

REGULAR COUNCIL MEETING
Council Chambers, City Hall
April 4, 2022

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Ryan Rudegeair (Via Teleconference)
Christian Marshall
Fred Mays

Members Excused: Samuel Lyons

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
James Wetzel, Fire Chief
Kevin Anundson, Police Chief (Via Teleconference)
Harmony Motter, Finance Director
Charles Gibbons, Code Enforcement Officer
Michael Gorman, Resources Assistant (Via Teleconference)
T.J. Parks, Recording Secretary
Brad Lena, The Derrick
Ashley Smith, 1346 Elk Street
Bev Hart, 1333 Elk Street
Ashley Schmidt, Franklin Little League
Daniel Weiland, HARB
Rick Beith, 1331 Liberty Street
Rose Clarke, Northern Pennsylvania Regional College
Jim Caffrey, 922 Liberty Street
Doug Volmrich, 1260 Liberty Street

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

ADOPTION OF AGENDA – Resolution No. 44

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

APPROVAL OF MINUTES – Resolution No. 45

Mr. Johnson motioned and Mr. Marshall seconded the motion to approve the Conditional Use Hearing minutes and regular meeting minutes of March 7, 2022. The motion passed unanimously.

PAY THE BILLS – Resolution No. 46

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

CITIZENS' INQUIRIES – None

CERTIFICATES OF APPROPRIATENESS

- **Resolution No. 47** – Mrs. Fletcher moved and Mr. Marshall seconded to approve the window replacements at 1331 Liberty Street as presented. The motion passed unanimously.
- **Resolution No. 48** – Mr. Marshall motioned to approve the signs and painting at 802 Liberty Street as presented. Mr. Mays seconded the motion, which passed unanimously. Mrs. Fletcher pointed out that the signs have already been installed and reminded Mr. Shawgo that no changes are to be made prior to Council's approval.
- **Resolution No. 49** – Mr. Johnson motioned and Mayor Baker seconded to approve the LED sign at 1412 Liberty Street. The vote was 3-3, with Mr. Mays, Mr. Johnson and Mayor Baker voting in favor, and Mr. Marshall, Mrs. Fletcher and Mr. Rudegeair voting in opposition. There being a tied vote, Mr. Spaid advised Council that the request is deemed denied.
- **Resolution No. 50** – Mr. Johnson moved to approve the garage door replacements at 324 16th Street as presented. Mr. Marshall seconded the motion, which passed unanimously.
- **Resolution No. 51** – It was mentioned prior to the Council meeting that the applicant was not able to attend due to a health problem and asked that the requests for 321-323 13th Street be held off until the May meeting. Mr. Spaid advised that Council should motion to table it for a period of 30 days. Mrs. Fletcher motioned and Mr. Johnson seconded to table the request until the May Council meeting. The motion passed unanimously.
- **Resolution No. 52** – Mr. Caffrey, owner of 922 Liberty Street, commented that, while his application indicates the railings for the steps and around the porch will be 36", he took HARB's recommendation to heart and agreed it would be more visually appealing and architecturally appropriate to keep the railings at 28". Since his porch is only 26" from the ground, doing so would not infringe upon any code regulations. Plus, being in the historic district, such waivers are allowed by code. Mr. Johnson moved to approve the suggested modifications to the porch, posts, steps, lattice and the modification to the railings. Mrs. Fletcher seconded. The motion passed unanimously.
- **Resolution No. 53** – Mr. Marshall motioned and Mr. Mays seconded to approve the proposed painting at 1526 Liberty Street. The motion passed unanimously.
- **Resolution No. 54** – Mrs. Fletcher moved to approve the installation of the mural on the side of 1223 Liberty Street as presented. Mr. Marshall seconded the motion, which passed unanimously.

Mr. Weiland spoke on behalf of HARB and brought to Council's attention that it is getting more difficult to defend the appropriateness of LED signs in the historic district due to

the increasing popularity for the signs and there not being an ordinance disallowing that type of signage in the historic district. The Board would like Council to consider revising the current sign ordinance to coincide with the HARB guidelines. Mr. Spaid stated that he is aware of issues with the sign ordinance and has been trying to connect with Mr. Gibbons to make changes, but their schedules have prevented them from getting together. He continued that HARB can update their guidelines, and refer to them when making recommendations to City Council.

MILLER-SIBLEY POOL PRESENTATION

Alley-Karen Miller was not present. This has been scheduled to be discussed at the May meeting.

MILLER-SIBLEY REQUEST BY LITTLE LEAGUE ASSOCIATION – Resolution No. 55

Ashley Schmidt of the Franklin Little League Association requested permission from City Council to construct a 50'x90' pole building at the former horse shoe pits site to accommodate the increasing number of children who are joining the league and provide indoor activities for their practice in the winter months. The building would house two (2) batting cages and pitching mounds. It would have a metal roof and have siding that could withstand being hit by foul balls from the nearby fields and courts. Ms. Schmidt assured that the new building would be covered under the league's insurance. Mayor Baker asked if there is parking in the nearby area and if that area is maintained in the winter. Mrs. Jamieson stated that several new parking spots have recently been created, but it isn't plowed on a regular basis during the winter. Ms. Schmidt stated that the league would be willing to pay for any additional snow removal.

Mr. Johnson motioned to accept the request, provided that all rules, laws, regulations and ordinances with regard to construction are followed. Mrs. Fletcher seconded the motion which passed unanimously.

NORTHERN PA REGIONAL COLLEGE PRESENTATION

Rose Clarke, Community Engagement Specialist, introduced the programs and services the college provides, primarily affordable education. There are several nearby locations to help ensure students are no more than twenty miles from a location. The college offers five associates degrees and workforce learning for both in-class and online learning options. The Venango County location is at the Vo-Tech Center in Oil City. She further explained that the college does not own the properties where their locations are, but rather partner with other institutions.

SECOND READING – BILL NO. 5 – FRANKLIN FEE SCHEDULE – Resolution No. 56

Mr. Spaid read Bill No. 5, "Franklin Fee Schedule" into the record.

Mrs. Fletcher moved and Mr. Marshall seconded the motion to pass on Second Reading of Bill No. 5. Motion passed unanimously.

FIRST READING – BILL NO. 6 – TRAFFIC CODE UPDATE FOR PACIFIC STREET – Resolution No. 57

Mr. Spaid read Bill No. 6, “Pacific Street Update of Street, Driving and Parking” 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 unanimously.

FIRST READING – BILL NO. 7 – AMENDMENT OF ORDINANCE NO. 2 OF 2022 – Resolution No. 58

Mr. Spaid read Bill No. 7, “Amendment of Ordinance No. 2 of 2022” in its entirety, into the record. He explained that the article number 913 that was assigned in the Sidewalk Café ordinance originally drafted was incorrect. This amendment is to change Article 913 to 912. He noted that this does not affect the Sidewalk Ordinance’s permitting or enforcement process.

Mr. Johnson moved and Mr. Marshall seconded the motion to pass on First Reading Bill No. 7. Motion passed unanimously.

CONDITIONAL USE HEARING DECISION – 402 ELK STREET – Resolution No. 59

Mr. Spaid introduced the Findings of Fact, Conclusions of Law, and the Decision, based upon Council’s recommendations. The decision was to approve the request, with the following conditions:

- Must comply with the City’s Zoning Ordinance, including, without limitation, Section 1304.06, which sets forth standards for bed and breakfasts
- Limit of four bedrooms with no option for expansion unless the owners file an amendment
- The conditional use permit shall be revoked if the owners fail to comply with the conditions imposed by Council
- Owners shall comply with all federal, state and local regulations
- The permit is non-transferrable to any future property owners

Mr. Marshall motioned and Mr. Johnson seconded to approve the conditional use decision. The motion passed unanimously.

WASHINGTON CROSSING INTERSECTION STUDY PROPOSAL – Resolution No. 60

Mrs. Jamieson introduced a proposal from WRA Engineers to work with the Pedestrian Safety Committee and discuss four possible solutions where Washington Crossing intersects with Elk and Liberty Streets. The firm would also provide cost estimates for each of the four possible solutions. The cost to perform the study and discuss the plan would cost \$7,400, plus an additional \$600 if City Council would like a formal presentation of the study and the options. The entire process would be completed by October 11, 2022. Ms. Bev Hart, who is on the Pedestrian Safety Committee, urged City Council to approve the expenditure.

Mrs. Fletcher motioned to approve entering into the agreement with WRA Engineers, at a cost of \$8,000, which includes the additional \$600 presentation service. Mr. Johnson seconded the motion, which passed unanimously.

LETTER OF INTENT – FIRE SERVICE STUDY – Resolution No. 61

Chief Wetzel stated that a representative from DCED suggested that the City, along with Oil City and Sugarcreek Borough, submit a Letter of Intent in order to start a study process that will outline the pros, cons and possibilities of regionalizing fire services. The study is free to the communities and the final report will not be binding. The purpose is to provide communities insight as to where efforts can be focused to provide more effective fire protection to Central Venango County. There will be a meeting on Wednesday, April 27th at 7 P.M. at the Venango Vo-Tech cafeteria to hear from a representative of DCED and inform the public where the process stands.

Mr. Johnson motioned and Mrs. Fletcher seconded to submit the Letter of Intent. Motion passed unanimously.

PEDESTRIAN STREETScape PROJECT – CHANGE ORDER AND UPDATE – Resolution No. 62

Mrs. Jamieson informed Council that the Streetscape Project began this day, Monday, April 4, in front of Northwest Bank. The project will continue along Liberty Street to 12th Street. The contractor will then move to the north side of Liberty Street at West Park until they finish in front of PNC Bank. The light poles are scheduled to be delivered in August, provided there are no issues with the supply chain. They are expected to be switched out and fully installed before Applefest.

She continued to explain that the contractor discovered that the existing pole foundations need to be modified to accommodate the new anchor bolts, creating an increased cost of \$57,694.70. Since the grant money that the City received was over \$300,000 more than the contract amount with M & B Services, Mrs. Jamieson assured Council that there is enough money to cover this unforeseen additional cost.

Mr. Johnson motioned to approve the additional change order of \$57,694.70. Mrs. Fletcher seconded the motion, which passed unanimously.

RIVERFRONT PARK BENCH & PICNIC TABLE DONATION – FRANKLIN GARDENERS – Resolution No. 63

Mrs. Jamieson spoke on behalf of Susie Blair of the Franklin Gardeners Club. They would like to replace one of the deteriorated benches and picnic tables at Riverfront Playground. She said they haven't decided on a vendor yet, but the table and benches they picked out will be made of gray recycled plastic with black legs.

Mrs. Fletcher motioned and Mr. Mays seconded the motion to accept the donation of the table and bench from the Franklin Gardeners Club. The motion passed unanimously.

PARK AND PARADE ASSEMBLY REQUESTS – Resolution No. 64

- April 9, 2022 • Fountain Park • Easter Egg Hunt • FFAC
- June 11, 2022 • Riverfront Park • Zacherl Wedding • Jennifer McCauley
- June 17-19, 2022 • Bandstand Park, 12th Street Island, Fountain Park • Franklin Blues and BBQ • Doug Volmrich
- July 29, 2022 • Bandstand Park • Venango Co. Employee Picnic • Venango Co.
- August 13, 2022 • Riverfront Park • Mook Wedding – Revised • Kali Williams

Mr. Mays motioned to approve all requests. Mr. Marshall seconded the motion, which passed unanimously.

REPORTS

Manager –

- Mrs. Jamieson spoke with someone at Franklin Industries about Franklin Bronze’s request to eliminate 125’ of parking along Atlantic Avenue. The gentleman did not think it would be a problem, but wanted to confirm this with other employees. She also reported that PennDOT must warrant the installation of guiderails, but will provide and install them at their expense, if they are found to be necessary.
- She announced that SPIFFIY Day is scheduled for Wednesday, May 4th with a rain date of May 11th.
- Requested time in Executive Session to discuss personnel, negotiations and potential litigation.

Solicitor – None

Mayor Appointments – None

COUNCIL REPORTS

Mayor Baker – Announced the Pennsylvania Municipal League will hold a luncheon meeting at Wanango Golf Club on April 20, 2022, starting at 11:45 A.M. He urged any interested Council members to RSVP to the invitation.

Mrs. Fletcher –

- Asked Chief Wetzel when the newly located crosswalk behind the courthouse will be installed to meet pedestrian safety needs. He stated that it is dependent upon when we

get a consistent stretch of good weather, but noted that it is on the Street Department's schedule.

- Thanked the Police Department for watching her house while she was in Florida for a couple weeks.

Mr. Johnson – None

Mr. Marshall – Praised the Police Department for their swift response to a recent car burglary.

Mr. Lyons – None

Mr. Rudegear – None

Mr. Mays – None

EXECUTIVE SESSION - Resolution No. 65

Mr. Rudegear motioned to enter into Executive Session at 8:06 P.M. Mr. Mays seconded. The motion passed unanimously. The Executive Session ended at 8:50 P.M.

ANY OTHER BUSINESS – None

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 8:51 P.M.

Respectfully submitted,



T.J. Parks, Recording Secretary