



CITY OF TITUSVILLE

City Council Meeting Proceedings **September 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, Councilwoman Jones, Councilman McCrillis, and Councilman Witosky.
ADDITIONS OR CORRECTIONS TO AGENDA	City Manager Fratus amended the Operational Reports section there were no minutes from boards/authorities.
RESIGNATION FROM BOARDS/COMMISSIONS	<p>John Frye tendered his resignation from the Shade Tree Commission and the Civil Service Commission.</p> <p>Motion by Mr. Witosky, second by Mrs. Jones to accept Mr. Frye's resignations from the above commissions. Vote as follows:</p> <p>Mr. McCrillis, Mr. Witosky, Mrs. Jones – Yes Mr. Peden, Mr. Crouch - No</p>
APPROVAL OF PREVIOUS MEETING MINUTES	<p>Minutes from September 1. Mr. Peden would like to have added the detailed comments from the auditors.</p> <p><i>Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to approve the minutes as amended and place on file.</i></p>
OPERATIONAL REPORTS DEPARTMENTAL REPORTS	<p>Building Inspector, Finance, Fire, Police, Public Works, Water, Wastewater, Treasurer monthly department reports. Mr. Witosky asked about the building inspector digitizing old files.</p> <p><i>Motion by Mr. McCrillis, second by Mrs. Jones and carried unanimously to accept the departmental reports as submitted for the month of August and place on file.</i></p>
MANAGER'S REPORT	City Manager Neil Fratus updated Council on the following: Diamond Maps GIS system for tracking infrastructure related to water and sewer lines, streets, hydrants, catch basins, shut-offs, etc. will cost the City \$900/year and will be charged to the departments that use it at a cost of \$128/year/department – Mrs. Jones asked if that included IT assistance, it does and Mr. Peden noted that there are no capital purchases through the end of the year and asked how it would be charged to departments ; City Hall renovation – Marilyn Black has offered her services in helping to obtain a couple grants for renovations on City Hall, one would be the PHMC Keystone Grant and the other from the Harold Heist Charity Trust; Peer Grant update – the application has been completed and submitted, we are now awaiting to hear of award; budget update – budget preparation will begin this week with department heads and finance – Mr. Witosky asked if work sessions could be sent in calendar; meeting with school district regarding upgrades at the Ed Myer complex – CDBG funds

will be used to upgrade ball fields and add a potential dog park and playground equipment. One of the old ballfields has been confirmed as a wetland by DEP so not much can be done with it.

Motion by Mr. Witosky, second by Mr. McCrillis and carried unanimously to accept the Manager's report as submitted.

**COUNCIL COMMITTEE
UPDATES**

Mrs. Jones stated that the Planning Commission would like to come to present to Council on some of the things they have been working on and get direction on what they should focus on and update them on Historic Preservation guidelines.

Mr. Crouch stated that the Airport Advisory Board met and because they have some events such as the model jets and such that they should probably get certificates of insurance from any group using the airport and any use of the grounds must have prior approval from the advisory board.

PUBLIC PARTICIPATION

None.

OLD BUSINESS

DIAMOND STREET PROPERTY

The Mayor wanted to address three issues concerning this property: 1) capping west wall; 2) removing pavement; 3) removing the arches to add a foundation. Is Council in favor of keeping the arches? They are. Mr. Peden noted that the pavement project could not begin until the purchase of the Day building was finalized.

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to approve authorization of the City Manager to take care of the above three projects after the proper bidding procedure.

**NEW BUSINESS WITH PUBLIC
PARTICIPATION**

Ashleigh English, Executive Director, YWCA – Turkey Trot Special Event Application. 6th Annual Turkey Trot, Thanksgiving morning, traditionally done from Pitt down Brown Street to Ed Myer and the exercise trail but Pitt is not allowing anyone on their property at this time so the route has changed.

**SPECIAL EVENT APPLICATION
TURKEY TROT**

Motion by Mrs. Jones, second by Mr. Crouch and carried unanimously to approve the Turkey Trot Special Event application.

**SPECIAL EVENT APPLICATION
COMMUNITY WORSHIP IN THE
PARK**

Community Worship in the Park – First Baptist Church and First Presbyterian Church – Service in Scheide Park

Motion by Mr. Witosky, second by Mr. McCrillis and carried unanimously to approve the Community Worship in the Park Special Event application.

2019 AUDIT

City Manager Neil Fratus addressed each finding in the 2019 audit and how the City was addressing and/or correcting each item. Items include Due To/Due From Accounts, Budgeted Allocations between Funds, Journal Entries procedure, Cash Accounts, Cash Receipts – Segregation of Duties, Taxes – Assessment ordinance, Payroll

timecards, Accrued Payroll, Cash Disbursements – approvals, Credit Cards – control and review, Bid Documentation – sole source vendors, Pension – control and review, IT/Data Security – user rights/access, policies, passwords, server access and backups, Account Adjustments – internal control, reconciling statements, Segregation of Duties in Cash Disbursements and Payroll Process is lacking, Capital Assets – depreciation.

Mr. Crouch asked if Maher Duessel could speak with Council in an executive session to ask questions before accepting the audit. Mr. McCrillis asked who the "one person" was that the auditors kept referring to that had control over everything. Mr. Fratus stated it was Diana Durstine.

Motion by Mr. Crouch, second by Mr. Witosky and carried unanimously to not accept the 2019 Audit.

SHADE TREE

Mr. Crouch wished to address some issues with the Shade Tree Commission. Shade Tree Commission members Barb Ives and Darlene Frazier addressed Council with a recommendation that starting the first of the year the City will take down trees and remove stumps and the Shade Tree Commission will plant and do trimming of trees. Mr. Peden clarified that they were proposing the City would bid out the take downs and stump grinding and the Commission would plant trees, making a request to Council for the cost. Mrs. Ives thought this would be a good compromise and relieve some of the issues between the Commission and City Council. Mrs. Jones asked for clarification on who would be identifying trees for take down. Shade Tree would be willing to assist in that if asked but Mr. Crouch had been in contact with a County arborist who could also help with that.

PUBLIC INPUT

Jayne Bush – 669 Maxwell Dr. – Sunset Heights Park – This park is not maintained by the City but there is a need in that area for a park. She is asking for Council's consideration for a resurrection of the Sunset Heights Park. The City Manager will follow up with Mrs. Bush.

James Elliott – 306 N. Franklin St. – Who is controller and what is the job description for that position? Kathy Barnhart.

COMMENTS BY MAYOR AND COUNCIL

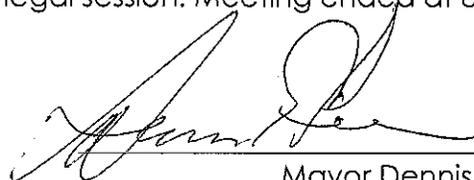
Mr. Peden – City properties need trees and brush trimmed, train tracks on Brown Street need to be removed.

ADJOURNMENT

Motion by Mr. Crouch, second by Mr. McCrillis and carried unanimously to adjourn to a legal session. Meeting ended at 8:18 p.m.

APPROVED BY COUNCIL

THIS 6th DAY OF Oct., 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 September 15, 2020.



Heather Stewart
Recording Secretary