

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

The June 24, 2024, Council Meeting of the Zelienople Borough Council was called to order at 7:31 PM by Council President, Mary Hess, 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 advertisement rules, and the public had access to the meeting and could participate. In-person attendants were Council Members President Mary Hess, Andrew Mathew, Doug Foyle, Steve Schoppe, Spencer Mathew, Dan Fritch, Gregg Semel, and Mayor Thomas Oliverio. Junior Council Member Kyra Fazio 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 concerning a personnel matter at 7:00 PM. Session adjourned at 7:31 PM.

## **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Doug Foyle.

## **VISITORS:**

Kathie Brenneman and Olivia Webb

\*\*\*\*\*

## **PUBLIC COMMENT**

None

## **CONSIDER ADDING TO THE AGENDA CONSIDERATION FOR THE AUTHORIZATION TO ADVERTISE FOR A PUBLIC HEARING ON JULY 29, 2024 FOR A STORMWATER AUTHORITY**

A motion was made by Mr. Semel, seconded by Mr. Schoppe, to approve adding to the agenda the consideration for authorization to advertise for a public hearing on July 29, 2024 at 6:30PM for a Stormwater Authority.

Motion Carried 7-0

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

## **CONSIDER AUTHORIZATION TO ADVERTISE FOR A PUBLIC HEARING ON JULY 29, 2024 FOR A STORMWATER AUTHORITY**

A motion was made by Mr. Spencer Mathew, seconded by Mr. Foyle, to authorize the advertising of a public hearing on July 29, 2024 at 6:30 PM for a Stormwater Authority.

Motion Carried 7-0

## **CONSENT AGENDA:**

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

1. Minutes of June 10, 2024 Council Meeting
2. Transfer of Funds, \$150,000.00 from the Electric Fund to the General Fund, if needed.

Motion Carried 7-0

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

## **BILLS TO BE PAID**

A motion was made by Mr. Mathew, seconded by Mr. Semel, to approve the "bills to be paid report" for June 24, 2024, totaling \$204,235.82.

Motion Carried 7-0

## **CONSIDER SPECIAL EVENT PERMIT APPLICATION-E. NEW CASTLE STREET BLOCK PARTY AND ROAD CLOSURE**

A motion was made by Mr. Semel, seconded by Mr. Foyle, to approve the Special Event Permit Application-E. New Castle Street Block Party to be held on Saturday, July 13, 2024 from 1:00 pm to 6:00 pm on the 200 block of E. New Castle Street and closure of E. New Castle Street from Oliver Street to High 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 following conditions placed upon the approval:

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

- Sponsor must notify all affected neighbors of the road closure on E New Castle Street between Oliver Street and High Street.
- The Borough is agreeing to close the road as stipulated for their event.
- Be responsive to complaints on noise.
- Should a second complaint be received all music will be shut down.
- They coordinate with the Street Department to obtain cones, barricades, and signs for street closure and coordinate with the Police Department for safety concerns, no later than Monday prior to the event.
- 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.
- They ensure that the area is cleaned of any trash and debris when the event is completed.
- This is not a Borough sanctioned or sponsored event.

Motion Carried 7-0

## **CONSIDER APPROVAL OF REQUEST FOR OUTDOOR TABLE AND CHAIRS**

A motion was made by Mr. Mathew and seconded by Mr. Semel, to approve outdoor seating of 36"x 46" table (3)/chairs (12 max) placed on storefront property at 118 N. Main-Urban Vine of Zelienople. All tables and chairs are to be removed from sidewalk and placed inside when the business is closed.

Motion Carried 7-0

## **CONSIDER PROPOSED RESOLUTION #522-24 REQUEST FOR SIGNAGE AT THE GATEWAY LOCATION OF RT. 288 & 588 AND THE ENTRANCE OF THE ZELIENOPLE COMMUNITY PARK**

A motion was made by Mr. Mathew, seconded by Mr. Fritch, to adopt Proposed Resolution #522-24 which allows Harmony-Zelienople Global Methodist Church to place two 2.5 foot by 2 foot banner signs from July 25, 2024 through July 29, 2024 at the gateway locations to advertise their Family Food Truck Festival on July 29, 2024. One sign will be placed at the intersection of Rt. 288 and Rt. 588 near the Airport, and the other will be at the entrance of the Zelienople Community Park.

A full and true copy of Resolution #522-24 can be found in the Resolution Book.

  
Borough Manager

Motion carried 7-0



# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

## **CONSIDER APPROVAL OF A MEMORANDUM OF AGREEMENT WITH THE ZELIENOPLE POLICE WAGE AND POLICY UNIT ESTABLISHING THE RATE OF PAY FOR THE RANK OF LIEUTENANT**

A motion was made by Mr. Mathew and seconded by Mr. Foyle, to approve the proposed Memorandum of Agreement with the Zelienople Police Wage and Policy Unit establishing the rate of pay for the lieutenant's position of \$.75 an hour above the senior sergeant rate.

The rank of Lieutenant in the Zelienople Police Department has been established by Borough ordinance. In accordance with current labor law, the rate of pay must be negotiated with the Zelienople Police Wage and Policy Unit. The PMC met to discuss the Lieutenant pay rate and it was decided to let our labor attorney, Dave Mitchell, initiate the process. The process started with a letter from the Borough Manager asking the bargaining unit to meet to discuss the pay rate. Along with the letter, a MOA prepared by Dave Mitchell, was also included in the correspondence. The initial MOA asked for a \$.50 an hour above the senior sergeant's rate of pay. The Bargaining Unit came back with a signed MOA asking for \$.75 an hour above the senior sergeant rate of pay. The \$.75 an hour rate above the senior sergeant rate was within the acceptable rate range set by the PMC and our labor attorney.

Motion carried 7-0

## **CONSIDER AUTHORIZATION TO PAY INVOICE – RECONFIGURE 4.16KV AERIAL LINE, HARMONY FIRE STATION, S. MAIN ST.**

A motion was made by Mr. Foyle and seconded by Mr. Spencer Mathew, to authorize final payment to Slater Electric and Sons for \$5,100.00 for work completed on contract: RECONFIGURE 4.16KV AERIAL LINE, HARMONY FIRE STATION, S. MAIN ST. Quad3 has reviewed this work and has approved the payment request.

Slater Electric and Sons was awarded the contract: RECONFIGURE 4.16KV AERIAL LINE, HARMONY FIRE STATION, S. MAIN ST. for a project cost of \$54,000.00. The project is complete and the final payment of \$5,100.00 has been requested.

Motion carried 7-0

## **CONSIDER AUTHORIZATION TO PAY INVOICE – RECONFIGURE 4.16KV AERIAL LINE, Allegheny Street - WBCA**

A motion was made by Mr. Mathew and seconded by Mr. Fritch, to authorize final payment to Slater Electric and Sons for \$88,456.00 for work completed on contract: RECONFIGURE 4.16KV AERIAL LINE, ALLEGHENY ST - WBCA. Quad3 has reviewed this work and has approved the payment request. WBCA will be invoiced for this project as it was a facilities relocation project at the customer request.

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

Slater Electric and Sons was awarded the contract: RECONFIGURE 4.16KV AERIAL LINE, ALLEGHENY ST - WBCA. for a project cost of \$88,456.00. The project is complete, and the final payment has been requested.

Motion Carried 7-0

## **CONSIDER AUTHORIZATION TO EXECUTE SET-ASIDE AGREEMENT FOR PERFORMANCE SECURITY**

A motion was made by Mr. Mathew and seconded by Mr. Semel, to authorize to execute the Set-Aside Agreement for the Glade Run development for performance security on Phase 1 & 2.

The Glade Run Developer has provided a Set-Aside Agreement as part of the requirement for them to ensure the Borough has a means to cover costs associated with the obligations the developer has to the Borough in Phase 1 & 2 of the development. In short, funds are pledged through the developer's lender to the Borough as performance security in the event the developer does not construct improvements to Borough standards or should they welch on items in the Developer Agreement. The "set-aside" amount for the Borough under this agreement is \$2,116,589.34.

Motion Carried 7-0

## **CONSIDERATION FOR CHANGE ORDER NO. 2 TO THE CONSTRUCTION CONTRACT FOR THE STORMWATER IMPROVEMENTS PROJECT**

A motion was made by Mr. Mathew and seconded by Mr. Semel, to approve Brex Enterprises Change Order No. 2 in the amount of \$50,895.16 for the Stormwater Improvements Project.

Due to a conflict with two Verizon lines that were not marked prior to construction, the stormwater pipe will need to be lowered to avoid the conduits. There was a change in pipe material to minimum the new depth. This lower line will result in the existing inlet at Culvert Street to be lowered as well.

Motion Carried 7-0

## **CONSIDER PROMOTION WITHIN THE ZELIENOPLE POLICE DEPARTMENT**

A motion was made by Mr. Semel and seconded by Mr. Schoppe, to promote Sergeant Kevin Mikulan to the rank of lieutenant within the Zelienople Police Department.

Borough Council had requested the Civil Service Commission to provide a certified promotional eligibility list for the rank of Lieutenant. The Commission did conduct promotional testing in accordance with the Zelienople Borough Civil Service Regulations. The process included written and verbal competitive testing. Sergeant Kevin Mikulan passed all the testing requirements and

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

is on the certified eligibility list for promotion to the rank of lieutenant. After receiving the list, Borough Council conducted an interview prior to the council meeting on June 24, 2024.

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 6/19/2024. This includes any discussion and removal/addition of items from the previous month.

No action vote was taken.

## **REPORTS**

### Committees Reports:

#### Mrs. Hess

- Human Resources: no report
- WBCA: no report

#### Mr. Mathew

- Utilities: no report
- Police Matters: no report
- EMA: no report
- Fire Dept. Liaison: noted fire district requesting paid administrator or Chief; this is still in discussion

#### Mr. Foyle

- Public Safety/Steer/Sidewalk/Storm water: noted public works did CPR training and safety training on wood chipper
- Library: new circulation desk
- Shared Services Committee: no report

#### Mr. Schoppe

- Utilities: no report
- Parks & Recreation: no report



# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

MasterID: 772

Mr. Mathew

- IT: no report
- Noted PMC met on Lieutenant position
- Shared Services Committee: no report

Mr. Fritch

- Public Safety/Steet/Sidewalk/Storm water: no report
- Community Revit. Committee: noted substantial work on historic preservation

Mr. Semel

- Building and Finance:
  - o noted quotes for roof replacement/reviewing bids and will bring to council
  - o noted improvements to police restroom in amount of \$2,500
- Parks & Recreation: no report
- Community Revit. Committee:
  - o noted transformer is in, awaiting contractor schedule
  - o stormwater facility at park is anticipated to be bid this winter
  - o work on E. New Castle Street lot is completed for 2024; other improvements planned for 2025, in conjunction with Main Street project, like sidewalks, pole work, and street lights

Mayor

- Airport Authority: no report
- Noted work on Mayors Association and reported on success of PSAB event this year with first time attendees
- Noted bed race this Thursday, June 27, 2024

Manager:

- noted PennDOT agreement
- noted new configuration in front office

Solicitor: no report

Engineer: no report

Police Chief: no report

Public Works Director: not present

Zoning/Code Officer: not present

Junior Council Person: not present

# Minutes of the Borough Council Zelienople, PA

6/24/2024

7:30 PM

Council-Regular

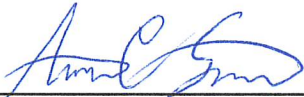
MasterID: 772

## OTHER BUSINESS:


None

Being no further business, President Hess closed the meeting at 8:29 PM.

## ATTEST:



Andrew C. Spencer  
Borough Manager



Mary E. Hess  
Council President

Approved by me this 8<sup>th</sup> day of July 2024.



Thomas M. Oliverio  
Mayor