

Minutes of the Borough Council Zelienople, PA

7/31/2023

7:30 PM

Council-Regular

MasterID: 750

The July 31, 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 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 Member Ralph Geis attended virtually. Junior Council Member Kyra Fazio was also present. Council Member Allen Bayer did not attend.

Assistant Borough Manager Cindy Edwards, Borough Solicitor Bonnie Brimmeier, Police Chief Jim Miller, and Borough Engineer Tom Thompson were also in attendance.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Cindy Edwards

VISITORS:

In Person: Spencer Mathew, Donna Statzer, and Rob Watts

Remotely: Mike and Carol Sosak

PUBLIC COMMENT

Donna Statzer spoke of traffic and noise concerns during events.

Rob Watts spoke of needing police presence on Route 19 North.

CONSENT AGENDA:

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

- Minutes of July 10, 2023 Council Meeting.
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.
- Transfer of Funds, \$40,000.00 from the General Fund to the Park Fund, if needed.

Motion carried 6-0.

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OLD BUSINESS:

CONSIDER PROPOSED RESOLUTION #499-23A AMENDING THE ARTICLES OF INCORPORATION OF WESTERN BUTLER COUNTY AUTHORITY (WBCA) FOR EXTENDING THE CHARTER

A motion was made by Mr. Semel, seconded by Mr. Mathew, to approve Proposed Resolution #499-23A which amends the Articles of Incorporation of the Western Butler County Authority (WBCA) to extend the Charter fifty years subject to the following stipulations:

- The WBCA Articles of Incorporation will be modified to require a majority passing vote of a minimum of (5) of the full members (8) of the WBCA board for projects with expenditures exceeding \$1,000,000 and tied to an appropriately determined index such as the Engineering News Record (ENR) construction cost index. This allocation amount shall be reviewed and agreed upon every ten (10) years by the incorporating municipalities of the Authority.
- WBCA annually allocates approximately \$470,000 to I&I reduction and collection system improvements (sewer rehabilitation program such as CCTV inspections, CIPP lining sewers, and sealing manholes within areas suspected of contributing to I&I). This value shall be escalated yearly using the Engineering News Record (ENR) construction cost index.
- The Borough will enact an ordinance that requires existing customers of the WBCA to inspect their laterals and correct any deficiencies at the time of sale.
- Lateral Ownership – the lateral ownership from the main to the right-of-way line shall be changed to WBCA.

Resolution #499-23A shall nullify and void Resolution #499-23.

A full and true copy of Resolution #499-23A can be found in the Resolution Book.


Assistant Borough Manager

Motion carried 6-0.

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NEW BUSINESS:

CONSIDER SPECIAL EVENT PERMIT FOR ARMSTRONG A WALK FOR HUNGER FUNDRAISER

A motion was made by Mr. Foyle, seconded by Mr. Mathew, to approve Special Event Permit Application - Armstrong's A Walk for Hunger Fundraiser to be held on September 10, 2023 from 7:00 AM to 1:00 PM through the Zelienople Community Park and up Beaver Street to Pittsburgh Street provided that the responsible party noted in the application coordinate communications with and be responsive to the Parks & Recreation Director 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 Parks & Recreation Department and all Emergency Services for safety concerns, no later than Monday prior to the event.
- Responsible party must ensure that the area is cleaned of any trash and debris when the event is completed.
- 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 at 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.
- Streets are not to be marked with paint of any kind.
- A Certificate of Insurance must be provided indicating the Borough of Zelienople as an additional insured and provided at least a week in advance of the event.
- This is not a Borough sponsored event.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT FOR HARMONY FIRE DISTRICT QUAD RAFFLE

A motion was made by Mrs. Reeb, seconded by Mr. Mathew, to approve Special Event Permit Application – Harmony Fire District Quad Raffle to be held August 1, 2023 through September 30, 2023 at the Four Corners Park (Main and Grandview) provided that the responsible party noted in the application coordinate communications with and be responsive to the Parks & Recreation Director 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.

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CONSIDER RESOLUTION #501-23 TO ESTABLISH AND JOIN SOUTHWESTERN BUTLER COUNCIL OF GOVERNMENTS

A motion was made by Mr. Foyle, seconded by Mr. Semel, to approve Proposed Resolution #501-23 to establish and enter into joint articles of agreement to establish and participate in the Southwestern Butler Council of Governments and to appoint Andrew Mathew as a representative of the Southwestern Butler Council of Governments.

The municipalities of Zelienople, Jackson, Lancaster, and Harmony have met to discuss financial support for the Harmony Fire District for the construction of the new fire station as well as creating a joint multi-municipal mechanism to provide for further oversight of the district. In order to accomplish this, the municipalities have agreed to the creation of a council of governments to provide a formal structure for intergovernmental cooperation and ultimately creating a Fire District Oversight Committee within the COG. A condition will be noted that the terms in the agreement will be changed, having the withdrawal period from the COG be changed from (12) months as originally proposed to (90) days. Also, a representative needed to be appointed to the COG.

A full and true copy of Resolution #501-23 can be found in the Resolution Book.


Assistant Borough Manager

Motion carried 6-0.

CONSIDER UPDATED SOCIAL MEDIA POLICY

A motion was made by Mrs. Reeb, seconded by Mr. Foyle, to approve the updated non-uniformed employee social media policy so that it includes public officials and volunteers of the Borough. The purpose of the updated policy is to address responsible use of social media by public officials, employees, and volunteers who might be viewed as a representative of the Borough to ensure that social media is used appropriately and within Borough guidelines and policies. HRC and staff have been working on updating the social media policy so that it includes Borough public officials and volunteers. With the expansion of social media the need to address responsible use of social media is a necessary action to protect the Borough.

Staff has researched various models and developed the updated social media policy to include public officials and volunteers. The updated policy was reviewed by labor attorney, Dave Mitchell, and all suggested revisions to the policy were made. The HRC also reviewed and accepted the updated policy.

Motion carried 6-0.

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CONSIDER BIDDING THE CONSTRUCTION CONTRACT FOR THE MARKET STREET WATERLINE REPLACEMENT PROJECT

A motion was made by Mr. Mathew, seconded by Mr. Geis, to approve bidding the construction contract for the Market Street Waterline Replacement project.

The Market Street Waterline Replacement project was listed as one of the Borough's top proposed waterlines in 2018. The project replaces a waterline that has had numerous leaks and has been submitted for a CFA Small Water and Sewer grant. The CFA expects to announce awardees in September 2023. This project is also required to connect the proposed WBCA Administration building and serve as the water route for the Glade Run development.

Motion carried 6-0.

CONSIDER APPROVAL OF CHIEF OF POLICE TO ORDER NEW POLICE VEHICLES WHEN THE AUTO MAKER ORDERING BANK OPENS

A motion was made by Mr. Geis, seconded by Mr. Mathew, to approve the Chief of Police to order four new police vehicles when the manufacturer's ordering bank opens.

The current police vehicles in our fleet are due to be replaced. In the past, it was possible to purchase police vehicles directly from a dealer's stock. Today's purchasing environment is completely different. To buy new vehicles, it is recommended that an order is placed through a COSTARS approved dealer when the manufacturer order bank opens. Pricing will be released when the order bank opens. The order will indicate that we request delivery after January 1, 2024.

Motion carried 6-0.

CONSIDER PURCHASE OF RECORDS MANAGEMENT SYSTEM FOR THE POLICE DEPARTMENT FROM IN-SYNCH SYSTEMS

A motion was made by Mr. Semel, seconded by Mr. Foyle, to approve the Chief of Police to purchase a records management system from In-Synch Systems in the amount of \$28,305.00.

The current police department records management system is more than 26 years old and needs to be replaced. Many of the police departments in Butler County are using or in the process of switching to the In-Synch System. The new system will allow the police department to connect with the Butler County 911 center. The server will send all the calls for service information to our server where the initial report will be generated in our system. Funding is available within the police department budget to cover the cost of the service.

Motion carried 6-0.

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CONSIDER MEMORANDUM OF AGREEMENT WITH THE ZELIENOPLE POLICE WAGE AND POLICY UNIT

A motion was made by Mr. Semel, seconded by Mr. Mathew, to approve the proposed Memorandum of Agreement with the Zelienople Police Wage and Policy Unit.

The proposed Memorandum of Agreement is a result of issues discussed by the PMC and the bargaining unit. The changes in this agreement are mainly administrative issues that will help clear up some of the wording in the current contract. The agreement will change the residency clause, establish an 84-hour work period, eliminate the shift differential, and clarify the correct name for the Bargaining Unit. The agreement has been reviewed and approved by our labor attorney, David Mitchell.

Motion carried 6-0.

COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 7/21/2023. This includes any discussion and removal/addition of items from the previous month.

No action vote was taken.

REPORTS

Committees Reports:

Mrs. Hess:

- Human Resources: noted the next HRC meeting will be on September 20th and that council will be building performance evaluation for the Manager
- Park and Recreation: noted the concerts and pool season have been successful
- Main Street Revit. (w/ Mr. Spencer and Mr. Semel): noted the Explore Zelig Putt n Pour will be on August 19th

Mr. Semel: Noted he will review park financials with the Finance Director

- IT: noted the committee will be meeting as we approach budget
- Main St. Revit.: noted the next meeting is on August 15th
- COG: no report

Mr. Geis:

- Electric: noted the committee will be meeting on August 15th
- Bldg./Finance: noted he will be reviewing budget documents with the Finance Director
- Pension: no report

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Mr. Foyle:

- Pension Committee: no report
- Library: noted a successful used book sale, the gas line broke in front of the library, and the next board meeting will be on August 3rd

Mrs. Reeb: Noted Zelienople article in CityScene Magazine and asked if it could be shared on Borough's social media

- Public Safety/Street/Sidewalk/Storm Water: no report
- Historical Society: noted Puppy Parade on August 10th will be on the sidewalk, and Mr. Spencer had confirmed that there is no need for a Special Event Permit
- Shared Services Committee: no report

Mr. Mathew:

- Water: noted the bidding of the waterline replacement
- Police Matters: noted all relevant items were on this meeting's agenda
- EMA (w/ Mr. Spencer): no report
- Fire Dept. Liaison: no report
- Shared Services: noted chipping continues in Harmony

Mayor: Noted radio show success and another one in August; Mentioned upcoming conferences; and the next Zelienople Bed Derby will be on July 11, 2024

- Airport Authority: no report

Jr. Council Person Fazio: Noted that she was in the 4th of July Parade with Mayor Oliverio, and she is enjoying community activities like Horse Trading Days. She also noted that the pool season is going well.

Manager: not present

Assistant Manager: Noted Borough server installation will be scheduled for August/September

Solicitor: no report

Engineer: no report

Police Chief: Noted streets for traffic studies (Northview and Clay, and Jefferson); parking issue on Clay; revisit the stop sign at Culvert and Jefferson, and perhaps making the blinking light at Clay and Beaver constant.

Public Works Director: not present

Zoning/Code Officer: not present

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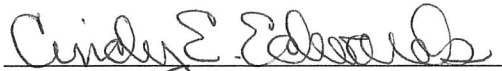
MasterID: 750

Finance Director: not present

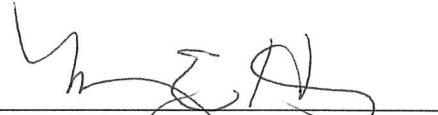
Parks and Recreation Director: not present

Being no further business, President Hess closed the meeting at 8:28pm.

ATTEST:



Cindy E. Edwards
Assistant Borough Manager



Mary E. Hess
Council President

Approved by me this 14th day of August 2023.



Thomas M. Oliverio
Mayor