

**WARREN CITY COUNCIL  
REGULAR MEETING  
DECEMBER 19, 2022 – 7:00 PM**

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**OPENING OF MEETING**

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

**EXECUTIVE SESSION**

Mayor Wortman announced that Council met in executive session for the discussion of matters pertaining to personnel and the lease of real property.

**ROLL CALL**

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

**RECOGNITION OF VISITORS**

Mayor Wortman welcomed all visitors. Present were:

- Elizabeth Raible: Observing
- Pat Evans (via Zoom)
- Josh Cotton: Times Observer Reporter
- Andy Close: YourDailyLocal Reporter

**APPROVAL OF THE AGENDA**

Mr. Gilbert made the motion to approve the agenda as presented. The motion was seconded by Miss Flasher and carried unanimously among the members present.

**APPROVAL OF MINUTES**

Upon motion by Mr. J. Wortman and second by Mr. Villella, the minutes of the November 21, 2022, regular meeting, with two corrections, were unanimously approved by the members present.

Upon motion by Mr. J. Wortman and second by Mr. Villella, the minutes of the December 12, 2022, Budget Public Hearing were unanimously approved by the members present.

Upon motion by Mr. J. Wortman and second by Mr. Villella, the minutes of the December 12, 2022, special meeting were unanimously approved by the members present.

**CORRESPONDENCE**

There was no correspondence to come before Council.

**RESOLUTION NO. 3204: ADOPTING THE 2023 MUNICIPAL BUDGET**

Mrs. Byler stated that it was proposed that City Council adopt the 2023 Municipal Budget which was summarized as follows:

General Fund	\$ 10,033,276
Community Improvement Program	\$ 10,577,000
Sewer Fund	\$ 2,650,682
Parking Fund	\$ 401,367

Under this budget, the Real Estate Tax millage will remain at 20.8 mills on each one dollar of assessed valuation and the combined Earned Income Tax will remain at two and three-tenths percent (Earned Income Tax of one percent plus Supplemental Earned Income Tax of one and three-tenths percent).

Upon motion by Mr. J. Wortman and second by Miss Flasher, Council members present voted unanimously to approve the resolution adopting the 2023 Municipal Budget.

**ORDINANCE NO. 1968: ESTABLISHING THE 2023 REAL ESTATE TAX RATE**

Mrs. Byler stated that the proposed budget as presented to Council reflects no increase in the Real Estate Tax rate. A public hearing regarding the proposed 2023 Municipal Budget was held at 6:00 PM on December 12, at which time no citizens wishing to provide comment on the proposed budget were present.

Upon motion by Mr. Villella and second by Mr. J. Wortman, Council members present voted unanimously to approve the ordinance establishing the 2023 Real Estate Tax Rate at 20.8 mills on each one dollar of assessed valuation.

**RESOLUTION NO. 3205: APPOINTING SOLICITOR FOR 2023**

Upon motion by Mr. J. Wortman and second by Mr. Villella, Council members present voted unanimously to adopt the resolution authorizing the retention of Stapleford & Byham, LLC, as the solicitor for 2023.

**RESOLUTION NO. 3206: APPOINTING THE CITY ENGINEER**

Upon motion by Mr. Villella and second by Miss Flasher, Council members present voted unanimously to adopt the resolution appointing the firm of Greenman-Pedersen, Inc. as the City Engineer for the years 2023 and 2024.

**RESOLUTION NO. 3207: APPOINTING AUDIT FIRM**

Upon motion by Miss Flasher and second by Mr. J. Wortman, Council members present voted unanimously to adopt the resolution authorizing the retention of Felix & Gloekler, P.C. for auditing services regarding the 2022, 2023, and 2024 Accounts of the City.

**RESOLUTION NO. 3208: USDA GRANT/LOAN FOR POLICE VEHICLES**

Chief Sproveri stated that the United States Department of Agriculture's Rural Development Office approved the City's application for funding for the purchase of two 2023 Ford Interceptor Police Vehicles. The USDA award provides that \$50,000 will be provided in grant funds, \$49,900 will be in the form of a loan, and \$18,708 is to be contributed by the City; Chief Sproveri indicated that the vehicles are included in the 2023 Municipal Budget and the loan portion will be immediately paid off.

Miss Flasher made the motion to adopt the resolution providing for the United States Department of Agriculture's Rural Development grant/loan for the purchase of two police vehicles and authorizing the Mayor and/or City Manager (Acting City Manager) to sign all documents pertaining to closing on the grant/loan. The motion was seconded by Mr. Villella and carried unanimously among the members present.

**ORDINANCE NO. 1969: AUTHORIZING EMS FEES FOR NON-COMMISSION MUNICIPALITIES**

Chief Krogler stated that the agreement between the City and the Warren County Multi-Municipal Emergency Services Commission provides for remuneration to the City when City Emergency Medical Services (EMS) resources are called to respond in member municipalities in accord with

the agreement. It was recommended that Council enact the ordinance authorizing the City to charge a fee when the City provides EMS services in non-commission member municipalities.

Upon motion by Mr. J. Wortman and second by Mr. Villella, Council members present voted unanimously to adopt the ordinance providing for the assessment of fees for Emergency Medical Services provided in non-commission member municipalities.

Mayor Wortman announced that Miss Flasher will serve as the chairperson and point-of-contact for Council's Emergency Medical Services Committee.

**RESOLUTION NO. 3209: ESTABLISHING FEES**

Upon motion by Mr. Villella and second by Mr. Gilbert, Council members present voted unanimously to adopt the resolution establishing fees.

**ORDINANCE NO. 1970: BOARD OF HEALTH**  
**RESOLUTION NO. 3210: RETAIL FOOD LICENSING PROCEDURE**

Mr. Rossey stated that, as directed by Council at the November 21 regular meeting, an ordinance abolishing the current (appointed) Board of Health and establishing Warren City Council as the Board of Health was drafted.

Also provided for Council's consideration was a resolution which updates the Retail Food Facility licensing procedure in accord with current PA Department of Agriculture reporting requirements.

**Ordinance No. 1970**

Upon motion by Miss Flasher and second by Mr. Villella, Council members present voted unanimously to adopt the ordinance abolishing the current Board of Health and establishing Warren City Council as the Board of Health.

**Resolution No. 3210**

Upon motion by Miss Flasher and second by Mr. Villella, Council members present voted unanimously to adopt the resolution establishing the Retail Food Licensing Procedure.

**ORDINANCE NO. 1971: PARKS, RECREATION, AND LANDSCAPE COMMISSION**

Mr. Holtz stated that, as directed by Council at the November 21 regular meeting, an ordinance abolishing the Parks and Recreation Commission and the Street Landscape Committee and establishing a new Parks, Recreation, and Landscape Commission was drafted and provided for Council's review.

Upon motion by Mr. J. Wortman and second by Mr. Villella, Council members present voted unanimously to adopt the ordinance abolishing the Parks and Recreation Commission and the Street Landscape Committee and establishing the Parks, Recreation, and Landscape Commission.

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

Upon motion by Miss Flasher and second by Mr. Villella, Council members present voted unanimously to make the following appointments to boards and commissions:

- Denise Whipp: Blighted Property Review Committee (to 12/31/24)
- Randall Gustafson: Planning Commission (to 12/31/26)
- Michael Boyd: Redevelopment Authority (to 12/31/27)
- Jackie Angove: Parks, Recreation, and Landscape Commission (to 12/31/25)
- Michael Suppa: Parks, Recreation, and Landscape Commission (to 12/31/24)
- Kristine Whitaker: Parks, Recreation, and Landscape Commission (to 12/31/25)
- Mark Zavinski: Parks, Recreation, and Landscape Commission (to 12/31/23)

Paula Bogart: Parks, Recreation, and Landscape Commission (to 12/31/24)  
Mary Conarro: Parks, Recreation, and Landscape Commission (to 12/31/24)  
Josie Gerardi: Parks, Recreation, and Landscape Commission (to 12/31/25)  
Sherry Johnson: Parks, Recreation, and Landscape Commission Advisory Member  
Mark King: City representative to the Warren Library Assoc. Board of Directors (to 12/31/25)

**RESOLUTION NO. 3211: APPOINTMENT TO THE ZONING HEARING BOARD**

Upon motion by Miss Flasher and second by Mr. Villella, Council members present voted unanimously to adopt the resolution providing for the appointment of Steven Blume to the Zoning Hearing Board for a term that will expire on December 31, 2025.

**AUTHORIZATION FOR THE MANAGER SEARCH COMMITTEE TO NEGOTIATE**

Mayor Wortman requested that the Manager Search Committee be authorized to engage in negotiations with its selected candidate for the position of City Manager.

Mr. J. Wortman made the motion to authorize the Manager Search Committee to engage in negotiations with its selected candidate for the position of City Manager. The motion was seconded by Miss Flasher and carried with five votes in the affirmative, one nay vote cast by Mrs. McCain, and Mr. Cashman absent.

**MARKETING COMMITTEE UPDATE**

Mr. Villella indicated that the committee continues to meet and has set the following as its action items for 2023:

1. Strategy to improve the gateways into the City;
2. Continue efforts to improve Council and City Staff communications to the public; and
3. Ways in which to connect new and existing businesses with available resources.

**DEPARTMENT REPORTS – NOVEMBER, 2022**

The following reports were presented for Council’s review:

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

**APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	October 20, 2022	Regular Meeting
Planning Commission	–	October 19, 2022	Regular Meeting
Redevelopment Authority	–	October 26, 2022	Regular Meeting
Street Landscape Committee	–	October 25, 2022	Regular Meeting

**ADJOURNMENT**

There being no further business to come before Council and upon motion by Mr. Villella with a second by Miss Flasher, Mayor Wortman declared the meeting adjourned.