

KITTANNING BOROUGH COUNCIL MEETING

September 9, 2019

MINUTES

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

The Pledge of Allegiance was recited.

Visitors requesting to be heard:

Robert Smith – Chairman of the Zoning Hearing Board. Mr. Smith made a request to council to move the venue for the re-convened meeting on 9/30/19 to the #4 Fire Department hall. The meeting will begin at 7:30 PM. A motion was made by David Croyle, and seconded by Chris Schiano, to approve the change. Motion carried.

Bevly Soloski – Complaints regarding the borough’s landlord ordinance, and other issues and concerns were heard and discussed.

Mike Malak – absent.

Council entered into an executive session at the request of Chief Matthews at 7:20 PM to discuss personnel. They returned to regular session at 7:45 PM.

Autumn Vorpe-Seyler, Armstrong County Planning & Development

**Kittanning Borough Council Meeting Agenda
Monday September 9, 2019**

- I. CDBG Projects:
 - A. 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>	-\$130,395 – 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

B. 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.*

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

Update of funds to complete Glenn Street:

\$ 89,796.00	Original Cost Estimate
\$ 54,796.10	2017 CDBG Funds
<u>\$ 15,401.00</u>	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: approved 06/03/2019 by council

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

III. Downtown Kittanning Revitalization Phase IV:

All paperwork from M&B Services is received. Received cancelled check payable to M&B Services of \$10,997.03.

Senate Engineering Invoices: #54575 for \$935.99 Approved
#55502 for \$502.52 Need approval
#55744 for \$480.00 Need approval
\$1,918.51

A motion by Betsy Wilt, and seconded by Chris Schiano, to approve payment of Senate Engineering Invoices #54575 for \$935.99, #55502 for \$502.52, and #55744 for \$480.00. Motion carried unanimously.

These are the last requests for Senate and M&B Services for this project. Project needs closed out by end of September 2019.

IV. Keystone Communities:

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

Audit being completed by Marsico. This project needs closed out by the end of September 2019.

A motion was made by Dave Croyle, and seconded by Betsy Wilt, to pay the \$3800 fee to Marsico Financial for completion of the Keystone Communities audit. Motion carried unanimously.

V. Façade Grant:

- A. **Received 8 requests, 10 applications total. The committee reviewed the applications on August 28, 2019. A couple of committee members, DPD and Bureau of Veritas will be meeting with some building owners for better clarification of their projects. The façade committee will meet again September 25.**

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 complete 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. Received Grant Agreement for Phase I – Mike Malak and I will be meeting with Cindee 9/19/19 to go over budget and timeline of project prior to conference call with DCNR.

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.

IX: \$100,000 Keystone Grant for Alleys

A. Borough will take lead and ownership

Total Amount to do streets, alleys and parking lot:

\$100,000 Grant
\$ 20,000 IDC
\$ 35,000 Liquid Fuels
\$155,000 Total

B. A separate deposit account will need to be established for this project, per contract.

A motion was made by Dave Croyle, and seconded by Betsy Wilt, to establish a separate deposit account for processing the funds. Motion carried.

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.

C. Application submitted

Minutes:

A motion was made by Betsy Wilt and 2nd by Scott Davis to accept the Minutes of the Regular Meeting of August 5, 2019. Motion carried.

Bills:

A motion was made by Scott Davis and 2nd by Joe Kielmeier to pay General Fund Bills as presented and to make the proper transfers. Motion carried.

Solicitor's Report:

Fee Schedule & proposed violation section for vacancy ordinance. Tabled for next month.

Resolution – zoning hearing board fee. A motion to pass the resolution as presented ratifying the application fee of \$500 to the Zoning Hearing Board. A motion was made by Dave Croyle, and seconded by Joe Kielmeier to approve the resolution as presented. Motion carried unanimously.

Mulberry Street property – Miltz. No action required.

Borough Manager's Report:

DKI request for Riverfront Park 10/18/19. Motion made by Betsy Wilt, and seconded by Joe Kielmeier to approve. Motion passed by majority with Dave Croyle voting no.

MMO – annual pension reports presented for council approval. Motion to accept as presented made by Chris Schiano, and seconded by Dave Croyle. Motion passed unanimously.

An annual fee schedule will be implemented and approved for 2020 before the end of the year.

Codes Officer Report

Mayor's Report

Fire Marshal's Report

Mr. Kline discussed the actual costs of the FD expenses that were mistakenly put in the paper previously and never corrected.

A motion was made by Chris Schiano, and 2nd by Joe Kielmeier to accept the reports as presented. Motion carried.

Chief of Police Report:

A motion was made by Betsy Wilt and 2nd by Scott Davis to accept the Chief of Police Report as presented. Motion carried.

A motion was made by Dave Croyle, and seconded by Chris Schiano, to increase the hourly payrate of the meter attendant to \$10.00 per hour. Motion passed unanimously.

Finance Committee Report-Betsy Wilt, Chairman

No report.

Personnel Committee Report-Scott Davis, Chairman

Sewage Committee Report-Joe Kiehlmeier, Chairman

Mr. Heller made council aware that the PMRS pension issue with the sewer authority has been resolved, and the authority has been made whole.

Revitalization Committee Report-Betsy Wilt, Chairperson

Discussion regarding the responsibility and liability issues regarding sidewalk maintenance, and the option of volunteer support to assist with the esthetics of the care of the weeds, plants, flowers, etc. in the downtown area.

Police Committee Report-Chris Schiano, Chairman

No report.

Parks and Recreation Committee Report-Betsy Wilt, Chairperson

No report.

Fire Company Report-Andy Peters, Chairman

Requests from VFD#1 for monies to repair sidewalks. This issue was tabled and a motion was made by Dave Croyle and seconded by Joe Kielmeier to have the engineer obtain a report on the condition of the sidewalk. Motion passed by majority, with Mike Johns voting no.

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

Joe reported on a meeting with Mr. Stolitza and Mr. Contrail, the owners of property behind the borough building about a potential lease for storage.

Town and Country Transit Report-Andy Peters, Chairman

No report

Miscellaneous:

A motion was made by Scott Davis, and seconded by Joe Kielmeier, to approve Trick or treat night for October 30, from 7 – 9 PM, and the Halloween parade for October 31st.

A motion was made by Mr. Davis and 2nd by Mr. Kielmeier to adjourn the meeting. Motion carried.

Respectfully submitted,

Cynthia McDermott, Secretary

Kittanning Borough