

REGULAR COUNCIL MEETING
April 6, 2020

Members Present: Douglas Baker, Mayor
Donna Fletcher, Deputy Mayor
James Johnson
Samuel Lyons
Christian Marshall
Fred Mays (Joined at 7:05 p.m.)
Ryan Rudegear

Members Excused: None.

In Attendance: Tracy Jamieson, City Manager
Brian Spaid, Esq., City Solicitor
Jim Wetzal, Fire Chief
Sheila Boughner, Recording Secretary & Community Development
Sarah Titley, Venango Newspapers, Inc.

In keeping with social distancing recommendations during the COVID-19 public health emergency, the meeting was held via teleconference.

Mayor Baker called the meeting to order at 7:01 p.m.

ADOPTION OF AGENDA - Resolution No. 41

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

APPROVAL OF MINUTES - Resolution No. 42

Mr. Rudegear moved to approve the minutes of both the regular meeting of March 2, 2020, and the emergency meeting of March 19, 2020, as presented. Ms. Fletcher seconded the motion, which passed unanimously.

PAY THE BILLS - Resolution No. 43

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

CITIZENS' INQUIRIES – None

CERTIFICATES OF APPROPRIATENESS – None.

Mr. Mays joined the meeting at 7:05 p.m.

AWARD MUNICIBID ITEM – Resolution No. 44

Ms. Jamieson reminded the Council that three used Street Department items were recently put out to bid under the Municibid electronic bidding system: a roller, brushes for the City's old street sweeper and a salt spreader. Only one bid was received: a minimum bid of \$500 from Mark Kolmetz of upstate New York for the roller. Ms. Jamieson indicated that no bids were received for the roller when it was previously bid out, and she recommended awarding the lone minimum bid of \$500 for the roller to Mr. Kolmetz. Ms. Fletcher so moved, and Mr. Johnson seconded the motion, which passed unanimously.

2020 LIQUID FUELS PAVING -- Resolution No. 45

In light of the financial uncertainty created by the COVID-19 public health crisis and the potential impact on the City's revenues, Ms. Jamieson raised the possibility of postponing the paving of the 200 Block of Elk Street and the 1200 Block of Buffalo Street with approximately \$100,000 in Liquid Fuels funds so those funds could be used to finance street-related work such as street sweeping, storm drain work, and winter plowing and salting. Any portion of those funds not used could be rolled over into 2021, when Liquid Fuels funding will likely decline as a result of reduced fuel sales during the pandemic. Mr. Johnson made a motion to halt the Liquid Fuels paving project and approve the use of those funds to reimburse the City for eligible street-related work. Mr. Lyons seconded the motion, which passed unanimously.

TAX ANTICIPATION NOTE PAYMENT – Resolution No. 46

Ms. Jamieson advised that while the due date for paying off the City's \$450,000 tax anticipation note from First United National Bank is June 30, 2020, she looked into the possibility of extending that date through Dec. 31, 2020, should that be necessary. At the existing interest rate of 1.5%, the City would pay an additional \$3,375 in interest if it delayed the full payment until the end of December. Ms. Jamieson indicated the bank's board would consider the matter on April 7, 2020, and a resolution from the Council would also be needed to proceed. Mr. Spaid indicated such a resolution would authorize the mayor and City Clerk to enter into such an agreement with the bank as deemed appropriate by the City Manager. Mr. Johnson so moved, and Mr. Marshall seconded the motion. In response to a question from Mr. Rudegeair, Mr. Spaid indicated that should the bank extend the payment terms, the City could still pay off the note earlier if possible, but would have more time to do so if tax revenues lag because of the pandemic. Motion passed unanimously.

ASSIGNMENT OF EASEMENT RIGHTS TO GENERAL AUTHORITY -- Resolution No. 47

Ms. Jamieson presented a request from the Franklin General Authority asking the City to assign easements rights the City holds on four properties to the Authority. The easement rights are needed for the Authority's planned Chub Run Project, which will address a Combined Sewer Overflow (CSO) problem on 15th Street. Mr. Spaid recommended that Council approve the execution of the assignment documents as the easements pertaining to the water and sewer lines fall under the Authority's purview and are needed for the project. Ms. Fletcher so moved and Mr. Lyons seconded the motion, which was approved unanimously.

RESCHEDULE JUNE 1, 2020, COUNCIL MEETING TO JUNE 8, 2020 – Resolution No. 48

In light of the fact that the Pennsylvania primary election was changed from April 28 to June 2 because of the Coronavirus pandemic, and as Council Chambers serves as a polling place, Ms. Jamieson advised changing the date for the June Council meeting from June 1 to June 8, beginning at 7 p.m. Mr. Rudegear moved to change the date of the meeting to June 8. Mr. Marshall seconded the motion, which was unanimously approved.

PARADE AND PARK REQUESTS – Resolution No. 49

Mr. Johnson moved and Ms. Fletcher seconded a motion to approve the following requests, with the understanding that the City reserves the right to cancel any event due to safety concerns:

- May 7, 2020 • Bandstand Park • Venango County Christian Ministry • **National Day of Prayer**
- May 28, 2020 • Aug. 27, 2020 • Bandstand Park • City of Franklin • **Concerts in the Park**
- June 14, 2020 • Bandstand Park • Gardinier Funeral Home, Elks Club, VETS Honor Guard & Boy Scouts • **Flag Day/Flag Retirement Ceremony**
- June 24, 2020 – July 22, 2020 • Bandstand Park • City of Franklin • **Taste of Talent Vocal Competition**
- June 24, 2020 – July 4, 2020 • Fountain & Bandstand Park, Liberty Street and Riverfront Park • City of Franklin • **4th of July Festivities Week, Libertyfest Parade Day**
- June 29, 2020 • Riverfront Park • Child Development Center • **Head Start Event: Flower Painting**
- July 13, 2020 • 11th Street Playground • Child Development Center • **Sports Play Day**
- Aug. 10, 2020 • Riverfront Park • Child Development Center • **Head Start Event: Ice Cream Making**
- Aug. 24, 2020 • Atlantic Avenue Playground • Child Development Center • **Kick Off to School: Snack Party & Play Day**

Motion passed unanimously.

REPORTS

Manager

- Indicated that in response to projected revenue shortfalls stemming from the pandemic, nine City employees were laid off – one from public works, three from administration, two from events & marketing and two from dispatch/parking enforcement and one from mapping. She advised that as a result, residents may see a reduction in some City services, such as higher grass at the playgrounds due to less frequent mowing, as tasks are prioritized. She said the City will do the best it can and will continue to monitor revenues and expenditures and react accordingly.
- Indicated that signs have been placed in the City's playgrounds closing the

basketball courts and advising those using the other facilities to heed pandemic-related safety precautions, including social distancing guidelines.

- Indicated work is underway so the Council's May meeting can be held via video conferencing if need be.
- Advised for the record that the Council held an emergency executive session at 3:30 p.m. March 24 for personnel reasons to discuss the layoffs.
- Noted that a planned April 15 meeting with Oil City to discuss how to work together on fire service will be rescheduled.

Solicitor

- None.

Mayor • Appointments

- None.

COUNCIL REPORTS

Mayor Baker

- Issued an Arbor Day Declaration that will be posted on the City's website.
- Expressed sadness at the need for the layoffs and indicated that no staff members are unnecessary and the layoffs will likely impact services. He asked the public to be patient and said the City will do the best it can.
- Observed that the street department has been conducting street sweeping, which in addition to improving the appearance of City streets helps to keep the grit from winter out of the storm sewers and provides a safer driving surface.

Ms. Fletcher

- Reminded the County about mowing the grass at the former Salvation Army site
- Indicated she would like to receive her Council packet in digital form via e-mail if it would result in a savings to the City.

Mr. Johnson

- Urged residents to stay safe and practice social distancing.

Mr. Lyons

- Urged the public to support local businesses as much as possible.

Mr. Marshall

- Pointed to the Franklin Area Chamber of Commerce website, which is carrying information about local businesses and the Coronavirus, and to the Franklin Retail Association fund-raiser aimed at helping support local businesses during this difficult time. He also thanked City staff members who continue to work during the crisis.

Mr. Mays

- Indicated he would prefer to continue receiving a paper copy of his Council packet so that he does not have to look for the paperwork on his phone during meetings.

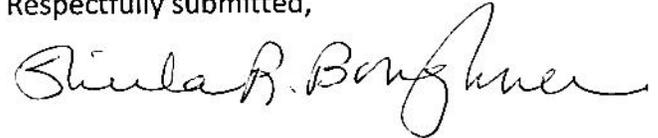
Mr. Rudegeair

- Indicated he is willing to try receiving the packet in digital format.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sheila B. Boughner". The signature is written in black ink and is positioned above the printed name.

Sheila Boughner, Recording Secretary