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# *Minutes of the Borough Council Zelienople, PA*

1/25/2016

7:30 PM Council-Workshop

MasterID:

564

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The January 25, 2016 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, Don Burgess, Marietta Reeb, Ralph Geis, Andrew Mathew III, Mary Hess and Gregg Semel and Mayor Thomas Oliverio.

Borough Manager Don Pepe, Public Works Director Chad Garland and Police Chief Jim Miller were also in attendance. Solicitor Bonnie Brimmeier was present by telephone.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Gregg Semel

## VISITORS

Marla Bennett  
Henry Zeigler  
Pete Scoleri  
Linda Scoleri  
Tom Grant  
Marie Grant  
Yurara Hirayama

Mr. and Mrs. Scoleri noted problems with parking meter enforcement and gave council their opinions on the difficulties resulting from enforcement near their store for customers and employees.

Tom Grant introduced a Japanese exchange student named Yurara Hirayama who is staying with them for a while and was interested in visiting a local government meeting.

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## CONSENT AGENDA:

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

- Minutes of January 4, 2016 Reorganization meeting
- Minutes of the January 11, 2016 Regular Council meeting

Motion carried 7 - 0

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OLD BUSINESS:

CONSIDER PROPOSED RESOLUTION #324-16 FOR AMENDING A PREVIOUS RESOLUTION FOR THE USE OF LOCAL FUNDS FOR THE ZELIENOPE REVITALIZATION AND ECONOMIC DEVELOPMENT PROJECT

A motion was made by Mrs. Hess, second by Mr. Semel, to adopt proposed Resolution #324-16 for the purpose of using internal funds for both permanent and interim funding up to \$1,850,000 for use on the Zelienople Revitalization and Economic Development Project

A full and true copy of Resolutions #324-16 can be found in the Resolution Book.

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

Motion carried 7-0.

CONSIDER CDBG REQUIREMENT FOR BLIGHTED PROPERTY DESIGNATION

A motion was made by Mr. Semel, second by Mrs. Reeb, to not undertake the Blighted Property Designation for the use of the CDBG funds due to public perception and the needed cost expenditure in order to obtain funding given the costs and work required to do so.

Motion carried 7-0.

CONSIDER CONTRACT WITH GANNETT FLEMING FOR DEMOLITION ENGINEERING WORK ASSOCIATED WITH THE ZELIENOPE REVITALIZATION AND ECONOMIC DEVELOPMENT PROJECT

A motion was made by Mr. Semel, second by Mr. Geis, to approve a contract with Gannet Fleming for the Engineering work already completed on Phase I demolition for the parking lot project for actual costs incurred in the amount of \$18,000.

Motion carried 7-0.

CONSIDER AUTHORIZATION TO ADVERTISE FOR SUBMISSION OF BIDS FOR THE CONSTRUCTION PLANS OF THE MUNICIPAL PARKING LOT AND THE STORMWATER SYSTEM IN THE MAIN STREET REVITALIZATION PROJECT.

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A motion was made by Mr. Burgess, Second by Mr. Geis, to authorize that the infrastructure for the parking lot which includes grading, wall construction, stormwater installation and other related work to be bid by the Butler County Planning Department as soon as possible to meet the requirements of the DCED Keystone grant and the ARC Grant funds.

Motion carried 7-0

NEW BUSINESS:

## AUTHORIZATION TO TRANSFER FUNDS - H.R.G.- ZELIENOPLE STREETScape PROJECT-- MAIN STREET REVITALIZATION

A motion was made by Mr. Mathew, second by Mr. Burgess, to authorize the transfer of monies in the amount of \$ 36,520.00, if available from the Water Fund first but if not than from the Electric Fund Reserves to the General Fund, to cover the payment of invoice #109166 to H.R.G. for their services from November 30, 2015 through December 31, 2015, relating to the Zelienople streetscape project.

Motion carried 7-0.

## CONSIDER THE APPROVAL OF A PROPOSED AGREEMENT WITH THE HARMONY FIRE DISTRICT/HARMONY FIRE DISTRICT SPECIAL FIRE POLICE TO PROVIDE SERVICES TO THE BOROUGH OF ZELIENOPLE IN EXCHANGE FOR A CONTRIBUTION TO ASSIST THE SPECIAL FIRE POLICE WITH THEIR EXPENSES

A motion was made by Mr. Geis, second by Mr. Burgess, to approve an agreement with the Harmony Fire District/Harmony Fire District Special Fire Police to provide services to the Borough in exchange for a contribution from the Borough.

Motion carried 7-0.

## AUTHORIZATION TO CONTRIBUTE 2016 BUDGET ALLOCATION FOR SPECIAL FIRE POLICE EXPENSES TO NEWLY CREATED HARMONY FIRE DISTRICT SPECIAL FIRE POLICE

A motion was made by Mrs. Reeb, second by Mr. Mathew, to issue a check in the amount of \$4,500.00, representing the 2016 budgeted monies for Special Fire Police Expenses, to the Harmony Fire District Special Fire Police, contingent upon the necessary agreement being signed and executed by all parties.

Motion carried 7-0.

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CONSIDER REQUEST TO APPROVE PROPOSED RESOLUTION # 323-16 TO ALLOW THE HARMONY FIRE DISTRICT FIRE DEPARTMENT TO ERECT A BANNER SIGN AT THE 4 CORNER PARK FOR THEIR CAR RAFFLE CAMPAIGN, TO SELL TICKETS FOR THIS RAFFLE ON MAIN STREET AND TO APPROVE THE USE OF A SANDWICH BOARD SIGN FOR THIS EVENT

A motion was made by Mrs. Reeb, second by Mr. Burgess, to approve the selling of tickets on Main Street for the car raffle; to approve Resolution # 323-16, which would allow the HFD to erect a 36 inches by 20 foot Banner Sign at Grandview Avenue and Main Street advertising its Car Raffle Campaign. This Banner sign would be in place from April 20, 2016 to no later than September 30, 2016; to approve the use of a sandwich board sign that meets Borough standards is also approved.

A full and true copy of Resolutions #323-16 can be found in the Resolution Book.

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Secretary / Manager

Motion carried 7 - 0

CONSIDER PROPOSED REWRITE OF THE NON UNIFORMED EMPLOYEE PERSONNEL MANUAL

A motion was made by Mr. Geis, second by Mrs. Reeb, to adopt the newly edited Non Uniformed Employee Personnel Manual. Effective immediately.

Motion carried 7-0

OTHER BUSINESS

DISCUSSION OF COUNCIL TRACKING ITEMS

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

CONSIDER APPOINTMENT TO THE HARMONY DISTRICT FIRE DEPARTMENT

A motion was made by Mr. Semel, second by Mr. Geis, to formally appoint Andrew Mathew III as the Borough of Zelienople representative to the newly formed Harmony Fire District Fire Department. There was no term noted.

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Motion carried 7-0.

## COMMITTEE REPORTS

Mrs. Hess:

- Gave a report on the local RCAP match for each phase of the project.
- Requested a short Executive Session on a personnel matter

Mr. Semel:

- No COG report
- Requested an Executive Session regarding possible contract issue
- Gave a report on the library financial status

Mr. Geis:

Electric Comm.: Noted a soon to be called meeting with AMP on the AMI metering project

Bldg. /Finance Comm.: No report

Airport Authority: No report

Mr. Burgess:

- IT committee:
- Update on the project list for the committee ;
  - GIS on the back burner since funding was removed from the 2016 budget

Employee Pension Committee: No report

Mrs. Reeb:

Public Safety/Street/Sidewalk/Storm Water: Noted staff requested additional lighting for excavations. This will be evaluated by the Director of Public Works to determine what is needed beyond what already is in service. Also noted a report of a large pot hole in the alley of the Post Office. It will be investigated but that is not a public roadway.

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Historical Society: No report

Mr. Mathew:

Water Comm.: Waiting on the Borough Engineers report for the Water Dept.

EMA: No report

Fire Dept.; The former Zelienople Fire station building is being cleaned out as needed.

Mr. Bayer:

HRC - Met on 1/20/16 and completed the review of the Employee Personnel Manual

PMC: No report

- Dismissed the Ad hoc Indian Brave Campground committee due to a successful negotiation for the sale of the property
- Dismissed the Fire Dept. Merger Ad Hoc committee due to a successful Merger process
- Noted the Scholars Run Conservancy has reorganized with new officers
- Noted the need for a new representative to the newly formed fire district. (See other business above)

Mayor Oliverio:

- Seeking to arrange a council meeting to be held on the Passavant Campus at some point in the future.

Manager:

- Noted the two needed agreements with the Tourism Bureau for the RCAP grant project and the Ground Lease have been completed and are due to be signed.

Chief Miller:

- Requested an Executive session on a police personnel matter

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Public Works Director:

- Noted the need for repairs on snow plow equipment
  
- Noted that during the demolition of the buildings for the parking lot, Mr. Henry Thompson was allowed to do archeological survey on the property and what he has found will be given to the Historical Society.

Solicitor:

- No report

Engineer

- Not present

The council took a break at 9:03 pm and returned to executive session at 9:11 pm. Council came out of executive session at 9:33 PM and the regular meeting reconvened.

## CONSIDER 2016 ALLOTMENT FOR NON UNIFORMED EMPLOYEE INCREASES

A motion was made by Mrs. Hess, second by Mr. Geis, to approve an allotment "pot" of 2.5% for the Non-Uniformed Employee raises for 2016 for the purpose of providing merit increases.

Motion carried 7-0.

Being no further business the meeting was adjourned by Council President Bayer at 9:34 PM.

ATTEST:

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Borough Manager / Secretary

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Council President

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor