

REGULAR COUNCIL MEETING

August 1, 2016

Members Present: Douglas Baker, Mayor
Jane Dlugos
James Johnson
Samuel Lyons
James Marshall
Ryan Rudegear

Members Excused: Donna Fletcher, Deputy Mayor

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
Harmony Motter, Finance Director
Charles Gibbons, Code Enforcement Officer
Sheila Boughner, Community Development Director
Darla Hawke, Recording Secretary
Trenton Moulin, Bridge Builders Community Foundations
Brett Ligo, Ligo Architects
Steven Mason, PO Box 9, Franklin
Kelly Bruckart, St. John's Episcopal Church
Randall Frenz, 835 Liberty Street
Tom Surman, 1283 Liberty Street
David Betz, St. John's Episcopal Church
Scott Walker, SE Walker Construction
Phil Deets, 903 Liberty Street
Marissa Dechant, Explore Venango
Jon Haag, Venango Newspapers, Inc.

Mayor Baker called the meeting to order at 7:01 PM.

ADOPTION OF AGENDA - Resolution No. 121

Mayor Baker moved to add Item 5-A, "Bridge Builders Presentation," to the agenda. Mr. Marshall seconded the motion, which passed unanimously.

APPROVAL OF MINUTES - Resolution No. 122

Mr. Lyons moved to approve the minutes of the regular meeting of July 11, 2016, as presented. Mrs. Dlugos seconded the motion, which passed unanimously.

PAY THE BILLS - Resolution No. 123

Mr. Lyons moved to pay the bills as presented. Mr. Rudegear seconded the motion, which passed unanimously.

BRIDGE BUILDERS PRESENTATION - Resolution No. 124

Mr. Trenton Moulin, Bridge Builders Community Foundations, was in attendance to present a check, in the amount of \$8,894.84, to the City of Franklin to aid with City playground improvements. Mr. Rudgeair moved to accept the check with Council’s gratitude. Mr. Johnson seconded the motion, which passed unanimously.

CITIZENS’ INQUIRIES

Mr. Mason had several questions concerning the homeless shelter planned for the 1200 block of Liberty Street. He was advised this was not a City project and he should address any questions or concerns to the County of Venango. However, he was informed that the City’s Code Enforcement Officer had determined the third floor was previously used as a congregate residence and would now be a non-conforming use in the district. He was also assured that all property maintenance codes and zoning regulations would be enforced by the City.

CERTIFICATE OF APPROPRIATENESS

Resolution No. 125 - Mr. Rudgeair moved and Mrs. Dlugos seconded a motion to issue Certificates of Appropriateness to the following: an addition at 1546 Liberty Street, as presented; windows, paint, siding, and porch/stoop at 835 Liberty Street, as presented; the replacement of a porch with an addition to attach the garage to the house at 903 Liberty Street, as presented; signs at 1283 Liberty Street, as presented. Motion passed unanimously.

SHADE TREE COMMISSION APPEAL - Resolution No. 126

Mr. Bruckart was in attendance to appeal a decision made by the Shade Tree Commission to prevent the removal of two trees located in front of the St. John’s Episcopal Church Rectory at 1151 Buffalo Street. He stated that the trees are pushing up the sidewalk panels, thereby causing a liability issue should someone trip and fall. Mrs. Dlugos advised that she had examined the trees and noticed a defect in the Linden Tree. She sent a photo of said tree to Scott Sjolander, Urban Forster at PennState Extension, who advised the tree had a hazardous critical defect and, in his opinion, trying to save the tree would be a wasted effort. She did agree that the Locust tree appeared to be in good health but was lifting the sidewalk panels. Mrs. Dlugos then moved to grant permission to St. John’s Episcopal Church to remove the two trees. Mr. Lyons seconded the motion. Mayor Baker noted that he had been in favor of keeping the trees, however after hearing Mr. Sjolander’s assessment, he changed his mind. The motion passed unanimously.

SELECTION OF TENTATIVE 2016 CDBG PROJECTS

Ms. Boughner reviewed the following suggestions and cost estimates, prepared by City staff, for the 2016 Community Development Block Grant:

- Street Improvements \$122,033
 - Washington Street (Meadville Pike to Polk Street) - \$51,060
 - Otter Street (West Park to 13th Street) - \$35,611.50
 - Franklin Avenue (14th to 13th Street) - \$33,881.50
 - Delivery costs - \$1,500

- Demolition \$50,000*
For up to 3 properties acquired by the Venango County Land Bank for demolition:
744 - 15th Street; 1407 Eagle Street; 327 Pacific Street.
[*The estimated cost includes \$5,000 for delivery costs, such as testing for lead-based paint, asbestos, appraisals, and \$15,000 per demolition.]
 - Architectural barrier removal on first floor of City Hall \$51,793
Including installation of electronic, push button operation on both sets of heavy inner doors (estimated at \$28,000-30,000) and accessibility improvements of the men's and women's restrooms and drinking fountain.
 - Administration (18%) \$49,132
- TOTAL \$272,958**

Resolution No. 127 - Mr. Rudegear moved and Mr. Johnson seconded a motion to tentatively approve the above suggestions for the 2016 CDBG Projects. Motion passed unanimously.

Resolution No. 128 - Mr. Rudegear moved and Mr. Johnson seconded a motion to schedule the final 2016 CDBG public hearing on September 12, 2016 prior to the regular Council meeting. Motion passed unanimously.

FAIR HOUSING RESOLUTION - Resolution No. 129

Mrs. Boughner explained that, in order to be in compliance with the Community Development Block Grant (CDBG) requirements, a Fair Housing Resolution must be adopted on a yearly basis.

She further explained that the City has joined with Venango County, Oil City, Sugar Creek Borough, Cranberry Township and the Franklin & Oil City Housing Authorities to publish the annual fair housing notice outlining housing rights and the complaint process. The notice ran on June 21, 2016 and identified Chuck Gibbons as the City of Franklin's Fair Housing and Civil Rights Officer. As a grantee of the federal CDBG program, the City is required to do an activity each year to raise awareness of fair housing rights. The City is partnering with Venango County and Oil City on a public service announcement to run on local radio to fulfill that requirement.

Mr. Marshall moved and Mr. Rudegear seconded a motion to adopt the Fair Housing Resolution as presented. Motion passed unanimously.

BID AWARD - LIQUID FUELS PAVING - Resolution No. 130

Mrs. Jamieson reported that three bids had been received for the Liquid Fuels Street Repairs for Evergreen Drive (Edgewood to Woodland) and Otter Street (11th Street to South Park Street). Mrs. Jamieson recommended awarding the bid to the low bidder, Shields Asphalt Paving, Inc., from Valencia, in the amount of \$60,005.45. Mr. Rudegear moved and Mrs.

Dlugos seconded a motion to award the base bid to the low bidder, Shields Asphalt Paving, Inc., in the amount of \$60,005.45. Motion passed unanimously.

FINAL READING - BILL NO. 3 - ZONING CODE AMENDMENT - Resolution No. 131

Mr. Spaid read the title of Bill No. 3, "Zoning Code Amendment," into the record. Mr. Spaid noted that no recommendation had been received by the County Planning Commission. Mr. Rudegeair moved and Mr. Lyons seconded a motion to pass on Final Reading, Bill No. 3, "Zoning Code Amendment." Motion passed unanimously.

PARADE & PARK REQUESTS - Resolution No. 132

Mrs. Dlugos moved and Mr. Johnson seconded a motion to approve the use of Bandstand Park on September 16, 2016, for the Venango County Recovery Celebration, by Venango County Human Services. Motion passed unanimously.

REPORTS

Manager

- Mrs. Jamieson reported the kickoff meeting of the Steering Committee for the Franklin Bike/Pedestrian Connection Master Plan was held, with a wide cross-section of interested parties. She noted that one of the outcomes of this study should be that it will be a good platform for applying for grant monies to help the City on projects that take us from where we are now to our vision of a community that can safely walk and ride bikes most anywhere. She noted one of the overarching themes of this study is a hierarchy of priority: 1st pedestrians; 2nd bikers; 3rd cars; and 4th trucks, and are framing the study and proposed project outcomes with that in mind. To bring awareness of the study, as well as gaining valuable user feedback, a "Tour de Franklin" will be held in conjunction with the Rock in River Festival. It is a quick 30-minute ride from the Salt Box to downtown and it is hoped that folks will help identify concerns and issues with getting from one point to the other.

Ms. Boughner reported that she has already heard from two families with young children that are interested in riding their bicycles during the "Tour de Franklin." Mayor Baker noted there has been a shift in thinking that will tilt the scales more in line with pedestrian safety. He feels this will be time and effort well spent.

- **Resolution No. 133** - Reminded the Council that the 2016 budget called for the purchase of a new pickup truck for the Street Department, as well as a used truck bed for the 1990 dump truck. She reported that the truck bed has been sold to another party and, however, another has not been found. The department currently has two dump trucks: 2001 and 1990 models. After careful consideration, Street Supervisor Terry Ruditis feels that it would be wiser to purchase a new dump truck and move the 2001 truck to the #2 position. The City's newest dump truck is now 15 years old and has had some problems, making it less reliable than it has been in the past. To help with the

cost of a new dump truck, Mr. Ruditis has put off purchasing the new pickup. In addition, he is recommending that the City place the 1990 dump truck, along with three (3) salt spreaders and a backhoe tire, on the Municibid public auction site. By the September meeting, he will have an actual cost of a new dump truck and know how much will be recouped from the Municibid sale. The remainder of funds needed would be borrowed and paid back by Liquid Fuels over a 5-year period. Mr. Rudegeair moved and Mr. Johnson seconded a motion to approve the items listed be placed on Municibid. Motion passed unanimously. Mrs. Jamieson will present the results at the next regular meeting.

- **Myrtle Street Project** - Ms. Boughner updated the Council on the Myrtle Street Project, noting that work began July 20 with the contractors working long days to get the infrastructure in place. Mortimer's Excavating of Pulaski, the subcontractor, completed the installation of water and sewer lines Friday and are installing the water service lines today. Once complete, they will pressure test the water lines and test the water for bacteria. Mortimer's will then complete a few remaining tasks, including catch basins and work on the retaining wall. Pro-Tech will then do the paving.
- **Resolution No. 134** - Reported the bid for the ADA Curb Cuts Safety and Accessibility Project for Liberty Street has been advertised. Bidders are being asked to have the project substantially completed by September 30, so as not to interfere with Applefest®. The bid opening is scheduled for August 12 and a special meeting will need to be scheduled so that the project can be awarded. Mr. Lyons moved and Mrs. Dlugos seconded a motion to schedule a special meeting on August 15, 2016 @ 4 PM to award the project bid.
- Passed out a proposed agreement between the Venango Area Community Foundation and the City of Franklin for the creation of "Franklin Family of Funds" to help with fundraising for a host of future projects; for instance, possibly a Miller-Sibley Fund to help make long-needed improvements to the complex and/or a fund for bike and pedestrian improvements coming out of the Bike/Pedestrian Plan. She asked the Council and Mr. Spaid to review the information so that action may be taken at the September meeting.
- Updated Council on the 12th & Liberty ADA Curb Cuts Project, to be funded with County Liquid Fuels. Mr. Wodzianski has not had a chance to get the engineering done for this project in order to put it out for bid. She talked with the PennDOT Liquid Fuels contact and he suggested the project be put off until 2017. In the meantime, he will help the City put together the specifications. The County Commissioners have agreed to permit the funds be carried over until then.

Mayor • Appointments

Mayor Baker announced that he had no appointments at present but is actively seeking two new members for the Shade Tree Commission.

COUNCIL REPORTS

Mayor Baker

- Noted that Taste of Franklin will be held this weekend in the downtown parks.

Mr. Johnson

- Reported he has received complaints from residents concerning people not putting their garbage in cans and having it strewn around by animals. He asked if there was an ordinance covering this matter. Mr. Spaid advised him the ordinance requires all garbage to be placed in a garbage can. Mrs. Jamieson noted all complaints should be reported to City Hall.
- Asked the status of 1152 Elk Street. He was advised the property was registered as a vacant and abandoned property, after which a citation was sent. It is hoped that many of the violations will be fixed in the near future.
- Reported he has received complaints from concerned parents of vehicles speeding on Grant Street.

Mr. Marshall

- Asked when the Eagle Scout Project would begin at City Hall. Mrs. Jamieson informed him that the plans were to remove everything from the planters this year and to begin the new planting next year.
- Asked the status of the 14th Street paving. Ms. Boughner reported that Shields Asphalt Paving has submitted the required paperwork and performance bond. The work will include milling and paving 14th Street, from Franklin Avenue to Elk Street, and 12th Street, from Buffalo to Chestnut Streets. A pre-construction conference with Terry Ruditis, Street Department Supervisor, will be arranged to determine a start date and issue a Notice to Proceed.
- Reminded Mrs. Jamieson to bring up the matter of City employees wearing safety belts at the next staff meeting.

Mr. Lyons

- Reported that 3,054 people had attended the Miller-Sibley Pool in July and 175 children have participated in the Learn to Swim Programs offered for free by the Franklin YMCA.

Mrs. Dlugos

- Reported that Scott Sjolander and Ty Ryan, PA Dept of Conservation & Natural Resources, planned to hold a tree risk and structural weakness seminar that Council will be invited to attend.

ADJOURNMENT

There being no further business to come before the Council at this time, the meeting was adjourned at 8:08 PM

Respectfully submitted,

Darla Hawke, Recording Secretary