

Minutes of the Borough Council Zelienople, PA

4/28/2025

7:00 PM

Council-Regular

MasterID: 794

The April 28, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:00 PM by Council President Gregg Semel in the Council Chambers located at 111 W. New Castle St., Zelienople, PA 16063. This meeting was held in an in-person environment as well as remotely through WebEx technology to allow for offsite participation. It still complied with all rules of advertisement and the public had access to the meeting and was able to participate. In-person attendants were Council Members Gregg Semel, Andrew Mathew III, Doug Foyle, Steve Schoppe, Spencer Mathew, Dan Fritch, Mary Hess, and Mayor Thomas Oliverio.

Borough Manager Andrew Spencer, Police Chief James Miller, Parks & Recreation Manager Lyndsey Granata, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Tom Thompson were also in attendance. Public Works Director Chad Garland attended remotely.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chief Miller.

VISITORS:

Karen Lyle, Matthew Edwards, Joel Grobe, Phil Lope, Matt McCune, and Ray Roccon

PUBLIC COMMENT:

Attorney Phil Lope introduced Matt McCune, candidate for Judge.

Ray Roccon addressed the agenda item on East Spring Street parklet.

Joel Grobe (ZABA) informed us of the starting of Open Air Market and other events ZABA is planning. Also gave an update on Historical Society happenings.

Matthew Edwards gave an overview of the Horse Trading Days event.

Trivia Question: What year did the Strand Open? Answer: 1914

CONSENT AGENDA:

A motion was made by Mrs. Hess, seconded by Mr. Mathew, to approve:

- Minutes of April 14, 2025 Council Meeting
- Transfer of Funds, \$150,000 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

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OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch, to accept the "bills to be paid report" for April 28, 2025 totaling \$285,998.41.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ROTARY CLUB FOURTH OF JULY PARADE

A motion was made by Mrs. Hess, seconded by Mr. Fritch to approve the Special Event Permit Application - Fourth of July Parade to be held on July 4, 2025 from 11:00 am to 1:00 pm on Main Street. Street and parts of High Street, Grandview Avenue, and Beaver Street provided that the responsible party noted in the application coordinate communications with and be responsive to the Chief of Police and Public Works Director as needed and comply with the Borough of Zelienople's Special Event Rules, Code of Ordinances Chapter 174, Special Events and Alcoholic Beverages, Parades & Public Gatherings & all applicable Federal, State, and Local laws.

The Borough will apply for a Special Events Permit with PennDOT to close Main Street on the Rotary Club's behalf. It is estimated that 200 vehicles and 400 pedestrians will participate in this parade.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ANNUAL HORSE TRADING DAYS ON JULY 17, 2025 TO JULY 19, 2025 AND TO PROVIDE THE ANNUAL SPONSORSHIP CONTRIBUTION AT THE REQUEST OF THE ZELIENOPLE AREA BUSINESS ASSOCIATION

A motion was made by Mr. Foyle, seconded by Mr. Schoppe to approve Special Event Permit Application - Annual Horse Trading Days to be held from July 17, 2025 through July 19, 2025 from 10:00 AM to 10:00 PM at the Four Corners Park, Spring Street Lot, and Spring Street provided that the responsible party noted in the application coordinate communications with and be responsive to the Chief of Police and Public Works Director as needed and comply with the Borough of Zelienople's Special Event Rules, Code of Ordinances Chapter 174, Special Events and Alcoholic Beverages, Parades & Public Gatherings & all applicable Federal, State, and Local laws.

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The Borough will apply for a Special Events Permit with PennDOT to close Main Street on the Zelienople Area Business Association's behalf for the Horse Parade.

The Borough will provide a sponsorship contribution in the amount up to \$3,400.00.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – EAST SPRING STREET PARKLET

Ray Raccon, representative of Salvo 03 LLC, requested a Special Event Permit - East Spring Street Parklet for a parklet in the front entrance of 111 E. Spring Street from June 1, 2025 through December 31, 2025.

The Public Safety/Street/Sidewalk Committee, the In-House Revitalization Committee, and staff reviewed and discussed the request extensively. Due to concerns regarding public safety and legal constraints related to the proposed use of the street, the request was not approved.

Request Denied.

CONSIDER REQUESTING THE CIVIL SERVICE COMMISSION PROVIDE COUNCIL WITH A CERTIFIED ELIGIBILITY LIST FOR HIRING FULL TIME POLICE OFFICER

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to approve the request for the Civil Service Commission to provide Council with a Certified Eligibility List for a full-time police officer.

The impending retirement of Sergeant Adomaitis will require us to hire another police officer to fill his position. In accordance with our Civil Service Regulations, Council must request the Civil Service Commission provide a certified eligibility list for hiring full time police officers.

Motion carried 7-0.

CONSIDER THE CANCELLATION OF THE MAY 26, 2025 (MEMORIAL DAY) COUNCIL MEETING

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to approve cancelling the May 26, 2025 council meeting since it falls on Memorial Day.

Motion carried 7-0.

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AUTHORIZATION TO PAY INVOICE – WEST BEAVER STREET 4.16KV FEEDER PROJECT PAY REQUISITION 1

A motion was made by Mrs. Hess, seconded by Mr. Schoppe to approve pay requisition 1 to Slater Electric and Sons, in the amount of \$12,000.00 for work completed on project: WEST BEAVER STREET 4.16KV FEEDER PROJECT.

Slater Electric and Sons had submitted a proposal with an estimate of \$23,800.00 for work to install and terminate a new 3 phase primary feeder from the substation to West Beaver Street for the Glade Run development. Pay requisition 1, for layout, concrete and conduit installation completed in the amount of \$12,000.00 for work completed from 4-7-2025 through 4-22-2025 has been submitted and reviewed by staff.

Motion carried 7-0.

CONSIDERATION FOR ESTIMATE 7 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH ELECTRIC UTILITY UNDERGROUND SERVICE WORK PROJECT – CONTRACT 20-02

A motion was made by Mrs. Hess, seconded by Mr. Spencer Mathew to approve M and B Services LLC Contract 20-02 Estimate No. 7 in the amount of \$36,891.67 for the Zelienople Borough Electric Utility Underground Service Work Project – Contract 20-02. The work has been completed and reimbursement from the DCED grant will be requested once paid by the Borough.

Motion carried 7-0.

CONSIDERATION FOR CHANGE ORDER NO. 4 TO THE CONSTRUCTION CONTRACT FOR THE STORMWATER IMPROVEMENTS PROJECT

A motion was made by Mr. Fritch, seconded by Mrs. Hess to approve Brex Enterprises Change Order No. 4 in the amount of \$16,406.28 for the Stormwater Improvements Project. The change order reflects the adjustment of final quantities and an overall reduction in cost.

Motion carried 7-0.

CONSIDERATION FOR ESTIMATE 6-FINAL TO THE CONSTRUCTION CONTRACT FOR THE STORMWATER IMPROVEMENTS PROJECT

A motion was made by Mrs. Hess, seconded by Mr. Mathew to approve Brex Enterprises Estimate No. 6-Final in the amount of \$17,283.30 for the Stormwater Improvements Project. The work has been completed and reimbursement from the Butler County Infrastructure Program grant will be requested once paid by the Borough.

Motion carried 7-0.

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OTHER BUSINESS:

COUNCIL REQUEST FOR INFORMATION

The council did not review the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 4/21/2025 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Human Resources: Meets on Wednesday, April 30, 2025.
- Building & Finance: no report
- Police Matters: no report

Mr. Mathew

- Utilities: noted in discussion with AMPT on improvements to Borough's system.
- Police Matters: no report
- Fire Dept. Liaison: no report
- Shared Services Committee: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: no report
- Library: noted Library had successful Murder Mystery event
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe

- Parks & Recreation: Parks department is promoting programs and notably Family Days, also noted the Amphitheater work is progressing
- Utilities: no report

Mr. Mathew

- Building & Finance: no report
- IT: no report
- Police Matters: no report
- EMS Study: Attended meeting in Cranberry as study progresses on EMS funding/organization

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Mr. Fritch

- Community Revit. Committee: no report
- IT: no report
- Public Safety/Steet/Sidewalk/Storm water: Thanked Chad and Street Department for street sweeping and Joel Grobe for pressure washing.

Mrs. Hess:

- Community Revit. Committee: Received Phase 3 comments from PennDOT. Next meeting May 12, 2025 at 8:30 am.
- Human Resources: no report
- Southwest Butler County Stormwater Authority: no report

Mayor :

- Airport Authority – noted several new businesses on Main Street and he is doing ribbon cuttings. Also, noted that he will speak at Memorial Day Service.

Manager: Executed agreement for substation property survey, \$1,400.

Solicitor: no report

Engineer: no report

Police Chief: no report

Public Works Director: no report

Parks Manager: no report

The meeting was recessed at 7:39 PM.

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ATTEST:



Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 12th day of May 2025.



Thomas M. Oliverio
Mayor