

CITY COUNCIL MEETING MINUTES  
OCTOBER 17, 2016

City Council met in regular session on Monday, October 17, 2016 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Mayor William Baney who opened the meeting with a moment of silence followed by the Pledge of Allegiance.

Roll was called and present were Council members Jonathan Bravard, Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Also attending the meeting were City Manager Richard Marcinkevage, Assistant City Manager Gregory Wilson, City Planner Leonora Hannagan, and reporter Wendy Stiver for The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council approved the minutes of the meetings of September 12, 2016 and September 19, 2016 with one correction identifying Mr. Josh Grimes as the owner of a downtown business and president of Downtown Lock Haven Inc.**

***PUBLIC COMMENT PERIOD***

Mr. Morris stated that the rules for on-street parking and the manner of enforcement do not agree. Mr. Stevenson recommended that staff review the language concerning meter enforcement for on-street parking when the City reviews the parking meter rates.

***CORRESPONDENCE***

***Notification of Clinton County Economic Partnership Annual Dinner***

The City Manager stated that the Clinton County Economic Partnership's Annual Dinner is scheduled for November 1, 2016.

***Transmittal of License Fees from PA Liquor Control Board***

The Manager acknowledged the receipt of \$4,500 in license fees from the PA Liquor Control Board.

***PA Department of Auditor General - Transmittal of Annual Volunteer Fire Relief Association and 2016 Pension State Aid Allocations***

The Manager acknowledged the receipt of \$41,356.10 for the Annual Volunteer Fire Relief Association allocation and \$293,101.29 for the 2016 Pension State Aid allocation for the police retirement fund and the City employee retirement fund.

***PA Department of Revenue - Transmittal of 2016 Public Utility Realty Tax***

The Manager acknowledged the receipt of \$3,770.50 from the PA Department of Revenue for the 2016 Public Utility Realty Tax.

***Clinton County Housing Authority – Transmittal of 2015 Payment in Lieu of Taxes***

The Manager acknowledged the receipt of \$19,216.82 from the Clinton County Housing Authority for the 2015 payment in lieu of taxes.

***Keystone Central Tax Office – Transmittal of September Earned Income Tax Collections (#1)***

The Manager acknowledged the receipt of \$23,395.20 for the first collection for the September Earned Income Tax Collections.

### ***Invitation to STEP Fall Harvest Festival***

The Manager stated that STEP Inc. is hosting a Fall Harvest Festival to celebrate the Clinton County Community Center's 5<sup>th</sup> Anniversary on Thursday, October 27, 2016 from 4:30 pm to 6:30 pm.

### ***Lori Haines – Resignation from the Redevelopment Authority***

The Manager stated that Mrs. Lori Haines submitted her resignation from the Redevelopment Authority because she is moving out of the area. **On a motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council accepted, with regret and thanks, Lori Haines' resignation from the Redevelopment Authority.**

### ***PA Game Commission – Request for permission to stock pheasants on watershed as part of Hunter Access Program***

The Manager stated that he received a request from the PA Game Commission to stock pheasants on the watershed in the Rosecrans area as part of the Hunter Access Program. **On a motion by Mr. Forbes, seconded by Ms. Stringfellow, and carried unanimously, Council approved the request from the PA Game Commission to stock pheasants on the watershed as part of the Hunter Access Program.**

### ***PA Department of Transportation – Notice of estimated 2017 Liquid Fuels allocation***

The Manager acknowledged receipt of a notice of the estimated 2017 Liquid Fuels allocation in the amount of \$255,102.88 from the PA Department of Transportation.

### ***OLD BUSINESS***

#### ***Update on the Boulder Beast Endurance Race***

Mr. Jeffrey Stover, organizer of the Boulder Beast Race, thanked the City for sponsoring the Boulder Beast Endurance Race. He stated that there were 363 entrants and 315 participants representing 14 states. There were 175 volunteers. Mr. Stover requested Council's sponsorship and support of the 2017 Boulder Beast Endurance Race to be held on City Watershed Property. **On a motion by Mr. Conklin, seconded by Mr. Stevenson, and carried unanimously, Council approved the date for the 2017 Boulder Beast Endurance Race for Saturday, September 23, 2017.**

Mr. Stover also requested approval for the Frozen Snot race to be held on January 28, 2017 on City Watershed Property. **On a motion by Mr. Stevenson, seconded by Mr. Conklin, and carried unanimously, Council approved the date of the Frozen Snot to be held on Saturday, January 28, 2017.**

#### ***Consideration of award of contract for Municipal Garage Window Installation Project No. 2 to Bryertech, LLC***

The City Manager stated that there were two bids for the Municipal Garage Window Installation Project. Bids were opened on September 18, 2016 with the lower bid from Bryertech, LLC. **On a motion by Mr. Stevenson, seconded by Mr. Byerly, and carried unanimously, Council approved the contract for Municipal Garage Window Installation Project No. 2 in the amount of \$17,282.63 to Bryertech, LLC.**

### ***NEW BUSINESS***

#### ***Event/Property Use Requests***

The City Manager presented three requests for event/property requests including a request by the Life Center to hold a donut sale fund raiser on October 21, 2016 in Triangle Park. He stated that the Susquehanna Council Boy Scouts of America placed a request for the 2017 Boy Scout Camporee at W. T. Piper Memorial Airport on May 5 – 7, 2017.

Natasha Gorham, Downtown Manager, Downtown Lock Haven Inc, presented a schedule of events for 2016 Haven Holidays with a request for use of City roadways and facilities. **On a motion by Mr. Forbes, seconded by Ms. Stringfellow, and carried unanimously Council approved the Life Center's request for the use of Triangle Park for a donut sale fund raiser on October 21, 2016; the Susquehanna Council, Boy Scouts of America request for the 2017 Boy Scout Camporee to be held at W. T. Piper Memorial Airport on May 5 – 7, 2017; and Downtown Lock Haven Inc.'s request to hold Haven Holidays events including a Tree Lighting in Triangle Park on Friday, December 2, 2016, a Holiday Parade on Saturday, December 3, 2016 and a Santa 5 K Run on Saturday, December 3, 2016.**

***Consideration of application to FEMA for Assistance to Firefighters Grant (AFG) for replacement of radios***

The City Manager provided a memo prepared by the City Planner about a grant application to FEMA for Assistance to Firefighters Grant for replacement of radios. Mr. Harber with the Hope Hose Fire Company was in attendance to explain the grant project. The total amount of the grant request is \$278,966.00. There is a 5% shared cost which amounts to \$13,948.30 with \$6,100 budgeted in the City's fire department budget for annual equipment purchases. The three companies have agreed to address the remaining funding if awarded. The requested application for the 2016 Assistance to Firefighters Grant will purchase 100 radios, apparatus mounted chargers and the cost of installation. The grant application is due November 11, 2016 and funds would be awarded in 2017. **On a motion by Mr. Stevenson, seconded by Mr. Forbes, and carried unanimously, Council approved the submission of a grant application to FEMA for Assistance to Firefighters Grant in the amount of \$278,966.00.**

***Summary of proposed 2016 Interim Sewage Plant borrowing:***

The City Manager presented a summary of the 2016 Interim Sewage Plant borrowing. He stated that when the project began, the City had applied for grants and loans and received a grant of \$4 million from the Commonwealth Financing Authority and a combined grant/loan of \$28 million from Pennvest. Both funding sources are reimbursement based programs. The project took longer than anticipated and the City had to refinance the borrowing resulting in a loan of \$6 million from Jersey Shore State Bank that must be repaid by December 1, 2016. The Manager explained that the City became involved in litigation due to the filing for liquidated damages because the work was not completed by the required completion dates in the contracts. The City has not made final payments to the contractors and therefore has not been able to file for the final Pennvest reimbursements and cannot close out interim financing but must refinance.

The sewage plant refinancing has two separate portions – Interim and Permanent. The interim financing will provide a short term loan to be drawn down as needed to pay the final contractors' bills until the final Pennvest drawdown can be filed. The outstanding amounts on those two construction contracts and the remaining Pennvest funding available are both approximately \$2,500,000.

The Manager explained that there are also costs of the project which have already been incurred that were not eligible for Pennvest or CFA funding and were paid from the interim borrowing, and that total is approximately \$2,600,000. It includes land acquisition costs, feasibility studies, preliminary design, and local inspection services. The City's intention from the beginning was to do a separate permanent refinancing of those costs, to be paid off over a period of 20 years, after all the construction costs and interim financing were completed and closed out. It is more cost effective to include that permanent financing as part of this borrowing. The permanent refinancing for this is \$2,600,000 and will extend over a 20 year payback period.

A second portion of the sewage plant permanent financing is the future cost of demolishing the old plant. That demolition will occur in 2017-2018 and estimated cost is \$500,000. That portion of the borrowing would be drawn as needed and paid off over a 20 year period.

Also included in this borrowing are funds for the next airport project on the PennDOT Bureau of Aviation 12 year plan. This is a project to acquire additional easements above the approaches to the airport and to remove any obstructions to enable the airport to meet FAA

requirements for continued certifications. This project is able to be funded at a level of 95% with state and federal grant funding and the City's share is 5%. This is also a reimbursement type of grant program so there needs to be a means to fund the design work, acquire the easements and to remove obstructions.

For the airport project this financing includes a total of \$1,084,900 in interim financing which would be drawn down as needed and paid back as reimbursements are received from the PennDOT Bureau of Aviation to a maximum term of 3 years. The Permanent Financing is \$57,100 which is the City's estimated share of the project and would be drawn as needed and paid back over 10 years.

The City has a 2009 Bond Issue which was for the sidewalk loan program and other capital projects, and also refinanced all prior borrowings at a lower interest rate. The current balance owed on that is \$940,000 and it runs through 2019. The manager stated that the financial advisors recommend refinancing that as part of this issue. The savings are not significant, approximately \$5,400, but that issue is a "bond" and require the City to annually perform a "Continuing Disclosure Report" to the Bond Holders, which involves a significant of staff time and a fee to the financial advisor firm. By refinancing we are eliminating the need for that Disclosure Report and the time and expense involved. The length of the term of the loan will still be three years.

Bond Counsel and the Financial Advisor will attend the second reading of the ordinance on October 24, 2016. The City Manager recommended First Reading of the Debt Ordinance.

**On a motion by Mr. Stevenson, seconded by Mr. Bravard, and carried unanimously, Council approved First Reading of the Debt Ordinance.**

***Scheduling of special meeting on Monday, October 24, 2016, for Second reading of 2016 Debt Ordinance.***

The Manager stated that a meeting needs to be scheduled on Monday, October 24, 2016 for Second reading of the Debt Ordinance.

**On a motion by Mr. Bravard, seconded by Mr. Forbes, and carried unanimously, Council approved the scheduling of a special meeting on Monday, October 24, 2016 for Second reading of the 2016 Debt Ordinance.**

***Consideration of resolution enacting parking prohibitions on Spruce Drive and Third Street from Jordan Alley to Water Street.***

**On a motion by Mr. Forbes, seconded by Mr. Conklin, and carried unanimously, Council approved a resolution enacting parking prohibitions on Spruce Drive and Third Street from Jordan Alley to Water Street. (Resolution No. 1255)**

***Consideration of authorization to execute agreement with PPL Electric Utilities Corporation for conversion of street lights to LED lighting:***

The City Manager stated that there are 390 street lights and 32 lights on parking lots which are owned and maintained by PPL. The City pays a flat fee per lamp. PPL has offered to change out to convert those lights to LED lighting and that would save around \$5,300 per year based on the current rates. At the same time PPL will replace 49 green steel light poles on street which have been rusting at the base and have become hazardous. There is no cost to the City and the Manager recommended that Council approve the conversion to LED lights.

**On a motion by Mr. Stevenson, seconded by Mr. Bravard, and carried unanimously, Council approved authorizing the execution of an agreement with PPL Electric Utilities Corporation for conversion of street lights to LED lighting. (Resolution No. 1256)**

***Consideration of request from Flemington “Hi Neighbor Committee” for closure of Frederick Street for holiday parade, November 26, 2016, 2:30-4:30PM.***

**On a motion by Mr. Bravard, seconded by Mr. Forbes, and carried unanimously, Council approved the request from the Flemington Hi Neighbor Committee for the closure of Frederick Street for the holiday parade on November 26, 2016 from 2:30 pm to 4:30 pm.**

***Presentation of 2017 Budget Schedule.***

The Manager provided Council with a copy of the proposed budget schedule. He stated that the formal presentation will be on November 21<sup>st</sup>. There will be work sessions through December with a public hearing and final adoption on December 19, 2016.

***Summary of revenue and expenditures for 2016 Summer Concert Series.***

The City Manager presented a summary of the revenue and expenditures for the summer concert series. He noted that there was a correction and the loss is \$783.10. He stated that there is usually a little extra funding but this is not the first time there is a deficit. This account is in the recreation fund and the loss will be taken from the net balance.

***Scheduling of Annual Leaf Pick-up.***

The Manager presented the leaf pick up schedule.

***Consideration of appointment of City representative to STEP Board of Directors***

The Manager stated that the City Planner will leave the STEP Inc. Board of Directors and she recommended Assistant City Manager Greg Wilson as the replacement.

**On a motion by Mr. Bravard, seconded by Mr. Stevenson and carried unanimously, Council approved the appointment of Assistant City Manager, Greg Wilson, to be the City representative to the STEP Board of Directors.**

***Consideration of adoption of an Integrity Policy to comply with requirements of PA Department of Community and Economic Development.***

The City Planner presented an Integrity Policy for Council’s approval. She explained that as a recipient of federal Community Development Block Grant and HOME Investment Partnerships Program through the PA Department of Community and Economic Development, the City of Lock Haven is required to adopt an Integrity Policy.

**On a motion by Mr. Stevenson, seconded by Mr. Bravard and carried unanimously, Council approved the adoption of an Integrity Policy to comply with requirements of the Pennsylvania Department of Community and Economic Development.**

***Consideration of Budget Transfers.***

Mrs. Hannagan presented a budget transfer for the 2014 CDBG Program. She stated that Council approved a budget modification on August 22, 2016 transferring \$103,275.60 from the West Bald Eagle Street Paving & East Church Street Parking Lot #2 Paving Projects to the South Jones Street Paving Project contingent upon DCED’s approval. DCED approved the budget modification on August 26, 2016.

**On a motion by Mr. Stevenson, seconded by Mr. Forbes, and carried unanimously, Council approved the budget transfers as presented.**

***ADJOURNMENT***

**On a motion by Mr. Stevenson, seconded by Mr. Conklin, the meeting was adjourned at 8:17 pm.**

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Mayor

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City Clerk