



<b>CALL TO ORDER</b>	The regular meeting of Titusville City Council was called to order by Mayor Peden in the City Manager's Office at City Hall at 7:00 p.m.
<b>INVOCATION</b>	Mayor Peden – moment of silence
<b>PLEDGE OF ALLEGIANCE</b>	Led by the Mayor Mayor Dennis Peden introduced and welcomed new Executive Secretary, Heather Stewart
<b>ROLL CALL</b>	Mayor Dennis Peden, Deputy Mayor Jon Crouch, Councilman Roger Gordon were present.
<b>ADDITIONS OR CORRECTIONS TO THE AGENDA</b>	Mr. Peden informed residents of the meeting held previously that morning in response to the COVID-19 pandemic with officials from the city, county, hospital, school district, and ambulance service. It was decided to close all city buildings to the public but employees would be able to continue to work. This includes City Hall, the Fire Department, Police Department, and the Public Works Building. The City is taking precautions to protect staff and putting in place procedures to monitor their health in order to keep them on duty and able to serve the citizens. We have an Emergency management coordinator on staff to organize efforts. If you have questions please call the City Manager and not the police or fire departments.
<b>APPROVAL OF PREVIOUS MEETING MINUTES</b>	<i>Motion by Mr. Gordon, second by Mr. Crouch and carried unanimously to accept the minutes as presented.</i>
<b>PUBLIC PARTICIPATION PERTAINING TO AGENDA ITEMS</b>	None
Maier Duessel Presentation	Michelle Bryan, CPA, and Timothy Morgus, CPA, Maier Duessel  Presented to council the services offered by Maier Duessel, founded in 1990 to serve governmental and non-profit sectors. Three hundred of their 800 clients are governmental so they specialize in governmental audits and are very familiar with standards such as GASB and would be able to make recommendations based on new standards. They are qualified to do single audits for projects that receive certain amounts of federal funds. All employees receive annual government training. They are peer reviewed which is required every three years for quality assurance and are affiliated with various national organizations. Maier Duessel will perform audit of financial statements of the City in accordance governmental audit standards, assist in preparation and submission of DCED report, provide a management report of recommendations for area best practices or other internal controls that they feel are areas that need improvement. GASB standards that are required to be implemented

year to address any technical questions at no additional cost. Can provide continuing education to clients as needed. Client communication is their priority. They are electronically based and use a secure share file site to upload documents to. They will communicate with Council at the beginning and end of audit as well as during the process. Michelle would be engagement partner and Tim would be quality control partner. Nate McFadden would be the lead.

Questions: Mr. Gordon asked about other municipalities regarding transfer of enterprise funds to the general fund and what documents are looked at. What are standard practices? Mr. Morgus responded and asked why would that type of transaction occur. Mr. Gordon's response was that former council over the last eight years transferred 6 million dollars to augment the general fund without any documentation. Mr. Morgus asked for clarification on what the enterprise fund is and Mr. Gordon stated water, sewer, and refuse. Mr. Morgus said that the transfer needs to be substantiated with cost allocations and there are regulations about transferring from funds that are PUC regulated. If it's not justified through cost allocation then the rates of the rate payers are too high. Mr. Gordon asked what the remedy would be in that situation where too many funds are transferred. It would first have to be determined if rates were exceeded for cost reimbursement. They cannot provide legal advice only make recommendations. There is a surcharge process to go back in time on certain items and do an enforcement action against previous administration with legal action that may need to happen.

Mr. Gordon also asked about a municipal authority that acted as a funding agency for PennVest. Would they make a recommendation to go back to a municipal authority or other operational recommendations? Mr. Morgus would need more information to answer that.

Mr. Peden asked if we needed something outside the scope of the terms of the audit agreement would we be charged on an hourly basis. Michelle said it depends. If bank statements, etc. could not be audited, they could not fix them for you but could recommend someone to help you do it. Mr. Peden asked how soon the audit could start if Maher Duessel was hired. Mr. Morgus said it depends on what the governor says because of the virus but a lot can be done remotely and electronically.

Mr. Gordon asked if they were familiar with the state Strategic Management Planning Program and if they bid on those type of jobs. Mr. Morgus responded that they can't do those and our audit.

**APPROVAL OF REPORTS**  
MANAGER'S REPORT

## 1. Fire Department Renovation

Final stages of renovation – they cleaned up the trim and siding. They did a walk through with the contractor, engineer

and fire chief and staff from TRA. They are supposed to finish up this week and it was suggested that there be a ribbon cutting and cookout for residents to come and see the new roof when the weather is decent.

2. South Brown Street behind Carter Field

Water that lays in the road and the potholes need to be remedied. There was discussion with TRA about doing a project to improve the road. Public Works director and Chevy Biltz of TRA will come up with a quote sometime soon to re-pave or restructure the road and add drainage.

3. Senior Center Apartment

Last week a price was set and the lease updated. The Building Inspector, Public Works Director and Interim City Manager did an inspection of the facility and it has been rented and the gentleman has already moved in. Made sure smoke detectors and furnace were working properly and checked on the floor. The renter is interested in cleaning the Senior Center space downstairs. The agreement with the Senior Center was finalized last week and the City can move forward with the cleaning.

4. Murdoch Street Property

Interim City Manager met with potential buyer on Saturday at Pitt dorm (not Ball Hall) and he is interested in placing bid on the property. Neil will provide him with current rates of utilities being paid on the property. Buyer would like to move quickly.

Question by Mr. Peden: Any update on the Petroleum Street pump and electrical work? Mr. Fratus replied that they had received two quotes for a breaker and a safety procedure would be put in place. Public Works Director is working on that with staff. They will work on a disconnect outside of the pump station because of water inside. There could possibly be a grant available for a generator in the future but for now the safety procedure would protect employees.

Motion by Mr. Crouch, second by Mr. Gordon and carried unanimously to accept the Manager's Report as submitted.

OPERATIONAL REPORTS

**BUILDING / ZONING**

No comments

**FINANCE**

No comments

**FIRE**

Mr. Peden passed around a picture of the new fire department roof and suggested people take a drive by to see it as it is a nice asset to the community.

**POLICE**

No comments

**PUBLIC WORKS / WATER / WASTEWATER**

Mr. Gordon asked if Patrick had a chance to get any quotes on leaf pick-up equipment. Mr. Fratus replied that he was working on that and would have it soon.

Mr. Peden requested a copy for Council of the recycling grant the City received to review the scope of work and what equipment is to be purchased to see if possibly the leaf removal equipment could be purchased using that grant.

**TREASURER**

No comments

*Motion by Mr. Gordon, second by Mr. Crouch and carried unanimously to accept the operational reports.*

**MINUTES OF BOARDS & COMMITTEES**

*Motion by Mr. Crouch, second by Mr. Gordon and carried unanimously to accept the minutes of the Benson Memorial Library 2/18.*

**RATIFICATION OF BILL LISTINGS**

*Motion by Mr. Gordon, second by Mr. Crouch and carried unanimously to accept the four warrants as presented, 2/14 \$150,576.22, 2/21 \$97,728.75, 3/5 \$71,119.91, & 3/12 \$215,731.11.*

**OLD BUSINESS**

Public Input

Rick Bliss of Missy's Arcade asked about an update on the Diamond Street building purchase or demolition. Mr. Fratus has been in contact with the owner several times and they have a verbal agreement but are working on the official documents. There is progress. Mr. Peden stated that Neil has developed a rapport with the owner and they will be taking action later this evening. The Solicitor is getting the deed prepared. Mr. Peden asked if the lost parking or scaffold over the sidewalk has hurt the business in any way. Missy stated it has not.

*Resolution No. 10 of 2020  
 Cooperation Agreement*

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TITUSVILLE, CRAWFORD COUNTY, PENNSYLVANIA TO APPROVE THE FORM OF A COOPERATION AGREEMENT WITH AND TO ESTABLISH A METHOD TO RECOGNIZE PARTICIPATING ORGANIZATIONS.

Specific

*Motion by Mr. Gordon, second by Mr. Crouch and carried unanimously to accept Resolution No. 10 of 2020 (note: resolution was misnumbered Resolution No. 9 for meeting) the agreement with listed organizations.*

Generic

*Motion by Mr. Crouch, second by Mr. Gordon and carried*

	<p>unanimously to accept the generic agreement that can be used for future organizations that wish to work with the City.</p>
<p>McGill, Power, Bell Audit Quote</p>	<p>Mr. Gordon had reviewed the written quote from McGill, Power, Bell which was almost identical in cost to the quote from Maher Duessel and made motion to go with Maher Duessel.</p>
	<p><i>Motion</i> by Mr. Gordon, <i>second</i> by Mr. Crouch and <i>carried unanimously</i> to enter into agreement with Maher Duessel for audit services to the City.</p>
<p>Resignations from City Council</p>	<p>As a matter of housekeeping a vote was taken to accept the resignations of Jim Stromdahl and Don Frazier and to send letters thanking them for their long- and short-term service to the City.</p>
	<p><i>Motion</i> by Mr. Gordon, <i>second</i> by Mr. Crouch and <i>carried unanimously</i> to accept above resignations.</p>
<p>Diamond Street Update</p>	<p>No further discussion. Agreement for owner to approve and sign off on the deed.</p>
	<p><i>Motion</i> by Mr. Crouch <i>second</i> by Mr. Gordon, and <i>carried unanimously</i> to accept the agreement and move forward.</p>
<p><b>NEW BUSINESS</b></p>	
<p>Public Input</p>	<p>No comments.</p>
<p>Agreement with Titusville Baseball Association</p>	<p>Mr. Peden asked if Titusville Baseball Association is the term the group would like to use. Dan Hasbrouck said no they would like it to read Titusville Area Little League. He was pleased with the agreement and offered to answer any questions that Council had. Mr. Peden commented that without Mr. Hasbrouck and all the parents involved, with the loss of our Leisure Services Board, a lot of these programs wouldn't exist today. He personally thanked Dan and the volunteers and parents that help out. Mr. Crouch seconded that. Mr. Gordon asked the Mayor to explain what TALL was doing. Dan explained that two of the fields they use are unplayable. The two fields are at the Ed Myer Complex, field 4 by the BMX track and the Cytemp field. Field 4 has had issues with water and therefore is unplayable so they've looked at other options. They asked Mr. Fratus if they would be able to use the Water Works fields. With the help of volunteers, they would update the fields and are planning on having three fields there. Currently there are two that they would make playable for this year and add a third with fencing. They are looking for volunteers and sponsors to donate money. Mr. Crouch asked what the cost to the City is. Mr. Hasbrouck said it is zero. Patrick has volunteered his time to possibly move dirt. Drainage is better there than at the Ed Myer Complex. Dan asked about the City's situation with renting out fields, what is their plan, is the City okay with what they currently have to rent out? Does the City feel they need to put in more money to make it better? Or will it just be volunteers and</p>

organizations that will be doing that? Mr. Peden stated he believes we need to bring the Rec Program back, someone to help coordinate and have a paid position there to help all the leagues and the culture (plays, etc.). Council is still in the process of figuring out the budget so are unsure of what they can do moneywise in that arena. Dan brought up that all of the money that was put into Cytemp field but they are still responsible for keeping it up. The City does the mowing but who does weed pulling? They needed dirt last year and never got it, so who does those things, so that it stays at the level it was when it was first used. It needs to be maintained. Mr. Peden said he could not answer that at this time but with this agreement they would be able to do some things. The City may not be able to provide labor but materials like gravel and dirt could be donated. Mr. Gordon appreciates what they are trying to do with this agreement/project. Mr. Peden said he has talked with an individual that is familiar with drainage about the field at the Ed Myer Complex and he is willing to bring his equipment in and help the City. Scheduling would be looked at as games come up. The time frame for TALL using the fields would be April through July.

*No Motion* made but roll was called and vote *carried unanimously* to accept the Agreement with the change to the group name.

*Applications-Building Inspector*

The Building Inspector has been with the City for over forty years and is now retiring. Mr. Peden asked Interim City Manager Fratus for an update on his replacement. Mr. Fratus stated we have five applications for the position and will be starting interviews soon.

*Municipal Authority*

Mr. Gordon talked about bringing back in some form the Municipal Authority for water and sewer. It was primarily created for funding purposes. Should it be an operating authority so the City is out of the water and sewer business directly? Should the City look at other options for those departments? Should it be a joint authority with other municipalities like Oil Creek Township and Pleasantville? He asked that the City Manager work with the Solicitor for recommendations on this and seek the advice of other communities.

*Motion* by Mr. Gordon, *second* by Mr. Crouch and *carried unanimously* to move forward on this issue.

*City Charter*

Mr. Gordon talked about how Council and City management are often questioned as to why citizens do not vote on a mayor. He stated that it is because of the form of government we have. In order to change that we would have to change the City Charter and in doing so we would probably want to look at Home Rule which would give us more options into things we would want to change. The process is not simple and takes about two years due to the fact that a commission would have to be established by a vote of the citizens. The purpose of said commission would be to recommend to City Council what form of government we should have and that would then become a matter to be voted on in an

election. Mr. Gordon also stated that people have questioned why we are still a third class city when our population has dropped so much and he said if we were to become a borough we lose \$200,000 of funding immediately and we would not qualify to become a third class city if we were to try that today.

*Motion by Mr. Gordon, second by Mr. Crouch, and carried unanimously to direct the City Solicitor to look into the formal process that is required to become a Home Rule Charter.*

**PUBLIC INPUT**

Larry Weldon, 1289 S. Perry St.

Questioned the order of the roll call because it was different every time. Mr. Crouch responded that it must be different each time. Mr. Weldon confirmed that this was so one member was not swaying the votes of those that voted after him. Mr. Gordon replied that if there was a split vote the same person wasn't always the deciding vote. for one another on projects rather than be competing with one another. Discuss at next work session.

**COMMENTS BY MAYOR AND COUNCIL**

Mr. Crouch mentioned having an honorary council member but will delay it because of COVID-19. He also brought up the Airport Advisory Board had their first official meeting last week and they will have their minutes next month. There are seven people on that board with Gail Bean as the President, John Shaffer is the Secretary, and Jim Kuhn is the Financial Liaison with the City. Jim will work with Neil as the board does not have their own budget.

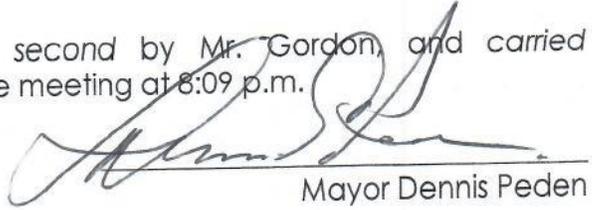
Mr. Gordon thanked everyone for coming out and participating in local government when we weren't supposed to.

Mr. Peden pointed out the information on the Coronavirus that was attached to the agenda. Vacancies on the Civil Service Board and the Zoning Board. He also mentioned that when current council members were campaigning water and sewer bills, specifically the sewer portion, were going to be looked at and he will be proposing a reduction in those rates next week. That will not affect any monies set aside to pay off debt or transferred to the general fund. It will affect fees paid by the citizens.

**ADJOURNMENT**

*Motion by Mr. Crouch, second by Mr. Gordon, and carried unanimously to adjourn the meeting at 8:09 p.m.*

**APPROVED BY COUNCIL**

  
Mayor Dennis Peden

THIS 6 DAY OF April, 2020

I hereby certify the foregoing to be a true and correct copy of the minutes of the Meeting of City Council of March 16, 2020.

  
Heather Stewart, Recording Secretary