

March 6, 2018, Council Meeting  
Minutes

The regular meeting of Clarion Borough Council was held on March 6, 2018, in 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, Dr. Sanders Dédé, Mr. Aaron, Mr. Noto, Ms. Logue, and President Lapinto. Chief Peck, Mayor Parker, Solicitor Marshall, Mr. Colosimo, Mr. Sharrar, Mr. Himes, and Ms. LaVan were also present. Mr. Preston was absent.

On a motion by Mr. Zerfoss with a second by Mr. Aaron to approve the February 6, 2018, Council Meeting minutes. The motion carried with a vote of seven yea.

CITIZEN COMMENTS: Agenda Items Only

On request of several members of Council, President Lapinto reminded everyone residents are given two opportunities to address Council; one at the beginning of the meeting for agenda items and one at the end for other issues. If anyone wishes to address Council, he/she should stand and state his/her name and address. Each person will be given a 5-minute time period, which Mr. Aaron will be the timekeeper. President Lapinto commented he/she will be alerted when 1 minute remains. Having stated that, there are exceptions to the rules, upon a request by Mr. David Dunn, to speak for 10-15 minutes regarding emergency management.

Mr. David Dunn, Clarion County Department of Public Safety, thanked Council for allowing him to come this evening and will try to keep it short. Mr. Dunn has been working for the County for 11 years, worked 26 years as a consultant all across the United States doing emergency management and planning, and has worked with some Councilmembers and Borough employees on the Autumn Leaf plans. Mr. Sharrar, the Borough's local emergency coordinator, has completed his first stage of training out of three and is working on his advance training. Work has begun on preparing for Autumn Leaf, and Mr. Sharrar is doing a good job. Mr. Dunn commented everyone received a packet of information, which he will briefly go over. A copy is attached to the Official File Copy of these minutes. The first page shows all the Clarion County assets; such as generator trailers, small and large; heating and air conditioning units; hazard material trailers; side-by-sides; and so on. Assets can also come from other counties, if need be. For instance, Mr. Dunn gets barricades for Autumn Leaf from 5-6 other counties. The next page is the National Incident Management System, or NIMS training, that is required for elected officials and Borough employees. Every year, the County has to complete a report that is sent to the State and Federal government in case municipalities apply for certain grants. One question is 'are you NIMS compliant'. Mr. Dunn pointed out one part that has been missing is the Continuity of Operations Plan, which he discussed with Ms. LaVan and Mr. Sharrar. Mr. Dunn prepared a fill-in-the-blank prototype for each municipality to complete. The time-consuming part is to address each Borough facility and have an action plan if the building would be destroyed. Where would you go, what would you have to do to get back up and operational, what are you going to need, and what will you lose? Each department needs to put something together. The County, all 26 departments, has completed this report. It is

difficult but very important to have together. Mr. Dunn offered to assist the Borough with this, if needed. This needs to be completed by September so that at the end of the year when the NIMS report is completed, the box that asks if a plan is in place can be answered yes. Mr. Dunn reported the next form is the emergency declaration, which is used when there is a major event when additional help or supplies are needed that were not budgeted for. Last year, there were issues with heavy rains and a lot of washing out. One municipality has to purchase 100 tons of stone to fix a road that was washed out. Since they declared, they did not have to bid for that; they just found a contractor to get the job done for the safety of the residents. Mr. Dunn stated this doesn't need to be done at a meeting. Officials just need to complete the form, and two official signatures are needed, usually the Mayor and President. If several municipalities declare an emergency, then the County will declare, which may result with the State declaring, and, eventually, the federal government would get involved. The hazard mitigation plan identifies all kinds of projects that are well over a few million dollars'. If they are identified, it allows a municipality to apply for grants to complete these projects. If there is a disaster, there is more money that is available after that event for projects. All the grants are matching. The feds usually put in 75% and 25% comes from the State or the municipalities, which can be in-kind services match sometimes. Mr. Dunn commented the last page in the handout is an Elected Official Tip Sheet, which talks about plans, responses, and declarations for local, state, and federal levels. If a disaster occurs, the municipality is usually on their own for about 3 days before the State can get up to see what has happened. However, during that time, the Borough can reach out to the County for support. Mr. Dunn informed everyone he/she can contact Denny Logue, Randy Stahlman, or himself for help, questions, or concerns. One of them is on call at all times and is willing to assist in any way. The County will help municipalities to take care of their residents and get things opened up right away. Mr. Dunn asked for any questions.

President Lapinto attended a meeting several weeks ago with Mr. Logue and found it interesting that the local emergency coordinators do not have badges for standardized identification.

Mr. Dunn agreed and noted this is being worked on right now. The goal is to have photos on the identification tags. Mr. Jeff Smathers, the new director, is putting the badge part of it together and is trying to make arrangements with Elk County to use their system, if possible.

President Lapinto also commented a mock disaster is being planned for a municipal building and asked if that location has been chosen yet?

Mr. Dunn announced May is the big weather exercise. This will be a first time for many people involved in it; Ms. Logue and Mr. Sharrar are two that will experience it for the first time. Mr. Dunn did a tabletop exercise at Clarion HCRC since they have a new administrator. The County is trying to do more exercises to get prepared in case a situation occurs. Last year before Autumn Leaf, Mr. Dunn stated a tabletop exercise was held with the FBI, Homeland Security, and EA, which really enlightened a few people. Mr. Dunn asked everyone to get involved and be prepared in case something occurs, because the residents are going to be coming to them for answers. If anyone ever wants to get together and go over a mini scenario relating to just

the Borough, he/she should just contact the County to arrange one. Mr. Dunn stressed this is what they are there for and everybody wants to be ready in case of an emergency.

With all the school shootings, Dr. Sanders Dédé asked if there is a concerted effort between the Chief, University police, and sheriff for an active shooter either in the Clarion High School or Clarion University?

Mr. Dunn met with Chief Hendershot last week to discuss different things. As far as the Clarion School District, meetings have been held with personnel and the Chief. The State wants everything reported. On the western side of the State, on average 2 or 3 incidents are reported every day on bomb threats or somebody saying they were going to do something. The weather exercise in May is probably going to be the largest event that has ever been held in Clarion County.

Dr. Sanders Dédé also noted the hospital is a place.

Mr. Dunn agreed, and they have worked together on their plans and procedures. Incidents have occurred there. The County cannot just go into a facility and say a drill will be done. However, if anyone requests the County to come in, it will be arranged. Mr. Dunn enjoys hands-on training, and this is what is supposed to be done.

Dr. Tom Miller, 1104 East Main Street, has resided in Clarion since 1975, and recently has had the displeasure of trucks driving through his front yard. This has occurred in the past, and Dr. Miller just fixed his yard. However, it's happening on a regular basis, and the ruts are pretty bad. After contacting the company that just drove through it, Dr. Miller had to give them all kinds of information and send pictures. It's his intention to make the company pay for the damages. This company has driven through his yard on two occasions. The manager of API across from his house has been an extremely good neighbor in terms of keeping an eye on what goes on during the day, as he and his wife both work and are not home. He has stopped several of the drivers and taken their names and information. Dr. Miller feels strongly that something has to be done. The Borough could look at limiting traffic on that street. It is a very dangerous intersection just for cars coming out let alone an 18-wheeler that is trying to get to the old glass plant to make deliveries. A telephone pole is in the front and also in the back, and the trucks have scrapped it numerous times. Dr. Miller suggested an axle weight limit or just no trucks period would help. Trucks were restricted on Corbett Street to eliminate the problem that existed there. Dr. Miller doesn't understand why trucks started to use Sheridan when Grand Avenue has been accessed, and still is, off Greenville for years. Dr. Miller asked Council and the Public Safety Committee to look at this problem and come up with a solution.

Chief Peck contacted the company directly last week, because this is a safety issue. After relaying the situation to the dispatcher, they rerouted their GPS unit manually to correct the problem. This will at least address that company, which has been the most problematic. Chief Peck commented the Committee will discuss this at the next meeting and agrees Dr. Miller's yard is a mess.

Mr. Matt Dehner, API, stated it is a safety issue. The trucks turn onto Sheridan and get stuck against the poles creating a very unsafe situation because there is a slight hill coming into Clarion from the Sheetz direction. Trucks driving from Sheridan Road onto 322, forces cars to go in the opposite lane of traffic to get around or avoid being hit.

Mr. Aaron reported the Committee will look into this situation. There is no reason for the trucks to be traveling on that road.

Dr. Miller offered to be a part of that discussion.

President Lapinto agreed it is a very dangerous area and not enough room for trucks.

Mr. Dehner commented the police department has received complaints about API vehicles parked at the end of their property. This is an effort to keep the 18-wheelers from coming onto their property. API already spent \$700 in repairs from damage by the trucks.

Dr. Miller doesn't have a problem with Terra Works. Their trucks are not 18-wheelers and are not the ones coming onto their properties causing damage.

#### ADMINISTRATION

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

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

On a motion by Mr. Noto with a second by Ms. Logue, approving the request from the American Legion Auxiliary Unit #66 for permission to hang military banners from October after ALF banners are removed until November after Veterans Day, was carried with a vote of seven yea.

On a motion by Mr. Zerfoss with a second by Mr. Noto to approve Resolution #2018-415, approve, adopt, and place into immediate effect the Emergency Operations Plan of Clarion County. The motion carried with a vote of seven yea.

On a motion by Mr. Zerfoss with a second by Mr. Aaron, giving permission for Todd Colosimo to attend the 2018 PSAB Annual Conference and Exhibition to be held June 10-13, 2018, at Hershey Lodge, Hershey, Pennsylvania at the approximate cost of \$913.37 and appoint Todd Colosimo to serve as voting delegate at the PSAB Annual Conference, was carried with a vote of seven yea.

#### BLUEPRINT COMMITTEE

Dr. Sanders Dédé stated the Committee received notification that grants are available to apply for to get funds for various projects and programs.

#### PUBLIC WORKS

On a motion by Mr. Noto with a second by Mr. Zerfoss, giving permission for Doug Preston and J. Chris Himes to attend PennDOT's 2018 Municipal Road Maintenance and Safety Symposium at the Hershey Lodge, Hershey, Pennsylvania from April 23-24, 2018, at an estimated cost of \$484.57, was carried with a vote of seven yeas.

Mr. Noto asked Mr. Himes for any additional comments.

Mr. Himes stated the Department is patching potholes as best as possible right now and maintaining the equipment.

Mr. Noto commented the Public Works Report is in the packet for everyone's review. The Snow Removal Ordinance is in effect until April 1<sup>st</sup>.

#### STORM WATER AUTHORITY

Mr. Noto reported the Storm Water Authority meeting was held with two engineers from HRG, the attorney, and the financial consultant last week, which was very interesting. The Committee would like to give permission for HRG to file a PennVEST application for the May deadline. The Committee would like to get the application in as quickly as possible to see how much money the Borough may be able to get from PennVEST to cover Center Place.

On a motion by Mr. Noto with a second by Mr. Aaron to give permission for HRG, Inc. to file PennVEST application for the May deadline and for Borough Council President to authorize and execute HRG's confirmation of assignment.

Being part of the meeting with PennVEST, HRG, the Eads Group, Mr. Colosimo, and Ms. LaVan, President Lapinto stated it looked very favorable to receive some kind of funding. The PennVEST representative seemed to think this is a very eligible project.

By applying in May, Mr. Noto added if the Borough doesn't get the answer anticipated, there will be time to reapply in August to see if there is any change in the State.

The motion carried with a vote of seven yeas.

Mr. Noto commented HRG offered to assist the Committee in preparing public information materials for distribution for the residents in the Borough. It is time to begin discussions on the storm water fee with the public and giving everyone a better understanding of the purpose, answer questions, and/or concerns. The Committee thinks it would be a very good idea to be able to have their assistance.

On a motion by Mr. Noto with a second by Mr. Zerfoss, authorizing HRG, Inc. to complete Optional Service Number Two: prepare public information materials for distribution by the Borough and/or Authority for an estimated cost of \$2,100, was carried with a vote of seven yeas.

Mr. Noto reported HRG offered to help establish a credit policy and determine how some of the big contributors to the system, as well as residents, may challenge the Borough on the calculations and how each will be dealt with at the cost of \$8,100. HRG will help the Authority go through these situations and deal with some of the issues.

On a motion by Mr. Noto with a second by Mr. Zerfoss to authorize HRG, Inc. to complete Optional Service Number Three: establish a credit policy for an estimated cost of \$8,100. The motion carried with a vote of seven yeas.

Mr. Noto asked Mr. Colosimo for any other comments?

Backing up, Mr. Colosimo stated HRG notified him today that the cost to submit the PennVEST application will not exceed \$9,000.

President Lapinto asked if another motion is necessary to include the cost?

Solicitor Marshall agreed and advised Council make a motion to amend the agenda to address that issue.

Mr. Noto questioned how the motion should be stated?

Solicitor Marshall stated the motion would be to amend the agenda to first include the issue and then another motion would need to be made to vote on the actual amount.

On a motion by Mr. Noto with a second by Ms. Roberts, amending the agenda to discuss the cost of submitting the PennVEST application, was carried with a vote of seven yeas.

Solicitor Marshall commented the next motion would be to include the cost to cover the application.

On a motion by Mr. Noto with a second by Ms. Roberts to allocate up to \$9,000 to HRG, Inc. to file that PennVEST application. The motion carried with a vote of seven yeas.

Before moving onto Public Safety, Ms. Roberts thanked the Police Department for acting so quickly today at the elementary school. Even though it was a false situation with all the things going on now a days, Ms. Roberts feels it is comforting to know that Clarion Borough has such caring police officers that came so quickly and ensured the safety of everyone.

Mr. Aaron seconded that statement.

### PUBLIC SAFETY

On a motion by Mr. Aaron with a second by Ms. Logue, giving permission to offer employment to Chris Fox as a Probationary Police Officer at the starting base wage of \$18.71 per hour, which is 70% of the regular base rate, contingent upon passing the psychological exam and physical exam, was carried with a vote of seven yea.

### LIBRARY REPORT

Mr. Noto reminded everybody that the Week of Giving is March 19<sup>th</sup> through the 23<sup>rd</sup>. If anybody is interested, he/she can go to [bbcfcgives.org](http://bbcfcgives.org) to support the library. Also, the Friends of the Library is holding a chili cook-off March 22<sup>nd</sup> at 6 p.m. with a \$10 judging fee. Mr. Noto encouraged everyone to come on out for a good time.

### HOUSING AND ZONING

On a motion by Ms. Roberts with a second by Dr. Sanders Dédé to give permission for Scott Sharrar and Todd Colosimo to attend PCCA Annual Symposium in Monroeville on April 4, 2018, at the cost of \$65 each and mileage.

President Lapinto questioned if this was mandatory training?

Mr. Colosimo agreed and stated these will count towards their 3-year certification continuing education credits.

The motion carried with a vote of seven yea.

### RECREATION

Ms. Roberts thanked Limestone Township Board of Supervisors for their \$250 donation for the Clarion Borough Paul A. Weaver Community Park. Clarion Borough greatly appreciates that contribution, which will help with the upkeep of the park.

Ms. Roberts reported a group of citizens have created a fundraising campaign, which United Way will be holding on behalf of the Clarion Borough Pool. The hope is to raise a significant amount of money to be used as the matching funds for a DCNR Grant that Clarion Borough will be applying for in the 2019 application process. Anyone interested in making a donation can either go to the United Way's web page or send a check to them, but he/she should make sure it is designated for the Clarion Borough Pool.

### SECRETARY'S REPORT

Secretary LaVan stated the accounting system for 2017 was closed in February. All the information has been passed onto the financial consultant, and the audit should be underway shortly.

Secretary LaVan announced the Borough received the Highway Aid Funding March 1<sup>st</sup>. The liquid fuels amount was \$161,398.17 and the turn-back allocation was \$1,320.

### MAYOR'S REPORT

Mayor Parker had nothing to report.

### OLD BUSINESS

Mr. Zerfoss asked Chief Peck for an update on the radar bill?

Chief Peck stated the bill is sitting in Committee and hasn't come out.

Mr. Noto inquired what the status of the no use of jake brakes in town is?

Ms. Roberts commented the signs are up.

Mr. Noto wondered if that same idea could be used for 'local trucks only' on Sheridan Road. If Terra Works is okay, maybe that would work.

### NEW BUSINESS

There was none.

### CITIZEN COMMENTS: Non-Agenda Items

There was none.

### CORRESPONDENCE

There was none.

On a motion by Mr. Zerfoss with a second by Ms. Roberts, the meeting was adjourned at 7:38 p.m.

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Linda LaVan, Borough Secretary