

City Council Meeting Minutes – August 12, 2024

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Monday, August 12, 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 Manager, Shawn Arbaugh; City Solicitor Associate, Matthew Gieg; Code Enforcement/Zoning Officer, Zac Lawhead; City Engineer, Mike Haynes; Assistant Police Chief, Dustin Roy; 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

Council met in Executive Session prior to tonight’s meeting to discuss personal, contracts and legal matters.

Public Comments on Agenda Items Only

None

Approval of Minutes

City Council Minutes – July 22, 2024

The motion was made by Aughenbaugh and seconded by Jackson that Council approve the City Council Meeting Minutes of July 22, 2024, as presented. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

Registry of Invoices

The motion was made by Jackson and seconded by Dietz to pay the Auto Draft Check Register by Check ID dated August 8, 2024, in the amount of \$38,756.93. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

The motion was made by Dietz and seconded by Gelfand to pay the General Fund Purchase Order Listing by Vendor Name dated August 8, 2024, in the amount of \$435,342.78. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

OLD BUSINESS

Second and Final Reading of Council Bill No. 1881 – Debt Ordinance

Reasinger read the proposed ordinance. Anthony Dittka, the City’s Bond Counsel from Janney, Montgomery, Scott LLC, explained the reason for having both general obligation bonds and a note. The bonds will be used to refinance three existing variable interest rate loans the City has. We will re-fund these, but only if we can achieve savings. The notes are to do some capital projects related to the merger between the City and Township. They are separated out because it is a grant anticipation note. We are anticipating a grant that will be used to pay off at least half of the cost of the renovations and improvements, so we need it to be a short term – three years – because we want to pay it off as soon as the grant funds come in. We will probably sell bonds in about a month and close a month after that. They are tax exempt which means lower interest rates.

Reasinger opened the floor for any questions. Ed Andrulonis of Green Glen Drive asked if there are any pre-payment penalties from S&T Bank for paying off the three loans early. There are not.

The motion was made by Gelfand and seconded by Aughenbaugh to accept the second and final reading of Council Bill No. 1881 – Debt Ordinance. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

[copy of the ordinance is on the following page]

City Council Meeting Minutes – August 12, 2024 (continued)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DUBOIS (PENNSYLVANIA)

ENACTED AUGUST 12, 2024, AND NUMBERED #1881

FORMAL ACTION CONSTITUTING A DEBT ORDINANCE UNDER THE LOCAL GOVERNMENT INTENT ACT

AUTHORIZING THE INCURRING OF NONELECTORAL DEBT BY THE ISSUANCE OF GENERAL OBLIGATION BONDS AND NOTES (THE "OBLIGATIONS") IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED SIXTEEN MILLION DOLLARS (\$16,000,000); COVENANTING TO PAY, AND PLEDGING UNLIMITED TAXING POWER OF THE LOCAL GOVERNMENT INTF FOR THE PAYMENT OF THE OBLIGATIONS; AUTHORIZING THE ESTABLISHMENT OF A SINKING FUND AND THE APPOINTMENT OF A SINKING FUND DEPOSITORY; FIXING THE FORM, MAXIMUM INTEREST RATES, MATURITY, REDEMPTION AND OTHER PROVISIONS FOR THE PAYMENT THEREOF; AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FOR THE PURCHASE OF THE OBLIGATIONS; AUTHORIZING BOND INSURANCE, IF DESIRED; AUTHORIZING A FILING OF REQUIRED DOCUMENTS WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT; RATIFYING AND DIRECTING CERTAIN ACTIONS OF OFFICERS; AND MAKING CERTAIN OTHER COVENANTS AND PROVISIONS IN RESPECT OF THE OBLIGATIONS.

Bond Counsel:

Dinsmore & Shohl LLP
1300 Six PPG Place
Pittsburgh, PA 15222

Solicitor:

Dillon McCullough King Coulter and Graham LLP
1600 Cranberry Woods Drive, Suite 175
Cranberry Township, PA 16066

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NEW BUSINESS

HR Module Purchase - \$6,200.00

This is a module to make HR more efficient and productive for both the employees and staff. It will allow employees to monitor leave balances and streamline the payroll process. Aughenbaugh asked if this is a one-time fee. Arbaugh indicated there will be a reoccurring annual fee and we do see this being used through consolidation. The initial quote is for a three-year program. Aughenbaugh asked if it will be used for timekeeping. Arbaugh confirmed. Jackson asked how timekeeping will be monitored. The department heads will monitor. Vacation time also will be digitized. The motion was made by Jackson and seconded by Gelfand to approve the purchase of the Edmunds HR Module in the amount of \$6,200.00. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

City Council Meeting Minutes – August 12, 2024 (continued)

W. Washington Waterline Replacement Project – Pay Applications 1 and 2 - \$148,164.85
Haynes recommends payment of these applications for work completed in July. Gelfand asked if the project work is on schedule. Haynes confirmed. The main water line is in, and they are going to start service tie-ins this week depending on weather. There is a part-time inspector, but Haynes spot-checks the work. When the project is completed, the road will be milled and paved. The motion was made by Aughenbaugh and seconded by Jackson to approve paying Applications 1 and 2 for the W. Washington Waterline replacement project in the amount of \$148,164.85. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

Resolution No. 2024-0387 – STMP Grant Application
This resolution will also need to be passed by Sandy Township to authorize applying for STMP Grant Phase III. The monies will be used for the Budget, Tax Structure and User Fee consultant. We did receive one response from a reputable firm which the Joint Board will be discussing at their next meeting on August 21. Reasinger clarified the City and Township will be required to pay 10% of the cost. The motion was made by Jackson and seconded by Dietz to approve Resolution No. 2024-0387 – STMP Grant Application. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.



CITY OF DUBOIS, PENNSYLVANIA
101 W. SCHMIDT AVENUE P.O. BOX 401 DUBOIS, PENNSYLVANIA 16801
TELEPHONE: (814) 377-2000

GOVERNING BODIES' AUTHORIZING RESOLUTION

CITY OF DUBOIS

RESOLUTION NO. 2024-0387

WHEREAS THE City of DuBois & Township of Sandy will be undertaking a project under the Strategic Management Planning Program for the fiscal management and consolidation of the City of DuBois and Township of Sandy.

A.
N.
D.

WHEREAS THE City of DuBois wishes to participate in said project.

AND WHEREAS THE Pennsylvania Department of Community and Economic Development makes available grants in aid to such projects through the Strategic Management Planning Program.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of DuBois hereby authorizes City Manager, Shawn Arbaugh to make application for such a grant on our and Township of Sandy's behalf.

AND BE IT FURTHER RESOLVED that the City Council of the City of DuBois hereby allocates local resources in the amount of 5% of the grant amount to said project.

Adopted this 12th day of August, 2024 by the City Council of the City of DuBois.

City of DuBois

Attest: Korbi Sluchin, City Secretary

Matt Reasinger, Mayor & President of Council

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Public Comments

Charlie Mechling – Monroe Street

"I brought up awhile back when we found out about the financial problems that were going on about possibly taxing hotel rooms in the City to help get a little more income to pay some bills. Any movement on that? It is a municipal tax. The average across the United States is 13.4%." Gieg said he will look into it. Mechling added, "I think it's a sweet deal because you're not taking any money from the residents to put into the kitty. To me, it's a 'win-win'." Gelfand stated that Clearfield County has a hotel tax, and the City is able to apply to receive some of that money.

Kathleen Clement – Chestnut Avenue

"The (departmental) reports, are they written reports and are they available?" Arbaugh confirmed they are written and could be made available if anyone wants to see them. Clement then asked about funding for the West Washington waterline project. "Is that CDBG money from last year?" Mitchell clarified that it actually is from 2020. "We're applying for 2024 money on November 1. They are almost a full fiscal year behind. We just got approval to do last year's project last month." Arbaugh stated we probably won't see that money until March or April of 2025.

Mark Zmitravich – W. Weber Avenue

"I brought up a year or two ago about the rare earth minerals and the Penn State project. I didn't see the grant awarded to anybody. I also read that Jefferson County got something down there to mine rare earth stuff from the leftover coal ash. I was wondering if you heard anything. We have a lot of acid mine drainage in this area." Arbaugh replied, "We have not heard anything. We continue to reach out to our legislators. I know the Clearfield County Commissioners are working on acid mine drainage discharge to do the rare earth mineral extraction from, but unfortunately not in Sandy or DuBois."

Council Member Comments

Councilman Jim Aughenbaugh

"School is starting up a week from Wednesday. Traffic-wise, please be careful out there. It's usually pretty busy the first week. Watch out for the kids and the school buses."

Councilman Elliot Gelfand

"I wanted to thank and commend all the City workers that have worked in the park over the summer for all the events. They have been a huge help and have put in a ton of hours. The park has been exceptionally clean and well run all summer. So, thank you to all the City workers and volunteers who have helped out with all the tournaments and events and everything that goes on all summer long. I appreciate it."

City Manager Shawn Arbaugh

"I want to thank the employees, also. It's been a tough transition process. We're still going through that process, and we will be for the next year and four months as we move to consolidation. The employees are all doing a fantastic job, and we really appreciate all the work they've done. Additionally, we've been getting some comments that there hasn't been a lot on our City or Township agendas. I do want to let you know we have consolidation meetings the third Wednesday at 6:00 pm. There is a good amount of business discussed there. A lot of things we're holding off on right now that may normally have been worked on just because we do have that consolidation so close. We don't want to do something and then have to go back and re-do it in a little over a year. That may be why things seem shorter on the agenda side."

Adjourn

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

ATTEST:

Kenbi Slocum

APPROVED:

