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# *Minutes of the Borough Council Zelienople, PA*

5/9/2022

7:30 PM Council-Regular

MasterID:

722

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The May 9, 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 Member Ralph Geis, Gregg Semel, 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, Public Works Director Chad Garland, and Parks & Recreation Director Jason Mentel.

#### PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chief Miller.

Don Pepe presented 5-year service award to Rachel Lewis.  
Don Pepe presented 10-year service award to Officer Kevin Mikulan.  
Don Pepe presented 25-year service award to Chief Jim Miller.

#### VISITORS:

In Person: Kristen Hogan, Jan Maharg, Carol Sosak, Louise Corpora, Gary Corpora, Daniel Fritch, Joel Grub. One name was unintelligible.

Remotely: Zach Shumaker

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#### PUBLIC COMMENT:

None

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## ADD PERSONNEL ITEM TO THE AGENDA FOR A NEW HIRE FOR PUBLIC WORKS

A motion was made by Mr. Mathew, seconded by Mr. Geis to add a personnel item to the agenda to consider a new hire for the public works department.

Motion carried 7-0.

## CONSENT AGENDA:

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

- Minutes of the April 25, 2022, Council Meeting.
- Transfer of Funds, \$150,000 from the Electric Fund to the General Fund, if needed.
- Acknowledge Receipt of March 31, 2022, Summary Budget Report.

Motion carried 7-0.

## OLD BUSINESS:

None

## NEW BUSINESS:

### CONSIDER ACCEPTANCE OF THE BILLS TO BE PAID FOR THE MONTH OF APRIL IN THE AMOUNT OF \$670,366.20

A motion was made by Mr. Mathew, seconded by Mr. Geis to accept, and approve the "Bills to Be Paid" report for May in the amount of \$670,366.20.

Motion carried 7-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION – KIND FAMILY BENEFIT FESTIVAL 2022

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve the Special Event Permit Application – ShuBrew, LLC Kind Family Benefit Festival to be held on June 25, 2022, from 1:00 PM to 9:00 PM at the Zelienople Community Park/Amphitheater provided that the responsible party noted in the application coordinate communications with and be responsive to the Parks & Recreation Director, 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.

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The request includes the following conditions:

- It is their responsibility to coordinate the event with the Borough Parks & Recreation Department, Street Department, and all Emergency Services for safety concerns, no later than Monday prior to the event.
- Be responsive to complaints on noise.
- Should a second complaint be received, all music will be shut down.
- You must ensure that the area is cleaned of any trash and debris when the event is completed.
- A Certificate of Insurance must be provided indicating the Borough of Zelienople as an additional insured and provided at least a week in advance of the event.
- Ensure that measures will be taken to establish proof of legal age prior to any individual being permitted to consume alcoholic beverages.
- All participating vendors must obtain a special occasion permit from the PLCB, if required.
- Must obtain an alcohol permit from the park department immediately or this approval can be revoked.
- Must obtain a food truck permit from the police department immediately or this approval can be revoked.
- This is not a Borough sponsored event.

Shelter #2 and the Amphitheater have been reserved for this event.

Motion carried 7-0.

## CONSIDER SPECIAL EVENT PERMIT APPLICATION – FUNDRAISING WALK FOR LUNG CANCER RESEARCH IN HONOR OF DIANE WHITE

A motion was made by Mrs. Foyle, seconded by Mrs. Reeb to approve the Special Event Permit Application – Fundraising Walk for Lung Cancer Research in Honor of Diane White to be held on October 22, 2022 from 8:00 AM to 12:00 PM at Park Church on Grandview, up Oliver to cemetery and back 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 includes 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.

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- 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.

Motion carried 7-0.

## CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIE ON TAP

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve the Special Event Permit Application – Zelig on Tap to be held on Saturday, August 27, 2022, from 12:00 PM to 10:00 PM at the Zelienople Community Park Baseball Field and Upper Pavilion provided that the responsible party noted in the application coordinate communications with and be responsive to the Parks & Recreation Director, 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 includes the following conditions:

- It is their responsibility to coordinate the event with the Borough Parks & Recreation Department, 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.
- Be responsive to complaints on noise.
- Should a second complaint be received, all music will be shut down.
- You must ensure that the area is cleaned of any trash and debris when the event is completed.
- Ensure that measures will be taken to establish proof of legal age prior to any individual being permitted to consume alcoholic beverages.
- All participating vendors must obtain a special occasion permit from the PLCB, if required.
- A Certificate of Insurance must be provided indicating the Borough of Zelienople as an additional insured and provided at least a week in advance of the event
- Must obtain an alcohol permit from the park department immediately or this approval can be revoked.
- Must obtain a food truck permit from the police department immediately or this approval can be revoked.
- Must provide appropriate and safe lighting for the area or end the event before dusk.
- This is not a Borough sponsored event.

Motion carried 7-0.

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## CONSIDER SPECIAL EVENT PERMIT APPLICATION– ROTARY CLUB JULY 4TH PARADE

A motion was made by Mrs. Reeb, seconded by Mr. Foyle to approve the Special Event Permit Application – Rotary Club Annual July 4th Parade in Zelienople to be held on July 4, 2022 from 11:00 AM to 1:00 PM in Downtown Zelienople (High Street, E. Grandview Ave., Main St. Beaver St.) and apply for a PA DOT parade permit on their behalf 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.

There should be three conditions that the Rotary's cooperation is requested:

1. Ensuring that parade participants refrain from throwing candy to parade spectators. Parade participants are welcome to walk along and hand out candy to spectators along the curb of the parade route.
2. Coordinate all parade activities with the Police Chief and the Public Works Director
3. Ensure that all State requirements, relating to public safety in force at the time of the event must be adhered to. This includes all required by PennDOT for permit approval.

The Rotary is responsible that all conditions are followed for this event.

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

Motion carried 7-0.

## CONSIDER APPROVAL OF REQUEST FOR OUTDOOR TABLE AND CHAIRS

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve the request for table (2) and chairs (4) placed on storefront property which will NOT be located on the public sidewalk from March through October 2022 at the Little Green Bookstore, 104 N. Main Street. 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.

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## CONSIDER CIVICREC RECREATION MANAGEMENT SOLUTION

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve the purchase of CivicRec Recreation Management Solution in the amount of \$9,338 with an initial upfront payment of \$2,500 due at contract signing and the remaining balance of the total first year investment of \$6,838 due by January 10, 2023.

Borough administration researched recreation management solutions that would help better serve the community by providing online registration for pool memberships, programs, and facility rentals. The park currently uses Jolly Technologies software for managing pool memberships and there are many limitations to this software. The Jolly software resides on a stand-alone computer which doesn't allow for multiple user input or online customer registration. In addition, it is limited to only pool membership management.

Two recreation management solutions were explored; Active Net and CivicRec. While both platforms provide a similar product for pool membership and facilities management modules as well as a POS system for pool concessions, the quote for Active Net came in considerably higher (\$30,795) than CivicRec (\$9,338/first year investment). The total first year cost for CivicRec is \$9,338. Hardware costs are not included, and data import is optional and is extra. Service fees for year 2 and beyond is \$6,300 annually.

Payment of the commitment was negotiated since this item was not an intended expense and hence was not budgeted for 2022. CivicPlus agreed to an initial payment of \$2,500 upon signing the contract for CivicRec with the remaining balance of the total investment in the amount of \$6,838 due at the beginning of 2023 (January 10, 2023).

Motion carried 7-0.

## CONSIDER NEW HIRE FOR PUBLIC WORKS

A motion was made by Mr. Foyle, seconded by Mrs. Reeb to approve the of hiring of Chad Lang as a permanent full time Public Works Laborer at entry level Grade 8 of \$15.76 per hour, \$32,798 annual.

Motion carried 7-0.

## OTHER BUSINESS:

None

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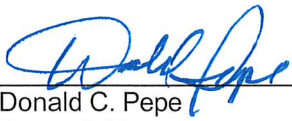
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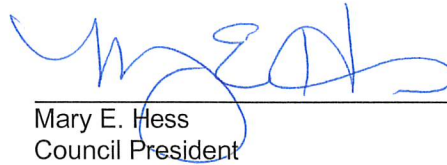
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Being no further business, President Hess closed the meeting at 7:56 PM.

ATTEST:

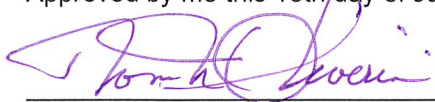


Donald C. Pepe  
Borough Manager



Mary E. Hess  
Council President

Approved by me this 13th day of June 2022.



Thomas M. Oliverio  
Mayor