

MINUTES
CITY COUNCIL MEETING
April 22, 2013

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, Msrs, Jarrell Brazzle, Jeff LoPrinzi, Edward Simpson, Mrs. C. Villa Hunt and Mrs. Ingrid W. Jones. 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 an Executive Session was held earlier this evening, April 8, 2013 to discuss personnel and legal matters.

President Collins announced Mrs. Hunt and Mr. Simpson would not be in attendance.

Approval of Minutes:

Mr. Brazzle made a motion to approve the April 8, 2013 meeting minutes; ;Vice President Hamrick seconded the motion. Motion passed 7-0.

Approval of Accounts Payable

Mr. Brazzle made a motion to approve the accounts payable; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

Additions, Deletions or Modifications to the Agenda

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

Presentations (5 Minutes)

There were no presentations at this time.

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

There were no citizens' hearings on regular action items at this time.

Vice President Hamrick made a motion to close citizens' hearings on regular action items only; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

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

There were no citizens' hearings on non-agenda action items at this time.

Vice President Hamrick made a motion to close citizens' hearings on non-agenda items only; Mr. Brazzle seconded the motion. Motion passed 7-0.

Regular Action Items

1. Consider Second Reading and adoption an Omnibus Ordinance amending provisions in the City of Coatesville's Boards, Commissions and Committees to provide attendance requirements and procedures for removal and establishment of vacancies.

Mr. Carnes explained the Authorities rules and regulations are separate as bylaws. Article II, Section 7 of the existing RDA Bylaws requires that a copy of the proposed Bylaws amendment

shall be made available to City Council and to the public at least seven (7) days prior to the date by which the RDA intends to vote on the Bylaws amendment.

Mr. Brazzle made a motion to approve a Second Reading and adoption an Omnibus Ordinance amending provisions in the City of Coatesville's Boards, Commissions and Committees to provide attendance requirements and procedures for removal and establishment of vacancies; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

2. Consider Resolution to authorize opening the Coatesville Police Forfeiture Holding Account at the Coatesville Savings Bank.

Mr. Brazzle made a motion to approve Resolution to authorize opening the Coatesville Police Forfeiture Holding Account at the Coatesville Savings Bank; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

3. Consider authorizing the creation of an AD Hoc Finance Budget Review Commission and rescinding inconsistent provisions found in Resolution No. 2012-23

President Collins explained the AD Hoc Finance Budget Review Commission I composed of six (6) members consisting of consisting of the Finance Director of the City and one (1) member of City Council and four (4) residents of the 19320 area code with financial experience. The City Council Member and resident members are to be chosen by the City Council and the commission will meet on an as-needed basis and provide non-binding advice to the City Council.

Mr. Brazzle made a motion to approve the creation of an AD Hoc Finance Budget Review Commission and rescinding inconsistent provisions found in Resolution No. 2012-23; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

4. Consider Resolution adopting bylaws of the Western Chester County Council of the Governments (WCCCOG)

Mr. Carnes explained the WCCCOG has prepared by laws that govern the internal operating procedures of the WCCCOG. It has been requested the City of Coatesville approve the Western Chester County Council of Governments Bylaws by Resolution and that as similar procedure followed by all the thirteen (13) Municipalities of WCCCOG.

Mr. Brazzle made a motion to approve Resolution adopting bylaws of the Western Chester County Council of the Governments; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

5. Consider Resolution accepting bids for the farming of the Conti Tract pursuant to a one year lease to the highest responsible bidder and authorizing the City Manager to execute the appropriate lease and any related necessary documents.

Mr. Brazzle made a motion to approve Resolution accepting bids for the farming of the Conti Tract pursuant to a one year lease to the highest responsible bidder and authorizing the City Manager to execute the appropriate lease and any related necessary documents; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

6. Consider Resolution endorsing the Brandywine Creek Greenway West branch addendum to the Concept Plan

Mr. Molina explained the Brandywine Creek Greenway will include an interconnected system of formal trails, informal paths, parks, river access points, and riparian buffers and will link the Brandywine Creek with many Chester and Delaware county communities along its path. The Greenway will be dedicated to conserving and restoring natural resources; helping people better

connect with, understand and improve the Brandywine Creek; and to building healthier, more sustainable communities.

Mr. Brazzle made a motion to approve Resolution endorsing the Brandywine Creek Greenway West branch addendum to the Concept Plan; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

7. Consider Reappointments/Appointments for Authority, Boards, Commissions and Committees

Mr. Brazzle made a motion to approve the reappointment of Jose Rios on the Non-Uniform Pension Commission, Police Pension Commission and the Fire Pension for the term 2013-2014 and the appointment of Jose Rios to the Civil Service Commission for the term 2013-2016; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

8. Consider to accept proposal from Berkheimer for Solid Waste Billing Collection

Mr. Marcarelli explained the proposal from Berkheimer for Solid Waste billing. The updated proposal includes an incentive built in for Berkheimer to make collection efforts and not simply be paid for issuing bills. The proposal is for \$1.75 per bill plus postage and \$.75 per bill processed (i.e. paid). In addition, there will be a charge \$1.25 per bill plus postage for the reminder notices. Having Berkheimer prepare, issue, and process Solid Waste fee bills will assure us of a timely, consistent, billing and will likely help improve the billing collection ratio as they have an incentive built into this proposal for having bills paid.

Mr. Brazzle made a motion to approve proposal from Berkheimer for Solid Waste Billing Collection; Mr. LoPrinzi seconded the motion. Motion passed 6-1-0. Mr. LoPrinzi was the dissenting vote.

9. Consider to authorize issuance of RFPs for legal services for the pension plans

Mr. Brazzle made a motion to approve the issuance of RFPs for legal services for the pension plans; Vice President Hamrick seconded the motion. Motion passed 7-0.

10. Consider to authorize issuance of RFP's for actuarial services for the pension plans

Mr. Brazzle made a motion to approve the issuance of RFP's for actuarial services for the pension plans; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

11. Consider RFP for collection of fire fees

Mr. Lentz explained the scope of work to be performed is to ascertain what insurance coverage may be applicable and available under any given circumstances and take all necessary and affirmative steps to apply for and receive reimbursement from any insurance carriers where a property owner is or may be insured to reimburse the City for any cost, and/or expense incurred for services, supplies and/or equipment used for or provide to the property owner by the Fire Department of the City of Coatesville; Seek reimbursement from property owners in the cases of false alarms or fires intentionally set by the property owner; The Scope of Work shall also include any other billing and collection of Fire Department fees at the request of the City under the same terms; All Applicants are required to be capable of working with or extracting information from Fire Department software and/or software compliant with the National Fire Incident Reporting System.

Mr. Brazzle made a motion to approve the RFP for the collection of fire fees; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

12. Consider City Council 2Q13 Action Timeline

President Collins explained the goals for the 2Q13 timeline are: Define and implement plan for “How We Communicate”. A quarterly reporting process for the City Administration, Authorities, Boards, Commissions and Committees; Finalize the City Service Award, Gift Types to be awarded at each level; Select the Budget Review Committee Membership and confirm their preliminary responsibilities; Established City Goals and Objectives to achieve rollout by 5/27/13 Council Meeting; Discuss planning for the “Painting and Refresh of the Downtown Coatesville Storefronts”, between 1st Ave. and 3rd Ave. on Lincoln Hwy and Discuss Downtown Supermarket feasibility.

Mr. Brazzle made a motion to approve the City Council 2Q13 Action Timeline; Vice President Hamrick seconded the motion. Motion passed 7-0.

Special Events

1. A special event permit was submitted from Elite Riders M/C for the 9th Annual Bike Blessing on May 19, 2013 from 1:00 pm to 6:00 pm. A request has been made to close the street from 8th Avenue and Main Street to 8th Avenue and Diamond Alley.

Mr. Brazzle made a motion to approve a special event permit submitted from Elite Riders M/C for the 9th Annual Bike Blessing on May 19, 2013 from 1:00 pm to 6:00 pm; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

2. A special event permit was submitted from Jataya Davis and Renae Lawrence for a Memorial on July 6, 2013 from 4:00 pm to 6:00 pm. A request was made to close the street at 6th Avenue between Belmont and Lincoln Highway.

Mr. Brazzle made a motion to approve a special event permit submitted from Jataya Davis and Renae Lawrence for a Memorial on July 6, 2013 from 4:00 pm to 6:00 pm; Mrs. Hunt seconded the motion. Motion passed 7-0.

3. A special event permit was submitted from Unsheltered International for a Resource Clinic on April 27, 2013 from 7:30 0am to 8:00 pm at City Gate Rescue Mission.

Mr. Carnes explained the lot is currently leased by the City from the RDA. The parking lot is permit parking only. Council asked staff to make sure the people who have paid for parking permits are not affected by the closing of the lot for the event. Sergeant Audette stated he would contact the applicant.

Mr. Brazzle made a motion to approve special event permit was submitted from Unsheltered International for a Resource Clinic on April 27, 2013 from 7:30 0am to 8:00 pm at City Gate Rescue Mission with the stipulation that staff works with the permitted parking; Mr. LoPrinzi seconded the motion. Motion passed 7-0.

Solicitors Report

Mr. Carnes announced that he has provided Council with a First Quarter City Solicitors Report for 2013. He asked if there were any questions on his report.

City Manager’s Report

Mr. Hudson announced the Western Chester County Chamber is holding a meeting to discuss the Airport Road interchange. The meeting of the County, municipal and business stakeholders are to discuss the options for the completion of the interchange.

Discussion Items (5 Minutes)

1. Discuss signage and color palette
President Collins announced plans to beautify the downtown business district from First and Third Avenue. It will eventually be from bgridge to bridge. The change will be developing a color scheme to coordinate businesses and paint the buildings to coordinate with the color scheme. An Ordinance will be developed for the size and amount of signs placed along the sidewalks.
2. Discuss request from Wagontown Fire Company for use of the Pumper Truck
Acting Chief Lentz explained the Wagontown Fire Company has asked to borrow the American LaFrance Engine during the month of May. Their current engine will be out for repairs. They are looking to borrow the engine to maintain their current firefighting abilities.
3. Discuss Coatesville RDA Bylaws attendance policy
Mr. Carnes explained the Authorities rules and regulations are separate as bylaws. Article II, Section 7 of the existing RDA Bylaws requires that a copy of the proposed Bylaws amendment shall be made available to City Council and to the public at least seven (7) days prior to the date by which the RDA intends to vote on the Bylaws amendment. The Redevelopment has fulfilled the requirements regarding City Council.
4. Discuss sale of City Property
Mr. Hudson asked for permission to move forward with the auction of the City property located outside the City limits. Mr. Hudson explained the base price for the properties will begin with the appraisal rate and move forward from that amount. Council approved Mr. Hudson's request.
5. Discuss Intermunicipal Cooperation
Mr. Wilkinson explained the City is a member of The Central Chester County Recycling Authority. Last year the Authority purchased a tractor with a boom flail mower used to mow road shoulders, etc. The mower is presently housed at the East Fallowfield Township building. The Authority is recommending that one experienced Operator from East Fallowfield operate the tractor anytime it is used in any municipality. East Fallowfield is requesting that the City provide the City Streetsweeper with the City's Operator in exchange for the period of time the tractor is being used in the City. Currently, the Sweeper is not scheduled on Mondays so the City could provide the Sweeper with Operator on any Monday and not disrupt the schedule. Council agreed that a member of the City's Public Works Department could operate the boom flail mower when used in our municipality. There is no reason to use someone from East Fallowfield.

Council Comments

Mr. LoPrinzi thanked everyone for attending the meeting. He asked the audience to bring friends and neighbors to the meetings.

Mr. Simpson thanked everyone for attending the meeting.

Mrs. Hunt thanked everyone for attending the meeting. She asked everyone to come again.

Mr. Brazzle thanked everyone for attending the meeting. He voiced his concerns on some of the properties located on Oak Street and at Millview who have not received trash bills in the past.

Mrs. Jones thanked everyone for attending the meeting. She quoted “A tree sinks deep roots, so it can hold against a mighty wind” I have sunk deep roots right here in Coatesville.

Vice President Hamrick thanked everyone for attending the meeting. He thanked Ms. Hess for her work on the Parks and Recreation Commission. The vents are moving forward and the participation of the public is increasing.

Mr. Pawlowski announced the flags were placed on Main Street for the Boston Tragedy.

President Collins thanked everyone for attending the meeting. He asked everyone to remember that Council is held accountable as well as the Administration, Authorities, Boards, Commissions and Committees.

Adjournment

Mr. Brazzle made a motion to adjourn the meeting at 9:12 pm Mrs. Hunt seconded the motion. Motion passed 7-0.

Submitted by:
Kirby Hudson
City Manager