

Minutes of the Borough Council Zelienople, PA

1/29/2024

7:30 PM

Council-Regular

MasterID: 763

The January 29, 2024, Council Meeting of the Zelienople Borough Council was called to order at 7:29 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 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, Steve Schoppe, Gregg Semel, Doug Foyle, Dan Fritch, Spencer Mathew, and Mayor Thomas Oliverio. Junior Council Member Kyra Fazio was also present.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Andrew Mathew.

VISITORS:

In Person: Rob Reeb, Melanie Dodson, and Heather Simmons

Remotely: None

PUBLIC COMMENT

The Mayor presented Marrietta Reeb with a plaque for her years of service on Borough Council

CONSENT AGENDA:

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

- Minutes of January 2, 2024 Reorganizational Meeting
- Minutes of January 8, 2024 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

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OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Spencer Mathew, seconded by Mr. Semel, to accept the "bills to be paid report" for January 29, 2024 totaling \$748,714.16.

Motion carried 7-0.

CONSIDER APPROVAL OF PROPOSED RESOLUTION #516-24 - A RESOLUTION FOR THE DISPOSAL OF PUBLIC RECORDS

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch, to approve Proposed Resolution #516-24 and authorize the disposal of public records.

The Borough intends to follow the schedules and procedures for the disposition of public records, as set forth in the Municipal Records Manual. Whereas the Act requires each act of records disposition to be approved by Resolution of the governing body of the Municipality, Proposed Resolution #516-24 has been prepared for that purpose.

It is our intention to have these documents shredded as a means of total destruction as soon as it is practical to do so.

A full and true copy of Resolution #516-24 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

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CONSIDER AUTHORIZATION TO JOIN COOPERATIVE RESPONSE CENTER INC. FOR BOROUGH EMERGENCY CALL OUT SERVICE

A motion was made by Mr. Foyle, seconded by Mr. Mathew, to authorize the Borough to join Cooperative Response Center Inc. and make use of the dispatch services for after-hours emergencies.

Over the last several years, the Borough has experienced increased failures and frustrations with the current call-out service that dispatches after-hours emergencies for public works staff. In 2023, the Electric Committee had discussed the issue and after requesting feedback from other municipal electric companies through AMP, the recommendation is to join Cooperative Response Center Inc. (CRC) which is an entity that specializes in assisting utility services and has been serving Electric Co-ops as well as municipal utilities since 1992. Unfortunately, many of the call-out services are not geared to utilities, which we suspect is what plagues our current service. The hope is by making this change, we will be employing the services of a company that understands utility operations to be able to better dispatch our Electric, Water, and Street Department in after hours emergencies. CRC does offer additional services that the Borough may someday want to investigate, but for now a reliable dispatch service is all we are seeking. There is an increase in cost, but allowances were made during the 2024 budget for this.

Motion carried 7-0.

CONSIDER AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE BOROUGH'S 2024 STREET PAVING PROGRAM THROUGH THE SOUTHWESTERN BUTLER COG

A motion was made by Mr. Mathew, seconded by Mr. Semel, to authorize advertising and awarding bids for the 2024 Paving Project through the Southwestern Butler COG.

The following represents the intended 2024 road-paving program for the Borough of Zelienople. The proposed areas for paving on these years proposed list include:

- Market Street from W. Beaver Street to Spruce Street
- Market Street from Zeigler Street Extension to W. New Castle Street
- E Culvert Street from S Main Street to End
- Oliver Avenue from Terrace Avenue to Maria Lane
- W. Northview Drive from Main Street to End
- Jefferson Street from West New Castle Street to W. Grandview Ave

The paving project for the Borough will be provided to Southwestern Butler COG and bid through the COG and awarded by the COG. Depending on the cost, we can always reject the actual bids if they are deemed unreasonable. Prior to submitting the list to COG, we will get the estimate from our PennDOT Municipal Services representative to ensure we are within budget and if need be, scale back the list above.

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The funding for the 2024 Paving Project will come from our Highway Aid monies.

Motion carried: 7-0.

CONSIDERATION FOR AWARDING THE MARKET STREET WATERLINE IMPROVEMENTS

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew, to award the Market Street Waterline Improvements Project to W. A. Petrakis Contracting LLC for the Bid amount of \$258,045.

Bids have been received for the Market Street Waterline Improvements Project. Five (5) bids were received with the low bidder being W. A. Petrakis Contracting LLC of Export PA with a bid of \$258,045. The Borough received a PA Small Water and Sewer grant in the amount of \$100,000 for the project.

Motion carried: 7-0.

CONSIDERATION FOR CHANGE ORDER NO. 4 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH ELECTRIC UTILITY UNDERGROUND SERVICE WORK PROJECT – CONTRACT 20-02

A motion was made by Mr. Mathew, seconded by Mr. Semel, to approve M and B Services LLC Contract 20-02 Change Order No. 4 in the amount of \$21,733.40 for the Zelienople Borough Electric Utility Underground Service Work Project.

The work has been completed as required for the project. The change order represents the actual costs incurred for the project.

Motion carried: 7-0.

OTHER BUSINESS:

COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 1/24/2024. 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: Noted meeting will be scheduled soon and that we're in the process of filling the Administrative Assistant-Communications position.
- WBCA: no report

Mr. Mathew:

- Utilities: Scheduled meeting for Thursday, February 1st.
- Police Matters: no report
- EMA (w/ Mr. Spencer): Noted the need to discuss options and plans for the future.
- Fire Dept. Liaison: Meeting held with COG Fire District oversight committee.

Mr. Foyle:

- Public Safety/Street/Sidewalk/Storm Water: Meeting held this evening prior to council meeting.
- Library: Noted the programs are successful for the winter.
- Shared Services Committee: no report

Mr. Schoppe: no report

Mr. Fritch: no report

Mr. Mathew: no report

Mr. Semel:

- Building & Finance: no report
- Parks & Recreation: no report
- Pension: Noted PNC meeting on pension with staff
- Community Revit. Committee: Meeting being scheduled for February 14th

Mayor: Thanked the high school student for participating in council.

-Airport Authority: no report

Manager: Discussion on WBCA Harmony Pump Station and making sure to connect the customer to WBCA to get answers and questions.

Solicitor: no report

Engineer: Gave an update on bidding Phase 3 of Main Street.

Police Chief: no report

Public Works Director: no report

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Zoning/Code Officer: no report

Finance Director: no report

Junior Councilperson: Thanks everyone for her one year of service on council.

OTHER BUSINESS:

None

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

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 12th day of February 2024.



Thomas M. Oliverio
Mayor