

**WARREN CITY COUNCIL  
REGULAR MEETING  
MARCH 19, 2018 – 7:30 PM**

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**OPENING OF MEETING**

Council Vice-President Fraser presided over the March 19, 2018 regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance.

**ROLL CALL**

Members present and responding to roll call were: Elissa Davis, Gregory Fraser, Paul Giannini, Philip Gilbert, Richard Kolcharno, James A. Zavinski, Sr., and Junior Council Member Ryan Zavinski. Mayor Maurice Cashman was absent. Members of City Staff present were Mrs. Freenock, Chief Deppen, Mr. Hildebrand, Mr. Holtz, Mrs. Leary, Chief Pascuzzi, Mrs. Risinger, Mrs. Williams, Mr. Yurismic, and Attorney Stapleford.

**APPROVAL OF MINUTES**

Upon motion by Mr. Zavinski and second by Mr. Kolcharno, the minutes of the February 19, 2018 Regular Meeting were unanimously approved by Council members present.

**RECOGNITION OF VISITORS**

Vice-President Fraser welcomed all visitors. Present were:

- Pauline Steinmeyer: Observing
- Todd Anderson: Addressed Council regarding Merritt's Motor Car (storage lot)
- Susan Warrington: Observing
- Joey Warrington: Addressed Council regarding traffic at Liberty Street and Pennsylvania Avenue West
- Angie Dart: Quality of Life Violation Ticket Ordinance
- Jeff Frailey: Addressed Council regarding Rally in the Valley
- Michelle Frailey: Rally in the Valley
- Adam Meneo: Lacy Playground Project
- Dr. William Clark: Lacy Playground Project
- Josh Cotton: Times Observer Reporter
- Dan Glotz: Boy Scout Troop 13
- Tyler Klenck: Boy Scout Troop 13
- Joseph Miller: Boy Scout Troop 13
- Joanne Miller: Boy Scout Troop 13
- Larry Miller: Boy Scout Troop 13
- Dan Klenck: Boy Scout Troop 13
- Owen Strandburg: Boy Scout Troop 13
- Adam Strandburg: Boy Scout Troop 13
- Arlene Molinaro: Boy Scout Troop 13

Mr. Fraser welcomed all those in attendance with Boy Scout Troop 13. It was noted that the Scouts were fulfilling a requirement of a citizenship badge.

**CORRESPONDENCE**

Council members acknowledged receipt of correspondence from the Warren Area Student Union, Inc. thanking the City for its 2018 contribution.

**ADDRESS TO COUNCIL REGARDING MERRITT MOTOR CAR STORAGE LOT**

Todd Anderson, owner of the Peterson-Blick Funeral Home, addressed Council regarding vehicles being stored on the Merritt Motor Car property which is located on Pennsylvania Avenue directly

across from Mr. Anderson's property. Mr. Anderson stated his belief that the condition of the vehicles being stored is such that they are junk vehicles and, therefore, are not permitted to be stored in this location in accord with the City Zoning Ordinance. He further stated that he has observed that animals are nesting in some of the vehicles and that there are vehicles that have been on the lot for so long that trees are growing through them.

Mrs. Williams indicated that the Codes Department is aware of the conditions on the property and is working with David Hildebrand, Zoning Administrator, and the City Solicitor regarding the matter. Mrs. Williams noted that, unless invited upon the property by the owner, the Codes Department is permitted only to view the condition of the property from the street and, therefore, is not able to observe some of the conditions described by Mr. Anderson.

#### **ADDRESS TO COUNCIL REGARDING "RALLY IN THE VALLEY"**

Jeff Frailey addressed Council regarding his plans to hold a "Bikes, Blues, and Barbeque at the Rally in the Valley." Mr. Frailey has submitted an application to the Special Events Committee for use of the Midtown Parking Lot on August 17 and 18, 2018. Mr. Frailey stated that he expects that there may be several thousand attendees at the motorcycle centered event which will also feature blues music and barbeque food vendors.

Mr. Frailey stated that PGE has agreed to allow the weekly Farmers' Market to be held in its parking lot. The Market is normally held at the Midtown Parking Lot.

Council members noted the need to address security concerns and to assure that sufficient comfort facilities are available for attendees. Mr. Frailey was asked to work closely with the Special Events Committee and Chief Deppen.

#### **ADDRESS TO COUNCIL REGARDING LIBERTY ST. & PENNSYLVANIA AVE. INTERSECTION**

Joey Warrington addressed Council and stated his concerns regarding traffic and pedestrian safety at the intersection of Liberty Street and Pennsylvania Avenue West. Mr. Warrington stated that he believes a traffic signal should be installed at this intersection and inquired as to what steps would need to be taken in order to do so.

Mrs. Freenock stated that following completion of the Streetscape Project in this area, PennDOT conducted a traffic survey at the intersection and determined that it did not meet the warrants for installation of a traffic signal. She further stated that, should the City not follow the PennDOT recommendation and, instead, install a light, the City would be subjected to additional liability.

Chief Deppen stated that a determining factor considered by PennDOT is traffic volume and the volume at this intersection peaks two times per day. He further stated that the PennDOT trend across the state is to eliminate traffic signals and instead install STOP signs. He indicated that the Police Captain recently issued a memo to officers to increase enforcement efforts at this intersection.

Mr. Fraser questioned whether other options might be available and Mr. Holtz responded that options will be researched.

#### **ORDINANCE NO. 1902: DISABILITY PARKING SPACE ON PENNSYLVANIA AVENUE WEST**

Chief Deppen stated that Brian Fajbik, on behalf of the Warren American Legion, Post 135, submitted a request regarding the establishment of a disability parking space proximate to the Post. It was noted that a number of the Legion's members are disabled and the nearest disability parking space is at the opposite end of this block.

The Post is located in the 400 block of Pennsylvania Avenue West and the first parking space west of Hickory Street on the north curb of Pennsylvania Avenue is located in front of the American Legion building. Therefore, it was suggested that this space be designated for disability parking.

Upon motion by Miss Davis and second by Mr. Zavinski, Council members present (6) voted unanimously to approve the ordinance establishing the first parking space west of Hickory Street on the north curb of Pennsylvania Avenue West as a disability parking space.

#### **RESOLUTION NO. 3061: DCNR GRANT APPLICATION FOR LACY PARK**

*See 12/18/17 Council minutes.*

Mr. Hildebrand stated that the Pennsylvania Department of Conservation and Natural Resources (DCNR) has requested that the City of Warren approve a resolution for the Grant Application and Grant Agreement. This grant funding will be utilized for Lacy Park improvements which include paving and lighting of the basketball court, ADA compliant improvements to the restroom building, new drinking fountain, new pavilion, development of conventional and special needs playground areas, and an ADA compliant interior walkway/trail. A parking area with van accessible ADA parking will also be developed. The total project cost is estimated to be \$530,000. The application requests a grant reimbursement of 50% of the cost.

Adam Meneo and Dr. William Clark, members of the Rotary Club, addressed Council regarding the Club's plans for fundraising and grant applications in support of the multi-sensory play equipment. Mr. Meneo stressed the need for such a playground and stated that Warren County has the second highest rate of special needs children in the Commonwealth.

Upon motion by Miss Davis and second by Mr. Gilbert, Council members present (6) voted unanimously to approve the resolution pertaining to the Department of Conservation and Natural Resources grant application for the Lacy Park Project.

#### **RESOLUTION NO. 3062: SUPPORT FOR WARREN COUNTY DCNR GRANT APPLICATION**

Mr. Hildebrand stated that the Warren County Planning and Zoning Office is working toward development of a countywide comprehensive "Recreation, Park, and Open Space Plan" and will collaborate with City Staff to develop a City Plan for recreational facilities and park properties. It was noted that this is important to the City as an increasing number of grant sources require that applications for park and recreation projects provide evidence of a comprehensive plan for such facilities; however, development of such a plan to the degree required is a costly and time intensive undertaking.

The County will submit a Department of Conservation and Natural Resources (DCNR) grant application seeking funds for development of the Plan and will utilize Act 13 monies (Unconventional Gas Well Fee) as the matching funds for the application. As the City will benefit from development of a Plan, the County requested that the City adopt a resolution indicating its support of the grant application.

Upon motion by Mr. Kolcharno and second by Mr. Zavinski, Council members present (6) voted unanimously to approve the resolution in support of the Warren County grant application to the Department of Conservation and Natural Resources.

#### **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 performed under the Community Development Block Grant (CDBG) Program. Qualification statements were received from two firms and, following a thorough review of the submissions, City Staff recommended the award of a contract

to Greenman-Pedersen, Inc. The organization has a thorough knowledge of the CDBG bidding and program requirements. In addition, the firm has extensive street improvement experience in several communities over many years, current in-house facilities, excellent technical capabilities, and a strong project team.

Upon motion by Miss Davis and second by Mr. Zavinski, Council members present (6) voted unanimously to authorize the development and execution of a three-year agreement with Greenman-Pedersen, Inc. for the performance of engineering services related to Community Development Block Grant Street Improvement Projects.

**RESOLUTION NO. 3063: APPLICATION FOR COUNTY LIQUID FUELS ALLOCATION**

Mr. Holtz stated that each year it is necessary for Council, by resolution, to apply for the County Liquid Fuels Tax Allocation. The City's allocation for 2018 has been established at \$13,491.00. Mr. Holtz indicated that these monies are used to reimburse the General Fund for the salt purchased for snow and ice control.

Upon motion by Mr. Kolcharno and second by Miss Davis, the resolution authorizing the application for the 2018 County Liquid Fuels Allocation was unanimously approved by the Council members present (6).

**AWARD OF CONTRACTED IMPROVEMENT CONTRACTS FOR YEARS 2018 AND 2019**

Mr. Holtz stated that every two years the City bids out the "Contracted Improvements" contract which includes services such as: municipal sidewalk replacement, storm inlet (catch basin)/manhole installation, sewer installation, concrete/brick street repairs, etc.

Mr. Holtz stated that although the four (4) contractors recommended by City Staff are not the apparent low bidders for these items, Signature Paving & Sealcoating and John Anderson Construction have submitted letters withdrawing their bids for particular line items. It was noted that each of the Contractors have worked successfully for the City in the past.

Upon motion by Miss Davis and second by Mr. Kolcharno, the Council members present (6) voted unanimously to award two-year contracts (2018 and 2019) with an option for a third year (2020) to:

Signature Paving and Sealcoating – Bid items 6, 8, and 9  
R. Patti Concrete Excavating – Bid items 5 and 7  
John Anderson Construction – Bid items 1, 2, 3, and 4  
Great Lakes Tree Service – Bid items 10, 11, and 12

**APPOINTMENTS TO THE PROPERTY MAINTENANCE BOARD OF APPEALS**

Mrs. Williams stated that there are presently two vacancies on the Property Maintenance Board of Appeals which hears appeals regarding decisions pertaining to Property Maintenance Code violations. This Board meets on an "as needed" basis.

She further stated that Wayne Curry and Micah York have each indicated an interest in serving on this board. The materials submitted by each have been reviewed and it appears that they possess qualifications and experience that would aid them in making reasonable determinations in regard to appeals.

Upon motion by Mr. Kolcharno and second by Mr. Zavinski, the Council members present (6) voted unanimously to appoint Wayne Curry and Micah York to four-year terms on the Property Maintenance Board of Appeals.

**ORDINANCE NO. 1903: QUALITY OF LIFE VIOLATION TICKET PROGRAM**

Mrs. Williams stated that when owners fail to maintain their property, improperly store trash and rubbish, and/or allow accumulations of snow, ice, dirt, and obstructions on sidewalks, it affects the health and general welfare of individuals. In addition, such violations of the Code of the City of Warren negatively impact the neighborhood as a whole and may lead to the sprawl of derelict properties.

The current process for addressing violations involves the passage of a significant amount of time from the first Notice of Violation to the point of a citation being issued. In the case of violations such as high grass and uncleared sidewalks, the violation(s) increases in severity as time passes.

City Staff suggested the implementation of a Quality of Life Violation Ticket Program which would allow for a more expedient manner in which to address violations. The Program would also afford property owners the opportunity to remedy the violation(s) and pay a lower fine than that which would be assessed under the current program. The Ticket Program would be an alternative means of addressing violations and would not eliminate the current notification to citation process.

Miss Davis made the motion to approve the ordinance establishing a Quality of Life Violation Ticket Program. The motion was seconded by Mr. Giannini. *See below.*

Following discussion, Mr. Zavinski made the motion to table this item. The motion failed due to lack of a second.

Miss Davis made the motion to amend Section 10.b of the ordinance establishing a Quality of Life Violation Ticket Program by providing that a single member of the Property Maintenance Board of Appeals will hear appeals. The motion was seconded by Mr. Giannini and carried unanimously among the Council members present (6).

The Council members present then voted on Miss Davis' primary motion, as amended. The motion carried unanimously.

**DEPARTMENT REPORTS – FEBRUARY, 2018**

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:

- |                                    |   |                  |                 |
|------------------------------------|---|------------------|-----------------|
| Blighted Property Review Committee | – | January 25, 2018 | Regular Meeting |
| Redevelopment Authority            | – | January 17, 2018 | Regular Meeting |
| Street Landscape Committee         | – | January 23, 2018 | Regular Meeting |

**ADJOURNMENT**

There being no further business to come before Council, Mr. Fraser declared the meeting adjourned.