

Minutes of the Borough Council Zelienople, PA

8/25/2025

7:00 PM

Council-Regular

MasterID: 801

The August 25, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:02 PM by Council President Gregg Semel in the Scholl Conference Center located at Passavant Lutheran Senior Life at 105 Burgess Drive, Zelienople. This meeting was held in an in-person environment with no off-site 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, Dan Fritch, and Mayor Thomas Oliverio. Spencer Mathew and Mary Hess were not in attendance.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chief Miller

VISITORS:

Bill Eppinger, Cindy Pirra, Patti Goehring, Peggy Goehring, Matt Edwards and Joel Grobe (ZABA), Al and Mimi Wells, Linda Neely, Linda Schneider, and Richard Dixon

PUBLIC COMMENT:

Joel Grobe gave an update on the happenings with ZABA.
Richard Dixon shared suggestions for more handicapped parking and traffic concerns.

CONSENT AGENDA:

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

- Minutes of August 11, 2025 Council Meeting
- Transfer of Funds, \$150,000 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.
- Acknowledge Receipt of Summary Budget Report

Motion carried 5-0.

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OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Fritch, seconded by Mr. Schoppe, to accept the “bills to be paid report” for August 25, 2025 totaling \$178,232.02.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE AREA BUSINESS ASSOCIATION FALL FESTIVAL AND MONETARY CONTRIBUTION

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve the Special Event Permit Application – Zelienople Fall Festival to be held from October 10, 2025 through October 12, 2025, from 10:00 AM to 7:00 PM along Four Corners Park, Main Street Sidewalks, Spring Street, and Spring Street Park Lot and a monetary contribution of \$500.00 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 and with the conditions and clarification noted above as Council may direct. Public Services will be donated to this event.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ST. PETER’S CHURCH RALLY DAY AND ROAD CLOSURE

A motion was made by Mr. Mathew, seconded by Mr. Fritch to approve the Special Event Permit Application – St. Peter’s Reformed Church Rally Day to be held on Sunday, July 7, 2025 from 10:15 am to 3:30 pm and closure of First Street from N. Oliver Ave. to N. Division 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 and with the following conditions.

Motion carried 5-0.

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CONSIDER THE CANCELLATION OF THE SEPTEMBER 8, 2025 COUNCIL MEETING

A motion was made by Mr. Foyle, seconded by Mr. Schoppe to approve cancelling the September 8, 2025 council meeting if the pending agenda allows for it.

Over the last several years, the Pennsylvania Municipal Electric Association (PMEA) has fallen on an agenda week, and Borough staff who handle agenda preparation will be out of the office for the Pennsylvania Municipal Electric Association (PMEA) conference, September 3-6. Depending on the pending, if any, agenda items, we have historically cancelled the council meeting the following week due to staff availability to prepare the agenda.

Motion carried 5-0.

REQUEST AUTHORIZATION TO REHIRE FOR VACATED REGULAR FULL-TIME LABORER POSITION

Mr. Foyle made a motion, seconded by Mr. Schoppe, to authorize the Borough Manager to move a part-time Water Department employee to fill the regular full-time laborer position in the Street Department, at a rate of \$19.25 per hour with benefits, effective September 8, 2025.

This vacancy arose due to the resignation of a recently hired Street Department employee, who stepped down for health-related reasons. It was recommended that the individual currently working part-time in the Water Department be promoted to the full-time role. The Public Works Director and Manager have had a conversation with the employee, and she has agreed to accept the position.

Motion carried 5-0.

REQUEST AUTHORIZATION TO ADVERTISE PART-TIME LABORER POSITION

A motion was made by Mr. Mathew, seconded by Mr. Schoppe to authorize advertising and hiring the position of part-time public works water department laborer position at a rate of \$19.25 an hour.

With the plan to shift the current part-time laborer to full-time status, this leaves a vacant part-time position in the Water Department. We are requesting consideration to re-advertise and hire an individual in that part-time capacity. There are no benefit costs for this position; it is strictly paid based on the hours worked.

Motion carried 5-0.

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CONSIDER GLADE RUN PROPERTIES LLC AGREEMENT FOR PHASE 3A

A motion was made by Mr. Mathew, seconded by Mr. Schoppe to authorize the execution of the Glade Run Properties LLC Agreement for Phase 3A.

Glade Run Properties LLC has been requesting the developer's agreement for Phase 3A for several months. Phase 3 & 4 were previously approved, but the Borough has delayed approving this agreement as there was a need for additional cost information as it relates to electric facilities extension. Borough staff have reviewed the agreement and found it in order and generally mirrors Phase 1 & 2 with the exception of unit cost updates and a change to 35 single family homes instead of 44 single family homes and 28 townhouse units.

Motion carried 5-0.

CONSIDER ESTIMATE 14R TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION ECONOMIC DEVELOPMENT PHASE 2 – ECMS PROJECT

A motion was made by Mr. Fritch, seconded by Mr. Foyle to approve M and B Services LLC ECMS Estimate No. 14R in the amount of \$146,739.61 for the Zelienople Borough Revitalization/Economic Development Phase 2. The work has been completed, and the pay request has been submitted to PennDOT. The remaining unfunded balance of the estimate will be requested from the DCED grant once paid by the Borough.

Motion carried 5-0.

CONSIDERATION FOR PIATT COMPANIES RELEASE NO. 1 OF THEIR FINANCIAL GUARANTEE FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASE 3

A motion was made by Mrs. Hess, seconded by Mr. Schoppe to approve Piatt Companies Release No. 1 in the amount of \$587,148.10 for the release of materials installed on the Glade Run Village Residential Development, Phase 3A. GFT has reviewed this request and confirmed that the materials have been installed.

Motion carried 5-0.

OTHER BUSINESS:

None

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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 8/20/2025 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Human Resources: no report
- Building & Finance: noted capital campaign is underway at the Library and asked for the Borough to consider a budgetary contribution for 2026
- Police Matters: no report

Mr. Mathew

- Utilities: noted cast estimates for the AMPT project
- Police Matters: no report
- Fire Dept. Liaison: Had a short meeting, but there's nothing to report
- Shared Services Committee: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Stormwater: no report
- Library: they are working on a grant application for the new building at the Library
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe

- Parks & Recreation: noted pool season was extended, and the concert series is winding down
- Utilities: no report

Mr. Mathew: not present

Mr. Fritch

- Community Revit. Committee: noted we should see improvements at 4 Corners Park soon, and Phase 3 should be out to bid soon
- IT: no report
- Public Safety/Street/Sidewalk/Storm water: no report

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Mrs. Hess: not present

Mayor :

- Noted a movement with people placing little white crosses in people's yards showing up
- Airport Authority – noted last meeting was cancelled; Butler County Borough's holding a meeting in September

Manager: noted Perry Way/Evans Road will be under construction for stormwater work over next one to two weeks

Solicitor: no report

Engineer: noted waiting on Verizon to finish Phase 2 work. Awaiting grant approval for the pedestrian crossing at Spring Street from PennDOT

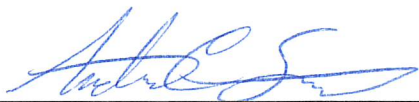
Police Chief: noted he will schedule a PMC meeting for September

Public Works Director: not present

Parks Manager: not present

Being no further business, President Semel closed the meeting at 7:56 PM.

ATTEST:

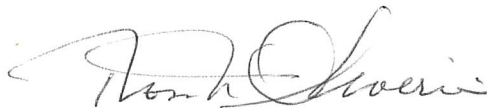


Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 29th day of September 2025.



Thomas M. Oliverio
Mayor