

REGULAR COUNCIL MEETING
Council Chambers, City Hall
February 6, 2023

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

Members Excused: None

In Attendance: Tracy Jamieson, City Manager
Harmony Motter, Finance Director
T.J. Parks, Recording Secretary
Charles Gibbons, Code Enforcement Officer
Brian Spaid, Solicitor
Deb Eckelberger, FICDA
Helen Fielding, The Derrick
Bev Hart, 1333 Elk Street
Jake and Ashley Smith, 1346 Elk Street
Alex Spaid, Dale, Woodard, Gent, McFate
Mike Dulaney, Venango Co. Commissioner
Matt Beith, 324 16th Street
Karen Carey, Franklin Retail Assn
Mark Fornof, Franklin Retail Assn
Bernie Nerlich, Trails to Ales
Jodi Baker-Lewis, Franklin Area Chamber
Jim Williams, Downtown Business

Mayor Baker called the meeting to order at 7:00 P.M.

ADOPTION OF AGENDA – Resolution No. 13

Mr. Rudegear moved to adopt the agenda as presented, seconded by Mr. Lyons. The motion passed unanimously.

APPROVAL OF MINUTES – Resolution No. 14

Mr. Johnson motioned and Mr. Marshall seconded the motion to approve the Cable Franchise Renewal Hearing minutes and the regular meeting minutes of January 9, 2023. The motion passed unanimously.

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FRANKLIN AREA CHAMBER OF COMMERCE APPLEFEST PRESENTATION

Ms. Lewis, Franklin Area Chamber Director, extended her gratitude to the City for all their help in making Applefest 2022 the success that it was. She apologized for not reaching out earlier.

PAY THE BILLS – Resolution No. 15

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

CITIZENS' INQUIRIES – Franklin resident, Matt Beith, voiced his opinion regarding the conditional use request for 701 Grant Street and stated that there is a need for such facilities to exist in order to provide temporary housing for those who have nowhere to go.

CERTIFICATES OF APPROPRIATENESS – None

DAVE BALLARD PRESENTATION – SIP & SHOP PROGRAM

Dave Ballard, part owner of Trails to Ales, presented his proposal for a Downtown Sip & Shop Program, with an aim to help support local businesses. For this concept, plastic cups would be purchased from the City by establishments with liquor licenses to sell to patrons at participating establishments. There would be an established boundary of where someone with a cup could go. There would be no refills offered with each cup and would only be able to go into retail establishments, not from one liquor licensed establishment to another. Waste receptacles would be placed to indicate the boundary lines of where beverages would be permissible. Days and times would be dependent upon the Council-established hours of operation. He read a supportive letter from the owner of Liberty Street Antiques. He said he does not support revoking the City's Open Container Act, which does not allow alcoholic beverages to be consumed anywhere on City property.

Mr. Marshall thanked Mr. Ballard for his innovative idea and commended the success and large following of his business. Mrs. Jamieson stated that she is concerned that the public will not understand the boundaries of the program, to which Mr. Ballard suggested that the licensed establishments could provide literature to participants. Mrs. Jamieson informed Council that, per the Liquor Control Board, distilled drinks are not permissible to be carried through town, regardless of whether the City has an Open Container Act or not. This does not apply to beer and wine or malt liquor. She stated that, depending on what City Council wanted to do, an ordinance would have to be created. Mayor Baker indicated that the City Manager and the City Solicitor, along with interested parties, such as the police, could begin discussions and keep Council apprised.

RECREATIONAL SURVEY RESULTS PRESENTATION

Mrs. Power stated that 16% of Franklin households responded to the recreational needs survey that was introduced to the Franklin community last Fall. The purpose of the survey was to gauge the Franklin residents on what their priorities were for recreational opportunities in the City. She then went on to share the questions on the survey and discussed the results of

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each question. (Power point presentation attached to original minutes.) Overall, the results of the survey indicated that the downtown parks, playgrounds and community events were most important, with emphasis on repairing playgrounds, eliminating blight and sidewalk repair. The Council thanked Mrs. Power for her well-prepared presentation.

APPROVAL OF 2023 LIQUID FUELS PAVING – Resolution No. 16

Mrs. Jamieson introduced the following streets to be paved using Liquid Fuels funds that will be included in the base bid:

- Elk Street – 200 Block
- Elk Street – 900 Block
- Brown Avenue, from Atlantic Ave. to Grant Street
- Evergreen Drive, from Alder Lane to Gurney Road

If funding allows, the following street segments will be included as alternates:

- Madison Street, from Washington Street to Adams Street
- Monroe Street, from Washington to the end.

The Oil Region Council of Governments invited the City to join in a group advertising opportunity on paving projects taking place throughout Venango County. Mrs. Jamieson explained that doing so will not only save the City some of the expense of bid advertisements, but could provide us with more competitive bids because the joint advertising may draw upon a larger pool of contractors. She plans to have bids tabulated and ready for award at the April Council meeting.

Mr. Marshall motioned to approve the paving schedule as presented and to enter into the group advertising opportunity through the Oil Region Council of Governments. Mr. Johnson seconded the motion which passed unanimously.

APPROVAL OF PENNDOT TRAFFIC SIGNAL MAINTENANCE AGREEMENT – Resolution No. 17

Mrs. Jamieson explained that, as a condition to apply for Green Light Go funding to assist with financing the 12th & Liberty intersection improvements, the City is required to pass a resolution to execute a Traffic Signal Maintenance Agreement. While the City has already agreed to conduct routine maintenance and accept responsibility for all the traffic signals within the City, as required by the PennDOT traffic signal permits, this will act as a blanket agreement on all traffic signals in the City.

Mayor Baker motioned to approve the resolution and execute the Traffic Signal Maintenance Agreement as presented. Mrs. Fletcher seconded the motion, which passed unanimously.

RATIFY SUBMISSION OF FEMA GRANT APPLICATION FOR FIRE ENGINE – Resolution No. 18

Chief Wetzal informed Council that he submitted an Assistance to Firefighters Grant (AFG) in the amount of \$757,616, with a 5% match requirement, to help pay the costs of a new

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fire engine. The average age of the City's fire engines is 26 years, with the oldest being a 1986, followed by a 1996 and the newest being a 2008. He explained that they are all showing signs of age with more frequent repairs being needed, and that the 1986 engine has an open jump seat cab, which is no longer the standard. He continued to explain the urgent need to submit the grant request was because the lead time for a new engine is about 30-36 months, and he foresees changes in emissions requirements starting for 2027 model-year vehicles. Mr. Wetzel expects to receive the reward or denial notice this fall.

Mr. Rudegear motioned to ratify the grant submission. Mr. Johnson seconded the motion, which passed unanimously.

PARK AND PARADE ASSEMBLY REQUESTS – Resolution No. 19

- May 29, 2023 • 13th St. to S. Park St., Bandstand Park • Memorial Day Parade and Park Ceremony • VETS Honor Guard

Mr. Johnson motioned and Mr. Lyons seconded to approve the request. The motion passed unanimously. Mr. Beith thanked the City for their support and assistance to make Franklin On Ice a success this year.

REPORTS

Manager –

- Announced that there are a few banking changes that need made to City accounts, which require the resolutions by Council.

First, The City's Water Department Flower Fund was originally in a passbook savings account at Northwest Bank. Northwest has discontinued passbook savings accounts, so the funds need to be transferred to a regular savings account with a minimum balance requirement of \$1,000, or a checking account. Since the account does not generally hold the minimum amount required, it would be more feasible to open a separate checking account.

- **Resolution No. 20** – Mr. Rudegear motioned to close out savings account number ending in 0568 and move these funds into a checking account that will continue to require two (2) signatures with Harmony Motter, Donna Fletcher, Doug Baker, and Tracy Jamieson listed as the authorized signers. Mr. Zahner seconded the motion, which passed unanimously.

Second, there is a need to allow the Community Development Financial Assistant access to account information being handled by that department.

- **Resolution No. 21** – Mr. Rudegear motioned and Mr. Lyons seconded to authorize Ashley Rodgers to view account information on the following bank accounts at

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Northwest Savings Bank until further notice, without the ability to perform maintenance requests, process transactions, or be an authorized signer:

- Peters Grant, Account ending in 3750
- Point of Presence Project Account ending in 7247
- Professional Building Account ending in 0664
- Small Business Jump Start Account ending in 3565
- Rehabilitation Escrow Account ending in 7990

The motion passed unanimously.

Third, Mrs. Jamieson stated that the Processional Building currently holds an interest-bearing checking account that receives approximately \$100 in interest annually. By switching to a business money market account with no fees or limits of checks written each month, the annual interest could be considerably higher.

- **Resolution No. 22** – Mr. Rudegear motioned to approve closing the Professional Building checking account number ending in 0664 and moving the monies into a business money market account that will continue to require two (2) signatures, and maintain Harmony Motter, Donna Fletcher, Douglas Baker and Tracy Jamieson as the authorized signers. Mr. Johnson seconded the motion, which passed unanimously.
- **Resolution No. 23** – Mrs. Jamieson noted that the Street Department has requested to dispose of numerous outdated traffic light lenses and a stainless-steel salt spreader via Municibid. Mr. Rudegear motioned to approve the Street Department’s request. Mr. Johnson seconded the motion. The motion passed unanimously.
- Informed that the downtown decorative light poles are now expected to be delivered by the end of March.
- Announced that the new traffic signal controller for Coefield’s Corners will be installed on March 7th and 8th and advised that temporary stop signs will be placed while it is being installed. Mrs. Jamieson followed up with PennDOT regarding a traffic study for this intersection. PennDOT indicated that they could do an intersection study to determine if the traffic lights are necessary. If it is determined that they are not, the City would have to remove the signals at its expense.

Solicitor –

- Continuing to work with Mr. Gibbons on drafting the new sign ordinance.
- Requested time in Executive Session for matters of Personnel and to discuss the Conditional Use Hearing

Mayor Appointments – None

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COUNCIL REPORTS

Mayor Baker –

- Congratulated City staff and Fine Arts Council on a spectacular Franklin On Ice
- Announced that the PA Municipal League, Northwest District, will be meeting in St. Mary's on April 19, 2023

Mrs. Fletcher – None

Mr. Johnson – Echoed sentiments of a successful event

Mr. Marshall –

- Thanked City staff for compiling the Recreation Survey results and would like to see a dog park
- Enjoyed Franklin On Ice

Mr. Lyons – None

Mr. Rudegeair – None

Mr. Zahner –

- Recently toured FICDA and found it impressive and insightful.
- Would like to see improvements at the Atlantic Avenue playground before other new improvements are made at other locations.

EXECUTIVE SESSION – Resolution No. 24

Mr. Rudegeair moved and Mr. Johnson seconded to enter into Executive Session for the purposes of personnel and discussion of the Conditional Use Hearing at 8:14 P.M. The motion passed unanimously. The Executive Session ended at 9:16 P.M.

ANY OTHER BUSINESS – None.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 9:16 P.M.

Respectfully submitted,



TJ Parks, Recording Secretary