SUMMARY  
March 18, 2019  
5:00 P.M.  
Penn Room 

COUNCIL MEMBERS PRESENT:  
S. Marmarou, B. Twyman, D. Reed, M. Goodman-Hinnershitz, J. Waltman, J. Cepeda-Freytiz, L. Sihelnik 

OTHERS PRESENT:  

The Committee of the Whole meeting was called to order at 5:07 pm by Mr. Waltman. Mr. Deming introduced Mr. Kelly, Administrative Services Director, on his first day with the City.

I. Finance Reports  
Mr. Pottiger distributed the General Fund Income Statement. He noted that Real Estate Transfer Tax, EIT, BPL and BPT revenue produced more than the amount budgeted. He stated that he needs to obtain more information from Keystone about the collection of the Per Capita Tax. He added that the Building Trades revenues are also higher than budgeted.

Mr. Twyman questioned if the Building Trades revenues are building permits or fines. Mr. Pottiger stated that he needs to look into that further. Ms. Reed requested the breakout on the Building Trades permits by property type – residential and commercial.

Mr. Pottiger stated that some areas with decreased revenues are Health Permits, Rental Inspection Permits, QoL, and Ambulance Fees. He noted that the Ambulance Fees and Health Permits issues may be related to the timing of the billing.

Ms. Goodman-Hinnershitz requested that the financial reports be sent out electronically when the agendas are sent out, which will allow Council time to digest the information prior to the meeting.
Mr. Pottiger requested 5-10 minutes at the March 25th COW meeting to provide additional detail.

Ms. Kelleher distributed the report from Mr. Mann on the Salary Caps and unfilled positions.

Mr. Deming stated that the following positions are currently unfilled:
- Chief Building Official
- Accounting Manager
- Electrician at the WWTP
- PMD Inspector and Clerk
- Small Engine Mechanic - Garage
- Equipment Operator II – Solid Waste

Mr. Deming noted that there will be a personnel change in the Public Property Manager position, as Ms. Reiner is leaving and Ms. Castner is moving into that position.

When questioned about the need for a Community Development Director, Mr. Deming stated that Mr. Palacios will not move into the Accounting Manager position until his successor is appointed to the CD Director position. He stated that the position description was sent to Mr. Chapman with the DCED so that he could help identify qualified candidates.

Ms. Goodman-Hinnershitz requested an update on the unfilled positions in two (2) weeks.

Mr. Waltman inquired about the interim auditor applicants. Ms. Kelleher reported that applications will be accepted until March 25th and that only one (1) application has been received. She added that no one filed petitions to run for the position in the upcoming election cycle.

Ms. Sihelnik requested that Mr. Deming provide a more comprehensive report on the unfilled positions in writing that includes a copy of the City’s organizational chart rather than the usual fractured verbal reports. She stated that having a written report with the organizational chart would help Council understand the operational areas and the accompanying personnel needs.

Ms. Goodman-Hinnershitz suggested creating a Drop Box center to hold various reports received by Council so they can be reviewed as needed. Mr. Tangredi stated that a Drop Box center can be created, as that software is already employed to post the Council and Blighted Property agenda materials.

Mr. Twyman requested a copy of the job descriptions for the Public Property Manager and the CD Director.
During a discussion on the advertisements of various unfilled City positions, Ms. Cepeda-Freytiz inquired if the City posts advertisements on LinkedIn. Mr. Tangredi stated that while he knows there is a City LinkedIn account, he is unsure who owns that account.

Ms. Cepeda-Freytiz inquired about how decisions are made when management employees are shifted into new positions, such as the Public Property Manager. Mr. Johnson stated that in this case the position was posted on the website, applications were submitted, and interviews were conducted before the position was filled.

Ms. Sihelnik questioned if the mayor would be filling the unfilled Assistant position in his office. Mr. Deming stated that he has not discussed this issue with the mayor.

Ms. Goodman-Hinnershitz stated that the list of items requiring the mayor’s input or approval continue to grow and those issues remain unresolved as the mayor does not attend COWs or regular meetings. Mr. Deming stated that the mayor noted his intention to begin attending the regular council meetings again.

Ms. Goodman-Hinnershitz requested a list of unresolved issues. (Note: this list was originally provided on Monday, January 28th – an updated list will be circulated)

Mr. Marmarou inquired if Mr. Deming and Mr. Waltman spoke with the mayor about the backlog in BAC appointments requiring the mayor’s nomination to Council. Mr. Deming and Mr. Waltman reported that there is no progress.

II. Executive Sessions re Litigation & Contracts
Ms. Kraft announced the need for executive sessions to discuss several contracts and litigation. At 5:43, everyone but the seven (7) members of Council, Ms. Kraft, Ms. Kelleher, Mr. Kelly, Mr. Tangredi, Mr. Deming and Mr. Johnson left the Penn Room.

At 5:46 pm Mr. Tangredi, Mr. Kelly and Mr. Johnson were excused from the executive session by Council.

At 6:33 pm Mr. Johnson and Mr. Tangredi were called back into the executive session by Council.

At 6:55 pm Mr. Deming, Mr. Johnson and Mr. Tangredi were excused from the executive session by Council.

The executive session concluded and the meeting adjourned at 7:35 pm.

Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk