

Minutes of the Borough Council Zelienople, PA

11/25/2024

7:30 PM

Council-Regular

MasterID: 783

The November 25, 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, Spencer Mathew, Dan Fritch, and Gregg Semel. Mayor Thomas Oliverio did not attend.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mr. Mathew.

VISITORS:

Joy and Steve Ostrum, and Katrine Jesick

PUBLIC COMMENT:

None

CONSENT AGENDA:

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

- Minutes of November 11, 2024, 2024 Council Meeting
- Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.
- Transfer of Funds, \$20,000.00 from the General Fund to the Park Fund, if needed.

Motion carried 7-0.

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OLD BUSINESS:

CONSIDER APPROVAL FOR CONDITIONAL USE PERMIT FOR ZELIENOPLE DOG PARK

A motion was made by Mr. Schoppe, seconded by Mr. Foyle to table the proposal from the Zelienople Borough Community Park Committee and Advisory Board to develop a dog park on the Borough-owned property located at the corner of Hazel Street and Front Street to enhance the community by providing a dedicated recreational space for dogs and their owners. A Conditional Use Permit is required for a Public Park in an R-3 Zone. The Applicants have received Planning Commission Recommendation at the October 16, 2024 meeting.

Motion carried 7-0.

Item Tabled by Council President.

AFFIRM RESOLUTION 531-24 SIGNATURE AUTHORITY FOR MAIN STREET MATTERS PROGRAM

A motion was made by Mr. Semel, seconded by Mr. Fritch, to affirm Resolution #531-24 establishing signature authority for the Main Street Matters grant.

Council had previously approved making application for a grant through this program, but the state also requires a resolution be adopted and submitted with the grant process to establish signature authority and while we do this anyway, this is something that is required by the state.

A full and true copy of Resolution #531-24 can be found in the Resolution Book.



Borough Manager

Motion carried 7-0.

NEW BUSINESS:

CONSIDER SPECIAL EVENT PERMIT APPLICATION– SMALL BUSINESS SATURDAY

A motion was made by Mr. Schoppe, seconded by Mr. Fritch, to approve the Special Event Permit Application – Small Business Saturday to be held on November 30, 2024 from 10:00 AM to 5:00 PM in the Main Street business district provided that the responsible party noted in the application coordinate communications with and be responsive to the Chief of Police and Public Works Director

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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 TO AUTHORIZE TO ADVERTISE PROPOSED ORDINANCE #893-25 ZELIENOPLE HISTORIC DISTRICT OVERLAY AND SCHEDULE A PUBLIC HEARING

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to authorize to advertise Proposed Ordinance #893-25 and to schedule a Public Hearing on Monday, January 13, 2025 to take public comment and place the item on the Council Agenda on Monday, January 13, 2025, for action to Approve Proposed Ordinance #893-25. The purpose of the Ordinance is to provide a Historic District Overlay within the Borough. This Ordinance also outlines the structure of a Historic District Advisory Board. On October 16, 2024, The Planning Commission reviewed and voted to recommend the proposed draft.

Motion carried 7-0.

AUTHORIZATION TO PAY INVOICE – REPLACE 4.16KV FEEDERS, ROSEWOOD SUBDIVISION

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to authorize payment to Slater Electric and Sons in the amount of \$89,105.59 for the work completed on contract: REPLACE 4.16KV FEEDERS, ROSEWOOD SUBDIVISION.

Quad3 has reviewed this work and has approved the payment request. Slater Electric and Sons was awarded the contract: REPLACE 4.16KV FEEDERS, ROSEWOOD SUBDIVISION for a project cost of \$375,888.09. Pay requisition 2 in the amount of \$89,105.59 is for work completed from October 20, 2024 through November 18, 2024.

Motion carried 7-0.

CONSIDER POLE ATTACHMENT AGREEMENT

A motion was made by Mr. Mathew, seconded by Mr. Schoppe, to approve the Pole Attachment Agreement between the Borough and Omni-Fiber.

The Utility Committee met with representatives from Omni-Fiber to understand their desired plans to attach to Borough utility poles in order to bring fiber optic cable to the Borough. A pole attachment agreement is required for this entity to attach to our utility poles. This agreement differs from past agreements the Borough has executed, where those entities were a pass through and did not intend

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to provide service to the community. This agreement is being done with the sole intent of Omni-Fiber providing fiber service to borough residents and businesses. In addition, any "make ready" work that requires pole improvements would be born at their cost as well as with other providers pay a fee for pole attachment. This has been reviewed by the Solicitor as well as our electrical engineering firm at Utility Engineers.

Motion carried 7-0.

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

A motion was made by Mr. Spencer Mathew, seconded by Mr. Semel, to approve the purchase of the upgrades for the two mobile and two portable radios the department purchased earlier this year in the amount of \$11,407.

The police department purchased four used radios this year and the vendor failed to include the security upgrades on the radios that are required by the Butler 911 system. Without the upgrade the radios will not work on the system.

Motion carried 7-0.

CONSIDER HOLIDAY GIFT CARDS FOR EMPLOYEES AND RETIREES

A motion was made by Mr. Semel, seconded by Mr. Mathew, to approve providing a \$65.00 Holiday gift card to all borough employees and retired borough employees for 2024 as a way to say thank you for your service.

Motion carried 7-0.

CONSIDER TENTATIVE ADOPTION OF PROPOSED 2025 OPERATING BUDGET AND CAPITAL IMPROVEMENTS PLAN

A motion was made by Mr. Semel, seconded by Mr. Spencer Mathew, to tentatively adopt the proposed 2025 operating budget, totaling \$12,373,095 and corresponding Capital Improvements Plan and authorize the advertisement of it for public inspection.

The proposed 2025 Operating Budget and proposed Capital Improvements Plan has been prepared by staff and reviewed with the Finance Committee. A summary of the proposed budget, by Fund, is as follows:

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General Fund	\$ 3,654,980
Fire Fund	\$ 88,918
Park Fund	\$ 373,029
Library Fund	\$ 46,503
Water Fund	\$ 1,978,204
Electric Fund	\$ 5,866,461
Highway Aid Fund	<u>\$ 365,000</u>
Total	\$ 12,373,095

The proposed budget shows a slight increase of approximately 2% from the 2024 Budget. A tax increase of 1 mill is proposed in the Park Fund.

Motion carried 7-0.

CONSIDER AUTHORIZATION TO ADVERTISE PROPOSED ORDINANCE NO. #892-24, AN ORDINANCE SETTING THE LOCAL REAL ESTATE TAX RATE FOR 2025

A motion was made by Mr. Mathew, seconded by Mr. Semel, to authorize the advertisement of proposed Ordinance #892-24 setting the 2025 Real Estate Tax Millage Rates.

To affect a real estate tax rate for 2025, it is necessary to prepare, advertise and adopt an ordinance setting the real estate tax rate for the new fiscal year, since there is a modest proposed change in the tax millage. The Parks & Recreation Tax millage rate does reflect a modest tax change of a one (1) mill increase for 2025 to assist the parks department, but also to alleviate the burden on the electric rates and set the park up for future assessment value increases due to the Glade Run development. Proposed Ordinance # 892-24 has been prepared for that purpose and reflects the proposed real estate tax rates for the Borough of Zelienople for the calendar year of 2025. All other tax rates remain level. The proposed complete rates are as follows:

Tax rate for General purposes	1.81 mills
Tax rate for Recreation purposes	2.00 mills
Tax rate for Fire Department purposes	3.00 mills
Tax rate for Library purposes	<u>1.57 mills</u>
Total	8.38 mills

The Proposed 2025 Budget was prepared based upon this proposed Tax Ordinance.

Motion carried 7-0.

OTHER BUSINESS:

None

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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: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: no report
- Library: Noted that they are interviewing for a Library Director
- Shared Services Committee: no report

Mr. Schoppe

- Utilities: no report
- Parks & Recreation: Noted that planning work is underway for a potential dog park

Mr. Mathew

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

Mr. Fritch

- Public Safety/Steet/Sidewalk/Storm water: Noted that Christmas festivities are planned and ready for Main Street
- Community Revit. Committee: no report

Mr. Semel

- Building and Finance: Noted the budget on the agenda and the roof is scheduled for replacement
- Community Revit. Committee: Meeting set for December 5th
- Airport Authority: no report

Mayor

- Not present

Manager: Noted EMS study held its first meeting

Solicitor: no report

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Engineer: no report

Police Chief: Noted that they are still waiting on the cars to be built

Public Works Director: no report

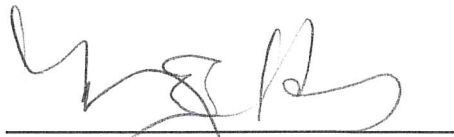
Zoning/Code Officer: no report

Being no further business, President Hess closed the meeting at 8:38 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Mary E. Hess
Council President

Approved by me this 9th day of December 2024.



Thomas M. Oliverio
Mayor