

**CITY OF SAINT MARYS COUNCIL
REGULAR MEETING**

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OCTOBER 16, 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, October 16, 2023, at 7:00 p.m. Notice of this meeting was sent to Council on October 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, Sally Geyer, Manager Joseph Fleming, Solicitor Tom Wagner and Recording Secretary Lorrie Levenduski.
Jerome Sorg was excused.

City Staff: Tina Gradizzi, Director of Community and Economic Development, Tom Nicklas, Chief of Police, Dani (Schneider) Kugler, Parks and Recreation Director and Matt Young, Code Official.

VISITORS

Cly Hornung, Steve Secco, Matt Young, Amy Cherry, Jodi Guisto, Stephen Bagley, Martin Dornisch and Richard Sadley.

**APPROVAL OF MINUTES
September 18, 2023 – Regular
Meeting
Motion Passed**

Deputy Mayor Bob Roberts made a motion to approve the September 18, 2023 minutes, seconded by Nedward Jacob and all were in favor.

**REPORT ON EXECUTIVE
SESSION**

An Executive Session was held on September 28, 2023 regarding personnel matters. No decisions were made.

**SPECIAL PRESENTATION:
Northern Pennsylvania
Regional College – Jodi Guisto**

Jodi Guisto of Northern Pennsylvania Regional College presented the following information:

NPRC provides services to a nine-county area for 70 percent less than the bigger brick and mortar institutions. High school juniors and seniors can enroll in classes for a reduced cost. They offer five Associate Degree Programs with a student ratio of 5 to 1. They offer live interactive courses which provide a live and in real time instructor in the classroom. They provide a multitude of services to their students from the beginning to the end of their coursework. Their Workforce Development team can customize courses for local businesses.

Council briefly discussed the information and then thanked her for her presentation.

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CITIZEN COMMENTS ON AGENDA TOPICS There were no citizen comments on agenda topics.

MANAGER'S REPORT

Manager Fleming presented the following report:

- "Leaf Collection will begin next week October 23rd, the schedule has been posted on our media outlets.
- The traffic lights at John St/Brusselles St intersection and S. St. Marys St at the high school entrance have been fixed and should be running normally.
- We are currently waiting for pavers for John St. to complete the project and to get started on Earth Road area and Ford Road area.
- We are currently compiling another list for our sewer collection agency that we have been using for the past year. Any residential balances over \$300 will be placed on this list. To avoid the 30% collection fee on your sewer bill, please submit your payment. I wanted to provide the public with ample time prior to the submission of the list which will take place on January 31st 2024. Any questions, please contact the sewer billing office.
- I met with Central Credit Audit and since placing the city accounts into the CCA collection system on January 31, 2023, \$54,219.99 has been forwarded to the city over an eight-month period which averages about \$6,800 a month in additional revenue to the city.
- As Council is aware we were awarded a \$250,000 grant from DCNR at the first part of the month. We are awaiting the decision of an additional grant application with Greenways Trail and Recreation which should take place sometime in November. We will be working with the Parks and Recreation Board to develop plans for the new playground at Memorial Park and once finalized, Parks and Recreation will present the plan to Council.
- I attended the Pennsylvania Municipal League conference earlier this month and am happy to report that I was re-appointed to the League's Board of Directors as we continue our strong relationship with them.
- Parks and Recreation in partnership with St. Marys Chamber of Commerce and Storybook Sweets will be holding their annual Haunted Forest event this Friday and Saturday. Andrew and the crew work extremely hard to get this wonderful event up and running.

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- The operating budget is basically complete, and it will be my recommendation for no tax increase on the proposed operating budget.
- On Tuesday November 7th, the general election for municipal, county, district judge and state judicial offices will be held. I urge citizens to get out and vote since I believe these elections are extremely important since it sets the stage for how our local governments are run. The last day to register to vote is next Monday October 23rd and the last day to request a mail-in ballot or absentee ballot is on Halloween Oct. 31st.
- The City offices will be closed on Nov. 10th in observance of Veteran's Day. In closing, I want to thank all the veterans for their duty to our country. "

TREASURER'S REPORT

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

Revenues collected for the General Fund were 84% of budget. For 2022 it was 77% of budget and for 2021 it was 74%; for 2020 - 74% and revenue collections in 2019 was 77%. Expenditures are at 82% of budget and for last year it was at 67%, for 2021 it was 74% of budget and for 2020 it was at 66% and in 2019 expenditures compared to budget was 67%. Real Estate tax revenue was at 97.5% of budget and last year at this time it was at 97%; in 2021 it was 98.5% and in 2020 it was 96%. Earned Income is at 63.5% of budget compared to last year of 52% of budget and 2021 it was 54%. Market value for the pension plans decreased this month but the ending balance is greater than it was in September of 2022. ACT 205 monies received for the pension plans totaled \$352,865.76 - Total MMO was \$345,400. - For the Fireman's Relief Association, they received from Act 205 - \$71,065.28.

LEGISLATIVE ACTION

Acceptance of the City of St. Marys Strategic Management Plan
Motion Passed

Manager Fleming explained formal acceptance of the HRG Strategic Management Plan was being requested.

Nedward Jacob made a motion to accept the Plan, seconded by Deputy Mayor Bob Roberts and all were in favor.

Updated Program Income and Non-Program Income Reuse Plan

Tina Gradizzi, Director of Community and Economic Development, explained the purpose of the Program Income and Non-Program Income Reuse Plan is to establish guidelines on the

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policies and procedures for the administration and utilization of Program Income AND Non-Program Income received as a result of activities funded under the State Community Development Block Grant Program (CDBG).

She defined Program Income, Non-Program Income and the regulations for use.

Motion Passed

Andrew Mohny made a motion to approve the Updated Program Income and Non-Program Income Reuse Plan, seconded by Shane Schneider and all were in favor.

Consider for adoption:

Resolution No. 23-17 - Restating the procedures for examination of applicants for appointment to the St. Marys Police Department

Resolution No. 23-17 - Restating the procedures for examination of applicants for appointment to the St. Marys Police Department was presented for adoption.

Tom Nicklas, Chief of Police, explained this Resolution was being presented due to planning for new officer testing next year. Some minor changes, clarifications for scoring and when veteran's preference was added to the scoring. The requirement of an Act 120 certifications was being removed due to a shortage of applicants over the last few years. Successful candidates that do not have the certification will be sent to complete their Act 120 requirements. An agreement will be needed to confirm the details and the commitment of employment between the officer and the City. There are age and other requirements to qualify for employment. As the department looks into the future with the number of possible retirees this could prevent employment gaps.

Motion Passed

Sally Geyer made a motion to adopt Resolution No. 23-17; seconded by Nedward Jacob, and all were in favor.

Resolution No. 23-18 PA
Strategic Investments the
Enhance Sites Grant for Airport
Industrial Park Improvements

Resolution No. 23-18 PA Strategic Investments the Enhance Sites Grant for Airport Industrial Park Improvements was presented for adoption.

Tina Gradizzi, Director of Community and Economic Development, explained this grant application will request funds to be used for utility improvements to the St. Marys Airport Industrial Park.

Motion Passed

Nedward Jacob made a motion to adopt Resolution No. 23-18, seconded by Sally Geyer and all were in favor.

Resolution No. 23-19 Strategic
Management Planning Program
Grant for Community &
Economic Development Dept.

Resolution No. 23-19 Strategic Management Planning Program Grant for Community & Economic Development Dept. Recommendation #1 from HRG Plan was presented for adoption.

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Recommendation #1 from HRG
Plan

Tina Gradizzi, Director of Community and Economic Development, explained the recommendation was to create a Community Development Fund to aid in blight remediation as well as assisting with development within the community to improve their property, mitigation blight, and stimulate development or redevelopment within the City.

Motion Passed

Deputy Mayor Bob Roberts made a motion to adopt Resolution No.23-19, seconded by Andrew Mohny and all were in favor.

Award of bids C.D.B.G.
Demolition Contracts:

C.D.B.G. Demolition Contract for 683 N. St. Marys Street was presented for approval.

683 N. St. Marys Street

Tina Gradizzi, Director of Community and Economic Development, explained the City of St. Marys Code Enforcement Department identified the above-referenced property unfit for occupancy and was able to transfer ownership over to the City. Quotes were solicited for the demolition of the structure and the following are the results:

Bucktail Excavators, Inc.:	\$11,511
Elk County Excavating, LLC:	\$14,560
RJ Vollmer Excavating, Inc.:	\$17,420

Quotes were solicited on September 15, 2023 until October 3, 2023 at which time they were opened and read. The environmental review report has been completed and we are requesting that the project be awarded to Bucktail Excavators, Inc. in the amount of \$11,511.

Motion Passed

Nedward Jacob made a motion to approve the bid as recommended, seconded by Sally Geyer and all were in favor.

226 Bruxelles Street

C.D.B.G. Contract for Demolition for 226 Bruxelles Street was presented for approval.

Tina Gradizzi, Director of Community and Economic Development, explained the City of St. Marys Code Enforcement Department identified the above-referenced property unfit for occupancy and the property is privately owned. Quotes were solicited for the demolition of the structure and the following are the results:

Bucktail Excavators, Inc.:	\$14,855
Elk County Excavating, LLC:	\$21,350
RJ Vollmer Excavating, Inc.:	\$34,190

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Quotes were solicited on September 15, 2023 until October 3, 2023 at which time they were opened and read. The environmental review report has not been completed; we are waiting for a response from the State Historical Preservation Office since the property is located in our historic district. At this time, we are requesting that the project be awarded to Bucktail Excavators, Inc. in the amount of \$14,855 pending the approval of the environmental review record.

Motion Passed

Nedward Jacob made a motion to approve the bid as recommended, seconded by Sally Geyer and all were in favor.

Award of Bid: HOME Program
New Construction Project – 227
George St./232 Charles St.

HOME Program New Construction Project – 227 George St./232 Charles Street was presented for approval.

Tina Gradizzi, Director of Community and Economic Development, explained the City of St. Marys solicited for bids for the referenced HOME grant project on July 19, 2023; pre-bid meeting was held on August 3, 2023 with bids due on August 25, 2023 and no bids were received. Per approval of DCED, the bidding process was extended to the six bid packet holders until October 2, 2023. One bid was received, and the result is as follows:

Bucktail Excavators, Inc.:	\$1,297,020
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The environmental review report has been completed and we are requesting that the project be awarded to Bucktail Excavators, Inc. in the amount of \$1,297,020 as the General Contractor for the project.

Motion Passed

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

Franchise Agreement with
Comcast

A Franchise Agreement with Comcast was presented for approval.

Manager Fleming explained the agreement would allow Comcast to provide services to the residents in addition to the current provider Zito Media.

The details of the agreement were reviewed and confirmed.

Motion Passed

Shane Schneider made a motion to approve the Franchise Agreement, seconded by Deputy Mayor Bob Roberts and all were in favor.

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TOPICS FOR DISCUSSION:

Nedward Jacob explained an issue with a driveway near the intersection of Robin Road and Liberty Road.

Manager Fleming stated he would look into it.

**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

Steve Secco described his concerns with the amount of trash around the City. He suggested banners be displayed to encourage people not to litter.

COUNCIL COMMENTS

Nedward Jacob reminded everyone of Election Day and the Veterans Day Ceremony.

Sally Geyer asked everyone to remember to vote, be safe during Trick or Treat and reminded everyone of the numerous activities going on.

Andrew Mohny reminded everyone of the upcoming Haunted Forest at Benzinger Park and the Business Trick or Treat.

Deputy Mayor Bob Roberts reminded everyone of the Rotary Annual Parade at Memorial Park.

Mayor Garner commented there were a lot of Halloween event happening.

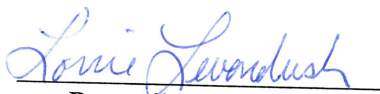
ANNOUNCEMENTS

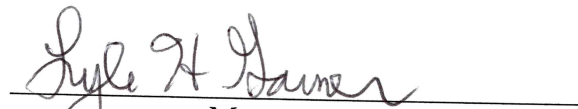
Mayor Garner made the following announcements:

- Trick or Treat will be held Tuesday, October 31st from 6 to 8 p.m. by porchlight invitation.
- Council Budget Workshops will be held from 6:00 p.m. until 8:00 p.m., on November 6th, 8th and, if needed, November 14th
- The next regular Council meeting will be held on Monday, November 20, 2023 at 7:00 p.m.

ADJOURNMENT

Nedward Jacob made a motion to adjourn the meeting, seconded by Shane Schneider. Meeting adjourned at 8:02 p.m.


Recording Secretary


Mayor