

**City Council  
Meeting Minutes  
January 23, 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 of the January 9, 2012 meeting; Mr. Collins seconded the motion. Motion passed 6-0.

**Approval of Accounts Payable**

Vice President Hamrick made a motion to approve the accounts payables dated January 20, 2012; Mr. Collins seconded the motion. Motion passed 6-0.

**Additions, Deletions or Modifications to the Agenda**

Vice President Hamrick made a motion to add regular action item #9.5 Receive and consider an extension for a 90 day clock for 442 Mount Pleasant Street; Mr. Collins seconded the motion. Motion passed 6-0.

**Presentation**

1. Preliminary Year End Financial Report by Pam Baker, Barbacane Thornton

Ms. Baker explained the reports she handed out is a draft budgetary comparison statement for the general fund for year ended December 31, 2011. The actual revenues amounts received were \$7,688,618. The actual expenditures were \$8,862,855 which led a deficiency of revenues under expenditures of \$1,174,267. The fund balance at the end of the year with other financing sources such as transfers left a fund balance of \$981,414. Ms. Baker explained that she did not have a complete set of financial statements. There are still minor adjustments in allocating the funds to the different accounts and proper departments. The accounts were not reconciled on a monthly basis which is just a basic banking issue. If an account is not reconciled it can lead to incorrect information and the risk of running a shortfall. Ms. Baker stated part of the problem was the department was not trained properly for the system. She explained the first goal of the City should be to reconcile the accounts monthly. The City will not receive an official audit for 2011 because of their involvement in the reconciliations. The City received financial statements for 2009 and 2010 because of the firm's involvement. The last full audit was done in 2007. In 2008, there was no financial data available since the financial system used ion 2008 provided no back up information. Ms. Baker explained that Mr. Marcarelli is working on a monthly treasurer's report for Council

2. Police Department Update by Chief Julius Canale

Chief Canale announced the Police Department has completed the transition of taking over the parking meters/ticket processing and revenue recordkeeping. He has been working with the City manager regarding the quality of life project. Workplace training for the Police Department Supervisory staff has been instituted. The Police Department has worked to increase the revenues by ten percent. The Police Department has been working to fix/upgrade the current street cameras project. The current system has faulty cameras in need of repair or replacement. The City has received parking boot and the tag readers. The City will need an Ordinance to implement the Parking Boot Program and fees. Chief Canale stated he is working with the District judges to ensure that the Police Department is represented at hearings.

3. Fire Department Update by Acting Chief James Lentz

Chief Lentz announced that he has implemented training for the Fire Department and volunteer personnel. The training programs bring the Fire Department into compliance with applicable state codes. The Fire Department is working on implementing a Fire Code Enforcement Program that includes a day to day schedule, and updated business/commercial property list that includes Fire Department Access and emergency contacts; Fire safety hazards training for fulltime and part-time personnel and appropriate fees for inspections. One goal is to find out how many units are per parcel/address. The information will help other departments with their billings. The Fire Department is currently working on implementing an automated scheduling system that complies with the collective bargaining agreement. The system will help in providing coverage after a call out.

**Citizens' Hearings – Regular Action Items Only**

Matt Baker

Mr. Baker questioned the Finance Director Ordinance that passed in May. The City is paying twice the legal fees on an ordinance that has already passed.

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

**Citizens' Hearings – Non-Agenda Items Only**

Matt Baker

Mr. Baker asked when the budget will be placed on the website. Mr. Baker question Council regarding the previous Finance Director. He asked for monthly reports on people cited from Codes.

Mr. Collins made a motion to close citizens hearing on non-agenda items only; Vice President Hamrick seconded the motion. Motion passed 6-0.

**Special Events**

*There were no special events at this time.*

**Items for Discussion**

1. Discuss Council Committees

Mr. Collins suggested rotating Council members on the committees. President Simpson announced he contacted other municipalities in which Council members are part of Committees. President Simpson asked all department heads to put ideas down and forward them to Council. Mr. Collins asked how Council can lend a helping hand in getting revenues and resources to the City. Mrs. Hunt stated Council should be aggressive to get this done and set up dates and times

to meet with the departments. President Simpson suggested Council having work sessions on the first Monday of the month to discuss items.

Vice President Hamrick made a motion to add regular action item #9.6 Receive and consider City Council work session on the first Monday of every month at 6:00 pm; Mr. LoPronzi seconded the motion. Motion passed 6-0.

*Mr. Carnes asked if there were any questions by the public regarding the action item placed on the agenda. There were no questions from the public on the action item.*

2. Discuss Yard Sale Signs

President Simpson explained the issue was discussed last year and was tabled until a recommendation was received from the Planning Commission. The Planning Commission has submitted recommendations amending Chapter 224 Section 224-B (3) (b) to allow for two community wide yard sales for one Saturday in the spring and one Saturday in the fall organized and promoted throughout the community; and Amend Chapter 224 Section 224-B (3)(b) to allow two consecutive days (Saturday and Sunday) with an applicable \$25 permit fee no more than twice in one calendar year; and off premises signs to be limited to directional signage no larger than 12" X 18".

Council asked Mr. Carnes to draft an Ordinance for First Reading at the next meeting.

3. Discuss Parking Authority

Council moved the item of discussion to the work session on February 6, 2012. President Simpson asked the Police Chief to provide information for Council regarding the parking in the City.

### **Regular Action Items**

1. Receive and Consider Proclamation for Ernest "Ernie" Campos Sr.

Mrs. Jones asked why there is a Proclamation for Mr. Campos. Richard Legree's family did not receive a proclamation when he passed away. Council asked for a proclamation to be prepared for the next meeting.

Vice President Hamrick made a motion to approve a Proclamation for Ernest "Ernie" Campos, Sr.; Mrs. Hunt seconded the motion. Motion passed 4-2. Mrs. Jones and Mr. Collins were the dissenting votes.

2. Receive and Consider rescinding Ordinance 1352-2011, an Ordinance of the City of Coatesville, Chester County, Pennsylvania amending Chapter 5 of the administrative code, entitled "Administration of the Government," to add a provision establishing the duties of the Director of Finance; and replacing all other Ordinances, or parts of Ordinances inconsistent therewith.

Vice President Hamrick stated there may be items such as Section 1 (23) and (24) that need to be deleted or changed but the Ordinance does not need to be rescinded. The Ordinance does not circumvent the authority of the City Manager.

Mr. Collins made a motion to approve rescinding Ordinance 1352-2011, an Ordinance of the City of Coatesville, Chester County, Pennsylvania amending Chapter 5 of the administrative code, entitled "Administration of the Government," to add a provision establishing the duties of the Director of Finance; and replacing all other Ordinances, or parts of Ordinances inconsistent

therewith; President Simpson seconded the motion. Motion failed 1-5. President Simpson, Mr. LoPrinzi, Mrs. Jones, Mrs. Hunt, and Vice President Hamrick were the dissenting votes.

3. Receive and Consider First Reading an Ordinance amending chapter 41 of the City of Coatesville's code reducing the number of Planning Commission members of the City of Coatesville Planning Commission from seven members to 5 members.

President Simpson announced the Planning Commission has trouble achieving a quorum for its meetings and many items that go before the Planning Commission are held up. Mr. Carnes explained at the last meeting that the size of the Planning Commission can be reduced after terms have expired. Two terms expired in 2011 and were not filled. Two members were appointed to fulfill the remaining terms of vacant openings for 2009 - 2012. The Planning Commission has discussed the issue and is fine with the members being reduced from seven to five.

Vice President Hamrick made a motion to approve for First Reading an Ordinance amending chapter 41 of the City of Coatesville's code reducing the number of Planning Commission members of the City of Coatesville Planning Commission from seven members to 5 members; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

4. Receive and Consider payment of the Minimal Municipal Obligation Pension Payments.

President Simpson explained Mr. Marcarelli the interim Finance Director is asking Council to authorize the MMO pension payments in a separate motion in addition to the regular motion to approve accounts payable.

Vice President Hamrick made a motion to approve payment of the Minimal Municipal Obligation Pension Payments in the amount of \$506,024.96; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

5. Receive and Consider an extension for a 90 day clock for the 442 Mount Pleasant Street Subdivision Plan

Mr. Collins made a motion to approve an extension of a 90 day clock for 442 Mount Pleasant Subdivision Plan; Mrs. Hunt seconded the motion. Motion passed 6-0.

6. Receive and Consider City Council workshops on the first Monday of every month at 6:00 pm.

Mr. Collins made a motion to approve City Council workshops on the first Monday of every month at 6:00 pm in City Hall; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

Mr. Carnes asked for the meetings to be advertised and the meeting dates placed on the front door of City Hall.

### **Solicitors Report**

Mr. Carnes asked if there were any questions on his report. There were no questions at this time.

### **City Manager's Report**

Mr. Rawlings asked if there were any questions on his TCFYI items. There were no questions at this time.

Mr. Hudson explained the City has posted a survey from Fairmount Capital/ Early Intervention Program on the City's website in English and Spanish. He asked everyone to take the survey.

**Council Comments**

Mrs. Jones thanked everyone for attending the meeting and wished everyone a good night.

Mr. Collins thanked everyone for attending the meeting and bearing with us.

Mrs. Hunt thanked everyone for attending the meeting. She encourages everyone to come to the meetings.

Vice President Hamrick stated the City should put events out to the City for bid such as the fireworks. He asked for Council to revisit the Parking Ordinance Ms. Winkey was discussing at the last meeting. President Simpson asked for the item to be discussed at the workshop.

Mr. LoPrinzi thanked everyone for attending the meeting. He thanked everyone for caring for the City and wished everyone a safe ride home.

President Simpson stated that Ms. Baker was here again tonight. We cannot continue to allow this to happen again and need to be aware when we see it again. This is has been going on for years and if seen needs to be stopped immediately. There are people who only hear what they want to hear. Hopefully, we can stop it from happening again.

**Adjournment**

Vice President Hamrick made a motion to adjourn the meeting at 10:40 pm; Mr. LoPrinzi seconded the motion. Motion passed 6-0.

Gary Rawlings  
City Manager