

Manager's Report

These are highlights for the week ending July 26, 2019

- 7/29/19 - Regular Council meeting @ 7:30 pm
- 8/8/19 - Town Center Assoc meeting @ 9:00 am
- 8/12/19 - Regular Council meeting @ 7:30 pm
- 8/19/19 - Park Board meeting @ 6:30 pm
- 8/26/19 - Regular Council meeting @ 7:30 pm
- 9/9/19 - Regular Council meeting @ 7:30 pm
- 9/16/19 - Park Board meeting @ 6:30 pm
- 9/25/19 - HRC meeting @ 1:00 pm
- 9/30/19 - Regular Council meeting @ 7:30 pm
- HRC - will not meet until September**

This is what is scheduled to date. As always, please check the above listing to make sure it agrees with your schedules and tell me if there is anything missing. Thanks!

Any item marked **** means it is attached to this document

Administration/Manager:

Week ending 7/26/ 2019

- Prep agenda for 7/29/19 council meeting
- Investigating complaints of Code violation with Shelly
- Citizen requests
- Attended Explore Zelig board meeting
- Working on establishing process for Skate Park payments and a system of payment reimbursements from the skate park committee
-
- AMP Cyber Security telephone conference follow up. We will participate
- Pool items to help resolve
- Review of items with Chad and Shelly – to do lists
- Follow up on consultant relationship status
- Dealt with personnel issues
- Signed Park Board Payable Checks
- Reviewed all Accounts payable items for this week. (month)
- Reviewed bills and signed checks for the Borough accounts
- Reviewed payroll reports
- Weekly Admin meeting with Jill and Andrew. (as needed)
- Weekly report
- Read and forwarded all emails pertinent to council and staff from power and state associations.
- Staff meeting
- Review of time sheets and leave records

- Follow up on the Historical property grant we have in progress. Discussed the best ways to complete the project quickly and well.
- Follow up contact with the School District regarding park land discussion - Pending
- Approved ID badge option that Andrew has been able to find, - in process
- Additional work on staff position change/update recommendations for 2019-20 for council in the fall.
- Staff doing review of how to handle potential Air B&B locations in the borough.
- Traffic study discussion. Encouraged that we have public input to this process as soon as we have an idea of possible options. This is in process of data collection and should now be complete. - pending
- Report on stormwater identification of problem areas and where trees are blocking the run is pending. This includes identification where property owners are a cause of debris coming down the run as well. – Report is complete and will be given to council. Recommendations will be pending.
- Updated and work on the expected funding reimbursements
- Work on coordination for the Skate Park project
- PMEA board matters including executive director search
- Follow up this week with Communications company Crown Castle that has fiber on Main Street. Intent is to discuss renewing their pole attachment agreement and the removal of their fiber for the Main St. project. – pending
- BSA will be requesting use of 4 corner park for their BBQ this year. On the 7/29 agenda
- Historical society is requesting discussion on an idea to change the name of Madison Drive to Bassenheim Drive and placing an historical marker there as well. It will be on the 7/29 agenda for presentation and discussion.
- Working with staff to decide to physically move staff configuration in the front office
- PELRAS advisory committee work
- Status of Borough fees for service to WBCA. Working with staff to arrive at a good proposal for fees.
- Follow up this week with PSAB to do a segment on the PSAB Explore PA TV show for the Borough in August.
- Vol of the Year winner(s) are set for 2019. Awards have been delivered. We will set it up for a council meeting presentation in August. I will let you know who the award goes to privately.
- Follow up with staff on outstanding projects status
- Follow up on citizen requests for service to Public Works and the Community Park
- Follow up with Code Enforcement inspection agency regarding unsafe properties in the borough
- Permanent Pool occupancy permit has been obtained.
- Processed two tax exoneration requests.
- Follow up with Crown Castle for fiber removal on main street.
- Transfer of plates for the new Bucket Truck
- Various zoning issues planning on what needs changed and resolved.
- Lengthy discussion on Personnel recommendations with our HR consultant
- Glade Run Jeremiah Village project is moving once again for application.
- Assisting in getting the dirt pile at the top of the hill moved.

Items where there was no action this week are below in italics

- *Put community map project into action. - work to begin early summer. I am thinking of an electronic version if possible.*
- *AMP has a cyber security grant program that follows APPA program. I asked Cindy to look not this for us as a possible grant applicant.*

- *Discussion with Cindy to try to arrive at an easy to use and effective Citizen Complaint and Request for service program/process.*
- *Looking into leaf recycling grant possibilities —no recent action.*
- *Reached out to student that Mary recommended for Junior Council member. Have not heard back from her yet.*
- *General Code Codification update prep*
- *Road work issues handled. Follow up on the Street issues in Timberbrook, Rosewood and Fairview Heights. We have a meeting with the contractor pending*
- *Census prep that we need to do. No action this week*
- *Working on the Employee of the Month concept for HRC — Andrew and I have had discussion on this for further report to HRC. No action this week.*
- *Assist with Park matters including assisting with supervising fundraising efforts.*
- *Mutual assistance agreement possibility with Penn Power. Andrew will track this, but we have not heard back from the Penn Power Rep.*
- *Working on plan for additional parking along the Main Street corridor – pending*

Asst. Mgr. Report:

Weeks Ending 7/26/2019

- No report this week.

Assistant to the Borough Manager:

Week ending 7/25/19

- Assisted with customers
- Worked with Don on routine administrative assistance
- Attended weekly administration meeting with Don & Jill to discuss weekly items– met as needed
- Attended staff meeting
- Helped move files to the basement
- Rescheduled staff safety committee mtg. to next Monday 7/29
- Attended meeting with Don and Renee from NextEra energy for an update on the market and their portion of the power portfolio as well as what is occurring across the board with the other muni-electric companies and the market in general.
- Followed up with HIP printing on Borough personnel i.d. badges per Don; Wayne will provide a quote. Forwarded him a copy of the current template used so he knows how to set it up. He had a last-minute rush for Horse Trading Days so was behind and is going on vacation at the end of the week but said he will get us a proof when he gets back. At that point, all we need to do is take pictures and send him the pictures electronically.
- Called on by Chris R. (Jackson Township) regarding a letter of support from the Borough for a trails/transportation grant application for transportation changes at the plaza and surrounding property access points. Forwarded onto to Don and informed him accordingly for on the agenda. The Harmony Fire District was included in the discussion with Jackson Townships meetings and the way I understand it is, Jackson Township made changes in the plan to help the fire district ultimately, so it probably would not be a bad thing to offer support for what is being applied for.
- Further communication with AMP regarding the project kickoff and initial steps.
- No new report from the realtor on the water plant property. I requested an update as to if anyone has even inquired, but at the time of writing this report I don't have a response yet.

- Bird dogged the bank on the loan for the bucket truck as they (very reluctantly) had to send us back the original certificate of origin for the Commonwealth to issue registration paperwork. They did provide it and paperwork was submitted to PennDOT.
- Discussion with Bonnie on the Mason/ E. Culvert St. project before she calls on the attorney for the Masons on what are hopefully the final details.
- Conference call with Don and consultant to work on pending HRC items.
- Continued work on the electric economic report
- Communication and phone tag with the bank on the loan for the AMP metering project. Trying to get items in order to move that loan to closing soon.
- Vacation 7/22 & 7/26 (1/2)

Systems Administrator:

Weeks Ending 7/25/2019

- Provided routine Administrative Assistance to Chief Miller.
- Daily maintenance of the SwiftReach notification system database.
- Daily monitoring, maintenance, and troubleshooting of the Borough computers.
- Searched for uncategorized videos in evidence.com. Ran reports. Submitted reports to the Officers requesting retention categories to be defined.
- Scheduled a cyber security pilot program kick off conference call with AMP for Tuesday, July 23rd.
- Received a price quote from the Computer Guys for firewall upgrade for the AMI project.
- The print to copier function was not working on Chad's computer. Contacted RCS. It was determined that the printer was assigned the wrong IP address. Changed the IP address for the copier. Printed test page successfully.
- Armstrong installed a cable cover for the cabling along the wall from the Wi-Fi hotspot installation.
- Attended a lengthy conference call with AMP to discuss the scope and deliverables of the cyber security pilot program.
- Received the traffic analyzers back from a South Green Lane traffic study. Downloaded results and exported a summary report.
- Contacted the Computer Guys for the specifications of the firewall that was quoted to us to verify that it will meet AMPs requirements.
- Received a price quote from Armstrong for an additional phone line.
- Programed traffic analyzers for North Green Lane traffic study.
- Received a price quote from David Davis Communications for a cooling fan for server cabinet.
- Attended Weekly Staff Meeting
- Placed an order with Armstrong for a new IP phone.
- Received replacement AED pads from SquareOne Medical.
- Posted the County Fall Festival to the calendar on the Borough website.
- Ordered a cooling fan for the server cabinet from David Davis Communications.
- Requested verification from AMP that the Fortinet Fortigate 60E meets the requirements for AMI as well as provide adequate cyber security protection.
- Sent out a SwiftReach notification for the Harmony concert.

- Moved the service plan for the cradle point routers in the police cars over to the WPS (wireless priority service) plan. Once the cradle point routers are transferred to the new plan, then the Wi-Fi jetpacks will be cancelled.
- Sent out an area specific SwiftReach notification regarding Green Lane road closure due to railroad crossing repairs.
- Posted information on the Borough website on acceptable recyclable materials from Vogel along with their latest recycling flyer.
- Prepared weekly report.

Accounts Payable/Admin Assistant:

Week ending 7/26/2019

- Processed customer payments in the office.
- Scheduled final reading for customers.
- Bank Run & Post Office – NexTier Bank daily deposits, lockbox bags and any mail left over after our mail delivery.
- Filing in main file room.
- Daily balancing of the register.
- Signing up customers for utility accounts.
- Collecting utility bills from inside & outside boxes.
- Sort & distribute Boro mail to the appropriate depts.
- Respond to phone calls & emails.
- Coding & entering invoices for 7/24/19 check run.
- Brought in (3) web payments.
- Phoned in PA-One calls.
- Process a check run on 7/25/19.
- Went over invoices with Don.
- Sent out (2) lien letters for sale of property.
- Filled in Table of Contents page for 7/29/19 agenda, numbered marking flags, and flagged (4) hard copies of the agenda.
- Emailed Butler Eagle the agenda page.
- Filed A/P invoices which were signed.
- Working with Shalaine on lien letter process.
- Coding invoices for 8/12/19 check run.

Utility Billing/Admin Assistant:

Week Ending: 7/26/2019

- Did the balancing process that takes place each morning
- Processed web payments on Logics
- Checked the front and back drop boxes for payments
 - Separated WBCA (Western Butler County Authority) and Zelig Boro bills
- Answered phone calls
- Worked the front counter processing payments and interacting with customers
- Assisted Don when needed
- Processed a 'change out meter' service order on Logics

- Updated 'Final Reading' and 'Turn On' service orders
 - Sent the 'Final Reading' and 'Turn On' service orders to WBCA and Berkheimer
- Printed re-check reports for those meter readings that did not look accurate
- Responded to emails
- Processed lockbox reports each day
- Processed the July shut offs – 12 of them
- Calculated a final billing for a landlord regarding one of their tenants
- Updated the 'Deposits Applied' batch on Logics
- Called in PA1 calls
- Shut down computers and locked up for the day
- Processed an adjustment with Jill's assistance
- Sent a copy of a utility bill for a customer
- Updated all the meter readings on Logics
- Sent the 'WBCA Readings' and 'Deduct Meter' reports to Jill and WBCA
- Printed the shutoff list WBCA sent me and gave it to Aaron
- Signed customers up for new accounts
- Started looking over the August 2019 utility bills
- Processed a lien letter with Steph's assistance
- 6 customers were still shut off at the end of the day on Wednesday

Emergency Management:

- No report – further action pending on reorganization. As soon as the info is available, I will share it here.

Auditor:

- No additional report available.

Tax Collection:

- No report

Personnel:

- Andrew is setting up the new employee ID badge system for all staff.
- Working with Andrew prepping for our staffing update pending for September.

Finance:

- No report

Fire:

- No report

Library:

- No report

Public Works Director Report:

Week Ending 7/26/2019

- Respond to emergency call outs and Pa-1 calls
- Handle customer complaints and requests for service.
- Work with Ed Sullivan on 2018 Electric projects to prepare for bidding. Clay Street, High Street Bidding documents and estimate are being prepared and once received we will go out to bid.
- Verizon and Armstrong are working on their underground facilities. Continues. Armstrong is nearing its completion Verizon has been notified to give us an updated schedule for work to be completed. Verizon continues to work on underground facilities
- Traffic data from Culvert Street was sent to Tom Thompson for review. Pending
- Discuss Comcast pole attachment project with Verizon (engineering) for a pole replacement and make ready work project and estimate. Approximately 20 utility poles will need replaced to accommodate Comcast cable on the pole line. Agreement back with lawyers
- Researching solar power supplies for the North gateway sign. Backordered
- Work on
- Schedule meeting with owner of 204 S Main Street regarding grading. Waiting on drawing to review
- Bucket Truck delivered waiting on invoice and additional paperwork for plates before it can be placed in service. Sign Innovation has measured the truck for door emblems. Truck has been licensed and inspected placed into service next week
- Muntz Rd will remain closed due to flood damage. Restoration will begin next week
- Work with Tom on stormwater, community park property, Linden Street Culvert. Working on pricing for larger pipe/culvert at Linden Street.
- Work on AMI for material list. AMP hosted a meter discussion to have our orders finalized in the next few weeks. We are 90%-95% complete, Amp will bring some samples to look over prior to ordering for the more complicated locations. Work continues.
- Sent Notifications for emergency electric repairs and outage notifications
- Work on water project for Market Street.
- Schedule truck emblems to be installed on Monday
- Met with resident about sinkhole on their property, the Borough does not have any facilities near the sinkhole. However out of caution I will have the water and stormwater system checked in the street.
- Review stormwater evaluation provided by Gannett Fleming
- Met with community park about broken tractor, Wayne could not get it running in the field, it will need to be sent to be repaired.

Construction Update

Week Ending 7/26/2019

- No report available this week.

Street Department:

Week Ending 7/24/2019

7/18/19

- Checked catch basin grates & pipe opens for debris
- Put out road close signs & temp. stop sign on E. New Castle St. for H.T.D
- Worked on Muntz Run RD. pushing off dirt by bridge
- Change out pins on back blade from Cat.1 to Cat. 2
- Graded P.W.F driveway

7/19/19

- Put rip rap #4 along berm of Perry Way & graded between Evans Rd. & Fairlawn Blvd.
- Started grading Halstead Blvd.

7/22/19

- Picked up signs, cones from H.T.D
- Checked catch basins & pipe opening during rainstorm
- Graded east side of P.W.F driveway to flow water to catch basin
- Cleaned inside cab of F-550-09 & F-550-04 dump trucks & F-350 pickup

7/23/19

- Mowed grass & trimmed
- Finished grading creek side of Halstead Blvd.

7/24/19

- Mowed grass & trimmed
- Put out traffic counter on N. Green lane
- Brush pick up at residents' homes

Electric Department:

Week Ending 7/24/19

7/18/19

- Weekly report
- Bailey reading meters
- Took all tools from both bucket trucks, sprayed with WD40, wiped down and blew off with the air compressor to prevent from rusting from working in the rain yesterday
- Dumped out both bucket truck buckets and cleaned out with the hose
- Changed out bad meter at 217 terrace Ave
- 2 final reads
- Trimmed all branches and limbs out and away from our primary, secondary and the streetlight at the last pole on Pine St, took all brush up on top of the hill to the finish res to chip up on another day

7/19/19

- Meter change out at 314 W. New Castle St.
- 1 final read
- 1 reread
- Pa 1 call at Hemlock Sq.
- Did a study on Main St. to see what could be causing low voltage at Roach and Ziegler's "Bob Householders building and his Apt." found two 50kva transformers paralleled to each other and 1 might be bad. Scheduled to do test on them Sunday night at midnight and handed out service interruption notices to those who will be affected
- Removed meter socket from side of house at 128 Chestnut St. for contractors putting new siding up on the house

- To a look at the lights in Jill's office. Each light has 2 ballast inside and I'm assuming 1 ballast in each light is bad. Game plan to remove the ballast and install new LED bulbs

7/21/19

- Call out for an outage o the end of N. Clay St. and W Northview Dr. found a blown cutout fuse in an old-style cutout on the transformer and replaced the entire cutout with a new style
- Came out at midnight to run test on the transformers on S. Main St. Found a blown cutout fuse in an old style cut out where the door just didn't fall open to the transformer in question. Refused and fixed the low voltage issue

7/22/19

- Checked fluids in all electric trucks
- Checked the substation, pumped the pit several times, checked the main feeder breakers for trips, checked the tattle tale alarm cell signal and checked the nitrogen bottle levels
- Tried to locate electric lines going to the outside lights at St. Gregory's
- Took Rachel up to where we had our lines burn off in the cut in front of the professional buildings, and where I isolated the lines from being energized. Explained why and how I did the work in pulling the lines back up and reconnecting them together, looking for other problems before reenergizing, making those repairs and then how and why I used a specific tool to reenergize the lines at my isolation point.
- Replaced both filters in our ac/furnace unit here at the shop
- Put a new filler valve in the toilet tank in men's restroom here at the shop
- Contacted Rob Burr from R and B tree services about the trees in our lines up in the cut in front of the professional buildings
- Measured for new triplex to replace and old service at 128 Chestnut St.
- Pouring rain outside, Rachel studying her book, and Bailey studying his CDL book to learn about how to do a pre-trip inspection and walkaround
- Restocked shelves with materials we were low on and put other materials away that have been just sitting out

7/23/19

- 3 final reads
- 1 reread
- Marked out our underground electric at 181 Oakdale Dr. for a Pa 1 call
- Cleared small trees from under our lines and then all limbs and branches that I could get too that were still on our lines in the wooded area about Pennberthy's driveway on S. Main St.
- Pumped the water pit at the substation several times

7/24/19

- Bailey helped with brush pickup
- 12 shut offs for nonpayment
- 6 reconnects
- Checked the substation and pumped the water pit
- Took new bucket truck to DSV garage for inspection
- Installed new license plate light housing and lightbulb on the back of the old bucket truck
- Call out at 5:08pm for an outage on the 300 block of McKim St. and Ziegler St. Ext. Found a bad transformer and had to replace it

7/25/19

- Meeting with Mike from Verizon on S. Clay St. about the what I can do help him set the new pole
- Trimmed all trees out of our lines on Ziegler St. Ext. chipped up all brush
- Chipped up a tree that fell on E. Northview Dr., chipped up a pile of brush at 315 E. Beaver St. and chipped up a pile of brush on top of the hill at the finish res.
- Took 2 loads of chips over to Indian Brave Campground
- Reconnect services to 407 W. Grandview and 112 S. Oliver Ave. Apt. A

Water Dept.:

Week Ending 7/24/2019

July 18, 2019

- Shut Cl2 system down.
- Finished reading handheld #3.
- Meter checks.
- Pa-one 105 Jefferson street.
- Pa-one 103 Jefferson street.
- Cleaned out Cl2 system at Tanks, flushed lines, and cleaned day tank.
- Check on 167 Oakdale Drive.

July 19, 2019

- Aaron Vacation day.
- Pa-one Hemlock Square.
- Cleaning in Meter Pit at Tanks and emptied trash.
- Washed Van.
- Updated distribution records.
- Freed up lock at Meter Pit at Tanks.
- Checked 167 Oakdale.
- Turned water off to Public Works Facility for weekend, for Aaron to see what is leaking in building on Monday morning.

July 20, 2019

- Called out to 200 East Grandview, water line leaking in Building. They had main off in building but water still flowing. Found it was boiler system return line, shut valves for boiler, they can make repairs. Opened main valve in building so cooks and continue cooking for Horse Trading Days.

July 22, 2019

- Check system at Public Works Facility found toilet in men's room the problem, Jason will change out guts.
- Ran Vac Machine and sprayed blower.
- Fixed water meter at 137 South Main and record info for meter checks.
- Street Dept. called water bubbling up in ditch line on Marion Drive, check area will listen to area after rain stops.
- Check storm drops.
- Working on Vans filler neck housing removed rusted rivets, cleaned up and painted housing.
- Checked Marion drive rain stopped, and bubbling went away.

July 23, 2019

- Pa-one 181 Oakdale Drive.
- Reinstalled van filler neck housing with stainless steel bolts.
- Working building tool to remove 2" air relief valve on 12" transmission line from BFMA.
- Meter checks

July 24, 2019

- Run Addendum D tests.
- Working on access road for 12" transmission line from BFMA, removed trees, cut out new fallen tree, and graded with tractor where needed.
- Spread wildflower seeds at park by pool on earthen wall we built.
- Pa-one 222 South Clay.

Zoning and Codes Officer:

Week ending July 26, 2019

- Responded to numerous calls from Residents, Real Estate Agents, Bank Representatives and Property Appraisers regarding Zoning Districts, determining the location of the property in a Zoning District and Lot Requirements.
- Update: Recycling Dumpster of the English Lutheran Church is still in the parking lot.
- This looks like it might be a go! Training Classes by the Boroughs Association on Zoning Law and procedures. It will be open to other Municipalities to attend. Three meetings to be held on three consecutive weeks. If this proves a success, I will be scheduling a training session for the Planning Commission.
- Inspections that began June 21, 2019, examining the Flood Plain area are completed. Report from Gannett Fleming to be received in this office week of July 29, 2019. (Tom PROMISED, really...next week)
- Received complaint regarding unlicensed Winnebago in the laundry mat lot. Will be looking to see if the vehicle falls under the definition of a junk vehicle and proceed.
- Responded to complaints regarding water runoff from the new home being built on First Street. Contacted Builder, asked that rain gutters be installed because with the sharpest of the roof angle, rain is flowing off roof on to adjoining properties. Additionally, neighbors are saying that site water is going into the yards. We looked and could find no evidence that any muddy water had left the site. Waiting for Tom Thompson to look and site to analyze problem.
- Sidewalk Inspection for No-Lien Letter 235 Arthur Street, 176 Walnut Street and 109 North Main Street.
- Re-inspected sidewalk at 114 East New Castle. Applicant has installed new sidewalk. Re-issued sidewalk inspection letter for closing on property.
- Received call on 201 South Main Street, for permitted uses in that building.
- Spoke to Kim Zinn, Historic Planner for the Historic Preservation Action Plan. She will be submitting a Schedule for meetings and workshops next week.
- Reviewed new proposal to update the C-1 Section of the Zoning Ordinance from Andrew JG Swartz of Environmental Planning and Design. Looking at something different and will present to proposal to Council at the Monday Meeting.
- Received complaint regarding a hoarding situation at 309 South Clay Street. Our Ordinances do not cover these types of situations. Spoke to CEA...very long process on their part.
- Called CEA for final inspection of the Community Pool, Passed...Certificate of Occupancy Issued
- Processed Building Permit Application for a sun porch room at 5 Independence Court.
- Received call Horizon Solutions and they will be starting the concrete work on the sidewalks and driveway areas of the Sunoco Station Monday, July 29, 2019, weather permitting.

Zelienople Planning Commission

Week ending July 26, 2019

- No PC meeting for Thursday, July 25, 2019.

Zelienople Zoning Hearing Board

Week ending July 26, 2019

- No ZHB meeting for Wednesday, July 24, 2019.

Western Butler County Authority

- Updated minutes are on file

Zelienople Community Park Report:

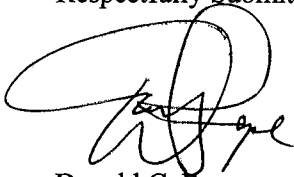
Week ending July 23, 2019

- ADA parking signs and paint are down and ready to be inspected by DCNR.
- We hired Sharon Zulick as the new Activities Director. She will start this coming Monday
- Al and Chuck will be spreading the wildflower seed on the hillside near the back corner of the pool
- Al and Joan had several conference calls with the manufacturer of the chlorine meters to rectify the chlorine distribution. All is well now.
- We just purchased 10 stands for the umbrellas at the pool.
- We received \$1000.00 from the hair salon on Main Street from her fundraiser at Horse Trading Days.
- I'm working to get the Mud Run back with Matt White from the Bar Park.
- Al and I are investigating renting a crawler in order to move the dirt on top of the hill.

Airport Authority

- Minutes on file in the office electronically. And staff distributes a copy to Council when they are provided to us.

Respectfully Submitted:



Donald C. Pepe
Borough Manager