

**CITY COUNCIL MEETING  
DECEMBER 4, 2017**

City Council met in regular session on Monday, December 4, 2017 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: Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, Sara Stringfellow and Mayor William Baney. Also attending the meeting were City Manager Richard Marcinkevage, Assistant City Manager Gregory Wilson, and reporter Wendy Stiver for The Express.

Mr. Baney stated that a discussion needs to occur regarding when a Councilmember is not physically able to attend a meeting and addressing a policy which would allow the use of telecommunications. The Manager stated that the City Solicitor provided an opinion which stated that a Councilmember has the right to telecommunicate due to an illness or disability, but it is also appropriate for Council to set up a policy regarding notifying staff of their desire to participate prior to the meeting. ***On a motion by Mr. Conklin, seconded by Mr. Byerly, with Mr. Stevenson voting no, Council agreed to allow Council members who wish to telecommunicate for council meetings due to illness or disability providing that the Council member notify staff prior to the close of business on the day of the Council meeting and providing that the equipment is available and in working order.***

At this point, Councilmember Jonathan Bravard called in via telephone and participated in the Council meeting.

***PUBLIC COMMENT PERIOD***

William Siegel, Executive Director, SEDA COG, introduced himself to Council and offered SEDA COG's services to the city.

William Mincer asked if the Council agendas, minutes and any pertinent material could be placed on the City's website for public review prior to the meeting. The Manager responded that the Council agendas could be placed on the City's website, but Council minutes could not until they have been approved by Council.

***COUNCIL MINUTES***

Ms. Stringfellow noted that she was not included as absent in the November 20, 2017 Council minutes. ***On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the November 20, 2017 meeting as amended and the November 27, 2017 meeting as presented.***

***CORRESPONDENCE***

***PA Department of Transportation – Transmittal of State Police Fines***

The Manager acknowledged the receipt of the transmittal of \$2,310.78 from the State Police fines. He indicated that this was the second payment and the total year to date was \$7,255, and the City budgeted \$4,000.00.

***Public Hearing/2018 Recommended Budget***

Mr. Baney convened a public hearing on the City's FY 2018 recommended budget and invited comments from Council, City agencies, and others in attendance.

Mr. Mincer asked if the 2018 proposed budget could be placed on the City's website for public review. The Manager stated that the document was rather large but would look into it to see if it could be done.

Kasey Blesh, Manager, Downtown Lock Haven, Inc., addressed Council and asked Council to consider providing \$15,000.00 to help with their organization's operations. Ms. Blesh described several programs offered by their agency.

Mr. Baney stated that he and Mr. Conklin were approached by a member of the Sons of Italy about their offer to purchase garbage cans for the downtown and challenged other organizations to provide funding for this project. He asked Ms. Blesh if she was aware of this challenge, and she replied she was and as a member of the Eagles they were considering this challenge. The Manager added that the Planning and Development Coordinator Maria Boileau sent letters to various organizations notifying them of the Son's challenge. Ms. Boileau stated they were given until December 15, 2017 to respond to the City.

There being no further comments, the Manager stated that the proposed adoption of the 2018 budget is scheduled for December 18, 2017. He added that there will be a budget work session after the Council meeting to discuss Water, Sewer and Levee budgets.

## **OLD BUSINESS**

### ***Ordinance Amending Budget of the General Fund/Keystone Grant (Ross Library)***

The Manager presented an Ordinance amendment to the General Fund to recognize the revenue and expenses for the 2016 Ross Library Keystone Grant in the amount of \$88,890.00. He noted first reading was held on November 27, 2017 and there have been no changes since that time. ***On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, the following Ordinance was approved on second reading:***

#### ORDINANCE NO. 976

#### AN ORDINANCE AMENDING THE BUDGET OF THE GENERAL FUND

### ***Consideration of a resolution prohibiting the location of a Category 4 licensed casino facility within the City***

The Manager presented a Resolution prohibiting the location of a Category 4 licensed casino facility within the City. ***On a motion of Mr. Conklin, seconded by Mr. Forbes with Mr. Stevenson and Mr. Baney voting no, Council approved a Resolution prohibiting the location of a Category 4 licensed casino facility within the City. (Res. #1288)***

## **NEW BUSINESS**

### ***Consideration of an amendment to Delta Airport Consultant's Engineering Agreement for the Airport Easement Acquisition Project***

The Manager presented an amendment to Delta Airport Consultant's engineering agreement. He stated that the City entered into an agreement with Delta to provide survey, appraisals, acquisition and environmental assessment services relating to an Airport Easement Acquisition Project at a total cost of \$225,689 of which the city receives 90% federal funding and 5% state funding. He added that the amendment would add surveys, appraisals, and acquisition services for four additional parcels at cost not to exceed \$46,775.00. ***On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council approved an amendment to Delta Airport Consultant's engineering agreement for survey, appraisal, and acquisition services for four additional parcels as part of the Airport Easement Acquisition Project.***

### ***Consideration of Scope of Services from SEDA-COG for administration of 2016 and 2017 CDBG Programs***

The Manager presented a memo from Leonora Hannagan, City Planner, regarding awarding a contract to SEDA COG for the administration of the remaining balance of 2016 Community Development Block Grant (CDBG) funds in the amount of \$11,675.00 and the administration of the 2017 Community Development Block Grant (CDBG) funds in the amount of \$38,500.00. Ms. Hannagan stated that there is an unexpended balance of \$88,995.82 in the 2016 Program, and SEDA COG would work with city staff to determine eligible activities for Council's consideration. Regarding the 2017 CDBG Program, Ms. Hannagan stated that the City

submitted the CDBG application to the PA Department of Community and Economic Development (DCED) and once the City receives a contract from DCED, SEDA COG will work with City staff to carry out the activities proposed in this application. Ms. Hannagan introduced Glenda Ruch, SEDA COG, who will assist the City in the administration of the 2016 and 2017 CDBG Programs. Ms. Ruch provided an overview of the scope of work offered by SEDA COG, including grant administration, financial management, activity development and management. Ms. Ruch added that the 2017 proposal has a component to provide training for the Planner/Development Coordinator to administer and implement the City's CDBG Program in the future. In response to the Manager's question about how many municipalities' CDBG Programs are administered by SEDA COG, Ms. Ruch responded that they oversee the CDBG Program for 26 municipalities, and added that they have ten staff members dedicated to the administration of the CDBG Program. Ms. Ruch stated that SEDA COG's scope of work deal strictly with administration and do not include delivery costs, such as environmental which the City current contracts with SEDA COG, and Davis-Bacon and Related Acts (DBRA) enforcement which has a cost of \$900 for initial pre-construction work and \$110 per week for each week of project duration. ***On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council awarded a contract to SEDA COG for the administration of the FFY 2016 CDBG Program in an amount of \$11,675.00 and the FFY 2017 CDBG Program in an amount of \$38,500.00.***

***Designation of Planner/Development Coordinator (by title) as administrator of Various Plans***

The Manager recommended the designation of the Planner/Development Coordinator (by title) as the administrator of the following federal plans: Citizens Participation Plan, Section 3 Action Plan, Residential Anti-Displacement and Relocation Assistance Plan, Title VI Compliance and Implementation Plan, and Section 504 Self Evaluation and Transition Plan. The Manager added that the Planner/Development Coordinator should also be designated as the City's Recycling Coordinator ***On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council designated the Planner/Development Coordinator as the administrator of the following federal plans: Citizens Participation Plan, Section 3 Action Plan, Residential Anti-Displacement and Relocation Assistance Plan, Title VI Compliance and Implementation Plan, and Section 504 Self Evaluation and Transition Plan, and named the Planner/Development Coordinator as the City's Recycling Coordinator.***

***ADJOURNMENT***

**On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 7:45 P.M.**

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Mayor

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City Clerk