

**CITY COUNCIL MEETING
NOVEMBER 20, 2017**

City Council met in regular session on Monday, November 20, 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 Council members Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, and Mayor William Baney. Councilman Bravard and Sara Stringfellow were absent. Also attending the meeting were City Manager Richard W. Marcinkevage, Assistant City Manager Greg Wilson and reporter John Lipez from The Record.

COUNCIL MINUTES

On a motion of Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the November 6, 2017 meeting.

CORRESPONDENCE

Comcast CATV – Transmittal of 3rd Quarter Franchise Fees

The Manager acknowledged the receipt of 3rd Quarter Franchise Fees in the amount of \$19,2029.41.

Representative Michael K. Hanna – Explanation of Act 42, establishing “Mini Casinos”

The Manager presented a letter from Representative Michael Hanna regarding House Bill 271 (Act 42 of 2017) that authorizes the establishment of ten “mini” casinos referred to as Category 4 licensed facilities across the Commonwealth. According to the Manager the legislation includes a local option for municipalities that may not want a Category 4 licensed facility located within its borders to adopt a resolution and send it to the PA Gaming Control Board no later than December 31, 2017. After a brief discussion, ***on a motion by Mr. Forbes, seconded by Mr. Conklin with Mr. Stevenson and Mr. Baney voting no and Mr. Byerly, Mr. Forbes and Mr. Conklin voting yes, a motion was approved to have city staff prepare a resolution for consideration at the next Council meeting which would prohibit the location of a Category 4 licensed facility within the City.***

Clinton County SPCA – Explanation of programs and request for 2018 funding (\$10,000).

The Manager acknowledge receipt of a letter from the SPCA explaining the various programs conducted by the SPCA and their 2018 funding request to the City in the amount of \$10,000. Presenting on behalf of the SPCA were Humane Officer Kevin Cierpilowski, and Board Member Al Lugg. Mr. Baney stated that the City’s 2018 proposed budget was presented to Council at tonight’s meeting, and they will try to help the SPCA with their funding request. The Manager stated that \$8,000 was provided to the SPCA in 2017.

OLD BUSINESS

Consideration of a resolution authorizing filing of 2017 Community Development Block Grant (CDBG) application.

The Manager presented a resolution authorizing the filing of the 2017 Community Development Block Grant application to the PA Department of Community and Economic Development. ***On a motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council approved a resolution authorizing the filing of the 2017 Community Development Block Grant (CDBG) application. (Res. No. 1287)***

NEW BUSINESS

Authorization to submit grant applications to Clinton County Community Foundation

The Manager requested approval to submit grant applications to the Clinton County Community Foundation for the following projects: 2018 Summer Concert Series in the amount of \$5,000, Susquehanna River Boat Dock in the amount of \$5,000, Hoberman Trust Fund in the amount of \$350, and the 2018 Season Expanded Beach Hours in the amount of \$2,500. ***On a motion from Mr. Forbes, seconded by Mr. Byerly, carried unanimously, Council authorized the submission of grant applications to the Clinton County Community Foundation for the 2018 Summer Concert Series in the amount of \$5,000, Susquehanna River Boat Dock in the amount of \$5,000, Hoberman Trust Fund in the amount of \$350, and the 2018 Season Expanded Beach Hours in the amount of \$2,500***

Authorization to purchase ADA compliant signage for City Hall and parking lots

The Manager presented a memo from Maria Boileau, Planning & Community Development Coordinator, requesting authorization to purchase braille signs for individual offices, doors and restrooms in City Hall, and ADA compliant parking signs for the City parking lots. ***On a motion of Mr. Conklin, seconded by Mr. Forbes and carried unanimously, Council authorized the purchase of braille signs for City Hall and ADA compliant parking signs for the City parking lots.***

Consideration of scheduling a public hearing to reprogram FY 2015 CDBG funds

The Manager presented a memo from Leonora Hannagan, City Planner, recommending the scheduling of a public hearing on December 4th to solicit input on the reprogramming of \$82,549.32 in 2015 Community Development Block Grant (CDBG) funds from the following activities to a new Single Family, Owner-Occupied Housing Rehabilitation Program: Program Admin (\$30,000), West Walnut Street Paving Project (\$22,525.66), Pearl Street Paving Project (\$5,760.66), and City-Wide Sidewalk Replacement Program (\$24,263.00). ***On a motion of Mr. Forbes, seconded by Mr. Conklin and carried unanimously, Council authorized the scheduling of a public hearing on December 4th to solicit public input on the reprogramming of \$82,549.32 in 2015 CDBG funds.***

Consideration of award of contract for Ross Library lighting improvement to Mountainside Electric

The Manager stated that price quotes were obtained for electrical work involving the replacement of 87 fluorescent light fixtures with LED light fixtures at the Annie Halenbake Ross Library. He stated that the City received a Keystone Libraries grant on behalf of the Ross Library for 50% of the project cost and the library is responsible for the other 50% cost. He added that the City is administering the project on the library's behalf and recommended that a contract be awarded to Mountainside Electric, the low bidder, at a cost of \$4,342.00. ***On a motion by Mr. Forbes, seconded by Mr. Byerly and carried unanimously, Council awarded a contract to Mountainside Electric at a cost of \$4,342.00***

Consideration of appointment to Lock Haven Commercial Loan Committee

The Manager stated there is a vacancy on the Lock Haven Commercial Loan Committee due to the resignation of Natasha Gorham, former Downtown Lock Haven, Inc. Manager, and the Committee recommended the appointment of Kasey Blesh, Downtown Lock Haven, Inc. Manager to fill the vacancy which expires on December 31, 2019. ***On a motion by Mr. Stevenson, seconded by Mr. Forbes and carried unanimously, Council appointed Kasey Blesh, Downtown Lock Haven, Inc. Manager, to the Lock Haven Commercial Loan Committee for the term expiring on December 31, 2019.***

Consideration of approval of commercial loan for Full Body Health & Fitness Center

The Manager presented a memo from Maria Boileau, Planning & Community Development Coordinator, stating that the Lock Haven Commercial Loan Committee met

on November 16, 2017 and recommended approval of a commercial loan in the amount of \$33,390 to Brian and Lori Hoy, Full Body Health and Fitness Center LLC, for the purchase of the property located at 501 East Walnut Street and to complete building renovations. She explained that the term of the loan is 5 years at an interest rate of 3% and they are requesting an additional \$100,000 from the Clinton County Revolving Loan Program (CCRLF) and \$33,390 from the Clinton County Enterprise Zone (CCEZ) fund. Collateral for the loan includes: a shared 2nd lien with the CCEZ loan on all business assets, a shared 3rd mortgage on the property located at 501 East Walnut Street with the CCEZ loan; a shared 3rd mortgage on the Hoy's residence with the CCEZ and CCRLF loans; an assignment of life insurance on Brian and Lori Hoy, and the personal guarantees of Brian and Lori Hoy. Ms. Boileau added that the loan is contingent upon a satisfactory appraisal on the project property and Hoy's personal residence, and a satisfactory receipt of environmental review on the project property. ***On a motion by Mr. Forbes, seconded by Mr. Conklin and carried unanimously, Council approved a commercial loan to Brian and Lori Hoy for their business, Full Body Health and Fitness Center, LLC, 501 East Walnut Street, in the amount of \$33,390.00 for a term of 5 years at an interest rate of 3% contingent upon a satisfactory appraisal on the project property and Hoy's personal residence, and a satisfactory receipt of environmental review on the project property.***

Presentation of 2018 Proposed Budget.

The Manager presented the proposed 2018 Budget to Council. The Manager provided a summary of the major funds in the budget as follows: General (\$4,456,682.00); Water (\$2,592,875.00); Sewer (\$3,418,788.00); Airport (\$298,033.00); and Highway Aid (\$328,770.00). The proposed budget total is \$11,095,148.00.

The Manager stated that at this point the budget anticipates no increase in taxes, which had been increased three years ago with a goal of not having another increase until 2018. As things stand in the proposed budget the 2018 increase may be held off. No increase is anticipated in water or sewer rates but they may need to be increased in a subsequent year. As presented the General Fund budget includes: \$9,000.00 for the bus study; \$28,000.00 for Annie Halenbake Ross Library; \$10,000 for the SPCA; \$12,500 for Downtown Lock Haven, Inc., and funding for the DCED Financial Review which will be explained and discussed at a future Council meeting. He added that there are limited capital purchases which include: a scanner/plotter for the Engineering office; a leased police cruiser SUV; a plow truck loan; and tires for a fire truck. These items will be addressed during the budget work sessions going forward. Work sessions will begin Monday, November 27, 2017 and the final adoption will be December 18, 2017.

Other Matters from the Manager

The Manager advised Council that in early November the fire department was dispatched to a carbon monoxide incident at an apartment in the City. A heating furnace exhaust pipe became dislodged and resulted in deadly carbon monoxide being pumped into the residence. No residents were injured, and the CO was ventilated from the building. The Manager noted that without Council's enacting of the CO detector requirement in rental properties, as recommended by the Fire Department, the outcome of this incident may very well have been deadly.

Other Matters from Council

Mr. Byerly stated he recently attended a seminar for nature-based businesses and noted that a follow-up meeting is scheduled for December 6th in Lock Haven. He encouraged Council members to attend.

Mr. Byerly asked what the status of the Helig Meyers building which was destroyed because of a fire one year ago. The Manager stated that the City had hired a firm to prepare a structural engineering report and now that the report has been completed, the City is in the process of preparing a demolition order. He noted that there is no funding for the demolition of this building in the 2018 budget.

Mr. Byerly congratulated Mr. Stevenson, Mr. Conklin, Mr. Bravard, and Mr. Long for their recent election/re-election to Council. He noted that Mr. Bravard has not been able to attend a Council meeting for an entire year due to illness and would like to start 2018

with a decision on whether Mr. Bravard could participate in Council meetings via phone. He explained that he felt it is unfair to his constituents who are not being represented, and because his absence has resulted in two instances of a 3-3 tie vote in 2017. Mr. Byerly requested that City staff speak to Mr. Bravard to determine if he is willing to participate in Council meetings via phone. Mr. Forbes agreed and asked if there was a mechanism in place to remove a Councilmember due to a long-term absence. Mr. Wilson stated that according to the Third-Class City Code, the only grounds to remove a Council member is due to malfeasance or illegal acts. The Manager was asked to contact Mr. Bravard to determine if he was willing to participate in Council meetings via phone.

Mr. Baney asked the status of the former PennDOT building. The Manager stated that painting and heating has been completed, and Council will be given information regarding lifts at a future Council meeting.

Mr. Baney requested an Executive Session on personnel matters following the meeting.

Adjournment

On a motion by Mr. Conklin and seconded by Mr. Byerly, the meeting was adjourned at 7:55 P.M.

Mayor

City Clerk