

**WARREN CITY COUNCIL  
REGULAR MEETING  
OCTOBER 18, 2021 – 7:00 PM**

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**OPENING OF MEETING**

Mayor Cashman presided over the October 18, 2021, 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, Kimberly Exley, Gregory Fraser, Paul Giannini (via Zoom), Philip Gilbert, Douglas Hearn, and John Wortman. Members of City Staff present were Nancy Freenock, City Manager; Jessica Byler, Acting Finance Officer; Vincent DeJoy, Director of Planning, Codes, and Economic Development; Michael Holtz, DPW Director; David Krogler, Fire Chief; Teena Leary, Assistant City Clerk; Joseph Sproveri, Chief of Police; Chad Yuriscic, City Engineer; Andrea Stapleford, City Solicitor; and Steve Hoffman, Fire Department Operations and Training Officer.

**APPROVAL OF MINUTES**

Mr. Gilbert made the motion to approve the minutes of the September 20, 2021, regular meeting and the September 27, 2021, special meeting.

- Mr. Wortman seconded the motion.
- Mr. Gilbert then stated that his motion was to include an amendment to the September 20, 2021, regular meeting minutes which reflects the reason for his nay vote in regard to Resolution No. 3153.
- Mr. Wortman withdrew his second to the motion.
- Mr. Fraser seconded the motion and asked that one correction be made to the minutes of the September 27, 2021, special meeting (*Paragraph 1: "regular" should be "special."*) The motion carried with six votes in the affirmative and one nay vote cast by Mr. Wortman.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed all visitors. Present were:

- Jared Villella: Observing
- Joe Michaels: Observing
- Wendy McCain: Observing
- Josh Cotton: Times Observer Reporter
- Andy Close: YourDailyLocal Reporter

**CORRESPONDENCE**

There was no correspondence to come before Council.

**AGENDA**

Upon motion by Mr. Wortman and second by Mr. Fraser, Council members voted unanimously to approve the meeting agenda.

**RESOLUTION NO. 3157: DISTRIBUTION OF STATE AID TO PENSION PLANS**

Mrs. Byler stated that, as required by the provisions of Act 205, the City must distribute the Commonwealth's 2021 Allocation of State Aid to Pension Plans among the City's three plans.

Upon motion by Mr. Fraser and second by Mr. Hearn, Council members voted unanimously to approve the resolution distributing the 2021 General Municipal Pension System State Aid Allocation to the City's three pension plans.

**RESOLUTION NO. 3158: AUTHORIZING FFY 2021 CDBG FUNDING APPLICATION**

Mr. DeJoy stated that, in preparation for filing the City’s application for Federal Fiscal Year 2021 Community Development Block Grant (CDBG) funding, the requisite public hearings were held on July 22 and September 30. It was proposed that a funding application in the amount of \$322,299 be submitted to the Pennsylvania Department of Community and Economic Development Small Communities Program with \$295,000 to be allocated to the South Irvine Street Street/Road Improvement Activity and \$27,299 to be allocated to Administration.

Upon motion by Mr. Fraser and second by Ms. Exley, the resolution authorizing the FFY 2021 CDBG funding application was unanimously approved.

**PROPOSED RESOLUTION: MULTIMODAL TRANSPORTATION FUND GRANT APPLICATION**

Mr. Holtz stated that it is proposed that the City submit an application under the Pennsylvania Department of Transportation’s Multimodal Transportation Fund. If awarded, the funding would be utilized for construction of a multi-use pedestrian/bicycle trail to connect Breezepoint Landing and the retail plaza area located proximate to the southern terminus of Market Street. It was noted that this area represents the next segment of a trail which is being systematically established to connect various areas of the City. The Opinion of Probable Cost indicates a project budget of \$440,000. The application would be in the amount of \$220,000 with the City matching that amount.

During discussion, Mayor Cashman and Mr. Wortman expressed their concerns regarding the commitment of \$220,000 in the 2022 Municipal Budget prior to budget work sessions being held.

Mr. Wortman made the motion to table action regarding the Multimodal Transportation Fund Grant Application. The motion was seconded by Mr. Fraser and carried with five votes in the affirmative and two nay votes cast by Mr. Gilbert and Mr. Hearn.

**PROPOSED RESOLUTION: FISH AND BOAT COMMISSION GRANT FUNDING APPLICATION**

Mr. Yurisc stated that the Pennsylvania Fish and Boat Commission (PFBC) recently opened a grant funding opportunity for which the application deadline is December 30, 2021. Following a review of the grant guidelines, City Staff determined that construction of a boat ramp would be a qualifying activity.

The proposed ramp would be at the foot of Liberty Street and would serve both motorized and non-motorized watercraft. It is anticipated that this location’s proximity to nearby businesses catering to outdoor recreation, the commercial downtown district, and existing park lands with a restroom facility will result in favorable consideration for grant funding. The funding request would be in the amount of \$250,000.

Mr. Yurisc noted that the grant requires that the City provide a 50% minimum match. The match may take one, or a combination, of forms including in-kind services performed by the City and other state funding sources. It was indicated that Mrs. Freenock is reviewing funding sources that may be used as the match. Based on a preliminary design, the total project costs are estimated to be \$2 million.

Mr. Fraser made the motion to table action regarding the application for Fish and Boat Commission funding until the December Council meeting. The motion was seconded by Mr. Wortman and carried with six votes in the affirmative and one nay vote cast by Mr. Gilbert.

## **RESOLUTION NO. 3159: THIRD-PARTY BUILDING CODE PERMIT & INSPECTION SERVICES**

Mr. DeJoy stated that the City's residential building code inspector recently made a career move and resigned from her position effective October 8. The City also received notification from its part-time commercial inspector and third-party plan reviewer that they will each retire by year end.

Mr. DeJoy noted that there is a great deal of training involved in becoming certified to perform residential and commercial inspections and very specific qualifications to be a plan reviewer; therefore, the City reviewed options that would allow it to transition to a third-party agency to provide all residential and commercial inspections and plan reviews with little, to no, disruption of services.

Members of City Staff met with representatives from two third-party inspection services companies and reviewed and compared the services offered by each company. It was Staff's recommendation that the City enter into an agreement with Bureau Veritas North America, Inc. for the performance of residential and commercial UCC permitting, inspections, and plan reviews. Russ Braun, the City's part-time inspector, will perform residential and commercial inspections for outstanding City-issued building permits until his December 23, 2021, retirement date. After that date Bureau Veritas will perform inspections for any City-issued permits which remain outstanding.

Mr. Fraser made several recommendations regarding verbiage in the agreement; Solicitor Stapleford indicated that she will address those items in her final review of the agreement.

Mr. Wortman made the motion to approve the resolution authorizing an agreement with Bureau Veritas North America, Inc. pending the Solicitor's favorable review of the agreement. The motion was seconded by Mr. Fraser and carried unanimously.

## **SIDEWALK SNOW AND ICE REMOVAL CONTRACT**

Mr. Holtz stated that the City received two bids for the Contracted Snow and Ice Removal contract for the winter seasons of 2021-2022 and 2022-2023 with AMC Contracting and Consulting, LLC, submitting the low bid.

Mr. Fraser made the motion to award the Sidewalk Snow and Ice Removal Contract for winter seasons 2021-2022 and 2022-2023 to AMC Contracting and Consulting, LLC. The motion was seconded by Mr. Wortman and carried unanimously.

## **CONTRACTED SNOW PLOWING CONTRACT**

Mr. Holtz stated that the City received two bids for the Contracted Snow Plowing – Parking Areas contract for the winter seasons of 2021-2022 and 2022-2023 with AMC Contracting & Consulting, LLC, submitting the low bid.

Mr. Fraser made the motion to award the contracted Snow Plowing Contract for winter seasons 2021-2022 and 2022-2023 to AMC Contracting and Consulting, LLC. The motion was seconded by Mr. Wortman and carried unanimously.

## **ENGAGEMENT OF LEGAL COUNSEL REGARDING EMERGENCY MEDICAL SERVICES**

Mrs. Freenock noted that Council held a work session immediately prior to this meeting for the purpose of discussing the ongoing matter of providing Emergency Medical Services (EMS) for calls originating outside of the City without just compensation to the City.

Mr. Wortman made the motion to engage the firm of Page, Wolfberg & Wirth to review the steps outlined in Director Ferguson's\* letter and to examine cooperative agreements with Warren County municipalities and to assist with negotiations and preparation of cooperative management agreements. The motion was seconded by Mr. Fraser and carried unanimously.

\*Bureau of Emergency Medical Services, Pennsylvania Department of Health

**DEPARTMENT REPORTS – SEPTEMBER, 2021**

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works – including August  
Planning, Codes, and Economic Development
- Third Quarter Finance Report

**APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	– August 26, 2021	Regular Meeting
Parks and Recreation Commission	– June 8, 2021	Regular Meeting
Planning Commission	– August 18, 2021	Regular Meeting
Street Landscape Committee	– August 24, 2021	Regular Meeting

**ADJOURNMENT**

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