



CITY OF TITUSVILLE

BIRTHPLACE OF THE OIL INDUSTRY

COUNCIL PROCEEDINGS

April 8, 2008



The regular meeting of Titusville City Council was called to order by Mayor Peden in the Conference Room at the Titusville Redevelopment Authority at 7:00 p.m. Invocation was given by Father D G Davis, III, St. Titus Church. The Pledge of Allegiance was led by Mayor Peden. Present at the meeting were Mayor Dennis Peden, Councilmen James Nystrom, John Frye, Councilwomen Bonnie Hull and Esther Smith, Mary Ann Nau, City Manager. Stella Ruggiero represented The Titusville Herald.

It was moved by Mr. Nystrom, seconded by Mrs. Hull, and carried unanimously to accept the minutes of the regular meeting of March 25, 2008 as submitted with a comment from Mr. Frye included and place on file. Mr. Frye stated that on the first page he would like to have it noted (under Council Bill No. 2 discussion) he had commented that the money (revenue generated from the readiness to serve charge) could be used to pay for salaries to maintain the system because that was part of the maintenance of the system.

PUBLIC PARTICIPATION - Pertaining to agenda items - None.

BID AWARD - It was moved by Mrs. Hull, seconded by Mrs. Smith, to award Street Sweeping Services Contract to Reitz Contracting Services, Inc., Lucinda, PA for a total of 500 estimated hours at \$79.00 per hour (total = \$39,500) and for a total of 80 estimated personnel travel hours at \$40.00 per hour (total = \$3,200) for a total contract cost of \$42,700.

Mr. Frye stated he thinks they need to cut back to 400 hours. If they need to increase the hours at the end of summer, he would be willing to look at it at that point but he does not see any reason to sweep every street every week. Mrs. Hull stated she would like to leave it at 500 and monitor it. Mrs. Smith stated she agrees with John. Mr. Frye stated this is where he thinks they can cut back to offset what they didn't get in the Cable Franchise fees. Mayor Peden stated he would like to see them accept this contract and then monitor the hours very closely. Mr. Nystrom stated he thinks the process has to be there to monitor the work and also what they are getting for the dollars to make sure that they are providing a service that meets the dollar value that they are putting into it.

Vote on the motion was Mrs. Hull, Mrs. Smith - yes; Mr. Nystrom, Mr. Frye, Mayor Peden - no.

It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to award Street Sweeping Services Contract to Reitz Contracting Services, Inc., Lucinda, PA for a total of 400 estimated hours at \$79.00 per hour (total = \$31,600) and for a total of 80 estimated personnel travel hours at \$40.00 per hour (total = \$3,200) for a total contract cost of \$34,800.

MANAGER'S REPORT

1. Wellhead Protection Committee- is scheduled to meet for their quarterly meeting on Wednesday, April 16, 2008 at 3:00 p.m. Letter was sent to DEP, and Wellhead Committee has received a reply regarding the matter of positive testing results for ethylene glycol at the Hasbrouck Mining Operations. Apparently follow-up testing by DEP has shown that there was no ethylene glycol and the problem appears to be with the testing procedures and the company performing the testing has been replaced (see attached letter).
2. Industrial Pretreatment Program - The Annual Report has been prepared and forwarded to DEP. No problems to report.
3. DEP Consent Order and Agreement- the City continues to provide regular progress reports to DEP per our Monitoring Plan and Schedule.
4. Titusville Flood Control Project- information was forwarded to City Council concerning the status of this project on March 12, 2008. Andrew Reed is no longer with the Project. Information has been forwarded to Dave Bollinger (PEMA) to continue the justification of grant funds for any acquisition needs should the Project move forward. New Sponsorship Agreement is next step in the process.
5. Walking Tour- Phase II- Final edits are being performed on the panels and the brochure is being developed by the Committee. Once the panels are complete, Public Works will be installing. Project completion date is June 2008.
6. Pension Committee Meetings- the Police Pension Committee is scheduled to meet on Thursday, April 24, 2008 at 4:00 p.m. in the Police Conference Room.
7. Recycling Bins- six (6) recycling bins are being sought for many of the City park areas through the Crawford County Solid Waste Authority.
8. Municipal Employers Insurance Trust (MEIT) - the City's employee health insurance is provided by MEIT. The City received a rebate check in the amount of \$3,005.02 as a Trust member. Similar checks will be coming at the end of June, September, and December. A meeting was conducted with MEIT Representative Tammy Cappo regarding other cost saving programs the City may partake in.

MANAGER'S REPORT - (Continued)

9. Second Annual Sidewalk Program- the Staff began gearing up for Second Annual Sidewalk Program. Timeline for the program has been developed and changes made per last year's program. Building Inspector/Zoning Officer will be at the April 15, 2008 meeting to discuss with City Council. A press release regarding the program has already appeared in the area newspapers.
10. Grease Trap Ordinance and Annual Reporting- Follow-up with area businesses (restaurants) that have not complied with City Grease Trap Ordinance and annual inspection information. Chamber Director is visiting all who had not replied by the deadline of January 31, 2008 whether they were members of the Chamber or not. This was a friendly reminder for which the City will need to follow up with a final warning letter if they do not comply soon. Grease at the Wastewater Treatment Plant is a DEP issue that they are watching at the Wastewater Treatment Plant and how the City is handling.
11. 2007 Annual Drinking Water Quality Report- the City's Consumer Confidence Report (CCR) was prepared and forwarded to the Borough of Pleasantville prior to the DEP deadline of April 1, 2008. CCR's to customers of Titusville's system and DEP are due by July 1, 2008.
12. Northwest Commission Annual Dinner- attended the dinner at Cross Creek on Thursday, April 3, 2008 along with representatives from the Titusville Area Chamber, University of Pittsburgh, and Titusville Redevelopment Authority.
13. 2007 Visioning Project- Strategy Solutions will be here on April 15, 2008 at 7:00 p.m. to review the results with the Community. Members of the Visioning Committee will be asked to attend and be recognized for their efforts.
14. PILOT- the City received its first 2008 PILOT check this year from Emerson Place. Letter of thank you has been generated. Last year PILOT payments totaled \$23,300.35. This amount represents six entities providing PILOTS in 2007.

Mrs. Hull asked for a timeline on the sidewalk program. Mrs. Nau stated that the time to complete the project was reduced from 90 days to 60 days. Mrs. Nau stated that the Building Inspector will begin taking applications for the program beginning Monday, April 7, 2008. The program is being offered to landowners who wish to have all, or a portion of the pedestrian sidewalk fronting their property replaced at their expense. Once the application has been received, the Building Inspector and/or a representative of the City will conduct a site visit to determine the amount of sidewalk to be replaced.

The deadline for applications is Friday, May 2, 2008. The bid will be advertised on Friday, May 9, 2008 and the bid is expected to be awarded on or around Tuesday, May 27, 2008. It is estimated the contractor will begin work on or around Thursday, June 26, 2008 with a completion deadline of Monday, August 25, 2008. The program is available to all property owners (commercial or residential) who wish to apply. Applications will be available beginning Monday, April 7, 2008 at City Hall in the Building Inspector's office or on line at www.titusvillecityhall.com. Mrs. Nau stated that the penalty for not completing the work within the specified time increased from \$50.00 per day to \$250.00 per day.

Mayor Peden asked who is responsible for emptying all the garbage cans in our City parks. Mrs. Nau stated that currently Tri-County empties those as part of our contract. Mayor Peden asked Mr. Nebel if they are keeping up with emptying the cans at the parks. Mr. Nebel stated they do get overfull and perhaps they don't have enough capacity in the cans, but they do get them every week. Mayor Peden stated he thinks it is something they should look at when they start talking about a new contract, especially at the Ed Myer Complex.

It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to accept the Manager's Report as submitted and place on file.

OPERATIONAL REPORTS - It was moved by Mrs. Hull, seconded by Mr. Frye, and carried unanimously to accept the Operational Reports (Police, Fire, Public Works Director, Finance Director, Building Inspector) and Treasurer's Report for the month of March and place on file.

MINUTES OF BOARDS AND COMMITTEES - It was moved by Mr. Frye, seconded by Mr. Nystrom, and carried unanimously to accept the minutes of the Housing Authority dated 2/26/08; Planning Commission dated 2/5/08 and Annual Report 2007; CHIC Steering Committee dated 2/28/08; Leisure Services Board dated 2/7/08 and 3/6/08 and place on file.

BILL LISTING - It was moved by Mrs. Hull, seconded by Mr. Frye and carried unanimously to ratify the bill listing warrants dated 3/28/08, 3/31/08 and 4/4/08: It was moved by Mr. Frye, seconded by Mrs. Hull and carried unanimously to approve the bill listing warrant dated 4/9/08.

Mayor Peden asked the City Manager to give them an update on the Cable Franchise Agreement and Council Bill No. 2 because of required advertising and so on. Mrs. Nau stated that the Public Hearing for the Cable Franchise Agreement will be scheduled for April 22, 2008 as well as first reading of that Ordinance. Council Bill No. 2 also will be on the agenda the 22nd. to allow for proper advertising.

NEW BUSINESS

RESOLUTION NO. 9 OF 2008 RE: Titusville Park Mini Master Plan Grant Application to DCNR - Whereas the City of Titusville desires to undertake the following project - Titusville Park Mini Master Plan; and Whereas, the applicant desires to apply to the Department of Conservation and Natural Resources ("Department") for a grant for the purpose of carrying out this project.

It was moved by Mr. Nystrom, seconded by Mr. Frye, and carried unanimously to adopt Resolution No. 9 of 2008.

RESOLUTION NO. 10 OF 2008 RE: Longeway Park Playground Grant Application to DCNR - Whereas the City of Titusville desires to undertake the following project - Longeway Park Playground; and Whereas, the applicant desires to apply to the Department of Conservation and Natural Resources ("Department") for a grant for the purpose of carrying out this project.

It was moved by Mayor Peden, seconded by Mr. Frye, and carried unanimously to adopt Resolution No. 10 of 2008.

APPROVAL OF RE-OCCURRING SPECIAL EVENT APPLICATION (March of Dimes -4/19/08)- It was moved by Mr. Frye, seconded by Mrs. Hull and carried unanimously to approve the re-occurring March of Dimes special event to be held Saturday, 4/19/08 from 10:00 am. - 12:00 p.m.

AUTHORIZE PROPER CITY OFFICIALS TO ENTER INTO A CONTRACT AGREEMENT

It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to authorize the proper City officials to enter into a Contract Agreement between the City and Reitz Contracting Services, Inc., Lucinda, Pa for street sweeping services for the year 2008.

PUBLIC PARTICIPATION

Mrs. Leah Carter asked for the start and ending date for the street sweeping contract. Mr. Nebel stated they are scheduled to begin the week of April 14, 2008. Mrs. Carter stated that TRI is kicking off a program on the 25th of April to try to encourage the business owners every Friday morning before they open up their business to sweep up and tidy up in front of their business. Mrs. Carter stated she wanted to make sure the downtown is swept every week in conjunction with this program. In regards to recycle bins, the Design Committee of Renaissance would like to be involved in the discussion regarding the locations as far as in the downtown area. On the sidewalk replacement program, Mrs. Carter asked if it was possible for the City to request that the Post Office consider participating. Mrs. Nau stated they were not interested in participating last year, however, the City will encourage that again this year.

PUBLIC PARTICIPATION - (Continued)

Mr. Joe Carter on behalf of Take Pride Committee announced the following clean-up days: Monday, April 14, 2008 at 5:00 p.m. - Scheide Park and Roberts Grove; Saturday, April 26, 2008 from 9:00 a.m. to 11:00 a.m. at Burgess Park for Earth Day; Saturday, July 19, 2008 from 9:00 a.m. - meet at Gazebo, Scheide Park -downtown clean-up before sidewalk sales.

COMMENTS BY MAYOR AND/OR COUNCIL/COMMITTEE REPORTS

Mr. Nystrom stated he received a letter by email today regarding the request for the water study presentation and he is not satisfied with the letter. Mr. Nystrom stated he feels that he (Engineer) has not fulfilled his obligation to present it to Council. Mayor Peden stated he thinks the Manager should call the Engineer and get exact details of his availability and the costs that may be involved and get back to them no later than next week. Mrs. Nau stated that the Engineer wants a written list of questions from all of Council prior. Mr. Frye suggested a phone conference call.

Mayor Peden stated that when issues need to come before Council, to get them on the Agenda, the procedure is that they go to the City Manager who in turn forwards to the Mayor.

Mayor Peden stated that there was a request from a member of Council for a personnel session. Mayor Peden asked that the personnel session be scheduled for immediately following next week's work session regarding the Fire Department and to also meet with the Police Chief. Mayor Peden stated he would also like to see on next week's Agenda, discussion with our Finance Director to start talking about the Budget. With the anticipated shortfall they are looking at in the fund balance, Mayor Peden stated they need to start looking today and not wait for budget sessions. Mayor Peden stated if Council members have specific questions, to send them directly to Julie, and copy every member of Council so they know what is going on.

It was moved by Mr. Frye, seconded by Mrs. Hall, and carried unanimously to adjourn the meeting. Meeting adjourned at 7:55 p.m.

Suzanne Birtciel
Recording Secretary