

**City Council Meeting
July 16, 2018**

City Council met in regular session on Monday, July 16, 2018 Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 P.M. by Mayor 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, Joel Long, Richard Morris, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, and Michael P. McGuire of ARM Environmental Compliance.

COUNCIL MINUTES

Mr. Stevenson noted that his name was misspelled on the last page of the July 2, 2018 meeting minutes. **On a motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of the July 2, 2018 regular meeting of Council, as corrected.**

PUBLIC COMMENTS

There was none from those in attendance.

CORRESPONDENCE

2018 Community Development Block Grant award

The Manager noted that the Community Development Block Grant (CDBG) award for FY 2018 is \$296,249.00 which is an increase of \$26,634.00 from the 2017 CDBG award of \$269,615.00.

DCED assessment of City as "Low Risk" for 2017 CDBG monitoring

The Manager presented a letter from the PA Department of Community & Economic Development (DCED) which states that the City has been assessed as "low risk" for the FY 2017 Community Development Block Grant (CDBG) Program and therefore requires an annual monitoring.

Designation of Susquehanna Riverfront as 2018 Great Place in Pennsylvania

The Manager informed Council that the Susquehanna Riverfront has been designated one of the 2018 Great Place in Pennsylvania in the category of Great Public Spaces by the PA Chapter of the American Planning Association.

UNFINISHED BUSINESS

Consideration of Ordinance No. 994 establishing the budget for the 2017 CDBG program (Fund 074)

Mr. Wilson presented Ordinance No. 994 which establishes the budget for the 2017 Community Development Block Grant (CDBG) Program. The Manager stated that there have been no changes since first reading. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance establishing the budget for the 2017 CDBG Program on second reading:**

ORDINANCE NO. 994

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. C000067319 FOR THE PERIOD BEGINNING JANUARY 11, 2018 AND ENDING JANUARY 10, 2022

NEW BUSINESS

Consideration of appointment of SEDA COG to perform housing rehabilitation services for the City's 2016 CDBG Housing Rehabilitation Program

The Manager presented a memo from Maria Boileau, Planner & Development Coordinator, 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 2016 CDBG Program. The Manager noted that currently SEDA COG currently provides housing rehabilitation services for the City's FY 2015 CDBG Program and is recommending that SEDA COG provide these same services for the FY 2016 CDBG Housing Rehabilitation Program. The following provides a breakdown of services and cost provided by SEDA COG: Income Intake - \$900 per unit; Rehabilitation Management - \$2,400 per unit; Lead-Based Paint XRF Paint Inspection & Risk Assessment - \$1,000 per unit; Lead-Based Paint Rehabilitation Management - \$450 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 \$6,150.00. 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 2016 CDBG funds. Mr. Stevenson asked if this amount is included in SEDA COG's \$39,500 contract for the City's CDBG Program. Mr. Wilson stated that SEDA COG \$39,500 contract is for the administration of projects in the FY 2017 CDBG and this contract is only for housing rehabilitation services in the FY 2016 CDBG Program. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council awarded a contract to SEDA COG for housing rehabilitation services for the FY 2016 CDBG program as presented above.**

Consideration of the award of the contract for underground fuel tank removal at the Second Avenue garage to Environmental Restoration, Inc.

The Manager stated that bids were due on July 13, 2018 for the underground fuel tank removal project at the Second Avenue garage. He indicated that three bids were received (Environmental Restoration, Inc. of Courtdale, PA, ARM Environmental Compliance of Mill Hall, PA, and Petroleum Technical Services, LLC of Prospect, PA) and the lowest qualified bidder was Environmental Restoration, Inc. of Courtdale, PA with a base bid of \$23,931.00. Michael P. McGuire of ARM Environmental Compliance, Mill Hall, was present at the meeting and stated that there was a little confusion regarding the waste disposal specifications. He questioned if the bidders assumed that the project only involved the removal of liquid waste when in fact there will be a significant amount of solid waste at the bottom of the tanks. Mr. Baney asked the Manager if he was satisfied with the low bid and Mr. Wilson stated that he was satisfied. Mr. Stevenson asked if the soil samplings included sampling from inside and outside the tank areas and Mr. Wilson stated that they will involve soil samplings in both areas, and that the low bidder will be required to follow the tank removal regulations established by the PA Department of Environmental Protection. Mr. Long asked when the Second Avenue garage will be completed. Mr. Wilson stated that the City departments will be operating out of the Second Avenue site about six weeks after the completion of the tank removal. **On a motion by Ms. Stringfellow, seconded by Mr. Long and carried unanimously, Council authorized awarding a contract to Environmental Restoration of Courtdale, PA with a base bid of \$23,931.00 for underground fuel tank removal at the Second Avenue garage.**

2018 Budget Report

The Manager presented a budget report for all major funds for the period January 1, 2018 to June 30, 2018. He indicated that the Airport Fund includes revenues from the Fly-In which will help carry this fund to the end of the year. Regarding the General Fund Mr. Wilson stated that nearly everyone pays their taxes during the discount period and therefore most of taxes have been collected. He added that the City budget is based upon 82% of the face value of real estate taxes and traditionally we collect about 85%. Regarding the Water Fund Mr. Wilson stated that about three quarters of the Walnut Street project is done and the expense for this project was not included in the original fund budget and the Sewer Fund reflects approximately \$500,000 in sewer projects and upgrades expenses.

OTHER MATTER

The Manager noted that former Police Chief Jay C. Frazier had passed away today.

Mr. Stevenson reminded everyone that the outdoor movie, Coco, will be presented this Saturday in Triangle Park.

Mr. Morris asked about the number of parking tickets reported in the June 2018 police report. Mr. Wilson stated that the number in the report is parking tickets given out by police officers primarily on the overnight shift.

Mr. Baney asked when the City will receive the new police car. Mr. Wilson said that the police car should arrive by the end of July or early August. Mr. Baney asked how many police cars will be budgeted each year. Mr. Wilson stated that the City enters a five (5) year lease through the bank for police cars and at the end of the five years there is a \$1.00 buyout which means the City can own the car after five years. If continued according to schedule, there would be a new police vehicle each year and that each vehicle would be in use for at least five years.

ADJOURNMENT

On a motion by Ms. Stringfellow, seconded by Mr. Long the meeting was adjourned at 7:25 p.m

Mayor

City Clerk

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