

**CITY COUNCIL MEETING  
AUGUST 1, 2016**

City Council met in regular session on Monday, August 1, 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. Councilman Byerly then led Council in the Pledge of Allegiance.

Roll was called and present were Councilmembers Jonathan Bravard, Douglas Byerly, Richard Conklin, Ted Forbes, Sara Stringfellow and Mayor William Baney. Councilmember Steve Stevenson arrived shortly thereafter. Also attending the meeting were City Manager Richard W. Marcinkevage, Assistant City Manager Gregory Wilson, and reporter Wendy Stiver for The Express.

***COUNCIL MINUTES***

**On motion of Mr. Forbes, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of July 18, 2016.**

***PUBLIC COMMENT PERIOD***

There were no comments from those in attendance.

***CORRESPONDENCE***

There was none to report

***OLD BUSINESS***

***Ordinance/Amending the Zoning Ordinance Regarding Communication Towers & Antennas***

The City Manager presented an Ordinance amending the Zoning Ordinance to amend text regarding communication towers and antennas. He noted First reading was held on July 18, 2016 and there have been no changes other than formatting to match the City's normal layout. The Manager noted he had contacted Cohen Law Group regarding questions raised by Council about height limitations and permit fees. The total height of the tower includes the antenna and supporting pole and fees are regulated by the state and can be set by resolution. **On motion of Mr. Bravard, seconded by Mr. Forbes and carried unanimously, Council approved the following Ordinance on Second reading:**

ORDINANCE NO. 957

AN ORDINANCE OF THE CITY OF LOCK HAVEN, CLINTON COUNTY,  
PENNSYLVANIA: PROVIDING FOR THE AMENDMENT OF THE ZONING  
ORDINANCE OF THE CITY OF LOCK HAVEN, PROVIDING FOR PURPOSES  
AND FINDINGS OF FACT RELATED TO THE ADOPTION OF THE  
AMENDMENT, PROVIDING FOR DEFINITIONS; ESTABLISHING CERTAIN  
GENERAL AND SPECIFIC STANDARDS RELATING TO THE LOCATION,  
PLACEMENT, CONSTRUCTION AND MAINTENANCE OF  
COMMUNICATIONS TOWERS AND COMMUNICATIONS ANTENNAS;  
PROVIDING FURTHER FOR THE REGULATION OF SUCH FACILITIES  
WITHIN THE PUBLIC RIGHTS-OF-WAY AND OUTSIDE THE PUBLIC  
RIGHTS-OF-WAY; PROVIDING FOR THE ENFORCEMENT OF SAID  
REGULATIONS; AND PROVIDING FOR AN EFFECTIVE DATE

***Ordinance/Amending Budget of the General and Off Street Parking Funds***

The City Manager presented an Ordinance amending the budgets of the General and Off Street Parking Funds. The Manager noted First reading was held on July 18, 2016. The only change was under Off Street Parking where the amount is changed from

\$15,759 to \$15,095 to reflect the actual project costs. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following Ordinance on Second reading:**

ORDINANCE NO. 958

AN ORDINANCE AMENDING THE BUDGETS OF THE GENERAL AND OFF STREET PARKING FUNDS OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, COMMONWEALTH OF PENNSYLVANIA, TO REFLECT UNANTICIPATED REVENUES

***NEW BUSINESS***

***EVENT/PROPERTY USE REQUESTS***

***Lock Haven University Alumni Association/Request for Use of Amphitheater***

The Manager acknowledged receipt of a request from Ashley Koser and Dawn Gill of the Lock Haven University Alumni Association to hold their Homecoming Block Party on Friday, October 14, 2016. Ms. Koser and Ms. Gill were in attendance and requested use of the amphitheater for a pep rally and permission to set off fireworks from the dam. They also requested that East Water Street be closed from Jay Street to the alley at the Jaycees Hall. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the Lock Haven University Alumni Association's request to use the amphitheater on October 14, 2016 for a Homecoming Pep Rally, fireworks show, and closing East Water Street from Jay Street to the alley at the Jaycees Hall.**

***The Life Center/Request for Use of Canal Park***

The City Manager acknowledged receipt of a request from Robin Donnelly of The Life Center for the use of Canal Park for a memorial service for Glenn Merritt on August 9, 2016 from 6 to 9 PM. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the request of The Life Center to hold a memorial service for Glenn Merritt on August 9, 2016 at Canal Park.**

***Award of Contract/PennDOT Building/Clintondale Fencing***

The City Manager distributed a Tabulation of Bids opened on July 26, 2016 for fencing installation along Maple Street, Second Avenue and Third Avenue as part of the PennDOT Building project. The following four bids were received:

<u>OFFERER</u>	<u>OPTION 1 PRICE QUOTE</u>	<u>OPTION 2 PRICE QUOTE</u>
Belcher's Fence Co., Inc.	\$11,145.00	\$13,415.00
Shoemaker Fencing	\$ 9,750.00	\$11,112.00
Kruger Fence Co., Inc.	\$ 8,700.00	\$10,500.00
Clintondale Fencing	\$ 7,237.00	\$ 8,395.69

The Manager noted that the low bid for both options was from Clintondale Fencing. The Manager recommended award of the contract to Clintondale Fencing for Option 2 at \$8,395.69. A short discussion followed regarding timing, need, and interference with plowing. **On motion of Mr. Conklin, seconded by Mr. Byerly, Council by a vote of 4 to 3, with Mr. Forbes, Mr. Stevenson and Ms. Stringfellow voting in the negative, awarded the contract for fencing installation to Clintondale Fencing in the amount of \$8,395.00.**

***Award of Contract/PennDOT Building/Peters Painting & Sandblasting***

The Manager noted that bids had been solicited for inside ceiling painting at the PennDOT building and the only bid received was from Peters Painting & Sandblasting in the amount of \$19,060.00. The Manager recommended award of a contract to Peters Painting & Sandblasting. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council awarded the contract for inside ceiling painting to Peters Painting & Sandblasting in the amount of \$19,060.00.**

***Curbside Recycling Contract/Wayne Township Landfill***

The City Manager provided a letter from Jay B. Alexander, General Manager of the Wayne Township Landfill, proposing a three (3) year renewal of the recycling agreement between the City and the Solid Waste Authority. The letter explained that the Landfill performed a cost analysis on the curbside collection service and based on this analysis the annual fee will need to increase to \$27,670. The second year would increase to \$28,500 and the third year to \$29,355. The Authority offered a revenue sharing plan for each year as an incentive to increase recycling and reduce City costs. A discussion followed. **On motion of Mr. Bravard, seconded by Ms. Stringfellow, and carried unanimously, Council approved the three year contract with Wayne Township Landfill for curbside recycling services at a cost of \$27,670 for the first year, \$28,500 for the second year and \$29,355 for the third year, with all three years including a revenue sharing plan.**

***Ordinance/Restricting Truck Traffic***

The City Manager presented Council with an Ordinance restricting truck traffic to the First Quality Products plant from using residential side streets off Bellefonte Avenue. The Manager noted the ordinance addresses Fairview Street, Highland Street, Liberty Street, West and East Park Streets, Pearl Street and South Summit Street. First Quality is continuing to work with the City regarding the truck traffic. **On motion of Mr. Bravard, seconded by Mr. Stevenson and carried unanimously, Council approved the following Ordinance on First reading:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. 670, CHAPTER 15,  
REGULATING TRAFFIC AND PARKING IN THE CITY OF LOCK HAVEN,  
IMPOSING PENALTIES FOR VIOLATION

***Ordinance/Establishing Budget for the 2015 CDBG Program (Fund 36)***

The Manager presented an Ordinance establishing a budget for the 2015 CDBG Program (Fund 36). Leonora Hannagan, City Planner, was in attendance and noted the City had received a contract for the 2015 CDBG Program in the amount of \$274,500.00 and briefly reviewed the projects. **On motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council approved the following Ordinance on First reading:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LOCK HAVEN, CLINTON COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS  
ESTIMATED TO BE REQUIRED FOR THE COMMUNITY DEVELOPMENT FUND  
DESIGNATED AS PROJECT NO. C000063286 FOR THE PERIOD BEGINNING  
MAY 19, 2016 AND ENDING MAY 18, 2021

***Authorization to Receive Bids/2015 CDBG Paving Project***

The Manager requested authorization to receive bids for 2015 CDBG Paving Project on August 18, 2016 with award on August 22, 2016. The paving would include

West Walnut Street – Second Avenue to Pearl Street and Pearl Street – Bellefonte Avenue to West Walnut Street. This project would be funded with 2015 CDBG funds at a total estimated cost of \$145,985.00. **On motion of Mr. Stevenson, seconded by Mr. Forbes and carried unanimously, Council authorized the acceptance of bids for the 2015 CDBG Paving Project on August 18, 2016.**

***Authorization to Receive Bids/PennDOT Building Window Installation Project No 2***

The Manager requested authorization to receive bids for Window Installation Project No. 2 for the former PennDOT Building on August 19, 2016 with award on August 22, 2016. This will provide for furnishing and installing the balance of windows needed for the east (Second Avenue) and north sides. **On motion of Mr. Bravard, seconded by Mr. Forbes and carried unanimously, Council authorized the acceptance of bids for Window Installation Project No. 2 at the former PennDOT Building on August 19, 2016.**

***Consideration of Appointment/Lock Haven Planning Commission***

The City Manager noted receipt of the resignation of Carol Colucci from the City Planning Commission. This creates a vacancy on the board for a term ending on January 1, 2017. Code Officer Cyndi Walker noted that Rachel Smith of R415 S Fairview Street expressed interest in filling the vacancy. **On motion of Mr. Stevenson, seconded by Mr. Forbes and carried unanimously, Council approved the appointment of Rachel Smith to the Lock Haven Planning Commission for a term ending January 1, 2017.**

***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 on July 25, 2016, a public hearing was held to provide the public with an opportunity to comment on a proposed budget modification for the 2014 CDBG Program. The public hearing was advertised in The Express on July 14, 2016. Councilman Rick Conklin attended, and no comments from the public were received.

Ms. Hannagan noted the proposed budget modification for the 2014 CDBG Program is as follows:

Planning/Lock Haven Comprehensive Plan Update – Delete Activity  
General Program/Administration – Increase budget from \$26,895 to \$51,895

The reason for the proposed budget modification is to provide additional funding for CDBG Program administration 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. **On motion of Mr. Forbes, seconded by Ms. Stringfellow and carried unanimously, Council approved the proposed budget modification for the 2014 CDBG Program contingent upon DCED approval.**

***Consideration of Amendment to Contract/Gwin Dobson & Foreman/Sewage Plant Operating Assistance***

The City Manager noted that Council previously authorized a contract for \$14,500 with Gwin, Dobson & Foreman for sewage plant operating assistance. As this work is proceeding it has been noted that more forensic investigation will be necessary and he requested a revised proposal from Gwin, Dobson & Foreman which would increase the contract to \$35,500. This this work will relate strongly to settling litigation with the City's two contractors and possibly the design firm, so it is important to be able to complete this investigative portion. **On motion of Mr. Bravard, seconded by Mr. Conklin and carried unanimously, Council approved the amendment to the contract with Gwin Dobson & Foreman for sewage plant operating assistance.**

**Discussion of 2016 CDBG Potential Projects**

The City Manager provided Council with a memo from Leonora Hannagan, City Planner, regarding the proposed projects for the 2016 CDBG Program. Ms. Hannagan gave an overview of the CDBG Program including national objectives and eligible activity criteria. She noted on July 20, 2016 the first of two public hearings was held to discuss the types of activities that are eligible under the CDBG Program, provided an overview of previously funded projects, and gave the public an opportunity to comment on the proposed use of funds. Ms. Hannagan added that a public hearing notice was published in The Express on July 10<sup>th</sup> and posted at City Hall and on the City’s website. In addition, a notice was provided to City Department Heads and a 2016 CDBG application packet was mailed to 10 nonprofit organizations as well as the 3 City fire companies giving them a deadline of July 15<sup>th</sup> to submit an application. The City received 1 proposal from the Lock Haven Area YMCA requesting \$5,000 for the YMCA Backpack Program. Additional information has been requested from the YMCA including a breakdown of total budget costs and how they would determine the low income criteria.

The following provides a list of proposed projects that were discussed:

**Street Improvements:**

South Fairview Street (Bellefonte Ave. to Peach Street) (5 blocks & 5 ramps) - \$147,956  
South Jones Street (Bellefonte Avenue to the end) (7 blocks & 8 ramps) - \$214,111  
South Highland Street (Bellefonte Ave. to Peach Street) (5 blocks & 7 ramps) - \$152,764  
West Third Street (N. Highland Street to Barton Street) (3 blocks & 2 ramps) - \$ 84,620

**Public Service**

YMCA Backpack Program which provides a bag of non-perishable food to students who qualify for free and reduced lunch at Robb and Dickey Elementary schools for a total project cost of \$15,000. \$ 5,000

**Program Administration**

Costs to administer the 2016 CDBG Program (18% maximum)	<u>\$ 49,132</u>
TOTAL	\$653,583
2016 CDBG Allocation	\$272,958
Cost Overrun	(\$277,338)

City staff provided a recommendation regarding which streets should be paved, and after a brief discussion, Council agreed with the following projects:

**Street Improvements**

South Fairview Street (Bellefonte Ave. to Peach Street) (5 blocks & 5 ramps) - \$147,956  
South Jones Street (Maple Street to the end) (5 blocks & 4 ramps) - \$155,733  
West Third Street (N. Highland Street to Barton Street) (3 blocks & 2 ramps) - \$ 84,620

**Public Service**

YMCA Backpack Program \$ 5,000

**Program Administration**

Costs to administer the 2016 CDBG Program (18% maximum)	<u>\$ 49,132</u>
TOTAL	\$437,441
2016 CDBG Allocation	\$272,958
Cost Overrun	(\$164,483)

Ms. Hannagan noted in addition to the 2016 CDBG funds, the City has a total of \$103,286.60 in unexpended 2014 CDBG Program funds from the recently completed Street & Parking Lot Pavement Project by Charles Construction and that these funds are available for reprogramming for one of the proposed projects listed above and can be included in the legal notice for the second public hearing for the 2016 CDBG Program. Should Council agree to reprogram the 2014 CDBG funds, the cost overrun for the projects listed above would total \$61,196.40 which the City would be required to fund. Council stated they were in agreement with reprogramming the 2014 CDBG funds for the

proposed projects listed. The City Manager stated that liquid fuels should be available to cover the additional funds needed for the street paving projects.

Ms. Hannagan stated that the projects were provided to Council for discussion purposes only, and no formal action can be taken at this meeting. She explained that a second public hearing is scheduled for August 22, 2016 at 6:30 PM to provide the public with an opportunity to comment on the proposed projects that Council is considering for the 2016 CDBG Program.

***Update on Working Woodlands Program on Watershed***

The City Manager provided an update on the Nature Conservancy's Working Woodlands program on the watershed. The Manager noted that timber harvesting started in the middle of 2015. The City Authority has received \$115,000 for carbon credits and those credits were sold to the Disney Corporation. The City Authority has received \$227,000 from timber harvesting to date. The Manager noted a tour was to be arranged for Council and the Authority to view the area and operations.

***Employee Report by Manager***

The Manager stated Benjamin Czajka has been hired as the second Parking Enforcement Officer on a part-time basis.

***ADJOURNMENT***

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

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Mayor

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City Clerk