

Minutes of the Borough Council Zelienople, PA

3/10/2025

7:00 PM

Council-Regular

MasterID: 791

The March 10, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:01 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, Spencer Mathew, and Dan Fritch. Steve Schoppe attended remotely. Mayor Thomas Oliverio did not attend.

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

EXECUTIVE SESSION:

There was an executive session on legal/personnel matters at 6:00 PM. The executive session adjourned at 6:58 PM.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Solicitor Brimmeier

ADD TO THE AGENDA:

CONSIDERATION FOR POTENTIAL DISCIPLINARY ACTION OF A POLICE OFFICER

A motion was made by Mrs. Hess, seconded by Mr. Spencer Mathew, to amend the agenda to add a motion to discipline employee Michael Kopp.

Motion carried 6-0.

VISITORS:

Karen Lyle, Matthew Edwards, and Joel Grobe.

PUBLIC COMMENT:

Trivia question

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CONSENT AGENDA:

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

- Minutes of February 24, 2025 Council Meeting
- Transfer of Funds, \$150,000 from the Electric Fund to the General Fund, if needed.

Motion carried 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Mathew, seconded by Mrs. Hess, to accept the "bills to be paid report" for March 10, 2025 totaling \$596,950.77.

Motion carried 6-0.

CONSIDER WRITE-OFFS TO BAD DEBT

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch to approve the write-offs to bad debts in the amount of \$2,563.10 to clear up accounts in arrears. This is good financial practice encouraged by the auditors to periodically go over accounts in arrears, so it does not build up.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– ZELIENOPLE AREA BUSINESS ASSOCIATION (ZABA) THURSDAY NIGHT OPEN AIR MARKET

A motion was made by Mrs. Hess, seconded by Mr. Foyle to approve the Special Event Permit Application – Thursday Night Open Air Market to be held from May 1, 2025 through October 2, 2025 from 5pm to 9pm every Thursday evening along the sidewalks of the Main Street corridor 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.

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Street closures from 4pm to 9pm include:

- Closure of E. New Castle Street between the parking lot exit and Main Street
- Closure of W. Spring Street between Main Street and Spring Street parking lot

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– AMERICAN LEGION MEMORIAL DAY SERVICE

A motion was made by Mrs. Hess, seconded by Mr. Fritch to approve a special event permit for a American Legion Memorial Day Service to be held on May 26, 2025 from 10:00 AM to 12:00 PM at the Memorial 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 Borough will apply for a Special Event Permit with PA DOT to close Main Street on their behalf.


Motion carried 6-0.

CONSIDER REQUEST TO APPROVE PROPOSED RESOLUTION #538-25 TO ALLOW THE ZELIENOPLE ROTARY CLUB TO ERECT A BANNER SIGN AT THE SW 4 CORNER PARK PROMOTING THE SHAMROCK SHUFFLE

A motion was made by Mr. Mathew, seconded by Mr. Foyle to adopt Resolution #538-25, allowing the Rotary Club to erect a 2 foot by 20-foot Banner Sign at the Southwest Corner of Grandview Avenue and Main Street advertising the Shamrock Shuffle on March 15, 2025. This banner sign would be in place from March 11, 2025 to be taken down on March 17, 2025.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #538-25 was prepared for that purpose.

A full and true copy of Resolution #538-25 can be found in the Resolution Book.


Borough Manager

Motion carried 6-0.

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CONSIDER RESOLUTION #539-25 AUTHORIZING THE BOROUGH OF ZELIENOPLE TO ENTER INTO AN INTERGOVERNMENTAL COOPERATION AGREEMENT TO ESTABLISH AND PROVIDE FUNDING FOR AN ADMINISTRATOR POSITION EMPLOYED BY THE SOUTHWESTERN BUTLER COUNCIL OF GOVERNMENTS

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew to adopt Resolution #539-25 authorizing the Borough of Zelienople to enter into an intergovernmental agreement with the member municipalities of the Harmony Fire District, and the Southwest Butler Stormwater Authority, for the purposes of establishing and funding an administrator position, which will be employed by the Southwestern Butler Council of Governments.

A full and true copy of Resolution #539-25 can be found in the Resolution Book.



Borough Manager

Motion carried 6-0.

CONSIDERATION FOR PIATT COMPANIES REVISED SET ASIDE AGREEMENT FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASES 1 & 2

A motion was made by Mrs. Hess, seconded by Mr. Mathew to approve Piatt Companies revised set aside agreement for Phases One and Two of the Glade Run Village Residential Development.

Piatt Companies has submitted a revised agreement with adjusted dollar amounts. Gannett Fleming has reviewed this request.

Motion carried 6-0.

CONSIDER HRC PROPOSAL TO SET A PERCENTAGE FOR THE YEARLY MERIT INCREASE FOR 2025

A motion was made by Mrs. Hess, seconded by Mr. Fritch to approve a 3.0% merit increase pool to fund the non-uniformed employee merit increase for 2025, as well as set 3.0% increase for part-time employees, a \$0.25/hr. increase for returning seasonal (pool) employees, and seasonal park maintenance staff rates at \$16/hr. and \$15.75/hr. This percentage follows the police collective bargaining amount for the year.

Motion carried 6-0.

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POLICE CHIEF PERCENTAGE MERIT INCREASE FOR 2025

A motion was made by Mr. Mathew, seconded by Mrs. Hess to approve a 3.0% merit increase for the Chief of Police James Miller, for 2025. This percentage follows the police collective bargaining amount for the year. In 2025 it is 3.0%.

Motion carried 6-0.

CONSIDERATION FOR POTENTIAL DISCIPLINARY ACTION OF A POLICE OFFICER

A motion was made by Mr. Mathew, seconded by Mr. Foyle, to suspend Police Officer Michael Kopp for three working days without pay starting March 14, 2025 and ending March 16, 2025.

Motion carried 6-0.

OTHER BUSINESS:


Gregg spoke on the Four Corners Park project and Tom provided update on the project.

Being no further business, President Semel closed the meeting at 7:24 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 31st day of March 2025.



Thomas M. Oliverio
Mayor