

**CITY COUNCIL MEETING  
FEBRUARY 1, 2016**

City Council met in regular session on Monday, February 1, 2016 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Mayor Baney and opened the meeting with a moment of silence. Mayor Baney then led Council in the Pledge of Allegiance.

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

***COUNCIL MINUTES***

**On motion of Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of January 18, 2016.**

***PUBLIC COMMENT PERIOD***

Mr. Bill Bechdel, Director of the Clinton County Veterans Affairs Office was in attendance requesting Council approval to replace the concrete beneath the cannon at Veterans Park and also pour concrete for the Vietnam Veterans memorial being erected by Mr. and Mrs. Ken Shadle. He stated there would be no cost to the city and noted there may be some changes made to the WW II memorial in the future. Council gave their approval and thanked Mr. Bechdel for providing this service.

Mr. Richard Morris was in attendance and questioned the timing of the street lights at the intersection of Grove and Water Streets. The Manager noted there was an intermittent problem with the lights and a contractor has been contacted to correct the problem.

***CORRESPONDENCE***

***Community Nursing Service of Clinton County/Dinner Gala/Hypnotist Show***

The Manager acknowledged receipt of a notice from the Community Nursing Service of Clinton County of a Dinner Gala/Hypnotist Show Fundraiser to be held on March 4, 2016 at the Durrwachter Alumni Conference Center.

***Jeff Stover, Frozen Snot Race Director***

The Manager provided Council with a letter from Jeff Stover, Frozen Snot Race Director, expressing appreciation for the use of City property and sponsorship of the Frozen Snot Winter Race event.

***Keystone Central Tax Office/Earned Income Tax Collections***

The Manager acknowledged receipt of \$14,040.48 from the Keystone Central Tax Office in Earned Income Tax collections for the first payment for January.

***OLD BUSINESS***

***Consideration of Revised Fair Housing Resolution***

The City Manager provided Council with a revised Fair Housing Resolution. Since Council's approval of a Fair Housing Resolution on January 18, 2016, Staff became aware of new requirement, specifically Items (2), pertaining to conducting at least one fair housing activity annually, and (3), using the fair housing logo on all materials; those items have been added to the new resolution. **On motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council approved the following revised resolution:**

RESOLUTION NO. 1246

FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the City of Lock Haven that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry. It is the policy of the City of Lock Haven to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry. Therefore, the City of Lock Haven does hereby pass the following Resolution.

BE IT RESOLVED, that within available resources the City of Lock Haven will assist all persons who feel they have been discriminated against because of race, color, sex, national origin, religion, familial status, handicap (disability), age and ancestry to seek equity under Federal and State laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U. S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

BE IT FURTHER RESOLVED that the City of Lock Haven shall make publically known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the Pennsylvania Human Relations Act, and any local laws or ordinances.

FURTHER ACTION will at a minimum include, but not limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and
- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
  - a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

Adopted this the 18<sup>th</sup> day of January 2016.

***NEW BUSINESS***

***Designation of Council Liaison Personnel***

The Manager noted that it is necessary to designate Councilmembers to serve as liaison between Council and various Boards, Commissions and Committees for 2016. **On motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council appointed the following Council liaison personnel:**

**2016 Council Liaison Personnel:**

|  |  |
|--|--|
| <b>Councilman Jonathan Bravard</b>     | <b>Central Clinton County COG<br/>Central Clinton County Water Filtration Authority<br/>Clinton County Sewer Authority</b>   |
| <b>Mayor William E. Baney</b>          | <b>City Redevelopment Authority<br/>Lock Haven City Authority<br/>Cable TV Advisory Committee</b>  |
| <b>Councilman Douglas Byerly</b>       | <b>Clinton County Solid Waste Authority (Recycling)<br/>Code Enforcement Board of Appeals &amp; Review<br/>Cable TV Advisory Committee</b>   |
| <b>Councilman Richard L. Conklin</b>   | <b>Clinton County Economic Partnership<br/>Historic District Advisory Committee</b>  |
| <b>Councilman Ted Forbes</b>           | <b>L.H. University Community Advisory Board<br/>Central Clinton County COG (Alt. Rep.)<br/>Ross Library Board of Trustees (Non Voting)<br/>Downtown Lock Haven, Inc. (Alt. Rep.)</b>           |
| <b>Councilman Stephen L. Stevenson</b> | <b>City Planning Commission<br/>Zoning Hearing Board<br/>Lock Haven Area Flood Protection Authority<br/>Downtown Lock Haven, Inc.<br/>L.H. University Community Advisory Board (Alt. Rep.)</b> |
| <b>Councilwoman Sara Stringfellow</b>  | <b>Airport Advisory Committee<br/>Environmental Advisory Committee<br/>Central Clinton County Water Filtration Authority (Alt.Rep.)<br/>Clinton County Sewer Authority (Alt. Rep.)</b>         |

**Appointments to Boards and Commissions**

The City Manager provided Council with a roster of proposed re-appointments to City boards, commissions, and committees. The City Manager noted that all of the individuals had been contacted and were receptive to the appointments. **On motion of Mr. Stevenson, seconded by Mr. Bravard and carried unanimously Council approved the following appointments to the City's various Boards and Commissions:**

| <u>NAME</u>  | <u>TERM<br/>EXPIRES</u>          |
|--|----------------------------------|
| <u>Lock Haven City Authority:</u><br>Gugino, Karen                                 | 01/01/21                         |
| <u>Central Clinton County<br/>Water Filtration Authority:</u><br>Houser, June L.   | 01/02/21                         |
| <u>City Planning Commission:</u><br>Butler, Wenda<br>Meyers, Jann<br>Coploff, Mary | 01/01/20<br>01/01/20<br>01/01/20 |
| <u>City Recreation &amp; Parks Board:</u><br>Reichard, James T.<br>Long, Joel      | 01/01/21<br>01/01/21             |
| <u>Board of Health:</u><br>Widmann, Dr. Louis S.                                   | 01-01-21                         |

| <u>NAME</u>  | <u>TERM EXPIRES</u> |
|--|---------------------|
| <u>Zoning Hearing Board:</u>                           |                     |
| Glenn, Larry   | 01-01-21            |
| <u>Civil Service Commission:</u>                       |                     |
| Rendos, Michael  | 01/01/20            |
| <u>Code Enforcement Board of Appeals &amp; Review:</u> |                     |
| Lotfi, Reza  | 01-01-21            |
| Laubscher, Gary, Jr.                                   | 01/01/21            |
| <u>Communications Center Advisory Board:</u>           |                     |
| Kibler, Keith (Member/Police)                          | 12/31/16            |
| Neff, Robert (City Member)                             | 12/31/16            |
| Smith, Kristin (Alternate/Police)                      | 12/31/16            |
| <u>Commercial Loan Program Committee:</u>              |                     |
| Stover, Jeffery K. (Citizen)                           | 12/31/18            |
| Long, Amy (Banking/Finance)                            | 12/31/18            |
| <u>Levee Advisory Committee:</u>                       |                     |
| Lotfi, Reza  | 12/31/18            |
| Forbes, Eileen   | 12/31/18            |
| <u>Historic District Advisory Committee:</u>           |                     |
| Bowes JoAnn  | 12/31/18            |
| Grieb, Charles   | 12/31/18            |

***Nestlerode Contracting, Inc. /Extension of Contract for Snow Removal Equipment Rental***

The Manager noted that the 3 year contract for rental of snow removal equipment from Nestlerode Contracting Company was expiring this year. He requested approval of an extension of the contract with Nestlerode Contracting, Inc. at the current rates, through October 31, 2016. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved the extension of the contract with Nestlerode Contracting for rental of snow removal equipment at the current rates through October 31, 2016.**

***PROPEY USE/EVENT REQUESTS***

***Sentimental Journey to Cub Haven/Request to Use Airport Facilities***

The Manager acknowledged receipt of a request from Sentimental Journey to Cub Haven to use Airport facilities for their Annual Fly-In on June 21, 2016 through June 25, 2016 and for their Pancake Breakfast on May 1, 2016 and a Fall date TBD.

***Lock Haven Catholic School/Race for Education***

The Manager acknowledged receipt of a request from Lock Haven Catholic School for the use of the levee for their annual Race for Education on April 29, 2016 from 11AM through 3PM.

**On motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council approved the requests of Sentimental Journey to Club Haven for the use of Airport Facilities for their Annual Fly-in on June 21, 2016 through June 25, 2016 and for their Pancake Breakfast on May 1, 2016 and a Fall date TBD and Lock Haven Catholic School for their annual Race for Education on April 29, 2016.**

### ***Clinton County Tax Claim Bureau/Filing of Unpaid Taxes***

The City Manager acknowledged transmittal of \$206,666.34 in unpaid tax bills to the Clinton County Tax Claim Bureau.

### ***Recognition of Donation from Lock Haven Rotary Club***

The Manager recognized the donation of \$100.00 from the Lock Haven Rotary Club for automated defibrillators (AED's).

### ***Update of Working Woodlands Forest Carbon Verification Audit***

The Manager provided an email from Michael C. Eckley, TNC Director of Forest Conservation, regarding the Working Woodlands Forest Carbon Verification Audit. The Manager noted that the City Authority, which owns the watershed property authorized the execution of a conservation easement with the Conservancy to provide a long term management plan that would allow certification of wood products and a carbon credit marketing program. The goal is to prohibit or limit development to compatible uses and provide sustained growth. The Manager noted that as part of this process an annual audit of the timber harvesting and carbon credits is completed. The Manager gave a review of the audit, the process for timbering and establishing volume of carbon to be marketed, and the income generated since May, which included \$63,531.00 from carbon credits and \$141,900.17 from timber harvesting.

### ***Authorization to Receive Bids/Garbage Removal Services***

The Manager requested authorization to receive bids for garbage removal services at City buildings and facilities on February 22, 2016. **On motion of Mr. Stevenson, seconded by Mr. Forbes and carried unanimously, Council authorized the acceptance of bids for garbage removal services on February 22, 2016.**

### ***OTHER NEW BUSINESS FROM COUNCILMEMBERS***

The Manager stated that Mr. John Probst had contacted staff inquiring about maintenance and upkeep of the Fairview Cemetery where he has relatives buried. The Manager noted the City is not responsible and apparently there is no record of anyone responsible for the cemetery. Mr. Probst stated that he will be cleaning up the cemetery.

Mr. Byerly questioned whether trees in front of the new overlook at Hanna Park would be removed for a clearer view and the Manager stated the City does plan to do this but it has yet to be decided if it can be handled by City personnel alone.

Mr. Byerly also suggested updating the photos of the previous Mayors, providing photos that are missing and have a plaque listing the years of service. Mr. Bravard noted that he has already started this project.

Mr. Stevenson suggested staff address permits, fees and procedures or policies for inspections of utility companies involving excavation in City streets.

Mayor Baney noted he was in Miami Springs, Florida and was given a brochure noting many facts about their Police Department and their accomplishments. Mayor Baney suggested the possibility of preparing a similar brochure about Lock Haven Police Department.

The City Manager noted on the subject of police, the civil testing written testing will be held Saturday along with agility testing for entry level police officers. Oral examination will follow.

***ADJOURNMENT***

**On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 7:46 P.M.**

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Mayor

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City Clerk