

Minutes of the Borough Council Zelienople, PA

12/11/2023

7:30 PM

Council-Regular

MasterID: 760

The December 11, 2023, Council Meeting of the Zelienople Borough Council was called to order at 7:33 PM by Council Vice President Andrew Mathew III 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 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, Ralph Geis, Spencer Mathew and Mayor Thomas Oliverio. Gregg Semel attended remotely. Junior Councilperson Kyra Fazio was also present.

Borough Manager Andrew Spencer, Borough Solicitor Bonnie Brimmeier, Borough Engineer Tom Thompson, and Police Chief Jim Miller were also in attendance. Public Works Director Chad Garland attended remotely.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mr. Spencer Mathew.

VISITORS:

In Person: Mandy Stetz, Dan Fritch, and Dale Benedum

Remotely: Mike and Carol Sosak

PUBLIC COMMENT

Mandy Stetz commented on people running stop signs on Grandview Ave.

Dale Benedum had questions on the street vacating ordinance.

Ben Levenger presented the Comprehensive Plan Community Visioning Summary.

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CONSENT AGENDA:

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

- Minutes of November 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:

CONSIDER FORMAL ADOPTION OF THE 2024 OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP)

A motion was made by Mr. Geis, seconded by Mr. Spencer Mathew, to adopt the 2024 Operating Budget and Capital Improvement Plan (CIP). The proposed 2024 Operating Budget and proposed Capital Improvements Plan has been prepared by staff and reviewed with the Finance Committee. A summary of the proposed budget, by Fund, is as follows:

General Fund	\$ 3,853,383
Fire Fund	\$ 88,870
Park Fund	\$ 383,445
Library Fund	\$ 46,428
Water Fund	\$ 2,047,067
Electric Fund	\$ 5,344,561
Highway Aid Fund	\$ 325,000
Total	\$ 12,088,754

The proposed budget shows a slight decrease from the 2023 Budget. The proposed budget was tentatively approved by Council on November 27, 2023 and duly advertised and open to public inspection according to law.

Motion carried 7-0.

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NEW BUSINESS:

BILLS TO BE PAID REPORT

A motion was made by Mr. Geis, seconded by Mrs. Reeb, to accept the "Bills to be Paid Report" for December 2023 totaling \$424,582.87.

Motion carried 7-0.

CONSIDER FORMAL ADOPTION OF PROPOSED RESOLUTION #511-23 SETTING THE 2024 TAX RATE

A motion was made by Mrs Reeb, seconded by Mr. Foyle, to formally adopt proposed Resolution #511-23 setting the 2024 Tax Millage Rate.

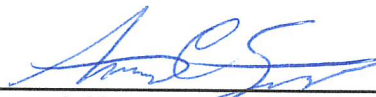
State law provides that in order to affect a real estate tax rate for 2024, it is necessary to prepare and adopt a Resolution rather than ordinance, setting the real estate tax rate for the new fiscal year, if there are no proposed changes from the prior year. Proposed Resolution #511-23 has been prepared for that purpose and reflects the proposed real estate tax rates for the Borough of Zelienople for the calendar year of 2024. These millage rates do not reflect any tax change in 2024 and are as follows:

Tax rate for General purposes	1.81 mills
Tax rate for Recreation purposes	1.00 mills
Tax rate for Fire Department purposes	3.00 mills
Tax rate for Library purposes	1.57 mills
Total	7.38 mills

The Adopted 2024 Proposed Budget was prepared based upon this proposed Tax Resolution.

This Resolution follows Borough Code requirements as the budget was duly advertised.

A full and true copy of Resolution #511-23 can be found in the Resolution Book.


Borough Manager

Motion carried 7-0.

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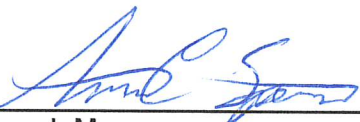
CONSIDER PROPOSED RESOLUTION #512-23 SETTING THE EMPLOYEE CONTRIBUTION RATE FOR POLICE PENSION PLAN

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to approve Resolution #512-23 setting the employee contribution rate for the police pension plan for the calendar year of 2024.

The Police Pension Plan document requires that the Borough each year set the employee contribution rate for the Police Pension Plan. Failure to set this rate in the past has resulted in an audit finding by the Auditor General's Office.

Resolution #512-23, which is written to meet this requirement, is attached for your consideration. It includes an eight percent (8%) of compensation contribution rate for the calendar year of 2024 as per the Police Collective Bargaining Agreement.

A full and true copy of Resolution #512-23 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – WREATHS ACROSS AMERICA

A motion was made by Mr. Spencer Mathew, seconded by Mrs. Reeb, to approve Special Event Permit Application – American Legion #474 Wreaths Across America to be held on Saturday, December 16, 2023, from 8:00 AM to 11:00 AM at the Zelienople Cemetery 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 SPECIAL EVENT PERMIT APPLICATION – CVE FUN RUN

A motion was made by Mr. Geis, seconded by Mr. Foyle, to approve the Special Event Permit Application – I Love CVE Fun Run to be held on Saturday, April 27, 2024 from 8:00 AM to 11:00 AM through the streets of Zelienople and Harmony Boroughs and road closures on E. New Castle/High Street, High Street/Beaver Street, and Pittsburgh Street by HZUMC 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

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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 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 indicating the Borough of Zelienople as an additional insured and provided at least a week in advance of the event.
- The sponsor must also receive the necessary approvals from Harmony Borough.

Motion carried 7-0.

CONSIDER REQUEST FROM THE LIONS CLUB FOR ASSISTANCE IN CHRISTMAS TREE PICKUP

A motion was made by Mrs. Reeb, seconded by Mr. Geis, to approve the Lions Club request for assistance with their Christmas Tree Collection on January 13, 2024 and use of a borough dump truck and driver for an estimated three (3) hours.

Motion carried 7-0.

CONSIDER AWARD FOR STORMWATER IMPROVEMENTS PROJECT

A motion was made by Mr. Geis, seconded by Mr. Foyle, to award the stormwater improvements project to Brex Enterprises of Irwin, PA. It is anticipated the project will be scaled back to include Part A and possibly a portion of Part B based on funding. If additional funding is granted, then more of Part B can be completed.

Eight (8) bids were received for the Stormwater Improvements Project with the low bidder being Brex Enterprises of Irwin, PA with a bid of \$954,919.77.

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The project was bid as two (2) parts. Part A consists of the stormsewer line from Culvert Street to the Harmony Fire District site. Part B consists of the stormsewer line from Beaver Street Spring Street along Clay Street.

Funding for the project was anticipated from the Butler County Butler County Municipal Infrastructure Program. An allocation of \$213,610.20 has been provided. Additional funding may be available.

Motion carried 7-0.

CONSIDER HOLIDAY GIFT CARDS FOR BOROUGH EMPLOYEES AND RETIREES

A motion was made by Mr. Spencer Mathew, seconded by Mr. Geis, to approve of the effort to provide up to a \$75.00 Holiday gift card, depending on the budget, to all borough employees and retired borough employees for 2023 to say thank you for your service.

Motion carried 7-0.

CONSIDER CANCELLATION OF DECEMBER 25, 2023 COUNCIL MEETING

A motion was made by Mr. Geis, seconded by Mrs. Reeb, to cancel the December 25, 2023 council meeting since it falls on the Christmas holiday.

Motion carried 7-0.

OTHER BUSINESS:

Borough Manager Andrew Spencer requested an executive session on personnel items.

Time of Break: 8:24 PM; Return 8:31 PM

Executive Session Time: 8:31 PM; Return: 8:50 PM

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CONSIDER ADDING AUTHORIZATION TO ADVERTISE AND HIRE AN ADMINISTRATIVE ASSISTANT FOR COMMUNICATIONS AND WAGE ADJUSTMENT FOR THE BOROUGH MANAGER TO THE COUNCIL AGENDA

A motion was made by Mrs. Reeb, seconded by Mr. Geis, to add to the council agenda the authorization to advertise and hire an Administrative Assistant for Communications and Wage Adjustment for the Borough Manager.

Motion carried 7-0.

CONSIDER AUTHORIZATION TO ADVERTISE AND HIRE AN ADMINISTRATIVE ASSISTANT FOR COMMUNICATIONS

A motion was made by Mr. Geis, seconded by Mrs. Reeb, to authorize to advertise and hire a full-time non-exempt Administrative Assistant - Communications person at the salary grade level 14 (38,987 minimum and \$52,633 maximum) to help in the areas of communications and administrative and IT support needed resulting from Kristen's resignation.

Kristen Spezialetti has submitted her letter of resignation from the position of Communication and Administrative Services. Her last day is December 13, 2023. The HRC met and determined that with Kristen's upcoming resignation, there is a need to fill her position immediately.

This position would remain a hybrid position in that the individual would handle all communication functions as well as administrative and IT support. The HRC discussed changing the job title and recommends modifying the job title to Administrative Assistant-Communications to potentially allow for a wider selection of applicants, better align the job title with the job responsibilities, and make the job title consistent with other office administrative staff. The revised job description removes HR functions and lessens the IT responsibilities making the position more of an IT support role and not a System Administrator role. In addition, the job description will include providing administrative support to Department Heads, as needed. This person will also be asked to act as a backup for administrative staff when necessary due to vacations/illness.

Motion carried 7-0.

WAGE ADJUSTMENT FOR THE BOROUGH MANAGER

A motion was made by Mr. Geis, seconded by Mrs. Reeb, to approve setting the wage for the Borough Manager to \$124,000, effective January 1, 2024.

Motion carried 7-0.

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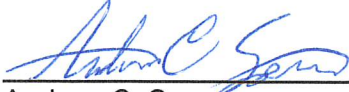
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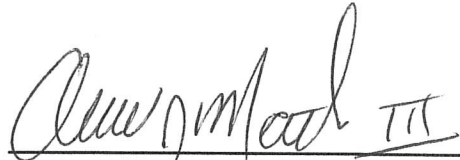
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Being no further business, President Hess closed the meeting at 9:00 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Andrew Mathew III
Council Vice President

Approved by me this 8th day of January 2024.



Thomas M. Oliverio
Mayor