

# Minutes of the Borough Council Zelienople, PA

3/9/2026

7:00 PM

Council-Regular

MasterID: 813

The March 9, 2026, 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. In attendance were Council Members Gregg Semel, Andrew Mathew III, Dan Fritch, Karen Lyle, Doug Foyle, and Mayor Thomas Oliverio. Spencer Mathew and Steve Schoppe did not attend.

Borough Manager Andrew Spencer, Police Chief James Miller, Public Works Director Chad Garland, 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:**

Trivia Question – Who was the first President of the Zelienople Rotary Club, circa 1920's? C.W. White, who owned a hardware store.

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## **CONSENT AGENDA:**

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

- Minutes of January 26, 2026 Council Meeting
- Minutes of February 9, 2026 Council Meeting
- Minutes of February 23, 2026 Council Meeting
- Transfer of Funds, \$150,000 from the Electric Fund to the General Fund, if needed.
- Transfer of Funds, \$50,000 from the Water Fund to the General Fund, if needed.

Motion carried 5-0.

## **OLD BUSINESS:**

None

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## NEW BUSINESS:

### BILLS TO BE PAID

A motion was made by Mrs. Lyle, seconded by Mr. Foyle, to accept the "bills to be paid report" for March 9, 2026, totaling \$351,614.24.

Motion carried 5-0.

### CONSIDER WRITE-OFFS TO BAD DEBT

A motion was made by Mr. Mathew, seconded by Mr. Fritch to approve the write-offs to bad debts in the amount of \$4,640.32 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 5-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION– GET FIT FAMILIES YOUTH SUMMER CAMPS

A motion was made by Mr. Foyle, seconded by Mrs. Lyle to approve the Special Event Permit Application – Get Fit Families Youth Summer Camps to be held from June 2, 2026 through August 14, 2026 from 7:30 am to 3:30 pm at the Zelienople Community 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.

Motion carried 5-0.

### CONSIDER SPECIAL EVENT PERMIT APPLICATION– GET FIT FAMILIES FIRECRACKER 5K

A motion was made by Mr. Mathew, seconded by Mr. Fritch to approve the Special Event Permit Application – Get Fit Families Firecracker 5K and 1 Mile to be held on July 4, 2026 from 7:30 am to 9:45 am at the Zelienople Community 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.

Motion carried 5-0.

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## CONSIDER SPECIAL EVENT PERMIT APPLICATION– ROTARY CLUB FOURTH OF JULY PARADE

A motion was made by Mr. Fritch, seconded by Mr. Mathew to approve the Special Event Permit Application – Rotary Club Fourth of July Parade to be held on July 4, 2026 from 11:00 am to 1:00 pm on Main Street and closure of Main Street during the duration of the event 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 PennDOT to close Main Street.

Motion carried 5-0.

## CONSIDER THE PURCHASE OF AN F-350 PICK UP TRUCK FOR THE PUBLIC WORKS – STREET DEPARTMENT PER THE CAPITAL IMPROVEMENT PLAN

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mrs. Lyle to authorize the purchase of an F-350 pick-up with spreader and plow through the COSTARS program for a total price of \$65,293.65 using Liquid Fuels monies.

The current 2005 Ford F-350 pickup in service with Public Works will not pass inspection due to a rotted frame. A new Ford F-350 was quoted using the COSTARS (state contract) discount price. A cost of \$47,200.00 for the base truck from Laural Ford and \$18,093.65 for the v-box spreader and 9' plow with outfitting by PA Municipal Inc. of Huntingdon, PA.

Motion carried 5-0.

## CONSIDER AUTHORIZATION TO ADVERTISE ON MUNICIBID THE SALE OF THE 2005 FORD F-350 PICKUP TRUCK

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mr. Fritch to authorize the advertisement for the 2005 Ford F-350 pickup and plow on Muncibid with a minimum reserve between \$2,000-\$5,000.

Once the new truck is scheduled for delivery, the 2005 F-350 can be removed from service and prepared for sale along with the plow that accompanies the vehicle. Historically, the Borough has authorized the use of the online bidding platform Muncibid to handle vehicle disposals, and we have achieved very good results using this service. Under the Muncibid process, the buyer is responsible for paying the Muncibid commission, and the Borough will also require the buyer to cover any associated title transfer fees.

Motion carried 5-0.

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## CONSIDER AUTHORIZATION OF THE SALE OF V-BOX TO HARMONY BOROUGH

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mrs. Lyle to authorize the sale of the Sno Way v-box spreader to Harmony Borough for \$1,500.00.

The Borough of Zelienople has taken its SnoWay v-box spreader out of service and is no longer a viable asset. Harmony Borough has shown interest in purchasing the v-box spreader to add redundancy to its snow removal responsibilities. A fair market value of this used equipment could be up to \$2,500 if it were in excellent condition; however, given its current condition and that the sale would be **as-is, where-is**, a price of approximately \$1,500 may represent a more reasonable value.

Since this is a sale to another municipality there is no need to have an advertised bid process.

Motion carried 5-0.

## CONSIDER THE PURCHASE OF AN F-650 DUMP TRUCK FOR THE PUBLIC WORKS - STREET DEPARTMENT PER THE CAPITAL IMPROVEMENT PLAN

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mr. Fritch to authorize the purchase of an F-650 Dump Truck with spreader and plow through the COSTARS program for a total price of \$129,040.00, to be financed through a municipal lease purchase program from a participating lender.

The Borough's 2026 Capital Improvement Plan includes \$150,000.00 for the purchase of a Ford F-650 for the Public Works Department, primarily for use by the Street Department. A Ford F-650 cab and chassis was quoted at the COSTARS (state contract) discounted price, including \$67,850.00 for the base truck from Tri-Star Motors and \$61,190.00 for the dump body, 9-foot plow, and equipment outfitting by PA Municipal Inc. of Huntingdon, PA, for a total project cost of \$129,040.00.

This truck will replace the 2012 F-750 Dump Truck with a similar configuration that will be decommissioned and disposed of when its replacement arrives.

Motion carried 5-0.

## CONSIDER APPROVAL OF BUTLER COUNTY PARK GRANT APPLICATION - RESOLUTION #556-26

A motion was made by Council Member Mr. Foyle, seconded by Council Member Mr. Fritch to adopt Resolution #556-26 in support of the grant application to Butler County in the amount of \$10,000 for pool renovations.

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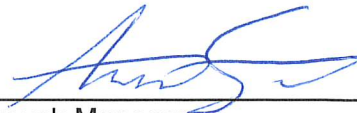
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The Park Department is applying to Butler County for consideration of a \$10,000 renovation grant for the Zelienople community pool. Zelienople Borough will provide the required 25% local match, totaling \$2,500.

As part of the application, a Borough resolution must be submitted with the application. To fulfill this requirement, Resolution #556-26 has been prepared.

A full and true copy of Resolution #556-26 can be found in the Resolution Book.



Borough Manager

Motion carried 5-0.

## CONSIDER PERCENTAGE MERIT INCREASE FOR 2026 – NON-UNIFORMED EMPLOYEES

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mr. Lyle to approve a 3.0% merit increase to fund the non-uniformed employee merit increase for 2026 as well as set 3.0% for part-time employees, and provide a \$0.25 per hour adjustment for returning seasonal pool employees.

Annually, the Human Resources Committee (HRC) recommends a merit increase for non-uniformed employees, aligning it with the police collective bargaining agreement. For 2026, the recommended rate is 3.0%.

Motion carried 5-0.

## CONSIDER PERCENTAGE MERIT INCREASE FOR 2026 – POLICE CHIEF AND BOROUGH MANAGER

A motion was made by Council Member Mr. Mathew, seconded by Council Member Mr. Fritch to approve a 3.0% merit increase for the Chief of Police and Borough Manager for 2026.

Annually, the Human Resources Committee (HRC) recommends to council to establish the percentage rate of increase for the Chief of Police and Borough Manager, aligning it with the police collective bargaining amount. For 2026, the recommended rate is 3.0%.

Motion carried 5-0.

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## CONSIDER 2026 STAFF PLANNING STRATEGY

A motion was made by Council Member Mrs. Lyle, seconded by Council Member Mr. Foyle to approve the 2026 Wage and Position Plan as recommended by the Human Resources Committee (HRC).

Annually, the Human Resources Committee (HRC) makes a recommendation to council on any staff planning adjustments and salary drill-down adjustments to ensure our positions are comparable to other positions in the market and our current staff are being placed in the most effective position for the future. The recommended adjustments put our employees in the best position to serve the Borough into the future.

Motion carried 5-0.

## OTHER BUSINESS:

None

## REPORTS:

Mr. Fritch presented a concept for banners on Main Street.

The Borough Manager requested an executive session on personnel matters.

Time of Break 7:40 PM; Return 7:45 PM

Executive Session Time: 7:45 PM; Return 8:06 PM

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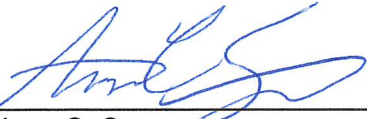
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Being no further business, President Semel closed the meeting at 8:07 PM.

ATTEST:



Andrew C. Spencer  
Borough Manager



Gregg A. Semel  
Council President

Approved by me on this 30<sup>th</sup> day of March 2026.



Thomas M. Oliverio  
Mayor