

**WARREN CITY COUNCIL  
SPECIAL MEETING  
APRIL 30, 2020 – 5:00 PM**

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**OPENING OF MEETING**

Mayor Cashman presided over the April 30, 2020, special meeting of Warren City Council. Due to the COVID-19 pandemic, the meeting was conducted online utilizing the Zoom virtual meeting platform.

**ROLL CALL**

Members responding to roll call were: Mayor Maurice Cashman, Gregory Fraser, Paul Giannini, Philip Gilbert, John Wortman, and Christian Zavinski. There is one vacant seat on Council. Participating members of City Staff were Nancy Freenock, City Manager; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Rodney Wren, Fire Chief; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

**BELLS ACROSS PENNSYLVANIA PROCLAMATION**

Mayor Cashman presented a proclamation declaring May 3, 2020, at 7:00 PM as the date and time at which residents and churches are called upon to ring bells for three minutes in honor of hometown heroes within our community, across Pennsylvania, and on the frontlines of the battle against COVID-19 and as a sign of our community's resolve to restore and promote local businesses and civic life.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed Josh Cotton, Times Observer Reporter.

**BID AWARD: LACY PLAYGROUND IMPROVEMENT PROJECT**

Mr. Yuriscic stated that bids were received for two contracts under the Lacy Playground Improvement Project with Contract 1 being for General Construction and Contract 2 being for Electrical Construction. The Contract 1 base bid consists of restroom upgrades, construction of a parking lot, general excavation, and site work, with bid alternates for additional concrete sidewalk requested by DCNR and the foundation for a wheelchair play piece. The lowest responsible bid for Contract 1 was received from Lake Shore Paving at \$273,427.00 (including the base bid and both alternates), and the lowest responsible bid for Contract 2 was received from A&MP Electric at \$32,500.00

The City was awarded \$265,000 in grant funding from the PA DCNR, with a \$265,000 match required from the City. Approximately \$137,000 in funding has been committed towards the project from community resources that can be applied towards the City's portion of the matching funds. The remaining amount to fulfill the required match is therefore approximately \$128,000 which is within the \$165,000 of General Fund money the City allocated for this project in the 2020 budget (it was noted that the City has applied for additional grants that may reduce this amount). Mr. Yuriscic noted that the playground equipment and pavilion are included in the project budget and will be purchased via the State Purchasing Program.

Mr. Fraser made the motion to award Contract 1 to Lake Shore Paving in the amount of \$273,427.00 for the base bid and two bid alternates and Contract 2 to A&MP electric in the amount of \$32,500.00. Mr. Gilbert seconded the motion which carried unanimously among the six seated Council members.

**PROMISSORY NOTE & SECURITY AGREEMENT: AERIAL FIRE TRUCK FINANCING**

Chief Wren noted that it was previously determined that the purchase of a 2020 Model Year Aerial Ladder Truck is to be financed via a loan from the City of Warren Sewer Fund bearing an interest

rate of 3.0% per annum. The loan shall be repaid in equal installments of \$6,477.16 for a total of 180 payments commencing on January 1, 2021. The City Solicitor prepared the promissory note and security agreement which document the terms and conditions of the loan.

The manufacturer will deliver the truck as soon as practicable in accord with travel constraints brought about by the COVID-19 pandemic; this is expected to occur within the next week.

Upon motion by Mr. Fraser and second by Mr. Wortman, the six seated Council members voted unanimously to approve the promissory note and security agreement providing for a loan from the City of Warren Sewer Fund for the purchase of the 2020 Aerial Ladder Truck.

### **Executive Session & Reconvene**

At 5:30 PM, Mayor Cashman announced that Council members would recess to executive session for discussion of pending legal matters and stated that no decisions were to be made during the session.

At 5:55 PM, Mayor Cashman reconvened the special meeting.

### **SIGNATURE SEALCOATING AND STRIPING SERVICE, INC. SETTLEMENT OFFER**

Mr. Fraser made the motion to accept the Signature Sealcoating and Striping Service, Inc. settlement offer in full satisfaction of claims against it regarding a breach of contract. The motion was seconded by Mr. Zavinski and carried unanimously among the six seated Council members.

### **WHIRLEY DRINKWORKS TAX APPEAL SETTLEMENT OFFER**

Mr. Fraser made the motion to table any action regarding the Whirley DrinkWorks Tax Appeal Settlement Offer. The motion was seconded by Mr. Wortman and carried unanimously among the six seated Council members.

### **UPCOMING COUNCIL MEETINGS**

Mr. Wortman indicated his desire to conduct interviews with prospective Council members in person. Mayor Cashman stated that Governor Wolf had not yet released the list of counties that will move to the "yellow" designation under the COVID-19 pandemic response and further noted that "social distancing" (of six feet or more) will likely continue for quite some time. Mrs. Freenock stated that she does not plan to reopen the Municipal Building to the public until after the Memorial Day holiday. Both Mayor Cashman and Mrs. Freenock stressed the need to consider the "risk tolerance" of those attending in-person meetings. A Zoom meeting is scheduled for the May 11 interviews.

### **ADJOURNMENT**

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