

February 3, 2015, Council Meeting  
Minutes

The regularly scheduled meeting of Clarion Borough Council was held on February 3, 2015, in the Assembly Room of the Clarion Free Library. President Pro Tem Noto called the meeting to order at 7:08 p.m. Everyone recited the Pledge of Allegiance. Councilmembers present were Ms. Roberts, Mr. Aaron, Mr. Bartley, and Mr. Noto. President Lapinto participated by telephone. Mr. Zerfoss and Dr. Sanders Dédé were absent. Messrs. Preston, Colosimo, and Sharrar, Chief/Secretary/Treasurer Hall, Solicitor Marshall, and Ms. LaVan were also present. Mayor Walters was absent. Solicitor Marshall's associate Dan Feringer was also in attendance.

In the absence of Mayor Walters, President Lapinto will be acting Mayor and will not vote unless there is a tie.

On a motion by Mr. Bartley with a second by Mr. Aaron to approve the January 6, 2015, Council Meeting, minutes. Mr. Bartley noted in the second paragraph the motion on the December 16, 2014, minutes indicates Mr. Zerfoss made and seconded the motion. Ms. LaVan stated Mr. Bartley seconded it, which will be corrected. The motion carried with a vote of four yea.

CITIZEN COMMENTS: Agenda Items

There were none.

ADMINISTRATION

On a motion by Mr. Bartley with a second by Ms. Roberts, the appropriations for the month of February, were approved with a vote of four yea.

President Pro Tem Noto stated the Treasurer's Report of Fund Totals and Budget Analysis are in the packet for informational purposes.

On a motion by Mr. Bartley with a second by Mr. Aaron to approve the Advisory Board for Leadership & Engagement's special event request for Come Together Clarion to be held April 25, 2015.

President Pro Tem Noto asked Secretary Hall for additional comments.

Secretary Hall reported this is the third year for the event. Sixth Avenue from Main Street to Wood Street will be blocked for the University to hold their activities for Come Together Clarion. A 5K race is also held in conjunction with the event.

President Pro Tem Noto asked the students in attendance if they'd like to add anything.

Mr. Tyler Kitzmiller stated the students appreciate Council approving the event. They have put a lot of effort into the event so far, and it's coming along really well.

The motion carried with a vote of four yea.

President Pro Tem Noto stated Council must give permission for Todd Colosimo to drawdown CDBG funding to reimburse the Borough of Clarion for several items and asked Solicitor Marshall if they should be handled separately.

Solicitor Marshall agreed.

On a motion by Mr. Aaron with a second by Ms. Roberts, giving permission for Todd Colosimo to drawdown CDBG funding to reimburse the Borough of Clarion for the Western Pennsylvania Newspaper Company Item #219670 for the ad for the bids for the Community Park Road Project in the amount of \$999.80, was carried with a vote of four yea.

On a motion by Mr. Bartley with a second by Mr. Aaron to give permission for Todd Colosimo to drawdown CDBG funding to reimburse the Borough for the EADS Group Invoice #213087 for engineering services for the Weaver Park Improvements in the amount of \$1,799.86. The motion carried with a vote of four yea.

On a motion by Mr. Aaron with a second by Mr. Bartley to give permission for Todd Colosimo to drawdown CDBG funding to reimburse the Borough of Clarion for Mr. Colosimo's wages for the period of July 21, 2014, through January 16, 2015, in the amount of \$2,440.59.

Ms. Roberts asked if this is for extra overtime or if he's not paid until now?

Secretary Hall commented no, this is part of Mr. Colosimo's regular work time.

Ms. LaVan stated the Borough's been paying Mr. Colosimo, but this will reimburse the General Fund for his CDBG-related wages only.

The motion carried with a vote of four yea.

Secretary Hall stated the Borough received another bill this week from the EADS Group for the same work as above and is a 2014 expense and asked Council to give also Mr. Colosimo permission to drawdown funds to reimburse for Invoice #213379 in the amount of \$1,459.

Ms. LaVan added the first one was for the month of November and this one is for December.

On a motion by Mr. Bartley with a second by Mr. Aaron, giving permission for Todd Colosimo to drawdown CDBG funding to reimburse the Borough for the EADS Group Invoice #213379 for engineering services for the Weaver Park Improvements in the amount of \$1,459, was carried with a vote of four yea.

DOWNTOWN COMMITTEE

Ms. Roberts had nothing to report and asked Mr. Colosimo an update on the Blueprint Community.

Mr. Colosimo stated the Committee submitted some of the plan documentation for the Pennsylvania Downtown Center, who is currently reviewing it. The documents aren't complete, but the Center is going to work with the Committee to finalize them. The document and training will be done by March 4<sup>th</sup>, which is the graduation date.

#### PUBLIC WORKS

In the absence of Mr. Zerfoss, President Pro Tem Noto stated the report is in the packet for everyone's review. The Department has been busy shoveling, plowing, and moving snow. President Pro Tem asked Mr. Preston or Secretary Hall for anything additional?

Mr. Preston asked Mr. Scott Seeley, The Clarion News, to remind all Borough property owners to shovel around the fire hydrants; the fire department would appreciate it.

Secretary Hall announced the Public Works Department would like everyone to understand the streets are the priority to be plowed first and foremost and then the parking stalls are cleared. Owners are reminded to keep their sidewalks shoveled and cleared of snow and ice. Handicapped ramps are also the responsibility of the property owners. And, as Mr. Preston stated, Secretary Hall encouraged everyone to make sure their fire hydrants are shoveled out.

President Pro Tem Noto asked Mr. Seeley to relay that information in the newspaper.

#### PUBLIC SAFETY

Mr. Bartley stated the Committee conducted interviews this month for a part-time meter enforcement officer and made a motion that Council hire Natale Schmude at the rate of \$9.23 per hour.

Mr. Aaron seconded the motion.

Ms. Roberts asked if this person will be working 1 day?

Secretary Hall reported a day and a half.

The motion carried with a vote of four yea.

#### LIBRARY REPORT

President Pro Tem Noto informed Council the Borough is going to schedule the engineer to inspect the elevator pit and equipment. After that, the bids will be prepared. The work is expected to begin March or April. The Library Board prepared and submitted a grant to National Fuel in the amount of \$45,000 to replace the Library's basement boiler system, which was specified in the energy audit they completed for the Library. This is in case the CDBG grant request doesn't get funded. Finally, President Pro Tem Noto announced there were 10,000

users of the computers in 2014. This is the second year in a row that over 10,000 people used them. This shows that resource is being used in the community.

### HOUSING AND ZONING

Mr. Sharrar reminded landlords that the rental payments were due February 2, 2015, and asked Council how to proceed.

Ms. LaVan stated the policy was changed a couple years ago that reminder calls and second notices would not be given. The Borough would issue citations for each location. However, last year due to Mr. Ragon passing, the Borough did contact the landlords and stated payments were due by a certain date.

After discussion with Mr. Sharrar and Ms. LaVan earlier, Secretary Hall believes the decision was to wait until the end of the week and proceed with citations after February 9<sup>th</sup>.

President Pro Tem Noto asked how many are delinquent?

Mr. Sharrar stated it's more than last year; probably 20-25 different landlords.

President Pro Tem Noto commented the Borough basically wants people to just pay the rental fee so the Borough does not have to cite them and asked Mr. Seeley to issue a reminder on that as well.

Secretary Hall agreed and noted the Borough is looking for compliance versus penalty.

Ms. Roberts feels some landlords are taking advantage if the Borough does not cite them. If they were called last year and haven't paid this year, that is not a good thing.

Mr. Bartley asked if the 20-25 outstanding are different owners or the number of properties.

Mr. Sharrar stressed different landlords. Some of them are for multiple properties.

Ms. LaVan repeated the citation that is issued is per location. It will take time for the Borough to prepare the citations and then go to court if there is a hearing.

Secretary Hall commented the Borough will notify individuals February 9<sup>th</sup> if the payment is not received and then proceed from there.

### RECREATION

President Pro Tem Noto asked Mr. Colosimo to discuss the Park Access Road Project.

Mr. Colosimo reported the Borough had 16 plan holders and received 10 bids for this project, which is a great response. The base bids ranged from \$128,000 to \$230,000. With the add alternates, the high end ran to \$260,000. Mr. Colosimo commented this process was a little

unusual as the first three low bids have been determined to be non-responsive bids. Therefore, the first responsible bid was from Terra Works Incorporated, which was the fourth lowest bidder. Mr. Colosimo recommends Council award Terra Works the base bid in the amount of \$144,441. Because of the financing, Mr. Colosimo doesn't think the Borough should award the add alternate.

President Pro Tem Noto asked what the amount of the add alternate was?

Mr. Colosimo stated it was \$11,844, for a total of \$156,285.

Secretary Hall stated the recommendation is to approve the base bid.

On a motion by Mr. Bartley with a second by Mr. Aaron to approve Terra Works Incorporated Contract 2015-1 Community Park Access Road for the base bid in the amount of \$144,441.

President Pro Tem Noto believes the Borough hoped to do these two pieces at one time; however, both cannot be done under the price the Borough needs it to be. Hopefully, it can be completed in the future. President Pro Tem Noto verified this entire project is being paid with CDBG funds?

Secretary Hall agreed it's 100% CDBG money.

Ms. Roberts asked if the second part was for fencing and the bollards?

Secretary Hall commented some of the fencing and bollards will be completed. The section that will not be done right now is where the softball field and the paved parking lot is. According to Mr. Colosimo, 7/8 of the project will be completed. Secretary Hall informed Council the Borough's hope is the snow will melt and it will be 70 degrees by March 1<sup>st</sup> so the project can begin.

The motion carried with a vote of four yea.

#### SECRETARY'S REPORT

Secretary Hall had nothing to report.

#### MAYOR'S REPORT

President Lapinto, in the absence of Mayor Walters, had nothing to report.

#### OLD BUSINESS

There was none.

#### NEW BUSINESS

There was none.

CITIZEN COMMENTS: Non-Agenda Items

There were none.

CORRESPONDENCE

There was none.

On a motion by Mr. Bartley with a second by Mr. Aaron, the meeting was adjourned at 7:26 p.m.

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Mark E. Hall, Borough Secretary