

**WARREN CITY COUNCIL
REGULAR MEETING
JUNE 19, 2017 – 7:30 PM**

OPENING OF MEETING

Mayor Cashman presided over the June, 19, 2017 regular meeting of Warren City Council and opened the meeting with the Pledge of Allegiance. Due to the Municipal Building Rehabilitation Project, the meeting was held in the second floor meeting room of the Transit Authority of Warren County, 42 Clark Street, Warren.

Mayor Cashman announced that Council met in executive session on June 12 for the discussion of matters of litigation regarding GRO-Warren.

ROLL CALL

Members present and responding to roll call were: Mayor Maurice Cashman, Elissa Davis, Gregory Fraser, Philip Gilbert, and James A. Zavinski, Sr. Richard Kolcharno arrived during the meeting and John Lewis was absent. Members of City Staff present were Mrs. Freenock, Mr. Hildebrand, Mr. Holtz, Mrs. Leary, Chief Pascuzzi, Mrs. Williams, Mr. Yuriscic, Capt. Zavinski, and Attorney Stapleford as well as Sgt. Deppen.

APPROVAL OF MINUTES

Upon motion by Mr. Fraser and second by Mr. Zavinski, the minutes of the May 22, 2017 Regular Meeting were unanimously approved by the five Council members present.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Mary Conarro: Pickleball
- Ann Buerkle: Pickleball
- Pam Hannah: Pickleball
- Mindy Howe: Pickleball
- Luke Howe: Pickleball
- Pauline Steinmeyer: Observing
- Dominick Giannini: Observing
- Gene Burns: Vacation of Plum Alley
- Dan Ristau: Business owner regarding Downtown parking
- Julia Tarr: Business owner regarding Downtown parking
- Ned Atkinson: Business property owner regarding Downtown parking
- Joan Ramsey: Business manager regarding Downtown parking
- Ruby Wiles: Regarding Downtown parking
- Andrew Morrison: Times Observer Reporter

Dan Ristau, Julia Tarr, Ned Atkinson, Joan Ramsey, and Ruby Wiles addressed Council to express their concerns regarding the fine for expired parking meters. Each suggested that the current \$15 fine be reduced to a suggested rate of \$10. Those speaking stated their view that the current fine is detrimental to downtown businesses. It was also suggested that consideration be given to "Free Parking Fridays" and the provision of free parking during the Christmas shopping season. Mayor Cashman stated that the City has reviewed

the rates and will continue to do so. He further noted that on those occasions when free parking has been offered, a high number of on-street parking spaces are occupied by those who work in the downtown area and, therefore, the parking spaces are unavailable to business patrons. Mayor Cashman thanked those present regarding parking matters for their input.

Those present regarding downtown parking left the meeting at this point.

CORRESPONDENCE

Council members acknowledged receipt of the following correspondence:

- Mary Conarro: Requesting Council's consideration regarding the addition of Pickleball lines to the tennis courts located at Beaty Park.
- Wesley Ramsey, Penn Soil Resource Conservation and Development Council: Information regarding the Allegheny Wilderness Educational Sojourn taking place on the Allegheny River June 22-24, 2017 as part of the River of the Year Celebration.

PUBLIC HEARING DATE: PROPOSED VACATION OF A PORTION OF WOOD STREET

(Mr. Kolcharno arrived during this discussion)

Mr. Holtz stated that a portion of Wood Street which is located adjacent to Monroe Street and is approximately 86 feet long and 50 feet wide is unopened and unimproved. There are two properties which abut this portion of Wood Street. One of the adjacent property owners has expressed interest in acquiring the property and requested that the City consider vacating this portion of Wood Street. The individual's intent is to then sell his expanded lot for new home construction.

The process for vacating a street requires that Council hold a public hearing prior to taking action. It was proposed that the public hearing be held on Monday, July 17, at 7:30 PM immediately prior to the regular Council meeting. It is anticipated that the ordinance providing for the vacation of a portion of Wood Street will be placed on the July agenda for Council's consideration and action.

Upon motion by Mr. Fraser and second by Miss Davis, the six Council members present voted unanimously to set a public hearing to receive comments regarding the vacation of a portion of Wood Street on June 17, 2017, at 7:30 PM.

PUBLIC HEARING DATE: PROPOSED VACATION OF PLUM ALLEY

Mr. Holtz stated that Plum Alley is an unopened an unimproved street located off of the first block of Oak Street (from PA Ave.). The Alley is approximately 250 feet long by 15 feet wide. The area has been improved and is currently occupied and used as a parking area for Warren Dental Arts.

The adjacent property owners have expressed interest in acquiring the property and requested that the City consider vacating Plum Alley. One of the adjacent properties is owned privately by Mr. and Mrs. Gene Burns and the other by Warren Dental Arts.

The process for vacating a street requires that Council hold a public hearing prior to taking action.

Upon motion by Mr. Fraser and second by Miss Davis, the six Council members present voted unanimously to set a public hearing to receive comments regarding the vacation of Plum Alley on June 17, 2017, at 7:30 PM.

PUBLIC HEARING DATE: PROPOSED ZONING ORDINANCE AMENDMENT

Mr. Hildebrand noted that the City of Warren Zoning Ordinance does not contain regulations specific to front yard parking. To bring these regulations up to date, the Planning Commission and City staff drafted an amendment to the Zoning Ordinance as it pertains to front yard parking.

Prior to enactment of any ordinance which would amend the Zoning Ordinance, it is required that the City of Warren Planning Commission review the proposed regulations and provide any recommendations they may have. It is also required that Council hold a Public Hearing regarding the proposed regulations.

Mr. Fraser made the motion to schedule a public hearing regarding the proposed ordinance regulating front yard parking for 7:30 PM on July 17, 2017, to refer the proposed ordinance to the City Planning Commission for a final review and recommendation, and to refer the proposed ordinance to the Warren County Planning and Zoning Board for its review and recommendation. The motion was seconded by Mr. Zavinski and carried unanimously among the six Council members present.

TENNIS COURT USE POLICY AMENDMENT AND PICKLEBALL

Mrs. Williams stated that the City Parks and Recreation Commission met in special session on May 2, 2017 in regard to a request for the lining of Pickleball Courts. The Commission recommended that Council approve the lining of the Beaty Park Tennis Court nearest to Conewango Avenue to allow for the play of Pickleball as well as tennis. The Commission also discussed and recommended the passage of amendments to the Municipal Tennis Court Use Policy to provide for Pickleball play.

It was noted that the Department of Conservation and Natural Resources (DCNR), which provided grant funds for the renovations to the tennis courts, would need to approve of the change of use. Mike Holtz, DPW Director, received a verbal statement (via phone) from DCNR indicating that they would approve of the expanded use of the tennis courts.

Luke Howe, Mindy Howe, Ann Buerkle, and Mary Conarro addressed Council in support of establishing Pickleball courts at Beaty Park by adding appropriate lines to the existing tennis courts. It was stated that they believe the popularity of Pickleball is rising faster than new player interest in tennis and that the courts would be used frequently.

Mr. Fraser made the motion to approve Pickleball use on the Beaty Park Tennis Court furthest from Conewango Avenue, authorize the addition of lines necessary for two Pickleball Courts; and authorization to amend the Municipal Tennis Court Use Policy to also provide for Pickleball. The motion was seconded by Mr. Kolcharno. The motion, as amended (see below), carried unanimously among the six members present.

Mr. Gilbert made the motion to amend Mr. Fraser's motion by providing for the lining of all three Beaty Park Tennis Courts for Pickleball use for a total of six Pickleball Courts. The motion was seconded by Mr. Kolcharno and carried unanimously among the six Council members present.

HISTORICAL WALKING TOUR KIOSKS

Mrs. Williams reported that the City Parks and Recreation Commission assigned members Julie Angove, Judi Wilson, and Michael Suppa to a sub-committee to explore expansion of the Walkable Warren route to include locations within the defined Historic District. The Historic Walkable Warren route would include the placement of four informational kiosks to be located within existing park areas of the City. It was noted that a private citizen has volunteered to raise the funds necessary to purchase the kiosks and, therefore, there should be no cost to the City beyond the installation and maintenance of the kiosks. The recommended locations include:

1. Clemons Park;
2. Art Kelsey Park;
3. Wetmore Park; and
4. Municipal Building (front) – this kiosk would include a community bulletin board

The precise location at each site is yet to be determined. The kiosks will contain information relative to historic structures located in that area of the Historic District. Mrs. Williams noted that there was some discussion regarding the possible movement of the kiosk proposed for the front of the Municipal Building to the area known as "Blair Park."

The full Parks and Recreation Commission reviewed the sub-committee's recommendation regarding placement of kiosks within the specified City properties and recommended Council's approval of the placement of informational kiosks in the noted locations. It is anticipated that the kiosks will be installed later in 2017 or in the spring of 2018.

During discussion, it was noted that the present Walkable Warren Route may be expanded to include the Historic Walkable Warren Route.

Miss Davis made the motion to authorize the placement of one informational kiosk each in Art Kelsey Park, Clemons Park, Wetmore Park, and at the City Municipal Building. The motion was seconded by Mr. Fraser and carried unanimously among the six Council members present.

BID APPROVAL: 2017 CONCRETE STREET REHABILITATION PROGRAM

Mr. Holtz stated that the City solicited bids for the City's 2017 Concrete Street Rehabilitation Program. The bid was structured to bid out three separate streets: Crescent Park (from Onondaga Avenue to Main Avenue), Glenwood Street, and Madison Avenue

(from Hammond Street to Averill Street). Three bids were received with the apparent low bidder being Lakeshore Paving from Jamestown, NY. Their bids were: Crescent Park - \$197,500, Glenwood Street - \$112,271, and Madison Avenue - \$83,968.

Mr. Holtz stated that the funding for this project is comprised of \$80,000 from the 2017 CIP Budget (Concrete Streets), \$40,000 in remaining Street Resurfacing Project funds, and the balance of funds to be reallocated from the Lexington/South Parker Intersection Repair Project which will not begin until 2018. It was further noted that the reallocated funds will need to be provided for in the 2018 Municipal Budget for completion of the Lexington/South Parker Project.

Mr. Holtz recommended that Council consider awarding a contract to Lakeshore Paving in the amount of \$197,500 for the reconstruction of Crescent Park only. This reconstruction project would consist of removing the existing concrete, installing eight inches of new sub-base and seven inches of binder and wearing courses of asphalt. This project was recommended for completion in 2017 as this portion of Crescent Park is in a severely deteriorated condition and is part of the main access route to the Warren General Hospital Emergency Room.

Miss Davis made the motion to award the Concrete Street Rehabilitation Program contract to Lakeshore Paving in the amount of \$197,500 for the Crescent Park Street Rehabilitation Program (Onondaga Avenue to Main Avenue). The motion was seconded by Mr. Zavinski and carried unanimously among the six Council members present.

ORDINANCE NO. 1893: AMENDING PARKING REVENUE FUND REGULATIONS

Mrs. Freenock stated that, as part of an ongoing review of the Code of the City of Warren, it was determined that Chapter 53, Article II, Sections 53-4 and 53-5 of the Code should be amended to reflect current practices. Of particular note was the existing reference to the Parking Authority which was dissolved.

Mr. Fraser made the motion to approve the ordinance repealing and replacing Sections 53-4 and 53-5 of Chapter 53, Article II, of the City of Warren Code of Ordinances. The motion was seconded by Mr. Kolcharno and carried unanimously among the six Council members present.

APPROVAL OF PENNSYLVANIA DOWNTOWN CENTER MEMBERSHIP

Mrs. Freenock indicated that she recently attended the National Main Street Conference and learned that it is a far more in-depth program than what was realized under the former Warren Main Street Program. She stated that as the consultants from CT Consultants progress with their study of the Warren Downtown area, it is becoming increasingly evident that a concerted, collaborative effort is needed to promote the growth of existing businesses, attract diverse new businesses, and foster the growth of the downtown in general.

Mrs. Freenock recommended that Council authorize the City's membership in the PA Downtown Center as a means to obtain guidance in establishing a new Main Street, or similar, program. The annual membership fee for the City would be \$700 which includes

attendance at three annual Managers' Meetings and the ability to have program volunteers attend annual Regional Leadership Forums.

Miss Davis made the motion to authorize the City's membership in the Pennsylvania Downtown Center and to allocate the \$700 membership fee. The motion was seconded by Mr. Fraser and carried unanimously among the six Council members present.

PROPOSED AGREEMENT: NATURAL GAS SUPPLY

Mr. Holtz stated that the City has purchased its natural gas through a third party supplier, National Fuel Resources, Inc., since 2011. The City's contract with National Fuel Resources has expired. The City has researched other available suppliers and it was determined that the City should continue with National Fuel Resources, Inc. The company is highly recommended by the Northwest Planning Commission and it specializes in supplying municipalities and school districts. It was noted that the Warren County School District has utilized National Fuel Resources, Inc. for several years.

During discussion, Mr. Fraser raised concerns regarding the "over/under" pricing. Mr. Holtz indicated that it is his understanding that this is standard language and practice; however, he will confirm this and provide additional information to Council at the July 17 meeting.

INTRODUCTION OF CHAD YURISIC, CITY ENGINEER

Mr. Holtz noted that Doug Sceiford, of Greenman-Pedersen, Inc., will be retiring soon and Chad Yurismic, also with Greenman-Pedersen will work with the City in his place.

AGREEMENT: GLADE RUN FLOOD PROTECTION PROJECT

Mr. Holtz indicated that on Tuesday, June 13, 2017, the PA Department of Environmental Protection (DEP) held a public meeting at the Warren Public Library to discuss the Glade Run Flood Protection Project. Representatives from City Council, City staff, DEP, and residents of properties adjacent to the Levee were in attendance.

The project will consist of replacing nine (9) culvert pipes, rehabilitating sections of the concrete, and some minor regrading of the Levee at a cost of approximately \$3,000,000. It was noted that the City Manager previously submitted a memo to Council members which provided additional background information regarding this project.

In order for the Project to proceed, the City of Warren is required to enter into a sponsorship agreement with the DEP. Before construction commences, preliminary work including rights-of way, design, final quantities and estimates, construction drawings, construction specifications, permitting, and easements must be completed and approved. Construction is tentatively scheduled to begin in June 2019 and end in May 2021.

Mr. Fraser made the motion to authorize the City to enter into the Glade Run Flood Protection Project Sponsorship Agreement with the Pennsylvania Department of Environmental Protection as presented. The motion was seconded by Mr. Gilbert and carried unanimously among the six Council members present.

RATIFICATION OF INFORMATION TECHNOLOGY (IT) SERVICES AGREEMENT AND INFORMATION TECHNOLOGY LINE ITEM APPROPRIATION

Mrs. Freenock stated that on May 23 the City terminated the services of the firm which previously provided Information Technology (IT) services to the City; on the same date, TechWorx, of Erie, became the IT Services Provider for the City. Council was advised in advance of this course of action. Mrs. Freenock requested that Council authorize execution of the Master Services Agreement formalizing the relationship between the City and TechWorx.

Mrs. Freenock further stated that it has been determined that there are essential upgrades to both hardware and software that are necessary in order for the system to be brought fully up-to-date. Therefore, it was requested that Council authorize an additional appropriation of \$50,000 from the General Fund balance for the IT line item in the 2017 budget. This amount includes hardware and software costs as well as related soft costs.

Mr. Fraser made the motion to authorize execution of the Master Services Agreement with TechWorx and to authorize the appropriation of \$50,000 from the General Fund Balance to the IT line item in the 2017 Municipal Budget. The motion was seconded by Mr. Gilbert and carried unanimously among the six Council members present.

DEPARTMENT REPORTS – May, 2017

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department
- Community & Economic Development

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	– April 27, 2017	Regular Meeting
Parks and Recreation Commission	– May 9, 2017	Regular Meeting
Planning Commission	– March 15, 2017	Regular Meeting
Street Landscape Committee	– April 25 2017	Regular Meeting

ART KELSEY PARK DEDICATION

Mayor Cashman announced that the formal dedication and ribbon cutting for Art Kelsey Park will be held on June 28 at 5:30 PM. Immediately following will be a “Meet Your City” event hosted by the Police Department at the Municipal Building and Fire Hall.

ADJOURNMENT

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