

City Council Meeting Minutes – July 8, 2024

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Monday, July 8, 2024, at 6 p.m.; Council convened at their regular City Council Meeting with Mayor Pat Reasinger in the Chair. Other Council Members present were James Aughenbaugh, Shane Dietz, Elliot Gelfand, and Jennifer Jackson. Also present were: City Solicitor, Thomas Breth; City Manager, Shawn Arbaugh; Code Enforcement/Zoning Officer, Zac Lawhead; Interim Police Chief Shawn McCleary; Solicitor Associate, Matthew Gieg; and Administrative Secretary, Korbi Slocum.

The meeting was called to order at 6 p.m. and the Pledge of Allegiance was led by Reasinger.

Executive Session (legal and personnel issues)

Council met in Executive Session prior to tonight's meeting to discuss the non-uniformed pension plan, personnel and litigation.

Public Comments on Agenda Items Only

None

Approval of Minutes

City Council Minutes – June 24, 2024

The motion was made by Aughenbaugh and seconded by Jackson that Council approve the City Council Meeting Minutes of June 24, 2024, as presented. Roll call was as follows: Gelfand, abstain; Dietz, yea; Aughenbaugh, yea; Jackson, abstain; Reasinger, yea. Motion passed 3-0. [Both Gelfand and Jackson abstained due to not being present at the June 24, 2024, Council meeting.]

Registry of Invoices

The motion was made by Aughenbaugh and seconded by Gelfand to pay the Auto Draft Check Register by Check ID dated July 3, 2024, in the amount of \$2,996.95. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

The motion was made by Gelfand and seconded by Dietz to pay the General Fund Purchase Order Listing by Vendor Name dated July 3, 2024, in the amount of \$176,561.50. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

OLD BUSINESS

Networking Upgrade Proposal

The purpose of this item is to seek Council approval to purchase IT networking related upgrades in the amount of \$14,920.33 from IntegraONE. Four quotes were sought for the equipment upgrades with IntegraONE being the lowest cost. This was a good price and fit within our budget constraints. It is top of the line equipment (Meraki).

The motion was made by Jackson and seconded by Gelfand to approve the proposal for the Meraki equipment upgrade as presented. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

NEW BUSINESS

Authorization to Advertise – Assistant Manager/Economic Development Coordinator

In your packets we do have a job description and a draft advertisement for an Assistant Manager/Economic Development Coordinator. We really think we need these positions to help monitor everything. Additionally, we want to drive economic development in the community and want someone to be able to reach out to those individuals and start bringing those businesses and entities in to drive that economic development. This also would need to be approved by the Joint Board at the meeting on July 17, 2024, but this would be the first step in the process. We could advertise this and get that approval on July 17.

The motion was made by Jackson to authorize to advertise for the Assistant Manager/Economic Development Coordinator. Prior to receiving a second, Aughenbaugh asked, "We're voting? I thought we were going to wait until the Joint Board?" Reasinger replied, "We're just approving it on our end. It will have to be approved by the ten (Joint Board) also. We can do this ahead of time, before them." Aughenbaugh said, "I appreciate the information you sent, Shawn, I just have a couple of questions. I agree on the economic development part of it strongly. Looking through the scope you put there about how much experience that person would need, I think that's a very vital part of it. I understand the need for these people, especially moving forward into the Joint Board and consolidation. I stress that would be a big part of it as well." Arbaugh clarified, "So, Jim, your recommendation is to add an experience qualifier in there for economic development?" Aughenbaugh replied, "Yes." Jackson amended her motion to include the qualifier. The motion then was seconded by Gelfand.

City Council Meeting Minutes – July 8, 2024 (continued)

Authorization to Advertise – Assistant Manager/Economic Development Coordinator (continued)

Dietz had a question on the motion. “Those roles. Have they been filled at least partially in the past with other people? Joe Mitchell, has he done any of the work in those fields that if we have someone here that could do those roles that maybe we’ve decided previously there isn’t a scope of work for. Why wouldn’t we offer that to someone that’s here currently?” Reasinger replied, “This is more of an assistant, somebody with a degree that would assist Shawn and somebody (with) economic development. I feel wholeheartedly we need to see somebody with economic development.”

Roll call was as follows: Gelfand, yea; Dietz, abstain; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 4-0. [Dietz abstained due to concerns that there are currently employed individuals whose jobs are being terminated that would possibly fill the role.]

Approval of Municipal Vehicle Auction Sales

We had five vehicles on the Municibid auction site. The bids closed today. We are seeking approval to award those bids. This was reviewed by our mechanics to ensure that the prices were adequate for the vehicles we were auctioning off. They reviewed everything and verified that these are good prices. The vehicles are:

Vehicle	Winning Bid	Winning Bidder
2009 Backhoe	\$ 24,850.00	Gary Butch
2005 Wacker Light Plant	\$ 1,875.00	Vincent Terrizzi
1996 Ford Dump Truck	\$ 12,700.00	Brian Brooks
2013 International Truck	\$ 6,200.00	Vladimir Morales
2010 Trav-I Vac 300	\$ 3,900.00	Cory Yohe

[The winning bidder names were added here in response to a question during Public Comments later in the meeting.]

Reasinger asked where the proceeds will be deposited. Arbaugh replied, “Into the General Fund.”

The motion was made by Jackson and seconded by Aughenbaugh to approve the sale of the municipal vehicles as presented. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

Conditional Use of 19 Tower Lane

It is the recommendation from both the Engineer and the Planning Commission that Council approve the request for conditional use for home occupation in a R-1 Residential District for an accounting business. The criteria that would have to be met include: the activities are conducted entirely within the dwelling, the amount of floor area used is not more than 25% of the entire dwelling, no more than one resident will be employed, adequate off-street parking exists, no products will be sold, no exterior signs will be displayed, no potentially dangerous effluent will be discharged into the sanitary sewer system, and the home occupation use is secondary to the primary use of the facility. The motion was made by Aughenbaugh and seconded by Dietz to approve the recommendation for 19 Tower Lane. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

The Public House (29 S. Jared Street) – Modification of SALDO Requirements

This was a proposed application for modification of the side yard setback for the addition of a patio roof. It was recommended by both the Planning Commission and our Engineer that Council approve the request. The requested side yard setback is a two-foot modification, so there would be an eight-foot setback instead of the required 10-foot. It is for a single column to support a patio roof. The remaining eight-foot setback would be enclosed by a fence along the property line. The applicant owns both properties on the affected boundary line and all have modified setbacks of less than 10 feet. The requested modification will not create a sight distance hazard for vehicle traffic. The motion was made by Dietz and seconded by Aughenbaugh to approve the recommendation of modification of SALDO requirements for The Public House at 29 S. Jared Street. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

Authorization to Advertise for Bids – Bridge Reconstruction of West Long Avenue and Fourth Street Bridges

We have two bridges that go over Pentz Run. During a 2023 inspection there were significant deficiencies found in those bridges that do require repairs. We are seeking approval to bid out those bridge repairs. We are seeking funding from PennDOT and a couple other sources for the reconstruction. We are not sure if that is going to come through. If those monies would not be able to be obtained, we would use our liquid fuels monies for that project. It is estimated to be between \$200,000.00-\$250,000.00 for those repairs. The motion was made by Jackson and seconded by Gelfand to approve advertising for bids for

City Council Meeting Minutes – July 8, 2024 (continued)

Authorization to Advertise for Bids – Bridge Reconstruction of West Long Avenue and Fourth Street Bridges (continued)

the bridge reconstruction of West Long Avenue and Fourth Street bridges. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

Department Reports

We have received the monthly reports from staff. Both Lawhead and the Police have been very busy.

Public Comments

Debbie Mechling – Monroe Street

“I agree on Number 8 (proposed Assistant Manager/Economic Development Coordinator position) with Mr. Aughenbaugh that we need to hire someone that has very strong qualifications for the Economic Development Coordinator. When I first saw this, I actually don’t agree with hiring someone right now with where we sit financially, but I understand the benefit of doing so. Also, I’d like to know who was awarded the bids on Number 9 (Municipal Vehicle Auction sales)?”

[Arbaugh read the names of the winning bidders which have been added to that section of the minutes.]

Paul Sprague – Chestnut Avenue

“There will be a veteran’s food distribution this coming Wednesday from 12:00 pm until 1:00 pm at the Christian Alliance Church. It’s the first one done in this area. There are some guidelines for income, but that can all be taken care of there. If anyone from the Council, Mr. Mayor, Mr. Manager, if you’d like to stop and help it would be more than appreciative. We’re going to be doing this every other month. The Second Harvest Food Pantry from Erie has a grant for every other month for a year. Hopefully, it will continue after that. It’s not a VFW matter. It’s not an American Legion matter. It’s simply veterans helping veterans.

The second issue. I stopped down to see Mr. Nasuti getting information on the contractor for the project by the VFW. I didn’t know if it was possible to get the information of who is doing the paving. We’d like to work with them if we could, maybe have a parking lot paved while they’re doing the roadwork there – a ‘two for one’ type deal. I didn’t know if I’d be able to have access to that information.” Arbaugh replied, “Mr. Sprague, just to let you know we did talk about it today at the wastewater plant progress meeting. We’re probably not looking until at least April or May (2025). We are aware of that, and I’ll make sure you have the number.” Sprague thanked him and asked to be kept informed.

Gelfand asked Sprague for details about the food drive. Sprague replied, “The food drive is Wednesday from noon to 1:00 pm. It’s simply a drive-thru. It’s my understanding, I’m not completely familiar with it, they come down from Erie with a box truck that has packages on it. The veterans come in and we help hand it out.” The church is located on Main Street.

Council Member Comments

Councilwoman Jennifer Jackson

I just want to thank Zac for all the work to get on people for cutting grass. It’s kind of ironic that there’s some frequent people that you see on each report, so if people would cut their grass and clean up the yard and be a good neighbor, wouldn’t that make the world a better place?

City Manager Shawn Arbaugh

I want to thank the Police Department. They did a phenomenal job. It was a busy weekend at Treasure Lake. The City of DuBois Police in conjunction with Sandy Township did a phenomenal job, so I appreciate their work up there. I want to remind everybody that the sewer and water bills are changing slightly, so you will see the bills coming a little bit later. They actually were mailed out on Friday. The due date will change to the 25th of the month. As we consolidate, we are trying to align those systems right now.

Councilman Shane Dietz

Unfortunately, last week there was a house fire down on Knarr Street. I want to thank our Police Department who were there extremely quickly to make sure the house was clear. By the time we (the fire department) got there, the officers were coming out making sure no one was inside. The Fire Department got there quickly, and we were able to knock it down and save the structure. The other thing is, I was asked about some of the alleyways that might have some antiskid on them. “Have they been swept? Are they going to be swept again with the sweeper or is that done for the year?” Arbaugh will look into it.

Mayor Pat Reasinger

A couple of benefits the City gives you – you may not know about – is Dumpster Day. It is the first Wednesday of the month to take TVs, refrigerators, anything you have. You have to be a resident of DuBois; it can’t be a contractor or anything like that. It’s quite a nice benefit. The other one is yard waste.

City Council Meeting Minutes – July 8, 2024 (continued)

Mayor Pat Reasinger (continued)

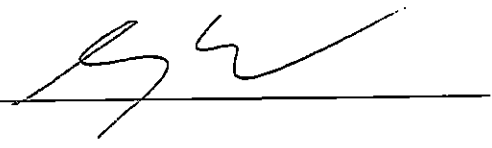
Any day of the week you can take your grass clippings, brush, anything you've accumulated. It's at the City building (garage at 10 Parkway Drive). It's any day of the week when the gates are open. There's a big sign and you just back up and push it in.

Adjourn

There being no further business to transact, the motion was made by Jackson and seconded by Aughenbaugh that Council adjourn. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Jackson, yea; Reasinger, yea. Motion passed 5-0.

ATTEST: _____

APPROVED: _____

A handwritten signature in black ink, appearing to be 'GR', is written over the 'APPROVED:' line.



CITY OF DUBOIS, PENNSYLVANIA

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CONFLICT OF INTEREST DISCLOSURE

**IN ACCORDANCE WITH SECTION 1103(j) OF THE PUBLIC OFFICIAL
AND EMPLOYEE ETHICS ACT, 65 PA.C.S. § 1103(j)**

(FILE WITH ADMINISTRATIVE SECRETARY)

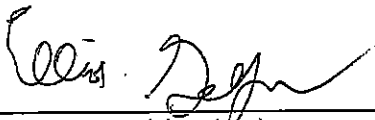
Pursuant to Section 1103(j) of the Public Official and Employee Ethics Act ("Ethics Act"), 65 Pa.C.S. § 1103(j), this written memorandum will serve to disclose that I,

Elliot Gelfand, in my capacity as a City Councilperson
(print name)

of the City of DuBois am abstaining from voting on agenda item 5 for the
meeting of 7/8/24, pertaining to Meeting minutes
(date) (description of agenda item)

due to a conflict of interest under the Ethics Act. The nature of my interest is as follows:

I was not able to attend the meeting in person
or by phone.

 7/8/24
(signature) (date)

Best Place to Live Best Place to Work



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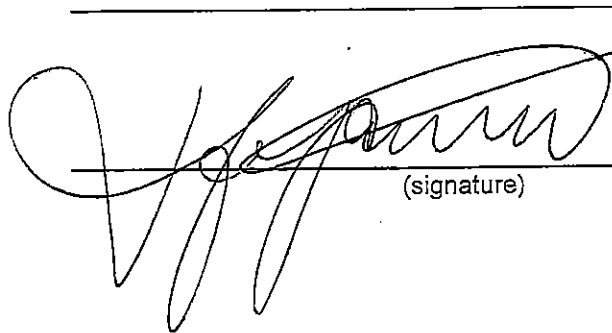
Pursuant to Section 1103(j) of the Public Official and Employee Ethics Act ("Ethics Act"), 65 Pa.C.S. § 1103(j), this written memorandum will serve to disclose that I,

Jennifer Jackson, in my capacity as a City Councilperson
(print name)

of the City of DuBois am abstaining from voting on agenda item minutes for the meeting of June 24, 2024, pertaining to approval of minutes
(date) (description of agenda item)

_____ due to a conflict of interest under the Ethics Act. The nature of my interest is as follows:

absent from meeting



(signature)

July 8, 2024

(date)

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(FILE WITH ADMINISTRATIVE SECRETARY)

Pursuant to Section 1103(j) of the Public Official and Employee Ethics Act ("Ethics Act"), 65 Pa.C.S. § 1103(j), this written memorandum will serve to disclose that I,

Shene Dietz, in my capacity as a City Councilperson
(print name)

of the City of DuBois am abstaining from voting on agenda item # 8 for the

meeting of 7/8/24, pertaining to Auth to advertise Assistant Mgr.
(date) (description of agenda item)

due to a conflict of interest under the Ethics Act. The nature of my interest is as follows:

Concern that there are currently employed
individuals whos jobs are being terminated who would
possitly fit said role.

Shene Dietz
(signature)

7/8/24
(date)

Best Place to Live Best Place to Work