

**WARREN CITY COUNCIL
PUBLIC HEARING AND REGULAR MEETING
MARCH 20, 2023 – 7:00 PM**

PUBLIC HEARING: IMPLEMENTABLE COMPREHENSIVE PLAN

Mayor Wortman opened the public hearing at 7:00 PM in Council Chambers of the Municipal Building. Randy Rossey stated that the City of Warren held numerous public outreach events, conducted surveys, and established a public comment period which ran from November 28, 2022, through January 12, 2023 in regard to the draft comprehensive plan.

During this public hearing, residents were invited to provide comments regarding the draft City of Warren Implementable Comprehensive Plan. Jane Dunshie was unable to attend the meeting; however, she submitted her comments in favor of the Plan as written via a phone message. There were no citizens present who wished to address Council regarding the Plan. Mayor Wortman closed the public hearing.

OPENING OF MEETING

Mayor David Wortman presided over the March 20, 2023, 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: Mayor David Wortman, Maurice Cashman, Danielle Flasher, Philip Gilbert, Wendy McCain, Jared Villella, John Wortman, and Junior Council Member Lydia Balas. Members of City Staff present were Michael Holtz, City Manager; Jessicca Byler, Finance Officer; David Krogler, Fire Chief; Teena Leary, Assistant City Clerk; Randall Rossey, Codes and Planning Director; Joseph Sproveri, Chief of Police; Darren Pike, City Engineer; and Andrea Stapleford, City Solicitor.

EXECUTIVE SESSION ANNOUNCEMENT

Mayor Wortman announced that Council met in executive session on March 13, 2023, for discussion regarding the possible lease of real estate and a personnel matter.

RECOGNITION OF VISITORS

Mayor Wortman welcomed all visitors. Present were:

- Angie Darr: Planning Commission member observing
- Randy Gustafson: Planning Commission member observing
- Piper VanOrd: Allegheny Outfitters re Hudson Group Staging Lease
- Kim Angove: Hudson Group Staging Lease
- Denise Caudill: Bent Run Brewing re Hudson Group Staging Lease
- John Barbera: Candidate for City Council observing
- Will Champlin: Candidate for County Commissioner observing
- Kelley Coey: Hudson Companies Director of Development (via Zoom)
- Brandi Roselli: Mackin Engineers & Consultants re Comprehensive Plan (via Zoom)
- Josh Cotton: Times Observer Reporter
- Brian Hagberg: YourDailyLocal Reporter

APPROVAL OF THE AGENDA

Mr. Cashman made the motion to approve the meeting agenda as presented. The motion was seconded by Mr. Villella and carried unanimously.

APPROVAL OF MINUTES

Upon motion by Mr. J. Wortman and second by Mr. Cashman the minutes of the February 20, 2023, regular meeting were unanimously approved with one correction (addition regarding visitors commenting on the Hudson Easement Termination Agreement).

Upon motion by Mr. J. Wortman and second by Mr. Cashman, the minutes of the March 13, 2023, special meeting were unanimously approved.

CORRESPONDENCE

There was no correspondence to come before Council.

RESOLUTION NO. 3223: ADOPTING THE IMPLEMENTABLE COMPREHENSIVE PLAN

Mr. Rossey stated that the City engaged the services of Mackin Engineers and Consultants to assist in drafting an updated comprehensive plan. Mackin worked with the City Planning Commission and obtained public input through meetings and surveys. A public comment period ran from November 28, 2022, through January 12, 2023 and a public hearing was held prior to this meeting. The Planning Commission approved the draft plan which was also distributed to Warren County Officials, the Warren County School District, and surrounding municipalities. Mr. Rossey indicated that all requirements to be met prior to adoption of the City of Warren Implementable Comprehensive Plan were satisfied.

Mr. Vilella made the motion to adopt the resolution approving the Implementable Comprehensive Plan and to assign the Planning Commission to oversee implementation of the Plan. The motion was seconded by Mr. Cashman and carried unanimously.

RESOLUTION NO. 3224: APPROVING THE PELLEGRINO #2 SUBDIVISION

Mr. Rossey stated that Joseph A. Pellegrino filed a minor subdivision application to subdivide the property located at 741 Conewango Avenue (Parcel No. WN-573-8120) currently owned by 300 Conewango LLC. The minor subdivision would divide the existing 300 Conewango LLC property into two lots with 300 Conewango LLC retaining Lot 1 and Lot 2 being conveyed to Joseph A. Pellegrino. The City Planning Commission reviewed the application at its February 15, 2023, meeting and voted to recommend that it be approved by Council. The Warren County Planning and Zoning Commission reviewed the subdivision at its February 7, 2023, meeting and recommended Council's approval.

Mr. J. Wortman made the motion to adopt the resolution approving the Pellegrino #2 Subdivision. The motion was seconded by Mr. Vilella and carried unanimously.

AGREEMENT: HUDSON GROUP, INC. STAGING AREA LEASE

Mr. Holtz stated that the Hudson Group expects to begin construction of the Eagles Crest Senior Housing Project in July of this year. To facilitate the construction, it is necessary for Hudson to establish an area for contractor parking and equipment and materials staging. It was suggested that the parcels indicated on Exhibit A of the Agreement be leased to Hudson.

Piper VanOrd of Allegheny Outfitters and Denise Caudill of Bent Run Brewing addressed Council and expressed their concerns regarding the potential impact the agreement might have on their respective businesses. Kelley Coey, Director of Development for Hudson Companies participated in the discussion via Zoom.

Following considerable discussion, the following motions were made (motions are stated in the order in which they were made with the voting order noted in parenthesis):

Mrs. McCain made the motion to postpone action on the Hudson Group, Inc. Staging Area Lease Agreement to allow the City to meet with business owners (HIY Building tenants) and to make corrections to the agreement. The motion was seconded by Mr. Gilbert and failed with two votes in the affirmative and five nay votes cast by Mr. J. Wortman, Mr. Villella, Miss Flasher, Mr. Cashman, and Mayor Wortman. (1)

Mr. J. Wortman made the motion to approve the Hudson Group, Inc. Staging Area Lease Agreement with intention to amend (dates). The motion was seconded by Miss Flasher and carried with five votes in the affirmative and two nay votes cast by Mrs. McCain and Mr. Gilbert. (4)

Mr. J. Wortman made the motion to amend the Hudson Group, Inc. Staging Area Lease Agreement by changing all end date references for Parcel Two (WN-576-7726) from April 19, 2024, to April 1, 2024. The motion was seconded by Mr. Cashman and carried with five votes in the affirmative and two nay votes cast by Mrs. McCain and Mr. Gilbert. (3)

Mr. Villella made the motion to amend the language in Section 4.I of the Hudson Group, Inc. Staging Area Lease Agreement to include "Except as set forth elsewhere herein and without affecting the dates set forth in Sections 1, 2, and 3 of this Lease Agreement." The motion was seconded by Mr. Cashman and carried with five votes in the affirmative and two nay votes cast by Mrs. McCain and Mr. Gilbert. (2)

AGREEMENT: WARREN COUNTY YMCA CAR POOL MANAGEMENT

Mr. Holtz stated that since 2014, the City has entered into management agreements with the Warren County YMCA for operation of the CAR Pool. Under these agreements, the YMCA managed the day-to-day operations of the Pool and was responsible for the hiring, training, and scheduling of Pool staff; the City retained control of the physical plant including the handling of chemicals and maintenance of all equipment. It was requested that Council consider a new five-year CAR Pool Management Agreement with the Warren County YMCA.

Mr. J. Wortman noted that Mayor Wortman serves on the Warren County YMCA Board.

Mr. Cashman made the motion to approve the Warren County YMCA CAR Pool Management Agreement. The motion was seconded by Miss Flasher and carried with five votes in the affirmative and two abstentions by Mr. J. Wortman and Mayor Wortman.

RESOLUTION NO. 3225: ESTABLISHING FEES

Mrs. Byler stated that in repose to changing costs for the provision of various permits, services, and use of facilities, it was recommended that certain items contained within the current fee resolution be amended. The items to be amended pertain to Street Opening Permits and CAR Pool fees.

Mr. Villella made the motion to adopt the resolution establishing fees. The motion was seconded by Miss Flasher and carried with five votes in the affirmative and two nay votes cast by Mrs. McCain and Mr. Gilbert.

RESOLUTION NO. 3226: PENNDOT AGILITY PROGRAM

Mr. Holtz stated that since 1998 the City has participated in the PennDOT Agility Program which promotes and facilitates the sharing of materials, equipment, services, and other resources. It was recommended that the City renew its agreement for a five-year term.

Mr. J. Wortman made the motion to approve the resolution authorizing the Mayor and City Manager to sign the PennDot Agility Program Agreement. The motion was seconded by Mr. Vilella and carried unanimously.

RESOLUTION NO. 3227 AND AGREEMENT: PENNDOT FLAR PROJECTS

Mr. Pike stated that the Federal Highway Administration (FHWA) awarded funding to complete mill and overlay projects on the following Federal Local Aid Routes (FLAR):

Crescent Park	Veterans Memorial Bridge to the City line	\$295,770
Lexington Avenue	Parker Street to South Irvine Street	\$510,719
Madison Avenue	Malvina Street to Park Avenue	\$469,228

It was noted that the funding awarded for Lexington Avenue is approximately one half of the amount needed to complete the full project.

Mr. Cashman made the motion to approve the reimbursement agreement regarding the Crescent Park, Lexington Avenue, and Madison Avenue FLAR Projects and to adopt the resolution designating Michael A. Holtz as the authorized signatory for the agreement and subsequent documents related to the projects. The motion was seconded by Mr. Vilella and carried unanimously.

RESOLUTION NO. 3228: COUNTY LIQUID FUELS ALLOCATION APPLICATION

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 2023 was established at \$11,394.00. These monies are used to reimburse the General Fund for salt purchases for snow and ice control.

Mr. J. Wortman made the motion to adopt the resolution authorizing the 2023 County Liquid Fuels Allocation application. The motion was seconded by Mr. Vilella and carried unanimously.

RESOLUTIONS: DCNR BETTS PARK RESTROOM REHABILITATION PROJECT

Mr. Holtz stated that the City plans to submit a Department of Conservation and Natural Resources (DCNR) grant application for rehabilitation of the restroom located near the DeFrees Pavilion at Betts Park. The project will bring the facility into compliance with current ADA requirements and will include plumbing and electrical modifications, fixtures, roofing, drinking fountain, and an accessible concrete sidewalk and surfaces. Greenman-Pedersen’s Opinion of Probable Cost is in the amount of \$100,000; a local foundation has committed to funding the required match.

Resolution No. 3229: Mr. Cashman made the motion to adopt the resolution authorizing an application to DCNR for the Betts Park Rehabilitation Project. The motion was seconded by Miss Flasher and carried unanimously.

Resolution No. 3230: Mr. Cashman made the motion to approve the standard DCNR signature resolution for the Betts Park Restroom Rehabilitation Project. The motion was seconded by Miss Flasher and carried unanimously.

RESOLUTION NO. 3231: DCNR LAND ACQUISITION

Mr. Holtz noted that, at the February 20, 2023, regular meeting, Council approved a resolution authorizing and directing City staff to file a DCNR Spring 2023 grant application to fund one-half of the appraised value of the properties to be acquired for a walking trail and trailer parking area. He further noted that the City was later advised that it must also submit DCNR’s standard resolution regarding authorized signatories.

Mr. J. Wortman made the motion to approve the standard DCNR signature resolution for the Land Acquisition Grant. The motion was seconded by Mr. Villella and carried with six votes in the affirmative and one nay vote cast by Mrs. McCain.

DISPOSITION OF SURPLUS VEHICLES

Chief Sproveri stated that Council periodically authorizes the disposition of equipment that is no longer suitable or necessary for City operations. He indicated that two police vehicles were recently replaced and, due to the high degree of wear and tear they are subjected to, it was recommended that they be disposed of.

Mr. Villella made the motion to approve disposition of two Ford Police Interceptor vehicles with VIN No's 1FM5K8AR9JGA99515 and 1FM5K8ARXJGB33963 in a manner permitted by City Code. The motion was seconded by Miss Flasher and carried unanimously.

BID AWARD: CONTRACTED STREET OPENING RESTORATION

Mr. Holtz stated that on March 1, 2023, the City opened sealed bids for Contracted Street Opening Restorations. The sole bid received for the contract was from Huber Blacktop Company, LLC. Mr. Holtz indicated that the City has worked with Huber Blacktop Company in the past and recommended that Council award the contract to Huber.

Mr. Cashman made the motion to award the Contracted Street Opening Restoration contract to Huber Blacktop, LLC. The motion was seconded by Mr. J. Wortman and carried unanimously.

BID AWARD: SOUTH IRVINE STREET IMPROVEMENT PROJECT

Mr. Pike stated that bids for the South Irvine Street Improvement Project were opened on March 17 with Lake Shore Paving, Inc. of Jamestown, NY, being the sole bidder. There were no irregularities noted with the bid and GPI has worked with Lake Shore Paving in the past; therefore, they are the lowest responsive and responsible bidder. The base bid amount is \$404,800. The project will be funded with FFY 2020 and 2021 Community Development Block Grant Street/Road Improvement funds.

Mr. Villella made the motion to award the South Irvine Street Improvement Project Contract to Lake Shore Paving, Inc. The motion was seconded by Miss Flasher and carried unanimously.

WARREN COUNTY INTERGOVERNMENTAL CO-OP DESIGNATED DELEGATES

Mr. Holtz noted that, at the February 20 meeting, Council members voted to adopt Resolution No. 3221 authorizing the City's membership in the Warren County Intergovernmental Co-Op. The Co-Op's bylaws state that each member municipality shall appoint an elected or appointed official to be the member's Designated Delegate and additional elected or appointed officials to be Alternate Delegates, listed in priority order.

Miss Flasher made the motion to name Mr. J. Wortman as the City's Designated Delegate to the Warren County Intergovernmental Co-Op. The motion was seconded by Mr. Cashman and carried unanimously.

Mr. J. Wortman made the motion to name Miss Flasher as the City's Alternate Delegate to the Warren County Intergovernmental Co-Op. The motion was seconded by Mr. Cashman and carried unanimously.

MARKETING COMMITTEE UPDATE

Mr. Villella reported that the Committee recently met and determined action items that will be addressed by the members. The Committee will meet on March 28 and plans to address signage. It was noted that a Business Resources section was recently added to the City website.

TRESTLE-TO-TRESTLE UPDATE

Mrs. McCain reported that the group reviewed drawings relating to the City’s entry points and that she relayed the information to the Marketing Committee. She also reported that the group received information and plans regarding a proposed boat docking system.

DEPARTMENT REPORTS – FEBRUARY, 2023

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Codes and Planning Department
- Finance Report

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	– January 19, 2023	Regular Meeting
Parks, Recreation & Landscape Commission	– January 24, 2023	Regular Meeting
	– February 28, 2023	Regular Meeting
Planning Commission	– February 15, 2023	Regular Meeting

ADJOURNMENT

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