

# Minutes of the Borough Council Zelienople, PA

2/12/2024

7:30 PM

Council-Regular

MasterID: 764

The February 12, 2024, Council Meeting of the Zelienople Borough Council was called to order at 7:31 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, Dan Fritch, Spencer Mathew, and Mayor Thomas Oliverio. Junior Council Member Kyra Fazio was also present. Doug Foyle did not attend.

Borough Manager Andrew Spencer, Public Works Director Chad Garland, Zoning & Code Officer Jason Sarver, Police Chief James Miller, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Tom Thompson were also in attendance.

## **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mary Hess.

## **VISITORS:**

None

\*\*\*\*\*

## **PUBLIC COMMENT**

## **CONSENT AGENDA:**

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

- Minutes of January 29, 2024 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 6-0.

---

# Minutes of the Borough Council Zelienople, PA

2/12/2024

7:30 PM

Council-Regular

MasterID: 764

---

## **OLD BUSINESS:**

### **CONSIDERATION FOR APPROVAL OF PROPOSED ORDINANCE #889-24 VACATING STREETS AND ALLEYS NEAR THE WESTERN BUTLER COUNTY AUTHORITY (WBCA) PROPERTY**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Mathew, to approve Proposed Ordinance #889-24, an ordinance for the vacating of streets and alleys near the Western Butler County Authority (WBCA) property.

There are several streets and alleys that abut the Western Butler County Authority (WBCA) property that have not been opened. Administration has conducted the required advertising for the proposed ordinance and received no petition.

Motion carried 6-0.

### **CONSIDER AMENDMENT #1 TO THE ZELIENOPLE PROFESSIONAL PLANNING SERVICES AGREEMENT WITH DOWNTOWN REDEVELOPMENT SERVICES, LLC FOR PHASE 2-RESEARCH & STRATEGY DEVELOPMENT FOR THE ZELIENOPLE COMPREHENSIVE PLAN UPDATE**

A motion was made by Mr. Semel, seconded by Mr. Mathew, to approve amendment #1 to the Zelienople Professional Planning Services Agreement with Downtown Redevelopment Services, LLC for Phase 2 (Research & Strategy Development) for the Zelienople Comprehensive Plan update for a cost of \$22,000.

In June of 2022, the Borough Manager presented to Council the request for an updated Comprehensive Plan. The current plan was completed in 2010 and much of the plan has been accomplished. We request to embark on an update in 2024 that focuses on the areas we feel are most important, measurable, and practical to help guide Zelienople into the future.

Ben Levenger, with Downtown Redevelopment Services, presented the proposal. Council approved the Zelienople Comprehensive Plan. Each phase will require separate Borough Council Approval.

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

# Minutes of the Borough Council Zelienople, PA

2/12/2024

7:30 PM

Council-Regular

MasterID: 764

Phase 1 has been completed on schedule.

Phase 2 (Research & Strategy Dev) portion of the Comprehensive Plan will cost \$22,000 and is included in the 2024 Operating Budget.

Motion carried 6-0.

## **NEW BUSINESS:**

### **BILLS TO BE PAID**

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to accept the "bills to be paid report" for February 12, 2024 totaling \$524,645.51.

Motion carried 6-0.

### **CONSIDER SPECIAL EVENT PERMIT APPLICATION– SENECA VALLEY NORTH ATHLETIC ASSOCIATION (SVNAA) OPENING DAY**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe, to approve the Special Event Permit Application – Seneca Valley North Athletic Association (SVNAA) Opening Day to be held on April 20, 2024 from 9:00 AM to 4:00 PM at the Zelienople Community Park 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 SPECIAL EVENT PERMIT APPLICATION– AMERICAN LEGION MEMORIAL DAY SERVICE**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe, to approve the Special Event Permit Application – American Legion Memorial Day Service to be held on May 27, 2024 at the Memorial Park and the closure of Main Street between 10:30 AM and 12:30 PM 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.

The Borough will apply for a Special Events permit with PA DOT to close Main Street on their behalf.

Motion carried 6-0.

---

# Minutes of the Borough Council Zelienople, PA

2/12/2024

7:30 PM

Council-Regular

MasterID: 764

---

## **CONSIDER APPOINTMENT OF NICOLE PARSON TO THE ZELIENOPLE BOROUGH PARK ADVISORY BOARD**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Semel, to appoint Nicole Parson as a member of the Zelienople Park Advisory Board effective immediately.

The Borough Council has the ability to appoint positions to the Zelienople Park Advisory Board of Directors. The Park Advisory Board submitted a letter recommending Ms. Nicole Parson as a new advisory board member. Ms. Parson did express an interest to fulfill this appointment effective immediately. There is currently a vacancy on the Zelienople Park Advisory Board.

Motion carried 6-0.

## **REQUEST AUTHORIZATION TO ADVERTISE AND HIRE FOR TEMPORARY SUMMER HELP FOR THE ZELIENOPLE COMMUNITY POOL**

A motion was made by Mr. Semel, seconded by Mr. Mathew, to authorize to advertise and hire pool co-managers, lifeguards, and concession staff. The employment for these temporary summer positions would be through the pool season.

Each year the Borough has the need for temporary summer help to ensure the safe operation of the Zelienople Community Pool. This year, we will be looking to advertise and hire two part-time pool co-managers and adequate lifeguards/concessions staff to manage the pool during opening season. Summer help will be used in a manner that is most efficient while providing constant adult management of the pool. Employment for these temporary positions will cease after Labor Day weekend.

Motion carried 6-0.

## **CONSIDER REQUEST FOR APPROVAL TO ATTEND THE 2024 GOVERNMENT FINANCE OFFICERS ASSOCIATION OF PENNSYLVANIA (GFOA-PA) ANNUAL CONFERENCE**

A motion was made by Mr. Mathew, seconded by Mr. Schoppe, to approve the request for Erin Thompson to attend the annual GFOA-PA Conference, May 19, 2024 through May 22, 2024.

GFOA-PA (Government Finance Officers Association of Pennsylvania) will hold their annual conference in Hersey from Sunday, May 19, 2024 – Wednesday, May 22, 2024. The cost is \$450 (before March 1st), plus room, food, and travel. Room rate is \$180 per night plus occupancy tax.

Motion carried: 6-0.

# Minutes of the Borough Council Zelienople, PA

2/12/2024

7:30 PM

Council-Regular

MasterID: 764

## **CONSIDER ZELEINOPLE ELECTRIC SUB-STATION FEEDER PROTECTION RELAYS AND BATTERY REPLACEMENT INSTALLATION**

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to authorize ABM to complete the installation of feeder protection relays and DC Power Supply for the Zelienople Borough Electric Sub-Station for a cost of \$30,470.00.

The Zelienople Substation is now over 20 years old and has ABB feeder protection relays that monitor the feeder circuits and transformers. Over time, the protection relay displays have diminished or have become unreadable. ABB no longer supports these, but SEL makes a direct replacement to the ABB system. The DC power supply (batteries) for the circuit breakers is also past its service life of 20 years and will also be replaced at this time. The materials were ordered in 2023 and are now received so we can now enter a contract to get these installed. The Borough's Electrical Engineer and Public Works Director have engaged ABM to get a quote on installation at a cost of \$30,470.00. The monies for this project were allocated in the 2023 Electric Capital Budget and materials were ordered in 2023.

Motion carried: 6-0.

## **AUTHORIZATION TO ADVERTISE 4.16 KV OVERHEAD ELECTRIC LINE RELOCATION**

A motion was made by Mr. Mathew, seconded by Mr. Schoppe, to authorize to advertise for bids the 4.16KV overhead electric line relocation project.

In coordination with the land development for the construction of the Western Bulter County Authority (WBCA) Administration and Garage structures, a relocation of Borough utility poles and primary electric feeder circuits in the area of Allegheny Street are required. Permanent Rights-of-Way for this project will be granted to the Borough for utility facilities and the costs for this electric utility relocation will be at the customers (WBCA) expense.

Motion carried: 6-0.

## **AUTHORIZATION TO ADVERTISE FOR BIDS TO REPLACE ELECTRIC UNDERGROUND-ROSEWOOD SUBDIVISION**

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew, to authorize to advertise for bids for the replacement of the 4.16KV Feeders in the Rosewood Subdivision.

In 2023, the Electric Committee began the review of underground lines in the Borough that are beginning to age. Both plans in the Borough have underground, but the Rosewood Plan is considerably older, so it is recommended to begin that project first. In May 2023, our electrical engineer did an evaluation of the underground electric facilities in the Rosewood Plan indicated that the cabling has reached the end of its service life. Multiple power outages due to cable failure have led to the conclusion that the wireline is ready for replacement. Underground primary feeders will be

# Minutes of the Borough Council Zelienople, PA

2/12/2024 7:30 PM

Council-Regular

MasterID: 764

replaced, and additional looping circuits installed to enhance the reliability of the system. Due to the size, scope, and cost of this project it will be done in multiple phases.

Costs for the electric utility replacement in this project was budgeted in the 2024 Capital Improvement Plan.

Motion carried: 6-0.

## OTHER BUSINESS:

Borough Manager Andrew Spencer requested an executive session on contractual matters.

Chief noted a handicapped signage request for a resident.

Time of Break 8:05 PM; Return: 8:14 PM


Mr. Semel requested that the Manager re-evaluate weekly reports and make changes if needed.

Executive Session Time: 8:14 PM; Return: 8:42 PM

Being no further business, President Hess closed the meeting at 8:42 PM.

ATTEST:

  
\_\_\_\_\_  
Andrew C. Spencer  
Borough Manager

  
\_\_\_\_\_  
Mary E. Hess  
Council President

Approved by me this 26<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Thomas M. Oliverio  
Mayor