

## **KITTANNING BOROUGH COUNCIL MEETING**

**July 1, 2019**

### **MINUTES**

The Regular Meeting of Kittanning Borough Council was called to order by the Council President, Kimberly Chiesa, David Croyle, Betsy Wilt, Andrew Peters, Scott Davis, Joe Kiehlmeier, and Mike Johns being present. Chris Schiano was absent.

Also present were Scott Kline, Mayor; James Mechling, Superintendent of Public Works; Earl Kline, Fire Marshal; Bruce Mathews, Chief of Police; Tyler Heller, Solicitor, and Cynthia McDermott, Borough Manager.

The Pledge of Allegiance was recited.

6:00 PM – EIP kick off meeting – council was addressed by Michael Foreman from DCED and Debra Grass from Grass Roots Consulting. The program has been renamed The Strategic Management Planning Program. A motion was made by Dave Croyle, and seconded by Scott Davis, to adopt the agreement for professional services with Grass Roots and have it signed by the proper individuals. Motion passed unanimously.

Further discussion regarding zoning and a future comprehensive plan. This will be a great opportunity to work with the Planning Committee. Council members discussed other focus points. Usually a report for council takes about six months. There will be some community comparisons by size and neighboring communities.

#### **Visitors requesting to be heard:**

Mary Ann Valasek – Requested the shutdown of streets at 5 PM for the Arts on the Allegheny event. Chief Mathews asked for more information on the criteria needed. No objections from council.

Michael Johnston – Vice-Chairman representing the Planning and Zoning committee. They would like to have a regular liaison from council, and also discussed a long term comprehensive plan.

Autumn Vorpe-Seyler, Armstrong County Planning & Development

- I. CDBG Projects:

A. 2019 CDBG Recommendations – Glenn Street Project

B. 2018 Allocation with applications submitted by the due date of 11/2/18:

\$88,900 – Allocation  
16,002 – Administration (18%)  
72,898 – Project Activity

C. Colwell Street Reconstruction Project

1. Project scope – Colwell from Johnston Avenue to North Water Street/Trail
2. Council approved the Colwell Street Reconstruction Project as the Borough’s activity to fund through the Borough’s 2018 and a portion of the Borough’s 2019 CDBG funds: Update – Reached out to Mike Malak to see if the estimate provided for Colwell was accurate or if it needed updated. He provided an update estimate taking into consider what occurred on Fair Street with no base. This will also affect the 2019 CDBG funds to Glenn Street and John Whelan Park Phase II.

2018 CDBG	\$72,898	\$145,796 – Total 2018-2019 CDBG
2019 CDBG	<u>\$72,898</u>	<del>-\$130,395</del> – New Total Cost Estimate
Total	\$145,796	\$ 15,401 – New Available Balance for Glenn St.

<u>Prior</u>	<u>Update</u> 05/13/2019
a. \$ 72,898 – 2018 CDBG	b. \$ 72,898 – 2018 CDBG
<u>\$ 45,052</u> – 2019 CDBG	<u>\$ 57,497</u> – 2019 CDBG
<u>\$117,950</u> – Total Cost Estimate	\$130,395 – New Total Cost Estimate

D. Fair Street:

1. Budget:  
\$68,281.00 – 2016 CDBG  
+19,091.00 – 2014 CDBG  
  
\$87,372.00 – total Revenue  
-8,700.00 – Senate Engineering Company

\$78,672.00 – Total Revenue Available for Construction  
-90,658.80 – Holbein, Inc. Bid

(\$11,986.80) – Balance of revenue Available (deficit)  
+ 3,298.63 – 2014 CDBG – Sampson Street Excess  
+12,640.11 – 2015 CDBG – Campbell Street Excess

\$3,951.94 – 2015 CDBG Revenue Available  
**+ 351.50 – 2015 Campbell Street Excess – approved 3/7/2019**  
**-9,926.34 – Holbein change order – approved 5/13/2019**  
**-7,200.00 – Senate Engineering change order – approved 5/13/2019**  
**-\$12,822.90 - Balance needed from 2017 CDBG Glenn Street funds.**

A motion was made by Dave Croyle, and seconded by Chris Schiano, to approve funds in the amount of \$12,822.90 moving forward from 2017 CDBG Glenn Street funds to pay and complete Fair Street. Motion passed by majority, with Peters and Kielmeier voting no.

2. \$90,658.80 – Holbein Contract  
-78,048.18 – P.E. #1 – Approved by Borough Council on 12/3/18  
\$12,610.62 – Balance

E. Glenn Street Reconstruction Project: Note Update of 2019 CDBG Allocation

1. Budget:

<u>Prior</u>	<u>Updated</u> 05/13/2019
89,796.00 – cost Estimate	\$89,796.00 – cost estimate
a. \$67,619.00 – 2017 CDBG	\$67,619.00 – 2017 CDBG
b. \$22,177.00 – 2019 CDBG	\$15,401.00 - 2019 CDBG

2. **A re-allocation of \$12,822.90 of the Borough’s 2017 CDBG funds from Glenn Street is needed for the completion of Fair Street. Expiration date 5/1/2021 to complete Glenn Street.**

<b>2017 CDBG funds -</b>	<b>\$67,619.00</b>
<b>Funds needed to complete Fair Street -</b>	<b><u>\$12,822.90</u></b>
<b>Balance of 2017 CDBG Funds to complete</b>	<b>\$54,796.10</b>

**Glenn Street**

**Update of funds to complete Glenn Street:**

**\$ 89,796.00 Original Cost Estimate**  
**\$ 54,796.10 2017 CDBG Funds**  
**\$ 15,401.00 2019 CDBG Funds**  
**-\$19,895.90 Balance needed to complete Glenn Street Project.**

**Suggestion to do Glenn Street due to rising costs. New Senate Engineering Estimate as of 5/30/2019:**

**\$ 54,796.10 2017 CDBG Funds**  
**72,898.00 2018 CDBG Funds (moved from Colwell Street Project)**  
**\$ 127,694.00**  
**\$ 122,895.00 New Cost Estimate to complete Glenn Street**  
**\$ 4,799.10 Balance 2018 CDBG Funds toward Colwell Street**

A motion was made by Betsy Wilt, and seconded by Dave Croyle, to move 2018 funds from Colwell to do Glenn Street, as Glenn is 2017 CDBG and needs to be used before 5/21/2021. Motion carried unanimously,

**F. Discuss the 2015 American Community Survey Date:**

1. Data Released by DCEC
2. Data Effective 4/1/19
3. Overall the Borough is now 54.25% LMI – so borough-wide activities are fundable
4. However, data shows the Borough’s total population as 3,825 which is below the 4,000 population level needed to maintain the Borough’s entitlement status.
5. Entitlement status based off of 2020 Census Data
6. Spoke with Cindee and Betsy regarding notification sent January 2018 where information could be obtained from the Census Bureau and 911 to check for accuracy.
7. Need to be certain everyone is counted in 2020 Census

**II. Downtown Kittanning Revitalization Phase III:**

**A. This project is now complete.**

**B. After reviewing the file to determine the amount remaining in this project - it showed \$75,377.39**

**\$75,377.39 – total Available Funds**

\$59,661.78 – Shields Paving  
\$ 3,149.16 – Shields Paving  
\$12,566.45 – Balance

- C. This figure of \$12,566.45 is good providing Penn Dot accepts the project as completed and no further invoicing is received from Senate Engineering.
- D. This project had to be closed as of 4/30/19 but can be reopened within a year if additional funding is needed.

III. Downtown Kittanning Revitalization Phase IV:

- A. Approval of final payment 05/13/2019, subject to receipt of all final paperwork for M&B Services  
**Requested final paperwork May 15, 2019. Final payment is being held until received.**

IV. Keystone Communities:

A. \$250,000.00– Keystone Grant  
-\$98,497.83 – Jacob Street  
\$151,502.17 – Balance  
  
\$151,502.17 – Balance  
-\$55,126.17 – Mulberry/McKean  
\$96,376.00 – Balance

V. Façade Grant:

- B. Sought application approved - \$50,000
- C. Met with Business Owners on April 16, 2019. There were 8 Business Owners in attendance with a few others expressing interest who could not attend. 7 additional inquiries – sent guidelines. Thank you to Betsy and Cindee who represented the Kittanning Borough Council at the meeting. Also, a Thank You to Dan Burk for putting the advertisement on his sign at no cost.
- D. **Application opening is 4/22/19 through 7/31/19.**

VI.

- A. Composting:

Original removal of compost April 8, 2019.

Discussed with Kathy Frankel, DCNR, a 60 day extension or until **June 8, 2019** to have the compost site removed from the park. DCNR may be amendable to this extension but the Borough must approve the submission of the request for an extension. With work that has been undertaken in regards to relocating the compost site, DCNR may be amendable to a time extension. If the extension is approved, we must actively continue to resolve this issue, as soon as possible. Sent the signed letter from the borough to Kathy Frankel for her approval of the 60 day extension. She received the letter and has been busy but feels all is OK to this point. Continue working on the moving of the compost site.

Lease was signed and recorded for new compost site within the 60 day period.

***Waiting on DEP approval.***

- 1. Will this be taken care of by the June 8 expiration date? Do we need to request an additional 60 day extension?**
  
- 2. When compost is removed – Jim – Remember to move the compost sign from the Community Park to the new site where compost can be retrieved.**

VII. DCNR:

A. John Whelan Park Rehabilitation Project:

1. DCNR grant approve in the amount of \$40,000
  
2. Budget:  
\$40,000 – DCNR Grant  
19,792 – Kittanning Borough match (Cash – engineering costs  
[\$3,900 or possibly higher] and in-kind services –  
Equipment and labor [\$15,892])

\$59,792 – Total Project Costs

\$10,000 – Additional Grant allocation – No Match Required

\$69,792 – Total Project Costs

3. The additional \$10,000 for this project is to be used solely to offset the Borough's project's professional services costs, to include: survey work, design submission and

bid document preparation, advertising and bidding the project, construction oversight/management, costs affiliated with solicitor reviews, etc. This additional allocation will allow the Borough to use more of the original awarded grant funds for the purchase of materials and labor to compete the Borough's park development. These additional funds do not require a match. Still limited to the current scope of work, as identified in the Borough's grant application. Although changes in the project scope cannot be made, the additional funds will allow the Borough to upgrade items in your original proposed scope of work, purchase and install a larger playground unit or provide for items such as a paved walkway vs. a stone aggregate walkway in the park.

4. As it appears the compost issue is on-going and needs resolved prior to April 8, 2019. *An extension for 60 days may be possible.* The application for Phase II is due April 10, 2019. The application and the existing DCNR grant will not be considered further until the compost situation is completed.

B. John Whelan Park Rehabilitation Project Phase II

1. Application was submitted April 10, 2019
2. Cost Estimate came in at \$99,775
3. The Borough would be responsible for 50% match or \$49,887.50
4. That matched money could come from 2019 CDBG Funds or 2020 CDBG Funds but not guarantee the Borough will maintain its entitlement status.
5. Because of the update to the Colwell Street Project, the funds for 2019 CDBG had to be reallocated for this project with the balance to Glenn St. Project. Once all the street projects are completed we will know better how much is available from 2019 CDBG for John Whelan Park Phase II.
6. Note: 2019 CDBG Funds are allocated as follows:
  - a. \$57,497 Colwell Street
  - b. \$ 0.00 Glenn Street
  - c. \$ 0.00 Balance when using 2018 figure of \$72,898
7. 2019 CDBG Funds have yet to be determined.

C. Kittanning Borough Armstrong Trail Improvements Project:

1. All interest earned on the grant funds must be determined and repaid to DCNR.

2. Project closed – Pittsburgh Office only:

- a. Harrisburg Office is asking for additional information. Provided that information. Waiting for DCNR response. DCNR acknowledged receipt of that information. DCNR needs additional information.
- b. **The final payment was approved by DCNR. Cindee is to provide a copy of the check and deposit of \$12,254 for this project once received and then this project will be closed.**

VIII: Blight Remediation:

- A. Demolition is completed
- B. Gas Company had to excavate a portion of the alley to shut-off gas service to the structure to be demolished and cold patch alley excavation. We need to be sure the Gas Company comes back in the spring to repave excavated area, keeping in mind that this alley was just paved. Spoke with Jim on 4/30/19 to verify if he contacted the gas company to return. Unfortunately, he no longer has the gentleman's number. After some research I was able to locate the number and phoned the gentleman from the gas company on 4/30/19. He is aware of it, it is in their system to take care and would have the person in charge get someone out to look at. **Phoned Bill Barley from the gas company on 05/29/2019 for an update on when they would be back, no response to date.**

IX: \$100,000 Keystone Grant for Alleys

- A. Borough will take lead and ownership
  1. Submit application – DPD will help with the completion
    - a. Application was submitted March 22, 2019
    - b. Application was submitted for various streets, alleys and municipal parking lot.
    - c. **Contract is approved and will be here coming shortly, most likely to the borough office.**
      - Need approval for execution of contract when received.
      - Need authorization for Cindee to work with John Poproch at Penn Dot on getting design specs completed along with bids.



- **Resurfacing of all streets, alleys and parking lot**
- **Alt 1 – resurfacing of all streets, resurfacing “Nolte” parking lot, resurfacing all alleys with exception of “Nolte” Alley to be milled and paved.**
- **Alt 2 – resurfacing of all streets, resurfacing all alleys, “Nolte” parking lot to be milled and paved**

**Total Amount to do streets, alleys and parking lot:**

**\$100,000 Grant**

**\$ 15,000 IDC**

**\$ 35,000 Liquid Fuels**

**\$150,000 Total**

A motion was made by Dave Croyle, and seconded by Betsy Wilt, to sign the necessary paperwork to enter into the paperwork for the contract with IDC. Motion passed unanimously.

X: Multimodal

Multimodal Grant which can be applied for from 3-1 to 7-31, 2019. The amount which can be applied for is \$100K to \$3M.

- A. In continuation of Kittanning Revitalization and beautification, these funds could be used for the repairs of the river bank erosion and sidewalks. Senate Engineering’s Estimate is \$954,150. This is an important project that is priority as the park in endanger of further erosion and destruction of the park. This is a good way to obtain over \$900k with no required match for such a project. It would be good idea to make it priority and consider some cash infusion.
- B. Approval by borough council to apply for this grant was made on 5/13/19.

A motion was made by Dave Croyle, and seconded by Joe Kielmeier, to use the grant funds from the Keystone Grant as a match for the Kittanning Riverfront Park Bank Revitalization. Motion passed by majority with Andy Peters voting no.

A committee has been formed to gather ideas on how to keep the revitalization moving forward. First committee meeting was May 17, 2019. Set another for June 12, 2019. This committee is a representation of groups in Kittanning who have interest in revitalization. The hope is for each member to take back ideas to each respective committee and bring ideas so all groups work cohesively to accomplish the same goal – Kittanning Revitalization.

**Engineering Invoices:** Senate Engineering invoices were presented for payment. A motion was made by Betsy Wilt, and seconded by Scott Davis, to approve payment of the presented invoices.

A salt storage discussion resulted in a motion by Joe Kielmeier, seconded by Scott Davis, to cite him for the continuing violations. Peters – yes; Chiesa – yes; Wilt – yes; Croyle – no; Johns – Abstain. Motion passed by majority.

**Minutes:**

A motion was made by Ms. Wilt and 2<sup>nd</sup> by Mr. Davis to accept the Minutes of the Regular Meeting of June 3, 2019. Motion carried.

**Bills:**

A motion was made by Ms. Wilt and 2<sup>nd</sup> by Mr. Davis to pay General Fund Bills as presented and to make the proper transfers. Motion carried.

**Solicitor's Report:**

Language changes to the landlord ordinance were duly advertised. A motion by Mr. Croyle and 2<sup>nd</sup> by Mr. Davis to approve the changes as presented. Motion carried unanimously.

A motion was made by Ms. Wilt, and seconded by Mr. Davis, to pass the advertised exotic pets ordinance. Motion carried unanimously.

The fee schedule and the proposed violation section for the vacancy ordinance were tabled.

A motion was made by Scott Davis, and seconded by Betsy Wilt, to pay the solicitor's invoice as presented. Motion carried unanimously.

Gave a brief overview to council of the potential labor law firms available for negotiations.

**Borough Manager's Report:**

A motion was made by Betsy Wilt, and seconded by Scott Davis, to enter into the EIP plan agreement for professional services with Grass Roots. Motion passed by majority 4/3 with Croyle, Peters, and Johns voting no.

Shaffer painting quote. A motion was made by Betsy Wilt, and seconded by Scott Davis, to retain Shaffer painting to perform the painting. Motion passed by majority 5/2 with Kielmeier and Johns voting no.

A motion was made by David Croyle, and seconded by Scott Davis, to enter into audit engagement letters in the amount of \$7900 for the 2018 financial audit and \$3800 for the project audit required for DCED Contract C000060024. Motion passed unanimously.

A motion was made by Betsy Wilt, and seconded by Dave Croyle, to appoint Richardson's Inspections, Jeff Richardson, as the borough's flood administrator for 2019. Motion passed unanimously.

A special meeting will be scheduled on July 22<sup>nd</sup> for the purpose of opening and awarding bids for the alley project.

**Codes Officer Report**

**Mayor's Report**

**Fire Marshal's Report**

A motion was made by Mr. Davis and 2<sup>nd</sup> by Ms. Wilt to accept the reports as presented. Motion carried.

**Chief of Police Report:**

Discussion regarding meter maintenance is tabled for next month. A motion was made by Mr. Davis and 2<sup>nd</sup> by Ms. Wilt to accept the Chief of Police Report as presented. Motion carried.

**Finance Committee Report-Betsy Wilt, Chairman**

No report.

**Personnel Committee Report-Scott Davis, Chairman**

After discussion, a motion was made by Scott Davis, seconded by Betsy Wilt, to hire Jerrilyn Mollick as administrative assistant for the borough. Roll call vote - - Davis – yes; Wilt – yes; Croyle – no; Schiano – absent; Chiesa – yes; Kielmeier – no; Johns – no; and Peters – no. Motion failed.

An executive session from 8:45 PM – 9:30 PM was held to discuss personnel and litigation.

After returning to regular session, a motion was made by Scott Davis, seconded by Betsy Wilt, to hire Jerrilyn Mollick as part time administrative assistant at \$14.00 per hour, effective immediately. Motion passed by majority vote. Croyle, Johns, and Peters voting no.

**Sewage Committee Report-Joe Kiehlmeier, Chairman**

No report.

**Revitalization Committee Report-Betsy Wilt, Chairperson**

**Police Committee Report-Chris Schiano, Chairman**

No report.

**Parks and Recreation Committee Report-Betsy Wilt, Chairperson**

Betsy reported Dave Candoa has been clearing the river bank and she wanted to recognize his efforts.

**Fire Company Report-Andy Peters, Chairman**

No report.

**Library Committee Report-Betsy Wilt, Chairperson**

No report.

**Street Committee Report-Mike Johns, Chairperson**

**Codes Committee Report-Chris Schiano, Chairman**

No report.

**Building and Maintenance Committee Report-Joe Kiehlmeier, Chairman**

No report

**Town and Country Transit Report-Andy Peters, Chairman**

There is nothing to report this month.

**Miscellaneous:**

A motion was made by Mr. Davis and 2<sup>nd</sup> by Mr. Schiano to adjourn the meeting. Motion carried.

Respectfully submitted,

Cynthia McDermott, Secretary

Kittanning Borough