

**CITY COUNCIL MEETING
MAY 16, 2016**

City Council met in regular session on Monday, May 16, 2016 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Mayor Baney who opened the meeting with a moment of silence. Mayor Baney then led Council in the Pledge of Allegiance.

Roll was called and present were Councilmembers Jonathan Bravard, Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, Sara Stringfellow and Mayor William Baney. Also attending the meeting were City Manager Richard W. Marcinkevage, Assistant City Manager Gregory Wilson, Chief of Police Keith Kibler, Summer Recreation Program Director Jack Bailey, School Board member Deb Smith, and residents Bonnie Kephart, Shannon Malone, Richard Morris, Mark Stern, Cindy Straley, Howard Straley, and reporter Wendy Stiver for The Express.

COUNCIL MINUTES

On motion of Ms. Stringfellow, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of May 2, 2016.

PUBLIC COMMENT PERIOD

Residents Howard Straley, Cindy Campana Straley, and Bonnie Straley Kephart spoke to Council about their concerns with tractor-trailers traveling on South Fairview, South Highland, and South Jones Streets in the City. The City Manager informed Council that on June 1, 2016, he will be meeting with representatives from PennDOT and First Quality Tissue to develop a plan to improve signage to reduce the amount of commercial traffic on the South side streets off of Bellefonte Avenue. The Manager will report back to Council at the June 6, 2016 meeting with details of the meeting.

CORRESPONDENCE

Clinton County Economic Partnership/Annual Picnic

The City Manager acknowledged receipt of a notice from the Clinton County Economic Partnership noting that their annual picnic will be held on July 20, 2016.

Keystone Central Tax Office/Earned Income Tax Collections

The Manager acknowledged receipt of \$13,278.65 from the Keystone Central Tax Office in Earned Income Tax collections for the second payment for April.

Comcast CATV/Transmittal of Franchise Fees

The Manager acknowledged receipt of \$18,525.09 from Comcast CATV in franchise fees for the first quarter of 2015.

OLD BUSINESS

Consideration of Ordinance/Vacating a Portion of Hemlock Drive

The Manager presented Council with an Ordinance vacating the easternmost end of Hemlock Drive, a distance of approximately 120 feet. The Manager noted First reading was held on May 2, 2016 and there have been no changes since that time. **On motion of Mr. Conklin, seconded by Mr. Bravard and carried unanimously, Council approved the following Ordinance on Second reading:**

ORDINANCE NO. 953

AN ORDINANCE PROVIDING FOR THE VACATING OF THE
EASTERNMOST PORTION OF HEMLOCK DRIVE, A
DISTANCE OF APPROXIMATELY 120 FEET

Authorization to Execute Memorandum of Understanding/JAG Grant

The Manager provided a Memorandum of Understanding for a JAG grant application for funding of police in-car computers. He noted this document recognizes that the JAG grant application is for a multiple municipal project and documents the obligations. The MOU has been reviewed and approved by the City Solicitor and must be executed by all agencies participating in the JAG grant submission. Staff is in the process of securing approval/signatures from the County, Woodward Township and Lock Haven University. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council authorized the execution of the Memorandum of Understanding for JAG grant application for funding for police in-car computer replacement.**

NEW BUSINESS

PROPERTY USE/EVENT REQUESTS

Great Island Race Series Committee/Great Island Race

Mark Stern of the Great Island Race Series Committee requested the use of City facilities for a Mini Adventure Triathlon on Friday, June 24, 2016 at 6:30PM and for their Great Island Triathlon on Saturday, June 25, 2016 at 8:00AM. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the request of Great Island Race Series Committee for the use of City facilities on Friday, June 24, 2016 and Saturday, June 25, 2016 for their Mini Triathlon and their Great Island Triathlon.**

Scheduling of Public Hearing/Floodplain Management Ordinance Amendment

The City Manager noted FEMA has issued new Flood Insurance Rate maps effective June 16, 2016 and the City is required to have a Flood Plain Ordinance that is consistent with the new maps by that date. He requested authorization to conduct a public hearing at 6:30PM on June 6, 2016. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council scheduled a public hearing for June 6, 2016 at 6:30PM prior to Second reading and adoption of an Ordinance updating Floodplain Management Regulations.**

Scheduling of Public Hearing/Amendment to Zoning Ordinance

The Manager requested authorization to schedule a public hearing on June 20, 2016 at 6:30PM regarding an amendment to the Zoning Ordinance for several staff generated amendments. **On motion of Mr. Bravard, seconded by Ms. Stringfellow and carried unanimously, Council scheduled a public hearing for June 20, 2016 at 6:30PM regarding an amendment to the Zoning Ordinance.**

Consideration of an Amendment to the Zoning Ordinance

The City Manager presented Council with an Ordinance amending the Zoning Ordinance to address Floodplain Management Standards. **On motion of Mr. Bravard, seconded by Mr. Conklin and carried unanimously, Council approved the following Ordinance on First reading:**

ORDINANCE NO. _____

AN ORDINANCE REQUIRING ALL PERSONS, PARTNERSHIPS, BUSINESSES, AND CORPORATIONS TO OBTAIN A PERMIT FOR ANY CONSTRUCTION OR DEVELOPMENT; PROVIDING FOR THE ISSUANCE OF SUCH PERMITS; SETTING FORTH CERTAIN MINIMUM REQUIREMENTS FOR NEW CONSTRUCTION AND DEVELOPMENT WITHIN AREAS OF THE CITY OF LOCK HAVEN WHICH ARE SUBJECT TO FLOODING; AND ESTABLISHING PENALTIES FOR ANY PERSONS WHO FAIL, OR REFUSE TO COMPLY WITH, THE REQUIREMENTS OR PROVISIONS OF THIS ORDINANCE.

Consideration of Appointments to Boards & Commissions

1) Historic District Advisory Committee

The Manager provided Council with a Memo from Leonora Hannagan, City Planner, noting there are two vacancies on the Historic District Advisory Committee caused by the resignation of Jerry Swope and Rick Riccardo. Mr. William Crowell has expressed an interest in serving on the Committee and the Manager requested Council approval of this appointment. Mr. Crowell's term would expire on December 31, 2016. The Manager noted that Mr. Crowell and his wife recently purchased a property at 140-142 East Water Street which is located in the Historic District. **On motion of Mr. Byerly, seconded by Mr. Stevenson and carried unanimously, Council approved the appointment of Mr. William Crowell to the Historic District Advisory Committee.**

2) Lock Haven Area Flood Protection Authority

The Manager provided Council with a letter from Mark J. Stern regarding his interest in serving on the Lock Haven Area Flood Protection Authority. The Manager requested Council approval of this appointment. Mr. Stern's term would expire on January 2, 2021. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the appointment of Mr. Mark J. Stern to the Lock Haven Area Flood Protection Authority.**

Consideration of Memorandum of Understanding/SEDA-COG Joint Rail Authority, First Quality Tissue, LLC, City of Lock Haven and Township of Castanea

The City Manager provided Council with a Memorandum of Understanding between SEDA-COG Joint Rail Authority, First Quality Tissue, LLC, The City of Lock Haven and The Township of Castanea regarding construction of rail service extension and access road to First Quality Tissue Plant. The Manager noted that First Quality, as part of a major upgrade plan to add a third production line to the plant in Castanea Township, developed a project along with SEDA-COG Joint Rail Authority to extend rail service into the proposed plant, and relocate the railroad track from East Walnut Street south to the plant so that a new access road can be constructed from East Walnut Street into the plant. SEDA-COG applied for and received grant money for part of the costs. The City was approached regarding maintenance for the road after it is constructed and the City agreed if it was constructed to standards sufficient to place it on its Liquid Fuels System so that the City would receive an annual state allocation for that added mileage. Preliminary design was completed but the project is temporarily on hold due to FQT involvement in projects in other areas, but the project will proceed. The Memorandum of Understanding clarifies and documents each party's role and the Manager recommended execution of this document. **On motion of Mr. Bravard, seconded by Mr. Conklin and carried unanimously, Council approved the execution of the Memorandum of Understanding between SEDA-COG Joint Rail Authority, First Quality Tissue, LLC, The City of**

Lock Haven and The Township of Castanea regarding construction of rail service extension and access road to First Quality Tissue Plant.

Consideration of Appointment/Entry Level Police Officer

The Manager provided a memo to Council noting all tasks associated with evaluation of applicants for the position of Entry Level Patrolman have been completed. The Manager provided a Certification List from the Civil Service Commission with three persons certified as meeting all Civil Service requirements. The Manager and the Chief of Police recommended the appointment of Brian Kitko to fill the position of Entry Level Patrolman. **On motion of Mr. Bravard, seconded by Ms. Stringfellow and carried unanimously, Council approved the appointment of Brian Kitko as an Entry Level Patrolman.**

Consideration of Appointment/Entry Level Police Officer

The Manager provided a second memo to Council addressing the appointment of a second Entry Level Patrolman. He provided another Certification List from the Civil Service Commission which certified three persons for the second vacancy. The Manager and the Chief of Police recommended the appointment of Adam Raybuck to fill the position of Entry Level Patrolman. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the appointment of Adam Raybuck as Entry Level Patrolman.**

OTHER NEW BUSINESS

On motion of Mr. Stevenson, seconded by Mr. Bravard and carried unanimously, Council approved Resolution No. 1250 of the City of Lock Haven recognizing a congratulatory expression of good will with gratitude to City Manager Richard W. Marcinkevage for his 40 years of public service as an employee of the City.

The City Manager informed Council that the Keystone Central School District will be sending a letter requesting that the City consider adding the “Tiger’s Den” playground on W Bald Eagle Street to the locations where the summer recreation program is provided. The letter will detail what expenses the school district will cover to add this location to the program. This matter will be on the agenda for the June 6, 2016 meeting.

The June 20, 2016 regular meeting of City Council will take place at the Lock Haven Emergency Medical Services building at 21 N Liberty Street at 7:00 P.M.

ADJOURNMENT

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

Mayor

City Clerk