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# *Minutes of the Borough Council Zelienople, PA*

9/28/2015

7:30 PM Council-Workshop

MasterID:

553

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The September 28, 2015 meeting of the Zelienople Borough Council was called to order at 7:30 PM by Council President Allen Bayer.in the council chambers.

In attendance were, Council Members, Mary Hess, Marietta Reeb, Ralph Geis, Andrew Mathew III, Gregg Semel, Don Burgess, and Mayor Thomas Oliverio.

Borough Manager Don Pepe, Solicitor Bonnie Brimmeier, Police Chief Jim Miller, Public Works Director Chad Garland and Borough Engineer Tom Thompson were also in attendance.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Marietta Reeb.

## VISITORS

Marla Bennett  
Henry Zeigler  
Shawn Benson  
Mark Marquart  
Dan Fritch  
Mark Harmanos

Mr. Benson brought up the new parking Kiosk for the North Municipal lot and commented on problems he has observed.

Dan Fritch thanks the borough for including him in the discussion regarding our effort to try to limit the inconvenience on the business owners during the modified fire burn and ultimate demolition of the properties for the new parking lot. He was also thanked for assisting as it is much appreciated.

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## CONSENT AGENDA:

A motion was made by Mr. Mathew, second by Mr. Burgess to accept the Consent Agenda as follows:

- Approve the minutes of the August 31, 2015 council meeting
- Approve the minutes of the September 10 2015 reconvened council meeting
- Approve the minutes of the September 14, 2015 council meeting

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- Approve the minutes of the September 21, 2015 reconvened council meeting

Motion carried 7 - 0

OLD BUSINESS:

CONSIDER REMOVAL FROM PROBATIONARY STATUS AND MOVE TO REGULAR FULL TIME STATUS FOR SHELLY KALTENBAUGH

A motion was made by Mrs. Reeb, second by Mr. Semel, to place Shelly Kaltenbaugh, Code Enforcement & Zoning Officer, on Regular Full Time status as she has successfully completed her probationary period with a pay scale increase to \$41,000 per year or \$19.71 per hour. This is retroactive to June 1, 2015, as per her original offer of employment.

Motion carried 7 - 0

Consider Request from the St. Gregory School PTG to hold Great Pumpkin 5K and 1 Mile Walk & Run Race

A motion was made by Mr. Mathew, second by Mrs. Hess, to approve the 5K Race and a 1-mile Walk & Run, commencing at approximately 3:00 PM. and should be completed by 5:00 PM. This is approved with the following conditions:

- It is their responsibility to coordinate the event with the Borough Street Department and all Emergency Services.
- They must obtain permission from the Sportsman's Club to utilize their property
- Any signs must be small and not block views of traffic on any intersections. The sponsor must gain permission from all property owners to place these signs. They must also be removed as soon as the race is completed. Also they should contact the Park Board as well to notify them of the intended signs.
- Streets are not to be marked with paint of any kind in any manner.

Motion carried 7-0.

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## CONSIDER REQUEST OF THE BUSINESS ASSOCIATION - 2015 CHRISTMAS PARADE

A motion was made by Mr. Mathew, second by Mrs. Reeb, to approve the request of the Business Association to hold the Annual Christmas Parade on Saturday, November 28, 2015 @ 11:00 am, and that the Borough apply for a parade permit on their behalf. It is also noted that the Borough grant the request for free parking from November 29, 2015 through December 26, 2015 for all metered municipal spaces and does not include spaces in the Municipal Building parking lot. Finally, it is noted to allow The Salvation Army to reserve 3 - 4 parking spaces in the north municipal lot to be used by their canteen and parking for Santa's sleigh during the time of the event.

Motion carried 7-0.

## NEW BUSINESS:

## CONSIDER CURB CUT AND APRON EXPANSION REQUEST FOR SVNAA BASEBALL ASSOCIATION ON BEAVER STREET

A motion was made by Mr. Burgess, second by Mr. Mathew, to approve the request for a driveway, curb cut and the 16 foot entry ramp on East Beaver Street as noted in the request from the SVNAA Baseball Association.

Motion carried 7-0.

## AUTHORIZATION TO TRANSFER FUNDS-MAIN STREET REVITALIZATION PHASE 1

A motion was made by Mrs. Hess, second by Mrs. Reeb to authorize the transfer of monies in the amount of \$1,103.12 from the Electric Fund Reserves to the General Fund to cover the payment of invoice #14775-7 to CT Consultants for the additional grant work.

Motion carried 7-0.

## AUTHORIZATION TO TRANSFER FUNDS-MAIN STREET REVITALIZATION PHASE 2

A motion was made by Mr. Mathew, second by Mrs. Hess, to authorize the transfer of monies in the

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amount of \$1,777.96 from the Electric Fund Reserves to the General Fund to cover the payment of invoice #150519-3 to CT Consultants for Phase 2 grant work.

Motion carried 7-0.

## CONSIDERATION OF PROPOSED RESOLUTION #314-15 SETTING THE EMPLOYEE CONTRIBUTION RATE FOR THE POLICE PENSION PLAN

A motion was made by Mr. Mathew, second by Mr. Burgess, to approve Resolution #314-15, to set the employee contribution rate for the police Pension Plan at eight percent (8%) of compensation contribution rate for the calendar year of 2016 as per the Police Collective Bargaining Agreement.

A full and true copy of Resolutions #314-15 can be found in the Resolution Book.

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Secretary / Manager

Motion carried 7-0.

## CONSIDER RESOLUTION #315-15 -1992 TARCO LEAF VACUUM DISPOSAL

A motion was made by Mrs. Hess, second by Mr. Semel, to approve Resolution #315-15, to approve the disposition of unneeded property which is a 1992 Tarco TMI Leaf Loader Vacuum

A full and true copy of Resolutions #315-15 can be found in the Resolution Book.

\_\_\_\_\_  
Secretary / Manager

Motion carried 7-0.

## CONSIDER WATER SERVICE AND SERVICE LINE ABANDONMENT AT 116 & 120 W. NEW CASTLE STREET, 106, 108 & 112 S. CLAY STREET

A motion was made by Mr. Mathew, second by Mr. Burgess, to authorize the agreement to abandon the water services and service lines at 116 & 120 W. New Castle Street, 106, 108 & 112 S. Clay Street. These properties are owned by the Borough and they are contracted to have the buildings demolished and plans to build a municipal parking lot in their place.

Motion carried 7-0.

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## OTHER BUSINESS

## DISCUSSION OF COUNCIL TRACKING ITEMS

Council reviewed the list as provided in the agenda and updated items as deemed necessary.

## APPOINT CONSTRUCTION MANAGEMENT AND FUND TRACKING FOR MAIN STREET PROJECT -PHASE I

A motion was made by Mrs. Hess, second by Mr. Semel, to appoint Tom Thompson, our borough engineer, through the firm of Gannett Fleming, Inc., as the person who will be the borough's construction manager and grant fund tracking agent for the Borough's Main Street Project - Phase I. Note that the motion is for Mr. Thompson to perform these services and that if there is any change in Mr. Thompson's status within Gannett Fleming, Inc. then there will be reconsideration of this agreement as council may wish to make.

Motion carried 7-0.

## COMMITTEE REPORTS

Mrs. Hess:

Shared Services- No report

Main St. Revit. Comm.- Mrs. Hess gave a brief update on the project.

- Noted business owners on Main Street are in the loop for the demolition phase of the project

- Noted the Contract agreement with HRG to perform engineering and planning services for Phase I of the project.

Mr. Semel:

COG He was not able to attend the last meeting due to a schedule conflict

Library Board: Updated the Council on the fund raising efforts of the library

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Main St- Ground leases (5) have been provided to property owners for their review and signature.

Mr. Geis:

Electric Comm.: AMI being worked on through AMP

Bldg. /Finance Comm.: A Meeting with the Auditor is planned to review the 2014 Audit report

Airport Authority: Gave an update on the expansion and construction work at the airport

Mr. Burgess:

IT: Reported on the GIS Services meeting and the current price for the work to be done. Discussed alternate means of doing the project.

Employee Pension Committee: No report

Mrs. Reeb:

Public Safety/Street/Sidewalk/Storm water: No report

Historical Society: No report

Mr. Mathew:

Water Comm.: No report

EMA: No report

Fire Dept. Merger process: Waiting for state approval of submitted documents

Mr. Bayer:

HRC: The employee manual review is completed and we submitted it to the labor attorney for fi review.

PMC: Next meeting is 10/5/15

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Mayor Oliverio:

- Noted he was asked to be the speaker for the Veterans Day event

Manager:

- Noted we held a meeting with the Historical Society regarding their Historic structure survey and a potential recommendation for an ordinance to protect certain properties in the borough for their historical value.
- No additional report on the Main Street project

Chief Miller:

- . Noted he will be preparing for amending the ordinance for Parking regulations

Public Works Director:

- The new leaf collection machine is ready for delivery to the borough and for training
- . - Line stripping will be completed through town including the municipal parking lots.

Solicitor:

Noted she will be a speaker/presenter at the upcoming PML/PELRAS meeting in Cranberry Township

Engineer

- Noted that there is updated traffic information regarding the recent traffic study for the Glade Run project

There are requests for Executive Sessions as follows:

Mr. Semel - for Lease issues and for contractual services  
Mr. Pepe - for Property disposition sale; Land acquisition and possible contractual issues  
Mr. Bayer - for Personnel related matters

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The meeting was recessed into Executive Session at 8:45 pm and Council returned from Executive Session at 10:20 pm.

## AGREEMENT FOR SETTLING PROPERTY DISPUTE

A motion as made by Mr. Semel, second by Mr. Burgess, to approve a property dispute resolution with the owner of the Indian Brave Campground to sell them 3.5 acres of disputed property at a value of \$7,000 per acre. The total cost coming to the borough for this settlement is \$24,500. The Borough will obtain the necessary lot line revisions needed to allow for this resolution to take place.

Motion carried 7-0.

Being no further business the meeting was adjourned by Council President Bayer at 10:22 PM.

ATTEST:

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Borough Manager / Secretary

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Council President

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Mayor