

**MINUTES  
COUNCIL MEETING  
7:00 PM**

**CITY OF OIL CITY  
COUNCIL CHAMBERS  
AUGUST 13, 2015**

Meeting called to order with the Pledge of Allegiance by Mrs. Crudo at 7:08 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 July 23, 2015 was made by Council Dunham, seconded by Councilman Bartlett and was unanimously approved.

APPROVAL OF  
MINUTES – REGULAR  
MEETING – JULY 23,  
2015

**REVISION OF AGENDA**

**SCHOOL LIAISON REPORT**

**WRITTEN COMMUNICATIONS**

A letter was received from the Southside Neighborhood Association requesting the closure of East Third Street and Walnut Street to host their annual Ice Cream Social at the Laugh and Play Playground. The event will take place on August 25, 2015 from 6:00 p.m. until 7:30 p.m. The event is open to all in the neighborhood and the surrounding area. Trish McKissick from the association was present and indicated that this is the fifth year for the event. The playground was officially opened in 2010. There will be hot dogs, ice cream and water at the event. Ms. McKissick indicated that there will be school supplies and backpacks given out to those children whose names are drawn at the event. Mayor Crudo lauded the association for planning these events and indicated that she thinks this is a great celebration for the playground.

LETTER FROM  
SOUTHSIDE  
NEIGHBORHOOD  
ASSOCIATION  
REGARDING AN ICE  
CREAM SOCIAL

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A motion to approve the closure of East Third and Walnut Streets for the ice cream social was made by Councilman Gustafson, seconded by Councilman Bartlett and was unanimously approved.

**CITY MANAGER REPORTS**

Mr. Schroyer indicated that he received a letter from the Venango County Transportation Department regarding the lack of a bus stop at Innis and West First Streets as well as at the swimming pool. A three-week trial run will take place to see if the runs are successful and if it would be feasible to make the run(s) permanent.

LETTER FROM  
VENANGO CO.  
TRANSPORTATION  
DEPT. REGARDING  
BUS STOPS

**CURRENT BUSINESS**

A letter was received from Vanessa Crabtree who is currently the Library's District Consultant announcing her resignation. Her husband has been transferred to Texas with his employer. Her last day is August 14, 2015. Oil City Library Director Dan Flaherty and City Manager Mark Schroyer discussed the possibility of filling the position and they have decided not to fill until details of the Library's divestiture from the City have been worked out.

LETTER OF  
RESIGNATION FROM  
VANESSA CRABTREE,  
DISTRICT LIBRARIAN

A motion to accept Mrs. Crabtree's resignation was made by Councilman Dunham, seconded by Councilman Poff and was unanimously approved.

A letter of interest for a vacancy on the Shade Tree Commission was received from Susan McGuire. Ms. McGuire was a guest at the last Shade Tree meeting, as indicated by Mr. Schroyer and he feels that she would be a good fit for the Commission. Mayor Crudo asked if Ms. McGuire was knowledgeable in these matters and Mr. Schroyer indicated that she probably was not, but has a real interest in the City and its betterment.

LETTER OF INTEREST  
REGARDING SHADE  
TREE COMMISSION

A motion to approve Susan McGuire to serve on the Shade Tree Commission was made by Councilman Bartlett, seconded by Councilman Dunham and was unanimously approved.

A letter was received from the Venango County Tax Claim Bureau regarding a piece of property in the repository located at 15 East Third Street. The Venango County Land

LETTER FROM  
VENANGO CO. TAX  
CLAIM BUREAU

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Bank was created in 2014 by the County Commissioners with the mission to facilitate the return of vacant, blighted, abandoned or tax delinquent properties to productive use. The Venango County Land Bank would like the City to donate this property to it so that they can provide any necessary landscaping to clear the lot and make it a usable green space for the neighborhood. Multiple neighbors have inquired about using the property. One of them would like to purchase it from the Land Bank. It is the Land Bank's intention to do any improvements and then sell it to the neighbor. It would then again become a taxable parcel and no longer a blighted lot.

**REGARDING  
DONATION OF  
PROPERTY TO  
VENANGO CO. LAND  
BANK**

Mayor Crudo feels that this is an opportunity that the City should take advantage of. Councilman Gustafson is encouraged by this sort of activity.

A motion to approve the donation of this parcel to the Venango County Land Bank was made by Councilman Bartlett, seconded by Councilman Gustafson and was unanimously approved.

A letter was received from Brad and Marcia Beebe requesting permission to purchase some City-owned parcels of land on Union Street. It was noted that these parcels are in a floodplain and cannot be built upon. Mr. and Mrs. Beebe are aware of this and have no plans to build. Their main interest is to have some parking, plant a garden and trees and just basically maintain the lots and keep them up.

**LETTER OF INTEREST  
TO PURCHASE CITY-  
OWNED PROPERTY**

City Engineer Chris Sporer spoke briefly about the fact that, in the past, the City had purchased those lots to avoid having structures built upon them and possibly having issues with flooding. She suggested that, should the City approve the sale to Mr. and Mrs. Beebe, there be a restriction in the deed, disallowing construction on the lots. City Solicitor Varsek indicated that a value would need to be placed on the lots and would need to be appraised. Consequently, Mr. Bartlett suggested the possibility of giving the lots to the Redevelopment Authority and selling them to Mr. and Mrs. Beebe instead, with the no construction restriction.

Council indicated to Mr. and Mrs. Beebe that they are in favor of selling the lots to them; however, the details will need to be worked out.

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A letter was received from the Venango County Regional Planning Commission providing information regarding the Multimodal Transportation Fund Grant Application. The County intends to submit an application to the Commonwealth Financing Authority in the amount of \$2,280,656.00 for a total project cost of \$3,605,000.00. Funds are requested to demolish the parking garage in Oil City and to begin Phase I of the construction of a multimodal transportation facility. Phase I funds as proposed include construction and renovation for a centralized transportation facility that includes the former Northwest Savings Bank building. Phase II funds for additional construction of the transportation center are requested through Pennsylvania's RACP program. They have also submitted for federal transportation TIGER funds.

LETTER FROM  
VENANGO CO.  
REGIONAL PLANNING  
COMMISSION  
REGARDING  
MULTIMODAL  
TRANSPORTATION  
FUND GRANT  
APPLICATION

This letter was only informational. No action is necessary.

A letter was received from the Oil City YMCA and the Tree of Life Synagogue regarding tax exoneration of 316 West First Street, Oil City. The letter was addressed to the City of Oil City, the County of Venango and the Oil City Area School District. The County and School District have already given their approval for exoneration. It appears that all is in order with the property related to both organizations being 501(c)(3) exempt organizations. Councilman Bartlett feels that it is fair to issue the exoneration.

LETTER REQUESTING  
TAX EXONERATION  
FROM YMCA AND  
TREE OF LIFE  
SYNAGOGUE

A motion to grant the exoneration was made by Councilman Poff, seconded by Councilman Bartlett and was unanimously approved.

**FISCAL, CONTRACTUAL, AND BUDGETARY  
TRANSFERS**

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

VOUCHERS

Library Books & Materials	\$ 1,920.49
Oil Creek District Library	4,195.01
General Fund	336,485.81
Water & Sewer Account	147,807.29
Investment Account	190,000.00

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Capital Reserve Account	3,650.43
Liquid Fuels Tax Fund	8,664.74
Arts Council	11,876.21
Payroll Account	77,417.36
Parking Revenue Account	3,043.00
Utility Deposit Escrow Account	8,482.88
Water & Sewer Projects	46,957.54
Industrial Park	52,412.25
Main Street	5,000.00
Weed and Seed	1,579.90

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

Glenn Cochran, Consultant for the City regarding the Industrial Park, was present to discuss two new lease agreements for Council's consideration.

**LEASE AGREEMENTS  
AT THE INDUSTRIAL  
PARK**

The first is a lease with McIntyre Lawn Care. Connor McIntyre had wanted to purchase a piece of property near the CDC for his business; however, that deal fell through. He spoke with Mr. Cochran and they worked out a month-to-month lease. If Mr. Cochran should be successful in getting a permanent tenant for that building (Building #7), Mr. McIntyre will vacate. City Solicitor Varsek will finalize a letter of agreement for this lease.

A motion to approve the lease with McIntyre Lawn Care was made by Councilman Dunham, seconded by Councilman Bartlett and was unanimously approved.

The second is a lease with David Davis to lease space in Buildings 11 and 13. Mr. Davis is an engineer and builds prototypes. The floors in these buildings were bad and had to be repaired. The City's Public Works employees demolished the floors and Macon put new floors in. The total cost of the project was \$9,000.00. Mr. Davis is already in the buildings and for the initial one-year term of the lease will pay \$7,000.00. Should Mr. Davis desire to lease additional space during the term of the lease, a rate of \$1.35 per square foot will be charged.

A motion to approve the lease with David Davis was made by Councilman Bartlett, seconded by Councilman Dunham

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and was unanimously approved.

Lisa Fisher of Mark C. Turnley CPA was present to review the 2014 City audit. It appears that things are going well with all of the City's pension funds and the overall state of the City's finances.

REVIEW OF 2014 AUDIT

Councilman Gustafson likes Turnley's way of doing the audit. It is very easy to understand.

Councilman Gustafson also asked if there could be a way that some of Turnley's summary sheets could be incorporated into the way the City's budget is presented. Ms. Fisher indicated that she could send to Mrs. Hoover the information they use so that she could prepare them for the budget.

A motion to approve the 2014 audit as presented by Mark C. Turnley CPA was made by Councilman Gustafson, seconded by Councilman Dunham and was unanimously approved.

Penelec requested that the City consider an agreement regarding relocation of electric lines, timber cutting and improvement of a secondary access road. Also, a gate will be installed at the Rockmere access point that will be locked using a City padlock. City Engineer Chris Sporer said that this will be a "win-win" for both the City and Penelec. The line which will be relocated serves a lot of customers and the improvement to the road will assist in making repairs when necessary.

AGREEMENT WITH  
PENELEC REGARDING  
A RIGHT-OF-WAY

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

**RESOLUTIONS & ORDINANCES**

Resolution #2015-11 was introduced regarding Authorizing the City to Enter Into a Winter Maintenance Agreement with the Commonwealth of Pennsylvania for a Five Year Period (2015-2020)

The proposed agreement with PennDOT includes Center Street and Seneca Street, Petroleum Street and West First Street, Innis Street and West First Street. The total amount

RESOLUTION 2015-11 –  
AUTHORIZING THE  
CITY OF OIL CITY TO  
ENTER INTO A WINTER  
MAINTENANCE  
AGREEMENT WITH  
THE COMMONWEALTH  
OF PENNSYLVANIA

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which the City will receive from the Commonwealth for the five-year period will be \$75,216.03.

**FOR A FIVE-YEAR  
PERIOD**

Councilman Bartlett asked if the City would make any money on the agreement, especially if the winters turn out bad. Public Works Streets Foreman Howard Faunce indicated that that probably would not be the case.

A motion to approve Resolution #2015-11 was made by Councilman Dunham, seconded by Councilman Bartlett and was unanimously approved.

**PUBLIC COMMENTS**

**CITY COUNCIL REPORTS/COMMENTS**

Councilman Bartlett asked about the idea of "alternate parking" which had been discussed earlier this year. Alternate parking would take place during leaf collection time, spring street cleaning and during the winter for snow removal. Nothing more has transpired since the initial discussion according to Howard Faunce. Mayor Crudo indicated that Mr. Schroyer add this item to his list of things to take a look at.

**CITY COUNCIL  
REPORTS**

**EXECUTIVE SESSION**

An Executive Session was held at 6:00 p.m. to discuss property and personnel matters. The session concluded at 7:05 p.m.

**EXECUTIVE SESSSION**

**ADJOURNMENT**

There being no further business to come before Council, a motion to adjourn the meeting at 8:10 p.m. was made by Councilman Dunham, seconded by Councilman Gustafson. Motion approved.

**ADJOURNMENT**

**PERSONS IN ATTENDANCE**

Christina Sporer, Staff  
Curt Greene, Staff  
Howard Faunce, Staff  
Jason Herman, Staff

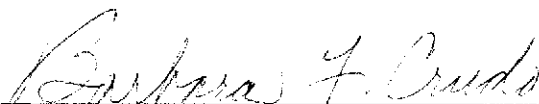
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Michelle Hoovler, Staff  
Steve Hinds, Staff  
Bob Wenner, Staff  
Christopher Brewer, Esq.  
James Nelles  
Bill Moon  
Flavius Galiber  
Brad & Marcia Beebe  
Trish McKissick  
Judy Snow  
Saxon Daugherty, The Derrick

APPROVED BY COUNCIL THIS

\_\_\_\_\_ 27th \_\_\_\_\_ DAY OF \_\_\_\_\_ August \_\_\_\_\_, 2015

  
\_\_\_\_\_  
Barbara F. Crudo, Mayor

I hereby certify the foregoing to be a true and correct copy of the minutes of the Council meeting of August 13, 2015.

  
\_\_\_\_\_  
Mark G. Schroyer, City Clerk