

Minutes of the Borough Council Zelienople, PA

3/31/2025

7:00 PM

Council-Regular

MasterID: 792

The March 31, 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, Doug Foyle, Steve Schoppe, Spencer Mathew, Dan Fritch, and Mayor Thomas Oliverio. Mary Hess did not attend.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Dan Fritch

VISITORS:

Sandy Ferrainola, Joel Grobe, Gavin Kress, Jim Holcomb

PUBLIC COMMENT:

Sandy Ferrainola commented on the proposed development in Jackson Township off of Route 288 and Fanker Road.

Gavin Kress commented on the Borough flag.

Recognition given to Officer Logan Brink.

Trivia Question: What was the amount paid for the Zelienople Community Park in 1949?
\$11,500.00.

CONSENT AGENDA:

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

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

Motion carried 6-0.

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OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew, to accept the "bills to be paid report" for March 31, 2025 totaling \$361,412.52.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – ZELIENOPLE BED DERBY

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to approve the Special Event Permit Application - Zelienople Bed Derby to be held on June 26, 2025 from 5:00 pm to 9:00 pm along the S. High Street between Spring and Beaver Streets with a rain date of July 24, 2025 or July 31, 2025 and closure of High Street from 5:00 pm to 9:00 pm 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.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – OUT OF THE DARKNESS WALK - SUICIDE PREVENTION FUNDRAISER

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve the Special Event Permit Application - Out of the Darkness Walk - Suicide Prevention Fundraiser to be held on May 3, 2025 from 10:00 AM to 12:00 PM at the Zelienople Community Park 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.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– ZELIENOPLE FARMERS MARKET

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew to approve the Special Event Permit Application – Zelienople Farmers Market to be held each Saturday beginning Saturday May 31, 2025 through Saturday November 1, 2025, from 10:00 AM to 1:00 PM at the

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Four Corners Park (St. Paul's Corner) 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 conditions and clarification noted above as Council may direct.

Motion carried 6-0.

CONSIDER APPROVAL OF REQUEST FOR OUTDOOR SEATING AND SERVICE FOR THE KAUFMAN TAVERN RESTAURANT

A motion was made by Mr. Fritch, seconded by Mr. Foyle to approve Kaufman Tavern to have outdoor seating and service at various locations around the Kaufman House building, specifically the patio area behind Maddalon Jewelers from March through October 2025 (weather permitting) with the following conditions:

1. All necessary Borough and PLCB rules and regulations must also be maintained yearly.
2. The primary area for the Kaufman Tavern's outdoor seating and service is on the concrete pad.
3. There will be a 10:00 pm limit to outdoor seating and service.
4. All pedestrian walkway access must be maintained at the required levels and distances, especially the handicapped six (6) foot criteria.
5. The areas and walkways must be kept clean daily. Given the nature of the walkway stones, all cleaning agents used and how to use them must be consulted with Borough staff. Reason is that the walkway stones seals are porous, and all rainwater and drainage is channeled through them into the stormwater sewer system.
6. All necessary insurance coverage as additional insured.
7. This request is for 2025 and must be requested annually prior to the intended start date.

Applicant has agreed to abide by all rules and regulations applicable to this request and understands that this is an annual request to the Borough as is the normal process for outdoor seating for restaurants. Furthermore, he agrees to maintain the requested areas.

Motion carried 6-0.

CONSIDER APPROVAL OF REQUEST FOR CON YEAGER SPICE OUTDOOR TABLE AND CHAIR

A motion was made by Mr. Foyle, seconded by Mr. Spencer Mathew to approve Con Yeager Spice to have outdoor seating at 209 S Main Street to include One (1) table and one (1) chair placed alongside the front entrance, which will allow the required 36 inches of pedestrian clearance.

No person shall place, set up, exhibit or display upon any sidewalk in the Borough of Zelienople any goods, wares or merchandise, nor shall any person set up and/or operate upon any such sidewalk

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any implements or fixtures used in connection with the display and/or sale of goods, wares or merchandise, except upon special permission by Borough Council. All parties have agreed to adhere to Zelienople Borough requirements by providing a drawing of the layout of table and chairs, provided dimensions of furniture and sidewalk, and displaying the required 36 inch area of sidewalk clearance for handicap accessibility. All table and chairs are to be removed from sidewalk and placed inside when the business is closed.

Motion carried 6-0.

CONSIDER FINAL APPROVAL OF PHASE 3 AND 4 OF THE GLADE RUN DEVELOPMENT

A motion was made by Mr. Mathew, seconded by Mr. Schoppe to approve Phase 3 and 4 for the major land development of the Glade Run Development located at the southwesterly corner of Zelienople Borough, contingent upon the satisfaction of points in Gannett Fleming review letter dated March 18, 2025.

The 252 acre plot is the future development site of a 411 unit residential development community. Phase Three will include 59 Single Family Homes and 19 Townhomes. Phase Four will include 60 Single Family Homes and 39 Townhomes. The property is being developed as a Village Residential (VR) development.

Motion carried 6-0.

CONSIDER APPROVAL OF AGREEMENT FOR ACTUARIAL SERVICES-MOCKENHAUPT TO ACRISURE

A motion was made by Mr. Spencer Mathew, seconded by Mr. Schoppe to approve the Agreement for Actuarial Services for the Borough of Zelienople with Acrisure. The Borough received notice that Mockenhaupt, the firm that provides the actuarial services for the Borough's pension plans, is now a part of Acrisure. The actuarial services that Mockenhaupt has always provided will not change under the agreement, but being they are now under a new entity name they are requesting approval of a new agreement with Acrisure instead of Mockenhaupt. The 2023 & 2024 cost under Mockenhaupt was \$9,752 per year for both plans and under the new agreement the estimated cost is \$11,250. They will continue to provide the same services as Mockenhaupt such as actuarial valuations, MMO assistance, OPEB valuation, as well as other calculations pertaining to retirees and employees preparing for retirement.

Motion carried 6-0.

REQUEST AUTHORIZATION TO ADVERTISE AND HIRE FOR REGULAR FULL TIME LABORER POSITION

A motion was made by Mr. Mathew, seconded by Mr. Fritch to authorize the Borough Manager to advertise for the public works regular full-time laborer position and authorize filling the position at a

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starting wage rate of \$19.25 an hour. The Borough has a vacancy for a regular full-time laborer position that needs to be filled because of the resignation of Chad Lang effective March 28, 2025.

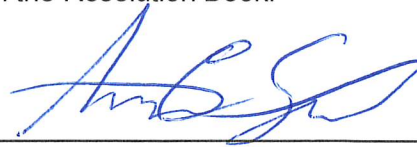
Motion carried 6-0.

CONSIDER RESOLUTION #540-25 AUTHORIZING JOINT PURCHASING PARTICIPATION FOR THE BOROUGH'S 2025 STREET PAVING PROGRAM THROUGH THE SOUTHWESTERN BUTLER COUNTY COG

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to adopt Resolution #540-25, a Resolution authorizing participation in the 2025 Paving Program through the Southwestern Butler County COG.

The Borough had participated in bidding out the paving program through the Southwestern Butler County COG in 2024, which proved successful. The Public Works Director is working with the Borough's municipal services representative at PennDOT to get the Borough's quantities identified for the joint paving bid. PennDOT has recommended, the same as last year, that each member adopt the attached resolution.

A full and true copy of Resolution #540-25 can be found in the Resolution Book.



Borough Manager

Motion carried 6-0.

CONSIDERATION OF THE SALE OF ONE 2013 AND ONE 2018 FORD POLICE INTERCEPTOR

A motion was made by Mr. Mathew, seconded by Mrs. Spencer Mathew to authorize the sale of a 2013 Ford Interceptor and a 2018 Ford Interceptor through the Municibid website bidding process with the following restrictions:

2013 Ford Interceptor. Reserve of \$3000.00 and a minimum bid of \$1,000.00

2018 Ford Interceptor. Reserve of \$7,500.00 and a minimum bid of \$5,000.00

Bid closing date of April 30, 2025, at 12:00PM.

The police department recently received new vehicles for the fleet and as a result there are vehicles that will need to be sold. One of the 2018 vehicles that was replaced will be given to the borough administration to use and a 2013 (Unit 212) Ford will be retired. The two vehicles that are ready to

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sell are a 2013 (Unit 212) Ford Interceptor with mileage in the high eighties and a 2018 (Unit 218) Ford Interceptor with mileage in the mid-nineties.

Motion carried 6-0.

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 \$73,657.48 for 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 6, \$73,657.48 for work completed from 2-16-2025 through 3-26-2025.

Motion carried 6-0.

CONSIDER BOROUGH MANAGER MERIT RATE FOR 2025

Council President requested an executive session on this matter.

OTHER BUSINESS:

COUNCIL REQUEST FOR INFORMATION

The council did not review the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 3/26/2025 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Human Resources: noted AEP's reviewed along with cross training, pool manager potential hire and drill downs along with Public Works vacancy discussed in committee.
- Building & Finance: no report
- Police Matters: no report

Mr. Mathew

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- Utilities: Rosewood completed and M&B is back on Main Street working on the cut over.
- Police Matters: no report
- Fire Dept. Liaison: Will be meeting the new Fire Department Administrator at the next COG meeting.
- Shared Services Committee: no report

Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: noted committee meeting on sidewalks and planning improvements was held with the Code Enforcement/Zoning Officer
- Library: no report
- Pension Committee: no report
- Building & Finance: no report

Mr. Schoppe

- Parks & Recreation: noted some great concerts are being planned for this summer.
- Utilities: no report

Mr. Mathew

- Building & Finance: no report
- IT: no report
- Police Matters: no report
- EMS Study: attended Zoom call and reported good survey responses so far.

Mr. Fritch

- Community Revit. Committee: no report
- IT: noted that website changes are in process
- Public Safety/Steet/Sidewalk/Storm water: no report

Mrs. Hess:

- Community Revit. Committee: no report
- Human Resources: no report
- Southwest Butler County Stormwater Authority: no report

Mayor :

- Airport Authority – noted minutes will be included for council and Tom Surgalski is doing a great job on the authority. Board noted 100% participation on the Butler County Boroughs Association.

Manager: attended PMEA Board Conference to strategically plan for the organizations future

Solicitor: no report

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Engineer: no report

Police Chief: updating police secretary computer and noted Civil Service held test for anticipated retirement.

Public Works Director: noted M&B working on cut-over for Main Street and work for feeder extension continuing for Glade Run as well as repairs in the vault.

Parks Manager: noted work on the amphitheater project is progressing and the process of hiring a pool manager. Planning underway for Earth Day where there will be some clean-up at the park. Noted she is planning a family evening program at the park.

The meeting was recessed at 8:01 PM.

Council went into executive session at 8:02 PM and returned at 8:17 PM.

Being no further business, President Semel closed the meeting at 8:17 PM.

ATTEST:



Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 14th day of April 2025.



Thomas M. Oliverio
Mayor