

**CITY COUNCIL MEETING
APRIL 4, 2016**

City Council met in regular session on Monday, April 4, 2016 in Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 p.m. by Mayor Baney. Councilwoman Stringfellow opened the meeting with a moment of silence. Councilwoman Stringfellow 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 reporter Wendy Stiver for The Express.

COUNCIL MINUTES

On motion of Mr. Forbes, seconded by Mr. Bravard and carried unanimously, Council approved the minutes of the meeting of March 21, 2016.

PUBLIC COMMENT PERIOD

There were none from those in attendance.

CORRESPONDENCE

Keystone Central Tax Office/Earned Income Tax Collections

The Manager acknowledged receipt of \$10,679.79 from the Keystone Central Tax Office in Earned Income Tax collections for the first payment for March.

PA Municipal League/District Meeting

The City Manager provided a letter from the PA Municipal League announcing the North Central District Meeting on Tuesday, April 19, 2016 at the Durrwachter Alumni and Conference Center at Lock Haven University.

OLD BUSINESS

Acceptance of Proposal for Project Audit/Water Street Streetscape Project, Phase 2

The Manager noted Council previously approved the solicitation of quotes for project auditing services for the Water Street Streetscape Project. Three auditing firms were contacted, and Baker Tilly Virchow Krause, LLP of Williamsport was the only firm that submitted a quote, in the amount of \$5,875.00. The Manager requested award of a contract to Baker Tilly Virchow Krause, LLP in an amount not to exceed \$5,875.00. **On motion of Ms. Stringfellow, seconded by Mr. Conklin and carried unanimously, Council approved the contract with Baker Tilly Virchow Krause, LLP for auditing services in an amount not to exceed \$5,875.00.**

Scheduling of Public Hearing/2013 CDBG Budget Revision/Program Income

The City Manager provided a Memo from Leonora Hannagan, City Planner, regarding the scheduling of a public hearing on a CDBG budget revision to reprogram program income to the Citywide Sidewalk Program activity. The Manager noted the budget revision of \$2,103.03 previously presented to Council required a public hearing under the City's Program Income Reuse Plan. The Manager requested authorization to conduct a public hearing at 6:45PM on April 18, 2016. **On motion of Mr. Forbes, seconded by Ms. Stringfellow and carried unanimously, Council scheduled a public hearing to be held on April 18, 2016 at 6:45PM on a CDBG budget revision to reprogram program income to the Citywide Sidewalk Program.**

NEW BUSINESS

Proclamation/National Service Recognition Day

The Manager noted that the City previously participated in the STEP AmeriCorps program and Council had recognized the Americorps Program success with a Proclamation for National Service Recognition Day. The Manager provided Council with a proclamation designating April 5, 2016 as the 2016 National Service Recognition Day.

PROPERTY USE/EVENT REQUESTS

Lock Haven University/Use of the Levee for 5K Run/Races

The Manager acknowledged an e-mail from Marchal Rote, Facilities Planning & Scheduling Coordinator of Lock Haven University summarizing three requests for use of the levee on April 16, 2016, for the ROTC 5K Run at 8AM, Physician Assistant Program 5K Run at 10AM and Sigma, Sigma, Sigma for a 5K "Run for Robbie" at 7:45PM. The Manager noted these requests had been reviewed by the University and Police Chief Kibler. A short discussion followed regarding starting and ending points, crossing Susquehanna Avenue, and security at the crossings. The Manager noted he would contact Ms. Rote for future consideration of those suggestions. Mr. Forbes noted he would contact her as well. **On motion of Mr. Conklin, seconded by Mr. Byerly, Council by a vote of 6 to 1, with Mr. Forbes voting in the negative, approved the requests of the Lock Haven University groups for the above noted 5K runs on April 16, 2016.**

Clinton County Relay for Life/Request to Erect Banner, and Place Ribbons on Parking Meters

The City Manager acknowledged receipt of a request from Rona Houser, Event Co-Leader for the Clinton County Relay for Life to place purple ribbons on the Main Street parking meters on April 30, 2016 and to allow the installation of a Relay banner across Main Street. **On motion of Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council approved the requests of the Clinton County Relay for Life for the placement of purple ribbons on Main Street parking meters and the erection of a Relay banner across Main Street, and authorized the necessary resolution for submission to PennDot. The ribbon approval was contingent on the ribbons not interfering with meter use and later being removed by the sponsors.**

Consideration of Appointment to Commercial Loan Committee

The Manager acknowledged receipt of the resignation of Mayor Baney from the Lock Haven Commercial Loan Committee effective immediately. Councilman Stevenson noted his willingness to serve on the Committee. **On motion of Mr. Forbes, seconded by Mr. Byerly, Council accepted the resignation of Mayor Baney from the Lock Haven Commercial Loan Committee and approved the appointment of Mr. Stevenson to the Committee in his place.**

Consideration of Loan/Commercial Loan Program/Bald Eagle Coatings Company

The Manager provided Council with a Memo from Leonora Hannagan, City Planner, regarding a loan to Bald Eagle Coatings Company under the Commercial Loan Program. Ms. Hannagan was in attendance and noted the Lock Haven Commercial Loan Program Committee reviewed the commercial loan application for 18 Corning Street. The owners, Peter Sweitzer and Charles Blazina, Jr., are requesting a \$50,000 loan for the purpose of acquiring the business, Bald Eagle Finishing System's Inc. The new name will be Bald Eagle Coatings Company. Funds will be used to purchase the short-term assets (inventory and accounts receivable, equipment and associated soft costs/closing costs relative to the project but not the building itself. The term of the loan would be 5 years at an interest rate of 3%. They are also requesting a \$201,500 loan from the Clinton County Revolving Loan Fund, and \$50,000 from the Clinton County Enterprise Zone Fund. The Applicants are providing \$67,000 in cash equity and M&T Bank will be providing a \$301,500 SBA loan and a \$200,000 SBA line of credit. Total projects costs is \$670,000 (\$200,000 line of credit is not reflected in total projects costs. Ms. Hannagan described the

collateral for the loan. The Lock Haven Commercial Loan Program Committee met on March 24, 2016 and recommended Council's approval of the \$50,000 loan at an interest rate of 3% for 5 years to Bald Eagle Coatings. **On motion of Mr. Forbes, seconded by Mr. Stevenson and carried unanimously, Council approved the loan of \$50,000 at an interest rate of 3% for 5 years to Bald Eagle Coatings, 18 Corning Street, Lock Haven, PA.**

Consideration of Amendment/Water Street Streetscape Project, Phase 2 Budget

The Manager provided a Memo from Leonora Hannagan, City Planner, regarding an amendment to the Water Street Streetscape Project, Phase 2 Budget. Ms. Hannagan noted that the project is complete, and requested authorization to submit a budget revision to the PA Department of Community & Economic Development. The revision will transfer the unexpended balance from the Audit & Inspections categories to the Roads & Streets category as follows:

<u>Budget Category</u>	<u>Approved Budget</u>	<u>Proposed Budget</u>
Audit	\$ 10,000.00	\$ 5,875.00
Inspections	\$ 57,710.00	\$ 38,495.18
Roads & Streets	<u>\$384,736.00</u>	<u>\$408,075.82</u>
TOTAL	\$452,446.00	\$452,446.00

On motion of Mr. Bravard, seconded by Mr. Conklin and carried unanimously, Council approved the amendment to the Water Street Streetscape Project, Phase 2 Budget.

Consideration of Budget Transfers

On motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council approved the following budget transfers:

FROM:			TO:			
DEPARTMENT	ACCOUNT	DESCRIPTION	DEPARTMENT	ACCOUNT	DESCRIPTION	AMOUNT
2013 CDBG Program	96401-74100	Purchase of Fire Hose/Citizens Hose	2013 CDBG Program	96401-40730	City-Wide Sidewalk Replacement Program	\$4,602.00
Submitted by <u>Leonora M. Hannagan</u>			Approved by _____			
Date Submitted <u>3/30/16</u>			Date Approved _____			

Annual Commodity Purchases/Authorization to Receive Bids

The Manager requested Council's approval to advertise the opening of commodity bids at 1:00 P.M. on April 28, 2016 with award on May 2, 2016. **On motion of Mr. Bravard, seconded by Mr. Conklin and carried unanimously, Council authorized commodity bids to be opened on April 28, 2016.**

ADJOURNMENT

On a motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously the meeting adjourned at 7:40P.M.

Mayor

City Clerk