

**WARREN CITY COUNCIL
REGULAR MEETING
AUGUST 22, 2016 – 6:00 PM**

OPENING OF MEETING

Mayor Cashman presided over the August 22, 2016 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, Gregory Fraser, Philip Gilbert, and John Lewis. Elissa Davis and James Zavinski, Sr. arrived during the meeting and Richard Kolcharno was absent. Members of City Staff present were Mrs. Freenock, Mr. Hildebrand, Mr. Holtz, Mrs. Leary, Ms. Nau, Chief Pascuzzi, Mrs. Risinger, Mr. Sceiford, Chief Zydonik, and Ms. Stapleford.

APPROVAL OF MINUTES

Upon motion by Mr. Fraser and second by Mr. Lewis, the minutes of the July 18, 2016 Regular Meeting and August 1, 2016 Special Meeting were unanimously approved by Council members present (Mayor Cashman, Mr. Fraser, Mr. Gilbert, and Mr. Lewis).

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Pauline Steinmeyer: Citizen observing
- John Wagner: General Counsel for United Refining Company
- Paul Rankin: Vice-President, United Refining Company (Country Fair)
- Josh Cotton: Times Observer Reporter

CORRESPONDENCE

Council members acknowledged receipt of correspondence from Robert P. Casey, Jr., United States Senator, congratulating the City on its designation by the Arbor Day Foundation as a Tree City USA community.

ORDINANCE NO. 1876: AFFIRMATION OF REFERENDUM QUESTION

Ms. Stapleford noted that the County Elections Department was provided with a copy of Ordinance No. 1876 (as approved by Council at the August 1 special meeting) for review prior to the August 9 filing deadline. This ordinance provides for the placement of a referendum question pertaining to publication of ordinances on the November 2016 General Election ballot.

The Department expressed concern regarding the clarity of the referendum question as it was stated in the ordinance. Therefore, the wording of the question was amended prior to final submission of the ordinance to the Board of Elections. Ms. Stapleford stressed that the amendment was in no way substantive and simply clarified the intent of the question.

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to affirm the final wording of Ordinance No. 1876 as submitted to the Warren County Board of Elections. (Mayor Cashman, Mr. Fraser, Mr. Gilbert, and Mr. Lewis)

APPOINTMENT OF VOTING DELEGATE: PA MUNICIPAL LEAGUE SUMMIT

(Miss Davis arrived)

Mayor Cashman stated that the City is entitled to appoint a delegate to the PA Municipal League's 2016 Resolutions Committee Meeting and Annual Business Meeting which will be held during the League's 2016 Summit in October. Mrs. Freenock will attend the PML Summit and, therefore, it

was requested that she be appointed as the City of Warren's Voting Delegate and Resolutions Committee Member.

Upon motion by Mr. Lewis and second by Mr. Gilbert, Council members present voted unanimously to appoint Nancy Freenock as the City of Warren's Voting Delegate and Resolutions Committee Member for the 2016 Pennsylvania Municipal League Summit. (Mayor Cashman, Miss Davis, Mr. Fraser, Mr. Gilbert, Mr. Lewis)

APPOINTMENT TO PLANNING COMMISSION

Upon motion by Mr. Fraser and second by Miss Davis, Council members present voted unanimously to appoint Charles Conaway to fulfill the term of a vacant seat on the Planning Commission (to 12/31/19). (Mayor Cashman, Miss Davis, Mr. Fraser, Mr. Gilbert, Mr. Lewis)

APPLICATION TO TRANSFER A LIQUOR LICENSE INTO THE CITY – UNITED REFINING COMPANY, COUNTRY FAIR, INC.

(Mr. Zavinski arrived)

Mrs. Freenock stated that the City is in receipt of application materials from United Refining Company regarding its request for a City resolution in support of an application to the Pennsylvania Liquor Control Board for the transfer of an existing Liquor License (No. R-20980) from Deerfield Township into the City of Warren.

In accord with guidelines for the transfer of an existing liquor license between municipalities located within the same county, the City must hold a public hearing prior to acting to adopt a resolution either approving or disapproving the application. The criteria to be considered in accord with guidelines established by action of City Council in April, 2001 were provided for Council's reference.

John Wagner, General Counsel for United Refining Company, and Paul Rankin, Vice-President United Refining Company (Country Fair), provided additional information to Council including:

1. Recent changes in Commonwealth Law allow convenience stores to sell beer and wine;
2. Initially, the Country Fair location will sell beer only;
3. The Country Fair location will operate as a restaurant in that alcoholic beverages may be consumed on the premises only when purchased/consumed with a food item(s);
4. Alcoholic beverages may be consumed on-site only within the existing thirty-seat dining area;
5. Alcoholic beverages consumed on the premises may not exceed forty (40) ounces;
6. There will be a designated cash register for the sale of alcoholic beverages;
7. Employees will be trained in accord with Pennsylvania Liquor Control Board (PLCB) regulations;
8. There will be specific hours during which sales and on-site consumption may occur;
9. During non-sales hours, displays and stock will be secured in accord with PLCB regulations;
10. Parking areas will be monitored and any instances of on-site consumption will be addressed.

Following discussion, Mr. Fraser made the motion to establish September 19, 2016, at 7:30 PM as the date and time for a public hearing regarding the United Refining Company application for

transfer of a liquor license. The motion was seconded by Mr. Gilbert and carried with five votes in the affirmative (Mayor Cashman, Miss Davis, Mr. Fraser, Mr. Gilbert, and Mr. Zavinski) and one nay vote cast by Mr. Lewis.

CONTRACT AWARD: FIRE DEPARTMENT TRAINING TOWER

Mr. Holtz indicated that the Wastewater Treatment Plant Project necessitated demolition of the prior fire training tower, which was located within the Treatment Plant property. A tower is to be constructed in a new location on the WWTP property.

The City’s Engineer, in cooperation with the Fire Chief, designed and bid a new training tower. The tower includes improvements and exterior stairs which will enhance training opportunities. Bids were opened on Wednesday, August 17, 2016 with the apparent low bidder being E.E. Austin & Son, Inc., from Erie, PA. Their bid was \$162,200 with an addition of \$37,700 and a contingency of \$7,500 for a total of \$207,400.

Upon motion by Mr. Fraser and second by Mr. Gilbert, Council members present voted unanimously to approve award of the contract for construction of the Fire Department Training Tower to E.E. Austin of Erie, PA, in the amount of \$207,400. (Mayor Cashman, Miss Davis, Mr. Fraser, Mr. Gilbert, Mr. Lewis, and Mr. Zavinski)

WASTEWATER TREATMENT PLANT TOUR

Mrs. Freenock announced that Council members are invited to tour the new Wastewater Treatment Plant on September 24 at 9:00 AM. The tour will be open to citizens and township supervisors will also be invited to participate.

DEPARTMENT REPORTS – JULY, 2016

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	– June 7, 2016	Regular Meeting
Street Landscape Committee	– June 28, 2016	Regular Meeting

ADJOURNMENT

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