

**WARREN CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 16, 2020 – 7:00 PM**

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**OPENING OF MEETING**

Mayor Cashman presided over the November 16, 2020, 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 personnel matters immediately prior to this meeting.

**RECOGNITION OF SERVICE: DAVID L. HILDEBRAND**

Mayor Cashman recognized David L. Hildebrand, retired Planner/Development Administrator, for his many contributions to the City over the course of his 29 years of service and presented him with a commemorative gift.

**ROLL CALL**

Members present and responding to roll call were: Mayor Maurice Cashman, Gregory Fraser (via Zoom), Paul Giannini (via Zoom), Philip Gilbert, Douglas Hearn, John Wortman, and Christian Zavinski. Members of City Staff present were Nancy Freenock, City Manager (via Zoom); Jessicca Byler, Human Resources & Finance; David Hildebrand, Planner/Development Administrator (retired); Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Joseph Sproveri, Chief of Police; Rodney Wren, Fire Chief; Donna Risinger, Finance Officer; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

**APPROVAL OF MINUTES**

Upon motion by Mr. Wortman and second by Mr. Gilbert, the minutes of the October 19, 2020, regular meeting were approved.

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed all visitors. Present were:

- Jane Dunshie (via Zoom)
- Brian Hagberg: Your Daily Local (via Zoom)
- Josh Cotton: Times Observer Reporter

**CORRESPONDENCE**

There was no correspondence to come before Council.

**GRANT/LOAN APPLICATION – PUBLIC WORKS DUMP TRUCK**

Mr. Holtz stated that the United States Department of Agriculture (USDA) Rural Development Office offers a Community Facilities Grant/Loan Program which will pay up to 55% or a maximum of \$50,000 for approved projects. Under this program, any amount not funded by the grant award will be provided in the form of a loan at the then current rate. The loan may be paid immediately with no penalty.

Mr. Holtz stated that the funding would be used for the purchase of one 1-ton dump truck to be utilized by the Department of Public Works. In response to Mr. Wortman's question, Mr. Holtz stated that the truck to be replaced is currently in operation; however, it is a critical piece of equipment and is in such a condition that it should be replaced.

Mr. Fraser made the motion to authorize the submission of a grant/loan application in the amount of \$105,000 to the United States Department of Agriculture (USDA) Rural Development Office for the purchase of one 1-ton dump truck. The motion was seconded by Mr. Giannini and carried with five votes in the affirmative and two nay votes cast by Mr. Wortman and Mr. Zavinski.

**ORDINANCE NO. 1946: ESTABLISHING STREET VACATION APPLICATION FEE**

Mr. Holtz stated that, from time to time, the City receives requests for the vacation of part, or all, of a street. In many instances, there is a significant cost to the City in accommodating such a request; those costs may include engineering fees, surveys, legal fees, costs of publication, and administrative expenses.

Mr. Holtz noted that the Third Class City Code provides the procedure to be followed in vacating a street; however, it does not provide for the recovery of related expenses. Therefore, it was recommended that the City adopt an ordinance which requires that all costs associated with a street vacation request be borne by the requestor. A standard application fee would be established within the City's Fee Resolution; the recommended fee was \$500.

Mr. Wortman stated his concern that such a fee may be a deterrent to economic development. Mr. Fraser suggested that the fee to be established via resolution be set as "an amount not to exceed \$1000." Mrs. Freenock noted that this is being recommended as a cost recovery measure since a great deal of personnel time is required to process such requests. She further noted that, without such an application fee in place, these costs are borne by all taxpayers for the benefit of one entity.

Mr. Fraser made the motion to approve the ordinance providing for the collection of costs associated with street vacation requests and authorizing the establishment of a Street Vacation Application Fee to be included in the City Fee Resolution. The motion was seconded by Mr. Giannini and carried with six votes in the affirmative and one nay vote cast by Mr. Wortman.

Mrs. Freenock noted that Warren General Hospital initiated a street vacation request (Tuscarora Avenue) prior to the presentation of this ordinance for Council's consideration; therefore, the Hospital will not be subject to the new fee in regard to its current application.

**ORDINANCE NO. 1947: TEMPORARY STREET OPENING RESTORATION**

Mr. Holtz stated that it often becomes necessary for utility companies to make street cuts in order to conduct routine maintenance and/or make repairs to facilities located under City streets. The present minimum requirements for temporary street restorations completed after asphalt plants close for the winter often result in patches that are not durable and/or they are difficult to remove in order to complete the final restoration once asphalt becomes available in the spring. Therefore, it was requested that §410-48.C. Temporary Street Restorations of the City Code be amended by adding provisions regarding the depth of the base material, lining the opening with plastic sheeting, and filling the void with concrete.

Mr. Zavinski made the motion to approve the ordinance providing for additional requirements pertaining to temporary street restorations. The motion was seconded by Mr. Fraser and carried with six votes in the affirmative and one nay vote cast by Mr. Wortman.

**RESOLUTION NO. 3132: CERIOLA MINOR SUBDIVISION**

Ms. Stapleford stated that Jack Wills, Sr. filed a minor subdivision application to attach the land identified as Lot 2 on the provided subdivision map to Parcel WN-499-6143 owned by Jack Wills, Sr. Lot 2 is residual land retained by Anthony Ceriola, et al, upon the recent sale of Parcel WN-499-6422. It was stated that the minor subdivision application meets the requirements of the City of Warren Subdivision Ordinance and the City of Warren Planning Commission voted to recommend Council's approval of the subdivision.

Ms. Stapleford noted that the area identified by green hash marks on the subdivision map relates to a “paper street” which has not been accepted or opened by the City at any time. This area is not viable for any future use as a City street and, therefore, a Quit Claim Deed is being prepared.

Upon motion by Mr. Wortman and second by Mr. Zavinski, Council members voted unanimously to approve the Ceriola Minor Subdivision and to authorize proper City officials to sign a Quit Claim Deed.

**DEPARTMENT REPORTS – OCTOBER, 2020**

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department

**APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

- |                                 |   |                    |                 |
|---------------------------------|---|--------------------|-----------------|
| Parks and Recreation Commission | – | September 15, 2020 | Regular Meeting |
| Planning Commission             | – | August 26, 2020    | Regular Meeting |
| Street Landscape Committee      | – | September 22, 2020 | Regular Meeting |

**BUDGET DISCUSSION & WORK SESSION**

There was some discussion regarding the proposed 2021 Municipal Budget. Mayor Cashman announced that a Budget Work Session will be held at 6:00 PM on November 19.

**ADJOURNMENT**

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