

CITY COUNCIL
Sunbury PA 17801
January 25, 2010
6:15 pm

A regularly scheduled meeting of the Council of the City of Sunbury was called to order with the Honorable David L. Persing, Mayor, presiding. There was a quorum with the following in attendance:

David L. Persing, Mayor
Todd E. Snyder, Director of Accounts and Finance
Joseph J. Bartello, III, Director of Public Safety
Kevin E. Troup, Director of Public Works
James R. Eister, Director of Parks/Recreation and Public Buildings

Other City officials in attendance:

Elizabeth R. Kremer, City Treasurer
Lisa J. Persing, City Controller
Michael M. Apfelbaum, City Solicitor
Stewart G. Graybill, City Administrator
Stephen A. Mazzeo, Chief of Police
Michael Rhoads, Property Maintenance Officer
Terry Specht, City Clerk

There were fifteen (15) visitors present.

An executive session was held at 5:45 pm to discuss personnel issues.

Officer Bradley Hare was presented with an Officer's Commendation of Merit for his aid at the YMCA to help with CPR and the AED preserving life functions until EMS came on scene, while off-duty.

2010 CDBG PROJECT UPDATE

Ms. Jamie Shrawder presented an overview of all current projects and the 2010 CDBG projects (see attached). CDBG-R funds were used for the Stroh Alley/Edison Plaza project. Ms. Shrawder said there is \$4,410 in the DLP Recreation Complex because as long as funds are allocated to the project DCED approval is not needed for more funding.

AUDIENCE COMMENT

Mr. Gerald Bogetti from the International Brotherhood of Electrical Workers Local Union 607 wanted to discuss solar energy and the need for ordinances to regulate the same. Education is key to solar energy. There are a lot of problems that come with it. California has no ordinances regarding solar energy and their policy is "let it burn" if something goes wrong. Mr. Bogetti distributed information that includes a sample ordinance that he asked council to consider adopting, or creating another ordinance to regulate solar energy.

KINSLEY AGREEMENT/ AUTHORIZE MAYOR TO SIGN DOCUMENTS

Councilman Eister stated that Kinsley Construction was the low bidder for Phase I of the Riverfront Project. All the financing had to be in order before the contract could be signed. Mr. Apfelbaum and Mr. Kula provided a summary of a contract review that summarizes the financing for the project (see attached). The RACP program requires the payment of prevailing wages and the use of American steel. Ms. Shrawder said if CDBG funds would be used to back into construction funds, an environmental review would be required and there are requirements for procurement. The bid documents must also have certain forms included. She would have to make sure everything is in place to use CDBG funds. The funds used from CDBG to date have been for engineering purposes. Mr. Deans stated that he feels the RACP guidelines are reasonably consistent with the HUD/CDBG guidelines and would be used for the riverfront part of the project, and not the Kinsley contract which is for the corridor. Mayor Persing asked about the City's exposure which has been estimated at \$250,000 to \$550,000 and where will the interest be paid from for the loans. Mr. Deans answered that the amount was based on the projections by Buchart Horn. He felt there should be a range of City exposure dollars instead of one amount, until the bids came in to see where they fell. RACP actually said \$1.1 million could be used for the corridor project and the entire project would be 1 project with 2 phases. That helped with funding issues for both projects. Phase II of the project should be ready to bid within 45 days. Councilman Snyder asked if the riverbank stabilization could be prioritized and started first since it will be bid so soon. Mr. Deans said the bids would have to be received, reviewed by 3 different processes and awarded so that would take approximately 3 months. As soon as an invoice for the corridor project is approved by the

contractor and paid by the City using the reimbursable loan, proof of payment in the form of a cancelled check is sent to RACP and will take 4-5 months for the initial reimbursement. After that, the reimbursement turn-around isn't as long. After other general discussion regarding this subject, Councilman Eister moved to authorize the mayor to sign all documents in regard to the Kinsley Construction contract for Phase I of the Riverfront Project. Second – Troup. Unanimous vote.

CODE OFFICE TO THIRD FLOOR

Councilman Bartello explained that he would like to expand the code office and bring in the fire chief and the EMA director into a central office. Mayor Persing said there is still a third party interested in renting that area and he is waiting for something from them in writing. Councilman Troup said they can start to get the area cleaned up and carpet replaced, etc. until they hear from the county.

BID INFORMATION FOR 5' OF LOT AT COURT ST PARKING LOT

Mayor Persing said there is no intent to remove any parking spaces from the Court St. lot. The area in question is adjacent to the parking lot, but owned by the City. Anything that is decided will be based on the answer from DCED regarding whether the time limit is past before anything can be done with the lot, which was renovated using CDBG funding. Mayor Persing moved to go out to bid for this area dependent on the approval of DCED. Second – Eister. Unanimous vote.

NEIGHBORHOOD GREEN AREAS

Mayor Persing explained that when properties are torn down, a shale lot is all that is left and it would be nice to put in some neighborhood green areas or pocket-parks. Or, an ordinance could be changed to include whenever a property is demolished, soil is added to the top so at least grass can be planted. If someone owns the property other than the City, a committee could be formed to make a recommendation regarding how it should be used. This would make the neighborhoods look better and let the neighborhood people have input into the usage.

AUDIENCE COMMENT

Ms. Carmen Campbell asked whether the county gave money to the City for the Riverfront Project. Mr. Deans answered that they didn't give county money to the project but did approve the Growing Greener grant in the amount of \$1,000,000. There are no county tax dollars in this project.

Mr. Brad Hare asked how the stabilization part of the project became the second phase when it is the most important part of the project. Mr. Deans answered that, in his opinion, there are some behind the scenes things going on that he is not prepared to discuss at a public meeting.

NEWSLETTER

Mayor Persing asked the Municipal Authority about including a page or two in their newsletter. The Municipal Authority newsletter is printed by SEDA-COG. He is waiting for them to get back to him. It could also be included on the website.

YODER PROPERTY ON MEMORIAL DRIVE

Mayor Persing stated that there is housing being built in the recreation area on Memorial Drive. He understands that if they meet zoning and all other requirements it can't be stopped. 3 years ago the same company tried to build 3-3 unit townhouses and city council turned down the grant request. More information will be forthcoming. The company is looking for letters of support, which they are not receiving from the Housing Authority. Councilman Eister moved to send a letter from council objecting to the project due to safety concerns. Second – Troup. Vote –yes: Eister, Persing, Snyder, Troup. No – Bartello. Motion carried.

PRO-ACTIVE CODE OFFICE

Mayor Persing announced that Councilman Bartello gave council members a packet to look at regarding this subject. Mayor Persing said the City cannot allow a property to de-value other properties in the block and the code office must be pro-active. He is going to work with Councilman Bartello to see what can be done to find a solution to this situation. Councilman Bartello said he needs more staff and a larger office space.

HARB APPROVAL/218 CHESTNUT ST.

Councilman Bartello moved to approve the recommendation from HARB for the property located at 218 Chestnut St. Second – Eister. Unanimous vote.

RELEASE TREASURER FROM COLLECTING 2009 TAXES

Councilman Snyder moved to release the treasurer from collecting 2009 taxes. Second – Eister. Unanimous vote.

DELINQUENT TAXES

Councilman Snyder moved to release the uncollected taxes to Statewide Tax Recovery, the delinquent tax collector for the City. Second – Persing. Unanimous vote.

PURCHASE ORDER POLICY

Councilman Snyder released a memo that explained a procedure to improve upon the documentation regarding expenditures which would ultimately approve all purchases before checks are cut. Councilman Troup said he is looking at 3 pieces of paper and wondered what the need was for all 3. The forms are now in Excel and the purchase order can be completed automatically on the computer. Councilman Troup asked more paperwork was being created and the answer was no, it was just better documentation. The process has been in place but has not been enforced. He then explained the procedure for making purchases. The second form is the purchase order request form. If the employee does not have time to complete the purchase order, they can submit this form to the finance department who will in turn create a purchase order. The third form is for an account transfer, in the event there are no funds left in a particular line item. The purchase orders and numbers are being provided by Cheryl Delsite. The vendors will receive a letter stating the need for a purchase order for orders over \$50. If a purchase order is not provided with the purchase, the bill will not be paid. Councilman Eister asked if he was supposed to call the treasurer to see if there are funds in the account before making the purchase. Councilman Snyder explained the finance department would like to confirm the money is available to pay the invoice.

JANUARY EXPEDITURES

Councilman Snyder moved to authorize the payment of \$66,347.44 for expenditures for January. Second – Eister. Unanimous vote.

RESOLUTION TO USE DOT GRANTS ON-LINE REPORTING

Councilman Troup explained that PA DOT is trying to have all their transactions, including the annual Liquid Fuel report, created on-line. In order for the City to participate in this program a Resolution must be passed by council. Councilman Troup moved to pass the Agreement to Authorize Electronic Access to PA DOT Systems (see attached). Second Eister. Unanimous vote.

CHESTNUT ST. WAREHOUSE

Councilman Troup recommended to council members that the warehouse should be sold. At this time it is not being utilized to its best potential. The money that it is sold for would be put into a fund to build a stick-frame, steel frame building for storage purposes as well as a salt barn. The City purchased it for \$65,000 several years ago. Mr. Graybill said part of the sales agreement would be that until the pole building is built, the items that are in the warehouse would remain there. Mr. Graybill stated that the City is the biggest landlord in the City. Some of the buildings could be sold and put back on the tax roles. Councilman Troup will try to get a market evaluation on the warehouse by the next meeting.

BIDS/ROOF, WINDOWS AND OTHER CITY HALL IMPROVEMENTS

Mr. Graybill explained that 2 grants were received for renovations to city hall in the amount of \$360,000 and must be used by June 30th. Councilman Eister moved to allow Mr. Graybill to advertise for bids for a new roof and city hall renovations. Second – Troup. Unanimous vote.

CURB CUTS

Councilman Troup moved to advertise for bids to upgrade several intersections on 5th St. with handicap curb cuts using Liquid Fuel funds. Second – Eister. Unanimous vote.

BANNERS AND WATERING PLANTERS

Ms. Whitney Anderson explained that planters were attached to the tall light poles on intersecting streets as a SRI/SPARC project in 2009. She was assured that the city crew would water the planters as needed. Councilman Troup stated that no one asked him whether the work crew could be used. It is very labor intensive. The planters dry out very quickly. A system has to be put in place for watering in the summer of 2010. Ms. Anderson used a city vehicle with a wand to water the planters last year. More planters were purchased for the Hill Neighborhood area that will also need watered. A water tank

could be placed on a gator which would be easier to maneuver than a pick-up truck. Mr. Bob Lagerman asked if someone could be hired to just water the plants. Councilman Troup said he did not put any money in the budget for that. Mr. Lagerman said a full-time person could be used to pick up litter, cigarette butts, etc. on city property including the Edison Plaza, Central Park and the Riverfront area. Councilmen Eister and Troup will try to come up with a plan to help with the watering and litter removal. Ms. Anderson also mentioned there are 20 banners to be put on poles and she has requested that the city crew put them up several times and to date it has not been done. Councilman Troup will see that they are put up as soon as possible.

There being no further business, the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Terry Specht
City Clerk