19, 2021, at 7:00 p.m.

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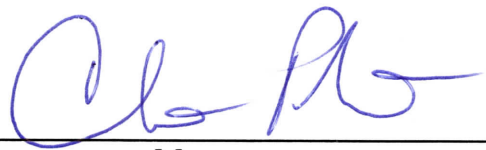
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- The vacancy on City Council was advertised and will now go to the Vacancy Board for appointment to the position.

ADJOURNMENT

Deputy Mayor Bob Roberts made a motion to adjourn the meeting, seconded by Andrew Mohny. Meeting adjourned at 8:28 p.m.

  
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Recording Secretary

  
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Mayor