
Minutes of the Borough Council Zelienople, PA

2/26/2024 7:30 PM

Council-Regular

MasterID: 765

The February 26, 2024, Council Meeting of the Zelienople Borough Council was called to order at 7:27 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, Doug Foyle, Dan Fritch, Spencer Mathew, and Mayor Thomas Oliverio. Gregg Semel attended remotely. Junior Council Member Kyra Fazio was also present.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mary Hess.

VISITORS:

In Person: Kathy Bevy

Remotely: None

PUBLIC COMMENT

None

CONSENT AGENDA:

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

- Minutes of February 12, 2024 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

OLD BUSINESS:

None

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NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Andrew Mathew, seconded by Mr. Spencer Mathew, to accept the "bills to be paid report" for February 26, 2024 totaling \$148,461.88.

Motion carried 7-0.

CONSIDER WRITE-OFFS TO BAD DEBT

A motion was made by Mr. Spencer Mathew, seconded by Mr. Andrew Mathew, to approve the write-off of bad debt in the amount of \$6,054.57 to clear up utility accounts in arrears.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– LION'S CLUB EASTER EGG HUNT

A motion was made by Mr. Schoppe, seconded by Mr. Foyle, to approve the Special Event Permit Application – Lion's Club Easter Egg Hunt on March 30, 2024 between 8:30 AM and 12:00 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 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – CORNHOLE FOR CANCER FUNDRAISER

A motion was made by Mr. Foyle, seconded by Mr. Andrew Mathew, to approve the Special Event Permit Application – Cornhole for Cancer Fundraiser to be held on March 30, 2024, from 12:00 PM to 5:30 PM at the Zelienople Community Park Upper Baseball field 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 7-0.

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CONSIDER RESOLUTION #517-24 AUTHORIZING JOINT PURCHASING PARTICIPATION FOR THE BOROUGH'S 2024 STREET PAVING PROGRAM THROUGH THE SOUTHWESTERN BUTLER COUNTY COG

A motion was made by Mr. Andrew Mathew, seconded by Mr. Fritch, to adopt Resolution #517-24 participating in the 2024 Paving Program through the Southwestern Butler County COG.

Council had previously authorized participation and doing the work with our municipal services representative at PennDOT to get ready for the joint paving bid through the Southwestern Butler County COG for the 2024 road-paving program for the Borough of Zelienople. In addition, PennDOT has recommended that each member adopt the attached resolution.

A full and true copy of Resolution #517-24 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

CONSIDER APPROVAL OF BUTLER COUNTY PARK GRANT APPLICATION AND PROPOSED RESOLUTION #518-24

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to adopt Proposed Resolution #518-24 in support of the grant application to Butler County for consideration of a \$10,000 grant for the improvements of playground equipment. The local match is 25% of the total grant which is \$2,500 to be provided by Zelienople Borough.

A resolution by the Borough is required to be filed with the application and Resolution #518-24 has been prepared for that purpose.

A full and true copy of Resolution #518-24 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

Minutes of the Borough Council Zelienople, PA

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CONSIDER REAPPOINTMENT OF PHIL TROIANI TO THE ZELIENOPLE PLANNING COMMISSION

A motion was made by Mr. Andrew Mathew, seconded by Mr. Schoppe, to appoint Phil Troiani to the Planning Commission for another Four (4) year term effective July 8, 2023, to December 31, 2027.

Phil Troiani's term on the Planning Commission expired on July 8, 2023. His re-appointment was overlooked by staff due to his July 8, 2019 appointment not being recorded. Mr. Troiani has expressed a desire to seek another four (4) year term and has submitted a letter to that effect which is attached. Over the years, we have been trying to make the appointment dates more consistent; therefore, the appointment would be from 7/9/2023 to 12/31/2027 which is a few months more than 4 years.

Motion carried 7-0.

CONSIDER APPOINTMENT OF GREGG PEFFER TO THE ZELIENOPLE PLANNING COMMISSION

A motion was made by Mr. Andrew Mathew, seconded by Mr. Fritch, to appoint Gregg Peffer to the Borough Planning Commission for a Four (4) year term effective December 31, 2023, to December 31, 2027.

There is a current four (4) year vacancy on the Borough Planning Commission term being from December 31, 2023, through December 31, 2027. Mr. Gregg Peffer has expressed an interest in being appointed for this term. The Planning Commission has interviewed this candidate and has recommended the appointment.

Motion carried: 7-0.

CONSIDER HRC PROPOSAL TO SET A PERCENTAGE FOR THE YEARLY MERIT INCREASE FOR 2024

A motion was made by Mr. Andrew Mathew, seconded by Mr. Foyle, to approve a 2.75% merit increase pool to fund the non-uniformed employee merit increase for 2024 as well as set 2.75% for part-time employees and \$0.25/hr. for returning seasonal (pool) employees.

Each year the Human Resources Committee (HRC) makes a recommendation to council to establish the annual non-uniformed employee merit increase pool. This percentage follows the police collective bargaining amount for the year. In 2024 that amount is 2.75%.

Motion carried: 7-0.

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2/26/2024 7:30 PM

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POLICE CHIEF PERCENTAGE MERIT INCREASE FOR 2024

A motion was made by Mr. Andrew Mathew, seconded by Mr. Schoppe, to approve a 2.75% merit increase for the Chief of Police James Miller, for 2024.

Each year the Human Resources Committee (HRC) makes a recommendation to the council to establish the percentage rate of increase for the Chief of Police. This percentage follows the police collective bargaining amount for the year. In 2024 it is 2.75%.

Motion carried: 7-0.

CONSIDER EAST NEW CASTLE ST. PARKING LOT LANDSCAPE IMPROVEMENT

A motion was made by Mr. Andrew Mathew, seconded by Mr. Fritch, to approve the East New Castle St. parking lot improvements - Lawnworks Inc. for \$11,696.

Prior to the Borough owning the parking lot on East New Castle St. there were plans to incorporate landscape improvements on the lot that were not implemented. Once the Borough took ownership of the lot in 2023, it was decided by the In-House Revitalization Committee that those plans should be taken up again for consideration and implemented. The quote for the improvements as well as a general design concept are included.

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 2/21/2024. 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: Requested executive session for personnel and contractual matters
- WBCA: no report

Minutes of the Borough Council Zelienople, PA

2/26/2024

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Mr. Mathew:

- Utilities: noted that the flags are in Rosewood for the bidding of the electric project. Rosewood project is unrelated to the development project being discussed in Beaver County.
- Police Matters: no report
- EMA: no report
- Fire Dept. Liaison: COG Meeting scheduled for March 19th

Mr. Foyle:

- Public Safety/Street/Sidewalk/Storm Water: attended employee safety committee meeting
- Library: no report
- Shared Services Committee: no report

Mr. Schoppe:

- Utilities: no report
- Parks & Recreation: noted online summer job postings for pool staff

Mr. Mathew: no report

- IT: noted fiber optic upgrades with Borough
- Shared Services Committee: no report

Mr. Fritch:

- Public Safety/Street/Sidewalk/Stormwater: noted Santa House was moved to Jefferson St. garage; outside in a good location
- Community Revit. Committee: appreciated attending PSAB newly elected official training

Mr. Semel:

- Building & Finance: awaiting a quote on municipal building roof
- Parks & Recreation: no report
- Pension: no report
- Community Revit. - Noted work being done on the East New Castle St. lot
Awaiting transformers for Main Street and progressing with other phases

Mayor:

- Sponsoring workshop for elected officials in March through Butler County Borough's Association
- Congratulated Rotary on all years of service

Manager: noted WBCA town hall meeting on Harmony Pump Station Project for effected property owners

Solicitor: no report

Engineer: no report

Police Chief: no report

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2/26/2024 7:30 PM

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Public Works Director: no report

Zoning/Code Officer: no report

Finance Director: no report

Junior Councilperson: no report

Time of Break 8:21 PM; Return: 8:27 PM

Executive Session Time: 8:27 PM; Return: 9:26 PM

CONSIDER ADDING PROMOTION OF LYNDSEY GRANATA TO PARK MANAGER TO AGENDA

A motion was made by Mrs. Hess, seconded by Mr. Semel, to approve the addition of the consideration of promoting Lyndsey Granata to Park Manager, setting the annual wage at \$50,000 annual salary, to the agenda.

Motion carried: 7-0.

CONSIDER THE PROMOTION OF LYNDSEY GRANATA TO PARK MANAGER

A motion was made by Mr. Schoppe, seconded by Mr. Spencer Mathew to approve the promotion of Lyndsey Granata to the position of Park Manager, setting the annual wage at \$50,000 annual salary.

Motion carried: 7-0.

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Being no further business, President Hess closed the meeting at 9:29 PM.

ATTEST:

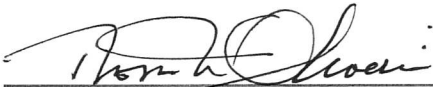


Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 11th day of March 2024.



Thomas M. Oliverio
Mayor