

# Minutes of the Borough Council Zelienople, PA

2/24/2025

7:00 PM

Council-Regular

MasterID: 790

The February 24, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:05 PM by Council President Gregg Semel 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 Gregg Semel, Andrew Mathew III, Mary Hess, Doug Foyle, Steve Schoppe, Spencer Mathew, Dan Fritch, and Mayor Thomas Oliverio.

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

## **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mr. Foyle

## **VISITORS:**

Karen Lyle, Nan Guy, Bob Kastrok, and Crystal Horan

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## **PUBLIC COMMENT:**

Crystal Horan commented on an accident as it relates to access from Rosewood onto Rt. 588.

Bob Kastrok expressed concerns of the Rosewood residents.

## **CONSENT AGENDA:**

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

- Minutes of February 10, 2025 Council Meeting
- Transfer of Funds, \$150,000 from the Electric Fund to the General Fund, if needed.

Motion carried 7-0.

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## OLD BUSINESS:

### **CONSIDER PROPOSED ORDINANCE #893-25 – ZELIENOPLE HISTORIC DISTRICT OVERLAY**

A motion was made by Mrs. Hess, seconded by Mr. Fritch to approve Proposed Ordinance #893-25, an ordinance 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 ordinance.

Motion carried 7-0.

## NEW BUSINESS:

### **BILLS TO BE PAID**

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to accept the “bills to be paid report” for February 24, 2025 totaling \$120,320.28.

Motion carried 7-0.

### **CONSIDER SPECIAL EVENT APPLICATION – CARES FOUNDATION CAH AWARENESS WALK FUNDRAISER**

A motion was made by Mr. Schoppe, seconded by Mr. Fritch to approve the Special Event Permit Application – CARES Foundation CAH Awareness Walk Fundraiser to be held on May 31, 2025 from 9:00 AM to 11:00 PM throughout the Zelienople Community Park and Mussig Shelter provided that the responsible party noted in the application coordinate communications with and be responsive to the Park Manager 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:

- It is their responsibility to coordinate the event with the Borough Park Manager and all Emergency Services for safety concerns, no later than Monday prior to the event.
- Must ensure that the area is cleaned of any trash and debris when the event is completed.
- 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.
- Any signs must be small and not block views of traffic at any intersections. The sponsor must gain permission from all property owners to place these signs. They must also be removed as soon as the race is completed.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- Streets are not to be marked with paint of any kind.

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- A Certificate of Insurance must be provided indicating the Borough of Zelienople as an additional insured and provided at least a week in advance of the event.
- This is not a Borough sponsored event.

Motion carried 7-0.

## **CONSIDER SPECIAL EVENT PERMIT APPLICATION– SENECA VALLEY NORTH ATHLETIC ASSOCIATION (SVNAA) CASH BASH FUNDRAISER**

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) Cash Bash Fundraiser to be held on May 16, 2025 from 5:00 PM to 11:00 PM at the Zelienople Community Park, large Rotary Shelter #2 provided that the responsible party noted in the application coordinate communications with and be responsive to the Chief of Police and Parks & Recreation Manager 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. There are no street closures or food vendors being requested for this event.

Motion carried 7-0.

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

A motion was made by Mr. Mathew, seconded by Mrs. Hess to appoint Nicole Sloka 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. Ms. Sloka did express an interest in fulfilling a current vacancy on the Zelienople Park Advisory Board and the Park Advisory Board submitted a letter recommending Ms. Nicole Sloka as a new advisory board member.

Motion carried 7-0.

## **CONSIDERATION FOR RESOLUTION #536-25 TO SUPPORT PROVIDING A PENNDOT HIGHWAY RESTORATION AND MAINTENANCE BOND FOR THE GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT STORM SEWER CROSSING OF ROUTE 68**

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew to adopt Resolution #536-25, a Resolution to support providing PennDOT a Highway Restoration and Maintenance Bond as part of the Occupancy Permit for the Glade Run Village Residential Development stormwater pipe crossing on Route 68.

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The pipe will ultimately be owned by the Borough; therefore, the PennDOT Highway Occupancy Permit is in the name of the Borough and as part of the bond document, PennDOT requires a resolution allowing the Council President and Secretary/Manager to sign the bond form. The cost for the bond will be reimbursed by Glade Run Properties.

A full and true copy of Resolution #536-25 can be found in the Resolution Book.

  
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Borough Manager


Motion carried 7-0.

## **CONSIDER APPROVAL OF RESOLUTION #537-25 A RESOLUTION FOR THE DISPOSAL OF PUBLIC RECORDS**

A motion was made by Mrs. Hess, seconded by Mr. Mathew to adopt Resolution #537-25, a Resolution to authorize the disposal of public records.

The Borough intends to follow the schedules and procedures for the disposition of public records, as set forth in the Municipal Records Manual. Whereas the Act requires each act of records disposition to be approved by Resolution of the governing body of the Municipality, Proposed Resolution #537-25 has been prepared for that purpose. These documents should be shredded for total destruction as soon as it is practical to do so.

A full and true copy of Resolution #537-25 can be found in the Resolution Book.

  
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Borough Manager

Motion carried 7-0.

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

A motion was made by Mr. Mathew, seconded by Mrs. Hess to authorize payment to Slater Electric and Sons in the amount of \$24,339.41 for work completed on contract: REPLACE 4.16KV FEEDERS, ROSEWOOD SUBDIVISION for work completed from February 2, 2025 through February 15, 2025.

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Slater Electric and Sons was awarded the contract: REPLACE 4.16KV FEEDERS, ROSEWOOD SUBDIVISION for a project cost of \$375,888.09. Quad3 has reviewed this work and has approved the payment request.

Motion carried 7-0.

## **CONSIDER REJECTING BID FOR WEST BEAVER STREET 4.16KV FEEDER**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to reject the bid for the West Beaver Street 4.16kV Feeder and engaging Slater Electric & Sons Inc. and Straight to the Point to work in cooperation with our Electric Department to complete the West Beaver Street 4.16kV Feeder project.

The Borough had previously bid out the feeder line extension from the substation as part of the project to provide electric service to the Glade Run development. We received only one bid from Blackhawk Neff Inc. in the amount of \$113,058.00. However, in conjunction with that and with some assistance from our electrical engineer, staff also investigated potential cost savings by doing more of the project in-house; we believe there are significant cost savings by doing more of the project in-house.

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 6/20/2025 this includes any discussion and removal/addition of items from the previous month.

No action vote was taken.

## **REPORTS**

### **Committees Reports:**

Marietta Reeb (WBCA representative): Gave a report on WBCA; reported on the progress of new administration building and she gave an update on the growth and developments that are served by the authority.

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Mr. Semel

- Human Resources: held meeting this week; AEP's being worked on for completion in April
- Building & Finance: noted roof repairs starting soon on the municipal building
- Police Matters: no report

Mr. Mathew

- Utilities: no report
- Police Matters: no report
- Fire Dept. Liaison: noted that they are close to hiring an administrator; the position is being shared with the stormwater authority
- Shared Services Committee: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: no report
- Library: April 26<sup>th</sup> is a dinner and movie night at Glade Run
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe

- Parks & Recreation: noted that we are still taking pool manager applications
- Utilities: no report

Mr. Mathew

- Building & Finance: no report
- IT: no report
- Police Matters: no report
- EMA: no report
- EMS Study: attended meeting last week; survey sent to council from consultant; please complete

Mr. Fritch

- Community Revit. Committee: working on wrapping traffic control boxes and developing ideas
- IT: no report
- Public Safety/Steet/Sidewalk/Storm water: working on preparing containers for storage of wreaths

Mrs. Hess:

- Community Revit. Committee: met and working on planning for four corners park
- Human Resources: no report
- Southwest Butler County Stormwater Authority: held first meeting last week and working on administrative details as authority getting in motion.

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Mayor :

- Airport Authority – meeting last week and will get a copy of the minutes
- BCBA has a meeting here for educational training on 3/8/25
- Will speak on Memorial Day

Manager:

- Noted liquid fuel monies anticipated; gave update on capacity costs and PJM

Solicitor: no report

Engineer: no report

Police Chief: no report

Public Works Director: working with COG on developing paving projects.

- Rosewood is progressing well with electric line replacement.

Zoning/Code Officer: no report

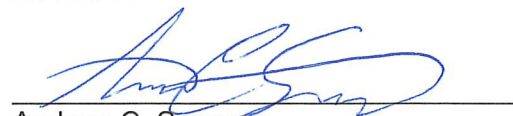
Parks Manager: discussed several pending projects at the Community Park; the amphitheater as well as the maintenance area being moved to the top of the hill, developing sponsorship for the Christmas boxes, and other programs.

Vice President requested executive session on legal/contractual matters.

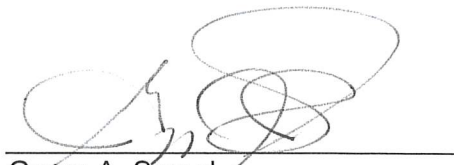
Executive Session Time: 8:20 PM; Return 8:48 PM

Being no further business, President Semel closed the meeting at 8:51 PM.

ATTEST:



Andrew C. Spencer  
Borough Manager



Gregg A. Semel  
Council President

Approved by me on this 10<sup>th</sup> day of March 2025.



Thomas M. Oliverio  
Mayor