

**WARREN CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 18, 2024 – 7:00 PM**

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**OPENING OF MEETING**

Mayor David Wortman presided over the November 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, Wendy McCain, Jared Villella (via Zoom), and Junior Council Member Lexi Paris. Junior Council member Bianca Villella was absent. 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; Chad Yurisc, City Engineer; and Andrea Stapleford, City Solicitor.

**RECOGNITION OF VISITORS**

Mayor Wortman welcomed all visitors. Present were:

Will Champlin

James Decker

Kate Fenstermacher

John Papalia

Michael Zabrodsky

Boy Scouts in attendance:

Alex Gulnac

Kelsey Johnson

Jack Monroe

Parker Mowrey

Rachel O'Carroll

Brian See

Ryan Zavinski

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF THE AGENDA**

Mr. Cashman made the motion to accept the agenda as presented. The motion was seconded by Miss Flasher and carried unanimously.

Mr. Cashman made the motion not to amend the agenda. The motion was seconded by Miss Flasher and carried unanimously.

**APPROVAL OF MINUTES**

Mr. Cashman made the motion to approve the minutes of the October 21, 2024 regular meeting. The motion was seconded by Miss Flasher and carried unanimously.

Mr. Cashman made the motion to approve the minutes of the November 4, 2024, special meeting. The motion was seconded by Miss Flasher and carried unanimously.

**CORRESPONDENCE**

Mayor Wortman acknowledged correspondence received from the Northwest Institute of Research and the JAMS Team Foundation, LLC regarding the documentary "No Small Matter" pertaining to the Early Learning Resource Center and the impact of early learning which will be presented at the Conewango Club on December 12

## **GUEST PRESENTERS:**

### **Bough and Bend**

Kate Fenstermacher, who recently opened Bough and Bend Floral at 338 Pennsylvania Avenue West, crafted a fresh floral bouquet during the course of her presentation. She stated that her love of the outdoors, especially flowers, paired with her degree in studio arts led to her decision to open the retail store. She noted that the Warren County Chamber of Business and Industry (WCCBI) provided assistance in developing and evaluating her business plan.

### **Warren Worx**

John Papalia, Senior Vice-President of WCCBI, provided an update on the Warren Worx initiative. He noted that the group continues to work with Truth Collective in the development of a county-wide brand with a marketing toolkit release targeted for the first quarter of 2025. Multiple subgroups have been formed to address matters such as community revitalization, quality of life, and business development. Warren Worx is working to establish five internet hotspots to be located throughout Warren County. Also in process are the development of business and event startup guides as well as assistance to startup 501(c)3 organizations. Plans for engaging high school students from Warren County as well as from the Bradford, Corry, and Chautauqua County areas through a Career Day and opportunities to provide feedback from their perspective are in development.

## **2025 MUNICIPAL BUDGET PUBLIC HEARING DATE**

Mrs. Byler stated that the City is required to provide proper public notice and conduct a public hearing in regard to the proposed 2025 Municipal Budget; the hearing may not be held on the same date as a regular City Council meeting.

Mr. Cashman made the motion to establish December 9, 2024, at 6:00 PM as the date and time of the 2025 Municipal Budget Public Hearing. The motion was seconded by Miss Flasher and carried unanimously.

## **AGREEMENT: HORNBURG RELEASE AND HOLD HARMLESS**

Mrs. Stapleford stated that on, or around, November, 2023, sewer line work was conducted on a property abutting the property owned by Timothy and Deborah Hornburg. During the course of the work, the sewer line serving the Hornburg's property was damaged and, as a result, the Hornburgs incurred costs for the repair. The City did not perform the work on the abutting property; however, the City owns the municipal sewer line serving each of the properties and, therefore, it was deemed appropriate to compensate the Hornburgs to defray a portion of their costs.

Mr. Cashman made the motion to approve the Hornburg Release and Hold Harmless Agreement. The motion was seconded by Miss Flasher and carried unanimously.

## **AGREEMENT: EMERGYCARE JOINT BILLING**

Chief Krogler stated that City Fire Department personnel provide Emergency Medical Services (EMS) at the Basic Life Support (BLS) level. When a call requiring Advanced Life Support (ALS) assistance occurs, EmergyCare, Inc., the County's ALS service provider, also responds. In such instances, both the City and EmergyCare jointly provide pre-hospital services to the patient. Therefore, it is necessary that there be an agreement in place which prescribes how patient billing for such calls is to be handled. The City and EmergyCare have operated under prior joint billing agreements (JBA) since 2014; the current JBA will expire on December 31, 2024.

Mr. Cashman made the motion to approve the Joint Billing Agreement with EmergyCare, Inc. The motion was seconded by Miss Flasher and carried unanimously.

#### **AGREEMENTS: EMERGENCY MEDICAL SERVICES**

Chief Krogler noted that the City has entered into multiple intermunicipal agreements pertaining to the provision of emergency medical services (EMS) by the City Fire Department. These agreements have proven to be beneficial for both parties and, therefore, steps were taken to renew those agreements which expire on December 31 as well as to amend language to provide conformity.

##### **Brokenstraw Township**

Mr. Cashman made the motion to approve the Intermunicipal Cooperation Agreement pertaining to emergency medical services with Brokenstraw Township. The motion was seconded by Miss Flasher and carried unanimously.

##### **Cherry Grove Township**

Mr. Cashman made the motion to approve the Intermunicipal Cooperation Agreement pertaining to emergency medical services with Cherry Grove Township. The motion was seconded by Miss Flasher and carried unanimously.

##### **Elk Township**

Mr. Cashman made the motion to approve the Intermunicipal Cooperation Agreement pertaining to emergency medical services with Elk Township. The motion was seconded by Miss Flasher and carried unanimously.

##### **Glade Township**

Mr. Cashman made the motion to approve the Intermunicipal Cooperation Agreement pertaining to emergency medical services with Glade Township. The motion was seconded by Miss Flasher and carried unanimously.

##### **Mead Township**

Mr. Cashman made the motion to approve the Intermunicipal Cooperation Agreement pertaining to emergency medical services with Mead Township. The motion was seconded by Miss Flasher and carried unanimously.

#### **RESOLUTION NO. 3269: CLASSIFIED EMPLOYEE COMPENSATION RANGES**

Mrs. Byler stated that the compensation ranges for classified employees (non-union) are to be set by resolution of City Council. The ranges provided for in the proposed resolution were determined in accord with the 2025 budget as proposed.

Mr. Cashman made the motion to approve the resolution establishing the compensation ranges for classified employees. The motion was seconded by Miss Flasher and carried unanimously.

#### **RESOLUTIONS: LOCAL SHARE ACCOUNT GRANT APPLICATIONS**

Mr. Yurisc stated that the City intends to apply for Local Share Account grant funding which is made available through the Pennsylvania Race Horse Development and Gaming Act. The applications total \$3,310,000 with no matching funds required. In addition, the City will submit an application on behalf of the Jefferson DeFrees Family Center Capital Improvements Project in accord with the sub-grantee agreement approved at the October 21, 2024, City Council meeting. Council members were provided with the project descriptions and the Opinion of Probable Cost.

**Resolution No. 3270: Mulberry Park Improvement Project**

Miss Flasher made the motion to approve the resolution authorizing the Local Share Account grant funding application for the Mulberry Park Improvement Project. The motion was seconded by Mr. Cashman and carried unanimously.

**Resolution No. 3271: City of Warren Allegheny River Trail**

Miss Flasher made the motion to approve the resolution authorizing the Local Share Account grant funding application for the City of Warren Allegheny River Trail. The motion was seconded by Mr. Cashman and carried unanimously.

**Resolution No. 3272: City of Warren Breezepoint Landing River Access**

Miss Flasher made the motion to approve the resolution authorizing the Local Share Account grant funding application for the City of Warren Breezepoint Landing River Access. The motion was seconded by Mr. Cashman and carried unanimously.

**Resolution No. 3273: “The Confluence” A City of Warren Cycling Vision**

Miss Flasher made the motion to approve the resolution authorizing the Local Share Account grant funding application for “The Confluence” A City of Warren Cycling Vision. The motion was seconded by Mr. Cashman and carried unanimously.

**Resolution No. 3274: Jefferson DeFrees Family Center Capital Improvements Project**

Miss Flasher made the motion to approve the resolution authorizing the Local Share Account grant funding application for the Jefferson DeFrees Family Center Capital Improvements Project. The motion was seconded by Mr. Cashman and carried unanimously.

**COMMITTEE REPORTS**

**Comprehensive Plan Task Force.** Mr. Rossey reported that the Task Force met on November 12 and reviewed the Downtown Subgroup’s final report on the fall festival. Participating merchants deemed the event a success and the event is expected to return on the second weekend in October, 2025. The group is assisting in promotion of Shop Local, Shop Small on November 30 and is also collaborating with the Warren County Chamber of Business and Industry to promote the annual Christmas Parade and Walk to be held on December 6. The Task Force reviewed Advanced Sign Company’s proposal for wayfinding signs and kiosks; a joint meeting with the Marketing Committee for further review is expected in January 2025. There was also a presentation by Warren Worx.

**Council of Governments (COG).** Miss Flasher reported that it was a standard business meeting and noted that the group authorized her to create a COG Facebook page with the intent to engage students. She also noted that Jenny Phillips, Warren Worx Director, joined the COG Community Engagement Committee.

**Riverfront Development.** Mayor Wortman indicated that discussions are ongoing to develop a timeline for the project. It is anticipated that there will be another public engagement meeting with opportunities for the public to provide comments and suggestions.

### **DEPARTMENT REPORTS**

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:

Parks, Recreation & Landscape Commission	–	September 24, 2024	Regular Meeting
Planning Commission	–	September 18, 2024	Regular Meeting
Redevelopment Authority	–	September 25, 2024	Regular Meeting

### **ADJOURNMENT**

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