

**WARREN CITY COUNCIL
PUBLIC HEARING AND REGULAR MEETING
MARCH 18, 2024 – 7:00 PM**

PUBLIC HEARING

Mayor David Wortman opened the hearing. Mr. Rossey stated that the City of Warren Planning Commission and the Zoning Steering Committee worked in concert to develop a new Zoning Ordinance. He noted that, overall, the proposed ordinance is less restrictive and more user-friendly. The required 45-day public comment period concluded on March 4.

Mr. Rossey noted the following key points of the proposed changes:

1. The format of the ordinance was updated to be more user-friendly and includes the addition of a Use Table.
2. A Mixed Use (MU) District was established for Market Street and portions of Conewango Avenue.
3. Design Guidelines for specific districts are added.
4. The Residential Low Density (R-1) District is expanded on Jefferson Street, Prospect Street, Upper Conewango Avenue, Quaker Hill, Willoughby Avenue, and Wilson Street.
5. Requirements for Short-Term Rentals are added.

Mr. Rossey announced that Council will hold a work session at 6:00 PM on Monday, April 1, 2024, in Council Chambers for the purpose of reviewing the proposed ordinance and Brandi Rosselli, Mackin Engineering, will participate and answer questions.

Residents were invited to provide comments regarding the proposed ordinance. Arthur Stewart spoke in opposition to the portion of the ordinance that pertains to short-term rentals and stated that he believes it to be too restrictive.

There being no others wishing to provide comment, Mayor Wortman closed the public hearing.

OPENING OF REGULAR MEETING

Mayor David Wortman presided over the March 18, 2024, 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 David Wortman, John Barbera, Maurice Cashman, Danielle Flasher, Philip Gilbert, Jared Villella, and Junior Council Member Samuel Harvey. Wendy McCain was absent. Members of City Staff present were Michael Holtz, City Manager; Jessica Byler, Finance Officer; David Krogler, Fire Chief; Teena Leary, Assistant City Clerk; Randall Rossey, Codes and Planning Director; Andrea Stapleford, City Solicitor; and Chad Yuriscic, City Engineer.

RECOGNITION OF VISITORS

Mayor Wortman welcomed all visitors. Present were:

Emily Crouse	Tom Jones (via Zoom)
Kelley Coey (via Zoom)	Brandi Rosselli, Mackin Engineering (via Zoom)
Josh Cotton, Reporter	Arthur Stewart
Stacey Gross, Reporter	William Templeton

APPROVAL OF THE AGENDA

Upon motion by Mr. Cashman and second by Mr. Gilbert, the members present unanimously approved the agenda as presented.

APPROVAL OF MINUTES

Upon motion by Mr. Cashman and second by Mr. Villella the minutes of the February 19, 2024, regular meeting were unanimously approved by the members present.

CORRESPONDENCE

Mayor Wortman reviewed a summary of electric energy savings in the amount of \$60,672.11 realized in 2023 and the projected savings for 2024 which are estimated at \$61,776.92. These savings are the result of the consistent monitoring of electric energy rates and locking in rates when they reach target levels.

RESOLUTION NO. 3252: COUNTY LIQUID FUELS APPLICATION

Mr. Holtz stated that it is necessary for Council, by resolution, to annually apply for the County Liquid Fuels Tax Allocation. The City's allocation for 2024 was established at \$11,700.00 and will be used to reimburse the General Fund for salt purchases for snow and ice control.

Upon motion by Mr. Cashman and second by Mr. Villella, the Council members present unanimously approved the resolution authorizing the 2024 County Liquid Fuels Allocation application.

USDA GRANT/LOAN APPLICATION: FIRE DEPARTMENT VEHICLE

Chief Krogler 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.

He further stated that the Fire Department is prepared to submit an application for the purchase of one 2025 Ford Explorer (\$45,749.24) plus upfitting (\$16,709.11) at a total cost of \$62,458.35. It was noted that this purchase is provided for in the 2024 Municipal Budget and, if awarded, the grant will offset the General Fund expenditure. The vehicle to be replaced is the Chief's car.

Upon motion by Mr. Cashman and second by Miss Flasher, Council members present voted unanimously to approve the grant/loan application to the USDA Rural Development Office for the purchase of one 2025 Ford Explorer to be utilized by the Fire Department.

RESOLUTIONS: DCNR GRANT APPLICATION FOR POINT PARK IMPROVEMENTS

Mr. Yurisc stated that the City plans to submit a Department of Conservation and Natural Resources (DCNR) grant application for the revitalization of Point Park. The project will bring the facility into compliance with current ADA requirements and is expected to include new playground equipment, poured rubber safety surface, pavilion, benches, sidewalk, grill, landscape trees, and ADA van-accessible parking spaces. A poured rubber surface was recommended for the

playground as it is ADA accessible and lasts for many years. The alternative would be a wood carpet (chips); however, this alternative was not recommended due to the proximity to the CAR Pool and the likelihood that wet feet and swimsuits would carry debris into the pool. In addition, a wood carpet is not favorable for those with mobility challenges and needs to be replenished annually.

Mr. Yurisc stated that Greenman-Pedersen's Opinion of Probable Cost (OPC) is \$369,900. He noted that DCNR grants are typically awarded in early fall and, therefore, construction will not occur until 2025.

The grant requires a 50% match and the funding application will be in the amount of \$184,950. The City's matching funds will be comprised of \$102,000 from the General Fund, which are included in the 2024 budget and will be carried to 2025, plus \$82,950 to be budgeted in the General Fund in 2025.

Resolution No. 3253: Mr. Villella made the motion to approve the resolution authorizing the DCNR Point Park Playground Revitalization Project grant application. The motion was seconded by Miss Flasher and carried unanimously among the Council members present.

Resolution No. 3254: Mr. Villella made the motion to approve the resolution pertaining to authorized signatories for the DCNR Point Park Playground Revitalization Project grant. The motion was seconded by Miss Flasher and carried unanimously among the Council members present.

RESOLUTION NO. 3255: PENSION PLANS INVESTMENT MANAGER:

Mrs. Byler stated that Vanguard has been the Investment Manager and Custodian of the City of Warren Police, Fire and Employee Pension Plans for approximately seven years. In December 2023, Vanguard notified the City that they would be selling their Institutional Advisory Services and exiting the public pension business; therefore, the City was required to find a new investment manager for the pension funds.

Per the requirements of Act 44, a Request for Proposal (RFP) was conducted to select a new investment manager. With the assistance of pension attorney, Randall Rhoades, of Rhoades Law, LLC, an RFP process began in December, 2023. Based on Rhoades Law evaluations and recommendations, the Pension Committees conducted interviews with four firms and unanimously agreed that Marquette was the best option and recommended that Council approve Marquette as the new Investment Manager and Custodian for each of the three pension plans.

Mr. Cashman made the motion to adopt the resolution authorizing the engagement of Marquette as the Investment Manager and Custodian for all City of Warren pension plans and authorizing the City Manager and Special Pension Council to execute all actions necessary to implement Marquette as the new investment manager.

RESOLUTION NO. 3256: DISPOSITION OF NON-PERMANENT RECORDS

Mrs. Leary stated that the City previously declared, by resolution, its intent to follow the schedules and procedures for the disposition of non-permanent records as set forth in the Municipal Records Manual of the Pennsylvania Historical and Museum Commission. In accord with these guidelines, Council must acknowledge each disposition of records by separate resolution.

Mr. Cashman made the motion to approve the resolution for the disposition of non-permanent records. The motion was seconded by Mr. Villella and carried unanimously among the Council members present.

DISPOSITION OF SURPLUS PROPERTY

Mr. Holtz stated that Council periodically authorizes the disposition of supplies, materials, and equipment that are no longer suitable or necessary for City operations. The following items were presented for Council's consideration:

<u>Item</u>	<u>Department</u>
1. GT Backwoods Bicycle, Serial # MT90201727	Police
2. GT Backwoods Bicycle, Serial # F98098573	Police
3. Cannondale Police Edition Bicycle Serial # GHB1030219303	Police
4. 2000 Chevrolet 3500 Utility Pickup VIN 1GBKC34J9YF506072	DPW
5. 2011 Ford F250 Crew Cab Pickup VIN 1FT7W2B68BEA3736	DPW
6. 1994 Case 1854C Skid Steer Serial # JAF0142494	DPW
7. Alitec CP 18" Milling Attachment for Skid Steer Serial # 13630395	DPW
8. McGraw Edison Onan 75 GenSet Generator Serial #F840712139	DPW
9. Set of Scaffolding	DPW
10. Subaru EX3 Gas Line Striper	DPW
11. Ricoh FW760 Laser Printer Serial #A783 9030078	DPW
12. 2016 Ford Explorer VIN 1FM5K8AR2GGA04771	Fire
13. 2010 Ford Escape VIN 1FMCU9DG3AKA93000	Codes
14. Lexmark Typewriter with Stand Serial #11ZXB01	Admin
15. Lexmark Typewriter Serial #11-PA239	Admin
16. Brother Correctronic Typewriter Serial #H5P260358	Admin
17. KoolMore 45" Commercial 2-Door Beverage Cooler	DPW

Upon motion by Mr. Cashman and second by Miss Flasher, Council members present voted unanimously to approve disposition of the stated items in a manner permitted by the City Code.

COMMITTEE UPDATES:

Marketing: Mr. Villella reported that the committee met and continues to review items for promotion on the City website. He indicated that he met with John Papalia, Warren County Chamber of Business and Industry, regarding information to be added to the "Business Resources" section.

Council of Governments: Miss Flasher stated that the agenda included the standard business topics and noted that a Student Day which will include guided workshops for student leaders will be held on April 26.

Trestle-to-Trestle: Mr. Holtz indicated that the group did not meet in the past month.

Comprehensive Plan Task Force: Mr. Rossey indicated that the Mulberry Park Survey is being finalized for review by the Parks, Recreation, and Landscape Commission at its March meeting. The survey is expected to be available to the public in April.

Mr. Rossey and others will meet with the sign company utilized for wayfinding signage in Jamestown, NY.

The Downtown Sub-Committee is working to expand its contact list and coordinate events to draw attention to the downtown area.

DEPARTMENT REPORTS – FEBRUARY, 2024

The following reports were provided for Council's review:

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

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	January 18, 2024	Regular Meeting
Parks, Recreation & Landscape Commission	–	January 23, 2024	Regular Meeting
Planning Commission	–	January 17, 2024	Regular Meeting
Redevelopment Authority	–	January 24, 2024	Regular Meeting

ADJOURNMENT

Upon motion by Mr. Villella and second by Miss Flasher, Mayor Wortman declared the meeting adjourned.