

**CITY OF SAINT MARYS COUNCIL  
REGULAR MEETING**

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**SEPTEMBER 18, 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, September 18, 2023, at 7:00 p.m. Notice of this meeting was sent to Council on September 14, 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, Carol Muhitch, Finance Director.

**VISITORS**

Cheryl McCabe, Clythera Hornung, Glen Vollmer, Richard Sadley, Joe Sarginger and Stephen Bagley.

**APPROVAL OF MINUTES  
August 21, 2023 – Regular  
Meeting  
Motion Passed**

Sally Geyer made a motion to approve the August 21, 2023 minutes, seconded by Jerome Sorg and all were in favor.  
\*Minutes were listed incorrectly on agenda as August 18<sup>th</sup> and was later corrected.

**REPORT ON EXECUTIVE  
SESSION**

An Executive Session was held immediately prior to tonight's meeting regarding personnel matters. No decisions were made.

**SPECIAL PRESENTATION:  
Comcast**

Cheryl McCabe from Comcast presented the following information:

A map of the proposed area of service along with a pamphlet of the current rate structure with channel line up was distributed to Council members.

She explained the regular rates provided did not include promotional rates that are offered at various times.

Comcast also participates in internet income-based programs like the Affordable Connectivity Program, which offsets pricing and may provide free service for some residents.

She described the proposed route of installation which would include 233.5 miles of fiber optic line and approximately 13,112 homes/businesses.

They are currently working on the necessary pole permits which

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may take up to six months to obtain. They are hoping for a start date of July 2024. The building of the infrastructure would take approximately 30 months and they will activate service as they move from one area to the next. Residents will be contacted as service becomes available.

Jerome Sorg wanted to confirm that the area of the Airport would be included, and Ms. McCabe responded she believed so.

Deputy Mayor Bob Roberts questioned if there would be a Franchise Agreement with the City and Ms. McCabe responded yes.

Sally Geyer asked if they knew that it would be worth their while to provide the service in this area and Ms. McCabe responded yes, her company did an analysis of that information.

Council thanked her for the presentation.

**CITIZEN COMMENTS ON  
AGENDA TOPICS**

There were no citizen comments on agenda topics.

**MANAGER'S REPORT**

Manager Fleming presented the following report:

- "I want to thank the Fall Fest Committee for holding another wonderful Fall Fest this past weekend. I saw great crowds and excellent entertainment.
- A shout out goes to the Crystal Fire Department for another successful pancake breakfast yesterday and to thank all the local volunteers along with the area Girl Scouts.
- With the recent announcement that our Finance Director will be retiring next May, we are currently seeking candidates for our next Finance Director. Please see our usual media platforms for more information. The deadline for applications is October 6<sup>th</sup>.
- The local emergency responders will again take part in distributing candies to Halloween participants throughout the city on Halloween Night.
- Also, I am looking forward to the Haunted Forest which is being planned at Benzinger Park in the latter part of October. It's an amazing event and the individuals involved spend many hours getting it all together.
- Street Crew has finished up oil and chipping for the season. They are still doing some ditching in the area. The lower portion of Jackson Road continues to be worked on with our street department installing a new

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culvert and the contractor doing road repair. I am hopeful for the opening of the roadway by the first of October. There will be berm work in the industrial park (Delaum Road) along with manhole repairs in the Evergreen/Bayberry area and Theresia St. which may cause some traffic delays. Street sweeping of the downtown area was performed. John Street construction continues, and I am hopeful that the work will be completed by the time Council meets again.

- Crack sealing work will be done at the downtown parking garage.
- Leaf collection is being planned for the latter part of October. An announcement will be made as we get closer to the start date.
- The Parks and Recreation activities have concluded for the season, making way for fall sport organizations.
- All departments are busy getting their budget request in for next year's proposed budget.
- Congratulations to the Christian Food Bank for their 40 years of service to the area."

**TREASURER'S REPORT**

Manager Fleming provided the following Treasurer's Report for August 31, 2023:

Total revenue for the General Fund was 74% of budget compared to 2022 of 67% of budget and in 2021 revenue was at 75% of budget. Expenditures were at 58% of budget compared to 2022 of 54% of budget and in 2021 expenditures were 59% of budget. Total real estate tax collections as of the end of August was 97% of budget, for 2022 it was 96% of budget and for 2021 real estate collections were at 97% of budget. Earned Income Tax collected as of 8/31/23 was at 61% of budget, for 2022 it was 50% of budget and in 2021 EIT collections as of the end of August was 52% of budget. Pension plans decreased in value in August but are still greater in value than last year at this time. Interest rates for investments are increasing - PLGIT rates average 5.14% and PLGIT TERM is at 5.49%

**LEGISLATIVE ACTION**

**Consider for adoption:**

**Resolution No. 23-14 -  
confirming the City's  
commitment to a publicly  
owned water supply system  
and encouraging the St. Marys**

Resolution No. 23-14 - confirming the City's commitment to a publicly owned water supply system and encouraging the St. Marys Area Water Authority to make the same public commitment was presented for adoption.

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**Area Water Authority to make  
the same public commitment.**

Solicitor Wagner explained this resolution is a follow-up to the request from the Water Authority and as previously discussed at the August 21, 2023 Council meeting. He had sent Council a very detailed memo explaining the issue and a draft of the Resolution that is being presented tonight. The Resolution will publicly confirm Council's commitment and asks the Water Authority to do the same.

**Motion Passed**

Jerome Sorg made a motion to adopt Resolution No. 23-14, seconded by Sally Geyer and all were in favor.

**Resolution No. 23-15 – 2023  
C.D.B.G. Projects Application**

Resolution No. 23-15 – 2023 C.D.B.G. Projects Application was presented for adoption.

Tina Gradizzi, Director of Community and Economic Development presented the following information:

As a follow up to the 2023 CDBG Public Hearings and solicitation for projects, the City always requests the maximum percentage for administration (18% - \$56,655) and we have been tackling blight and historic preservation with the maximum percentage (30% - \$77,430) of our allocation. The remaining funds (70% - \$180,670) needs to be reserved for LMI project(s). Below are the three projects that were requested:

1. **Ash Street Reconstruction**
2. **Little League Infield Turf Project**
3. **Parks and Rec. ADA Equipment and Amenities**

The City has been waiting for DCED to post the updated American Census Survey (ACS) numbers to see if any areas of the city qualify automatically as an LMI area or if the city, in general, qualifies since the surveys were done during COVID. Unfortunately, the information isn't posted yet and the CDBG application is due in October.

Therefore, she proposed the following:

Allocate the remaining funds towards the eligible project of Parks and Rec. ADA equipment and amenities as an LMI project (\$180,670) benefiting Presumed Limited Clientele for the time being and to get the 2023 CDBG under contract.

She proposed to work with Public Works to seek funding elsewhere for the Ash Street project, so they can do the entire project at one time rather than phases. This project is well over \$1,000,000 just for one phase.

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The Little League's request for a turf infield (\$124,943) does not qualify as an LMI project however, she was working to seek funding elsewhere. In addition, if the ACS numbers are posted and the area of Memorial Park qualifies as LMI or citywide, we will be able to request a Revision or Modification to our CDBG funds to assist them with their project.

She requested approval of the 2023 projects, and permission to submit the application to DCED via Resolution #23-15.

**Motion**

Deputy Mayor Bob Roberts made a motion to adopt resolution No. 23-15, seconded by Andrew Mohny.

**Discussion**

Sally Geyer questioned if it was necessary to approve the projects tonight and Ms. Gradizzi responded yes, due to the deadline to submit the application. Revisions and modifications could be done in the future.

Nedward Jacob asked if Ash Street could be put in as a modification or a revision and Ms. Gradizzi responded yes, depending on the income surveys.

Manager Fleming stated it would be best to submit the application before the deadline.

Sally Geyer confirmed the application must be submitted first.

**Motion Passed**

All were in favor of the motion.

**Approval of 2023 C.D.B.G.  
Projects (added to agenda)**

The following 2023 C.D.B.G. Projects were presented for approval:

- Administration (18% - \$56,655)
- Blight and historic preservation with the maximum percentage (30% - \$77,430)
- (70% - \$180,670) for Parks and Rec. ADA Equipment and Amenities

**Motion Passed**

Deputy Mayor Bob Roberts made a motion to approve the 2023 C.D.B.G. projects as listed above, seconded by Sally Geyer and all were in favor.

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**Resolution No. 23-16 –  
Statewide Local Share  
Assessment Grant Application**

Resolution No. 23-16 – Statewide Local Share Assessment Grant Application was presented for adoption.

Tina Gradizzi, Director of Community and Economic Development presented the following information:

In early 2022, the City submitted a Local Share Statewide Assessment grant for the downtown park development (restrooms, pavilion, amphitheater and amenities) which also included amenities for other parks on the application.

In March of 2022 the City made a commitment to allocate \$90,784 of the ARPA funds towards the construction of the restroom facility and pavilion. Resolution #23-16 is asking for City Council's approval to re-submit the application.

**Motion Passed**

Andrew Mohny made a motion to adopt Resolution No. 23-16, seconded by Shane Schneider and all were in favor.

**2024 Minimum Municipal  
Obligation (M.M.O.'s)**

**2024 Minimum Municipal Obligation (M.M.O.'s)**

Carol Muhitch, Finance Director, presented the following information:

A copy of the 2024 M.M.O. reports for the pension funds was presented. This report is done every year. Act 205 requires that it be submitted and approved by the governing body of the City of St. Marys by September 30, 2023.

The City is required to transfer the M.M.O. to the pension plans through the General Fund. The City receives State Aid from the Commonwealth through ACT 205 to help cover this cost.

Total requirement for the police pension is \$232,696 and for the non-uniformed employee's pension is \$130,686 or a total of \$363,382. This is an increase of \$17,982 from the total requirement for 2023.

In 2022 the City received from ACT 205, \$300,547 to help fund the M.M.O. requirements. The City should receive the 2023 ACT 205 funding in late September - early October of this year.

A summary of the requirements for each year along with the amounts received from Act 205 and the City contributions was also presented.

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**Motion Passed**

Nedward Jacob made a motion to approve the 2024 M.M.O. contributions, seconded by Sally Geyer and all were in favor.

**Unrestricted Fund Balance Transfer**

Unrestricted Fund Balance Transfer request was presented.

Carol Muhitch presented the following information:

City of Saint Marys  
Committing unrestricted fund balance  
For Year 2021

Fund Balance – Ending 12/31/2021 – Audit

Unassigned Unrestricted Fund Balance \$2,877,278

Fund Balance Reserve - 20%

*This is the amount that stays in the General Fund and is used to pay for the expenditures before tax dollars are received. Amount allocated is 20% of the next year's budget.*

(2023) (8,470,852 x 20%) (\$1,694,170)

Remaining Fund Balance to be committed or assigned  
\$1,183,108

**Assigned:**

OPEB Cost	None
Increase in Medical cost	None
Increase in Pension cost	None

**Committed:**

Capital Reserve Fund for capital projects \$ 750,000

Unassigned remaining for future years \$ 433,108

**Motion Passed**

Nedward Jacob made a motion to transfer \$750,000 from the Unrestricted Fund balance to the Capital Reserve Fund for Capital Projects, seconded by Sally Geyer and all were in favor.

**TOPICS FOR DISCUSSION:**

There were no topics for discussion.

**CITIZEN COMMENTS ON  
NON-AGENDA TOPICS**

There were no citizen comments on non-agenda topics.

**COUNCIL COMMENTS**

Shane Schneider thanked the Fall Festival committee and those who helped with the Fire Department pancake breakfast.

Jerome Sorg commented that the Fall Fest was great, and the Sportsman's Youth Field Day went well with approx. 130 kids.

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Deputy Mayor Bob Roberts thanked all of the numerous volunteers in the City.

Andrew Mohny concurred with the other comments.

Sally Geyer also concurred with the other comments and said a resident of South Michael Extension wanted to thank Council for a nice road. She also gave best wishes to recently married Dani and Joe Kugler.

Mayor Lyle Garner commented on how proud he is of St. Marys and its residents. He provided a story of a lost wallet during the festival and a gentleman from Carlilse PA that was very appreciative of having it returned.

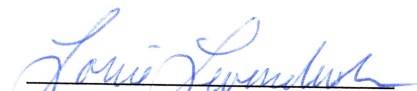
**ANNOUNCEMENTS**

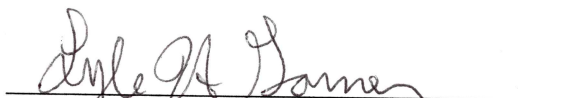
Mayor Garner made the following announcements:

- The next Council regular meeting will be held on Monday, October 16, 2023 at 7:00 p.m.
- Trick or Treat will be held Tuesday, October 31<sup>st</sup> from 6 to 8 p.m. by porchlight invitation.

**ADJOURNMENT**

Nedward Jacob made a motion to adjourn the meeting, seconded by Shane Schneider. Meeting adjourned at 8:06 p.m.

  
Recording Secretary

  
Mayor