
Minutes of the Borough Council Zelienople, PA

1/29/2018

7:30 PM Council-Workshop

MasterID:

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The January 29, 2018 meeting of the Zelienople Borough Council was called to order at 7:30 PM by Council President Allen Bayer in the Council Chambers. In attendance were, Council Members, Ralph Geis, Gregg Semel, Andrew Mathew III, Marietta Reeb, Mary Hess, Doug Foyle and Mayor Thomas Oliverio.

Borough Manager Donald Pepe, Borough Engineer Tom Thompson, Solicitor Bonnie Brimmeier, Public Works Director Chad Garland, Assistant to the Manager Andrew Spencer and Zoning & Codes Officer Shelly Kaltenbaugh were also present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ralph Geis

VISITORS

Cathy Powell
Dick Powell
Karen Hungerford
Dan Fritch
Caleb Harshberger-Press

No visitor comments

Service Pins and Certificates were awarded to :

- Aaron Kniess for 20 Years of Service
- Andrew Spencer for 10 Years of Service

The award was made by Mayor Oliverio on behalf of the Borough.

CONSENT AGENDA:

A motion was made by Mr. Mathew, second by Mr. Foyle, to approve the following:

- Minutes of the January 8, 2018 Council meeting

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Motion carried 7-0.

OLD BUSINESS:

PRESENTATION OF BOROUGH SIGN GRANT AWARD - ZELIENOPLE HISTORICAL SOCIETY

The first award of the Borough Sign Grant goes to the Zelienople Historical Society. Respectively, the costs of the wall signs for the Buhl House and Passavant House will be \$441.00 and \$465.00. Through the Revitalization Wall Sign Grant, a grant for the two signs in the amount of \$453.00 will be awarded to the Zelienople Historical Society. The award was given at this meeting and publically announced. No action by council was needed.

CONSIDER ADOPTION OF PROPOSED ORDINANCE No. 858-18. AN ORDINANCE OF ZELIENOPLE BOROUGH ESTABLISHING A VOLUNTEER EMERGENCY SERVICE EARNED INCOME TAX CREDIT PROGRAM FOR THE HARMONY FIRE DISTRICT, AND ESTABLISHING ADMINISTRATIVE PROCEDURES AND APPEALS.

A motion was made by Mr. Mathew, second by Mr. Geis, to adopt Proposed Ordinance # 858-18 an Ordinance establishing a Volunteer emergency services Earned Income Tax Credit program for the Harmony Fire District.

Motion carried 7-0.

CONSIDER PROPOSED RESOLUTION #379-18 ESTABLISHING CRITERIA FOR THE ZELIENOPLE VOLUNTEER SERVICE EARNED INCOME TAX CREDIT PROGRAM

A motion was made by Mr. Mathew, second by Mr. Semel, to adopt Proposed Resolution # 379-18, establishing the criteria for the Volunteer Emergency Earned Income Tax Credit Program, be adopted as required by Ordinance # 858-18.

A full and true copy of Resolutions #379-18 can be found in the Resolution Book.

Borough Manager

Motion carried 7-0.

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CONSIDER AFFIRMING EMAIL APPROVAL OF ARC GRANT APPLICATION FOR MAIN STREET IMPROVEMENTS, ECONOMIC DEVELOPMENT AND JOB CREATION AS WELL AS PROPOSED RESOLUTION # 380-18 AND MATCHING FUNDS GRANT LETTER.

A motion was made by Mrs. Reeb; second by Mr. Foyle to affirm the above action including Proposed Resolution #380-18, to submit the ARC grant application package by the deadline of 1/25/18.

A full and true copy of Resolutions #380-18 can be found in the Resolution Book.

Borough Manager

Motion carried 7-0.

NEW BUSINESS:

Formal Acceptance of the Intent to Retire from Borough Employment from Ernest Dambaugh

A motion was made by Mrs. Reeb, second by Mr. Semel, to, with reluctance; formally accept the Retirement intent of Ernest (Ernie) Dambaugh to be effective April 2, 2018.

Motion carried 7-0.

Formal Acceptance of the Intent to Retire from Borough Employment from Sgt. Charles A. Carlson

A motion was made by Mr. Geis, second by Mrs. Reeb, to, with reluctance; formally accept the Retirement intent of Sgt. Charles (Chuck) Carlson to be effective April 2, 2018.

Motion carried 7-0.

CONSIDER A MOTION TO AUTHORIZE THE DISTRIBUTION OF REQUEST FOR PROPOSAL (RFP) FOR CONSULTING ENGINEERING SERVICES FOR STREETScape PLAN FOR MAIN STREET REVITALIZATION PHASE 2

A motion was made by Mrs. Hess, second by Mr. Semel, to authorize the distribution of the Request for Proposal (RFP) for the Engineering Services for Phase 2 of the Main Street Revitalization project to the

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identified Engineering Firms

Motion carried 7-0.

AUTHORIZATION TO PAY INVOICE DOWNTOWN REDEVELOPMENT SERVICES

A motion was made by Mr. Semel, second by Mr. Mathew, to authorize the payment to Downtown Redevelopment Services, in the amount of \$63.00 for the payment of invoice #52 relating to RACP.

Motion carried 7-0.

CONSIDER REQUEST FOR APPROVAL TO ATTEND THE 2018 GOVERNMENT FINANCE OFFICERS ASSOCIATION OF PENNSYLVANIA (GFOA-PA) ANNUAL CONFERENCE

A motion was made by Mrs. Reeb, second by Mr. Mathew, to authorize the Assistant Manager Jill Stedina to attend the annual GFOA-PA Conference on April 22 - April 25, 2018, in State College, PA. The cost is \$400 (after March 16th \$425), plus room, food and travel. Room rate is \$127 per night plus occupancy tax.

Motion carried 7-0.

CONSIDER A MOTION AUTHORIZING THE ADVERTISING OF A PUBLIC HEARING FOR THE REZONING APPLICATION 2017 - 1 - RZ OF THOMAS MEYERS/CHARLES STEINER

A motion was made by Mr. Semel, second by Mr. Mathew, to authorize the advertisement of a Public Hearing for 7:00 PM, February 26, 2018, and that the requirements of the Pennsylvania Planning Code are met. The purpose is for a proposed rezoning of three lots from R-3, Urban Residential to C-1, Central Business District Overlay, located on South Jefferson Street, approximately 170 feet south of its intersection with West New Castle, to include: Lot 550-S2-BC7A, 7446 square feet; Lot 550-S2-BC8, 7154 square feet; and Lot 550-S2-BC9A, 5,720 square feet. Total area requested to be rezoned equals 20,320 square feet. Applicant is proposing to construct a duplex home.

Motion carried 7-0.

CONSIDER PAY REQUISITION ESTIMATE # 5 TO THE CONSTRUCTION CONTRACT # 16-03 FOR THE ZELIENOPLE BOROUGH REVITALIZATION PARKING LOT IMPROVEMENTS - PHASE 2 PROJECT

A motion was made by Mr. Mathew, second by Mrs. Hess, to approve Mashan, Inc.'s Pay requisition Estimate No.5 Contract #16-03 in the amount of \$38,011.50.

Motion carried 7-0.

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CONSIDERATION FOR RE-BIDDING THE WINTER MATERIAL STORAGE BUILDING PROJECT

A motion was made by Mr. Mathew, second by Mr. Semel, to approve to re-bid the project for the construction of a Winter Materials Storage building. The previous bids were formally rejected by Council.

Motion carried 7-0.

REVIEW OF OPTIONAL LANGUAGE FOR THE FLOODPLAIN ORDINANCE

FEMA has announced that Butler County Flood Insurance Rate Maps are projected to be released on February 2, 2018 and finalized on August 2, 2018; however, this is subject to change. They are requesting to review the proposed ordinance prior to adoption for compliance with the latest standards.

Administration recommends reviewing the options, and presenting FEMA with a draft ordinance. A meeting was set for March 7th at 7:00 pm in the council chambers to begin this review.

OTHER BUSINESS:

COUNCIL REQUEST FOR INFORMATION

Council reviewed the list as provided in the agenda and updated items as deemed necessary.

CONSIDER PROPOSED RESOLUTION # 381-18, FOR THE PURPOSE OF SUPPORTING THE LIQUOR LICENSE APPLICATION FOR THE KAUFMAN HOUSE RESTAURANT

A motion was made by Mr. Geis, second by Mr. Foyle, to adopt Proposed Resolution # 381-18 for the purpose of supporting the liquor license application for the Kaufman House restaurant.

A full and true copy of Resolutions #381-18 can be found in the Resolution Book.

Borough Manager

Motion carried 7-0.

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LEAVE POLICY CHANGE - NBU INCREMENT CHANGE

A motion was made by Mrs. Hess, second by Mr. Semel, to adjust the leave policy for the Non Bargaining Unit (NBU) to allow for leave to be incurred in one (1) hour increments rather than the previous two (2) hour increments.

Motion carried 7-0.

YEARLY MERIT INCREASE POOL

A motion was made by Mr. Geis, second by Mrs. Hess, to establish the yearly merit increase pool for the Non Bargaining Unit (NBU) at 2.75% for 2018.

Motion carried 7-0.

PENSION CONTRIBUTION CHANGE FOR NBU EMPLOYEES

A motion was made by Mrs. Hess, second by Mr. Geis, to amend the pension ordinance to require a 5% Pension Contribution by all employees hired after January 1, 2018. A Pension Ordinance amendment will be prepared for council action now that this change has been authorized

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Motion carried 7-0.

MONTHLY COMMITTEE REPORTS

Mrs. Hess:

- Shared Services: No report
- Main St. Revitalization: No report

Mr. Semel:

- COG: - No report
- Library: - Report on fund raising event

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- Airport Authority - No report

Mr. Geis:

- Electric; - Update on the AMI project

- Finance: - No report

Mr. Foyle:

- Employee Pension Committee - No report

- Library

Mrs. Reeb:

Safety Committee: - No report

Historical Society: - No report

Report on Christmas parade and Salvation Army fund raising.

Mr. Mathew:

Water Comm.: - No report

EMA: - No report

Fire Dept. Liaison: - No Report

Mr. Bayer:

- HRC: Noted meeting on January 24, 2018

- PMC: Noted meeting will January 29, 2018

Mayor Oliverio:

- Noted he was elected President of the PA. Mayors Assoc. for 2018

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Manager:

- No report
- Requested an Executive Session on Personnel matters

Chief Miller:

- No report

Public Works Director:

- No report

Solicitor:

- No report
- Requested an Executive Session on a contract matter

Engineer:

- No report
- Requested an Executive Session on Possible Litigation matter

Zoning & Codes Officer

- No report

Council took a short break at 8:50 PM and returned at 9:10 PM.

Council went into Executive Session at 9:10 PM and reconvened to regular session at 10:02 PM.

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NEW HIRE OFFER

A motion was made by Mrs. Hess, second by Mr. Geis, to make a conditional offer of employment to Mr. Kevin Kolesar for a Lineman position at a starting salary of \$39,359.25 at any hourly rate of \$18.922 per hour. This position is a Salary Range Grade Level 19.

All normal employment requirements and benefits apply and are delineated in the letter of Conditional Offer of Employment.

Motion carried 7-0.

Being no further business the meeting was adjourned by Council President Bayer at 10:03 PM.

ATTEST:

Borough Manager

Council President

Approved by me this _____ day of _____, 2018.

Mayor