

Minutes of the Borough Council Zelienople, PA

6/9/2025

7:00 PM

Council-Regular

MasterID: 796

The June 9, 2025, Council Meeting of the Zelienople Borough Council was called to order at 7:04 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, Mary Hess, and Mayor Thomas Oliverio.

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

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by President Semel

VISITORS:

Adel Fatur, Bob Mignanelli, Beckie Neely, Angelica Miller, Karen Lyle, Beckie Neely, Carly Hughes

PUBLIC COMMENT:

Bob Mignanelli commented on stormwater issues on his property.
Beckie Neely requested resident parking only on Clay Street
Angelica Miller commented on stormwater issues on her property.

CONSENT AGENDA:

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

- Minutes of May 12, 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:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to accept the “bills to be paid report” for June 9, 2025 totaling \$555,363.99.

Motion carried 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION – FLAGS AT FOUR CORNERS PARK

Mr. Spencer Mathew made a motion, seconded by Mr. Schoppe to approve a Special Event Permit – Flags for the placement of flags at the Four Corners Park along the sidewalks for the Fourth of July festivities from June 30, 2025 through July 7, 2025 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 7-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– JULY 26, 2025 DIVISION STREET BLOCK PARTY AND ROAD CLOSURE

Mr. Schoppe made a motion, seconded by Mr. Foyle to approve a special event permit for the Division Street Block Party to be held on Saturday, July 26, 2025 from 2:00 pm to Dusk on the 200 block of Division Street and to close Division Street from E. Beaver Street to E. Spring Street 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 same conditions placed upon the approval of such events as those given the last several years.

Motion carried 7-0.

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CONSIDER SPECIAL EVENT PERMIT APPLICATION– ZELIENOPLE AREA BUSINESS ASSOCIATION (ZABA) THURSDAY NIGHT OPEN AIR MARKET- AMENDMENT 1

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew to approve the Zelienople Area Business Association (ZABA) Special Event Permit Application – Thursday Night Open Air Market-Amendment 1 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 and includes the closure of E. New Castle Street and the Spring Street lot and the following road closures from 4pm to 9pm.

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

The original special event permit application was approved but needed amended to include the change noted above.

Motion carried 7-0.

CONSIDER APPROVAL OF REQUEST FOR OUTDOOR TABLE AND CHAIRS

Mr. Fritch made a motion, seconded by Mr. Mathew to approve outdoor seating for Grows on Main at **109 E Spring Street**. The approval includes the placement of two 42" x 18" benches placed along the sidewalk, which will allow adequate 36" sidewalk clearance. All tables and chairs are to be removed from the sidewalk and placed inside when the business is closed.

Motion carried 7-0.

CONSIDER APPROVAL OF HIRES FOR TEMPORARY SUMMER HELP FOR THE ZELIENOPLE COMMUNITY POOL

A motion was made by Mr. Schoppe, seconded by Mr. Spencer Mathew to approve the hiring of two pool co-managers, lifeguards, and concession staff for the 2025 season. These temporary summer positions will be employed for the duration of the pool season.

Each year the Borough has the need for temporary summer help to ensure the safe operation of the Zelienople Community Pool. This year we hired two part-time pool co-managers and 34 lifeguards/concessions staff to manage the pool during the pool season.

Motion carried 7-0.

CONSIDER ESTABLISHING FEES FOR RED CROSS CERTIFICATION TRAINING

A motion was made by Mr. Schoppe, seconded by Mr. Mathew to establish fees for Red Cross certification classes offered through the Zelienople Community Park.

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Pool Employee Gavin Frederick has been certified as a Red Cross Instructor and will offer Red Cross lifeguard certification classes through Zelienople Community Park. After reviewing local YMCA pricing, the Park Committee met and agreed to the following fees:

Full Certification:	\$250
Recertification:	\$150
CPR:	\$100
Babysitting:	\$125

These fees will be included in the Borough Fee Schedule by resolution during the next update.


Motion carried 7-0.

CONSIDER ADOPTION OF RESOLUTION #543-25 - A MUNICIPAL LOAN TO THE SOUTHWEST BUTLER STORMWATER AUTHORITY

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle to adopt Resolution #543-25 to extend a municipal loan to the Southwest Butler Stormwater Authority to aid in start-up costs in the amount of \$15,750.00.

The Southwest Butler Stormwater Authority is now up and running and the stormwater planning group had floated the idea that a loan may be needed for some of the start-up costs with the authority once the Articles of Incorporation were approved and a banking relationship was established by the new authority board. The new authority has submitted an invoice to the Borough requesting these funds in the amount of \$15,750.00, which all the municipalities agreed to contribute with the expectation that the authority would repay these loans within 3 months of the first quarter after receiving the revenue from its billing.

A full and true copy of Resolution #543-25 can be found in the Resolution Book.


Borough Manager

Motion carried 7-0.

CONSIDER APPROVAL FOR STAFF/AND COUNCIL ATTENDANCE AT THE 2025 PMEA ANNUAL CONFERENCE

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew to authorize the Borough Manager, Assistant Borough Manager, Finance Director, Public Works Director, and Utility Committee Chair to attend the Pennsylvania Municipal Electric Association (PMEA) conference in Bedford Springs from September 3, 2025 to September 5, 2025.

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The dues for the Association pay for the registration so there are no conference registration fees needed. The Borough is responsible for the room costs (approx. \$225) as well as travel and any meals not part of the conference. Car-pooling will be used to the best advantage. The Golf outing is paid for by the individual, if any desire to play.

Motion carried 7-0.

CONSIDER PAY REQUISITION ESTIMATE NO. 3 FOR MAIN LITE ELECTRIC COMPANY, INC. FOR THE ZELIENOPLE BOROUGH STREETSCAPE PHASE 2 ELECTRIC UTILITY AERIAL LINE WORK (CONTRACT 20-01) PROJECT

A motion was made by Mr. Spencer Mathew, seconded by Mr. Fritch to approve Main Lite Electric Company, Inc Pay Requisition Estimate No. 3 in the amount of \$117,010.00 for the Zelienople Borough Streetscape Project Phase 2 Electric Utility Aerial Line Work (Contract 20-01), Main Lite Electric Company, Inc.

The work has been completed. The estimate also includes the release of retainage. After payment by the Borough, the pay request will be submitted to DCED for reimbursement.

Motion carried 7-0.

CONSIDERATION FOR CHANGE ORDER NO. 5 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH ELECTRIC UTILITY UNDERGROUND SERVICE WORK PROJECT – CONTRACT 20-02

A motion was made by Mr. Fritch, seconded by Mr. Mathew to approve M and B Services LLC Contract 20-02 Change Order No. 5 in the amount of \$6,266.14 for the Zelienople Borough Electric Utility Underground Service Work Project.

The work is the costs for trenching and backfill, conduit, and restoration for routing the service underground for 214 and 210/212 South Main Street.

Motion carried 7-0.

CONSIDERATION FOR PIATT COMPANIES RELEASE NO. 7 OF THEIR FINANCIAL GUARANTEE FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASES 1 & 2

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Piatt Companies Release No. 7 in the amount of \$737,625.12 for materials installed on the Glade Run Village Residential Development. Gannett Fleming has reviewed this request and confirmed that the materials have been installed.

Motion carried 7-0.

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CONSIDERATION FOR ESTIMATE 1 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE AMPHITHEATER SITE IMPROVEMENTS PROJECT

A motion was made by Mr. Mathew, seconded by Mr. Schoppe approve ATX Excavating LLC Estimate No. 1 in the amount of \$88,823.71 for the Zelienople Amphitheater Site Improvements Project. The work has been completed.

Motion carried 7-0.

CONSIDER HIRING A FULL TIME POLICE OFFICER

A motion was made by Mr. Spencer Mathew, seconded by Mr. Mathew to authorize hiring Taylor Placke as a Full Time Police Officer for the Borough of Zelienople in accordance with the Civil Service Regulations, contingent that she passes the required physical, psychological, background and drug testing. The date of hire will be the first day that she reports to work as determined by the Chief of Police. Additionally, she will be on a one-year probation from the date of hire.

On April 28, 2025, Council made a formal request asking the Civil Service Commission to provide council with a certified eligibility list to hire a full-time police officer. On May 6, 2025, a certified eligibility list to hire a full-time police officer was established. Borough Council interviewed eligible candidates prior to this council meeting. Hiring a new officer will fill the vacancy left by the retirement of Sergeant Adomaitis.

Motion carried 7-0.

REQUEST AUTHORIZATION TO HIRE-PART-TIME LABORER POSITION

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew to authorize filling the part-time laborer position in the Public Works-Water Department.

While interviewing candidates for the full-time laborer vacancy, two good candidates were identified, one that can meet the needs of the full-time position immediately and another with long-term potential. Historically, the Borough has had a part-time Water Department laborer position, which is currently vacant and has not been filled in some time. The goal is to fill this role with the second good candidate, with the intent of developing them for a future full-time vacancy due to an anticipated retirement in the Street Department. The position is hourly and does not include benefits.

Motion carried 7-0.

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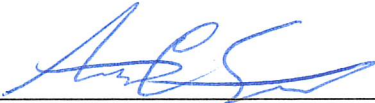
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OTHER BUSINESS:

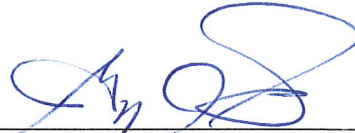
None

Being no further business, President Semel closed the meeting at 7:52 PM.

ATTEST:

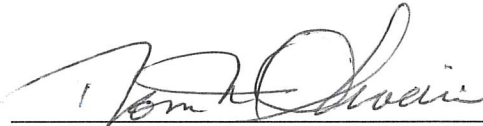


Andrew C. Spencer
Borough Manager



Gregg A. Semel
Council President

Approved by me on this 30th day of June 2025.



Thomas M. Oliverio
Mayor