

REGULAR COUNCIL MEETING  
Council Chambers, City Hall  
October 4, 2021

Members Present: Douglas Baker, Mayor  
Donna Fletcher, Deputy Mayor  
James Johnson  
Fred Mays (Via Teleconference)  
Ryan Rudegear (Via Teleconference)  
Samuel Lyons (Via Teleconference)

Members Excused: Christian Marshall

In Attendance: Tracy Jamieson, City Manager  
Brian Spaid, Esq., City Solicitor  
James Wetzel, Fire Chief  
Kevin Anundson, Police Chief  
Charles Gibbons, Code Enforcement Officer  
Amanda Power, Community Development Director  
T.J. Parks, Recording Secretary  
Dillon Provenza, Venango Newspapers, Inc.  
John Mitchell, 413 13<sup>th</sup> Street  
Deb Eckelberger, Economic Development Director  
Kelly Johnson, 1217 Liberty Street  
Ally-Karen Miller, YMCA/Miller-Sibley Pool  
Allison Hartle, 1339 Liberty Street  
Brandi Haines, 408 4<sup>th</sup> Street

Mayor Baker called the meeting to order at 7:09 P.M.

**ADOPTION OF AGENDA - Resolution No. 117**

Mrs. Fletcher moved to adopt the agenda. Mr. Johnson seconded the motion, which passed unanimously.

**APPROVAL OF MINUTES – Resolution No. 118**

Mr. Johnson moved to approve the regular meeting minutes of September 13, 2021. Mrs. Fletcher seconded the motion, which passed unanimously.

**PAY THE BILLS - Resolution No. 119**

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

**CITIZENS' INQUIRIES – None.**

**CERTIFICATES OF APPROPRIATENESS – Resolution No. 120**

It was noted that HARB recommended approval of the following requests:

- Sign at 1217 Liberty Street
- Sign at 1339 Liberty Street

Mrs. Fletcher moved, and Mr. Johnson seconded a motion to issue Certificates of Appropriateness for both requests. Motion passed unanimously.

**FINAL READING – BILL NO. 2 – VACATION OF PART OF FIFTH STREET – Resolution No. 121**

Mr. Spaid read Bill No. 2, “Vacating and discontinuing a part of Fifth Street” into the record. Mr. Spaid stated that the property owners on both sides, each of whom would now own a half of the vacated property, have signed the easement agreements that allow the City to access any and all utility lines on the property.

Mrs. Fletcher moved and Mr. Lyons seconded the motion to pass, on Final Reading, Bill No. 2. Motion passed unanimously.

**FIRST READING – BILL NO. 4 – PARKING ON FOURTH STREET – Resolution No. 122**

Mr. Spaid read Bill No. 4, “Additional parking on Fourth Street” in its entirety into the record.

Mr. Johnson moved and Mrs. Fletcher seconded the motion to pass, on First Reading, Bill No. 4. Motion passed unanimously.

**FIRST READING – BILL NO. 5 – PARKING ON BUFFALO STREET – Resolution No. 123**

Mr. Spaid read Bill No. 5, “To correct errors and omissions, and allow for additional parking on Buffalo Street” in its entirety into the record.

Mrs. Fletcher moved and Mr. Johnson seconded the motion to pass, on First Reading, Bill No. 5. Motion passed unanimously.

**FIRST READING – BILL NO. 6 – ELK STREET PARKING CHANGES – Resolution No. 124**

Mr. Spaid read Bill No. 6, “Update street, driving and parking regulations on Elk Street” in its entirety into the record.

Mrs. Fletcher moved and Mr. Johnson seconded the motion to pass, on First Reading, Bill No. 6. Motion passed 4-2, with Mr. Lyons and Mr. Mays voting in opposition of the ordinance, stating that they feel the new stop signs at 11<sup>th</sup> Street and Elk Street back up traffic.

**CONSIDERATION OF HANDICAPPED PARKING SPACE IN 500 BLOCK OF 11<sup>TH</sup> STREET**

Mrs. Jamieson informed Council of a requested location for a handicapped parking space. It would be near 11<sup>th</sup> Street playground, towards Chestnut Street, on the same side as the playground. The matter has been reviewed by the police department. Mrs. Jamieson

wanted Council's direction on drafting an ordinance. All members were in favor of creating a handicapped parking space in the proposed location. Mr. Spaid requested the required dimensions for drafting the ordinance.

**SECTION 504 OFFICER DESIGNATION – Resolution No. 125**

Mrs. Fletcher moved and Mr. Johnson seconded a motion to re-designate City Manager, Tracy Jamieson, as the Section 504 Officer. Motion passed unanimously.

**RESOLUTION TO SUBMIT TRANSPORTATION ALTERNATIVES SET-ASIDE GRANT – Resolution No. 126**

Mrs. Power requested permission from Council to submit a Transportation Alternatives Set-Aside grant application to PennDOT to be used in conjunction with the Liberty Street Betterment Project, which will include the 12<sup>th</sup> & Liberty Street intersection. Mrs. Power reminded Council of the traffic study that was completed in 2020 for this problematic area of Liberty Street, which resulted in City Council supporting one of the study's alternatives for street alignment and several options. The grant would be used for construction costs that would implement targeted pedestrian and bicycle safety improvements. October 15, 2021 is the application deadline. The resolution would also designate Mayor Baker and Mrs. Jamieson as the authorized officials to execute all the documents and contracts associated with the grant.

Mr. Johnson motioned to approve submitting the grant application. The motion was seconded by Mrs. Fletcher which passed unanimously.

**APPROVAL FOR MILLER-SIBLEY AMENDMENT REQUEST TO DCNR– Resolution No. 127**

Mrs. Jamieson followed up with the figures for the change orders that were mentioned at the September 13, 2021 Council meeting. The change orders, that are a result of unforeseen conditions, amount to \$94,565.10. DCNR may be able to assist in partially covering these reported additional costs. Mrs. Jamieson continued to explain that the City is required to submit a DCNR Amendment Request Letter to request the additional funds and state our commitment to match at least 50%.

Mr. Johnson moved and Mrs. Fletcher seconded the motion to accept the change orders, in the total amount of \$94,565.10 and to approve the request for additional DCNR funds up to the amount of \$75,920. Motion passed unanimously.

**AMEND 2022 MINIMUM MUNICIPAL OBLIGATION**

Mrs. Jamieson reported that the City's actuary had notified her of a correction that resulted in an amended 2022 Minimum Municipal Obligation. The new figures are as follows: Police (\$186,814), Fire (\$110,460), and Non-Uniform (\$115,584) for the 2022 minimum municipal obligation.

**RESOLUTION TO ELECT 10 YEAR AMORTIZATION FOR FIREMEN'S PENSION PLAN – Resolution 128**

Mrs. Jamieson further explained that the City's actuary described a situation with the Firemen's Pension that, if nothing was done, would result in two large payments over the next

2 years and then negative numbers for the following 11 years. The actuary noted that this sometimes happens with the Act 205 calculations. He suggested a logical fix for this is for City Council to elect a 10- year amortization payment on the Unfunded Accrued Liability (UAL). This is a one-time election that we can take advantage of since our pension plan is over 70% funded. A resolution was drafted by the actuary to use if City Council chose to take this path.

Mrs. Fletcher motioned to elect to apply the limit on the amortization contribution component of the MMO for the Firemen's pension plan, as described in Section 202(b)(4) OF Act 205. The motion was seconded by Mr. Johnson, which passed unanimously.

#### **SET 2022 COUNCIL MEETING DATES – Resolution 129**

Mayor Baker motioned and Mr. Johnson seconded to approve the first Monday of each month at 7 PM as the 2022 City Council meeting dates, with the following exceptions: July, September, and November, when the meetings will be held the second Monday. Motion passed unanimously.

#### **PARK AND PARADE ASSEMBLY REQUESTS – None.**

#### **REPORTS**

##### **Manager –**

- Reminded everyone with garbage service in the City that the blue-lidded recycling carts are provided by and owned by Tri-County Industries. They are not to be tampered with, painted, or destroyed, or that customer will be billed by Tri-County for the damages. In the event that Tri-County is no longer the City's garbage collector, they will reclaim the bins from the customers.
- Asked Chief Anundson to report on the new in-car computers in the police cruisers. He said they are working very well for the officers. The computers allow them to quickly access messages from 911 and City's dispatch, view vehicle registration and drivers' licenses, firearms ownership, view any outstanding warrants, etc. There are still some issues with the WIFI connection and GPS working properly. All officers have been trained on how to use them.
- Reported she is working on the downtown dining permit process. She has been looking at other communities, the majority of which have an ordinance allowing for the outdoor dining and then develop applications and associated fee schedules. She will be sending her draft recommendations to the committee for review and comments.
- Ally-Karen Miller from the Franklin YMCA spoke about management at the Miller-Sibley pool. Most swimmers this summer paid daily fees. The biggest attendance day of the summer was June 29, with 163 people. 73 kids had free swim lessons. She is working on comprehensive operations manual to run the pool.
- Reminded everyone of the special Council meeting on October 20, 2021 at 4 PM.

- Has matters of litigation and negotiation to discuss in Executive Session.

**Solicitor** – None

**Mayor Appointments** – None

**COUNCIL REPORTS**

**Mayor Baker** – None

**Mrs. Fletcher** –

- Commended City workers and policemen on a fantastic job keeping up with Applefest
- Recommended Council make a decision for participation in the Light Up Night parade

**Mr. Johnson** –

- Spoke with maintenance guy at Library. There is a street sign that is not solidly placed in the ground.

**Mr. Lyons** –

- Reported that the Venango County recycling center by the airport is well utilized. Mr. Johnson affirmed.

**Mr. Mays** – None

**Mr. Rudegeair** –None

**EXECUTIVE SESSION** – Resolution No. 130

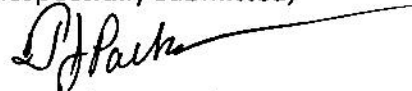
Mr. Johnson moved to enter into Executive session at 8:09 PM to discuss matters of litigation and negotiations. Mrs. Fletcher seconded the motion, which passed unanimously. The Executive Session ended at 9:09 PM.

**ANY OTHER BUSINESS** – None

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 9:09 P.M.

Respectfully submitted,



T.J. Parks, Recording Secretary