
Minutes of the Borough Council Zelienople, PA

3/13/2023

7:30 PM

Council-Regular

MasterID: 741

The March 13, 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, Doug Foyle, Gregg Semel, and Mayor Thomas Oliverio. Also in attendance was Junior Council Person Kyra Fazio. Council Member Allen Bayer attended remotely.

Also in attendance were Borough Manager Andrew Spencer, Police Chief James Miller, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Tom Thompson.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Ralph Geis.

VISITORS:

In Person: Brett Quickle, Lousie and Gary Corpora, Bill White, Andrew Chiapusio, Tom Cicciani, Matthew Edwards, Joel Grobe, Dan Fazio, and Lesa Gallagher.

Remotely: Mike and Carol Sosak and Steve Schoppe. Others were on but they did not identify themselves.

Andrew Chiapusio was sworn into the Civil Service Commission by Mayor Oliverio.

CONSIDER ADDING TO THE MARCH 13, 2023 AGENDA THE REQUEST FROM GET FIT FAMILIES TO ERECT A BANNER SIGN AT THE SW 4 CORNER PARK PROMOTING THE SHAMROCK SHUFFLE

A motion was made by Mr. Mathew, seconded by Mr. Foyle to add to the March 13, 2023 agenda the consideration of Proposed Resolution #493-23 to Allow Get Fit Families to Erect a Banner Sign at the 4 Corner Park for their Shamrock Shuffle Event.

Because of time constraints due to the lateness of the request, council added for consideration to the March 13, 2023 agenda Proposed Resolution #493-23.

Motion carried 7-0.

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PUBLIC COMMENT

Lesia Gallagher commented on the sidewalk being torn up on High Street.

CONSENT AGENDA:

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

- Minutes of the February 27, 2023, 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 MARCH 2023 IN THE AMOUNT OF \$702,791.63.

A motion was made by Mr. Mathew, seconded by Mrs. Reed to accept and approve the "Bills to Be Paid" report for March in the amount of \$702,791.63.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– LION'S CLUB EASTER EGG HUNT

A motion was made by Mr. Geis, seconded by Mr. Foyle to approve Special Event Permit Application – Lion's Club Easter Egg Hunt to be held on April 8, 2023 from 9:45 AM to 12:00 PM 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 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.

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

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to approve Special Event Permit Application – Fundraising Walk for Lung Cancer Research in Honor of Diane White to be held on September 30, 2023 from 8:00 AM to 12:00 PM at the Park Church on Grandview 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.
- 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– ANNUAL HORSE TRADING DAYS ON JULY 20, 2023 TO JULY 22, 2023 AND TO PROVIDE THE ANNUAL SPONSORSHIP CONTRIBUTION AT THE REQUEST OF THE ZELIENOPLE AREA BUSINESS ASSOCIATION (ZABA)

A motion was made by Mr. Mathew, seconded by Mr. Geis to approve Special Event Permit Application – Annual Horse trading Days on July 20, 2023 to July 22, 2023 and to Provide the Annual Sponsorship Contribution at the Request of the Zelienople Area Business Association to be held from July 20, 2023 to July 22, 2023 from 10:00 AM to 10:00 PM in Four Corners Park, along Main Street and Spring Street, Spring Street Parking Lot, and 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 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 provide an annual sponsorship contribution in the amount of \$3,400 and police overtime costs of approximately \$500.00.

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The request includes the following:

- This year the event is scheduled for July 20, 2023 to July 22, 2023.
- Use of the Four Corners Park for the crafters and food vendors. Food vendors will not be permitted to use the north municipal parking lot for their equipment. No closure of the north lot is being requested.
- Closure of the Spring Street Municipal Parking Lot from 8:00am on Wednesday, July 19, 2023 through Sunday morning, following cleanup, around 12:00pm. The Spring Street lot will house the main stage and concert venue.
- Closure of on-street parking on the section of Spring Street adjacent to the Spring Street Municipal Parking Lot from 8:00am on Wednesday, July 19, 2023 through Sunday morning, following cleanup, around 12:00pm.
- Closure of West Spring Street adjacent to the Spring Street Municipal Parking lot from 5:00pm until the conclusion of the final concert.
- All vendors located in the Four Corners Park or along Main Street will be required to close on Saturday, July 22, 2023 at 8:00pm and in the Spring Street Municipal Parking Lot at 10:00pm.
- Wagon Rides to load and unload in front of the Spring Street Municipal Parking Lot.
- Access to electrical boxes at Four Corners Park and Spring Street Municipal Parking Lot and access to water spigots at Four Corners Park.
- They will provide cleanup crews and place additional trash receptacles through the event area and maintain all public trash receptacles in the festival area. Clean up and tear down of the event will take place no later than Sunday, July 23, 2023.
- Requesting permission to place a 20-yard dumpster on the Northview Drive property across from St. Paul's Lutheran Church parking lot and a 12-yard dumpster in the southeast corner of Four Corners Park near the USPS mailbox.
- Public toilets will be rented and placed throughout the Main Street corridor.
- 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.
- 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.
- Alcohol Permit for July 22, 2023 within the barricaded concert area. Any vendor selling alcohol will be required to submit an exhibition permit to the Zelienople Police Department.
- In addition, they are requesting the Borough to continue its sponsorship with a contribution of \$3,400.
- Two on-duty police officers to be present starting at 5:00pm on Saturday, July 22, 2023 until the end of the concert around 9:30pm. Additional security will be provided by the HTD Committee.
- Closure of West Spring Street from Main Street to the west access point of Spring Street Municipal Park Lot beginning at 9:30am on Saturday, July 22, 2023.

Motion carried 7-0.

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CONSIDER SPECIAL EVENT PERMIT APPLICATION– HARMONY FIRE DISTRICT CAR RAFFLE

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Special Event Permit Application – Harmony Fire District Car Raffle to be held from May 10, 2023 to September 30, 2023 at Four Corners 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 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 APPROVAL OF REQUEST FOR SANDWICH BOARDS

A motion was made by Mr. Mathew, seconded by Mr. Semel to approve Harmony Fire District's request to place a sandwich Board Sign on the concrete pad in Four Corners Park, specifically located where the vehicle is displayed for annual Fire Department Car Raffle, and two reserved parking spots in front of the memorial where tickets will be sold.

Motion carried 7-0.

CONSIDER APPROVAL OF THE UPDATED ZELIENOPLE BOROUGH CIVIL SERVICE RULES AND REGULATIONS

A motion was made by Mr. Semel, seconded by Mr. Geis to approve the updated Zelienople Borough Civil Service Rules and Regulations.

Due to recent changes in the civil service law along with some local procedural changes, it was necessary to make changes to the Zelienople Borough Civil Service Regulations. Our current civil service rules and regulations were sent to our labor attorney for review and updates. In addition to the review and update of the civil service regulations, our labor attorney was also asked to review and advise us on the possibility of maintaining separate civil service lists for full-time/part-time officers at the same time and shorten the employment time a part-time officer needs to take a promotional test. Our labor attorney reviewed our change requests and update our civil service rules and regulations with the changes that we requested.

Motion carried 7-0.

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CONSIDER A MOTION ALLOWING THE ZELIENOPLE POLICE DEPARTMENT TO TRADE IN TWO FIREARMS THAT WERE TURNED INTO THE POLICE DEPARTMENT BY A RESIDENT

A motion was made by Mrs. Reeb, seconded by Mr. Geis to allow the Zelienople Police Department to trade in two firearms that were damaged in the recent fire in the Timberbrook Court Complex ammunition for the department.

Borough resident David Robertson turned in the firearms on February 21, 2023 and asked the police department to take possession of the guns and dispose of them. Each gun has a value of less than \$100.00. Mr. Robertson signed a statement giving the guns to the department for department purposes. These types of weapons do not require a transfer process that is mandated for handguns. The department will take the guns to Brass Fed Firearms just off of Route 68 in Beaver County for trade on ammunition for the department. One gun is a Savage shotgun and the other a Remington 5.56 rifle. Both weapons were run through the national database and cleared. Brass Fed Firearms is a federally licensed business.

Motion carried 7-0.

CONSIDER PARKING LOT AGREEMENT BETWEEN THE ST. PAUL LUTHERAN CHURCH AND THE BOROUGH OF ZELIENOPLE

A motion was made by Mr. Semel, seconded by Mr. Mathew to approve the agreement between St. Paul Lutheran Church and the Borough of Zelienople for the use of the church parking lot for public use as set forth in the one (1) year agreement with the option to extend the agreement for an additional two (2) years.

With the success of business development in the main Street corridor, parking has become an issue. Even with the three municipal lots there are times when available parking is at a premium. The borough has been in negotiation with several entities to consider the use of their parking lots for public use at various times during the week.

The provisions to the agreement with the St. Paul Lutheran Church to use their lot as public parking include:

1. A \$3,000 per year donation to the Church.
2. Reserve the parking lot on Sunday Mornings from 8:00 am to noon and for Church events and for Special Services.
3. Nine (9) parking spaces reserved for use by Church staff and Tenant with appropriate signage.
4. Signage to direct people to walk on the designated walkway not past the rectory.
5. They will pay for snow removal of their walkway. The Borough will pay for parking lot sealing and striping every 2 years. Repaving of the lot will be negotiating between the parties as needed.

Motion carried 7-0.

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CONSIDER PROPOSED RESOLUTION #493-23 TO ALLOW GET FIT FAMILIES TO ERECT A BANNER SIGN AT THE SW 4 CORNER PARK PROMOTING THE SHAMROCK SHUFFLE

A motion was made by Mr. Mathew, seconded by Mr. Foyle to adopt Proposed Resolution #493-23, which would allow Get Fit Families to erect a 2 foot by 20-foot Banner Sign at Grandview Avenue and Main Street advertising the Shamrock Shuffle on March 25, 2023. This banner sign would be in place from March 14, 2023 to be taken down on March 26, 2023.

A full and true copy of Resolution #493-23 can be found in the Resolution Book.


Borough Manager

Motion carried 7-0.

OTHER BUSINESS:


Council President Mary Hess requested an executive session on contractual matters.


Time of Break (if needed) Time: 8:10 PM; Return 8:15 PM

Executive Session (if needed) Time: 8:15 PM; Return: 8:42 PM


Being no further business, President Hess closed the meeting at 8:42 PM.

ATTEST:


Andrew C. Spencer
Borough Manager


Mary E. Hess
Council President

Approved by me this 27th day of March 2023.


Thomas M. Oliverio
Mayor