

**WARREN CITY COUNCIL
REGULAR MEETING
FEBRUARY 17, 2014 – 7:30 PM**

OPENING OF MEETING

Mayor Cashman presided over the February 17, 2014 regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance.

PROCLAMATION: PRESIDENTS' DAY

Mayor Cashman presented a proclamation in honor of Presidents' Day and encouraged all citizens to share in reflecting on George Washington's contribution to our freedom and the founding of our nation and Abraham Lincoln's commitment to the preservation of the United States.

ROLL CALL

Members present and responding to roll call were: Mayor Maurice Cashman, Dr. Howard Ferguson, Gregory Fraser, Samuel Harvey, Richard Kolcharno, John Lewis, James A. Zavinski, Sr., and Eric Zavinski, Junior Council member. Mr. Gustafson, Mr. Hildebrand, Mr. Holtz, Mrs. Leary, Chief Pascuzzi, Mrs. Risinger, Mr. Sceiford, and Chief Zydonik of City staff were also in attendance.

APPROVAL OF MINUTES

Upon motion by Mr. Lewis and second by Mr. Zavinski, the minutes of the January 20, 2014 Regular Meeting were unanimously approved.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Terri Dennison: Route 6 Alliance
- Dan Glotz: Warren Co. Planning & Zoning – Route 6 Byway Nomination
- Sandy Glotz
- Beth Campbell: Regarding request for parking restrictions on Quaker Hill Road
- Amanda Kosterman: City Police Officer observing
- Pauline Steinmeyer: City resident, 18 Prospect Street
- Mary Hellman: City resident, 10 Branch Street
- Dan Ristau: Main Street re: Downtown Development
- Greg Wilson: City Intern – PSU MPA candidate
- Josh Cotton: Times Observer reporter

Dan Ristau thanked the City Fire Department for their response to recent flooding at the Allegheny Center for the Arts (ACA) building and noted that their actions mitigated thousands of dollars in damages.

Mr. Ristau addressed Council and asked that the City participate in the development of a program to encourage new businesses to locate in the downtown area. Mr. Ristau distributed literature regarding such a program which has been established in Chambersburg, PA, as well as a listing of proposed entities to be involved in the development of a plan.

Beth Campbell addressed Council and expressed her concern regarding parking on the portion of Quaker Hill Road between Conewango Avenue and Homestead Place. Ms. Campbell stated that vehicles parked on the residential side of the street hinder the delivery of mail by the United States Postal Service as well as the delivery of newspapers. She requested Council's consideration of limiting parking to the opposite side of the road on which there are no residences and no mail or newspaper delivery boxes. Chief Zydonik noted that the center line of Quaker Hill Road is

essentially the boundary between the City of Warren and Glade Township and, as such, it may not be possible for the City to require that parking be on the non-residential (Township) side of the road. He also noted that there are approximately ten other residences in the stated area and those owners may not desire such a restriction. Chief Zydonik requested that Ms. Campbell contact the City Police Department when there is an instance of a vehicle blocking access to her mailbox so that it may be addressed at that time. Mayor Cashman asked that Chief Zydonik further review this matter.

CORRESPONDENCE

Council members acknowledged receipt of the following correspondence:

- Warren Library Association: Requesting that Jeff Scutella be appointed to serve as the City of Warren representative to the Library Association Board.

Upon motion by Dr. Ferguson and second by Mr. Zavinski, Council members voted unanimously to appoint Jeff Scutella as the City of Warren Representative to the Warren Library Association Board for a three-year term which will expire on December 31, 2016.

- Paws Along the River Humane Society: Thank you for the City's 2014 contribution to the Society.

RESOLUTION NO. 2943: NOMINATION OF PA ROUTE 6 AS A PENNSYLVANIA BYWAY

Dan Glotz, Director of the Warren County Planning and Zoning Office and Chair of the Route 6 Committee, addressed Council and provided information regarding the PA Route 6 Pennsylvania Byway designation. It was noted that the PA Route 6 Alliance proposes that the portion of Route 6 traversing Pennsylvania be designated a "Pennsylvania Byway." The designation carries a number of advantages to communities located along the Byway including transportation safety improvements, an increased number of travelers and accompanying expenditures to support local businesses, greater awareness of the historic, recreational, cultural, and natural qualities of the Byway corridor, and the potential for funding to support projects which fit the goals and objectives of the Pennsylvania Byway program and the Route 6 Corridor Management Plan. Mr. Glotz indicated that the designation would apply to Business Route 6 in Warren. He further stated that there would be no cost to the City and that the City would not be required to make any zoning or sign ordinance changes.

Mr. Fraser expressed concern regarding language in the proposed resolution which stated, "Furthermore, the Council of the City of Warren will uphold and maintain Route 6 as a Pennsylvania Byway for perpetuity."

Dr. Ferguson made the motion to adopt the resolution approving the nomination of Pennsylvania Route 6 as a Pennsylvania Byway. The motion was seconded by Mr. Zavinski.

Mr. Harvey made the motion to amend the resolution by striking the final sentence of Paragraph 6, "Furthermore, the Council of the City of Warren will uphold and maintain Route 6 as a Pennsylvania Byway for perpetuity." The motion was seconded by Mr. Lewis and carried unanimously.

Dr. Ferguson's motion, as amended, carried unanimously.

RESOLUTION NO. 2944: CITY OF WARREN HERITAGE COMMUNITY WORK PLAN

Terri Dennison, Director of the PA Route 6 Alliance, addressed Council and presented information regarding the Community Work Plan for the Warren Heritage Communities Program. She noted that in November, 2007, Warren City Council approved a resolution authorizing an application for designation as a PA Route 6 Heritage Community. Since that time, a group of local citizens worked under the auspices of the PA Route 6 Alliance to develop a Community Work Plan. The plan includes several components, all of which provide a cohesive action-oriented plan for improving the viability of the community. Ms. Dennison stated that the Plan is a recommendation and it is not required that all facets be implemented. She and the Alliance staff will be available to provide assistance. She further noted that the City's designation as a Heritage Community carries advantages in securing funding as well as tourism promotion.

Mr. Fraser made the motion to approve the resolution acknowledging the City of Warren Heritage Community Work Plan for the Warren Heritage Communities Program and designating the City of Warren Planning Commission to implement the Plan. The motion was seconded by Dr. Ferguson and carried with six votes in the affirmative and two nay votes cast by Mr. Lewis and Mr. Harvey.

AGREEMENT: UNITED REFINING COMPANY TEMPORARY PARKING

Mrs. Leary stated that beginning March 1 and concluding by May 16, United Refining Company will undergo an extensive facility upgrade. The project is expected to involve several hundred out-of-area contracted workers and, therefore, parking facilities will be required. United requested permission to utilize the parking areas at Betts Park and the Municipal Pool. Workers will be shuttled from the respective parking areas to United. Mayor Cashman noted that United has been advised of special events to be held at Betts Park and the need to accommodate the events and associated parking needs.

Mr. Lewis made the motion to approve the Temporary Parking Agreement with United Refining Company for the use of parking spaces at Betts Park and the Municipal Pool Parking Lot, March 1, 2014 through May 16, 2014. The motion was seconded by Mr. Zavinski and carried unanimously.

PROFESSIONAL SERVICES (ARCHITECT): MUNICIPAL POOL BUILDING RENOVATIONS

Mr. Holtz stated that the City was successful in securing a Department of Conservation and Natural Resources (DCNR) grant for renovations to buildings at the City's Municipal Pool. The project includes renovation of the restroom and lifeguard/first aid areas, repairs to the roof, new windows and doors, HVAC work, and other miscellaneous repairs.

In order to complete this project, the City is required to obtain the services of a licensed professional to prepare designs, specifications, and a bid package. The City received a proposal for professional services from R.W. Larson Associates, P.C. in the amount of \$16,000. This amount equates to approximately 8% of the total project cost.

Mr. Lewis made the motion to approve a Professional Services Agreement with R.W. Larson Architects, P.C. for Architectural and Engineering Services for the Municipal Pool Building Renovation Project. The motion was seconded by Dr. Ferguson and carried unanimously.

ENGINEERING SERVICES: CDBG STREET ROAD IMPROVEMENT PROJECTS

Mr. Hildebrand stated that the City advertised a notice for Request for Qualifications (RFQ) for engineering services for Street and Road Improvement Projects. Qualification statements were received from Hill Engineering, Inc. and Cosmo Technologies, Inc. After a thorough review of the submissions, the staff recommended the award of a contract to Hill Engineering due to their thorough knowledge of the Community Development Block Grant (CDBG) bidding and program

requirements, extensive street improvement experience in several communities over many years, current in-house facilities, excellent technical capabilities, and a strong project team. Mr. Hildebrand indicated that past practice has been to develop the Engineering Service Agreement following selection of the engineering firm. Mr. Fraser asked that the agreement be presented to Council upon its completion.

Mr. Fraser made the motion to authorize development of an agreement with Hill Engineering, Inc. for the Community Development Block Grant (CDBG) East and Franklin Street Road Improvement Projects per the Request for Qualifications for Engineering Services. The motion was seconded by Mr. Harvey and carried unanimously.

APPOINTMENT TO PLANNING COMMISSION

At the January 20 regular meeting several appointments were made to various boards and commissions. Following that meeting, it came to light that one appointee does not reside within the City and, therefore, may not serve.

Upon motion by Mr. Lewis and second by Dr. Ferguson, Council members voted unanimously to appoint Steve Parinella to the City of Warren Planning Commission. Mr. Parinella will serve the balance of a term which will expire December 31, 2016.

PROPOSED AGREEMENT: OUTDOOR FITNESS PARK

(See also 8/19/2013 and 10/21/2013 Council minutes)

City staff requested that formal action not be taken on this matter as information was not received from the Community Mobilization Initiative in a timely manner and, therefore, could not be fully reviewed. In regard to the Initiative's request that the required \$5000 in maintenance funds not be made due to the City until October 26, 2016, which is the date that the three-year manufacturer warranty on moving parts will expire, Council members expressed concern that the Initiative is an unincorporated group and there are no assurances that the Initiative will remain in existence until that date. Mayor Cashman suggested that the \$5000 be put into escrow immediately and Mr. Harvey suggested the provision of an irrevocable line of credit.

CONTRACTED SERVICES: MOWING SERVICES 2014-2016

Mr. Holtz stated that the City advertised for bids for contracted mowing services as outlined in the Alternative Service Delivery System. The sole bid was received from Curtis Contracting and Services, P.O. Box 118, Tiona, PA 16352.

Mr. Lewis made the motion to award the Contracted Mowing Services contract for 2014 to 2016 to Curtis Contracting & Services. The motion was seconded by Mr. Kolcharno and carried unanimously.

PROPOSED AMENDMENT TO ZONING ORDINANCE NO. 1295: ON-LOT PARKING REGULATIONS

Mr. Hildebrand stated that Section 209.1 of the Municipalities Planning Code empowers the Planning Commission to conduct a review of the Zoning Ordinance. To bring regulations specific to on-lot parking up-to-date, the Planning Commission and City staff drafted an amendment to the Zoning Ordinance as it pertains to such. Prior to enactment of any ordinance which would amend the Zoning Ordinance, it is required that the City of Warren Planning Commission review the proposed regulations and provide any recommendations they may have. It is also required that Council hold a Public Hearing regarding the proposed regulations. Council members were provided with current regulations as well as the proposed regulations.

During discussion, the following comments were made:

1. Mr. Lewis stated his belief that Section 1, §8, pertaining to compliance with Americans with Disabilities Act (ADA) requirements be applicable to new construction only.
2. Mayor Cashman requested that there be provisions for “grandfathering.”
3. Mr. Harvey stated that he does not wish to see regulations pertaining to aesthetics.

Mr. Fraser made the motion to refer the proposed ordinance amendment regarding on-lot parking to the Planning Commission with comments as stated. The motion was seconded by Dr. Ferguson and carried unanimously.

Mayor Cashman requested that the Planning Commission be represented when this matter next comes to the Council floor.

DEPARTMENT REPORTS – JANUARY, 2014

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department

Mr. Gustafson noted that a Notice of Violation has been sent to the owner of record and heirs of the property located at 117 Beatty Street. If there is not a timely response to the Notice, the next step will be issuance of a Demolition Notice.

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Parks & Recreation Commission – November 25, 2013 Regular Meeting

ADJOURNMENT

There being no further business to come before Council, Mayor Cashman declared the meeting adjourned.