

**WARREN CITY COUNCIL  
REGULAR MEETING  
DECEMBER 17, 2018 – 7:30 PM**

---

**OPENING OF MEETING**

Mayor Cashman presided over the December 17, 2018 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, Paul Giannini, Philip Gilbert, Richard Kolcharno, James A. Zavinski, Sr., and Junior Council Member Lily Striker. Gregory Fraser was absent. Members of City Staff present were Nancy Freenock, City Manager; Brandon Deppen, Chief of Police; David Hildebrand, Planner/Development Administrator; Michael Holtz, DPW Director; Teena Leary, Assistant City Clerk; Sam Pascuzzi, Fire Chief; Donna Risinger, Finance Officer; Terry Williams, Director of Codes, Permits, and Recreation Services; Chad Yurisc, City Engineer; and Andrea Stapleford, City Solicitor. (*Secretary's note: Councilman John Lewis was also present*)

**APPROVAL OF MINUTES**

Upon motion by Mr. Zavinski and second by Mr. Lewis, the minutes of the November 19, 2018 Regular Meeting were unanimously approved by Council members present (6).

Upon motion by Mr. Zavinski and second by Mr. Lewis, the minutes of the December 10, 2018 Budget Public Hearing were unanimously approved by Council members present (6).

**RECOGNITION OF VISITORS**

Mayor Cashman welcomed all visitors. Present were:

- Bruce Swanson: Observing
- Christian Zavinski: Observing
- Lori Drumm: Times Observer Reporter

**CORRESPONDENCE**

There was no correspondence to come before Council.

**RESOLUTION NO. 3081: ADOPTING THE 2019 MUNICIPAL BUDGET**

Mrs. Freenock summarized the proposed 2019 Municipal Budget as follows:

General Fund	\$10,170,201
Community Improvement Program	\$ 2,337,297
Sewer Fund	\$ 2,457,470
Parking Fund	\$ 570,996

The Real Estate Tax millage will remain at 19.8 mills on each one dollar of assessed valuation and the combined Earned Income Tax will remain at two and two-tenths percent (Earned Income Tax of one percent plus Supplementary Earned Income Tax of one and two-tenths percent).

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members present (6) voted unanimously to approve the resolution adopting the 2019 Municipal Budget.

**ORDINANCE NO. 1911: ESTABLISHING THE 2019 REAL ESTATE TAX RATE**

Mrs. Freenock stated that the budget as presented to Council reflects no increase in the Real Estate Tax. A public hearing regarding the 2019 Budget was held at 5:00 PM on

December 10 at which time there were no citizens present who wished to provide comment on the proposed budget.

Upon motion by Mr. Kolcharno and second by Mr. Lewis, Council members present (6) voted unanimously to approve the ordinance establishing the 2019 Real Estate Tax Rate at 19.8 mills on each one dollar (\$1.00) of assessed valuation.

**RESOLUTION NO. 3082: ESTABLISHING FEES**

Mrs. Freenock stated that in response to changing costs for the provision of various permits, services, and facilities, it becomes necessary from time to time to amend the City's Fee Resolution. The resolution includes all fees and charges (except those pertaining to Building Code Permits and Inspections).

Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present (6) voted unanimously to approve the resolution establishing fees.

**RESOLUTION NO. 3083: APPOINTING THE SOLICITOR FOR 2019**

Mrs. Freenock recommended that City Council consider entering into an agreement with the law firm of Stapleford & Byham, LLC, to act as Solicitor for the City of Warren. Attorney Andrea Stapleford would continue to serve as primary counsel to the City and Attorney Christopher Byham would serve as secondary counsel. Mrs. Freenock noted that the firm has completed its ninth full year with the City.

Upon motion by Mr. Kolcharno and second by Mr. Lewis, Council members present (6) voted unanimously to approve the resolution providing for retention of the firm of Stapleford & Byham, LLC, to serve as the City Solicitor for 2019.

**RESOLUTION NO. 3084: ESTABLISHING COMPENSATION RANGES**

Mrs. Freenock stated that the compensation ranges for Classified Employees (non-union) are to be set by resolution of City Council. The ranges provided for in the proposed resolution were determined in accord with the 2019 budget as approved this date.

Upon motion by Mr. Lewis and second by Mr. Zavinski, Council members present (6) voted unanimously to approve the resolution establishing compensation ranges for Classified Employees.

**RESOLUTION NO. 3085: APPOINTING CITY ENGINEER FOR 2019 AND 2020**

**RESOLUTION NO. 3086: CONTRACT WITH ENGINEER FOR 2019 AND 2020**

Mr. Holtz requested that City Council consider entering into an agreement with Greenman-Pedersen, Inc., to provide consulting engineering services to the City. The City Engineer would be available to meet the City's needs in accordance with requests from the City with payment made for such services based on the hourly rate schedule.

**Resolution No. 3085:** Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present (6) voted unanimously to approve the resolution appointing the firm of Greenman-Pedersen, Inc. as the City Engineer for the years 2019 and 2020.

**Resolution No. 3086:** Upon motion by Mr. Lewis and second by Mr. Giannini, Council members present (6) voted unanimously to approve the resolution approving the Engineering Services contract agreement with Greenman-Pedersen, Inc. for the years 2019 and 2020.

**RESOLUTION NO. 3087: APPOINTING HEALTH OFFICER FOR 2019**

Mrs. Williams stated that, in accord with City Ordinance No. 1890, it is necessary for Council to annually, by resolution, appoint a health officer(s), who shall be certified and recognized by the Commonwealth of Pennsylvania Departments of Agriculture and Health or any Commonwealth agency which may be designated for the regulation of Retail Food Facilities. The appointment is for a term commencing on January 1, 2019 and ending December 31, 2019. She noted that Dennis Olson, MD, has served in this capacity for a number of years and has indicated his desire to continue to do so.

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present (6) voted unanimously to approve the resolution appointing Dennis Olson, MD, as the City Health Officer for 2019.

**ORDINANCE NO. 1912: ESTABLISHING REGULAR COUNCIL MEETING TIME**

Mrs. Freenock stated that in January of each year, the City is required to publish the date and time at which regular Council meetings will be held. Many members of the public have suggested to City staff that the rather late time at which City Council meetings are held (7:30 PM) is a deterrent to public participation. It was suggested that Council consider establishing 6:00 PM as the time at which regular Council meetings will be held.

Mayor Cashman suggested that the time be set at 7:00 PM to allow an appropriate amount of time to conduct an executive session should it be necessary to do so prior to a regular Council meeting.

Mr. Zavinski made the motion to establish 7:00 PM as the time at which regular Council meetings are to be held. Mr. Kolcharno seconded the motion which carried unanimously among the Council members present (6).

**TRANSFER OF FUNDS FOR REDEVELOPMENT AUTHORITY**

Mr. Hildebrand stated that in September, 2017, Council was requested to transfer funds from the Warren Redevelopment Assistance Loan Fund to the Redevelopment Authority (RDA). At that time, Council approved the withdrawal of up to \$100,000 to be utilized for the purchase of properties subject to the 2017 Judicial Sale with such funds to be utilized for acquisition, closing costs, renovations, and demolitions. Mr. Hildebrand noted that it is City Staff's recollection that Council's direction was for future funding needs of the RDA to be considered at the time of need.

The RDA now requests the release of \$40,000 from the Loan Fund to be utilized as follows:

- Completion of three conservatorships which were entered into as a pilot to determine if this is an advantageous means of addressing blighted properties
- Demolition costs for three RDA-owned properties
- Potential acquisitions by way of Repository Sale
- Future conservatorships (if the RDA determines that the process is an appropriate means to address certain properties)

Mr. Giannini made the motion to approve the release (transfer) of \$40,000 from the Warren Redevelopment Assistance Loan Fund to the City of Warren Redevelopment Authority. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present (6).

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

Upon motion by Mr. Zavinski and second by Mr. Lewis, Council members present (6) voted unanimously to make the following appointments to Boards and Commissions:

<u>Member</u>	<u>Board/Commission</u>	<u>Term Expiration</u>
Kirk Johnson	Parks and Recreation Commission	12/31/2022
Chuck Gray	Planning Commission	12/31/2022
Donald Nelson	Planning Commission	12/31/2022
Michael Boyd	Redevelopment Authority	12/31/2022 *
David Cantrell	Redevelopment Authority	12/31/2022 *
Marty McQuillan	Redevelopment Authority	12/31/2023
Randy Rossey	Redevelopment Authority	12/31/2023
Sherry Johnson	Street Landscape Committee	12/31/2022
Jean Gomory	Street Landscape Committee	12/31/2022
Harvey Stone	Property Maintenance Code Board of Appeals	12/31/2023
Harvey Stone	Joint UCC Board of Appeals	12/31/2023

\* Appointment retroactive to 1/01/2018

**DEPARTMENT REPORTS – NOVEMBER, 2018**

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:

Blighted Property Review Committee	–	September 27, 2018	Regular Meeting
Parks and Recreation Commission	–	August 7, 2018	Regular Meeting
Street Landscape Committee	–	October 23, 2018	Regular Meeting

**ADJOURNMENT**

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