

**CITY COUNCIL MEETING  
SEPTEMBER 19, 2016**

City Council met in regular session on Monday, September 19, 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 Ted Forbes, Douglas Byerly, Richard Conklin, Sara Stringfellow, Steve Stevenson and Mayor William Baney. Also attending the meeting were City Manager Richard W. Marcinkevage, Assistant City Manager Gregory Wilson, and reporter Wendy Stiver for The Express.

***CORRESPONDENCE***

***Comcast CATV – Information about Customer Set-Top Boxes***

The City Manager explained that Comcast had notified the City of an upcoming change affecting certain Comcast Set-Top Boxes. He stated that a limited number of customers will be asked to upgrade their set-top boxes to take advantage of new technology enhancements.

Mr. Forbes asked what the City's role is in terms of dealing with Comcast. He wondered what would happen if the customer did not pay for the upgrades. He asked if customers have to pay for the upgrade or would they be able to keep their existing services. The City Manager stated that he would look into this.

***Lock Haven Fire Department – Scheduling of Halloween Parade and request for donation***

The City Manager stated that annually the fire department hosts a Halloween Parade and the City provides a donation for the event. **On a motion of Mr. Forbes, seconded by Mr. Conklin and carried unanimously, Council approved the Lock Haven Fire Department Halloween Parade on Saturday, October 29, 2016 at 10:00 AM and a donation of \$100 for the event.**

***Clinton County Life Chain notification of LIFE CHAIN event, Sunday, October 2, 2016***

The City Manager stated that the Clinton County Life Chain Committee is hosting the fourth annual life chain event. The event will be held along Hogan Boulevard and Bellefonte Avenue on the sidewalk. There was no action needed.

***AvSport of Lock Haven – Certification of Drone Operator Training Program***

The Manager reported that he received a press release from AvSport of Lock Haven, which is now offering the nation's first drone operator training program and accepting applications for the courses.

***Embellish Salon and Formal Wear – Donation of \$317.00 as donation for police needs as a 9/11 remembrance donation***

The City Manager reported that the Police Department received \$317 from Embellish Salon and Formal Wear. The donation is intended for police needs as a 9/11 remembrance. The Police Chief stated that this is the second year that Embellish Salon has held this event. Last year they donated proceeds from sales to the fire department.

***OLD BUSINESS***

***Consideration of a Resolution authorizing filing of the 2016 Community Development Block Grant Application***

The Manager presented a resolution authorizing the filing of the 2016 Community Development Block Grant Application in the amount of \$272,958.00. **On a motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved a Resolution (#1253) authorizing the filing of the 2016 Community Development Block Grant Application.**

### ***Consideration of a Resolution ensuring use of Ross Library as a Public Library***

The Manager presented a resolution ensuring that the City's intent with respect to the City owned Ross Library building was that it remain in use as a public library. This was a condition of a Keystone Grant award. **On a motion of Mr. Conklin, seconded by Mr. Stevenson, Council approved a resolution ensuring future use of the Ross Library building as a public library.**

### ***NEW BUSINESS***

#### ***LHU Homecoming 5K on levee, October 15, 2016***

The City Manager stated that he received a request from Lock Haven University to host the 17<sup>th</sup> annual 5k run/walk during Lock Haven University's homecoming event on Saturday, October 15, 2016 at 9:00 am. **On a motion of Mr. Forbes, seconded by Ms. Stringfellow and carried unanimously, Council approved the Lock Haven University Homecoming 5K on the levee on October 15, 2016.**

#### ***Notification of filing 904 Recycling Performance Grant Application***

Mr. Marcinkevage provided a memo from the City Planner that the City will be applying to the PA Department of Environmental Protection (DEP) for a Section 904 Municipal Recycling Performance Grant for calendar year 2015. He explained that this is a performance grant and it runs about two years behind. He stated that in 2015 the City actually recycled 863.25 tons of residential and commercial materials which is an increase of 43.96 tons above the prior year.

#### ***Observations on change in CDBG and HOME Residential Rehabilitation Program***

The City Manager provided Council with a copy of recent changes with respect to federally funded housing programs. He stated that the change will make it more difficult for the City to complete some projects. City Planner Leonora Hannagan stated that the City and all grantees across the state who administer Housing Rehabilitation Programs were recently notified by the PA Department of Community and Economic Development that the PA Department of Labor has stated that all housing rehabilitation projects that exceed \$25,000 funded with federal CDBG or HOME Program funds are subject to the State Prevailing Wage Act. Mrs. Hannagan stated that the City has always been told prevailing wage does not apply to these projects. She stated that she has notified Representative Hanna and Senator Scarnati's office and asked that they request the Department of Labor to revisit its policy and exempt housing rehabilitation that contain 7 or less housing units from prevailing wage rates or at a minimum apply residential wage rates not building or heavy and highway rates.

#### ***Notification of award of additional \$150,000 in HOME Program funds Amendment to SEDA COG's Consulting Contract***

The City Manager stated that the City will be awarded an additional \$150,000 in Home Program funds from the PA Department of Community & Economic Development for the Single Family Owner Occupied House Rehabilitation Program. Mrs. Hannagan stated that the funds must be expended by May 29, 2018. She stated that the City is on schedule with current funds and projects citing six projects were completed and seven projects are underway. She said an additional two to three projects will expend the current HOME allocation of \$500,000 and that the targeted neighborhoods are in the 3<sup>rd</sup> and 4<sup>th</sup> wards.

According to Mrs. Hannagan the City's housing consultant, Dave Grimm, has indicated that he will finish out the current HOME contract but he will not do any additional projects. SEDA-COG has been asked for a cost to income qualify homeowners. SEDA-COG's cost to perform this service is \$750 per unit.

In addition, she explained that the City is required to determine if rehab costs for homes located in the floodplain meet the definition of "substantial" improvement prior to proceeding with the project. The only areas in a designated floodplain in the City are ponding areas (Zone AH) according to Section 7.02 of the City's floodplain ordinance, any modification, alterations, reconstruction or improvement of any kind to an existing structure to an extent or amount of fifty

(50) percent or more of its market value, shall constitute a substantial improvement and shall be undertaken only in full compliance with provisions of this Ordinance. She stated that that SEDA-COG's cost to prepare a cost estimate is \$575 per unit.

She stated that according to Section 5.02A, residential structures in AH Zones, any new construction or substantial improvement shall have the lowest floor (including basement) elevated up to or above, the regulatory flood elevation, therefore, if a cost estimate for a property in a floodplain is determined to be substantial, the City will not proceed to rehab the home since it would be too costly to elevate the structure.

She requested Council authorization to amend SEDA COG's contract to include income intake services at \$750 per unit and the cost estimate for flood plain properties at \$575 per unit. **On a motion of Mr. Forbes, seconded by Mr. Conklin, and carried unanimously, Council approved amendment to SEDA-COG consulting contract to include income intake services and floodplain property cost estimates.**

### ***Discussion of draft Sidewalk Café Ordinance***

The City Manager presented the draft Sidewalk Café Ordinance. The draft presented was prepared with the majority of the work completed by Greg Wilson and Cindy Walker. The City Manager explained that a sidewalk café ordinance would have to be run through the city's insurance carrier, possibly the LCB and the City's solicitor. He stated that document is intended to initiate discussion. The Mayor stated that he felt the local businesses should review the document.

Mr. Forbes asked how many business owners have been consulted. He felt that some sections such as the six foot margin for walkway, smoking versus no-smoking, and time frame for when tables could be placed on the sidewalk need to be reviewed. The Mayor stated that there are no decisions at this point.

Mr. Josh Grimes, owner of a City business and President of Downtown Lock Haven, Inc., stated that he is in favor of the idea of a sidewalk café ordinance and he would like some time to review it. The Mayor asked Mr. Grimes to set up a meeting with downtown businesses and to begin the discussion and review of the Sidewalk Café Ordinance. Mr. Grimes requested an email version so that he can share the document.

### ***Discussion of draft Permit Fee Schedule***

The City Manager explained that council was provided with a draft permit fee schedule. Assistant Manager Greg Wilson presented a review of the current charges of the city for building and code inspections as well as what Code Inspection charges for the same service. He explained that the "Proposed New Charge" represents the city's minimum to recoup costs for the time of the Code Inspection Officer, Code Clerk and in the case of excavation permits, the time of the City Engineer.

Mr. Stevenson asked what the timeline would be. The City Manager stated that the implementation will be based on the council and staff recommendations and changes. Mr. Stevenson thanked staff for the report; he felt it was very thorough.

### ***Discussion of On-Street and Off-Street Parking Study and Issues***

Assistant Manager Greg Wilson reviewed a study of On and Off Street parking issues, costs, usage, rates, and suggested recommendations.

There was detailed discussion of some aspects of the study, including prior trials of free parking. Since this was the first Council discussion of the study, no decisions were made, but further information and suggestions will be presented by staff for formal consideration by Council at a later date.

***ADJOURNMENT***

**On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 8:30 P.M.**

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Mayor

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City Clerk