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# *Minutes of the Borough Council Zelienople, PA*

1/31/2022

7:30 PM Council-Regular

MasterID:

714

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The January 31, 2022, Council Meeting of the Zelienople Borough Council was called to order at 7:30 PM by Council President Mary Hess in the Council Chambers located at 111 W New Castle St., Zelienople PA 16063. This meeting was held in an in-person environment as well as remotely through the WebEx technology due to the coronavirus pandemic situation and to comply with the safety of all concerned. 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 Mary Hess, Andrew Mathew III, Doug Foyle, Marietta Reeb, and Mayor Thomas Oliverio. Council Members Gregg Semel and Ralph Geis attended remotely. Council Member Allen Bayer did not attend.

Also, in attendance were Borough Manager Donald Pepe, Police Chief James Miller, and Borough Solicitor Bonnie Brimmeier.

## PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Drew Mathew.

## VISITORS:

In Person: Joel Grobe and John Brinkley

Remotely: A few did attend but they did not identify themselves

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## PUBLIC COMMENT:

- Joel Grobe with the Zelienople Area Business Association (ZABA) questioned as to what the expectation is for business owners regarding snow removal at their sites on Main Street.
- John Brinkley had a question on speed limit signs on Culvert Street.

## CONSENT AGENDA:

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

- Minutes of the January 3, 2022, Council Reorganization Meeting.
- Minutes of the January 10, 2022, Council Meeting.

Motion carried 6-0.

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## OLD BUSINESS:

None

## NEW BUSINESS:

### CONSIDER ADDING MAIN STREET ECMS PROJECT PAY REQUEST TO THE AGENDA

A motion was made by Mrs. Reeb, seconded by Mr. Foyle to approve Pay Request item #11 for Main Street ECMS project to be included on the January 31, 2022, council agenda for action.

There is a request by our Borough Engineer to add this Pay Request item to the agenda for the borough to address payment in a timely manner as required by PennDOT and applicable procedures. This item came in later than normal for inclusion on the agenda, but it would be too late to add to the next agenda on February 14, 2022.

Motion carried 6-0

### CONSIDER TREK DEVELOPMENT GROUP RELEASE NO. 2 OF THEIR FINANCIAL GUARANTEE FOR JEREMIAH VILLAGE

A motion was made by Mr. Mathew, seconded by Mr. Geis to approve Trek Development Release No. 2 in the amount of \$195,803.00 for release for materials installed on the Jeremiah Village development. Gannett Fleming reviewed the request and confirmed that the materials have been installed.

Motion carried 6-0

### CONSIDER RESOLUTION #465-22 TO REAPPOINT DAVID E. FOREMAN TO THE ZONING & HEARING BOARD (ZHB)

A motion was made by Mr. Geis, seconded by Mr. Mathew to approve Resolution #465-22 for the purpose of reappointing David E. Foreman to the Zoning & Hearing Board (ZHB) to a new three (3) year term effective January 1, 2022 to January 1, 2025. David Foreman's term on the Zoning Hearing Board expired on January 3, 2022. Mr. Foreman has indicated a desire to be reappointed for another three (3) year term. The MPC requires the formal appointment to be made by Resolution. Over the years, we have been trying to make the appointment dates more consistent; therefore, the upcoming term will be from 1/1/2022 to 1/1/2025.

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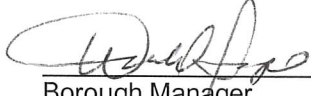
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A full and true copy of Resolution #465-22 can be found in the Resolution Book.

  
Borough Manager

Motion carried 6-0

CONSIDER RESOLUTION #466-22 TO REAPPOINT LARRY MEEDER TO THE ZONING & HEARING BOARD (ZHB)

A motion was made by Mr. Foyle, seconded by Mr. Mathew to approve Resolution #466-22 for the purpose of reappointing Larry Meeder to the Zoning & Hearing Board (ZHB) to a new three (3) year term effective January 1, 2022 to January 1, 2025. Larry Meeder's term on the Zoning Hearing Board expired on April 13, 2021. Mr. Meeder has indicated a desire to be reappointed for another three (3) year term. The MPC requires the formal appointment to be made by Resolution. Over the years, we have been trying to make the appointment dates more consistent; therefore, the upcoming term will be from 1/1/2022 to 1/1/2025.

A full and true copy of Resolution #466-22 can be found in the Resolution Book.

  
Borough Manager

Motion carried 6-0

CONSIDER REAPPOINTING DOUG HILF TO THE PLANNING COMMISSION

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve reappointing Doug Hilf, Jr. to the Planning Commission for the term effective January 1, 2022 to January 1, 2026. Doug Hilf's term on the Planning Commission expired on December 31, 2021. Mr. Hilf has expressed a desire to seek another four (4) year term. Over the years, we have been trying to make the appointment dates more consistent; therefore, the appointment would be from 1/1/2022 to 1/1/2026.

Motion carried 6-0

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## CONSIDER REAPPOINTING GREGG PEFFER TO THE CIVIL SERVICE COMMISSION

A motion was made by Mrs. Reeb, seconded by Mr. Foyle to approve reappointing Gregg Peffer to the Civil Service Commission for the term effective January 1, 2022 to January 1, 2028. Gregg Peffer's term on the Civil Service Commission expired on December 31, 2021. Mr. Peffer has expressed a desire to seek another six (6) year term. Over the years, we have been trying to make the appointment dates more consistent; therefore, the appointment would be from 1/1/2022 to 1/1/2028.

Motion carried 6-0

## CONSIDERATION FOR AUTHORIZATION TO ADVERTISE PROPOSED ORDINANCE #880-22, REVISIONS TO THE STORMWATER MANAGEMENT ORDINANCE

A motion was made by Mr. Geis, seconded by Mr. Mathew to authorize to advertise the proposed ordinance #880-22 to amend our current ordinance to reflect release rate reductions to comply with the Lower Connoquenessing Stormwater Planning Study.

On October 9, 2019, County Officials called a regional meeting concerning the extraordinary flooding events that have occurred within the Connoquenessing Watershed in recent history, with over fifteen municipalities being represented.

As a result of this group's efforts, the Lower Connoquenessing Stormwater Planning Study was prepared that recommended release rates be established to reduce flow peaks in storm sewer systems and streams with small drainage areas. The proposed release rates are 90% of the pre-development discharge rates for the 1 year, 2-year, 10-year, 25-year, 50-year, and 100-year storms. The amendment of our current Ordinance #880-22 is required to reflect these release rate reductions.

Motion carried 6-0

## CONSIDER HRC PROPOSAL TO SET A PERCENTAGE FOR THE YEARLY MERIT INCREASE POOL FOR 2022

A motion was made by Mr. Semel, seconded by Mr. Geis to approve a 3% merit increase pool to fund the non-Uniformed employee merit increase for 2022 as recommended by the Human Resources Committee (HRC).

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Every year the Human Resources Committee (HRC) makes a recommendation to council to establish the annual non-Uniformed employee merit increase pool. This percentage follows the police collective bargaining amount for the year. In 2022 that amount is 3%. Due to unforeseen circumstances relating to the AEP yearly evaluation process in 2021, the HRC is recommending that all employees share in the merit increase pool at the 3% level. The merit increase process will commence again for the 2022-2023 evaluation year.

Motion carried 6-0

## POLICE CHIEF PERCENTAGE MERIT INCREASE FOR 2022

A motion was made by Mr. Geis, seconded by Mr. Foyle to approve a 3% merit increase for the Chief of Police James Miller, for 2022 as recommended by the HRC Committee.

Every year the Human Resources Committee (HRC) makes a recommendation to council to establish the percentage rate of increase for the Chief of Police. This percentage follows the police collective bargaining amount for the year. In 2022 it is 3%.

Motion carried 6-0

## CONSIDERATION FOR PAY ESTIMATE #11 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION ECONOMIC DEVELOPMENT PHASE 2 – ECMS PROJECT

A motion was made by Mrs. Reeb, seconded by Mr. Mathew to approve M and B Services LLC Pay Estimate No. 11 in the amount of \$36,523.19 for the Zelienople Borough Revitalization/Economic Development Phase 2 – ECMS Project. The work has been completed. The balance will be requested from the DCED grant once paid by the Borough.

Motion carried 6-0

## OTHER BUSINESS:

None

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## COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 1/27/2022 this includes any discussion and removal/addition of items from the previous month.

No action vote was taken.

## REPORTS

### Committees Reports:

Mrs. Hess:

- Human Resources - Employee Merit Increase for 2022 was determined.
- Parks & Recreation - New committee was formed and met to facilitate the new department transition.
- Main St. Revit. Committee- no report
- Strategic Planning – requested a council strategic planning session for 2/21/22

Mr. Semel:

- IT - No updates
- Main St. Revit. Committee - noted a new DCED grant application opportunity for council to consider. The details will be provided to council for the 2/14/22 meeting.
- COG - no report
- Airport Authority - Don Wentz's term has expired, and we are waiting for his decision to request another term.

Mr. Geis:

- Electric - no report
- Bldg./Finance - Audit is complete. We are waiting on the audit firm to release the full report. The state requirements for this information has been provided to them.
- Pension - We will begin a review to determine if the 2029 bond issue can be recalculated to the boroughs advantage.

Mr. Foyle:

- Pension Committee - no report
- Library - the library was awarded \$18,752.75 in employee retention funding.

Mrs. Reeb:

- Public Safety/Street/Sidewalk/Storm Water - addressed possible speeding on the Passavant campus in the green Lane area.
- Historical Society - no report
- Shared Services Committee - no report

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Mr. Mathew:

- Water - no report
- Police Matters - the PMC committee will be scheduling a meeting soon.
- EMA - No report
- Fire Dept. Liaison - no report
- Shared Services - no report

Mayor:

- Butler Co. Boroughs Assoc. will be meeting once again on March 24, 2022, at the Saxonburg Hotel
- The mayor is planning a Zelig Bedbug race and will be submitting a Special events permit for the 2/14/22 council agenda.

Manager: Provided council with an update on the status of the membership and terms for the Boards and Commissions.

Solicitor: no report

Engineer: no report

Police Chief: no report but did not have some Covid issues among officers

Public Works Director: no report

Zoning/Code Officer: no report

Time of break (if needed): 8:28 pm; Return: 8:30 pm

Executive Session (if needed) Time: 8:30 pm; Return: 8:39 pm

## CONSIDER STEP INCREASE IN LINESMAN CLASSIFICATION FOR RACHEL LEWIS

A motion was made by Mr. Mathew, seconded by Mr. Geis to approve promoting Rachel Lewis to a Linesman 1st Class position with a Grade 19 annual salary increase to the midpoint in grade 19 classification. This would be effective the first full pay period in February which is a pay date of February 15, 2022.

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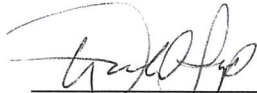
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Rachel Lewis, who is a borough employee in the Electric department of Public Works, has been on a planned and managed training program for several years. This program was designed to give her every training opportunity to advance her education and skill level in the linesman classification. Rachel has completed this training, which includes all four academic training modules offer by the Northwest Lineman College (150 hours). She has also successfully completed all hands-on training needed.

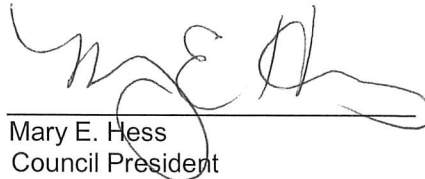
Motion carried 6-0

Being no further business, President Hess closed the meeting at 8:41 PM.

ATTEST:



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Donald C. Pepe  
Borough Manager



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Mary E. Hess  
Council President

Approved by me this 14th day of February 2022.



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Thomas M. Oliverio  
Mayor