

December 1, 2015, Council Meeting
Minutes

The regular meeting of Clarion Borough Council was held on December 1, 2015, in the Clarion Borough Offices. President Lapinto called the meeting to order at 7:00 p.m. Everyone recited the Pledge of Allegiance. Councilmembers present were Ms. Roberts, Mr. Aaron, Mr. Noto, and President Lapinto. Mr. Zerfoss, Dr. Sanders Dédé, and Mr. Bartley were absent. Chief/Secretary/Treasurer Hall, Mayor Walters, Solicitor Marshall, Mr. Colosimo, Mr. Preston, and Ms. LaVan were also present. Mr. Sharrar was absent.

On a motion by Mr. Aaron with a second by Mr. Noto to amend the agenda to hold an Executive Session for personnel. The motion carried with a vote of four yea.

The Executive Session began at 7:02 p.m., including all Councilmembers, Mayor Walters, and Solicitor Marshall. President Lapinto called the meeting back to order at 7:21 p.m.

As a result of the Executive Session, Solicitor Marshall stated it did not strictly deal with personnel. Legal opinions were necessary regarding budgetary and collective bargaining contract issues. There was an attempt to do some discussion regarding the Borough Secretary salary. Solicitor Marshall advised Council that that was not an appropriate subject for an Executive Session and that discussion was terminated. Solicitor Marshall understands that when Council gets to budgetary issues, there may or may not be action taken on certain issues that were discussed or attempted to get addressed in there.

On a motion by Mr. Aaron with a second by Ms. Roberts to approve the November 3, 2015, Public Hearing, minutes. The motion carried with a vote of four yea.

On a motion by Mr. Noto with a second by Mr. Aaron, approving the November 3, 2015, Council Meeting, minutes, were carried with a vote of four yea.

CITIZEN COMMENTS: Agenda Items

After reading the article on the budget in the Clarion News this morning, Ms. Janice Horn, 32 Barber Street, noticed it stated the previously dedicated revenue for the library and fire department is going to go to the General Fund and questioned if that means the library and fire department will not be getting any funds from the citizens like it had in the past?

President Lapinto stated last year Council put a mill for the fire department and ½ mill for the library, which was necessary for repairs. Council reduced the millage in those funds for 2016.

Mr. Noto commented Council rededicated that 1½ mill to the General Fund.

ADMINISTRATION

On a motion by Mr. Noto with a second by Mr. Aaron, approving the appropriations for the month of December, carried with a vote of five yea.

President Lapinto stated the Treasurer's Report of Fund Totals and Budget Analysis Report are in the packet for everyone's review.

President Lapinto asked for a motion to approve Resolution #2015-386, approving the fiscal year budget.

Mr. Noto made the motion to move this forward with discussion.

Solicitor Marshall stated that would be correct.

Ms. Roberts seconded the motion.

Solicitor Marshall understand it's open for discussion at this point to explain what Council wishes to do.

Mr. Noto added Mr. Aaron can bring up his concerns now and explain why they are being done.

In the interest of fairness more than anything, Mr. Aaron questioned the salary schedule for 2016 and the discrepancy of wage increases. Mr. Aaron asked for a split between police chief in public safety and the secretary in administrative so Council has the wages for secretary at 3% increase and police chief at 5%. This will not make a huge difference but is more for clarification.

Mr. Noto reported the way it's presented it's lumped together and the percentage was based on the lump amount, which wasn't fair.

Mr. Aaron agreed the wages were added together.

President Lapinto asked for more discussion?

Mr. Noto added he would like Council to get a yearly breakdown of the amount of time that is spent on secretarial items and time spent on police chief so it's clear, which should be added into the resolution. One of his concerns is Council is discussing the amount of money for each task when Council as a whole doesn't know how much time is being spent on each task. It's hard to allot payment not knowing. Mr. Noto stated Council may be off and Secretary Hall should be getting more, but without the information, it's unknown. Again, this should be added to the resolution that Council will received a yearly breakdown of what the Borough's Secretary and Police Chief is doing timewise.

President Lapinto asked the Solicitor how Council proceeds with this amendment.

Solicitor Marshall understands what is being proposed is that the collective bargaining unit raise, as required pursuant to that Agreement, would be 5% of the police chief salary for 2015.

Solicitor Marshall isn't sure how that was handled last year if the figure is included in the 2015 wage.

Mr. Aaron stated Council did have those numbers.

Ms. LaVan doesn't believe those numbers were separated out last year.

Mr. Aaron reported they were.

Mr. Noto commented this amount on the 2016 schedule is just for one.

Mr. Aaron stated it was an aggregate salary last year also.

Ms. Roberts agreed there were two amounts, but it was added together as one.

On the salary schedule, Mr. Aaron pointed out it was all under police.

Ms. Roberts stated it was an amount; one was for this and the other was for that.

Solicitor Marshall understands the formula is going to be whatever his base salary should have been as police chief in 2015 at 5% to be his wages for 2016, then whatever his wages were for borough secretary for 2015 will be increased by 3%, and that would be the total salary then for Mark Hall in the budget for 2016.

President Lapinto thinks a line item under Administration should show Secretary Hall's wage there and then Public Safety should show Chief Hall's wage there.

Mr. Noto explained the breakdown will be clear from now on as to which part of the salary is in what department and the raise for each.

President Lapinto doesn't think that presents a problem.

Mr. Aaron stated no. It just separates it to administration and what should be out of police.

President Lapinto asked what that does to the budget and if it can be passed this evening?

Mr. Noto doesn't think that will be a significant difference. It's still the same percentage; it's just how Council is dividing it up.

When running the numbers, Mr. Aaron verified it won't be.

Secretary Hall thinks Council would just have to state that they want to amend the current budget, as advertised, to what Solicitor Marshall stated above. It won't require re-advertising. It would be a motion to amend those salaries as mentioned.

Solicitor Marshall stated that's right and understands since there's not a significant difference to budgetary amounts that re-advertisement is not required.

President Lapinto thinks it's better for accounting purposes that they are separated out.

Mr. Noto added the time study issue, or breakdown of administrative time versus public safety time, is also requested.

Ms. LaVan asked if Mr. Noto will have to amend his motion then?

Based on the discussion, Solicitor Marshall believes if somebody wants to move to amend the proposed budget, then a vote will be taken on that, and then Council will have to have a separate motion to approve that amended budget.

Mr. Noto verified Council can approve what is in place so far?

Solicitor Marshall informed Council first they would have to amend what Council has and then Council will have to vote to approve it after it's amended.

President Lapinto reminded everyone a motion is already on the floor and asked if it should be rescinded?

Ms. LaVan added Mr. Noto made a motion which Ms. Roberts seconded so Council could discuss it.

Mr. Noto tabled his motion to approve the resolution. Ms. Roberts agreed. Mr. Noto then decided to withdraw the motion completely, which was agreed by Ms. Roberts. Motion carried unanimously.

Mr. Noto made a motion to amend the budget as discussed with 5% increase for Mark Hall for public safety and 3% for administration split up and that Council gets a line item each year about where the salaries are going and a time schedule.

Solicitor Marshall asked the record reflect that that's also an amendment of the resolution also.

President Lapinto asked if two motions are necessary?

Solicitor Marshall stated no it can be done at one time. The motion would be to amend the resolution and to amend the budget.

Ms. Roberts seconded the motion. Hearing no further discussion, the motion carried with a vote of four yea.

Solicitor Marshall announced Council has an amended budget, and now Council needs to approve the Resolution as amended and the budget as amended. That can be all one motion.

On a motion by Mr. Noto with a second by Ms. Robert to approve the Resolution as amended and the 2016 Budget as amended. Upon a request by Mayor Walters, the motion carried after the following roll call vote: Ms. Roberts, yes; Mr. Aaron, no; Mr. Noto, yes; and President Lapinto, yes.

Ms. Lapinto asked for a motion to adopt the salary schedule as amended.

Ms. LaVan asked if Council has to adopt the Tax Ordinance, or if that was included in the budget? These were always handled separate in the past.

Solicitor Marshall stated no, that has to be done separately.

Mr. Noto clarified Council just adopted the amended resolution and budget?

Solicitor Marshall stated Council did adopt the proposed budget but it's necessary for Council to adopt the Tax Ordinance, which is a separate issue. The fee schedule is part of the budget so it was already handled.

President Lapinto asked if that needs amended as well?

Ms. LaVan stated the millage rates were not amended.

Solicitor Marshall agreed.

On a motion by Ms. Roberts with a second by Mr. Noto to adopt the Tax Ordinance #2015-812. The motion carried after the following roll call vote: Ms. Roberts, yes; Mr. Aaron, no; Mr. Noto, yes; and President Lapinto, yes.

Having approved the budget, Tax Ordinance, and fee schedule, President Lapinto asked for a motion to adopt the 2016 salary schedule, as amended, with the split and line item under administration for borough secretary and wages under the police department for chief.

On a motion by Ms. Roberts with a second by Mr. Aaron to adopt the 2016 Salary Schedule, as amended with the split and line item under Administration for borough secretary and chief wages under the police department. The motion carried after the following roll call vote: Ms. Roberts, yes; Mr. Aaron, yes; Mr. Noto, no; and President Lapinto, yes.

Once it's all figured out, Ms. LaVan will provide a new schedule to Councilmembers.

On a motion by Mr. Noto with a second by Mr. Aaron, giving permission to advertise the biennial Reorganization Meeting for Monday, January, 4, 2016, at 6:45 p.m. at the Clarion Free

Library followed by the regular Council Meeting to begin at 7 p.m., was carried with a vote of four yea.

President Lapinto asked Mr. Colosimo to explain the resolution relating to CDBG.

Mr. Colosimo stated this is the approval resolution for the Borough's 2015 Community Development Block Grant application. The Borough has to apply to the County this year, meaning the process will be a little different. Mr. Colosimo commented it will involve less paperwork. The County will be the grantee for the Borough per State requirements. The Borough has two projects plus the administration component. Mr. Colosimo informed Council the first project is a carry-over from last year for the park exit road. The Borough needs \$24,025 to repay the Borough for its costs on that program, which has been approved. The second project is also a park project for further recreational improvements, specifically picnic facilities, possibly a playground, and those types of amenities. Nothing will be replaced.

President Lapinto opposes one of these projects and thinks the money could be used elsewhere. If Council discusses it next year and agrees on a different project, President Lapinto asked if that would be possible?

Mr. Colosimo agreed a revision or modification of the application is all that would be necessary. The County has to have the application out by the 11th of December.

On a motion by Mr. Noto with a second by Ms. Roberts, approving Resolution #2015-385, approving the FFY 2015 Community Development Block Grant (CDBG) Application and attached three-year Community Development Plan (CDP) for submission by Clarion County to the Pennsylvania Department of Community and Economic Development (DCED), was carried with a vote of four yea.

President Lapinto stated permission is necessary to seek proposals for 2016 Tax Anticipation Note in the amount of \$300,000 and asked Secretary Hall to discuss?

For the last 6 years, Secretary Hall reported Council has sent out request for proposals for a tax anticipation note in case it's necessary. The Borough hasn't had to use it. However, due to revenue shortfalls, Secretary Hall predicts the Borough may have to use it in February or March to make payroll. The requests will go to all the banks and Council will see the results next month.

On a motion by Mr. Noto with a second by Mr. Aaron to give permission to seek request for proposals for 2016 Tax Anticipation Note in the amount of \$300,000. The motion carried with a vote of four yea.

President Lapinto stated the following members' terms will expire at the end of 2015: Dave Sentner on Zoning Hearing Board, 3 year term; Bernie Vavrek on Civil Service Commission, 6-year term; and Mike Kalinowski on Police Pension Committee, 3-year term and General

Employees' Pension Committee, 3-year term. Secretary Hall contacted Mr. Sentner and Mr. Vavrek who are willing to serve another term. Mike Kalinowski has not returned the call yet. President Lapinto asked if this can be acted on tonight?

Since their terms don't expire until the end of the year, Ms. LaVan doesn't think Council can do it until after they re-organize. This was for informational purposes tonight.

Solicitor Marshall agreed.

DOWNTOWN COMMITTEE

In the absence of Dr. Sanders Dédé, President Lapinto announced the Blueprint Committee has met several times. Ms. Kelley Coey of the Hudson Group attended one of the meetings to express interest in building a 40-unit senior housing development along South Fifth Avenue. The Committee reviewed bylaws and will be meeting next Monday at 4:30 p.m.

PUBLIC WORKS

Mr. Noto reminded everyone that the Snow Removal Ordinance is in effect. Motorists need to be careful where they park to avoid getting a \$50 ticket. It's regardless of snow.

Mr. Noto asked Mr. Preston for any comments.

Mr. Preston stated leaf collection is done for the year. The plows and spreaders are on the trucks.

CONSTRUCTION REPORT

Mr. Colosimo reported the Center Place Storm Sewer Project is still set to go. A main line and residential service line both needs moved. National Fuel offered to do that for free as long as the Borough restores the minimum amount of disturbance that will be done, which is good news. Mr. Colosimo stated the trench should be more than 2' wide. It will only cost the Borough a few hundred dollars to restore it.

Secretary Hall pointed out otherwise it would have involved a change order.

Mr. Colosimo commented that would have cost between \$5,000-7,000. Without moving it, it would have been extraordinarily difficult to place box.

Secretary Hall stressed National Fuel definitely did the Borough a good deed.

Ms. Roberts asked if this will begin in the spring?

Mr. Colosimo informed everyone the contractor has until the end of December to complete the project. It should only be about 2½ day job all together.

Secretary Hall noted it's only 28-30' on Center Place.

PUBLIC SAFETY

Mr. Aaron had nothing to report.

LIBRARY REPORT

Mr. Noto had nothing to report.

HOUSING AND ZONING

There was none.

RECREATION

Mr. Noto had nothing to report.

SECRETARY'S REPORT

Secretary Hall had nothing to report.

MAYOR'S REPORT

Mayor Walters commented the Santa Claus parade was held Saturday despite the rain.

Mayor Walters received many positive comments from residents for Council making Second Avenue a no-parking area. That was the right move.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

CITIZEN COMMENTS: Non-Agenda Items

Mr. Jared Beggs, Chief Financial Officer for Clarion Industries, thanked Council for taking the time to listen to a couple issues. For those that don't know, Clarion Industries is comprised of two companies, the fiberboard and laminate flooring plant located on River Hill. Currently, there are 300 employees. A few years ago, it was about 120. Mr. Beggs predicts about 350 by next year. For this area, that's a good story. Mr. Beggs stated one reason is to inform Council things that are happening with Clarion Industries as it pertains to the Borough on Grand Avenue at the Owens-Illinois Building and what that means to the community, both short and long-term. It's important to have a consistent message to the community, because citizens will see a lot more activity taking place on that road. Mr. Beggs wished to explain what the plans are to curb the traffic to have as little impact on the community as possible. Mr. Beggs put up a diagram of the location. When the Owens plant was built, the trucks were much smaller. Clarion Industries' trucks are a little different. The building is old. Mr. Beggs indicated where the dock doors are along Grand Avenue and informed Council in the last 2 months operating there the trucks are actually out onto the road, which creates a safety concern. Vehicles are swerving around it. After discussion with a contractor, Mr. Beggs relayed Clarion Industries is

going to invest money into the building and construct dock doors in the back for loading and unloading all the trucks. This will eliminate disruptions on Grand Avenue. In order to accomplish this, a road needs constructed to get from Grand Avenue to the back area. The plan is to try to get the road in before winter with a base that will not be ruined until it can be improved in the spring. Mr. Beggs stated this is the first and most important thing as far as a safety element and public nuisance for the road. Secondly, Clarion Industries is going to put a lot of money in the exterior of the building. Right now, it's old, rusted, and looks terrible. The retaining wall and the siding will all be removed and replaced to look a lot nicer. Mr. Beggs again commented he just wanted Council to be aware of the activity and the plans. About 50 trucks a day come in and out of there and, by March, it is anticipated to increase to 100 trucks if not more. Hours of operation for the facility are 7 a.m. until 11 p.m. Mr. Beggs reported the company is going to spread them out so there's not a peak period or the trucks backing up creating issues. Clarion Industries is trying to be pro-active and get the truck off the main road.

Mayor Walters asked if Clarion Industries are leasing it or leasing to buy.

Mr. Beggs reported it's a 2-year lease agreement that will go through September 2017. The lease payments will basically pay for the building.

Mayor Walters asked if anything else can be done, other than the sign on Greenville Avenue, to make sure the truck drivers turn on Heidrick Street as opposed to Oakwood Drive, which has been causing some issues.

Secretary Hall understood Mr. Beggs was going to discuss that also with a new GPS address.

Mr. Beggs stated yes. The building that was owned by Joe Barber, which is the one Clarion Industries is leasing to buy, and addressed as 295½ Grand Avenue, which is causing all the problems. All the customers Clarion Industries deals with are the big box retailers (Home Depot, Lowes, and those customers) will be instructed to use 241 Grand Avenue, which they are going to change. That should correct that problem. The drivers should be able to turn onto Heidrick Street and drive straight through to the warehouse. If additional traffic signs are necessary, this will be discussed at a later date.

Secretary Hall agreed many drivers were turning on Oakwood Drive, which is a dead-end street, resulting in property damage. Secretary Hall asked if that can be done fairly quickly?

Mr. Beggs stated the address change should be possible before winter.

President Lapinto thanked Clarion Industries for the donation towards the fire hall.

Mayor Walters thanked them as well as the few townships that came through.

Mr. Beggs reported Clarion Industries understands it's their civic responsibility to do what is right for the community. Mr. Beggs passed out his business cards in case anyone has any questions regarding the project. The plan is to get this achieved before winter sets in.

President Lapinto asked how many employees will be working in the Clarion facility?

Mr. Beggs estimated about 30.

CORRESPONDENCE

There was none.

On a motion by Mr. Noto with a second by Mr. Aaron, the meeting was adjourned at 8:01 p.m.

Mark E. Hall, Borough Secretary