

FREEPORT BOROUGH COUNCIL

April 8th, 2024 @ 6:00 pm

Meeting Minutes

I. Call to Order/Pledge of Allegiance/Attendees

- A. Council president Rick Fennell opened the meeting at 6:00 pm.
- B. Council members present were Rick Fennell, Lori Miller, Stephanie VanTine, Sally Riley, Jeannie Mazurowski, and Sara Conroy.
- C. Additional attendees include Mayor Zack Gent, Solicitor Matt Kalina, Borough Manager Zach Filous, and KLH Engineer Rob Horvat.

II. Citizen Comments (AGENDA ITEMS ONLY)

- A. Beth Stella inquired about the open tax collector position but is not eligible because she does not live within the borough nor does she perform the act as a tax collector in a neighboring community.

III. Meeting Minutes - March 4th, 2024

- A. Meeting minutes accepted as submitted.

IV. Continuation Meeting Minutes - March 13th, 2024

- A. Meeting minutes accepted as corrected.

V. Committee Reports

- A. Treasurer Report - Accepted as submitted.
- B. Borough Manager Report - Accepted as submitted.
- C. Invoices - Accepted as submitted.
- D. Police Report - No written report submitted.
- E. Fire Department Report - Accepted as submitted.
- F. Mayor Report - Mayor not present, no written report submitted.
- G. Planning Commission Report - Accepted as submitted
 - 1. Would like to add a junior member to the planning commission. This member would be a borough resident and would not be granted voting rights.
 - 2. Will be voted on by council at the April 24 special meeting and if approved, Freeport Borough solicitor will fabricate an ordinance to create the program.

VI. Public Works (Stephanie VanTine)

- A. Sewage Treatment Plant Phase 2 - Rob Horvat
- B. Motion by Stephanie VanTine to approve Mele & Mele & Sons pay application #3 in the amount of \$1,014,409.39. Seconded by Sara Conroy. **Motion carried 6/0.**
- C. Motion by Jeannie Mazurowski to approve Right Electric pay application #3 in the amount of \$24,300.00. Seconded by Stephanie VanTine. **Motion carried 6/0.**

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- D. Freeport Bridge Military Banners - not to exceed \$500
 - 1. KLH Engineering will donate the flags.
- E. Need to replace 40 Christmas Flags for 2024 season (5x3 foot flags, two sets of 20)
 - 1. Council input needed.
- F. Ratification of general project invoices from KLH to be voted on at April 24 special meeting.

VII. Public Safety, Property, & Ordinance - (Rick Fennell)

- A. Repeal Ordinance 395 and present & discuss new ordinance (Outdoor Burning)
 - 1. Will be advertised and voted on at April 24 special meeting.
- B. Discussion of Armstrong County UCC Group Contract, by-laws, and new ordinance
 - 1. Will be advertised and voted on at April 24 special meeting.
- C. Handicap Sign request at 545 Market Street
 - 1. Motion by Jeannie Mazurowski to approve handicap sign at 545 Market Street. Seconded by Stephanie VanTine. **Motion carried 6/0.**
- D. 307 and 309 5th Street Resident notice - Property leaning on other, causing damage.
 - 1. Certified letter to be sent to owner requesting the rectification of the issue.
- E. Place no parking signs on corner of Market and 2nd to prevent tractor trailers from jumping curb and destroying property
 - 1. Motion by Stephanie VanTine to place no parking sign on corner of Market and 2nd until sewage project ends. Seconded by Sally Riley. **Motion carried 6/0.**
 - 2. This action will result in the temporary removal of 3 parking spaces on the south side of Market Street.
- F. Repeal Ordinance 396 - Office of the Fire Marshal
 - 1. Do not need to advertise for a repeal of an ordinance.
 - 2. This will be voted on at the April 24 special meeting.
- G. Repeal Ordinance 397 - Fire Control Measures in Freeport Borough
 - 1. Do not need to advertise for a repeal of an ordinance.
 - 2. This will be voted on at the April 24 special meeting.
- H. Repeal Ordinance 398 - Fire Prevention Permits
 - 1. Do not need to advertise for a repeal of an ordinance.
 - 2. This will be voted on at the April 24 special meeting.
- I. Repeal Ordinance 400 - Bureau of Fire Prevention and Protection
 - 1. Do not need to advertise for a repeal of an ordinance.
 - 2. This will be voted on at the April 24 special meeting.
- J. Repeal Ordinance 401 - Fire Lanes
 - 1. Do not need to advertise for a repeal of an ordinance.
 - 2. This will be voted on at the April 24 special meeting.
- K. Amend Ordinance 406 - Special Events (Remove Director of Public Safety and replace with Borough Manager)
 - 1. This will be discussed at the April 24 special meeting.

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- L. Public Works high visibility clothing options & cost
 - 1. All workers have high visibility vests. Any additional clothing needs will be addressed in their next contract.

VIII. Parks & Recreation - (Sally Riley)

- A. Freeport International Baseball marina located at 1st and High used for fireworks on July 27th, 2024
 - 1. Motion by Jeannie Mazurowski to approve Freeport International Baseball to use the marina for fireworks. Seconded by Lori Miller. **Motion carried 6/0.**
- B. Bull Run 5K Memorial Race, September 14th
 - 1. Motion by Salley Riley to approve Bull Run 5K Memorial Race. Seconded by Stephanie VanTine. **Motion carried 6/0.**
- C. Allegheny River Boat Docks
 - 1. Rick Fennell and volunteers will put in boat docks.

IX. Finance - (Sara Conroy)

- A. Service Shutoffs - 0 Accounts
- B. Delinquent Income Tax Collection - Sharpe Collections (No check received at this time)
- C. Define parameters for finance committee volunteers (Matt Kalina)
 - 1. Not being pursued due to lack of residential interest.
- D. Resolution # 2024-3 (County Treasurer Tax Collection)
 - 1. Due to changes in legal counsel for Armstrong County, this is now being required by Armstrong County. Freeport Borough solicitor has no issue with the resolution.
 - 2. Motion by Sara Conroy to approve Resolution #2024-3. Seconded by Jeannie Mazurowski. **Motion carried 6/0.**
- E. Property Tax Collection Service Agreement
 - 1. Due to change in legal counsel for Armstrong County, this is now being required by Armstrong County. Freeport Borough solicitor has no issue with the resolution
 - 2. Motion by Stephanie VanTine to approve Property Tax Collection Service Agreement with Armstrong County. Seconded by Sally Riley. **Motion carried 6/0.**
- F. Rubbish Bill - Contract increases yearly from Waste Management
 - 1. Having issues contacting Waste Management. The current contract is until 2026.
- G. Verify that current auditors have the abilities to perform an audit.
 - 1. This is still a concern.

X. Electronics, Web - (Lori Miller)

- A. Paper shredder not to exceed \$1,000 (Sally Riley)
 - 1. Motion by Jeannie Mazurowski to approve paper shredder not to exceed \$1,000. Seconded by Lori Miller. **Motion carried 6/0.**

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XI. Personnel - (Jeannie Mazurowski)

- A. Tax Collector position - discussion and appointments
 - 1. Armstrong County will not collect school taxes.
 - 2. Will be advertised and voted on at April 24 special meeting.
- B. Southern Armstrong Regional Police Department alternate member
 - 1. Motion by Rick Fennell to nominate Jeannie Mazurowski as alternate member of Southern Armstrong Regional PD. Seconded by Stephanie VanTine. **Motion carried 6/0.**
- C. Open Council Seat- Advertise
 - 1. Motion by Rick Fennell to advertise open council seat. Seconded by Salley Riley. **Motion carried 6/0.**
 - 2. Will be voted on at April 24 special meeting.
- D. Tax Collector Positions - Advertise
 - 1. Letters of interest will be due by 4/23.
 - 2. Motion by Sally Riley to advertise position in paper and online. Seconded by Stephanie VanTine. **Motion carried 6/0.**

XII. Citizen Comments (ALL TOPICS)

- A. Tyler Huth verified that his year to year lease on the outfield concession stand will continue.
- B. Matt Vogan:
 - 1. Outstanding concerns related to food trucks, peddler's licenses, inspections, etc. Needs better understanding for Freeport Days which begins May 14. Council will address these concerns prior to the first Freeport Days but until then, food trucks still needed to be inspected & permitted by the borough.
 - 2. The solicitor will address questions he has pertaining to paper alleys.
- C. Lori Miller inquired if the borough has any type of enforcement authority for the railroad tracks in regards to trees/limbs falling from the tracks and damaging property. The borough will research further to provide direction.
- D. Melane Venturini has concerns with the condition of 531 Franklin Street. The house was inspected by Borough Code Enforcement on February 29 and given 30 days to correct issues which have not yet been addressed.
- E. Van Kozik asked if he, as a current dock lessee, can switch docks with another lessee. This will be discussed at the April 24 special meeting.
- F. Jim Swartz brought the following to the attention of council:
 - 1. The open item regarding the post office name change to honor Rodney Chapman.
 - 2. The wall with the railing on Buffalo Street appears to be in disrepair and its maintenance is the responsibility of the borough.
 - 3. The sink hole on Washington Street may need readdressed.

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XIII. Executive Session - Property and Personnel

A. Not needed.

XIV. Adjournment

A. Council President Rick Fennell adjourned the meeting at 8:15 pm.