

**WARREN CITY COUNCIL  
PUBLIC HEARING AND REGULAR MEETING  
APRIL 15, 2019 – 7:00 PM**

---

**PUBLIC HEARING**

Mayor Cashman opened the hearing regarding a proposed Zoning Map Amendment. Mr. Hildebrand stated that applicants David Brook and Verlynn Kleppe filed a Zoning Map Amendment Application to change the following tax parcels from the current Zoning District of R-2, Residential Medium Density to R-3, Residential High Density.

<u>Tax Map/Parcel No.</u>	<u>Address</u>
WN-581-7785	204 E. 5 <sup>th</sup> Avenue
WN-581-7783	206 E. 5 <sup>th</sup> Avenue

There being no citizens present who wished to provide comment on the proposed amendment, Mayor Cashman closed the public hearing.

**OPENING OF REGULAR MEETING**

Mayor Cashman presided over the April 15, 2019 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 Maurice Cashman, Paul Giannini, Philip Gilbert, Richard Kolcharno, John Lewis, James A. Zavinski, Sr., and Junior Council Member Lily Striker. Gregory Fraser was absent. Members of City Staff present were Nancy Freenock, City Manager; Brandon Deppen, Chief of Police; David Hildebrand, Planner/Development Administrator; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Terry Williams, Director of Codes, Permits, and Recreation Services; Chad Yurisc, City Engineer; and Andrea Stapleford, City Solicitor.

**APPROVAL OF MINUTES**

Upon motion by Mr. Zavinski and second by Mr. Gilbert, the minutes of the March 18, 2019 Regular Meeting were unanimously approved by Council members present.

Upon motion by Mr. Zavinski and second by Mr. Gilbert, the minutes of the April 9, 2019 Special Meeting were unanimously approved by Council members present.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed all visitors. Present were:

- Steve Blume, City resident: Observing
- Doug Hearn, City resident: Observing
- David Brook: Zoning Map Amendment
- Tricia Durbin, City resident (arrived during the meeting)
- Josh Cotton: Times Observer Reporter

**CORRESPONDENCE**

There was no correspondence to come before Council.

**ORDINANCE NO. 1917: ZONING MAP AMENDMENT – 204 AND 206 EAST FIFTH AVENUE**

(See Public Hearing above)

Mr. Hildebrand stated that, as required, a public hearing was held and the proposed amendment was also submitted to the City of Warren Planning Commission and the Warren County Planning

and Zoning Commission for their review, comment, and recommendation. Each commission recommended approval of the Zoning Map Amendment.

Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present (6) voted unanimously to approve the Zoning Map Amendment changing the Zoning District for parcels WN-581-7785 (204 E. Fifth Avenue) and WN-581-7783 (206 E. Fifth Avenue) from R-2, Residential Medium Density to R-3, Residential High Density.

**RESOLUTION NO. 3094: DESIGNATING KEYBANK ACCOUNT SIGNATORS**

Mrs. Freenock stated that, from time-to-time, it is necessary for the City to make refunds in regard to parking fines. Two signatures are required on all checks written with one signature being from a signatory within the Administration Department and one being from a signatory within the Police Department. Per the current Municipal Deposit Resolution, designated signatories are Nancy K. Freenock, Donna M. Risinger, Chief Brandon Deppen, and former Police Captain Jeffrey A. Zavinski (retired).

Upon motion by Mr. Kolcharno and second by Mr. Lewis, Council members present (6) voted unanimously to approve the resolution designating the following as signatories on the KeyBank “City of Warren Parking Refunds” account:

Nancy K. Freenock	City Manager (Administration)
Donna M. Risinger	Finance Officer (Administration)
Brandon S. Deppen	Chief of Police (Police)
Joseph Sproveri	Captain (Police)

**BID AWARD: CLARK STREET PUMP STATION OUTFALL PROJECT**

Mr. Yurisc stated that the Clark Street Pump Station is one of four outfall locations in the City’s sewer system which are permitted by the PA Department of Environmental Protection. Due to the age and condition of the existing outfall pipe, it no longer has sufficient capacity to convey flows to the Allegheny River. A bid opening was held on Wednesday, April 10, 2019, for the Clark Street Pump Station Outfall Project. Two (2) bids were received with Konzal Construction Company, Inc. from Erie, PA submitting the lowest responsive and responsible bid in the amount of \$138,800.00.

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present (6) voted unanimously to award the contract for the Clark Street Pump Station Outfall Project to Konzal Construction Company, Inc., in the amount of \$138,800.00.

**DISPOSITION OF SURPLUS PROPERTY**

Mrs. Freenock noted that Council periodically authorizes the disposition of supplies, materials, and equipment that are no longer suitable or necessary for City operations.

Upon motion by Mr. Lewis and second by Mr. Kolcharno, Council members present (6) voted unanimously to approve the disposition of the following items in a manner permitted by City Code:

1. 1999 Ford F-250 Pickup Truck with Snow Dog plow and salt spreader  
VIN No. 1FTNF21S3XEE72948 (approx. 115,000 miles and does not run)
2. 2002 GMC Sierra Pickup Truck, VIN No. 2GTEC19V521378159  
(85,093 miles – repair cost exceeds value)
3. V-Hopper 1.5 yard salt spreader  
(seized up – repair cost exceeds value)
4. Ferno Combination Stretcher/Chair, Serial No. 271757 (replaced with updated equipment)
5. Ferno Ambulance Cot/Stretcher 500 lb., Serial No. 258893 (replaced with updated equipment)

6. Receiver Fire Alarm System with 2 receivers and 6 remote boxes
7. Thermal Imaging Cameras (2) \*
8. MSA Multi-Gas Detector Sirius \*

\* These items no longer have any use or value and will be disposed of. They are on the City Asset List and, therefore, Council is being advised of their disposition.

### **APPOINTMENTS TO BOARDS AND COMMISSIONS**

Mrs. Freenock stated that Council previously appointed Chuck Gray to serve on the Planning Commission for a term expiring on December 31, 2022, and Randy Rossey to the Redevelopment Authority for a term expiring on December 31, 2023. Each made a recent career change and now find it difficult to attend meetings at the scheduled time for the board to which they were appointed. Therefore, it was requested that Council “swap” the appointments by appointing Chuck Gray to the Redevelopment Authority to fulfill Mr. Rossey’s term and Randy Rossey to the Planning Commission to fulfill Ms. Gray’s term as the respective meeting times are more suited to their work schedules. It was noted that term expirations are board-specific so as to retain the proper spacing of terms.

Upon motion by Mr. Kolcharno and second by Mr. Zavinski, Council members present (6) voted unanimously to appoint Chuck Gray to the Redevelopment Authority to fulfill a term expiring on December 31, 2023 and Randy Rossey to the Planning Commission to fulfill a term expiring on December 31, 2022.

### **PUBLIC HEARING: RESIDENTIAL & COMMERCIAL TAX ABATEMENT PROGRAMS**

Mrs. Williams noted that, as discussed during the Council Work Session held on April 9, the City is considering expansion of the existing Commercial LERTA (Local Economic Revitalization Tax Assistance) Program to include all commercial properties in the City as well as the establishment of a residential version of the LERTA Program. Prior to enacting the corresponding ordinances pertaining to tax abatement programs, it is required that a public hearing be held.

Upon motion by Mr. Lewis and second by Mr. Kolcharno, Council members present (6) voted unanimously to establish May 20, 2019, at 7:00 PM as the date and time for a public hearing regarding commercial and residential tax abatement programs in the City.

### **PUBLIC HEARING: ECONOMIC DEVELOPMENT LIQUOR LICENSE APPLICATION**

Mrs. Freenock stated that application materials relative to an Economic Development Liquor License will be forthcoming from Don First, representing the Plaza Restaurant. If approved, this license would be for the Plaza Restaurant located at 328 Pennsylvania Avenue West.

Mr. Lewis inquired as to how many licenses exist in the City in relation to the Pennsylvania Liquor Control Board quota. He also questioned whether there are any licenses within Warren County which are available for purchase and transfer into the City. Mrs. Freenock indicated that she will conduct research and provide the requested information.

In accord with guidelines for the issuance of an Economic Development Liquor License, it is required that the City hold a public hearing. Subsequent to the public hearing, Council’s decision, either approving or disapproving the application, must be stated in the form of a resolution.

Mr. Giannini made the motion to set May 20, 2019 immediately preceding the regular Council meeting as the date and time for a public hearing regarding an application for an Economic Development Liquor License for the Plaza Restaurant located at 328 Pennsylvania Avenue West. The motion carried with five votes in the affirmative and one nay vote cast by Mr. Kolcharno.

**SPECIAL MEETING DATE**

Mrs. Freenock stated that bids have been let for the Crescent Park Project which is to be constructed in 2019; however, the bid opening will not be held until April 18. In the interest of a timely award and commencement of the project, it was requested that Council meet in Special Session on Tuesday, April 23, at 5:30 PM to award the contract.

Mrs. Freenock noted that it is anticipated that an agreement with Warren General Hospital for the installation of lighting and signage at the Helipad will be ready for Council’s consideration. The lighting and signage are required under Pennsylvania Aviation Regulations as enforced by PennDOT; therefore, it is necessary to finalize the agreement so that the Hospital may move forward with the project. As of this date, the agreement is under review by the Hospital’s legal counsel.

Mr. Kolcharno made the motion to set April 23, 2019, at 5:30 PM as the date and time for a Special Meeting regarding a bid award for the Crescent Park Project and the proposed agreement with Warren General Hospital pertaining to Helipad lighting and signage. The motion was seconded by Mr. Lewis and carried unanimously among the Council members present (6).

**DEPARTMENT REPORTS – MARCH, 2019**

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department
- Finance Year-End Report
- Community & Economic Development Quarterly Report

**APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	February 28, 2019	Regular Meeting
Parks and Recreation Commission	–	February 5, 2019	Regular Meeting
Planning Commission	–	March 6, 2019	Regular Meeting
Redevelopment Authority	–	January 16, 2019	Regular Meeting
Street Landscape Committee	–	February 26, 2019	Regular Meeting

**MISCELLANEOUS**

Mrs. Freenock thanked all departments for their outstanding response to the aftermath of a tornado which touched down in the City on the evening of April 14.

**ADJOURNMENT**

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