
Minutes of the Borough Council Zelienople, PA

10/10/2022

7:30 PM Council-Regular

MasterID:

732

The October 10, 2022, Council Meeting of the Zelienople Borough Council was called to order at 7:28 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 to comply with the safety of all concerned and to allow for offsite participation. 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, Ralph Geis, Marietta Reeb, Doug Foyle, and Mayor Thomas Oliverio. Council Members Greg Semel and Allen Bayer did not attend.

Also, in attendance were Borough Manager Don Pepe, Police Chief James Miller, Utility Billing Clerk Shalaine Marchwinski, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Tom Thompson. Public Works Director Chad Garland attended remotely.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Shalaine Marchwinski

VISITORS:

In Person: Dan Fritch and Ben Levenger

Remotely: Mike and Carol Sosak

5 Year Service Award was presented to Shalaine Marchwinski

PUBLIC COMMENT:

None

CONSENT AGENDA:

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

- Minutes of the September 26, 2022, Council Meeting.
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 5-0.

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OLD BUSINESS:

None

NEW BUSINESS:

CONSIDER ACCEPTANCE OF THE BILLS TO BE PAID FOR THE MONTH OF OCTOBER IN THE AMOUNT OF \$863,724.74

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to accept, and approve the "Bills to Be Paid" report for October in the amount of \$863,724.74.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – GET FIT FAMILIES REINDEER RACE 5K AND 1 MILE

A motion was made by Mr. Foyle, seconded by Mr. Geis, to approve Git Fit Families Reindeer Race 5K and 1 Mile to be held on Sunday, December 18, 2022 from 9:30 AM to 11:00 AM at the Zelienople Community Park and Zelienople Borough and Harmony Borough Streets only provided that the responsible party noted in the application coordinate communications with and be responsive to the Parks & Recreation Director 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 prior to the event.
- 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.
- 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.
- The sponsor must also receive the necessary approvals from Harmony Borough.

Get Fit Families is responsible that all conditions are followed for this event.

Motion carried 5-0.

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CONSIDER REQUEST TO APPROVE PROPOSED RESOLUTION #478-22 TO ALLOW THE ZELIENOPE ROTARY CLUB TO ERECT A BANNER SIGN AT THE SW 4 CORNER PARK PROMOTING THE PANCAKE BREAKFAST

A motion was made by Mr. Geis, seconded by Mr. Mathew, to approve Proposed Resolution #478-22, which would allow the Rotary Club to erect a 2 foot by 20-foot Banner Sign at Grandview Avenue and Main Street advertising the Pancake Breakfast on November 13, 2022. This sign would remain from November 1, 2022, to be taken down on November 14, 2022.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #478-22 was prepared for that purpose.

A full and true copy of Resolution #478-22 can be found in the Resolution Book.


Borough Manager

Motion carried 5-0.

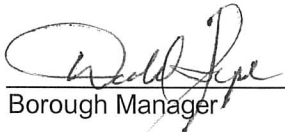
CONSIDERATION OF PROPOSED RESOLUTION #479-22 SETTING THE EMPLOYEE CONTRIBUTION RATE FOR THE POLICE PENSION PLAN

A motion was made by Mr. Foyle, seconded by Mr. Geis, to approve Proposed Resolution #479-22 setting the employee contribution rate for the police pension plan.

The Police Pension Plan document requires that the Borough each year set the employee contribution rate for the Police Pension Plan. Failure to set this rate in the past has resulted in an audit finding by the Auditor General's Office.

Resolution #479-22, which is written to meet this requirement. It includes an eight percent (8%) of compensation contribution rate for the calendar year of 2023 as per the Police Collective Bargaining Agreement.

A full and true copy of Resolution #479-22 can be found in the Resolution Book.


Borough Manager

Motion carried 5-0.

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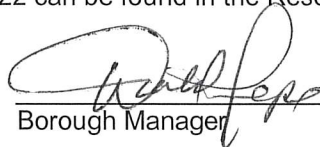
CONSIDERATION OF RESOLUTION #480-22, A RESOLUTION FOR THE DISTRIBUTION OF STATE AID FOR MUNICIPAL PENSION FUNDS

A motion was made by Mr. Mathew, seconded by Mr. Geis, to approve Proposed Resolution #480-22, a Resolution for the Distribution of State Aid for Municipal Pension Funds.

The Commonwealth of Pennsylvania, under Act 205 of 1985, allocates a yearly amount to be given to municipalities with municipal pension programs and termed "State Aid". This year the Borough received \$170,954.91. The distribution of the State Aid will be made to each pension plan (Police & Non-Uniformed) based upon the unit value calculations. The Borough receives 2 unit values for each officer in the Police Pension Plan and 1 unit value for each employee in the Non-Uniformed Plan. The unit value for this year's state aid is \$5,180.45 / unit. The Police Plan is credited for 18 units (9 employees) and the Non Uniformed Plan received credit for 15 units (15 employees). The unit calculations are based upon 2021 employment information. The distribution of the aid as such would allocate \$93,248.10 to the Police Pension Plan and \$77,706.81 to the Non-Uniformed Plan.

The State Aid does not entirely fund the MMO's. The total MMO required for the Police Pension Fund for 2022 is \$138,734 leaving a remaining balance of \$45,485.90 to be funded by the Borough. The total MMO required for the Non-Uniformed Pension Fund for 2022 is \$110,463 leaving a remaining balance of \$32,756.19 to be funded by the Borough.

A full and true copy of Resolution #480-22 can be found in the Resolution Book.


Borough Manager

Motion carried 5-0.

CONSIDER REAPPOINTMENT TO THE PLANNING COMMISSION

A motion was made by Mrs. Reeb, seconded by Mr. Mathew to reappoint Mark Matusiak to the Planning Commission for the term effective 7/8/2022 to 12/31/2026.

Mark Matusiak's term on the Planning Commission expired on July 8, 2022. Mr. Matusiak has expressed a desire to seek another four (4) year term and has submitted an email to that effect. Over the years, we have been trying to make the appointment dates more consistent; therefore, the appointment would be from 7/8/2022 to 12/31/2026 which is for a few months more than 4 years.

Motion carried 5-0.

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CONSIDER ACCEPTANCE OF BID PROPOSAL FOR 2004 FORD F-550 DUMP TRUCK

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to accept the bid proposal from Mason Lauer in the amount of \$22,600.00 for the 2004 Ford F-550 dump truck with plow and spreader.

On March 26, 2022, Council took action to take bids using Muncibid to sell the 2004 Ford F-550 dump truck with plow and spreader. The legal advertisement was placed in the Butler Eagle and the vehicle were placed on Muncibid. The ending date for accepting bids was set 9-26-2022. During the bidding process through Muncibid, a bid of \$22,600.00 was received on September 26th, 2022, from Mason Lauer for the 2004 Ford vehicle.

Motion carried 5-0.

CONSIDER PAYMENT OF THE 2022 PAVING CONTRACT TO WIEST ASPHALT PRODUCTS & PAVING

A motion was made by Mr. Foyle, seconded by Mr. Geis, to approve payment to Wiest Asphalt Products & Paving, contract total \$229,207.08, for the 2022 Paving Program Option 2.

The 2022 paving project was awarded to Wiest Asphalt Products & Paving, base bid total of \$223,427.09. Paving of the following streets were completed during the week of September 12th-16th:

- 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
- Halstead Blvd. from Water Plant Road to W. New Castle St.

Actual costs to pave the streets was \$229,207.08 which was 2.6% over the bid estimate.

This project was approved by Penn DOT to be funded from Highway Aid.

Motion carried 5-0.

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CONSIDERATION FOR APPROVING THE SUBSTANTIAL COMPLETED CERTIFICATE FOR THE LINDEN STREET CULVERT REPLACEMENT PROJECT

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to approve the substantial completion certificate for Steel Nation Environmental, Inc. for the Linden Street Culvert Replacement Project. Steel Nation Environmental, Inc. substantially completed the work as of October 4, 2022.

Motion carried 5-0.

CONSIDERATION FOR AUTHORIZING GANNETT FLEMING TO DEVELOP CONCEPTUAL LAYOUT OF FOUR CORNERS PARK

A motion was made by Mr. Mathew, seconded by Mr. Geis, to authorize Gannett Fleming to proceed with the Four Concern Park concept design for an estimated cost for plan development of \$1,200.

Ideas have been generated for the payout of the four corners park, but development has stalled. To move the project forward, Gannett Fleming would perform the following services:

- Meet with the redevelopment group to review the park needs and goals
- Develop a concept plan based on the group discussions
- Meet with the group to present the plan options and receive feedback
- Finalize the plan to include the selected options and review concepts.

Motion carried 5-0.

CONSIDER BOROUGH DONATION FOR CHRISTMAS LIGHT UP DISPLAY AT 4 CORNERS PARK

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve the request from Explore Zelie for a \$2000 donation for a Christmas Light Up display at the 4-Corner Park that is being planned for the Christmas season until January 6, 2023.

The entire project is valued at \$12,750. There are numerous groups contributing to this cost. There is \$1,800 left in the donation account currently. That would mean we will need to transfer \$200 from another General Fund account to honor the entire \$2,000 donation.

Motion carried 5-0.

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CONSIDER ZELIENOPLE COMPREHENSIVE PLAN OPTION DISCUSSION

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to approve the Zelienople Comprehensive Plan Option #2 as presented by Ben Levenger and include the proposed costs into the 2023 Operating Budget.

Administration asked Council to consider two options proposed and when ready to accept one of the two options so administration can plan for the chosen Comprehensive Plan update for 2023.

Council was provided with a proposal last June regarding the Borough Manager's idea for the need of a Comprehensive Plan update for the borough. He noted the current plan was done in 2010 making it 12 years old. Much has happened in those 12 years and much of that plan has been accomplished. To be prepared for the future, he proposed we embark on an update in 2023 that focuses on the areas we feel are most important AND that are measurable and practical to help guide Zelienople into the future.

Ben Levenger prepared and presented a proposal that offers two options and priced out accordingly, that explains the options on the plans best suited for us in getting the result we would feel is best for the borough.

Option 2 includes:

- Complete a community input and visionary campaign
- Undertake an actionable comprehensive plan for the Borough alone and undertake internal audit
- Integrate the transportation section with the aid of a multi-jurisdictional comp plan effort

Anticipated Costs include:

- Community Input Campaign Cost of \$17,500
- Actionable Comprehensive Plan Cost of \$35,500
- Transportation Plan Cost of \$10,000

Motion carried 5-0.

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OTHER BUSINESS:

Mary Hess requested an executive session on a personnel matter.

CONSIDER ADVERTISING FOR WBCA BOARD VACANCY

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to advertise for a possible vacancy on the WBCA board beginning 12/31/2022 for the term effective 12/31/22 to 12/31/27.

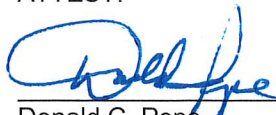
Motion carried 5-0.

Time of Break (if needed) Time: 8:17 pm; Return 8:20 pm

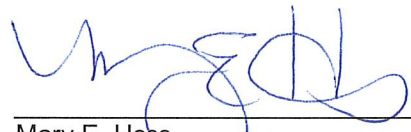
Executive Session (if needed) Time: 8:18 pm; Return: 8:29 pm

Being no further business, President Hess closed the meeting at 8:31 PM.

ATTEST:



Donald C. Pepe
Borough Manager



Mary E. Hess
Council President

Approved by me this 31st day of October 2022.



Thomas M. Oliverio
Mayor