
Minutes of the Borough Council Zelienople, PA

3/28/2022

7:30 PM Council-Regular

MasterID:

719

The March 28, 2022, Council Meeting of the Zelienople Borough Council was called to order at 7:29 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, Assistant Borough Manager Andrew Spencer, Zoning/Code Officer Jason Sarver, Police Chief James Miller, and Borough Engineer Thomas Thompson. Public Works Director Chad Garland and Borough Solicitor Bonnie Brimmeier attended remotely.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chief Miller.

VISITORS:

In Person: Matthew Edwards. There was another individual that did not sign in.

Remotely: Mike Sosak, Lauren Shorr, and Alex Weidenhof

PUBLIC COMMENT:

None

CONSENT AGENDA:

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

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

Motion carried 7-0.

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OLD BUSINESS:

None

NEW BUSINESS:

CONSIDER APPROVAL OF REQUEST TO AUTHORIZE TO ADVERTISE PROPOSED ORDINANCE #881-22 - THE SAFETY INSPECTIONS FOR ALL COMMERCIAL PROPERTIES LOCATED IN ZELIENOPLE BOROUGH

A motion was made by Mr. Mathew, seconded by Mr. Foyle to authorize to advertise Proposed Ordinance #881-22, an ordinance for the safety inspections for all commercial properties located in Zelienople Borough. These inspections would be conducted by Zelienople's Zoning/Code Officer. Every commercial property would be subject to a bi-annual inspection. All inspections are based on adopted International Property Maintenance Code.

Motion carried 7-0

CONSIDER APPROVAL OF REQUEST TO AUTHORIZE TO ADVERTISE PROPOSED ORDINANCE #882-22 - THE SAFETY INSPECTIONS FOR ALL RESIDENTIAL RENTAL PROPERTIES LOCATED IN ZELIENOPLE BOROUGH

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to authorize to advertise Proposed Ordinance #882-22, an ordinance for the safety inspections for all residential rental properties in Zelienople Borough. These inspections would be conducted by Zelienople's Zoning/Code Officer. Every commercial property would be subject to a bi-annual inspection. All inspections are based on adopted International Property Maintenance Code.

Motion carried 7-0

CONSIDERATION FOR SIGNAGE AT THE PUBLIC WORKS BUILDING

A motion was made by Mr. Semel, seconded by Mrs. Reeb to approve contracting SignInnovation to install a Halo sign at the Public Works Building at 615 W Beaver Street for \$7,317.00 for the sign, installation and lighting controls. This project can be paid from the General Fund.

Tabled until further design is provided.

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CONSIDER CURB CUT REQUEST FOR 511 S OLIVER AVE

A motion was made by Mr. Foyle, seconded by Mr. Semel to approve the request from Amy Daning for a driveway apron for a new gravel driveway at 511 S Oliver Avenue. The cost of the curb cut will be borne by the homeowner making the request.

The parcel was recently subdivide leaving the existing driveway on a parcel to be sold at a later date. This has been reviewed by Chad Garland and Jason Sarver, their recommendation is to allow the homeowner to install the driveway apron and 10ft concrete or asphalt drive leading to the gravel portion of the driveway. Driveway details will need to be followed per the Public and Private Improvements Code and will be provided in the response. Stormwater will need to be mitigated on the property.

Motion carried 7-0

CONSIDERATION FOR AWARDING COMMUNITY POOL JOINT REPAIR MAINTENANCE

A motion was made by Mr. Reeb, seconded by Mr. Mathew to award the Community Pool joint repair maintenance project to Advanced Caulking for the amount of \$19,750.00.

Quotes have been received for removing and replacing the backer rod and caulking in both the main pool and deep well. Three (3) quotes were received with the low quoter being Advanced Caulking of Sewickley, PA with a quote of \$19,750.00.

Motion carried 7-0

CONSIDERATION FOR AWARDING THE STORM INLET REPAIR AT GRANDVIEW AVENUE AND NORTH MAIN STREET

A motion was made by Mr. Mathew, seconded by Mr. Semel to approve awarding the storm inlet repair project at Grandview Avenue and North Main Street to M and B Services for the amount of \$11,293.84.

Quotes have been received for removing and repairing the inlet casting on the inlet located at Grandview Avenue and Main Street. Two (2) quotes were received with the low quote being M and B Services of Clarion, PA with a quote of \$11,293.84.

Motion carried 7-0

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CONSIDER SPECIAL EVENT PERMIT APPLICATION– ZABA THURSDAY NIGHT OPEN AIR MARKET

A motion was made by Mrs. Reeb, seconded by Mr. Mathew to approve the request from the Zelienople Area Business Association for a special event permit for the Thursday Night Open Air Market to be held from May 5, 2022 through October 27, 2022 from 5pm to 9pm every Thursday evening along the sidewalks of the Main Street corridor and including the Spring Street lot 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.

New this year is the request to have a kid friendly area at the New Castle Street location with tent (see separate request for outdoor tents) for kids activities being run by Local Boutique Kids Curio Cool and Pittsburgh Orthodontics.

Motion carried 7-0

CONSIDER SPECIAL EVENT PERMIT APPLICATION– OUTDOOR DINING TENTS

Matthew Edwards, representative on behalf of the Zelienople Area Business Association, requested a special event permit for the Outdoor Dining Tents from May 1, 2022, through October 31, 2022, open to the public every day and located at the Spring Street municipal parking lot and privately owned concrete pad across from Kaufman Tavern. Specifically, they requested:

1. Two (2) tents encompassing five (5) spaces for the entire six (6) month season April 30th to October 31st. 3 options for consideration were:
 - 1) Allow the use of the two (2) tents encompassing five (5) spaces for the entire six (6) month season April 30th to October 31st as requested
 - 2) Deny the use and request that the requested spaces be used only on Thursday nights by cordoning off those spaces each week.
 - 3) Compromise allowing for one (1) tent through the week for the April to October timeframe and allow ZABA to add it for the entire 5 spaces on Thursday nights with outdoor tables temporary tent and/or barricades.
2. One (1) 20'X20' Tent to be erected on private property at the corner of East New Castle and Main Street. This is on private property, and they have permission from the property owner to use this space with council's approval.

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3. Request to use solar powered lighting in the tent areas from dawn to dusk
4. Permission to allow the consumption, but NOT SALE OR DISTRIBUTION, of alcoholic beverages with permission according to Borough Ordinance #874-21.
5. All tent areas will have sufficient trash receptacles and will be cleaned regularly by the applicant. Also, a portable toilet will be provided and maintained as well. Appropriate insurance coverages must be maintained and hold the borough as additional insured.

No action. Failed due to lack of a second.

CONSIDER APPROVAL OF REQUEST FOR OUTDOOR TABLE AND CHAIRS

A motion was made by Mrs. Reeb, seconded by Mr. Mathew to approve the request for outdoor table and chairs for Kaufman Tavern in the patio area behind Maddalon Jewelers from March through October 2022. All parties have agreed to adhere to the Boroughs requirements by providing a drawing of the layout of table and chairs, provided dimensions of furniture and sidewalk, and displaying the required 36 inch area of sidewalk clearance for handicap accessibility. All table and chairs are to be removed from the sidewalk and placed inside when the business is closed.

Motion carried 7-0

CONSIDER APPROVAL TO HAVE BACTRONIX CORPORATION TO CLEAN THE AIR DUCT AND RELATED EQUIPMENT IN HVAC SYSTEMS 1 AND 2 WITHIN THE BOROUGH BUILDING

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve having Bactronix Corporation clean the duct work and related equipment in HVAC Systems 1 and 2 within the Borough Building in the amount of \$3,735.00.

For some time, a dark colored substance has been observed on the ac/heat vents and surrounding ceiling tiles within the police department and in the upstairs conference room. Several attempts were made to clean the areas but to no avail. Bactronix was contacted to come in evaluate the problem. Bactronix stated there is mold present and would recommend have the duct work and vents cleaned in the problem areas. The mold growth is a result of the cold and warm air combining to create moisture and debris and the system which leads to the formation of mold on the ceiling tiles. Pictures of the problem areas are attached for your review. Once the ducts and equipment are cleaned, we will have the ceiling tiles replaced and a protective cover will be placed over the tiles near the vents to allow for easier cleaning. In an addition to replacing the tiles, a diverter will be placed on each vent to force the air flow straight down and away from the tiles. It should be noted Bactronix was used by the Borough ten years ago the clean the air duct.

Motion carried 7-0

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CONSIDER REQUEST FOR APPROVAL TO ATTEND THE 2022 ASSOCIATION OF PENNSYLVANIA MUNICIPAL MANAGERS (APMM) ANNUAL CONFERENCE

A motion was made by Mr. Reeb, seconded by Mr. Semel to approve the request for the Borough Manager to attend the APMM Conference on May 23-25, 2021, and the KMIT board meeting on May 26, 2021.

This is the annual PA Managers conference, which this year is being held at the Hershey Hotel in Hershey PA. on May 23-25, 2021. The cost is \$275 for early bird registration , plus room, food, and travel. Room rate is \$139 + 11% tax per night.

Also, the KMIT insurance trust board meeting will be held at this location on May 26th. Since he is also a KMIT board member this is a convenient time to be part of both events and thereby saving cost.

Motion carried 7-0

CONSIDER THE FINANCING OF THE REPLACEMENT DUMP TRUCK FOR PUBLIC WORKS PER THE CAPITAL IMPROVEMENT PLAN

A motion was made by Mr. Mathew, seconded by Mr. Foyle to authorize entering into a municipal lease/purchase financing through WesBanco Bank for the purchase of the 2022 Ford F-550 dump truck for a term of 60 months, including fees, for a total financing of \$81,478.

In 2021, Council authorized the purchase of a new dump truck to replace the 2004 Ford F-550 dump truck which is currently in service in Public Works. The new truck was purchased through the PA COSTARS program at a price of \$80,738, including the upfit with a plow and spreader. Due to the current supply chain issues, the truck was delayed significantly, but is expected to arrive in the next month or two. Due to the cost and life of the vehicle, a municipal lease/purchase proposal was requested from the dealer as well as WesBanco Bank. The dealer had quoted an interest rate at 3.65% and WesBanco quoted at 3%. The proposal was sought for a 5 year period being that the Borough will keep the truck beyond the 5 year debt service period as the service life of the truck will be well beyond 5 years.

Motion carried 7-0

CONSIDER AUTHORIZATION TO ADVERTISE ON MUNICIBID THE SALE OF THE 2004 FORD F-550 DUMP TRUCK

A motion was made by Mr. Mathew, seconded by Mr. Mrs. Reeb to authorize the advertisement of the 2004 Ford F-550 dump truck and plow/spreader on Municibid.

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The new 2022 Ford F-550 dump truck is scheduled to arrive hopefully in the next month or two and will be placed into service. At that time, the 2004 F-550 can be removed from service and placed for sale along with the plow and salt spreader that go with this truck. Historically, the Borough authorized using the online bidding service Muncibid to handle the disposal of the trucks as we have had very good results using Muncibid. Muncibid requires the buyer to pay the commission to Muncibid and the Borough will require the buyer to pay any associated title fees.

A minimum bid somewhere between \$15,000-\$20,000 is likely reasonable and the hope is that it will well exceed that minimum given the current costs of vehicles.

Motion carried 7-0

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 3/28/2022 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 –Met on March 28 and requires an Executive session item
- Parks & Recreation –New director comes on board April 11. Lifeguards are being recruited, we are blending the new department into borough administration.
- Main St. Revit. Committee – Committee working to develop a plan for the 4 corner parks area.
- Strategic Planning – no report
- Act 537 plan steering committee – committee work almost complete. Report pending

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Mr. Semel:

- IT – no report
- Main St. Revit. Committee – Noted LSA grant application status
- COG – no report
- Airport Authority – considering solar energy field installation

Mr. Geis:

- Electric – no report
 - Bldg./Finance - no report
 - Pension – no report
- Bond refinancing – Doing due diligence to consider bond refinancing option.

Mr. Foyle:

- Pension Committee – no report
- Library – noted James Patterson fund raising event is underway

Mrs. Reeb:

- Public Safety/Street/Sidewalk/Storm Water - Asked if we should consider Oliver Ave as a 1 way street option. Need details.
- Historical Society – no report
- Shared Services Committee - no report

Mr. Mathew:

- Water - no report
- Police Matters – no report
- EMA – No report
- Fire Dept. Liaison – no report
- Shared Services - no report

Mayor: Meets with veterans organization every month, next on April 19 at Passavant,. Meet with Butler Co. Boroughs association in Saxonburg. Will be attending Pa Borough's assoc. conference in Hersey on May 22-25.

Manager: no report, but asked for an Executive session on a contractual matter

Solicitor: no report

Engineer: no report

Police Chief: no report

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Public Works Director: Bollard installation has been a problem with limited companies wanting the contract and bids received were too high. Should rebid this item.

Zoning/Code Officer: no report

Finance Director: No report

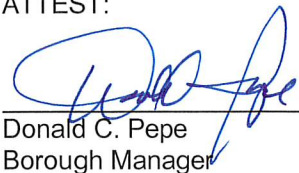
Parks and Recreation Director: Pending

Time of break (if needed): 9:05 pm; Return: 9:10 pm

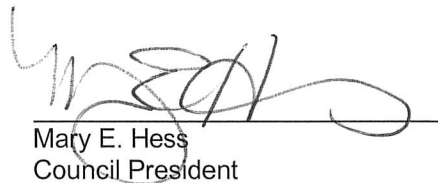
Executive Session (if needed) Time: 9:10 pm; Return: 10:04 pm

Being no further business, President Hess closed the meeting at 10:07 PM.

ATTEST:

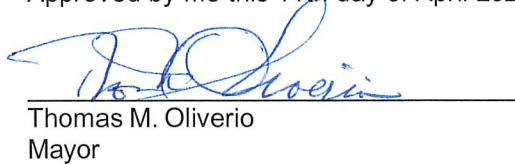


Donald C. Pepe
Borough Manager



Mary E. Hess
Council President

Approved by me this 11th day of April 2022.



Thomas M. Oliverio
Mayor