

**City Council Meeting  
February 19, 2018**

City Council met in regular session on Monday, February 19, 2018 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 Douglas Byerly, Richard Conklin, Joel Long, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Councilman Bravard was absent. Also attending the meeting was City Manager Gregory Wilson.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the February 5, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Mr. Greg Mayes, Manager of Suburban Water Authority, asked that Council consider waiving the street opening permit fee for the Authority. He explained that Suburban Water Authority serves 13 municipalities including Lock Haven and the other municipalities have agreed to waive this fee. Mr. Wilson explained that Council adopted a new fee resolution in January 2017 however the resolution did not address waiving any fees for governmental entities. He added that the City's water and sewer departments pay this fee when they cut into a city street. Mr. Conklin asked how many times the Authority cuts into a city street. Mr. Mayes stated that the Authority has a \$274.00 invoice for two permits. Mr. Conklin indicated he was supportive of a resolution waiving this fee for governmental entities. Mr. Stevenson stated that he is no supportive of waiving the fee because it is a user fee and it isn't fair that everyone in the city pays for someone's work. Mr. Long asked what are the City's expenses that would justify the permit cost. Mr. Wilson explained that it is the time spent by the City Engineer processing the permit, and the time spent by the Code Enforcement officer to inspect the site during and after the work as well as on the first and second anniversary dates. Mr. Wilson drafted a Resolution for Council's consideration waiving the street opening fee for government entities. **On a motion of Mr. Conklin, seconded by Mr. Byerly with Mr. Stevenson voting no, Council approved the following Resolution:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA  
RESOLUTION NO. 1294

Mr. Steve Getz provided a summary of the Jazz and Arts events scheduled for Lock Haven Jams on August 17-18, 2018. Mr. Getz stated that the festival will be held along East Main Street on August 18<sup>th</sup> and asked that Council consideration a request to close East Main Street from Jay Street to Grove Street and allow for free parking. **On a motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved closing East Main Street from Jay Street to Grove Street and allowed free parking on August 18, 2018.**

## ***CORRESPONDENCE***

### ***2017 Franchise Fee/Comcast***

The Manager acknowledged the receipt of \$19,405.31 in franchise fees from Comcast for the fourth quarter of 2017.

### ***January 2018 Earned Income Tax/Keystone Central School District***

Mr. Wilson acknowledge the receipt of \$40,058.91 (less \$2,188.65 in commission) from the Keystone Central School District for the January 2018 Earned Income Tax.

### ***January 2018 Realty Transfer Tax/Clinton County***

The Manager acknowledged the receipt of \$4,607.50 (less \$92.15 in commission) from Clinton County for the January 2018 Realty Transfer Tax.

### ***Judge of Elections & Inspector of Election Vacancies***

Mr. Wilson noted that the Judge of Elections for the First and Second Wards are vacant, as are both the majority party and minority party Inspector of Election for each of the five Wards. He stated that if anyone has an interest in these positions, they should contact the Clinton County Office of Voter Registration to be considered for temporary appointment.

## ***UNFINISHED BUSINESS***

### ***Consideration of an award for the demolition of 37-41 Bellefonte Avenue***

The Manager stated that the City received a signed release and indemnification agreement from the property owners of 37-41 Bellefonte Avenue to allow the City to enter and demolish the building. He indicated that bids were received and that the lowest qualified bidder was ADM Logistics Inc of Port Carbon, PA, in the amount of \$64,499.00. **On a motion by Mr. Long, seconded by Mr. Byerly and carried unanimously, Council authorized awarding a contract to ADM Logistics, Inc. in the amount of \$64,499.00 for the demolition of 37-41 Bellefonte Avenue.**

***Consideration of Ordinance 981 Amending the Budget of the General Fund and the Capital Escrow Fund (Second Reading)***

The Manager presented Ordinance 981 amending the budget of the General Fund and the Capital Escrow Fund on second reading. He stated that the transfer of these funds was needed to pay for the demolition of 37-41 Bellefonte Avenue. **On motion of Mr. Byerly, seconded by Mr. Long and carried unanimously, Council approved the following ordinance amendment on second reading:**

ORDINANCE NO. 981

AN ORDINANCE AMENDING THE BUDGET OF THE GENERAL FUND

***NEW BUSINESS***

***Consideration of Ordinance 982 Amending Chapter 6 of the Code of Ordinance to include Section 6 Public Urination (First Reading)***

The Manager presented Ordinance 982 which amended Chapter 6 of the Code of Ordinance to include Part 6, Public Urination on first reading. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. 982

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY ADDING CHAPTER 6, PART 6, PUBLIC URINATION AND DEFECATION

***Consideration of Ordinance 983 Amending the Alarm Ordinance (First Reading)***

The Manager stated that the City's fire chiefs have requested that Council consider amending the Alarm Ordinance to increase the false alarm fee. He indicated that this fee has not been increased for 28 years. Mr. Wilson stated that this increase will act as an incentive to have property owners respond in a timely manner to false alarms thereby freeing up fire personnel who are required to stay on site until someone shows up to reset the alarm. Mr. Stevenson asked if the ordinance could be amended to include an incentive to get the property owners to fix their alarm system. The Manager stated that he did not have any examples of an ordinance as described by Mr. Stevenson. **On motion of Mr. Byerly seconded by Mr. Conklin, with Mr. Stevenson voting no, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. 983

AN ORDINANCE AMENDING CHAPTER 13, PART 3 OF THE 2003 CODE OF  
ORDINANCES WITH REGARD TO ALARM SYSTEMS

***Consideration of Resolution 1292 applying for County Aid for 25% share of 220 highway  
and Paul Mack Blvd lighting costs***

The Manager presented Resolution 1292 which makes application for County Aid for 25% share of 220 highway and Paul Mack Blvd lighting costs. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the following resolution making application for County Aid for 220 highway and Paul Mack Boulevard lighting costs**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA  
RESOLUTION NO. 1292

***Consideration of Resolution 1293 to approve application to the Commonwealth  
Financing Authority for a PA Small Water & Sewer Program grant***

Mr. Wilson presented Resolution 1293 authorizing the submission of an application to the Commonwealth Finance Authority for a PA Small Water and Sewer Program grant in the amount of \$246,500.00 for the installation of a utility water system to reduce the use of potable water at the Sewer Treatment Plant. He noted that the City share would be 15% of the project or \$43,500.00 from Sewer Fund reserves. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the following resolution making application to the Commonwealth Finance Authority for a PA Small Water and Sewer Program grant in the amount of \$246,500.00 for the installation of a utility water system to reduce the use of potable water:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA  
RESOLUTION NO. 1293

***Consideration to approve an independent auditor contract with Baker Tilly***

The Manager requested authorization to award an independent 2017 fiscal year auditor contract with Baker Tilly in the amount of \$42,450.00. Mr. Wilson noted that this amount is a 2% increase of their base 2016 fiscal year fee and it is the final renewable year of the existing contract. He added that the City will solicit for bids for the 2018 audit. **On a motion by Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council authorized awarding a contract to Baker Tilly in the amount of \$42,450.00.**

***Consideration of approval to solicit for Requests for Proposal for the City's DCED grant-supported Early Intervention Program and Five-Year Financial Plan***

Mr. Wilson requested authorization to solicit for proposals for an Early Intervention Program and Five Year Financial Plan. He indicated that this project is funded in the City's 2018 budget and the maximum cost will be \$60,000.00 with 50% funded through the PA Department of Community and Economic Development (DCED). He indicated that proposals are due on April 13, 2018. **On a motion by Mr. Long, seconded by Mr. Byerly and carried unanimously, Council authorized the solicitation of proposals for an Early Intervention Program and Five-Year Financial Plan.**

***Consideration to approve application to the Walmart Community Foundation for a AED Defibrillator for the Police Department.***

The Manager requested authorization to apply to the Walmart Community Foundation for a grant in the amount of \$1,348.00 for an AED Defibrillator for the Police Department. Mr. Wilson indicated that that this will replace the one defibrillator that is broken. **On a motion by Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council authorized the submission of an application to the Walmart Community Foundation for a grant in the amount of \$1,348.00 for an AED Defibrillator for the Police Department.**

***Consideration to approve application to the Williams Atlantic Sunrise Grant Program for police department desktop computers***

Mr. Wilson requested authorization to apply to Williams Atlantic Sunrise for a \$10,000.00 grant to update the City Police Department's desktop computers. **On a motion by Ms. Stringfellow, seconded by Mr. Long and carried unanimously, Council authorized the submission of an application to Williams Atlantic Sunrise for a \$10,000.00 grant to update the City Police Department's desktop computers.**

***Consideration to award the contract for City Hall Cleaning Services***

The Manager stated that the City solicited bids to five cleaning companies for City Hall Cleaning Services. Mr. Wilson indicated that the City had a part time custodian who recently resigned, and his salary was \$29,550.00. He indicated that hiring a private cleaning service could result in a cost savings. Mr. Baney asked if the cleaning service would work the same number of hours as the previous part time custodian. Mr. Wilson indicated that the part time custodian worked 28-29 hours a week which is approximately the same amount as proposed by the successful contractor.

***Consideration to award the contract for the Ross Library Renovation Project***

The Manager stated that the City solicited bids for the Ross Library Renovation Project. He indicated that three bids were received, and the low bidder was J. B. Gibbons Construction, Williamsport, PA in the amount of \$79,906.00. The Planning and

Development Coordinator Maria Boileau indicated that the project involves the removal and replacement of 55 windows, 19 spandrels and 1 mechanical ADA door. She added that bids were reviewed by the Ross Library Board and they are recommending that Council award a contract to the low bidder, J. B. Gibbons Construction. **On a motion by Mr. Long, seconded by Mr. Stevenson and carried unanimously, Council awarded a contract for the Ross Library Renovation Project to the low bidder, J. B. Gibbons Construction, in the amount of \$79,906.00.**

### *Consideration of the appointment to the Ross Library Board of Directors*

Mr. Wilson asked that Council consider the appointment of William Mincer as a City representative to the Ross Library Board of Directors. He indicated that because Mr. Mincer is a Zoning Hearing Board member, he will not be eligible to hold a library board officer position. **On a motion by Mr. Long, seconded by Mr. Byerly and carried unanimously, Council appointed William Mincer as a City representative to the Ross Library Board of Directors.**

### *Employee Update*

Mr. Wilson stated that the City advertised for a sewer operator and will be scheduling interviews with the top four individuals. He also indicated that several personnel at the Sewer Treatment Plant are eligible for retirement.

The Manager stated that beginning March 26, 2018 Corporal Richard Simpson will be appointed Acting Sergeant for an initial period of 84 days, and that the Corporal testing will take place on March 8, 2018 and two Patrolmen First Class are schedule to take the test. Mr. Wilson added that Detective/Sergeant Kristin Smith was appointed Acting Chief for a period not to exceed 9 months, and that Corporal Timothy Moyer was appointed Acting Detective for an initial period of 84 days. Mr. Baney stated that he has been approached by several people asking if the City will be accepting applications for Police Chief. Mr. Wilson stated that a decision will be made before the 9-month time period that an Acting Police Chief can serve.

### **OTHER MATTERS**

Mr. Conklin thanked City staff for proceeding with the Helig Meyers demolition.

Mr. Byerly stated that the Ross Library has another board vacancy resulting from the resignation of Jared Conti. He asked anyone interested in serving on the board, should contact the Ross Library.

Mr. Byerly added that WPSU held a meeting at the Ross Library regarding an Our Town video and that a follow up meeting will be held on March 1, 2018 at the Station Gallery.

Mr. Stevenson noted that the bus service will start in Lock Haven tomorrow.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Byerly the meeting was adjourned at 8:01 p.m.**

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**Mayor**

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**City Clerk**

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