

**MINUTES
COUNCIL MEETING
7:00 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
APRIL 9, 2015**

Meeting called to order with the Pledge of Allegiance by Mrs. Crudo at 7:00 PM.

CALL TO ORDER

Members Present: Mayor Crudo, Councilman Bartlett, Councilman Gustafson, Councilman Dunham, Councilman Poff

ROLL CALL

Members Absent: None

Recording Secretary: Jena Knight

APPROVAL OF MINUTES

A motion to approve the minutes of the meeting of Council held March 26, 2015 was made by Council Dunham, seconded by Councilman Gustafson and was approved.

APPROVAL OF
MINUTES – REGULAR
MEETING – MARCH 26,
2015

Councilman Gustafson indicated that he would like to see the minutes posted on the City's website. Mr. Nelles informed all in attendance that this will be done from this point on.

REVISION OF AGENDA

SCHOOL LIAISON REPORT

WRITTEN COMMUNICATIONS

A letter was received from Brandy Hinojosa requesting permission to hold a walk to support autism. This is the second year that a walk has been held. The walk is scheduled for April 25 and will begin at 5:00 p.m. It will begin at the Salvation Army on Sycamore Street, continue around the former Brody Block and will conclude with a balloon release. Mrs. Hinojosa indicated that last year's event was a great success, with over 200 people participating. Chief Wenner informed Council that his department assisted last year with the event and it provided much information regarding autism to those who

LETTER FROM
BRANDY HINOJOSA
REGARDING AN
AUTISM WALK

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participated. A question was raised regarding the necessity of a certificate of insurance and it was decided that, since it is just a "walk" and no venue is being requested, a certificate was not necessary.

A motion to approve the autism walk was made by Councilman Gustafson, seconded by Councilman Dunham and was unanimously approved.

CURRENT BUSINESS

CITY MANAGER REPORTS

Mr. Nelles informed Council that fundraising is taking place regarding the swimming pool. He told Council that two \$100.00 donations were received this week from individuals. Mr. Nelles will continue to solicit funds for the pool in the next few weeks. He will be speaking to the Rotary Club next month and will be seeking funds from service organizations, local clubs, etc.

Mr. Nelles also informed Council that the part-time Code Enforcement Office employee is back and will be working on property maintenance, etc. With three gentlemen now in the Code Office, Mr. Nelles hopes to get much accomplished in the way of clean up this spring.

Mr. Nelles also reminded everyone that on May 8 there will be a "clean up" day whereby citizens of the City can take their old tires for disposal at no cost to them (8 tires free, additional \$2.00 each), yard debris, lumber, scrap, etc. Also, on May 15, there will be an electronic waste pick-up day and citizens of the City can take their old computers, printers, televisions, etc. for disposal. Both of these events will be held at the City Garage on Regan Drive. City staff will be on hand to assist, as well as volunteers from the community.

**FISCAL, CONTRACTUAL, AND BUDGETARY
TRANSFERS**

The following Vouchers were presented for Council's review and approval:

VOUCHERS

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Library Books & Materials	\$ 1,331.69
Oil Creek District Library	5,106.21
General Fund	289,997.78
Water & Sewer Account	141,758.78
Investment Account	80,000.00
Capital Reserve Account	2,461.72
Liquid Fuels Tax Fund	132,414.16
Arts Council	2,495.07
Payroll Account	72,911.82
Small Communities Program	48,635.00
2009 Homes Account	750.00
Industrial Park	4,972.96
Weed and Seed	79.90

A motion to approve the Vouchers as presented was made by Councilman Dunham, seconded by Councilman Poff and was unanimously approved.

The monthly financial reports for December 2014 were reviewed. Mr. Nelles indicated that they look good. Councilman Bartlett asked if any increases could be projected for the coming budget year. Mr. Nelles and Mrs. Hoover said that some things could be projected out for possibly 3-5 years. Mr. Nelles suggested that a three to five year capital plan be provided at budget time by each department head. It could then be combined into a consolidated City five-year plan.

**DECEMBER 2014
FINANCIAL REPORTS**

A motion to approve the reports was made by Councilman Bartlett, seconded by Councilman Gustafson and was unanimously approved.

Mark Lundquist of Financing Ideas, Inc. was present by invitation of City Engineer Christina Sporer, to speak to Council regarding financing for the upcoming water and sewer project. Mr. Lundquist informed Council that his company works in conjunction with PRWA to "custom-fit" financing for a municipality's needs. They assist municipalities with many scenarios, from new money to refinancing to budget needs and requirements.

**ENGAGEMENT LETTER
WITH FINANCING
IDEAS, INC. FOR THE
WATER/SEWER
PROJECT**

Mr. Lundquist informed Council that this is a better alternative to a bond issue in that there would be less

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money to pay back since it is more along the line of a line of credit.

Mayor Crudo inquired of Mr. Lundquist as to his fee for service. He indicated that no charge would be assessed until a proposal is accepted by City Council. He also said that no money would be owed if nothing is done.

Mr. Nelles asked about consolidation between other municipalities. Mr. Lundquist indicated that this has been tried with other municipalities and it has not worked out well due to the differences of financial status of the various committees.

Councilman Gustafson feels that Financing Ideas, Inc. has the expertise to take care of the financing issues for the water and sewer project.

A motion was made to approve entering into the engagement letter with Financing Ideas, Inc. to provide financing for the City's upcoming water/sewer project by Councilman Gustafson, seconded by Council Dunham and was unanimously approved.

City Engineer Christina Sporer asked for permission to award the Water Materials Contract #2015-01. Ms. Sporer indicated that three bids for water materials were opened for the project of the Oak Grove to Glenview Pumping Main and our yearly re-supply of water and sewer materials. The recommendations for award were: Trumbull Industries, Meadville, PA – 67 items at \$51,169.52, National Road Utility Supply, Inc., Valley Grove, WV – 14 items at \$5,971.79 and Pipelines, Inc., East Liverpool OH – 6 items at \$835.85.

**AWARD OF WATER
MATERIALS
CONTRACT**

Councilman Gustafson indicated that he is pleased that this project will begin soon.

A motion to approve the awards for water materials was made by Councilman Gustafson, seconded by Councilman Bartlett and was unanimously approved.

City Engineer Christina Sporer presented a Permanent Easement Agreement between the City and John R. Spence III. This Agreement would allow the City to install a waterline on Mr. Spence's property near Oak Grove Street.

**PERMANENT
EASEMENT
AGREEMENT WITH
JOHN R. SPENCE III**

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The new waterline will replace the existing pipe which runs through a wooded area and has been exposed and undermined by Siverly Run. The Agreement makes provision for the City to remove two evergreen trees on the property and to re-gravel the driveway on the property at the City's expense.

**REGARDING
WATERLINE
REPLACEMENT**

A motion to approve the Permanent Easement Agreement was made by Councilman Dunham, seconded by Councilman Bartlett and was unanimously approved.

A memo from Kristin Arendash was presented regarding a Revision to 2012 CDBG Paving Activity. The 2012 CDBG application stated that paving funds would be used for Imperial Street. Wilson Avenue was not included. In order to use the 2012 paving funds for Wilson Avenue, the City must request a revision from DCED.

**REVISION TO 2012
CDBG PAVING
ACTIVITY**

As part of the revision, the City must include evidence of official Council approval of the change. Mrs. Arendash requests that City Council approve the use of the 2012 CDBG paving funds to pave both Wilson Avenue and Imperial Street.

A motion to approve the use of the 2012 CDBG paving funds to pave Wilson Avenue and Imperial Street was made by Councilman Bartlett, seconded by Councilman Dunham and was unanimously approved.

A memo was received from Kristin Arendash and Christina Sporer regarding permission to bid the Wilson Avenue Paving Project. Funds from CDBG 2011 are \$1,894.00 and from CDBG 2012 are \$110,000.00 and will be used to pave Imperial Street and Wilson Avenue. Additionally, there is \$95,000.00 from CDBG 2013 which can be utilized for this project.

**PERMISSION TO BID
PAVING PROJECT**

The Engineering Office has estimated the following for the paving project. Imperial Street (Remaining Contracted Amount) - \$36,094.00 and Wilson Avenue (from 2nd Street to 4th Street) - \$171,837.00.

A motion to approve going out to bid for this paving project was made by Councilman Gustafson, seconded by Councilman Dunham and was unanimously approved.

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A Contract Agreement between the City of Oil City and the Oil City Police Association was discussed. Mr. Nelles indicated that the new contract is a five-year contract beginning Jan. 1, 2015 and ending Dec. 31, 2019. He also indicated that there were no major changes, with the exception of a slight change in the medical opt-out, clothing allowance has been increased by \$40.00 per year, a change in the drug policy and the officers will receive a 2.5% raise in each year of the contract. Also, if City Council approves the contract, the pending litigation will be dropped by the Police Association.

**CONTRACT
AGREEMENT BEWEEN
THE CITY OF OIL CITY
AND THE OIL CITY
POLICE ASSN.**

A motion to approve the new contract was made by Councilman Bartlett, seconded by Councilman Dunham and was unanimously approved.

RESOLUTIONS & ORDINANCES

Resolution #2015-04 – Appointing Tax Collection Committee Representatives for the City of Oil City. This resolution deals with appointing delegates under Act 32 §505(b). It is proposed that Michelle Hoovler, Terri Felmlee and Christina Gove act as the delegates for the City.

**RESOLUTION 2015-04 –
APPOINTING TAX
COLLECTION
COMMITTEE
REPRESENTATIVES
FOR THE CITY**

A motion to approve this resolution was made by Councilman Gustafson, seconded by Councilman Poff and was unanimously approved.

Resolution #2015-05 – Appointing a Representative to Sign Any and All Documents Regarding the James A. Nelles Memorial Pool Bath House Renovation. This resolution deals with authorizing the Mayor to sign documentation regarding the project with the Department of Conservation and Natural Resources entitled James A. Nelles Memorial Pool Bath House Renovation.

**RESOLUTION 2015-05 –
APPOINTING A
REPRESENTATIVE TO
SIGN ANY AND ALL
DOCUMENTATION
REGARDING THE
JAMES A. NELLES
MEMORIAL POOL
BATH HOUSE
RENOVATION**

A motion to approve this resolution was made by Councilman Bartlett, seconded by Councilman Poff and was unanimously approved.

PUBLIC COMMENTS

John Deemer of the East End Fountain Committee was present to update Council on the fountain project. Mr. Deemer informed Council that a cover has been constructed

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for the fountain. Also, over the next couple of weeks, a sealer will be applied to the fountain. He also indicated that both the fountain and the cover are paid for in full.

A brewfest fundraiser will be held to benefit the fountain on April 25 at the Seneca Volunteer Fire Hall. It will begin at 5:00 p.m. and end at approximately 9:00 p.m. The cost for the event will be \$20.00 pre-event and \$25.00 at the door. If anyone should choose to have a designated driver, the cost would be \$10.00 for the driver. Attendees will have to present photo ID in order to be permitted entrance.

Mr. Deemer also told Council that an endowment for the fountain has been established and is doing well.

The costs to the City are water and electric. Councilman Gustafson asked if there was a separate water meter at the fountain and Mrs. Hoover indicated that she will look into it. She will also look at the costs of electricity at the fountain.

CITY COUNCIL REPORTS/COMMENTS

Councilman Gustafson is waiting for better weather to make the grass sprout at the former Brody Block. It was seeded late last fall by King's Landscaping.

Councilman Dunham wanted all to know that he has tickets for the brewfest on April 25 if anyone is interested in purchasing any. He also wanted to give kudos to the fountain committee for the wonderful job they have done. Councilman Dunham also indicated that he was very pleased with the Pennsylvania Municipal League's Event on April 8.

Mayor Crudo also thought the PML event went very well.

Councilman Bartlett thanked Mrs. Knight for her efforts regarding hosting the PML event and this was echoed by the other councilmembers.

Councilman Gustafson reminded everyone of the WQLN Our Town piece which will be filmed on April 26. The annual Wash Day, which will take place on April 22, will occur just in time for the filming.

EXECUTIVE SESSION

An Executive Session was held prior to the Regular Meeting at 6:05 p.m. and ended at 6:55 p.m. to discuss property and legal matters.

ADJOURNMENT

There being no further business to come before Council, a motion to adjourn the meeting at 8:25 p.m. was made by Councilman Dunham, seconded by Councilman Gustafson. Motion approved.

ADJOURNMENT

PERSONS IN ATTENDANCE

Jill Harry, The Derrick
Christina Sporer, Staff
Bob Wenner, Staff
Jason Herman, Staff
Steve Hinds, Staff
Michelle Hoovler, Staff
Bill Moon
Flavius Galiber
Lee Mehlburger
John Deemer
Brandy Hinojosa
Kim Boone

APPROVED BY COUNCIL THIS

23rd

DAY OF

April

, 2015


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Barbara F. Crudo, Mayor

I hereby certify the foregoing to be a true and correct copy of the minutes of the Council meeting of April 9, 2015.



James C. Nelles, Interim City Clerk