

**WARREN CITY COUNCIL  
REGULAR MEETING  
JULY 16, 2018 – 7:30 PM**

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**OPENING OF MEETING**

Mayor Cashman presided over the July 16, 2018 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, Elissa Davis, Gregory Fraser, Paul Giannini, Philip Gilbert, Richard Kolcharno, James A. Zavinski, Sr., and Junior Council Member Ryan Zavinski. Members of City Staff present were Nancy Freenock, City Manager; David Hildebrand, Planner/Development Administrator; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Sam Pascuzzi, Fire Chief; Terry Williams, Director of Codes, Permits, and Recreation Services; Chad Yurisc, City Engineer; and Andrea Stapleford, City Solicitor.

**APPROVAL OF MINUTES**

Upon motion by Mr. Kolcharno and second by Mr. Zavinski, the minutes of the June 18, 2018 Regular Meeting were unanimously approved.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed all visitors. Present were:

- Pauline Steinmeyer: Observing
- Benjamin Kraft: DeWane K. Mong Minor Subdivision
- Andrew Morrison: Times Observer Reporter

**CORRESPONDENCE**

Council members acknowledged receipt of correspondence from Conewango Township Police Chief Jason Peters in regard to assistance provided at the time of Township K-9 Officer Choper's passing.

**RESOLUTION NO. 3068: DEWANE K. MONG MINOR SUBDIVISION**

Mr. Hildebrand stated that Benjamin Kraft filed a minor subdivision application under which Lot 2 of property owned by DeWane K. Mong (WN-576-5235) would be annexed to property owned by Benjamin and Lara Kraft (WN-576-5238) located at 6 Fourth Avenue. It was further stated that during its regular meeting on June 20, 2018, the Planning Commission reviewed the application and voted to recommend that Council approve the Minor Subdivision.

Upon motion by Mr. Giannini and second by Mr. Fraser, Council members voted unanimously to approve the DeWane K. Mong Minor Subdivision.

**HIY, INC. PARKING LEASE**

Mrs. Freenock noted that HIY, Inc. recently acquired a portion of the building commonly known as the Loranger Building. It is HIY's intent to develop the property for multi-tenant commercial use. To facilitate such development, Ruzhdi Bakalli, HIY president, requested that the City enter into a lease agreement under which HIY would lease a City-owned property located on Clark Street for the purpose of providing parking space for its tenants and their customers. A lease agreement with a provision for termination for any cause including the City's development of the property, was provided for Council's consideration.

Following discussion, Mr. Fraser made the motion to table action on the proposed HIY, Inc. Parking Lease pending changes to the Lease language. The motion was seconded by Miss Davis and carried unanimously.

**PROPOSED AGREEMENT: WARREN CO. DEVELOPMENT ASSOC. PARKING LEASE**

Mrs. Freenock noted that the Warren County Development Association (WCDA) purchased the former PNC Bank building located on Second Avenue. The WCDA has commenced renovations to the building in preparation for the first tenants (Northern Pennsylvania Regional College offices). In order to provide parking for contractors, the WCDA requested a lease agreement for the use of the vacant City-owned property on the southeast corner of the intersection of Pennsylvania Avenue West and Liberty Street.

It was noted that, as approved by Council, the deed transferring the subject property to the City Redevelopment Authority will soon be recorded and, thereafter, the property will be sold to the Pennsylvania Senior Housing Associates, LP (Hudson Group) for its planned development. A Parking Lease Agreement was drafted for Council's consideration. The terms of the Agreement will remain in effect during the RDA's ownership.

Miss Davis made the motion to approve the Warren County Development Association Parking Lease. The motion was seconded by Mr. Fraser.

Mayor Cashman inquired as to whether the Hudson Group would be amenable to the property transfer occurring following the conclusion of construction activities at the PNC Bank Building. Mrs. Freenock stated that one of the primary funding applications must be filed by the Hudson Group in November and she is not certain whether the property transaction must be completed in advance of the application filing. Mr. Giannini indicated that the first phase of the PNC Bank Building project is expected to be complete by December 1, 2018; however, construction will be ongoing.

Mr. Fraser made the motion to table the proposed Warren County Development Association Parking Lease. The motion was seconded by Miss Davis and carried unanimously.

**CONTRACT AWARD: FRANK STREET IMPROVEMENT PROJECT**

Mr. Yurisc stated that the Frank Street Improvements Project bid opening was held on July 11, 2018. The contract was structured to bid out a base bid consisting of saw cutting the existing concrete leaving the concrete gutter and curb in place and replacing only the concrete cartway with asphalt, and a bid alternate consisting of removal of the concrete cartway, gutter, and curb and replacing them with an asphalt cartway and new gutter. The bid alternate would result in improved drainage and a completely new surface between the sidewalks. The total length of the project is approximately 700 feet from Conewango Avenue to Orchard Street. Two (2) bids were received with the apparent low bidder being Lakeshore Paving from Jamestown, NY. Their bid for the base bid was \$294,000 and the bid with alternate was \$310,900.

Mr. Yurisc indicated that funding for the project will utilize \$150,000 of the City's 2018 CIP budget and \$10,000 from the Sewer Fund. He stated that it is estimated that the City will receive \$35,000 in permit fees when the PA American Water Company (PAWC) submits

its street opening permit for work scheduled in July and August. An additional \$115,900 in unused monies remaining from the 2018 street resurfacing project (which was approximately \$180,000 under budget) will be utilized.

Upon motion by Mr. Fraser and second by Miss Davis, Council members voted unanimously to award the 2018 Frank Street Improvement Project Contract with Bid Alternate to Lakeshore Paving in the amount of \$310,900 and to authorize City officials to execute the bid documents.

**DEPARTMENT REPORTS – JUNE, 2018**

The following reports were presented for Council’s review:

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

**APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

|                                    |   |              |                 |
|------------------------------------|---|--------------|-----------------|
| Blighted Property Review Committee | – | May 24, 2018 | Regular Meeting |
| Planning Commission                | – | May 16, 2018 | Regular Meeting |
| Street Landscape Committee         | – | May 22, 2018 | Regular Meeting |

**ADJOURNMENT**

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