
Minutes of the Borough Council Zelienople, PA

7/29/2024

7:30 PM

Council-Regular

MasterID: 775

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

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

EXECUTIVE SESSION:

There was an Executive Session concerning personnel matters at 6:55 PM. Session adjourned at 7:28 PM.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Bonnie Brimmeier.

VISITORS:

Darla Hembree, Allen Mellenthin, Cindy Mellenthin, Kimberly Boyd, Jerry and Jan Maharg, Mike and Carol Sosak, Randy Hart, Kara Peters, Brendan, Marsha Grabowski, Chrisine Patton, Jeff Peters, Kristen Hogan, Adel Fatur, Rachel Felt, and Chris Solliday

Others were in attendance, but they did not identify themselves.

ADD TO THE AGENDA CONSIDERATION FOR POSITION REVISIONS AND WAGE RATE ADJUSTMENTS FOR STAFF POSITIONS AND TO REMOVE OFFICER SETNAR FROM PROBATIONARY STATUS

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to add to the agenda:

- Consideration for position revisions and wage rate adjustments for Public Works staff
- Consideration for position revision and wage rate adjustment for police administrative assistant
- Consideration for removal of officer Setnar from Probationary Status

Motion carried 7-0.

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PUBLIC COMMENT:

Jan Maharg noted disappointment of tree removal at Timberbrook

Jeff Peters commented on development at Glade Run

CONSENT AGENDA:

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

- Minutes of July 8, 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

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Mathew, seconded by Mr. Semel, to accept the "bills to be paid report" for July 29, 2024 totaling \$439,070.93.

Motion carried 7-0.

CONSIDER ADOPTION OF PROPOSED RESOLUTION #525-24 SIGNIFYING THE INTENTION TO PARTICIPATE IN A JOINT AUTHORITY KNOWN AS THE SOUTHWEST BUTLER STORMWATER AUTHORITY FOR THE PURPOSES OF STORMWATER MANAGEMENT WITHIN THE INCORPORATING MUNICIPALITIES OF SAID JOINT AUTHORITY.

A motion was made by Mr. Semel, seconded by Mr. Spencer Mathew, to table Proposed Resolution #525-24, Signifying the intention to participate in the Southwest Butler Authority, a joint authority for the purposes of stormwater management within the incorporating municipalities. Over 3 years ago, ten municipalities in the region endeavored to discuss and work together on what options existed to work together to help better control stormwater. The municipalities voluntarily enacted stricter stormwater ordinances and undertook multiple stormwater projects in the respective municipalities. In addition, the municipalities of Zelienople, Harmony, Jackson,

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and Evans City came together through a steering committee to discuss how to work together in a more focused manner and out of that came the concept of creating a joint stormwater authority.

Tabled for further review.

Motion carried 7-0

CONSIDER SPECIAL EVENT PERMIT APPLICATION – SPOIL YOUR DOG DAY FUNDRAISER

A motion was made by Mr. Schoppe, seconded by Mr. Fritch, to approve the Special Event Permit Application – Zelienople Historical Society Spoil Your Dog Day Fundraiser to be held on September 12, 2024, from 5:00 PM to 7:00 PM at the Four Corners 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. The request would include the following conditions:

- Add the Borough as an additional insured.
- Signage cannot block views of traffic on the adjacent roadways.
- Be responsive to complaints on noise.
- Must supply their own trash receptacles for the event and ensure that the area is cleaned of any trash, debris, and pet waste when the event is completed.
- Contact Public Works Director so that we can ensure the grass is cut for the event.

Motion carried 7-0.

CONSIDER REQUEST TO APPROVE PROPOSED RESOLUTION #526-24 TO ALLOW THE ZELIENOPLE HISTORICAL SOCIETY TO PLACE A BANNER SIGN AT THE 4 CORNER PARK PROMOTING THE SPOIL YOUR DOG DAY

A motion was made by Mr. Foyle, seconded by Mr. Fritch, to adopt Resolution #526-24, which allows the Zelienople Historical Society to place a 3 foot by 4 foot Banner Sign at the Four Corners Park advertising the Spoil Your Dog Day event on September 12, 2024. This sign would remain from September 5, 2024, to be taken down on September 13, 2024.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #526-24 was prepared for that purpose.

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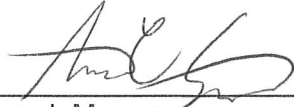
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A full and true copy of Resolution #526-24 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

AUTHORIZATION TO AWARD REPLACE 4.16 KV FEEDERS ROSEWOOD SUBDIVISION PROJECT

A motion was made by Mr. Mathew, seconded by Mr. Schoppe, to award the contract: REPLACE 4.16 KV FEEDERS- ROSEWOOD SUBDIVISION to Slater Electric and Sons for \$375,888.09.

In May, 2023, an evaluation of our 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 replaced, and additional looping circuits installed to enhance the reliability of the system.

A Bid was received for this project on April 24, 2024. Slater Electric and Sons bid the project for \$496,124.00. After considerations to the scope of the project and material purchase by the Borough, a negotiated construction cost was reduced to \$375,888.09. These changes have been reviewed by Quad Three Engineering.

Costs for the electric utility replacement was budgeted in the 2024 Electric Capital Project Fund.

Motion carried 7-0.

CONSIDER DEDICATED WORKSPACE DESIGN PROPOSAL FOR THE BOROUGH ADMINISTRATIVE OFFICE

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to accept the dedicated workspace design proposal for the Borough Administrative Office in the amount of \$13,561.33.

Office staff have been working on a design concept to improve their work space as well as clean up some of the old records and clutter that had accumulated over the years. A design proposal and cost estimate for two separate work areas address the challenges of the current workspace issues at the Borough Administrative Office and is acceptable to the front office staff. The proposed design includes two dedicated workspaces, each equipped with a window providing a direct view of the front counter. This configuration aims to enhance both staff productivity and morale.

Motion carried: 7-0.

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OTHER BUSINESS:

CONSIDER POSITION REVISIONS AND WAGE RATE ADJUSTMENT FOR PUBLIC WORKS STAFF

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to authorize position revisions and commensurate wage rate adjustments for the Public Works staff positions, effective on the August 16, 2024 pay date.

Motion carried: 7-0.

CONSIDER POSITION REVISIONS AND WAGE RATE ADJUSTMENT FOR POLICE ADMINISTRATIVE ASSISTANT

A motion was made by Mr. Schoppe, seconded by Mr. Foyle, to authorize a position revision and a wage increase for the Police Administrative Assistant/Communications, effective August 16, 2024 pay date.

Motion carried: 7-0.

CONSIDER REQUEST TO APPROVE THE REMOVAL OF OFFICER MATTHEW SETNAR FROM PROBATIONARY STATUS TO REGULAR STATUS

A motion was made by Mr. Semel, seconded by Mr. Spencer Mathew, to approve the removal of Officer Matthew Setnar from probationary police officer status, which was established upon hiring on September 18, 2023, and appoint him to regular full-time police officer status with the Zelienople Police Department in accordance with Civil Service and Borough Regulations.

Motion carried: 7-0.

REPORTS

Committees Reports:

Mrs. Hess

- Human Resources: no report
- WBCA: no report

Mr. Mathew

- Utilities: no report
- Police Matters: no report
- EMA: no report
- Fire Dept. Liaison: noted construction is still on schedule for new fire station

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Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: no report
- Library: annual book sale being held
- Shared Services Committee: no report

Mr. Schoppe

- Utilities: no report
- Parks & Recreation: committee met to discuss issues and programs being developed

Mr. Mathew

- IT: no report
- Shared Services Committee: no report

Mr. Fritch

- Public Safety/Steet/Sidewalk/Storm water: well done on events and clean up as well
- Community Revit. Committee: no report

Mr. Semel

- Building and Finance: no report
- Parks & Recreation: no report
- Community Revit. Committee: noted meeting scheduled in the next couple of weeks

Mayor

- Airport Authority: no report

Manager:

- noted invitation from Jackson Township for shareholder meeting

Solicitor: no report

Engineer: noted application for transportation asked for match 10% of application

Police Chief: no report

Public Works Director: no report

Zoning/Code Officer: not present

Junior Council Person: not present

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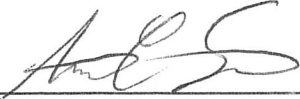
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Being no further business, President Hess closed the meeting at 8:15 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 12th day of August 2024.



Thomas M. Oliverio
Mayor