

December 3, 2019, Council Meeting  
Minutes

The regular meeting of Clarion Borough Council was held on December 3, 2019, in the Assembly Room of the Clarion Free Library. President Lapinto called the meeting to order at 7:00 p.m. Everyone recited the Pledge of Allegiance. Councilmembers present were Mr. Zerfoss, Ms. Roberts, Mr. Aaron, Ms. Logue, and President Lapinto. Dr. Sanders Dédé and Mr. Noto were absent. Chief Peck, Mr. Preston, Mr. Colosimo, Mayor Miller, Mr. Sharrar, Solicitor Marshall, Ms. Schwabenbauer, and Ms. LaVan-Preston were also present.

On a motion by Mr. Zerfoss with a second by Ms. Logue, approving the minutes of the November 5, 2019, Council Meeting, was carried with a vote of four yea with Mr. Aaron abstaining as he was absent.

CITIZEN COMMENTS: Agenda Items Only

There were none.

President Lapinto stated next is a presentation by Mr. LeRoy Kline with Delta Development Group, Inc. For a little background, about 1½ weeks ago, Mr. Aaron, Mayor Miller, Secretary LaVan-Preston, Treasurer Colosimo, and she were invited to a presentation. Everyone was very impressed. President Lapinto thinks the Borough has a unique opportunity and called on Mr. Kline to discuss briefly. Then it will be opened up for questions.

Mr. LeRoy Kline, Delta Development Group, thanked Council for the invitation this evening and passed out folders containing handouts to Council. The Borough has an opportunity in the next 10 days to submit a grant on behalf of the Borough of Clarion. In the packet, Mr. Kline directed everyone's attention to Enclosure #2, PA Small Water and Sewer Program Guidelines. If Council would look at Page 1, it states the Commonwealth of Pennsylvania will provide \$500,000 grants for communities across the Commonwealth to make improvements to water, sewer, or sanitary sewer projects. In this particular case, Mr. Kline had the opportunity to review a brochure that was actually put together by the Storm Water Authority in collaboration with the Borough. It was very impressive to see that the Authority identified pieces of the system that need to be improved over the next few years. Candidly, Mr. Kline stated Delta Development Group met with members of Council about submitting a grant to try to provide resources for some of these improvements. In the packet, Enclosure #5 is an illustrative Resolution that the Borough would need to approve in order to submit a grant request. The way this particular grant works is there is a local match requirement. Mr. Kline reported the maximum amount of the individual grant is \$500,000, with a \$75,000 match from the Borough within that grant program, meaning \$425,000 would come from the Commonwealth of Pennsylvania. The \$75,000 could be a project that the Borough was planning to do in the not too distant future so that money is not being spent that wasn't anticipated. Instead what the Borough would be doing is using the Commonwealth of Pennsylvania to help fund some of the improvements associated with that project. If everyone present doesn't remember anything else tonight, Mr. Kline asks everyone to look at Enclosure #6, which is important to the Borough as it illustrates all of the State and Federal Programs that are available for projects through the Borough of Clarion. If everyone

would look at the right-hand corner of that sheet, there is a due date of December 13<sup>th</sup> for a H2O Flood Project and December 13<sup>th</sup> for the PA Small Water and Sewer. Mr. Kline commented everyone present did not feel there was enough time in the next 10 days to do the larger grant request, which would be the H2O Storm Water Management Plan. However, Mr. Kline believes the Borough will be well positioned in the not too distant future to submit a larger grant request for that program. If Council wonders what the requirements for that program are, he/she can look at Enclosure #3, which gives all the details of the program, match requirements, and project that would be funded with this program. Mr. Kline relayed to Council that Delta Development is asking him/her to consider the following three things: 1) submitting a grant request to the Commonwealth of Pennsylvania for \$500,000 for improvements to the storm water management system; 2) approve the resolution included in the packet to provide the verification that the Borough would provide the match if the Borough were to secure a \$425,000 grant; and 3) enter into an illustrative agreement with Delta Development Group to prepare that grant application, manage the grant when it is awarded, and handle all the reimbursement aspects for a fee of \$10,000. Mr. Kline asked for any questions on the information in the packets.

Ms. Roberts asked where the \$75,000 would come from?

President Lapinto commented the Borough would fund it and then be reimbursed by the Storm Water Authority as well as the \$10,000 fee. Sam Lynch, the Borough's financial consultant, reviewed the budget and it has been included in the 2020 Budget with it being a payable from the Storm Water Authority. Also, President Lapinto reported Mr. Colosimo has identified projects and asked him to discuss them now.

Mr. Colosimo stated it will include five of the Borough's medium to small projects, which are some of the oldest problems. It's a mixture of ones that really need done quickly and have been hanging around for quite a while. The five sites to be submitted are Emerson Way, which is a critical one and is getting bad; Tippen Drive; Sunset Drive; Whitehill Place; and Boundary Street. Mr. Colosimo added they are all storm water and need different types of infrastructure installed or replaced. It is hopeful that these projects will be within the \$500,000 figure so all can be done.

President Lapinto asked Mayor Miller and Mr. Aaron for comments.

Mayor Miller stated he was so impressed with the presentation at the meeting prior to this one and thanked Mr. Kline for coming tonight. Something to remember and why this is so positive is forming a relationship with this group doesn't have to stop with this grant. For a long time, it has been discussed that having a grant writer would be great, but the Borough just cannot afford to hire one. Mayor Miller thinks this is really a good opportunity for the future not just this one grant but for the next 20 years.

Mr. Aaron added being able to apply for grants was really the reason the Storm Water Authority was formed. The idea was to find public monies to bring back to the Clarion area that have left the area. Mr. Aaron reported hopefully it will accelerate not so much the end of the

Storm Water Authority but getting the rates down to a maintenance level and not a repair level. Mr. Aaron thinks it's a great opportunity as the Mayor stated. There is a lot more that the Borough can get out of this relationship to better the whole community.

President Lapinto likes the sheet that shows all the grants that are available and asked Mr. Kline how many people Delta Development Group have working for them?

Mr. Kline reported 35.

President Lapinto pointed out that's what their company does is to look at what grants are available and believes the County is also looking at this opportunity.

Ms. Logue stated yes.

President Lapinto asked if anyone else has any questions and added she asked a lot at the prior meeting because the answers were necessary.

Ms. Roberts inquired if this \$10,000 is just for one grant or a year's worth of grants?

Mr. Kline reported the \$10,000 is for one grant and includes the total administration from beginning to end. Delta Development would actually complete the application on behalf of the Borough, administer the grant, assist through the audit process, and the reimbursement. In other words, it's from the day the grant is submitted until the day all reimbursement is received.

If Council approves this, President Lapinto asked the Solicitor that Council would need to approve the resolution and also approve her to sign the application.

Solicitor Marshall stated yes to both questions.

Ms. Roberts assumes if the Borough does not get this grant, the Borough still has to pay the \$10,000?

Mr. Kline agreed.

Ms. Roberts inquired what are the chances that the Borough will get this grant?

Mr. Kline thanked Ms. Roberts for that question. Mr. Kline has been doing this for 31 years, and the reason he's been doing it for 31 years is he always submits grant requests that he believes will be successful. Clarion is in a unique position to enjoy future state funding for two reasons. One reason is that Clarion has on the University Board of Trustees the Number 2 person from the Department of Community and Economic Development who evaluates these grants, Neal Weaver. Mr. Weaver is a former Clarion graduate and is the Executive Deputy Secretary of DCED. Mr. Kline thinks he will be very supportive of Clarion's request. The second reason to be very confident is because of State Representative Oberlander, who is in a

leadership position. Mr. Kline reported this is a CFA Program, Commonwealth Finance Authority, which means every legislative caucus must approve the project list that is submitted by DCED. If there is a single caucus that is not comfortable with the recommended project list, it stops the whole process. Mr. Kline commented this is called a single vote veto. Representative Oberlander is one of the first individuals in the Commonwealth to review the projects that are recommended and she has the opportunity through her leadership position to provide direct impact on what projects are approved or those that are not. Mr. Kline thinks Clarion has a window of opportunity that it may not enjoy in the not too distant future. Two people are in place that will be very supportive of requests. The reason for showing Enclosure #6 is due to the questions President Lapinto asked at the initial meeting. Mr. Kline voiced he is not interested in a quick fix but a relationship. Mr. Kline thinks Clarion could submit a library grant to improve the library facility as well as other infrastructure and/or and recreation improvement grants. The Borough wouldn't have an opportunity for all of the grants on that chart, and Delta Development would not recommend the Borough to apply if it would not be competitive. However, on this project that is due within the next 10 days, Mr. Kline feels the Borough would be very competitive and is confident that the Borough would be approved.

President Lapinto asked which motion would be first, the resolution or the contract?

Solicitor Marshall stated the contract would be first.

Mr. Aaron made a motion to approve President Lapinto as the signer on this contract with Delta Development Group.

Solicitor Marshall asked the motion be amended to approve the contract and authorize President Lapinto sign it.

On a motion by Mr. Aaron with a second by Ms. Logue to approve the contract with Delta Development Group and authorize President Lapinto to sign it. The motion carried with a vote of five yea.

On a motion by Mr. Aaron with a second by Ms. Logue, approving Resolution #2019-439, a Resolution to file a PA Small Water and Sewer Program Grant Request, was carried with a vote of five yea.

President Lapinto called for an Executive Session for possible litigation, including all Councilmembers, Mayor Miller, Solicitor Marshall, Treasurer Colosimo, and Secretary LaVan-Preston, beginning at 7:16 p.m.

President Lapinto called the meeting back to order at 7:33 p.m.

Solicitor Marshall asked the record reflect that no official action will be taken after the Executive Session.

#### ADMINISTRATION

On a motion by Mr. Zerfoss with a second by Mr. Aaron to approve the appropriations for the month of December. The motion carried with a vote of five yea.

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

President Lapinto commented next a Resolution is necessary to approve the fiscal year budget. Council discussed the budget at quite length last month, and there's no need to go over it.

On a motion by Mr. Aaron with a second by Ms. Logue to approve Resolution #2019-438, approving the fiscal year budget. On a request by Mr. Zerfoss, the motion carried after the following roll call vote: Mr. Zerfoss, yes; Ms. Roberts, yes; Mr. Aaron, yes; Ms. Logue, yes; and President Lapinto, yes.

President Lapinto reported next Council needs to approve the 2020 Budget, Tax Ordinance, and fee schedules and mentioned there have been no changes or increases in any of the fees. Just for clarification, President Lapinto asked Secretary LaVan-Preston to go over the changes that were necessary.

After the budget was advertised for display, Secretary LaVan-Preston stated the Borough received notification from the County that the real estate assessment decreased. It is not significant enough to have to re-advertise the budget. Secretary LaVan-Preston pointed out the decrease in revenue is \$1,335. Also, with the anticipation of this grant that Council was entertaining this evening, Mr. Lynch put \$10,000 into the General Fund Administration Professional Services to be able to do that, which will be reimbursed to the Borough when the Storm Water Authority starts generating revenue. A code was created for that reimbursement, which will offset each other.

On a motion by Ms. Logue with a second by Mr. Aaron to approve the 2020 Budget, Tax Ordinance #2019-833, and fee schedules. The motion carried after the requested roll call vote by Mr. Zerfoss: Mr. Zerfoss, yes; Ms. Roberts, yes; Mr. Aaron, yes; Ms. Logue, yes; and President Lapinto, yes.

On a motion by Mr. Zerfoss with a second by Mr. Aaron, approving the 2020 salary schedule, was carried with a vote of five yea.

President Lapinto commented next is permission for request for proposals for a Tax Anticipation Note in the amount of \$300,000. This is done annually in case the need arises. Thankfully, Clarion Borough has not had to do this.

On a motion by Mr. Zerfoss with a second by Mr. Aaron, giving permission to seek request for proposals for 2020 Tax Anticipation Note in the amount of \$300,000, was carried with a vote of five yea.

On a motion by Ms. Roberts with a second by Ms. Logue to give permission to advertise Bi-Annual Reorganization Meeting for Monday, January 6, 2020, at 6:45 p.m. in the Assembly Room at the Clarion Free Library followed by the regular Council Meeting to begin at 7 p.m. The motion carried with a vote of five yea.

On a motion by Ms. Logue with a second by Mr. Aaron, appointing Ryan Miles to a 3-year term on the Zoning Hearing Board to expire at the end of 2022, was carried with a vote of five yea.

On a motion by Mr. Aaron with a second by Ms. Roberts to appoint Michael Chesterfield to a 6-year term on the Civil Service Commission to expire at the end of 2025. The motion carried with a vote of five yea.

On a motion by Ms. Logue with a second by Mr. Aaron to appoint Barry Sweet to a 3-year term on the Police Pension Committee and a 3-year term on the General Employees' Pension Committee to expire at the end of 2022. The motion carried with a vote of five yea.

On a motion by Ms. Roberts with a second by Ms. Logue, approving revision/modification of the FFY 2015 CDBG Program to place administrative funds into the Main Street Improvement Activity ( for Decorative Light Pole Replacement Project), was carried with a vote of five yea.

On a motion by Ms. Roberts with a second by Mr. Aaron, approving a time extension for the use of remaining FFY 2015 Main Street Improvement Funding for tree installation, was carried with a vote of five yea.

On a motion by Ms. Logue with a second by Ms. Roberts, authorizing the EADS Group, Inc., to complete design, engineering, and cost estimate services for the Main Street Decorative Light Pole Replacement Project, was carried with a vote of five yea.

#### BLUEPRINT COMMITTEE

There was none.

#### PUBLIC WORKS

Before making motions, Mr. Zerfoss asked Mr. Colosimo to discuss the next two items in two minutes.

Mr. Colosimo stated the Borough has the final design and bid documents for the fire hall and for the boiler replacement and plans to discuss with the Committee in December. Then procurement will start immediately in January.

On a motion by Mr. Zerfoss with a second by Mr. Aaron, authorizing procurement process for Fire Hall Man Doors Replacement Project upon receipt of final specifications and cost estimate from the EADS Group, Inc., was carried with a vote of five yea.

Mr. Colosimo asked for authorization for the EADS Group to complete the design, engineering, and cost estimate services for the 2020 Library Sidewalk Replacement Project, which has been

included in the 2020 budget. Procurement would take place in late spring with construction in early summer. That sidewalk is right outside the building.

On a motion by Mr. Zerfoss with a second by Ms. Logue to authorize the EADS Group, Inc., to complete design, engineering, and cost estimate services for the 2020 Library Sidewalk Replacement Project. The motion carried with a vote of five yea.

#### STORM WATER AUTHORITY

Mr. Aaron informed everyone the 2020 Storm Water Authority Budget was included in the packet. As part of the agreement, it has to be approved by Council. Mr. Aaron reported the budget is just shy of \$220,000 for the year.

On a motion by Mr. Aaron with a second by Ms. Roberts to approve the 2020 Storm Water Authority Board Budget. The motion carried with a vote of five yea.

#### PUBLIC SAFETY

Mr. Aaron had nothing to report.

#### LIBRARY REPORT

There was none.

#### HOUSING AND ZONING

Ms. Roberts stated the Monthly Report is in the packet for everyone's review.

#### RECREATION

Ms. Roberts had nothing to report.

#### SECRETARY'S REPORT

Secretary LaVan-Preston had nothing to report.

#### MAYOR'S REPORT

Mayor Miller commented when sitting at his computer thinking about his Mayor's Report, it dawned on him that his few months here as Mayor pales in comparison to someone on the Council who is also here for his last meeting, Earl Zerfoss. When Mayor Miller was hired 41 years ago as the swimming coach at Clarion, Mr. Lignelli introduced him to Mr. Zerfoss, who was in charge of the food services. There were many reasons for this, because he was a very powerful man. Being a little nervous, Mayor Miller vividly remembers Mr. Zerfoss looked at him and asked 'you're going to be as good a coach as the last one?'. Mayor Miller responded 'well I'm going to do my best'. Then they shook hands 41 years ago, and they have been friends ever since. Speaking as his friend and a member of the community, Mayor Miller thanked Mr. Zerfoss for his 39 years of service and is glad that he is finally going to enjoy retirement.

Since this is his last meeting as Mayor, Mayor Miller thanked Council for appointing him to the interim position, which was short but a rewarding few months. They say you can't teach old dog new tricks, but Mayor Miller stated this old dog learned a few tricks here through this

experience. Realizing that he was going to do some weddings and not knowing much except his own, Mayor Miller and his wife looked on the internet and did a lot of studying. Mayor Miller conducted one wedding in this room, one in their home, and the other four in their backyard. As required by the Code, Mayor Miller reported he didn't charge anything for his services but did receive a total of \$120 in gratuities for these six wedding. That money was put to good use when Mayor Miller and his wife attended the library fundraisers, the beneficiary of it. Mayor Miller thanked Council for making him feel welcome and making him feel that his opinions had value. It's important that the public know their local government is in good hands. Mayor Miller pointed out President Lapinto runs a highly organized operation and the citizens of Clarion are certainly getting their money's worth. Mayor Miller especially thanked the staff, Secretary LaVan-Preston, Ms. Dunlap, Mr. Colosimo, Mr. Preston, Mr. Sharrar, Chief Peck, and Ms. Schwabenbauer, for all they do and enjoyed learning so much about them in the last few months. Whatever they are being paid, it is not enough. Mayor Miller thanked everyone again and wished all a Merry Christmas.

President Lapinto thanked Mayor Miller for the kind words and for stepping up when the Borough really needed someone.

Mayor Miller voiced he enjoyed it.

#### OLD BUSINESS

President Lapinto stated Mr. Zerfoss is her friend. For those that do not know, Mr. Zerfoss hired her in 1977. The first thing President Lapinto learned was to bring candy to the meeting and having to pay Mr. Zerfoss a dime because he had to pay postage on a packet.

Mr. Zerfoss commented the candy was jelly beans.

President Lapinto stated Mr. Zerfoss is her friend for a long time, wished him good luck, and thanked him for everything he has done for her personally and for the Borough.

Mr. Zerfoss, getting emotional, stated he enjoyed every minute of it.

#### NEW BUSINESS

There was none.

#### CITIZEN COMMENTS: Non-Agenda Items

First off, Mr. Aaron thanked Mayor Miller for the last few months and enjoyed it. Mr. Aaron voiced disappointment that he will not be working with him in the future on Council but looks forward to working with Mayor Miller on the Storm Water Authority Board.

President Lapinto pointed out Mayor Miller is not going anywhere; he will continue on the Storm Water Authority and as a very valuable member of the Blueprint Community.

Now to Mr. Zerfoss, Mr. Aaron mentioned he was born in 1979 and cannot imagine spending his entire life doing this like Mr. Zerfoss has Mr. Aaron's entire lifetime. Hopefully, in the

amount of time that Mr. Aaron spends on Council, he is able to maintain the dedication that Mr. Zerfoss did for the Borough. Mr. Aaron thanks him for all he did.

Ms. Logue commented how nice the Downtown District looks with the snowflakes and thanked Jim Crooks and the Destination Clarion Downtown Committee for this great job. It looks very nice.

President Lapinto stated nothing will be held this evening for Mr. Zerfoss, but there will be an open house for Mr. Zerfoss on Friday, December 27, 2019, from 1-2:30 p.m. at the Clarion Borough Offices. Everybody is asked to stop in to wish Mr. Zerfoss good luck.

#### CORRESPONDENCE

There was none.

On a motion by Mr. Zerfoss with a second by Mr. Aaron, the meeting was adjourned at 7:53 p.m.

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Linda LaVan-Preston, Borough Secretary