

# Minutes of the Borough Council Zelienople, PA

1/26/2026

7:00 PM

Council-Regular

MasterID: 810

The January 26, 2026, 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, Spencer Mathew, Dan Fritch, and Karen Lyle. Mayor Thomas Oliverio 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 Mr. Fritch.

## **VISITORS:**

Lindsay Kratochvil

## **PUBLIC COMMENT:**

Mayor Oliverio recognized Jason Kratochvil for his 15 Years of Service.

## **CONSENT AGENDA:**

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

- Minutes of January 12, 2026 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.

Motion carried 7-0.

## **OLD BUSINESS:**

None

# Minutes of the Borough Council Zelienople, PA

1/26/2026 7:00 PM

Council-Regular

MasterID: 810

## NEW BUSINESS:

### BILLS TO BE PAID

A motion was made by Mr. Mathew, seconded by Mrs. Lyle, to accept the "bills to be paid report" for January 26, 2026, totaling \$234,264.90.

Motion carried 7-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION – BE THE MATCH FOR JAX FUNDRAISER

A motion was made by Mr. Mathew, seconded by Mr. Schoppe, to approve the Special Event Permit Application – Be the Match for Jax Fundraiser to be held on January 27, 2026, from 4:00 PM to 10:00 PM on West Spring Street between Main and Clay as well as within businesses throughout downtown Zelienople and to include a mini Touch-a-Truck at the West Spring Street lot 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.

Motion carried 7-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION – ROAMING BEAN

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew, to approve the Special Event Permit Application – Roaming Bean to be held on February 1, 2026, from 9:00 AM to 12:00 PM in front of the Ooma Boutique store at 106 N. Main 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 pending the requirements of the snow emergency.

Motion carried 7-0.

# Minutes of the Borough Council Zelienople, PA

1/26/2026

7:00 PM

Council-Regular

MasterID: 810

CONSIDER APPROVAL OF RESOLUTION #552-26 A RESOLUTION FOR THE DISPOSAL OF PUBLIC RECORDS.

A motion was made by Mr. Mathew, seconded by Mr. Foyle to adopt Resolution #552-26 authorizing the disposal of the records identified therein.

The Borough has previously declared its intent to comply with the records retention schedules and procedures outlined in the Municipal Records Manual. Pursuant to applicable law, each action involving the disposition of public records must be authorized by resolution of the governing body. Resolution No. 552-26 has been prepared to satisfy this requirement.

The records approved for disposal will be destroyed by shredding to ensure complete and secure destruction as soon as practicable.

A full and true copy of Resolution #552-26 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

CONSIDER REQUESTING THE CIVIL SERVICE COMMISSION PROVIDE COUNCIL WITH A CERTIFIED ELIGIBILITY LIST FOR PROMOTIONS WITHIN THE ZELIENOPLE POLICE DEPARTMENT

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to authorize the Civil Service Commission to provide a Certified Eligibility List for promotions prior to December 1, 2026.

In anticipation of upcoming personnel transitions within the Police Department, the Chief of Police has proposed the creation of additional lower-level supervisory positions. Currently, Lieutenant Mikulan serves as the only supervisor beneath the Chief and was previously promoted in preparation for a future administrative leadership role.

The plan is to promote two officers to the rank of Corporal to begin succession planning. Civil Service regulations and applicable job descriptions require a minimum of three years of service in the rank immediately below before eligibility for further promotion. Following three years of service as Corporal, one individual may be promoted to Sergeant to serve as second-in-command upon the Chief's retirement, at which time Lieutenant Mikulan would be appointed to take over as Chief.

All promotions must be completed in accordance with the Zelienople Civil Service process.

Motion carried 7-0.

# Minutes of the Borough Council Zelienople, PA

1/26/2026

7:00 PM

Council-Regular

MasterID: 810

## CONSIDER SNOW REMOVAL ON MAIN STREET

A motion was made by Mrs. Schoppe, seconded by Mr. Spencer Mathew, to authorize the snow removal on Main Street and side streets as necessary due to the extreme snowfall.

Motion carried 7-0.

## 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 1/19/2026 which includes any discussion and removal/ addition of items from the previous month.

## REPORTS

### Committees Reports:

#### Mr. Semel

- Human Resources: noted committee meeting scheduled for this Wednesday
- Building & Finance: no report
- Police Matters: no report

#### Mr. Mathew

- Utilities: no report
- Police Matters: no report
- Fire Dept. Liaison: no report
- Shared Services Committee: no report
- Human Resources: no report
- Community Revit. Committee: no report
- Parks & Recreation: no report

#### Mrs. Lyle

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

# Minutes of the Borough Council Zelienople, PA

1/26/2026

7:00 PM

Council-Regular

MasterID: 810

Mr. Mathew

- Building & Finance: no report
- IT: new website is being created and progressing well and public works department has received new computers.
- Police Matters: no report
- EMS Study: COG is envisioning for the future and structuring an oversight committee similar to the fire district oversight committee

Mr. Fritch

- Community Revit. Committee: Four Corners Park is progressing well; a pre-construction meeting will be scheduled soon. Phase III should be ready to bid soon once Verizon and Armstrong comments are received.
- Human Resources: no report
- IT: no report
- Public Safety/Street/Sidewalk/Storm water: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Stormwater: no report
- Library: new building project is moving forward well
- Pension Committee: no report
- Building & Finance: no report
- 

Mr. Schoppe

- Parks & Recreation: Committee and Park Manager are working on events, and the pickleball program is doing well.
- Utilities: no report
- Community Revit. Committee: no report
- IT: no report

Mayor :

- Not present

Manager: Discussion on snow removal

Solicitor: not present

Engineer: no report

Police Chief: no report

# Minutes of the Borough Council Zelienople, PA

1/26/2026

7:00 PM

Council-Regular

MasterID: 810

Being no further business, President Semel closed the meeting at 8:15 PM.

ATTEST:



Andrew C. Spencer  
Borough Manager



Gregg A. Semel  
Council President

Approved by me on this 9<sup>th</sup> day of March 2026.



Thomas M. Oliverio  
Mayor