

Minutes of the Borough Council Zelienople, PA

8/11/2025

7:00 PM

Council-Regular

MasterID: 800

The August 11, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:04 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, Spencer Mathew, and Dan Fritch. Steve Schoppe, Mary Hess, and Mayor Thomas Olivério did not attend.

Borough Manager Andrew Spencer, Police Chief James Miller, and Borough Engineer Tom Thompson were also in attendance.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Dan Fritch.

VISITORS:

Trivia Question – Frishkorn House is used for what purpose now as a business? Answer: Mathew Jewelers

PUBLIC COMMENT:

Tony Corridoni commented on signage request for the Community Chest.

CONSENT AGENDA:

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

- Minutes of July 28, 2025 Council Meeting.
- Transfer of Funds, \$100,000 from the Electric Fund to the General Fund, if needed.
- Transfer of Funds, \$50,000 from the Water Fund to the General Fund, if needed.

Motion carried 5-0.

OLD BUSINESS:

None

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NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to accept the "bills to be paid report" for August 11, 2025 totaling \$729,967.19.

Motion carried 5-0.

CONSIDER REQUEST FOR THE SIGNAGE AT THE 4 CORNER PARK BY THE COMMUNITY CHEST (CVCC)- RESOLUTION #546-25

A motion was made by Mr. Foyle, seconded by Mr. Mathew to adopt Resolution #546-25 and permit the Connoquenessing Valley Community Chest (CVCC) to erect two (2) 4 ft. X 8 ft. signs from September 14, 2025 through January 10, 2026 to advertise their Non-Profit fund-raising campaign.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #546-25 was prepared for that purpose.

A full and true copy of Resolution #546-25 can be found in the Resolution Book.


Borough Manager

Motion carried 5-0.

REPORTS:

The Park Director gave an update on the pool schedule; they will plan to stay open through September 7th or longer, weather depending. Also planning a bluegrass festival. The Farmer's Market wraps up in October.

OTHER BUSINESS:

Borough Manager Andrew Spencer requested an executive session on personnel items.

Time of Break: 7:15 PM; Return 7:25 PM

Executive Session Time: 7:25 PM; Return: 7:40 PM

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CONSIDER ADDING AUTHORIZATION TO ADVERTISE AND HIRE AN ADMINISTRATIVE ASSISTANT FOR UTILITIES TO THE COUNCIL AGENDA

A motion was made by Mrs. Mathew, seconded by Mr. Fritch, to add to the council agenda the authorization to advertise and hire an Administrative Assistant for Utilities.

Motion carried 5-0.

CONSIDER AUTHORIZATION TO ADVERTISE AND HIRE AN ADMINISTRATIVE ASSISTANT FOR UTILITIES

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to authorize to advertise and hire a full-time non-exempt Administrative Assistant – Utilities to help in the areas of utility billing operations, accounts receivable, payroll processing, as well as general administrative support resulting from Shalaine's resignation.

Shalaine Spencer has submitted her letter of resignation from the position of Administrative Assistant/Utility Billing Clerk. Her last day is September 8, 2025. The HRC has determined that with Shalaine's upcoming resignation, there is a need to fill her position immediately.

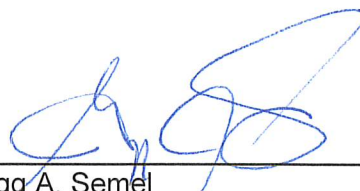
Motion carried 5-0.

Being no further business, President Semel closed the meeting at 7:42 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 25th day of September 2025.



Thomas M. Oliverio
Mayor