

**CITY COUNCIL MEETING
JULY 11, 2016**

City Council met in regular session on Monday, July 11, 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 and Mayor William Baney. Councilmember Sara Stringfellow was absent. Also attending the meeting were City Manager Richard W. Marcinkevage and reporter Wendy Stiver for The Express.

COUNCIL MINUTES

On motion of Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of June 20, 2016 as corrected.

PUBLIC COMMENT PERIOD

There was none from those in attendance.

CORRESPONDENCE

Clinton County Commissioners/County Aid Allocation

The City Manager acknowledged receipt of notification of the 2016 Liquid Fuels Allocation in the amount of \$6,600.00. The allocation last year was \$8,350.00.

FEMA/Floodplain Management Ordinance

The Manager acknowledged receipt of notification of FEMA's acceptance of the revisions to the Floodplain Management Ordinance. The City's Ordinance is in compliance with the National Flood Insurance Program and there will be no problems with eligibility for flood insurance within the City.

Keystone Central Tax Office/Earned Income Tax Collections/Business Privilege Tax Collections

The Manager acknowledged receipt of \$9,190.06 from the Keystone Central Tax Office in Earned Income Tax Collections for the first payment for June. Also received was \$142,425.74 in Business Privilege Tax collections as the first payment with a second payment to be received at the end of the year; \$142,000 was budgeted.

PA Public Utility Commission/Act 13 Allocation

The City Manager acknowledged receipt of notification of the Act 13 Allocation of \$18,603.86 from the PA Public Utility Commission. He noted \$25,000 had been budgeted.

Lock Haven Jaycees/Labor Day Regatta

The City Manager provided a letter from DuWayne Kunes, Chairperson for the Lock Haven Area Jaycees, requesting the use of City facilities for the Labor Day Regatta from September 1, 2016 through September 6, 2016. Mayor Baney noted he had met with Kyle Coleman of Woodward Township and the Second Boat Parade will be held on September 4, 2016 at 7:00 before the fireworks display. **On motion of Mr. Bravard, seconded by Mr. Forbes and carried unanimously, Council approved the request of the Lock Haven Jaycees for use of City facilities and assistance for their annual Labor Day Regatta.**

Lock Haven Catholic School/Posting of Third Street from Water Street to Jordan Alley

The Manager acknowledged receipt of a request from Michele Alexander, Principal of the Lock Haven Catholic School for posting of the east side of Third Street from Water Street to Jordan Alley as No Parking 12 Noon – 3 PM during school hours. Mr. Forbes stated he had contacted Principal Alexander regarding whether it would be feasible to construct a half-circle driveway on the green area in front of the school. Chief Kibler stated it was his understanding they had contacted PennDOT about a half-circle driveway and were told they would not approve the driveway. **On motion of Mr. Forbes, seconded by Mr. Conklin and carried unanimously, Council approved the request of the Lock Haven Catholic School for posting of the east side of Third Street from Water Street to Jordan Alley as No Parking 12 Noon – 3 PM during school hours.**

OLD BUSINESS

Ordinance/Amending Zoning Ordinance

The City Manager presented Council with an Ordinance amending the Zoning Ordinance to amend text regarding treatment centers and criminal housing facilities. He noted First reading was held on June 20, 2016 and there have been no changes since that time. **On motion of Mr. Bravard, seconded by Mr. Stevenson and carried unanimously, Council approved the following Ordinance on Second reading:**

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, TO AMEND CHAPTER 27 (ZONING), PART 2 DEFINITIONS AND TERMS, PART 8 CENTRAL BUSINESS DISTRICT, PART 10 GENERAL COMMERCIAL/LIGHT INDUSTRIAL DISTRICT, PART 11

INDUSTRIAL DISTRICT, PART 13 PUBLIC INSTITUTIONAL DISTRICT,
PART 18 OFF STREET PARKING, LOADING AND ACCESS REGULATIONS,
AND PART 20 SUPPLEMENTAL REGULATIONS.

Ordinance/Salaries and Wages for Non-Union Personnel for 2016

The Manager presented Council with an Ordinance that would establish salaries and wages for non-union personnel for 2016. He noted First reading was held on June 20, 2016 and the Ordinance has been changed to address the increase of salary for the Assistant Manager position to \$59,000. **On motion of Mr. Bravard, seconded by Mr. Forbes and carried unanimously, Council approved the following Ordinance on Second reading:**

ORDINANCE NO. _____

AN ORDINANCE FIXING THE SALARIES AND WAGES FOR
NON-UNION EMPLOYEES OF THE CITY OF LOCK HAVEN FOR 2016

NEW BUSINESS

Consideration of Submission of Application/Ross Library

The City Manager noted the City submitted, on behalf of Ross Library, a Letter of Intent to the Department of Education for a grant for building improvements. The Keystone program requires the grant application be submitted by the municipality on behalf of the library. The City has been approved to submit an actual application, which will be prepared by the library with oversight by City staff. Diane Whitaker, Executive Director and William Reynolds, Maintenance and Facilities Manager for Ross Library were in attendance. Ms. Whitaker noted the Letter of Intent did not state the library would be getting the funds only that the library could apply for the funds. The next step in the process is the submission of the application. Mr. Reynolds gave a description of the general scope of the work to be completed which included window replacement and lighting upgrades. He noted the estimated total project cost is \$88,890 and the grant request should not exceed 50% or \$44,445. The Application has to be submitted by October 7, 2016. **On motion of Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council authorized the submission of an application on behalf of Ross Library for Keystone grant funds for building improvements.**

Award Contract/Heating Oil & Diesel Fuel

The Manager noted that through a Joint Purchasing Committee with Keystone Central School District bids were solicited for heating oil and diesel fuel and the City's quantities were included in the bid. He indicated that only 1 bid was received from Superior Plus Energy Services. The Manager indicated that the contract is awarded based on the lowest differential which is added to the OPIS wholesale price. The cost of oil is as follows:

<u>Product</u>	<u>Differential/Gallon</u>	<u>Last Year</u>
#2 Heating Oil	\$0.15/gallon	\$0.155
Ultra Low Sulfur Diesel On road (vehicles)	\$0.1759	\$0.1850
Ultra Low Sulfur Diesel Off Road (Generators)	\$0.2459	\$0.3000
Winter Additive	\$0.035	\$0.10

On motion of Mr. Stevenson, seconded by Mr. Forbes and carried unanimously, Council awarded a contract for heating oil and diesel fuel to Superior Plus Energy Services based on the above quoted prices.

Garage Rehabilitation Window Installation/Authorization to Receive Bids

The Manager requested Council’s authorization to receive bids for the Garage Rehabilitation Window Installation Project No. 1 on July 15, 2016 with award on July 18, 2016. **On motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council authorized Garage Rehabilitation Window Installation Project No. 1 bids to be received on July 15, 2016 with award of contract on July 18, 2016.**

Scheduling of Public Hearing/Amendment to Zoning Ordinance

The Manager requested authorization to schedule a public hearing on July 18, 2016 regarding an amendment to the Zoning Ordinance to address communication towers and antennas. The Manager noted there have been some changes through the Federal Communication Commission and State laws with respect to communication towers and antennas and the City’s Ordinance regulating those towers and antennas is out-of-date. The Cohen Law Group had been contacted and upon review of the Ordinance recommended revising the whole Ordinance. **On motion of Mr. Bravard, seconded by Mr. Stevenson and carried unanimously, Council scheduled a public hearing for July 18, 2016 regarding an amendment to the Zoning Ordinance addressing communication towers and antennas.**

Update on Results of Judicial Sale of Properties on July 6, 2016

The Manager noted the Code Office has been reviewing properties within the City that have been abandoned or owners not maintaining their properties. These properties were listed for Sheriff Sale and then Judicial Sale and four (4) properties were sold on July 6, 2016. The properties are located on Hood Street, Clinton Street, Hampton and Linden and Prospect Street. The Manager also noted that since the properties were sold through a Judicial sale, the City is not able to recoup any reimbursement for maintaining the properties before the sale.

Consideration of Budget Modification/2014 CDBG Program

The Manager provided Council with a Memo from Leonora Hannagan, City Planner, regarding a budget modification for the 2014 CDBG Program. Ms. Hannagan was in attendance and noted Council had budgeted \$25,000 for a planning activity/Comprehensive Plan Update and \$26,895 for CDBG program administration in the 2014 CDBG Program. The CDBG Program allows a maximum of 18% of CDBG fund to be used for program administration/planning activities. The City's 2014 CDBG allocation was \$288,311 and 18% of that amount totals \$51,895.

Currently there is a total of \$930 in the 2014 CDBG and \$49,410 in 2015 CDBG Programs for program administration. These funds are used to pay salaries and benefits for City staff that work on CDBG related activities and other program administration expenses such as environmental reviews, legal ads, postage, copies, etc.

Program administration funds typically fund the expenses mentioned above for at least a 2 year period until additional CDBG funds become available, therefore, Ms. Hannagan is recommending Council consider approving a budget modification to delete the Comprehensive Plan Update planning activity and reprogram these funds to program administration contingent upon DCED approval. If Council agrees, authorization is requested to schedule a public hearing for July 25, 2016 at 6:30 PM to provide the public with an opportunity to comment on the proposed budget modification. **On motion of Mr. Bravard, seconded by Mr. Byerly and carried unanimously, Council authorized a public hearing to be scheduled for July 25, 2016 at 6:30 PM to receive public input on the proposed budget modification for the 2014 CDBG Program. .**

Introduction of New Police Officers

Police Chief Kibler was in attendance and introduced new police officers, Brian Kitko and Adam Raybuck.

Employee Report by Manager

The City Manager noted that Kyle Workman, Parking Enforcement/Maintenance person, bid on and was awarded a full time union position as laborer with the levee department. The Parking Enforcement/Maintenance vacancy was posted for union bids but none were received and the position was advertised. Thirty people applied; six were interviewed. Out of the six interviewed, Joebe Smith of Lock Haven was hired on a part time basis for this position.

OTHER NEW BUSINESS

Mr. Forbes questioned why the Parking Enforcement person is not required to wear a uniform while collecting money. Chief Kibler noted the person is required to wear a uniform when doing meter enforcement but is not required when doing meter collection.

Mayor Baney questioned whether there were airport landing fees. The Manager stated there were tie down fees but no landing fees. Mayor Baney suggested instituting landing fees for out-of-state planes and excluding any planes based at the airport and planes at the fly-in. The Manager noted some airports will waive landing fees if fuel is purchased. He stated Staff will review instituting landing fees.

Mayor Baney also inquired as to the status of the sidewalk cafes and the City Manager noted Staff was preparing an Ordinance for Council's review.

Mayor Baney noted that he will be meeting with the three people from Youngs Avenue/Williamson Heights area regarding a Crime Watch Program.

Mayor Baney suggested an Operation Blight Program where the public can contact him directly to report any blight problems within the City. He noted he was very upset with the condition of the rear of the Fallon Hotel where windows are broken, gutters are falling apart and there are several pigeons going in and out of the building. He said the Fallon Hotel needs to be condemned immediately. The Manager stated Staff would contact the owners regarding the situation and report back to Council.

ADJOURNMENT

On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 7:50 P.M.

Mayor

City Clerk

(These minutes are draft and subject to approval by City Council)