
Minutes of the Borough Council Zelienople, PA

9/13/2021

7:30 PM Council-Regular

MasterID:

704

The September 13, 2021, Council Meeting of the Zelienople Borough Council was called to order at 7:30 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 Mayor Tom Oliverio. Council Members Gregg Semel, Marietta Reeb, and Ralph Geis attended remotely.

Also, in attendance were Borough Manager Donald Pepe, Police Chief James Miller, Zoning & Codes Officer Jason Sarver and Borough Engineer Tom Thompson. Attending remotely were Solicitor Bonnie Brimmeier and Public Works Director Chad Garland.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Don Pepe.

VISITORS

In Person: Eric Rice and David Williamson

Remotely: No visitors from the public were in attendance

Don Pepe introduced the Borough's new Zoning and Code Enforcement Officer, Jason Sarver.

Jason Sarver was sworn in by Mayor Oliverio.

PUBLIC COMMENT:

No comment at this time.

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

- Minutes of the August 30, 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 SEPTEMBER IN THE AMOUNT OF \$722,620.68

A motion was made by Mr. Geis, seconded by Mrs. Hess to accept, and approve the "Bills to Be Paid" report for September in the amount of \$722,620.68.

Motion carried 7-0

CONSIDER REQUEST FROM THE ZELIENOPLE LIONS CLUB TO HOLD THE ANNUAL HALLOWEEN PARADE ON THURSDAY, OCTOBER 28, 2021

A motion was made by Mr Mathew, seconded by Mr. Foyle to approve their request to hold their annual Halloween Parade on Thursday, October 28, 2021, at 6:30 PM, pending the submittal of the Special Event Permit Application and with the following conditions:

- It is imperative that the Lion's Club coordinate this event with the Zelienople Business Association and their Thursday Night Open Air Market program.
- The Lions Club must also coordinate with the Borough Street Department and all Emergency Services
- The Lion's Club is responsible to advise all parade participants that throwing candy from vehicles or from the street is strictly prohibited, participants may distribute candy by walking alongside of the curbs and handing it out to spectators.

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

Motion carried 7-0

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CONSIDER SETTING DATE AND TIME FOR THE ANNUAL HALLOWEEN TRICK OR TREAT EVENT IN THE BOROUGH

A motion was made by Mr. Mathew, seconded by Mrs. Hess to approve Saturday, October 30, 2021, from 6:00 pm to 8:00 pm to hold Trick or Treat in the Borough of Zelienople.

Motion carried 7-0

CONSIDER TOWN CENTER PARKING LOT LEASE AND EASEMENT AMENDMENTS

A motion was made by Mr. Geis, seconded by Mrs. Reeb to approve the amendments indicated for the Adams property Ground Lease and Easement agreements as presented.

The Kevin Adams Kountry Kitchen property is in process of being sold. Sarah Hancher is representing the buyer and was part of a discussion with borough staff regarding the proposed plans for this property and its renovation. She indicated that the current parking lot lease and easement agreements need to be amended to allow for this property to be renovated and therefore sold. These have been reviewed and approved by the Borough Solicitor.

Motion carried 7-0

CONSIDER CHANGE OF SPONSORSHIP FOR SPECIAL EVENT PERMIT APPLICATION- BUDDY LOTT MEMORIAL SCHOLARSHIP CONCERT EVENT

A motion was made by Mr. Semel, seconded by Mr. Mathew to affirm the change in event sponsor from Alecia Flood to ShuBrew for the Buddy Lott Memorial Scholarship Concert Event. This event is purely an administrative change for the record.

Alecia Flood had requested a special event permit for the Buddy Lott Memorial Scholarship Concert Event to be held on September 12, 2021, from 4:00 PM to 7:00 PM at the James A. Ayers Sr. Amphitheater and the Zelienople Community Park. This event permit was approved by council on August 30, 2021.

The actual event sponsor will be ShuBrew and not Alecia Flood and the liquor insurance and liability insurances are in ShuBrew's name, Chief Miller indicates that the ordinance requires the insurance to be in the sponsor's name. Since the event is on Sunday September 12, council was asked to approve this change via email and then affirm at their regular meeting on September 13. There was a majority of council that did indicate approval via email.

Motion carried 7-0

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CONSIDER PROPOSAL TO EXPAND FUNDING BLADE SIGN BRACKETS THROUGH BOROUGH FUNDS AND CONTINUED WAIVER OF HANGING SIGN PERMIT FEE FOR BLADE SIGN INITIATIVE

A motion was made by Mr. Mathew, seconded by Mrs. Hess to approve Line item 01-414-414-541 Borough Sign Grant to exceed budgeted amounts by \$3,170.00 for 2021 and it be funded though other General Fund savings to be determined and continue to waive the Hanging Sign permit cost of \$50.00 for any Blade Sign application.

The Borough has encouraged an initiative to promote Blade Sign use in our Main Street corridor. This project has improved the look of signs on Main Street and enhance the visibility of store fronts who use them.

The cost of the bracket is \$317, and the borough originally funded it through the Borough Sign Grant line item (account 01-414-414-541) for \$2,000, on a first come first served basis through the \$2,000 sign grant program budgeted in 2021. The cost of the sign and installation is at the business owner's expense. In addition, council also acted to increase the amount for this fund by \$2,000 increasing the number of signs from our fund from 6 to 12. Council also waived the \$50.00 sign permit fee for hanging signs for any Blade Sign use. This program has been very successful with the signs being erected or in process using borough funds, so these funds are either spent or committed.

Sign Innovation asked Council to consider increasing the amount of borough funding to include 10 addition signs for 2021. This would mean an additional cost of \$3,170 and would exceed currently budgeted amounts. Administration feels that the program is worth an addition to the allocation and will find funding within the budget from non-expended line items.

Motion carried 7-0

CONSIDER PAY ESTIMATE #2 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH ELECTRIC UTILITY UNDERGROUND SERVICE WORK PROJECT – CONTRACT 20-02

A motion was made by Mr. Foyle, seconded by Mr. Geis to approve M and B Services LLC Pay Estimate No. 2 in the amount of \$3,961.46 for the Zelienople Borough Electric Utility Underground Service Work Project (Contract 20-02). The work has been completed. After payment by the Borough, the pay request will be submitted to DCED for reimbursement.

Motion carried 7-0

CONSIDERATION FOR BIDDING THE CONSTRUCTION CONTRACT FOR THE LINDEN STREET CULVERT REPLACEMENT PROJECT

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to authorize for bidding on the Linden Street Culvert Replacement Project. The Linden Street Culvert Replacement project was listed as

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one of the Borough's top Proposed Stormwater Improvements in August 2019. The project includes replacing the existing 60" pipe with a 5'x8' culvert. Funding for the project will be from Borough Liquid Fuels Funds.

Motion carried 7-0

CONSIDERATION FOR BIDDING THE CLAY STREET CURB REPLACEMENT PROJECT

A motion was made by Mr. Mathew, seconded by Mr. Semel to authorize for bidding on the Clay Street Curb Replacement project. The design is nearly complete. The curbs will be replaced between Spring Street and Beaver Street. Approximately 1,300 feet of curb replacement is proposed.

Motion carried 7-0

CONSIDERATION FOR PERFORMING A PHASE I AND PHASE II ENVIRONMENTAL ASSESSMENT FOR THE WATER TREATMENT PLANT PROPERTY

A motion was made by Mrs. Hess, seconded by Mr. Mathew to perform a Phase I and Phase II Environmental Site Assessment (ESA) to assist potential purchasers for the water treatment plant site. The ESAs would be performed on parcels 550-S2-BA33A1 and BA34. We have received proposals for both ESAs, but due to the nature of the work, a revised cost estimate for the Phase II ESA will be requested upon completion of the Phase I ESA. We are seeking assistance from Butler County Brownfield funds, to have this work performed and those funds would be used for first for these expenditures. However, if these funds are not available then borough funds will be used to perform the work. The estimate is a cost of \$1,600 for the Phase I ESA and \$11,000 for the Phase II ESA if needed.

Motion carried 7-0

CONSIDER THE INSTALLATION OF PEDESTRIAN CROSSING SIGNALS ON MAIN STREET AT SPRING STREET

A motion was made by Mr. Geis, seconded by Mr. Semel to authorize the Public Works Director to apply to PennDOT for a required Highway Occupancy Permit (HOP) that will follow approved design for such devices. Council also authorizes the Public Works Director To obtain a project estimate for materials and installation for a pedestrian crossing at Main Street and Spring Street. If this estimate is within budget limits, then council authorizes its purchase and installation. It is desired to install pedestrian crossing with flashers at Spring Street to improve pedestrian crossings along Main Street. The project has been budgeted for 2021 installation within the appropriate line item.

Motion carried 7-0

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AUTHORIZE DRAW ON GENERAL OBLIGATION NOTE (G.O.N.) SERIES A OF 2020 – PAY REQUISITION #11

A motion was made by Mr. Mathew, seconded by Mr. Foyle to authorize Pay Requestion #11 in the amount of \$144,532.04 to NexTier Bank for Loan Draw #11 against the GON Series A of 2020 for payment to American Municipal Power (AMP) of costs associated with the AMI Project.

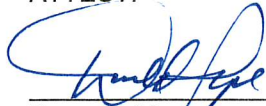
Motion carried 7-0

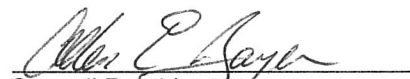
OTHER BUSINESS:

None

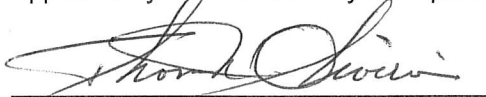
Being no further business, President Bayer closed the meeting at 8:39 PM.

ATTEST:


Borough Manager


Council President

Approved by me this 27th day of September 2021.


Mayor