

# Minutes of the Borough Council Zelienople, PA

1/9/2023

7:30 PM

Council-Regular

MasterID: 737

The January 9, 2023, 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 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, Marietta Reeb, Ralph Geis, Gregg Semel, Doug Foyle, and Mayor Thomas Oliverio. Council Member Allen Bayer attended remotely.

Also, in attendance were Borough Manager Don Pepe, Assistant Borough Manager Andrew Spencer, Assistant to the Manager Cindy Edwards, Police Chief James Miller, and Borough Engineer Tom Thompson. Public Works Director Chad Garland attended remotely.

## **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mayor Oliverio

## **VISITORS:**

In Person: Wendy Nickerson, Mark Nickerson, Kyra Fazio, Kathleen Brenneman, Dan Fazio, Mason Marion, Dayna Walko, Dan Fritch, and Daniel Karns.

Remotely: Mike Sosak and Steve Schoppe

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## **CONSIDER ADDING TO THE JANUARY 9, 2023 AGENDA THE CONSIDERATION OF APPOINTMENT OF MARIETTA REEB AS A BOROUGH REPRESENTATIVE ON THE WESTERN BUTLER COUNTY AUTHORITY (WBCA) BOARD**

A motion was made by Mr. Mathew, seconded by Mr. Foyle to add to the January 9, 2023 agenda the consideration of appointment of Marietta Reeb as a Borough Representative on the Western Butler County Authority (WBCA) Board.

Motion carried 7-0.

Oath of Office given to Kyra Fazio for Junior Council Person by Mayor Oliverio.

Mayor Oliverio presented a Proclamation to Borough Manager Don Pepe naming January 20, 2023 "Don Pepe Day".

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Council President Mary Hess presented a certificate of appreciation to Don Pepe for his 17 years of dedication, commitment, and accomplishments.

## **PUBLIC COMMENT:**

Dan Fritch, on behalf of ZABA, thanked Borough staff for their assistance with the Miracle on Main Street event.

Dan Karns spoke on his appointment expiration on the Western Butler County Authority (WBCA) Board.

## **CONSENT AGENDA:**

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

- Minutes of the December 12, 2022, Council Meeting.
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

### **CONSIDER ACCEPTANCE OF THE BILLS TO BE PAID FOR THE MONTH OF JANUARY IN THE AMOUNT OF \$725,704.23**

A motion was made by Mr. Geis, seconded by Mr. Semel to accept, and approve the "Bills to Be Paid" report for January in the amount of \$725,704.23.

Motion carried 7-0.

### **CONSIDER SPECIAL EVENT PERMIT APPLICATION– 2023 GET FIT FAMILIES ANNUAL GROUNDHOG DAY RUN CHARITY RACE**

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Special Event Permit Application – 2023 Get Fit Families Annual Groundhog Day Race to be held on February 5, 2023 from 9:00 AM to 11:30 AM at the area of the Zelienople Community Park, provided that the

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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.

Motion carried 7-0.

## **CONSIDER ACCEPTING THE RETIREMENT OF BOROUGH MANAGER DONALD PEPE**

A motion was made by Mr. Geis, seconded by Mr. Semel to accept Zelienople Borough Manager Donald Pepe's retirement intent effective January 25, 2023.

Donald Pepe, Zelienople Borough Manager has submitted his letter of retirement to the borough council. His last day in the office is January 25, 2023, but will remain on payroll through March 1, 2023, due to vacation and leave time during that period.

Motion carried 7-0.

## **CONSIDER APPOINTMENT OF ANDREW SPENCER AS BOROUGH MANAGER/BOROUGH SECRETARY**

A motion was made by Mr. Geis, seconded by Mrs. Reeb to appoint Mr. Andrew Spencer as Borough Manager/Borough Secretary effective January 30, 2023.

With the retirement of Donald Pepe as Zelienople Borough Manager, Mr. Andrew Spencer who has been in the succession for this position by virtue of his training and experience for the last 13 years with the borough and is ready to assume the duties of Borough Manager/Borough Secretary for Zelienople. Mr. Spencer has filled the position of Assistant to the Borough manager and currently Assistant Borough Manager/Assistant Borough Secretary for the Borough.

Motion carried 7-0.

## **CONSIDER APPOINTMENT OF CINDY EDWARDS AS ASSISTANT BOROUGH MANAGER/ASSISTANT BOROUGH SECRETARY**

A motion was made by Mr. Geis, seconded by Mr. Semel to appoint Mrs. Cindy Edwards as Assistant Borough Manager/Assistant Borough Secretary effective January 30, 2023.

With the retirement of Donald Pepe as Zelienople Borough Manager, Mr. Andrew Spencer will assume the Borough Manager/Borough Secretary position. Cindy Edwards by virtue of her experience and training will assume the position of Assistant Borough Manager / Assistant Borough Secretary.

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The Assistant Borough Manager position was restructured to better serve the borough's administration needs and Mrs. Edwards experience as Assistant to the Borough Manager and Systems Administrator will be a good fit to fill the Assistant Borough Manager position.

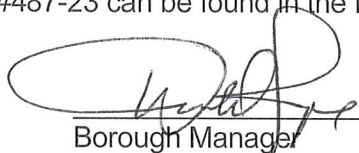
Motion carried 7-0.

## **CONSIDER PROPOSED RESOLUTION #487-23 FOR SIGNATURE AUTHORITY FOR ALL BOROUGH FUNDS**

A motion was made by Mrs. Reeb, seconded by Mr. Foyle to adopt Proposed Resolution #487-23 for signature authority for all borough funds adding newly appointed Assistant Borough Manager Cindy Edwards name to the list already established in Resolution #450-21.

Due to personnel reorganization, check signing signatures must be re-established for all Borough funds. Proposed Resolution #487-23 was prepared for that purpose. These changes are effective January 25, 2023.

A full and true copy of Resolution #487-23 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

## **CONSIDER APPOINTMENT OF ANDREW SPENCER AS BOROUGH REPRESENTATIVE TO THE PENNSYLVANIA MUNICIPAL ELECTRIC ASSOCIATION (PMEA) BOARD OF DIRECTORS**

A motion was made by Mrs. Geis, seconded by Mr. Mathew to appoint Mr. Andrew Spencer as Zelienople Borough Pennsylvania Municipal Electric Association (PMEA) board representative the term being effective January 25, 2023 through December 2025.

As you know the Borough of Zelienople is a member of the Pennsylvania Municipal Electric Association (PMEA) and we hold a seat on the board of directors. The seat is held by the member municipality whose elected officials then designate a person to fill that position.

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Donald Pepe, current Zelienople Borough Manager, has been the appointed representative to the PMEA board by the borough council. With his pending retirement, it is recommended that, Mr. Andrew Spencer who will assume the duties of Borough Manager/Borough Secretary for Zelienople. The term for this board seat is three years which began in January 2022 and will run through December 2025.

Motion carried 7-0.

## **CONSIDER ANNUAL CONSULTING AGREEMENT FOR ENGINEERING SERVICES**

A motion was made by Mr. Reeb, seconded by Mr. Foyle to approve the submitted Engineering consulting agreement with Gannet Fleming to provide Borough Engineer services from Mr. Tom Thompson for 2023.

The cost of these services is outlined in the agreement document and follow along normal costs and terms.

Motion carried 7-0.

## **CONSIDER APPOINTING MARIETTA REEB AS A BOROUGH REPRESENTATIVE ON THE WESTERN BUTLER COUNTY AUTHORITY (WBCA) BOARD**

A motion was made by Mrs. Hess, seconded by Mr. Semel to appoint Marietta Reeb as a member of the Western Butler County Authority (WBCA) Board for a term of Five (5) years from 12/31/22 to 12/31/27.

Motion carried 7-0.

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## OTHER BUSINESS:

Being no further business, President Hess closed the meeting at 8:10 PM.

ATTEST:

  
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Donald C. Pepe  
Borough Manager

  
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Mary E. Hess  
Council President

Approved by me this 30<sup>th</sup> day of January 2023.

  
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Thomas M. Oliverio  
Mayor