

**CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION  
REGULAR MEETING  
JANUARY 24, 2023**

**CALL TO ORDER**

The meeting was called to order by City Manager Michael Holtz at 10:02 AM.

**ROLL CALL**

Members present were Jackie Angove, Josie Gerardi, Mary Conarro, Mark Zavinski, Kris Whitaker and Paula Bogart. Also attending from City Staff were Michael Holtz, City Manager, Joe Reinke, City Arborist and Kassie Damcott, Recording Secretary. Members excused included Mike Suppa. All attendees participated via a Zoom meeting or in person, due to personal preference.

**AGENDA APPROVAL**

A motion to approve the agenda as presented was made by Mrs. Conarro, seconded by Mrs. Bogart and passed unanimously by those present.

**RECOGNITION OF VISITORS**

- Josh Cotton - Times Observer
- Kirk Johnson
- Brian Hagberg - Your Daily Local

**MINUTES APPROVAL**

A motion to approve the Parks & Recreation Commission's December 6<sup>th</sup>, 2022, regular meeting minutes was made by Mr. Zavinski, seconded by Mrs. Whitaker. The motion passed unanimously.

A motion to approve the Street Landscape Committee's November 22, 2022, regular meeting minutes was made by Ms. Gerardi, seconded by Mrs. Bogart. The motion passed unanimously.

**CORRESPONDENCE**

None at this time.

**ELECTION OF OFFICERS**

A motion to elect Ms. Gerardi as Chair was made by Mrs. Bogart, seconded by Mark Zavinski and passed unanimously by those present.

A motion to elect Mr. Suppa, who remarked in a previous meeting he would accept nomination for vice-chair in his absence, was made by Mrs. Whitaker and seconded by Mr. Zavinski. The motion was passed unanimously by those present.

**CONFIRMATION OF COMMISSION MEMBERS & TERMS**

Mr. Holtz reports the combination of the Street Landscape Committee and the Parks & Recreation Commission was approved at a December Council meeting. The combination of the groups only allowed for a 7-member commission to be formed and those with terms expiring at the end of 2022 were, unfortunately, not reappointed to the new Commission. Cecile Stelter will remain as the Bureau of Forestry advisory member and Sherry Johnson will also be included as an advisory member.

**BY-LAWS**

Members were asked to review the printed code, new ordinance and the previous Parks & Recreation Commission by-laws and come to next month's meeting with ideas, suggestions, etc.

### **JOE REINKE, CITY ARBORIST, REPORT**

Mr. Reinke gave a year-end tree report, including the number of trees planted and removed. Overall, the City has increased its tree count by 188 trees since 2018. Mr. Reinke reports the DPW crew is currently working at Betts Park to replace a water line, in between snow plowing. A facelift for the playground equipment near the CAR Pool is a tentative project for this year. Kirk Johnson, past Parks & Recreation Commission member in attendance, brought graffiti on trees and trash cans at Washington Park to Mr. Reinke's attention. Mrs. Whitaker also remarked the Garden Club's little library box at Celeron Park was vandalized, to the point the box was removed in entirety. Mr. Reinke said he'd take a look at the other two (2) little libraries in City parks. He also said he would take care of the graffiti the best the DPW crew can during the winter, but will likely address the damaged tree bark in the Spring when the trees are less vulnerable.

### **MIKE HOLTZ, CITY MANAGER, REPORT**

Mr. Holtz reports the funding to build a new pavilion at Beaty Park was approved in the budget. This pavilion would be located closer to the restroom building and it is likely the old pavilion would be torn down. It was also reported that pickleball courts are in the works for Betts Park, near the Bocce pavilion, but private funding will determine whether they are installed this year or next.

### **CECILE STELTER, DISTRICT FORESTER, REPORT**

Ms. Stelter reports this time of year is a quiet time for forestry in our area. The Allegheny National Forest will be celebrating its centennial this year. It was decided that the PRLC would likely collaborate with ANF representatives for the Arbor Day celebration, as there is a celebratory Black Cherry tree planted in Crescent Park from a previous ANF commemoration.

### **ARBOR DAY**

After a discussion, it was decided the Arbor Day celebration will be held at Crescent Park on Friday April 28<sup>th</sup>, 2023. The City's designation as Tree City for 35 years, ANF centennial commemoration and Arbor Day will be celebrated. The time of the event is to be determined. Mr. Reinke stated he would be able to obtain a Black Cherry tree to plant.

### **GRANT UPDATES**

Mr. Holtz stated there is not much updates as far as recreation grants go, but did report Administrative Assistant Kassie Damcott submitted the City's application for Tree City within the last week. Mr. Reinke reports he recently submitted the spring bareroot grant application. The City staff will look into possible Penn State grants as a source of funds for future projects and plantings.

### **ADJOURNMENT**

With no further business before the Commission, the meeting was adjourned at 11:00. The next meeting is Tuesday February 28, 2023 at 10:00 AM.

Submitted by,  
Kassie Damcott