



CITY OF TITUSVILLE

City Council Meeting Proceedings June 15, 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 Witosky, and Councilman McCrillis.
ADDITIONS OR CORRECTIONS TO AGENDA	Mr. Witosky added Volunteer Group Lawn Care to New Business. Mr. Peden added Naming Streets/Alleys, Outdoor Meetings for July and August, and Business Licenses to New Business.
EMPLOYEE RECOGNITION/RETIREMENT	Mayor Peden read a recognition statement for Tim Lorenz who worked for the City for 41 years. He started as the Meter Reader in 1978, then moved to Truck Driver in 1980, Equipment Operator in 1981, and finally to Building Inspector in 1993. He thanked Tim on behalf of the citizens, administration, and City Council for his years of service. His work ethic and dedication to the Community and his fellow employee were a true testament to him as a person.
APPOINTMENTS TO BOARDS/AUTHORITIES	Mayor Peden re-appointed Steve Coleman to the Titusville Redevelopment Authority for a five year term ending June 30, 2025.
RESIGNATIONS FROM BOARDS/AUTHORITIES	Joseph Covell – Titusville Planning Commission – Joe is the new building inspector and is resigning due to the conflict of interest. Richard Mulcahy – Zoning Hearing Board – has served on the board for twenty years and is winding down his career. <i>Motion by Mr. Witosky, second by Mr. McCrillis and carried unanimously to accept the resignations of Joe Covell and Richard Mulcahy.</i>
PITT PROPERTY PRESENTATION	Shawn Ritchie – Proposed plans for his purchase of the Pitt dormitories. Mr. Ritchie passed out his credentials and pictures of other investment properties he has worked on as well as a drawing of proposed building plans and spoke about the content of his handouts.
APPROVAL OF PREVIOUS MEETING MINUTES	Minutes of June 1, 2020 <i>Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to accept the minutes as submitted and place on file.</i>
OPERATIONAL REPORTS DEPARTMENTAL REPORTS	Building Inspector, Finance, Fire, Police, Public Works, Water, Wastewater, Treasurer reports submitted to Council. Mr. Peden had a question about the phone bill being \$2,000 over budget. Mr. Fratus said it had to do with still paying 8x8 and Vonage, he is still trying to work that out.

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	<p>Motion by Mr. Witosky, second by Mr. Crouch and carried unanimously to approve the Departmental Reports as submitted.</p>
MANAGER'S REPORT	<p>City Manager Neil Fratus reported on the following : graduation was a success and we had a lot of good feedback, Mr. Fratus thanked everyone involved in getting it together; Facebook policy has been drafted and will be voted on later in the meeting and he would like to get that up and going; a community event for City employees has been discussed with Department Heads; Airport Advisory Board members and City Hall staff met to go over grants that had been previously awarded to make sure everyone was on the same page; a new Building Inspector has been hired – welcome to Joe Covell; the PMHiC Surplus will be distributed to the City employees via stoppage of their deduction for remainder of the year.</p> <p>Mr. Peden asked for an update on the Bank Street property where the fire had occurred. The demolition permit has expired. City Manager will look into this with the Solicitor.</p> <p>Motion by Mr. McCrillis, second by Mr. Witosky and carried unanimously to approve the Manager's Report as presented.</p>
SOLICITOR BILL APPROVAL	<p>Professional services rendered by Pepicelli, Youngs and Youngs PC through the end of May in the amount of \$1,207.50.</p> <p>Motion by Mr. McCrillis, second by Mr. Crouch and carried unanimously to approve payment of the bill to the Solicitor.</p>
MINUTES OF BOARDS/AUTHORITIES	<p>Titusville Housing Authority – Minutes from May 19 meeting</p> <p>Motion by Mr. Witosky, second by Mr. Crouch and carried unanimously to accept the THA meeting minutes from May.</p>
COUNCIL COMMITTEE UPDATES	<p>Mr. Crouch – Airport Advisory Board – graduation; runway project bids were lower than anticipated. Hoping to be done by September.</p> <p>Mr. Peden, Mr. McCrillis – Parks/Rec. Had a conference call with DCNR and City Manager regarding the Circuit Rider Program and the Peer to Peer Grant. The City can receive a grant (Peer to Peer) for the application in the amount of \$11,000 of which the City would only be responsible for \$1,000.</p>
PUBLIC PARTICIPATION	<p>James Elliott – 306 N. Franklin St. – Bank St. – will address later because not on agenda</p>
OLD BUSINESS DIAMOND STREET DEMOLITION	<p>Mayor Peden stated that a councilman had been questioned by a resident as to why it was taking so long. It has taken the City over a year to acquire the property. There was a 30-day bid process, a review process, a pre-bid process, COVID, retaining wall issues, common wall with Day building, an environmental study was never</p>

done by previous administration or caught by TRA during the process. The Solicitor stated that if everything is not done properly the City and/or TRA is liable in paying back the State/Federal government. Laurie Baker of TRA stated it may be another 20 days before demolition begins. The demo should take about four days. The retaining wall above Missy's is completed. Currently the project is \$4,222 over budget: there is \$146,310 in CDBG funds and the total project including the demolition, wall stabilization, advertising, and Day building wall is \$150,532.

CITY OWNED BLIGHTED PROPERTIES

Mr. Peden brought up the City owned blighted properties list that had been passed out the meeting before. According to the Blighted Property Review Committee ordinance these properties needed to go before the Planning Commission for recommendations on what they can be used for. All but one are residential. Properties where the buildings were taken down using CDBG monies can be sold, however, the buyer would need to pay the demolition fees in the purchase price if the CDBG year has not been closed. If it has been closed, you have to wait five years to sell without paying demolition fees back.

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to turn over the blighted properties to the Planning Commission to review.

NEW BUSINESS PUBLIC PARTICIPATION

Chad Kaminski – Church of the Nazarene – Special Event – Church service in the park to offer other people to join the congregation in worship. They have been doing drive-in services at the Church but want to involve the community more.

SOCIAL MEDIA POLICY

Mr. Witosky spoke about creating the policy. He feels social media is very important in communicating these days but doesn't want it to turn into a disaster with comments. He looked at about 30 different communities policies for reference. The City can use it for announcements but there are certain things that citizens still need to use other means of communication for certain City matters. City Solicitor Brian Cagle addressed public commenting and stated that you cannot discriminate on what someone says because it violates the first amendment. Deleting comments such as ones containing profanity is a violation. Unless someone is soliciting illegal acts, that could possibly be removed. Jim Elliott said that Facebook has a filter setting that could be turned on. Because this is public it is subject to right-to-know.

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to accept the policy with the changes from the Solicitor.

CDBG-LAURIE BAKER

Laurie Baker, Executive Director, TCDA – CDBG-CV to address problems created by COVID-19. Before the second public meeting is held, the uses of the funds need to be determined. The City has

received \$193,732 for CDBG-CV. Because of restrictions, TRA is having a hard time finding ways to use the money. One way it can be used is for emergency notification of which there are two items this would cover: 211 Call and Nixle. Food distribution is another item that can be covered and the Senior Center is serving five days a week. Individual businesses can also receive money but have to be negatively affected by the virus, reside within the City, and not have received any other loan or grant from the government such as payroll protection. Stimulus or unemployment for self-employed does not disqualify them. The assistance will be in the form of a loan but it is forgiven and will cover up to three months of income lost. Some businesses were able to remain open but couldn't conduct the same amount of business because suppliers were closed. This still counts as lost income. TRA would need a profit/loss from the business even going back to the end of 2019. Council asked whether there would be a cap on the amount being requested. They don't want to see large corporations taking away from the small businesses.

Motion by Mr. Witosky, second by Mr. McCrillis and carried unanimously to approve the 211 Call, emergency notification system, food distribution, and individual businesses using CDBG-CV funds.

2020 funding – Laurie will combine the second public meeting for CDBG-CV with the first meeting for regular CDBG which is a simple notification that we received money, there is no discussion about what to do with the funds at that time. Some suggestions for projects for 2020 funds are: in conjunction with the Peer Grant – 15% of CDBG funds can be used for plans - \$30-40,000 can be used to hire a consultant to do a plan for the recreation program; reconstruction on Spring Street behind the football field, she would also be able to do an application for match with the Multimodal Fund to do the rest of the project – Stormwater Management Plan; City Hall renovations – not eligible because it is used to conduct government business, however, the Keystone Historic Preservation Grant can be used for that and she will be willing to help with that application; finally, housing rehab, which is sorely needed but would take all the funds available to do it so it is unrealistic if there are other projects to do but there is another program, the HOME Program that does housing rehab and you get more money can be looked into. Mr. Crouch asked if residential sidewalks could be a project. Laurie said sidewalks can be included in housing rehab projects. Mr. Peden asked if CDBG can be used to hire a supervisor for housing rehab, an educational trainer in housing rehab. Laurie said there is money in CDBG for "training" – you have to use the right words. Demolition can also be included as a project for blighted properties. There is a municipal assistance program available for a comprehensive plan that provides assistance but requires a match. Mr. Peden added Perry Street Bridge and the Bike Trail as future projects or items that need to be discussed.

Mr. Crouch asked if a percentage had been determined or if TRA was doing pro bono work on the CDBG-CV funds for administration

fees. Laurie stated that the same percentage is allowed as regular funds of 18% but that they would not take that much probably around \$20,000. Mr. Peden asked if they had the right to say they were taking that amount or should that be determined by Council. Laurie stated that it could be discussed if that was how Council wanted to handle it.

SPECIAL EVENT APPLICATION

June 28 – Church of the Nazarene Church Service at Scheide Park. City Solicitor asked about a certificate of insurance. Mr. Peden asked if there were any ordinances that would prohibit a church service in the park. The Solicitor stated as long as other religious groups are awarded the same opportunity it is allowed.

Motion by Mr. Witosky, second by Mr. Crouch and carried unanimously to approve the Special Event Application for the Nazarene Church.

RESOLUTION NO. 20 OF 2020
PEER GRANT

WHEREAS, CITY OF TITUSVILLE DESIRES TO UNDERTAKE THE FOLLOWING PROJECT: TITUSVILLE AREA RECREATIONAL PLAN; AND WHEREAS, THE APPLICANT DESIRES TO APPLY TO THE DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES FOR A GRANT FOR THE PURPOSE OF CARRYING OUT THIS PROJECT.

Motion by Mr. McCrillis, second by Mr. Witosky and carried unanimously to approve Resolution No. 20 of 2020 allowing the City Manager to apply for the Peer to Peer grant.

CIVIL SERVICE CERTIFIED LIST
FOR FIRE DEPARTMENT

This list from the Civil Service Commission needed approval of Council and will be used to hire from.

Motion by Mr. McCrillis, second by Mr. Crouch and carried unanimously to approve the Civil Service Certified List.

VOLUNTEER LAWN CARE
GROUP

Mr. Witosky brought up an idea he and his wife had since high grass was a huge issue in the City. Many of those residences may have elderly folks, or low income residents that are not able for one reason or another to tend to their lawns. There is an Over the Hill Gang that maintains the trails at Oil Creek State Park as a volunteer group, why couldn't there be a group that mowed lawns? There would be restrictions/guidelines on age, income, physical health that would be set and residents could apply for assistance. The City could buy some mowers and trimmers for the volunteers to use. Those that need community service hours or projects for badges could maybe volunteer.

OUTDOOR MEETINGS

Mayor Peden stated that some Council members had discussed possibly having some meetings outside and in different places. For the months of July and August maybe Council could meet at Burgess Park or Scheide Park. Mr. Witosky suggested rotating to different places around town. The Solicitor said those locations must

	<p>be advertised. Mr. Crouch brought up changing Council meeting dates to the first and third Tuesdays to accommodate the Solicitor and School Board. It will be voted on to rescind the previous resolution.</p>
<p>NAMING STREETS/ALLEYS</p>	<p>Mayor Peden wished to address naming the alley beside his house that leads to Longeway Field – Longeway Lane or after Mr. Ricke who lived on the corner and ran the park until he died. It is probably the only alley in the City that is not named. He would be willing to pay for the street sign.</p>
<p>BUSINESS LICENSE</p>	<p>Mr. Witosky addressed an email that had been sent by Laurie Baker of TRA to reduce the business license fee for the businesses in the Merc. He stated there are a couple issues with that, one being that if the City offers that for those tenants that then every new business should be offered that reduction as well, which he did not see a problem with. He is in favor of waiving the fee for the first year and a reduction for the second year, so that the third year they would pay the full fee. Or the City could restructure the entire fee schedule to be based on employees/sales.</p> <p>Laurie Baker clarified that she did not ask the City to completely eliminate the business license fee for those businesses just reduce them because the purpose of the retail incubator is so these businesses know that when they are bigger and in a different location what they will be required to pay but on a lower scale. She would like them to still pay it but at a reduced rate.</p> <p>James Elliott asked what the rent/lease was at the Merc. Laurie replied that it is \$125/mo plus \$25 for utilities. These are to start small businesses off that cannot afford a normal store front to get them going and growing. Mr. Witosky asked if there were a term length, there is not but there are other requirements, such as a business plan through Gannon and dues to the Incubator which go for joint advertising.</p>
<p>PUBLIC INPUT</p>	<p>James Elliott – 306 N. Franklin St. – asked about the Bank Street property that is subject to a fine of \$100/day, is there jail time that could be assessed to that as well. The Solicitor would check to see. He also asked if the City was liable for someone that was living on the property that should not be. Whose job is it to see if someone is living at a property that does not have water services on? Is it the police, building inspector, City Council? Mr. Peden stated it would be the City Manager, Police Dept. or Building Inspector. What is the procedure for dealing with these type of properties? The Solicitor would need to become familiar with the ordinances but he would like to see some updates to the housing code for better processes for property violations such as this. Mr. Peden asked if it is posted No Trespassing, can the Police arrest someone for being there. The Solicitor asked if the person was on the deed to the property, which he is, so it would probably not be able to be prosecuted.</p> <p>Mr. Elliott also asked about the Public Works Director who needed to be voted on by Council. Which other positions have to be voted on by Council? Just department heads. Did Council vote on Joe Covell</p>

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COMMENTS BY MAYOR AND COUNCIL

as Building Inspector? No because that position is not a department head.

Mr. Witosky would like to see changes in how Council conducts business that differ from how things have been done in the past to be more transparent to the public. He doesn't want to be a part of a secret society, does not like executive sessions.

Mr. McCrillis stated that Titusville has a lot to look forward to and Council needs the residents' input on matters. Thanked other Council members, Neil, and Heather.

Mr. Crouch praised the City for graduation efforts.

Mr. Peden seconded everyone's sentiments about working together and moving forward.

ADJOURNMENT TO EXECUTIVE SESSION

APPOINTMENT OF PUBLIC WORKS DIRECTOR

City Manager Neil Fratus made the recommendation to Council to hire Christopher Roofner as the new Public Works Director with a base salary of \$60,000 with benefits.

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to approve the City Manager's recommendation to hire Mr. Roofner as the Public Works Director.

RESIGNATION FROM CITY COUNCIL

Mr. Peden read a letter from Councilman Roger Gordon who tendered his resignation effective immediately on June 12, 2020.

Motion by Mr. McCrillis, second by Mr. Witosky to accept Mr. Gordon's resignation vote as follows:

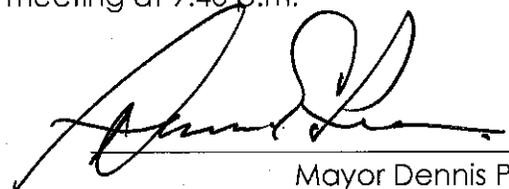
Mr. Peden, Mr. McCrillis, and Mr. Witosky – Yes
Mr. Crouch - No

ADJOURNMENT

Motion by Mr. Crouch, second by Mr. Witosky and carried unanimously to adjourn the meeting at 9:40 p.m.

APPROVED BY COUNCIL

THIS ___ DAY OF _____, 2020



Mayor Dennis Peden

I hereby certify the foregoing to be a true and correct copy of the minutes of the Meeting of City Council of June 15, 2020.



Heather Stewart
Recording Secretary

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