

FREEPORT BOROUGH COUNCIL
August 5th, 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, Sally Riley, Jeannie Mazurowski, Sara Conroy, and Kimberly Barr. Stephanie VanTine was absent.
- C. Additional attendees include Borough Manager Zach Filous and KLH Engineer Rob Horvat. Mayor Zack Gent and Solicitor Matt Kalina absent.

II. Citizen Comments (AGENDA ITEMS ONLY)

III. Meeting Minutes – July 1st, 2024

- A. Meeting Minutes accepted as revised- Swartz, not Swarts, Internal processes include office and standing committees, External for the public, and change indentation.

IV. Committee Reports

- A. Treasurer Report - Accepted as revised- Change date
- B. Borough Manager Report - Accepted as submitted
- C. Invoices - Accepted as revised- Change Date
- D. Police Report – Verbal Report- Event-based month.
- E. Fire Department Report - Accepted as submitted
- F. Mayor Report – Absent
- G. Planning Commission Report – No new business. Tom Binz will send a Planning Commission letter to South Buffalo and Buffalo Townships.

V. Public Works- (Stephanie VanTine)

- A. Consulting Engineer's Report- (Robert Horvat)
- B. Motion to approve Mele & Mele & Sons pay application #7 for \$ 357,213.10
 - 1. Motion by Sally Riley to approve Mele pay application #7 for \$357,213.10. Seconded by Sara Conroy. Motion carried 6/0.
- C. Motion to approve Right Electric pay application #6 \$ 70,228.98
 - 1. Motion by Lori Miller to approve Right Electric pay application #6 for \$70,228.98. Seconded by Sally Riley. Motion carried 6/0.
- D. Motion to approve KLH pay application #5 for \$ 19,930.53.
 - 1. Motion by Sally Riley to approve KLH pay application #5 for \$19,930.53. Seconded by Sara Conroy. Motion carried 6/0.
- E. Motion to approve Triad Engineering Invoices of \$4570.00 (Concrete Testing)
 - 1. Motion by Sally Riley to approve Triad Engineering invoice of \$4,570.00. Seconded by Sara Conroy. Motion denied 0/6. Missing invoice from customer statement.

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2. Motion by Sara Conroy to approve Triad invoice \$ 1732.50. Seconded by Jeannie Mazurowski. Motion passed 6/0.
- F. Discussion and Vote on WWTP change orders
 1. The Borough Manager, Council President, Public Works Chair, and Engineer will discuss change orders before meetings to review. They will then be discussed and passed in council meetings.
 2. The engineer will negotiate change order pricing with Mele & Mele & Sons.
- G. Tossibox- SCADA system for WWTP (options)
 1. Discussion- Interested in a \$100 per month add-on.
- H. Street Sweeper Repairs- Transmission repair \$1,761.98.
 1. Update- The Borough Manager and President approved the repair.
- I. Skid Steer Repairs- Hydraulic Drive Pump repairs \$28,086.72.
 1. No action was taken.
- J. Discussion and Approval of equipment action plan.
 1. Discussion- put together financial quotes (options), develop a financial plan, and long-term equipment planning.

VI. Public Safety, Property, & Ordinance- (Kim Barr)

- A. Discussion and Vote on Ordinance 414- Short-Term Rentals
 1. Add a section to the Ordinance that includes on-street parking limitations. Standardize Freeport Borough instead of Borough of Freeport. Review edits with the Ordinance Chair before advertising.
- B. Discuss and Vote on Ordinance 415- Street Opening
 1. Motion by Kim Barr to approve Ordinance 415- Street Opening. Motion seconded by Sally Riley. Motion carried 6/0.
- C. Property next to WWTP- Update
 1. The property owner won't return calls.
- D. Flood Plain Management Class, August 12th to August 15th at Beaver County (Zach Filous)
 1. Motion by Sally Riley to approve Borough Manager to attend Flood Plain Management Class. Seconded by Kim Barr. Motion carried 5/1. Lori Miller voted against.
- E. Emil Hanulik- supplied his property deed to the Solicitor. He wants to know his rights for "right-of-way." He is still displeased with street paving on 3rd street.

VII. Parks & Rec.- (Sally Riley)

- A. Discussion and Approval of removing the wooden fence in Riverside Park near the Gazebo (Jeannie Mazurowski).
 1. Review original plans and determine what we are allowed to do.
- B. Discussion and Approval of Maintenance Agreement for Freeport Entrance Sign.
 1. The council already approved the project. The Council President will sign without a vote needed.

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- C. Residents from 2nd Street extension request a new 5k route or closing both parking options during races.
 - 1. Discussion- The Borough Manager will investigate standardizing a 5K for Freeport.
- D. Discussion and Approval of replacing broken slide in Swartz Memorial Field playground.
 - 1. Motion by Jeannie Mazurowski to approve replacing broken slide in Swartz Memorial Field Park, not to exceed \$3,000. Seconded by Kim Barr. Motion denied 2/4.
 - 2. The Borough Manager will contact the insurance company for the slide.

VIII. Finance- (Sara Conroy)

- A. Discuss the 2025 Budget Timeline and the possibility of Timeline resolution.
 - 1. Discussion- The Finance Chair will bring forward a budget resolution.
- B. The Finance Chair and Borough Manager submitted a request for unclaimed funds. This is being processed currently.
- C. Community reminder that the Grass Ordinance states length not to exceed 8 inches.

IX. Electronics, Web- (Lori Miller)

X. Personnel- (Jeannie Mazurowski)

- A. Discussion and approval of hiring an outside auditor to complete the 2023 Annual Audit, quotes (Old Business)
 - 1. The Borough Manager will contact a new list of possible auditors and return with pricing for the September meeting.

XI. Citizen Comments (ALL TOPICS)

- A. Jim Swartz- Requested the final cost of the Sewage Treatment Plant Upgrade (\$17,787.244). Asked if the Tap-in-fee will be changed for the system. The engineer will review. Asked why the post office has not changed its name on the building (the Post office has no plan to change outside of the building). Asked when street lines and stop markers will be painted (No more painting budget).
- B. Emil Hanulik- expressed his concerns with 3rd Street paving.
- C. Jay Powell- thanking the council for being more fiscally responsible.
- D. Fred Tregaskes- 310 Market Street 105 apt. The renter is concerned with property upkeep. Claims there are bugs in the building and wants the council to help.
- E. Tom Binz- Tom states that this is the best council he has ever worked with. Glad to have them for Freeports future.

XII. Executive Session- Property and Personnel

XIII. Adjournment

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XIV. Adjourment

- A. Council President adjourned the meeting at 8:42 PM.