

REGULAR COUNCIL MEETING  
June 4, 2018

Members Present: Douglas Baker, Mayor  
Michael Dulaney  
Donna Fletcher, Deputy Mayor  
James Johnson  
Samuel Lyons  
James Marshall  
Fred Mays

Members Excused: None.

In Attendance: Tracy Jamieson, City Manager  
Brian Spaid, Esq., City Solicitor  
James Wetzel, Deputy City Manager  
Charles Gibbons, Code Enforcement/Zoning Officer  
Deb Eckelberger, Franklin Development Director  
Sheila Boughner, Community Development Director  
Harmony Motter, Finance Director  
Darla Hawke, Recording Secretary  
Kelly Bruckart, 309 Elk Street  
Chris Taylor, 701 Grant Street  
James & Karen Ellison, 901 Elk Street  
Mike Kearney, 846 Liberty Street  
Bev Hart, 1333 Elk Street  
Ryan Rudegeair, 1244 Buffalo Street  
Priscilla & Kachina Earhart, 1418 Fisherman's Cove Road, Polk  
Cory Masterson, 222 Evergreen Drive  
Robert Cerro, 1316 Otter Street  
Marissa Dechant, Venango Newspapers, Inc.

Mayor Baker called the meeting to order at 7 PM.

**ADOPTION OF AGENDA - Resolution No. 51**

Mrs. Fletcher moved to approve the agenda, as presented. Mr. Lyons seconded the motion, which passed unanimously.

**APPROVAL OF MINUTES - Resolution No. 52**

Mr. Dulaney moved to approve the minutes of the public hearing of May 7, 2018 and the minutes of the regular meeting of May 7, 2018, as presented. Mrs. Fletcher seconded the motion, which passed unanimously.

**PAY THE BILLS - Resolution No. 53**

Mr. Johnson moved to pay the bills as presented. Mrs. Fletcher seconded the motion, which passed unanimously.

**CITIZENS' INQUIRIES**

**Resolution No. 54** - Mr. Cerro asked if there were any updates on plans to address increased traffic volume and speeding in the 1300 block of Otter Street. Mrs. Jamieson suggested, as a first step, lowering the speed limit and posting a stop sign at the corner of Elk & 14<sup>th</sup> Street. Several other ideas were suggested including the installation of speed humps. Mayor Baker moved to have City staff mail out a survey form to the residents in this neighborhood to seek ideas and support for correcting this problem. Mr. Lyons seconded the motion, which passed unanimously.

**Resolution No. 55** - Mr. Bruckart from St. John's Church requested permission to have a handicapped parking spot in the 400 block of 12<sup>th</sup> Street to complement the elevator that St. John's Church's installed as part of its handicapped accessibility projects. Mrs. Jamieson advised the Council that she had also received a request for a handicapped parking spot at 1535 Elk Street. The resident at that location has a 4-year old child with cerebral palsy and is concerned that in the winter, when she has to carry her child up from the street, it will be difficult if she is unable to find a spot in front of her home. Chief Anundson has signed off on both of these requests. Mr. Johnson moved to have Mr. Spaid update the present Traffic Ordinance to accommodate these requests. Mr. Lyons seconded the motion, which passed unanimously.

Ms. Hart asked if any steps had been taken to extend the length of the "walk" light at the Liberty Street/Washington Crossing intersection as she had previously requested. She was informed that a letter was sent to PennDOT with this request; however, since this is not a City street, this would need to be approved by PennDOT. Mrs. Jamieson noted that the problem possibly could be addressed during a PennDOT construction project taking place in Sugar Creek Borough to create a sidewalk along Allegheny Boulevard. Ms. Hart advised she would contact PennDOT directly and also inquire as to the possibility of an all-4 stop cycle at that intersection.

Mr. Taylor, owner of property located at 701 Grant Street, requested Council abandon a 20-foot right-of-way between Map #10.334.19 and #10.334.24B. Mrs. Jamieson informed him that his request will be researched to see if there are any sewer or water lines located in that area which would negate this request.

Mr. Masterson requested the City place a bituminous curb in front of his property located at 222 Evergreen Drive. He advised that heavy rains are washing out an area of his yard. His request will be considered during any paving project held in that area.

Ms. Earhart, owner of Antique Annie's, requested a 4-way stop at the intersection of 12<sup>th</sup> & Buffalo Streets to address speeding in that area. She also felt \$.25 for 30 minutes of parking was extreme.

**CERTIFICATE OF APPROPRIATENESS**

**Resolution No. 56** - Mr. Dulaney moved and Mr. Johnson seconded a motion to issue Certificates of Appropriateness to the following: for window replacement and a side porch addition at 901 Elk Street, as presented; for a sign at 1242 Liberty Street, as presented; for two new decks & paint colors at 1002 Elk Street, as presented; to raze and construct a new garage at 846 Liberty Street, as presented; for a sign at 1117 Elk Street, as presented; and for a sign at 1180 Elk Street, as presented. Motion passed unanimously.

**AWARD BID - DEMOLITION AND SITE CLEARANCE - Resolution No. 57**

Ms. Boughner informed the Council that the City had sent out Invitations to Bid to 33 contractors, but received only one bid for the CDBG-funded demolition of three sub-standard residential structures. Bert Klapac, Inc., of Oil City, submitted a bid, in the amount of \$37,250, for the demolition and site restoration of 744 - 15<sup>th</sup> Street, 1407 Eagle Street, and 327 Pacific Street, all of which are owned by the City. Ms. Boughner believes the bid is a competitive one and well in line with the cost of other recent demolition projects. It also falls within the amount budgeted in the City's FY-2016 CDBG Program for the project. Mr. Klapac has successfully completed other projects for the City and it would be her recommendation to accept the bid from Bert Klapac, Inc., in the amount of \$37,250, for the demolition and site clearance of the properties mentioned. Mrs. Fletcher so moved. Mr. Mays seconded the motion, which passed unanimously.

**ENGINEERING SERVICES AMENDMENT - CITY HALL HANDICAPPED IMPROVEMENTS**

**Resolution No. 58** - Ms. Boughner informed the Council that when the City requested proposals for the design work on the CDBG-funded accessibility improvement project at the Miller-Sibley Pool bathhouse, they indicated consideration may be given to extending the contract for additional ADA design services for other City buildings. Struxures, LLC, of Seneca, which received the bathhouse contract, has submitted a proposal, at the City's request, for architectural/engineering services for an accessibility improvement project on the first floor of City Hall at a cost of \$4,900. The project, which would be funded by the FY-2016 CDBG program, would include: replacement of two sets of heavy double doors leading from the lobby to the hallway and from the hallway to the Finance Department; replacement of the drinking fountain with an ADA-compliant bi-level electric model; and renovations to the men's and women's restrooms to make them handicapped-accessible.

Under the proposal, Struxures would furnish detailed plans and specifications as well as construction services providing for the review of work in progress, material submittals and contractor applications for payment. It was Ms. Boughner's recommendation that Council approve an agreement with Struxures, LLC for architectural/engineering services for the accessibility improvement project at a cost of \$4,900, noting this would leave \$46,398 to fund the project. Mr. Johnson so moved. Mrs. Fletcher seconded the motion, which passed unanimously.

**SASSAFRAS STREET PROJECT CHANGE ORDER REQUEST - Resolution No. 59**

Ms. Boughner informed the Council that, during the final evaluation of the Sassafras Street Improvements Project this Spring, Street Department Supervisor Terry Ruditis noted the need for an additional storm sewer at the top of the hill, due to water sheeting over the street and freezing before it reached the first storm inlet. Advanced Contracting Inc., the contractor on the project, has submitted a proposal, in the amount of \$6,100, for the installation of approximately 110 feet of 12-inch pipe, two 90-degree elbows and one 2-by-4-foot catch basin. Noting there are sufficient FY-2014 CDBG funds available to cover this cost, Ms. Boughner recommended the Council approve a change order in the amount of \$6,100 for the Sassafras Street Improvements Project, which will leave \$210.16 to cover any contingencies that might arise in the course of the work. Mr. Johnson moved to approve the change order and the expenditure of the \$210.16 remaining monies, if needed. Mr. Lyons seconded the motion, which passed unanimously.

**AWARD BID - CDBG STREET IMPROVEMENTS - Resolution No. 60**

Ms. Boughner informed the Council that five bids had been received for this project, which includes improvements to the following street segments: 200 block of Orchard Street; Missouri Street, Grant to Pacific Streets; 400 block of Pacific Street; Spring Street, Seneca Street to end; Pearl Street, 12<sup>th</sup> Street to end; Washington Street, Meadville Pike to Polk Street; Franklin Avenue, 13<sup>th</sup> to 14<sup>th</sup> Streets; and Otter Street, West Park to 13<sup>th</sup> Street. She noted the low bidder had submitted an incomplete bid, which was removed from consideration as nonresponsive. Therefore, it would be her recommendation to accept the second lowest bid, which was submitted by IA Construction Corporation, in the amount of \$150,769.98. She noted the amount falls well within the amount budgeted for the project and all of their paperwork was found to be in order. Mrs. Fletcher so moved. Mr. Dulaney seconded the motion, which passed unanimously.

**POOL BATHHOUSE PROJECT**

Ms. Boughner announced that Home Depot in Seneca has donated 20 gallons of paint for the pool bathhouse project.

**AWARD BID - LIQUID FUELS STREET REPAIRS - Resolution No. 61**

The Council was informed that five bids had been received for the 2018 Liquid Fuels Paving Project, being a base bid for: *Buffalo Street, 9<sup>th</sup> to 10<sup>th</sup> Streets; Elk Street, Washington Crossing to 10<sup>th</sup> Street; Elm Street, 11<sup>th</sup> to 12<sup>th</sup> Streets; Buffalo Street, 11<sup>th</sup> to 12<sup>th</sup> Streets; and optional work on 16<sup>th</sup> Street, Liberty Street to Point 465 feet South.* It was staff's recommendation to award the contract to IA Construction Corporation, in the amount of \$101,329.61, the low bidder for the project. Mr. Dulaney so moved. Mr. Lyons seconded the motion, which passed unanimously.

**PARADE & PARK REQUESTS - Resolution No. 62**

Mr. Johnson moved and Mr. Dulaney seconded a motion to approve the following requests:

- June 7-August 27, 2018 (Mondays through Thursdays) • Atlantic Avenue Playground • Venango County CYS Truancy Outreach Program • Summer Food Service Program & Activities
- July 2018 (Sundays) • Bandstand Park • Impel Pilates & Yoga • Yoga in the Park
- July 8, 2018 • Bandstand Park • Jane Richey, Fishermen's Network • Concert
- August 11, 2018 • Fountain Park and West Park Street (fully closed) • David Graham • Park Vault

Motion passed unanimously.

## REPORTS

### Manager

- **Resolution No. 63** - Received word that the City has been awarded a Transportation Alternatives Set Aside Grant, in the amount of \$966,760, for replacement of the decorative street lighting in the 1200 block of Liberty Street and the replacement of the deteriorating concrete pavers. Mrs. Jamieson reported that the pavers will be replaced with stenciled concrete made to look like brick. This will require the City to expend funds to hire an engineer to do the plans for the project. She requested permission to proceed with the Request for Proposals (RFP). Mr. Marshall so moved. Mrs. Fletcher seconded the motion, which passed unanimously.
- Mrs. Jamieson reminded the Council that in March, the Crawford Area Transportation Authority (CATA) had approached the City about writing a grant, on behalf of the City. The grant would be used to replace the deteriorating gazebo/bus shelter that stands in the 1200 block of Buffalo Street with a new one and then to rehabilitate the alleyway that connects to Liberty Street to include a pedestrian walkway. She advised that this would necessitate making changes to the parking lot in the rear of the Liberty Building. The more expensive project (\$229,512) would be to leave all parking slots as they are, but shift them over to accommodate the new walkway that would go along the alley. A less expensive option would be to change the last row, nearest to the alley, to parallel parking spots and lose 7 spots, at an estimated cost of \$147,000. Since the grant is due in July, CATA asked Council to pass a resolution approving the agency's application for the funds.

**Resolution No. 64** - Mrs. Fletcher moved and Mr. Dulaney seconded a motion to request a Multimodal Transportation Fund grant of up to \$229,512, from the Commonwealth Financing Authority, to be used for the Mobility & Streetscape Improvements Project and to authorize appropriate City staff to sign the documents. Motion passed unanimously.

**Resolution No. 65** - Mr. Johnson moved to authorize the Crawford County Transportation Authority (CATA) to assist the City with the development of a Multimodal Transportation Fund Grant application through the Pennsylvania Department of Community and Economic Development's Commonwealth Financing Authority for this project. Mr. Lyons seconded the motion, which passed unanimously.

- **Resolution No. 66** - Mrs. Jamieson requested permission to enter into a contract with Amos Rudolph to help with renovations to the Professional Building, which would include replacing windows, removing the pink stucco and adding some siding. She noted Mr. Rudolph had assisted the City with the roof replacement project and staff was very pleased with his service. Mr. Lyons then moved to enter into a contract with Amos Rudolph to create a concept design and to oversee the projects, in the amount of \$6,400 to be taken from the Professional Building Account. Mr. Mays seconded the motion, which passed unanimously.

### **Solicitor**

- In order to address a safety issue, Mr. Spaid informed the Council he and Mr. Gibbons, Code Enforcement Officer, are presently working on an ordinance to disallow the use of landscaping stones between the sidewalk and the curb in an effort to avoid mowing. He is also trying to address as many property maintenance issues in this section as possible to eliminate the need to flip through several different ordinances at a time.
- He and Mr. Gibbons will be working with the Planning & Zoning Commission to address "video signs," which are not presently addressed in the Zoning Ordinance.
- Advised that the Shade Tree Commission and Mr. Gibbons will be meeting with the company hired by Penelec to remove limbs from their power lines on Monday morning. They will address instances where the company did a poor job on trees and seek a remedy for those locations.
- Announced the trees on the 12<sup>th</sup> Street Island needed to be replaced because they were diseased.

### **Mayor • Appointments**

- **Resolution No. 67** - Mayor Baker moved to reappoint George Jolley and Angela Shields to the Commission to Remember Our Heroes (CROH). Mr. Dulaney seconded the motion, which passed unanimously.
- **Resolution No. 68** - Mayor Baker moved to reappoint Mr. Rudegear to the Redevelopment Authority. Mrs. Fletcher seconded the motion, which passed unanimously.
- **Resolution No. 69** - Mayor Baker moved to appoint Beverly Hart to the Historic & Architectural Review Board (HARB). Mr. Johnson seconded the motion, which passed unanimously.

### **COUNCIL REPORTS**

#### **Mr. Johnson**

- Announced he had attended a meeting of the Heritage Advisory Council of the Oil Region Alliance and received flyers for the members to pass out.

#### **Mr. Dulaney**

- Needed to discuss a personnel matter in executive session.

**Mr. Marshall**

- Continuing to voice his concerns, Mr. Marshall ascertained that the City's on-duty Police officers would not be working at the Blues & Barbecue Beer Tent. However, should a problem arise, they will address the situation.

**Mrs. Fletcher**

- Taste of Talent will begin next Wednesday in Bandstand Park.
- Advised someone had approached her suggesting the next time the 1200 mid-block crosswalk of Liberty Street is updated, the City consider adding lighting in the street pavement. Mrs. Jamieson explained that PennDOT would have to approve any such changes or additions.
- Noted a side effect of eliminating the mandatory moving of vehicles after 24-hours of parking on streets is that people are using the spots as a used car lot. She advised that three cars are presently parked in the 800 block of Elk Street with "For Sale" signs on them.

**Mr. Lyons**

- Asked if the 10<sup>th</sup> Street garbage issue had been addressed. Mrs. Jamieson advised that letters had been sent to the residents asking them to park tight against the curb so that the garbage trucks could get through. Tri-County is aware that they must still pickup the garbage from those residents.

**Mr. Mays**

- Reported that there had been a nice turnout for the Memorial Day Parade.

**EXECUTIVE SESSION - Resolution No. 70**

Mr. Johnson moved to enter into executive session at 8:31 PM to discuss personnel. Mrs. Fletcher seconded the motion, which passed unanimously. The executive session ended at 9:02 PM.

**ADJOURNMENT**

There being no further business to come before the Council at this time, the meeting was adjourned at 9:02 PM.

Respectfully submitted,

Darla Hawke, Recording Secretary