

REGULAR COUNCIL MEETING
Council Chambers, City Hall
October 2, 2023

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Christian Marshall
Samuel Lyons
Ryan Rudegeair
Todd Zahner

Members Excused: None

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
James Wetzel, Deputy Manager
T.J. Parks, Recording Secretary
Amanda Power, Community Development
Cindi Power, City of Franklin
Harmony Motter, City of Franklin
Charles Gibbons, Code Enforcement Officer
Deb Eckelberger, FICDA
Sharon Dorogy, 634 Adelaide Avenue
Terry Schultz, 620 Sibley Avenue
Stephanie Felmlee, Amy's Closet/Sassy's Gifts
Jennifer Taylor, 1526 Buffalo Street
Mel Kirkwood, Tri County Industries
Danielle and Levi Benson, 1256 Liberty Street
Jeff Hawke, 121 Summit Drive
Jake and Ashley Smith, 1346 Elk Street
Steve Holtz, 636 Elk Street
Matt Beith, HARB/324 16th Street
Alex Spaid, Dale, Woodard, Gent, McFate
Helen Fielding, The Derrick

Mayor Baker called the meeting to order at 7:06 P.M.

ADOPTION OF AGENDA – Resolution No. 138

Mr. Johnson moved to adopt the agenda as presented, seconded by Mrs. Fletcher. The motion passed unanimously.

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APPROVAL OF MINUTES – Resolution No. 139

Mr. Lyons motioned to approve the Code Enforcement Appeal Hearing minutes and the regular meeting of September 11, 2023, as presented. Mr. Marshall seconded the motion which passed unanimously.

DECISION ON LIQUOR LICENSE TRANSFER REQUEST – Resolution No. 140

Mr. Spaid advised that passing the resolution agreeing to Smoke Cantina's/Homegrown Kitchen's request will allow the paperwork to begin to be processed through the Liquor Control Board for the transfer of the license from the previous owner, which is a thirty (30) to sixty (60) day process.

Mrs. Fletcher motioned and Mr. Lyons seconded to approve the resolution to transfer the liquor license as presented. The motion passed unanimously.

PAY THE BILLS – Resolution No. 141

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

CITIZENS' INQUIRIES

- Steve Holtz, of 636 Elk Street, discussed his concerns of excessive speeding in his neighborhood and feels that a combination of speed humps and stop signs may be an effective tool for the area. He has observed that the majority of the culprits are drivers coming off of 8th Street heading south.
- Bev Hart, of 1333 Elk Street, appreciates the temporary rumble strips that PennDOT installed before the bridge on Atlantic Avenue as drivers approach town from Sugarcreek Borough. She would like Council to consider upgrading the traffic signal at Washington Crossing and Liberty Street to include a pedestrian warning system that will cause traffic to stop until the pedestrian has crossed.

CERTIFICATES OF APPROPRIATENESS – Resolution No. 142

The following requests came before HARB at is September 26, 2023 meeting:

1. 210 13th Street – Signs
2. 1446 Liberty Street – Sign
3. 1276 Liberty Street - Signs

Mr. Lyons motioned to approve all requests as presented. Mr. Johnson seconded the motion. The motion passed unanimously.

GARBAGE AND RECYCLING BID RESULTS – Resolution No. 143

Mrs. Jamieson presented the bid results for the 2024-2026 garbage and recycling collection contract. Base bids consisted of once weekly garbage, bulk pickup and yard waste collection and once weekly co-mingled recyclables in bidder-supplied recycling carts. Alternate

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bid options included once weekly garbage collection in bidder-supplied trash carts and two (2) bulk and yard waste pickups per month, and co-mingled recycling collection every other week using bidder-supplied recycling carts. Bidders were also asked to provide pricing for the additional charge of backyard pickup services for customers who request it. Bids were received from Tri County Industries out of Grove City, PA and Waste Management in Moon Township, PA. Mrs. Jamieson advised that the City adds a \$2 administrative charge to the monthly garbage costs.

Tri County Industries provided a base bid in the amount of \$30 per month, alternate bid of \$32.50 per month, and backyard pickup charge of an additional \$15 per month. They also requested to omit hauling ashes as they can be a fire hazard; to start at 11 P.M., so as to not interfere with traffic flow; and to use sixty-five (65) gallon carts for recyclables instead of thirty-five (35) gal carts.

Waste Management did not provide pricing for any of the base bid items, but provided price escalators for two (2) successive years following the initial year for the alternate items and the additional backyard pickup service. The total monthly costs for the alternate bid items start at \$29.82 for 2024, and then increase to \$31.90 in 2025 and \$34.14 in 2026.

Mr. Lyons motioned to accept the bid from Tri County Industries for the base bid amount of \$30 per month with the conditions to omit hauling ashes and to allow collection to begin at 11 P.M., but continue to give residents different size options for recycling carts in 35 gal., 65 gal. and 96 gal. sizes. Mr. Johnson seconded the motion which passed unanimously.

WORLD WAR II/KOREAN WAR MEMORIAL PROJECT BID RESULTS – Resolution No. 144

Mrs. Jamieson announced the bid results for the World War II/Korean War Memorial project. Bids were broken out into two (2) parts: site preparation and concrete pad installation, and furnishing, lettering, and installation of granite tablets and pentagonal prism.

The three (3) bids for site preparation are as follows:

- Bronder Technical Services - \$38,900
- Whalen Contracting, Inc. - \$39,502
- Perry Construction Group - \$71,000

The two (2) bids received for the granite tablets installation are as follows:

- Franklin Granite Works - \$168,821
- Clarion Monuments - \$173,500

She added that the bids came in \$28,000 over the charitable trust funds that had been allocated, and recommended that Council table awarding the bid until the November meeting.

Mrs. Fletcher motioned and Mr. Marshall seconded to table the bid awards at this time. The motion passed unanimously.

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PARKING PERMITS DISCUSSION

Mrs. Jamieson confirmed from last month's Council meeting that quarterly passes could continue to be offered at City Hall, but thirty (30) day passes would need to be purchased at a kiosk or through the parking app. There is a one-time \$350 software update fee to add the monthly parking passes and should be able to be up and running in January 2024. Mrs. Jamieson plans to install some type of signage with instructions for using the kiosks and applying for parking passes; she will work with the Street Department to get them installed. Mrs. Motter added that the parking app is still under construction with Flowbird.

Council agreed to offer the two (2) permit options as described and to make all necessary updates to the parking ordinance.

SAFE STREETS FOR ALL RESOLUTION – Resolution No. 145

Mrs. Power reminded Council of the City's engagement with Michael Baker International to develop a Safe Streets for All Action Plan which is required in order to be eligible for funding under the Safe Streets and Roads for All Implementation Grant Program. She explained that the Action Plan must also contain a resolution from the governing body stating that they publicly commit to reaching a goal of zero (0) roadway fatalities and serious injuries by the stated target date of 2034. Mrs. Power also drew attention to the postcards that were distributed to Council and made available to the audience at the sign-in table that provide details for the public listening sessions to be held on October 17, 2023.

Mayor Baker motioned and Fletcher to pass the resolution as presented. The motion passed unanimously.

LOCAL SHARE ACCOUNT GRANT APPLICATION RESOLUTION – Resolution No. 146

Mrs. Jamieson requested to apply for a Local Share Account grant in the amount of \$952,520 for the removal of the abandoned dam at 3rd Street. She explained that, while the City would be the lead applicant, the work would be carried out jointly with the General Authority.

Mr. Johnson motioned to approve the resolution as presented. Mr. Marshall seconded. The motion passed unanimously.

SET 2024 COUNCIL MEETING DATES – Resolution No. 147

Mrs. Jamieson presented the proposed City Council meeting dates for 2024 which shall occur on the first Monday of the month, with the exceptions of January, September and November, when City Council meetings shall fall on the second Monday of the month.

Mr. Lyons motioned to set the 2024 City Council meeting dates as presented. Mr. Johnson seconded the motion which passed unanimously.

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PARK AND PARADE ASSEMBLY REQUESTS – Resolution No. 148

Mrs. Jamieson introduced the following public assembly requests:

- October 15, 2023 • Fountain Park • French Creek Council • Cub Scout Recruiting
- October 15, 2023 • Bandstand Park • Venango County Prayer Ladies • Prayer in the Park
- October 27, 2023 • 1200 Block of Liberty • FFAC • Downtown Trick or Treat
- November 18, 2023 • Downtown Streets and Parks • FFAC • Light Up Night

- November 19-20, 2023 and December 1, 2023 – January 5, 2024 • Fountain Park • FFAC • Christmas Tree Extravaganza set up and display

Mr. Johnson motioned and Mr. Marshall seconded to approve all requests as presented. The motion passed unanimously.

REPORTS

Manager –

- **Resolution No. 149** – Mayor Baker motioned and Mr. Marshall seconded to set a Conditional Use Hearing for Paoletta Counseling Services at 6 P.M. on Monday, November 13, 2023. The motion passed unanimously.
- The presentation of the Fire Study that was conducted on behalf of Oil City, Franklin and Sugarcreek Borough will be held on October 30th. Time is yet to be determined.
- Verizon submitted plans to construct the cell tower on Bully Hill that was discussed in 2016. The plans are being reviewed by the City’s third-party inspector for construction and stormwater controls. Mrs. Jamieson recommended working with a design professional to make sure that the access road and E&S controls are being correctly monitored. It has not been determined yet when construction will begin.
- There have been further wiring issues with a few of the decorative street lights on Liberty Street, which is preventing a few of them from lighting. The City is still investigating the cause.
- Mr. Gorman stated that sign-up to receive notifications for the Rave Alert system will be available on the City’s website on Monday. He will be available to assist members of the public with signing up.
- Mrs. Jamieson offered time to discuss the 2024 budget with interested Council members.
- Requested time in Executive Session for the purpose of negotiations.

Solicitor –

- **Resolution No. 150** – Mrs. Fletcher motioned and Mr. Lyons seconded to schedule a continued Conditional Use Hearing on Monday, November 13, 2023 at 6:45 P.M. for 508 Elk Street. The motion passed unanimously.

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- Will have a draft of the modifications to the zoning ordinance regarding signs to present to the Planning and Zoning Commission at its November meeting.
- Requested time in Executive Session for negotiations, litigation and possible personnel.

Mayor Appointments –

- **Resolution No. 151** – Mayor Baker motioned to reappoint Travis Hicks to the Housing Authority to serve an additional five (5) year term, ending November 11, 2028. Mr. Johnson seconded the motion which passed unanimously.

COUNCIL REPORTS

Mayor Baker – None

Mrs. Fletcher – Looking forward to Applefest

Mr. Johnson –

- Attended the annual Oil Region Alliance breakfast last week
- Received positive feedback about Franklin from non-Franklin residents who are looking forward to Applefest

Mr. Marshall –

- Inquired when speed humps could be installed in neighborhoods where speed has been a concern. Mrs. Jamieson replied that speed data is being collected in neighborhoods throughout the city before any further modifications are being made.
- Inquired about the street closure of 14th Street, between Liberty and Elk Streets.
- Reported that 300 cups have been sold under the Sip N’ Shop Program.
- Asked if the City could tax skills games that are in town. Mr. Spaid informed that his office is currently working on researching if that is possible or meaningful.

Mr. Lyons – Received a request from Ally-Karen Miller to present the 2023 pool statistics in November.

Mr. Rudegear – None

Mr. Zahner – None

EXECUTIVE SESSION - Resolution No. 152

Mrs. Fletcher motioned to enter into executive session at 8:07 P.M. for the purposes of negotiations, litigation and possible personnel. Mr. Johnson seconded the motion which passed unanimously. The Executive Session ended at 9:03 P.M.

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ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 9:03 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T.J. Parks", with a long horizontal flourish extending to the right.

T.J. Parks, Recording Secretary