

**CITY OF SAINT MARYS COUNCIL
REGULAR MEETING**

SEPTEMBER 15, 2025

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 15, 2025, at 7:00 p.m. Notice of this meeting was sent to Council on September 11, 2025, posted at City Hall, and published in the Daily Press.

PLEDGE TO THE FLAG

ROLL CALL

Mayor Lyle Garner, Deputy Mayor Shane Schneider, Nedward Jacob, Stephen Bagley, Anthony Gregory, Joe Sarginger, City Manager Joseph Fleming, Solicitor Lauren Brennen, and Recording Secretary Rachael Hughes.

Jerome Sorg was excused.

City Staff: Director of Community and Economic Development Matthew Pfeufer, and Director of Finance Charles Nunamaker

VISITORS

Keith Powell, Mike Shaffer, Eric Kann, Tom Nicklas, Drew Lehman, Tom Glasl, Dan Corbet, Richard Sadley, Amy Cherry

**APPROVAL OF MINUTES
August 18, 2025 – Regular
Meeting
Motion Passed**

Nedward Jacob made a motion to approve the August 18, 2025 minutes, seconded by Shane Schneider, and all were in favor.

**REPORT ON EXECUTIVE
SESSION**

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

**CITIZEN COMMENTS ON
AGENDA TOPICS**

There were no citizen comments on agenda topics.

MANAGER'S REPORT

Manager Fleming presented the following Manager's Report for August 2025.

- As we enter the fall season, we are trying to wrap up projects for the year. We have been fortunate to have great weather to continue the construction season.
- Washington Street/Erie Avenue Project completed with the roadways being open with a new surface and a lot of concrete work.
- North Michael Street Bridge Replacement Project is underway with the road closure in place.

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- Oil and chipping have begun on city roads, line painting completed, ditching and roadside mowing continues with correcting some drainage issues.
- The pathway around Luhr Park received a new surface.
- The annual budget is taking shape and police union negotiations are continuing.
- In preparation of the Fall Fest this weekend, as it is the biggest event for the City, I am requesting residents and visitors to be mindful of where they park their vehicles. If your vehicle is parked on private property, please get the consent of the property owner. We receive calls every year pertaining to vehicles being on private property and it is up to the property owner how they will proceed with the situation.
- I wish to remind motorists that the downtown area will have a lot of pedestrian traffic this weekend also as it looks like the weather will be very favorable for the festival.

TREASURER'S REPORT

Manager Fleming, provided the following Treasurer's Report for August 2025:

Total revenue for the General Fund as of August 31st, 2025, is \$6.2 million (69%) of budget. 2024 was \$6.3 million (70%), 2023 was \$6.3 million (74%) and 2022 was \$5.5 million (67%). Expenditures for the General Fund as of August 31, 2025, are \$5.4 million (60%) of budget. 2024 was \$5.9 million (67%), 2023 was \$4.9 million (58%) and 2022 was \$4.4 million (54%). Total Real Estate Tax collections as of the end of August are at 96% of budget, 2024 was 96%, 2023 was 97% and through August 2022 they were 96% of budget. Earned Income Tax collected as of August 31, 2025, is 81% of budget. In 2024, it was 80%, 2023 it was 85%, and in 2022 they were at 67% of budget. The pension plans continued to increase in August.

LEGISLATIVE ACTION:

Consider for adoption:
**Resolution No. 25-10 –
Authorizing Finance Director
as liaison between Berkheimer
and The City of St. Marys**

Resolution No. 25-10 – Authorizing Finance Director as liaison between Berkheimer and The City of St. Marys was presented for adoption.

Charles Nunamaker, Director of Finance for the City of St. Marys, explained that Berkheimer, the company that collects the City's Earned Income Tax, needs a new authorization form on file

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allowing the Finance Director to be the liaison between the City and their company.

Motion Passed

Shane Schneider made a motion to approve Resolution No. 25-10, seconded by Anthony Gregory, and all were in favor.

Consider for adoption:
Resolution No. 25-11 –
Assignment of contract for
Investment Advisory

Resolution No. 25-11 – Assignment of contract for Investment Advisory was presented for adoption.

Manager Fleming explained that the City has investment agreements in place with CSM Advisors, LLC with respect to the City of St. Marys Non-Uniformed Pension Fund and the St. Marys Police Pension Fund. CSM Advisors, LLC has notified the City that Azimut US Holdings, Inc will acquire 100% of the voting and economic interests of CSM through an indirect ownership transfer in February 2026. CSM has requested the City consent to the assignment of contracts in connection with the ownership transfer. No changes would be made to any part of the investment agreements.

Motion Passed

Anthony Gregory made a motion to approve Resolution No. 25-11, seconded by Stephen Bagley, and all were in favor.

**2026 Minimum Municipal
Obligation (M.M.O)**

Director of Finance Charles Nunamaker presented the following information:

A copy of the 2026 M.M.O. reports for the pension funds was presented. The report is done every year. Act 205 requires that it be submitted and approved by the governing body of St. Marys by September 30, 2025. 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 \$230,424 and the non-uniformed pension is \$153,620, for a total of \$384,193. This is an increase of \$11,871 from the total requirements for 2025. In 2024, the City received \$396,8974 from Act 205 to help fund the M.M.O. requirements. The City should receive the 2025 ACT funding in October.

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

Motion Passed

Nedward Jacob made a motion to approve the 2026 M.M.O. contributions, seconded by Stephen Bagley, and all were in favor.

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**Unrestricted Fund Balance
Transfer**

Director of Finance, Charles Nunamaker, presented the following
Unrestricted Fund Balance Transfer request:

City of Saint Marys
Committing the Unrestricted Fund Balance for Year 2023

Fund Balance – Ending 12/31/2023 –Audit

Unassigned Unrestricted Fund Balance \$3,220,264

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*

(2024) (8,857,114 x 20) (\$1,784,754)

Remaining Fund Balance to be committed or assigned \$1,435,510

Assigned:

OPEB Cost None

Increase in Medical Cost None

Increase in Pension Cost None

Committed:

Capital Reserve Fund for capital projects \$1,000,000

Unassigned remaining for future years \$435,510

Motion Passed

Shane Schneider made a motion to transfer \$1,000,000 from the
Unrestricted Fund Balance to the Capital Reserve Fund for
Capital Projects, seconded by Anthony Gregory, and all were in
favor.

**Approval of Berkheimer to
collect the City's Local Service
Tax (LST)**

Director of Finance, Charles Nunamaker, noted that the City's
Local Service Tax is currently being collected by the City Tax
Collector at an estimated amount of \$170,000 per year.
Transitioning to Berkheimer would cost 2.05% of the amount
collected, which comes to \$3,485 per year. The City's current Tax
Collector was consulted and has expressed support for
transitioning this responsibility to Berkheimer with the approval
of Council.

Discussion

Shane Schneider inquired about other options if Council decides
against using a third-party service.

Charles Nunamaker noted that the other option would be for the
City Tax Collector to continue collecting the LST. This would
require the City Tax Office to upgrade their system, which would
add additional costs.

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Shane Schneider asked if there was a specific contract for this agreement and Mr. Nunamaker responded that there were no obligations and no contract currently.

Motion Passed

Anthony Gregory made a motion to approve Berkheimer to collect the City's Local Service Tax (LST), seconded by Nedward Jacob, and all were in favor except Joe Sarginger, who opposed.

**2023 CDBG Modification
Request**

Director of Community and Economic Development, Matt Pfeufer provided the following information:

The original scope of work for the ADA Accessibility and Amenities at Parks project included re-painting the parking lines for the ADA parking spaces that form the ADA accessible walkway to Memorial Park. The asphalt of the parking spaces is in poor condition, and it would appear to be wasteful to paint new parking space lines on deteriorated asphalt. The modification adds the removal and replacement of the asphalt for only that portion of the parking lot that comprises the ADA parking spaces. The modification needs to be approved by the governing body before being sent to DCED for its approval.

Discussion

Shane Schneider inquired if there are plans to redo the entire lot at some point.

Matt Pfeufer stated he could not speak on that subject as the decision would be up to the Parks and Recreation Department.

Motion Passed

Anthony Gregory made a motion to approve the 2023 CDBG Modification Request, seconded by Shane Schneider, and all were in favor.

**2025-08 Snappy's Land
Development Review**

Hawbaker Engineering project manager Eric Kann presented plans for a new Snappy's convenience store along South St. Marys Street near NAPA Auto Parts.

Mr. Kann discussed what the traditional model of the Snappy's store would look like as well as a traffic impact study that was conducted by PennDOT, which is currently under review. The project requires an NDES permit for stormwater management which the DEP and the Elk County Conservation District are reviewing.

Snappy's received a variance from the City for the number of parking spaces in August. Mr. Kann noted that the St. Marys store exceeds the number of normal parking spaces from their other stores.

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Discussion

Shane Schneider mentioned that similar requests haven't required Council approval and asked Manager Fleming why this project does.

Manager Fleming clarified that the land development process must be reviewed by City Council as it first goes through the St. Marys Planning Commission. Council will decide the outcome.

Motion Passed

Shane Schneider made a motion to approve Snappy's Land Development, seconded by Stephen Bagley and all were in favor.

**2025-09 Goodwill Land
Development Review**

Tom Glasl, from Goodwill Industries of North Central Pennsylvania presented plans for a construction site for a new Goodwill store.

The current Goodwill store in St. Marys is located downtown at 31 Erie Avenue. Mr. Glasl explained that the construction site for the new facility will be located behind Decker's Chapel on the Million Dollar Highway.

Discussion

Shane Schneider inquired about moving the store from downtown, within walking distance for many people, to the edge of the city. He expressed his concern regarding patrons who may not have vehicles that walk to the current Goodwill location.

Mr. Glasl stated that Goodwill being located downtown without convenient parking for customers has been an ongoing issue that relocation will help. The current donation center will remain where it is, and the Erie Avenue space will be sold.

Stephen Bagley expressed his concern about Decker's Chapel being a historic site, one that serves as a photo opportunity for many tourists.

Shane Schneider questioned whether a view shed, or landscaping would be installed to protect the historic quality of the landmark.

Mr. Glasl stated they are receptive to Council's suggestions.

Motion Passed

Shane Schneider made a motion to approve the Goodwill project with the conditions of having a view shed or coverage behind Decker's Chapel, seconded by Stephen Bagley, and all were in favor.

**Approval for selection of Chief
of Police**

Manager Fleming stated the following:

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“With the Retirement of Chief Tom Nicklas at the end of the year, the process began for filling this vacancy a few months ago. It is with great confidence that I submit the recommendation for the appointment of Kenneth Michael Shaffer as the next Chief of Police for the City of St. Marys.

Sergeant Shaffer brings over 21 years of distinguished law enforcement experience, including the past 17 years serving the residents of the City of St. Marys with integrity and commitment. His service to the City has included a wide range of responsibilities, most recently as Police Seargent, where he has consistently demonstrated strong leadership, operational knowledge, and unwavering dedication to the safety and well-being of our community.

In addition to his supervisory role, Sergeant Shaffer has served as the department’s K9 Handler. He has been a visible and respected presence in the community, earning the trust of residents and colleagues alike.

After a thorough review of candidates and qualifications, I am confident that Sergeant Shaffer is prepared to lead the City of Saint Marys Police Department into its next chapter. If approved, his official duties will begin on January 1st, 2026, with the swearing in and pinning taking place during the City Council Reorganizational Meeting which will be held on January 5th, 2026.

I respectfully request the City Council’s approval of this appointment.”

Motion Passed

Anthony Gregory made a motion to approve Kenneth Michael “Mike” Shaffer as the next Chief of Police, seconded by Nedward Jacob, and all were in favor.

Sergeant Shaffer expressed to Council that he is looking forward to continuing to work with the department and all of its great officers and staff, as well as improving the quality of life in St. Marys.

TOPICS FOR DISCUSSION:
2025 CDBG Tentative Projects

Matt Pfeufer, Director of Community and Economic Development presented updates to some of the 2025 CDBG Tentative Projects that were originally presented in the August 18, 2025 meeting.

The updates are as follows:

1. City of St. Marys Spot Slum & Blight Demolition – The first proposal indicated using these funds for 163 Neubert Street.

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The ability of the City to acquire title to this property is in question, so this project has been revised to a general one with a property to be identified later. \$20,000.

2. St. Marys Little League – Request for installation of turf to the infield of the Challenger baseball field. St. Marys Little League has secured local funds as well as In-Kind services to assist with the project. Request for funds: \$100,000.
 - a. National Objective –DCED has expressed doubts as to the eligibility of the project even after clarification of the participants. However, they will not render a final decision until they review the completed application. The rejection of the project would require modifications to the CDBG application that could be done while the application review is in process with the proper public participation. Per the Fair Share Doctrine, the municipalities of the non-City participants must provide their proportionate amount of funding for the project. The Elk County CDBG projects are approved for this year, so the funding cannot be allocated from there. If the other municipalities will not contribute their fair share the allocated funds must be reduced to the City's proportionate amount. The current amount would be 66% of the requested funding (6/9=66%).

The other requests remain the same:

1. City of St. Marys S. Michael Street Sidewalk Rehabilitation -- \$90,000.
2. City of St. Marys Parks and Recreation Memorial Park Bathroom Accessibility Project -- \$150,000
3. Administration funds @ 17% --\$51,686

Motion Passed

Anthony Gregory made a motion to approve the 2025 CDBG tentative projects, seconded by Shane Schneider, and all were in favor.

There were no citizen comments on non-agenda topics.

**CITIZEN COMMENTS ON
NON-AGENDA TOPICS**

COUNCIL COMMENTS

Council had the following comments:

Shane Schneider thanked residents for being patient with the multiple road projects taking place within the city.

Mayor Garner noted that a flea market will take place at the St. Marys Municipal Airport on Saturday from 9 a.m. to 4 p.m. He also stated this year the Fall Fest will have 93 vendors, the most it has ever had.

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Stephen Bagley reminded residents of the weekend's Fall Fest taking place in downtown's Shawmut Park.

Anthony Gregory encouraged residents to attend the festival to support the vendors. He also congratulated the new police chief.

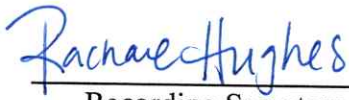
ANNOUNCEMENTS

Mayor Garner made the following announcements:

- The next regular Council meeting will be held on Monday, October 20, 2025, at 7:00 p.m.
- "Trick or Treat" will be held on Friday, October 31st from 6:00 p.m. to 8:00 p.m. by porchlight invitation only.

ADJOURNMENT

Stephen Bagley made a motion to adjourn the meeting, seconded by Shane Schneider, and all were in favor. Meeting adjourned at 7:48 p.m.



Recording Secretary



Mayor