

**WARREN CITY COUNCIL
REGULAR MEETING
AUGUST 20, 2018 – 7:30 PM**

OPENING OF MEETING

Mayor Cashman presided over the August 20, 2018 regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance. Mayor Cashman announced that Council met in Executive Session regarding personnel matters immediately following the July 23 Special Meeting.

ROLL CALL

Members present and responding to roll call were: Mayor Maurice Cashman, Elissa Davis, Paul Giannini, Philip Gilbert, Richard Kolcharno, James A. Zavinski, Sr., and Junior Council Member Ryan Zavinski. Councilman 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; Donna Risinger, Finance Officer; Terry Williams, Director of Codes, Permits, and Recreation Services; Andrea Stapleford, City Solicitor; and Police Officer B. Gulnac.

APPROVAL OF MINUTES

Upon motion by Mr. Zavinski and second by Mr. Kolcharno, the minutes of the July 17, 2018 Regular Meeting were unanimously approved by Council members present (6).

Upon motion by Mr. Zavinski and second by Mr. Kolcharno, the minutes of the July 23, 2018 Special Meeting were unanimously approved by Council members present (6).

RECOGNITION OF RYAN ZAVINSKI, JUNIOR COUNCIL MEMBER

Mayor Cashman recognized Ryan Zavinski for his service as Junior Council Member during the 2017 – 2018 school year. Ryan was presented with an inscribed wood pen and case. Ryan addressed Council and noted that he appreciated the opportunity and had learned a great deal about local government. Mayor Cashman noted that during Ryan's term there were three generations of the Zavinski family serving the City: Ryan, Capt. Jeffrey Zavinski, and Councilman James Zavinski, Sr.

RECOGNITION OF VISITORS

Mayor Cashman welcomed all visitors. Present were:

- Pauline Steinmeyer: Observing
- Jeff Fraley: Rally in the Valley – Report on the event
- Jeff Zavinski: Junior Council member Ryan Zavinski recognition
- Ruth Zavinski: Junior Council member Ryan Zavinski recognition
- Andrew Morrison: Times Observer Reporter

Jeff Fraley, organizer of the Rally in the Valley motorcycle event held the prior weekend addressed Council and provided an overview of the event. Mr. Fraley stated that he received many positive comments from event vendors and entertainers as well as local merchants. Mr. Fraley indicated that he will participate in a "wrap up" meeting with the City Special Events Committee and expects to hold the event again in 2019.

CORRESPONDENCE

There was no correspondence to be presented to Council.

ORDINANCE NO. 1909: PROHIBITING SMOKING AND TOBACCO USE IN CITY PARKS

Mrs. Williams noted that at the May 21, 2018, regular Council Meeting, Council enacted Ordinance No. 1905 pertaining to tobacco use in City parks. At that time, Councilman Gilbert questioned the logic of allowing the use of tobacco products in pavilions during the time of reserved use when it is prohibited at all other times.

This question was taken before the Parks and Recreation Commission and, following discussion, the motion was made to recommend that smoking and the use of tobacco products be prohibited at all times in all City Park, Recreation, and Conservation areas. The motion was seconded and the four members present voted unanimously in favor of the motion (four members constitutes a quorum of the Commission).

Mrs. Williams noted that the current Code language provides that §340-10 Violations and Penalties shall not pertain to tobacco use. The proposed ordinance calls for §340-10 to be in effect and, therefore, fines of not less than \$25 nor more than \$1000 may be imposed for violations.

Upon motion by Mr. Gilbert and second by Miss Davis, Council members present (6) voted unanimously to approve the ordinance amending Chapter 340 of the City Code by prohibiting smoking and the use of tobacco products at all times in all City Park, Recreation, and Conservation Areas.

RESOLUTIONS: BUILDING CODES PERMIT AND INSPECTION SERVICES FEES

Mrs. Williams stated that the City previously established a fee schedule pertaining to Building Code Permit and Inspection Services performed within the City and a corresponding fee schedule for Permit and Inspection Services performed in municipalities which have entered into agreements with the City for the performance of those services.

Over the course of time, and use, the Codes Department staff found the following in regard to the fee schedules:

1. There are portions of the schedules which require clarification;
2. There are items within the schedules which are not relevant and may be removed;
3. There are items which should be added as permits and/or inspections are required but are not currently reflected in the fee schedules; and
4. In order to ensure that the PA UCC fee listed on the fee schedules is in agreement with the fee payable by the City, it was recommended that the fee be stated as “ As established by the PA Uniform Construction Code Act.”

Resolution No. 3072

Upon motion by Mr. Giannini and second by Mr. Gilbert, the resolution setting Building Codes Permit and Inspection Services fees pertaining to properties located within the City of Warren was unanimously approved by the Council members present (6).

Resolution No. 3073

Upon motion by Mr. Giannini and second by Mr. Gilbert, the resolution setting Building Codes Permit and Inspection Services fees pertaining to properties located in municipalities which have entered into agreements with the City of Warren for the

performance of these services was unanimously approved by the Council members present (6).

WARREN COUNTY DEVELOPMENT ASSOCIATION PARKING LEASE

Mrs. Freenock stated that, as discussed at the July 16 Council meeting, the Warren County Development Association (WCDA) requested that the City enter into a lease agreement regarding property to be utilized to provide parking for contractors associated with the renovation of the PNC Bank Building. At that time, the property under consideration was the area referred to as Liberty East (southeast corner of Pennsylvania Avenue and Liberty Street). Council had reservations regarding the proposed lease and the matter was tabled.

Following the July 16 meeting, the City had discussions with the WCDA and it was determined that the City-owned property located northeast of the intersection of Liberty Street and Clark Street (Parcel No. WN-576-7726) would suit the contractors' parking needs. Additionally, the leasing of this property would be solely with the City and would not involve the Redevelopment Authority as would the Liberty East property.

Upon motion by Mr. Gilbert and second by Miss Davis, Council members present (6) voted unanimously to approve the Warren County Development Association Parking Lease Agreement (Parcel No. WN-576-7726).

DISPOSITION OF SURPLUS PROPERTY

Chief Deppen noted 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:

1. Two (2) 2013 Ford Police Interceptor patrol vehicles
2. One 1985 BOMAG Roller, Model BW90ADL, Serial No. 101460200518

Upon motion by Mr. Zavinski and second by Mr. Kolcharno, Council members present (6) voted unanimously to authorize disposition of the stated items in a manner permitted by City Code.

CONEWANGO ALLEGHENY RIVER POOL

Mrs. Williams noted that in 1986 a contest was held to select a name for the swimming pool complex with the name "C.A.R. Pool (Conewango Allegheny River) being selected as the winning entry. In 2007, by Council action, the name was changed to the "Warren Municipal Pool" as it was believed that the C.A.R. Pool name was confusing to non-residents visiting the area.

Mrs. Williams further noted that the City has contracted with the YMCA over the past five summers to manage pool staffing and to market the facility. Representatives of the YMCA have stated that they market the facility as the C.A.R. Pool as they have found that is the name most used by, and familiar to, City residents and regular pool patrons.

The Parks and Recreation Commission discussed the name of the pool complex at its regular meeting held on August 7. Following discussion, the motion was made to make a

recommendation to City Council that the Warren Municipal Pool be renamed the C.A.R. Pool, with as much advertising as possible to include the words “Conewango Allegheny River Pool” so that the public will understand what C.A.R. Pool stands for. The motion was seconded and the four members present voted unanimously in favor of the motion (four members constitutes a quorum of the Commission).

Upon motion by Miss Davis and second by Mr. Kolcharno, the Council members present (6) voted unanimously to name the City pool complex the “C.A.R. Pool” with marketing to include “Conewango Allegheny River Pool” to the extent that such is possible.

LETTER OF INTENT: TECHNICAL ASSISTANCE GRANT – RECORD DIGITIZATION

Mrs. Freenock stated that the City holds records which are known to date back to 1832 and some may be older yet. Included in such records are minute books, ordinances, resolutions, agreements, and Zoning, Subdivision, and Land Use records and maps that should be preserved electronically. It was proposed that a Letter of Intent requesting technical assistance to determine the best manner in which to digitize archival records, develop an inventory system to identify archival records, and assistance in securing digitization services be submitted to the Governor’s Center for Local Government Services.

It is required that the local governing body approve the request for assistance prior to submission of the Letter of Intent. The approval may be by motion and does not require passage of a resolution.

Upon motion by Mr. Kolcharno and second by Mr. Giannini, Council members present (6) voted unanimously to authorize the submission of a Letter of Intent requesting technical assistance regarding digitization of the City’s archival records.

DEPARTMENT REPORTS – JULY, 2018

The following reports were presented for Council’s review:

- Police Department
- Fire Department
- Department of Public Works
- Building Codes Department
- Finance Report – 2nd Quarter

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	June 28, 2018	Regular Meeting
Parks and Recreation Commission	–	June 21, 2018	Special Meeting
Planning Commission	–	June 20, 2018	Regular Meeting
Redevelopment Authority	–	April 18, 2018	Regular Meeting
Street Landscape Committee	–	June 26, 2018	Regular Meeting

MISCELLANEOUS

1. In response to Mayor Cashman's inquiry as to the status of the gravel bar that has developed around the Third Avenue Bridge crossing the Conewango Creek, Mr. Holtz stated that the requisite engineering, permitting, and mussel study work is being performed. It is anticipated that the permitting process will be completed in 2018 with the clearing work to be completed in 2019.
2. Mr. Holtz stated that the Pennsylvania American Water Company (PAWC) recently began water line work on Frank Street and the project is not expected to conclude in time for the City's contractor to complete the Frank Street Improvement Project in 2018. Mr. Holtz contacted the contractor, Lakeshore Paving of Jamestown, NY, regarding the PAWC work and Lakeshore agreed to hold its bid price excepting any increase in asphalt prices. It is expected that the Frank Street Improvement Project will commence at the opening of the 2019 construction season.
3. Mayor Cashman announced that PennDOT will hold a public meeting in the Slater Room of the Warren Public Library at 6:00 PM on August 22. The meeting is for the purpose of providing information and receiving comment regarding the options being discussed in regard to the intersection of Pennsylvania Avenue West and Market Street. The options are installation of a roundabout or improvement of the turning radii and installation of an updated traffic signalization system.

ADJOURNMENT

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