

**WARREN CITY COUNCIL  
REGULAR MEETING  
OCTOBER 21, 2024 – 7:00 PM**

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**OPENING OF MEETING**

Vice-President Flasher presided over the October 21, 2024, regular meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance.

**EXECUTIVE SESSION ANNOUNCEMENT**

Vice-President Flasher announced that Council met in executive session immediately prior to this meeting for discussion of personnel matters pertaining to the I.B.E.W. Memorandum of Understanding, real estate matters related to the Midtown Parking Lot, and potential litigation regarding a zoning issue.

**ROLL CALL**

Members present and responding to roll call were: Mayor David Wortman (via Zoom), John Barbera, Danielle Flasher, Philip Gilbert, Wendy McCain, Jared Villella, and Junior Council members Lexi Paris and Bianca Villella. Maurice Cashman 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; Joseph Sproveri, Chief of Police; Chad Yuriscic, City Engineer; and Andrea Stapleford, City Solicitor.

**RECOGNITION OF VISITORS**

Mayor Wortman welcomed all visitors. Present were:

|                        |                       |               |
|------------------------|-----------------------|---------------|
| Kelley Coey (via Zoom) | Ron McCall (via Zoom) | Karen Lucks   |
| Jackie Palmer          | Ron Peterson          | Kevin Sheldon |
| Colleen Sloan          | Michael Zabrodsky     |               |

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF MINUTES**

Upon motion by Mr. Villella and second by Mr. Gilbert, the six Council members present voted unanimously to approve the minutes of the September 16, 2024 regular Council meeting.

**CORRESPONDENCE**

There was no correspondence to come before Council.

**ORDINANCE NO. 1981: SECOND AVENUE PARKING PROHIBITED ZONE**

Chief Sproveri stated that the Kinzua Healthcare and Rehabilitation Center submitted a request to establish a “No Parking” zone adjacent to the Center’s delivery driveway. Mr. Chase indicated that there have been multiple incidents of vehicles being parked very near the delivery driveway and, as a result, delivery drivers have difficulty entering and exiting the loading area and have, on occasion, caused damage to neighboring properties as they maneuver.

City staff viewed the site and recommended that an area between the loading area driveway and a point twenty (20) feet westward be designated for “Parking Prohibited At All Times.”

Mr. Villella made the motion to adopt the ordinance establishing a “Parking Prohibited At All Times” zone on Second Avenue. The motion was seconded by Mr. Gilbert and passed unanimously among the Council members present.

**SUB-GRANTEE AGREEMENT: JEFFERSON DEFREES FAMILY CENTER LSA GRANT**

Mr. Holtz stated that the Jefferson DeFrees Family Center (JDFC) intends to apply for Local Share Account grant funding which is made available through the Pennsylvania Race Horse Development and Gaming Act. The application is in the amount of \$472,977 which, if awarded, will be utilized to complete the JDFC Capital Improvements Project.

The JDFC cannot independently be awarded LSA funding and, therefore, requested that the City serve as the Grantee and, in turn, sub-grant the funds to the JDFC.

Mr. Villella made the motion to approve the sub-grantee agreement with the Jefferson DeFrees Family Center in regard to the \$472,977 grant application for the Jefferson DeFrees Capital Improvements Project. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present.

**ORDINANCE NO. 1982: MOBILE VENDOR FOOD FACILITIES**

Mr. Rossey stated that Mobile Vendor Food Facilities, commonly known as food trucks, are becoming increasingly popular and it has become evident that the current regulations in the City Code do not fully address such facilities. Therefore, the City Manager appointed a committee comprised of four members of City staff, two members of the Planning Commission, and three Council members to study the matter and develop an ordinance pertaining to Mobile Food Vendor Facilities.

An invitation was extended to all operators of “bricks and mortar restaurants” and known mobile vendor food facilities to attend the September Planning Commission meeting at which the proposed ordinance was first reviewed. Revisions which took into consideration concerns expressed by food facility owners were made and the Commission recommends that the ordinance be adopted by Council.

Mr. Villella made the motion to adopt the ordinance pertaining to Mobile Vendor Food Facilities. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present.

**AGREEMENT: UNWINDING PSHA EASEMENTS, LEASES, AND AGREEMENTS**

Mrs. Stapleford stated that as the result of Pennsylvania Senior Housing Associates’ decision to return the tax credits that would have been utilized for the Eagles Crest Low Income Senior Housing Project, it became necessary to unwind the related easements, leases, and agreements between the City, the City of Warren Redevelopment Authority, and PSHA. An agreement memorializing the termination of those agreements was prepared for Council’s consideration.

Mr. Villella made the motion to approve the agreement terminating easements, leases, and agreements related to PSHA’s Eagles Crest Project. The motion was seconded by Mr. Gilbert and carried with five votes in the affirmative, one member absent, and Mrs. McCain abstaining due to her involvement in a prior lawsuit against PSHA.

Mr. Holtz distributed a memorandum outlining the next steps to be taken.

### **APPOINTMENT: PARKS, RECREATION AND LANDSCAPE COMMISSION**

Mr. Holtz presented the sole application received for a vacant seat on the Parks, Recreation and Landscape Commission.

Mr. Villella made the motion to appoint Duncan Seguin to the Parks, Recreation, and Landscape Commission seat which expires on December 31, 2024. The motion was seconded by Mr. Barbera and carried unanimously among the Council members present.

### **I.B.E.W. MEMORANDUM OF UNDERSTANDING**

Mrs. Byler stated that the City engaged in discussions with the International Brotherhood of Electrical Workers, AFL-CIO-CIC (I.B.E.W.) regarding a four-year contract period effective as of January 1, 2025. The I.B.E.W. union represents all non-administrative employees in the Department of Public Works and four employees of the Police Department.

Mr. Villella made the motion to approve the I.B.E.W. Memorandum of Understanding for the contract period commencing January 1, 2025 and expiring December 31, 2028. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present.

### **INDIVIDUAL COVERAGE HEALTHCARE REIMBURSEMENT AGREEMENT**

Mrs. Byler stated that the City was approached regarding a relatively new healthcare insurance concept known as an Individual Coverage Health Reimbursement Arrangement ("ICHRA") plan that it wishes to implement as of January 1, 2025, to provide healthcare coverage to all full-time City employees. The plan will provide essentially the same coverage as the current healthcare plan with a more restricted network but at a rate that is reduced for the City and its employees.

The ICHRA plan was negotiated as part of the Firefighters and I.B.E.W. contracts recently. The Police contract was settled in 2024 under the current healthcare plan; therefore, it is necessary to make this change by way of a Memorandum of Understanding (MOU) with the Police Union. The Union reviewed the MOU and voted in favor of the change. Additionally, non-union employees follow the Non-Union Employee Benefits resolution, which outlines all non-union benefits, and it must also be updated to reflect the move to an ICHRA plan.

### **F.O.P MEMORANDUM OF UNDERSTANDING**

Mr. Villella made the motion to approve the Memorandum of Understanding between the City and F.O.P. Lodge No. 83 regarding the ICHRA healthcare plan. The motion was seconded by Mrs. McCain and carried unanimously among the Council members present.

### **RESOLUTION NO. 3264: NON-UNION EMPLOYEE BENEFITS**

Mr. Villella made the motion to approve the Non-Union Employee Benefits resolution which includes healthcare benefits under the ICHRA Healthcare plan. The motion was seconded by Mrs. McCain and carried unanimously among the Council members present.

### **RESOLUTION NO. 3265: DISTRIBUTION OF STATE AID TO PENSION PLANS**

Mrs. Byler stated that, as required by the provisions of Act 205, the City must distribute the Commonwealth's 2024 Allocation of State Aid to Pension Plans among the City's three plans within thirty days of receipt. The 2024 allocation is in the amount of \$441,557.40 and was deposited into the City's account on September 25, 2024.

Mr. Villella made the motion to adopt the resolution distributing the 2024 General Municipal Pension System State Aid Allocation. The motion was seconded by Mrs. McCain and carried unanimously among the Council members present.

### **RESOLUTION NO. 3266: AUTHORIZING FFY 2024 CDBG FUNDING APPLICATION**

Mrs. Byler stated that the City is entitled to an allocation of Community Development Block Grant Funding in the amount of \$308,252.00 under the Pennsylvania Department of Community and Economic Development's Small Communities Program (SCP).

As required, City staff held two public hearings to gather comments regarding use of the funds allocated to the City for the 2024 application. Additionally, City staff gathered income surveys from individuals currently residing on Hammond Street and verified that more than 51% of the households are at, or below, the HUD threshold. Therefore, it was proposed that the 2024 CDBG application be submitted and the funding be distributed to the Hammond Street Street/Road Improvement Activity in the amount of \$293,252 and to Grant Administration in the amount of \$15,000.

Mr. Barbera made the motion to adopt the resolution authorizing submission of an application to the Pennsylvania Department of Community and Economic Development in the amount of \$308,252.00 for Federal Fiscal Year 2024 Small Community Funds. The motion was seconded by Mr. Villella and carried unanimously among the Council members present.

### **CONTRACTED SNOW PLOWING – PARKING AREAS**

Mr. Holtz stated that the City advertised specifications for the snowplowing of City-owned parking lots for a 2-year contract. The bid solicitation was distributed to many individuals/companies; however, only one bid was received. AMC Contracting & Consulting, LLC, was the sole bidder and it was noted that they have worked for the City in the past.

Mr. Villella made the motion to award the Parking Area Snow Plowing contract for the 2024-2025 and 2025-2026 winter seasons to AMC Contracting & Consulting, LLC. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present.

### **CONTRACTED SIDEWALK SNOW AND ICE REMOVAL**

Mr. Holtz stated that the City advertised specifications for a two-year Sidewalk Snow and Ice Removal contract. The bid solicitation was distributed to many individuals/companies; however, only one bid was received. AMC Contracting & Consulting, LLC, was the sole bidder and it was noted that they have worked for the City in the past.

Mr. Villella made the motion to award the Sidewalk Snow and Ice Removal contract for the 2024-2025 and 2025-2026 winter seasons to AMC Contracting & Consulting, LLC. The motion was seconded by Mr. Gilbert and carried unanimously among the Council members present.

### **COMMITTEE UPDATES**

**Council of Governments.** Miss Flasher reported that the Northwestern Regional Planners provided an overview of their purpose and services as well as grant information.

**Comprehensive Plan Task Force.** Mr. Rossey reported that the Downtown Sub-Committee held its first event, the Downtown Fall Foliage Festival, the weekend of October 11 and 12. "Shop Local, Shop Small" will be on November 30. The Sub-Committee will coordinate activities with the Warren County Chamber of Business and Industry for the annual Christmas Parade and Walk which will be held on December 6. In addition, the Committee continues to pursue options for way-finding signage. The Committee will meet with Warren Worx in January to discuss how the two groups may coordinate efforts.

**Warren Worx.** Mr. Holtz reported that Warren Worx is nearing the selection of a branding logo and tagline for Warren County. The prior week's stakeholders' meeting was well attended.

**Riverfront Development.** Mr. Yurisc reported that approval of the Erosion and Sediment Control Plan was received from the Warren County Conservation District and Threatened and Endangered Species Mussels clearance letters were received from the PA Fish and Boat Commission and the US Fish and Wildlife Service. These approvals were prerequisites for the permit applications which have been submitted to the PA Department of Environmental Protection and the Army Corps of Engineers. Once permits are received, the project will move into final design for Phase I of the overall project.

#### **DEPARTMENT REPORTS – SEPTEMBER, 2024**

The following reports were provided for Council's review:

- Police Department
- Fire Department
- Department of Public Works
- Codes, Planning, and Zoning Department
- Third Quarter Finance Report

#### **APPROVED MINUTES OF BOARDS AND COMMISSIONS**

Council acknowledged receipt of the following approved minutes:

|  |                   |                 |
|--|-------------------|-----------------|
| Blighted Property Review Committee       | – August 22, 2024 | Regular Meeting |
| Parks, Recreation & Landscape Commission | – August 27, 2024 | Regular Meeting |
| Planning Commission                      | – August 21, 2024 | Regular Meeting |
| Redevelopment Authority                  | – August 28, 2024 | Regular Meeting |

#### **ADJOURNMENT**

Upon motion by Mr. Villella, Vice-President Flasher declared the meeting adjourned.