

**WARREN CITY COUNCIL
REGULAR MEETING
FEBRUARY 17, 2025 – 7:00 PM**

Amended 3/17/2025

OPENING OF MEETING

Vice-President Flasher presided over the February 17, 2025, 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 (via Zoom), Danielle Flasher, Philip Gilbert, Wendy McCain, Jared Villella, and Junior Council Members Lexi Paris and Bianca Villella. Council members John Barbera and Maurice Cashman were 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; and Andrea Stapleford, City Solicitor.

RECOGNITION OF VISITORS

Miss Flasher welcomed all visitors. Present were:

Brian Hagberg – YourDailyLocal

Heather Cathcart-Norris – Times Observer

Ron Peterson

PUBLIC COMMENT

Ron Peterson inquired as to the status of the “Hudson Project.” Mr. Holtz stated that the property has been deeded back to the City of Warren Redevelopment Authority. Mr. Rossey further stated that the Redevelopment Authority is preparing a Request for Proposal for development of the property.

APPROVAL OF THE AGENDA

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

APPROVAL OF MINUTES

Mr. Villella made the motion to approve the minutes of the January 20, 2025, regular meeting as presented; the motion was seconded by Mr. Gilbert.

Mrs. McCain requested that the minutes of the January 20, 2025, regular meeting be amended by restating a portion of “Discussion: C-1 Commercial District Sidewalk Snow and Ice Removal”. Upon Miss Flasher’s call for a motion to this effect, Mrs. McCain stated that she would make that motion. Mrs. Stapleford noted that during the January 20, 2025, discussion Mrs. McCain vacated her Council seat and was seated in the gallery and participated as a member of the public; therefore, she could not make a motion to amend this portion of the minutes. No additional motion was made. Mrs. McCain asked that the above request be reflected in this meeting’s minutes.

The vote on Mr. Villella’s motion carried with four votes in the affirmative, one nay vote cast by Mrs. McCain and two members absent.

CORRESPONDENCE

There was no correspondence to come before Council.

RESOLUTION NO. 3285: AFFIRMING WARREN CO. EMERGENCY OPERATIONS PLAN UPDATE

Chief Sproveri stated that City Council adopted the 2022 Warren County Emergency Operations Plan (EOP) as the City’s EOP in January, 2023. He indicated that it is required that each municipality’s Emergency Management Coordinator (EMC) review the plan annually. In odd-numbered years, the

EMC is required to update the municipality's personnel and elected officials as well as City-specific information which includes NARMS (Notification and Resource Manual) and Lifelines as contained in the Plan. Chief Sproveri stated that the Plan was reviewed and the required updates were submitted.

Upon motion by Mr. Villella and second by Mr. Gilbert, the five members present voted unanimously to approve the resolution affirming that personnel, elected officials, NARMS, and Lifelines information was reviewed, verified, and submitted to the Warren County Director of Public Safety.

ORDINANCE NO. 1984: POLICE PENSION PLAN AMENDMENT AND RESTATEMENT

Mrs. Byler stated that the City of Warren Police Pension plan was last amended and restated in 2002. Since that time, several ordinances were passed to address changes made to the plan. In order to consolidate the various amendments into a single comprehensive document, a restated plan was prepared by the Randall Rhoades Law firm and reviewed by Mockenhaupt (the City's actuary) and was approved by the Union's legal counsel.

Upon motion by Mr. Villella and second by Mrs. McCain, the five members present voted unanimously to approve the ordinance adopting the Amendment and Restatement of the City of Warren Police Pension Plan.

ORDINANCE NO. 1985: EMPLOYEE PENSION PLAN AMENDMENT – VESTING

Mrs. Byler stated that in accordance with the terms of the Collective Bargaining Agreement between the City and the International Brotherhood of Electrical Workers (IBEW) Local Union No. 459 which became effective January 1, 2025, it is necessary to amend the Municipal Employee Pension Plan to incorporate the negotiated changes to the Plan. She further stated that, as required by Act 205, a cost study concerning these changes was prepared and reflects minimal to no change to the overall plan.

The City's pension attorneys, Campbell, Durrant, P.C., drafted the ordinance providing for the amendment of Section 28.03 of the Plan which relates to the Deferred Retirement Benefit. The benefit change entitles employees who do not complete the minimum twenty (20) years of service to a deferred vested benefit to be paid at the time that they reach the normal retirement date.

Upon motion by Mr. Villella and second by Mrs. McCain, the five members present voted unanimously to adopt the ordinance amending the Municipal Employee Pension Plan to add deferred vested benefit provisions.

RESOLUTION NO. 3286: DISPOSITION OF NON-PERMANENT AMBULANCE RECORDS

Chief Krogler stated that, Per 28 PA Code §1021.41, medical records maintained in any medium are to be kept on file for a minimum of 7 years. In addition, Section ES-3 of the Pennsylvania Historical and Museum Commission's Records Manual provides that Emergency Medical Treatment Records (Trip Reports) pertaining to pre-hospital care and assessment for patients transported to the hospital by ambulance are to be retained for 7 years.

Upon motion by Mr. Villella and second by Mrs. McCain, the five members present voted unanimously to approve the resolution authorizing the disposition of certain non-permanent ambulance records.

AGREEMENT: IBEW MEMORANDUM OF UNDERSTANDING

Mrs. Byler stated that the International Brotherhood of Electrical Workers (IBEW) Local Union No. 459 collective bargaining agreement for the period January 1, 2025 through December 31, 2028 contains a wage escalation clause which is applicable to employees hired after January 1, 2018. However, the agreement does not specifically state that this clause is applicable only to full-time employees.

The City had discussions with union representatives and it was agreed by both parties that it is appropriate to enter into a Memorandum of Understanding (MOU) which clarifies that the wage

escalation clause is only applicable to those employees hired into the bargaining unit on a full-time basis and is not intended to be applied to any part-time employees.

Upon motion by Mr. Villella and second by Mrs. McCain, the five members present voted unanimously to approve the Memorandum of Understanding between the City and IBEW clarifying the application of the wage escalation clause.

AGREEMENT: PINE GROVE TOWNSHIP EMERGENCY MEDICAL SERVICES

Chief Krogler stated that the Pine Grove Township Supervisors agreed to enter into an agreement for the provision of emergency medical services (EMS) by the City Fire Department as a backup to their primary providers which are the Russell Volunteer Fire Department and EmeryCare, Inc. The agreement language and terms match the agreements with other members of the Multi-Municipal Emergency Services Commission.

Upon motion by Mr. Villella and second by Mr. Gilbert, the five members present voted unanimously to approve the agreement with Pine Grove Township for the provision of EMS as a backup service.

COMMITTEE UPDATES:

Comprehensive Plan Task Force:

Mr. Rossey reported that the Council Marketing Committee participated in the January Task Force meeting. The wayfinding sign proposal was reviewed and the resulting questions were forwarded to the sign company. It is anticipated that the company's answers will be discussed at the February Task Force meeting.

The Downtown sub-committee discussed plans for promotional events to be held throughout 2025. Events in the planning stages include an Easter Shop Hop which will provide an opportunity for shop visitors to participate in prize drawings, First Fridays in June, July, and August in conjunction with Music in the Park, Fall Leaf Festival and Trail of Treats, Sasquatch event, and participation in the annual Christmas Walk.

Council of Governments (COG):

Miss Flasher reported that the COG will not meet in February.

Riverfront Development Project:

Mr. Holtz reported that surveys pertaining to the Project will be accepted through March 13 after which the results will be compiled and provided to Council. *Mrs. McCain inquired as to how feedback would be evaluated and decisions made. Amended 3/17/2025.*

Warren Worx:

Mr. Holtz reported that Warren Worx and its subcommittees held meetings over the past month, including a lunch meeting with government officials which was held at the Conewango Club. He stated that Warren Worx is moving closer to selecting a logo and branding tagline.

Miss Flasher noted that Warren Worx is continuing its work toward establishing Starlink internet hotspots throughout Warren County. She also stated that plans are in progress to establish a Junior Warren Worx program.

DEPARTMENT REPORTS – JANUARY, 2025

The following reports were provided for Council's review:

- Police Department
- Fire Department
- Department of Public Works
- Codes, Planning, and Zoning Department
- Fourth Quarter 2024 Finance Report

APPROVED MINUTES OF BOARDS AND COMMISSIONS

Council acknowledged receipt of the following approved minutes:

Blighted Property Review Committee	–	December 19, 2024	Regular Meeting
Parks, Recreation & Landscape Commission	–	November 26, 2024	Regular Meeting
Redevelopment Authority	–	November 20, 2024	Regular Meeting

ADJOURNMENT

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