

FREEPORT BOROUGH COUNCIL
December 2nd, 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, Kimberly Barr, Stephanie VanTine, and Sara Conroy.
- C. Additional attendees included Borough Manager Zach Filous, KLH Engineer Rob Horvat, and Mayor Zack Gent. Solicitor Matt Kalina was absent, and his associate attended on his behalf.

II. Citizen Comments (Agenda Items Only)

- A. No Citizen Comments

III. Meeting Minutes

- A. Meeting Minutes from November 4, 2024 – Approved as revised
- B. Special Meeting Minutes from November 20, 2024 – Approved as revised

IV. Committee Reports

- A. Treasurer Report – Accepted as submitted
- B. Invoices – Approved as submitted
- C. Borough Manager Report – Accepted as submitted
- D. Police Report – Accepted as submitted. Council President/Police Commission member reported that Freeport Borough will receive an invoice for police pension funding due to underfunding in 2024.
- E. Fire Department Report – Accepted as submitted
- F. Mayors Report – Accepted as submitted. Verbal Report: Mayor Gent submitted his letter of resignation for the end of 2024. Gent discussed the process taking place for Freeport’s annual Christmas parade and town celebration, “A Small Town Christmas.”
- G. Planning Commission Report – Accepted as submitted. Verbal report: Planning Commission member Heidi Powell reported that in October there was a discussion of revising the Comprehensive Plan in-house. During the November meeting, it was decided that the Commission would continue to reach out to surrounding communities to collaborate on a regional comprehensive plan. Freeport has since been approached by five municipalities in Butler County to pursue a regional comprehensive plan.

V. Public Works (Stephanie VanTine)

- A. Consulting Engineer’s Report (Robert Horvat)
 - 1. Goat Hill meeting – Engineer Rob Horvat discussed the possibility of a Goat Hill sewage expansion project in conjunction with South Buffalo Township. Early talks have taken place, and negotiations will continue.
- B. Motion to approve Mele & Mele & Sons pay application #11 for \$579,380.99
 - 1. Motion by Stephanie VanTine to approve Mele & Mele & Sons pay application #11 for \$579,380.99. Seconded by Sally Riley. **Motion carried 7/0.**

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- C. Motion to approve Right Electric pay application #10 for \$51,300.00
 - 1. Motion by Stephanie VanTine to approve Right Electric pay application #10 for \$51,300.00. Seconded by Lori Miller. **Motion carried 7/0.**
- D. Motion to approve KLH pay application #8 for \$21,182.24
 - 1. Motion by Stephanie VanTine to approve KLH pay application #8 for \$21,182.24. Seconded by Jeannie Mazurowski. **Motion carried 7/0.**
- E. Motion to approve KLH Invoice #82216 for \$895.00. Services include NPDES Permit, EPA Funding, and PennVest Services.
 - 1. These services are outside the scope of general construction services. A separate invoice was issued.
 - 2. Motion by Stephanie VanTine to approve invoice #82216 for \$895.00. Seconded by Lori Miller. **Motion carried 7/0.**
- F. Motion to approve Triad Engineering Invoices of \$2,020 for concrete testing.
 - 1. Motion by Stephanie VanTine to approve triad engineering invoice for \$2,020 for concrete testing. Seconded by Lori Miller. **Motion carried 7/0.**
- G. Discussion and Approval of separate Swartz Memorial Field lights and other facilities. (Old Business)
 - 1. Discussion – Council is waiting on a secondary quote from a general contractor before a decision is made.
- H. Discussion and Approval of allowing Public Works Employees to get overtime helping with the Freeport Christmas Parade.
 - 1. Discussion – Through meetings with the Police Department and Fire Department, a request was made to help manage traffic and road blockades during the Christmas Parade. Public works can use borough equipment to assist during street closings.
 - 2. Motion by Stephanie VanTine to approve public works employees getting overtime helping with the Freeport Christmas Parade. Seconded by Kim Barr. **Motion carried 7/0.**

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

- A. Discussion of Shelter-in-Place options.
 - 1. Discussion – Working out the logistics of creating a shelter-in-place alarm. There is no way currently to set up a remote-controlled alarm. The Borough is working with the Fire Department and Police Department to establish an alternative option.
- B. Street Sweeping Schedule for Stewart Street.
 - 1. Discussion – Discrepancy between past practice and law. Residents are requesting street sweeping on the first Thursday instead of every Thursday. The Council requested the widths of Stewart, Washington, Franklin, and other narrow streets to decide.
- C. Speed Limit for Stewart Street.
 - 1. Discussion – Confusion over the legal speed limit on Stewart Street has been resolved by Ordinance No. 255, which states a speed limit of 15 MPH. No changes are required.
- D. Discussion and Approval of Ordinance 416 – Abolishing the Office of Elected Borough Auditors.

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1. Motion by Lori Miller to approve Ordinance 416 – Abolishing the Office of Elected Borough Auditors. Seconded by Sally Riley. **Motion carried 7/0.**

E. Discussion of Ordinance 417 – Food Truck Permits.

1. Discussion – The Council reviewed the ordinance. The Ordinance will be advertised and voted on at the January meeting.

VII. Parks & Rec. (Sally Riley)

A. Discussion and approval of allowing the Freeport International to take place July 21-26, 2025.

1. Motion by Jeannie Mazurowski to approve the Freeport International dates taking place from July 21-26, 2025. Seconded by Stephanie VanTine. **Motion carried 7/0.**

2. The Borough Manager will discuss changing the 5K race route with the event organizers.

B. Bird Town Certification – Jim Bonner.

1. Discussion – Bird Town representative awarded Freeport Borough a certification for joining the Audubon Society's Bird Town Program. Bird Town signage was also supplied to the municipality.

VIII. Finance (Sara Conroy)

A. Discussion and Approval of the 2025 Budget.

1. Motion by Stephanie VanTine to approve the 2025 Budget. Seconded by Jeannie Mazurowski. **Motion carried 7/0.**

B. Discussion and Approval of Resolution levying property taxes for 2025.

1. Motion by Sally Riley to approve Resolution 2024-12 levying property taxes for 2025. Seconded by Sara Conroy. **Motion carried 7/0.**

C. Discussion and Approval of purchasing Kubota SSV75 Skid Loader for \$53,372.57. (Old Business)

1. Motion by Jeannie Mazurowski to approve the purchase of a Kubota SSV75 Skid Loader for \$53,372.57. Seconded by Kim Barr. **Motion carried 4/3.** Rick Fennell, Sally Riley, and Sara Conroy voted against.

D. Discussion and Approval of Union Employees annual 3% raise.

1. Motion by Sara Conroy to approve Union Employees annual 3% raises. Seconded by Sally Riley. **Motion carried 7/0.**

E. Discussion and Approval of Borough Secretary salary for 2025.

1. The Council requested that the Borough Manager complete an employee evaluation prior to a decision being rendered. This item will be added to the January agenda.

F. Discussion and Approval of Borough Manager salary for 2025.

1. Motion by Sara Conroy to keep the Borough Manager's salary at \$69,495.00 until the completion of his contract at the end of March 2025. Seconded by Sally Riley. **Motion carried 7/0.**

IX. Electronics, Web (Lori Miller)

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A. No new business.

X. Personnel (Jeannie Mazurowski)

A. Discussion of 2025 Meeting Times and dates.

1. Motion by Jeannie Mazurowski to approve 2025 Council meeting times and dates for the 2nd Tuesday of the month at 6:00 pm with the exception being Veterans Day. That meeting will take place on November 12th. Seconded by Kim Barr. **Motion carried 7/0.**

B. Discussion and Approval of adding Alisa Ross to the Planning Commission.

1. Motion by Stephanie VanTine to appoint Alisa Ross to the Planning Commission. Seconded by Jeannie Mazurowski. **Motion carried 7/0.**

C. Discussion of Tax Collector appointment for 2025.

1. Motion by Kim Barr to appoint Mariah Jones as tax collector for the 2025 year. Seconded by Rick Fennell. **Motion carried 5/2.** Lori Miller and Sally Riley voted against.

D. Discussion and Approval of appointing 2025 Tax Collector via Resolution 2024-13.

1. Motion by Stephanie VanTine to approve appointing Mariah Jones the 2025 tax collector via resolution 2024-13. Seconded by Jeannie Mazurowski. **Motion carried 6/1.** Lori Miller voted against.

E. Discussion and Approval of appointing Mark Turnley CPA as Borough Auditor via Resolution 2024-14.

1. Motion by Sally Riley to appoint Mark Turnley CPA as Borough Auditor via resolution 2024-14. Seconded by Lori Miller. **Motion carried 7/0.**

F. Discussion and Approval of abolishing the office of elected Borough Auditors via Resolution 2024-15.

1. Motion by Sally Riley to abolish the office of elected borough auditors via Resolution 2024-15. Seconded by Kim Barr. **Motion carried 7/0.**

G. Borough Manager Contract to be renewed before April 1, 2025.

1. Discussion – The Council was supplied with the Borough Manager’s existing contract and a draft job description that includes newly acquired roles.

XI. Citizen Comments (All Items)

A. No Citizen Comments

XII. Executive Session – Property and Personnel

A. The Council President retired to executive session at 8:29 pm. The council returned at 9:02 pm. No straw votes were cast.

XIII. Adjournment

A. The Council President adjourned the meeting at 9:11 pm.

Minutes recorded by Zachary Filous