

Minutes of the Borough Council Zelienople, PA

4/10/2023

7:30 PM

Council-Regular

MasterID: 743

The April 10, 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, Gregg Semel, Doug Foyle and Mayor Thomas Oliverio. Council Members Ralph Geis and Allen Bayer did not attend.

Borough Manager Andrew Spencer, Police Chief James Miller, and Borough Engineer Tom Thompson were also in attendance.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Police Chief Jim Miller.

VISITORS:

In Person: Lesa Gallagher and Dan Fritch

Remotely: Mike Sosak and Carol Sosak

PUBLIC COMMENT

Lesla Gallagher commented on the sidewalk and painting of curbs on High Street.

CONSENT AGENDA:

CONSIDER APPROVAL OF MARCH 27, 2023 COUNCIL MEETING MINUTES

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to approve the minutes of the March 27, 2023, Council Meeting.

Motion carried 5-0.

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CONSIDER TRANSFER OF FUNDS

A motion was made by Mr. Semel, seconded by Mr. Foyle, to approve the transfer of \$175,000.00 from the Electric Fund for the month of April 2023.

Motion carried 5-0.

CONSIDER TRANSFER OF FUNDS IN THE AMOUNT OF \$200,000.00 FROM THE ELECTRIC FUND TO THE GENERAL FUND

A motion was made by Mr. Mathew, seconded by Mr. Semel, to transfer \$200,000.00 from the Electric Fund to the General Fund for the purchase of PATER ASSOCIATES parking lot property at the corner of E. New Castle Street and Main Street (Butler County Tax parcel 550-S2-BL1-0000).

Motion carried 5-0.

CONSIDER TRANSFER OF FUNDS IN THE AMOUNT OF \$200,000.00 FROM THE WATER FUND TO THE GENERAL FUND

A motion was made by Mrs. Reeb, seconded by Mr. Foyle, to transfer \$200,000.00 from the Water Fund to the General Fund for the purchase of PATER ASSOCIATES parking lot property at the corner of E. New Castle Street and Main Street (Butler County Tax parcel 550-S2-BL1-0000).

Motion carried 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

CONSIDER ACCEPTANCE OF THE BILLS TO BE PAID FOR THE MONTH OF APRIL 2023 IN THE AMOUNT OF \$537,398.90.

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to accept and approve the "Bills to Be Paid" report for April in the amount of \$537,398.90.

Motion carried 5-0.

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CONSIDER APPOINTMENT OF LISA SALAK TO THE ZELIENOPLE BOROUGH PARK ADVISORY BOARD

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to appoint Lisa Salak to the Zelienople Borough Park Advisory Board effective immediately.

Ms. Salak previously expressed an interest in filling the vacancy on the board. The Park Advisory Board submitted a letter recommending Ms. Salak as a new advisory board member.

Ms. Salak has previously served as the Zelienople Community Pool Manager for four years and has volunteered for many fundraisers for the park assisting Park Board Member Carol Schneider and former Park Board Member Jen Semel.

Motion carried 5-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE BED DERBY

A motion was made by Mr. Mathew, seconded by Mrs. Reeb, to approve Special Event Permit Application – Zelienople Bed Derby to be held on July 6, 2023 from 6:30pm to 8:00pm along S. High Street between Spring and Beaver Streets 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:

- Responsible Party must notify all affected neighbors of the road closure on S. High Street between Spring Street and Beaver Street.
- The Borough is agreeing to close the road as stipulated for their event from 5:00pm to 9:00pm on the day of the event.
- 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.
- The 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.
- They ensure that the area is cleaned of any trash and debris when the event is completed.

Motion carried 5-0.

CONSIDER APPROVAL OF REQUEST FOR OUTDOOR SEATING AND SERVICE FOR THE KAUFMAN TAVERN RESTAURANT

A motion was made by Mrs. Reeb, seconded by Mr. Foyle, to approve the request for outdoor seating and service for Kaufman Tavern Restaurant at various locations around the Kaufman Tavern building, specifically the patio area behind Maddalon Jewelers from March through October 2023.

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All parties have agreed to abide by all Borough rules and regulations applicable to this request and understand that this is an annual request to the Borough as is the normal process for outdoor seating for restaurants. Furthermore, he agrees to maintain the requested areas.

Motion carried 5-0.

CONSIDER PROPOSAL TO CONTINUE FUNDING BLADE SIGN BRACKETS THROUGH BOROUGH FUNDS AND CONTINUE WAIVER OF HANGING SIGN PERMIT FEE FOR BLADE SIGN INITIATIVE

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve the proposal to continue funding blade sign brackets through Borough funds and the waiver of hanging sign permit fee of \$50.00 for the Blade Sign Initiative.

This project has improved the look of signs on Main Street and enhanced the visibility of storefronts.

The cost of each bracket is \$317, and they are funded through the Borough on a first come, first served basis until the \$3,170 Blade Sign Initiative 2023 budgeted amount is reached. The cost of the sign and installation is at the business owner's expense.

Motion carried 5-0.

CONSIDER APPROVAL FOR STAFF AND COUNCIL ATTENDANCE AT THE 2023 PENNSYLVANIA MUNICIPAL ELECTRIC ASSOCIATION (PMEA) ANNUAL CONFERENCE

A motion was made by Mr. Semel, seconded by Mr. Mathew, to approve the Borough Manager, Assistant Borough Manager, Public Works Director, Finance Director, and Council members Mary Hess and Drew Mathew's attendance at the 2023 Pennsylvania Municipal Electric Association (PMEA) Annual Conference from September 6, 2023 to September 8, 2023 in Bedford Springs, PA.

The dues for the Association pay for the registration, so there are no conference registration fees. The Borough is responsible for the room costs, as well as travel and any meals not part of the conference. Car-pooling will be used to the best advantage. Attendees may participate in the golf outing at their own cost.

Motion carried 5-0.

CONSIDER FULL TIME STATUS OF LYNDSEY GRANATA TO ADMINISTRATIVE ASSISTANT/POOL MANAGER POSITION

HRC met and determined that the current structure of hiring two employees, 1.) a season pool manager position and 2.) a part-time administrative assistant for the Parks and Recreation Department and Public Works should be combined into one full-time hybrid role where this administrative assistant takes on the pool manager responsibilities for the pool season and assumes the administrative assistant duties for Parks & Recreation as well as Public Works. This position will

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be on the standard one-year probation period to determine if it proves more effective and justifies the cost as opposed to the past practices.

Item tabled until Executive Session.

CONSIDER REQUESTING THE CIVIL SERVICE COMMISSION TO PROVIDE COUNCIL WITH A CERTIFIED ELIGIBILITY LIST FOR HIRING A FULL TIME POLICE OFFICER

A motion was made by Mr. Foyle, seconded by Mr. Mathew, to approve the request to the Civil Service Commission to provide Council with a certified eligibility list for hiring a full-time police officer no later than July 15, 2023.

The department recently lost a full-time officer due to a resignation, and there is a strong possibility of another officer retiring in August. Additionally, the school district may request more police patrol at CVE with compensation. In order to be ready to replace the departing officers or hire additional officers, a certified civil service list of eligible candidates must be established. Our current civil service hiring regulations require that full-time officers are hired through the civil service process. The process can take several months to complete.

Motion carried 5-0.

CONSIDER VEHICLE CAMERA CONTRACT RENEWAL WITH AXON CORPORATION

A motion was made by Mr. Mathew, seconded by Mr. Semel, to approve the vehicle camera contract renewal with Axon Corporation.

The department first purchased vehicle cameras from AXON in the beginning of 2018 on a 5-year contract. The contract expires in April 2023, and Axon has sent a renewal contract that starts in the beginning of 2023. The new contract provides body cameras, attachments, software licensing, all support equipment, cloud storage on Evidence.com, equipment upgrades after two and a half years, and extended equipment warranties. The initial yearly contract fee in 2023 is \$2,529.00. This amount will cover us with the existing equipment until 2024. In 2024, we will start another 5-year contract with new equipment. The new equipment will be installed in the new vehicles that will be purchased in the future.

Motion carried 5-0.

CONSIDER THE ADVERTISEMENT OF PROPOSED ORDINANCE #886-23 AMENDING THE BOROUGH OF ZELIENOPLE CODE OF ORDINANCES AT CHAPTER 260, VEHICLES AND TRAFFIC, ARTICLE V, ON-STREET METERED PARKING AND ARTICLE VI, OFF-STREET METERED PARKING, TO RENAME ARTICLE V AND VI, ESTABLISH NEW PARKING LOTS AND ESTABLISH NEW PARKING REGULATIONS WITHIN THE BOROUGH

A motion was made by Mrs. Reeb, seconded by Mr. Foyle, to approve the advertisement of Proposed Ordinance #886-23 amending the Borough of Zelienople Code of Ordinance at Chapter 260,

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Vehicles and Traffic, Article V, On-Street Metered Parking, and Article VI, Off-Street Metered Parking, to rename Article V and VI, establish new parking lots, and establish new parking regulations within the Borough.

Recently, the Borough has acquired additional parking lots in the Borough by way of purchase or lease agreements. In order to establish the new parking lots and provide rules and regulations for the lots, the Borough ordinances related to parking must be amended. Proposed Ordinance #886-23 has been prepared to amend our current ordinances to provide for our new parking lots. The Borough Solicitor has reviewed and approved the proposed ordinance.

Motion carried 5-0.

CONSIDER THE CANCELLATION OF THE MAY 29, 2023 (MEMORIAL DAY) COUNCIL MEETING

A motion was made by Mr. Mathew, seconded by Mrs. Reeb to cancel the May 29, 2023 (Memorial Day) Borough Council Meeting.

Historically, the council meeting that falls on Memorial Day is cancelled due to the holiday weekend.

Motion carried 5-0.

Executive Session was requested by Council President for personnel matters.

Time of Break (if needed) Time: 7:54 PM; Return 8:00 PM

Executive Session (if needed) Time: 8:00 PM; Return: 8:35 PM

CONSIDER FULL TIME STATUS OF LYNDSEY GRANATA TO ADMINISTRATIVE ASSISTANT/POOL MANAGER POSITION

A motion was made by Mr. Semel, seconded by Mr. Foyle, to approve the full-time status of Lyndsey Granata to Administrative Assistant/Pool Manager at the starting point of salary grade 14.

HRC met and determined that the current structure of hiring two employees, 1.) a season pool manager position and 2.) a part-time administrative assistant for the Parks and Recreation Department and Public Works should be combined into one full-time hybrid role where this administrative assistant takes on the pool manager responsibilities for the pool season and assumes

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the administrative assistant duties for Parks & Recreation as well as Public Works. This position will be on the standard one-year probation period to determine if it proves more effective and justifies the cost as opposed to the past practices.

Motion carried 5-0.

Being no further business, President Hess closed the meeting at 8:36 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 24th day of April 2023.



Thomas M. Oliverio
Mayor