

Work Session Meeting Minutes – September 15, 2022

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Thursday, September 15, 2022 @ 4 p.m.; Council convened at their regular Work Session with Mayor Walsh in the Chair. Other Council Members present were: Jim Aughenbaugh, Diane Bernardo, Shane Dietz, and Shannon Gabriel. Also present were: City Manager, John “Herm” Suplizio; City Engineer/Public Work Director, Chris Nasuti; Redevelopment Authority Director/Assistant Public Works Superintendent, Joe Mitchell; Code Enforcement/Zoning Officer, Zac Lawhead; Police Chief, Blaine Clark; IT Director, Matt Johnson; and Finance Officer, DeLean Shepherd.

Absent: City Controller, David Volpe

Approval of Minutes  
Review for Monday

Approval of Registry of Invoices  
Review for Monday

Musicfest – Denny Skraba & Jeff Baronick  
Unfortunately, Denny & Jeff were unable to attend. They are having more and more attendees every year. Council wants to properly thank them for a job well done.


Request approval of the City of DuBois Police Retirement Plan Financial Requirement and Minimum Municipal Obligation (MMO) for 2023

CITY OF DUBOIS POLICE RETIREMENT PLAN FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION FOR 2023 MUNICIPAL BUDGET		
<b>A. Normal Cost</b>		
1. Normal Cost as a Percent of Payroll		30.093%
2. Estimated 2022 Payroll for Active Participants	\$	1,240,040
3. Normal Cost (A1 x A2)	\$	373,165
<b>B. Financial Requirement</b>		
1. Normal Cost (A3)	\$	373,165
2. Anticipated Insurance Premiums		0
3. Anticipated Administrative Expense		62,002
4. Amortization Payment, if any ^		100,036
5. Financial Requirement (B1 + B2 + B3 + B4)	\$	535,203
<b>C. Minimum Municipal Obligation</b>		
1. Financial Requirement (B5)	\$	535,203
2. Anticipated Employee Contributions		38,306
3. Funding Adjustment, if any		0
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$	496,897

^The amortization payment from the January 1, 2021 valuation was adjusted to reflect amortization base(s) that have since expired. The amortization payment decreased by \$15,211.

- NOTES:
- 1. 2023 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
  - 2. Deposit into the Plan's assets must be made by December 31, 2023 to avoid an interest penalty.
  - 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2023 budget along with an interest penalty.

I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:  \_\_\_\_\_  
Chief Administrative Officer  
Date 9/15/22  
Prepared using the January 1, 2021 Valuation.

The motion was made by Aughenbaugh and seconded by Gabriel that Council approve the City of DuBois Police Retirement Plan Financial Requirement and Minimum Municipal Obligation (MMO) for 2023 as presented by the Finance Officer. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Approval of Minutes for the Public Hearing of August 15, 2022 concerning 2022 CDBG  
The motion was made by Gabriel and seconded by Dietz that Council approve the Public Hearing Meeting Minutes of August 15, 2022 concerning 2022 CDBG. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Work Session Meeting Minutes – September 15, 2022 (Cont’d.)

Request approval of the DuBois City Non Uniformed Pension Plan Minimum Municipal Funding Obligation (MMO) for 2023

DUBOIS CITY NON-UNIFORMED PENSION PLAN

MINIMUM MUNICIPAL FUNDING OBLIGATION WORKSHEET FOR 2023

Note: All Amounts should be rounded to the nearest dollar.

1. NORMAL COST PERCENTAGE .....	11.79 %
(Derived from 2021 Act 205 Report)	
2. TOTAL W-2 PAYROLL to date for the current year for active members, .....	\$ 2,230,982
plus the payroll projected to be paid in the remaining period of the current year (including payroll for the anticipated new hires.)	
3. TOTAL NORMAL COST .....	\$ 263,033
(Line 1 x Line 2)	
4. ESTIMATED ADMINISTRATIVE EXPENSES .....	\$ 0
(Derived from 2021 Act 205 Report)	
5. TOTAL AMORTIZATION REQUIREMENT .....	\$ 576,827
(Derived from 2021 Act 205 Report)	
6. TOTAL FINANCIAL REQUIREMENTS OF THE PLAN .....	\$ 839,860
(Line 3 + Line 4 + Line 5)	
7. ESTIMATED MEMBERS CONTRIBUTIONS .....	\$ ( 78,084 )
(Members' contribution rate for 2023 x Line 2)	
8. FUNDING ADJUSTMENT .....	\$ ( 0 )
(A funding adjustment exists only if the assets exceed the actuarial accrued liability as reported in the latest actuarial valuation and is determined pursuant to section 302 (c) (2) of Act 205 of 1984, as amended)	
9. MINIMUM MUNICIPAL OBLIGATION FOR 2023 .....	\$ 761,776
(Line 6 - Line 7 - Line 8) (If result is negative, enter zero.)	

The MMO must be officially placed in the budget for 2023 no later than 12/31/2022. The 2023 MMO can be funded from general fund revenue as early in the year as possible to prevent loss of interest to the plan. If the MMO has not been added to the plan assets by 12/31/2023, an interest penalty will accrue from the beginning of 2023 through the date of payment. If the state aid is due to the municipality, on its arrival on or about October 1, the general fund may be reimbursed for that portion of the MMO which has already been funded. Any excess state aid remaining after the general fund is reimbursed must be deposited into an eligible pension plan within 30 days of receipt. This document is prepared in accordance with the Act of 1984, P.L. 1005, No. 205, Chapter 3; and the Act of 1990, P.L. 753, No. 189.

I hereby certify to the accuracy of the above calculations in conformity with the applicable provisions of Act 205.

Signature of Chief Administrative Officer of the Plan

(SEAL)

Date

9/15/22

Girard Pension Services 2022

The motion was made by Dietz and seconded by Gabriel that Council approve the DuBois City Non Uniformed Pension Plan Minimum Municipal Funding Obligation (MMO) for 2023 as presented by the Finance Officer. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Recommendation – Dennis Raybuck – Modification – 208 E. Sherman Avenue

City Manager Suplizio requested this item be put on Monday’s agenda. It has to do with encroaching on the setback; the committee sees no detriment to allowing the request.

Stoltz 5K Run/Walk benefiting PA Wounded Warriors – Requesting police to direct traffic at beginning and end of race – September 25, 2022 @ 1 p.m.

Chief Clark will reach out to Mr. Fairman concerning his traffic control concerns. The motion was made by Gabriel and seconded by Aughenbaugh that Council approve the request for help from our officers with traffic control with the stipulation that Fairman discuss his concerns with Chief Clark prior to the event. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Authorization to advertise for bids for the Training Facility fence.

The motion was made by Dietz and seconded by Gabriel that Council authorize advertising for bids for the Training Facility fence. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Jake Brakes

City Manager Suplizio just wanted to let Council know that we will be putting up No Jake Brake signs.



## Work Session Meeting Minutes – September 15, 2022 (Cont'd.)

### Resolution No. 2022-0351 – PennVEST Reimbursement Resolution



**RESOLUTION NO. 2022-0351**  
City of DuBois, Clearfield County, Pennsylvania

DECLARATION OF OFFICIAL INTENT TO REIMBURSE SHORT-TERM BORROWED FUNDS USED TO CONSTRUCT IMPROVEMENTS TO ITS SEWER SYSTEM WITH FUNDS RECEIVED FROM THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

WHEREAS, the City of DuBois ("Funding Recipient") has determined that construction of improvements to the sewer system located in DuBois City, Clearfield County, Pennsylvania (the "Project"), are necessary; and

WHEREAS, in order to finance the costs of the Project, the Funding Recipient has issued or intends to issue its Debt Obligation to the Pennsylvania Infrastructure Investment Authority ("PENNVEST") in the maximum principal amount of \$88,317,000.00 (the "PENNVEST Debt Obligation");

WHEREAS, Funding Recipient intends to pay Project costs, on an interim basis, using its SHORT-TERM BORROWED FUNDS until the proceeds of the PENNVEST Debt Obligation are received;

NOW, THEREFORE, the Funding Recipient hereby declares as follows:

Pursuant to federal requirements set forth at 26 C.F.R. § 1.150-2, the Funding Recipient officially intends to reimburse its SHORT-TERM BORROWED FUNDS for Project costs incurred by the Funding Recipient with the proceeds of the PENNVEST Debt Obligation up to the maximum principal amount of \$88,317,000.00.

ADOPTED, this 15<sup>th</sup> day of September, 2022.

**CITY OF DUBOIS**

*Edward Walsh*  
Edward Walsh, Mayor/Council President

*Diane Bernardo*  
Diane Bernardo - Councilwoman

*Shannon Gabriel*  
Shannon Gabriel - Councilwoman

(SEAL)

*Jim Aughenbaugh*  
Jim Aughenbaugh - Councilman

*Shane Dietz*  
Shane Dietz - Councilman

ATTEST:

*Bobbie J. Shaffer*  
Bobbie J. Shaffer - Administrative Secretary

DATE: *Sept 15, 2022*

This resolution will use PennVEST money to pay back the design loan at S & T Bank. The motion was made by Aughenbaugh and seconded by Gabriel that Council approve Resolution No. 2022-0351 – PennVEST Reimbursement as presented. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

### Resolution No. 2022-0352 – PennVEST Rate Resolution



**RESOLUTION NO. 2022-0352**  
City of DuBois, Clearfield County, Pennsylvania

AUTHORIZING THE ADOPTION OF SUFFICIENT SEWER RATES AND PROVIDING FOR THE IMPLEMENTATION THEREOF NO LATER THAN THREE MONTHS BEFORE THE SCHEDULED AMORTIZATION DATE AS DEFINED AT SETTLEMENT ON THE CITY'S \$88,317,000.00 MAXIMUM PRINCIPAL AMOUNT FUNDING ARRANGEMENT WITH THE PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY (LOAN ME NO. 75388).

WHEREAS, the City of DuBois, Clearfield County (the "City"), created and existing under the laws of the Commonwealth of Pennsylvania, has determined that it is necessary and in the best interests of the City to undertake a capital project to improve the wastewater system facilities (the "System") that are managed by the City, consisting of the rehabilitation of aging infrastructure and the construction of a new Sequencing Batch Reactor wastewater treatment facility.

WHEREAS, in order to finance the cost of the Project, the City intends to secure financing from the Pennsylvania Infrastructure Investment Authority in the maximum principal amount of \$88,317,000.00 to be evidenced by a debt obligation (the "Debt Obligation"); and

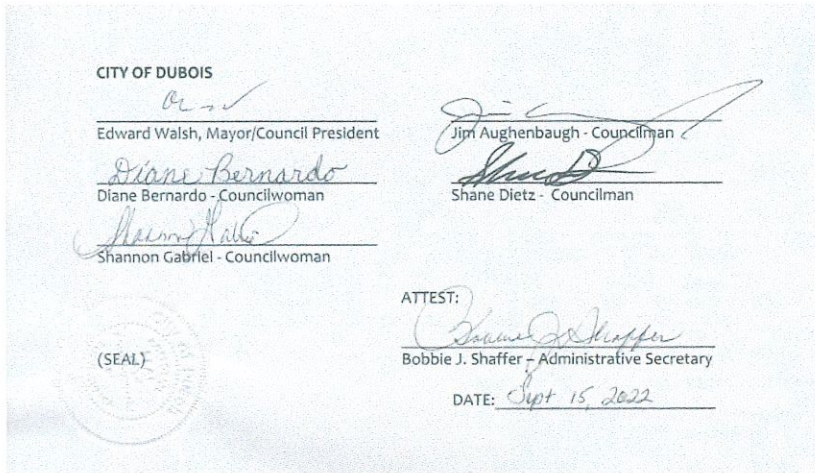
WHEREAS, the City desires to adopt this Resolution to evidence its intent to adopt residential rates for the System that, will produce revenues sufficient to cover all of its operational and maintenance costs and the debt service on the Debt Obligation.

NOW, THEREFORE, BE IT RESOLVED, that the future estimated maximum rate is \$19.00 per thousand gallons each month and that the City shall institute rates for the System, and provide for the implementation thereof, no later than three months before the earlier of: a) the Scheduled Amortization Date of October 1, 2025 or b) the first day of the first calendar month following the completion of all actions required to complete construction of the Project, as defined under Paragraph D. 1. of the Funding Agreement, at the estimated rate shown above, to produce revenues from the operation of the System sufficient to cover all operational and maintenance costs and the debt service on the Debt Obligation. For purposes hereof, "Scheduled Amortization Date" means the date on which the City shall initiate principal and interest payments on the Debt Obligation, October 1, 2025.

DULY ADOPTED, this 15<sup>th</sup> day of September, 2022 by the City of DuBois, Clearfield County, in lawful session duly assembled.

Work Session Meeting Minutes – September 15, 2022 (Cont'd.)

Resolution No. 2022-0352 – PennVEST Rate Resolution (Cont'd.)



This resolution will set the future maximum rate. The motion was made by Aughenbaugh and seconded by Gabriel that Council approve Resolution No. 2022-0352 – PennVEST Rate Resolution as presented. Roll call vote was as follows: Gabriel, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Update:

- Maple Avenue – Still on schedule to finish by the end of October. City Manager Suplizio mentioned we might want to have no trucks on Maple Avenue except for local deliveries. When the job is complete, all side streets and detour streets will be paved.
- Dredging Sandy Lick Creek – Everything is looking good.
- Top of Liberty Boulevard – Phase II has started, it should be complete by winter.
- Challenger Field – 90% done.
- Flood Control – Trimming of all the Banks. – This item can be removed from the agenda; the Army Corp is really impressed.
- Railroad Crossing
  - Long Avenue
  - DuBois Street
- Reservoir – Currently at -4"; well above any danger.

**Code Enforcement/Zoning Officer – Zac Lawhead**  
All good except rain has grass and weeds growing.

**IT Director – Matt Johnson**  
Cameras – Doing well, need a couple pieces of equipment to get them installed.

**Police Chief – Blaine Clark**  
Canine Training went well. Very organized and beneficial.

**Councilwoman – Diane Bernardo**

- ❖ Kudos to Herm and the City Hall Staff for the way you think about our city and constantly make improvements which make this city better and better.
- ❖ Ordinance about Jake Brakes. Engineer/Public Work Director Nasuti stated there is a Jake Brake Ordinance, we just need to amend it and add Maple Avenue. Requested this be put on Monday’s agenda.

**Mayor – Edward L Walsh**

- Asked Engineer/Public Work Director Nasuti if landscaping would be done on Maple Avenue this year. Nasuti stated it would but it may have to be touched up if it doesn’t grow.
- Great job on the boulevard; Chris and Joe good job. Matt good job on the cameras.

ATTEST: Bobbie J. Shaffer      APPROVED: Jim Suplizio