

# *Minutes of the Borough Council Zelienople, PA*

4/25/2022

7:30 PM Council-Regular

MasterID:

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The April 25, 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, and Ralph Geis. Council Members Marietta Reeb and Allen Bayer attended remotely. Gregg Semel and Mayor Thomas Oliverio did not attend.

Also, in attendance were Assistant Borough Manager Andrew Spencer, Zoning/Code Officer Jason Sarver, Police Chief James Miller, Borough Solicitor Bonnie Brimmeier. Borough Manager Don Pepe and Public Works Director Chad Garland, and Borough Engineer Thomas Thompson, attended remotely.

## PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Bonnie Brimmeier.

## VISITORS:

In Person: Adel Fatur, Jeff McCormick, Bob Kelly, Scott Cooper, Pat Murray, Tom Murray, Stephen Schoppe, Eric Rice, Sandy Cox, and Zach Schumacher

Remotely: Mike Sosak and Alex Weidenhof

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## PUBLIC COMMENT:

Jeff McCormick commented on rental inspection ordinances  
Bob Kelly commented on rental inspection ordinances  
Pat Murray commented on rental inspection ordinances  
Eric Rice commented on rental inspection ordinances  
Tom Murray commented on rental inspection ordinances

## CONSENT AGENDA:

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

- Minutes of the April 11, 2022, Council Meeting.
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 6-0.

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OLD BUSINESS:

## CONSIDERATION FOR SIGNAGE AT THE PUBLIC WORKS BUILDING

A motion was made by Mr. Geis, seconded by Mr. Mathew to approve contracting SignInnovation to install a Halo "Z" sign with the lettering "Zelienople Public Works at the Public Works Building for a total amount of \$12,009.00.

Estimates were received for the signage at the Public Works Building at 615 W Beaver Street. The estimates included the Halo "Z" in the gable and "Zelienople Public Works" below the "Z" SignInnovation gave an estimate of \$7,317.00 for the Halo "Z" sign, installation, lighting controls, and \$4,692.00 for the "Zelienople Public Works" lettering with installation. Application for a Sign Permit was submitted and the meets the requirements of the sign ordinance. This project can be paid from the General Fund.

Motion carried 6-0.

## CONSIDERATION FOR APPROVING PROPOSED RESOLUTION #457-21 FOR PLAN REVISION FOR NEW LAND DEVELOPMENT FOR THE WESTERN BUTLER COUNTY AUTHORITY (WBCA) HARMONY PUMP STATION INFRASTRUCTURE IMPROVEMENTS

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Proposed Resolution #457-21 for plan revision for new land development for the Western Butler County Authority (WBCA) Harmony Pump Station Infrastructure Improvement Planning Module Component 3 – Sewage Collection and Treatment Facilities.

The Western Butler County Authority prepared an Act 537 Plan Planning Module Component 3 – Sewage Collection and Treatment Facilities for the Harmony Pump Station Infrastructure Improvements. These improvements consist of influent sewer upgrades, upgrading the existing pump station and installing a new force main through the Borough,

This item was tabled at the October 11, 2021 meeting until WBCA could answer questions raised by the Planning Commission and from the multi municipal joint meeting regarding this subject.

A full and true copy of Resolution #457-21 can be found in the Resolution Book.

  
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Assistant Borough Manager

Motion carried 6-0.

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## NEW BUSINESS:

### CONSIDER REMOVAL FROM PROBATIONARY STATUS AND MOVE TO REGULAR FULL TIME STATUS FOR ERIN NORTON

A motion was made by Mr. Geis, seconded by Mrs. Reeb to move Ms. Norton to regular full-time status as she has successfully completed her probationary period effective May 3, 2022.

Ms. Norton was hired on May 3, 2021 on a probationary status as the Borough's Finance Director at a starting salary of \$55,000 per year. The probation period has been successfully completed and we are asking that she be formally removed from probation and placed on Regular Full-Time status. This change in status does not change the grade level for Ms. Norton but does include a slight salary increase per her offer of employment letter at the time of hire to an annually salary adjustment to \$57,750 upon successful completion of her probationary period. This would be effective with the May 13 pay date.

Motion carried 6-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION - CVE FUN RUN

A motion was made by Mrs. Reeb, seconded by Mr. Foyle to approve the Special Event Permit Application – CVE 1.43 Mile Fun Run to be held on Saturday, May 7, 2022 from 9:00 AM to 11:00 AM through the streets of Zelienople and Harmony boroughs 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:

- It is their responsibility to coordinate the event with the Borough Street Department and all Emergency Services 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.
- A n y 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.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- Streets are not to be marked with paint of any kind.
- A Certificate of Insurance must be provided.
- T h e sponsor must also receive the necessary approvals from Harmony Borough.

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The event will not require any road closures, the whole course will be run on the sidewalks, and they will ensure that runners stay off the road. They are requesting a police officer for the event.

Motion carried 6-0.

## CONSIDER SPECIAL EVENT PERMIT APPLICATION–FISHERS BAR CRAWFISH BOIL AND FOR TEMPORARY USE OF THREE PARKING SPACES IN THE MUNICIPAL TOWN CENTER LOT

A motion was made by Mr. Geis, seconded by Mr. Mathew to approve the Special Event Permit Application – Fisher’s Crawfish Boil to be held on May 14, 2022 from 10 am to 8 pm and the use of five (5) parking spaces in the Municipal Town Center lot and to have outdoor seating on the sidewalk adjacent to Fisher’s 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:

1. The spaces must be specifically used are 181-185.
2. They must maintain ADA compliance by maintaining a 36” clearance on the sidewalk and the placement and use of tables and chairs cannot interfere with the 36” clearance.
3. Be sure not to pound stakes or similar into the parking lot asphalt.
4. There must be a sufficient barrier between the area in use and the rest of the parking lot to insure adequate and safe use of vehicles in the lot. This must be acceptable to the borough prior to the event.
5. There must be protection on those spaces to avoid it being stained or marked from any cooking oil etc. Any damage may be the responsibility of the person making the request.
6. There must be an insurance coverage that makes the borough an additional issued, to protect the borough from any claim for damages.
7. All the above must be checked with the borough prior to the day of the event and it will be inspected the day after the event.

Motion carried 6-0.

## CONSIDER SPECIAL EVENT PERMIT APPLICATION – GET FIT FAMILIES FIRECRACKER 5K

A motion was made by Mr. Foyle, seconded by Mr. Mathew to approve the Special Event Permit Application – Get Fit Families Firecracker 5K to be held on July 4, 2022 from 7:30 AM to 9:45 AM 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

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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:

- It's their responsibility to coordinate the event with the Borough Street Department and all Emergency Services 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.
- 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.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- Streets are not to be marked with paint of any kind.
- A Certificate of Insurance must be provided.
- The sponsor must also receive the necessary approvals from Harmony Borough.

Motion carried 6-0.

## CONSIDER SPECIAL EVENT PERMIT APPLICATION - DIVISION STREET BLOCK PARTY AND ROAD CLOSURE

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve the Special Event Permit Application – Division Street Block Party to be held on Sunday, July 31, 2022 from 2:00 pm to 10:00 pm on the 200 block of Division Street and to close Division Street from E. Beaver Street to E. Spring Street from 4 pm to Dusk 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 same conditions placed upon the approval of such events as those given the last two years. This would include:

- Sponsor must notify all affected neighbors of the road closure on Division Street between E Beaver Street and E Spring Street. The intersection of Spring Street (Center) and Division Street must remain open.
- The Borough is agreeing to close the road as stipulated for their event.
- Be responsive to complaints on noise.
- Should a second complaint be received all music will be shut down.
- 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.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- This is not a Borough sanctioned or sponsored event.

Motion carried 6-0.

CONSIDER REQUEST TO APPROVE PROPOSED RESOLUTION #470-22 TO ALLOW THE ZELIENOPLE HISTORICAL SOCIETY TO PLACE A BANNER SIGN AT THE SW 4 CORNER PARK PROMOTING THE TRAVELING TOMB OF THE UNKNOWN SOLDIER

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve Resolution #470-22 to allow the Zelienople Historical Society to place a 2 foot by 20-foot Banner Sign at the Southwest Corner Park at Grandview Avenue and Main Street overtop the cement pad of the memorial advertising the Traveling Tomb of the Unknown Soldier event on July 2, 2022 through July 5, 2022. This sign would remain from May 27, 2022, to be taken down on July 6, 2022.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #470-22 was prepared for that purpose.

A full and true copy of Resolution #470-22 can be found in the Resolution Book.

  
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Assistant Borough Manager

Motion carried 6-0.

CONSIDERATION FOR REQUESTING FY23 APPROPRIATIONS FUNDING FOR THE COMMUNITY PARK RETENTION PROJECT

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve pursuing the FY23 Appropriations funding request for the Community Park Retention Project.

Senator Bob Casey is accepting projects for a FY23 Appropriations Request. Last year, around 8% of projects submitted were funded. The detention facility at the park is eligible under program funding. If awarded, the grant match is 20%.

Motion carried 6-0.

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## CONSIDER REQUEST FOR A TRAFFIC STUDY FOR THE BEAVER STREET AND PINE STREET CORRIDOR

A motion was made by Mr. Mathew, seconded by Mr. Geis approve a PennDOT engineering review and study for the Beaver Street and Pine Street intersection to determine a lowered speed limit along the area of Beaver Street and Pine Street is warranted for consideration.

Due to increased traffic, speeding, and the recent fatal accident at the intersection of Beaver Street and Pine Street, St. Gregory School has submitted a request that we have a comprehensive review of the school area focusing on the intersection of Beaver Street and Pine Street. They are requesting a possible school zone, with a lowered speed limit, and additional lighting along this area. Other traffic controls at Pine Street may be in order.

Motion carried 6-0.

## CONSIDER APPROVAL OF THE 2022 PAVING CONTRACT

A motion was made by Mr. Mathew, seconded by Mr. Geis to award the bid to Wiest Asphalt Products & Paving, contract total \$223,427.09, for the 2022 Paving Program Option 2.

The Borough advertised bid specifications for the 2022 Paving Program. Bids were opened on 4/20/2022. All bids were accompanied by the appropriate bid security. The apparent low bidder on the project is Wiest Asphalt Products & Paving, base bid total of \$152,603.87.

Base Bid Items 1,2&3 (\$152,603.87)

- Clay Street from W. Grandview Ave to W. Culvert St.
- W. Culvert St. from S Main St. to S. Green Lane
- S. Green Lane from E. Beaver St. to Culvert St.
- Oliver Ave from E. Grandview Ave to Terrance Ave

Base Bid & Item 4 (\$211,125.29)

- Market Street from W. New Castle St. to W. Beaver St. (Option 1)

Base Bid & Item 5 (\$223,427.09)

- Halstead Blvd. from Water Plant Road to W. New Castle St. (Option 2)

Base Bid, Item 4 & Item 5 (\$281,948.51) (Option 3)

This project will be funded from the 2022 Highway Aid Budget.

Motion carried 6-0.

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## CONSIDER THE CANCELLATION OF THE MAY 30, 2022 (MEMORIAL DAY) COUNCIL MEETING

A motion was made by Mr. Geis, seconded by Mr. Mathew to cancel the May 30, 2022 council meeting since it falls on Memorial Day. Historically the council meeting that falls on Memorial Day is cancelled due to the holiday weekend.

Motion carried 6-0.

## 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 4/22/2022 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 – Next meeting is this Wednesday
- Parks & Recreation – Noted that the new Director is learning and is well underway in the work ahead of him
- Main St. Revit. Committee – no report
- Strategic Planning – no report
- Act 537 plan steering committee – no report

Mr. Semel: Not present

- IT – no report
- Main St. Revit. Committee – no report
- COG – no report
- Airport Authority – no report



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Mr. Geis:

- Electric – no report
- Bldg./Finance – Reported that we are waiting for a response on any possibility for bond refinance
- Pension – no report
- Bond refinancing – no report

Mr. Foyle:

- Pension Committee – no report
- Library – Noted that Palmers and Boy Scouts are doing improvements at the library

Mrs. Reeb: No report

- Public Safety/Street/Sidewalk/Storm Water - no report
- Historical Society – no report
- Shared Services Committee - no report

Mr. Mathew:

- Water - no report
- Police Matters – no report
- EMA – No report
- Fire Dept. Liaison – Fire District received a \$500,000 grant
- Shared Services - no report

Mayor: Not present

Manager: Not present

Solicitor: no report

Engineer: Waiting on contractor to advise when they will start on Main Street.  
Had a pre-construction meeting on Linden Street project

Police Chief: no report

Public Works Director: Noted that he will advise the school district and emergency services when Linden Street is closed.

Zoning/Code Officer: no report

Finance Director: Not present

Parks and Recreation Director: Not present

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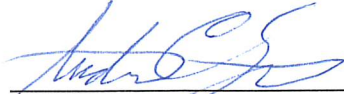
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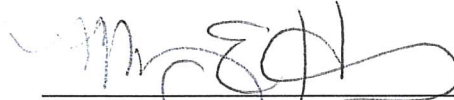
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Being no further business, President Hess closed the meeting at 8:40 PM.

ATTEST:

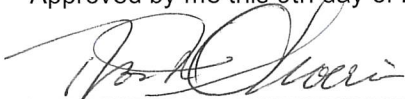


Andrew C. Spencer  
Assistant Borough Manager



Mary E. Hess  
Council President

Approved by me this 9th day of May 2022.



Thomas M. Oliverio  
Mayor