

**WARREN CITY COUNCIL
PUBLIC HEARING AND REGULAR MEETING
SEPTEMBER 19, 2022 – 7:00 PM**

PUBLIC HEARING

Mayor Wortman opened the public hearing. Mr. Rossey stated that, at the January 17, 2022, regular meeting, Council voted to request the Planning Commission to review Chapter 470. Zoning, Article VIII. General Controls, §470-45 Prohibited Uses, Subsection (4) which prohibits commercial ammunition manufacturing or wholesale storage of ammunition and Subsection (6) which prohibits arsenals and to provide its recommendation(s) to Council.

Since that time, an ordinance was drafted, revised by both the Planning Commission and City Council, and most recently it was reviewed by both the City Planning Commission and the Warren County Planning Commission. At its July 20 regular meeting, the City Planning Commission voted unanimously (four members present) to approve the ordinance as presented. The County Planning Commission subsequently recommended that the word “Commercial” be inserted in Sections 3, 4, and 5 of the proposed ordinance in order to provide clarity.

There being no citizens wishing to make public comment, Mayor Wortman closed the hearing.

OPENING OF REGULAR MEETING

Mayor David Wortman presided over the September 19, 2022, regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance.

JUNIOR COUNCIL OATH OF OFFICE

Mayor Wortman administered the Junior Council Member Oath of Office to Lydia Balas. Miss Balas will serve during the 2022-2023 School Year.

EXECUTIVE SESSION

Mayor Wortman announced that Council met in executive session immediately prior to this meeting for the purpose of receiving legal advice regarding the acquisition and lease of real estate.

ROLL CALL

Members present and responding to roll call were: Mayor David Wortman, Maurice Cashman, Danielle Flasher, Philip Gilbert, Wendy McCain (via Zoom), Jared Villella, and Junior Council Member Lydia Balas. John Wortman was absent. Members of City Staff present were Nancy Freenock, City Manager; Jessica Byler, Acting Finance Officer; Michael Holtz, DPW Director; David Krogler, Fire Chief; Randall Rossey, Codes and Planning Director; Joseph Sproveri, Chief of Police; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

RECOGNITION OF VISITORS

Mayor Wortman welcomed all visitors. Present were:

- Dick Balas: Junior Council Member
- Barb Lucia: Observing
- Elizabeth Raible: Observing
- Tressa Sweeney: Observing (via Zoom)
- Kimberly Lawson: Boy Scouts
- Sebastian Lawson: Boy Scout
- Josh Cotton: Times Observer Reporter
- Andy Close: YourDailyLocal Reporter

Sebastian Lawson, a member of Boy Scout Troop 13, addressed Council and noted his concern that on-street lane arrows at the intersection of Pennsylvania Avenue West and Market Street are

faded. He further stated that there is no overhead directional signage and, therefore, those not familiar with the intersection are unclear as to which lane they should be in. Mayor Wortman thanked Sebastian for his observation and noted that the subject intersection is slated for an upcoming construction project.

APPROVAL OF THE AGENDA

Upon motion by Mr. Cashman and second by Mr. Gilbert, Council members present voted unanimously to approve the agenda as presented.

APPROVAL OF MINUTES

Upon motion by Mr. Cashman and second by Mr. Villella, the minutes of the August 15, 2022, regular meeting were unanimously approved by the members present.

CORRESPONDENCE

There was no correspondence to come before Council.

ORDINANCE NO. 1966: AMENDING CHAPTER 470: ZONING RE COMMERCIAL AMMUNITION MANUFACTURE AND STORAGE.

See Public Hearing above. Mr. Rossey stated that the County’s recommendation to add the word “Commercial” to Sections 3, 4, and 5 was forwarded to the City Planning Commission and no opposition was stated; City staff concurs that the addition is appropriate.

Mr. Villella made the motion to approve the ordinance amending Chapter 470: Zoning. of the Code of the City of Warren as it pertains to Commercial Ammunition Manufacture and Wholesale Storage of Ammunition. The motion was seconded by Miss Flasher and carried unanimously among the members present.

PROPOSED AGREEMENT: POST OFFICE PARKING

Mr. Holtz stated that the Post Office plans to reconfigure its on-lot travel lanes to better accommodate Postal Service vehicles. However, as a result, there will not be sufficient parking spaces available for both Postal Service vehicles and employee vehicles. Therefore, the Postmaster requested that the City lease fifteen (15) spaces within the Midtown Lot to be utilized for Postal Service vehicles. The proposed area to be utilized is located to the east of the Midtown Lot’s Third Avenue entrance. Mr. Holtz noted that this area is not highly-utilized and a sufficient number of spaces would remain available for nearby businesses.

Mr. Holtz indicated that the City’s fee resolution provides for a Midtown Lot rate of \$50 per month for delivery vehicles and this was communicated to the local Postmaster. The Postal Service advised the Postmaster that it would not provide funding for a lease at that rate and a rate of \$35 per month per vehicle was proposed.

Council took no action concerning this matter.

RESOLUTION NO. 3197: AUTHORIZING FFY 2022 CDBG FUNDING APPLICATION

Mrs. Byler stated that the City of Warren is an entitlement community through the Pennsylvania Department of Community and Economic Development under the Small Communities Program (SCP) and, therefore, entitled to Community Block Grant Funding (CDBG) annually so long as all requirements are met and an application is submitted. The City’s 2022 entitlement allocation is \$310,785.

As required, City staff held two public hearings to gather comments regarding use of the funds allocated to the City for the 2022 application. Additionally, City staff gathered income surveys from individuals currently residing on Glenwood Street and verified that more than 51% of the households are at, or below, the HUD threshold. Therefore, it was proposed that the 2022 CDBG application be submitted and the funding be distributed as follows: (1) Glenwood Street under the Street/Road Improvements Activity \$295,785 and (2) Administration \$15,000.

Mr. Cashman made the motion to approve the resolution authorizing the FFY 2022 Community Development Block Grant funding application. The motion was seconded by Mr. Gilbert and carried unanimously among the members present.

RESOLUTION NO. 3198: FAIR HOUSING

Mrs. Byler stated that, in accord with requirements of the Pennsylvania Department of Community and Economic Development’s (DCED) Community Development Block Grant (CDBG) program, City staff prepared a Fair Housing Resolution. Upon approval by Council, the resolution is to be submitted to DCED and will be posted on the City of Warren website and the public notices bulletin board in the Municipal Building.

Mr. Cashman made the motion to approve the Fair Housing resolution. The motion was seconded by Mr. Gilbert and was passed unanimously by the members present.

LANDBANK PRESENTATION

Jeff Eggleston, Warren County Commissioner, addressed Council and provided information regarding the proposed formation of a Warren County Landbank. The purpose of the Landbank would be to address blighted properties throughout Warren County.

CURBSIDE RECYCLING COLLECTION BID

Mr. Holtz stated that, as mandated by the State, the City conducts a Curbside Recycling Collection Program. The City’s current Curbside Recycling Contract expires at the end of 2022. Bids were solicited for a three-year Curbside Recycling Collection contract with an option for years four and five for both twice per month and once per month collection. In addition to newspaper and website notices, bid documents were proactively sent to four (4) local refuse haulers.

The City received one proposal from Waste Management for once per month and twice per month collections. The bid tab reflects a significant increase in the cost.

Mr. Holtz noted that City residents are currently charged a \$3.50/month recycling fee which appears as a separate line item on the sewer use billing statement. The chart provided indicates the cost per month to residents under each option for the next 3 years plus two (2) one-year extensions.

<u>Year</u>	<u>2X/month collection</u>	<u>1X/month collection</u>
2023	\$6.29	\$5.36
2024	\$6.74	\$5.73
2025	\$7.24	\$6.14
2026 (optional)	\$7.77	\$6.58
2027 (optional)	\$8.36	\$7.05

It was noted that: (1) Overall, the amount paid by recycling collection centers is down and, therefore, the proceeds that offset the collector’s costs are decreased; (2) Transportation costs

have increased; and (3) There is concern that once-per-month collections may result in a reduction in the amount of material that is recycled as residents may not have sufficient and appropriate storage space to accommodate a month's worth of items.

Following considerable discussion, Mr. Villella made the motion to direct City Staff to ask Waste Management to hold its bid prices beyond the sixty-day period specified in the bid documents, including the optional two years, and to advertise for a one-year contract. The motion was seconded by Mr. Cashman and carried unanimously among the members present.

DISPOSITION OF SURPLUS POLICE CAMERAS

Chief Sproveri indicated that Council periodically authorizes the disposition of supplies, materials, and equipment that are no longer suitable or necessary for City operations. The Department recently replaced out-of-warranty cameras due to their age and difficulties experienced in obtaining compatible replacements.

Miss Flasher made the motion to authorize disposition of the surplus camera equipment in a manner permitted by the City Code. The motion was seconded by Mr. Villella and carried unanimously among the members present.

MARKETING COMMITTEE UPDATE

Mr. Villella stated that the Committee recently discussed how to potentially build and budget for a position to carry out the marketing efforts that have been discussed as implementation falls to City staff. He stated that he would be meeting with County officials to learn what their course of action might be in creating a similar position and its potential correlation with the City; this will be included in the Committee's October report. He noted that Mrs. McCain is working to develop a business startup information package.

DEPARTMENT REPORTS – SEPTEMBER, 2022

The following reports were presented for Council's review:

- Police Department
- Fire Department
- Department of Public Works
- Codes and Planning Department
- Finance Report

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	– July 21, 2022	Regular Meeting
Parks and Recreation Commission	– June 7, 2022	Regular Meeting
Planning Commission	– July 22, 2022	Regular Meeting
Redevelopment Authority	– July 27, 2022	Regular Meeting

ADJOURNMENT

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