



CITY OF TITUSVILLE

City Council Meeting Proceedings June 1, 2020

CALL TO ORDER	Mayor Peden called the Regular Meeting to order.
INVOCATION	Moment of silence.
PLEDGE OF ALLEGIANCE	Led by Mayor Peden.
ROLL CALL	Mayor Peden, Deputy Mayor Crouch, Councilman Gordon, Councilman Witosky, and Councilman McCrillis.
ADDITIONS OR CORRECTIONS TO AGENDA	<p>Mr. Witosky added schedule of Council meetings and social media.</p> <p>Mr. Peden stated that the Solicitor advised us to remove item "C" from New Business which was the Agreement of Sale for the Day Building.</p> <p>Mr. Gordon added property purchase procedures, Pitt property plans, graduation expenses, 214 N. Martin St., demolition agreement with TCDA, code issues – high grass, etc., audit status.</p>
PROCLAMATION	<p>Graduation - Read by Mayor Peden to Stephanie Keebler, Superintendent and Mike McGaughey, Assistant Superintendent. A copy of the proclamation with the City Seal in a linen folder with a name label along with a personalized letter from the Mayor was made for each graduate and given to Mrs. Keebler to hand out at Graduation on June 5, 2020.</p>
APPROVAL OF PREVIOUS MEETING MINUTES	<p>Minutes from May 18 and May 21 – Special Meeting</p> <p><i>Motion by Mr. McCrillis, second by Mr. Crouch and carried unanimously to accept the minutes as submitted.</i></p>
OPERATIONAL REPORTS MANAGER'S REPORT	<p>City Manager updated Council on paving which will start in mid-June; graduation at the airport and following procession through town; Diamond Street property wall adjoining Missy's needs stabilized and it was discovered there is a shared wall with the Day building so these are not in original bid (Mr. Gordon asked about insurance to cover any damages that would occur during demolition; Mr. Peden asked if the support for Missy's wall had been started yet); meeting with Council on Arts director and Leah Carter regarding Drive-In movie night; the City is now in the Green Phase of re-opening so buildings and parks are open but Splash Pad is still closed; and cardboard is now being picked up at the curb again but should be broken down.</p> <p>Mr. Peden asked about the Bank Street property where the demolition permit has run out and the residents are anxious about it; he also had questions regarding 214 N. Martin St. – deed status, zoning issues, water meters, and liability issues since the City still owns it.</p> <p><i>Motion by Mr. Witosky, second by Mr. Gordon and carried</i></p>

unanimously to accept the Manager's Report as submitted and place on file.

**MINUTES OF
BOARDS/AUTHORITIES**

Benson Memorial Library – May 19 meeting minutes

Motion by Mr. Crouch, second by Mr. Gordon and carried unanimously to accept the minutes as submitted and place on file.

**COUNCIL COMMITTEE
UPDATES**

None.

PUBLIC PARTICIPATION

None.

OLD BUSINESS

SPECIAL EVENT APPLICATION

Oil Valley Lightning Softball Tournament – Date change from original application that was previously approved. New date is August 15.

Motion by Mr. Witosky, second by Mr. Crouch and carried unanimously to approve the Softball Tournament for the new date of August 15.

SCHOOL RESOURCE OFFICER

The Titusville Area School District at their May 18, 2020 board meeting approved the Intergovernmental Cooperation Agreement with the City for a School Resource Officer Program.

Motion by Mr. Gordon, second by Mr. McCrillis and carried unanimously to approve the Agreement with the School District.

The Police Department will hire the next available person on their list but that doesn't necessarily mean that person will be the SRO.

AIRPORT RECOMMENDATIONS

Mr. Gordon mentioned that when the Airport Advisory Board was created Council discussed having a six-month review, it was discussed about having one in September since the board hadn't been able to meet on a regular basis due to COVID-19. Council will vote on this next meeting.

Mr. Crouch had brought up at the previous Council meeting but these items were never voted on:
Vance Weldon currently cleans the terminal/restrooms and does upkeep on the grounds so the Advisory board allows him to use one bay of the maintenance hangar to park a vehicle and he has his own insurance.

The board has found someone to mow three days a week for four hours a day at the rate of \$40/day and has insurance as their own contractor. Mr. Peden asked if the fuel sales and/or hangar rentals could cover the costs for mowing without using manager salary. City Manager will look into this.

Motion by Mr. Witosky, second by Mr. Gordon and carried unanimously to allow the Airport Advisory Board to hire the

recommended person to mow at the airport.

Motion by Mr. Witosky, second by Mr. Gordon and carried unanimously to allow Vance Weldon to maintain/use the airport hangar providing he has insurance.

CIRCUIT RIDER PROGRAM

Mr. Peden spoke about the Circuit Rider Program which would allow the City to hire a Recreation Director. The first year it would cost the City nothing, the second year it would cost the City 25% for the salary, the third year 50 %, the fourth year 75 %, and the fifth year the City would be responsible for 100% of the salary. Council needs to determine whether they would like to have a board again and would they then need a director. It would require a conversation with the School District.

Motion by Mr. Gordon, second by Mr. Witosky and carried unanimously to proceed with reinstating the Recreation Board and hiring a director using the Circuit Rider Program.

Mr. Crouch would like to see some type of protection in place so that a Council down the road couldn't wipe it out again.

Mr. McCrillis would like to see more games and less fees.

Mr. Peden suggested that the board oversee recreation and culture so Renaissance and Council on the Arts as well.

GOAL SETTING SESSIONS

Mr. Peden stated that Council has been talking about doing short- and long-term goals for the City Manager to work on and would like to have a session on a Saturday. Mr. McCrillis would like to have input from the public on this. Council can't work on problems if they don't know about them. Mr. Gordon said that the community may have a different vision than Council as well so their ideas would be beneficial. The session would be open to the public. Mr. Gordon thought a one day session rather than a couple shorter sessions would be better for continuity of thought. The public could come and go throughout the day. Mr. Witosky suggested that we receive input from the public through other means such as the website or Facebook for those that couldn't attend the meeting. The date for the session was set for Saturday, June 20 at 8:00 a.m. The department heads will also present their ideas. Mr. Gordon stated that strategic planning for long-term will also be discussed. Mr. Witosky suggested leaving department heads out and leave this session for the public. Mr. Peden said that department heads already have their plans done and so they could go first and be done. Council could then vote on a one to five scale on the priority of the idea/goal. Mr. Gordon brought up having a moderator for the session. Karen Jez and Mike McNierney were mentioned.

Question from the audience – Jean Spence from the School Board – how will you let the public know this is what you are doing? Mr. Peden replied that we can use our Nixle alert system, social media, the City website, the Herald. Mrs. Spence said that most people don't buy the paper anymore so there needs to be another way to reach the public. Mr. McCrillis mentioned the Stream as well. Mr.

Peden suggested bringing in organizations at set times. Mrs. Spence suggested sending personal invites. Mr. Gordon would like to see large employers like the hospital attend.

Motion by Mr. Gordon, second by Mr. McCrillis and carried unanimously to set the Goal Setting Session for June 20, 2020 at 8 a.m. at Towne Square for the City.

MORATORIUM ON CITY PROPERTY SALES

Mr. Gordon stated that the City had put a moratorium on sales of City owned property earlier in the year for the purpose of giving Council time to come up with a plan and possibly put it before the Planning Commission for review. In light of the fact that the sale of the Pitt properties is approaching, Mr. Gordon feels that an exception should be made when the time comes.

Mr. Peden brought up the City owned properties that had been demolished using CDBG monies. In order to sell those properties, the CDBG program year has to be closed out and that has not been done for seven years. The reason for this was when the City was administering CDBG funds they didn't close those out.

Motion by Mr. Gordon, second by Mr. Crouch and carried unanimously to make an exception for the 322-324 Murdoch Boulevard properties to the moratorium on City owned property sales.

RENOVATION OF CITY HALL

City Manager has not received the second quote from Stifler McGraw as of this date. Mr. Peden stated that Council needs to decide whether they are going to go forward with the renovations in 2021. The application is due in March and there are two years to complete it. The City would be responsible for 50%. The reason it needs decided now is it is a lengthy application process and we would need to budget for it.

City Hall definitely needs renovated or it will unrepairable in the near future. The program is through the PHMC and covers exterior work only.

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to authorize the City Manager to accept the low bid when the second quote comes in.

Mr. Gordon would like to use local contractors if possible.

AUDIT STATUS

Mr. Gordon asked the City Manager for the status of the audit. The City Manager replied that the City was in daily communication with the auditors and they would be coming in to City Hall the following week to work with the departments.

NEW BUSINESS

**RESOLUTION NO. 19 OF 2020
CDBG-CARES ACT**

A RESOLUTION OF THE CITY OF TITUSVILLE, COMMONWEALTH OF PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR FUNDING

THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT-CORONAVIRUS (CDBG-CV) PROGRAM, AS PART OF THE CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT [P.L. 116-136], AND FURTHER CERTIFYING COMPLIANCE WITH THE REQUIREMENTS OF SAID PROGRAM.

Mr. Gordon asked if there were any guidelines for this but the City had not received them as of this date.

Motion by Mr. Witosky, second by Mr. Crouch to approve Resolution No. 19 of 2020 to submit application for CDBG-CARES Act funding, vote as follows:

Mr. Peden, Mr. McCrillis, Mr. Crouch, Mr. Witosky – Yes
Mr. Gordon - No

LAND USE

Mr. Peden stated that this item had been basically covered under the discussion on the Moratorium.

AGREEMENT OF SALE
DAY BUILDING

This item was removed from the agenda per the direction of the City Solicitor.

BENECON SURPLUS
DISTRIBUTION

On May 22, the City received a check in the amount of \$86,685.55 from PA Municipal Health Insurance Cooperative/Benecon. This is the first surplus claim fund distribution check for the 2019 plan year. Previously, the City received these funds and deposited into an account. They have not been this high before and were saved up and then used to pay one month's premium on health insurance, which is around \$50,000/mo. The City Manager recommended paying this money forward to the employees since it was their good health that contributed to receiving this amount of money. The monthly amount contributed by employees for their portion of health insurance is \$2,491.84 and for the balance of the year (15 pays) would total \$37,377.60 leaving the City with a balance of around \$50,000 to still use for premium payment if they wished.

Mr. Gordon asked if it could be given as a reimbursement that isn't taxed or a bonus.

Mr. Crouch asked if it had to be used for health insurance or on specific things. There are no restrictions on its use.

Mr. Witosky commended the employees on staying healthy. Mr. Peden asked if it was the entire pool or the City of Titusville claims that were down.

Mr. Peden recommended starting in July rather than June and holding on to the balance which would amount to almost a mill in taxes and if it wasn't needed this year could offset costs for next year. He also suggested that every department be notified that this may not happen every year.

Mr. Gordon asked if the Manager could come back to Council with three different scenarios and how it would affect employees/the City.

Mr. Crouch asked the City Manager how he came up with his recommendation. Mr. Fratus had spoken to Heather Plowman who

informed him that when the City started with PHMIC it was presented to the employees that the benefit of joining would be reflected in employee contributions.

Police Chief Legoullon stated that he was there when it was done and administration "sold" it to the employees that they would get the kick back but they had never seen any of that money.

Council agreed that it would be nice to finally give back to the employees.

Mr. Crouch also reiterated that everyone should have received their City Service bills with the new lower rate.

SCHEDULING OF MEETINGS

Mr. Witosky brought up the new meeting schedule of two meetings a month, which he agreed with but that when Council interviewed the new Solicitor he made it clear that he had previous commitments for the first Monday of the month and that was one of Council's new meeting dates. Could Council switch to the second and fourth Monday.

Mr. Peden stated that he didn't feel the Solicitor needed to be present for every meeting.

Mrs. Spence from the Titusville Area School District board said that the School Board meets on the second and fourth Mondays so that would conflict for people that wished to attend both.

Mr. Witosky felt that the Solicitor is an asset and should be used more than 50% of the time. Mr. Crouch agreed that since the number of meetings was reduced from four to two that the Solicitor should be at both.

Mr. Peden said that some meetings are so cut and dry that a Solicitor is not needed and it saves costs.

Mr. McCrillis felt that the Solicitor should be at both meetings.

Mrs. Spence's concern was not for people attending but for her as City Council liaison she would not be able to attend both meetings if they were on the second and fourth Monday.

Mr. Peden asked if we hired a Solicitor or the firm. Could the firm send someone else to meetings or could someone else from the firm cover his other commitment.

SOCIAL MEDIA

Mr. Witosky would like to see the City have a Facebook page again. The City is in a reactive state rather than a proactive state without social media. Social Media could be an agenda item and Council could discuss things that were brought up on it.

Mr. Peden and Mr. Gordon brought up the previous issues with using Social Media and there were specific reasons why it was taken down so there need to be precautionary measures in place before it is restarted.

Mr. Peden recommended that Mr. Witosky sit down with the City Manager and develop a policy for the next meeting.

PITT PROPERTY PLANS

Mr. Gordon stated that City Council announced to the public a potential buyer for the Pitt Townhouses. He thought the buyer was to have his plans to City by now but has not heard anything about it. The City Manager replied that he has not heard back from the potential buyer.

<p>GRADUATION EXPENSES</p>	<p>Mr. Gordon brought up the graduation expenses that the City has incurred for signs, personnel for the ceremony, etc. and wanted to know where those expenses were being paid out of. He wondered if it could be paid for with COVID-19 funds because it is the cause of the City doing graduation.</p>
<p>CODE ISSUES</p>	<p>Mr. Gordon brought up all the tall grass at properties and wondered if this was because our code enforcement officer had been laid up and was there some way to check on those to see if the owner's were okay. The City Manager replied that the Building Inspector had been off on medical leave and so some things have gotten behind but those issues will be looked into. The process for getting those type of things is cumbersome and takes several steps before the City can step in and take care of it. Someone mentioned the old Perkins in particular. Mr. Peden asked the City Manager to talk to the Solicitor about the process.</p>
<p>PROPERTY PURCHASE PROCEDURES</p>	<p>Mr. Gordon asked if there was a procedure in place for announcing to the public the purchase of property by the City for their input as there was something in the works. Prior administration had purchased a property on East Main Street without public input. The City Manager will look into it.</p>
<p>PUBLIC INPUT</p>	<p>Jason Drake - 105 E. Dillon Dr. - Regarding Pitt Properties - wants to know what's really going on with them. This Council when running for office ran on principles but he feels they haven't been transparent with him. They had told him after his offer that they were not going to sell them, they were just going to sit on them but were meanwhile showing the property to the new buyer. Mr. Drake had offered to sit down with Council in April to go over his plans for the properties but Council was not interested. Mr. Crouch addressed Mr. Drake saying they had had a conversation and Mr. Drake had informed Mr. Crouch that he had prepared a letter but would hold off on sending it until he had spoken with Council. To maintain transparency the City Council announced a summary of the terms of the sale at a Council Meeting on May 21, 2020. The letter Mr. Drake sent is inaccurate because the offer has not been accepted by the City, therefore, there have been no backdoor deals. (See attached Statement of City Council Regarding Potential Sale of Former Pitt Buildings). Mr. Drake brought up debt service coverage ratio for a commercial loan. Mr. Peden responded that City Council received a letter of intent from this gentleman spelling out what he would do, a time frame, and building use. So all he had to go by for comparison was the amount offered of \$150,000. Mr. Peden asked if Mr. Drake had sent a letter of intent. He stated he had emailed but had not sent an official letter of intent because Council told him they were going to sit on the properties. Mr. Peden then asked if Mr. Drake envisioned the City giving him extra land and he replied that yes it had been discussed to use as parking for Ball Hall. A detailed schedule could have been written up if Council had been willing to hear his ideas. Mr. Drake was going to try to fund the renovation himself but if needed had an investor lined up. According to his</p>

email to Council he would use the income from his other rental units (31) to fund his project. Mr. Peden asked if the other units could sustain conditions if those funds were funneled elsewhere. Mr. Drake could also pull from his personal funds that he makes as an attorney to fund maintenance on his properties if needed. Mr. Witosky addressed Mr. Drake as a fellow business owner in regard to being turned down on RFPs. He would never reach out to someone or their customer base and create a stink if he was turned down for a request. Mr. Crouch asked what kind of tone it set when Mr. Drake first put it on Social Media and then sent a letter before addressing the issue with City Council. Mr. Peden stated there is no deal on the table, the terms of letter of intent were made public a couple weeks prior and that is all that has been done. The potential buyer could fly the coop at any time or City Council could decide they don't like what he is going to do and there would be no deal. Mr. Peden stated he was offended that Mr. Drake would accuse him of doing a back-door deal. Mr. Drake retorted that he was offended by the way he was treated. He offered to give Council a letter of intent if they were interested, Mr. Gordon stated they would receive one but they are not recruited. Mr. Drake said he received a text message stating the City was not doing anything with the property so if that was the case he was not going to do the letter of intent. Council questioned the fact that he received anything in a text because they did not send it. Mr. McCrillis apologized to Mr. Drake for any mistreatment by Council toward him.

COMMENTS BY MAYOR AND COUNCIL

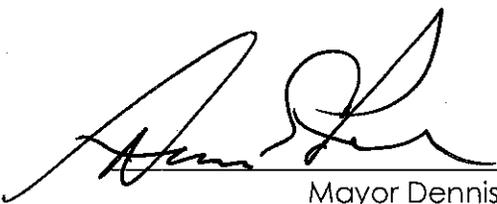
Mr. McCrillis addressed bullying by kids at the park towards his African-American grandson and stated it needs to stop. Mr. Gordon would like to see a community wide event at the park for employees so the public could get to know them and recognized them for their years of service. He asked the City Manager to talk to Department Heads for their ideas. Mr. Witosky addressed the letter from Mr. Drake, social media and issues with Council, and a comment that this Council was financially irresponsible but sewer bills had been reduced and the decision to invest money in a savings rather than pay off low interest debt was being responsible. Mr. Peden brought up the Blighted Property Review Committee because of the significant amount of blighted properties. He asked the City Manager to contact the others on the committee to start working on these.

ADJOURNMENT TO EXECUTIVE SESSION

Motion by Mr. McCrillis, second by Mr. Gordon and carried unanimously to adjourn to an executive session. Meeting ended at 9:32 p.m.

APPROVED BY COUNCIL

THIS 15th DAY OF June, 2020



Mayor Dennis Peden

CITY OF TITUSVILLE

City Council Meeting Proceedings **June 1, 2020**

I hereby certify the foregoing to be a true and correct copy of the minutes of the Meeting of City Council of June 1, 2020.



Heather Stewart
Recording Secretary