

**WARREN CITY COUNCIL
REGULAR MEETING
FEBRUARY 20, 2017 – 7:30 PM**

OPENING OF MEETING

Mayor Cashman presided over the February 20, 2017 regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance. Mayor Cashman announced that Council met in Executive Session on February 6 in regard to litigation pertaining to GRO-Warren.

ROLL CALL

Members present and responding to roll call were: Mayor Maurice Cashman, Elissa Davis, Gregory Fraser, Philip Gilbert, Richard Kolcharno, John Lewis, James A. Zavinski, Sr., and Joshua Chimenti, Junior Council Member. Members of City Staff present were Mrs. Freenock, Mr. Hildebrand, Mr. Holtz, Mrs. Leary, Ms. Nau, Chief Pascuzzi, Mrs. Risinger, Mr. Sceiford, Chief Zydonic, and Attorney Stapleford as well as Police Sgt. Deppen

APPROVAL OF MINUTES

Upon motion by Mr. Lewis and second by Miss Davis, the minutes of the January 16, 2017 Regular Meeting were unanimously approved by Council members present.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Pauline Steinmeyer: Address to Council regarding the Board of Health
- Laurie Hall: Resident observing
- Angie Dart: Representing R.W. Larson Architects in regard to Municipal Building renovations
- Andrew Morrison: Times Observer Reporter

CORRESPONDENCE

Council members acknowledged receipt of correspondence from:

- Paws Along the River Humane Society thanking the City for its 2017 contribution.
- Warren Area Student Union, Inc. thanking the City for its 2017 contribution.

PROPOSED AGREEMENT: MUNICIPAL POOL MANAGEMENT

Ms. Nau indicated that in 2014, the City entered into a three-year agreement with the Warren County YMCA for the operation of the Municipal Pool. Under this agreement, the YMCA managed the day-to-day operations of the Pool and was responsible for the hiring, training, and scheduling of all Pool staff. The City retained control of the physical plant including the handling of chemicals and maintenance of all equipment.

The initial agreement, which expired in 2016, was successful and, therefore, the City held discussions with YMCA staff to agree to terms for a new agreement. The proposed five-year agreement was approved by the YMCA and reflects no increase in the management fee.

Mr. Kolcharno made the motion to approve the agreement with the Warren County YMCA for management of the Municipal Pool for the 2016 through 2021 seasons. The motion was seconded by Mr. Zavinski.

During discussion, Mr. Fraser raised concerns regarding the clarity of Section 4.d. as it pertains to the opening day of the regular pool season and also suggested that Section 5.g. be amended to more clearly indicate the timing of payments to be made to the YMCA.

Mr. Fraser made the motion to table action on the proposed YMCA Pool Management Agreement until the March 20, 2017 City Council Meeting. The motion was seconded by Miss Davis and carried unanimously.

PROPOSED AGREEMENT: RIGHT-OF-WAY FOR LEXINGTON AVENUE AND SOUTH PARKER STREET TURNING RADIUS

Mr. Holtz stated that the concrete surface at the intersection of Lexington Avenue and South Parker Street was approved in the 2017 CIP budget for a reconstruction project.

He indicated that during the design of the project it was determined that an improved turning radius would significantly benefit those traveling this route. LEDVANCE, LLC (formerly Sylvania), owner of the property at the northwest corner of the intersection, approved the terms of a right-of-way agreement which would permit construction of an improved turning radius. Mr. Holtz noted that the proposed agreement was drafted by LEDVANCE, LLC.

Mr. Fraser noted that under the terms of the proposed agreement as written, it is not specifically stated that the right-of-way is to be conveyed to the City. Mr. Holtz stated that he would work with LEDVANCE to clarify the language and a revised agreement will be presented to Council at a future date.

RESOLUTION NO. 3030: AFFIRMATION OF 2017 CONTRIBUTION TO TRANSIT AUTHORITY

Mrs. Risinger stated that the City is one of many organizations from which the Transit Authority of Warren County (TAWC) seeks funding. The City's contribution is utilized as matching funds in regard to State funding. As part of the State funding application, it is necessary for TAWC to submit a City resolution affirming the amount of the contribution to TAWC as provided for in the 2017 Municipal Budget and further affirming that the contribution will be provided prior to the June 30, 2017 close of the State Fiscal Year.

Upon motion by Mr. Lewis and second by Mr. Fraser, Council members voted unanimously to approve the resolution affirming the City's 2017 contribution to the Transit Authority of Warren County.

PROPOSED RESOLUTION: PENSION FUND INVESTMENT POLICY

Mrs. Risinger indicated that following the appointment of Vanguard Advisors, Inc. and its affiliates as the Investment Manager for all City pension plans, it is necessary for a new Pension Fund Investment Policy Statement to be adopted. It was noted that a Statement was drafted and was approved by each of the Pension Plan Committees.

Mr. Fraser made the motion to approve the proposed resolution adopting the Pension Fund Investment Policy Statement. The motion was seconded by Mr. Lewis.

During discussion, Council members stated that they wish to be provided with the Pension Fund Investment Policy Statement prior to taking action on the resolution.

Upon motion by Mr. Lewis and second by Mr. Fraser, Council members voted unanimously to table action on the proposed resolution until the March 20, 2017 regular meeting.

RESOLUTION NO. 3031: AUTHORIZING APPLICATION FOR EARLY INTERVENTION PROGRAM

Mrs. Freenock stated that the 2017 Municipal Budget allocates \$50,000 as the City's local match for participation in the Early Intervention Program (EIP). Entrance into this program does not indicate that the City is at the point of being distressed; however, it does provide the City with assistance in regard to financial planning and trending analysis. The EIP can provide funding and

will assist in the engagement of a consultant that will address the specific needs of the City. The City may also request a review of operations to determine if there are any cost-saving measures that may be implemented.

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members voted unanimously to approve the resolution authorizing an application to the PA Department of Community and Economic Development for the Early Intervention Program and authorizing the development of a Request for Proposals for the delivery of services which will meet the objectives of the Program.

ORDINANCE NO. 1890: ESTABLISHING A BOARD OF HEALTH

(See also 1/16/17 Council minutes)

Ms. Nau noted that during discussion at the January 16 meeting, Council members expressed concerns regarding the designation of City Council as the Board of Health and requested that an ordinance providing for a Council-appointed Board of Health be drafted. The ordinance was drafted and was presented for Council's consideration.

Ms. Nau indicated that in accord with the proposed ordinance, it is necessary for the City to appoint a Recording Secretary. It was requested that sentence two of Section 2.5. Secretary be amended to read "The City Clerk, or designee, shall serve in this capacity."

Mrs. Pauline Steinmeyer addressed Council and noted her concerns regarding the necessity for the appointment of a Board of Health when Council has served in that capacity for many years.

Mr. Fraser made the motion to approve the ordinance establishing a Board of Health with sentence two of Section 2.5 Secretary. to be amended to read "The City Clerk, or designee, shall serve in this capacity." The motion was seconded by Mr. Kolcharno and carried unanimously.

BID APPROVAL: MUNICIPAL BUILDING AND FIRE STATION RENOVATIONS

Mr. Holtz stated that on February 15, 2017, the City opened bids for various renovations to be made to the Municipal Building and Fire Station. Mr. Holtz recommended that the City carry a ten percent (10%) contingency for this project in addition to the bid amount to offset unforeseen circumstances that might arise. The total project cost including the four contracts and a ten percent contingency is \$611,300.

Angie Dart, R.W. Larson Architects, addressed Council and outlined the renovations to be made including a full renovation of Council Chambers, restoration of the Municipal Building first floor entry rotunda, renovations to the Police locker room and training room, ADA accessibility, and replacement of doors and windows in the Fire Station. Ms. Dart noted that Pennsylvania Historical and Museum Commission and Redevelopment Assistance Capital Program funding will be utilized for this project.

It was noted that R.W. Larson Architects has experience with each of the contractors submitting low bids and does not have reservations regarding their qualifications.

Upon motion by Mr. Lewis and second by Mr. Kolcharno, Council members voted unanimously to authorize contracts for the Municipal Building and Fire Station Renovations Project with a ten percent (10%) contingency (\$55,000) for a project total of \$611,300 to:

Considine Biebel & Co.	\$347,200	(General Construction)
Wm. T. Spaeder	\$ 42,800	(Plumbing)
Rabe Environmental	\$ 58,200	(Mechanical)
Trinity Electric	<u>\$108,100</u>	(Electrical)
	\$556,300	

APPOINTMENT TO PLANNING COMMISSION

Upon motion by Mr. Lewis and second by Mr. Fraser, Council members voted unanimously to appoint Alex Shreffler to the Planning Commission. The four-year term will expire on December 31, 2020.

APPOINTMENT TO COMMUNITY FOUNDATION OF WARREN COUNTY

The City received correspondence from the Community Foundation of Warren County requesting that John O. Hanna be appointed to a new five-year term. It was noted that Mr. Hanna has served on the Board for many years.

Upon motion by Mr. Fraser and second by Mr. Zavinski, Council members voted unanimously to appoint John O. Hanna to a five-year term on the Distribution Committee and Board of Directors of the Community Foundation of Warren County in both its Trust and Corporate forms.

COFFEE KLATCH ANNOUNCEMENT

Mayor Cashman announced that a Coffee Klatch will be held at 6:00 PM on March 8 in the Slater Room of the Warren Public Library. Mrs. Freenock noted that presentations will be made by representatives of the Recreation, Building Codes, and Zoning Departments.

DEPARTMENT REPORTS – JANUARY, 2017

The following reports were presented for Council’s review:

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

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Planning Commission	–	December 14, 2016	Regular Meeting
Street Landscape Committee	–	November 22, 2016	Regular Meeting

ADJOURNMENT

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