

Minutes of the Borough Council Zelienople, PA

9/29/2025

7:00 PM

Council-Regular

MasterID: 802

The September 29, 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. In attendance 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:

Mark Hess, Adel Fatur, Amy Ellis, Nichole McLean, Sandy Ferrainola, Eden Watterson, Megan Murphy

PUBLIC COMMENT:

Thank you was expressed by the Council to Mrs. Hess on all her years of service to the Borough.

Introduction of the new Administrative Assistant, Nichole McLean.

Trivia Question: Noted the carriage house near the Buhl House was built in the early 1800's and is still in use today.

Adel Fatur commented on having a skydiver land on Main Street during the 2026 parade.

Megan Murphy and Eden Watterson commented on the annual Miracle on Main Street event.

CONSENT AGENDA:

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

- Minutes of August 25, 2025 Council Meeting
- Transfer of Funds, \$50,000 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.
- Transfer of Funds, \$20,000 from the General Fund to the Parks Fund, if needed.

Motion carried 5-0.

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OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mrs. Hess, seconded by Mr. Mathew, to accept the "bills to be paid report" for September 29, 2025 totaling \$677,650.38.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION - ZELIENOPLE AREA BUSINESS ASSOCIATION MERCHANT TRICK OR TREAT AND HALLOWEEN PARADE

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to approve the Special Event Permit Application for the Annual Merchant Trick or Treat/Halloween Parade to be held Thursday, October 30, 2025 at 6:30 PM in Downtown Zelienople (High Street, Beaver Street, Main Street, and New Castle Street) and to apply for a PA DOT parade permit on their behalf 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 permit conditions. The Borough will apply for the parade permit from PA DOT on their behalf.

Motion carried 5-0.

CONSIDERATION TO SET TRICK OR TREAT TO BE ON OCTOBER 31, 2025 FROM 6:00 PM TO 8:00 PM

A motion was made by Mr. Fritch, seconded by Mr. Mathew to set Trick or Treat night for Friday, October 31, 2025 from 6:00 PM to 8:00 PM.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE AREA BUSINESS ASSOCIATION MIRACLE ON MAIN STREET/HOLIDAY PARADE

A motion was made by Mr. Foyle, seconded by Mr. Mathew to approve the Special Event Permit Application – Miracle on Main Street/Holiday Parade to be held on December 4, 2025 from 4:00 PM to 8:00 PM in the Main Street business district with the annual Holiday Parade on Main Street beginning at 7:00 PM and to apply for a PA DOT parade permit on their behalf provided that the responsible party noted in the application coordinate communications with and be responsive to

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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 permit conditions. The Borough will apply for the parade permit from PA DOT on their behalf.

Motion carried 5-0.

2026 MINIMUM MUNICIPAL OBLIGATION – POLICE PENSION PLAN

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to acknowledge receipt of the 2026 Minimum Municipal Obligation for the Police Pension Plan in the amount of \$74,121 as provided by Mockenhaupt, based upon wages for 10 active participants.

Motion carried 5-0.

2026 MINIMUM MUNICIPAL OBLIGATION – NON-UNIFORMED PENSION PLAN

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch to acknowledge receipt of the 2026 Minimum Municipal Obligation for the Non-Police Pension Plan in the amount of \$47,696 as provided by Mockenhaupt, based upon wages for 16 active participants.

Motion carried 5-0.

CONSIDER RAISING THE CREDIT LIMIT FOR THE POLICE DEPARTMENT AND ADMINISTRATION CREDIT CARDS

A motion was made by Mrs. Hess, seconded by Mr. Foyle to approve a ten-thousand-dollar (\$10,000) credit limit each on the police department and administration credit card accounts with Somerset Trust.

The current limit is \$4,000, which has caused conflicts during annual events and registrations.

Motion carried 5-0.

CONSIDER LOT CONSOLIDATION PLAN APPROVAL – HAZEL STREET

A motion was made by Mr. Spencer Mathew, seconded by Mrs. Hess to approve the lot consolidation plan for tax parcels 550-S4-A427 & 550-S4-A426 at 205 Hazel Street, as reviewed and confirmed by GFT.

Motion carried 5-0.

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CONSIDERATION FOR PIATT COMPANIES RELEASE NO. 2 OF THEIR FINANCIAL GUARANTEE FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASE 3A

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to approve Piatt Companies Release No. 2 in the amount of \$418,357.78 for materials installed on the Glade Run Village Residential Development, Phase 3A.

Motion carried 5-0.

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

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch to approve Piatt Companies Release No. 1 in the amount of \$289,850.00 for materials installed on the Glade Run Village Residential Development, Phase 3B.

Motion carried 5-0.

CONSIDERATION FOR SUBMITTING REQUEST 3 TO THE MULTIMODAL TRANSPORTATION FUND FOR THE STREETScape PHASE 2 PROJECT

A motion was made by Mrs. Hess, seconded by Mr. Mathew to approve Multimodal Transportation Fund Request No. 3 in the amount of \$188,658.17 for the Zelienople Borough Revitalization/Economic Development Phase 2 Project, closing out the funding from the Multimodal Grant.

Motion carried 5-0.

REQUEST AUTHORIZATION TO ADVERTISE AND HIRE VACATED REGULAR FULL-TIME LINEMAN POSITION

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to authorize the advertisement and hiring of a full-time lineman to replace the vacated position in the Electric Department.

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 9/19/2025 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Human Resources: working on filling recent vacant positions.
- Building & Finance: no report
- Police Matters: no report

Mr. Mathew

- Utilities: attended AMP conference and updated the council on issues presented at the conference
- Police Matters: no report
- Fire Dept. Liaison: Open House is being held on October 11th
- Shared Services Committee: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Stormwater: no report
- Library: working on a grant application to advance the library project
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe

- Parks & Recreation: no report
- Utilities: no report

Mr. Mathew

- Building & Finance: no report
- IT: no report
- Police Matters: no report
- EMS Study: no report

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Mr. Fritch

- Community Revit. Committee: noted we are waiting on Verizon to finish Phase 2 and remove poles
- IT: no report
- Public Safety/Street/Sidewalk/Storm water: Commended on the electric scooters and how they are unsafe on sidewalks; discussion on PennDOT rules.

Mrs. Hess:

- Community Revit. Committee: noted that her chair duties will pass to Mr. Fritch
- Human Resources: no report
- Southwest Butler County Stormwater Authority: noted the start-up loan was paid back and other projects are advancing as funds are received.

Mayor :

- Commented on the traffic as it relates to the new Glade Run development
- Noted the Butler County Boroughs Association meeting will be on October 16th and will be attending the PSAB conference.

Manager:

- noted the Borough has received the pension system state aid from the Auditor General office in the amount of \$147,218.43
- Requested an executive session on personnel matters

Solicitor: no report

Engineer: no report

Police Chief: no report

Time of Break 8:04 PM; Return 8:160 PM

Executive Session Time: 8:16 PM; Return 8:29 PM

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Being no further business, President Semel closed the meeting at 8:29 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