

**CITY COUNCIL MEETING
FEBRUARY 22, 2016**

City Council met in regular session on Monday, February 22, 2016 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Mayor Baney. Vice-President Steve Stevenson opened the meeting with a moment of silence and then led Council in the Pledge of Allegiance.

Roll was called and present were Councilmembers Jonathan Bravard, Douglas Byerly, Richard Conklin, Steve Stevenson, Sara Stringfellow and Mayor William Baney, Councilmember Ted Forbes was absent. Also attending the meeting were Richard W. Marcinkevage, City Manager, and reporters Wendy Stiver for The Express and John Lipez for The Record.

COUNCIL MINUTES

On motion of Mr. Bravard, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of February 1, 2016.

PUBLIC COMMENT PERIOD

Wendy Stiver from The Express asked how residents of the area that were affected by the boil water advisory resulting from a recent water leak on Henderson Street were informed of this directive. Mayor Baney stated this would be addressed later in the meeting.

CORRESPONDENCE

Clinton County Community Foundation

Mr. Marcinkevage acknowledged notification from the Clinton County Community Foundation of a grant for \$5,000.00 for the Summer Concert Series, a donation of \$423.17 from the Hoberman Trust Fund for Hoberman Field, funding for City beach lifeguard extended hours for \$2,500.00 and a grant for \$1,500.00 for a Heart Start defibrillator.

Comcast CATV/Transmittal of Fourth Quarter 2015 Franchise Fee

The City Manager acknowledged receipt of \$17,871.37 in fourth quarter 2015 franchise fees from Comcast CATV and stated the total received will be presented at the next meeting.

Keystone Central Tax Office/Earned Income Tax Collections

The Manager acknowledged receipt of \$21,139.24 from the Keystone Central Tax Office in Earned Income Tax collections for the second payment for January.

PA Municipal League/Annual PELRAS Conference

The Manager advised Council of the PA Municipal League's PELRAS Conference to be held on March 16-18, 2016 in State College.

La Societe des 40 Hommes et 8 Chevaux (40&8 Club) Donation

The City Manager acknowledged receipt of a donation of \$500.00 from the 40&8 Club toward the Summer Concert Series.

Renovo Borough Sesquicentennial Committee/150th Anniversary Celebration

The Manager acknowledged receipt of an invitation from Renovo Borough to their 150th Anniversary Celebration for the weekend of May 13-15, 2016.

Wayne Township Landfill/Residential Tire Collection

The Manager acknowledged a letter from the Wayne Township Landfill describing a Residential Tire Collection Event to be held on Friday, May 20, 2016 and Saturday, May 21, 2016.

Clinton County Economic Partnership/Planned Activities

The Manager acknowledged receipt of the following invitations from the Clinton County Economic Partnership:

- 1) Eggs & Issues with the PA Game Commission on March 10, 2016 at the Durrwachter Alumni Conference Center at 8PM;
- 2) Their Legislative Luncheon on March 18, 2016 at the Lock Haven Moose Lodge from 11:30 AM – 1:30 PM; and
- 3) A Time Out at The Collision Center on April 14, 2016 from 5PM – 7 PM.

OLD BUSINESS

Tyler Wooding/Consideration of Appointment to Communication Center Advisory Board

The Manager requested Council approval of the appointment of Tyler Wooding (Hope Hose Company Driver) to the Communications Center Advisory Board as alternate member for a term ending December 31, 2016. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the appointment of Tyler Wooding to the Communications Center Advisory Board as alternate member for a term ending December 31, 2016.**

Appointments of Council Members to Police Pension Fund Board and City Employees Retirement Fund Board

The Manager noted the Police Pension Fund Board required the appointment of three representatives for a term ending December 31, 2017 and the City Employees Retirement Fund Board required the appointment of two representatives through the duration of terms on Council. Councilman Bravard, Councilman Conklin and Councilwoman Stringfellow accepted the appointment to the Police Pension Fund Board and Councilman Bravard and Councilman Byerly accepted the appointment to the City Employees Retirement Fund Board. **On motion of Mr. Stevenson, seconded by Ms. Stringfellow and carried unanimously, Council approved the appointments of Jonathan Bravard, Richard Conklin and Sara Stringfellow to the Police Pension Fund Board for a term through December 21, 2017 and the appointments of Jonathan Bravard and Douglas Byerly to the City Employees Retirement Fund Board through duration of their terms on Council.**

NEW BUSINESS

PROPERTY USE/EVENT REQUESTS

Clinton County Women's Center/Use of Triangle Park

The Manager acknowledged receipt of a request from Clinton County Women's Center to use Triangle Park for their Sexual Assault Awareness on April 30, 2016.

The Life Center/Use of Triangle Park

The Manager acknowledged receipt of a request from The Life Center for the use of Triangle Park for a Donut Sale Fundraiser on April 22, 2016.

Rotary Club of Downtown Lock Haven/Use of Triangle Park

Cindy Love and other members of the Rotary Club of Downtown Lock Haven were in attendance requesting the use of Triangle Park for a Flags of Honor Program on May 29-30, 2016. Ms. Love described the proposed location of the flags and showed the plaque that will be attached to each of the flags.

Clinton County Women’s Center/Use of Triangle Park

Cindy Love also requested the use of Triangle Park on behalf of the Women’s Center for their Angels of Light on September 11, 2017 to allow members of the community to place luminaries in memory of anyone of their choosing.

On motion of Mr. Byerly, seconded by Mr. Stevenson and carried unanimously, Council approved the requests of the Clinton County Women’s Center to use Triangle Park for their Sexual Assault Awareness on April 30, 2016; and their Angels of Light on September 11, 2016; The Life Center for the use of Triangle Park for a Donut Sale Fundraiser on April 22, 2016; and the Rotary Club of Downtown Lock Haven for the use of Triangle Park for a Flags of Honor Program on May 29-30, 2016.

Wings of Williamsport/Request to Hold Tethered Model Airplane Fly-In and “Wings Over Piper” R/C Fly In

The Manager acknowledged a request from David Proctor, Event Coordinator for Wings of Williamsport to hold a Tethered Model airplane Fly-In on May 21-22, 2016 and to hold their annual “Wings Over Piper” Remote Control Airplane Event at W. T. Piper Memorial Airport on August 5-7, 2016. **On motion of Mr. Bravard, seconded by Ms. Stringfellow, Council approved the request of Wings of Williamsport to hold a Tethered Model airplane Fly-In on May 21-22, 2016 and to hold their annual “Wings Over Piper” Remote Control Airplane Event at W. T. Piper Memorial Airport on August 5-7, 2016.**

Consideration of Resolution/County Aid Liquid Fuels Funds for Interchange Lighting

The Manager presented a PennDOT resolution requesting \$4000 in County Aid Liquid Fuels Funds for the County’s share of power and maintenance costs for lighting on the Paul Mack Boulevard/Route 220 Interchange. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved the necessary Resolution for County Aid in the amount of \$4000 for Interchange Lighting.**

Considerations of Actions related to Summer Concert Series

Award of Contract/Portable Toilets

The Manager provided a tabulation of bids to provide and service portable toilets for the 2016 Summer Concert Series. The following four bids were received:

Honey Dippers of LyCo, LLC, Williamsport	\$ 930.00 Total
Caddy Shack Portable Restrooms, Cogan Station	\$ 975.00 Total
A-1 Portable Toilets, Montoursville	\$1,290.00 Total
Robinson Portable Toilets, Bellefonte	\$1,665.00 Total

Staff and the Summer Concert Committee recommended that the contract be awarded to Honey Dippers of LyCo, LLC, Williamsport at a cost not to exceed \$930.00.

Award of Contract/Magnets

Staff and the Summer Concert Committee recommended the contract for 1000 schedule magnets for the 2016 Summer Concert Series be awarded to Keystone Data Systems, Inc. of Williamsport in the amount of \$825.00 based on the lowest of three bids received as follows:

Keystone Data Systems-	\$825.00
Keystone Advertising Specialties-	\$854.00
Magnet Street-	\$894.76

Award of Contract/Sound System Services

The City Manager noted the City solicited proposals from 7 vendors to provide sound system services for the 2016 Lock Haven Summer Concerts at the Corman Amphitheater. One proposal was received from GP Audio (George Powell). GP Audio's proposal is \$520.00 per event or \$700.00 per event depending on the sound system used. He noted GP Audio has provided the sound for the concerts for the past four years and the Summer Concert Committee is pleased with GP Audio's sound system. The Manager recommended awarding a contract to GP Audio for the concerts at a cost of \$520 per concert at a total cost of \$5,720.00 (11 concerts total).

Mayor Baney noted there will only be 7 concerts on Sunday evenings and 4 Saturday evening concerts during the month of August. He stated the Committee had met three times and the bands have been contacted.

On motion of Mr. Stevenson, seconded by Mr. Bravard and carried unanimously, Council awarded the contract to Honey Dippers of Lyco, LLC to provide and service portable toilets at a cost not to exceed \$930.00; awarded the contract for magnets for \$825.00 to Keystone Data Systems, Inc. of Williamsport; and awarded the contract to GP Audio to provide sound system services at a total cost of \$5,720.00.

Service & Support Program/Martz Technologies

The Manager provided Council with a copy of a Memo from Jason Dershem, City Engineer, regarding the Service & Support Retainer Program from Martz Technologies, Inc. for sanitary sewer plant and fresh water data collection SCADA system support. The program would require the City to pre-purchase \$5,000.00 of service and support time, and will provide a 5% reduction in the published hourly service rates from Martz. The \$5000 up front contribution has no expiration date, and would equate to approximately 3 years of service. The Manager recommended entering into the retainer program with Martz Technologies. **On motion of Mr. Conklin, seconded by Mr. Bravard and carried unanimously, Council authorized the Service and Support Program with Martz Technologies for the sewer plant and reservoir data collection computer system at a cost of \$5000.00.**

Update on 2016 CDBG Street & Parking Lot Paving Project

The City Manager provided Council with a copy of a Memo from Leonora Hannagan, City Planner, regarding an update of the 2016 CDBG Street and Parking Lot Paving Project. Bids are being accepted 4:00 PM on March 3, 2016 with award of a contract at the March 7, 2016 meeting. The project consists of paving the Church Street parking lot (adjacent to the Old Corner) and West Bald Eagle Street from Commerce Street to South Hampton Street and the installation of 21 handicap ramps.

The funding for this project includes the following:

West Bald Eagle Street from Kite Alley to South Hampton Street
\$216,850 – 2014 CDBG

West Bald Eagle Street from Kite Alley to Commerce Street
\$28,772 – Liquid Fuels

East Church Street Parking Lot (61.54% CDBG, 38.46% local)
\$19,566 – 2014 CDBG
\$15,079 – 2013 CDBG
\$21,651 – City Funds

Consideration of Adoption of Language Access Plan

The City Manager provided Council with a copy of a Memo from Leonora Hannagan, City Planner, and a proposed Language Access Plan. Ms. Hannagan was in attendance and noted a requirement of the application process for the 2015 Community Development Block Grant (CDBG) Program was to conduct a four-factor analysis to determine if language assistance measures for persons who have limited English proficiency (LEP) are needed for any projects the City will be implementing.

One of the four-factors is to determine if any of the proposed projects providing direct assistance to individuals limited whether LEP persons could participate with the CDBG Program.

DCED had indicated that the City's Sidewalk Replacement Program does provide direct assistance to homeowners, therefore, the City is required to adopt a Language Access Plan which outlines how the City will provide language assistance if needed.

As the result of the Four-Factor Analysis, the City of Lock Haven has identified the following types of language assistance to be provided on an as needed basis by the City of Lock Haven throughout the implementation of the CDBG Program:

- 1) If needed, a translator may be retained to provide oral translation in the field during the implementation of the Sidewalk Replacement Project
- 2) Documents pertaining to the Sidewalk Replacement Program will be translated on an as needed basis and made available for the LEP population
- 3) The City of Lock Haven will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.
- 4) If other populations of LEP persons are identified in the future, the City of Lock Haven will consider additional measures to serve the language access needs of those persons.

Ms. Hannagan noted the sidewalk application and promissory note can be translated into Spanish online and there are several organizations that will translate if needed and Lock Haven University can also be utilized.

While the chances of needing an interpreter is remote, the City must adopt a Language Access Plan. **On motion of Mr. Conklin, seconded by Mr. Bravard and carried unanimously, Council adopted the Four-Factor Analysis and Language Access Plan for the CDBG Program.**

Observations on Incidents with Carbon Monoxide Exposure

The Manager provided Council with a copy of an email from Fire Chief Bob Neff regarding a recent response to an alarm call. It was noted after investigation the problem turned out to be a buildup of carbon monoxide from a dislodged pipe on the gas furnace and was detected by a carbon monoxide detector. There were 5 college students at home at the time of the incident and had it not been for the change in the rental property code requiring CO detectors, there could have been an issue at the residence. Fire Chief Neff wanted Council to know that their decision to have CO detectors added to the rental property inspection code possibly saved these students lives.

Update on Additional Amendment to Lock Haven Commercial Loan Program to Main Street Grill Corp

The Manager provided a Memo from Leonora Hannagan, City Planner, regarding an additional amendment to the Lock Haven Commercial Loan Program loan to Main Street Grill Corp. Ms. Hannagan was in attendance and noted that on January 18, 2016, Council approved the \$50,000.00 commercial loan to Main Street Grill Corporation at 127 East Main Street, Lock Haven. The loan was contingent upon an appraised value of not less than \$150,000 for 127 East Main Street and \$75,000 for the rental property located at 313 South Highland Street (SEDA COG made an error and the property is 343 South Highland Street). The appraisals came back and 127 East Main Street is valued less than the required \$150,000.

Because 127 East Main Street is appraised lower than what the Commercial Loan Committee and the City agreed to, SEDA COG suggested that the City:

1. Consider the tax assessed value of \$150,000 on 127 E Main Street rather than the appraised value. Taking into consideration an average of the assessed and appraised value, this would adjust the value of the project real estate to \$115,250, which closely matches the closest comparable contained in the appraisal.

2. Consider amending the collateral to include a junior mortgage on a personal residence located at 313 Allegheny Street, Jersey Shore, PA.

Ms. Hannagan noted that all funding sources remain the same as previously approved by Council and the collateral for the loan remains the same however there would be a mortgage added on Mr. Darwin's private residence at 313 Allegheny Street, Jersey Shore PA.

Ms. Hannagan contacted 6 of the 9 members of the Lock Haven Commercial Loan Committee and all were in favor of the loan using the assessed value and adding the collateral of his personal residence.

This same recommendation will be proposed to the Clinton County Enterprise Zone Committee and the Clinton County Revolving Loan Committee. Closing is anticipated for the end of February.

On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the additional amendment to Lock Haven Commercial Loan Program loan to Main Street Grill Corp.

Employee Report by Manager

The Manager noted there had been a vacancy in the Police Department due to the retirement of Steve Litzelman, and after completing the hiring process, Bruce Mann was hired at the end of 2015. Officer Mann has since resigned to return to the Lewistown area and their Police Department. There are now two vacancies in the Department. The Manager noted that testing is underway. There are eight applicants and all eight have passed all of the tests to date. Background checks will be completed and after the scores are determined a list of the top four would be presented to Council for review and appointment.

Swift Reach/Water Main Break

Mayor Baney noted there was a water main break on Friday, February 12, 2016 on Henderson Street at East Main Street. He noted the City's Notification System was not initiated at the onset and questioned how residents were notified and how we could enroll more residents in the system. The Manager stated the Swift Reach program was adopted to provide an almost instantaneous message to residents who are enrolled in the program by email, phone, text or cell phone but residents have to enroll in the program. Notification of the water main break was by phone, hand delivered messages to each

residence involved and Swift Reach. He noted the system works but more residents need to be added to the system. The Water Department will be advising residents on their water bills to contact the Department with their contact information and letters will be sent to landlords to advise their tenants to contact the Department so they can be notified.

OTHER NEW BUSINESS FROM COUNCILMEMBERS

Mr. Stevenson noted SEDA COG will be hosting an Open House on March 16, 2016 from 1:00 PM to 2:30 PM.

Mr. Conklin noted that motions should be made and seconded before any discussion takes place.

ADJOURNMENT

On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 8:00P.M.

Mayor

City Clerk