

**WARREN CITY COUNCIL
REGULAR MEETING
JUNE 24, 2019 – 7:00 PM**

OPENING OF MEETING

Mayor Cashman presided over the June 24, 2019 regular meeting (rescheduled from 6/17/19) of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance. Mayor Cashman announced that Council met in executive session for discussion of litigation and personnel matters immediately prior to the meeting.

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. Councilman 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; Donna Risinger, Finance Officer; Terry Williams, Director of Codes, Permits, and Recreation Services; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

RECOGNITION OF LILY STRIKER, JUNIOR COUNCIL MEMBER

Mayor Cashman recognized Lily Striker for her service as Junior Council Member during the 2018 – 2019 school year and presented her with an inscribed wooden pen and case.

APPROVAL OF MINUTES

Upon motion by Mr. Lewis and second by Mr. Gilbert, the minutes of the May 20, 2019, Public Hearing and Regular Meeting were unanimously approved by Council members present.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Pauline Steinmeyer: Observing
- Pam Lewis: Observing
- Angie Dart: Warren General Hospital Heliport Agreement
- Steven Blume: Observing
- Doug Hearn: Observing
- Mike Striker: Junior Council Member parent
- Pam Striker: Junior Council Member parent
- Katy Miktek: Jamestown Post Journal reporter
- Josh Cotton: Times Observer reporter

CORRESPONDENCE

Council members acknowledged receipt of correspondence from the Pennsylvania Liquor Control Board regarding the Plaza Restaurant's (328 Pennsylvania Avenue West, Warren) application to transfer a liquor license from the Bullpen (200 Falconer Street, Warren).

AMENDMENT TO THE WARREN GENERAL HOSPITAL HELIPORT AGREEMENT

Mr. Holtz stated that in April of 2011, the City and Warren General Hospital entered into a License Agreement pertaining to the Hospital's use of the heliport which is located within Crescent Park.

The operation of the heliport is subject to Pennsylvania Aviation Regulations which are enforced by the Pennsylvania Department of Transportation. During a recent inspection, it was determined that certain improvements are required in order to ensure the safety of Hospital personnel, patients, and flight crews. Among those improvements are the installation of new lighting in accord with PA Aviation Regulations and signage to discourage the public from accessing and/or using any portion

of the heliport. To facilitate the required improvements, it is necessary to amend the April 18, 2011 License Agreement.

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members present voted unanimously to approve the Warren General Hospital Heliport License Agreement Amendment.

RESOLUTION NO. 3096: AMENDMENT TO 2017 RACP GRANT FUNDING - \$500,000

Mrs. Freenock stated that in 2017 the City was awarded \$1,000,000 in Redevelopment Assistance Capital Program (RACP) funding. The award amount was not sufficient to complete the project originally planned by the City; therefore, \$640,000 of the award was reallocated to the Warren County Development Association (WCDA). Those funds were utilized for renovation construction costs associated with the WCDA's property located at 201 Liberty Street (commonly known as the PNC Building).

Mrs. Freenock further stated that the WCDA independently applied for, and was recently awarded, \$500,000 in RACP funding to be used in further redevelopment of the fourth floor of the PNC Building. The RACP Director (PA Office of Budget) requested that the City consider amending its 2017 RACP contract to include the \$500,000 awarded to the WCDA. Since the City's 2017 contract remains open, this would eliminate duplicative paperwork since the PNC Building was the beneficiary of a portion of the 2017 RACP funding.

Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present voted unanimously to approve the resolution accepting an amendment to the 2017 Redevelopment Assistance Capital Project grant funding in the amount of \$500,000 for a 2017 Phase 3 Project.

AGREEMENT: SUB-GRANTEE FOR 2017 RACP GRANT AMENDMENT

(See Resolution No. 3096 above)

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the Warren County Development Association Sub-Grantee Agreement regarding a \$500,000 2017 Phase 3 Project.

ACCEPTANCE OF THE EARLY INTERVENTION PLAN

Mrs. Freenock stated that in February of 2017, Council authorized City Staff to develop a Request for Proposals (RFP) and to solicit proposals for delivery of an Early Intervention Plan (EIP). Staff was also authorized to submit an application to the Department of Community and Economic Development (DCED) for a grant to assist with funding the EIP. A review committee comprised of the Mayor, Councilman Fraser, Mrs. Risinger, and Mrs. Freenock assessed the proposals received and determined that the Pennsylvania Economy League's proposal best matched the parameters of the RFP. At a special meeting of Council held on August 28, 2017, Council voted to engage the League for development of an EIP.

The completed EIP was presented for Council's acceptance. Mrs. Freenock noted that the Plan will serve as a guide to assist the City in making sound financial, budgeting, and operational decisions and will also aid the City in obtaining Step 2 funding under the Early Intervention Program.

Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present voted unanimously to accept the Early Intervention Plan prepared by the Pennsylvania Economy League.

ORDINANCE NO. 1921: AMENDING CHAPTER 431 OF THE CITY CODE – TREES

Mrs. Freenock noted that it is necessary to periodically review the Code of the City of Warren to ensure that it reflects current conditions and practices. She further noted that she tasked Department Heads with reviewing the chapters of the Code which are pertinent to their

department; where appropriate, City boards and commissions may also participate in the review. City Staff's review of the Code will continue over the coming months.

The Street Landscape Committee recently reviewed Chapter 431: Trees and made several recommendations which were presented along with the proposed ordinance for Council's review.

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Chapter 431: Trees. of the Code of the City of Warren.

ORDINANCE NO's 1922 THROUGH 1928: AMENDING CHAPTERS 334 AND 440 OF THE CODE OF THE CITY OF WARREN

Chief Deppen stated that, in accord with the Manager's directive to review the City Code, he canvassed all City streets and compared what is contained within Chapter 334 – Parking of Vehicles and Dumpsters on Streets and Chapter 440 – Traffic and Vehicles with current conditions and physical signs and controls. In doing so, it was determined that there are several amendments to be made to the Code. Ordinances reflecting and enacting those amendments were presented for Council's consideration.

Ordinance No. 1922:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Chapter 334: Parking of vehicles and dumpsters on streets.

Ordinance No. 1923:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-12 of the Code of the City of Warren – Traffic signals at certain locations.

Ordinance No. 1924:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-13 of the Code of the City of Warren – Intersections where turn prohibited on red signal.

Ordinance No. 1925:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-16 of the Code of the City of Warren – Through highways established.

Ordinance No. 1926:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-17 of the Code of the City of Warren – Stop intersections established.

Ordinance No. 1927:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-125 of the Code of the City of Warren – parking prohibited at all times in certain locations.

Ordinance No. 1928:

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to approve the ordinance amending Section 440-29 of the Code of the City of Warren – Special-purpose parking zones established; parking otherwise prohibited.

BID AWARD: MADISON AVENUE IMPROVEMENT PROJECT

Mr. Holtz stated that the scope of the Madison Avenue Improvement Project consists of removing two (2) blocks of concrete roadway between Hammond Street and Muir Street. The road surface will be rebuilt using new sub-base material and fabric, new asphalt, and new ADA curb ramps will be installed. On May 15, 2019, the City opened bids for the Madison Avenue Improvement Project. The City received one (1) bid from Lake Shore Paving which was in the amount of \$265,534.00. Mr. Holtz stated that the City has worked with Lake Shore Paving in the past and recommended approval of this bid. The Project is planned to be completed by the end of the 2019 construction season.

Upon motion by Mr. Lewis and second by Mr. Kolcharno, Council members present voted unanimously to award the Madison Avenue Improvement Project contract to Lake Shore Paving in the amount of \$265,534.00.

BID AWARD: 2019 BETTS PARK RESTROOM RENOVATION

Mr. Holtz stated that the City opened bids for the 2019 Betts Park Restroom Renovation Project. The scope of the Project consists of renovating the westernmost restroom at Betts Park to meet current ADA accessibility standards and replacement of the asphalt shingle roof. Funding for the Project will be provided by a private benefactor and it is projected that it will be completed by the end of October, 2019.

The City received three (3) bids with the lowest responsible bidder being KEI Contracting, LLC in the amount of \$42,421.00.

Upon motion by Mr. Gilbert and second by Mr. Zavinski, Council members present voted unanimously to award the Betts Park Restroom Renovation Project contract to KEI Contracting, LLC, in the amount of \$42,421.00.

AGREEMENT: PENELEC LED STREET LIGHTING CONVERSION

Mr. Holtz stated that Penelec offers an LED Streetlight Conversion Program under which existing cobra head streetlights are converted to energy-efficient LED lights at no cost to the City. Under the program, the City would identify the streetlights to be replaced in lots of 24. Penelec would complete the conversion of those lights and then notify the City to provide the next lot and so on until the project is completed over the course of approximately 3 years.

Mr. Holtz stated that the benefits of LED lights include a projected lifespan of 50,000 hours, greater energy efficiency, clearer light, and reduced cost to the City. The City is currently billed for a total of 821 sodium vapor lights (some are dual head fixtures which are counted as 2 lights) at an average cost of \$9.28 per head per month. Conversion to LED streetlights would result in approximately 780 total lights at a cost of \$8.29 per head per month. The conversion is expected to result in annual savings in excess of \$13,000 for the City.

Upon motion by Mr. Giannini and second by Mr. Gilbert, Council members present voted unanimously to approve the agreement with Pennsylvania Electric Company (Penelec) for the LED Streetlight Conversion Project.

PUBLIC HEARING DATE: ZONING ORDINANCE AMENDMENT

Mr. Hildebrand stated that the City of Warren Zoning Ordinance does not contain regulations specific to residential use of street level units in the C-1 Central Commercial District. To bring these regulations up to date, the Planning Commission and City staff drafted an amendment to the Zoning Ordinance as it pertains to such use.

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

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members present voted unanimously to establish 7:00 PM on July 15, 2019, as the date and time for a public hearing regarding a proposed Zoning Ordinance amendment pertaining to residential use of street level units in the C-1 Central Commercial District.

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members present voted unanimously to refer the proposed Zoning Ordinance amendment pertaining to residential use of street level units in the C-1 Central Commercial District to the City Planning Commission for its final review and recommendation.

LEGAL ACTION – DELINQUENT SEWER BILLS

Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present voted unanimously to authorize the commencement of legal action against Bruce Niles in regard to delinquent sewer bills.

DEPARTMENT REPORTS – MAY, 2019

The following reports were presented for Council's review:

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

APPROVED MINUTES OF BOARDS AND COMMISSIONS

There were no approved minutes submitted for Council review this month.

ADJOURNMENT

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