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# *Minutes of the Borough Council Zelienople, PA*

9/25/2017

7:30 PM Council-Workshop

MasterID:

605

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The September 25, 2017 meeting of the Zelienople Borough Council was called to order at 7:30 PM by Council President Allen Bayer in the Council Chambers. In attendance were, Council Members, Marietta Reeb, Ralph Geis, Gregg Semel, Andrew Mathew III, Mary Hess, Don Burgess and Mayor Thomas Oliverio.

Borough Manager Donald Pepe, Assistant to the Borough Manager Andrew Spencer, Borough Engineer Tom Thompson, Public Works Director Chad Garland, Police Chief Jim Miller, Zoning & Codes Officer Shelly Kaltenbaugh and Solicitor Bonnie Brimmeier were present.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Oliverio

Council President Bayer announced that there was an Executive Session held prior to the meeting to discuss litigation matters.

## VISITORS

Marla Bennett  
Dan Fritch  
Cathy Baker  
Jared Price  
George Bjelovuk  
Mark Harmonos

There were others at the meeting who did not sign in for identification in the minutes.

Mr. Harmonos spoke to the request for the Great Pumpkin Race for October. It is on the agenda for tonight for action.

Mr. Fritch gave an update on the Gateway Sign project.

A motion was made as a result of this presentation

## APPROVE PHASE I OF THE GATEWAY SIGN PROJECT

A motion was made by Mrs. Hess, second by Mrs. Reeb, to approve Phase I of the gateway Sign Project to begin in 2017. The cost of Phase I is \$26,615.00. The Borough has \$ 22830.00 budgeted and the remaining \$ 3785.00 will be paid from the match from the Rotary and the Business Association.

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The remaining costs of the project will be discussed and budgeted between the participating organizations and the borough for 2018.

Motion carried 7-0.

## CONSENT AGENDA:

None

## OLD BUSINESS:

None

## NEW BUSINESS:

Consider Request from the St. Gregory School PTG to hold Great Pumpkin 5K and 1 Mile Walk & Run Race

A motion was made by Mr. Mathew, second by Mr. Geis, to approve the request from the Saint Gregory School PTG to hold the 2017 annual Great Pumpkin Race 5K Run and a 1-mile Walk & Run to benefit St. Gregory School PTG and Athletics on Sunday, October 29, 2017. The race will commence at approximately 3:00 PM. And should be completed by 5:00 PM. The approval is with the following conditions:

- It is their responsibility to coordinate the event with the Borough Street Department and all Emergency Services.
- They must obtain permission from the Sportsman's Club to utilize their 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. Please contact all affected parties to notify them of the intended signs.
- Streets are not to be marked with paint of any kind in any manner.

Motion carried 7-0.

CONSIDER REQUEST FOR CONTRIBUTION TO THE ZELIENOPLE LIONS CLUB FOR THE

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HALLOWEEN PARADE AND TO APPOINT A VOLUNTEER JUDGE TO ASSIST WITH THEIR ANNUAL HALLOWEEN PARADE ON SATURDAY, OCTOBER 28, 2017

A motion was made by Mrs. Hess, second by Mrs. Reeb, to approve the request by the Lions Club for a donation of \$250.00 to the 2017 Halloween Parade and to appoint Mayor Tom Oliverio as a judge for the event.

Motion carried 7-0.

CONSIDER AUTHORIZATION TO ENTER INTO A MASTER SERVICES AGREEMENT WITH AMERICAN MUNICIPAL POWER FOR THE ADVANCED METERING INFRASTRUCTURE PROGRAM FOR THE BOROUGH

This item was tabled until another meeting pending further information.

CONSIDER RESOLUTION #368-17 AUTHORIZATION TO ENTER INTO A MASTER SERVICE AGREEMENT WITH AMERICAN MUNICIPAL POWER FOR THE ADVANCED METERING INFRASTRUCTURE PROGRAM FOR THE BOROUGH

This item was tabled until another meeting pending further information.

CONSIDER A MOTION TO ADOPT PROPOSED RESOLUTION NO.369-17, TO ESTABLISH AN APPLICATION FEE TO APPEAR BEFORE THE BUILDING/FIRE BOARD OF APPEALS.

A motion was made by Mr. Mathew, second by Mrs. Hess, to adopt Proposed Resolution # 369-17, establishing an application fee to appear before the building/fire board of appeals.

A full and true copy of Resolutions #369-17 can be found in the Resolution Book.

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Borough Manager

Motion carried 7-0.

CONSIDERATION FOR PAY REQUISITION ESTIMATE # 7 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION STREETScape - ECMS PROJECT

A motion was made by Mr. Semel, second by Mr. Mathew, to approve M and B Services LLC Pay Requisition Estimate No. 7 in the amount of \$25,439.69.

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Motion carried 7-0.

CONSIDER CHANGE ORDER #1 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION STREETScape - WEST SIDE HOP (CONTRACT 16-04)

This item was tabled until another meeting pending further discussion.

CONSIDERATION FOR CHANGE ORDER # 3 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION PARKING LOT IMPROVEMENTS - PHASE 2 PROJECT

A motion was made by Mr. Mathew, second by Mr. Semel, to approve the Mashan, Inc.'s Change Order No. 3 in the amount of \$1,225.00.

Motion carried 7-0.

OTHER BUSINESS:

COUNCIL REQUEST FOR INFORMATION

Council reviewed the list as provided in the agenda and updated items as deemed necessary.

MONTHLY COMMITTEE REPORTS

Mrs. Hess:

- Shared Services: No report
- Main St. Revitalization: Visit from State DCED Sec. Davin

Mr. Semel:

- COG: - No report
- Library: - Noted the Book the Night event

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- Airport Authority - No report

Mr. Geis:

- Electric; - No report

- Finance: - No report

Mr. Burgess:

- IT - No report

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- Employee Pension Committee - No report

Mrs. Reeb:

Safety Committee: - No report

Historical Society: - 9/29/17 will be the wine & cheese party

Mr. Mathew:

- Water Comm.: - No report

- EMA: - No report.

- Fire Dept. Liaison: - Noted the Truck raffle winners

Mr. Bayer:

- HRC: No report but requested Executive Session on Personnel matter

- PMC: No Report

Mayor Oliverio:

- No report

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Manager:

- No report

Chief Miller:

- Reported road change names were submitted to county

Public Works Director:

- Not present and no report

Solicitor:

- No report but requested an Executive Session on potential litigation

Engineer:

- No report but requested Executive Session on contractual matter.

Zoning & Codes Officer

- No report

Council took a short break at 8:50 PM and returned at 9:00 PM.

Council went into Executive Session at 9:00 PM and reconvened to regular session at 9:26 PM.

## APPROVE FULL TIME STATUS

A motion was made by Mrs. Hess, second by Mr. Semel, to approve Shalaine Marchwinski for Full time employee status per the recommendation of the Human Resources Committee (HRC) as Administrative Assistant for Utility Billing effective October 2, 2017.

Motion carried 7-0.

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Being no further business the meeting was adjourned by Council President Bayer at 9:28 PM.

ATTEST:

\_\_\_\_\_  
Borough Manager

\_\_\_\_\_  
Council President

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Mayor