

**WARREN CITY COUNCIL  
REGULAR MEETING  
FEBRUARY 19, 2024 – 7:00 PM**

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**OPENING OF MEETING**

Mayor David Wortman presided over the February 19, 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, Wendy McCain, Jared Villella, and Junior Council Member Samuel Harvey. Members of City Staff present were Michael Holtz, City Manager; Jessicca Byler, Finance Officer; David Krogler, Fire Chief; Teena Leary, Assistant City Clerk; Randall Rossey, Codes and Planning Director; Joseph Sproveri, Chief of Police; and Andrea Stapleford, City Solicitor (via Zoom).

**RECOGNITION OF VISITORS**

Mayor Wortman welcomed all visitors. Present were:

Kelley Coey	Josh Cotton	Officer G. Doolittle
Officer K. Grey	Stacey Gross	Douglas Hearn
Abby Hillard	Ty Hillard	Lexi Lyon
William Lyon	Mrs. William Lyon	Tori Mead
Sgt. M. Mumford	Sydney Roach	Rachel Russell
Officer S. Russell	Sydney Sidon	Kesha Stevenson
Officer W. Suppa	William Templeton	

**APPROVAL OF THE AGENDA**

Upon motion by Mr. Cashman and second by Mr. Villella, Council members voted unanimously to approve the agenda as presented.

**APPROVAL OF MINUTES**

Upon motion by Mr. Cashman and second by Miss Flasher, the minutes of the January 15, 2024, regular meeting were unanimously approved.

**CORRESPONDENCE**

Mayor Wortman presented the State of the City Annual Report.

**GUESTS**

Mayor Wortman presented certificates of commendation to Officer Shane Russell and Ty Hillard. On December 1, 2023, (Officer Russell's first day as a City Police Officer), the two men observed a motorist in cardiac arrest, removed him from the vehicle, and performed lifesaving CPR. Bill Lyon was present at this meeting and expressed his gratitude to the two men and all emergency responders.

Mayor Wortman presented a certificate to Josie Gerardi in recognition of her twenty plus years of service to the City as a member of the Street Landscape Committee and the current Parks, Recreation, and Landscape Commission. Mayor Wortman stated that an engraved acorn in her honor will be placed within the metal tree sculpture located at the entrance to the Municipal Building.

Douglas Hearn, Redevelopment Authority representative to the Comprehensive Plan Task Force Committee addressed Council and outlined a proposal for wayfinding and gateway signage within the City. Mr. Hearn stated that the goals of the proposal are: (1) Improve pedestrian mobility, (2) Boost tourism, (3) Revitalize downtown aesthetics, (4) Optimize traffic flow, and (5) Enhance the parking experience. The objectives for implementation are: (1) Conduct site analysis, (2) Community engagement, (3) Explore innovative solutions, (4) Collaborate with experts, (5) Establish project timeline, (6) Pilot installation, (7) Public awareness campaign, and (8) Evaluate and adjust. Mayor Wortman asked that, when ready, the Committee provide Council with additional information and/or its recommendation(s).

#### **AGREEMENT: WCDA SUB-GRANTEE – APPALACHIAN REGIONAL COMMISSION GRANT**

Mr. Holtz stated that the Warren County Development Association (WCDA) applied for and received a grant in the amount of \$1,100,000 from the Appalachian Regional Commission (ARC). However, the WCDA is not a designated economic development agency as required by the ARC. Therefore, WCDA requested that the City serve as the Grantee and, in turn, sub-grant the funds to the WCDA. The funds are to be utilized for continued renovations as part of the Warren Community Education and Workforce Training Center Project located at 300 Second Avenue (former PNC Bank building).

Upon motion by Mr. Cashman and second by Miss Flasher, Council members voted unanimously to approve the WCDA Sub-Grantee Agreement for the Appalachian Regional Commission grant funding.

#### **ORDINANCE NO. 1977: SECOND AVENUE DISABILITY PARKING SPACES**

Chief Sproveri stated that the First Methodist Church requested that the City designate two parking spaces on the north curb of Second Avenue for disability parking. The Church maintains two handicap access points which are frequently blocked by parked vehicles. Members of City Staff visited the site and determined that it would be appropriate to designate two parking spaces between the access points for disability parking only. The area directly in front of the two access points will be marked for no parking in order to allow access for disabled individuals utilizing the designated spaces.

Following discussion, Mr. Cashman made the motion to approve the ordinance establishing two disability parking spaces to be located on the north curblane of Second Avenue between a point 166 feet east of the east curblane of Market Street and a point 202 feet from the point of beginning. The motion was seconded by Miss Flasher and carried with six votes in the affirmative and one nay vote cast by Mr. Gilbert.

#### **PUBLIC HEARING DATE: PROPOSED ZONING ORDINANCE**

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 and provided the following highlights 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 (Central Commercial and Mixed Use Districts).

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 (indicated on the proposed Zoning Map).
5. Requirements for Short Term Rentals are added.

Mr. Rossey indicated that the required 45-day comment period will conclude on March 4, and it is also required that a public hearing be held prior to a Council vote regarding enactment of the ordinance.

During discussion, Council members agreed to hold a work session with Brani Rosselli, Mackin Engineering Consultant, on a date following the public hearing.

Mr. Cashman made the motion to set March 18, 2024, at 7:00 PM as the date and time for a public hearing regarding the proposed Zoning Ordinance. The motion was seconded by Mr. Villella and carried unanimously.

#### **AGREEMENT: MEAD TOWNSHIP EMERGENCY MEDICAL SERVICES**

Chief Krogler noted that Mead Township is a party to the Multi-Municipal EMS Agreement which was adopted in December 2022. Under the terms of that agreement, Warren Fire Department (WFD) is designated as the primary BLS/QRS provider for the Township between the hours of 5:00 AM and 5:00 PM, Monday through Friday. The Township has since entered into agreements with the Clarendon Fire Department and EmergyCare, Inc. to serve as its primary response agencies. Mead Township requested, and has approved, a new agreement with the City under which the WFD will provide BLS on a backup basis in those instances when the Clarendon Boro Fire Department is unable to meet staffing requirements and/or EmergyCare is at Level 0.

Mr. Villella made the motion to approve the agreement with Mead Township for the provision of Emergency Medical Services (EMS) by the Warren Fire Department on a backup basis. The motion was seconded by Miss Flasher and carried unanimously.

#### **COMMITTEE UPDATES:**

**Marketing Committee:** Mr. Villella reported that the committee met last week and reviewed public engagement data in regard to online Council meeting videos. During their next meeting, members plan to identify their top five priorities for the year which may include bike racks located in the downtown area, signage, and electric vehicle (EV) charging stations.

**Council of Governments (COG) Meeting:** Miss Flasher highlighted the meeting topics and displayed a copy of the Warren County Visitors Bureau's Exploration Guide which is captioned "What your heart desires and your soul needs – find it here."

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

**Comprehensive Plan Task Force:** Mr. Rossey noted that information from the Task Force sub-committee focusing on Mulberry Park was provided to Council members; this will be discussed with the Parks, Recreation and Landscape Commission. He also noted the Task Force timeline provided to Council and highlighted its activities since the first meeting in June, 2023.

## **DEPARTMENT REPORTS – JANUARY 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:

Planning Commission	– November 15, 2023	Regular Meeting
Redevelopment Authority	– October 25, 2023	Regular Meeting (corrected)
	– November 22, 2023	Regular Meeting

## **ADJOURNMENT**

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