

**WARREN CITY COUNCIL  
SPECIAL MEETING  
AUGUST 28, 2017 – 5:30 PM**

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**OPENING OF MEETING**

Mayor Cashman presided over the August 28, 2017 special meeting of Warren City Council in the Municipal Building Conference Room and opened the meeting with the Pledge of Allegiance.

**ROLL CALL**

Members present and responding to roll call were: Mayor Maurice Cashman, Gregory Fraser, Philip Gilbert, Richard Kolcharno, John Lewis, and James A. Zavinski, Sr. Elissa Davis was absent. Members of City Staff present were Mrs. Freenock, Mr. Hinton, Mr. Holtz, Mrs. Leary, Mrs. Williams, and Chief Zydonik.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed Pauline Steinmeyer.

**DISPOSITION OF SURPLUS PROPERTY: LEAF VACUUMS**

Mr. Holtz stated that the City utilized Department of Environmental Protection (DEP) 902 Grant Funds for the purchase of three Old Dominion Brush Company leaf vacuums. Two were purchased in 2004 and one was purchased in 2006. The combined cost of the machines totaled \$47,792.00, of which the grant covered ninety percent. These machines were used during the annual spring cleanup and fall leaf pickup programs.

The City again qualified for grant funds to purchase new leaf vacuums which are better able to stand up to the demands of the City's collection programs. Therefore, the older machines are no longer needed by the City.

As the leaf vacuums were purchased with DEP grant funds, the City is not permitted to sell them. However, it is permitted to transfer the leaf vacuums to another municipality.

Mr. Holtz indicated that Youngsville Borough would like to obtain one of the machines and the City of Corry wishes to acquire two machines. Mr. Holtz further noted that he spoke with a representative of DEP and was advised that Corry has met the criteria to receive the machines and Youngsville is working to meet the criteria.

Mr. Fraser made the motion to declare the three Old Dominion Leaf vacuums as surplus property and to authorize the transfer of titles to municipalities meeting DEP criteria. The motion was seconded by Mr. Lewis and carried unanimously among the Council members present.

**EARLY INTERVENTION PROGRAM: AWARD OF CONTRACT TO PA ECONOMY LEAGUE**

Mrs. Freenock noted that by way of Resolution No. 3031 dated February 20, 2017, Council authorized City Staff to develop a Request for Proposals (RFP) and to solicit proposals for the delivery of an Early Intervention Plan (EIP), authorized and direct City Staff to submit an application to the Department of Community and Economic Development (DCED) under the Early Intervention Plan for grant funds to assist with the EIP, and acknowledged that \$50,000 was allocated in the 2017 General Fund to cover the local share of this project.

In March, the City submitted an RFP to contractors for completion of an Early Intervention Plan. At that time, two RFP's were received; however, it was determined that neither of the proposals satisfactorily met the parameters of the RFP. Therefore, the RFP was let a second time and two

additional proposals were received. The review committee (comprised of the Mayor, Councilman Fraser, the City Finance Officer, and the City Manager) reviewed the proposals and also met with representatives of the Pennsylvania Economy League. Following the review and meeting, the Committee determined that the PA Economy League's proposal best matched the RFP. The League's proposal of costs totals \$80,800.

Upon motion by Mr. Fraser and second by Mr. Zavinski, Council members present voted unanimously to engage the Pennsylvania Economy League for performance under the Early Intervention Program and authorized Mrs. Freenock to enter into a contract with the League.

Mrs. Freenock noted that DCED awarded the City an Early Intervention Grant in the amount of \$45,000. As there is a 50% match requirement, the City and the State will each contribute \$40,400 to this project.

### **2018 PAVING CONTRACT: IA CONSTRUCTION**

Mrs. Freenock advised Council that IA Construction notified the City that it will not be able to perform the work as provided for in the contract during the remainder of the 2017 paving season. In consideration of the City's approval to postpone the work until the opening of the 2018 paving season, IA Construction offered the City a \$3.50 per ton of paving materials reduction in cost which equates to approximately \$13,000. Mrs. Freenock stressed that the work under the 2017 paving contract would not be re-bid; however, work to be performed under the 2018 paving contract will be put to bid.

There was some discussion as to whether the City would be afforded an additional reduction in the event that asphalt prices fall in 2018 and the resultant cost would be lower than the 2017 contract price less the \$13,000 reduction. Council will be apprised as further information is obtained from IA Construction.

### **PARK AVENUE SIDEWALK UPDATE**

Mrs. Freenock indicated that City Staff continues to evaluate options regarding the sidewalk and railing on a portion of the sidewalk along Park Avenue. One option under consideration is the placement of a fence. PennDOT has now requested that a GeoTechnical Study be completed. The City has forwarded information to the Pennsylvania Department of Community and Economic Development (DCED) to determine whether this project might qualify for Community Development Block Grant (CDBG) funding.

### **ADJOURNMENT**

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

Mayor Cashman stated that Council would move to executive session for discussion of pending litigation.