

**CITY COUNCIL MINUTES  
JANUARY 8, 2018**

City Council held its organizational meeting and met in regular session on Monday, January 8, 2018 in 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 and asked Councilmen Forbes to present the moment of silence followed by the Pledge of Allegiance.

Roll was called for 2017 Councilmembers and present were Council members Douglas Byerly, Richard Conklin, Ted Forbes, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Absent was Jonathan Bravard. Also attending the meeting were Assistant City Manager Gregory Wilson, and reporters Wendy Stiver for The Express and John Lipez for The Record.

Remarks were made by outgoing Councilmen Ted Forbes. Mr. Baney led the audience in a round of applause for Mr. Forbes' years of service on City Council.

***CONFIRMATION BY BOARD OF ELECTIONS OF CITY OFFICIALS***

Mr. Wilson presented Mayor Baney with Election Certificates for Richard Conklin (Councilman), Joel Long (Councilman) and Stephen Stevenson (Councilman), Controller Sharon Suter and Treasurer Paula Dickey. The Mayor administered the Oaths of Office to Councilmen Conklin, Long and Stevenson and Treasurer Dickey.

Roll was called for 2018 Councilmembers and present were Council members Douglas Byerly, Richard Conklin, Joel Long, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Absent was Jonathan Bravard.

***ORGANIZATION OF COUNCIL FOR 2018***

Mayor Baney called for nominations for Vice President of Council. **On a motion by Ms. Stringfellow, seconded by Mr. Byerly, Mr. Stevenson was nominated as Vice President of Council. On the question Mr. Conklin stated that the Vice President's responsibility is to represent the Mayor in his absence and he would like to see other Council members serve as Vice President on a rotating basis to give every Council member a chance in the position. There being no further comments, the motion was carried with Mr. Conklin voting no, with Council electing Mr. Stevenson as Vice President of Council.**

Assistant City Manager Wilson presented a Resolution establishing the dates and times of legislative meetings of Council during 2018. **On motion of Mr. Stevenson, seconded by Ms. Stringfellow and carried unanimously, Council approved the following resolution establishing legislative meeting dates for Council for 2018:**

CITY OF LOCK HAVEN  
FILE OF CITY COUNCIL  
SESSION OF 2018  
RESOLUTION NO. 1290

Mr. Wilson provided Council with a memo indicating residents who have agreed to serve on various boards, commissions, committees and authorities. He noted that the appointments to the Ross Library Board will be made after the Ross Library Board of Directors provides their recommendation to Council. Mr. Stevenson stated that there are several other vacancies since Mr. Long could no longer serve on the Recreation Board, and Mr. Tom Frank moved to Woodward Township and Lori Haines moved to Florida. **On a motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the list of residents to the various boards, commissions, committees and authorities**

The Assistant City Manager provided Council with a list of Council Liaison appointments to various boards, commissions, committees and authorities. He noted that several appointments are available which were previously held by Mr. Forbes. Mr. Stevenson noted that the Levee Advisory Committee is not included on the list. Council agreed upon the following appointments:

2018 Council Liaison Personnel:

Mayor William Baney

Cable TV Advisory Committee  
City Employees Retirement Board  
City Redevelopment Authority  
Downtown Lock Haven, Inc. (Alt Rep)  
Lock Haven City Authority  
Police Pension Fund Board  
Summer Concert Committee

Councilman Douglas Byerly

Cable TV Advisory Committee  
Clinton County Solid Waste Authority (Recycling)  
Code Enforcement Board of Appeals & Review  
Lock Haven University Community Advisory Board  
Ross Library Board of Trustees

Councilman Richard L. Conklin

City Employees Retirement Board  
Clinton County Economic Partnership  
Clinton County Sewer Authority  
Historic District Advisory Committee  
Police Pension Fund Board  
Summer Concert Committee  
Veterans Park Committee

Councilman Joel Long

Central Clinton County COG  
Central Clinton County Water Filtration Authority (Alt. Rep.)  
City Employees Retirement Board

Councilman Stephen L. Stevenson

City Planning Commission  
Downtown Lock Haven, Inc  
Emergency Management Coordinator  
Lock Haven University Community Advisory Board

Lock Haven Area Flood Protection Authority  
Summer Concert Committee  
Veterans Park Committee (Alt. Rep.)  
Zoning Hearing Board

Councilwoman Sara Stringfellow

Central Clinton County Water Filtration Authority  
City Employees Retirement Board  
Clinton County Sewer Authority (Alt. Rep.)  
Police Pension Fund Board

### ***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meetings of December 18, 2017.**

### ***PUBLIC COMMENT***

There were no public comments.

### ***CORRESPONDENCE***

Mr. Wilson stated that Council received an invitation to attend the Lock Haven Court ribbon cutting ceremony on January 19, 2018.

The Assistant City Manager stated that the 2018 PML Capitol Conference will be held on January 23, 2018 in Harrisburg and that the registration deadline is January 9, 2018.

The Assistant City Manager stated that the 2018 PML Newly Elected Officials Training is scheduled for March 9-10, 2018 in Harrisburg and the deadline to register is February 23, 2018.

### ***PUBLIC HEARING/REZONING REQUEST***

Cyndi Walker, Zoning Officer, explained that Susquehanna Square, L.P. and Patrick M. and Pamela N. Bigatel, are requesting a rezoning of two parcels (Tax Parcels 22-A-2-A and 22-A-2-A1) from Residential-Medium Density to General Commercial. She noted that the Lock Haven Planning Commission met on December 6, 2017 and offered a favorable recommendation to Council. She added that the information was submitted to the Clinton County Planning Commission, however, they do not meet in December and chose not to act on the request. She added that the rezoning would be a continuation of the General Commercial zone and would extend to Fourth Street which is a natural boundary for a zone break. Ms. Walker stated that the rezoning would make the townhomes a nonconforming use, however, the developer's representatives have indicated that the townhomes will be razed.

Mayor Baney asked for questions, comments or observations from City Council. Mr. Conklin asked if the zone change was for this specific development or would it allow any commercial development to be built at the site. Ms. Walker stated that the zone change would

allow any commercial development to occur at the site provided it conformed to the zoning regulations for the General Commercial district. Mr. Conklin asked if the development changed, would Council have an opportunity to review it. Ms. Walker explained that any development at the site would require land development review by the Planning Commission (not City Council). Mr. Conklin added that it would not matter if the development was taxable or not taxable, to which Ms. Walker answered in the affirmative.

Mayor Baney then asked for questions, comments or observations from others in attendance. Mr. Jeff Lombardy stated he resided at the corner of Spring Street and was concerned about property values and increased traffic. Ms. Walker explained that zoning did not deal with property values and traffic issues would be reviewed at the time the Planning Commission reviewed the land development. She added that zoning requires a certain amount of parking for each use and therefore, should not create on street parking issues.

**On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amendment on first reading:**

#### ORDINANCE NO. 980

AN ORDINANCE AMENDING ORDINANCE 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, PENNSYLVANIA, CHAPTER 27, ZONING, BY REVISING THE OFFICIAL ZONING MAP.

Mr. Wilson noted that the second and second reading will be held on October 22, 2018.

#### ***UNFINISHED BUSINESS***

There was no unfinished business.

#### ***NEW BUSINESS***

Assistant City Manager Wilson acknowledged the receipt a letter of resignation from City Manager/City Clerk Richard W. Marcinkevage, effective January 8, 2018. **On a motion by Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council accepted the resignation of Mr. Marcinkevage as City Manager/City Clerk, effective January 8, 2018.**

Mayor Baney presented the appointment of Gregory J. Wilson as City Manager/City Clerk effective January 8, 2018. **On a motion by Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council appointed Mr. Wilson as City Manager/City Clerk, effective January 8, 2018.**

City Manager Wilson advised Council that authorization of signatories on City checking accounts are needed. **On a motion by Mr. Stevenson, seconded by Ms. Stringfellow and carried unanimously, Council authorized the following signatories on City checking: Treasurer Paula Dickey, Controller Sharon Suter, Finance Director Morgan Sweely, and Councilman Richard Conklin.**

***OTHER MATTERS***

Mr. Byerly asked the status of Councilman Bravard's official swearing in. Mr. Wilson stated that Mr. Bravard has 14 days from the organizational meeting to present an Affidavit of Residency and Oath of Office signed by a notary.

Everyone welcomed Mr. Long to Council.

Mr. Baney stated that he spoke to Carolyn Donaldson who is spearheading the video "Your Town Lock Haven". He noted that one was previously done in 1999 which was primarily used as a history lesson, however, the new video could be used as an economic development tool.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Ms. Stringfellow, the meeting was adjourned at 7:50 p.m.**

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**Mayor**

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**City Clerk**

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

**CITY COUNCIL MINUTES  
JANUARY 22, 2018**

City Council met in regular session on Monday, January 22, 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 Jonathan Bravard (via phone), Douglas Byerly, Richard Conklin, Joel Long, Sara Stringfellow, and Mayor William Baney. Absent was Steve Stevenson who was attending the PML Capitol Conference. Also attending the meeting were City Manager Gregory Wilson, and reporter Wendy Stiver for The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of January 8, 2018.**

***PUBLIC COMMENT***

Bill Mincer presented Council with a Safe Haven Suicide Prevention flyer to bring awareness to mental health issues. He stated that there will be a meeting on February 17<sup>th</sup> at 11:00 a.m. at Avenue 209 on Bellefonte Avenue.

***Property Use Request:***

***Zindel Park 5K Trail Run***

Mr. Wilson asked that Council move the request from Noah Zuback up on the agenda. He explained that Mr. Zuback is a senior at Sugar Valley Rural Charter School, and is requesting to use Zindel Park on February 19, 2018 for a 5K trail run as part of his Senior project to benefit the PA Wounded Warriors Project. **On a motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council approved Mr. Zuback's request to use Zindel Park on February 19, 2018 for a 5K trail run to benefit the PA Wounded Warriors Project.**

***CORRESPONDENCE***

***2017 Community Development Block Grant Award***

The Manager acknowledged the receipt of \$269,615.00 in 2017 Community Development Block Grant Program funds from the PA Department of Community and Economic Development.

***Business Privilege Taxes/Keystone Central School District***

The Manager acknowledged the receipt of Business Privilege taxes in the amount of \$8919.43 for second half of 2017 from Keystone Central School District.

### ***Earned Income Taxes/Keystone Central School District***

Mr. Wilson acknowledged the receipt of Earned Income taxes in the amount of \$26,709.51 for December 2017 from Keystone Central School District

### ***Clinton County Economic Partnership/Time Out***

The Manager stated that the Clinton County Economic Partnership will hold a Time Out at Haywood's on February 22, 2018.

### ***2018 PML Newly Elected Officials Training***

Mr. Wilson reported that there will be a PA Municipal League training for newly elected officials on March 9-10, 2018 in Harrisburg.

### ***UNFINISHED BUSINESS***

#### ***Zoning Ordinance Map Amendment***

The Manager provided Council with an ordinance amending the Zoning Ordinance to rezone a portion of Susquehanna Square from Residential to Commercial. He noted that first reading was held on December 8, 2018. **On motion of Ms. Stringfellow, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amendment on second and final reading:**

ORDINANCE NO. 980

AN ORDINANCE AMENDING ORDINANCE 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, PENNSYLVANIA, CHAPTER 27, ZONING, BY REVISING THE OFFICIAL ZONING MAP.

### ***NEW BUSINESS***

#### ***Appointment of Residents to Boards***

The Manager presented the following appointments to various boards for Council's consideration: Richard Morris and Elsa Wench as City representatives on the Ross Library Board of Directors for terms ending January 1, 2021; William Mincer to the Recreation & Parks Board for a term ending January 1, 2021, and to Zoning Hearing Board for a term ending January 1, 2019; and Evalyn Fisher to Planning Commission for a term ending January 1, 2021. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the list of residents to the various boards as noted above.**

#### ***Property Use Request***

The Manager presented a request from SPARK, a local energy-conscience group, to use Triangle Park on April 22, 2018 for an Earth Day Celebration from 10:00 a.m. to 5:00 p.m. Mr.

Wilson noted that they were advised that they could not have exclusive use of Triangle Park since it was a public park. **On a motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved SPARK's request to use Triangle Park on April 22, 2018 from 10:00 a.m. to 5:00 p.m.**

### ***Solicit Bids for Demolition of 37-41 Bellefonte Avenue***

The Manager requested authorization to solicit bids for the demolition of 37-41 Bellefonte Avenue. Mr. Wilson noted that the property is the former Helig-Meyers building and bids will be due at 4 o'clock p.m. on February 5, 2018. **On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council authorized the solicitation of bids for the demolition of 37-41 Bellefonte Avenue.**

### ***Fair Housing Resolution***

The Manager presented the annual Fair Housing Resolution for Council's consideration. Maria Boileau, Planner and Development Coordinator, stated that a Fair Housing resolution is required by the federal Community Development Block Grant and HOME Programs. **On a motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the following resolution:**

RESOLUTION NO. 1291

FAIR HOUSING RESOLUTION

### ***2015 Community Development Block Grant/Schedule Public Hearing***

The Manager presented a memo from Maria Boileau, Planner & Development Coordinator, requesting to schedule a public hearing on February 19, 2018 at 6:45 p.m. in Council Chambers to reprogram \$4,323.00 in 2015 Community Development Block Grant (CDBG) Program funds. **On a motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council authorized scheduling a public hearing for the 2015 CDBG Program on February 19, 2018 at 6:45 p.m.**

### ***OTHER MATTERS***

Mr. Conklin noted his attendance at the ribbon cutting ceremony for Lock Haven Commons and stated that the contractor and project manager were very complementary of City staff.

Mr. Conklin asked when the ordinance regulating food trucks will be presented to Council for consideration. Mr. Wilson stated that the proposed ordinance is currently under review by the City Solicitor and will be presented to Council in the next few weeks.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Ms. Stringfellow the meeting was adjourned at 7:19 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
February 5, 2018**

City Council met in regular session on Monday, February 5, 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 were City Manager Gregory Wilson and reporter Wendy Stiver for The Express

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the January 22, 2018 meeting.**

***PUBLIC COMMENT***

William Mincer asked Council to address snow removal on Crane Alley by Hammermill Playground stating that residents were upset that the City crews plowed snow into driveways along the alley. He also asked Council to place the agenda and minutes of the meetings on the City's website for public information.

***Property Use Request***

***Levee: April 14, 2018 LHU Physician Assistant Program 5K to benefit PSPA Charity beginning at 10 AM with registration at 8 AM***

Mr. Wilson asked that Council move the request from the Lock Haven University Physician Assistant Program to use the levee to host a 5 K to benefit PSPA Charity on April 14, 2018. **On a motion by Mr. Long, seconded by Mr. Byerly, Council unanimously approved the request by the Lock Haven University Physician Assistant Program to use the levee to host a 5K to benefit PSPA Charity beginning at 10 a.m. with registration at 8 a.m.**

***CORRESPONDENCE***

***2018 Lock Haven University annual donation***

The Manager acknowledged receipt \$3,521 from Lock Haven University for the emergency services provided to the University for the academic year 2017-2018 based on the fall 2017 student enrollment numbers.

***Notification from PLCB of restaurant license application by Weis Markets***

The Manager acknowledged the receipt of a letter from the PLCB informing the City of an application by Weis Markets for a new liquor license.

Don Powers, owner of the Old Corner, stated that this application will not create any new jobs and will not create new demand. He asked that if Council has the opportunity to comment on this application, they should say support those locally owned small businesses with existing licenses and say no to this new license.

***Sons & Daughters of Italy donation of \$2,000 toward the Summer Concerts and \$500 toward the Boat Dock***

The Manager acknowledged receipt two donations from the Sons & Daughters of Italy including \$2,000 for the 2018 Summer Concert Series and \$500 for the Boat Dock project.

***Clinton County Community Foundation Award Letters***

The Manager acknowledged the receipt of grant award letters from the Clinton County Community Foundation. He stated that the City was awarded \$5,000 for the 2018 Summer Concert Series, \$2,500 for the City Beach and \$5,000 for the Boat Dock project.

***UNFINISHED BUSINESS***

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

The Manager stated that originally the intent was to award the bids tonight for the demolition of 37-41 Bellefonte Avenue. The Manager stated that bids for the demolition of 37-41 Bellefonte Avenue were opened this afternoon at 4 p.m. and the high bid was \$303,570 and the low bid was \$64,499. The low bid, submitted by ADM Logistics of Port Carbon, PA, is being qualified by the Engineers Office.

He stated that at this time, the property owners have both been approached and have been requested to sign a release and indemnification agreement for the City to enter and demolish the building. The release and indemnification agreement is being prepared by the City's solicitor and will be provided to the property owners on Tuesday. The two property owners will have 24 hours to sign the agreement. When the agreement is received, the city will hold a special meeting to award the contract to the lowest bidder.

If the property owners do not sign the agreement, the City would petition the court to enter the property and that process may take up to three weeks. The timeline for the project results with the property being taken back to a lot by the end of March. He stated that any delay in this process would add time to this projected timeline. A special meeting must be published to the public for 24 hours and the City will schedule a good time for a quorum of Council to hold that special meeting. Mr. Conklin thanked the City staff members who worked to put this project together.

## ***NEW BUSINESS***

### ***Consideration of Ordinance 981 Amending the Budget of the General Fund and the Capital Escrow Fund, First Reading***

The Manager presented Ordinance 981 amending the budgets of the General Fund and the Capital Escrow Fund. He stated that in order to pay for the demolition of the project, the City needs to reappropriation funds from the Capital Escrow Account and General Fund in the amount of \$150,000. **On a motion by Mr. Conklin, seconded by Mr. Byerly, and carried unanimously, Council approved Ordinance 981 amending the budget of the General Fund and the Capital Escrow Fund on First Reading.**

### ***Consideration of a Memorandum of Understanding between the City of Lock Haven and Clinton County Correctional Facility***

The Manager presented a Memorandum of Understanding with the Clinton County Correctional Facility to make changes to the existing agreement. The Manager explained that the City does not have a holding cell so this MOU clarifies that individuals taken to the Clinton County Correctional Facility, but who have not been arrested, are responsible for their own health care costs. He stated that this document has been reviewed by the City's solicitor and agreed to by the County. **On a motion by Mr. Stevenson, seconded by Mr. Conklin, and carried unanimously, Council approved a Memorandum of Understanding between the City of Lock Haven and the Clinton County Correctional Facility.**

### ***Consideration of a contract with Fish Real Estate for an amount not to exceed \$504 to show and qualify potential tenants of the city-owned vacant garage and property at 10 North Hanna Street (Bates Building)***

The Manager presented a contract with Fish Real Estate for an amount not to exceed \$504 to show and qualify tenants of the city-owned vacant garage and property at 10 North Hanna Street. **On a motion by Mr. Stevenson, seconded by Ms. Stringfellow, and carried unanimously, Council approved a contract with Fish Real Estate for an amount not to exceed \$504 to show and qualify potential tenants of the city-owned vacant garage and property at 10 N. Hanna Street, (Bates Building).**

### ***Consideration of schedule of the 2018 Outdoor Movie Series***

The Manager presented the 2018 Outdoor Movie Series schedule sponsored by UPMC Susquehanna Lock Haven. **On a motion by Mr. Long, seconded by Mr. Byerly, and carried unanimously, Council approved the 2018 Outdoor Movie Series as presented.**

***Consideration of a contract with Honey Dippers of LyCo, LLC for \$930 for provision of portable toilets for the Summer Concert Series***

The Manager presented a memo from the Planner & Development Coordinator, which provided a recommendation by the Summer Concert Committee to approve a contract with Honey Dippers of LyCo, LLC for \$930 for the provision of portable toilets for the 2018 Summer Concert Series. **On a motion by Mr. Stevenson, seconded by Mr. Byerly, and carried unanimously, Council approved a contract with Honey Dippers of LyCo, LLC for \$930 for the provision of portable toilets for the 2018 Summer Concert Series.**

***Consideration of a contract with GP Audio for \$550 per concert for the provision of sound system services for the Summer Concert Series***

The Manager presented a memo from the Planner & Development Coordinator, which provided a recommendation by the Summer Concert Committee to approve a contract with GP Audio for \$550 per concert for the provision of sound system services for the 2018 Summer Concert Series. **On a motion by Mr. Conklin, seconded by Mr. Byerly, and carried unanimously, Council approved a contract with GP Audio for \$550 per concert for the provision of sound system services for the 2018 Summer Concert Series.**

***Property Use Request***

***Piper Airport: 2018 Sentimental Journey to Cub Haven Events***

The Manager presented a request from Sentimental Journey to use the William T. Piper Memorial Airport for the 2018 Sentimental Journey Fly-in on June 19<sup>th</sup> through June 23<sup>rd</sup>, to use Hangar 1 for the May 6, 2018 Pancake Breakfast from 8:00 a.m. to 12 p.m. and to use Hangar 1 for the September 23<sup>rd</sup> Pancake Breakfast from 8:00 a.m. to 12 p.m. **On a motion by Mr. Long, seconded by Mr. Stevenson, Council unanimously approved the request by Sentimental Journey to use the Piper Airport to host the 2018 Sentimental Journey to Cub Haven events.**

***Addendum to Park Use Request for April 22, 2018***

The Manager explained that Council had approved a request by SPARK to use Triangle Park on April 22, 2018. He stated that representatives of SPARK have asked to add two vendors to the event, Sue's Salves and Vicky Shenandoah's handcrafted jewelry. **On a motion by Mr. Conklin, seconded by Mr. Long, and carried unanimously, Council approved the addition of two vendors to the SPARK event in Triangle Park on April 28, 2018.**

*Request to seek bids for the annual garbage removal, sludge hauling and cleaning services*

The Manager requested Council's approval advertise and seek bids for the annual garbage removal contract, the sludge hauling contract and cleaning services contract. **On a motion by Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the request to advertise and seek bids for the garbage removal contract, sludge hauling contract and cleaning services contract.**

*Adjournment*

**On a motion by Mr. Conklin, seconded by Mr. Stevenson the meeting was adjourned at 7:44 p.m.**

**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)**

**City Council Meeting  
March 5, 2018**

City Council met in regular session on Monday, March 5, 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 and reporter Wendy Stiver from The Express.

***COUNCIL MINUTES***

**On a motion of Ms. Stringfellow, seconded by Mr. Long and carried unanimously, Council approved the minutes of the meeting of the February 19, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

William Mincer advised Council that the next Lock Haven Safe Haven meeting will be held on March 31, 2018 at Avenue 209.

***CORRESPONDENCE***

***2018 Liquid Fuels allocation***

The Manager acknowledged the receipt of \$273,251.80 in Liquid Fuels allocation from PennDOT.

***Maintenance of turnback streets allocation***

The Manager acknowledged the receipt of \$5,400.00 from PennDOT for the maintenance of turnback streets. Mr. Wilson stated that this is the second time the City has received this annual allocation from PennDOT.

***Changes to Comcast Newsy Live channel***

Mr. Wilson advised that Comcast notified the City that the Newsy Live channel will no longer be available on Digital Preferred channel 1498 but will continue to be available on Digital Preferred channels 176 and 1114.

***Wayne Township Landfill residential tire collection***

The Manager stated that the Clinton County Solid Waste Authority will be holding a residential tire collection event on May 18 and 19, 2018 at the Authority's Recycling Center. Mr. Wilson noted that the event is free to Clinton County residents, however, for more than 12 tires the charge will be \$3.00 for car and light truck tires, and \$8.00 for large truck or tractor tires.

***Shaner Property Real Estate Transfer***

Mr. Wilson notified Council that the City received \$9,650.00 in real estate transfer taxes for the recent sale of the Shaner property.

***UNFINISHED BUSINESS***

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

The Manager presented Ordinance 982 which amended Chapter 6 of the Code of Ordinance to include Part 6, Public Urination and Defecation on second reading. He stated that there have been no changes to the ordinance since first reading. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amendment on second 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 (Second Reading)***

The Manager presented Ordinance 983 which amended the Alarm Ordinance to increase the false alarm fee. He indicated that this fee has not been increased for the past 28 years. Mr. Wilson stated that this increase will act as an incentive to have individuals respond in a timely manner. Mr. Stevenson asked if the ordinance increased fees for multiple times the fire company responds to the same property. The Manager stated that the ordinance provides for increased fees as follows: \$0 cost for the first two false alarms, \$50.00 for the third false alarm, \$100 for the fourth false alarm, and \$200 for five or more false alarms. **On motion of Mr. Long, seconded by Mr. Conklin, and carried unanimously, Council approved the following ordinance amendment on second reading:**

ORDINANCE NO. 983

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

***Authorization to approve the proposed 2015 CDBG budget modification***

The Manager state a public hearing was held on February 19, 2018 to reprogram \$4,532.60 in 2015 Community Development Block Grant (CDBG) Program funds to increase funding for the Single Family, Owner-Occupied Housing Rehabilitation Program. Mr. Wilson indicated that no comments regarding the proposed budget modification were received from the public. **On a motion of Mr. Byerly, seconded by Mr. Stevenson and carried unanimously, Council approved the 2015 CDBG budget modification contingent upon PA Department of Community and Economic Development approval.**

***Consideration of Resolution 1295 for the installation of a banner for LH JAMS festival***

Mr. Wilson presented Resolution 1295 authorizing the submission of an application to PennDOT for the installation of a banner over East Main Street for the Lock Haven JAMS festival from July 20, 2018

to August 20, 2018. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the following resolution making application to PennDOT for the installation of a banner over East Main Street for the Lock Haven JAMS festival from July 20, 2018 to August 20, 2018.**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1295

***NEW BUSINESS***

***Durty Dabber 28th Annual Great Adventure Dual Sport Ride Request to use City Authority Watershed***

The Manager presented a request from the Durty Dabbers Motorcycle Club for permission to use the City Authority watershed on June 2, 2018 for the 28<sup>th</sup> Annual Great Adventure Dual Sport Ride. Mr. Wilson noted that the City Authority's forester approved the request and added that anyone using City Authority land enters into a contract which requires remediation of any damages within thirty days. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved a request from the Durty Dabbers Motorcycle Club to use the City Authority watershed on June 2, 2018 for the 28<sup>th</sup> Annual Great Adventure Dual Sport Ride.**

***Consideration of a contract with Advance Professional Cleaning Services for City Hall Cleaning Service***

The Manager stated that the City solicited bids for City Hall Cleaning Services and two proposals were received and is recommending a one-year contract with Advanced Professional Cleaning Services, Jersey Shore, in the amount of \$17,820.00. Mr. Stevenson asked if the contract can be shortened if the City is not satisfied with their work. Mr. Wilson stated that the contract will list all of the work to be performed, and should the company fail to complete any of the work satisfactorily the contract can be terminated. **On a motion by Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council authorized awarding a contract to Advanced Professional Cleaning Services, Jersey Shore, in an amount of \$17,820.00.**

***Consideration of a contract with JJ Peters for \$900.00 for sewage sludge disposal***

The Manager stated that the City solicited bids to for Sewage Sludge Disposal Services and the lowest bid received was from JJ Peters in an amount of \$900.00 per month. He indicated that the contract would be for one year starting May 2018 and has a two-year renewable rider. **On a motion by Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council authorized awarding a contract to JJ Peters in an amount of \$900.00 per ton for a one-year period beginning May 2018.**

***Consideration of a contract with JJ Peters for garbage removal services***

The Manager stated that the City solicited bids for Garbage Removal Services and the lowest bid received was from JJ Peters in the amount of \$18,195.00. He indicated that it is a one-year contract starting in March 2018, with a two-year renewable rider, and includes garbage removal of all trash cans and

dumpsters throughout the City except for the Levee. Mr. Conklin asked if the trash can be picked up for special events held on the weekends after the event. Mr. Wilson stated that the City does notify the company when there are special events and they accommodate the City. **On a motion by Mr. Long, seconded by Mr. Conklin and carried unanimously, Council authorized awarding a contract to JJ Peters in an amount of \$18,195.00 for a one-year period beginning March 2018.**

***Authorization to enter into an agreement to permit residents of the City of Lock Haven to participate in the National League of Cities Service Line Warranty Program administered by Utility Service Partner.***

Mr. Wilson presented Council with an agreement with the National League of Cities for city residents to participate in a volunteer Service Line Warranty Program administered by Utility Service Partner. The Manager stated that residents are not required to participate but should they agree to participate the cost is about \$5.00 a month for each service line (water and sewer) and includes repairs to the service line for which the property owner is responsible. He added that the City is not involved in the program other than allowing this service to be made available to its residents. He also noted that the City will provide a list of local contractors to include in their data base and the property owners will choose one of the contractors on the list. **On a motion by Mr. Long, seconded by Mr. Byerly and carried unanimously, Council authorized signing an agreement with the National League of Cities for city residents to participate in a volunteer Service Line Warranty Program administered by Utility Service Partner.**

#### **OTHER MATTERS**

Mr. Stevenson stated that he rode the bus last Friday and it was a pleasant experience and encouraged people to use the bus. He noted that you can ride for free until March 10 and after that date the fee is very reasonable.

Mr. Stevenson advised City residents to sign up for the Clinton County Be Alert Program which will notify participants of alerts that may affect them.

Mr. Stevenson encouraged Council to adopt a resolution in support of a Senate bill regarding the use of local radar. He stated that the Pennsylvania Municipality League is in support of this bill. Mr. Wilson advised that Council had adopted a resolution last year in support of this Senate bill.

Mr. Byerly congratulated Lock Haven University's Wrestling Program for winning the Eastern Wrestling League title which they had not won since 1997. He noted that LHU will be sending six wrestlers to the National Championship's Division 1 Program.

Mr. Byerly stated he is concerned that Councilmen Bravard has failed to attend or call-in the last three Council meetings and therefore the constituents who elected him are not being represented. Mr. Byerly added that he is also concerned that if Council has an important vote it could end in a 3-3 tie. Mayor Baney asked the Manager if Mr. Bravard has been in contact with him. Mr. Wilson stated that he was in contact with Mr. Bravard when he was convalescing in Williamsport but has not been in contact with him since he was moved to Hershey since his cell

phone and iPad were not taken with him to Hershey. Mr. Stevenson stated that Council did not vote on what constitutes attendance to which Mr. Wilson replied that Council did vote on this matter last year and will provide Council with a copy of the minutes. Mr. Stevenson added that he spoke to the Mayor of Bradford and they do not pay any Councilmember if they do not attend a meeting. Mr. Wilson stated that this decision would have to be made prior to the next election and would only affect those members who are newly elected. Mr. Stevenson urged Council to have something ready for the next election.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Long the meeting was adjourned at 7:31 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
March 19, 2018**

City Council met in regular session on Monday, March 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 and reporter Wendy Stiver from The Express.

***COUNCIL MINUTES***

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

***PUBLIC COMMENTS***

Richard Morris noted that The Express published a very nice article in the Progress edition about the City however he noted two corrections regarding the recent Bigatel/Shaner property transfer to Geisinger. He noted that the Express stated that Geisinger was a nonprofit and that the tax incremental financing (TIF) on the property ends in 14 years when actually it ends in 17 years.

***CORRESPONDENCE***

***Receipt of Wal-Mart Foundation Grant***

The Manager acknowledged the receipt of a \$1,500.00 grant from Wal-Mart Foundation for the purchase of a defibrillator for the Police Department.

***CCEP Membership Meeting***

The Manager notified Council that the Clinton County Economic Partnership's membership meeting is scheduled for March 31, 2018 at 7:00 p.m. at the Best Western.

***CCEP Time Out***

Mr. Wilson noted that the Clinton County Economic Partnership has scheduled a Time Out on April 12, 2018 at First Citizens Bank from 5:00 p.m. to 7:30 p.m.

***LHU Al Hoberman Legislator's Day***

The Manager notified Council that Lock Haven University's Al Hoberman Legislator's Day is scheduled on April 6, 2018 in the Parsons Union Building 11:30 a.m.

*Use of Triangle Park/Clinton County Women's Center*

The Manager noted that the Clinton County Women's Center requested the use of Triangle Park on April 26, 2018 to install #MeToo luminaries for Sexual Assault Awareness month. **On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council authorized Clinton County Women's Center's request to install #MeToo luminaries in Triangle Park on April 26, 2018 for Sexual Assault Awareness month.**

**NEW BUSINESS**

***Consideration of an Ordinance amending Chapter 13, Licenses, Permits, and General Business Regulations, to include Part 6, Mobile Food Vendor Facilities***

The Manager presented an Ordinance amending Chapter 13, Licenses, Permits and General Business Regulations, of the Code of Ordinance to include Part 6, Mobile food Vendor Facilities, on first reading. Mr. Wilson noted that the Commonwealth of Pennsylvania issues licenses and permits for mobile food vendors, so this amendment does not require a city license or permit, however, the Ordinance does provide language pertaining to where this type of food vendor can set up. Mr. Stevenson stated that the ordinance should require some type of city permit otherwise how would the city be aware a food vendor is setting up in the city. Mr. Stevenson also stated that Section 13.508 does not notify which chapter is referenced. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 13, PART 5, MOBILE FOOD VENDOR FACILITIES

***Consideration of Ordinance amending Chapter 13, Licenses, Permits, and General Business Regulations, Part 2, Transient Retail Business***

The Manager presented an Ordinance amending Chapter 13, Licenses, Permits, and General Business Regulations, of the Code of Ordinance to amend Part 2, Transient Retail Business, on first reading. Mr. Wilson stated that the proposed Ordinance makes the following changes to Part 2: In definition removes the word "Transient Retail Business" and replaces it with "Salesperson"; establishes a fee by resolution of Council rather than by Ordinance; allows up to four sales persons per license; and establish a minimum fine. Mr. Stevenson asked if the City issues a license and Mr. Wilson responded in the affirmative and added that each salesperson is subject to a police background check. Mr. Stevenson also said that the language in Section 13-202 is confusing and should be revised to include a title "No License Fee Required". Mr. Stevenson added that Section 13-202 (2) refers to individuals and 13-204 refers to four persons. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY ADDING CHAPTER 13, PART 2, TRANSIENT RETAIL BUSINESS

***Public Hearing regarding Amendments to Chapter 27, Zoning***

A public hearing was held on a proposed amendment to the Zoning Ordinance to provide for Truck Stop/Travel Plazas and amend signage regulations. According to Mr. Wilson the Supreme Court issued a minority opinion which prevents a municipality to review the content on a sign, and therefore the City's signage ordinance was revised by the City Solicitor to ensure it complies with the Supreme Court's minority opinion.

With reference to truck stop/travel plazas, Mr. Wilson stated that they were included in the State gambling legislation, however, this type of use is not included in the City's Zoning Ordinance. He explained that if someone applied for this type of use the City would be required to permit it in the City's Industrial zoning district. He added that the proposed amendment allows this type of use in the City's General Commercial Light Industrial and Industrial zoning districts and adds language for Truck Stop/Travel Plazas pertaining to parking, signage, and supplemental regulations. Zoning Officer Cyndi Walker was in attendance and noted the proposed ordinance amendment was reviewed by the County and City Planning Commissions and provided a favorable recommendation. Mr. Baney asked for questions, comments and observations from Council. Mr. Long asked if the ordinance applied to temporary signs such as political signs. Planner and Development Coordinator Maria Boileau stated that the ordinance applies to all signs and the City can no longer look at the content on a sign. Ms. Walker added that the zoning ordinance does not regulate signs in the public right-of-way, however, Mr. Wilson noted that signs in the public right-of-way are regulated by another city ordinance. Mr. Baney asked for questions, comments and observations from others in attendance. Mr. Bill Mincer questioned if allowing only two signs on a property was enough. Ms. Stringfellow asked what the penalty would be if a person installed additional signs. Mr. Wilson stated that the zoning ordinance provides for fines for violations however that section of the ordinance was not being amended therefore it is not referenced in the proposed amendment. Mr. Richard Morrison asked if the proposed amendment addresses signage advertising a business on property that does not contain the business. Ms. Walker stated that off-premise signs were regulated in Section 27-1705 and is listed as a special exception. Mr. Wilson stated that city staff met with the City Solicitor to review the proposed ordinance and is now legally compliant with the supreme court decision. **On motion of Mr. Byerly, seconded by Mr. Stevenson with Mr. Baney voting no, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, CHAPTER 27, ZONING, PART 2 DEFINITIONS AND TERMS, PART 8 CENTRAL BUSINESS DISTRICT, PART 10 GENERAL COMMERCIAL LIGHT INDUSTRIAL, PART 11 INDUSTRIAL, PART 17 SIGNS, PART 18 OFF STREET PARKING, LOADING AND ACCESS REGULATIONS AND PART 20 SUPPLEMENTAL REGULATIONS

***Authorization to apply for DEP Section 902 Recycling Grant***

Mr. Wilson presented a memo from Ms. Boileau requesting authorization to apply to the Pennsylvania Department of Environmental Protection (DEP) for a Section 902 recycling grant. Ms. Boileau stated that the City is proposing to apply for a \$15,000.00 grant which requires a 10% local match and will be used to purchase educational materials to increase resident participation including Lock Haven University students on- and off-campus, as well as small business participation.

***Authorization to apply for Clinton County Tourism/Recreation Grants***

The Manager presented a request to apply to Clinton County for a Tourism/Recreation grant in the amount of \$3,500.00 for the summer concert series, and \$3,000.00 for boat dock signage.

**On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council authorized the submission of an application to the Pennsylvania Department of Environmental Protection for a Section 902 recycling grant in the amount of \$15,000.00 and to Clinton County for a \$3,500.00 Tourism/Recreation grant for the summer concert series and \$3,000.00 for boat dock signage.**

***Authorization to solicit bids for 2018 public works commodities***

The Manager requested authorization to solicit bids for the 2018 public works commodities. **On motion of Mr. Long seconded by Mr. Stevenson and carried unanimously, Council authorized the solicitation of bids for the 2018 public works commodities.**

***Authorization for the sale of 13 vehicles/accessories with bids due Apr 6, 2018***

Mr. Wilson requested authorization to solicit bids for the sale of 13 vehicles and accessories. He noted that bids will be due April 6, 2018. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council authorized the solicitation of bids for the sale of 13 vehicles and accessories.**

***Spring Cleanup Dates***

Mr. Wilson noted that Spring Cleanup has been scheduled for April 16-17 and 23-24, 2018.

**OTHER MATTERS**

Mr. Long asked when the demolition of the former Helig Myers will take place. Mr. Wilson stated that a meeting was set for tomorrow on site with the utilities.

Mr. Stevenson acknowledged the Lock Haven University wrestler who went to the finals. He added that he would like to see the Council agenda on a separate sheet from the rest of the Council agenda.

Mr. Conklin asked if an ordinance was approved on first reading can the ordinance be returned for revisions prior to adoption on second reading. Mr. Wilson said yes.

Mr. Byerly asked what the time line is to occupy the former PennDOT building. Mr. Wilson stated that three underground tanks need to be removed; two are significantly larger than what the city needs and one tank contains water. He added that a salt storage shed, and a portable lift needs to be installed. Mr. Wilson added that the city is relocating items that were in several locations throughout the city to the facility. Mr. Long asked when the City will be moving to the site. Mr. Wilson said he did not have a time line yet. Mr. Stevenson said that this was the first-time hearing about the need to remove the underground tanks and asked if they could just stay in place. Mr. Wilson said that DEP requires the City to permit the tanks each year and they won't allow the tanks to remain underground long term. Mr. Baney agreed that this was the first-time hearing about the underground tanks and asked if they had any salvage value. Mr. Wilson stated that he did not know if they had any salvage value.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Stevenson the meeting was adjourned at 7:53 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
April 2, 2018**

City Council met in regular session on Monday, April 2, 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 and reporter Wendy Stiver from The Express, and John Lipez from The Record.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of the March 19, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Bill Mincer expressed concern about limiting the number of political signs which he felt was in direct violation of his constitutional rights. He referenced several court cases and asked Council to remove the limitation to the number of signs. Mr. Mincer stated that he felt there wasn't enough public notice and added that he went around the city and found at least 20-30 houses that would not "pass mustard" if this ordinance was passed.

Bill Barner told Council that when the green metal poles were replaced with fiberglass poles, a number of *No Parking* signs were not reinstalled. Mr. Wilson asked for specific locations and Mr. Barner noted that all of First Street and portions of Water Street. Mr. Wilson stated that the street foreman will look at the areas in question and have the signs reinstalled where needed.

Mr. Barner also said that there are bricks missing in various streetscape locations and asked who is responsible for replacing the bricks. Mr. Wilson said that the City does make repairs when the City receives a complaint but need to know where the brick need to be replaced. Mr. Barner said bricks are missing along Main Street from Willits Copier to the County Garden Building. Mr. Barner added that the parking meter enforcement officers could check the bricks during their rounds and take note where the bricks are missing.

Mr. Barner further commented about the light poles that were damaged by a car accident months ago and have not been replaced. Mr. Wilson stated that a light pole costs about \$17,000.00 and the City can pay for the light pole and have it replaced in a timely manner, however to keep the cost with the responsible party rather than the taxpayers, the City submits a claim to their insurance company and when the City receives payment the light poles are replaced.

***CORRESPONDENCE***

***Property Use Requests***

The Manager acknowledged a request from the Lock Haven University Psychological Association to hold a Walk for Mental Health Awareness on April 26, 2018 on the Clinger Riverwalk. **On a motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council authorized the LHU Psychological Association's request to hold a Walk for Mental Health Awareness on April 26, 2018 on the Clinger Riverwalk.**

The Manager noted that members of the Rotary Club of Downtown Lock Haven were present to request the use of Triangle Park on May 26-28, 2018 for Flags of Honor and September 11, 2018 for Angel Lights. Speaking on behalf of the Rotary was Suzanne Foust who first invited everyone to attend Board Game Night this Friday at the Covenant United Methodist Church in support of the International fight against Polio. She then talked about the Flags of Honor event which displays flags representing heroes who have performed public service, and the Angel Lights, each one representing a hero who is remembered or honored. **On a motion of Mr. Long, seconded by Ms. Stevenson and carried unanimously, Council authorized the Rotary Club of Downtown Lock Haven's request to use Triangle Park on May 26-28, 2018 for Flags of Honor and September 11, 2018 for Angel Lights.**

### ***OLD BUSINESS***

#### ***Consideration of an Ordinance No. 984 amending Chapter 13, Licenses, Permits, and General Business Regulations, to include Part 6, Mobile Food Vendor Facilities***

The Manager presented Ordinance No. 984 which amends Chapter 13, Licenses, Permits, and General Business Regulations, to include Part 6, Mobile Food Vendor Facilities on second reading. He stated that there was a minor change since first reading to Section 13-508 which previously left the chapter blank and now includes the wording "Chapter 16." **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the following ordinance amendment on second reading:**

#### ORDINANCE NO. 984

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 13, PART 5, MOBILE FOOD VENDOR FACILITIES

#### ***Consideration of Ordinance No. 985 amending Chapter 13, Licenses, Permits, and General Business Regulations, Part 2, Transient Retail Business***

The Manager presented Ordinance No. 985 which amends Chapter 13, Licenses, Permits, and General Business Regulations, Part 2, Transient Retail Business. He stated that there have been minor changes since first reading to clarify the language regarding one license and permit fee covers up to four people. Mr. Stevenson noted that there is a misspelled word in Section 13-205 (B). Mr. Wilson noted that the word should be "excepting" rather than "expecting." **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amendment on second reading:**

#### ORDINANCE NO. 985

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY ADDING CHAPTER 13, PART 2, TRANSIENT RETAIL BUSINESS

***Consideration of Resolution No. 1296 enabling immediate implementation of Ordinance No. 984, Mobile Food Vendor Facilities, and Ordinance No. 985, Transient Retail Business.***

The Manager presented Resolution No. 1296 enabling immediate implementation of Ordinance No. 984, Mobile Food Vendor Facilities, and Ordinance No. 985, Transient Retail Business. Mr. Conklin asked why there was a need to have the Ordinances implemented immediately. Mr. Wilson stated that an ordinance takes effect twenty days after final passage however there were several food vendors who have inquired about vending in the City therefore this resolution was needed. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the following Resolution which enables immediate implementation of Ordinance No. 984, Mobile Food Vendor Facilities and Ordinance No. 985, Transient Retail Business:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1296

***Consideration of Resolution No. 1297 setting the fees for Transient Retail Business and DCED Permit Surcharge***

The Manager presented Resolution No. 1297 setting the fees for Transient Retail Business. He added that the Resolution addresses DCED Permit surcharge which is unrelated to the transient retail business but needs updated to match the cost increased imposed by the State. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the following resolution which sets the fees for Transient Retail Business and DCED Permit Surcharge:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1297

***Consideration of Ordinance No. 986 amending Chapter 27 Zoning (Part 2: Definitions & Terms; Part 8: Central Business District; Part 10: General Commercial, Light Industrial; Part 11: Industrial; Part 17: Signs; Part 18: Off-Street Parking, Loading & Access Regulations; Part 20: Supplemental Regulations***

The Manager presented Ordinance No. 986 which amended Chapter 27 Zoning (Part 2: Definitions & Terms; Part 8: Central Business District; Part 10: General Commercial, Light Industrial; Part 11: Industrial; Part 17: Signs; Part 18: Off-Street Parking, Loading & Access Regulations; Part 20: Supplemental Regulations, on second reading. Mr. Wilson noted that this ordinance was introduced to Council at their last meeting, and prior to that at a public meeting before the Planning Commission which recommended its passage by Council. Since that time

additional discussion and clarification was made with the City Solicitor and through examination of the US Supreme Court cases. The Courts have previously ruled that you cannot limit the number of political signs as they are not necessarily date or event specific and therefore do not fall under Section 27-1703 (B) which applies to temporary signs with definite event end dates, however you cannot reference this in the Ordinance since you cannot address the content of a sign. Mr. Wilson added that a lower court ruling allowed limiting the duration of how long a political sign can stay however other court cases do not limit their duration. Mr. Mincer stated that he didn't understand the purpose of the ordinance since it is now so generic. Mr. Wilson stated that the reason the City is amending the sign ordinance is because the City's current sign ordinance is unconstitutional since the Supreme Court's ruling states a municipality can no longer look at the content on a sign. If we didn't amend the sign ordinance we would not be able to enforce our sign ordinance because we cannot violate a person's civil rights. Mr. Mincer asked if the language concerning signs for events could also be referenced in the section for residential zones. Mr. Wilson stated that wording can be added in Section 27-1707.2 (A) which references Section 27-1703 (B). Mr. Alan Black asked how the City can tell him how many signs he can place in his yard. Mr. Wilson stated that limiting the number of signs a property can have was always regulated in the sign ordinance and that the ordinance amendment only removes any reference to a sign's content. Mayor Baney stated that he does not support limiting the number of signs to two but can support four signs. Mr. Wilson stated that limiting the number of signs to two is arbitrary however the court cases reference two signs. **On motion of Mr. Byerly, seconded by Mr. Conklin with Mr. Baney voting no, Council approved the following ordinance amendment on second reading:**

ORDINANCE NO. 986

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, CHAPTER 27, ZONING, PART 2 DEFINITIONS AND TERMS, PART 8 CENTRAL BUSINESS DISTRICT, PART 10 GENERAL COMMERCIAL LIGHT INDUSTRIAL, PART 11 INDUSTRIAL, PART 17 SIGNS, PART 18 OFF STREET PARKING, LOADING AND ACCESS REGULATIONS AND PART 20 SUPPLEMENTAL REGULATIONS

**NEW BUSINESS**

***Consideration of the intrafund budget transfer in 2015 CDBG Program***

The City Manager presented Council with a proposed budget transfer to the 2015 CDBG Program (Fund 031) to reallocate funds to the Single Family, Owner-Occupied Housing Rehabilitation Program. **On motion of Ms. Stringfellow, seconded by Mr. Stevenson and carried unanimously, Council approved the following budget transfers:**

FROM:			TO:			
DEPARTMENT	ACCOUNT	DESCRIPTION	DEPARTMENT	ACCOUNT	DESCRIPTION	AMOUNT
2015 CDBG Program	01-031-401-40320	General Program Admin	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 300.60
2015 CDBG Program	01-031-401-40344	CCCC/Purchase of Sensory Room Equipment	2015 CDBG Program	01-031-401-40210	Housing Rehab	\$ 4,232.00

***Consideration of Resolution No. 1298 restricting parking on a portion of West Main Street***

The Manager presented Resolution No. 1298 restricting parking on a portion of West Main Street on April 27, 2018 for Kent's Fest. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the following resolution restricting parking on a portion of West Main Street on April 27, 2018 for Kent's Fest**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1298

***Consideration of Resolution No. 1299 permitting a banner to be displayed over Main Street***

The Manager presented Resolution No. 1299 permitting a banner to be displayed over Main Street for the Wine in the Wilds event sponsored by the Clinton County Historical Society. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the following resolution permitting a banner to be displayed over Main Street**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1299

***Consideration of Proposed 2018 Street Paving***

Mr. Wilson presented Council with a proposal for funding the 2018 street paving project which includes: Pinetree Lane (Sylvan Drive to End), West Walnut Street (South Hampton Street intersection), and East Walnut Street (from Route 220 on-ramp East to Railroad tracks). He indicated that the proposal is to repave E Walnut Street with heavy duty asphalt paving. The total cost for 2018 would be \$293,005.00; of which \$18,257 is from the General Fund, \$141,558 is from liquid fuels, and \$133,190 would be from county aid. Mr. Wilson indicated that the East Walnut Street project coordinates with work being done by a State grant for the redesign of East Walnut Street at the railroad tracks and the construction to the entrance to the new First Quality access road. During April and part of May, the City will be replacing water lines on this section of the street and then slip-lining older sections of sewer line and manholes. Mr. Wilson added that while First Quality is the #5 employer of City residents, it is the County's #1 employer, and that the new plant expansion is located in Castanea Township and while City residents who work at the tissue plant contribute about \$9,100 a year in earned income taxes it is not nearly the revenue the township (\$29,000) county (\$190,000) and school district (\$400,000) receives in real estate taxes. The City Manager asked Council to consider approving a Resolution which would be prepared for consideration at the April 16, 2018 meeting to request a third of the County's contribution of \$44,397.00 per year over the next three years. If approved, the City would front the County's share and use \$133,190.00 from the Capital Escrow Fund and use the County's annual contribution to reimburse the fund. Mr. Wilson added that without County assistance the City will only be able to pave East Walnut Street in phases, which will cause disruption to the flow of traffic to the new First Quality plant and other businesses along the East Walnut Street corridor for the next two summers. Mr. Wilson concluded that the State project is schedule for May through August, and the City's

project would be scheduled for late September. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council authorized the preparation of a Resolution requesting a third of the funding from the County for the proposed 2018 Street Paving Project.**

#### **OTHER MATTERS**

Mr. Conklin stated that *No Parking* signs are missing on First Street between Water and Jordan Alley. Mr. Wilson said that this week was a good time for the City crew to review what parking signs are needed since the water and public works crews will be working on the East Walnut Street water project in two weeks.

Mr. Baney suggested that Council consider honoring the two Lock Haven University All-American wrestlers. Mr. Wilson said that a Resolution will be prepared, and the two wrestlers invited to the Council meeting.

#### ***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Long the meeting was adjourned at 8:16 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
April 16, 2018**

City Council met in regular session on Monday, April 16, 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 (arrived at 7:03 P.M.), and Mayor William Baney. Councilman Bravard was absent. Also attending the meeting was City Manager Gregory Wilson and reporter Wendy Stiver from The Express, and John Lipez from The Record.

***COUNCIL MINUTES***

Mr. Stevenson noted that there were two typos in the April 2, 2018 meeting minutes as follows: Page 5 changing Ms. To Mr. and the motion to adjourn the meeting was seconded by Mr. Stevenson, not Mr. Long. **On a motion of Mr, Byerly, seconded by Mr. Conklin d carried unanimously, Council approved the minutes of the meeting of the April 2, 2018 regular meeting of Council, as corrected.**

***PUBLIC COMMENTS***

Mr. Phil Anastos requested authorization to close Grove Street from East Main Street to Willards Alley on August 8, 2018 from 3 P.M. to 9:00 P.M. to hold a block party in celebration of the 100<sup>th</sup> birthday celebration of the Texas Restaurant. The Manager stated that Resolution No. 1300 was prepared which authorizes the closing of Grove Street from East Main Street to Willards Alley on the date/times requested for the 100<sup>th</sup> birthday celebration of the Texas Restaurant. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council approved the following Resolution for the 100<sup>th</sup> birthday celebration of the Texas Restaurant:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1300

Mr. Richard Morris asked for an update on the completion date of the demolition of the former Helig Meyers building. Mr. Wilson stated that the project was given a one-week extension and that the demolition will be completed by April 20, 2018.

***CORRESPONDENCE***

***Property Use Requests***

***5K Walk/Run for AIDS Research Sponsored by LHU Phi Sigma Pi National Honor Fraternity***

The Manager acknowledged a request from Lock Haven University's Phi Sigma Pi National Honor Fraternity to hold a 5K Walk/Run for AIDS research on the Clinger Riverwalk on April 29, 2018. Present at the meeting representing the Phi Sigma Pi National Honor Fraternity were Evie Russell and Eddie Jacot. **On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council authorized the LHU Phi Sigma Pi National Honor**

**Fraternity's request to hold a 5K Walk/Run for Aids Research on April 29, 2018 on the Clinger Riverwalk.**

***Consideration of approvals regarding the Best of Clinton County Summer Festival and Parade including Resolution 1301***

The Manager presented a letter from Kasey Blesh, Downtown Manager of Downtown Lock Haven, Inc. notifying Council that the Best of Clinton County Summer Festival and Parade will be held on June 30, 2018 from 10 A.M to 3 P.M. in Downtown Lock Haven. Representing Downtown Lock Haven, Inc. at the meeting was Bonnie Gradel who requested approval to permit the installation of a Best of Clinton County banner across East Main Street from June 1, 2018 to June 30, 2018; permit sidewalk sales, displays and food booths along East and West Main Streets; close Vesper and Grove Streets from Water to Church Street for outdoor recreational vendors; close West Main Street from Mill Street to First Street; allow no parking in the Main Street parking lot and along East Main Street from Jay Street to Mill Street; close Main Street for the duration of the parade; provide barricades for road closures; and provide written approval of the parade to include with the PennDOT permit application. Mr. Stevenson asked if Grove and Vesper Streets needed to be closed from Water to Church Streets, or to the alleys. Mr. Gradel said that closing Grove and Vesper Streets to the alleys would be fine. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council approved the request by Downtown Lock Haven, Inc. as detailed above and approved the following Resolution permitting a banner to be displayed over Main Street:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1301

***Comcast Channel Lineup Changes***

Mr. Wilson presented correspondence from Kristen Ritchey, Manager, Government and External Affairs, Comcast, listing a variety of channel lineup changes which will occur on May 9, 2018.

***CCEP Time Out at the Station Gallery***

The Manager noted that the Clinton County Economic Partnership has scheduled a Time Out on May 17, 2018 at the Station Gallery from 5:30 p.m. to 7:30 p.m.

***UNFINISHED BUSINESS***

***Consideration of Resolution No.1302 requesting County liquid fuels funds for the East Walnut Street Resurfacing Project***

The Manager presented Resolution No. 1302 which requested County liquid fuels funds in the amount of \$133,191.00 for a three-year period which will be used for the East Walnut Street resurfacing project. Mr. Wilson stated that without County assistance the City will only be able

to pave East Walnut Street in phases, which will cause disruption to the flow of traffic to the new First Quality plant for the next two years. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the following Resolution requesting County liquid fuels funds for the East Walnut Street Resurfacing Project:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1302

***NEW BUSINESS***

***Consideration of Ordinance No. 987 vacating a portion of Locust Alley***

Mr. Wilson presented Ordinance No. 987 which vacates a portion of Locust Alley located behind the Sons of Italy. He stated that the City is required to advertise the vacation for three consecutive weeks, and a public hearing will be scheduled on May 21, 2018. Mr. Wilson added that the property would be returned to the two adjoining property owners: Sons of Italy and Tomaini's Garage. Mr. Conklin said that the Sons of Italy would be able to remove the grassy area and expand their parking area. Mr. Stevenson asked if City Authority approval is necessary. Mr. Wilson stated that the City Authority owns the water & sewer lines under the roadway, but the roadway is owned by the City and therefore City Authority approval is not necessary. **On motion of Mr. Byerly, seconded by Mr. Long and carried unanimously, Council approved the following ordinance vacating a portion of Locust Alley on first reading:**

ORDINANCE NO. 987

AN ORDINANCE PROVIDING FOR THE VACATION OF THE SOUTHERMOST PORTION OF  
LOCUST ALLEY, A DISTANCE OF APPROXIMATELY 160 FEET

***Consideration of Ordinance No. 988 vacating a portion of Pine Street***

The Manager presented Ordinance No. 988 which vacates a portion of Pine Street that most people think is the driveway to Lucky 7, however, it is a city street. Mr. Wilson noted that an easement will be required, and the property owner will be prohibited from installing any structures over the easement. Property on both sides of the roadway is owned by Lucky 7. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the following ordinance vacating a portion of Pine Street on first reading:**

ORDINANCE NO. 988

AN ORDINANCE PROVIDING FOR THE VACATION OF THE SOUTHERMOST PORTION OF  
PINE STREET, A DISTANCE OF APPROXIMATELY 406 FEET

***Consideration of Ordinance No. 989 Amending Chapter 5 Part 3 Property Maintenance***

Mr. Wilson presented Ordinance No. 989 which amends Chapter 5, Part 3, Property Maintenance pertaining to the *Failure to Comply* section. He noted that at the recommendation of the City Solicitor the language adds the cost of attorney fees, engineering fees, and other

professional fees incurred by the City in connection with the razing and removal of a structure. **On motion of Mr. Conklin seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance amendment on first reading:**

ORDINANCE NO. 989

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 5, PART 3, PROPERTY MAINTENANCE

***2018 Summer Concert Series***

The Manager presented a memo from Maria Boileau, Planning & Development Coordinator, regarding the 2018 Summer Concert Series. Ms. Boileau stated that the City is celebrating 20 years of summer concerts, and during that time the City has hosted over 500 performances and leveraged over \$600,000.00 in public donations. She explained that the City will host 10 bands at the J. Doyle Corman Amphitheater & Floating Stage and 13 concerts in Triangle Park in 2018.

***Consideration of Proposals for the Early Intervention Program***

Mr. Wilson presented a memo regarding three proposals that were received for the Early Intervention Program from the Pennsylvania Economy League, Susquehanna Accounting and Consulting, and Econsult Solutions. He stated that based on the number of hours to complete the project, he is recommending Council award a contract to the Pennsylvania Economy League which estimated a total of 484 hours at an average hourly rate of \$116.22. Mr. Wilson added that the project is budgeted at \$60,000.00 and 50% of the cost will be provided by the Pennsylvania Department of Community and Economic Development. **On motion of Mr. Stevenson seconded by Mr. Byerly and carried unanimously, Council awarded a contract to the Pennsylvania Economy League at a cost not to exceed \$56,250.00.**

***Personnel matters***

The Manager advised Council that the City Civil Service Commission conducted testing for corporal for two candidates and they recommended the promotion of Paul Grimley to Corporal, effective April 2, 2018.

**OTHER MATTERS**

Mr. Conklin asked Mr. Wilson to have the City Solicitor investigate the process to reduce the number of wards in the city from 5 to 3, which would also reduce the voting districts from 5 to 3. Mr. Stevenson said that the County Commissioners recently talked about consolidating voting districts, however one of the issues would be with the school district who elects board members representing the 1<sup>st</sup> and 2<sup>nd</sup> wards. Mr. Wilson said he would check with the City Solicitor to find out the process.

Mr. Byerly stated that he was approached by two restaurant owners concerning Ordinance No. 984 regarding mobile food vendors, asking why there is no permit fee for mobile food vendors but the fee for a sidewalk café is \$150.00. Mr. Wilson explained that there are no city staff costs associated with permitting a mobile food vendor but there are city staff cost associated with permitting and inspecting sidewalk cafes. He added that if the City didn't charge a fee for sidewalk cafes, then all city taxpayers are paying for the inspection and approval costs associated with a restaurant's sidewalk café.

Mr. Stevenson reminded everyone that two events are occurring this week: Kiwanis Spaghetti Dinner at the Dunnstown Fire Hall on April 18, 2018 and the Hyner View Challenge on April 21, 2018.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Long the meeting was adjourned at 7:39 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
May 7, 2018**

City Council met in regular session on Monday, May 7, 2018 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. Also attending the meeting was City Manager Gregory Wilson and reporter Wendy Stiver from The Express, and John Lipez from The Record.

***COUNCIL MINUTES***

**On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the minutes of the meeting of the April 16, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

There was none from those in attendance.

***Resolution 1303 Congratulating the LHU Wrestling Program***

The City Manager presented Resolution No. 1303 congratulating Lock Haven University senior Ronnie Perry, who became the first ever No. 15 seed to advance to the NCAA Division I Wrestling Championship at any weight class, and the Lock Haven University Wrestling Program. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the following Resolution congratulating Ronnie Perry and the Lock Haven University Wrestling Program:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1303

In attendance were Ronnie Perry and members of the LHU Wrestling Team. Mayor Baney presented a copy of the resolution to Ronnie Perry and the Lock Haven Wrestling Program

***CORRESPONDENCE***

***Property Use Requests***

***Lock Haven Levee/Downtown Lock Haven, Inc. for Celebrate Athletes Banner Program***

The Manager presented information from Kasey Blesh, Downtown Lock Haven Inc. Manager, regarding the 2018 Celebrating Athletes Banner Program. Ms. Blesh was present at the meeting and requested approval to use 30 light poles along the levee near Lock Haven University to hang banner that will honor local athletes from the past and present. She explained that the banners will be installed for a two-year period. In addition, a "Local Legends" panel will be installed at the beginning of the sports walk honoring a group of local athletes that were inducted

into the “Celebrate Athletes Hall of Fame” and a three-sided informational kiosk providing Clinton County sports and athletics information. Ms. Blesh explained that the proposed location of the kiosk will be either near the parking lot or at the top of the levee near Lock Haven University. Mr. Stevenson asked if approval is needed from the Lock Haven Area Flood Protection Authority. Mr. Wilson stated Authority approval is needed and is scheduled for their review at their May 16, 2018 meeting. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved Downtown Lock Haven, Inc.’s request to use 30 light poles along the levee, install a permanent panel and kiosk for the 2018 Celebrate Athletes Banner Program, contingent upon approval from the Lock Haven Area Flood Protection Authority.**

#### ***East Water Street Closure/Rotary Club of Lock Haven for Great Island Race Series***

Mr. Wilson presented a letter from Keith Kibler on behalf of the Rotary Club of Lock Haven and the Great Island Race Series Committee regarding the Great Island Race Series to be held on June 29-30, 2018. Mr. Kibler was present at the meeting and stated they are requesting approval to close East Water Street from North Henderson Street to Jay Street, and SR664 southbound lane only on East Water Street. Mr. Kibler added that Woodward Township approval is also needed to close the southbound lane on Mill Hill Road. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the Rotary Club of Lock Haven’s request to close East Water Street from North Henderson Street to Jay Street, and SR664 southbound lane only on East Water Street on June 29-30, 2018 for the Great Island Race Series.**

#### ***Use of Memorial Park/Outdoor Fit Camp***

The Manager acknowledged a letter from Tiffany Haines requesting the use of Memorial Park on Tuesday’s and Thursday from 6:00 PM to 7:00 PM on May 29, 2018 to June 21, 2018 to hold a free outdoor Fit Camp. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved Ms. Haines request to use Memorial Park from 6:00 PM to 7:00 PM on May 29, 2018 to June 21, 2018 to hold a free outdoor Fit Camp.**

#### ***Use of Triangle Park/United Way Family Event***

Mr. Wilson presented a request by the Clinton County United Way to use Triangle Park on August 11, 2018 from 11:00 AM to 2:00 PM to host an All Partner Agency Family Event. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved the Clinton County United Way’s request to use Triangle Park from 11:00 AM to 2:00 PM on August 11, 2018 to hold an All Partner Agency Family Event.**

#### ***Letter from Alpha Fire Company thanking Hand-in-Hand***

Mr. Wilson acknowledged receipt of a letter from the Alpha Fire Company thanking the Hand-In-Hand Hose Company for their assistance in providing fire protection coverage on April 21, 2018 during the Penn State Blue/White Spring Classic game.

***DCED award of \$30,000 grant for the Early Intervention Program study***

The Manager acknowledged receipt of a letter from the Pennsylvania Department of Community and Economic Development awarding a \$30,000.00 grant from the Early Intervention Program to prepare a five-year financial management plan and operational strategy.

***CCEP Time Out at the Station Gallery***

The Manager noted that the Clinton County Economic Partnership has scheduled a Time Out on May 17, 2018 at the Station Gallery from 5:30 p.m. to 7:30 p.m.

***PA Department of Environmental Protection/Installation of Monitoring Wells***

Mr. Wilson advised Council that AECOM Energy and Construction, Inc. on behalf of the Pennsylvania Department of Environmental Protection (PA DEP) will be installing eleven (11) monitoring wells in various location in the city relating to the Lock Haven Laundry site, beginning May 14, 2018. He noted that there are currently seventeen (17) monitoring wells installed as part of the Soil Vapor and Groundwater Characterization Plan for this site.

***University-Community Network Meeting***

The Manager reminded Council that there will a University-Community Network meeting on June 4, 2018 in State College.

***UNFINISHED BUSINESS***

***Consideration of Ordinance No. 989 amending Chapter 5 Part 3 Property Maintenance***

Mr. Wilson presented Ordinance No. 989 which amends Chapter 5, Part 3, Property Maintenance pertaining to the *Failure to Comply* section. He stated that there have been no changes since first reading. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the following ordinance amendment on second reading:**

ORDINANCE NO. 989

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 5, PART 3, PROPERTY MAINENANCE

***NEW BUSINESS***

***Consideration of solicitation for applicants for the vacant position of City Council Member***

The Manager stated that there is a Council vacancy due to the passing of Councilman Jonathan Bravard. He noted that traditionally Council placed an advertisement in the local newspaper soliciting applicants to fill the vacancy, and then interview the candidates. Mr. Wilson added that Council has thirty (30) days to fill the vacancy from the date the vacancy occurred. He

added that an eligible applicant must be at least 18 years of age, a reside in Lock Haven for the past 12 months, be a registered voter, cannot be a City employee, and cannot be convicted of a felony. Mr. Baney asked a member of the audience, Bill Mincer, if he was interested in filling the vacancy since he had lost the last election for a Council seat by a handful of votes. Mr. Mincer stated that he would be submitting a letter of interest. Mr. Long stated that Council should solicit applications to see who is interested in filling the position. Mr. Stevenson agreed and said for the sake of transparency the City should request information on each applicant's background and experience. Mr. Wilson stated that the City will accept letters of interest until May 18, 2018 and will schedule interviews with Council at their May 21, 2018 meeting.

***Consideration of the proposed detour of E Walnut Street to provide for construction of the new railroad crossing and access road to First Quality as follows: Closed between Hanna Street to the off-ramp of 220/Paul Mack Blvd: Use Jay Street exit PA Route 150 to Hanna Street***

Agenda item was withdrawn due to insufficient information provided to the City.

***Award of bids for 2018 Commodities***

The Manager presented the following list of commodities for award consideration. The recommended award is to the low bidder in all cases considering delivery costs where applicable.

Item No. 1 – Aggregates:

Award contract to Hanson Aggregates, Inc. of Montoursville, PA, for the purchase of the following items from the Quarry listed:

<u>Item</u>	<u>Type</u>	<u>F.O.B. Quarry</u>	<u>F.O.B. Delivered</u>	<u>Quarry</u>
Item 1A No. 10	Screenings	\$10.40/ton	\$13.40/ton	Salon
Item 1B No. 67	Stone	\$11.65/ton	\$16.65/ton	Curtin Gap
Item 1C No. 5 (2B)	Stone	\$11.30/ton	\$14.30/ton	Salona
Item 1D No. 2A	Sub Bas	\$9.20/ton	\$12.20/ton	Salona
Item 1E No. 8	Stone	\$15.60/ton	\$18.60/ton	Salona
Item 1F Size R-4	Riprap	\$13.80/ton	\$16.80/ton	Salona
Item 1G No. 2RC	Stone	\$8.20/ton	\$11.20/ton	Salona

Item No. 2 – Anti-Skid Material:

Award contract to Hanson Aggregates, Inc. of Montoursville, PA, for the purchase of Type 6-S Anti-Skid Material at the price of \$10.00/ton quarry and \$15.00/ton F.O.B. City from the Curtin Gap Quarry.

Item No. 3 – Bituminous Plant Mixed Materials:

Award Items No. 3A – Base., 3B – Wearing, and 3C, – Binder, for the price of \$46.00, \$56.00, and \$52.00 respectively to Glenn O. Hawbaker, Inc. of State College, PA from the Pleasant Gap Plant (Only one bid received).

Item No. 4 – Bituminous Stockpile Patching Material:

Award contract to HEI-WAY, LLC, Sarver, PA from the Sarver Plant at the price of \$84.00/ton FOB Plant and \$107.00 FOB City for Item 4A (PennDOT Section 484) and Item 4B (PennDOT Section 485) and \$93.00 FOB Plant and \$116.00 FOB City for Item 4C (Fiber Modified, PennDOT Section 486) (Only one bid received).

Item No. 5 – Polymer Flocculants:

Award contract to Coyne Chemical or Croydon, PA, based on the annual cost of polymer product of \$59,911.61. The cost per pound of polymer from Main Pool is \$1.1891.

Item No. 6 – Aluminum Sulfate:

Award contract to USALCO of Baltimore, MD, based on bid of \$0.9478/gallon.

Item No. 7 – Water Pipe & Fittings:

Award contract to L/B Water Service of Selinsgrove, PA, based on total bid of \$16,965.25

Item No. 8 – Sewer & Storm Sewer Pipe & Fittings:

Award contract to Core & Main of Eppers, PA, based on total bid of \$1,915.18

Mr. Conklin suggested that next year the memo regarding the commodities should also include the amount of materials used the prior year. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council awarded the 2018 commodities as presented above.**

**OTHER MATTERS**

Mr. Baney stated that the fuel card reader for the airport is proposed in the PA Bureau of Aviation's 2020-2021 schedule at a cost of \$100,000.00 (75% - State funding, 25% - local funding). He added that since other airport projects are scheduled before the fuel card reader project, it will have to wait until 2020-2021.

Mr. Baney stated that he would like to revisit the mobile food vendor ordinance and require that the mobile food vendors pay an application fee. He stated that he wants to protect the City's existing businesses who contribute to the City.

Mr. Baney said he is withdrawing his offer to pay the \$150.00 application fee for any existing business to establish a sidewalk café in the downtown, as of May 15, 2018. He added that no business has taken him up on his offer nor established a sidewalk café in the downtown.

Mr. Conklin remarked that the demolition contractor of the Helig Meyers building has done quality work even though it has taken a bit longer than expected. Mr. Stevenson asked if the contractor will be applying topsoil and seeding the area. Mr. Wilson replied that topsoil and

seeding was not part of the bid, however, the City public works employees can install topsoil and seed the site.

Mr. Stevenson noted that he and Mr. Long recently attended a meeting with Baker Tilly, the City auditors.

Mr. Stevenson stated that he sees no reason to revisit the food vendor ordinance since it does not cost the city anything. Mr. Long clarified Mr. Baney's position regarding why a fee should be charged stating that local businesses pay property taxes and contribute to the City as opposed to the mobile food vendors who contribute nothing. Mr. Wilson said that if a mobile food vendor hires City residents, they would pay earned income taxes to the city.

Mr. Byerly asked if a motion was needed to reconsider the mobile food vendor ordinance to add a fee. Mr. Wilson explained that there are no city staff costs associated with permitting a mobile food vendor and it is unlawful to charge fees as a deterrent to something but rather a fee is charged to cover expenses incurred. Mr. Baney stated he believed that the City of Williamsport charges \$150.00 to mobile food vendors. Mr. Wilson said he will contact the City of Williamsport to determine how much they charge mobile food vendors and their justification for the charge.

Mr. Baney asked if the City could install a mailbox outside City Hall to allow people to pay bills after hours. Mr. Wilson said he would research the matter.

It was noted that Mr. Conklin, Mr. Stevenson, and Mr. Wilson attended the PML meeting in Altoona and that Mr. Stevenson was elected to the PML Board of Directors.

Mr. Wilson noted that the bids for unleaded, diesel and heating fuel will be on Council's May 21<sup>st</sup> agenda for their consideration.

Mr. Wilson stated that the City provided donation to the Ross Library New Book Fund in memory of Councilmen Jonathan Bravard.

Council congratulated Ms. Stringfellow for her recent graduation from Lock Haven University.

***ADJOURNMENT***

**On a motion by Mr. Long, seconded by Mr. Stevenson the meeting was adjourned at 7:45 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
May 21, 2018**

City Council met in regular session on Monday, May 21, 2018 Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 P.M. by Mayor William Baney III who opened the meeting with a moment of silence followed by the Pledge of Allegiance.

Roll was called, and present were Council members Richard Conklin, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Absent were Joel Long and Doug Byerly.

Also attending the meeting was City Manager, Gregory Wilson, reporter Wendy Stiver from The Express, and John Lipez from The Record.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of the May 7, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Mr. John White, a resident of Flemington whose property borders the City, requested that Council consider an ordinance to prevent people from teasing animals. Mr. White explained his situation with neighbors teasing his dogs causing them to act in an aggressive manner. On a recommendation by the dog officer, Mr. White attended the meeting to inform Council and request some assistance. Mr. Wilson stated that staff can look into ordinances that would address animal teasing. Mr. Stevenson also recommended that Mr. White attend a County Commissioners meeting.

***Consideration of Resolution No. 1305 for support under Section 802.b for a Waiver of Prohibition of Section 802.a.3 of Act 16 of 2016 “Medical Marijuana Act” which prohibits dispensaries within 1,000 feet of the property line of a public, private or parochial school or day-care center.***

Mr. Flanagan, Clinton County Economic Partnership, was present to discuss item 9B under new business on the agenda, consideration of Resolution No. 1305 for support under Section 802.b for a waiver of prohibition of Section 802.a.3 of Act 16 of 2016 “Medical Marijuana Act” which prohibits dispensaries within 1,000 feet of the property line of public, private or parochial school or day care center. Mr. Flanagan explained that the Medical Marijuana initiative began a few years ago. He said that Clinton County was eligible for a dispensary and a grower this year and one Clinton County company did apply. There was some interest to place a dispensary in the City of Lock Haven however he said that he found that one of the provisions called for a dispensary not being within 1,000 feet of a school or day care. Mr. Wilson provided a map that demonstrated this. Mr. Flanagan felt that if the City would approve this resolution companies interested in opening dispensaries might look to locate in the City. The Manager stated that the resolution encourages the Department of Health that if a waiver was needed Council would be receptive to the Department of Health providing such a waiver.

**On a motion by Mr. Conklin and seconded by Mr. Stevenson, Council approved a Resolution No. 1305 for support under Section 802.b for a Waiver of Prohibition of Section 802.a.3 of Act 16 of 2016 “Medical Marijuana Act” which prohibits dispensaries within 1,000 feet of the property line of a public, private or parochial school or day-care center.**

***Consideration of Candidate for the vacancy of City Council Member for a term ending Jan 5, 2020.***

The Mayor stated there are four applicants to be considered for the vacancy on Council. The Manager explained that the third-class city code states that when a vacancy occurs on City Council, Council must appoint a qualified resident within 30 days to the position by a majority of remaining members on City Council. Since there are six remaining members, at least four members of Council must vote in the affirmative in support of the candidate. He stated that four residents submitted applications and three are present this evening, Merle Harnish, Richard Morris and William Mincer. All three of these individuals have submitted the required affidavit of residency. He stated that Council may choose to interview all, some or none and it is up to Council how to proceed to move forward to fill the vacancy.

On a motion by Mr. Conklin, seconded by Ms. Stringfellow, Richard Morris was recommended to fill the vacancy of City Council. The motion did not pass with three votes for and one vote against the motion.

**On a motion by Mr. Conklin, seconded by Ms. Stringfellow, Council approved tabling the consideration of a candidate for the vacancy of City Council for two weeks so that Council has the opportunity to interview the candidates for the position.**

#### ***CORRESPONDENCE***

#### ***Property Use Request: Use of the Clinger Walkway on June 9 from 9:30-11:30 for the 2018 LHU Haven Hero's 5K Walk/Run sponsored by LHU Track***

The Manager presented a property use application from the Lock Haven University Track and Field Team to host Haven Hero's 5 K Walk/Run on June 9 from 9:30 am to 11:30 am.

**On a motion by Mr. Stevenson, seconded by Mr. Conklin, Council approved the facility Use request for the use of the Clinger Walkway on June 9<sup>th</sup> from 9:30 am to 11:30 am for the 2018 LHU Haven Hero's 5 K Walk/ Run sponsored by the Lock Haven University Track Team.**

#### ***2018 PML Sustainability Conference***

The Manager notified Council that the 2018 Pennsylvania Municipal League Sustainability Conference will be held on June 5, 2018. Council members interested in attending may contact Mrs. Boileau who is also attending.

#### ***Award of \$1-million for the streetscape of E Church Street from Bellefonte to Jay Streets (Engineering to be paid from 2017 CDBG funds, additional \$500,000 being sought in a grant from DCED Keystone Communities)***

The Manager acknowledged receipt of notification of an award of \$1 million in grant funding for the streetscape project on East Church Street from Bellefonte Avenue to Jay Streets. He stated that the engineering costs will be paid from the 2017 CDBG funding with an additional \$500,000 being sought from the Pennsylvania Department of Community and Economic Development Keystone Communities Program.

#### ***UNFINISHED BUSINESS***

#### ***Consideration of Ordinance No. 987 vacating a portion of Locust Alley (2<sup>nd</sup> Reading)***

The Manager presented an ordinance vacating the southernmost portion of Locust Alley, approximately 160 feet. He stated that this was second reading and there were no changes.

**On a motion by Mr. Stevenson, seconded by Ms. Stringfellow, and carried unanimously, council approved consideration of Ordinance No. 987 vacating a portion of Locust Alley, second reading.**

ORDINANCE NO. 987

AN ORDINANCE VACATING A PORTION OF LOCUST ALLEY.

#### ***Consideration of Ordinance No. 988 vacating a portion of Pine Street (2<sup>nd</sup> Reading)***

The Manager presented an ordinance providing for the vacating of the southernmost portion of Pine Street, a distance of approximately 406 feet. He stated that there were no changes since first reading.

**On a motion by Mr. Stevenson, seconded by Ms. Conklin, and carried unanimously, council approved consideration of Ordinance No. 988 vacating a portion Pine Street, second reading.**

ORDINANCE NO. 988

AN ORDINANCE VACATING A PORTION OF PINE STREET.

***Consideration of Resolution No. 1304 application for \$44,397 from Clinton County's 2018 liquid fuels funds to be used as this year's share of E Walnut St.***

The Manager stated that this is the official application to Clinton County for liquid fuels funds. He stated that the Clinton County Commissioners were receptive and did approve the amount of \$44,397 towards the paving of East Walnut Street.

**On a motion of Mr. Conklin, seconded by Ms. Stringfellow, and carried unanimously, Council approved Resolution No. 1304 applying for \$44,397 from Clinton County's 2018 liquid fuels funds to be used as this year's share of East Walnut Street.**

***NEW BUSINESS***

***Consideration of an agreement with Rosamilia, Brungard & Rosamilia and Boni, Zack & Snyder to provide representation to the City in a class action lawsuit against opioid pharmaceutical companies.***

Attorney Rosamilia presented information on class action lawsuit against opioid pharmaceutical companies. He stated that the County has already signed a contingency agreement. He stated that he has approached every municipality with a police department and he felt the City has a considerable interest in pursuing this.

**On a motion by Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council approved an agreement with Rosamilia, Brungard & Rosamilia and Boni, Zack & Snyder to provide representation to the City in a class action lawsuit against opioid pharmaceutical companies.**

***Consideration of Ordinance No. 990 setting the speed limits on portions of Hanna Street, Second Ave, Third Ave, Maple, Bennage, and Woods Ave to 25 MPH (1<sup>st</sup> Reading)***

The Manager presented Ordinance No. 990 on first reading to lower the speed limit on the streets that the City took back from PennDOT on portions of Hanna Street, Second Ave, Third Ave, Maple, Bennage, and Woods Ave reducing the speed limit from 35 mph when they were state roads to 25mph. He stated that this would make all City street speed limits consistent at 25 mph.

**On a motion of Ms. Stringfellow, seconded by Mr. Conklin and carried unanimously, Council approved Ordinance No. 990 setting the speed limits on portions of Hanna Street, Second Avenue, Third Avenue, Maple, Bennage and Woods Avenue to 25 MPH, First Reading.**

***Award of the contract for unleaded, diesel and heating fuel***

The Manager stated that bid packages for fuel were sent to several different organizations. Superior Plus Energy, the company currently holding the contract with the City declined to submit a bid, making Nittany Oil Company the successful bidder. Nittany Oil Company's bid was .355 for regular unleaded, .245 per gallon for on road sulfur, heating fuel at .245 per gallon and off-road diesel at .245 per gallon. The Manager recommended that the contract with Nittany Oil Company be approved for the term of one year.

**On a motion of Mr. Stevenson, seconded by Ms. Stringfellow, and carried unanimously, council approved a contract for unleaded, diesel and heating fuel with Nittany Oil for one year.**

**Employee Update**

The Manager stated that he had a nomination for consideration of Council for a vacancy on the Redevelopment Authority of Kim Stiles for a term ending January 2023.

**On a motion by Ms. Stringfellow, seconded by Mr. Conklin, and carried unanimously, Council approved the nomination of Kim Stiles to the Redevelopment Authority for a term ending January 2023.**

The Manager notified Council that there is a vacancy on the Flood Protection Authority. Those interested in serving on the Flood Protection Authority may submit a letter of interest for consideration at City Council's next meeting.

The Manager notified Council that Officer Raybuck has submitted his resignation effective July 6, 2018 as he is moving to Missouri.

#### **Other Matters**

Mr. Conklin reminded those present that the 2018 Summer Concerts open June 1<sup>st</sup> in Triangle Park with the Deacons of Dixieland.

Mr. Stevenson stated that he had boat stickers for \$25 donation.

Mayor Baney explained that there was an executive session prior to the Council Meeting to discuss a personnel issue.

#### **Adjournment**

**On a motion by Mr. Conklin, seconded by Ms. Stringfellow, the meeting adjourned at 7:55 pm.**

**City Council Meeting  
June 4, 2018**

City Council met in regular session on Monday, June 4, 2018 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. Also attending the meeting was City Manager Gregory Wilson and reporter Wendy Stiver and Laura Jameson from *The Express*, and John Lipez from *The Record*.

***COUNCIL MINUTES***

**On a motion of Ms. Stringfellow, seconded by Mr. Conklin with Mr. Byerly and Mr. Long abstaining, Council approved the minutes of the meeting of the May 21, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

There were none from those in attendance.

**CONSIDERATION OF CANDIDATES FOR THE VACANCY OF CITY COUNCIL MEMBER**

The Manager advised Council that there are three candidates to fill the City Council vacancy, noting that a fourth candidate withdrew his letter of interest. Mr. Stevenson noted that he wanted to make clear that when he voted no to appoint Mr. Richard Morris to fill the City Council vacancy he had nothing against Mr. Morris, however he believed in a procedural process and all candidates should be interviewed.

The candidates include: Merle Harnish of West Water Street, Richard Morris of Woodland Road, and William Mincer of South Highland Street. Mr. Wilson stated that questions were provided by *The Express* based on questions asked at the time of the last Council vacancy as well as questions provided by the current Council members. Each candidate was asked to answer the following questions:

- A. What skill set would you bring as a council person?
- B. What would be your number 1 priority as a council person?
- C. What is the biggest challenge facing the city?
- D. What are the advantages of living in Lock Haven?
- E. What doesn't City Council do well?
- F. What does City Council do well?
- G. If appointed to Council, will you run for the seat in the next election?

Mr. Baney asked each candidate to respond to the following additional question:

- H. Would you support me in reviewing the Open Container law to allow alcohol during special events such as Oktoberfest.

**On a motion by Mr. Conklin, seconded by Mr. Long with Mr. Byerly and Mr. Stevenson voting no, Council appointed Mr. Richard Morris to fill the City Council vacancy for a term ending January 5, 2020.**

Mr. Baney issued the Oath of Office to Mr. Morris and he was seated as a Council member.

## ***CORRESPONDENCE***

### ***Property Use Request: Canal Park***

The Manager presented information from the Active Duty Family Readiness Fund Support Group to use Canal Park on September 15, 2018 from 7:00 a.m. to 9:00 p.m. Ms. Jerri Young was present at the meeting representing the group and stated that there were 130 active service members from the local military unit and this event would be a fundraiser to assist the active duty military families in the event of an emergency such as medical or fire. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved the Active Duty Family Readiness Fund Support Group's request to use Canal Park on September 15, 2018 from 7:00 a.m. to 9:00 p.m.**

### ***CCEP Time Out at the Millbrook Playhouse***

The Manager noted that the Clinton County Economic Partnership has scheduled a Time Out on June 7, 2018 at the Millbrook Playhouse from 5:00 p.m. to 7:00 p.m.

### ***CCEP Annual Picnic at the Castanea Fire Picnic Grounds***

Mr. Wilson noted that the Clinton County Economic Partnership has scheduled its annual picnic at the Castanea Fire Picnic Grounds on July 18, 2018 from 4:00 p.m. to 8:00 p.m.

### ***Leadership Clinton County Applications***

The Manager stated that applications for Leadership Clinton County are due July 1, 2018 for the September 2018 class.

### ***Resignation from Ross Library Board***

Mr. Wilson stated that with the appointment of Mr. Morris to Council, he can no longer serve on the Ross Library board. **On motion of Ms. Stringfellow, seconded by Mr. Byerly and carried unanimously, Council accepted the resignation of Mr. Morris from the Ross Library Board.**

## **UNFINISHED BUSINESS**

***Consideration of Ordinance No. 990 setting the speed limits on portions of Hanna Street, Second Ave, Third Ave, Maple, Bennage, and Woods Ave to 25 MPH***

The Manager presented Ordinance No. 990 to lower the speed limit from 35 mph to 25 mph on the following streets the City took back from PennDOT: portions of Hanna Street, Second Avenue, Third Avenue, Maple Street, Bennage Avenue, and Woods Avenue. He stated that this would make all City street speed limits consistent at 25 mph. According to Mr. Wilson there has been no changes since first reading. **On a motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the following Ordinance on second reading:**

ORDINANCE NO. 990  
AN ORDINANCE AMENDING ORDINANCE NO. 670, WHICH ADOPTED THE CODE OF  
ORDINANCES OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA,  
BY AMENDING CHAPTER 15, PART 2, SECTION 15-201 MAXIMUM SPEED LIMITS  
ESTABLISHED ON CERTAIN STREETS

***Consideration of Resolution No. 1306 enabling the immediate implementation of Ordinance No. 990***

The Manager presented Resolution No. 1306 enabling immediate implementation of Ordinance No. 990. Mr. Stevenson asked if the ordinance could take effect before the signage is installed. Mr. Wilson stated that the Resolution would allow the City to immediately install the signage. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council approved the following Resolution which enables immediate implementation of Ordinance No. 990:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1306

**NEW BUSINESS**

***Consideration of Ordinance No. 991 for the vacating of the northernmost portion of unopened May Street and an unopened “unnamed alley”***

Mr. Wilson presented Ordinance No. 991 which vacates the northernmost portion of unopened May Street and an unopened unnamed alley”. The Manager stated that the unopened portion of May Street is currently be used as a driveway by a property owner on South Jones Street, and if vacated, the property would be returned to the adjoining property owners. Mr. Stevenson asked if the property owner initiated this request and Mr. Wilson stated that it was a “communal” idea by the city and the property owner. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance vacating the northernmost portion of unopened May Street and an unopened “unnamed alley” on first reading:**

ORDINANCE NO. 991  
AN ORDINANCE PROVIDING FOR THE VACATION OF THE NORTHERNMOST PORTION OF  
MAY STREET, A DISTANCE OF APPROXIMATELY 160 FEET AND APPROXIMATELY 464  
FEET OF AN UNNAMED ALLEY NORTH OF AND PARALLELING WEST FOURTH STREET

***Consideration of Ordinance No. 992 amending Chapter 10, Part 1 “Brush, Grass and Weeds” of the Code of Ordinances to clarify the notification process***

The Manager presented Ordinance No. 992 amending Chapter 10, Part 1, Brush, Grass and Weeds, of the Code of Ordinances to clarify the notice of violation process on first reading. He explained that the amendment will make clear that a written notice of warning will be given to the property owner and occupant by posting the property and providing the notice by certified mail. He added that the Ordinance increases the fine from \$50.00 to \$300.00 and allows the City to be more responsive if the property owner fails to act and the City must address the issue. Mr. Stevenson asked how the property owner will be notified if the occupant vacates the premises. Mr. Wilson stated that the City will post the property which gives notice to the occupant, and a written notice will be mailed to the property owner, who ultimately is responsible for correcting the violation. Mr. Morris asked how city residents will be made aware of the changes to the ordinance. Mr. Wilson said that the City’s ordinances are on the City’s website and when the codification is completed this fall, the city ordinances will be able to be accessed more easily. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance amending Chapter 10, Part 1, Brush, Grass and Weeds, on first reading:**

ORDINANCE NO. 992

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 10 (HEALTH AND SAFETY)

***Appointment of Fire Relief Driver and Fire Chiefs***

The Manager provided a memo from Fire Administrator Robert Neff stating that the Lock Haven Fire Advisory Board is recommending Joseph Sanders IV as a relief driver for the Citizens Hose Company and William J. Harber as Fire Chief, Norman L. Wolfrom as Deputy Fire Chief, and Robert L. Neff as Assistant Fire Chief. Mr. Wilson noted that the term for fire chief, deputy fire chief and assistant fire chief will expire on June 30, 2020. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council appointed Joseph Sanders IV as a relief driver for the Citizens Hose Company and William J. Harber as Fire Chief, Norman L. Wolfrom as Deputy Fire Chief, and Robert L. Neff as Assistant Fire Chief for a term ending June 30, 2020.**

***Employee update***

Mr. Wilson stated that the City is currently accepting application for a probationary patrol officer.

***AFSCME Negotiations***

The Manager stated that two Council members are needed to serve on the AFSCME negotiating team. Mr. Conklin and Mr. Baney agreed to serve.

***OTHER MATTERS***

***Presentation of Councilman Bravard's Mayoral Portrait***

Mr. Baney presented the Mayoral portrait of Councilman Jonathan Bravard which will be displayed on the wall in Council chambers.

Mr. Baney congratulated the Manager on his cost saving measure by having Council members pick up their Council packets rather than having them mailed which will result in a \$500 per year cost savings.

***ADJOURNMENT***

**On a motion by Mr. Conklin, seconded by Mr. Long the meeting was adjourned at 8:17 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
June 18, 2018**

City Council met in regular session on Monday, June 18, 2018 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, Richard Morris, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson and reporter Wendy Stiver.

***COUNCIL MINUTES***

**On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the minutes of the meeting of the June 4, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

There was none from those in attendance.

***CORRESPONDENCE***

***Property Use Request: Hoberman Playground***

The Manager presented information from Big Woods Bible Church to use Hoberman Playground on August 10, 2018 from 6:00 p.m. to 10:00 p.m. for a free family dinner and movie. Mr. Wilson said that they did the same event last year, but this year's event will be on a smaller scale. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the Big Woods Bible Church's request to use Hoberman Playground on August 10, 2018 from 6:00 p.m. to 10:00 p.m. for a free family dinner and movie.**

**UNFINISHED BUSINESS**

***Removal of Underground Fuel Tanks/Second Avenue City Garage***

Mr. Wilson stated that the City is currently accepting bids for the removal of four underground tanks at the Second Avenue garage site which are due July 13, 2018 to be awarded July 16, 2018. He indicated that the Streets, Parks, Levee and Water departments will be operating out of the Second Avenue site about six weeks after the completion of the tank removal. Mr. Wilson added that the work at this site can be completed with the remaining borrowed funds for this purpose and added that the salt storage and other outside storage, having an estimated cost of \$200,000.00, will need to be addressed with additional borrowing. The Manager stated that the salt storage facility is also used by Keystone Central School District and Lock Haven University. He added that on two occasions this past winter the City had to tell KCSD and LHU that they could not have salt because of a limited supply and with a new larger facility we will be able to accommodate the City as well as the other two entities. Mr. Stevenson asked if KCSD and LHU are providing any funds for the construction of the salt storage shed. Mr. Wilson replied they were not however the City does charge them a handling fee. Mr. Baney asked if it was too early to start

talking about selling the Walnut Street garage site. Mr. Wilson said that the time was right for that discussion and suggested that City staff contact several real estate firms to get pricing on showing the facility but not selling it. He concluded that the City is required to get an appraisal and accept proposals for the sale of the Walnut Street property. Mr. Stevenson asked if the proceeds from the sale of the Walnut Street property could be used to pay for the salt storage shed. Mr. Wilson stated that the salt storage shed would be completed prior to the sale of the Walnut Street property, however, the proceeds could go to pay down the borrowing. Mr. Stevenson said he would like to review the schematics for the storage shed. Mr. Wilson said the Engineer is in the process of preparing the plans.

## NEW BUSINESS

### *Consideration of Ordinance No. 993 setting the local limits for the Industrial Pretreatment Program (1<sup>st</sup> Reading)*

Mr. Wilson presented Ordinance No. 993 which sets the local limits for the Industrial Pretreatment Program. He noted that this was done by resolution but now must be done by ordinance to satisfy PA Department of Environmental Protection (DEP) requirements. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance setting the local limits for the Industrial Pretreatment Program on first reading:**

#### ORDINANCE NO. 993

AN ORDINANCE AMENDING CHAPTER 18 PART 4 OF THE 2003 CODE OF ORDINANCES WITH REGARD TO THE INDUSTRIAL PRETREATMENT PROGRAM

### *Consideration of Resolution 1307 permitting a detour to accommodate construction on the First Island Bridge*

The Manager presented Resolution No. 1307 which permits a detour to accommodate construction on the First Island Bridge from June 25, 2018 to November 14, 2018. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved the following resolution permitting a detour to accommodate construction on the First Island Bridge from June 25, 2018 to November 14, 2018:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

#### RESOLUTION NO. 1307

### *Consideration of Resolution 1308 permitting a detour to accommodate construction on East Walnut Street and the SEDA-COG railroad crossing*

The Manager presented Resolution No. 1308 which permits a detour to accommodate construction on East Walnut Street and the SEDA-COG railroad crossing from July 5, 2018 to August 17, 2018. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously,**

**Council approved the following resolution permitting a detour to accommodate construction on East Walnut Street and the SEDA-COG railroad crossing from July 5, 2018 to August 17, 2018:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1308

***Consideration of the 2016 CDBG Budget Revision***

The Manager provided Council with a memo from Maria Boileau, Planner & Development Coordinator, regarding a budget revision for the 2016 CDBG Program. Ms. Boileau was in attendance and stated that there was an unexpended balance of funds remaining in four projects (Program Admin, S. Jones Street Paving, S. Fairview Street Paving, and W. Third Street Paving) totaling \$74,063.82 and City staff is requesting to reprogram these funds to the Single Family Owner Occupied Housing Rehabilitation Program contingent upon PA Department of Community and Economic Development approval. Ms. Boileau stated that additional funds totaling \$87,081.92 for the Housing Rehabilitation Program is included in the 2015 CDBG Program. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the budget revision for the 2016 Community Development Block Grant (CDBG) Program to transfer funds totaling \$74,063.82 to the Single Family, Owner-Occupied Housing Rehabilitation Program, contingent upon PA DCED approval.**

***Boat Dock update***

The Manager provided Council with a memo from Maria Boileau, Planner & Development Coordinator, regarding an update on the boat dock project. Ms. Boileau stated that the City is working with Power 10 Boat Docks, a PA Co-Stars vendor located in Middleburg, PA to purchase and install a 60-foot boat dock which will be positioned in the west branch of the Susquehanna River near the J. Doyle Corman Amphitheater. Ms. Boileau stated that City staff met with Power 10 Boat Docks to view Jersey Shore's boat dock and after some minor design changes, a deposit of \$16,476.00 was placed on the boat dock. According to Ms. Boileau, after Power 10 Boat Docks provides shop drawing within the next few weeks, the dock will be constructed within 4 to 6 weeks. The total project cost is estimated at \$38,750.00 which includes the cost of the dock, anchoring and installation. Ms. Boileau said that the City secured a total of \$30,750.00 in grant funds and \$4,255.00 in private donations, and the balance of funds needed for the project (\$3,745.00) is being raised by Louis Anastos. Ms. Boileau concluded that the City will provide in-kind labor workforce to install the four concrete pads needed to anchor the boat dock.

***Consideration of employee matter***

The Manager advised those in attendance that Council met in Executive Session prior to the start of this meeting to discuss a personnel matter falling under the exemption of §708(a)(1) of the PA Sunshine Act. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council adopted the following motion: That having been the subject of previous documented progressive discipline with the Department, the City Council of Lock**

**Haven imposes the disciplinary action of “removal” under the Civil Service Rules, terminating the employment of Bryan Burger from the City of Lock Haven Police Department effective June 18, 2018 for reasons under Lock Haven Civil Service Rules and Regulations Section 6.1 (a) (4).**

***OTHER MATTER***

Mr. Stevenson reminded those present that the Sentimental Journey Fly-In will be held this week and encouraged everyone to attend.

Mr. Baney asked the Manager why the City Beach was closed. Mr. Wilson stated that the city beach’s water is tested on a weekly basis and recently the water tested with an elevated level for fecal coliform. The Manager stated that the city beach’s water will be tested daily until the water levels are back in compliance.

Mr. Baney said that he attended last night’s concert on the river and noticed that the buoys were not installed in the river. Mr. Wilson stated that the Citizens Hose Company installs the buoys and they will be installed soon.

***ADJOURNMENT***

**On a motion by Mr. Long, seconded by Ms. Stringfellow the meeting was adjourned at 7:31 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
July 2, 2018**

City Council met in regular session on Monday, July 2, 2018 Council Chambers, City Hall, Lock Haven, Pennsylvania. The meeting was called to order at 7:00 P.M. by Council member Stephenson 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, Richard Morris, Steve Stevenson, and Sara Stringfellow (who arrived at 7:02 p.m.). Also attending the meeting was City Manager Gregory Wilson and reporter Laura Jameson from The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the June 18, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

There was none from those in attendance.

***CORRESPONDENCE***

***Property Use Request: William T. Piper Memorial Airport***

The Manager presented a request from Wings Over Williamsport R/C Model Club to use the William T. Piper Memorial Airport on August 3-5, 2018 for the 16<sup>th</sup> annual Wings Over Piper R/C event. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved the Wings Over Williamsport R/C Model Club's request to use the William T. Piper Memorial Airport on August 3-5, 2018 for the 16<sup>th</sup> annual Wings Over Piper R/C event.**

***Property Use Request: East Water Street***

The Manager presented information from the Lock Haven Area Jaycees regarding the annual Labor Day Regatta on August 30, 2018 to September 4, 2018. The Lock Haven Area Jaycees requested the following: closure of East Water Street from Jay Street to Washington Street, Henderson Street from East Water Street to Jordan Alley, and the City Beach; restrict Water Street sidewalk access from Jay Street to Washington Street; use Canal Park and Corman Amphitheater; use the power supply from the summer concerts; use 6 picnic tables; provide free parking in the downtown on September 1, 2018; and use the Grant Street Dam for fireworks on September 2, 2018 (rain date – September 3, 2018). **On motion of Mr. Byerly seconded by Mr. Conklin and carried unanimously, Council approved the Lock Haven Area Jaycees' request as noted above for the Labor Day Regatta event on August 30, 2018 to September 4, 2018.**

## UNFINISHED BUSINESS

### ***Consideration of Ordinance No. 991 for the vacating of the northernmost portion of unopened May Street and an unopened “unnamed alley”***

Mr. Wilson presented Ordinance No. 991 which vacates the northernmost portion of unopened May Street and an unopened unnamed alley”. The Manager stated that there have been no changes since first reading. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance vacating the northernmost portion of unopened May Street and an unopened “unnamed alley” on second reading:**

#### ORDINANCE NO. 991

AN ORDINANCE PROVIDING FOR THE VACATION OF THE NORTHERNMOST PORTION OF MAY STREET, A DISTANCE OF APPROXIMATELY 160 FEET AND APPROXIMATELY 464 FEET OF AN UNNAMED ALLEY NORTH OF AND PARALLELING WEST FOURTH STREET

### ***Consideration of Ordinance No. 992 amending Chapter 10, Part 1 “Brush, Grass and Weeds” of the Code of Ordinances***

The Manager presented Ordinance No. 992 amending Chapter 10, Part 1, Brush, Grass and Weeds, of the Code of Ordinances. Mr. Wilson stated that there were some minor changes since first reading based upon comments from the City Solicitor and Council members, however, the changes were made prior to the ordinance being published in the Lock Haven Express. Mr. Morris asked for clarification regarding Section 10-105 E. Mr. Wilson explained that this section refers to a notice of violation that was issued and a subsequent violation occurs in the same growing season, then the City can issue an immediate citation and begin Magistrate proceedings without starting the process from the beginning. **On motion of Mr. Long, seconded by Ms. Stringfellow and carried unanimously, Council approved the following ordinance amending Chapter 10, Part 1, Brush, Grass and Weeds, on second reading:**

#### ORDINANCE NO. 992

AN ORDINANCE AMENDING ORDINANCE NO 670, WHICH ADOPTED THE CODE OF ORDINANCES FOR THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA, BY AMENDING CHAPTER 10 (HEALTH AND SAFETY)

### ***Consideration of Ordinance No. 993 setting the local limits for the Industrial Pretreatment Program***

Mr. Wilson presented Ordinance No. 993 which sets the local limits for the Industrial Pretreatment Program. He noted that there were no changes since first reading and it was originally approved by resolution but now must be done by ordinance to satisfy PA Department of Environmental Protection (DEP) requirements. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance setting the local limits for the Industrial Pretreatment Program on second reading:**

ORDINANCE NO. 993

AN ORDINANCE AMENDING CHAPTER 18 PART 4 OF THE 2003 CODE OF ORDINANCES  
WITH REGARD TO THE INDUSTRIAL PRETREATMENT PROGRAM

**NEW BUSINESS**

***Consideration of Ordinance No. 994 establishing the budget for the 2017 CDBG Program***

Mr. Wilson presented Ordinance No. 994 which establishes the budget for the 2017 Community Development Block Grant (CDBG) Program. Ms. Maria Boileau, Planner & Development Coordinator, stated that the Ordinance is for the period beginning January 11, 2018 and ending January 10, 2022, and the budget includes \$269,615.00 in 2017 CDBG funds and \$80,200.00 in DCNR funds. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the following ordinance establishing the budget for the 2017 CDBG Program on first 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

***2018 CDBG Application Timeline***

The Manager provided a memo from Maria Boileau, Planner & Development Coordinator, which established the timeline for the 2018 Community Development Block Grant (CDBG) Program application. Mr. Wilson noted that the first public hearing is scheduled for July 16, 2018.

***Police Department Promotions***

Mr. Wilson advised Council that Corporal E. Gregory has been promoted to Sergeant following testing by the Civil Service Commission in which she scored highest, and Corporal R. Simpson is being appointed temporary acting Detective effective July 9, 2018.

***OTHER MATTER***

Mr. Stephenson stated that the City received correspondence from the PA Department of Community and Economic Development stating that the City has been selected to receive two Qualified Opportunity Zones as approved by the U.S. Department of Treasury. Mr. Wilson explained that the zones are the East and West portions of the City and investments made in these zones will be eligible for deferral or elimination of federal taxes on capital gains.

Mr. Byerly asked the City Manager if he knew the location of the five sites that the PA Department of Environmental Protection (DEP) will be conducting water samples regarding the elevated bacterial levels. The Manager stated that DEP selected the sites and has not shared those with the City and added that the City has ceased testing since DEP has taken over and will not be opening the city beach this year. He explained that it would take at least two weeks of testing after DEP concludes their testing and by then the swim season will be over and added that the life guards the city hired for the summer have sought other employment due to the beach's closure. Mr. Stephenson added that it was unfortunate because of the impact it has on boaters, swimmers and kayakers. Mr. Long asked what can cause the higher bacteria levels to which the Manager replied that it could be caused by several things including runoff from manure on farm lands.

Mr. Conklin said that at last Saturday's event he spoke to someone from River Valley and said that they were very pleased with the bus ridership. He also thanked Mr. Stephenson for his work on the bus transportation issue. Mr. Stephenson said that the bus ridership will be reviewed in another three months.

Mr. Morris asked why the power failed several times during concerts on the floating stage. Mr. Wilson said that the City had Mountainside Electric look at the City's electrical panel and there was nothing wrong and concluded that it was either an issue with the band or sound equipment.

Mr. Stephenson stated that an executive session will be held following this evening's regular meeting of City Council, its purpose falling under 708(a)(3) to consider the purchase of real property. Any official action on discussions held pursuant to the executive session shall be taken at a future regular meeting of the City Council.

***ADJOURNMENT***

**On a motion by Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 7:23 p.m.**

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**Mayor**

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**City Clerk**

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

**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**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
August 6, 2018**

City Council met in regular session on Monday, August 6, 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, Richard Conklin, Joel Long, Richard Morris, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporter Laura Jameson from The Express, Bill Mincer, and Bernie Rell, owner of Best Self Storage & Market Haus & Grove.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of the July 16, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Mr. Bernie Rell, owner of Best Self Storage & Market Haus & Grove, stated that his business has been in Lock Haven since 1985, and has approximately 130 vendors and many rental storage units. He questioned the location of the “road closed” sign on East Walnut Street and the lack of detour signs. He stated that his business is down to about 10% of what it used to be since people think that East Walnut Street is closed and can’t get to his business. In addition to his business, there is also a beauty salon, mechanic business & cable company that are also affected. He asked that the “road closed” sign be moved to the corner of Washington Street so people can see that there is access to their businesses. Mr. Wilson stated that the “road closed” sign is necessary to stop people from driving into the construction area. He explained that the sign is placed at the off ramp so that vehicles, especially trucks, don’t make a right turn onto Walnut Street and then due to construction can’t turn around. Mr. Wilson said that PennDOT approved one official detour which is from Church Street, to Main Street to Hanna Street. Mr. Stevenson said that the City can ask SEDA COG (who are the project manager for this project) to ask the contractor to install a sign that says businesses on Washington Street are open. Mr. Wilson said he would ask SEDA COG but reminded everyone that this was not a City project but rather a project managed by SEDA COG with PennDOT funding and ultimately PennDOT approves the detours and signage. Mr. Rell asked how long the road will be closed, and Mr. Wilson replied that the road will be closed into September. Mr. Rell also stated that the construction project is creating a lot of dust and asked who should be contacted regarding the dust. The City Manager said he will contact SEDA COG regarding the businesses are open sign, dust and ask if they can install local detour signs.

Mr. Kyle Coleman asked Council for approval to use the floating stage for an additional concert on August 26, 2018. He explained that he will secure private donations to take care of the band, sound and concert oversight costs but asked the City to provide the person for concert oversight. Mr. Coleman said the band will be RIZE, a classic rock band. **On a motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council authorized the use of the floating stage for a concert on August 26, 2018.**

***CORRESPONDENCE***

***Property Use Request:***

***Lock Haven University Alumni Association/Homecoming Event***

The Manager presented information from Lock Haven University Alumni Association requesting approval to use the Corman Amphitheater and close East Water from Jay Street to Canal Park for the 4th annual Homecoming Block Party. The event will also include fireworks and the use of Canal Park for vendors and a homecoming banner across East Main Street from October 12<sup>th</sup> through October 22<sup>nd</sup>. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved Lock Haven University Alumni Association’s request to use**

**the Corman Amphitheater and Canal Park, close East Water from Jay Street to Canal Park, permit fireworks, and the following resolution for a banner across East Main Street.**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1309

***Lock Haven YMCA for use of levee/sidewalks for 10<sup>th</sup> annual “Run the River 5K/10K”***

Mr. Wilson presented information from the Lock Haven YMCA requesting the use of levee/sidewalks for 10<sup>th</sup> annual “Run the River 5K/10K.” **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council approved Lock Haven YMCA’s request to use the levee/sidewalks for 10<sup>th</sup> annual “Run the River 5K/10K.”**

***PA Department of Economic Development/ HOME Performance Review***

The Manager presented correspondence from the PA DCED regarding compliance of the City’s HOME Program.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

***Consideration of the agreement with Gwin Dobson & Foreman for engineering services for upgrades to the Ohl and Keller dams***

The Manager presented an agreement with Gwin Dobson & Foreman for engineering services for the preliminary design of improvements to the water supply system including DEP-required upgrades to the Ohl and Keller dams in the amount of \$2,000,000. Mr. Wilson explained that the City has been working for the past four years working with Gwin Dobson to get to this point and that the project will include upgrades to Ohl dam in Loganton, the replacement of Keller dam in McElhattan, and the installation of groundwater wells to subsidize the water system during the removal of Keller and to provide long-term subsidy to the system thereafter. Mr. Wilson stated that the cost of the project, which is estimated at \$21,550,000.00, will be covered by a combination of grant and loan dollars obtained through the state PennVEST Program, which is a reimbursement-based program whereby the city must expand the money in order to draw down the PennVEST funds. Mr. Wilson explained that the Ohl project has an anticipated completion date of 2021, and the Keller project has a completion date of 2023. Mr. Morris asked where the funding is coming from for the engineering services. Mr. Wilson stated that Council will be presented with a combined interim and bridge borrowing for both the engineering and construction costs, which will be reimbursed using the PennVEST grant and loan funds. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved an agreement with Gwin Dobson & Foreman for engineering services for the preliminary design of improvements to the water supply system including DEP-required upgrades to the Ohl and Keller dams in the amount of \$2,000,000.**

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

The Manager stated that the Ross Library board is recommending the appointment of Rona Houser of East Main Street and Merle Harnish of W Water Street as the city’s representatives to the Ross Library to fill vacant partial terms ending Jan 1, 2021. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the appointment of Rona Houser and Merle Harnish as the city’s representatives to the Ross Library to fill vacant partial terms ending Jan 1, 2021.**

***Consideration of Resolution/Keystone Communities application***

Mr. Wilson presented Resolution No. 1310 authorizing the filing of the Keystone Communities application with the PA Department of Community and Economic Development in the amount of \$500,000.00 for the East Church Street Streetscape Project. The Manager explained that this application will be used along with the \$1,000,000.00 PennDOT grant awarded for this project. **On motion of Mr. Stevenson, seconded by Ms. Stringfellow and carried unanimously, Council approved the following resolution authorizing the filing of a Keystone Communities application with the PA Department of Community and Economic Development in the amount of \$500,000.00 for the East Church Street Streetscape Project.**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1310

*Consideration of Council's response to the grievance of former police patrolman*

Mr. Wilson explained that former police patrolman Bryan Burger has completed the Step 1 grievance request to the Police Chief and Step 2 grievance request to the City Manager which were rejected by the Police Chief and City Manager. The Manager explained that tonight's request is the Step 3 grievance request before City Council. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council denied the grievance of Bryan Burger and directed the manager to issue to him justification for denial in writing.**

**Employee Update**

The Manager stated the new Director of Public Works will begin work on August 21, 2018.

***OTHER MATTER***

Mr. Morris asked who will be doing the summer concert duties if the new city planner will not be doing them. The Manager explained that these duties will be assigned to another staff person.

Mr. Stevenson stated that there is a great article in the Nature Conservancy magazine about the City of Lock Haven.

Mr. Stevenson reminded everyone that the City will be presenting the outdoor movie, Peter Rabbit, this Saturday in Triangle Park.

Mr. Baney presented a \$100.00 check from Tip Wolfe & Craig Gray for the boat dock project.

***ADJOURNMENT***

**On a motion by Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 8:02 p.m.**

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Mayor

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City Clerk

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

**City Council Meeting  
August 20, 2018**

City Council met in regular session on Monday, August 20, 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, Richard Conklin, Joel Long, Richard Morris, Steve Stevenson, Sara Stringfellow, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters Laura Jameson from The Express and John Lipez from The Record, Castanea Township Supervisors Charles Clukey, Terry Neff, and Ron Welch, and Rick and Maria Vilello.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Ms. Stringfellow and carried unanimously, Council approved the minutes of the meeting of the August 6, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Castanea Township Supervisors Charles Clukey, Terry Neff and Ron Welch were present at the meeting and presented photos of several streets in the township that were not repaired correctly by the City's Water Department. Mr. Neff explained that the workers did not put base in but only cold patched the area. Mr. Wilson explained that the Water Department crew did not go back last year to make the necessary repairs other than cold patch, but the City is planning to make the necessary repairs in October of this year. Mr. Wilson assured the Township supervisors that he will review the list of streets with the Water Department supervisor and will have the streets repaired in accordance with the Township's ordinance.

***CORRESPONDENCE***

***Property Use Request:***

***Susque-View Home/5 K Run***

The Manager presented information from Susque-View Home requesting approval to use the following city streets for their annual 5K run: Cree Drive, Irwin Street, Glenn Road on October 6, 2018.. Susann Triponey, Director of Rehabilitation Service, was present at the meeting and introduced Jocelyn Wallace from Central Mountain High School, and David Kramer from Jersey Shore High School who are working with Susque-View Home on the 5K Run as part of their Senior project. The Manager said that they will coordinate the event with the Police Chief and Fire Police. Mr. Stevenson added that they should also coordinate the event with Lock Haven University. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council approved Susque-View Home's request to use the following city streets for their annual 5 K Run: Cree Drive, Irwin Street, and Glenn Road.**

***Clinton County Tourism Promotion Agency/Summer Concert Series***

Mr. Wilson acknowledged receipt of \$3,500.00 from the Clinton County Tourism Promotion Agency for the City's Summer Concert Series.

***New Police Cruiser***

The Manager informed Council that the new police vehicle was on display outside City Hall for their review after the meeting. Mr. Wilson explained that the vehicle was purchased under a five-year lease through First National Bank.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

***Consideration of appointment of voting delegate for the 2018 PA Municipal League's Annual Summit***

The Manager stated that as a member of the PML the City is entitled to appoint a voting delegate and alternate to the 2018 Resolutions Committee meeting and annual Business meeting, which will be held in Cranberry Township on October 4-6, 2018. **On motion of Mr. Conklin, seconded by Ms. Stringfellow and carried unanimously, Council appointed Mr. Stevenson as the voting delegate. On a motion by Mr. Stevenson, seconded by Ms. Stringfellow and carried unanimously, Council appointed Mr. Conklin as the alternate voting delegate.**

***Introduction of Director of Public Works Anthony Stopper***

Mr. Wilson introduced Anthony Stopper as the new Director of Public Works. Mr. Baney stated that this position has been vacant for quite some time. The Manager replied that the position has been vacant for fifteen years.

Mr. Stevenson asked if the consultant recently hired for the Ohl & Keller Dam project will be doing the inspections during construction. The Manager stated that Gwin Dobson & Foreman were hired for design services only and inspection was not part of their contract however he anticipated that the city will hire a "clerk of works" similar to what the city did for the sewer treatment plant project. Mr. Wilson added that a Resolution and Ordinance regarding the borrowing for the project will be presented to Council at their September 10, 2018 meeting.

***OTHER MATTER***

The Manager stated that last Wednesday a member of the Levee crew mowed grass onto a city street which is a violation of the City's ordinance. He explained that this action was captured by a passerby who posted it on Facebook which was shared 1,392 times which translates into approximately 28,000 views. Mr. Wilson explained that all city employees have been notified that if this occurs again the city employee will be cited by the police and will be personally held responsible for their actions before the district judge.

Mr. Conklin asked if a municipality the City supplies water to notifies the City when they do a street project. Mr. Wilson replied that sometimes a municipality does so but not always.

Mr. Byerly noted that this was Ms. Stringfellow's last Council meeting and wanted to publicly thank her for her years of service.

Ms. Stringfellow stated that she was grateful and proud serving on Council for the past 3.5 years and was resigning her position since she will be moving to Harrisburg to start her teaching career.

Mr. Byerly stated that since Ms. Stringfellow has publicly announced her resignation, if Council would forego the interview process for a new Councilmember and instead appoint Bill Mincer to fill the vacancy. Mr. Byerly was reminded that Council had to first accept Ms. Stringfellow's resignation. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council accepted the resignation of Ms. Stringfellow from Council.**

Mr. Stevenson said that to have full transparency Council should accept letters of interest from the public and conduct interviews. Mr. Long stated that he supported the appointment of Mr. Mincer and felt that since Council had recently gone through the interview process when Mr. Morris was appointed to Council in June and had only one candidate in addition to Mr. Mincer at that time, he felt they didn't need to open it up to the public again and go through another interview process. Mr. Morris asked if there was any obligation to hold interviews. Mr. Wilson replied that the only statutory obligation was to vote in a timely manner and the majority of Council must approve the appointment. **On motion of Mr. Byerly, seconded by Mr. Long with Mr. Stevenson voting no, Council appointed Mr. William Mincer to fill the City Council vacancy for a term ending January 6, 2020.** Mr. Wilson stated that Mr. Mincer will not take office until the next meeting.

Mr. Baney said he was approached by a city resident who received a letter from Service Line Warranties of America on City letterhead and questioned whether the letter was legitimate. The Manager stated that the letter was legitimate and is an insurance program offered through the City's Water Department and the National League of Cities. He reminded Council that they approved Service Line Warranties of America to send letters to city residents and that it was a good idea because of the age of a lot of people's laterals. Mr. Wilson said a press release will be prepared letting the public know to expect this letter in the mail and that it is a legitimate program.

Mr. Rick Vilello asked to address Council and stated that he was at the Council meeting when Ms. Stringfellow was sworn in on Council and wanted to be at her last Council meeting. Mr. Vilello remarked that Lock Haven was a special place to live and thanked Council for their service.

***ADJOURNMENT***

**On a motion of Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 7:43 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
September 10, 2018**

City Council met in regular session on Monday, September 10, 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, Richard Conklin, Joel Long, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters Wendy Stiver and Laura Jameson from The Express and John Lipez from The Record, Kyle Coleman, Rona Houser, and William Mincer.

**On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council accepted the resignation of William H. Mincer from the Ross Library Board of Directors, and the City's Zoning Hearing Board, and Recreation and Parks Board.**

Mr. Baney issued the Oath of Office to Mr. Mincer and he was seated as a Council member.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the minutes of the meeting of the August 20, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Mayor Baney presented Resolution 1311 providing a public expression of goodwill to retiring Lock Haven Express Community Editor Wendy Stiver. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council approved the following resolution:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1311

Mr. Kyle Coleman presented Council with a check for \$300.00 from the proceeds from the summer concert held on August 26, 2018 on the floating stage and thanked Council for the opportunity to work with the City on this event.

***CORRESPONDENCE***

***Property Use Request:***

***Clinton County Women's Center/Domestic Violence Awareness Vigil***

The Manager presented information from the Clinton County Women's Center requesting approval to use Triangle Park on October 17, 2018 to hold a vigil in observance of Domestic Violence Awareness Month. Jeremy Armstrong, Outreach and Prevention Education Coordinator, was present at the meeting and explained the purpose of the vigil.

***Murray Motors/Trunk-Or-Treat event***

Information was presented from Murray Motors requesting approval to close Third Avenue from Bellefonte Avenue to Maple Street on October 26, 2018 to host the second annual "Trunk-Or-Treat" event. Lacy Tom, Sales and Marketing Coordinator, was present at the meeting and explained the purpose of the event.

***Farm-City Family Festival/Sign Placement Request***

The Manager presented information from the Farm-City Family Festival Advertising Coordinator Susie Peters requesting approval to place a sign at Hanna Park to advertise the Family-City Family Festival which will be held on September 22, 2018 at the Clinton County Fairgrounds.

The Manager explained that this is request has been granted in previously years and the sign would be removed on September 24, 2018.

**On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved Clinton County Women’s Center’s request to use Triangle Park on October 17, 2018; Murray Motor’s request to close Third Avenue on October 26, 2018; and the Farm-City Family Festival’s request to place a sign in Hanna Park for their September 22, 2018 event.**

***Clinton County Probation Office/Banner Request***

Mr. Wilson explained that the City received a request from the Clinton County Probation Office to install a banner across East Main Street on September 25, 2018 in support of the Rally for Recovery 5 K Run to be held on October 6, 2018. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved the following resolution:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1313

***Pennsylvania Municipal League/Civic Engagement Essay Scholarship Award***

Mr. Wilson presented correspondence from the Pennsylvania Municipal League congratulating Noel Moore of Wayne Township for being selected as this year’s second place winner of the 35<sup>th</sup> Annual Civic Engagement Essay Scholarship Award.

***Keystone Recreation, Park and Conservation Fund 25<sup>th</sup> Anniversary Event***

The Manager presented an invitation from DCED to attend Keystone Recreation, Park and Conservation Fund’s 25<sup>th</sup> Anniversary event on September 27, 2018 at Lock Haven University’s Ulmer Hall. Mr. Wilson noted that the City has received \$156,000 in grant funds from this fund in support of various recreational projects throughout the years.

**UNFINISHED BUSINESS**

***Consideration of Resolution 1310 expressing the intention of the City to issue debt to finance certain capital project***

The Manager presented Resolution 1310 expressing the intention of the City to issue debt to finance certain capital project and authorized officials of the City, the City Solicitor, Financial Advisor and Bond Counsel to undertake preparatory action for borrowing. The Manager explained that the total borrowing is \$3,73,000.00 of which \$2.5 million will be used for the water dam and well project, and the remaining balance will be used for general fund and airport projects. The Manager stated that the Ordinance on first reading for the borrowing will be held on September 24, 2018. Mr. Stevenson asked if the borrowing included inspection costs. The Manager said that the borrowing did include inspection costs. **On motion of Mr. Long, seconded by Mr. Byerly and passed with Mincer abstaining, Council approved the following resolution:**

RESOLUTION 1310

A RESOLUTION OF THE COUNCIL OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA (THE “CITY”) EXPRESSING THE INTENTION OF THE CITY TO ISSUE DEBT IN ACCORDANCE WITH LOCAL GOVERNMENT UNIT DEBT ACT; IDENTIFYING CERTAIN CAPITAL PROJECTS TO BE FINANCED THEREBY; DECLARING THE OFFICIAL INTENT OF THE CITY TO REIMBURSE THE CITY FOR EXPENDITURES MADE FOR SUCH PROJECT PRIOR TO AND AFTER THE DATE OF ADOPTION OF THIS RESOLUTION; REPRESENTING THAT REIMBURSEMENTS SHALL BE MADE FROM PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS ISSUED TO FINANCE THE COSTS OF SUCH PROJECTS; DECLARING THE INTENT OF THE CITY THAT THIS RESOLUTION COMPLY WITH THE PROVISIONS OF UNITED STATES TREASURY REGULATION SECTION 1.150-2; AUTHORIZING AND DIRECTING

OFFICIALS OF THE CITY TOGETHER WITH THE CITY SOLICITOR, FINANCIAL ADVISOR, AND BOND COUNSEL HEREBY APPOINTED BY THE CITY TO DO AND UNDERTAKE CERTAIN ACTION PREPARATORY TO AND IN FURTHERANCE OF THE ISSUANCE OF SUCH DEBT; AND RESCINDING PRIOR INCONSISTENT RESOLUTIONS.

***Consideration of an agreement with Concord Public Finance to serve as financial advisor to the City in connection with the General Obligation Note of 2018***

Mr. Wilson presented an agreement with Concord Public Finance to serve as financial advisor to the City in connection with the General Obligation Note of 2018 and instructing Concord to solicit bids for the financing of capital projects. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved an agreement with Concord Public Finance to serve as financial advisor to the City in connection with the General Obligation Note of 2018 and instructed Concord to solicit bids for the financing of capital projects.**

***Consideration of the submission of the application for exclusion of self-liquidating debt to DCED***

The Manager presented an application to the Pennsylvania Department of Community and Economic Development for exclusion of self-liquidating debt under provisions of Section 8026 of the Local Government Unit Debt Act. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved an application to the Pennsylvania Department of Community and Economic Development for exclusion of self-liquidating debt under provisions of Section 8026 of the Local Government Unit Debt Act.**

***Discussion with Council regarding the use of funds for the 2018 CDBG application***

The Manager stated that the City held the first of two public hearings on July 16, 2018 for the FY 2018 Community Development Block Grant (CDBG) Program application. Mr. Wilson added that a 2018 CDBG application packet was mailed to ten nonprofit organizations who serve low income, disabled, homeless, youth and seniors, as well as the three City fire companies giving them a deadline of July 30, 2018 to apply for funding. Mr. Wilson indicated that no requests for funding were received.

Mr. Wilson stated that the 2018 CDBG allocation is \$296,249.00 and presented Council with the following list of potential projects for consideration: East Water Street Paving Project (North Jay Street to Grant Street) in the amount of \$242,925.00, Comprehensive Plan Update in the amount of \$10,774 (additional funding provided by the state (\$30,000), 2017 CDBG Program (\$9,756.75) and local funds (\$9,469.25); and program administration in the amount of \$42,550.00 (SEDA COG's cost to administer the FY 2018 CDBG Program). The City Manager indicated that the second public hearing is scheduled for September 24, 2018 at 6:30 p.m. in Council chambers.

Mr. Stevenson asked if City staff considered paving the remaining blocks of the streets the City previously paved using CDBG funds but were not include because of limited funding. Mr. Wilson said that City staff did review those streets however because they would require a neighborhood survey City staff thought it would be better to do one large paving project. The Manager added that the City will have some residual funds left after the City paves the roads that PennDOT turn backed and would be able to use some of these funds for the roads we could not complete with prior CDBG funds.

***Consideration of the SEDA-COG Scope of Services for the administration of the City's 2018 CDBG Program***

The Manager presented the scope of services from SEDA Council of Governments for the administration of the City's 2018 CDBG Program at a total cost of \$42,550.00. **On motion of Mr. Stevenson, seconded by Mr. Conklin and carried unanimously, Council approved SEDA COG's scope of services for the administration of the City's 2018 Community Development Block Grant Program at a total cost of \$42,550.00.**

**NEW BUSINESS**

**Consideration of an agreement to purchase 47-51 Bellefonte Avenue (former Town Tavern)**

The Manager stated that Dave Mayes et al, the owners of 47-51 Bellefonte Avenue (former Town Tavern) have agreed to sell the property to the city in the amount of \$10,000.00 plus \$1,519.55 in 2017 City taxes plus the fees of transaction (deed recording fee, UPI fee, fee to record release of lien). Mr. Baney asked what where the plans once the City purchased the property. Mr. Wilson stated that there were no immediate plans for the property however, noted that another portion of the building has collapsed and in the interest of public safety it should be razed. He added that Council will be presented with information about the razing of the building at a future Council meeting. Mr. Morris asked how the City would pay for the demolition of the building. Mr. Wilson stated that the funding would come from the General Fund balance or the City would borrow the funds from another city fund such as the Capital Project Fund. Mr. Wilson explained that the city can loan money between funds, excluding the water and sewer fund, and then repay the loan when the property is sold. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved an agreement to purchase 47-51 Bellefonte Avenue from Dave Mayes et al in the amount of \$10,000.00 plus \$1,519.55 in 2017 City taxes plus the fees of transaction (deed recording fee, UPI fee, fee to record release of lien).**

***Reconsideration of Resolution 1302 Application for County Aid (Liquid Fuels)***

The Manager stated that Council previously approved Resolution 1302 which requested County liquid fuels funds for a three-year period for the East Walnut Street resurfacing project. Mr. Wilson stated that the County has requested the City resubmit a resolution for one year funding rather than all three years funding. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council rescinded the previously approved Resolution 1302 and replaces it with the following Resolution requesting County liquid fuels funds for the East Walnut Street Resurfacing Project:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1302

***Consideration of Resolution 1312 proclaiming the week of September 17-23 as “Constitution Week”***

The Manager presented Resolution 1312 proclaiming the week of September 17-23, 2018 as “Constitution Week.” **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council proclaiming the week beginning September 17 through September 23, 2018 as “Constitution Week.”**

***Disclosure of City employee’s eligibility for City’s CDBG Single Family Owner-Occupied Housing Rehabilitation Program***

The Manager presented a memo publicly disclosing that a city employee, Lori Stover, has income qualified for the City’s Community Development Block Grant (CDBG) funded Single Family Housing Rehabilitation Program. He indicated that the City solicitor has provided a written opinion that there is no conflict of interest in having Ms. Stover participate in the City’s housing rehabilitation program.

***Consideration of the request to appointment of resident Rick Riccardo as the City’s representative to the Clinton County Community Foundation Board of Directors***

The Manager presented a request from the Clinton County Community Foundation, Inc. to appoint Rick Riccardo, 30 West Water Street, to the Foundation board. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council appointed Rick Riccardo as the City representative to the Clinton County Community Foundation board.**

***Consideration of the award for 2018 Street Paving Project to HRI, Inc.***

The Manager stated that two bids were received for the 2018 Street Paving Project as follows: HRI, Inc., State College - \$729,874.00 and Glenn O. Hawbaker, Inc., State College - \$874,261.00 and City staff is recommending that the low bidder, HRI, Inc., be awarded the contract in the amount of \$729,874.00. Mr. Wilson provided council with a breakdown of funding sources for the streets to be paved under this contract which include: Pinetree Lane, West Walnut Street intersection, East Walnut Street, and Hanna Street. He noted that the remaining balance of turnback funds will be \$205,000.00 which will be transferred to the Liquid Fuels Fund after PennDOT signs off. **On motion of Mr. Stevenson seconded by Mr. Byerly and carried unanimously, Council awarded a contract for the 2018 Street Paving Project to the low bidder, HRI, Inc., State College, in the amount of \$729,874.00.**

***Employee Report***

The Manager stated that the Mechanic II resigned to take another job in the private sector and the City will be advertising this position. He added that interviews will take place for the City Planner position this week.

***OTHER MATTER***

Mr. Mincer stated he would like the City to consider creating a Farmers Market in the downtown. Mr. Wilson replied that Lock Haven University is currently exploring a Farmers Market near Lock Haven University. Mr. Mincer asked that they should consider having it in the downtown on a Saturday. Mr. Wilson said that there are a limited number of farmers and they are already committed to other Farmers Markets in the area so it may be difficult to find farmers willing to come to a Farmers Market in the City.

Mr. Morris asked what the status of the Geisinger medical facility at the former Shaner property. Mr. Wilson said that there is still one townhouse occupied and they will not move forward until all the townhomes are vacant.

Mr. Stevenson asked for an update regarding the roads that Castanea Township Supervisors presented needing repairs at the August 20, 2018 Council meeting. Mr. Wilson stated that the Public Works Director inspected the roads shortly after the Council meeting and all the roads are all on the Water Department's list for repairs which are scheduled for October 2018.

Mr. Stevenson asked when East Walnut Street will be open. Mr. Wilson stated that SEDA COG estimates the opening on September 17, 2018 and the City will start their paving project on October 15, 2018.

Mr. Baney read a memo from Acting Chief of Police Kristin Smith regarding having officers monitor the speed of vehicles in the downtown area. She indicated that speed was monitored on East Main Street between Vesper Street and Grove Street during different times of day, and a total of 936 vehicles were timed using the City's Enradd Wireless Speed Timing Device. Ms. Smith indicated that the average speed of vehicles was 18 mph, and out of the 936 vehicles only 2 were traveling at or over 36 mph.

Mr. Baney presented a check in the amount of \$200.00 from boat stickers for the summer concert series.

Mr. Wilson provided a river update to Council. He explained that the first closure structure (#3 located at the railroad tracks near the airport) gets closed at 24 feet and the City starts prepping to close it at 21 feet. Mr. Wilson indicated that it was unlikely that the closure will be closed but the City staff is prepared. He added that the river should be down to 12 feet by Thursday.

***ADJOURNMENT***

**On a motion of Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 8:02 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
September 24, 2018**

City Council met in regular session on Monday, September 24, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporter Laura Jameson from The Express and John Lipez from The Record.

***COUNCIL MINUTES***

Mr. Mincer noted that he abstained from the vote for the items listed under Unfinished Business. **On a motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the minutes of the meeting of the September 10, 2018 regular meeting of Council, as corrected.**

***PUBLIC COMMENTS***

There were no comments from the public.

***CORRESPONDENCE***

***Property Use Request:***

***Lock Haven Fire Department/Halloween Parade***

The Manager presented information from the Lock Haven Fire Department requesting approval to have a Halloween parade in the downtown on October 27, 2018 at 10:00 a.m. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council approved Lock Haven Fire Department's request to have a Halloween parade in the downtown on October 27, 2018.**

***Pension State Aid***

The Manager acknowledged the receipt of the Pension State Aid in the amount of \$260,202.07 which is above the budgeted amount, therefore, the City will contribute \$921.23 instead of the budgeted \$14,961.00.

***ISO Protection Classification***

Mr. Wilson noted that the Insurance Service Office (ISO) has raised the City's protection classification from 04 to 03 which may result in better fire insurance rates for city residents. Mr. Baney asked what contributed to the change in classification. Mr. Wilson stated that the biggest contributing factor was that the high level of cooperation provided by the Fire Department in the gathering of information for ISO.

***Clinton County Economic Partnership/Time Out & Annual Dinner***

The Manager noted that the Clinton County Economic Partnership has scheduled a Time out for September 27, 2018 from 5:30 p.m. to 7:30 p.m. at the new Davis Insurance office and added that the Partnership's annual dinner is scheduled for October 24, 2018 at 6:00 p.m. at the Durrwachter Alumni Conference Center.

***Lock Haven University/State Chancellor***

Mr. Wilson noted that the State Chancellor will be speaking at Lock Haven University's Sloan Auditorium on October 2, 2018 at 3:30 p.m.

**UNFINISHED BUSINESS**

*Consideration of Ordinance authorizing issuance of general obligation debt*

The Manager presented Ordinance 995 authorizing and directing issuance of general obligation debt in the aggregate principal amount not to exceed \$3,852,000.00. Jen Caron and Joseph Pierce from Eckert Seamans were present at the meeting. The Manager noted that Mr. Daryl Peck of Concord will be present at the October 8, 2018 Council meeting for the Ordinance's second reading and awarding of bid. Mr. Mincer asked how the useful life of each project is determined. Mr. Pierce stated that for capital projects the State sets the useful life of each component project. Mr. Wilson added that the City uses a worksheet provided by the auditors to determine the useful life of everything owned by the city and they are depreciated over time. Mr. Pierce added that 40 years is the maximum term for determining useful life. Mr. Morris asked what portion of debt the city will have used up once the debt is in place. Mr. Pierce stated that of \$33 million of the outstanding debt, \$25 million will be self-liquidating and \$7.9 is non-electoral borrowing debt. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the following ordinance on first reading authorizing the issuance of the general obligation debt in the aggregate principal amount not to exceed \$3,852,000.00.**

ORDINANCE NO 995

AN ORDINANCE OF THE COUNCIL OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA (THE "CITY") AUTHORIZING AND DIRECTING ISSUANCE OF GENERAL OBLIGATION DEBT, AS PERMITTED BY AND PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT, 53 P.A.C.S. § 8001 ET SEQ., AS AMENDED (THE "DEBT ACT"), IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$3,852,000, TO BE EVIDENCED BY THE FOLLOWING THREE SERIES OF GENERAL OBLIGATIONS: (I) GENERAL OBLIGATION NOTE, SERIES A OF 2018, IN THE PRINCIPAL AMOUNT OF \$1,060,000 (THE "2018A NOTE") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD COSTS OF THE FOLLOWING PROJECTS: (A) REPAIRS AND IMPROVEMENTS TO THE CITY'S LEVEE SYSTEM AND THE TIDLOW DAM, (B) CONSTRUCTION OF A NEW PUBLIC WORKS SALT SHED, AND (C) REPLACEMENT OF THE PUBLIC WORKS GARAGE ROOF; AND (D) PAYING THE COSTS OF ISSUING THE 2018A NOTE, WHICH TOGETHER WITH THE PROJECTS HEREINBEFORE DEFINED, COLLECTIVELY, THE "2018A PROJECT"; (II) GENERAL OBLIGATION NOTE, SERIES B OF 2018 (FEDERALLY TAXABLE), IN THE PRINCIPAL AMOUNT OF \$292,000 (THE "2018B NOTE") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD COSTS OF THE FOLLOWING PROJECTS: (A) FINANCING OF ADDITIONAL IMPROVEMENTS TO THE SELF-FUELING STATION AND A HANGAR AT THE CITY-OWNED AIRPORT (THE "2018B AIRPORT PROJECT"); AND (B) PAYING THE COSTS OF ISSUING THE 2018B NOTE; AND (III) GENERAL OBLIGATION NOTE, SERIES C OF 2018, IN THE PRINCIPAL AMOUNT OF \$2,500,000 (THE "2018C NOTE," AND TOGETHER WITH THE 2018A NOTE AND THE 2018B NOTE, THE "2018 NOTES") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD (A) INTERIM FINANCING OF IMPROVEMENTS AND UPGRADES TO THE CITY'S WATER SYSTEM (THE "2018C WATER PROJECT") AND (B) PAYING THE COSTS OF ISSUING THE 2018C NOTE, WHICH TOGETHER WITH THE PROJECTS HEREINBEFORE DEFINED, COLLECTIVELY, THE "2018C PROJECT," AND TOGETHER WITH THE 2018A PROJECT AND THE 2018B PROJECT, THE "2018 PROJECT"); DETERMINING THAT SUCH DEBT SHALL BE NONELECTORAL DEBT OF THE CITY; DETERMINING THAT EACH OF THE 2018 NOTES SHALL BE SOLD AT PRIVATE SALE BY INVITATION; AUTHORIZING ACCEPTANCE OF NOTE PURCHASE PROPOSALS FOR PURCHASE OF EACH OF THE 2018 NOTES AT PRIVATE SALE BY INVITATION AND AWARDED THE 2018 NOTES AND SETTING FORTH RELATED PROVISIONS; PROVIDING FOR MATURITIES AND INTEREST RATES OF THE 2018 NOTES; APPOINTING A PAYING AGENT, REGISTRAR AND SINKING FUND DEPOSITORY FOR EACH OF THE 2018 NOTES; PROVIDING FOR THE TERMS OF THE 2018 NOTES INCLUDING DATED DATE, DENOMINATIONS, INTEREST PAYMENT DATES AND RECORD DATES; PROVIDING FOR THE REGISTRATION AND TRANSFER OF THE 2018 NOTES; AUTHORIZING THE EXECUTION AND DELIVERY OF THE 2018 NOTES; PROVIDING THAT THE 2018A NOTE AND THE 2018C NOTES, WHEN ISSUED, SHALL BE TAX-EXEMPT , GENERAL OBLIGATIONS OF THE CITY AND THE 2018B, WHEN ISSUED, SHALL BE A TAXABLE , GENERAL OBLIGATION OF THE CITY;

COVENANTING TO PAY DEBT SERVICE AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER FOR THE PAYMENT OF THE 2018 NOTES; SETTING FORTH THE OPTIONAL PREPAYMENT AND ANNUAL PRINCIPAL AMORTIZATION PROVISIONS OF THE 2018 NOTES; CREATING SINKING FUNDS IN CONNECTION WITH EACH OF THE 2018 NOTES AS REQUIRED BY THE DEBT ACT; APPROPRIATING PROCEEDS OF THE 2018 NOTES; SPECIFYING THE ESTIMATED USEFUL LIFE OF EACH COMPONENT OF THE 2018 PROJECT; SETTING FORTH CERTAIN COVENANTS RELATING TO THE NON-ARBITRAGE STATUS OF THE 2018A AND 2018C NOTE, AND TO THE EXTENT THE 2018A NOTE AND 2018C NOTE QUALIFY PURSUANT TO SECTION 265(B)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, DESIGNATING THE 2018A NOTE AND 2018C NOTE AS QUALIFIED TAX-EXEMPT OBLIGATIONS; RATIFYING PRIOR ADVERTISEMENT AND DIRECTING FURTHER ADVERTISEMENT; AUTHORIZING AND DIRECTING THE PREPARATION, EXECUTION AND FILING OF A TRANSCRIPT OF PROCEEDINGS WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, INCLUDING A DEBT STATEMENT AND BORROWING BASE CERTIFICATE AND, AS AND WHEN APPROPRIATE, A SELF-LIQUIDATING DEBT REPORT WITH RESPECT TO EXISTING DEBT AND THE 2018 NOTES; AUTHORIZING AND DIRECTING OFFICERS AND OFFICIALS OF THE CITY TO EXECUTE AND DELIVER DOCUMENTS AND TO TAKE SUCH ACTION AS MAY BE NECESSARY RELATING TO THE ISSUANCE OF THE 2018 NOTES; CREATING A CLEARING ACCOUNT FOR EACH OF THE 2018 NOTES AND A PROJECT ACCOUNT FOR EACH OF THE 2018 NOTES; AUTHORIZING THE PAYMENT OF EXPENSES; PROVIDING GUIDELINES FOR PERMITTED INVESTMENTS; PROVIDING FOR THE AUTHORIZATION OF OFFICERS; RATIFYING AND CONFIRMING AUTHORIZATION TO THE CITY SOLICITOR, FINANCIAL ADVISOR, AND NOTE COUNSEL; PROVIDING FOR SEVERABILITY OF PROVISIONS HEREOF; AND REPEALING ALL OTHER INCONSISTENT ORDINANCES OR PORTIONS THEREOF.

*Consideration of Resolution authorizing the execution of an agreement with PennDOT*

Mr. Wilson presented Resolution 1314 authorizing the execution of an agreement with PennDOT for the acceptance of the \$1,000,000 Transportation Alternatives Program grant for the East Church Street Streetscape Project. **On motion of Mr. Stevenson, seconded by Mr. Byerly and carried unanimously, Council approved the following Resolution authorizing the execution of an agreement with PennDOT for the acceptance of a \$1,000,000.00 Transportation Alternatives Program (TAP) grant for the East Church Street Streetscape Project.**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1314

*Consideration of the award of fall street patching to Wolfe Coal and Excavating, Inc.*

The Manager stated that two bids were received for the Fall street patching and the low bidder was Wolfe Coal & Excavating, Inc. in the amount of \$38,900.06. The Manager stated that the City had to reduce the scope of the project because of the amount of funds available in the water fund and therefore the work will include patching on State roads and roads in Castanea Township; patching on city-owned roads will not be done at this time. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council awarded a contract to Wolfe Coal and Excavating, Inc. in the amount of \$38,900.06 for the Fall street patching project.**

**NEW BUSINESS**

**Consideration of a contract with Kristin Smith appointing her Chief of Police**

The Manager presented a contract with Kristin Smith, appointing her Chief of Police of the City of Lock Haven. Mr. Wilson stated that Ms. Smith is a qualified candidate from within the ranks and he is recommending approval of a contract with Ms. Smith. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council awarded a contract appointing**

**Kristin Smith as the Chief of Police of the Lock Haven Police Department.** Mr. Baney issued the oath of office to Ms. Smith and noted she is the first woman holding the position of Lock Haven Police Chief.

***Consideration of amendment to agreement with the County Sewer Authority***

Mr. Wilson presented an amendment to the Pump Station and Storage Tank Operating agreement with the Clinton County Sewer Authority. He noted that in paragraph six the agreement currently states that funds can be used for administrative and operating costs, however, at the end of the paragraph it only states that funds can be used for administrative costs. Mr. Wilson stated that the amendment corrects this inconsistency and allows funds to be used for administrative and operating costs. He added that the city currently provides the maintenance crew for the Authority's facilities, however, beginning next year the Authority will not be using the City crew and instead an independent contractor for maintenance of their facilities. **On motion of Mr. Long, seconded by Mr. Morris and carried unanimously, Council amended the Pump Station and Storage Tank Operating agreement with the Clinton County Sewer Authority.**

***City purchase of 37-41 Bellefonte Avenue ("Heilig Meyers") and 53 Bellefonte Avenue (Earl Kennedy property) at the September 20, 2018 judicial sale.***

The Manager noted that the City purchased 37-41 Bellefonte Avenue ("Heilig Meyers") in the amount of \$100 plus \$583.72 in fees for a total purchase price of \$683.72; and 53 Bellefonte Ave (Earl Kennedy property) in the amount of \$100 plus \$661.10 in fees for a total purchase price of \$761.10 at the September 20, 2018 judicial sale.

***Consideration of authorization to solicit for bids for the demolition of 43-51 Bellefonte Avenue ("Town Tavern") and 53 Bellefonte Avenue (Earl Kennedy property).***

Mr. Wilson requested authorization to solicit for bids for the demolition of 43-51 Bellefonte Avenue (former "Town Tavern") and 53 Bellefonte Avenue (former Earl Kennedy property). Mr. Morris asked if the City had an idea of the cost of demolition. Mr. Wilson stated that it was difficult to determine the demolition cost in advance. **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council authorized the solicitation of bids for the demolition of 43-51 Bellefonte Avenue and 53 Bellefonte Avenue.**

***Consideration of Resolution No. 1309 authorizing Keystone Central Tax Office to collect the city's Local Services Tax***

The Manager presented Resolution No. 1309 authorizing Keystone Central Tax Office to collect the city's Local Services Tax with the tax quarter payable January 1, 2019 with a maximum administrative fee of 5%. Mr. Wilson stated that the City currently collects this tax which is \$52.00 a year for anyone employed in the city. He noted that the Keystone Central Tax Office currently collects earned income and business privilege taxes and they can cross reference these data bases to determine if all employees are paying the local service tax. Mr. Wilson estimated that the City will pay Keystone Central approximately \$8,000.00 per year however it is estimated that the City is losing approximately \$8,500 per year because we are not capturing everyone who is employed in the City. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the following resolution:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1309

***Consideration of the appointment of Council Member Mincer to various boards***

The Manager noted that with the resignation of Council Member Sara Stringfellow, her replacement on Council, William Mincer, is recommended to fill the following board vacancies: City Employee Retirement Board, Police Pension Fund Board, Alternate Representative to the Central Clinton County Water Filtration Authority, Alternate Representative to the Clinton County Sewer Authority and replacing Council Member Byerly as liaison to the Ross Library. **On motion of Mr. Conklin, seconded by Mr. Stevenson and carried unanimously, Council appointed William Mincer to the City Employee Retirement Board, Police Pension Fund Board, Alternate Representative to the Central Clinton County Water Filtration Authority, Alternate Representative to the Clinton County Sewer Authority and liaison to the Ross Library.**

***ADJOURNMENT***

**On a motion of Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 7:28 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
October 8, 2018**

City Council met in regular session on Monday, October 8, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters Laura Jameson from The Express and John Lipetz from The Record, and Linda Sterling, SEDA COG.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the September 24, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

Linda Sterling, SEDA COG, was present and advised City Council that a public hearing was held at 6:30 p.m. to secure public input regarding the proposed activities for the 2018 Community Development Block Grant (CDBG) Program application. She explained that no one attended the public hearing, and the proposed activities include: East Water Street Paving Project from North Jay Street to Grant Street in the amount of \$242,925, Comprehensive Plan Update in the amount of \$10,774 and Program Administration in the amount of \$42,550 for a total program budget of \$296,249. Ms. Sterling stated that a Resolution will be presented at the next Council meeting for authorization to submit the 2018 CDBG Program application.

***CORRESPONDENCE***

***Property Use Request:***

***Lock Haven University Management & Leadership of Sport/Turkey Trot 5K***

The Manager presented information from the Lock Haven University Management and Leadership of Sport course requesting approval to use the levee on November 18, 2018 from 9:00 a.m. to noon for the Turkey Trot 5K run. Mr. Trevor Miller from the LHU Management and Leadership course was present at the meeting. **On motion of Mr. Long, seconded by Mr. Mincer and carried unanimously, Council approved Lock Haven University Management and Leadership's request to use the levee on November 18, 2018 from 9:00 a.m. to noon for the Turkey Trot 5K run.**

### *PA Small Water & Sewer Program*

Mr. Wilson notified Council that the City was awarded a \$246,440 grant from the PA Small Water & Sewer Program for the installation of a utility water system at the sewer plant. He explained that the total project cost is estimated at \$275,000. Mr. Wilson said that the project will improve the efficiency of treatment operation resulting in savings for power consumption as well as water conservation. He added that the project will eliminate the facility's dependence on the City's public drinking water supply and the associated costly water bills.

### *Airport Easement Project*

The Manager informed Council that letters will be sent to five property owners regarding the acquisition of air easements above their properties.

### *2018 Summer Concert Series*

According to the Manager the 2018 Summer Concert Series ended the year with a deficit of \$759.19 which was covered by the fund balance in the Recreation Fund.

## **UNFINISHED BUSINESS**

### *Consideration of Ordinance authorizing issuance of general obligation debt*

The Manager presented Ordinance 995 authorizing and directing issuance of general obligation debt in the aggregate principal amount not to exceed \$3,852,000.00. Joseph Pierce from Eckert Seamans and Daryl Peck of Concord were present at the meeting. Mr. Peck said that thirteen proposals were received from eight banks and the best rate for all three notes was from Citizens & Northern Bank as follows: \$1,060,000 General Obligation Note Series A for 20 years at an interest rate of 3.954% to finance general fund projects, \$ 292,000 General Obligation Note Series B for 15 years at an interest rate of 4.965% to finance airport projects, and \$2,500,000 General Obligation Note Series C for a 4 year bridge loan at an interest rate of 3.310% to finance water system projects to allow payments to contractors for approximately three months due to reimbursement nature of the Penn Vest Program. Mr. Conklin asked was is the City's current bond rate. Mr. Peck said that the City currently does not have any public bonds, and therefore it does not have a bond rate. Mr. Wilson said that previously the City had a triple B+ rate with a positive outlook. Mr. Stevenson asked what the difference between the taxable rate for Series A and B notes. Mr. Peck explained that the bank must pay federal taxes on the Series B note because some of the facilities at the airport have a private use. Mr. Morris asked if the cost of issuance comes out of the bond. Mr. Pierce said that the cost of issuance is a permitted use and will come out of the bond. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the following ordinance on second reading authorizing the issuance of the general obligation debt in the aggregate principal amount not to exceed \$3,852,000.00.**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA (THE "CITY") AUTHORIZING AND DIRECTING ISSUANCE OF GENERAL OBLIGATION DEBT, AS PERMITTED BY AND PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT, 53 P.A.C.S. § 8001 ET SEQ., AS AMENDED (THE "DEBT ACT"), IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$3,852,000, TO BE EVIDENCED BY THE FOLLOWING THREE SERIES OF GENERAL OBLIGATIONS: (I) GENERAL OBLIGATION NOTE, SERIES A OF 2018, IN THE PRINCIPAL AMOUNT OF \$1,060,000 (THE "2018A NOTE") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD COSTS OF THE FOLLOWING PROJECTS: (A) REPAIRS AND IMPROVEMENTS TO THE CITY'S LEVEE SYSTEM AND THE TIDLOW DAM, (B) CONSTRUCTION OF A NEW PUBLIC WORKS SALT SHED, AND (C) REPLACEMENT OF THE PUBLIC WORKS GARAGE ROOF; AND (D) PAYING THE COSTS OF ISSUING THE 2018A NOTE, WHICH TOGETHER WITH THE PROJECTS HEREINBEFORE DEFINED, COLLECTIVELY, THE "2018A PROJECT"; (II) GENERAL OBLIGATION NOTE, SERIES B OF 2018 (FEDERALLY TAXABLE), IN THE PRINCIPAL AMOUNT OF \$292,000 (THE "2018B NOTE") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD COSTS OF THE FOLLOWING PROJECTS: (A) FINANCING OF ADDITIONAL IMPROVEMENTS TO THE SELF-FUELING STATION AND A HANGAR AT THE CITY-OWNED AIRPORT (THE "2018B AIRPORT PROJECT"); AND (B) PAYING THE COSTS OF ISSUING THE 2018B NOTE; AND (III) GENERAL OBLIGATION NOTE, SERIES C OF 2018, IN THE PRINCIPAL AMOUNT OF \$2,500,000 (THE "2018C NOTE," AND TOGETHER WITH THE 2018A NOTE AND THE 2018B NOTE, THE "2018 NOTES") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR AND TOWARD (A) INTERIM FINANCING OF IMPROVEMENTS AND UPGRADES TO THE CITY'S WATER SYSTEM (THE "2018C WATER PROJECT") AND (B) PAYING THE COSTS OF ISSUING THE 2018C NOTE, WHICH TOGETHER WITH THE PROJECTS HEREINBEFORE DEFINED, COLLECTIVELY, THE "2018C PROJECT," AND TOGETHER WITH THE 2018A PROJECT AND THE 2018B PROJECT, THE "2018 PROJECT"); DETERMINING THAT SUCH DEBT SHALL BE NONELECTORAL DEBT OF THE CITY; DETERMINING THAT EACH OF THE 2018 NOTES SHALL BE SOLD AT PRIVATE SALE BY INVITATION; AUTHORIZING ACCEPTANCE OF NOTE PURCHASE PROPOSALS FOR PURCHASE OF EACH OF THE 2018 NOTES AT PRIVATE SALE BY INVITATION AND AWARDED THE 2018 NOTES AND SETTING FORTH RELATED PROVISIONS; PROVIDING FOR MATURITIES AND INTEREST RATES OF THE 2018 NOTES; APPOINTING A PAYING AGENT, REGISTRAR AND SINKING FUND DEPOSITORY FOR EACH OF THE 2018 NOTES; PROVIDING FOR THE TERMS OF THE 2018 NOTES INCLUDING DATED DATE, DENOMINATIONS, INTEREST PAYMENT DATES AND RECORD DATES; PROVIDING FOR THE REGISTRATION AND TRANSFER OF THE 2018 NOTES; AUTHORIZING THE EXECUTION AND DELIVERY OF THE 2018 NOTES; PROVIDING THAT THE 2018A NOTE AND THE 2018C NOTES, WHEN ISSUED, SHALL BE TAX-EXEMPT , GENERAL OBLIGATIONS OF THE CITY AND THE 2018B, WHEN ISSUED, SHALL BE A TAXABLE , GENERAL OBLIGATION OF THE CITY; COVENANTING TO PAY DEBT SERVICE AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER FOR THE PAYMENT OF THE 2018 NOTES; SETTING FORTH THE OPTIONAL PREPAYMENT AND ANNUAL PRINCIPAL AMORTIZATION PROVISIONS OF THE 2018 NOTES; CREATING SINKING FUNDS IN CONNECTION WITH EACH OF

THE 2018 NOTES AS REQUIRED BY THE DEBT ACT; APPROPRIATING PROCEEDS OF THE 2018 NOTES; SPECIFYING THE ESTIMATED USEFUL LIFE OF EACH COMPONENT OF THE 2018 PROJECT; SETTING FORTH CERTAIN COVENANTS RELATING TO THE NON-ARBITRAGE STATUS OF THE 2018A AND 2018C NOTE, AND TO THE EXTENT THE 2018A NOTE AND 2018C NOTE QUALIFY PURSUANT TO SECTION 265(B)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, DESIGNATING THE 2018A NOTE AND 2018C NOTE AS QUALIFIED TAX-EXEMPT OBLIGATIONS; RATIFYING PRIOR ADVERTISEMENT AND DIRECTING FURTHER ADVERTISEMENT; AUTHORIZING AND DIRECTING THE PREPARATION, EXECUTION AND FILING OF A TRANSCRIPT OF PROCEEDINGS WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, INCLUDING A DEBT STATEMENT AND BORROWING BASE CERTIFICATE AND, AS AND WHEN APPROPRIATE, A SELF-LIQUIDATING DEBT REPORT WITH RESPECT TO EXISTING DEBT AND THE 2018 NOTES; AUTHORIZING AND DIRECTING OFFICERS AND OFFICIALS OF THE CITY TO EXECUTE AND DELIVER DOCUMENTS AND TO TAKE SUCH ACTION AS MAY BE NECESSARY RELATING TO THE ISSUANCE OF THE 2018 NOTES; CREATING A CLEARING ACCOUNT FOR EACH OF THE 2018 NOTES AND A PROJECT ACCOUNT FOR EACH OF THE 2018 NOTES; AUTHORIZING THE PAYMENT OF EXPENSES; PROVIDING GUIDELINES FOR PERMITTED INVESTMENTS; PROVIDING FOR THE AUTHORIZATION OF OFFICERS; RATIFYING AND CONFIRMING AUTHORIZATION TO THE CITY SOLICITOR, FINANCIAL ADVISOR, AND NOTE COUNSEL; PROVIDING FOR SEVERABILITY OF PROVISIONS HEREOF; AND REPEALING ALL OTHER INCONSISTENT ORDINANCES OR PORTIONS THEREOF.

## NEW BUSINESS

### *Consideration Resolution No. 1315 to adopt the Clinton County 2018 Hazard Mitigation Plan*

The Manager presented Resolution No. 1315 adopting the Clinton County 2018 Hazard Mitigation Plan. Mr. Wilson said that a copy of the Mitigation Plan was provided to Council and is on the County's website for review. **On motion of Mr. Long, seconded by Mr. Morris and carried unanimously, Council approved the following Resolution adopting the Clinton County 2018 Hazard Mitigation Plan.**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1315

### *Consideration of an easement agreement with SEDA-COG Joint Rail Authority for the installation of a water main conduit under the East Walnut Street railroad tracks*

The Manager presented an easement agreement with SEDA-COG Join Rail Authority for the installation of a water main conduit under the East Walnut Street railroad tracks. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved an**

**easement agreement with SEDA-COG Joint Rail Authority for the installation of a water main conduit under the East Walnut Street railroad tracks.**

***Acceptance of the resignation of Philip Jedrzejek from the Board of Health; appointment of Freddie Wadsworth Jr. to the Board of Health***

Mr. Wilson stated that Philip Jedrzejek has submitted his resignation from the Board of Health and is recommending the appointment of Freddie Wadsworth Jr. of 341 East Church Street to the Board of Health. **On motion of Mr. Mincer, seconded by Mr. Byerly and carried unanimously, Council accepted the resignation of Philip Jedrzejek from the Board of Health and appointed Freddie Wadsworth to the Board of Health.**

***Appointment of Derek Hoover as Auxiliary Driver to Citizens Hose; Cody Coleman as Auxiliary Driver to Hand-in-Hand Hose, and Troy Quail as Auxiliary Driver to Hand-in-Hand Hose***

The Manager stated that Robert Neff, Fire Administrator, provided a memo stating that the Lock Haven Fire Advisory Board is recommending the appointment of Derek Hoover as an auxiliary driver to the Citizens Hose Company; Cody Coleman as an auxiliary driver to the Hand-in-Hand Hose Company, and Troy Quail as an auxiliary driver to the Hand-in-Hand Hose Company. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council appointed Derek Hoover as auxiliary driver to the Citizens Hose Company; Cody Coleman as auxiliary driver to the Hand-in-Hand Hose Company, and Troy Quail as auxiliary driver to the Hand-in-Hand Hose Company.**

***Appointment of Erin Russell to the Lock Haven Area Flood Protection Authority***

Mr. Wilson stated that there is a vacancy on the Lock Haven Area Flood Protection Authority and Erin Russell, who is involved with Lock Haven University, has expressed an interest in serving on the Authority Board. **On motion of Mr. Mincer, seconded by Mr. Morris and carried unanimously, Council appointed Erin Russell to the Lock Haven Area Flood Protection Authority.**

**OTHER MATTERS**

Mr. Wilson notified Council that the City Solicitor has sent a letter to a property owner on East Church Street regarding a sign which violates the City's sign ordinance and provided the steps needed to comply with the ordinance. He added that the property owner has ten days to apply to the Zoning Hearing Board for a special exception.

Mr. Mincer asked if the City could explore the idea of working with Lock Haven University for a community center. He explained that there may be space at STEP, Inc. or Lock Haven University for a center and said he participated in this type of center in the 90s which was funded by STEP, Inc. and thought it would be a great facility for Lock Haven.

Mr. Mincer asked the Manager if he had the opportunity to explore the cost of live streaming Council meetings. Mr. Wilson said he had not but did know that the recordings would have to be retained permanently unless Council adopts a Resolution allowing the tapes to be reused. Mr. Stevenson said that before the Manager should investigate live streaming the meetings he wanted to know if Council members were interested in doing this. Mr. Stevenson said he was not interested in live streaming the Council meetings stating that he did not want the expense, that it could lead to grandstanding, and if people wanted to know something they should attend a meeting. Mr. Mincer said he thought it was important not only for transparency but there are some people who cannot attend a meeting. Mr. Baney said he agreed with Mr. Mincer and said that some elderly cannot attend a meeting. Mr. Stevenson said that there was a small percentage of the population who could not attend a meeting and that City Hall is open every day and city staff is available to the public. Mr. Conklin said he was supportive of getting more information. Mr. Byerly said he was in favor of getting additional information and it might be possible to get Lock Haven University students to tape the meetings and wouldn't be surprised if they could do it for free. Mr. Morris said he was not opposed but wondered how much of an audience we would get. Mr. Byerly said he was not concerned about how many people watched the live streaming but was more interested in getting the information out to the public. Mr. Long concluded that he didn't believe anyone would grandstand and was agreeable to getting more information.

## **ADJOURNMENT**

**On a motion of Mr. Conklin, seconded by Mr. Morris the meeting was adjourned at 7:47 p.m.**

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**Mayor**

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**City Clerk**

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

**City Council Meeting  
October 22, 2018**

City Council met in regular session on Monday, October 22, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters Laura Jameson from The Express and John Lipez from The Record, Linda Sterling, SEDA COG, and residents Brian and Wenda Butler.

***COUNCIL MINUTES***

**On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the October 8, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

There were no comments from the public.

***CORRESPONDENCE***

***Property Use Request:***

***Frozen Snot Race/Use of Zindel Park and surrounding watershed property***

The Manager presented information from the Frozen Snot Race Director Luke Ebeling requesting approval to use Zindel Park and the surrounding watershed property on February 2, 2019 for the Frozen Snot race. Mr. Ebeling and Jeff Stover were present at the meeting. **On motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved Luke Ebeling's request to use Zindel Park and the surrounding watershed property on February 2, 2019 for the Frozen Snot race.**

***Downtown Lock Haven, Inc./Haven Holidays***

The Manager presented information from Downtown Lock Haven, Inc. requesting the following approvals for the Haven Holidays event to be held on December 1 & 2, 2018: use Triangle Park on December 1, 2018 for the tree lighting ceremony, use the levee, Triangle Park, and road closure on Water Street between Hanna Street, Locust Alley and Main Street for the Santa Run and Parade on December 2, 2018 ending by 8:00 p.m.(rain date December 3, 2018). Downtown Manager Kasey Campbell was present at the meeting. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council approved Downtown Lock Haven, Inc.'s request to use Triangle Park and the levee, and the road closures on Hanna Street, Locust Alley, and Main Street on December 1 & 2, 2018 for the Haven Holiday event including the Santa Run & Parade.**

***Clinton County Economic Partnership/Time Out***

The Manager noted that the Clinton County Economic Partnership has scheduled a Time Out on November 8, 2018 from 5:30 p.m. to 7:30 p.m.at Eagle Valley Bargains, Mill Hall.

***Receipt of Auditor General Compliance Audit/Police Pension Fund & City Employees Retirement Fund***

The Manager stated that the City received the compliance audit performed by the State Auditor General for the City's Police Pension Fund and City Employees Retirement Fund. Mr. Wilson noted that this audit is conducted every two years and was completed in 2018 for 2016-2017. Mr. Conklin asked for an explanation regarding the finding in the audit for both funds regarding the award of professional services contract which was inconsistent with the provisions of Act 205. Mr. Wilson explained that Act 205 requires that the city advertise in the local

newspaper that the city was considering proposals for professional services for the distribution of pension payments from the pension funds. The city relied on C. S. McKee to oversee the process of soliciting for proposals and that the City did not advertise appropriately. Mr. Wilson added that the other finding in the Police Pension fund dealt with noncompliance with a prior audit recommendation regarding the inconsistent member contribution provision. He explained that the inconsistency occurred when the police contract was updated to include a larger contribution by the police membership, but the City never updated the ordinance to reflect this increase. He concluded that this discrepancy will be resolved when the new codification is adopted.

### ***Alpha Fire Company Correspondence***

The Manager noted that the City received a letter from the Alpha Fire Company thanking Hand-in-Hand Fire Company for providing fire coverage while Alpha Fire Company covered the Penn State football game.

### **UNFINISHED BUSINESS**

#### ***Consideration of Resolution No. 1316 authorizing the filing of the 2018 Community Development Block Grant Program application***

The Manager presented Resolution No. 1316 approving the use of 2018 Community Development Block Grant funds and authorizing the filing of the 2018 CDBG Program application. **On motion of Mr. Byerly, seconded by Mr. Stevenson and carried unanimously, Council approved the following Resolution approving the use of 2018 Community Development Block Grant funds and authorizing the filing of the 2018 CDBG Program application:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1316

### **NEW BUSINESS**

#### ***Consideration of Resolution No. 1317 to appoint DPW Director Anthony Stopper as the Certifying Officer for the City's environmental requirements for the Community Development Block Grant program***

The Manager presented Resolution No. 1317 appointing Department of Public Works Director Anthony Stopper as the Certifying Officer for the City's environmental requirements for the Community Development Block Grant Program. **On motion of Mr. Stevenson, seconded by Mr. Long and carried unanimously, Council appointed DPW Director Tony Stopper as the Certifying Officer for the City's environmental requirements for the Community Development Block Grant Program:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1317

#### ***Consideration of an agreement with Gwin Dobson & Foreman for engineering services for the installation of a utility water system at the Wastewater Treatment Plant***

Mr. Wilson presented Council with an agreement with Gwin Dobson & Foreman in an amount not to exceed \$35,000.00 for engineering services for the installation of a grant-supported utility water system at the Wastewater Treatment Plant. Mr. Wilson noted that the total project is estimated at \$290,000. Mr. Morris asked if it was worth the expenditure since it will take fourteen years to recoup the money resulting from the water cost savings attributed to this project. Mr. Wilson stated that most of this project is paid with grant funds and no loan funds are being used to pay for this project. He added that the water conservation will help the City not only set a good example in environmental conservation, but by reducing the water used that same water can be used by new development without adding to the total draw from the system.

**On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council awarded a contract to Gwin Dobson & Foreman for engineering services in an amount not**

**to exceed \$35,000.00 for the installation of a utility water system at the Wastewater Treatment Plant.**

***Consideration of an agreement with Gwin Dobson & Foreman for engineering services for repairs to the Tidlow Dam at Grant Street***

The Manager presented Council with an agreement with Gwin Dobson & Foreman in an amount not to exceed \$29,750.00 for engineering services for repairs to the Tidlow Dam at Grant Street. Mr. Wilson noted that the total project cost is estimated at \$300,000.00 and is supported by the loan Council recently approved. Mr. Wilson added that a drone video taken last year shows that one of the slabs is broken causing a whirlpool effect. He added that it appears that this is the only slab that needs to be repaired but until the water is drawn down the City won't know for sure. Mr. Wilson informed Council that Susquehanna Cleanscapes has approached the City to do a clean-up of the Tidlow Dam area when the water is down. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council awarded a contract to Gwin Dobson & Foreman for engineering services in an amount not to exceed \$29,750.00 for repairs to the Tidlow Dam at Grant Street.**

***Consideration of the appointment of Beth Riccardo to the Zoning Hearing Board, Josh Grimes to the Planning Commission, and Benjamin Green to the Ross Library Board of Directors***

Mr. Wilson stated that the following people have expressed an interest in serving on the following boards: Beth Riccardo of West Water Street to the Zoning Hearing Board for a term ending 1/1/2020; Josh Grimes of East Main Street to the Planning Commission for a term ending 1/1/2021; and Benjamin Green of East Water Street to the Ross Library Board of Directors. **On motion of Mr. Mincer, seconded by Mr. Byerly and carried unanimously, Council appointed Beth Riccardo to the Zoning Hearing Board for a term ending 1/1/2020; Josh Grimes to the Planning Commission for a term ending 1/1/2021; and Benjamin Green to the Ross Library Board of Directors.**

***Public Hearing Scheduled for November 5, 2018/Transfer of Liquor License***

The Manager informed Council that a hearing will be held on the transfer of a liquor license from Dunnstable into the City for the benefit of 360 East Walnut Street (Lucky 7 Travel Plaza) at Council's next meeting on November 5, 2018.

**OTHER MATTERS**

Ms. Wenda Butler, a former City employee, asked to meet with Council privately regarding her previous employment. Mr. Baney asked the Manager to respond. Mr. Wilson stated that City employees (and former employees) are employees of the City Manager not Council and therefore it would be inappropriate for Council to meet privately with a former City employee. Mr. Wilson stated that as a city resident, she, like all residents, can contact individual Council members to express her ideas or concerns. Ms. Butler was advised that each Council member's email addresses are available on the City's website.

**ADJOURNMENT**

**On a motion of Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 7:23 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
November 5, 2018**

City Council met in regular session on Monday, November 5, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters Laura Jameson from The Express and John Lipez from The Record.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the minutes of the meeting of the October 22, 2018 regular meeting of Council.**

***PUBLIC HEARING***

Mr. Wilson stated that the purpose of the public hearing under Act 141 of 2000 and Act 10 of 2002 was to consider an intermunicipal transfer of a retail liquor license No. R-18166 currently held by D & R Bottomline LLC of Dunstable Township to VASAS, Inc. of 360 East Walnut Street (Lucky 7 Travel Plaza). Attorney Paul Ryan, on behalf of VASAS, Inc., was present and introduced Mr. Sing the president of VASAS, Inc. Attorney Ryan presented two exhibits into the minutes. Exhibit 1 was the notice sent to The Express advertising today's public hearing, and Exhibit 2 was the published public hearing notice. Attorney Ryan explained that Mr. Sing intends to build a truck stop with a convenience store, fast food restaurant as well as selling beer and wine. Mr. Sing stated that the plans are currently in the architectural design and permitting phase and the truck stop is expected to open in December 2019 and employ 25-35 employees. Mr. Baney then opened the hearing to questions and comments from members of Council. Mr. Conklin ask which direction the truck stop will face. Mr. Sing said that it will face East Walnut Street. Mr. Mincer asked if the owner would proceed with the truck stop if Council did not approve the liquor license transfer and if it would hurt his business if the transfer did not occur. Mr. Sing stated he would proceed with the truck stop but felt in order to be competitive with the other local businesses who sell beer and wine he needs the retail liquor license. Mr. Stevenson asked if the City Solicitor review the application and if the application was reviewed by zoning. The City Manager responded that the City Solicitor did review the application and was also reviewed by the zoning officer. Mr. Morris asked why he couldn't find the current license on the PA Liquor Control Board website. Mr. Wilson explained that the current license is in safe keeping and is not currently active. Attorney Ryan added that the current owner of the license (D & R Bottomline LLC) is a broker that buys liquor licenses that are in safe keeping and may be the reason why the license was not on the PLCB website. Mr. Long asked if the truck stop would be open 24 hours, and Mr. Sing replied that the truck stop will be open seven days a week, 24 hours a day, however, beer and wine sale will have limited Sunday hours. The public hearing was then open to questions and comments from residents, however, there were none.

The Manager presented Resolution No. 1318 requesting approval of the intermunicipal transfer of License No. R-18166. **On motion of Mr. Byerly, seconded by Mr. Conklin and carried unanimously, Council approved the following Resolution approving the intermunicipal transfer of License No. R-18166:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1318

***PUBLIC COMMENTS***

There were no comments from the public.

## ***CORRESPONDENCE***

The Manager acknowledged the receipt of the third quarter cable TV franchise fee from Comcast in the amount of \$18,474.51.

## **UNFINISHED BUSINESS**

### ***Consideration of the award of the contract for demolition of 47-53 Bellefonte Ave to Masters Excavating LLC***

Mr. Wilson stated that the City solicited bids for the demolition of 47-53 Bellefonte Avenue and received four bids and the low bidder was Masters Excavating LLC of Lock Haven in the amount of \$52,797.00. The Manager stated that the City allocated \$20,000.00 to pay the tipping fees to the landfill since the City pays a discounted rate compared to what the contractor would pay. The Manager was asked if the contractor was the same contractor who demolished the Heilig Meyers building for the City. The Manager replied that it was not. The contractor who demolished the Heilig Meyers building was ADM Logistics (now known as MEI Demo & Excavation). Mr. Wilson noted that MEI did bid on this project but was not the low bidder. Mr. Wilson added that the City will permit the contractor to use the Heilig Meyers site for a staging area and a temporary fence will be installed. **On motion of Mr. Long, seconded by Mr. Byerly and carried unanimously, Council awarded a contract to Masters Excavating LLC in the amount of \$52,797.00.**

## **NEW BUSINESS**

### ***Consideration of the appointment of Art Sanders to the Zoning Hearing Board***

Mr. Wilson stated that Art Sanders of Susquehanna Avenue has expressed an interest in serving on the Zoning Hearing Board for a term ending 1/1/2019. **On motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, Council appointed Art Sanders to the Zoning Hearing Board for a term ending 1/1/2019.**

### ***2019 Budget Preview***

The Manager presented the 2019 budget and presented the following budget timeline:

November 19, 2018	2019 Proposed Budget presented for Council consideration with the first reading of the 2019 Budget Ordinance fixing the tax rate for the next year (OTCCCL §517) followed by the first Budget Hearing (OTCCCL §517) with attention to employee compensation, general government administration, development & grant administration, and recreation.
November 20, 2018	2019 Proposed Budget placed on city website for public review (TCCC 11809.c.1) and available in print form in the City Manager's office
November 28, 2018	Publication of newspaper notice of intent to adopt the 2019 Budget Ordinance on December 17, 2018 (TCCC 11809.c.2)
December 3, 2018	Regular meeting of Council followed the second Budget Hearing (OTCCCL §517) with discussion on the departments of public safety (Police, Fire, Code Enforcement, Zoning & Blight Remediation)
December 10, 2018	Regular meeting of Council followed by the third Budget Work Hearing (OTCCCL §517) with discussion on the departments of public works (Streets, Parks, Levee, Water, Sewer & Airport)
December 17, 2018	Adoption of the 2019 Budget Ordinance fixing the tax rate for the next year (TCCC 11809.d)
March 4, 2019	Presentation of the Capital Improvement Program Budget for Council's consideration (City Code 1-199.51)

## **OTHER MATTERS**

Mr. Baney stated he noticed that the City was advertising for a police clerk. Mr. Wilson responded that due to the pending retirement of one of the police clerks, a replacement will be hired allowing enough time to train the new clerk.

Mr. Conklin asked for a brief executive session concerning a personnel issue under Section 708(a)(1) of the Sunshine Act.

Mr. Mincer asked if Council would consider scheduling alternative council meeting dates to accommodate people who could not attend the current council meetings. Mr. Stevenson said he didn't feel that changing the dates would get more people to attend the meetings. The Manager said he was hoping to do four different locations for council meetings, but it didn't work out because of the weather. Mr. Stevenson said he would support having council meetings at different locations.

Mr. Mincer asked if the Manager had any information about filming council meetings. Mr. Wilson said he did not however the PA Municipal League did survey municipalities and found that only two municipalities film their meetings. The Manager stated that after the budget season, he will have time to investigate the issue.

## **ADJOURNMENT**

**On a motion of Mr. Conklin, seconded by Mr. Byerly the meeting was adjourned at 7:56 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
November 19, 2018**

City Council met in regular session on Monday, November 19, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporter Scott Johnson from The Record.

***COUNCIL MINUTES***

At the request of Mr. Stevenson, the spelling of his name will be correct in the Council minutes. **On a motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the November 5, 2018 regular meeting of Council, as corrected.**

***PUBLIC COMMENTS***

There were no comments from the public.

***CORRESPONDENCE***

***FY 2010-2015 CDBG Program Performance Review***

The Manager acknowledged the receipt of the FY 2010-2015 Community Development Block Grant (CDBG) Program Performance Review from the PA Department of Community and Economic Development (DCED). Mr. Wilson noted that the only project questioned by DCED was the Clinton County Housing Coalition's acquisition project which the City provided \$20,000.00 in FY 2011 CDBG funds. He indicated that the City was required to ensure that the buyer (Coalition) provide a voluntary acquisition notice to the seller (Salvation Army). They also questioned why the property was purchased for more than the appraised value and that DCED is requesting written acquisition guidelines in the event the City uses CDBG funds in the future for acquisition projects. Mr. Wilson stated that the City asked SEDA COG for their written acquisition guidelines and they indicated that they recommend to their municipalities not to use CDBG funds for acquisition projects because of the complexity of the Uniform Relocation Act regulations. The Manager asked if Council was willing to establish a policy not to use CDBG funds for future acquisition projects. Mr. Stevenson said he would like to allow the use of CDBG funds for acquisition projects in case another situation like the homeless shelter came up. Council agreed with Mr. Stevenson and directed the Manager to prepare a written acquisition policy.

***Zindel Park Tree Removal***

Mr. Wilson noted that as part of a wildlife habitat improvement project proposed earlier this year, the Pennsylvania Game Commission scheduled the removal of dead ash trees in the area of Zindel Park. He noted that the contractor had anticipated beginning the tree removal the week of November 12, 2018 but because of rain had to delay the removal project. The Manager noted that the tree removal will be done prior to the end of the year.

***Notice of liquor license transfer***

The Manager acknowledged the receipt of correspondence from the Pennsylvania Liquor Control Board stating that they received an application to transfer the liquor license to the new owner of the Fallon House. Mr. Wilson noted that since it is the same site within the City there is no further action required.

***CCEP Holiday Party***

The Manager noted that the Clinton County Economic Partnership has scheduled the Holiday Party on December 12, 2018.

## Two Hour Free Parking

Mr. Morris stated the Council received an email from a business owner requesting that Council consider providing two-hour parking on East Main Street from Thanksgiving to the end of the year instead of bagging the parking lots. Mr. Wilson stated that providing free parking on East Main Street would have the opposite effect since the long-term parking lots take the cars off Main Street so that parking spaces are available for people doing business in the downtown. He added that Council would also need to amend the ordinance to provide free parking on East Main Street since the current ordinance only allows free parking during the holiday in select long-term parking lots. He added that anyone could find free parking in one of the municipal parking lots within two blocks of East Main Street and therefore there is no need to provide free parking along East Main Street. Mr. Stevenson said that this would not be a manageable situation to enforce. Mr. Wilson agreed stating that the only way to enforce it would be to mark tires to see if a vehicle was parked for more than two hours and the City does not have the man power to mark tires. Mr. Long said that the email mentions that there is free parking on portions of Church and Main Streets. Mr. Wilson said that there is free parking on a portion of Church Street near the Presbyterian Church and near the County's Garden building on East Main Street. Mr. Morris said the City could shorten the meter enforcement at the end of the day which wouldn't cause any enforcement issues. Mr. Conklin stated that since Ms. Campbell from Downtown Lock Haven was present at the meeting, she could survey the business community to get input about this idea. He added that there wouldn't be any time to amend the ordinance this year, but Council could bring it up early next year for consideration.

## ***Public Hearing/Proposed 2019 Budget***

Mayor Baney convened a public hearing on the City's FY 2019 recommended budget and invited comments from Council, City agencies, and others in attendance. Tammy Garrison, Director, Annie Halenbake Ross Library, addressed Council stating that she wished to thank Council for their continued support and described several programs offered by the library. Ms. Garrison added that the Ross Library receives \$28,000 from the City and requested that Council consider increasing this amount to \$29,000. Kasey Campbell, Manager, Downtown Lock Haven, Inc., also addressed Council and thanked them for their continued support on countless projects to generate activities and economic opportunities for the community. Ms. Campbell stated that they are requesting \$15,000 in 2019, which is the same amount they received from the City in 2018. There being no further comments, the Manager indicated that Council needed to address two Ordinances on first reading as part of the budget process – the Annual Appropriations and Tax Levy Ordinances. He indicated the Annual Appropriations Ordinance adopts the budget and reviewed the amounts in each of the funds and requested Council approval on first reading. ***On a motion of Mr. Long, seconded by Mr. Stevenson and carried unanimously, the following Ordinance was approved on first reading:***

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LOCK HAVEN, IN THE COUNTY OF CLINTON, COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING THE YEAR 2019

He reported that the Tax Levy Ordinance included the same tax rates as 2018. Mr. Morris asked if the tax rate could be rounded up to two decimals instead of five decimals. It was agreed to keep the tax rate rounded to five decimals. It was agreed that the total should be removed from the proposed ordinance because it does not truly reflect the total tax rate. Mr. Stevenson said he appreciated that the proposed budget summary has graphs and narrative that answers a lot of the questions that Council normally asks. ***On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, the following Ordinance was approved on first reading, as amended:***

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF LOCK HAVEN, CLINTON COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR  
2019

The Manager added that a budget work session with City staff will be held after the meeting on General Government Administration, Finance & Taxes, and Recreation.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

##### *Consideration of an Agreement with Norfolk Southern*

The Manager presented an agreement with Norfolk Southern to use the railroad crossing at Peddie Park. He noted that Norfolk Southern approached the City when they found they could not locate an agreement with the City for this railroad crossing. Mr. Wilson further stated that Norfolk Southern considers this railroad crossing private since public access is when the railroad crosses a city street. **On motion of Mr. Conklin, seconded by Mr. Morris and carried unanimously, Council approved an agreement with Norfolk Southern to use the railroad crossing at Peddie Park.**

##### *Ratification of appointment of Auxiliary Driver/Hope Hose Company*

The Manager reported that the Citizens Hose Company and Fire Relief Advisory Board recommended the appointment of Dan Ake as an auxiliary driver. **On a motion by Mr. Long, seconded by Mr. Byerly and carried unanimously, Council ratified the appointment of Dan Ake as an auxiliary driver for the Citizens Hose Company.**

#### **OTHER MATTERS**

None

#### **ADJOURNMENT**

**On a motion of Mr. Long, seconded by Mr. Mincer the meeting was adjourned at 7:58 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
December 3, 2018**

City Council met in regular session on Monday, December 3, 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, Richard Conklin, Joel Long, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters John Lipez from The Record and Laura Jameson from The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Morris, seconded by Mr. Byerly and carried unanimously, Council approved the minutes of the meeting of the November 19, 2018 regular meeting of Council, as corrected.**

***ZONING CONDITIONAL USE HEARING: 315 East Main Street demolition***

City Manager Wilson called upon the Zoning Officer Cyndi Walker who explained the reason for the hearing was to advise Council of a request to demolish the building located at 315 East Main Street which is located in the Water Street Historic District. At this time the Manager sworn in those persons wishing to offer testimony. Mr. Drew Barton of Livic Civil spoke on behalf of the property owner, Steve Shannon and explained that the property is located in the Commercial zoning district and the residential structure is considered a nonconforming use in this zone. He explained that Mr. Shannon intends to demolish the structure and use the property as green space, however, they will use the existing parking spaces in the rear of the property. Ms. Walker stated that the Planning Commission and the Historic Advisory Committee reviewed the proposed demolition and provided a favorable recommendation to Council. The Mayor asked if Council had any questions. Mr. Conklin asked if the shed and rear garage will remain or be demolished. Mr. Smith stated that they would be removed. City Solicitor Justin Houser introduced several exhibits into the record including the application for a conditional use, notification to property owners within 200 feet of the subject property, and the hearing's proof of publication. The hearing was then opened to received other testimony from those present. Mr. Charles May of 317 East Main Street stated that he did not have an objection to the demolition of the structure or the reuse of the property as green space. He did state that he had a water issue in his basement that may be caused by the building at 315 East Main Street and asked that the water be shut off at the curb. He also asked that he be notified at least one week in advance prior to the start of demolition. Ms. Walker stated that these conditions can be part of the conditional use approval. Mr. Michael Romanesky of 309 East Main Street asked what steps will be taken to protect their property during demolition since the adjoining buildings are very close to one another. Mr. Barton stated that they will document the condition of everything prior to the demolition and they also intend to hire a reputable demolition contractor. Mrs. May stated she was concerned about asbestos and lead-based paint. Mr. Barton stated that a permit will be filed with the PA Department of Environmental Protection (DEP) to determine what DEP will require regarding asbestos abatement and the contractor will comply. **On a motion of Mr. Conklin, seconded by Mr. Long and carried unanimously, Council approved the conditional use to demolish the building located at 315 East Main Street with the following conditions: the water is terminated at the curb shut-off, the adjoining property owners are notified at least one week prior to the start of demolition, and the project is bonded against property damage.**

***PUBLIC COMMENTS***

Mr. Baney asked the City Solicitor Houser to review the open container law to determine if a waiver could be granted to organizations who want to serve alcohol at their events. Attorney Houser said he would review the ordinance.

Mr. Al Lugg, Board member, and Ms. Crissy Lehman, Shelter Manager, Director, Clinton County SPCA, addressed Council and thanked them for their continued support. Ms. Lehman described several programs offered by the SPCA and asked that Council continue their support of the SPCA in the amount of \$10,000.00 for 2019.

## **CORRESPONDENCE**

### ***Clinton County Housing Authority/Receipt of the annual PILOT***

The Manager acknowledged the receipt of \$18,575.34 from the Clinton County Housing Authority for their annual payment in lieu of taxes for 2017. The Manager stated that he included a work sheet showing how the amount was calculated. Mr. Morris asked how the calculations were determined and the Manager stated that it was based on an agreement signed by the City and the Housing Authority. Mr. Morris requested that the agreement be reviewed to ensure that the appropriate millage for the City is being considered in the calculation for percent-to-total distribution of the PILOT. The Manager stated he would review the agreement.

### ***Comcast price change notification***

The Manager noted that Comcast has notified the City of price increases effective December 20, 2018.

## **PUBLIC HEARING/ 2019 PROPOSED BUDGET**

Mr. Baney convened a public hearing on the City's FY 2019 recommended budget and stated the purpose of the hearing was to afford the public an opportunity to comment and make observations on the recommended budget. He invited comments from Council, City agencies, and others in attendance. There being no comments, the Manager stated that the final adoption of the 2019 budget is scheduled for December 17, 2018. He added that there will be a budget work session after the Council meeting to discuss Public Safety including Police, Fire, and Codes/Zoning/Blight Remediation.

## **UNFINISHED BUSINESS**

### ***Consideration of Resolution No. 1318 requesting \$201.92 in county aid for the balance of the county's share of Route 220 Interchange lighting***

The Manager presented Resolution No. 1318 requesting \$201.92 in county aid for the balance of the county's share of Route 220 Interchange lighting. He noted that the previous allocation from the county was \$4000.00. Mr. Wilson noted that next year's request will be approximately \$18,000.00 to repair the Route 220 interchange lighting. He indicated that the lighting needs to be replaced and the City intends to request PennDOT to replace all of the light which will reduce the maintenance and electric bills in the long term. He indicated that PennDOT currently provides 50% of the cost for repairs while the City and the County provides 25% each. **On a motion of Mr. Morris, seconded by Mr. Mincer and carried unanimously, Council approved the following Resolution requesting \$201.92 in county aid for the balance of the county's share of Route 220 Interchange lighting:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1318

## **NEW BUSINESS**

### ***Consideration of an ordinance setting the salaries and wages for non-union employees for 2019***

The Manager presented an Ordinance establishing the salaries and wages for non-union employees for 2019 on first reading. He indicated that the increase of 2.24% nets an average increase of 1.7% as the employees will be contributing 6% for their health and dental. **On a motion of Mr. Conklin, seconded by Mr. Mincer and carried unanimously, the following Ordinance was approved on first reading:**

ORDINANCE NO. \_\_\_\_

AN ORDINANCE FIXING THE SALARIES AND WAGES FOR NON-UNION  
EMPLOYEES OF THE CITY OF LOCK HAVEN FOR 2019

**ADJOURNMENT**

**On a motion of Mr. Conklin, seconded by Mr. Long the meeting was adjourned at 8:00 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
December 10, 2018**

City Council met in regular session on Monday, December 10, 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, Richard Conklin, William Mincer, Richard Morris, Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters John Lipez from The Record and Laura Jameson from The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Mr. Morris and carried unanimously, Council approved the minutes of the meeting of the December 3, 2018 regular meeting of Council, as corrected.**

***PUBLIC COMMENTS***

*None*

***CORRESPONDENCE***

***Use Request/Downtown Rotary***

The Manager introduced Sue Foust from the Downtown Rotary and Ms. Foust introduced Rotary President Diahann Claghorn. Ms. Foust said Downtown Rotary would like to hold two events in Triangle Park in 2019. She explained that both events have taken place for the past five years. The first event is the “Flags of Honor” event on May 24-28, 2019 and will have 80 flags erected during the Memorial Day weekend. The second event is “Angel Lights” on September 11, 2019 and will have 100 candles illuminate the names of loved ones and honorees. Ms. Foust stated that in 2019 Downtown Rotary will sponsor two new projects. The first is a “Little Library” which will be erected on a permanent post in Triangle Park and will hold books that the public can borrow, read and return or replace with other books. The second project is the placement of a “Little Library” and bench combination in Hanna Park. Ms. Foust distributed several concepts for the “little library” and added that the design has not been chosen at this time. Mr. Stevenson asked that before the “little library” is installed in Triangle Park that the design and location for the post be reviewed and approved by city staff. Ms. Foust also presented Council with a POW flag and asked that it be attached to the flag pole in Triangle Park. **On a motion of Mr. Byerly, seconded by Mr. Stevenson and carried unanimously, Council approved the “Flags of Honor” event on May 24-28, 2019 in Triangle Park; the “Angel Lights” event on September 11, 2019 in Triangle Park; the “Little Library” project in Triangle Park and Hanna Park, and the erection of the POW flag on the flag pole in Triangle Park.**

***Comcast CATV – Changes in programming***

The Manager acknowledged the receipt of a letter from Comcast stating they will be changing their channel lineup.

***PUBLIC HEARING/ 2019 PROPOSED BUDGET***

Mr. Baney convened a public hearing on the City’s FY 2019 recommended budget and stated the purpose of the hearing was to afford the public an opportunity to comment and make observations on the recommended budget. He invited comments from Council, City agencies, and others in attendance. There being no comments, the Manager stated that the final adoption of the 2019 budget is scheduled for December 17, 2018. He added that there will be a budget work session after the Council meeting with Public Works Director Anthony Stopper and City Engineer Jason Deshem to discuss Public Works including General Fund (DPW Admin, Streets, Vehicles, Public Property); Water, Sewer, and Airport.

***UNFINISHED BUSINESS***

*None*

**NEW BUSINESS**

*None*

**OTHER MATTERS**

None

**ADJOURNMENT**

**On a motion of Mr. Conklin, seconded by Mr. Mincer the meeting was adjourned at 7:10 p.m.**

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**Mayor**

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**City Clerk**

**City Council Meeting  
December 17, 2018**

City Council met in regular session on Monday, December 17, 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, Richard Conklin, William Mincer, Richard Morris (came at 7:03 pm), Steve Stevenson, and Mayor William Baney. Also attending the meeting was City Manager Gregory Wilson, reporters John Lipez from The Record and Laura Jameson from The Express.

***COUNCIL MINUTES***

**On a motion of Mr. Byerly, seconded by Mr. Mincer and carried unanimously, Council approved the minutes of the meeting of the December 10, 2018 regular meeting of Council.**

***PUBLIC COMMENTS***

*None*

***CORRESPONDENCE***

***Triangle Park Use Request***

The Manager noted that the following organizations have requested the use of Triangle Park: SPARK (Supporting Public Action and Reliable Knowledge) requested approval to use the park on April 27, 2019 from 11:00 a.m. to 4:00 p.m. for the second annual Earth Day celebration, and the Clinton County United Way requested approval to use the park on August 3, 2019 from 11:00 a.m. to 4:00 p.m. for "United Way Day of Caring." **On motion of Mr. Conklin, seconded by Mr. Byerly and carried unanimously, Council approved SPARK's request to use Triangle Park on April 27, 2019 for the Earth Day celebration, and the Clinton County United Way's request to use Tringle Park on August 3, 2019 for the "United Way Day of Caring."**

***Clinton County Economic Partnership Time Out***

The Manager noted that a Clinton County Economic Partnership Time Out will be hosted by Downtown Lock Haven, Inc. at the Fairfield Inn on January 17, 2019.

***PUBLIC HEARING/ 2019 PROPOSED BUDGET***

Mr. Baney convened a public hearing on the City's FY 2019 recommended budget and stated the purpose of the hearing was to afford the public an opportunity to comment and make observations on the recommended budget. He invited comments from Council, City agencies, and others in attendance. There were no comments.

***Ordinance/2019 Appropriations Ordinance 996***

The Manager provided Council with an Appropriations Ordinance to adopt the following budget:

General Fund (001)	\$ 5,685,428
Water Fund (006)	\$ 2,170,777
Sewer Fund (008)	\$ 3,491,231
Airport Fund (009)	\$ 265,760
Liquid Fuels Fund (035)	\$ 305,917

Mr. Wilson stated that the only change from first reading was an increase in revenues of \$31,000.00 which were offset in the fund balance expenditure line. **On motion of Mr. Conklin, seconded by Mr. Mincer and carried unanimously, Council approved the following Ordinance on second reading:**

ORDINANCE NO. 996

AN ORDINANCE OF THE CITY OF LOCK HAVEN, IN THE COUNTY OF CLINTON,  
COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS  
ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL  
GOVERNMENT, HEREAFTER SET FORTH,  
DURING THE YEAR 2019

*Ordinance/2019 Tax Levy Ordinance 997*

The Manager provided Council with a 2019 Tax Levy Ordinance. He noted that there were no changes since first reading other than the total was removed from the ordinance. The Manager summarized the millage as follows: 26.32036 mills – General Purpose (land); and 5.41509 – General Purposes (buildings/improvements). **On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, the following Ordinance was approved on second reading:**

ORDINANCE NO. 997

AN ORDINANCE OF THE CITY OF LOCK HAVEN, CLINTON COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, FIXING  
THE TAX RATE FOR THE YEAR 2019

**UNFINISHED BUSINESS**

*Consideration of an ordinance setting the salaries and wages for non-union employees for 2019*

The Manager presented an Ordinance establishing the salaries and wages for non-union employees for 2019 on second reading. Mr. Wilson noted that there were no changes since first reading. **On a motion of Mr. Long, seconded by Mr. Conklin and carried unanimously, the following Ordinance was approved on second reading:**

ORDINANCE NO. 998

AN ORDINANCE FIXING THE SALARIES AND WAGES FOR NON-UNION  
EMPLOYEES OF THE CITY OF LOCK HAVEN FOR 2019

*Consideration of Resolution No. 1320 requesting the City Treasurer to appoint Berkheimer Tax Innovations as Deputy Tax Collector for the 2019 billing and collection of Real Estate Taxes*

The Manager presented Resolution No. 1320 requesting the City Treasurer Paula Dickey to appoint Berkheimer Tax Innovations as Deputy Tax Collector for the 2019 billing and collection of real estate taxes. Mr. Wilson noted that the Third-Class City Code requires that the elected City Treasurer collect the real estate taxes but allows the city to outsource the tax collection duties to an outside agency. He added that Berkheimer will set up workshops and advertise alerting the public when they will be on site to collect real estate taxes. **On motion of Mr. Stevenson, seconded by Mr. Long with a no vote by Mr. Morris, Council approved the following Resolution requesting the City Treasurer to appoint Berkheimer Tax Innovations as Deputy Tax Collector for the 2019 billing and collection of Real Estate Taxes:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1320

**NEW BUSINESS**

*Consideration of Resolution No. 1321 setting the dates and time of the 2019 regular meetings of Lock Haven City Council*

The Manager presented Resolution No. 1321 setting the dates and time of the 2019 regular meetings of Lock Haven City Council. **On motion of Mr. Long, seconded by Mr. Byerly and**

**carried unanimously, Council approved the following Resolution setting the dates and time of the 2019 regular meetings of Lock Haven City Council:**

CITY OF LOCK HAVEN  
CLINTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 1321

***Patrol Officer Preliminary Offer of Employment***

The Manager acknowledged the receipt of correspondence from the Lock Haven Civil Service Commission stated that they have qualified three of the eight individual applicants for police patrolmen. Mr. Wilson noted that there are currently three open positions. Council asked Police Chief Kristen Smith if she agreed with the three individuals. Ms. Smith stated that the three qualified applicants were excellent candidates and were her top three choices. **On motion of Mr. Long, seconded by Mr. Stevenson and carried unanimously, Council approved the preliminary offer of employment based on the qualified list of the Civil Service Commission for three open positions for probationary patrol officer.**

**OTHER MATTERS**

Mr. Mincer asked the Manager for an update on filming Council meetings. Mr. Wilson stated that he did not investigate this matter because of the 2019 budget preparation but assured Mr. Mincer that it will be addressed at a January council meeting.

Mr. Wilson informed Council that the draft of the Early Intervention Plan, which was to be completed in December, was delayed because they wanted to include the 2019 budget figures into the five-year projections. He noted that the draft EIP will be completed in January 2019.

**ADJOURNMENT**

**On a motion of Mr. Long, seconded by Mr. Conklin the meeting was adjourned at 7:15 p.m.**

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**Mayor**

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**City Clerk**