
Minutes of the Borough Council Zelienople, PA

2/28/2022

7:30 PM Council-Regular

MasterID:

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The February 28, 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, Gregg Semel, Doug Foyle, Marietta Reeb, and Mayor Thomas Oliverio. Council Members Ralph Geis and Allen Bayer attended remotely.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Drew Mathew.

VISITORS:

In Person: Matthew Edwards. There was another individual that did not identify themselves.

Remotely: Mike Sosak

PUBLIC COMMENT:

None

CONSIDER ADDING COVID-19 MASK, STAFF, AND PUBLIC MEETING POLICY TO THE AGENDA

A motion was made by Mr. Mathew, seconded by Mrs. Semel to approve adding COVID-19 Mask, Staff, and Public Meeting Policy to the council agenda for action. The CDC updated their COVID policy on February 25, 2022 which was too late for the inclusion on the agenda.

Motion carried 7-0

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CONSIDER COVID-19 MASK, STAFF, AND PUBLIC MEETING POLICY TO THE AGENDA

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve the Updated Covid-19 Mask, Staff and Public Meetings guidelines as presented to be effective March 1, 2022.

With the improvements in the COVID-19 situation and the relaxing of CDC recommendations, it is time to adjust our policies of June 29, 2021 and September 3, 2021, regarding masking, staff actions and public meetings. Administration prepared a policy amendment that covers these changes regarding staff, public and public meetings.

Motion carried 7-0

CONSENT AGENDA:

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

- Minutes of the February 14, 2022, Council Meeting.
- Minutes of the February 21, 2022, Council Meeting.
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

OLD BUSINESS:

CONSIDER PROPOSED RESOLUTION #467-22 TO SUBMIT A STATEWIDE LOCAL SHARE ASSESSMENT GRANT APPLICATION

A motion was made by Mrs. Reeb, seconded by Mr. Semel to adopt Proposed Resolution #467-22 to submit the Statewide Local Share Assessment grant application to the Commonwealth Financing Authority for a total of \$1,000,000.

The borough is intending to submit a Statewide Local Share Assessment grant application to the Commonwealth Financing Authority for a total of \$1,000,000 which requires a match of \$200,000 to \$300,000 as needed. This match can be used through the Butler County infrastructure Bank program funding which the borough has already received.

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The two projects planned for this grant funding are:

- 1) The planned stormwater retention project above the Community Park which is estimated at \$800,000 to help protect the borough from catastrophic flooding.
- 2) The renovation of the 4-corner park area as part of our Main Street revitalization project.

A full and true copy of Resolution #467-22 can be found in the Resolution Book.


Borough Manager

Motion carried 7-0.

NEW BUSINESS:

CONSIDER REAPPOINTING DON WENTZ TO THE AIRPORT AUTHORITY

A motion was made by Mr. Geis, seconded by Mr. Mathew to approve reappointing Don Wentz to the Airport Authority for the term effective January 1, 2022 to January 1, 2027. Don Wentz's term on the Airport Authority expired on December 31, 2021. Mr. Wentz has expressed a desire to seek another five (5) 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 1/1/2027.

Motion carried 7-0

CONSIDER WRITE-OFFS TO BAD DEBT

A motion was made by Mr. Semel, seconded by Mr. Foyle to approve the write-offs amount of \$73,698.08 to bad debt to clear up accounts in arrears.

Write-offs to bad debt has not been done since 2016. The amount of bills to write off to bad debt of utility accounts that have had a final bill in the years 2014-2020 and have never been paid is \$73,698.08. This is good financial practice encouraged by the auditors to periodically go over accounts in arrears, so it does not build up.

Motion carried 7-0

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CONSIDER SPECIAL EVENT PERMIT APPLICATION– CHRISTOPHER HULBERT MEMORIAL 5K RUN/WALK

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve the Special Event Permit Application – Christopher Hulbert Memorial 5K to be held on May 21, 2022 from 8:00 AM to 1:00 PM along the parking lot of the Community Park, Swimming Pool, and CVE 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 with the following conditions:

- Any signs must be small and not block views of traffic on any intersections. The sponsor must gain permission from all property owners to place these signs. They must also be removed as soon as the race is completed.
- Streets are not to be marked with paint of any kind.
- They coordinate with the Street Department to obtain cones, barricades, and signs for street closure and coordinate with the Police Department for safety concerns, no later than Monday prior to the event.
- Responsible party is liable for the return of any Borough owned cones, barricades, signs, etc. and must sign a release form for the use of such borough owned property.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- The sponsor must receive the necessary approvals from Harmony Borough.
- Provide a Certificate of Insurance adding the Borough as an additional insured.
- This is not a Borough sanctioned or sponsored event.

Motion carried 7-0

CONSIDER SPECIAL EVENT PERMIT APPLICATION– AMERICAN LEGION MEMORIAL DAY SERVICE

A motion was made by Mr. Reeb, seconded by Mr. Foyle to approve the Special Event Permit Application – American Legion Memorial Day Service to be held on May 30, 2022 from 10:30 AM to 12:30 PM at the Memorial Park and the closure of Main Street during the whole duration of the event 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.

The borough will apply for a Special Events permit with PA DOT to close Main Street on their behalf.

Motion carried 7-0

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CONSIDER SPECIAL EVENT PERMIT APPLICATION– ANNUAL HORSE TRADING DAYS ON JULY 21, 2022 TO JULY 23, 2022 AND TO PROVIDE THE ANNUAL SPONSORSHIP CONTRIBUTION AT THE REQUEST BY THE ZELIENOPE AREA BUSINESS ASSOCIATION

A motion was made by Mr. Mathew, seconded by Mr. Semel to approve the Special Event Permit Application – Zelienople Area Business Association (ZABA) Annual Horse Trading Days to be held from July 21, 2022 to July 23, 2022 from 10:00 AM to 10:00 PM in the Four Corners Park, along Main Street and Spring Street, the Spring Street Lot, and the Community Park 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 provide an annual sponsorship contribution in the amount of \$3,400. The request includes the following:

- This year the event is scheduled for July 21, 2022 to July 23, 2022.
- Use of the Four corner parks for the crafters and food vendors. Food vendors will not be permitted to use the north municipal parking lot for their equipment. No closure of the north lot is being requested.
- Closure of the south lot (Spring St) from 8:00 pm on Wednesday evening through Sunday morning, following cleanup. The Spring Street lot will house the main stage and concert venue.
- Closure of West Spring Street adjacent to the Spring Street municipal parking lot from 6:00 pm until the conclusion of the final concert each evening for public safety and 12:00 pm on Saturday July 23rd.
- All vendors located in the Four Corners Park or along Main Street will be required to close on Saturday, July 23rd at 8:00 pm and in the Spring Street Parking lot at 10:00 pm.
- Wagon Rides to load and unload in front of the Spring Street municipal parking lot.
- Horse Parade on Thursday, July 21, 2022 beginning at 7:00 PM and lasting approximately 30 minutes as parade route outlines in the addendum. Event staff will be placed along the route to ensure safety and maintenance staff will perform clean-up after. Borough will apply for a Special Events Permit with PA DOT to close Main Street on their behalf.
- Access to electrical boxes at Four Corners Park and Spring Street Municipal Parking Lot and access to water spigots at Four Corners Park.
- They will provide cleanup crews and place additional trash receptacles through the event area and maintain all public trash receptacles in the festival area. Clean up and tear down of the event will take place no later than Sunday, July 24, 2022.
- Requesting permission to place a 20 yard dumpster on the Northview Drive property across from St. Paul's Lutheran Church parking lot.
- Public toilets will be rented and placed throughout the Main Street corridor.
- They coordinate with the Street Department to obtain cones, barricades, and signs for street closure and coordinate with the Police Department for safety concerns, no later than Monday prior to the event.

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- Responsible party is liable for the return of any Borough owned cones, barricades, signs, etc. and must sign a release form for the use of such borough owned property.
- A separate certificate of insurance for additional insured since providing alcohol.
- In addition, they are requesting the Borough to continue its sponsorship with a contribution of \$3,400.

The borough will apply for a Special Events permit with PA DOT to close Main Street on their behalf.

Motion carried 7-0

CONSIDER SPECIAL EVENT PERMIT APPLICATION– SENECA VALLEY NORTH ATHLETIC ASSOCIATION (SVNAA) OPENING DAY

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve the Special Event Permit Application – Seneca Valley North Athletic Association (SVNAA) Opening Day to be held on April 23, 2022 from 9:00 AM to 7:00 PM at the Zelienople Community Park 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. The request included:

- Close Beaver Street from the park entrance to S. Pittsburgh Street from 9:30 am to 11:00 am for the parade.
- Use of the Zelienople Community Park parking lot, restroom facilities, and all the baseball fields.
- Parade of Teams at 9:30 am to run from park parking lot up to the Pony Field (see route map attached).
- 4 Food trucks are scheduled for the event.
- Will have port o potty's for opening day and during Spring baseball season.

Motion carried 7-0

CONSIDER CONDITIONAL SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE BED BUG RACE

A motion was made by Mr. Reeb, seconded by Mr. Foyle to approve the Special Event Permit Application – Zelienople Bed Bug Race be held on Saturday, June 11, 2022 from 9:00 AM to 2:00 PM on South High Street between Spring Street and Beaver Street pending the receipt of an updated Special Event Permit Application naming Joe Scalise as the responsible party and certificate of insurance and 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 with the following conditions:

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office set up as the park operations transition over to the borough and to provide administrative assistance to the new Park Director when that person comes aboard. In addition, this individual will assist the Public Works Director with administrative support as needed and assigned. During any idle time, this individual will be asked to assist with general administrative tasks within the department of administration. In particular, the individual may be asked to help get the document conversion project underway.

Motion carried 7-0

CONSIDER HIRING SEASONAL MAINTENANCE FOR THE COMMUNITY PARK

A motion was made by Mr. Geis, seconded by Mr. Mathew to authorize the borough manager to hire a seasonal (April 1 to October 31) full-time Park Maintenance Worker at the hourly rate of \$21.21 with the possibility of overtime and two (2) seasonal (March 1 through October 31) part-time labor employees at the rate of \$13.00 and \$12.00 per hour.

With the borough in transition assuming the operational functions of the community park, functions formerly managed by the Park Board must now be addressed by the borough. An important one is personnel and the hiring of staff to perform seasonal maintenance. These are staff that have been at the park for several years, but for the first time they will be borough seasonal staff which requires this action.

There are three (3) positions to be approved. One (1) position is for a seasonal full-time person to be our primary Park Maintenance Worker. This position will be used from April 1 to October 31 of the year and the primary function of this position will be pool maintenance and operations and skatepark & playground maintenance. He has been with the park for many years, so his hourly rate will be \$21.21 with the possibility of overtime needs from time to time.

In addition, there will need to be two (2) seasonal part-time labor employees who will be responsible for general maintenance, bathroom maintenance, trimming and mowing when needed and general operations assistance. These positions will be used from March 1 through October 31 of the year. The hourly rates are \$13.00 and \$12.00 per hour. Rate difference is due to longevity in the position.

These positions will be supervised by the public works director until a Director of Parks and Recreation is on board to assume these duties.

Motion carried 7-0

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OTHER BUSINESS:

None

COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 2/25/2022 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 – Updated council on HRC activities
- Parks & Recreation – Referred to Manager Pepe on this item for a report
He gave a detailed report on personnel changes and efforts to
Hire needed parks and recreation positions.
- Main St. Revit. Committee – no report
- Strategic Planning – Council met on 2/21/2022 to discuss strategic planning issues

Mr. Semel:

- IT –Discussed possible merge of Park social media with Zelig app.
- Main St. Revit. Committee – update on Phase III of Main St. project and grant application
- COG – no report restructuring COG entity
- Airport Authority – May be interested in a possible solar energy installation.

Mr. Geis:

- Electric – no report
- Bldg./Finance -Audit is completed pending the audit firm providing all signed documents.
- Pension – no report

Mr. Foyle:

- Pension Committee – no report
- Library – Noted the library board will establish a committee to discuss building project
with the borough.

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Mrs. Reeb:

- Public Safety/Street/Sidewalk/Storm Water - Good reports relating to the last flooding situation in the last 2 weeks.
- Historical Society – Noted fundraising efforts
- Shared Services Committee - no report

Mr. Mathew:

- Water - no report
- Police Matters – no report
- EMA – No report
- Fire Dept. Liaison – Discussion of preliminary construction and permitting requirements with the borough staff.
- Shared Services - no report

Mayor: Noted the war conflict in the Ukraine and offered our thoughts and prayers for their safety and for peace.

Manager: no report

Solicitor: no report

Engineer: noted that Phase II final construction and wire installation will commence shortly

Police Chief: no report

Public Works Director: no report

Zoning/Code Officer: no report

Time of break (if needed): 8:50 pm; Return: 8:55 pm

Executive Session (if needed) Time: 8:55 pm; Return: 9:33 pm

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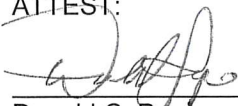
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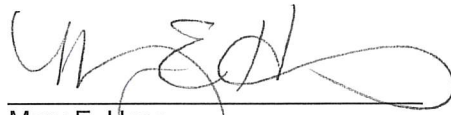
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Being no further business, President Hess closed the meeting at 9:34 PM.

ATTEST:



Donald C. Pepe
Borough Manager



Mary E. Hess
Council President

Approved by me this 14th day of March 2022.



Thomas M. Oliverio
Mayor