

REGULAR COUNCIL MEETING
September 10, 2018

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

Members Excused: Samuel Lyons

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
James Wetzel, Deputy City Manager
Charles Gibbons, Code Enforcement/Zoning Officer
Kevin Anundson, Police Chief
Deb Eckelberger, Franklin Development Director
Sheila Boughner, Community Development Coordinator
Harmony Motter, Finance Director
Darla Hawke, Recording Secretary
Paul Namey, Sheetz representative
Tom & Patricia Bell, 1347 Otter Street
Robert Cerro, 1316 Otter Street
Anna Mudry, 1003 Elm Street
Sheila Wile, 633 Hillside Avenue
Joy Strain, CPA, CSEP, McGill, Power, Bell & Associates, LLP
Julie Graf, 10610 Oleantrine, Mayport, PA 16240
Ally-Karen D Miller, Franklin YMCA/Miller-Sibley Pool
Pastor Bill Smith, Living Hope Church
Quinn Collins, Living Hope Church
Jodi Baker-Lewis, Franklin Area Chamber of Commerce
Marissa Dechant, Venango Newspapers, Inc.
Chris Rossetti, Explore Venango

Mayor Baker called the meeting to order at 7:22 PM, then asked for a Moment of Silence for the Mark Breene Family, calling his death a devastating loss.

ADOPTION OF AGENDA - Resolution No. 99

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

APPROVAL OF MINUTES - Resolution No. 100

Mr. Johnson moved to approve the minutes of both the public hearing and the regular meeting held on August 6, 2018, as presented. Mr. Dulaney seconded the motion, which passed unanimously.

PAY THE BILLS - Resolution No. 101

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

CITIZENS' INQUIRIES

Mr. Cerro thanked Council for the installation of a speed hump in the 1300 block of Otter Street, noting it had cut down tremendously on the speeding in this block.

Mrs. Bell was also grateful for the speed hump and asked if a second one could be placed further up the street nearer the stop sign. She also asked if the City could fix a deep pothole on the street near her house. She was informed this block was on the proposed paving list for the FY-2018 CDBG Program. In the meantime, Mrs. Jamieson said she would ask the Street Department to patch the hole.

MCGILL POWER BELL & ASSOCIATES - 2017 Draft Financial Statements

Mrs. Strain, of McGill, Power, Bell & Associates, presented a draft overview of the firm's independent audit of the City's 2017 finances. She reported the audit resulted in a clean opinion, indicating the City's financial statements present fairly, in all material respects, the City's financial position for the year.

She began with the 2017 general fund in the amount of \$5,404,063 (approximately a \$266,753 increase from 2016); the City's fund balance of \$3,128,988 (an increase of approximated \$85,000 from 2016); and expenditures totaling \$5,237,690 (a decrease of \$532,255 from 2016). After transfers, excess revenues over expenditures came to \$346,223 for 2017.

CERTIFICATE OF APPROPRIATENESS - Resolution No. 102

Mrs. Fletcher moved and Mr. Dulaney seconded a motion to issue Certificates of Appropriateness for exterior renovations at 1347 Otter Street, as presented; a sign at 1322 Elk Street, as presented; a sign and awnings at 1256 Liberty Street, as presented; a sign at 1217 Liberty Street, as presented; for house colors at 1409 Elk Street, as presented; and for a sign at 1243 Liberty Street, as presented. Motion passed unanimously.

RESOLUTION - TRANSFER OF LIQUOR LICENSE TO SHEETZ, INC. - Resolution No. 103

Mrs. Fletcher moved and Mr. Marshall seconded a motion to approve the transfer of Liquor License No. R-13983 into the City of Franklin by Sheetz, Inc. Motion passed unanimously.

APPOINTMENT OF VOTING DELEGATE TO PA MUNICIPAL LEAGUE - Resolution No. 104

Mr. Johnson moved and Mrs. Fletcher seconded a motion to appoint Doug Baker as voting delegate to the Pennsylvania Municipal League. Motion passed unanimously.

TENTATIVE APPROVAL FY-2018 CDBG PROJECTS - Resolution No. 105

After consulting with City staff, Ms. Boughner recommended the following projects be tentatively approved for the FY-2018 CDBG allocation:

- Street Improvements:
 - Milling and Paving: 1200, 1300, and 1400 blocks of Otter Street - \$110,000*
- Sidewalks and Curb Ramps:
 - 1200 and 1400 blocks of Otter Street - \$90,000*
- Demolition:
 - Locations to be determined - \$42,925
- Administration (18%) - \$53,324
- **TOTAL - \$296,249**

* Estimated Costs

She explained the street and sidewalk projects are located within Census Tract 2004, Block Group 1, which has the greatest concentration of low-to-moderate income residents, making this area a clear priority for CDBG funding. Noting that the City's FY-2016 and FY-2017 CDBG grants had been devoted to paving and sidewalks in this area, she feels these additional projects would continue the effort to provide safe and accessible infrastructure designed to improve the quality of life in that neighborhood.

Mr. Dulaney moved to tentatively approve the projects, as presented, for the City's FY-2018 CDBG Program. Mr. Johnson seconded the motion, which passed unanimously.

SCHEDULE SECOND CDBG PUBLIC HEARING - Resolution No. 106

Mayor Baker moved to schedule the second CDBG Public Hearing at 7 PM on Monday, October 1, prior to the next regular Council meeting. Mr. Johnson seconded the motion, which passed unanimously.

MINIMUM MUNICIPAL OBLIGATION

Mrs. Jamieson informed the Council of the Minimum Municipal Obligation figures for 2019. They are as follows: Police - \$171,759 • Fire - \$184,503 • Non-Uniformed - \$186,385 for a total of \$542,647.

SET HALLOWEEN TRICK-OR-TREAT HOURS - Resolution No. 107

Mr. Marshall moved to establish 6-8 PM, on October 31, 2018, as the Trick-or-Treat hours for the City of Franklin. Mr. Dulaney seconded the motion, which passed unanimously.

MILLER-SIBLEY POOL YEAR-END REPORT

Mrs. Miller reported that the pool had been open 69 days this past summer with an average attendance of 54. She also noted that 172 children were put through the free community swim lessons program and 45 individuals participated in the free community exercise classes.

She reported that many of the patrons commented on how nice the changes to the bathhouse were and, with all the updates, it made a very nice impression to those who came to the pool to swim. She then requested City staff look into redoing the floors in the bathhouse for next season and, if possible, to have the center set of changing stalls removed in the women's changing area.

She reported that total expenses for the year were \$21,877.89 and total revenue was \$14,577.26, which left a deficit of \$7,300.63.

Council once again thanked Mrs. Miller for managing the pool, adding that had the YMCA not taken it over, it would have probably been closed.

PENNDOT AGILITY AGREEMENT RESOLUTION - Resolution No. 108

Mayor Baker moved and Mr. Dulaney seconded a motion to authorize the City Manager to sign the PennDOT Agility Agreement on behalf of the City of Franklin. Motion passed unanimously.

FINAL READING - BILL NO. 5 - PROPERTY MAINTENANCE CODE AMENDMENTS

Resolution No. 109 - Mr. Spaid read the title of Bill No. 5, "Property Maintenance Code Amendments," into the record. Mr. moved and Mr. seconded a motion to pass on Final Reading Bill No. 5, "Property Maintenance Code Amendments." Motion passed 4-2, with Mr. Mays and Mr. Dulaney voting "no."

PARADE & PARK REQUESTS

Resolution No. 110 - Mrs. Fletcher moved and Mr. Johnson seconded a motion to approve the following requests:

- September 20, 2018 • Breakfast with the Duck (duck race ticket sales) • Fountain Park Gazebo • Easterseals (formerly spelled Easter Seals)
- October 31, 2018 • Trunk or Treat • Parking lot behind Living Hope Church • Living Hope Family Church

Motion passed unanimously.

- **Resolution No. 111** - Mr. Marshall moved and Mrs. Fletcher seconded the motion to approve the following request:

- October 5-7, 2018 • Applefest® • Various Downtown Locations • Franklin Area Chamber of Commerce.

Motion passed 5-0, with Mr. Dulaney abstaining from the vote.

REPORTS

Manager

- **Resolution No. 112 - Family Services Request for Easement:** Mrs. Jamieson noted that the proposed sewer line and manhole that are part of the requested easement are actually located within the Sugarcreek Borough right-of-way off Spruce Street and, therefore, need no action from the City. However, there is still the possibility of sharing in the cost of the manhole, if 2 stub-outs are installed in the manhole to assist with any future development of the City's property, but this can be discussed at a later time

- when necessary. Mr. Spaid asked that Council authorize the City manager to sign any documents that may be necessary to allow the sewage hook-up for the Family Services development. Mr. Marshall moved to authorize the City Manager to execute any documents needed to allow for the sewage connection for the Family Services development, if necessary. Mr. Mays seconded the motion, which passed unanimously.
- **Resolution No. 113** - Mrs. Jamieson explained that because of the poor condition of the road, due in part to recent logging activity, additional work needed to be done as part of the recent CDBG paving of Washington Street. The road was milled down 4 inches and re-paved with 2.5 inches of binder and 1.5 inches of top. This added about \$40,000 to the contract with I.A. Construction and was about \$23,000 over the budgeted amount for that street. Two other streets that were part of the CDBG paving - segments of Franklin Avenue and Otter Street - came in under budget, however, so the funds were available for the work. She asked Council to ratify the additional cost to the contract. Mr. Dulaney so moved. Mr. Mays seconded the motion, which passed unanimously.
 - Announced that Dr. Stephen Cenedella has donated \$25,000 to the City of Franklin as an acknowledgment of his late wife's deep appreciation to the Franklin community. It is his intention to donate a total of \$250,000 over the next couple of years with two stipulations: 1.) the City not use the principal amount but only the interest earned, and 2.) the funds be used for non-operational purposes only. She explained that, since City Council already set-up the Franklin Family Funds under the Venango Area Community Foundation, all that would be needed was to request the "**Cenedella Fund**" be established. Members of the Council expressed their thanks for the very generous donation.
 - **Resolution No. 114** - Requested permission to close City Hall at 3:30 PM on September 11 so that City Hall staff can all go as a group to the viewing of former employee Mark Breene, and also from 11:30 AM-2 PM on the September 12 to attend his funeral and luncheon. Mr. Marshall so moved. Mr. Dulaney seconded the motion, which passed unanimously.
 - **Resolution No. 115** - Regarding the request from Trails to Ales approved at last month's Council meeting to close the alleyway next to its building the Friday and Saturday of Applefest®, Mrs. Jamieson recommended a fee of \$60. Mr. Dulaney moved to charge a total fee of \$60 for this specific request. Mr. Johnson seconded the motion, which passed 5-1, with Mr. Marshall voting "no."
 - Will need an executive session to discuss personnel, negotiations and litigation.

Solicitor - No report.

Mayor • Appointments - None.

COUNCIL REPORTS

Mayor Baker - No report

Mr. Johnson

- Advised the Council he has been a board member for the Bridge House (homeless shelter in the 1200 block of Liberty Street) for 1+ years. During that time, they have had a 71% placement rate for jobs and places to live. A majority (65%) of the shelter residents have been in the 22-34 age group. He advised that all the residents have been extremely grateful and no problems have been reported. He indicated Bridge House hopes to open another shelter in Oil City.

Mr. Dulaney - No report**Mr. Marshall**

- Ascertained that two new bicycles for a Bike Patrol had been received by the Police Department; however, officers would probably not be ready to use them during this year's Applefest®.
- Advised he had received a complaint that motorists are speeding coming off Waterworks Road and requested this item be discussed during the next staff meeting with the possibility of a traffic study being made.
- Reminded individuals that tomorrow would be the 17th Anniversary of the 9-11 attacks.

Mrs. Fletcher

- Noted that Applefest® does a lot of good for the City of Franklin, which in turn works to minimize the inconvenience for downtown residents.

Mr. Mays - No report**EXECUTIVE SESSION - Resolution No. 116**

Mr. Marshall moved to enter into executive session at 8:21 PM to discuss personnel, litigation and negotiations. Mr. Johnson seconded the motion, which passed unanimously. The executive session ended at 9:07 PM.

ANY OTHER BUSINESS - none.**ADJOURNMENT**

There being no further business to come before the Council at this time, the meeting was adjourned at 9:07 PM.

Respectfully submitted,

Darla Hawke, Recording Secretary