

City of Lock Haven

Authorities, Boards, & Commissions

2023 Guidebook



Municipal Authorities

Established by ordinance as quasi-governmental entities able to establish resolutions, set fees, and to which Council delegates oversight and operations



Lock Haven City Authority

(City Code Chapter 18 Article I) Authority to form under Section 12434 of the Third Class City Code

Leadership:	Richard Marcinkevage, administrator
Council liaisons:	Mayor
Staff liaisons:	City Manager Director of Public Works Public Property Foreman
Solicitor:	Frank S. Miceli, esq.
Membership:	Five city residents, each of whom serve 5 year terms
Meetings:	Traditionally held each May and November

The authority oversees the forestry and sale of carbon credits on the more than 5,000 acres of watershed woodlands in Wayne Townships where the Ohl and Keller dams and reservoirs are located (and from which the city gets its drinking water), and Upper Castanea dam. It accomplishes this through its partnerships with The Nature Conservancy, Appalachian Forestry, as well as DCNR and the Game Commission. Established by ordinance first in 1952 to create and operate a sewer system for the city and then in 1955 to create and operate a water system, the City Authority has subsequently turned over those operations through lease agreements to the city. Through those agreements, the city is to pay an annual lease to the authority (one for water, one for sewer), which is to be held by the authority for capital improvements and large maintenance projects. The city makes requests to the authority for funding of these types of projects and the authority board considers the requests for potential approval.

Redevelopment Authority of the City of Lock Haven

(City Code Chapter 18 Article II) Authority to form under Section 12434 of the Third Class City Code

Leadership:	City Manager acts as administrator
Council liaisons:	Mayor, Council Member Stevenson
Staff liaisons:	Director of Licences & Permits City Planner
Membership:	5 members the majority of whom must be city residents each appointed to 5 year terms the minority of members may be nonresidents who own and operate businesses in the city
Meetings:	Traditionally the 4th Monday of Jan, May, Jul, and Oct at 1:30PM

Established by the City through ordinance in 1974, the purpose of the Redevelopment Authority is to acquire and dispose of property within the city in a way that encourages economic opportunity and development. While Council is restricted to selling property to the highest bidder, the Redevelopment Authority may dispose of property by entering into agreements as to how the property will be used and developed for economic benefit of the community. The Authority has the ability to buy, sell, gift, refurbish and rehabilitate and claim property by eminent domain in the interest of the public economic good.

Joint Municipal Authorities

Established by ordinance as quasi-governmental entities able to establish resolutions, set fees, and to which Council delegates oversight and operations



Lock Haven Area Flood Protection Authority

Ability to form under Section 12434 of the Third Class City Code

Leadership:	Richard Marcinkevage, administrator
Staff liaisons:	Director of Public Works Public Property Foreman
Membership:	4 members who are property owners in the city 3 members who are property owners in Woodward Township (appointed by their respective municipal governing bodies) each to 5-year terms
Meetings:	Traditionally held the third Wednesday of Feb, May, Sep, and Dec at 6PM

When a resident in Woodward Township wants to put a pavilion on their river lot, or when the city wants to put a light pole or info sign on the levee, approval is needed from the US Army Corp of Engineers. Established on May 26, 1988, the original purpose of the LHAFPA was to build the levee and acquire the land in both the city and Woodward Township to accomplish that goal. The authority was established with the understanding that for 100 years thereafter, the city and Woodward would perform the operating, maintenance, replacement, and rehabilitation cost of the project in their jurisdiction. The approval of the Authority is required for any permanent or temporary structure or any excavation or placement of fill on the levee or flowage easement area in Woodward. Members of this authority hear requests from residents and municipal officials, and if they agree that the request would be an improvement worth having, they submit the request to the US Army Corps of Engineers for its approval before the project can begin.

Central Clinton County Water Filtration Authority

Authority to form under Section 12434 of the Third Class City Code

- Leadership:** appoints a Chair from its board, currently Jack Peters of Flemington
- Membership:** 5 city residents
6 residents within the boundary of the Suburban Water Authority
each serving for 5-year terms
- Meetings:** Traditionally

Both city water customers (city, Castanea and Wayne townships), and the customers of Suburban Lock Haven Water Authority (serving Mill Hall, Flemington, Woodward, Allison, Bald Eagle, Colebrook, Dunnstable, and Lamar) all drink the same water. The water from the city’s Keller dam and reservoir in Wayne Township is sent to the Central Clinton County Water Filtration Authority’s plant for treatment before coming to our homes and businesses. This authority is the way that both the city and Suburban work together to pay for and operate the plant that treats our water. This authority sets the annual operating budget, determines shared costs (which group will pay for what), and work together to accomplish capital improvements that benefit both systems like the upcoming work on Ohl Dam in Loganton, Keller Dam in Wayne Township, and the new supplemental water wells to increase the opportunity for growth in our area.

Clinton County Sewer Authority

Ability to participate under Section 12434 of the Third Class City Code

Membership: 1 representative from each participating municipality Council nominates 1 resident (currently Council Member Conklin) for appointment by the Clinton County Commissioners.

Meetings: Traditionally held the first Thursday of each month at 7PM at the County Emergency Building in Flemington

Many residents don't realize that the city's sewer system treats all the wastewater for not only the city, but for Castanea, Bald Eagle, Flemington, Mill Hall, Woodward, and East Nittany Valley Joint Municipal Authority (Lamar, Porter, and also Walker Twp in Centre Co.). Established in 2006 by Clinton County's government, this organization is the way that those parties help to come together to discuss common issues as well as help to manage their shared assets that support the sewer system including a large holding tank in Bald Eagle Township and a joint pump station.

Appointment of Council Members to Boards & Commissions

Under Section 30-21 of the City Code, Members of Council are not eligible to serve on the following: Planning Commission, CEBAR, Civil Service Commission, Board of Health, Ross Library Board of Directors, Zoning Hearing Board, Recreation & Parks Board. Members of Council who are appointed as liaisons should be resources and gather information, but let the board guide its own discussion and recommendations.



Standing Committees

Established by ordinance to perform deliberative and/or preliminary work for Council



Planning Commission

(City Code Chapter 30 Article I) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:** City Planner
- Solicitor:** Frank S. Miceli, esq.
- Council liaison:**
- Membership:** 7 city residents who each serve for 4-year terms
- Meetings:** 1st Tuesday of each month (as needed)

This is the committee where the city’s Comprehensive Plan, containing the goals our residents have set for our community, meets the city’s planned land use rules. The board is the sole authority to approve subdivisions and land developments in the city. The purpose of the Planning Commission is to guide the use of land and structures, types and location of streets, public grounds and other facilities to improve the operational footprint of the community and promote residential quality of life and ensure economic development and opportunity. The Planning Commission does this by implementing the Council-adopted Zoning Ordinance (Chapter 110 of the City Code), authorizing defined “conditional uses” therein, and through the administration of Chapter 352 “Subdivision and Land Development” of the City Code.

Civil Service Commission

(City Code Chapter 99-34) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:** City Manager
- Solicitor:** Larry Coploff, esq.
- Membership:** 3 residents who are registered voters (“electors”) who each serve for 4-year terms
- Meetings:** The second Monday of February in even numbered years (and additionally as needed)

This commission oversees the adoption of the rules & regulations, subject to approval by Council, for the selection, appointment, and promotion of the city’s police officers. Subsequent testing and examinations of applicants for officer, and employees for promotion, are carried out in their name by their delegates. When satisfied with the results, the Civil Service Commission nominates potential candidates to City Council for appointment as police officers.

Code Enforcement Board of Appeals & Review

(CEBAR) (City Code Chapter 30 Article IV) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

Leadership:	Code Enforcement Officer (Building Code Official)
Solicitor:	Frank S. Miceli, esq.
Council liaison:	
Membership:	5 members each serving for a 5-year term Members need not be city residents, but must fill slots to be representative of the following: matters pertaining to law, building construction, health and safety, plumbing and electricity.
Meetings:	1st Tuesday of each month (as needed)

This board exists as an appeals process for property owners and/or residents who have been served with a notice that they are in violation of the Uniform Construction Code, the Property Maintenance Code, or any other International Code the city may adopt in part, or in whole, as its own. If still dissatisfied with the decision of the CEBAR regarding the notification of violation, the resident or property owner may file with the Court of Common Pleas.

Board of Health

(City Code Chapter 30 Article V) Authority to form under Chapter 123 of Third Class City Code (Act of Nov. 24, 2015, P.L. 242, No. 67)

Leadership:	City Health Officer
Solicitor:	City Solicitor
Membership:	5 city residents, of whom 2 must be licensed or certified health care professionals with a principal office in the city, all of whom serve 5-year terms.
Meetings:	

The Board of Health is the local designated entity with the authority to regulate access to places of infection (quarantine sites), isolate carriers of infection, order the abatement or removal of public health nuisances, enforce vaccination laws, and establish regulations (subject to Council approval) for the preservation or improvement of public health. Enforcement of these rules are carried out by the Council-appointed Health Officer who has the authority to issue fines and penalties for violations of the rules & regulations of the Board of Health.

Recreation & Parks Board

(City Code Chapter 30 Article VIII) Authority to form under Chapter 137 of Third Class City Code (Act of Nov. 24, 2015, P.L. 242, No. 67)

- Leadership:** Director of Community Life
- Solicitor:** City Solicitor
- Membership:** 7 city residents who each serve for a 5-year term. The Community Life Director serves as “Chief Executive Officer” of the Board, shall attend all meetings, but shall not be entitled to vote.
- Meetings:** The second Monday of Feb, May, Aug, and Nov at 4PM

The board is responsible for recommending to Council for its approval the rules and regulations of the city’s park and public spaces. The board also sets the rules for application to City Council for use of the city’s facilities and public spaces to ensure consistency in submissions to Council for its approval. The board oversees the park improvement plan and makes recommendation to Council for the order of park refurbishment and the regular maintenance of parks and other public spaces regularly used by the public for participant and spectator recreation.

Shade Tree Commission

(City Code Chapter 30 Article VI) Authority to form under Chapter 123 of Third Class City Code (Act of Nov. 24, 2015, P.L. 242, No. 67)

- Leadership:** Director of Public Works
Director of Community Life
- Membership:** 2 members of the Recreation & Parks Board
1 Member of Council
- Meetings:** In September annually to establish what trees shall be trimmed in the winter and planted in the spring, and to provide a budget recommendation for the cost of the same for the next year’s budget

Each year, Council sets the budget for the planting, trimming, removing, and maintaining of shade trees in, on, and along or extending over the public streets, sidewalk, and rights-of-way of the city. The Shade Tree Commission prioritizes the use of those allocated funds, has the ability to set rules regulating publicly owned and privately-owned trees in the places listed above, and assess penalties for violations of those regulations.



Zoning Hearing Board

(City Code Chapter 410 Article XXIII) Authority to form under Chapter 137 of Third Class City Code (Act of Nov. 24, 2015, P.L. 242, No. 67)

- Leadership:** City Zoning Officer (combined with City Code Enforcement Officer)
- Council liaison:**
- Membership:** 5 city residents
each for a five year term,
plus at least 1 (but not more than 3) alternates to
attend in the case of absence of another member
- Meetings:** 2nd and 4th Thursdays of each month (as needed)

When a resident or business wants a zoning variance to put up a sign larger than is permitted in their zone, or wants to operate a barber shop out of their garage, this board reviews the application, hears from the residents, and makes a decision. They also provide guidance on special exceptions to zoning, like converting a single-family into a double-family home. The decision of the board, in nearly all cases, is final and cannot be appealed to Council. The board also hears any appeals from applications that disagree with the determination of the Zoning Officer with regard to the officer’s interpretation or administration of the same.

Historic District Advisory Committee

(City Code Chapter 410-94). Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:** City Planner (ex officio, nonvoting)
- Membership:** 4 property owners within the city’s historic district
1 member of City Planning Commission
City’s Building Code Official
1 representative from the Clinton County Historical Society
1 member of Council

The members of this board provide review and make recommendations on the applications for new construction, as well as rehabilitation and alteration of current structures, and demolition, within the footprint of the city’s historic district in order to try to provide for protection of natural and historic features and resources. After reviewing the permit, the committee provides its recommendation to the Zoning Officer to approve, deny, or request that specified changes and/or conditions be proposed conditional to approval.

Police Pension Fund Board

(City Code Chapter 99-3) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:

City Manager
- Membership:

7 members as follows:

City Treasurer

2 Members of Council (2-year term)

2 active police officers (2-year terms)

1 retired member who is also a participant in the pension plan
- Meetings:

An annual meeting during the first quarter of each year (usually May)

The board receives reports from trustee (CSMcKee) and administrator (Huntington Bank) of the PPF pension plan and has the authority to appoint the trustee with Council’s consent. Council shall engage an actuarial service (Cowden) to assist the board in its decision-making. The board may make recommendations to City Council to provide for cost-of-living adjustments (COLA) for participants, as well as adjustments to the required employee contributions to the pension plan to Council for its approval. The board also serves as the board overseeing the Police Death Benefit Fund, a Fiduciary Fund invested by the city to provide for a \$4,000 benefit to the heir of a retired city police officer upon the death of the officer.

City Employees Retirement Fund Board

(City Code Chapter 99-34) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:

City Manager
- Membership:

6 members as follows

4 members of Council (terms concurrent with their terms in office)

1 employee elected from the members of each of the following categories of employees: administration/finance, fire, code, streets/parks, sewer, water (each serving 2 year terms)

1 retired employee who is a participant in the plan (elected by vote of the retired participants)
- Meetings:

Usually simultaneously with the annual meeting of the Police Pension Plan

The board receives reports from trustee (CSMcKee) and administrator (Huntington Bank) of the CERF pension plan and has the authority to appoint the trustee with Council’s consent. Council shall engage an actuarial service (Cowden) to assist the board in its decision-making. The board may make recommendations to City Council to provide for cost-of-living adjustments (COLA) for participants, as well as adjustments to the required employee contributions to the pension plan to Council for its approval.

Special Committees

Appointed for a special purpose, established by Council action but not by ordinance



Levee Advisory Committee

Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:** Director of Public Works
Public Property Foreman
- Membership:** 7 city residents
(preferably those affected by the levee and its successful operation)
each appointed for three years
- Meetings:** Last Wednesday of Feb, May, Sep, and Oct at 1pm

This committee makes recommendations to the foreman that oversees maintenance of the levee and to Council when such actions require its approval. The committee was originally meant to replace the Lock Haven Area Flood Protection Authority, but the US Army Corp of Engineers had a preference for the authority over a committee of council.

Veteran’s Park Advisory Committee

Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:** Director of Community Life
- Membership:** 1 Member of Council
the Director of County Veterans Affairs
1 representative from each veterans-associated non-profit organization in the county
(Legions, VFW, AMVets, etc.)

The committee was established in order to make recommendations to Council for additions or alterations to monuments located in the city’s Veterans Parks or other parks where a monument of county-wide interest is located. Under Section 144A222 of the Third Class City Code, the city is responsible for its own real estate; however, in some cases, that property contains monuments and memorials placed there by a countywide effort, like a county veterans park in the county seat. In those cases, the city cannot expend its own funds for the repair and restoration of county-wide monuments, which are the responsibility of the county to care for and maintain.

Executive Subcommittees

(Not advertised)

Exempt from public participation because conforms with Section 708(b)(10)(i)(a) "the internal, pre-decisional deliberations of an agency, items members, employees or official or pre-decisional deliberation between agency members, employees or officials and members"



Airport Advisory Subcommittee

*Authority to form under Section 510 of Optional Third Class City Charter Law
(Act of Jul 15, 1957, P.L. 901, No. 399)*

Membership: 2 members of Council
City Manager
Director of Public Works
City Planner
Airport Manager

The purpose of the committee is to meet at least quarterly to discuss the city's Airport Improvement Plan as established in conjunction with the PA Bureau of Aviation and the FAA, as well as collectively work through challenges of operation and maintenance. The group makes a recommendation to Council for any action that may need to be taken publicly.

Commercial Loan Program Committee

*Authority to form under Section 510 of Optional Third Class City Charter Law
(Act of Jul 15, 1957, P.L. 901, No. 399)*

Leadership: City Planner

Membership: 11 members appointed by Council from the following:

2 residents of the city
1 Member of Council
1 employee of CCEP
1 employee of public education/LHU
1 local business owner
1 employee in banking
the Manager of Downtown Lock Haven
1 local realtor
1 CPA
and 1 member of the city Planning Commission
each for 3 year terms

The purpose of this committee is to review applications to the city's USDA-supported Commercial Loan Program and make recommendations to City Council for approval of the lending of funds to local enterprise from the city's Funds.

Fire Advisory Board

(City Code Chapter 59-2) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

- Leadership:

Fire Chief
- Membership:

The Fire Chief
2 members appointed by and from each of the respective hose companies of the city:
Hand-in-Hand
Hope
Citizens

- Meetings:

As needed

The purpose of the Fire Advisory Board is to recommendations to Council for the appointment of the Chief, Deputy Chief, and Assistant Chief of the Fire Department, fulltime Fire Truck Drivers, part-time Fire Relief Drivers, and Fire Auxiliary Drivers (volunteers permitted to drive city equipment). The board also makes recommendations to Council for any additions or alterations to the City Code regarding Chapter 59 Fire Department or the rules & regulations established that apply to all hose companies in the union.

Summer Concert Committee

Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399) (Exempt from public participation because conforms with Section 708(b)(10)(i)(a) “the internal, pre-decisional deliberations of an agency, items members, employees or official or pre-decisional deliberation between agency members, employees or officials and members”)

- Leadership:

Director of Community Life
- Membership:

Mayor
2 members of Council
1 representative from each of the major sponsors of the concerts
- Meetings:

As needed

This committee determines the dates, times, and artists that will perform as part of the city’s Summer Concert Series that traditionally take place on Friday evenings in Triangle Parks and on weekend days at the city’s Corman Amphitheater.

Police Relations Subcommittee

(City Code Chapter 59-2) Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

Membership: Mayor 1 Member of Council
City Manager Chief of Police
1 Police Sergeant 1 Police Officer

Meetings: Traditionally on a selected Monday where the officers appointed are available to meet (because of scheduling) in January and every other month thereafter through November each year.

Established in 2021, the committee's goal is to ensure ongoing positive communication between the police and Council by sharing ideas and perspectives. The group will assess the police perception study of city residents being conducted by Lock Haven University, and work with LHU personnel to ensure its presentation at regular meeting of City Council.

Lock Haven City Police Officers Association bargaining agreement subcommittee

Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

Leadership: City Manager

Membership: Mayor
2 Members of Council
City Manager
Chief of Police
Representatives from the LHPOA

The purpose of this subcommittee is to negotiate the collective bargaining agreement when called for.

AFSCME bargaining agreement subcommittee

Authority to form under Section 510 of Optional Third Class City Charter Law (Act of Jul 15, 1957, P.L. 901, No. 399)

Leadership: City Manager

Membership: Mayor
2 Members of Council
City Manager
Director of Public Works
Representatives from AFSCME

The purpose of this subcommittee is to negotiate the collective bargaining agreement when called for.