

CITY COUNCIL
Sunbury PA 17801
October 27, 2008
6:15 pm

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

Jesse C. Woodring, Mayor
John K. Shipman, Director of Accounts/Finance
Mark W. Walberg, Director of Public Works
Kevin E. Troup, Director of Public Safety
James R. Eister, Director of Parks/Recreation and Public Buildings

Other City officials in attendance:

Stephen Mazzeo, Chief of Police
Michael Rhoads, Property Maintenance Officer
Terry Specht, City Clerk

There were seven (7) visitors present.

STROH ALLEY AND CAMERON PARK DESIGN SERVICES

Bill Seigel reviewed with Council the proposed RFP for design services for the Stroh Alley and Cameron Park projects. The proposal is asking professional designers to take the conceptual work done in cooperation with the City Council and the Penn State Architectural Class and prepare a final design with bidding specifications and documents to be bid in the spring of 2009. The RFP requires the consultant to provide a formalized proposal based on the schedule in the RFP. The proposal must be received by SEDA-COG by 10 am on November 18, 2008. SEDA COG will open the bids and provide council with recommendations. Council would then decide who they would like to award the contract to.

The RFP includes sections of the master plan and it requires the professional to schedule four meetings. A kick off meeting with council and other engaged interested citizens, a follow up meeting to present the preliminary plan, the third meeting would be to present a budget estimate and final design and the final meeting would be the design approval.

At this point Mr. Seigel introduced Jamie Shrawder who will be a point of contact for this process and facilitating the proposals with the engineers and the architects. Final plans and specifications will be presented to council in March so advertising may begin in April.

The RFP includes all the design work, all the bid documents and bidding as well as managing the bidding processes, printing the documents, advertising, and making recommendations for award and the responsibility for the professional to provide oversight during the construction. The professional will be responsible for approving change orders and requisition for payment. The budget for Cameron Park is approximately \$175,000 which would include the design and construction processes. Stroh Alley's budget is approximately \$50,000.

Mr. Seigel asked if council had any questions. Mayor Woodring asked Mr. Seigel what he thought the city would receive for \$50,000. Mr. Seigel is not sure what kind of design would be returned but commended council for having vision to have the public works department do the demolition of Stroh Alley. This allowed an additional \$30,000 to be saved and added to the project. He does believe there will be some beautification to the area.

Mr. Eister would like to see these projects done in phases so additional monies could be allocated in the future. Mr. Seigel said this was something that could be asked of the professional at the kick off meeting.

Mr. Shipman questioned if this proposal was just for design services. Mr. Seigel assured him it was and also informed him that the city does not have to go with the lowest bidder but should go with the most appropriate bidder.

Mr. Shipman informed the council that SPARC had a meeting with Penn DOT concerning the Cameron Park project. It came out of that meeting that Penn DOT is conducting a traffic signal study from Front Street to 11th Street. Penn DOT was shown the model in anticipation of Penn DOT becoming a player in the project.

Mr. Walberg mentioned he has the original fountain from Cameron Park and he is willing to sell it back to the city for what he has into it. He believes he has about \$2,000 in the fountain and the estimated cost for a new fountain is \$20,000. The original fountain is American cast iron.

There was also discussion about electrical service. The engineer would be required to evaluate the various needs for facilitates and utilities and advise the city on the best way to address those issues.

Mayor Woodring made a motion to authorize Bill Seigel and SEDA-COG to advertise for request for proposals. Mr. Eister seconded the motion and the motion passed.

Mr. Seigel informed council that a \$60,000 grant application was made to DCNR for restrooms for the David L Persing Recreation Area. The match will come from CDBG funding. They have not had a response from DCNR as of yet.

The budget revision for program income reuse/reallocation for Cameron Park and to clean up some small accounts was submitted to and approved by DCED and is now in place.

An income reuse plan has been submitted to DCED for their approval. Mr. Seigel has submitted the plan that was given to council. The plan states that any program income that comes into the city will be used for any eligible CDBG activities that meet the requirements of the program. The state has approved the plan in draft form. He will be asking council to take action on it in the future.

Mr. Seigel also noted that council had in front of them a draft schedule for the preparation of the 2009 CDBG application. The city should receive about \$356,000 which is the same as last year. He suggests sending notices on or about November 3rd to department heads and community organizations asking if they had any project proposals for the 2009 allocation. These requests would have to be received by December 12th and the public hearing would be held on December 22nd at 5:30 pm. The projects would be reviewed with council on February 9, 2009 with project selection on February 23rd. The next hearing and final council approval would be March 9, 2009. The application is due to DCED by April 3, 2009.

Mr. Seigel informed the council that DCED would be conducting a monitoring review on their CDBG FY2004, FY2005 and FY2006. No date has been set yet.

SUBDIVISIONS

Simone 1027-1029 Edison Avenue
2 new water laterals, common sewer, easements for gas and sewer

Mike Rhoads informed the council that all discrepancies have been cleared and passed by the zoning and planning board. The City engineer also agrees with the corrections.

Mr. Walberg made a motion to accept the subdivision at 1027-1029 Edison Avenue. Mr. Eister seconded the motion and the motion passed.

Cole's 225 Chestnut Street
Add curbing and move lighting

Mr. Rhoads informed the council that this has also been cleared and satisfied by the engineer. The planning board approved this project with the condition that the sale of the land be properly advertised. The minimum bid would be \$500 and the winning sealed bid would put in the curbing and reestablish the landscaping with council's approval. This is subject to review by the City's solicitors.

Mr. Eister made a motion to accept the subdivision at 225 Chestnut Street. Mr. Walberg seconded the motion. And the motion passed.

Mr. Walberg made a motion to vacate Center Avenue from Raspberry Avenue to Chestnut Street and the existing right of way remains intact subject to the review of Mike Apfelbaum. Mr. Troup seconded the motion and the motion carried.

Triple R at 99-101 Catawissa Avenue
Dividing a double home into two. New water laterals were installed and easements in front for utilities.

Mike Rhoads informed the council that all discrepancies have been cleared and passed by the zoning and planning board as well as the city engineer.

Mr. Walberg made a motion to accept the subdivision at 99-101 Catawissa Avenue. Mr. Eister seconded the motion and the motion passed with John Shipman abstaining.

STREET SIGN UPDATES

Mr. Troup reported that the Market Street signs have been completed and they are waiting for the L channel brackets to come in.

BUDGET MEETING

Mr. Shipman reminded the council members that budget worksheets were due on October 20th. He noted that budget figures should be given to Terry Specht by Friday so there can be a first reading at the November 10, 2008 meeting.

NO SMOKING RESOLUTION

A resolution will be prepared banning smoking on City owned property like the ball fields and city owned vehicles.

FIRE LEAVE POLICY

Mayor Woodring suggested having a written policy concerning when city employees who are active volunteer firemen may attend a fire calls within the city limits.

Bob Snyder commented that it may be inappropriate not to allow personnel to attend a major fire outside of the city limits. There was discussion about when it would be appropriate for a city employee to attend a fire outside of city limits.

Mayor Woodring, Councilman Walberg and Mike Rhoads will work on a policy for approval at a later date.

CDBG REALLOCATION

Mr. Shipman made a motion to accept the SEDA-COG proposal concerning the reallocation of block grant monies. Mr. Eister seconded the motion and the motion carried.

OCTOBER EXPENSES

Mr. Shipman noted there was still \$79,706.46 in approved expenses and \$20,067.73 in new expenses to be paid bringing the total to \$99,774.19. Mr. Shipman made a motion to pay those bills. Mr. Eister seconded the motion and the motion passed.

AUDIENCE COMMENTS

Scott Johnson talked about creating a dog park from a blighted property as part of a Girl Scout project. An 11 year old girl approached the mayor about this project. The lot would be 30 ft by 1 lot and it would be fenced.

There was general discussion held on this subject.

AIRPORT AUTHORITY BOARD

Mr. Eister made a motion to appoint Robert Snyder as the city's representative to the Airport Authority. Mr. Troup seconded the motion and the motion carried.

COMMENTS BY THE MAYOR

The mayor received a thank you note from Lenair Alum thanking the city for their contribution on behalf of the Community College Committee. The Community College board is looking for a representative from the city to sit on their board. John Shipman volunteered to fill that position.

Anthracite Industries is looking for an access route for their 102" wide trailers. Mr. Troup will consult this Chief Mazzeo in regard to this subject.

Mayor Woodring brought to the council's attention an article concerning Allentown's Landlords Hall of Shame. Allentown posts a large sign on the properties with the landlord's personal contact information. If the landlord is from out of town, press releases are sent to the land lord's hometown paper or advertising space is purchased.

Mr. Walberg will check with Allentown to see how the program is working for the city.

Mayor Woodring suggested having a professional parking study done. Mr. Shipman informed council that the city collects about \$100,000 between the parking meters and parking fines.

Mr. Seigel suggested having an engineering firm do the study and use CDGB administrative funds to pay for it.

There was discussion about changing the type of meters used on Market St and municipal parking lots.

Mayor Woodring commented that he received the public relation and marketing report from Betsy Robertson. She reported that the city could make better use of their website. SEDA-COG set up the city's site and maintains it with information that is supplied to them.

Mayor Woodring also suggested having a junior council member as a way to get younger people interested in city government. The term would be for one year. Mayor Woodring will check with Mr. Terry Roden at the Shikellamy High School.

Mayor Woodring discussed the idea of doing personnel evaluations in order to move towards a merit raise for non-contract employees. They also help the employees to know where their shortcomings are and to praise them in the areas where they are doing well. All departments should have them completed as soon as possible.

Lee Shaffer will be retiring from his position as health officer. Interviews have been set up for October 28th and three candidates will be interviewed to fill that position.

Shikellamy Homes was sold for \$5,000. A discussion was held regarding the sale of Shikellamy Homes.

With nothing further to discuss, the meeting was adjourned at 7:43 pm.

Respectfully submitted,

Terry Specht
City Clerk