

Council President Adam Yoder brought the Williamsport City Council meeting to order on Thursday, March 30, 2023 at 7:00 PM. at Trade & Transit Center II, 144 West Third St, Williamsport, PA. This meeting was duly advertised in the Williamsport Sun-Gazette.

Council members present:

Adam Yoder, President
Bonnie Katz, Vice President
Liz Miele, Councilwoman
Randy Allison, Councilman,
Vince Pulizzi, Councilman
Jon Mackey, Councilman,
Eric Beiter Councilman
Absent::

Also, Present:

Derek Slaughter, Mayor,
August Memmi
Sam Aungst, Fire Chief,
Justin Snyder, Police Chief
Solicitor Norman Lubin
Janice Frank, City Clerk
Jon Sander, Engineer
Scott Livermore, S&P
Kris Black

Approval of the Williamsport City Council minutes for 3/16/23 were approved upon a motion by **Mr. Pulizzi** and a second from **Mr. Beiter**. **All were in favor.**

Limited Courtesy of the Floor

There were none.

Appointment

Historical Architectural Review Board

Justin Wheeler, 906 Vine Ave. is appointed to a 5 year term commencing 3/30/23 & ending 1/01/28

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter.

Mr. Memmi a submission by Mr. Justin Wheeler to serve on the architectural or the historical architectural review board. He provided his letter of interest in his resume to you. He met with the finance committee on Tuesday, and if you approve he would be a valuable asset to our board. He should be on zoom, and we are here to answer any questions.

Mr. Yoder and I believe he was interviewed in finance. Miss Miele here to speak to the discussion and finance?

Ms. Miele Absolutely could although I should note as the only council member participating via zoom, I do not see Justin here currently, but I did tell him he did not need to attend the full body of Council meeting if he didn't want to. I think Randy and I can both speak highly of both his qualifications and his enthusiasm to serve on the HAR board as you can notice from the cover letter on his resume, he has experience being on a design review board and State College, the Bureau of State College as well as some shade tree permission experience but he also brings with seems to get fairly decent resume of (indiscernible) via his actual work experience in the HAR board which could be likely useful to us there as well. In addition, we have had members of the board previously who have lived in the district, by no means all of them. Mr. Wheeler is a resident on Vine Avenue, which puts in the thick of the interesting divide in the district between full-time residents and college students, so I think in many ways he will be an exceptionally valuable asset to letter HARB. He is not one of the main positions like an architect or something, but I think his experience off the clock will make him valuable to us, and quite possibly his work experience might be relevant to his service there as well but I will

Mr. Allison No, I don't actually. You said it will, Liz. I think everyone can gather from his cover letter and resume, he is an excellent candidate and we are fortunate to have someone like that volunteer.

Mr. Yoder: Here, here. Thank you both very much. Whether any comments, questions regarding Mr. Wheeler's appointment? I would just say to Mr. Wheeler, I know he is not out there, thanks for stepping up and serving. We are very thankful and appreciate it very much. Mrs. Frank on the motion, please.

The appointment was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor.

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes.

Ms. Miele : Can I say one last thing about Justin Wheeler? Just something interesting of note, he apparently found us. Often times I think we felt in the past they a lot of city appointments to boards and commissions are people that we seek out as members of elected officials, as numbers of city government. Mr. Wheeler went on our website and so we're looking for people on the board and applied, and I guess we as a council and to a certain extent as an administration advocate for a long time for a help wanted section for boards and commissions on the website, I was delighted to see that was actually playing out, and that there are people who are finding us and are interested in serving, or finding us just through our website. Thanks, Adam.

Mr. Yoder changed the order of the agenda.

Resolution #9638

Resolution of the City Council Amendment to the FY2021 Action Plan to Approve the HOME Allocation Plan

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Beiter made the motion and it was seconded by Mr. Allison.

Mr. Memmi before you is a resolution to approve the submission of the HOME ARP plan for the \$880,000 funds that are available. It needs to be submitted by close of business tomorrow, sorry we are bringing it to you at this least time but it was a long effort to get all of the data collected we did provide you with a copy of the plan. Delta development

helped put this together, and I believe they should be on zoom, should be Dane Higbee and to reset training team. The breakdown of the allocation as it is now being submitted is for support of services for \$226,000 for acquisition and development of non-congregant housing, 206 two \$6000. Development of affordable rental housing, \$133,000. Nonprofit operating, \$44,000. Nonprofit capacity building, \$44,000. Administered in and planning, 133,000. That works out to \$888,000, just a note that we did apply with all of the public advertisements, we held a public hearing, we conducted interviews by zoom. So we involved all of the nonprofits in the city of Williamsport in some capacity. Either through surveys or directly contacting them. The plan, once it is submitted, can be adjusted as we go forward and we find different options that may require either adjusting our submission either higher or lower in each of the categories. Like I said, the people from Delta are here to answer questions and so are we, that is all I have for this evening, sir. Mr. Yoder Thank you, this was reviewed in the economic revitalization committee. Mr. Beiter?

Mr. Beiter It was been one of the big things to realize about this particular plan is the city is being awarded this money from the federal government in addition to American rescue plan funds. These funds are not going to be held by the city for the city to go out and solve the homelessness problem. That money is going to be used to pass through to local nonprofits, to let them do what they already do very well. Places like the YWCA, so on. American rescue workers, so under the city is not going to be engaging in that kind of activity, we will simply be helping those organizations engage in the activity they already do. The reason why Mr. Memmi brought this to us so close to the deadline when I did ask him, he had a great answer which I do appreciate. This wasn't brought to us from the government until December 2022, sit together all of that information and probably advertises in a timely manner we were kind of put under the gun, so to speak for submission by deadline. So all that being said, this is a great use of those funds here in Williamsport could obviously because of the services and other things located in the city, the homelessness need is much higher within city limits. I am very happy that we will be submitting this tomorrow.

Mr. Yoder: Thank you, Mr. Beiter read any comments or questions from members of council? Mr. Mackey.

Mr. Mackey: If this was not asked at the committee meeting, I apologize if this was asked. How do we determine what organization gets what amount of money? What is that process going to look like?

Mr. Memmi They are going to submit proposals to utilize the money, then we will evaluate them and divide the funding. It's a limited amount of money, if we had unlimited money we could help everybody. But we have to figure out who can give us the biggest bang for the amount of dollars we do have. It could be divided up amongst multiple organizations.

Mr. Mackey: But they are all aware of the amount?

Mrs. Katz : By any chance, did they do some kind of count on how much we do have in the area?

Mr. Memmi: Is it -it is in the study that you were provided without reading through it again, I couldn't provide you that number. There are percentages in there, relevant to the amount of homelessness that is here, and these funds are really directed to help homelessness and individuals that might be suffering from abuse, and veterans.

Mrs. Katz: I do know there are several churches that are involved and trying to help the homeless. Mr. Yoder asked you, a representation will be offered to all of these places?

Mr. Memmi: They were all contacted either electronically or directly by mail. And we did hold the public hearing, there were a couple of organizations that did show up.

Mrs. Katz: Fantastic. Thank you.

Mr. Yoder Any other comments or questions? I will say, this is good to see but I will be abstaining on the boat, I am involved with the rescue workers, one of the organizations that has participated before and probably help you on this for the homelessness problem is very real in the city, it has actually recently gone worse some of the federal funding drawing up from other areas. This is good, unfortunately probably another Band-Aid. It is good to have nonetheless. Skip, thanks for putting this together in a really limited window and crunch for this will go a long way, thank you for passing this along. Mr. Allison?

Mr. Allison: Is STEP one of the organizations?

Mr. Memmi: They were contacted, yes sir.

Mr. Allison: I'm on that board, I think I will abstain as well.

Mr. Memmi: Gentlemen, truly it is only a plan peered we haven't awarded any funding to anyone. It really isn't necessary.

Mrs. Katz : Just a quick question, this would go to the chief could you here throughout the country how many problems we are having with the homeless as far as crimes being committed or anything to do we have anything like that, chief that is going on with the homeless that you are aware of? Any problems? You haven't really? Because you here so much across the country. Bad news travels in the news, I know we haven't heard anything like that. We did hear about people that need help, they need food, clothing, shelter. That's what they need. I wanted to clarify if anything like that was going on in the city.

Mr. Memmi The only thing I could add to that, Mrs. Katz is the fact that the shelters that are here in the city are full every night. There are waiting lists for housing, hopefully this will help at least a little bit provide additional support and units for them to add least handle some of the overflow they are dealing with now.

Mr. Allison: Councilwoman Katz, I can vouch anecdotally that there are homeless people categorized without a home that are living on the streets in our city.

Ms. Miele : Bonnie, I can say just last week, at one of my family businesses I received two phone calls from women sleeping in their cars. That was just last week. It's a huge problem nationwide, but it is more of a problem in Williamsport that I think many of us realize. There is a bit more space, there's a lot of land by the river where people can go to sort of get out of the way. I do think we are as face to face with it as you find yourself in most areas. Thanks.

Mr. Yoder asked for a vote.

The resolution was carried with five yes roll call votes. The vote was 5 to 0 Two abstained.

Mr. Allison abstained, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder abstained.

Certificates of Appropriateness – HARB

Item 1. 324 Walnut St – replace overlay to original appearance to include brackets, using 6' wood soffit and trim.
Charcoal grey architectural shingles – Castle of Castillo/Enrique Castillo

Item 2. 770 W 4th St – replace damaged deteriorated window apt #104 on the east Campbell St side of The Weightman 770 W. 4th Street. Replacement window to match the current window size, style, and color. See attached detailed description and pictures – RDG Weightman Block

Mr. Yoder asked for a motion and second for the certificates of appropriateness.

Mr. Allison made the motion and it was seconded by Mr. Pulizzi.

Mr. Memmi: The one with the overhang is not in the historic district, it is a historic building. The eaves overhanging the building are deteriorating and rotting, it has become a codes issue. Codes directed the gentleman that owns the property to come to the letter HARB board so he could come to approval so he could take them down and replace them, like kind so they still look historic. Then put new shingles on them. He is actually going to repaint the building, but is going to come back to the letter HARB board to discuss colors at a future meeting. The other project is the (word?) building, one of the lower windows has had some vandalism done to it. They're going to replace it to the same of materials and things that were utilized when they renovated the building, I'm going to guess 20+ years ago so that it will still look exactly like it looks today.

Mr. Yoder: . Any comments or questions on either of them?

Ms. Miele: One quick point of clarification if you don't mind. The 3 to 4 Walnut Street is not in the historic district?

Mr. Memmi: I don't believe so, Liz.

Ms. Miele: Between my count, that should be between third and fourth on Walnut.

Mr. Allison: I think you are right, Liz.

Mr. Memmi: Then I'm wrong, I apologize but I was told it wasn't in the district, it was a standalone historic building.

Ms. Miele: It's been reviewed, the same standards were applied to it. Right?

I'm okay with either, unless that address is inaccurate. The 300 block of Walnut Street is between third Street and fourth Street. I believe I know which property this is, it is in need of some TLC. Thank you.

Mr. Yoder asked for the vote.

. The certificates were carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes.

Resolution #9639

Resolution Hiring WSP for Levee SoRA Support Services

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter

Mayor Slaughter-- what you have before you is a resolution to higher (indiscernible) in the amount of \$70,000. (Poor Audio). WS P engineering has been around working on this for many, many years. Probably 10 or 11 years at this point I believe, the Army Corps has asked them for all data, of course since they have so much of it. In order to do so, that is going to take a significant amount of time on WS P's part. We've asked them to assist the Army core, and is the Army core gets here at the end of May and starts officially. That is very good news for recertification and accreditation that they will be here soon to start this process. Again, it is about a 12 to 18 month process that is required. (indiscernible) To get all the data needed over to them. So that is the resolution before you. I believe Ghaz is on via zoom, if there are any technical questions, of course she can answer them.

Ms. Miele : Actually, finance had kind of a far-reaching discussion on this wine as often happens when we have any item related to the levee. It's sort of like any relationship that has gone a bit sour. You wind up rehashing every step you have taken over the last 10 years trying to get to the final end point of the discussion. John was kind enough to present this to us, and obviously the reception was generally positive. I think a lot of the discussion centered on the whole idea of why are we doing SQR A now, when our earlier? Etc., etc. The fact of the matter is, the levee has been in some ways kind of a circular process. I think that is related to changing regulations on the federal level, as well as financial, you know. We were not in a position when the levee originally- it became clear it fell short of current standards but wouldn't that happen we want in the financial position to fix it immediately, consequently over the last however many years, some of the standards have been changing. It is a whole long, drawn out thing. But this particular agreement is pretty much for Would to facilitate the Army Corps' SQRA process and provide them with the data they already have. So the \$77,000 is for Wood to firms that data to the Army Corps come also to participate in a number of meetings. John Sander went into some detail, a whole series of meetings with the Army core over the whole 12 to 18 months they will be putting the SQRA. Randy, Bonnie, what am I missing?

Mr. Allison : I can't think of anything right now.

Ms. Miele: I would be happy to rehash as many of the finer points of the discussion, I'm not sure there is a lot of value to us. I do feel like when we discussed the levee, even when things are fairly cut and dry, we tend to start going back over did we do this before? In this case, we haven't done this before. This is a new requirement, this is the funding that we will be taking from our ARPA funding to facilitate finishing up this segment of investigations into the levee of the Army course satisfaction remind you at the end of that, we still will not have fixed it, but I think John, Derek, correct me if I'm wrong but we will at least have the final word on what we need to do to fix it? This section of the levee, correct?

Mayor : Simultaneously, we are starting to work on some of the deficiencies we are aware of. Obviously the Army Corps will do the risk assessment, they could identify, to your point councilwoman, they could have additional deficiencies we will need to fix her at the end of the risk assessment they will say yes, you are in good enough shape with what you have done already will we have analyzed, go ahead and get recertified and get that accreditation back in place. It just depends on the risk assessment and what that uncovers.

Ms. Miele You got it. Either way, this is something we absolutely need to accomplish as part of the levee accreditation. There is not really other way around it. A number of things with the levee have been like this, hopefully Derek, maybe by the end of your time in office, hopefully by the end of mine, we will see, we will be sorting this out and getting it done. I will yield Adam to anyone else that might have questions.

Mrs. Katz This is like you said, Mayor and John for this is something that has to be done to get us accredited. We've been going through this for almost 11 years at this point. I think when the day comes that we actually put shovel into the ground, we should throw a party. All we have done is analysis, so many things to get this process and moving. It is just taking forever. When this first came up 10 or 11 years ago, who would have thought this process would have taken

this long? The only good thing that has happened is we have funding. No we are able to get funding to accomplish some of these goals. But again, let's throw a party when that shovel hits the dirt.

Mayor: I should point, former Congressman Keller worked very hard getting us the million dollars. Obviously we are appreciative of that. Congressman (NAME?) as well is well aware where we stand we did request additional dollars in this year congressional directed spending, anyway. (Poor Audio). Very thankful for that.

Mrs. Katz: I think we all are. We spent most of our money on trying to get the assessments, at this point I think we will all be happy. Yes, the levee is accredited, no more problems with insurance processes.

Mr. Allison : I did have one, then we can wrap this up. I'm excited that the Army core is coming to town in May. I think that is indicative of they are acknowledging what a big project this is, and how committed we have been to it. I think the administration for your diligence. It is all about relationships, no matter what product or issue you are dealing with. It's the kind of relationship you'd develop that will pay dividends, so you can get to the goal that you want. Congressman Keller did a great job of launching this ship, I like the way it is being steered. I think it is going to bear fruit as we progress, and as councilwoman cats said, get the shovels and it will pay off all in the end. Thanks to the administration. Mr. Yoder asked for vote on the resolution.

. The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes.

Resolution #9640

Resolution Authorizing Approval of Settlement Agreement with FOP Local No. 29 Regarding Thomas Ungard

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter.

Mr. Lubin, before you is a settlement agreement regarded for Tom Ungard. Who has been in and out of the court system for almost forever. The courts have ruled that Mr. Ungard is entitled to a pension, and with this settlement agreement acknowledging that the payments that are due to him, the past due payments, and the numbers that you will see here in paragraphs 3 and four when the agreement was drafted back in February, they had the amounts up to the end of February. There would obviously be the March payment, (indiscernible) would have 60 days from the pension board approval to make the payments. So probably small additional accrued interest. This would resolve all outstanding legal matters between FOP and Mr. Ungard, and Mr. Ungard is releasing the city from any and all claims. Past, present, future rising out of his employment. Paragraph nine, various federal ones that are listed, have been listed in the agreement in order for those waivers. With that, this was also reviewed by Austin white and would request Council approve the settlement agreement. They have basically told us we have to.

Mr. Yoder stated, this did not go to a committee and he asked for a vote.

The resolution was carried with four (4) yes votes. The vote was 4 to 3.

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted no Mr. Beiter voted no Ms. Miele voted yes, Mrs. Katz voted no and Mr. Yoder voted yes

Resolution #9641

Resolution for the City of Williamsport to Apply for DCNR Funding

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter.

Mayor This resolution to include to apply for an application for Shaw Park for funding out there. There is no monetary amount or anything here, this is simply just to be included as part of the application submission.

Ms. Miele It actually was not reviewed that thoroughly and finance. The mayor was unable to make finance, there wasn't anyone there that was real familiar with it. But you know, the discussion was, I believe there is general agreement that a pump crack in the park would be a positive addition to the city's recreational offerings, and I believe Mr. Sanders said this is the third attempt by the administrator to find the funding source for that pump crack. This would require a 50 percent match from the city, it would be \$250,000 from DCNR, and \$250,000 of the city's money for the city is currently working with DCNR on a recreation plan, a comprehensive recreation plan throughout the city, and ideally we could receive funding for this even though the recreation plan was still in the works, but if nothing else at least this clarifies to DCNR that this is only where eager and excited about, if we don't get funding this year hopefully we get an expert Mr. Sander did say they had a very positive meeting with West Beringer who is the DCNR representative in terms of the DCNR grant arm here in the community. So that sounds great. The match would come presumably, I'm assuming Derek you would be taking this from what remains of a recreation funding in ARPA?

Mayor: Yes, most likely if we get a successful reward.

Ms. Miele: Right. As John Sander said, these sort of third plot to funding we have gone after. It is possible this, to would not have been paid for right now Adam, it is a formality. But were we to be awarded the grant, we would need to be prepared to take \$250,000 for recreation funding under ARPA. It may year, I did not ask this of John Sander, do you know how much of allocated funding we have under the recreation segment?

Mayor 929,000, I believe.

Ms. Miele: Yeah, unallocated recreation funding under ARPA is 922, correct? We have the money in that location where we be awarded this by DCNR read I'm assuming we would hear about this in November, Derek?

Mayor: I'm not exactly sure on that. I believe it is the fall, I don't know the exact date.

Ms. Miele: The discussion was generally positive in finance, but we didn't have a lot of discussion about it because we were familiar with the details. Thanks.

Mr. Yoder asked for a vote on the resolution.:

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Resolution #9642
Resolution Authorizing Execution of Agreement Between City of Williamsport Government Finance Solutions

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter.

Mayor, what we have before you is government finance solutions, Tracey rush as council obviously put into the resolution that every four months, I believe, it is that we come back before you for an update and revisit of her contract. That is before you tonight, Tracey obviously is here if there are questions for her. This was discussed, again I wasn't there, it was discussed Tuesday in finance.

Ms. Miele: Thanks, Adam. The discussion was once again, generally positive. I think the majority of the discussion sort of focused on the timeline for the finance department being fully staffed with city employees and not somewhat effectively partially outsourced to government finance solutions. Tracey had some positive answers for us on that, some of which come from this past year's budget. Or this current year's budget that we approved in December, we have hired an accounting manager, we are still struggling, Tracey please jump in if I screw something up. We are still working to find a part-time person in the finance department who is basically kind of, you know, an office manager type. And then, July 1 is the desired hire date for our actual head of the finance department. We have not advertise the position, Tracey said we have made quite good progress and we were nearly there on a job description, and having all of the details in place to advertise the position, but we have not yet begun to advertise. Our success in hiring an accounting manager which I believe starts on April 3, Tracey? Correct?

Mrs. Rash answered yes.

Ms. Miele: Would make us hopeful that we will have the same success with the higher level position in the finance department. That said, the budget we passed in December pays Tracey to spend three days a week in the finance department for the first half of the year, and only one day a week for the second half of the year. Theoretically as we bring the new person in to run the financial department on 1 July, Tracey will be dropping back to one day a week in the finance department. Of course, that all depends on the individual that we hire, the level of their expertise, the extent to which they can hit the ground running, but that would be the hope. They believe the last I wanted to discuss was the audit, which Tracey says is waiting on some collaborative financial information from (word?), but we are making fairly good progress on the 2019 audit with hopes that 2020 and 2021 and 22, I guess will prove to be a little simpler than the 2019. Tracy, what did I screw up?

Mrs. Rash: I want to correct the comment about 20s audit being simpler than 2019. It is going to be a challenge to get 20 done as well, but I did meet with RVT yesterday and began the reconciliation process for the 2019 numbers. I did contact the auditor last week, I believe and told them they are on call. As soon as I can get these numbers reconciled we will have them come in and begin the 19 audit.

Ms. Miele: Excellent. I believe I am obviously happy if a Randy or Bonnie has anything to add that I forgot, somebody else can chime in. I believe that was the meat of the discussion at the finance meeting, Adam.

Mr. Yoder: Thank you, miss Miele. Any comment or questions? I have a handful, I will yielded the floor to others first. Okay. : I thought we were already kind of working through or making headway on the reconciliation process between the city general fund accounts and the RVT, even as far back as 2019 when this whole investigation started? I thought that was already kind of in the works. So clearly not. According to your face and what you just said. Correct? Is that correct?

Mrs. Rash: It is a little more complicated than just, you know, we paid for a napkin and they have to reimburse us. There are transactions occurring for which there is little to no support, and there are not people here to discuss why transactions happened. So it is a lot of digging in and trying to figure out where things should be. There are multiple entities that are currently working through all of those numbers, I am just trying to get them as close as we can get them, and try to get the auditors in here.

Mr. Yoder: So no, we were not doing that before?

Mrs. Rash: In terms of detailed account comparisons and reconciliation between RBT in the city, I'm not aware of that having been done before. I do have schedules that have been prepared by the prior accounting manager, but they don't reconcile. I am trying now to figure out why they don't reconcile and make it work.

Mr. Yoder: I appreciate that. Mayor Slaughter, this question is for you. We are hiring an accounting manager Monday, which is awesome. I'm glad to see that. We are planning still to hire a director of finance, correct? For July 1. That is the goal peered whether we are able to meet that, we will see. Are you planning on hiring a director of administration, a director of finance administration as written in the code? You are?

Mayor: No.

Mr. Yoder: You are not?

Mayor: Director of finance, yes could but we will probably come back to counsel, we were discussing this with Molly as well, separating that to director of administration and a director of finance so we don't get in a similar position that we at one time were in, where one individual has a significant amount of authority. The way we are seeing it right now, director of finance, July 1. Then we will go from there. But we will need to bring back to you, to city Council obviously, an amendment of the administrative code.

Mr. Yoder: That's what I was curious about. I was curious what your thought process was and what that should look like. Whether it's somebody managing essentially finance and IT as it is written now, or if you are essentially separating that out. I think it's important that we remedy that in alignment with what you are seeing and looking to do before this person is hired to make sure, to your point, we maintain those checks and balances and council has the appropriate say at that level.

Mayor: Absolutely. I think given the nature the director of finance, he or she will have plenty of work to do to keep them busy, and I believe that job in and of itself should be broken off separately, director of administration clearly would have plenty of work to do as well overseeing the operation of the city. I think we work on director of finance first, then go from there.

Mr. Yoder: When are you planning to have the job posted?

Mayor: Hopefully here in April. Probably April at some point, then probably towards the end of April, we will get the new accounting manager situated, then get the director of finance could we have had some inquiries, even since the

conversation on Tuesday for the director of finance.

Mr. Yoder: Good. I am glad to hear that. Perhaps maybe a goal we can look at, starting the process of amending the code at the last meeting in April as a target, perhaps. That may give you plenty of time to flush out the final details of the job, get it posted, I think that would be an appropriate time to start that process once you have done your homework. That would be great. Those are my questions. If you look back to Liz's point, or miss Miele's point for we had a conversation about this during budget. It seems like we are on that timeline, which I am glad to see. Better late than never, I suspect. So I am good. I'm good with approving this. Would like to continue the process we have been doing with like, a 90 day window. We are making that transition, making that happen. I'm glad to see that. I think eating that gives us the ability to ensure we can continually revisit this for this is a very important item I think for the future of our finance office come of the finances of the city. I think that would be a really good thing to do. Assuming we meet that July 1 target, I mean we will see what kind of candidates we get. I know we talked about in budget working one day a week for the rest of the year, in my mind I'm envisioning this person that we hire being some level of an experienced professional. I could be wrong here, but I'm thinking transition might be more, let's get familiar with what Williamsport's got going on for what our systems look like, what are some of the projects going on? What's outstanding, right? Does the uniqueness of Williamsport versus other municipalities good I would suspect they probably know, I hope they would if they have a really good level of experience with running some type of a finance department, accounting, etc. but I don't know we will need six months of a transition period personally. I would even be comfortable seeing over the month of July, hoping not to exceed, like, 40 hours or something like that. To make sure that transition happens, if we need to add more time after that we could do that. I would be happy to make that motion, I don't know what other members of council think on that idea.

Mayor: Not to interrupt, we could discuss that when we bring it back in a 90 days could because we will have a better idea. Do whatever you want, just a suggestion. Secondly I would say just as a reminder we are transitioning to a new HR payroll and financial software systems. Depending on those rollouts out well, of course want to make sure the individual is familiar and comfortable with the systems. It's going to be a lot of transition I guess is what I'm saying. We transition to a new person, we transition to three new software systems. It will be a transition for all of us, we just want to make sure, to your point, we are on solid footing and we don't pull the rug out from underneath too soon. But being mindful of when we are ready to do that, that we do so. The goal is one day a week, obviously starting in July, but making sure we put them in a position to be successful. It would be clearly, I believe, I don't think we could take a new graduate and make them director of finance, for example. It will clearly have to be somebody season with some level of experience and expertise.

Mr. Yoder: Certainly. Mr. Beiter.

Mr. Beiter: Just a timeline comment, we talk about 90 days, July 1, so on. July 1 is 93 days away. That timeout to work out pretty well. I believe we have a meeting on June 22.

Mr. Yoder: Was due June 30, then.

Mr. Beiter: June 30 would be good. I think it's good practice but nothing for your skill and ability, we appreciate it, you got us on great footing thus far, we think it is in our best interest to make sure we continue to ask these questions and we all are very aware, because it doesn't affect us in this term, it affects the next 25 years.

Mr. Yoder: All good points, thank you. Any other comments or questions? **I will make a motion to amend the resolution to include a clause and leave the contract on 30 June, 2023. Is there a second?**

Mr. Allison seconded it..

Mr. Pulizzi: I just want to clarify again, that is not going to mess up anything for you if we make that amendment?

Mayor: We are bringing it back in 90 days.

Mr. Yoder: That is what is happening. It's essentially a 90 day contract, we bring it back forward. That's all that is doing. The language is terrible,

Mayor: If we are saying Tracey is leaving June 30.

Mr. Yoder: No, full transparency I'm expecting this will come back to us at the end of June, we will have clarity on what is going on with the director of finance position, we could take a bunch of different directions depending on where it's at. That is fully my understanding and intent. Sorry: building which I used was terrible. That was not my goal. The other comments or questions on the proposed amendment? All right for hearing and seeing none, Mrs. Frank on the motion to amend, please.

The motion to amend was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Mr. Yoder asked for a vote on the resolution.

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Resolution #9643

Resolution Authorizing the Purchase of NetMotion Full Platform with Remote Technical Services VIA CDW-

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter

Mr. Black. What I have here is a resolution for basically renewal of some VPN software we have used previously for the patrol cars. It is their connection back to the city servers. This had lost between my predecessor and myself, it fell through the cracks. Initially to get us back up to snuff, we be looking at \$5381.49 for the first year. That will come out of my capital budgets line item. Then next year, it would be a total of \$3212.25 that will come out of contracted services. Mrs. Katz : Yes it was. As Mr. Black said, this is something that slipped through the cracks. This also be more efficient for our list cars at this point.

Mr. Black It is a very secure connection, which is what we are looking for.

Mrs. Katz: I think we have accomplished a lot within the police department as far as their wants and needs to run a and efficient department for this is one more piece of the puzzle that is being placed.

Mr. Black It just makes their jobs that much easier.

Mrs. Katz: Exactly. That was the discussion. I think Mr. black covered all bases with this.

Mr. Yoder asked for a vote on the resolution.

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Resolution #9644

Resolution for Designation of Agent FEMA Pre-Disaster Mitigation Grant Resolution

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beither.

Mr. Sander : What you have before you, this is our a million-dollar levy earmarked. Obviously this was awarded to the city, it is congressionally directed spending. From there, the \$8 million got past to FEMA, then it gets administered to FEMA for what you have before you is the paperwork that allows us to start drawing down this federal money. With this federal money, we have to match 25 percent, it has to be nonfederally local match. This simply is the paperwork that gives it inserted into PUMA's E grant system that allows us to be in the process. This was discussed today in public works.

Mrs. Katz : ,Yes it was but again, this has to do with the levy. As you said, \$1 million could we are looking for \$1 million. This is a 75 percent grand, 25 percent does have to come from the city, which we are hoping is going to come out of ARPA.

Mrs. Rash We did clarify this morning, ARPA can be used for that match. I was just clarify this morning.

Mrs. Katz : Than what we are going to need to know is what is left in our ARPA funds we set aside for the levy to total up those costs. That will be tremendous that we don't have to worry where that is coming from.

Mr. Yoder: I think it is about half a million in the budget, then we pulled, what? Two-ish into the reserve fund as well. So we've got 2+ from ARPA total between those two buckets, I think. Somewhere in there.

Mr. Sander: I did not know about the ARPA item until 10 seconds ago.

Mr. Yoder : I have simply said I think in the current rescue plan budget, I think we have around half a million it should dollars under the levy, because we moved a lot about over to the reserve fund, yes.

Mr. Sander That is clean money now, I think that was \$3.6 million that you had allocated into that fund.

Mr. Yoder And we pulled from both the levy and (NAME?) run. They are going to go past the window.

Mrs. Katz : Which will so leave us well over \$1 million for this is covered, then. I mean, for \$1 million.

Mr. Sander: Right off the bat, obviously there are items that are high-priority to be fixed, they are in the grant system. They are cross pipes that W SP just submitted to the Army Corps for their review, then put them out to bid also. Possibly supplement the counties contract with the relief wells, was is extremely important, and a handful of roots on our pump stations as well.

Mrs. Katz : And the 8 million came from? It was after this 8 million? To clarify.

Mayor : Congressman Keller, Senator Casey. Congress in color was the lead, then Senator Casey and (NAME?) through their whole support behind it.

Mrs. Katz I didn't want to throw the name around. Okay good as we have stated, we are going after more earmarks, this is not going to cover- it is going to cover a minute part of the levy but we still need millions to go.

Mr. Yoder Any other comments or questions? This is really good to see. Yes? Sorry, yes?

Mr. Lubin: On the grant resolution that is attached to the city resolution, you're going to have to amend it. It has Mr. Sander signing on behalf of the city. It should be the mayor or the city controller. So we would need that amendment.

Mr. Yoder made the motion and it was seconded by Mr. Allison.

The amendment to the resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Mr. Yoder Thanks for catching that. I forget what I was saying. Thanks, former Congressman Keller. I think a number of us, including the administration and council are in conversations with our new Congressman I'm having a lot of great conversations, that is awesome to see. Have we've been having conversations with Thompson's office as well? I think he covers a sliver of the West End of the city, right?

Mayor: A small sliver, it has merely been with Congressman (NAME?) and our senators.

Mr. Yoder As it should be. May not be a bad idea to keep that in our back pocket. Two is better than one, for sure. That is all great to see, thank you all very much. Any other comments or questions? Okay. Hearing and seeing none, Mrs. Frank on the main motion, please.

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Resolution #9645

Resolution Authorizing an Agreement Between the WBF & Hillside Roofing

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter

Chief August a resolution between the Williamsport Bureau fire and hillside roofing. Fire headquarters was built in 1979, the roof units, or the roofing is the original roof to the building. It has seen its years, it is 40+ years that it has been there. We have been having a lot of leaks, over the years they have tried to patch it and everything, but it just has not been beneficial. So we reached out to hillside, got a quote for a rough estimate. We budgeted for it, and it is going to be coming out of the facilities maintenance, \$75,289.60. It was sent to solicitor white, and he saw no problems with it. Just also for your information, we did sit and talk with the codes department this morning regarding this, because there was some stuff we had heard regarding the energy code, and by all understanding, this does meet the energy code as well. It's not a rubber roof, it's a fabric that they put on. It's a roofing system. Any questions?

Mr. Mackey Yeah, the two items of public safety, this one didn't get a lot of discussion. Of the roof is leaking, and we need to fix it. I will defer to other members of the public safety committee,

Mr. Beiter asked : Is very reason this was not put out to bid?

Chief : I apologize, it was put out to bid, yes. With the help of John Sander. Sorry about that.

Ms. Miele : Just something quick, chief this was budgeted. It was his full amount budgeted in the 2023 budget?

Chief : Yes, under the capital budget portion.

Ms. Miele: Yes, within the capital budget. Consequently, we are also budgeting replacement costs for the roof so we don't wait another 50 years to replace it, correct?

Good. It's great we have gotten this long out of the roof, and trying to make sure this time we will be trying to figure out whether or not we've got the money to fix it. Excellent, thank you, chief.

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor...

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Resolution #9646

Resolution Authorizing a Working Service Agreement Between the Williamsport City Police & Intellichoice, Inc. DBA Eforce Software

The City Clerk read the resolution.

Mr. Yoder asked for a motion and second.

Mr. Pulizzi made the motion and it was seconded by Mr. Beiter

Chief Snyder We did have a representative that was going to be on zoom with us, I'm not sure what is going on. We were unable to make contact, hopefully it is nothing emergent wise. I think we will be okay. Test for you review is a resolution authorizing the Williamsport city police to enter into a working service agreement with Intellichoice incorporated DBA E4's software. It is a copy located in Providence, Utah. This would be for the purchase of a record management system service not to exceed the initial cost of \$142,000. Following initial purchase, there'll be an annual maintenance fee of \$15,000. We did receive a grant recently from PCCD come of these funds will be used for that. And on the memo I provided you it said the first year of \$15,000 service fee that we would cover that under our annual budget, that first year would be covered under that grant as well. So that was a mistake on my part, just to clarify that. This system is a proprietary software package that is only offered by DBA E for software it is a custom-built web-based server and client database specifically tailored to the needs of the police. This software is only offered as a single source, the Williamsport police is in the need to migrate to new technology with a more efficient for the user as well is more cost efficient for the department and city overall. This was discussed in public safety, it also was reviewed by our city solicitor, Austin White..

Mr. Mackey It was good couple things, chief. If I remember correctly, the \$142,000, you said that covers the maintenance fee for this year and next year. Was that correct? So we don't actually have to account for that, yeah. To that point, the last time we purchased software like this, it cost somewhere in the neighborhood of \$400,000.

And the maintenance fees were somewhere in the neighborhood of \$46,000. And I hope you are listening to this, Councilwoman Miele for my next question was do we have a plan to pay for this maintenance fee? Obviously we do, it was already budgeted at something in the neighborhood of \$46,000 could we will clearly be able to take care of this.

Ms. Miele: Oh my God John, I'm rubbing off on you? I'm pleased to hear it.

Mr. Mackey: Outside of the numbers here, I would also just like to commend the chief on his process for picking this actual software. This wasn't chief Snider and chief old saying this is just what were going with it, deal with it. He actually included everyone on the police department, the officers that will largely be using this software committee got their opinions on what they thought of it. You said the company itself was unbelievably responsive in terms of being able to answer questions and allowing our officers to really kind of get to know this software before we committed to it.

Chief Yes, that representative came out on multiple occasions to do demos.

Mr. Mackey : I just think that's great. The officers are the ones that are going to be using this software, so to get their seal of approval on this, to I think is pretty great. That's all I have, I will open it up to Bonnie and events.

Mr. Pulizzi : First and foremost, he actually did say that. No, to John's point, very good work on the research for this. There is going to be a net savings come of course as John pointed out earlier. Wish we would have done it sooner, better late than never. Thank you very much, gentlemen.

Mrs. Katz : Chief, I think we should explain that the old program that we were using, that you were using really was not -it was a nightmare at times. One thing that is going to be accomplished for this program is all information is going to be transferred over from our old program to this, it will also take several months for this to actually be up and running. It is another learning curve, like you said it is much easier than what we had before. It's amazing what has been accomplished over the years. Back when the \$400,000 program was instituted, that was probably-it was presented to us as the best thing since sliced bread.

Chief I don't want to take away from that, the company was bought out. It was just unfortunate that since the purchase of that in 2014, there has been a near zero upgrades for it. We are here in 2023, we does need to move on. We tried to give that company ample opportunity to help us out and give us what we needed within our department, when they were unable to do that, we went looking elsewhere. We did look at multiple record management systems to come up with the best one.

Mrs. Katz : We knew there was a problem with the old program, they did promise there were going to be areas we could use that program with codes and fire, and when we purchased it, then we went after that, they said we can't do that. Therefore there was not transparency in that program. I am very happy to hear that you went and studied, and you worked at this to make sure this is workable for your department. That is all I had to say.

Ms. Miele : Just me real quick, Adam. Chief Snyder, I just wanted to make sure, I'm assuming, it sounds like for \$46,000 a year we weren't getting from the Stillman program the sort of annual upgrades that one would expect that it would still be current and functional, is that correct?

Chief That is correct. They basically just maintained it. Basically the same as it was in 2014.

Ms. Miele : Got it. In this software of course, we do receive all of the upgrades, all of the improvements to the software for that \$15,000 a year, right?

How long are we locked into the \$50,000?

Chief The \$15,000? As long as we keep the record management system. That's got to be the service and maintenance fee. I would anticipate 3 to 4 percent increase each year on that, but right now the service agreement reads it is \$15,000.

Ms. Miele: Okay Pete I guess what I'm asking is how long does the service agreement last? What is the term of the service agreement? It is probably me being lazy that it did not look for that number but I'm looking for it now.

Chief There is no termination on the agreement.

Ms. Miele : This is not a make or break, especially since the annual maintenance fee is so much lower than what we have been paying anyway. If you would clarify with the rep when we are likely to see an increase and just let me know, I would appreciate it. Like I said, I will be supporting this, I'm glad you have found software that will hopefully do far better for you than the software we have been using. I would be interested to know if there is a point at which they anticipate a raise in the annual fee and how common it has been over the last however many years.

Mr. Yoder: Mrs. Miele, to your point, I'm looking through it. I don't see that it outlines that year-over-year. It is a good question, I would agree. This is a good thing, I would be curious to know as well.

Ms. Miele: Like I said, it is not going to affect my support. If you ask him at some point, it would be useful to know. And my only other question is, does this software, I mean yes when we purchased the software we were promised the moon, but is there any expandability of this software elsewhere in the city? Like collaborative possibilities that would be useful to us? Was it basically a police use software?

Chief Right now it is basically law enforcement, I should say but I know there are others, it both in accounting and the city. I does know there has been some interest.

Ms. Miele: Got it. What you are saying other police, basically, like law enforcement entities that might be able to use it. : It doesn't have fire or codes capabilities at all.

Chief Not fire, I don't believe so with codes as well.

Ms. Miele: Yeah, strictly law enforcement. That's great. That was everything, thank you very much.

Mr. Mackey Just for the public record, could you remind us again the amount we got with that grant?

Chief \$1.58 Million.

The resolution was carried with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Accept for filing:

Finance Committee minutes 12/06/22 & 12/13/22

Veterans Memorial Park Commission Minutes 02/06/23

Controller's Report 01/31/23

Mr. Yoder asked for a motion and second to accept these for filing.

Mr. Allison made the motion and it was seconded by Mr. Pulizzi.

The minutes were accepted for filing with seven yes roll call votes. The vote was 7 to 0. All were in favor..

Mr. Allison voted yes, Mr. Mackey voted yes, Mr. Pulizzi voted yes, Mr. Beiter voted yes, Ms. Miele voted yes, Mrs. Katz voted yes, and Mr. Yoder voted yes

Announcements

. The next regularly scheduled City Council meeting will be held on Thursday April 13, 2023 at 7:00 PM, Trade & Transit II, 144 West Third St. 3rd Floor, Williamsport, PA

Upcoming Meetings:

Monday, April 3	12:00 PM	Planning Commission
Friday, April 7	CITY HALL CLOSED GOOD FRIDAY	
Tuesday, April 11	11:30 AM	Public Safety
	1:00 PM	Finance
	2:30 PM	Public Works
Wednesday April 12	9:00 AM	ERC
	3:30 PM	O & E Pension
Thursday, April 13	7:00 PM	City Council Meeting

Comments:

- a. City Council
- b. Administration
- c. Members of the Public
- d. News Media

Mr. Mackey Can we get an update on spring cleanup? Okay, great. I see people putting set out already.

Mayor think it was last night's storm. Yes, so spring cleanup, you can start to set out April 10 and we will start to pick up April 17. Of course, public works have been out last night and all day today cleaning up from the windstorm in the rainstorm we had last night, but yeah. Officially we will start to pick that up on April 17. We will put that out to the media outlets as well so they are aware. So yes, April 10, set it out. I know some folks have started to sit it out already, we ask that you don't do that, but April 10 and April 17. Yeah.

Mr. Yoder: Thank you. I just wish everybody a happy Easter between now and our next meeting.

Mayor : Along those lines for the egg hunt is Saturday, however the weather is not looking good for Saturday. I don't want to say officially yet, we will keep an eye on it. It may be moved to next weekend. I think April 8 is the rain date. We have not made that call yet, we will look at it tomorrow and keep an eye on it.

Adjournment

Meeting adjourned upon motion by Mr. Pulizzi and a second by Ms. Miele Meeting adjourned at 8:22 PM with unanimous ayes.

**Submitted by:
Janice M. Frank
City Clerk**