

**WARREN CITY COUNCIL
PUBLIC HEARING AND REGULAR MEETING
AUGUST 19, 2019 – 7:00 PM**

PUBLIC HEARING – RESIDENTIAL USE OF STREET LEVEL UNITS IN C-1 ZONING DISTRICT

Mayor Cashman opened the public hearing at 7:00 PM. Mrs. Williams 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.

She further stated that prior to enactment of any ordinance which amends the Zoning Ordinance, it is required that Council hold a Public Hearing for the purpose of receiving public comment regarding the proposed ordinance. The proposed ordinance will be presented to Council for formal action at a later date.

There being no residents present wishing to provide comment, Mayor Cashman declared the hearing closed.

OPENING OF MEETING

Mayor Cashman presided over the August 19, 2019 regular meeting 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 regarding real property matters immediately prior to this meeting.

ROLL CALL

Members present and responding to roll call were: Mayor Maurice Cashman, Gregory Fraser, Paul Giannini, Philip Gilbert, Richard Kolcharno, John Lewis, and James A. Zavinski, Sr. Members of City Staff present were Nancy Freenock, City Manager; Brandon Deppen, Chief of Police; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Rodney Wren, Fire Chief; Donna Risinger, Finance Officer; Terry Williams, Director of Codes, Permits, and Recreation Services; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

INTRODUCTION OF FIRE CHIEF RODNEY WREN

Mrs. Freenock introduced Chief Wren and stated that he assumed his duties as Fire Chief on August 5. Chief Wren previously served as a Shift Deputy Chief in Huntington, WV, where he oversaw the operations of six fire stations and also served as Acting Chief for the entire Department. He holds Associate and Bachelor Degrees in Fire Administration and Fire Science and expects to be awarded a Master's Degree in December. Chief Wren also holds numerous certifications pertaining to emergency services. Chief Wren expressed his appreciation for the opportunity to serve the City and to work with "the many fine individuals that I have met."

Mrs. Freenock added that the City is grateful to Steve Hoffman, Operations/Training Officer, for stepping into the role of Acting Fire Chief following Chief Pascuzzi's retirement and for his exemplary performance in that role.

APPROVAL OF MINUTES

Upon motion by Mr. Zavinski and second by Mr. Fraser, the minutes of the, July 15, 2019 regular meeting were unanimously approved.

Upon motion by Mr. Zavinski and second by Mr. Fraser, the minutes of the July 29, 2019 special meeting were unanimously approved.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Lewann Alexander: Main Avenue Parking Concerns
- Pauline Steinmeyer: Observing
- Pam Lewis: Observing
- Richard Lear, President, PA Municipal Service
- Steve Hoffman, Operations/Training Officer, City Fire Department
- Steven Blume: Observing
- Doug Hearn: Observing
- Josh Cotton: Times Observer Reporter

CORRESPONDENCE

Chief Deppen presented correspondence from the Pennsylvania Law Enforcement Accreditation Commission congratulating the City of Warren Police Department on its recent re-accreditation. The Department will formally receive its certification on September 9. Mayor Cashman extended his congratulations to all in the Department for achieving accreditation status for the fourth consecutive time.

MAIN AVENUE PARKING CONCERNS – LEWANN ALEXANDER

Lewann Alexander addressed Council regarding a recent change in parking regulations (*see Ordinance No. 1927, June 24, 2019*) on the northern portion of Main Avenue which is adjacent to her residence as well as Warren General Hospital's Rehab Works, Warren County Hospice Office, a Transit Authority bus stop, and two pedestrian crossings. Mrs. Alexander asserted that the removal of the no parking restriction on the eastern side of Main Avenue has resulted in increased vehicular congestion and safety concerns. She reviewed a PowerPoint presentation which outlined her concerns.

Chief Deppen indicated that the parking on the western curb of Main Avenue is restricted to use by Rehab Works patients and that the new ordinance provides a legal place for those not visiting Rehab Works to park. He stated that there is on-street parking on one side of the remainder of Main Avenue. He further stated that he is not aware of any other street in the City, with the exception of a small number of one-way streets, where parking is not permitted on at least one side of the street. In response to Mrs. Alexander's question, Chief Deppen stated that since the implementation of the Department's present records system (approximately 10 years) there have been three accidents at the intersection of Main Avenue and St. Clair Street with two being non-reportable and one relating to the Stop sign.

Following discussion, Mr. Fraser requested that Chief Deppen conduct a further review of parking on this portion of Main Avenue.

ORDINANCE NO's. 1933 AND 1934

Mrs. Risinger stated that, as noted at the July 15 Council meeting, the City contracts with PAMS (Pennsylvania Municipal Service) for the billing and collection of sewer use and recycling fee charges. PAMS is in the process of adding a statement (billing) date to utility bills. As a result, it was requested that the City amend the language in the Code of the City of Warren as it pertains to the due date for the referenced charges.

Richard Lear, PAMS President, was present to provide additional information regarding the proposed amendment to the language in the City Code and to answer Council members' questions.

Ordinance No. 1933: Mr. Fraser made the motion to approve the ordinance regarding the due date for sewer use charges with payment due in twenty-one (21) days and providing for a two (2) day grace period. The motion was seconded by Mr. Lewis and carried unanimously.

Ordinance No. 1934: Mr. Fraser made the motion to approve the ordinance regarding the due date for recycling service charges with payment due in twenty-one (21) days and providing for a two (2) day grace period. The motion was seconded by Mr. Lewis and carried unanimously.

HELIPORT LICENSE AGREEMENT AMENDMENT – WARREN GENERAL HOSPITAL

Mr. Holtz noted that at the June 24, 2019 regular Council meeting, Council approved an amendment to the April, 2011 License Agreement between the City and Warren General Hospital pertaining to the Hospital's use of the heliport which is located within Crescent Park.

Since that time, the City received a request from the Hospital to increase the number of lights to be placed from eight (8) to twelve (12). The Hospital has not yet executed the License Amendment approved in June. Upon motion by Mr. Fraser and second by Mr. Lewis, Council members voted unanimously to approve the Warren General Hospital Heliport License Agreement Amendment regarding lighting.

PROPOSED ORDINANCE: PARK, RECREATION, AND CONSERVATION AREAS

Mrs. Williams stated that she and Chief Deppen reviewed Chapter 340: Park, Recreation, and Conservation Areas of the Code of the City of Warren and recommend that several amendments be made in order to reflect current practices and provide greater clarity. Mrs. Williams noted that the City Parks and Recreation Commission approved the recommended amendments at its April 2019 regular meeting.

Following brief discussion, it was agreed that City staff will provide additional information and clarification regarding the proposed amendments.

ALLEGHENY OUTFITTERS PARKING LEASE ADDENDUM

Mrs. Freenock noted that at the May 20, 2019 regular meeting, Council approved an agreement with Allegheny Outfitters for the lease of two City-owned parcels for the purpose of business, customer, and vendor parking.

Each year, a group of concerned citizens coordinate the Allegheny River Cleanup which results in thousands of pounds of litter and illegally dumped items being removed from the river. The cleanup period culminates with an event which includes a picnic and live entertainment as a means to thank volunteers. The beverages provided typically include a beer keg. The group would like to hold the 2019 event on the deck at Allegheny Outfitters and on the leased parcels on September 14.

As the lease agreement does not contain provisions for use other than parking, it was suggested that there be an addendum to the agreement authorizing the one-time use for non-parking purposes and stipulating that alcohol will not be served on the leased premises and that Allegheny Outfitters must present a Certificate of Insurance evidencing that its carrier will cover the event, including the leased premises.

Mr. Fraser made the motion to approve the Allegheny Outfitters Parking Lease Addendum. The motion was seconded by Mr. Gilbert and carried with five votes in the affirmative and two nay votes cast by Mr. Lewis and Mr. Kolcharno.

APPOINTMENTS: EMERGENCY MANAGEMENT COORDINATOR AND DEPUTY

Mrs. Freenock stated that Fire Chief Sam Pascuzzi served as the City's Emergency Management Coordinator for many years prior to his retirement earlier this year. Since that time, Police Chief Brandon Deppen has served in that capacity.

Mrs. Freenock indicated that it is important to have more than one individual prepared to handle the duties of the Coordinator in the event of a catastrophic event. Therefore, she requested that Council consider the formal appointment of Chief Deppen as the Emergency Management Coordinator and Fire Chief Rodney Wren as the Deputy Emergency Management Coordinator.

Upon motion by Mr. Lewis and second by Mr. Fraser, Council members voted unanimously to appoint Police Chief Brandon Deppen as the Emergency Management Coordinator and Fire Chief Rodney Wren as the Deputy Emergency Management Coordinator.

AUTHORIZATION TO PRE-ORDER POLICE VEHICLES

Chief Deppen stated that in order to maintain its fleet, the Police Department replaces two vehicles every two years. This is necessary due to the high number of engine hours and the conditions under which the cars are operated. Additionally, required in-car technology increases demands on the engine.

He further stated that Police Interceptor vehicles and upfitting are sourced through COSTARS vendors which have provided quotes totaling \$45,930 per unit for a total of \$91,860 for two cars. This amount will be included in the Department's 2020 budget; however, due to the manufacturing process for the vehicles, it is necessary to be placed on the build list in September of this year. It was noted that pre-ordering the vehicles will ensure that they are available for purchase but will not commit the City to the purchase should it not be provided for in the 2020 Municipal Budget.

Mr. Lewis made the motion to authorize pre-ordering two 2020 Model Year Police Interceptor vehicles with upfitting at a total cost of \$91,860 to be expended in budget year 2020. The motion was seconded by Mr. Kolcharno and carried unanimously.

AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY

Mrs. Freenock stated that Council periodically authorizes the disposition of supplies, materials, and equipment that are no longer suitable or necessary for City operations. The following were presented for Council's consideration:

1. The following Police Department firearms are no longer needed or are obsolete:
 - a. Colt Officers Model .22 Long Rifle – Revolver 6” barrel - Serial Number 15465
 - b. Colt Officers Model .22 Long Rifle – Revolver 4” barrel - Serial Number 45720
 - c. High Standard Model HD Military – Semi Auto 6” barrel - Serial Number 173685
 - d. Remington Model 700 30-06 with Redfield 6X scope - Serial Number A6725020
 - e. Remington Model 870 Wingmaster 12 gauge 19 inch barrel - Serial Number 678141V
 - f. Remington Model 870 Wingmaster 12 gauge 17 inch barrel - Serial Number S935458V
2. One (1) State Armory Board Locker #2547 (2-door storage locker) – Fire Department
3. Three (3) State Armory Board lockers (single door storage locker) – Fire Department
4. Metal side desk with laminated top – Fire Department
5. Yudu Personal Screen Printer – Summer Rec Program
6. IBM by Lexmark Electric Typewriter
7. Analog Telephones (approximately 45) – replaced by digital phone system in 2018

Mr. Lewis made the motion to authorize disposition of the listed surplus property in a manner permitted by City Code. The motion was seconded by Mr. Kolcharno.

Mr. Lewis made the motion to amend his motion by stipulating that the listed firearms may only be sold to an authorized dealer and may not be sold to an individual. Mr. Kolcharno seconded the amended motion. The motion to amend was unanimously approved.

Mr. Lewis’ motion, as amended, was unanimously approved by Council.

DEPARTMENT REPORTS – JULY, 2019

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department
- Second Quarter Finance Report

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

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| Blighted Property Review Committee | – April 25, 2019 | Regular Meeting |
| Street Landscape Committee | – June 25, 2019 | Regular Meeting |
| Blighted Property Index | | |
| Redevelopment Authority Index | | |

MISCELLANEOUS

Mr. Lewis asked that the wording of the Oath of Office administered to Council members be reviewed prior to the seating of new and/or returning Council members in January 2020. Mr. Lewis also requested that the Home Rule Charter be reviewed regarding any conflicts with the Constitution of the Commonwealth of Pennsylvania and the Third Class City Code. Mrs. Freenock indicated that she and the City Solicitor will be conducting such a review over the coming months.

ADJOURNMENT

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