

FREEPORT BOROUGH COUNCIL
August 12, 2025 @ 6:00 pm
Meeting Minutes

I. Call to Order/Pledge of Allegiance/Attendees

- A. Council President Rick Fennell opened the meeting at 6:00 p.m.
- B. Council members present were Rick Fennell, Sara Conroy, Lori Miller, Sally Riley, Robert Barr, and Kim Barr. Jay Powell joined the meeting via telephone call.
- C. Additional attendees included Matt Crytzer (Mayor), Matt Kalina (Solicitor), and Rob Horvat (Engineer).

II. Citizen Comments (Agenda Items)

- A. None

III. Prior Meeting Minutes Approval

- A. Regular Meeting --- July 8, 2025
 - 1. The July 8, 2025 regular meeting minutes were not prepared by Council and therefore not approved. Council Person Kim Barr will prepare the minutes at a later date.
- B. Executive sessions were held on the following dates related to the Borough Manager vacancy:
 - July 16, 2025 at 6:30P
 - July 17, 2025 at 6:30P
 - July 18, 2025 at 7:30P
 - July 23, 2025 at 7:30P
 - July 24, 2025 at 7:30P
 - July 28, 2025 at 7:30P

IV. Committee Reports

- A. Treasurer Report..... Rick Fennell
 - 1. Accepted as submitted
- B. Invoices Rick Fennell
 - 1. Approved as submitted
- C. Public Works Report Richard Swartz
 - 1. Accepted as submitted
- D. Police Report Chris Fabec
 - 1. Not present, no report submitted
- E. Fire Department Report Ryan Sweeny
 - 1. Verbal report, accepted as submitted
- F. Mayor Report..... Matt Crytzer
 - 1. Proposed making office hours to avail himself to the public.
 - 2. Met with food bank representative in order to facilitate local food distribution.

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- G. Planning Commission Report.....Tom Binz
 - 1. Not present, no report submitted

V. Sewage Plant Project

- A. Consulting Engineer's Report Rob Horvat
- B. Motion to approve Mele & Mele & Sons pay application #19 in the amount of \$243,271.79
- C. Motion to approve Right Electric pay application #18 in the amount of \$266,670.22
- D. Motion to approve KLH Engineers invoices for a total of \$25,667.40
 - 1. Invoice 88145 for July 2025 monthly retainer for \$250.00
 - 2. Invoice 88146 for July 2025 professional services for \$25,091.40
 - 3. Invoice 88147 for July 2025 professional services for \$326.00

✓ Motion by Sally Riley to approve five invoices relative to items V-B, V-C, and V-D immediately above. Seconded by Robert Barr. **Motion carried 6/0.**

- E. Motion to enter into a Platform Services Agreement with KLH related to remote SCADA access at the sewage treatment plant.
 - 1. This will allow for secure, outside access into the control system of the sewer plant.
 - 2. Motion by Sally Riley to approve paragraph E and pay fee annually (approximately \$960). Seconded by Lori Miller. **Motion carried 6/0.**

✓ Rick Fennell reviewed the current and forecasted financial situation of the sewage plant project, identifying a potential future cash flow issue.

VI. Old Business

- A. Status of Public Works theft
 - 1. No arrests have been made; however, an insurance claim has been submitted and payment is expected soon.
- B. Proposed resolution: Trash can placement & timing (AI 178) Lori Miller
 - 1. Discussion of resolution dictating placement of trash cans and removal of same.
- C. Ordinance 407 revision: Office of Borough Manager (AI 173) Lori Miller
 - 1. Discussion of revised resolution. Additional changes are still needed.

✓ Lori Miller validated with the solicitor that advertising is not needed when repealing ordinances.

- D. Teamster Local Union No. 538 contract renewal (AI 169) Sara Conroy
 - 1. Contact has been initiated with the union representatives for contract negotiations/renewal.

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- E. Status of installation of pumps from Hampton Township (AI 125)..... Rob Horvat
 - 1. The pumps have not been installed. The sludge needs to be removed from the basins and is dependent upon additional electrical work.
- F. Laneville pump station adjustments (AI 175) Rob Horvat
 - 1. The pumps have been installed. The frequency of the pumps' operation is unknown.
- G. Closeout of \$1.5M sewage plant grant..... Rob Horvat
 - 1. The closeout has not occurred. It is dependent upon the completion of the 2024 Audit.
- H. Butler County Tax Collection representative responsibilities (AI 200).....Kim Barr
 - 1. Update not provided.
- I. Hiring of Borough Manager (following Executive Session) (AI 198)Council
 - 1. Motion by Robert Barr to hire Daniel Weimer as new Borough Manager. Seconded by Kim Barr. **Motion failed 2/4.** Rick Fennell, Sara Conroy, Sally Riley and Lori Miller voted no.
 - 2. Motion by Sally Riley to hire Tina Ferringer as new Borough Manager. Seconded by Sara Conroy. **Motion carried 4/2.** Robert Barr and Kim Barr voted no.

VII. New Business

- A. Discussion and motion for a sewage capital reserve expenditure for the purchase a front-end loader at an cost of approximately \$5,000 Rick Fennell
 - 1. This attachment for the Kubota tractor is needed for the sludge removal from the new drying beds at the sewage plant.
 - 2. Motion by Sally Riley to purchase a front-end loader not to exceed \$5,000. Seconded by Sara Conroy. **Motion carried 6/0.**
- B. 2022-2024 Liquid Fuels Audit Rick Fennell
 - 1. Liquid Fuels Audit was conducted by the Department of the Auditor General for the years 2022 through 2024. No significant findings were reported.

VIII. Citizen Comments (All Items)

- A. Tyler Huth
 - 1. Requested permission to allow beer and wine sales in a tented, roped off area from October 3rd – 5th during the **2025 Freeport Halloween Carnival.**
 - 2. Requested permission to utilize the Freeport Borough Field for the **2026 Freeport Halloween Carnival.** The requested dates and uses are as follows:
 - a) Event Set-Up: October 4 – 9, 2026
 - b) Event: October 9 – 11, 2026
 - c) Event Clean-Up: October 12 – 13, 2026

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- ✓ Motion by Lori Miller to amend agenda to include discussion and approval of Tyler Huth’s request related to allow beer and wine sales at the 2025 Freeport Halloween Carnival and the Borough Field reservation for the 2026 Freeport Halloween Carnival. Seconded by Sally Riley. Motion carried 6/0.

- ✓ Motion by Lori Miller to approve Tyler Huth’s request related to allow beer and wine sales at the 2025 Freeport Halloween Carnival and the Borough Field reservation for the 2026 Freeport Halloween Carnival as documented in section VIII-A. Seconded by Sally Riley. **Motion carried 6/0.**

IX. Executive Session - Property and Personnel

- A. Borough Manager positionCouncil
 - 1. An executive session was held during this meeting at 7:20 p.m.to discuss the vacant Borough Manager position. Council emerged from said session at 7:46 p.m. and subsequently entertained motions relative to section VI-I: Hiring of Borough Manager.

X. Adjournment

- A. Rick Fennell adjourned the meeting without objection at 7:55 p.m.

*Meeting Minutes Recorded by Sally Riley
Revisions by Lori Miller and Rick Fennell*