

Minutes of the Borough Council Zelienople, PA

10/27/2025

7:00 PM

Council-Regular

MasterID: 804

The October 27, 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, Spencer Mathew, Dan Fritch, and Mayor Thomas Oliverio. Steve Schoppe was not in attendance.

Borough Manager Andrew Spencer, Assistant Borough Manager Cindy Edwards, Police Chief James Miller, Parks Manager Lyndsey Granata, and Borough Solicitor Bonnie Brimmeier were also in attendance.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Doug Foyle.

VISITORS:

Michael Keefer, Michele Keefer, Sandy Ferranda, and Erik Bozarth

PUBLIC COMMENT:

None

Trivia Question: Which name replaced Mill Street in the early days of Zelienople? Mill Street in Zelienople was renamed Grandview Avenue.

Mr. Cushing explained parachuting during the 2026 Fourth of July festivities.

APPOINTMENT TO BOROUGH COUNCIL

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to appoint Karen Lyle to Borough Council to fill the unexpired term through December 31, 2027 due to the resignation of Mary Hess.

Motion carried 5-0.

The Mayor administered the Oath of Office to Mrs. Karen Lyle.

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CONSENT AGENDA:

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

- Minutes of October 13, 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.
- Transfer of Funds, \$10,000 from the General Fund to the Parks Fund, if needed.

Motion carried 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

NOMINATIONS AND VOTE FOR COUNCIL CHAIR PRO – TEM

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to appoint Doug Foyle as Council Chair Pro-Tem. Since Mr. Foyle was the subject of the motion, he didn't vote.

Motion carried 5-0, 1 abstained.

BILLS TO BE PAID

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to accept the "bills to be paid report" for October 27, 2025 totaling \$727,458.13.

Motion carried 6-0.

CONSIDER WEB SERVICES AGREEMENT WITH REVIZE SOFTWARE SYSTEMS FOR A WEBSITE REDESIGN

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew to approve the web services agreement with Revize Software Systems at a total cost of \$7,370, with payments split between 2025 and 2026.

The IT Committee reviewed a proposed website redesign with Revize Software Systems, at a total cost of \$7,370. The redesign will modernize the Borough's website, improving ADA compliance, online forms, document search, news center, and the event calendar. An initial

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payment of \$3,685 will be paid in 2025 to initiate the project, and the remaining \$3,685 will be due upon completion in 2026.

Motion carried 6-0.

CONSIDERATION OF RESOLUTION #548-25 — DISTRIBUTION OF STATE AID FOR MUNICIPAL PENSION FUNDS

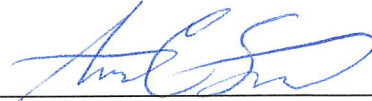
A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to approve Resolution #548-25 for the distribution of State Aid for municipal pension funds.

Under Act 205 of 1985, the Commonwealth of Pennsylvania allocates yearly State Aid for municipal pension funds. The Borough received \$147,218.43, allocated as follows:

- Police Pension Plan: \$102,308.43
- Non-Uniformed Plan: \$44,910.00

Excess State Aid of \$28,150.43 beyond the minimum municipal obligation will be applied to the police pension plan.

A full and true copy of Resolution #548-25 can be found in the Resolution Book.



Borough Manager

Motion carried 6-0.

CONSIDER RESOLUTION #549-25 — AUTHORIZE SIGNATURE AUTHORITY FOR LIBRARY KEYSTONE GRANT

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve Resolution #549-25, authorizing the Borough President and Manager to sign grant documents for the Zelienople Library Keystone Grant for a new addition and outdoor learning campus.

The Zelienople Library will apply for a state Keystone Grant for a new addition and outdoor learning campus. The project total is \$1,030,000 with a grant request of \$515,000. Resolution #549-25 provides signature authority for the grant application on behalf of the library.

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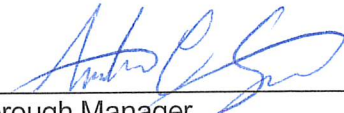
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A full and true copy of Resolution #549-25 can be found in the Resolution Book.


Borough Manager

Motion carried 6-0.

CONSIDER AMENDING POOL MEMBERSHIP FEES

A motion was made by Mr. Mathew, seconded by Mr. Fritch to approve the recommended pool membership fee adjustments.

Staff and the Park Committee have reviewed pool membership package sales and recommend adjusting the fee structure to align with regional pricing trends.

These fees will be included in the Borough Fee Schedule by future resolution.

Motion carried 6-0.

CONSIDERATION FOR AWARDING THE 4 CORNERS MEMORIAL PARK GENERAL CONTRACT 25-1

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew to award the 4 Corners Memorial Park Project, Contract 25-1, to Hiles Excavating LLC.

Bids were received for the 4 Corners Memorial Park Project, Contract 25-1. The low bidder was Hiles Excavating LLC of Chicora, PA with a bid of \$355,775.00. Included in the project are provisions for a concrete pad and sanitary stub (\$17,780) and a cedar fence alternate (\$10,450).

Motion carried 6-0.

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

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Piatt Companies Release No. 2 in the amount of \$258,108.00.

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Piatt Companies submitted their 2nd release request for installed materials in Glade Run Village Phase 3B. GFT reviewed and confirmed the completed work.

Motion carried 6-0.

OTHER BUSINESS:

None

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 10/23/2025 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Human Resources: noted meeting on Wednesday
- Building & Finance: no report
- Police Matters: no report

Mr. Mathew

- Utilities: noted fiber work being done and utility improvements are required to be done
- Police Matters: no report
- Fire Dept. Liaison: Fire department is working on a new truck; probably a year until delivery
- Shared Services Committee: no report
- Human Resources: no report
- Community Revit. Committee: noted Verizon is working so we anticipate poles being removed soon
- Parks & Recreation: no report

Mrs. Lyle

- Parks & Recreation: no report
- Police Matters: no report

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Mr. Mathew

- Building & Finance: no report
- IT: noted drone footage being taken to be used in the new website design
- Police Matters: no report
- EMS Study: study wrapped up; final report to be issued in a month or two

Mr. Fritch

- Community Revit. Committee: noted meeting November 1st and working with Historical Society on wrapping traffic control boxes
- Human Resources: no report
- IT: no report
- Public Safety/Street/Sidewalk/Storm water: noted Police Department provided information on motorized bicycles on sidewalks

Mr. Foyle

- Public Safety/Steer/Sidewalk/Stormwater: no report
- Library: soup and strings occurred and it was a good event; Books and Brushes as well as Trivia Night is being planned
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe: not present

Mayor :

- Noted service for Veteran's Day at Passavant and that the Veteran's Breakfast group meets as well to get Veteran's together.
- Noted that he has resigned from the Airport Authority.

Manager: no report

Solicitor: no report

Engineer: no report

Police Chief: noted department is looking into camera upgrades and first aid training opportunities

Parks Manager:

- working on bringing a pickleball league to the Park Department; working with Glade Run to use their facilities
- noted that the park is seeking sponsors for the Christmas boxes

Assistant Manager: noted website work will begin; also noted healthcare increases for 2026.

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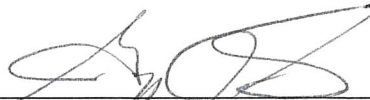
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Being no further business, President Semel closed the meeting at 8:10 PM.

ATTEST:

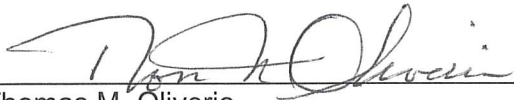


Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 10th day of November 2025.



Thomas M. Oliverio
Mayor