

Minutes of the Council of the City of Easton, Pa.
October 10, 2016

Easton, Pa
Monday
October 10, 2016
6:05 p.m.

City Council met in stated session at the above date and time, in Council Chambers, located on the 3rd Floor of City Hall, 123 S. 3rd Street, Easton Pa. to consider any business that may lawfully be brought before the body and to conduct a Public Hearing regarding a grant application for a West Ward Façade Program. .

The invocation was given by Mayor Panto followed by the Pledge of Allegiance.

ROLL CALL

Present: Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto (7)
Absent: None (0)

Also in attendance were Thomas A. Hess, City Clerk, William Murphy, City Solicitor, Tony Bassil, City Controller and Luis Campos, City Administrator. There were fourteen (14) other persons present.

APPROVAL OF AGENDA

On motion of Mr. Brown and Mr. Melan the Agenda was approved by the following vote:

Yeas: Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto (7)
Nays: None (0)

ACTION ON MINUTES

On motion of Mrs. Vulcano and Mr. O'Connell the September 28, 2016 Council Meeting minutes, and the October 3, 2016 Special Council Meeting minutes, as submitted, were approved by the following vote:

Yeas: Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto, Brown (7)
Nays: None (0)

PUBLIC HEARING
Grant Application for a West Ward Façade Program

At 6:07 p.m., Mayor Panto opened the hearing and turned it over to Mrs. Vulcano who made the following statement:

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“This public hearing is being held to discuss CACLV’s grant application to the Pennsylvania Department of Community and Economic Development for a Keystone Communities grant in the amount of \$50,000 for a Façade program to improve facades in the West Ward. Dawn Hart, Director of Community and Economic Development, for the City of Easton and Ellen Larmar of CACLV are present to answer any questions”.

Mrs. Vulcano asked Mrs. Dawn Hart, Director of Community and Economic Development to address Council regarding this matter.

Mrs. Hart said that this grant application will be submitted to the Keystone Communities program for the amount of \$50,000. She said that it was a slight modification to the previous program that was administered via the West Ward Neighborhood Partnership. She said this application would be a more general application for façades in the West Ward. She said that the income guidelines are not as restrictive as per the grant application so it will not be restricted to the types of applicants that can apply. She said that it would be more in line with the Main Street Façade Grant so it could also be opened up to businesses and signage in addition to residents.

Ms. Larmar said that they hope to do eight or so facades with this new round of funding. She said that in the past the West Ward Neighborhood Partnership had completed over 150 facades in the West Ward, some of them being very dramatic. She said that they were remindful of historic guidelines, said that she believed that very good work was completed in the past and that people have been very happy with the façade work.

Council members had question regarding the application process, who would be managing the program, the anticipated number of projects, and the areas for rehabilitation which were answered by Mayor Panto, Mrs. Hart and Ms. Lamar.

Mr. Melan asked if there would be an intermediary or would it just be between the CACLV and the applicant.

Mayor Panto said that it would just be between the applicant and CACLV.

Ms. Larmar said that even though the West Ward was not in the historic district the facades would normally be done according to the Secretary of Interior standards which would retain the integrity of the structures.

There were no comments or questions from the audience.

At 6:18 p.m. Mrs. Vulcano closed the hearing.

PUBLIC COMMENT
(Agenda Items Only)

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There were no comments or questions from the audience.

CONSENT AGENDA

A proposed Resolution which would authorize the waiving of parking meter fees, for on street metered parking spaces and for City surface parking lots, was moved by Mrs. Vulcano.

There was a discussion, between Council members and Mrs. Kim Kmetz on whether to add December 31, 2016 to the list of dates that parking meter fees would be waived.

On motion of Mrs. Vulcano and Mr. O'Connell the following item was adopted by the following vote:

Resolution 164-2016 which authorized the waiving of Parking meter fees for on street metered parking spaces and on City surface parking lots on certain dates.

Yeas: Vulcano, Panto, Brown, Edinger, O'Connell, Ruggles (6)

Nays: Melan (1)

REPORTS RECEIVED BY COUNCIL

There were no reports received by Council:

REPORTS OF COMMITTEES

Mr. Brown, Chairman of the Finance Committee, spoke regarding legislation which he would have for later in the meeting, for amending the 2016 General Fund and the City Hall Additional Expenses Fund budgets, for a declaration by the City to Incur Debt and for approving an agreement with AmeriHealth Casualty Services. He also requested that Cassandra Williams, Finance Director give Council a budget update and a report on a late Bond Payment.

Mrs. Williams gave Council a Financial Highlights update through August 2016, see attachment), and spoke regarding a late Bond payment.

Council asked questions regarding the Highlights, the booting process and the possible ramifications to the City and its Bond Rating because of the late payment, which were answered by Mrs. Williams, the Mayor, Mr. Campos and Police Chief Carl Scalzo.

Mrs. Vulcano, Chairman of the Economic Development Committee, spoke regarding legislation which she would have for later in the meeting for authorizing applications for grants, and for approving agreements with Adam Atkinson Creative and Kudu Creative.

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Mr. O'Connell, Chairman of the Planning Committee, had no report.

Mr. Melan, Chairman of the Public Safety Committee, spoke regarding legislation, which he would have for later in the meeting, regarding approving the Civil Service Rules and Regulations, and for amending the Civil Service Chapter contained in the City's Code.

Mr. Brown asked a question regarding the terms of office for the board members which was answered by Police Chief Carl Scalzo.

Dr. Ruggles, Chairman of the Public Works Committee, had no report.

Mr. Edinger, Chairman of the Administration Committee, spoke regarding the proposed Resolution for approving the agreement with AmeriHealth for the City's Workman's Compensation program, and asked Mr. Campos to expand on how this all came about, which he did.

Mr. Murphy, City Solicitor reported that before the meeting, Council had met in an Executive Session and had discussed Real Estate acquisition.

Mayor Panto spoke regarding the success of the Food Truck festival over the weekend, and said that it would be scheduled again for sometime in 2017. He spoke regarding filming that took place, over the weekend which was being done by Roger Ross Williams.

CORRESPONDENCE

There was no Correspondence received by Council:

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Bill 39, Amending Sections contained in Chapter 23, Civil Service Board, of the Code of the City of Easton, Pa. was introduced by Mr. Melan and ordered processed for adoption.

This Bill would amend sections contained in Chapter 23 to conform with the Civil Service Rules and Regulations.

The City Clerk reported that the Amended Third Class City Code has changed the days for the taking effect of adopted Ordinances from thirty (30) days to ten (10) days.

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An October 7, 2016 memorandum, dated October 7, 2016, regarding proposed 2016 City Hall Fit Out Initial Budget was received from Cassandra Williams, Finance Director.

Bill 40, Amending the 2016 General Fund Budget was introduced by Mr. Brown and ordered processed for adoption.

This Bill would amend the 2016 General Fund Budget by increasing revenues and expenditures by \$1,500,000.

Bill 41, Amending the 2016 City Hall Additional Expenses Fund Budget, was introduced by Mr. Brown and ordered processed for adoption.

This Bill would amend the 2016 City Hall Additional Expenses Fund Budget by increasing revenues and expenditures by \$1,500,000.

The next item on the Agenda was a proposed Resolution which would authorize the submission of a grant application for the Keystone Communities through the Pennsylvania Department of Community and Economic Development and the signing of the Cooperative Agreement with CACLV as Grant Administrator upon award of the funds.

The following Resolution was introduced by Mr. Brown:

165-2016

The above Resolution was adopted on motion of Mr. Brown and Mr. Edinger by the following vote:

Yeas: Panto, Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano (7)

Nays: None (0)

The next item on the Agenda was a proposed Resolution which would authorize the application for a Northampton County Community Investment Partnership grant in the amount of \$50,000.

The following Resolution was introduced by Mrs. Vulcano:

166-2016

The above Resolution was adopted on motion of Mrs. Vulcano and Mr. O'Connell by the following vote:

Yeas: Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto (7)

Nays: None (0)

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The next item on the Agenda was a proposed Resolution which would approve a contract with Adam Atkinson Creative to perform photography work in an amount not to exceed \$4,800.

The following Resolution was introduced by Mrs. Vulcano:

167-2016

The above Resolution was adopted on motion of Mrs. Vulcano and Mr. O'Connell by the following vote:

Yeas: Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto, Brown (7)

Nays: None (0)

The next item on the Agenda was a proposed Resolution which would approve a contract with Kudu Creative to perform the Market Strategy and Design portion of the work.

The following Resolution was introduced by Mrs. Vulcano:

168-2016

The above Resolution was adopted on motion of Mrs. Vulcano and Mr. Melan by the following vote:

Yeas: Ruggles, Vulcano, Panto, Brown, Edinger, Melan, O'Connell (7)

Nays: None (0)

The next item on the Agenda was a proposed Resolution which would approve the City of Easton Civil Service Board Rules and Regulations.

The following Resolution was introduced by Mr. Melan:

169-2016

The above Resolution was adopted on motion of Mr. Melan and Mr. O'Connell by the following vote:

Yeas: Vulcano, Panto, Brown, Edinger, Melan, O'Connell, Ruggles (7)

Nays: None (0)

The next item on the Agenda was a proposed Resolution which would declare the City's Intention to incur Debt in connection with the payment of the cost of a City Capital Project.

The following Resolution was introduced by Mr. Brown:

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170-2016

On motion of Mayor Panto and Dr. Ruggles, the above Resolution was amended by changing of the maximum principal amount of the debt from \$1,000,000 to \$1,500,000, by the following vote:

Yeas: Vulcano, Ruggles, O'Connell, Melan, Edinger, Brown, Panto (7)
Nays: None (0)

The above amended Resolution was adopted by the following vote:

Yeas: Panto, Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano (7)
Nays: None (0)

Mrs. Vulcano asked how things were going with the Owner of Billy's Downtown Diner.

Mayor Panto said that they have been sent another proposal, and explained the contents of the proposal. He said that movement could be expected sometime later this week or next week.

Mr. Melan asked if this would be the end after the answer on the proposal.

Mayor Panto said that they would negotiate and they would have to see what the results of the negotiations would be.

Mayor Panto said that he and Mr. Murphy have set up another meeting for October 13th or 14th.

The next item on the Agenda was a proposed Resolution which would approve a two (2) year Agreement with AmeriHealth Casualty Services for the Easton Workers Compensation Fund.

The following Resolution was introduced by Mr. Brown:

171-2016

Mayor Panto thanked Mr. Campos and Mr. David Woolf, from Kressler, Woolf and Miller for their diligent work on this matter and saving the taxpayers money.

The above Resolution was adopted on motion of Mr. Brown and Mr. Edinger by the following vote:

Yeas: Brown, Edinger, Melan, O'Connell, Ruggles, Vulcano, Panto (7)
Nays: None (0)

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Dr. Ruggles made statements and asked questions regarding the lowering of days, as mandated by Third Class City Code, before an Ordinance could be come effective. His questions were answered by the City Clerk and Attorney Murphy.

PUBLIC COMMENT
(On any item)

Dawn Hart, Director of Community and Economic Development, thanked Council for approving the Resolution for the contracts with Kudu and Atkinson and introduced Kudu representatives who were in attendance.

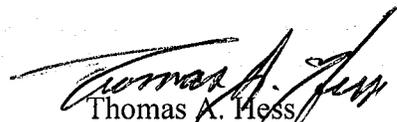
There were no other comments from the audience.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:26 p. m. on motion of Mr. Brown and Dr. Ruggles by the following vote:

Yeas: Melan, O'Connell, Ruggles, Vulcano, Panto, Brown, Edinger (7)

Nays: None (0)


Thomas A. Mess
City Clerk



CITY OF EASTON

PENNSYLVANIA

To: City Council
From: Cassandra Williams, Director of Finance
CC: Sal Panto, Mayor
Tony Bassil, City Controller
Luis Campos, City Administrator

Re: Financial Highlights through August 2016

Date: October 6, 2016

Introduction

At the end of 2015, the Finance Department started implementing new accounting software. This caused changes in the way information flowed through the system. In an effort to ensure that employees understand how to properly use the software, additional training by Freedom Systems personnel was scheduled for employees during the month of September. Additionally, in-house training by the City's Information Technology Department was also scheduled to start in September and run over the course of several weeks. While this has not been the smoothest transition, the Finance Department would like to keep the Finance Committee abreast of some of the more significant items during 2016.

2016 Financial Highlights

The following information is unaudited, but highlights revenue received in the first eight months of 2016:

- Real Estate Tax Revenue totaled \$7,613,742. This represents almost 88% of the \$8,651,977 budget amount. The next quarterly installment occurs in September. During the 4th quarter, any property owners that have not paid their real estate taxes will be sent delinquent notices.
- The budget for Current Year and Delinquent Per Capita Taxes is \$120,000. During the first eight months of 2016, \$104,635 was received representing 87% of the budget amount. The amount received in 2015 during the same timeframe is much less because it was the first year that Berkheimer Tax Administrators collected taxes on behalf of the City and the tax forms were sent later in the year.
- Business Privilege Taxes collected during the first eight months of the year total \$499,128. This represents almost 75% of the \$670,000 budget amount. In 2015, Business Privilege Taxes collected during the first eight months of the year totaled \$548,112.

After payments are received from taxpayers that filed income tax return extensions, delinquent notices will be sent, in the 4th quarter, to those taxpayers that did not file a return.

- During the first eight months of 2016, Earned Income Taxes received totaled \$4,077,342 and ACT 205 Taxes received were \$1,390,480. For the same timeframe in 2015, the Earned Income Taxes and ACT 205 Taxes collected were \$3,341,196 and \$1,326,509, respectively. The amount currently being received is trending higher than in the prior year.
- Casino Revenue is received on a quarter lag. The 1st quarter revenue was received in May of 2016 and totaled \$280,802. The 2nd quarter revenue was received in August and was for \$279,333. The two quarters together total \$560,135, which represents 53% of the \$1,065,000 budget. In 2015, for the same timeframe, Casino Revenue amounted to \$503,931. This represents over a \$56,000 increase from one year to the next.
- Local Service Taxes received total \$254,427. In 2015, the amount totaled \$252,639 for the first eight months of the year. The amount received so far appears consistent with the prior year.
- Police Parking Fines total \$655,067, which is 87% of the \$750,000 budget amount. The total collected in 2015 was \$754,321. The amount of revenue collected in 2016 is set to exceed the amount collected for 2015.
- Parking Meter Revenue collected during the first eight months of the year totals \$743,424. This is an increase of \$115,830 over the \$627,593 that was collected as of the first seven months of the year. This represents 74% of the \$1,000,000 budget. During the first eight months of 2015, \$646,748 was collected.
- Building Permit revenue during the first eight months of the year totals \$270,800 which is 95% of \$285,000 budget. In 2015, this line item was budgeted at \$250,000 with \$149,692 collected in the first eight months of the year. This 2016 revenue represents more than a \$120,786 increase over the prior year.
- Vacant Property Fees collected as of the end of August total \$76,450 compared to the same time last year when \$25,650 was collected. This year's amount represents 218% of the \$35,000 budget.
- Residential Permit revenue is received throughout the year. During the month of August \$102,570 was received bringing the year-to-date total to \$110,760. During the same timeframe last year, \$86,700 was collected.

There is one expense item that will require a budget transfer:

- Under General Fund expenses, a budget transfer will be required for Fire Overtime. Because of minimum manning requirements and staffing deficiencies, firefighters have had to work additional overtime hours.

There is one fund, the Workers Comp Fund (255), that requires further analysis.

- Under the Workers Compensation Fund (Fund 255), there are additional unanticipated insurance expenses. There have been unforeseen workers' compensation claims that the City has had to pay. Claims activity is being analyzed and a portion of the overages will be covered by the workers' comp contingency that has already been established.

Parking Amnesty Program

There were 11,074 tickets eligible for amnesty totaling \$718,622. The amnesty amount would have been \$359,311. There were 1,037 tickets paid under this program totaling \$35,722.



CITY OF EASTON

PENNSYLVANIA

October 5, 2016

MEETING NOTICE

A regular meeting of Easton City Council has been scheduled for **Monday, October 10, 2016**, for the transaction of regular business and to conduct a Public Hearing regarding a Grant Application for a West Ward Façade Program.

The meeting will be held in Council Chambers, on the Third Floor of City hall, located at 123 S. 3rd Street.

All meetings of City Council are open to the Public and are accessible to persons with disabilities.


Thomas A. Hess
City Clerk

CITY COUNCIL
TENTATIVE AGENDA

Stated Session
Monday
October 10, 2016
6:00 P.M.

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
5. APPROVAL OF AGENDA
6. ACTION ON MINUTES – September 28, 2016 Council Meeting minutes and the October 3, 2016 Special Council Meeting minutes.
7. PUBLIC HEARING – Grant for a West Ward Façade Program
8. PUBLIC COMMENT (Agenda Items Only)
9. CONSENT AGENDA
 - (a) Resolution waiving parking meter fees.
10. REPORTS RECEIVED BY COUNCIL
11. REPORTS OF COMMITTEES
 - (a) Finance (Kenneth Brown)
 - (b) Economic Development (Sandra Vulcano)
 - (c) Planning and Code (David O’Connell)
 - (d) Public Safety (Peter Melan)
 - (e) Public Works (Roger Ruggles)
 - (f) Administration (James Edinger)
 - (g) Report of City Solicitor (Attorney William Murphy)
 - (h) Report of Mayor (Salvatore J. Panto Jr.)
12. CORRESPONDENCE
13. UNFINISHED BUSINESS,
14. NEW BUSINESS
 - (a) Introduction of Legislative Bills
 1. Bill 39, Amending Sections contained in Chapter 23, Civil service Board, of the Code of the City of Easton, Pa.
 2. Bill 40, Amending the 2016 General Fund Budget.
 3. Bill 41, Amending the 2016 City Hall Additional Expenses Fund Budget.

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- (b) Resolution authorizing application for a DCED Grant
- (c) Resolution authorizing application for a Northampton County Grant.
- (d) Resolution approving an Agreement with Adam Atkinson Creative.
- (e) Resolution approving an Agreement with Kudu Creative.
- (f) Resolution approving the Civil Service Rules and Regulations.
- (g) Resolution declaring Intent to Incur Debt.
- (h) Resolution approving an Agreement with AmeriHealth Casualty Services

15. PUBLIC COMMENT – (Any Matter)

16. ADJOURNMENT