

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

Meeting called to order with the Pledge of Allegiance by Mrs. Crudo at 4:30 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 Regular Meeting held December 3, 2015 was made by Councilman Dunham, seconded by Councilman Bartlett and was approved.

APPROVAL OF
MINUTES – REGULAR
MEETING – DECEMBER
3, 2015

REVISION OF AGENDA

There are two revisions to the agenda, one being the addition of Resolution 2015-21 Establishing an Electronics Device Policy and the other relating to the City's Pension Plans' Fee Services Agreement.

REVISION OF AGENDA

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

SCHOOL LIAISON REPORT

WRITTEN COMMUNICATIONS

MANAGER REPORTS

MANAGER REPORTS

Mr. Schroyer indicated that he and staff met a few weeks ago with the gas company dealing with utility cut ordinance which will need to be revised. A good discussion ensued with the gas company and procedurally the City is in good shape. An analysis was done comparing the City with other municipalities and there will be a revision done relating to street cuts after the first of next year.

CURRENT BUSINESS

Kristin Arendash of the Community Development Department was present to discuss the Master Site Plan for the Marina. She indicated that part of the plan is to widen the boat launch, change the access to the water to a circular drive, do some landscaping, install an ADA sidewalk to the launch area and extend the parking lot. At some point, there could be construction of additional buildings for contracted rentals, concessions, as well as sites for primitive-type camping, a kayak launch, a river flow diversion, etc. The project would be done in phases. She is hopeful that in January a plan will be brought before Council for final approval. Councilman Gustafson inquired about funding and Mrs. Arendash indicated that there is a lot of funding out there; both DCED and DCNR have grants available for greenways and trails. Councilman Bartlett also indicated that through DCED there are grants for waterways and bike trails which are priorities, so the funding is there. The marina could become an official trailhead once the work is completed.

**DISCUSSION
REGARDING MASTER
SITE PLAN FOR THE
MARINA**

Mrs. Arendash also spoke about the submission of a Transportation Alternatives Project Grant. This grant involves the construction to be completed on the Wye Bridge in order to make the walkway safe. The grant requires no match and is through PennDOT and is much more rigorous with what needs to be presented. The area to be completed would be from Willow Street in Siverly to Imperial Street on the Southside of town. The estimated cost is about \$550,000.00 for the construction. The City would have to take over the liability for the walkway. The grant is due January 8, 2016. Councilman Bartlett urges proceeding with the project and grant submission. He feels it would make a safer passage on foot from one side of the river to the other. Mrs. Arendash indicated that lighting and security cameras will be part of the project. Councilman Gustafson feels that it should be done for safety purposes as well as to preserve a piece of architecture.

**DISCUSSION
REGARDING
SUBMISSION OF
TRANSPORTATION
ALTERNATIVES
PROJECT GRANT**

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

Mrs. Arendash also indicated that she has measured the distance from the north to south sides and it is one-half mile via the Wye Bridge and if one travels via the Veterans' Bridge, it is about two miles. Mayor Crudo indicated that, in light of some of the tragedies which have occurred over the years on the bridge, it would be best to make the improvements to make the bridge safer. Councilman Poff likes seeing the City move forward and get things done.

Mr. Schroyer spoke briefly regarding getting an ad hoc committee together for the PEG channel. He is having trouble getting people lined up. He has spoken with some former members of the Venango Video Advisory Board and they do not wish to serve on a new board. Dick Baker has agreed to serve. Councilman Dunham and Mr. Baker are the only two willing to participate at this time. Dr. Robert Pilewski is currently out of the area and probably won't be back in town until spring and Mr. Schroyer will speak with him at that time. Mr. Schroyer will continue to try to get members for the board and will keep Council apprised. Councilman Dunham will speak with some people he knows and will have them contact Mr. Schroyer about serving on the committee.

PEG CHANNEL
DISCUSSION

Kathy Bailey from the Main Street Program was present to speak about the proposed new Oil City flag. A few weeks ago, Mrs. Bailey was in attendance to present new designs for an Oil City flag. After some discussion by Council, she was asked to return with a flag design with alternative colors. She now has a version in green and in blue. After Council perused the two options, it was decided that the green flag would be voted on. All of Council likes the green and it was agreed upon to go with it.

MAIN STREET
PROGRAM – OIL CITY
FLAG DESIGN

**FISCAL, CONTRACTUAL, AND BUDGETARY
TRANSFERS**

There was a brief discussion regarding the 2016 budget. Mr. Schroyer indicated that he has been with the City for only five months and when he started here, he had a feeling that there would be some difficult times. He sees the same problems which his hometown is facing. He said that it was a smooth but difficult budget with which to work. He praised Mrs. Hoovler for all of her efforts in assisting with the budget. He started the budget process early and had good cooperation from the department heads. He indicated

DISCUSSION
REGARDING 2016
BUDGET

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

that the health insurance rates are what drove the decisions he had to make in developing the budget. There was a 47% increase in the upcoming year by staying with the current plan. He was able to shop health insurance and find a 37% increase, which is still a great increase. It computes to a dollar figure of \$154,000.00 more in 2016.

He has shopped all insurances for 2016 and found that Barr's Insurance came in with a good quote from a company with a good reputation for property and liability coverages. He indicates that, in the future, the dollar figures will not go down. This is a one-time savings. Relating to health insurance, demographics drive the costs. Age and illnesses increase the insurance costs. He hopes that, over the years, all will level out. Barr's Insurance lost the health insurance business.

It was a very tight budget. There is no real way to get revenue. People have talked about cutting expenditures and he stated that expenditures have been cut from 2015 to 2016 in the amount of approximately \$292,000.00. Despite cutting expenditures, there was still a shortfall of \$110,000.00. There is no way to make up for the City's shortfall, except to lay off some employees. There will be one retirement which will save a job and another person is talking about retiring and if he does, it will save a job in the water department. He indicates that we will probably be in the same predicament next year and could have more lay-offs.

Mr. Schroyer read the numbers that will make up the balanced budget for the year 2016.

He also indicates that the City needs a paving program in 2016. We need to be very aggressive with it. The City also needs to be aggressive with demolitions with dilapidated housing. The water and sewer projects will be in full swing also in 2016.

Mr. Schroyer met face to face with the employees who will be laid off. No pink slips were involved. He indicated to those involved how bad he felt and that he feels that he let them down as City Manager. He stated how difficult the prospect of lay offs was. Council was involved in the decision process but did not make any decisions related to the lay offs. Mr. Schroyer put together the list of people to

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

be laid off and Council had absolutely no involvement with the exception of Mr. Schroyer's briefing them as to his plans. Some departments were involved in the decision making process. No votes were made by Council.

Mayor Crudo thanked Mr. Schroyer for his thorough explanation regarding the lay offs.

At this point in the meeting, Councilman Poff had to excuse himself for another commitment and he stated that, it is with a heavy heart knowing that people are losing their jobs with the City. He apologized for the lay offs and hope the City will do better in the future.

Councilmen Poff and Gustafson thanked Mr. Schroyer for all of his efforts in preparing the 2016 budget. It was a difficult task for him. Councilman Gustafson knows that hard decisions had to be made; however, this is reality. Councilman Gustafson indicated that this was the first budget in which he has participated that has gone smoothly. He hopes Mr. Schroyer will stay with the City and help to bring things around. Councilman Gustafson praised Mrs. Hoover for all of her efforts with the budget process as well. Mayor Crudo felt that it went a bit easier this year due to starting the process early and was not chaotic.

Mr. Schroyer indicated that it is much easier to deal with a budget of a municipality that is flush with cash as opposed to one that is not.

Councilman Gustafson would like to see the City maintain the reserve for any emergency situations such as the one which occurred on West First Street earlier in the fall. Mr. Schroyer concurred. He indicated that the City is not broke, but the General Fund Reserve does have some money, but still needs to build it up to at least \$1,000,000.00. Councilman Gustafson concurred that it is a good idea to have a healthy reserve built up. Getting some extra projects done make a real difference. The comment was made that it's probably a good thing that we have had a mild winter so far and haven't had to dig into winter maintenance materials and sustain overtime costs associated with snow removal.

Mayor Crudo stated that she feels that the public will appreciate the down-to-earth discussion regarding the

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

budget and what has gone into the process rather than dancing around the issue. She thanked Mr. Schroyer for his presentation of the budget.

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

VOUCHERS

Library Books & Materials	\$ 5,441.32
Oil Creek District Library	4,999.81
General Fund	206,574.45
Water & Sewer Account	97,677.60
Capital Reserve Account	65,100.00
Arts Council	10,757.27
Utility Deposit Escrow Account	427.50
Water & Sewer Projects	26,997.62
Small Communities Program	20,513.54
Industrial Park	2,725.92
Main Street	10,282.11

Councilman Gustafson questioned a payment to Arcadis and whether or not deals with the borrowing for the water and sewer project. Mr. Schroyer indicated that yes, it is.

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

Next on the agenda is an agreement with Arcadis for an engineering proposal for the Plummer Street and Spring Street Water Line Replacement Project. City Engineer Chris Sporer presented the agreement which includes services for design of the Plummer Street project from Center Street to Merritt Street and Spring Street from Center Street to Harriott Avenue. The line at Plummer and Spring Streets dates back to 1872 and ends roughly around Harriott Avenue. There is a not to exceed cost of \$92,000.00. This will be moved up on the priority list. The river project and booster station projects will be done as well. The permit for the water tank project was received December 16. That is a large project. Councilman Bartlett asked when the Plummer and Spring project would be bid and Ms. Sporer indicated that it will be done when the weather breaks. PennDOT has been spoken with and they require a warm asphalt mix and both lanes of traffic must be opened up at the end of every day.

**AGREEMENT WITH
ARCADIS REGARDING
WATER LINE
REPLACEMENT
PROJECT**

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

Councilman Bartlett questioned whether the work would go under the sidewalk. Jason Herman of the Water Department indicated that it will be down one of side of the road and back and forth. Mr. Schroyer also indicated that it appears that the sewer line is not in good shape either so it will have to be evaluated and Council may be presented with an addendum in the future to repair both at the same time. Mr. Schroyer stated that if the money would not have been borrowed for the water and sewer improvement and the lines on Plummer Street blew, the reserves which have been built up would have been depleted. It's very critical to continue to build the reserves. There won't be bond issue funds available in a few years to fall back on.

Mr. Schroyer's recommendation is to proceed with the agreement with Arcadis.

Councilman Gustafson inquired as to whether the invoices from Arcadis seem to be fair. Mr. Schroyer feels that they are high but it appears to be the "cost of doing business." Arcadis is a good company and it is his recommendation to proceed.

The agreement contains the wording "not to exceed" for costs and Councilman Bartlett indicated that most times Arcadis came in below the amounts proposed. Ms. Sporer agreed that this has been the case.

A motion to approve the agreement with Arcadis was made by Councilman Gustafson, seconded by Councilman Bartlett and was approved.

Kristin Arendash of Community Development was present to request that there be a revision to the 2013 CDBG Contract. Mrs. Arendash indicated that one of the projects for which 2013 CDBG funds would be used was the Justus Park Security Cameras Project. The project was completed and there is \$130.00 left to expend. In order to comply with the CDBG requirements, she is requesting Council's approval to move that money toward paving.

**REVISION OF 2013
CDBG FUNDING**

A motion to approve to revise the 2013 CDBG funds to paving was made by Councilman Gustafson, seconded by Councilman Dunham and was approved.

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

A lease with Pepro next on the agenda. It was suggested by Mr. Schroyer that it be tabled until the first meeting in January.

PEPRO LEASE

A motion to approve tabling the lease with Pepro was made by Councilman Dunham, seconded by Councilman Bartlett and was approved.

RESOLUTIONS & ORDINANCES

Council Bill 2128 – An Ordinance Amending Chapter 17 of the Code Relating to Council Procedures by Amending Section 17-2 (Regular Meetings)

COUNCIL BILL 2128 –
AMENDING CHAPTER
17 OF THE CODE
RELATING TO
COUNCIL MEETING
PROCEDURES BY
AMENDING SECTION
17-2 (REGULAR
MEETINGS) – THIRD
READING

There have been no changes from the First and Second Readings of this Council Bill.

A motion approving the Third Reading of Council Bill 2128 was made by Councilman Gustafson, seconded by Councilman Bartlett and was approved.

Council Bill 2129 – An Ordinance Making Appropriations for Municipal Purposes for the City of Oil City, Pennsylvania for the Fiscal Year Beginning on January 1, 2016 and Ending on December 31, 2016.

COUNCIL BILL 2129 –
MAKING
APPROPRIATIONS FOR
MUNICIPAL PURPOSES
– THIRD READING

There were some changes from the First and Second Readings and the council bill was read in its entirety.

Mayor Crudo asked for any comments from either Council or the audience related to the budget and accompanying ordinances. Malachy McMahon wished to address Council and stated that he was surprised to pick up the newspaper and see that the City is “in trouble” with the budget. He is opposed to the lay offs. He feels that over the years the public works department has been reduced and cannot afford to be reduced any more. There are major projects which need to be completed and with the reduction will make it difficult to do so. He indicated that doing many projects “in-house” over the years has saved the City a lot of money. He also doesn’t like the thought of losing any police with the state of crime these days. He would entertain the idea of raising taxes ½ to one mill to keep the police employee. He asked to table the budget vote and for Council to debate more regarding the job lay offs. Mayor Crudo thanked Mr. McMahon for his comments; however,

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

the decisions are final and no further conversation or debate will ensue.

A motion to approve the Third Reading of Council Bill 2129 was made by Councilman Dunham, seconded by Councilman Gustafson and was approved.

Council Bill 2130 – An Ordinance Imposing Certain Taxes and Fees for General Revenue Purposes for the Fiscal Year Beginning January 1, 2016.

**COUNCIL BILL 2130 –
IMPOSING CERTAIN
TAXES AND FEES FOR
GENERAL REVENUE
PURPOSES – THIRD
READING**

There have been no changes from the First and Second Readings of this Council Bill.

A motion to approve the Third Reading of Council Bill 2130 was made by Councilman Bartlett, seconded by Councilman Dunham and was approved.

Council Bill 2131 – An Ordinance Levying Taxes for Municipal Purposes in the City of Oil City, Pennsylvania, for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016

**COUNCIL BILL 2131 –
LEVYING TAXES FOR
MUNICIPAL PURPOSES
– THIRD READING**

There have been no changes from the First and Second Readings of this Council Bill.

A motion to approve the Third Reading of Council Bill 2131 was made by Councilman Dunham, seconded by Councilman Bartlett and was approved.

Council Bill 2132 – An Ordinance Amending Article I, Chapter 180-7 of the Code of the City of Oil City and Establishing a Revised Schedule of Rates for Water Furnished and Provided Within or Outside the City of Oil City

**COUNCIL BILL 2132 –
AMENDING ARTICLE I
CHAPTER 180-7 AND
ESTABLISHING A
REVISED SCHEDULE
OF WATER RATES -
THIRD READING**

There have been no changes from the First and Second Readings of this Council Bill.

A motion to approve the Third Reading of Council Bill 2132 was made by Councilman Bartlett, seconded by Councilman Dunham and was approved.

Council Bill 2133 – An Ordinance Amending Article II, Chapters 152-11 and 152-13 of the Code of the City of Oil City, Pennsylvania, and Establishing a Revised Schedule of

**COUNCIL BILL 2133 –
AMENDING ARTICLE II
CHAPTERS 152-11 AND**

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

Rates for Sanitary Sewage Furnished and Provided Within or Outside of the City of Oil City

13 AND ESTABLISHING
A REVISED SCHEDULE
OF SANITARY SEWAGE
RATES – THIRD
READING

There have been no changes from the First and Second Readings of this Council Bill.

A motion to approve the Third Reading of Council Bill 2133 was made by Councilman Dunham, seconded by Councilman Gustafson and was approved.

Council Bill 2134 – An Ordinance Amending Chapter 108 (Garbage, Rubbish and Refuse) and Chapter 148 (Recycling) of the Code of the City of Oil City Pertaining to Collecting Fees for Such Services and Chapter 108 Pertaining to the Definition of the Term “Household Rubbish”

COUNCIL BILL 2134 –
AMENDING CHAPTERS
108 AND 148 RELATING
TO GARBAGE AND
RECYCLING – THIRD
READING

There have been no changes from the First and Second Readings of this Council Bill.

A motion to approve the Third Reading of Council Bill 2134 was made by Councilman Dunham, seconded by Councilman Gustafson and was approved.

Resolution #2015-20 – A Resolution Adopting the Venango County 2015 Hazard Vulnerability Assessment and Mitigation Update.

RESOLUTION #2015-20
– A RESOLUTION
ADOPTING THE
VENANGO COUNTY
2015 HAZARD
VULNERABILITY
AGREEMENT

Mr. Schroyer indicated that all counties in the Commonwealth must adopt a similar resolution

A motion to approve Resolution 2015-20 was made by Councilman Gustafson, seconded by Councilman Dunham and was approved.

Resolution #2015-21 – To Establish an Electronics Device Policy.

RESOLUTION #2015-21
– TO ESTABLISH AN
ELECTRONICS DEVICE
POLICY

This resolution will establish a policy to prohibit the use of electronic devices during City Council meetings by members of City Council. Councilmen Gustafson and Bartlett stated that they feel this is a good idea.

A motion to approve Resolution #2015-21 was made by Councilman Bartlett, seconded by Councilman Gustafson and was approved.

PUBLIC COMMENTS

PUBLIC COMMENTS

CITY COUNCIL REPORTS/COMMENTS

COUNCIL
REPORTS/COMMENTS

Mayor Crudo wished to thank City Solicitor Varsek for all of his work on behalf of the City. Mr. Varsek thanked Mayor Crudo and Councilman Bartlett for their service to the City and wished them well in future endeavors.

Mayor Crudo stated that it has been a tough four years. She thanked the department heads for their patience regarding the manager turn over. She realizes how hard it has been to operate under those conditions. She thanked all City employees for a job well done.

Councilman Bartlett appreciates what the City workforce does. He is glad that Mr. Schroyer is here and hopes he will stay for a while. He lauded Jim Nelles for his work during the first six months of 2015. He also thanked Mrs. Knight for her service; she has made his time on Council easier.

Mayor Crudo praised Mr. Schroyer as well and wished him the best at the City.

Councilman Gustafson thanked Mayor Crudo and Councilman Bartlett for all of their work and assistance. He also praised Mr. Nelles for his service to the City. He hopes the City can continue on, reprioritize things and get on track. He wished the Mayor and Mr. Bartlett well in the future.

Councilman Dunham stated that it was an honor to work with Mayor Crudo and Councilman Bartlett and wished them well. He hopes that all goes well for the City next year and no lay offs are in store for City employees.

EXECUTIVE SESSION

EXECUTIVE SESSION

An Executive Session was called at 6:00 p.m. to discuss personnel matters.

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

ADJOURNMENT

ADJOURNMENT

There being no further business to come before Council, a motion to adjourn the meeting at 6:20 p.m. was made by Councilman Gustafson, seconded by Councilman Dunham. Motion approved.

PERSONS IN ATTENDANCE

Mark Schroyer, Staff
Leah Nelson, Staff
Howard Faunce, Staff
Jason Herman, Staff
Steve Hinds, Staff
Bob Wenner, Staff
Chris Sporer, Staff
Curt Greene, Staff
Michelle Hoovler, Staff
Kristin Arendash, Staff
Bill Lamberton, Staff
Chris Gorman, Staff
Brienne Gorman
Sam McSparren, Staff
Malachy McMahan
Bill Moon
Kathy Bailey
Rich Jackson, The Derrick
Richard Sayer, The Derrick
Saxon Daugherty, The Derrick

APPROVED BY COUNCIL THIS

14th DAY OF January, 2016

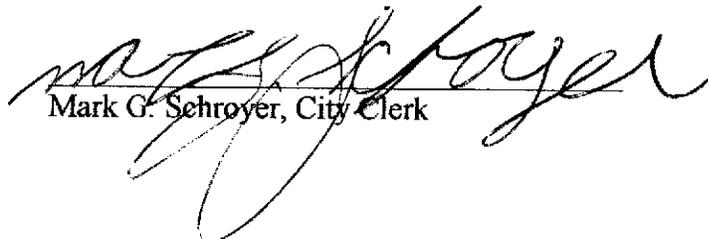


William P. Moon, Jr., Mayor

**MINUTES
COUNCIL MEETING
4:30 PM**

**CITY OF OIL CITY
COUNCIL CHAMBERS
DECEMBER 17, 2015**

I hereby certify the foregoing to be a true and correct copy of the minutes of the Council meeting of December 17, 2015.



Mark G. Schroyer, City Clerk