

Minutes  
CITY COUNCIL MEETING  
January 28, 2013

**Salute to the Flag**

**Call to Order**

President Collins called the meeting to order at 7:40 pm p.m. and welcomed everyone to the meeting. Council members present were President David Collins, Vice President Joseph Hamrick, Mssrs., Jeff LoPrinzi, Mrs. Ingrid W. Jones, and Mrs. C. Villa Hunt. Staff members present included City Manager Kirby Hudson, City Solicitor John Carnes, Public Works Director Donald Wilkinson, Director of Planning and Codes Enforcement Damalier Molina, Police Chief John Laufer, Finance Director John Marcarelli, Acting Fire Chief James Lentz, and recording secretary Ruthann Mowday.

President Collins announced Mr. Brazzle and Mr. Simpson were not in attendance.

President Collins announced an Executive Session was held earlier this evening, January 28, 2013 to discuss personnel and legal matters.

**Approval of Minutes:**

Vice President Hamrick made a motion to approve the January 14, 2013 meeting minutes; Mr. LoPrinzi seconded the motion. Motion passed 5-0.

**Approval of Accounts Payable**

Mr. LoPrinzi made a motion to approve the accounts payable; Vice President Hamrick seconded the motion. Motion passed 5-0.

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

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

**Presentations (5 Minutes)**

**1. RFP Billing Company – Acting Fire Chief James Lentz**

Acting Chief Lentz explained the Fire Department is moving ahead with the implementation of fire department billing to insurance companies. They are also implementing a commercial fire inspection program and will have a need to collect fees based on the latest adopted fee schedule. There are some miscellaneous fees that will be applicable. In order to move forward, the Bureau is in need of a third party to collect these monies. Acting Chief Lentz asked Council for the Fire Department to put out a RFP to be put out to include the billing of insurance companies and an option for services on the balance of the fee schedule.

**Citizens' Hearings – *Regular Action Items Only* (5 Minutes)**

There were no citizens' hearings on regular action items only.

Vice President Hamrick made a motion to close citizens' hearings on regular action items only; Mr. LoPrinzi seconded the motion. Motion passed 5-0.

**Citizens' Hearings – *Non-Agenda Items Only* (5 Minutes)**

Resident

The resident announced the 100<sup>th</sup> Lincoln Highway Anniversary on June 21, 2013 starting from New York to Malvern.

Vice President Hamrick made a motion to close citizens' hearings on non-agenda items only; Mr. LoPrinzi seconded the motion. Motion passed 5-0.

### **Regular Action Items**

1. Consider First Reading an Ordinance amending Chapter 218 – Vehicle and Traffic Standards of the Code of the City of Coatesville, Chester County, Pennsylvania

Mr. Carnes explained the process for changing the speed limit, since the road is a State Road. The City will need an engineering study. The speed limit is justifiable since it is near a school. Council asked for a cost analysis regarding the study.

Vice President Hamrick made a motion to approve First Reading an Ordinance amending Chapter 218 – Vehicle and Traffic Standards of the Code of the City of Coatesville, Chester County, Pennsylvania; Mr. LoPrinzi seconded the motion. Motion passed 5-0.

2. Consider a Resolution of the Council of the City of Coatesville, Chester County, Pennsylvania, accepting Roadways in the Millview Subdivision as part of the City's Public Street System and Placing them on the City as Part of the City Road System

Mr. Carnes explained the pieces of property were dedicated previously. None of the properties are in Valley Township.

Vice President Hamrick made a motion to approve a Resolution of the Council of the City of Coatesville, Chester County, Pennsylvania, accepting Roadways in the Millview Subdivision as part of the City's Public Street System and placing them on the City as Part of the City Road System; Mr. LoPrinzi seconded the motion. Motion passed 5-0.

### **Special Events**

There were no special events at this time.

### **Discussion Items (5 Minutes)**

1. Discuss Modification to Current Press Policy – Point of Contacts

Mr. Hudson stated that media comes from different directions to discuss various events. The idea is to designate a point of contact for the incident. Mrs. Jones stated that this was discussed years ago and the media was deferred to the President. Mr. Hudson stated that no policy was put in place. Vice President Hamrick agreed that a policy should be formed. Mrs. Hunt stated the Assistant City Manager and Fire Chief should be included. Acting Chief Lentz explained the Emergency Management Policy. Mr. Hudson stated the Policy could be tailor made to fit. Council asked Mr. Hudson to proceed with the policy. The Policy would include the President, Vice President, City Manager, Police Chief and Fire Chief.

2. Discuss Award Policy

President Collins explained the need for an award policy. Vice President Hamrick stated there should be an award policy. Mr. LoPrinzi asked for staff to look at multiple ways of Recognition. President Collins asked for a time frame for the policy to be completed. Council agreed to be completed by March 31, 2013. Mrs. Hunt stated that it is a shame the City does not currently

have a policy in place. Mrs. Hunt asked what would happen if someone requests a Proclamation before the Policy is completed. President Collins stated the City would present the Proclamation.

3. Discuss Board and Commission Attendance Policy

Mr. Hudson explained that he has received complaints regarding attendance at meetings. There are members who do not show up at all or are not in regular attendance. When the member is asked if they would like to resign from the committee, they respond no. There are a number of people who show up diligently. The commissions need more representation. Mrs. Hunt asked if they take an oath. Mr. Hudson replied no, Council appoints them. Mrs. Hunt asked for members to be notified regarding their presence is required. Mr. Hudson explained that the members need to know that if they miss meetings, they will be removed from the committee. President Collins asked if there was a policy in place. Mr. Hudson replied no, that is why staff asked Council to review. Mr. Carnes explained an Ordinance will need to be done showing all Authorities, Boards, Commissions and Committees. President Collins explained the RDA previously changed the bylaws to comply with the Urban Redevelopment Law on memberships. Council asked Mr. Carnes to proceed with the Ordinance.

4. Discuss Budget Review Committee

President Collins explained the need for focusing on expenditures and keeping them on track. This will help to monitor the spending is on track. The budget review committee would receive monthly reports. President Collins explained the formation of the Committee should be completed by March 1, 2013. The administration will have quarterly reviews with the committee. Staff should have monthly reviews. Vice President Hamrick stated that this is a way of holding the departments accountable. Mr. Hudson explained that the City is starving to have people on the Authorities, Boards, Commissions and Committees. There is not a lot of local participation. There have been people in the past that have shown interest and support, but do not live in the City. The people interested in the committee should also have background in the area. President Collins suggested setting the requirements for members to be City resident first and then anyone in the 19320 area.

5. Discuss Preapproved Bill Payments

Mr. Marcarelli explained there is a copy of the 2010 minutes in the packet showing approval for utility bills. Mr. Marcarelli stated he is currently working on list of bills for preapproval such as insurance, utilities, debt service.... This will help to reduce late fees. Council asked Mr. Marcarelli to move forward with a Resolution.

6. Discuss Council Calendar for Goals and Objective workshops

President Collins explained there will be goals and objectives developed for the City Manager to cascade out to various departments. This will warrant measures for performance appraisals. The date to provide the goals will be the last meeting in March. Mrs. Hunt and Vice President Hamrick stated the goals should be realistic.

### **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. Hudson gave kudos to Mr. Molina and his department on the Pest Control Management Workshop they set up for March 22, 2013 at City Hall. It has been posted on the County's website. President Collins asked for the information to be placed on the City's website.

Mr. Hudson explained he is working with Lincoln University on acquiring interns for various departments. The intern will not be used for filing. The intern would be utilized for the field they are studying in.

**Council Comments**

Mrs. Hunt thanked everyone for attending and asked everyone to drive safely.

Mr. LoPrinzi thanked everyone for attending and asked everyone to drive safely.

Mrs. Jones thanked everyone for attending. She thanked Chief Laufer for attending his first meeting. She quoted “Challenges are what make life interesting; overcoming them is what makes life meaningful.”

Vice President Hamrick announced that he and Mrs. Hunt attended the Martin Luther King, Jr. He saw the Fire Department and Police Department awarded. He also saw the Football team awarded.

President Collins stated this is one reason why we need the award policy. The City wants to reward and encourage the people of the community.

**Adjournment**

Vice President Hamrick made a motion to adjourn the meeting at 9:05 pm; Mrs. Hunt seconded the motion. Motion passed 5-0.

Kirby Hudson  
City Manager