

**WARREN CITY COUNCIL
REGULAR MEETING
MAY 15, 2023 – 7:00 PM**

OPENING OF MEETING

Mayor David Wortman presided over the May 15, 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; Darren Pike, City Engineer; and Andrea Stapleford, City Solicitor.

RECOGNITION OF VISITORS

Mayor Wortman welcomed all visitors. Present were:

- David Winans: Hudson Project (PA Senior Housing Assoc.)
- Chrissy Winans: Hudson Project (PA Senior Housing Assoc.)
- Piper VanOrd (via Zoom)
- Rose Clark: Northwest PA Regional College Update
- Kevin Sheldon: Observing
- Dick Balas: Observing
- Phil Caudill: Observing
- Additional visitors arrived after the opening of the meeting
- Josh Cotton: Times Observer Reporter
- Andy Close: YourDailyLocal Reporter (via Zoom)

David Winans addressed Council and expressed his concerns regarding the PA Senior Housing Associates project at 231-237 Pennsylvania Avenue West. Most specifically, Mr. Winans spoke regarding the proposed demolition of existing structures located on the property.

APPROVAL OF THE AGENDA

Upon motion by Mr. J. Wortman and second by Mr. Villella, Council members voted unanimously to approve the agenda as presented.

Mayor Wortman made the motion to amend the agenda by adding an item to address the Warren County YMCA's request for the City to provide an incentive for learn-to-swim participants. The motion was seconded by Mrs. McCain and carried unanimously.

APPROVAL OF MINUTES

Upon motion by Mr. Cashman and second by Mr. Villella, the minutes of the April 17, 2023, regular meeting were unanimously approved.

CORRESPONDENCE

There was no correspondence to come before Council.

NORTHERN PENNSYLVANIA REGIONAL COLLEGE PRESENTATION

Rose Clark, Northern Pennsylvania Regional College (NPRC) Community Engagement Specialist, addressed Council and provided an overview of the status of the college. Ms. Clark indicated that the College received notice that it is officially a candidate for accreditation with the Middle States Commission on Higher Education.

RESOLUTION NO. 3234: DISPOSITION OF NON-PERMANENT RECORDS

Mrs. Leary stated that the City previously declared, by resolution, its intent to follow the schedules and procedures for the disposition of non-permanent records as set forth in the Municipal Records Manual of the Pennsylvania Historical and Museum Commission. In accord with these guidelines, Council must acknowledge each disposition of records by separate resolution.

Mr. J. Wortman made the motion to adopt the resolution authorizing the disposition of specified non-permanent records. The motion was seconded by Miss Flasher and carried unanimously.

BITUMINOUS PAVEMENT MILLING AND OVERLAY PROJECT BID AWARD

Mr. Holtz stated that three bids were received for the 2023 Pavement Milling and Overlay Project with IA Construction of Franklin, PA, being the apparent low bidder. The total bid is comprised of the base bid in the amount of \$370,883.35 and optional work up to \$159,287.10 for a total bid of \$530,170.45 which would pave nineteen (19) city blocks. The optional bid of “up to” indicates that the City has the flexibility to direct the contractor to perform some, or all, of the optional work.

The 2023 Mill and Overlay budget anticipated the use of \$270,000 in State Liquid Fuels Funds and \$190,000 from the City’s General Fund for a total of \$460,000. This amount is \$70,170.45 short of funding the base bid and all optional work. It was recommended that an additional \$11,700 in Liquid Fuels Funds and an additional \$58,470.45 from the General Fund be utilized so that all of the proposed streets may be completed. Mr. Holtz noted that IA has successfully completed numerous City projects and, therefore, it was recommended that they be awarded the contract.

Mr. Villella made the motion to award the 2023 Mill and Overlay Project contract to IA Construction and to authorize the use of an additional \$11,700 in State Liquid Fuels Funds and an additional \$58,740.45 in General Fund monies beyond the amount budgeted. The motion was seconded by Mr. Cashman and carried unanimously.

MAYOR’S APPOINTMENT: JUNIOR COUNCIL MEMBER SELECTION COMMITTEE

Mayor Wortman appointed Mr. Cashman, Mr. Villella, and Miss Flasher to the committee to select the Junior Council member for the 2023-2024 school year.

WARREN COUNTY YMCA LEARN-TO-SWIM PROGRAM: C.A.R. POOL PUNCH CARDS

Mayor Wortman provided an overview of the Warren County YMCA’s Learn-to-Swim Program and its proposal that the City provide a C.A.R. Pool pass for each child who completes the skills level at which they enter the program.

Following discussion, Mrs. McCain made the motion to provide one C.A.R. Pool Punch Card per participant for successful completion of their first level in the Warren County YMCA Learn-to-Swim Program. The motion was seconded by Mr. J. Wortman and carried unanimously.

MARKETING COMMITTEE UPDATE

Mr. Villella stated that the Committee plans to meet prior to the June 19 regular Council meeting and will continue its discussion regarding signage. He noted the agenda detail that was posted on

the City website and inquired whether visitors had found it to be helpful; several in attendance nodded that it had.

TRESTLE-TO-TRESTLE COMMITTEE UPDATE

There were no updates to be provided.

DEPARTMENT REPORTS – APRIL, 2023

The following reports were provided for Council’s review:

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

Mr. Rossey provided information regarding a task force that will be formed for the purpose of guiding implementation of the Comprehensive Plan. It is anticipated that the group will be comprised of representatives of the City Planning Commission, City Redevelopment Authority, City Staff, Warren County Chamber of Business and Industry (WCCBI), Leadership Warren, business community, and the Warren County School District. The group is expected to hold its first meeting in June.

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	March 16, 2023	Regular Meeting
Parks, Recreation & Landscape Commission	–	March 28, 2023	Regular Meeting
Planning Commission	–	March 15, 2023	Regular Meeting
Redevelopment Authority	–	March 22, 2023	Regular Meeting

ADJOURNMENT

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