

**City Council
Meeting Minutes
January 9, 2012**

Call to Order

President Simpson called the meeting to order at 7:40 p.m. and welcomed everyone to the meeting. Council members present were President Ed Simpson, Vice President Joseph Hamrick, Mssrs., David Collins, Jeff LoPrinzi, Mrs. Ingrid Jones and Mrs. C. Arvilla Hunt. Staff members present included City Manager Gary Rawlings, Assistant City Manager Kirby Hudson, City Solicitor John Carnes, Chief of Police Julius Canale, Acting Fire Chief Jim Lentz, Director of Planning and Codes Enforcement Damalier Molina, Director of Public Works Donald Wilkinson, and Recording Secretary Ruthann Mowday.

President Simpson announced Mr. Brazzle would not be in attendance this evening.

Approval of Minutes:

Vice President Hamrick made a motion to approve the minutes with corrections for December 12, 2011; Mr. LoPrinzi seconded the motion; Motion passed 6-0.

Mr. Collins made a motion to approve the minutes for January 3, 2012; Vice President Hamrick seconded the motion. Motion passed 6-0.

Approval of Accounts Payable

Mr. Collins asked if the summary pages totals were correct. Will the City Council be provided with a report of the purchase orders? Mr. Collins asked for a quarterly report. President Simpson asked for a check run showing what accounts were being charged. Mr. Collins stated the reports need to be more informative. Mr. LoPrinzi asked for a cost center report. Mrs. Jones asked what department required tires. Mr. Rawlings replied the Police Department.

Vice President Hamrick made a motion to approve the accounts payable dated January 6, 2012; Mr. Collins seconded the motion. Motion passed 6-0.

Additions, Deletions or Modifications to the Agenda

There were no additions, deletions or modifications to the agenda.

Presentation

1. Codes Department Quarterly Update – Damalier Molina

Mr. Molina provided Council with the 2011 Department Summary. He explained the ICC certifications that were received by the Codes Department in 2011. The Zoning fee structure is currently reconfiguring the zoning fee application for variances, special exception and conditional use. The Vacant Premises and registration fee Ordinance was amended. The City Council approved a Codes Volunteer Program. The Single Family Conversion Ordinance was passed by City Council. The Codes Department hired additional inspection staff. Mr. Molina announced he has worked with the City Manager developing a Quality of Life Project. The 2012 Department goals are to improve staff and department functions; Vacant Properties; develop report to City Manager on use of the Instant Ticket Program; and identify measures to improve ISO's building cost effective grading schedule (BCEGS) for a Coatesville.

Vice President Hamrick inquired about the SeeClickFix Program. Mr. Collins asked if the questions are being answered.

2. Public Works Department Quarterly Update – Donald Wilkinson

Mr. Wilkinson handed out a pamphlet to Council regarding issues that have been addressed by the SWEEP Officer. Mr. Collins asked Mr. Wilkinson to explain the recycling program. The Public Works Department objective is to identify and prioritize projects consistent with Community needs; implement a street improvement priority program and develop an inventory of infrastructure assets to prioritize improvements. Mr. Collins inquired about the budget. Mr. Wilkinson explained the maintenance for Public Works is the big item in the budget. The current vehicles are so old and the maintenance is high.

Citizens' Hearings – Regular Action Items Only

Darrell Williams – Resident

Mr. Williams asked how the books are kept and what the procedure in the Finance Department is. Mr. Williams expressed his concerns on the solid waste fee. The fee was not increased gradually, it was a steep jump.

Vice President Hamrick made a motion to close citizens' hearings on regular action items only; Mr. Collins seconded the motion. Motion passed 6-0.

Citizens' Hearings – Non-Agenda Items Only

Amanda Winkey – Resident

Ms. Winkey voiced her concerns on the residential parking permit fee. The fee was to twenty dollars per month. The fee should be income based. There are other areas in the City where people are parking and not receiving tickets.

Darrell Williams – Resident

Mr. Williams addressed the Codes Department about protecting properties. Property owners should maintain their properties so it does not affect another homeowner. The City parks need to be cleaned up. There are roads in the City that need repaved.

Matt Baker – Resident

Mr. Baker asked for the reason why Ms. Bjorhus was terminated. Mr. Baker provide Council with a copy of the grants. He voiced his concerns regarding trash and recycling. Mr. Baker asked for the statistics from the Codes Department and where are the citations.

Mike Zamacke – Resident

Mr. Zamacke voiced his concerns on a trash problem. He inquired about the dirtbikes being ridden on the streets and child safety. Mr. Zamacke inquired about the Coatesville revitalization projects.

John Pawlowski – Resident

Mr. Pawlowski announced that the Volunteer Codes Committee is still functioning. The beautification committee has gone down in volunteers. There is no sign of the street sweeper on Madison Street.

Moses Brown – Resident

Mr. Brown explained that there are vendors, Laundromats, restaurants and supermarkets that do not have public restrooms.

Mrs. Jones made a motion to closed citizens' hearing on non-agenda item only; Mr. Collins seconded the motion. Motion passed 6-0.

1. Special Events

1. A special event application was received from the Coatesville Farmers Market Association for a “Weekly Farmers Market” from May through October 2012 at 9 am to 1 pm in Gateway Park. It is anticipated 200 – 300 people will be in attendance throughout the day. Vendors are required for their own tents which will need to be inspected by the Fire Department.

Mr. LoPrinzi made a motion to approve the special event application from the Coatesville Farmers Market Association for a “Weekly Farmers Market” from May through October 2012 at 9 am to 1 pm in Gateway Park; Mr. Collins seconded the motion. Motion passed 6-0.

Items for Discussion

1. Discuss Planning Commission Membership

President Simpson explained the Planning Commission has trouble achieving a quorum for its meetings and many items that go before the Planning Commission get held up. The current code calls for a 7 member commission. There are currently three vacancies. An absence of a third member prohibits business from being conducted. Vice President Hamrick explained an Ordinance would be required. Mr. Carnes stated an example of the Ordinance has been provided in the packet. President Simpson asked for the Ordinance to be placed on the next agenda. Mr. Collins suggested a Council representative on the Planning Commission. President Simpson asked staff to look into what other municipalities do and present it at the next meeting.

2. Discuss Trash- Recycling

Vice President Hamrick asked the City to be more diligent in getting money from grants. The City needs someone to write the grants. Mr. Wilkinson explained the City received \$16,697.00 in August 2011 from a grant for calendar year 2009. The grant for the calendar year 2010 was due December 31, 2011 and has been submitted. Mr. Collins asked Mr. Wilkinson to explain the recycling program. Mr. Wilkinson discussed the current waste and recycling program. The recycling is being picked up by a separate truck. The issue previously before Council regarding the recycling being comingled with the trash has been addressed with Eagle Disposal. Vice President Hamrick explained the City is losing money when the recycling is not completed. Mr. Collins stated the residents are separating the recyclables and the Trash Company is mixing them together. Mr. Wilkinson explained the recyclables are mixed together and separated by the Company. Mr. LoPrinzi asked for a monthly report on the tonnage. Mr. Collins stated the City should break their backs to help the residents.

3. Discuss Website

Vice President Hamrick expressed his concerns on a comment made at a previous meeting regarding staff time limitations and updating the website. How can Ms. Mowday be appointed to the RDA part time and then the City say that the website maintenance is time consuming? How can it be justified and how is the time being tracked for City and RDA business? Vice President Hamrick stated that he sent a letter to the RDA with his disapproval. Mr. Collins asked how important is it to maintain the website and keep up to date. Is it important to maintain weekly or monthly? Ms. Mowday explained training has been scheduled for the department heads so they will be able to maintain their own departmental webpages. Information from departments is not always submitted for updates to the website. Mr. Collins and Mr. LoPrinzi voiced concerns on departments making changes to their webpages. Council delegated Mr. Rawlings and Mr. Hudson to oversee that the departments submit information in order to update the website.

4. Discuss Community Center rental

Mr. Hudson asked Mr. Jerome Davis to provide Council with an overview of the Martial Arts Program for the youth. Mr. Davis is requesting to lease an area in the Community Center to hold

classes. Mr. Davis explained that he wants to teach the youth the discipline of Martial Arts. Though training the youth would learn to work together, solving problems, in a peaceful manner. They will learn to think before they act or react to any situation. They will be taught that martial arts are only used as self-defense. Mr. Davis proposed the classed to be held at the Community Center Mondays, Tuesdays, and Wednesday from 5 pm to 7 pm. There would be an option for Thursday and Friday as participation grows. The students would be charged \$30 per person. Council asked Mr. Hudson to move forward with obtaining the requirements for a lease and bring back to Council when are requirements are fulfilled.

5. Discuss creating Council Committees

President Simpson asked the Council members to let Mr. Rawlings know what committees they would like to participate in that will oversee the actions of various departments. . Each Council member would serve on two committees which meet once a month. The President and Vice President would serve on three committees. Mr. Collins stated that committees are only for oversight and will not circumvent the authority of the City Manager. President Simpson stated Council often hears about an issue at the last minute regarding a department. The committee would allow for oversight and dealing with issues within a timely matter. The committees can be a place to discuss ways to improve the performance of various departments.

6. Discuss Finance Director Ordinance

Mr. Rawlings stated the current Ordinance limits his ability to oversee the department. Vice President Hamrick stated that he does not understand how the Ordinance restricts the City Manager. It was adopted to help the City Manager; it was never intended to restrict the City Manager. It was to help define the role of the Finance Director. Mr. Rawlings explained it is the only department that an Ordinance defines the role of the Department Head. Mr. Collins asked if it was the Ordinance as written, or the fact it is the only ordinance defining the role of the department head. Mr. Rawlings stated the Ordinance is basically a job description. Mr. LoPrinzi stated that he did not see how the Ordinance would stop Mr. Rawlings from performing his duties. President Simpson stated that saw how the Ordinance could undermine the authority of the City Manager. President Simpson asked for the Ordinance to be placed on the next agenda. Vice President Hamrick stated he did not agree with putting it on the next agenda as an action item.

Regular Action Items

1. Receive and Consider appointments and reappointments to the Authorities, Boards, Commissions and Committees

President Simpson announced the City placed an ad in the Daily Local on November 28, 2011 and a list of the updated vacancies on the website as of October 21, 2011. A letter was sent to all members whose terms were expiring asking if the person was interested in being reappointed.

Mr. Collins made a motion to reappoint Stephen Cane to the Uniform Construction Code Appeals Board for the term 2012-2016; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

Vice President Hamrick made a motion to reappoint Yvonne Perry to the Parks and Recreation Commission for the term 2012-2015; Mr. Collins seconded the motion. Motion passed 6-0.

Vice President Hamrick made a motion to reappoint Joseph Kandler to the Redevelopment Authority for the term 2012-2016; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

Mr. Collins made a motion reappoint Sparticus Lewis to the Zoning Hearing Board for the term 2012-2014; Mrs. Hunt seconded the motion. Motion passed 5-0-1. Mrs. Jones abstained from the vote.

Mr. Collins made a motion to appoint Anthony Taylor to the Zoning Hearing Board to fulfill the term of Joseph Kandler for 2010 – 2012; Mrs. Hunt seconded the motion. Motion passed 5-0-1. Mrs. Jones was the dissenting vote.

Vice President Hamrick made the motion to remove Darrell Pitts from the Planning Commission term 2009-2012 since he is no longer a resident of Coatesville; Mr. Collins seconded the motion. Motion passed 6-0.

Mr. Collins made a motion to reappoint Maitland Harvey to the Planning Commission for the term 2009-2012; Vice President Hamrick seconded the motion. Motion passed 6-0.

Mr. Collins made a motion to reappoint Stephen Cane to the Planning Commission for the term 2009 – 2012; Vice President Hamrick seconded the motion. Motion passed 6-0.

2. Receive and Consider reappointment for Professional Services

President Simpson explained that each year Council needs to consider and appoint the firms the City will be using for Professional Services.

Mr. Collins made a motion to reappoint City Solicitor John Carnes; Siana, Belwoar and McAndrews; City Engineer April Barkasi; City Engineer Czop & Spector; and City Planner Thomas Comitta and Associates; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

3. Receive and Consider Bank Signatories for the year 2012

President Simpson explained per the City Charter Section 2-608 disbursements, Council needs to authorize the signing and counter signing of all checks, to process payroll and accounts payable.

Vice President Hamrick made a motion to approve the Resolution for bank signatories for the year 2012; Mr. Collins seconded the motion. Motion passed 5-1-0. Mrs. Jones was the dissenting vote.

Solicitors Report

Mr. Carnes announced the Millview roadwork has substantially completed. He announced her has been working with Mr. Barry and the RDA to seek the transfer of 16-5-17 in accordance with requirements of the County relative to the Riverwalk.

City Manager's Report

Mr. Rawlings asked if there were any questions on the TCFYI items. He announced that he will be out for two days the following week.

Council Comments

Mrs. Jones thanked everyone for attending the meeting. She stated "Tell me and I will listen, show me and I will understand, take me in and I will learn".

Mr. Loprinzi thanked everyone for attending the meeting. He asked for the residents to keep Council informed of issues within the community.

Mr. Collins thanked everyone for attending the meeting. He asked everyone to look at the website. He announced there are many voluntary positions available for the various Boards, Commissions and Committees. He asked for people to look at the lists and join committees.

Mrs. Hunt thanked everyone for attending the meeting. Council is a great learning process. She encouraged Council to become more involved with the sensitive of the residents. She stated that at the last meeting the Proclamation for Martin Luther King was read but no one acknowledging the reading of the proclamation at a ceremony. Vice President Hamrick stated arrangements have been made and he will be reading the Proclamation at the ceremony.

Mr. Hamrick stated he could not download his packet and Mr. Collins helped him. He announced Paul Givler has resigned from the Reserve Trust Commission and is moving out of the City. Mr. Givler has been a piece of history. He was part of the seven person committee to write the charter and served as a Council member and an RDA member. Mr. Givler is an icon for Coatesville. Mr. Givler and Mr. Johnson have given so much to the community.

Mr. Simpson thanked everyone for attending the meeting. He stated he is looking forward to the upcoming year and looking forward to working with the new council.

Adjournment

Mrs. Hunt made the motion to adjourn the meeting at 10:35 pm; Mr. Collins seconded the motion. Motion passed 6-0.

Submitted by:
Gary Rawlings
City Manager