

**WARREN CITY COUNCIL
REGULAR MEETING
JUNE 15, 2020 – 7:00 PM**

OPENING OF MEETING

Mayor Cashman presided over the June 15, 2020 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, Gregory Fraser (via Zoom meeting), Paul Giannini (via Zoom meeting), Philip Gilbert, Douglas Hearn, John Wortman, and Christian Zavinski. Members of City Staff present were Nancy Freenock, City Manager; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Joseph Sproveri, Police Captain; Rodney Wren, Fire Chief; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor (via Zoom meeting).

APPROVAL OF MINUTES

Upon motion by Mr. Gilbert and second by Mr. Wortman, the minutes of the May 18, 2020, Regular Meeting were unanimously approved.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Joy Caumvan-lim: Observing
- Jane Dunshie: Observing (via Zoom)
- Marlene Sandberg: Regarding pickleball courts (via Zoom and phone)
- Zoom user name "This One"
- Josh Cotton: Times Observer Reporter

CORRESPONDENCE

Mrs. Freenock presented a letter from Douglas Hearn tendering his resignation from the Redevelopment Authority due to his recent appointment to serve on City Council.

PICKLEBALL COURTS AT BEATY PARK

(See June and July, 2017, regular City Council meeting minutes)

Mr. Holtz stated that the City received a number of requests to line additional Beaty Park tennis courts for pickleball play. It was stated that there has been a steady increase in the number of individuals participating in the sport; therefore, participants are having to wait for an available court. Games average one and a half to two hours in duration and the addition of two pickleball courts would allow for more simultaneous play. It was noted that tennis courts lined for pickleball play may be utilized for non-regulation tennis play. It was further noted that the City was advised that the Warren Area High School Tennis Team no longer utilizes courts at Beaty Park.

Mrs. Sandberg addressed Council via phone and stated her belief that additional pickleball courts are necessary and noted that the sport promotes health and fitness.

Mr. Fraser made the motion to authorize the painting of pickleball court lines on the center tennis court at Beaty Park. The motion was seconded by Mr. Wortman and carried unanimously.

AGREEMENT: ALLEGHENY OUTFITTERS PARKING LEASE

Mr. Holtz stated that in 2019 Council approved a lease agreement with Allegheny Outfitters for the use of two City-owned parcels for the purpose of providing parking for customers, employees, and vendors. The original agreement expired on September 30, 2019, and was extended by Council

action on October 21, 2019 (Parcel One was extended to April 30, 2020; Parcel Two was extended to October 31, 2019).

As COVID-19 restrictions are being lessened and Allegheny Outfitters is able to resume operations, owner Piper VanOrd requested that her business again be permitted to lease the City-owned lots for the same parking purposes as in 2019.

Upon motion by Mr. Fraser and second by Mr. Gilbert, Council members voted unanimously to approve the Allegheny Outfitters Parking Lease.

RESOLUTION NO. 3121: DISPOSITION OF NON-PERMANENT RECORDS

Mrs. Freenock indicated 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.

Upon motion by Mr. Wortman and second by Mr. Zavinski, Council members voted unanimously to adopt the resolution providing for disposition of certain non-permanent records.

RESOLUTION NO. 3122: COMMITMENT TO SAFETY/RISK MANAGEMENT

Mrs. Freenock noted that the City's primary insurance carrier is PennPRIME Trust, a shared-risk pool for municipalities. In order to qualify for the lowest possible rates, the City is required to establish and maintain certain loss control standards.

PennPRIME Loss Control Standard Number One requires the City, by way of resolution, to confirm its commitment to Safety/Risk Management. A resolution was passed by Council in 2018; however, there have been personnel changes which necessitate adoption of an updated resolution.

Upon motion by Mr. Gilbert and second by Mr. Zavinski, Council members voted unanimously to adopt the resolution affirming the City's commitment to Safety/Risk Management.

RESOLUTION NO. 3123: PAeGovC's DATA SCANNING AND DIGITALIZATION PROGRAM

Mrs. Freenock stated that the digital preservation of the City's historic records has been explored in the past; however, available options were found to be cost-prohibitive, require transport of the records to an off-site location, and/or require personnel hours that are not available. Alan Kugler, of PA Futures and facilitator for the Warren County COG, is working with the Pennsylvania Electronic Government Consortium (PAeGovC) which is organized as a private 501c3 corporation. PAeGovC is developing a Municipal Legacy Data Scanning and Digitalization Program (MLDS&DP) in partnership with public and private sector organizations across Pennsylvania.

The City is in possession of records dating back to its founding in 1795, minute books dating from 1832, and original ordinances and resolutions; they are fading with time and it is important that they be digitally preserved before they become illegible. It is also important that digital copies be stored in the Cloud in the event of any type of loss of the original documents. These records are still relevant and contain information that is referenced yet today.

It is foreseen that funding will be sought by PAeGovC so that the MLDS&DP may be provided at no cost to participating local governments. Services will be provided on-site and the handling of records may be monitored by City personnel.

Mr. Zavinski made the motion to adopt the resolution stating the City's intent to participate in the PAeGovC's Municipal Legacy Data Scanning and Digitalization Program. The motion was seconded by Mr. Gilbert.

Mr. Fraser questioned whether the City would be required to pay a fee to access information. Mrs. Freenock replied that the plans are preliminary; however, she does not believe the City will be subject to an access fee.

Mr. Fraser made the motion to amend Mr. Zavinski's motion by changing "will participate" to "may participate" in the paragraph beginning "Now, therefore, be it resolved." The motion was seconded by Mr. Gilbert and carried unanimously.

Mr. Zavinski's motion, as amended, was unanimously approved.

DISPOSITION OF SURPLUS FIRE DEPARTMENT VEHICLE

Chief Wren noted that at the February 17 regular meeting, Council was advised that the Department's 2004 Ford F250 utility truck was first purchased by the Department of Public Works and then, upon its replacement in that department, it was transferred to the Fire Department. The truck had been used for travel to classes, training, and meetings; however, it became unreliable to use for any purpose other than local transportation. Recently, the truck was sent for repairs and it was determined that in excess of \$1500 in repairs are necessary to make the vehicle roadworthy. It was the Department's determination that it would not be prudent to expend this amount for repairs to a vehicle of this age.

Mr. Wortman made the motion to authorize disposition of the Fire Department's 2004 Ford F250 utility truck in a manner permitted by City Code. The motion was seconded by Mr. Gilbert and carried unanimously.

CRESCENT PARK RENOVATION PROJECT RESCOPE

Mr. Holtz noted that the initial bids received for the Crescent Park Rehabilitation Project in 2019 came in at \$506,426 which was significantly higher than anticipated. This was attributed to 2019 being a "contractor's year" in which there were more projects than available contractors.

City staff presented a rescoped project to Council in January of this year. The minutes from the January 20, 2020 meeting state the following:

Mr. Fraser made a motion to direct City Staff to develop plans for the Crescent Park Renovation Project with a City match of \$165,000 as rescoped and to include the \$165,000 amount in the 2021 Municipal Budget. Mr. Fraser clarified that trail lighting and lights at the basketball court are to be removed from the project. The motion was seconded by Mr. Wortman and carried unanimously.

The City received a Department of Conservation and Natural Resources (DCNR) grant in the amount of \$75,000 for the Beaty Park playground equipment. Due to timing constraints, those funds could not be applied to the Beaty Park project which is now complete. The City's DCNR grant manager has offered to amend the Beaty Park grant and to re-allocate the funds to the Crescent Park Project. DCNR strongly encouraged City staff to complete the Crescent Park Project as originally proposed and emphasized that the trail lights are an exceptional feature.

DCNR asked that Council allocate an additional \$75,000 as match so that the project can proceed. Although a cash match must be approved, it is Staff's belief that much of the \$75,000 amount may be contributed in the form of in-kind services. DPW staff is prepared to install the new limestone trail and to install conduit for the lights to be installed along the trail; this work was originally included in the bid that was let in 2019.

Mr. Holtz stated that upon approval of the additional funding, the project will be bid in alternatives so that if bids received exceed the combined budget of \$480,000, Council will be in a position to delete items from the scope to reduce the overall bid amount.

There are timing constraints for completion of the project and DCNR strongly recommends that the project be put to bid in 2020. Therefore, Staff is working with the Solicitor to determine if a fall bid letting can be accommodated. If so, a Notice to Proceed could be approved in December with a project completion deadline of July 30, 2021. It is anticipated that letting bids in the fall for early spring construction will result in more favorable bids and reduced costs.

It was noted that the initial architectural design work, engineering, land surveys, and corrective deed actions which were completed prior to letting bids for the project in 2019, as well as subsequent architectural work in an effort to reduce the scope of the project, resulted in the City expending approximately \$90,000 to date in regard to this project. With the exception of required corrective deed measures, all costs incurred prior to the bid letting are typical of those associated with a project of this type.

There was considerable discussion during which Mayor Cashman and Mr. Fraser expressed their concern regarding the commitment of \$75,000 in the 2021 Municipal Budget for what they believe to be “frills” prior to having a more certain estimate of revenues for 2021. Mayor Cashman suggested that the \$75,000 might be more appropriately allocated to paving projects. Mr. Wortman stated that he believes that a priority concern for individuals and families considering relocation to a community is the condition of its parks and public facilities; therefore, the maintenance and upgrading of such promotes economic development. Mr. Zavinski stated his belief that it is good to “put something back into the community.”

Mrs. Freenock reiterated that the DCNR grant representative will not transfer the grant funds from the Beaty Park Project to the Crescent Park Project unless the City commits to providing the matching funds and further stated that no City funds would be expended until the 2021 Municipal Budget is approved.

Mr. Holtz restated that it is not expected that the \$75,000 match by the City will result in an actual cash expenditure of that amount as the Department of Public Works will perform in-kind work.

Mr. Gilbert made the motion to allocate an additional \$75,000 to the Crescent Park Project in the ~~2020~~ 2021 Municipal Budget. The motion was seconded by Mr. Wortman and carried with five votes in the affirmative and two nay votes cast by Mayor Cashman and Mr. Fraser.

BID APPROVAL: WASTEWATER TREATMENT CLARIFIER RECOATING PROJECT

Mr. Yurisic stated that a bid opening was held on June 10, 2020, for the Wastewater Treatment Plant Clarifier Recoating Project. The project consists of sandblasting and recoating the steel equipment and supports within the two (2) existing clarifier tanks at the Wastewater Treatment Plant. Two (2) bids were received, and the lowest responsible bidder is Niagara Coating Services from Niagara Falls, New York. The bid amount is \$97,999.00. Funding for the project is available in the Sewer Fund.

Mr. Fraser made the motion to authorize award of the Clarifier Recoating Project to Niagara Coating Services in the amount of \$97,999.00. The motion was seconded by Mr. Zavinski and carried unanimously.

DEPARTMENT REPORTS – MAY, 2020

The following reports were provided for Council's review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Due to the COVID-19 pandemic, meetings have not been held and, therefore, there were no minutes to be provided.

ADJOURNMENT

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