



Pennsylvania
Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: City of DuBois (Attn: AORO)

Date Request Submitted: 12/4/20 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: Theresa Suplizio

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: [REDACTED]

Mailing Address: 314 Hamor St

City: DuBois State: PA Zip: 15801 Telephone: [REDACTED]

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought, RTKL requests must seek records, not ask questions. Use additional pages if necessary.

City of DuBois code ordinance #390-32 states that the planting of trees within the street right-of-way line shall not be premitted. The planting of any trees within the private property of each residential lot shall be at the discretion of the property owner or developer.

2nd request - My first request was answered that all minutes are online. I have looked at the council minutes from 2023 & 2024 and cannot find this. Please provide copies or date(s) of the council minutes where disregarding the ordinance and placing trees in the right-of-ways was discussed, voted on and approved.

Form continues on page 2. Retain a copy of **both** pages.

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the Official RTKL Fee Schedule for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$10.00 _____.

Do you want certified copies? Yes (may be subject to additional costs) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.



CITY OF DUBOIS, PENNSYLVANIA

PO BOX 408 16 W. SCRIBNER AVE. DUBOIS, PENNSYLVANIA 15801

TELEPHONE: 814-371-2000

FAX: 814-371-1290

December 13, 2024

Theresa Suplizio
314 Hamor Street
DuBois, PA 15801

Dear Ms. Suplizio,

Thank you for writing to the City of DuBois with your request for information pursuant to the Pennsylvania Right-To-Know law. On December 4, you requested a copy of records regarding Council minutes from 2023-2024 regarding the planting of trees.

Your request is granted and the responsive documents are attached.

Respectfully,

Lisa Hagberg
Interim City Manager
City of DuBois, Clearfield County

LH/cls

City Council Meeting Minutes – July 10, 2023 (Cont'd.)

Police Department Taser Program (Cont'd.)

The motion was made by Dietz and seconded by Reasinger that Council approve moving forward with the police department taser program to acquire Taser 10's. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 4-0.

Councilman Pat Reasinger

Stated that they are probably going to be getting 15 trees, 7 people on Maple Avenue would like them; so, seven are earmarked for them. If anyone else on Maple Avenue wants a tree in your yard, contact the city and leave their name and number and he will get back to them. If we don't get enough interest from Maple Avenue, I think we are going to open it up to Main Street. We were going to do that next anyway. So, if there is anyone on Main Street interested in a tree being put back in your yard, notify the city at 814-371-2000.

Interim City Manager, Chris Nasuti

Wanted to answer questions, going backwards.

- We did put out an advertisement for Auditing Services; no one else wants to. We will continue to put it out, we need to do it every year. We didn't get any other respondents.
- I appreciate you liking the park concerts. We are putting together the plan for the ballfields, we put together funding strategies we will discuss before we move forward. We may have ways to do this with period grant monies and not have to expend General Fund monies. We will have different options for everyone to look at.
- You are not paying two managers. I don't have a contract. I believe I am getting \$8,000 for the entire year to assist with the interim manager.
- Council is no longer paying attorney fees.
- List of checks, we have a list of registry of checks that we give Council, it is seventeen pages so every bill we pay is on it. I need to find a logistical way; I don't know that it is ...Reasinger threw in feasible to read each one of these invoices. They are all the way down to \$2.69, so we will figure out a way to make those more assessable to you.

Mechling asked if that is going to be the policy in the future, is no more legal fees paid by taxpayer money?

Nasuti said as far as for this incident, I believe that is correct. Correct me if I'm wrong. Nasuti said, Reasinger clarified, that if one of us gets called to testify we would pay those invoices. Correct? Reasinger confirmed. He went on to say some of those legal fees were not just for Mr. Suplizio, they were for other people; some employees, some fire department people, elected Treasurer, things like that. The City felt, and I would have agreed with, that they kind of got innocently caught in something at the City and we should take care of those legal fees.

Mechling stated she thinks that would have gone over a little bit smoother with the public if they would have been given the right to know that.

Reasinger and Nasuti agreed.

Nasuti stated that if that situation arises, we will do that.

Bev Kurts

Could you put the list of invoices on the internet and not have to print it. Nasuti said the list of invoices? I will look into that.

Kathleen Clement

Even if it is anything over \$500. Nasuti reiterated that he would look into it. He will find a policy that works.

Adjourn

There being no further business to transact, the motion was made by Dietz and seconded by Reasinger that Council adjourn. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 4-0.

Attest: _____ Approved: _____

July 31, 2013

reconfiguring we can have upward of 70 spots. It should help bring more business downtown and service businesses we have downtown already. If we could get that resolution, Joe has the grant ready to go. It is due by the end of this week.

The motion was made by Aughenbaugh and seconded by Bernardo that Council approve Resolution No. 023-0369 – DCED Multimodal Downtown Trailhead – Authorized Signatures as presented. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Sandy Bridge Renaming Request – Trooper First Class Brad Wilson

Nasuti stated that the purpose of this agenda item is seek support to rename the Sandy Bridge to honor Air Force Veteran and State Police Officer, Trooper First Class Brad Wilson. Trooper Wilson was wounded in the line of duty in 2013 leaving him a quadriplegic. The request was submitted on behalf of the Military Order of the Purple Heart and the Pennsylvania State Police. The Sandy Township Supervisors voted in support of this at their last meeting on July 17th. We would be voting in support; it is a state road so it will have to go through the Department. They would like the support of both municipalities as it is on the Sandy/DuBois line. The motion was made by Reasinger and seconded by Aughenbaugh that Council supports renaming the Sandy Bridge in honor of Trooper First Class Brad Wilson. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

International Overdose Awareness Day – August 31st

This is just awareness of the Awareness Day. Clearfield, Jefferson Drug and Alcohol Commission annually puts flags along Liberty Boulevard for the awareness of the overdose epidemic. They will place the flags after we have an event on the 27th, they will maintain the flags, and then remove them. The motion was made by Aughenbaugh and seconded by Dietz that Council name August 31st International Overdose Awareness Day. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Walsh, yea. Motion passed 5-0.

Police Chief – Blaine Clark

The police department a while back started our drug vice unit. I want to step into a second phase of it, which will basically help target drug enforcement which is focusing on engaging the citizens in the community. We started a drug hotline, basically it's an email address for people to anonymously give us tips. A lot of people don't want to come to the city building or are even reluctant to call County Control. It is so important to have community involvement. That's why we will be starting it. We are also going to have members of the department out talking to the community, trying to get whatever information we can. I have to give the guys kudos; they have done a fantastic job so far with drug enforcement. They have made great headway. This is the second phase; I think it is going to be extremely important because it is just as simple as getting on email and sending the information. We need it, we can't do it on our own. We need everyone's help and again this is the second phase if anyone has any ideas, please let me know. It will go straight to the narcotics guys. They are going to read it, take care of it, and respond back accordingly. Our department is headstrong about dope right now. We are making headway, believe it or not even though it doesn't look like it sometimes. Mayor Walsh asked if he had a statement ready for the press. Clark confirmed he does.

Jennifer Jackson asked if she has a tip at 2 a.m. does she send it in then. Chief Clark said yes. She wanted to know if the site will be monitored. The Chief said normally the drug guys when they come in they will look at it, but he will probably give the supervisors access to it so they can look at it too. Something that needs to happen right now, they can go ahead and act on it. If it is something that can wait for the drug guys, they can shoot them a message.

Mr. Mechling asked if he was going to have it posted on the City's website. The Chief confirmed he is. Mr. Mechling said that is where he would look for it. The Chief said he's looking for every avenue he can get the word out on.

Councilman Pat Reasinger

Trees again. I found out that our 52 trees we are getting from the state, we have to put them on public property we cannot put them on private property. So, I'm going to be looking for money for 7 trees, that I promised to put in the private sector. I will get back to you in two weeks, I hope I can find it by then.

Kathleen Clements wanted to know how much a tree. Reasinger said about \$500 a tree, which includes the tree, planting the tree, the bag for the tree, trimming the tree at year 2, 5 and 10 years.

It is a long-term project and they are about \$500 a tree. Which I know sounds like a lot, but these are 12' trees, they are big trees.

Clements asked if they are fig trees or big trees. Reasinger didn't feel we could grow fig trees here; but if you want a fig tree, I'll see if I can get it. They are 12' and 2 1/2 "around.

Councilwoman Diane Bernardo

Asked Chief Clark if he would share the website address with all of us: drugtips@duboispva.gov
The district attorney has tiplines and sometimes they are phased away before we get it. I want something more immediate.

Councilman Jim Aughenbaugh

Thanked Police Chief Clark and his department for all the work the drug team is doing on stopping narcotics.

Interim City Manager -Chris Nasuti

- SR 255 in front of the High School, we are going to mill and pave that the nights of July 30th and 31st.
- Following that we will be restarting the Division ST traffic signal on August 7th; should be completed by the time school starts.
- I will be attending North Central's funding opportunities on August 8th.
- Jake Brake signs are in and will be put up this week.

Adjourn

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

ATTEST: _____ APPROVED: _____

City Council Meeting Minutes – August 28, 2023 (Cont'd.)

Authorization to purchase Fire Truck

Mayor Walsh asked Chief Brooks to talk about this item. Brooks stated that it is to replace Goodwill's truck. The total amount for the truck is \$567,879 of which DCED provided a grant in the amount of \$400,000 the remainder \$167,879 is the Fire Department's share. Councilman Aughenbaugh stated that the last few trucks were paid for by the hospital. He believes they have donated approximately \$1,000,000 for fire trucks through the years. The motion was made by Reasinger and seconded by Aughenbaugh that Council authorize the purchase of a fire truck for Goodwill Hose Company. Roll call vote was as follows: Dietz, yea; Bernardo, yea; Aughenbaugh, yea; Reasinger, yes; Walsh yea. Motion passed 5-0.

Kathleen Clements asked a question about the fire truck. With Sandy and DuBois merging and all these fire houses are going to come together why would we buy a new fire truck if all the fire houses are going to be.... Mayor Walsh said, because we need it right now. Goodwill's truck is... Brooks jumped in and said the truck is almost 30 years old. Clement said I'm not saying don't do it I'm just saying.... Brooks said as far as the merger with the fire department, we did have a plan before but it looks like we are going to have to start from scratch again. Clement said, believe me I love the fire department.

Trees

Reasinger said, trees. That's a nice change. So we have fifteen trees coming from the state, we need to plant those in public lands. Once we get them, we will have Scott, who is from Penn State Extension, help us with that. Redevelopment has decided to buy seven trees at the cost of \$500 a tree to put in the private lots on Maple Avenue. I sent out a mailer, we had seven people say that we could put a tree in their yard. We are going to pay for that and put the trees in their yards, Redevelopment is going to. Any questions about trees?

Councilman Aughenbaugh said that brings something up that we have talked about before, about having our Forester come in and talk. Mr. Jones had some questions about the cut on the watershed. He is a very very knowledgeable man. Councilman Reasinger said he would like to talk to him. Aughenbaugh said that is going to happen, he'll have some more information to share with everyone. Nasuti said he has talked to Mr. Kane about that he is going to arrange for one of the meetings hopefully in September he can come down and educate us all on forest management at the reservoir.

Pension Plan

Councilman Reasinger said he has done some extensive research on the Pension Plan. Dave was right, I talked to Dave before I came to the meeting about it. Our actuary.... the actuary that is coming in real recent, is going to be at 8% assumed interest rate that we get on our pension is 58% funded. That is very poor, and that is at 8%. I have asked several times like four times for 7, 7 ½ and 8. Today I asked for a 3% increase in pay over those years I have yet to get that. The one that is coming is going to be 58% and the MMO is 766 or 764. Nasuti said the numbers that we just received on Thursday or Friday. We do have a Pension Committee meeting scheduled for September 8th so we will get a little more concrete information then and can meet with them face to face and dialog, but we are looking into the pension. It is something that needs addressed obviously. Mr. Glass brought that up, I have been in touch with him and invited him to the meeting on the 8th as well. We are working on the pension; it is not being ignored. Reasinger went on and stated that the Uniform one for the Police is in very good shape. He then asked DeLean if it was at 6.25 or 6.50; it's at 90% will a very low interest rate. It is in very good shape. DeLean asked if he means the assumed interest, he confirmed, she believes it's at 6.50. Reasinger said it's a decent amount. It's the Non-Uniform for all the other workers in the city that is trouble. He said there were a couple of letters, and we should get a report from S & T Bank very soon on the S& T ones the Police Pension. There is another fund that runs the city workers. I would ask that we move that from 8 this year to 7.5. I think moving it to 7 is just too much in one year. I think we should move that to 7.5. We talked to a financial advisor that suggested that to us. That would make the city pay more money in; in fact, they are going to have to sooner or later anyway. Let's get ahead of the game, sure up the pension plan and make it good for all the workers that are going to retire and all the ones that already have retired. There was no, when the change was made there was no actuarial report done that, I'm aware of. Nasuti said we will investigate and see what we can find. Councilman Aughenbaugh said on the Pension Board, the way it was made up I'm pretty sure it was through an ordinance. Nasuti said it is. Councilman Aughenbaugh feels we'll have to change the ordinance, because talking there should be a financial advisor on the pension committee. Reasinger said he did the research, but he is no expert, they need

City Council Meeting Minutes – November 13, 2023 (cont'd)

Joe Mitchell

"I'm sorry to see Dr. Rice left. We do have a delicate balance of parking and economic development that we try to walk a very fine line on. Having more empty spaces where building used to be is sometimes looked worse upon than not having enough parking, so we want to make sure we don't do anything rash and destroy a building that has a lot of potential in our downtown as a knee-jerk reaction to a short-term problem that education might solve. We did take him very seriously when he came and gave the same presentation at our board. We're just not going to make any hasty decisions on one proposal. As much as it may have been pitched like we ignored him, we absolutely took his comments to heart and we want the best for what our economic vitality is in our downtown. We do consider everybody's comments."

Bernardo responded, "Well spoken, Joe. And I know you do. Thank you so much."

Treasurer Lisa LaBrasca Becker

Offered her congratulations to the new incumbents and told the ones who will not be returning that it was great working with them. "It's the hardest, most difficult thing you will ever do in your life if you run for any kind of public office. You're putting yourself out there and you're putting your family out there and it's difficult." She also thanked Chief Clark and the police department.

Councilman Jim Aughenbaugh

Congratulated those who are 'duly elected'. Directing his comment to Chief Clark, "I am very glad we started this task force. I know you guys work hard at it and it's very much appreciated."

Solicitor Toni Cherry

"Planning Commission approved the final draft of three Council Bills that will be on the next agenda. She would like to reserve Council Bill numbers as follows:

#1975 – Proposed Ordinance amending rentals

#1976 – Proposed Ordinance to amend Chapter 248 of the Code of Ordinances to add a definition for an auto repair facility and to amend the time and distance requirements left blank in Sections 248-3, 248-4 and 248-8

#1977 – Proposed Ordinance amending Chapter 403 to add Article XI and to set forth the requirements of the tax

"I will present those to the City Secretary so they will be included in your packets the next time."

Councilman Pat Reasinger

"Trees. We planted 30 trees in the City. Fifteen in the park from a grant – actually, 13 trees in the park and 2 at Tannery Dam, and Redevelopment paid for 15 trees on Main Street in citizens' yards. We can get 20 trees free from the state every April and October. I would like to get an organization of youth groups (Boy scouts, Girl scouts, church, schools) that would have a group of 5-6 leaders that would go with them to plant and take care of the trees. Any group that would want to adopt and care for the trees. We paid to have these trees planted this time. It would be nice to get free trees and have them planted for free. He offered his email address if anyone has any questions – pat.reasinger@duboispn.gov If you have a group that's interested, email me and we'll get together. Spammers, forget that."

David Volpe said, "We have a botany program at the high school and those kids would be perfect."

Councilman Shane Dietz

Thanked the Police Department for the dangerous work they do.

Adjourn

There being no further business to transact, the motion was made by Reasinger and seconded by Aughenbaugh that Council adjourn. Roll call vote was as follows: Reasinger, yea; Dietz, yea; Bernardo, yea; Aughenbaugh, yea. Motion passed 4-0.

ATTEST:

Kerbi Slocum

APPROVED:



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

Robinson Street Parking (continued)

move restricted parking on Robinson Street to Tuesdays. The motion was made by Gelfand and seconded by Jackson to amend the Ordinance for that area so that Howard is no parking on Monday and Robinson is no parking on Tuesday. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Consolidation

The motion was made by Gelfand and seconded by Aughenbaugh to schedule a meeting on January 24 at 6:00 p.m. in Council Chambers to discuss consolidation with Sandy Township. Aughenbaugh asked about the agenda for the meeting. "Will it be advertised?" Nasuti replied, "It will definitely be advertised ahead of time. Shawn and I will draft up an agenda for you and send it to the five Council members and five supervisors and it will be advertised on their media and ours." Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Neighborhood Fund

Reasinger explained, "This is a new fund we are starting. It's for the beautification of the City. We have a donation of \$600.00 to put in there but we are also getting a grant or a donation from Domtar Paper Company of \$5,000.00. They specifically want their money to be used for trees. They plant two trees for every tree they cut down right now. If anyone else would like to donate it's for the beautification of the City. If there are any questions you can ask at the end. Actually, you can ask now because it's Public Comments."

Public Comments

Lisa LaBrasca Becker – City Treasurer

LaBrasca Becker said, "I know we spoke earlier about this Neighborhood (Fund) and I think it's a great idea. It came to our office to sign for the checks. Who's going to oversee these donations and should we be taking money from private entities? I have a lot of questions with that because it's going to be in our office. Who's going to decide where the trees are going to go? It's through our City so that means my name is on the checks, Mr. Volpe's name is on the checks, Chris and of course Tom. Who's taking care of this account? I don't know how it works."

Vida asked, "How do you handle it for the dog, Ace. Don't people make private donations?" LaBrasca Becker replied, "I don't do that part." Vida asked, "Who does?" Nasuti responded, "DeLean takes it in. If this is a designated fund. I will manage that fund and make sure that if Don Claar gives us a \$5,000.00 donation designated for trees, we will get some paperwork on how it's going to be administered." LaBrasca Becker said, "OK. I wanted to make sure everyone was aware how it worked because I don't see those checks. Once we get the trees, who decides on who gets the trees and the upkeep of them?" Reasinger answered, "I am working with Scott from Penn State Extension and he decides what tree can go where, where it can go based on soil, location, power lines, utilities, etc. We're meeting tomorrow. He and I are going out and we're going to be doing main street. There are only so many places on Main Street you're able to plant a tree. It's very limited."

LaBrasca Becker congratulated Pat, Elliot and Jen. "I'm looking forward to working with you guys. I'm a little concerned with you (Reasinger) being our printer for our taxes, your company. I'm assuming the county bids out to print our taxes?" Reasinger replied, "I'm glad you asked that." LaBrasca Becker continued, "I actually talked to the Commissioners today. I wanted to know, since we're all being transparent, ... I wanted to make sure it wasn't a conflict of interest. Your company does a great job. The county said you've been doing it for years." Reasinger confirmed, "Ten to 15 years." LaBrasca Becker asked Reasinger to address the situation. Reasinger said, "I'm glad you asked that. The Commissioners asked their Solicitor and it's not a conflict of interest." LaBrasca Becker said, "They told me that then they said we'd have to talk to the City Council about it. It's up to the City Council's laws." Gelfand asked, "Are you saying he prints the City's taxes?" Reasinger replied, "No, Tom, I print the taxes for the county – real estate, school, city and county. I know it's not a conflict with the county. Is it a conflict with the City? The City does not pay for those. They do indirectly." LaBrasca Becker said, "We write a check, I think it was like \$1,000.00. We talked about that, that we thought the City and county should split the difference. But the City has been paying for that, correct?" Reasinger replied, "That's between you and the county. I don't have anything to do with that. I don't have anything to do with how the municipalities get billed. I just bill the county." LaBrasca Becker said, "You do it for other counties as well. You're all over. I asked if the county bid that out." Reasinger responded, "I give them a price every year. That's all I can tell you." LaBrasca Becker said, "I just wanted to make sure that it's clear now he's our Mayor." Breth said, "He was a City Council member before that. You are correct. I'd need to see the contract." Speaking to Reasinger, Breth said, "I assume when you say you do the printing, your company that you own does this." Reasinger replied, "There is no contract." Breth asked, "What is the relationship between the City and the county financially for that arrangement?" Reasinger said, "From what I understand, we print the

City Council Meeting Minutes – August 26, 2024 (continued)

DuBois City Fee Schedules (continued)

Property Maintenance for High Grass – The current fines are:

First offense	\$ 25.00
Second offense	\$ 50.00
Third offense	\$ 100.00
Fourth offense	\$ 300.00

We are looking to raise those fines to \$50.00, \$100.00, \$250.00 and \$500.00. Reasinger added, "We really don't want the money; we want the grass cut." The current process for repeat offenders is they receive a ticket on the door. If it is someone who has never been cited, they get a written warning on the door. Lawhead tries to work with people who have special circumstances. If someone doesn't pay the fine, it becomes a non-traffic citation which is turned over to the magistrate and involves court costs in addition to the fine.

Property Maintenance for Snow on Sidewalks – Basically the same fees and procedure as with high grass. Lawhead gives warning letters. He tries to focus on high-traffic areas like the Boulevard, downtown and high school and Penn State campus. Weather is difficult to control.

Building Permits – We currently have a 30% administrative fee on top of PennSafe's inspection fee schedule. We recommend raising that to 35%. The process begins with Lawhead explaining the permit process including what permit is required. The completed application is reviewed by PennSafe. It comes back to the City where the permit and checklist are issued. The records are maintained by the City. Some of the work that requires permits include porches over 30", new or replacement, or covered porches with a roof; additions; pools/hot tubs (also require a fence); sidewalks. Lawhead said, "It is always better to call before you start a project."

Skill Games – The current fee is \$100.00 per game per year. There are approximately 75 games in the City, including in clubs and bars. The number of locations is 15-20. Bars are regulated by the PUC. The locations of concern do not always have an employee present. According to the state, the City can regulate among other things the hours of operation and number of machines, but there must be an Ordinance. The state legislature has yet to take any action, so the City can take it upon themselves. Without an Ordinance, the only thing we can do is change the fee. The suggested fee per game is \$1,000 per machine per year.

Zoning Permits – The fee is currently \$25.00-\$29.50. We recommend raising it to \$50.00. Regarding advertising yard signs on the right of way, unless you are doing work on the property, they are not allowed. A reminder with the upcoming election, keep political signs behind the sidewalk. Maximum size is six square feet.

Property Maintenance – Enforcement Process

Lawhead already reviewed his process. There is no policy per se, but what he is doing seems to be working. To answer the question asked during Public Comments, Lawhead writes approximately 20-30 notices per month; however, it is difficult to track the dollar amount of fines paid.

Blighted Properties

Currently, the City is working with Keystone CORE, a division of PA Downtown, on reducing the number of blighted properties. They advise the City how to best handle these properties.

Downtown Trees

There are a limited number of places to plant trees in the downtown. Reasinger would like to see 42" square containers in which small trees can be planted with flowers and hanging baskets. These will be paid for by money already allocated in the budget for trees, so it may need to be done in stages over several years.

Appointed and Elected Officials – Inscriptions on Memorials

Several Council members have concerns with the names of employees and appointed/elected officials inscribed on memorials. The concern is that taxpayer dollars are used for these projects. Council is considering drafting a Resolution prohibiting that practice. It could potentially affect existing memorials.

Approval to Advertise for Zoning Hearing Board Members

The City does not have current members on the Zoning Hearing Board. Terms expired and members were not appointed/reappointed. There are two variance cases coming up in the near future for review. The motion was made by Jackson and seconded by Gelfand to approve advertising for Zoning Hearing Board

City Council Meeting Minutes – September 9, 2024

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Monday, September 9, 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 (by phone), and Jennifer Jackson. Also present were: City Manager, Shawn Arbaugh; City Solicitor, Tom Breth; Code Enforcement/Zoning Officer, Zac Lawhead; City Engineer, Mike Haynes; Interim Police Chief, Shawn McCleary; City Treasurer, Lisa LaBrasca Becker; City Controller, David Volpe; 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 the meeting to discuss personnel, legal and labor negotiations.

Public Comments on Agenda Items Only

Kristen Vida – Chestnut Avenue

“Regarding #7, the Waste Management Proposed Commercial Increase, if this increase is outside of the existing contract, would it be appropriate to bid out the service or consider allowing commercial property owners to select their own garbage provider? Regarding #13, the Treasurer’s Work Area Relocation. I know in Sandy Township the Treasurer works from home, so I’m curious what the City Ordinance says about providing office space for the Treasurer. Our City Manager had stated that the Treasurer’s workplace was relocated to Council Chambers to protect the security and confidentiality of the City of DuBois. Given that Lisa LaBrasca Becker serves as an elected official and is not a City employee, can you provide details into what led to that action? I know as a resident, I would like to know what behaviors contributed to that and if any City employees who work in the Treasurer’s office, if they came to the City Manager’s office and expressed concerns that led to those actions.”

Shirley Dahrouge – Downtown DuBois, Inc.

“I wanted to comment on #19 (Tree Planting) and #20 (Grant for Downtown Trees). I don’t know what you all have. I know I already presented at the Redevelopment Authority Meeting for the corner of West Long and Jared and for 40 W. Long. The downtown is eligible for a community grant through Xylem for trees and treescapes for up to \$10,000.00 and I wanted to present that to you.” Reasinger said he will meet with Shirley to discuss this and they will bring the conclusion of that meeting back to Council.

Approval of Minutes

City Council Minutes – August 26, 2024

The motion was made by Aughenbaugh and seconded by Jackson that Council approve the City Council Meeting Minutes of August 26, 2024, as presented. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, 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 September 5, 2024, in the amount of \$12,344.55. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

The motion was made by Dietz and seconded by Aughenbaugh to pay the General Fund Purchase Order Listing by Vendor Name dated September 5, 2024, in the amount of \$234,894.29. Roll call was as follows: Dietz, yea; Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Reasinger, yea. Motion passed 5-0.

NEW BUSINESS

Waste Management – Proposed Commercial Increase

Ed Yahner and Ralph Zonner from Waste Management gave a presentation regarding the proposed rate increase for commercial business. In 2020, we started a new billing service where the City does the billing. Yahner explained that their costs have increased: 25% for landfill disposals, 300% for recycling services and 332% for CNG fuel. Labor costs have increased approximately \$20,000.00. The proposed increase is to recover operational increases. They strive to build careers, not just provide jobs for their employees, most of whom are from Clearfield or Jefferson County. Yahner believes Waste Management serves the City well and the 8.5% increase to the City is a good value to the customers. Zonner addressed overfill issues and customer service contact information. Reasinger discussed the cost for a four-yard container at his business in Sykesville. Yahner did not have information in front of him but stated their increase to the City is 8.5%. Although there is an increase, contract provisions protect the City. It may cost a little more, but the value the customers get is superb. Additionally, Waste Management provides a lot of services to the City at no cost. Reasinger requested Yahner provide him with additional financial reports to support the proposed increase.

City Council Meeting Minutes – September 9, 2024 (continued)

MBE/WBE Resolution No. 2024-0389

This is an annual resolution in support of the CDBG program. It states our goals for 5% for Minority Business Enterprises and 3% for Women Business Enterprises. That's our goal when we award contracts under the CDBG program. The motion was made by Jackson and seconded by Dietz to approve the MBE/WBE Resolution No. 2024-0389. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

650 DuBois Street, Generational Land LLC – Lot Consolidation

Lawhead reported the lot consolidation of the former Kohlhopp's block plant property is to combine three lots into one parcel allowing the current owner to develop the land without concerns of crossing lot lines. Lawhead along with Haynes and the Planning Commission have reviewed the request and everything is in order. Planning Commission recommends Council approve the lot consolidation. The motion was made by Jackson and seconded by Aughenbaugh that Council approve the lot consolidation at 650 DuBois Avenue, Generational Land LLC. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Keystone Core Services – Blighted Property Inventory Agreement - \$8,000.00

Council is working to remove blighted properties from the City. Keystone Core Services will inventory the blighted properties in a designated area, rank them in order of priority and recommend funding sources and methods to cure the dilapidation. Having an outside agency perform the inventory will remove the appearance of favoritism. This item wasn't specifically budgeted, but it does fall under removal of buildings so there is room in the budget under that line item. The motion was made by Jackson and seconded by Aughenbaugh to approve the Keystone Core Services Blighted Property Inventory Agreement in the amount of \$8,000.00. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Downtown DuBois – Update

Shirley Dahrouge, manager of Downtown DuBois, Inc., gave a brief overview of what Downtown DuBois does. "As a Main Street program, our purpose is to revitalize and preserve the historic character and economic vitality of our downtown. By fostering and encouraging collaboration among local businesses and collaboration and building relationships with government and the community we aim to create a vibrant, attractive, and sustainable center for commerce, culture, and community life. Our efforts focus on economic development, historic preservation, community engagement, and design and aesthetics. In Spring 2024, Downtown DuBois, Inc., was selected as one of 30 communities nationwide to receive Equitable Entrepreneurial Ecosystem (E3) pilot program and funding. We have completed Phases 1-3 which included in-person meetings and virtual workshops and are preparing for Phase 4. In addition, a group of people from sources such as North Central, CareerLink, the Chamber, Launchbox, and DCED are putting together information to do walk through meetings with the downtown businesses.

Our current projects include the empty lots at the corner of Long and Jared and 40 W. Long, Downtown DuBois Matters campaign program, Downtown DuBois Visitor's Guide, façade grants (\$29,000.00 still available), food truck Mondays, Saturday morning Farmer's Market, Scarecrow Decorating Contest, Grapes and Hops Walk, Bingo (resuming for the winter), Wreaths for Businesses fundraiser, Brighten the Night, Small Shop Saturday, Elf on the Shelf and Photos with Santa and Mrs. Claus, and Holiday Church tour.

We are very happy with the results of the State budget passed the end of July which added \$20 million to help assist with Main Street programs. Most remain as previously defined. As outlined in the new information, we are eligible for funding once we are designated. As of right now, our program is still on track for applying for Main Street designation. Bill Arrowood would expect us to submit our application early in the first quarter of 2025. The next steps would be to start looking at the results of the perception survey and the market data and start crafting a transformative five-year strategy. The Perception Survey is still live for everyone to complete. It is imperative that everyone take a couple minutes to complete the survey. Thank you."

Tree Planting

Reasinger announced that 50-70 trees will be planted this fall thanks to grants from both Domtar and Giant (parent company of Martin's). The more volunteers we get to help plant the trees, the less the cost will be to the City.

Grant for Downtown Trees

Reasinger has obtained three places from which the City can purchase containers for this project. He believes placing these planters and flowers downtown, approximately 5-6, will help sell DuBois and attract new business downtown.

City Council Meeting Minutes – September 23, 2024 (continued)

W. Washington Avenue – Pay Application No. 3 - \$48,817.30

The project is nearing completion. Weather-permitting, they will be paving this week. The contractor has submitted Pay Application No. 3 in the amount of \$48,817.30. The motion was made by Gelfand and seconded by Jackson to approve paying Application No. 3 for the W. Washington Avenue project in the amount of \$48,817.30 for the W. Washington Avenue project. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Zoning Hearing Board Members – Appointments September 23, 2024 – December 31, 2025

Council received letters of interest from residents Charles Mechling and Paul Meredith to serve on the Zoning Hearing Board. There are still two openings for anyone else who is interested. The motion was made by Jackson and seconded by Aughenbaugh to appoint Mechling and Meredith to the Zoning Hearing Board with terms to expire December 31, 2025. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Trick or Treat Hours

Trick or Treat in the City of DuBois will take place on Thursday, October 31, 2024, from 6:00-8:00 p.m.

Downtown Trees

Reasinger is seeking approval to purchase 25 containers, trees and flowers to beautify the downtown. Most of the containers will be 42" with a few smaller ones to accommodate more narrow sidewalks. The cost of \$19,628.46 will come from the Tree Fund. Reasinger is asking for volunteers to help plant so there is no labor cost. The motion was made by Jackson and seconded by Gelfand to approve the purchase of the containers, trees and flowers. Roll call was as follows: Aughenbaugh, yea; Jackson, yea; Gelfand, yea; Dietz, yea; Reasinger, yea. Motion passed 5-0.

Community Days

The DuBois Fire Department has appointed a committee to evaluate Community Days 2025. Council hopes to hear back from them in a month or so.

Public Comments

Charlie Watt – E. Long Avenue

As Council is talking about an Economic Developer to help promote the City, Watt encouraged Council to consider engaging with an urban planning company – if one exists – to lay out a plan to help the City survive and thrive. He sees an Economic Developer as a salesman and a planning company as an engineer.

Katelynn McClure – Jared Street

McClure asked if a market study or a market analysis have been done on what will happen to property and real estate values when the consolidation takes place. Arbaugh said there have not.

Council Member Comments

Mayor Pat Reasinger

"You may have noticed barriers on Long Avenue. There is a weakness in the bridge, and the State gave us the option to either close the bridge or reduce the weight on the bridge. It may be inconvenient, but the priority is the public's safety until repair work can be done." Arbaugh noted the work will go out for bid in January with the work to be done in the Spring.

City Manager Shawn Arbaugh

"I wanted to let the public know the traffic light at Brady and Park was struck today. We are working with PennDOT to make sure it is structurally sound. We're also working with the Police Department to catch the hit-and-run driver of the oversized load that caused the damage."

Adjourn

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

ATTEST:

Konri Secum

APPROVED:

[Signature]

City Council Meeting Minutes – October 28, 2024 (continued)

Pension Plan Authorized Signatories – Resolution No. 2024-0393 (M)

Recently we switched our pension advisors to Wilmington Trust Company who will be the custodian for the plans. This resolution names the signatories for all Police and Non-Uniform Pension Plan accounts with Wilmington Trust Company. Those authorized signors are: Shawn Arbaugh, David Volpe, Lisa LaBrasca Becker, Tom Nowak and Pat Reasinger. The motion was made by Aughenbaugh and seconded by Dietz to approve the resolution. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Reasinger, yea. Motion passed 4-0.

PennDOT Authorization to Enter – Resolution No. 2024-0394 (M)

This is a resolution to allow PennDOT to enter the stormwater culvert to do repair work at the Tannery Dam. This work is expected to take place in the Spring. The dam will need to be lowered again at that time. The motion was made by Gelfand and seconded by Aughenbaugh to approve the resolution. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Reasinger, yea. Motion passed 4-0.

Interim Manager

We had interviewed an interim management company to come in next week. Unfortunately, the company backed out. We are currently working with two other companies to submit proposals. The firm that backed out is going to submit a new proposal that will add some additional people. We are working diligently on that and expect to conduct interviews next week.

City Council Meetings Relocation Approval – 3rd Ward Fire Company, 301 First Street (M)

Construction work at the Municipal Building will start November 12, so we need to relocate our Council meetings. 3rd Ward Fire Company graciously volunteered to allow us to hold our meetings there. It's a great location with lots of parking. We will post a sign for the first meeting. The motion was made by Dietz and seconded by Aughenbaugh to approve the relocation of the City Council meetings to 3rd Ward Fire Company, 301 First Street, beginning with the meeting of Tuesday, November 12, 2024. Roll call was as follows: Gelfand, yea; Dietz, yea; Aughenbaugh, yea; Reasinger, yea. Motion passed 4-0.

Engineering and Code/Building Official Relocation – Sandy Township Municipal Building

We will be moving some City staff members to the Sandy Township Municipal Building due to construction activity in this building. The Code/Zoning Enforcement, Engineering and Finance offices will be moved starting next week. You will still be able to call the regular numbers to reach those people. If you need to see them in person, you will need to either schedule an appointment for here or go to the Sandy Township Municipal Building at 1094 Chestnut Avenue.

Budget Workshop – November 12, 2024

A budget workshop will be held during our regular Council meeting on Tuesday, November 12, 2024, to answer any questions and walk through what that is going to look like for the upcoming year.

Trees

We are going to be planting trees on November 9, 2024. We will be meeting at the City Building at 8:00 a.m. We have 67 volunteers and there will be lunch afterward. If there is a group, including the firemen, who would like to put a crew together – a crew is three people, a truck, shovels and a wheelbarrow. We could use some help for lunch as well. Just let me know. It's a very nice community project and I'm very happy with the support.

Wastewater Treatment Plant Update

Jeff Garrigan from HRI reports there is a lot of activity at the project site right now. We're about 70% complete right now with an estimated completion date of June 9, 2025. Four of the six buildings are covered which allows interior work to start; the remaining buildings are almost close to being covered. Most of the concrete on the site has been poured, the tanks are erected, most of the equipment, if not all of the equipment, is on site. It's just a matter of getting to the end of the contract. The most significant impact to the schedule has been the masonry block. There were problems with the installation and production of the masonry block. In the construction schedule, that is the key component. There also were some initial delays – approximately five months – in the closing of the PennVEST loan. Anthony Suplizio questioned the DEP penalties being charged. Arbaugh explained, "It is a very minimal weekly penalty for not running wastewater through the new UV unit. We will have a penalty for about a six-to-seven-month timeframe. The City foots that bill, unfortunately."

Public Comments

Leo Brooks – Assistant Fire Chief

"I'm Leo Brooks, Assistant Fire Chief of the City of DuBois. On Wednesday, October 16 at the 10-person Consolidation board meeting a comment was made by City Councilwoman Jennifer Jackson stating that 'There are three firemen sitting here that would let my building burn to the ground' as she pointed at myself, Chief Mike Federici and Chief John Kelsey. This comment was an unprovoked attack on my