

**WARREN CITY COUNCIL
SPECIAL MEETING
DECEMBER 2, 2013 – 5:30 PM**

OPENING OF MEETING

Mayor Phillips presided over the December 2, 2013, Special Meeting of Warren City Council in Council Chambers of the Municipal Building and opened the meeting with the Pledge of Allegiance.

Mayor Phillips announced that Council met in Executive Session regarding personnel matters immediately following the November 25, 2013 special meeting.

ROLL CALL

Members present and responding to roll call were: Mayor Mark Phillips, Maurice Cashman, Dr. Howard Ferguson, John Lewis, Joseph Sprentz, and James A. Zavinski, Sr. Samuel Harvey was absent. Ms. Nau, Mr. Holtz, Chief Pascuzzi, Ms. Stapleford, and Mrs. Strandburg of City staff were also in attendance.

RECOGNITION OF VISITORS

Mayor Phillips welcomed all visitors. Present were:

- Pauline Steinmeyer: City resident
- Josh Cotton: Times Observer Reporter

Ms. Steinmeyer addressed Council and offered her apologies to Mrs. Freenock, and Mrs. Risinger for an erroneous assumption she had made regarding the filing of municipal financial reports and noted . Ms. Steinmeyer stated that, upon further review, she now has a better understanding of the information.

ORDINANCE NO. 1840: SHORT-TERM INTERIM FINANCING NON-ELECTORAL DEBT

Ms. Stapleford stated that she, City Staff, and Hill Engineering have been working to finalize short-term interim financing and the Pennsylvania Infrastructure Investment Authority (PENNVEST) financing for the Wastewater Conveyance and Facilities Improvement Project. It has become necessary to amend Ordinance No. 1835 pertaining to short-term interim financing by identifying that the debt that is being incurred to fund the Project is non-electoral debt and clarifying that the Debt is not being incurred as lease-rental debt.

Mr. Cashman made the motion to approve the proposed ordinance amending Ordinance No. 1835 as amended by Ordinance No. 1839 in regard to the short-term interim financing. The motion was seconded by Mr. Lewis and carried unanimously among the six members present.

DRAFT 2014 FEE SCHEDULE REVIEW

Ms. Nau presented the draft 2014 Fee Schedule and stated that it will be presented for Council action at the December 16 regular meeting. Ms. Nau noted that the fee schedule format was revised so that items are now categorized by department. Council reviewed the fee schedule with the following items being specifically discussed:

1. In response to Mr. Lewis' question regarding the No-Impact Home-Based Business Application Fee, Ms. Nau indicated that there are administrative costs involved with the issuance of a permit, including an inspection and evaluation to confirm that the proposed business will not impact neighboring properties.

2. In response to Mr. Sprentz' question regarding the Fireworks Display Permit Fee (new fee), Chief Pascuzzi stated that there are state regulations regarding minimum requirements that are to be met and the City may also establish additional criteria. The Fire Department must review the permit application and determine that all criteria are met.
3. Ms. Nau provided an overview of the various fees pertaining to Health Licenses. It was noted that the Department of Agriculture is responsible for inspecting and licensing school cafeterias. It was also noted that current State regulations call for the licensing of certain farmers' market vendors dependent on the nature of products offered.
4. It was noted that in accord with the City's 72-hour parking regulations (Ord. No. 1800) a procedure has been developed for permitting the placement of Temporary Structures/Dumpsters/Vehicles/Construction Trailers.
5. Mr. Holtz noted that the sewer system disconnection fee was reduced from \$200 to \$100 as current methods of disconnection have resulted in lower costs.
6. In response to Dr. Ferguson's question, Mr. Holtz stated that a homeowner may maintain or remove trees in the right-of-way as he sees fit; however, it is necessary to obtain a permit from the City. He further stated that the permit process is a mechanism for the City to track the tree inventory and determine where City plantings may be warranted.
7. Mr. Holtz noted that the Warren County School District has expressed an interest in utilizing the Beaty Park Tennis Courts for the Junior Varsity Tennis Team. This would be upon completion of the rehabilitation of the courts. Ms. Nau noted that, upon recommendation by the Parks and Recreation Commission, Council previously adopted a procedure for reserving the courts. A fee for the Beaty Tennis Courts is not anticipated until the rehabilitation project is complete. It was recommended that the fee for School District use of the Betts Park Tennis Courts be increased to \$500.00.
8. In recognition of the Bocce Founders League, it was recommended that the League be given the opportunity to reserve the courts and adjacent pavilion at a fee of \$10 per day for a maximum of three times per year at the stated rate.
9. Ms. Nau stated that the Special Event Security Deposit (new fee) is in accord with the Special Event Ordinance (No. 1821).
10. Ms. Nau noted that certain temporary structures associated with special events are required to be inspected per PA Uniform Construction Code (UCC) regulations.
11. Ms. Nau stated that it is proposed that the Vendor Permit fee be increased to \$10 due to the amount of time required to process applications.
12. In regard to the proposed electric use fee for the Santa House (Liberty Mall Park), Mr. Holtz stated that the structure is generally used twice per year.

ADJOURNMENT

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