

**CITY COUNCIL MEETING  
DECEMBER 18, 2017**

City Council met in regular session on Monday, December 18, 2017 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Councilman Stevenson who opened the meeting with a moment of silence followed by the Pledge of Allegiance.

Roll was called and present were: Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, and Sara Stringfellow. Absent were William Baney and Jonathan Bravard. Also attending the meeting were City Manager Richard Marcinkevage, Assistant City Manager Gregory Wilson, and reporters Wendy Stiver for The Express and John Lipez for The Record.

***PUBLIC COMMENT***

There were no public comments.

***COUNCIL MINUTES***

***On a motion of Mr. Forbes, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the December 11, 2017 meeting as presented.***

***CORRESPONDENCE***

***Clinton County Economic Partnership – Time Out at Lock Haven Elks***

The Manager acknowledged the receipt of a flyer from the Clinton County Economic Partnership regarding a time out at the Lock Haven Elks on January 18, 2018. The event will also be hosted by Downtown Lock Haven.

***Resignation of City Planner***

The Manager acknowledged the receipt of a letter from Leonora Hannagan, City Planner, stating she will be retiring and therefore would be resigning from her position as City Planner, effective December 31, 2017. ***On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council accepted the resignation of Leonora Hannagan as City Planner, effective December 31, 2017.***

***PUBLIC HEARING/2018 ANNUAL BUDGET***

The Manager presented Council with a final budget for each of the five major funds, updated to reflect current revenues and expenditures and projections through the end of the year. He summarized the revenues in each fund as follows: General Fund budget is \$4,684,421.00 and has an unappropriated reserve of \$150,000.00; Water Fund budget is \$2,848,834.00; Sewer Fund budget is \$3,463,763.00; Airport Operating Fund budget is \$287,148.00; and the Highway Aid Fund budget is \$330,664.00. The Manager noted that there is no change in tax millage, and no increases in water or sewer rates. He added that Council received a list of capital expenditures that are proposed in the budget and have not changed. Mr. Marcinkevage stated that the budget includes contributions to the following agencies: \$ 28,000 – Ross Library; \$10,000 – SPCA; \$9,000 – Bus Project; \$ 5,000 – Clinton County Economic Partnership; and \$15,000 – Downtown Lock Haven, Inc. He added that the budget includes several grant funded projects that require matching funds, therefore staff will be discussing a borrowing early next year to fund these projects. Mr. Stevenson asked for comments and/or observations from City Council and from others in attendance and there were none.

***Ordinance/2018 Tax Levy Ordinance***

The City Manager provided Council with a 2018 Tax Levy Ordinance. He noted that First reading was held on November 27, 2017 which included the same tax millage as 2017 and there have been no changes since that time. The Manager summarized the millage as follows: 25.08036 mills – General Purpose (land); 1.24 mills – Levee Purposes (land); 5.14509 – General Purposes (buildings/improvements); and 0.27 – Levee Purposes (buildings/improvements). **On a motion**

**of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, the following Ordinance was approved on Second reading:**

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

AN ORDINANCE OF THE CITY OF LOCK HAVEN, CLINTON COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, FIXING  
THE TAX RATE FOR THE YEAR 2017

***Ordinance/2018 Appropriations Ordinance***

The City Manager provided Council with an Appropriations Ordinance to adopt the budget. He stated first reading was held on November 27, 2017 and the ordinance was changed to reflect the budgets distributed at tonight's meeting. **On motion of Ms. Stringfellow, seconded by Mr. Forbes and carried unanimously, Council approved the following Ordinance on Second reading:**

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

AN ORDINANCE OF THE CITY OF LOCK HAVEN, IN THE COUNTY OF CLINTON,  
COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS  
ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL  
GOVERNMENT, HEREAFTER SET FORTH,  
DURING THE YEAR 2018

***OLD BUSINESS***

***Consideration of an ordinance establishing salaries and wages for non-union employees for 2018 – Second reading***

The Manager presented an Ordinance establishing the salaries and wages for non-union employees for 2018 on second reading. He noted first reading was held on December 11, 2017 and there have been no changes since that time. **On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, the following Ordinance was approved on second reading:**

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

AN ORDINANCE FIXING THE SALARIES AND WAGES FOR NON-UNION  
EMPLOYEES OF THE CITY OF LOCK HAVEN FOR 2018

***NEW BUSINESS***

***Scheduling of re-organizational Council meeting for 2018***

The City Manager requested that the re-organizational meeting for Council be scheduled on January 8, 2018. **On motion of Ms. Stringfellow, seconded by Mr. Forbes and carried unanimously, Council scheduled the 2018 re-organizational meeting on January 8, 2018.**

***Consideration of Professional and Technical Service Agreement with SEDA-COG for housing rehabilitation services/FY2015 CDBG***

The Manager presented a memo from Leonora Hannagan, City Planner, regarding awarding a contract to SEDA COG for housing rehabilitation services for the City's Single Family, Owner-Occupied Housing Rehabilitation Program funded through the FY 2015 CDBG Program. She noted that Council approved a budget modification at the last meeting for the FY 2015 CDBG Program to reprogram a total of \$82,549.32 for the Single Family Owner-Occupied Housing Rehabilitation Program. She added that currently SEDA COG provides housing rehabilitation services for the City's HOME Housing Rehabilitation Program, and staff is recommending that SEDA COG provide these same services for the FY 2015 CDBG Housing Rehabilitation Program.

The following provides a breakdown of services and cost provided by SEDA COG: Income Intake - \$ 750 per unit; Rehabilitation Management - \$ 2,300 per unit; Lead-Based Paint XRF

Paint Inspection & Risk Assessment - \$ 1,000 per unit; Lead-Based Paint Rehabilitation Management - \$500 per unit; Clearance Testing - \$650 per unit; Radon Testing Services - \$ 140; Electrical Deficiency and Final Inspection - \$ 210 per unit; and Heating Inspection - \$ 400 per unit. The total cost per unit is \$5,950.00. Ms. Hannagan noted that the City's Housing Rehabilitation Program provides up to \$25,000 to correct code deficiencies and up to \$10,000 to reduce and stabilize lead-based paint hazards and it is anticipated that 2 or 3 housing units will be rehabilitated with FY 2015 CDBG funds. **On motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council awarded a contract to SEDA COG for housing rehabilitation services for the FY 2015 CDBG program as presented above.**

***Budget Transfers***

The Manager presented budget transfers for the FY 2015 CDBG Program which reprogrammed \$82,549.32 from four activities to the Single Family Housing Rehabilitation Program. **On motion of Mr. Byerly, seconded by Mr. Forbes and carried unanimously, Council approved the following budget transfers for the FY 2015 CDBG Program.**

FROM:			TO:			
DEPARTMENT	ACCOUNT	DESCRIPTION	DEPARTMENT	ACCOUNT	DESCRIPTION	AMOUNT
2015 CDBG Program	01-031-401-40320	General Program Admin	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 30,000.00
2015 CDBG Program	01-031-401-40341	West Walnut St Paving Project	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 22,525.66
2015 CDBG Program	01-031-401-40342	Pearl Street Paving Project	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 5,760.66
2015 CDBG Program	01-031-401-40730	City-Wide Sidewalk	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 24,263.00

***OTHER COMMENTS BY COUNCIL***

***ADJOURNMENT***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously the meeting adjourned at 7:25 P.M.**

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Mayor

\_\_\_\_\_  
City Clerk