

Minutes of the Borough Council Zelienople, PA

3/27/2023

7:30 PM

Council-Regular

MasterID: 742

The March 27, 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 attendants were Council Members Mary Hess, Andrew Mathew III, Marietta Reeb, Doug Foyle and Mayor Thomas Oliverio. Also in attendance was Junior Council Person Kyra Fazio. Council Members Allen Bayer and Gregg Semel attended remotely. Council Member Ralph Geis did not attend.

Borough Manager Andrew Spencer, Police Chief James Miller, Zoning & Code Enforcement Officer Jason Sarver, and Borough Engineer Tom Thompson were also in attendance.

Public Works Director Chad Garland and Borough Solicitor Bonnie Brimmeier attended remotely.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Kyra Fazio

VISITORS:

In Person: None

Remotely: Ben Levenger, Steve Schoppe, and Mike Sosak

PUBLIC COMMENT

None

CONSENT AGENDA:

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

- Minutes of the March 13, 2023, Council Meeting
- Transfer of Funds, \$175,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 6-0.

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OLD BUSINESS:

CONSIDER AGREEMENT WITH DOWNTOWN REDEVELOPMENT SERVICES, LLC FOR PROFESSIONAL PLANNING SERVICES FOR COMPREHENSIVE PLAN UPDATE – PHASE 1 – COMMUNITY ENGAGEMENT

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to approve the agreement with Downtown Redevelopment Services, LLC for professional planning services for the Zelienople Comprehensive Plan update for Phase 1 – Community Engagement.

In June 2022, the Borough Manager presented to Council the request for an updated Comprehensive Plan that focuses on the areas we feel are most important, measurable, and practical to help guide Zelienople into the future since the current plan was completed in 2010 and much of the plan has been accomplished.

Ben Levenger with Downtown Redevelopment Services presented the proposal at the October 22, 2022 Council meeting that offered two options and were priced out accordingly. Council approved the Zelienople Comprehensive Plan Option #2.

Option #2:

Phase 1 (Community Engagement)
Phase 2 (Research & Strategy Dev)
Phase 3 (Plan Preparation & Deliv)
Phase 4 (Adoption)

The scope of work to complete the Public Engagement Phase of the project will cost **\$15,050**. **\$26,500** was included in the **2023 Operating Budget**. To cover the cost of additional phases, the Borough can pursue grants or fund the difference in future Operating Budgets.

Phase 1 -Scope of Services:

The timeline of consulting services may be changed at any time during the term of the agreement. The project has a commencement date of **May 12, 2023** and a completion date of **October 16, 2023** and includes the following:

- **Vision & Goal Survey** (5/1/23 – 6/1/23)
- **Community Charrette** (Week of 6/19/23)
- **Stakeholder Meeting** (Week of 6/16/23)
- **Core Value Refinement Survey** (7/14/23 – 8/11/23)
- **Public Input Meetings** (6/6/23 and 8/7/23)
- **Stakeholder Meeting** (Week of 9/18/23)
- **Monthly Steering Committee Meetings**

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- **Monthly Listening Sessions (6/2023-9/2023)**
- **Final Deliverable Summary Report**

Motion carried 6-0.

NEW BUSINESS:

APPOINTMENT OF MAYOR THOMAS OLIVERIO TO THE AIRPORT AUTHORITY

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve the appointment of Mayor Thomas Oliverio to the Zelienople Airport Authority Board of Directors effective immediately and through 12/31/2025.

Mr. Gregg Semel, Council Member, expressed that he does not wish to continue with the five (5) year term ending 12/31/2025 on the Zelienople Airport Authority Board of Directors through notice made at a previous council meeting. Mr. Thomas Oliverio, Mayor, expressed interest to fulfill Mr. Semel's appointment effective immediately and through 12/31/2025.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE AREA BUSINESS ASSOCIATION (ZABA) THURSDAY NIGHT OPEN AIR MARKET

A motion was made by Mr. Foyle, seconded by Mrs. Reeb, to approve Special Event Permit Application – ZELIENOPLE AREA BUSINESS ASSOCIATION (ZABA) Thursday Night Open Air Market to be held from May 4, 2023 through October 27, 2023 from 5pm to 9pm every Thursday evening along the sidewalks of the Main Street corridor and including the Spring Street lot and the closure of E. New Castle Street, 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 6-0.

CONSIDER PROPOSED RESOLUTION #494-23 – A RESOLUTION FOR THE BOROUGH RECORDS DISPOSITION

A motion was made by Mrs. Reeb, seconded by Mr. Mathew, to adopt Proposed Resolution #494-23, a Resolution for the Borough Records Disposition.

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The Borough follows the schedules and procedures for the disposition of public records as set forth in the Municipal Records Manual. The Act requires each act of records disposition to be approved by Resolution of the governing body of the Municipality. Proposed Resolution #494-23 was prepared for that purpose.

A full and true copy of Resolution #494-23 can be found in the Resolution Book.



Borough Manager

Motion carried 6-0.

CONSIDER ACCEPTING RESIGNATION OF OFFICER MICHAEL PETRIE

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to accept the resignation of Officer Michael Petrie, full-time police officer with Zelienople Police Department, effective April 23, 2023, and with best and safe wishes.

Officer Petrie submitted his letter of resignation to the Chief of Police, as he has joined the US Army. His last day on duty will be March 30, 2023 but will remain on payroll through April 23, 2023 due to vacation and leave time during that period.

Motion carried 6-0.

CONSIDER PIPELINE EASEMENT GRANT FOR PEOPLES NATURAL GAS COMPANY

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to grant a gas line easement to Peoples Natural Gas Company for an easement on the western end of the Northwest corner of the Four Corners Park property per the easement agreement to provide updated services to the neighboring properties. The service line being installed will follow the west side of the property near the bordering properties.

Motion carried 6-0.

CONSIDER CURB CUT REQUEST FOR W. GRANDVIEW AVE. – FOUR CORNERS PARK

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve the request for a curb cut at W. Grandview Avenue- Four Corners Park. The cost will be borne by Peoples Gas Company.

Peoples Gas Co. requested a Right-of-Way (ROW) for the installation of a gas line to the residents

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at 205 S. Main Street, 209 S. Main Street. An additional ROW was requested from Zelienople Borough in a portion of the Four Corners Park along W. Grandview Ave. A condition of the ROW agreement is the installation of a driveway. The curb cut request is for the installation of the depressed driveway access, concrete apron, and driveway pad.

This was reviewed by Public Works Director Chad Garland, and he recommended to allow the People Gas Co. to install the curb cut, driveway apron, and driveway pad. The driveway and apron width will meet our current standards and the driveway and apron are not uncharacteristic of the neighborhood.

Motion carried 6-0.

CONSIDER AGREEMENT OF SALE OF REAL ESTATE FOR THE PARKING LOT PROPERTY AT THE CORNER OF MAIN STREET AND EAST NEW CASTLE STREET OWNED BY PATER ASSOCIATES, LLC

A motion was made by Mr. Mathew, seconded by Mr. Foyle to accept the agreement of sale of real estate to purchase parking lot property owned by Pater Associates, LLC at the corner of Main Street and East New Castle Street, Butler County Tax Parcel 550-S2-BL1-000, for \$400,000 and authorize the Council President to execute and the Borough Secretary to affix the Borough's seal to documents for the purchase of this property

Council previously requested staff gather information on the parking lot property (old Citizens Bank parking lot) currently owned by Pater Associates LLC for consideration of purchase by the Borough in an effort to further promote Main Street revitalization. Discussion with the owner occurred and the lease for the ATM (\$22,000/year at present) was also reviewed by staff and the solicitor. Additionally, the Borough obtained an appraisal for a fair market value for the property. The opinion of the appraisal was that the property is valued at \$400,000.

Motion carried 6-0.

OTHER BUSINESS:

None

COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 3/23/2023. This includes any discussion and removal/addition of items from the previous month.

No action vote was taken.

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REPORTS

Committees Reports:

Mrs. Hess:

- Human Resources: no report
- Park & Recreation: Noted that they are looking for lifeguards for pool
- Main St. Revit. Committee: Noted that the stormwater group received an award from the governor for regional effort

Mr. Semel:

- IT: no report
- Main St. Revit. Committee: no report
- COG: no report
- Airport Authority: no report

Mr. Geis: Not Present

- Electric: no report
- Bldg./Finance: no report
- Pension: no report
- Bond refinancing: no report

Mr. Foyle:

- Pension Committee: no report
- Library: Noted that the library's director is in training

Mrs. Reeb:

- Public Safety/Street/Sidewalk/Storm Water: Noted the Electric Committee is meeting on April 5th
- Historical Society: Noted that the historical society's office is open
- Shared Services Committee: no report

Mr. Mathew:

- Water: Suggested offering any water plant items to Harmony Borough if Harmony is interested
- Police Matters: no report
- Fire Dept. Liaison: no report
- Shared Services: no report

Jr. Council Person Fazio: Noted that she volunteered for the Shamrock Shuffle

Mayor: Noted that he is participating in a radio show to promote Zelienople on a regular basis

Manager: Noted that a checking account will be opened for the joint stormwater sub committee, so the funds are accounted for separately from Borough funds

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Solicitor: no report

Engineer: no report

Police Chief: Noted the Municipal Building's alarm system works

Public Works Director: Noted that the AMI system provided good information to crews during electrical outages

Zoning/Code Officer: no report

Finance Director: not present

Parks and Recreation Director: not present

Executive Session was requested by Council President and Manager for contractual matters.

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Time of Break (if needed) Time: 8:22 PM; Return 8:32 PM

Executive Session (if needed) Time: 8:32 PM; Return: 8:51 PM

Being no further business, President Hess closed the meeting at 8:51 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 10th day of April 2023.



Thomas M. Oliverio
Mayor