

Minutes of the Borough Council Zelienople, PA

4/29/2024

7:30 PM

Council-Regular

MasterID: 769

The April 29, 2024 Public Hearing of the Zelienople Borough Council was called to order at 6:00 pm by Council President Mary Hess in the Council Chambers located at 111 W New Castle St., Zelienople, PA 16063, as advertised. The purpose of the hearing was to take public comments and discuss stormwater management and mitigation planning. 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 attendance were Council Members Mary Hess, Andrew Mathew III, Doug Foyle, Steve Schoppe via online, Spencer Mathew, Dan Fritch, and Mayor Thomas Oliverio. Council Member Gregg Semel and Junior Council Member Kyra Fazio did not attend.

Also in attendance were Borough Manager Andrew Spencer, Police Chief James Miller, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Tom Thompson.

VISITORS:

Marsha Garbowski
Jerry Maharg
Jim Hulings
Dan Kosak
Jan Maharg
Christine Patton
Gerry Otteni
Tom Beech
Donna Statzer
Jeff Flood
Tony Lee
Dean Wack
Sandra Cox
James Dispirito
Don Pepe

There were others present but they did not sign in.

- Jim Hulings asked questions on an authority potentially being formed and comments on needing to do things to retain water.
- Dean Wack had questions on how to slow the flow of water at the top of the hill.
- Donna Statzer commented on needing to control development.
- Jon Petras had questions on project priority.

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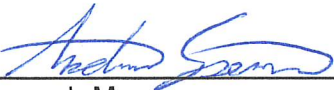
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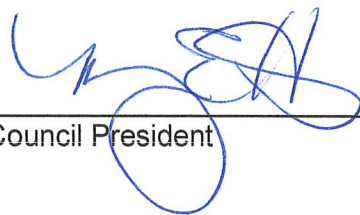
- Tom Beech commented on the need to pledge allegiance to the flag and commented on developments impact on stormwater.
- Carol Espy commented on the need for DEP and/or PennDOT to provide help or assistance.

Being no further business the meeting was closed at 7:05 PM by President Hess.

ATTEST:



Borough Manager



Council President

Approved by me this 13th day of May, 2024.



Mayor

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The April 29, 2024, 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 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, Doug Foyle, Steve Schoppe via online, Spencer Mathew, Dan Fritch, and Mayor Thomas Oliverio. Council Member Gregg Semel and Junior Council Member Kyra Fazio did not attend.

Borough Manager Andrew Spencer, 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 the Police Officers.

VISITORS:

In Person: Daniel Karns, Matthew Edwards, Christine Patton, and Zelienople Police Officers

Remotely: Mike Sosak

PUBLIC COMMENT

Mike Sosak commented on involving the Army Corps of Engineers on flooding issues.

Christine Patton had questions on the Glade Run Development buffers.

The Mayor presented a 10 Years of Service Award to Officer Tom Goldie

The Mayor presented a Certificate of Completion Award to Ben Walsh

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CONSENT AGENDA:

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

- Minutes of April 8, 2024 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.
- Acknowledge Receipt of Q1 Summary Budget Report

Motion carried 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Spencer Mathew, seconded by Mr. Mathew, to accept the "bills to be paid report" for April 29, 2024 totaling \$566,965.89.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ROTARY CLUB FOURTH OF JULY PARADE

A motion was made by Mr. Foyle, seconded by Mr. Fritch, to approve the Special Event Permit Application – Fourth of July Parade to be held on July 4, 2024 from 11:00am to 1:00pm on Main Street, parts of High Street, Grandview Avenue, Main Street, and Beaver Street 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 PennDOT to close Main Street on the Rotary Club's behalf. It is estimated that 200 vehicles and 400 pedestrians will participate in this parade.

Motion carried 6-0.

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CONSIDER SPECIAL EVENT PERMIT APPLICATION – ANNUAL HORSE TRADING DAYS ON JULY 18, 2024 TO JULY 20, 2024 AND TO PROVIDE THE ANNUAL SPONSORSHIP CONTRIBUTION AT THE REQUEST OF THE ZELIENOPLE AREA BUSINESS ASSOCIATION

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to approve the Special Event Permit Application – Annual Horse Trading Days by the Zelienople Area Business Association to be held from July 18, 2024 through July 20, 2024 from 10:00 AM to 10:00 PM in the Four Corners Park, along Main Street and Spring Street, and the Spring Street Lot 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 and provide a sponsorship contribution in the amount of \$3,400.00.

The Borough will apply for a Special Events Permit with PennDOT to close Main Street on their behalf.

The details of the event include:

- Dates: This year the event is scheduled for July 18, 2024 to July 20, 2024.
- Four Corners Park: Use of the Four Corners Park for the crafters and food vendors. Food vendors will not be permitted to use the north municipal parking lot for their equipment. No closure of the north lot.
- Spring Street Parking Lot/Spring Street:
 - Closure of the Spring Street Municipal Parking Lot from 8:00am on Wednesday, July 17, 2024 through Sunday morning, following cleanup, around 12:00pm. The Spring Street lot will house the main stage and concert venue.
 - Closure of the section of Spring Street adjacent to the Spring Street Municipal Parking Lot between Main Street and the lower exist of the lot from Thursday, July 18th at 12:00pm until the conclusion of the final concert on Sunday, July 20th at 11:00pm.
- Vendors: All vendors located in the Four Corners Park or along Main Street will be required to close on Saturday, July 19, 2024 at 8:00pm and in the Spring Street Municipal Parking Lot at 10:00pm.
- Wagon Rides: Wagon Rides to load and unload in front of the Spring Street Municipal Parking Lot.
- Horse Parade: The return of the Horse Parade on Thursday, July 18th from 7:00 pm to 7:30 pm on Main Street. The route will cover parts of High Street, Grandview Avenue, Main Street, and Beaver Street. Horse participants will begin and disband at CVE school. It is estimated that 2000 people will be in attendance. They will need to coordinate all parade activities with the Police Chief and Public Works Director.
- Maintenance:
 - Access to electrical boxes at Four Corners Park and Spring Street Municipal Parking Lot and access to water spigots at Four Corners Park.
 - They will provide cleanup crews and place additional trash receptacles through the

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- event area and maintain all public trash receptacles in the festival area. Clean up and tear down of the event will take place no later than Sunday, July 21, 2024.
- Placement of a 20-yard dumpster on the Northview Drive property across from St. Paul's Lutheran Church parking lot and a 12-yard dumpster in the southeast corner of Four Corners Park near the USPS mailbox.
- Public toilets will be rented and placed throughout the Main Street corridor.
- Permits:
 - Alcohol Permit for July 20, 2024 within the barricaded concert area. Any vendor selling alcohol will be required to submit an exhibition permit to the Zelienople Police Department.
 - All food vendors must obtain a mobile food vendor permit through the Police Department prior to the event.
 - They are requesting that the Borough applies for a Special Event Permit with PennDOT to close Main Street on their behalf.
- Police Assistance: Two on-duty police officers to be present starting at 5:00pm on Saturday, July 19, 2024 until the end of the concert around 9:30pm. Additional security will be provided by the HTD Committee. Police assistance will also be needed for the Horse Parade on Thursday, July 18, 2024 at 7:00 pm.
- Sponsorship: The Borough will continue its sponsorship with a contribution of \$3,400.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– JULY 27, 2024 DIVISION STREET BLOCK PARTY AND ROAD CLOSURE

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to approve the Special Event Permit Application – Division Street Block Party and closure of Division Street from E Beaver to E Spring to be held on Saturday, July 27, 2024 from 2:00 pm to Dusk on the 200 block of Division Street and to close Division Street from E. Beaver Street to E. Spring Street 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 and with the following conditions:

- Sponsor must notify all affected neighbors of the road closure on Division Street between E Beaver Street and E Spring Street. The intersection of Spring Street (Center) and Division Street must remain open.
- The Borough is agreeing to close the road as stipulated for their event.
- Be responsive to complaints on noise.
- Should a second complaint be received all music will be shut down.
- They coordinate with the Street Department to obtain cones, barricades, and signs for street closure and coordinate with the Police Department 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.

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- They ensure that the area is cleaned of any trash and debris when the event is completed.
- This is not a Borough sanctioned or sponsored event.

Motion carried: 6-0.

AUTHORIZATION TO ADVERTISE PROPOSED BOROUGH ORDINANCE NO. 890-24 AMENDING THE ZELIENOPLE CODE OF ORDINANCES AT CHAPTER 1 PART 6 POLICE DEPARTMENT, 62, ESTABLISHING THE RANK OF LIEUTENANT WITHIN THE ZELIENOPLE POLICE DEPARTMENT

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to authorize to Proposed Borough Ordinance No: 890-24, amending the Zelienople Code of Ordinances at Chapter 62, Police Department, 62-2 Subordinate Classifications, Establishing the Rank of Lieutenant within the Zelienople Police Department.

During the most recent PMC meeting, the subjects of rank structure and future staffing needs of the police department were discussed. As part of the discussion the Chief of Police suggested that a Lieutenant's position be established within the police department. This position would act as a second in command of the department and the person would gain some administrative experience and possibly take over as Chief when the current Chief of Police retires. A job description and qualifications for the Lieutenant position were also part of the discussion. In order for this change to be made, the Borough of Zelienople Code of Ordinances must be amended by ordinance. Please note that establishing a position within the department does not mean that Council must fill that position. Council can determine at any time whether or not to fill a position. If Council would decide to fill a position, the promotion would have to follow Civil Service Regulations.

Motion carried: 6-0.

CONSIDER APPROVING THE PURCHASE OF TWO MOBILE AND TWO PORTABLE RADIOS FOR THE POLICE DEPARTMENT

A motion was made by Mr. Mathew, seconded by Mr. Semel, to approve the purchase of two mobile and two portable police radios from Bergen Communications in the amount of \$7,349.00.

The police department needs to purchase additional police radios due to the acquisition of new vehicles. New radios usually cost around seven thousand dollars. Butler 911 staff referred the police department to Bergen Communications, which sells refurbished radios. Bergen can provide us with two mobile and two portable Motorola radios that meet the Butler County specific specifications. The cost of the radios will come out of the major purchase line item in the budget.

Motion carried: 6-0.

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CONSIDER THE DONATION OF UNCLAIMED BICYCLES TO THE CONWAY SPORTSMEN'S CLUB

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to approve the donation of the unclaimed bicycles/scooters to the Conway Sportsmen's Club to support their yearly bicycle donation program to disadvantage children.

The Zelienople Police Department has accumulated 9 bicycles and 2 scooters over the past several years. The bikes/scooters have been turned in as abandoned property from various locations. To this date we have not been able to locate any of the bike/scooter owners. The Conway Sportsmen's Club in Jackson Township has requested that we donate the unclaimed bikes/scooters to their organization to support their bike/scooter giveaway program for disadvantaged children from Allegheny, Butler, and Beaver Counties. Each year the club holds a fishing derby in the spring and the bikes/scooters that have been collected through the prior year are cleaned and repaired and given as gifts to the children who attend the derby.

Motion carried: 6-0.

CONSIDER PROPOSAL TO CONTINUE FUNDING BLADE SIGN BRACKETS THROUGH BOROUGH FUNDS AND CONTINUE WAIVER OF HANGING SIGN PERMIT FEE FOR BLADE SIGN INITIATIVE

A motion was made by Mr. Foyle, seconded by Mr. Spencer Fritch, to continue funding the Blade Sign Brackets and waive the Hanging Sign permit cost of \$50.00 for any Blade Sign application.

The Borough has encouraged an initiative to promote Blade Sign use in our Main Street corridor. This project has improved the look of signs on Main Street and enhance the visibility of store fronts who use them.

The cost of the bracket is \$317 and is funded through the Borough on a first come, first served basis until the \$5,000 Blade Sign Initiative 2024 budgeted amount is reached. The cost of the sign and installation is at the business owner's expense.

Motion carried: 6-0.

AUTHORIZATION TO PURCHASE REPLACEMENT FURNITURE FOR THE POOL DECK

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch, to authorize the Park Manager to purchase replacement tables and loungers for the Community Pool in the amount of \$8,396.00.

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The 2024 budget for Parks and Recreation includes funds for small tools and equipment. The Park Manager will use a portion of these funds to purchase replacement tables and loungers for the pool. Both the Park Advisory Board and Park Committee met and approved of the purchase of replacement tables and loungers for the pool. A quote was received from RecSupply for 4 new tables and 18 new loungers in the amount of \$8,396.00.

Motion carried: 6-0.

CONSIDER SIGN QUOTE FOR MAIN AND EAST NEW CASTLE STREET PARKING LOT

A motion was made by Mr. Mathew, seconded by Mr. Fritch, for authorization to execute the quote with Sign Innovation for the Zelienople sign at the Main and East New Castle Street parking lot planter in the amount of \$7,075.00.

The In-House Revitalization Committee has been working hard to improve the aesthetics of the new Borough owned Main and East New Castle Street parking lot. The planter is underway and the other part of this project involves a sign, similar to the gateway signs, to be placed in the planter. The quote for the sign and the installation is \$7,075.00.

Motion carried: 6-0.

CONSIDER ESTIMATE 1 - BREX ENTERPRISES FOR THE STORMWATER IMPROVEMENTS PROJECT

A motion was made by Mr. Spencer Mathew, seconded by Mr. Mathew, to approve Brex Enterprises Estimate No. 1 in the amount of \$62,943.50 for the Stormwater Improvements Project.

The work has been completed. We will request reimbursement from the Butler County Infrastructure Program grant once paid by the Borough.

Motion carried: 6-0.

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 4/25/2024. 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 HRC meeting TBD
- WBCA: no report

Mr. Mathew

- Utilities: Meeting on Tuesday, April 30th
- Police Matters: no report
- EMA: Noted the need for an EMA Coordinator
- Fire Dept. Liaison: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: no report
- Library: Noted donation received and being used for computers for children
Noted Bed Derby will be on June 27th
- Shared Services Committee: no report

Mr. Schoppe

- Utilities: no report
- Parks & Recreation: no report

Mr. Mathew

- IT: no report
- Shared Services Committee: noted police issues

Mr. Fritch

- Public Safety/Steer/Sidewalk/Storm water: Noted coordination on street sweeping and sidewalks
- Community Revit. Committee: no report

Mr. Semel: Not Present

Mayor:

- Airport Authority: Noted positive progress at the airport
- Noted that he received sponsors for Butler County Boroughs Association

Manager: Noted utility committee meeting in the morning

Solicitor: no report

Engineer: no report

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Police Chief: no report

Public Works Director: no report

Zoning/Code Officer: not present

Junior Council Person:

OTHER BUSINESS:

None

Being no further business, President Hess closed the meeting at 8:09 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 13th day of May 2024.



Thomas M. Oliverio
Mayor