
Minutes of the Borough Council Zelienople, PA

2/8/2021

7:30 PM Council-Regular

MasterID:

689

The February 8, 2021 Council Meeting of the Zelienople Borough Council was called to order at 7:31 PM by Council President Allen Bayer in the Council Chambers located at 111 W New Castle St., Zelienople PA 16063. This meeting was held in a limited in-person environment as well as remotely through the WebEx technology due to the coronavirus pandemic situation and to comply with the Governors order to limit in person public meetings. It still complied with all rules of advertisement and the public had access to the meeting and was able to participate. In-person attendance were Council Members, Allen Bayer, Andrew Mathew III, Mary Hess, Doug Foyle, and Gregg Semel. Also in attendance was Mayor Thomas Oliverio. Attending remotely was Council Members Marietta Reeb and Ralph Geis.

Also, in attendance were Assistant to the Borough Manager Andrew Spencer. Attending remotely was Solicitor Bonnie Brimmeier, Police Chief James Miller, Borough Engineer Tom Thompson, Public Works Director Chad Garland, and Parks and Recreation Director Joan Wolfe.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chief Miller.

Mr. Bayer recognized Jason Kratochvil for 10 years of service.

VISITORS

In person
Matthew Edwards
Dan Fritch
Jason Kratochvil

Attending virtually
Tony Corridoni

PUBLIC COMMENT:

Tony Corridoni questioned about the cellphone service in the Borough. The Borough is not aware of any issues.

Dan Fritch gave an update on the Zelienople Business Association and asked for feedback on any issue the Business Association should be aware of by the Borough and an update was given by Borough Engineer Tom Thompson on Phase II of the Main Street Revitalization.

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Matthew Edwards noted preliminary planning for the years events that are underway; hoping for a normal year.

CONSENT AGENDA:

A motion was made by Mr. Geis, second by Mr. Foyle to approve:

- Minutes of the January 25, 2021 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

OLD BUSINESS:

None

NEW BUSINESS:

CONSIDER ACCEPTANCE OF THE BILLS TO BE PAID FOR THE MONTH OF FEBRUARY IN THE AMOUNT OF \$813,435.98

A motion was made by Mr. Mathew, seconded by Mr. Foyle to accept and approve the "Bills to Be Paid" report for February in the amount of \$813,435.98. Mr. Bayer requested that with the absence of the Borough Manager and Assistant Borough Manager that the Council Vice President and Chairman Pro-Tem be available to signs checks.

Motion carried 7-0.

CONSIDER AUTHORIZATION DRAW ON GENERAL OBLIGATION NOTE (G.O.N.) SERIES A OF 2020 – PAY REQUISITION #6

A motion was made by Mr. Geis, seconded by Mr. Mathew, for loan draw #6 on General Obligation Note (G.O.N.) Series A of 2020 for payment of costs associated with the AMI Project in the amount of \$47,373.00 for payment to American Municipal Power (AMP).

Motion carried 7-0.

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CONSIDER AUTHORIZATION DRAW ON GENERAL OBLIGATION NOTE (G.O.N.) SERIES A OF 2020 – PAY REQUISITION #7

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, for loan draw #7 on General Obligation Note (G.O.N.) Series A of 2020 for payment of costs associated with the AMI Project in the amount of \$15,824.47 for payment to American Municipal Power (AMP).

Motion carried 7-0.

CONSIDER BUTLER COUNTY PARKS AND RECREATION GRANT APPLICATION SUBMISSION AND APPROVAL OF PROPOSED RESOLUTION #449-21

A motion was made by Mr. Semel, seconded by Mrs. Hess, to approve Resolution #449-21 in support of the said grant application for the renovation of the existing Gazebo Pavilion roof along with supplying electrical services to the Gazebo for public use. The estimated cost of the project is \$11,450.00 with \$3,950 local shares available for the purpose.

A full and true copy of Resolution #449-21 can be found in the Resolution Book.



Assistant Borough Manager

Motion carried 7-0.

CONSIDER APPROVAL TO APPOINT ANDREW SPENCER TO THE ASSISTANT BOROUGH MANAGER

A motion was made by Mrs. Hess, seconded by Mr. Foyle, to approve the filling of the adjusted Assistant Borough Manager position, effective February 15, 2021. As part of the personnel reorganization due to the loss of Jill Stedina, the Borough consulted with HRC on a plan to adjust the personnel structure as provided at the January 11, 2021 council meeting. This included splitting Jill's position into two distinct positions: Assistant Manager and Finance Director. The Finance Director position, salary will be reduced to a salary proposal of \$55,000 to \$60,000 grade level 30. Jill's current position is at \$83,000 grade level 41. The Finance Director position has been advertised.

The other significant part of our personnel restructure is to put the Assistant Manager position into effect. The plan is to move Andrew Spencer into this position as follows:

- The Assistant Manager position will be at a salary level of \$ 66,000 grade level 31. The current Assistant to the Borough Manager position which is a salary level of \$52,000 grade level 29 can be vacated.

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- These changes allow us to stay within our approved 2021 budget with some cost savings of approximately \$8,000 giving us some flexibility in these changes.
- Benefit levels will remain constant.

Motion carried 7-0.

CONSIDER APPROVAL OF AN ANNUAL MERIT INCREASE POOL FOR NON-UNIFORMED EMPLOYEES FOR 2021

A motion was made by Mrs. Hess, seconded by Mr. Semel, to approve a 3.0% merit increase pool to fund the Non-Uniformed employee merit increase for 2021.

Motion carried 7-0.

CONSIDER APPROVAL OF AN ANNUAL MERIT INCREASE FOR CHIEF JAMES MILLER FOR 2021

A motion was made by Mrs. Hess, seconded by Mr. Geis, to give a 3% merit increase to Chief James Miller for 2021.

Motion carried 7-0.

CONSIDER WATER SERVICE ABANDONMENT AT 305 PINE STREET

A motion was made by Mr. Foyle, seconded by Mr. Semel, to approve the agreement to abandon the second water service at 305 Pine Street. The agreement will be executed by the owner of record, Evan George. Mr. George is remodeling the property to restore it to a single-family residence.

Motion carried 7-0.

OTHER BUSINESS:

- Mrs. Hess and Engineer Tom Thompson gave an update on the stormwater project report for the region.
- Mr. Foyle noted discussions with Mr. Cline on the Streets of Zelienople music.

Council President Bayer asked for an Executive session on legal and contractual matters.
Council Vice President Mathew asked for an Executive session on contractual matters.

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The meeting was recessed at 8:18 PM.

Council went into executive session at 8:26 PM and returned at 9:01 PM.


Being no further business or actions, President Bayer closed the meeting at 9:01 PM.

ATTEST:


Assistant Borough Manager


Council President

Approved by me this 22nd day of February, 2021.


Mayor