

**CITY OF SAINT MARYS COUNCIL
REGULAR MEETING**

JULY 17, 2023

CALL TO ORDER

The regular monthly Council meeting of the City of Saint Marys was called to order by Mayor Lyle Garner on Monday, July 17, 2023, at 7:00 p.m. Notice of this meeting was sent to Council on July 13, 2023, posted at City Hall and published in the Daily Press.

PLEDGE TO THE FLAG

ROLL CALL

Mayor Lyle Garner, Deputy Mayor Bob Roberts, Nedward Jacob, Andrew Mohny, Shane Schneider, Jerome Sorg, Sally Geyer, Manager Joseph Fleming, Solicitor Tom Wagner and Recording Secretary Lorrie Levenduski.

City Staff: Tina Gradizzi, Director of Community and Economic Development, Joe Kugler, Deputy Director of Community and Economic Development, Dani Schneider, Parks and Recreation, and Matt Young, Code Official.

VISITORS

Richard Sadley, Clythera Hornung and Amy Cherry.

**APPROVAL OF MINUTES
June 19, 2023 – Regular
Meeting
Motion Passed**

Sally Geyer made a motion to approve the June 19, 2023 minutes, seconded by Deputy Mayor Bob Roberts and all were in favor.

**CITIZEN COMMENTS ON
AGENDA TOPICS**

There were no citizen comments on agenda topics.

MANAGER'S REPORT

Manager Fleming presented the following report:

- "I hope everyone had a wonderful Fourth of July and I want to thank the St. Marys Chamber of Commerce for putting on their annual fireworks display.
- We had some interesting chain of events that happened since we last met. We had the issue of the motor needing to be replaced at the community pool which has been resolved and of course, the closure of the lower side of Erie Ave due to the Silman building having a portion of the roof area almost detach from the building. The area has been repaired.
- The Memorial Park all day play event is growing, and the number of participants was up to 270 kids this year. I met with park staff and recreation board to see how improvements can be made and any lessons learned from this year to integrate them into next season.
- I will be meeting with the Parks and Recreation Board

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along with Economic development in the next couple of weeks to discuss upgrades to our playground equipment including playland at our community parks and come up with a plan on how to move our parks forward.

- Oil and chipping will begin next week so I urge residents to be aware of the fresh oil on the roadways.
- John Street project is underway and expected to last a couple of months.
- Jackson Road project which is on the agenda this evening will take place sometime in August.
- Line painting is almost completed, and center line painting will be scheduled soon.
- The parking garage on Depot St will be receiving a fresh coat of paint in the next couple of weeks.
- Ditching and road repairs are currently going on, along with mowing.
- For the August meeting, HRG will be here to present the City's Strategic Management study. I will be meeting with them tomorrow to go over the revisions, once they are completed, I will forward it to Council.
- Waiting to hear back on the grant applications, which were submitted pertaining to the Rt. 120 and Washington/Erie Ave Project, hopefully we will hear word this week or next.
- New Receptionist will start on July 31st."

TREASURER'S REPORT

Manager Fleming provided the following Treasurer's Report for June 30, 2023:

June is the half-way mark for the City. Total revenue collected for the general fund was \$5.2M or 61% of budget. Last year, the City collected \$4.5M or 54% of budget, and for 2021 revenue collected was \$4.7M or 63% of budget and for 2020 revenue was \$3.8M or 53% of budget. Total expenditures for the general fund were at \$3.9M or 45% of budget. Last year expenditures were \$3.4 million or 41% of budget; for 2021 expenditures were at \$3.6M or 48% of budget and for 2020 it was \$3M or 40% of budget. Total real estate taxes collected were 94% of budget and 94% of budget was collected for last year and for 2021 collections were at 95%. Earned income collected is 37% of budget and for last year we collected 27% of budget and for 2021 collections were at 31% of budget.

**LEGISLATIVE ACTION
Consider for adoption:**

Resolution No. 23-10 - Application for County Aid for Liquid fuel reimbursement was presented for adoption.

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**Resolution No. 23-10 -
Application for County Aid for
Liquid fuel reimbursement
Motion Passed**

Deputy Mayor Bob Roberts made a motion to adopt Resolution No. 23-10, seconded by Nedward Jacob and all were in favor.

**Resolution No. 23-11 –
Keystone Communities Grant
request**

Resolution No. 23-11 – Keystone Communities Grant request was presented for adoption.

Tina Gradizzi, Director of Community and Economic Development explained the request in the amount of \$30,000 was to continue the City's Façade Grant Program.

Motion Passed

Andrew Mohny made a motion to adopt Resolution No. 23-11, seconded by Sally Geyer and all were in favor.

**2022 CDBG Revision #1 –
Contract C 0000 84356 –
Commercial Rehabilitation**

Tina Gradizzi, Director of Community and Economic Development explained the City of St. Marys approved a commercial rehabilitation project in their 2020 CDBG Contract, which was addressing code deficiencies at 45 Erie Avenue. The project has been completed and is in need of an additional \$6,950.

It was proposed to allocate funds from the 2022 CDBG Contract #C 0000 84356 in the amount of \$6,950 to pay the final invoice. This would reduce the 2022 original Spot/Blight budget from \$77,390 to \$70,440. A portion of these funds have already been expended for the demolition of 115 Wehler Road (\$16,900) leaving a balance of \$60,490. If the revision is approved, there will be \$53,540 to address spot blight projects throughout the City.

Motion Passed

Jerome Sorg made a motion to approve the revision as presented, seconded by Shane Schneider and all were in favor.

**Acceptance of property at 683
North St. Marys Road**

Matt Young, Code Official, explained the owner of 683 North St. Marys Road has gifted the property to the City. Council will now need to accept the property. The property has been condemned for demolition and is unfit for occupancy as was determined by the City Code Official. If accepted, City staff will bid out the demolition of the structure and utilize CDBG funds. Once the demolition is complete the City can then market the property for sale to try to recoup some of the CDBG funds use for demolition.

Motion Passed

Andrew Mohny made a motion to accept the property,

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seconded by Nedward Jacob and all were in favor.

**Award of bids:
Fire Department/Police
Department Roof Replacement**

Matt Young, Code Official, explained the following bids were received for the Fire Department/Police Department Roof Replacement and two no bids:

768-ROOF - \$66,400.00
Dereume Dunkle Roofing Co. - \$102,900

He further explained the reason for the materials chosen.

It was confirmed since it is a City building, Council should approve the bid.

Motion Passed

Sally Geyer made a motion to ward the bid to 768-ROOF in the amount of \$66,400.00, seconded by Shane Schneider and all were in favor.

**HOMES Program Rental
Rehabilitation Project**

Joe Kugler, Deputy Director of Community and Economic Development, presented the following information:

The City's Department of Community and Economic Development recently received a bid for the above-referenced project. The work for HOME Program Contract No. C000084479 consists of the rehabilitation of the structure located at 262 George Street. The structure will be completely rehabilitated, interior and exterior of the building. The current dilapidated duplex will become a single-family, senior housing rental unit. HOME Program funds were awarded through the PA Department of Community and Economic Development (DCED) in the amount of \$275,000 to fund this project.

Bids were due July 10, 2023. The following bid results were open and read on July 12, 2023:

<u>Contactor Name</u>	<u>Bid Amount</u>
1.) St. Marys Masonry	\$242,000

All bid documents submitted by St. Marys Masonry were completed and submitted as required. St. Marys Masonry is a contractor based in the City of St. Marys. They mainly perform small to midsize construction projects throughout the area. It is our recommendation that City Council award the bid for the Rental Rehabilitation Project (HOME) – 262 George Street to **St. Marys Masonry for \$242,000.00**. This project should take approximately 5 to 6 months to complete.

Motion Passed

Shane Schneider made a motion to award the bid as

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**Bid award: Contract 2023-02:
Jackson Road Dirt, Gravel,
And Low Volume Road
Maintenance Project Phase 6**

recommended, seconded by Sally Geyer and all were in favor.

Manager Fleming explained City staff recently received bids for Contract 2023-02: Jackson Road Dirt, Gravel, And Low Volume Road Maintenance Project Phase 6. This project will continue the improvements we have been making to Jackson Road. The work for Contract (2023-2) consists of placing 1800' of driving surface stone over the existing roadway and installing 9 new 18" stormwater cross sewers. This project will be funded through a Dirt and Gravel Road grant program administered through the Elk County Conservation District. The total grant funds available are approximately \$110,865.

These bids were received on July 13th and opened and read aloud at a public meeting.

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

- | | |
|------------------------------|--------------|
| 1. Duffy, Inc | \$ 95,385.00 |
| 2. Bucktail Excavators, Inc. | \$116,565.00 |
| 3. Glenn O. Hawbaker, Inc. | \$142,475.00 |

We have reviewed all the bid documents submitted by Duffy, Inc. and everything is in order. Duffy, Inc. is a contractor based in Smethport. They are a medium sized contractor that performs site work projects, throughout PA. The City has experience working with this contractor and found their work to be acceptable and responsive. It is City staff's recommendation that the Council award this contract to Duffy Inc. for \$95,385.00. This construction should take approximately 1 month to complete, weather depending.

Motion Passed

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

TOPICS FOR DISCUSSION:

Deputy Mayor Bob Roberts asked for a status of the George Street/Charles Street Project and it was confirmed the bid packet went out July 19th with a scheduled pre-bid meeting on August 3rd and a bid opening on August 25th.

Nedward Jacob requested the Manager request PennDOT mow the grass/weeds on South St. Marys St. from the trucking company to the Plaza.

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Manager Fleming responded he was looking at long term options for that area since there were maintenance responsibilities for the City if it was paved or cemented. He was looking into a gravel option.

Nedward Jacob stated he believed it should be a hard surface so that snow can be removed.

Jerome Sorg questioned the width of the Right of Way in that area.

Manager Fleming noted any upgrades would need the approval of PennDOT.

Deputy Mayor Roberts noted originally, there was a gravel path.

Shane Schneider noted there are crosswalks already there, so they are prepared for a sidewalk.

Andrew Mohny commented the State should be already aware of the situation.

**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

COUNCIL COMMENTS

Nedward Jacob reminded everyone of the Aviation Festival and the Car Show. He noted there would not be drag races this year but was hopeful for next year.

Sally Geyer gave a "shout-out" to the Downtown Heritage Preservation Group for their efforts to water and maintain the flowers downtown. She also noted the girls' softball team was headed to the State Championship and wished them luck.

Deputy Mayor Bob Roberts commented the City has numerous volunteer groups and they all deserve a thank you.

Mayor Garner reminded everyone of the upcoming Potato Pancake supper on July 28th.

ANNOUNCEMENTS

Mayor Garner made the following announcements:

- The next Council regular meeting will be held on Monday, August 21, 2023 at 7:00 p.m.


ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Jerome Sorg. Meeting adjourned at 7:35 p.m.

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Recording Secretary


Mayor