

**FREEPORT BOROUGH COUNCIL**  
**February 11<sup>th</sup>, 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 pm.
- B. Council members present were Rick Fennell, Lori Miller, Sara Conroy, Jay Powell, and Kimberly Barr. Sally Riley arrived late due to work.
- C. Additional attendees included Borough Manager Zach Filous, Solicitor Matt Kalina, and KLH Engineer Rob Horvat.

**II. Appoint Resident to Vacant Council Seat**

- A. Motion by Rick Fennell to appoint Jay Powell to an open Council seat. Seconded by Kim Barr. Motion carried 4/0.

**III. Citizen Comments (Agenda Items Only)**

- A. Kimberly Baker – Requested a handicap parking sign for 149 Washington Street. A letter of request is also on the agenda.

**IV. Meeting Minutes**

- A. Regular Meeting - December 2<sup>nd</sup>, 2024: Approved as Submitted
- B. Special Meeting - January 20<sup>th</sup>, 2025: Approved as Submitted

**V. Committee Reports**

- A. Treasurer Report - Accepted as submitted
- B. Invoices - Approved as submitted
- C. Borough Manager Report - Accepted as submitted
- D. Police Report- Verbal Report – Southern Armstrong Regional Police Department moved their headquarters to Freeport. Officers are excited about the relocation and centralization.
- E. Fire Department Report - Accepted as submitted
- F. Mayor Report - N/A
- G. Planning Commission Report - Accepted as submitted

**VI. Public Works**

- A. Consulting Engineer’s Report (Robert Horvat)
- B. Motion to approve Right Electric pay application #12 for \$87,525.00
  - 1. Motion by Lori Miller to approve Right Electric pay application #12 for \$87,525.00. Seconded by Kim Barr. Motion carried 5/0.

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- C. Motion to approve Right Electric Change Order #1 for \$80,347.11
  - 1. Motion by Kim Barr to approve Right Electric change order #1 for \$80,347.11. Seconded by Lori Miller. Motion carried 5/0.
- D. Motion to approve KLH pay application January 2025 for \$21,620.98
  - 1. Motion by Kim Barr to approve KLH pay application for January 2025 for \$21,620.98. Seconded by Sara Conroy. Motion carried 5/0.
- E. Discussion and Approval of 2025-2026 CoStar Salt Submission
  - 1. Discussion – 175 ton request instead of 200 ton.
  - 2. Motion by Sally Riley to request 175 tons for 2025-26 CoStar Salt Contract. Seconded by Sara Conroy. Motion carried 6/0.
- F. Discussion of 2025-26 WalkWorks Active Transportation Planning Grant
  - 1. Discussion - Grant will help develop an active transportation plan to move cyclists and pedestrians from trailheads and waterways to the downtown business district.
  - 2. Motion by Lori Miller to apply for the WalkWorks grant. Seconded by Sally Riley. Motion carried 6/0.
- G. Discussion of Spring Clean-Up Day/Community Yard Sale Weekend
  - 1. Discussion - Waste Management will collect spring clean-up garbage on April 15<sup>th</sup> and 18<sup>th</sup>. The Freeport Community Yard Sale will take place on April 12<sup>th</sup>. Notice will be given to the Freeport Area Library and Freeport Renaissance Association to advertise yard sale weekend.
- H. Discussion of PA Small Water and Sewer Grant
  - 1. Discussion - The Manager would like to apply for a grant to replace overflow monitoring equipment, replace the roof on the administration building, and install a generator at the Laneville pump station.
  - 2. Motion by Jay Powell to approve moving forward with the Small Water and Sewer Grant application. Seconded by Sally Riley. Motion carried 6/0.

**VII. Public Safety, Property, & Ordinance (Kim Barr)**

- A. Discussion of Shelter-in-Place options (Old Business)
  - 1. Discussion - The solicitor recommends turning the procedure into an ordinance. A draft ordinance will be proposed at the next meeting.
- B. Street Sweeping Schedule for Stewart Street (Old Business)
  - 1. Discussion - Council discussed the possibility of changing street sweeping signs and duties to once a month compared to weekly as posted.
  - 2. Motion by Lori Miller to change signage on Stewart Street to once-a-month street sweeping. Seconded by Sally Riley. Motion carried 6/0.
  - 3. The decision was made because the street is narrow, one-way, and there are no alternative parking solutions for residents.

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- C. Discussion of Ordinance 417- Food Truck Permits
  - 1. Motion by Kim Barr to approve Ordinance 417. Seconded by Jay Powell. Motion carried 6/0.
- D. Discussion of repealing the following Ordinances:
  - 1. 196 - TV Cable Franchise
  - 2. 227 - Bicycle Regulation
  - 3. 290 - Establishment of Education Service Agency
  - 4. 305 - Participation in A-K Council of Government
  - 5. 403 - Establishment of Department of Public Safety
  - 6. 370 - Amended Police Pension Plan
  - 7. 387 - Amendment of Police Pension Plan
    - a) Motion by Lori Miller to repeal all seven outdated ordinances. Seconded by Rick Fennell. Motion carried 6/0.
    - b) Council requests that employees follow the procedural handbook for ordinance repeal.
- E. Discussion and Approval of a handicap parking sign at 149 Washington Street.
  - 1. Motion by Sally Riley to approve a handicap parking sign at 149 Washington Street. Seconded by Lori Miller. Motion carried 6/0.
- F. Discussion and Approval of replacing parking meters next to the police station on High Street with 15-minute parking spots for short-term parking
  - 1. Discussion - The Police Chief would like to replace metered parking with 15-minute parking for people stopping at the new police station and for quick visits in the downtown area.
  - 2. Motion by Kim Barr to approve replacing two parking meters next to the police station for 15-minute parking spots. Seconded by Sally Riley. Motion carried 6/0.

**VIII. Parks & Rec. (Sally Riley)**

- A. Discussion and Approval of separate Swartz Memorial Field lights and other facilities (Old Business)
  - 1. Discussion - Only one contractor has submitted a quote.
  - 2. Motion by Jay Powell to approve light field separation not to exceed \$3,000.00 after receiving a competing quote. Seconded by Lori Miller. Motion carried 5/1. Sally Riley opposed.
- B. Discussion and Approval of Southern Armstrong Regional Police Department (SARPD) reserving the baseball field on August 5<sup>th</sup> for National Night Out
  - 1. Motion by Lori Miller to approve SARPD use of the baseball field on August 5<sup>th</sup> for National Night Out. Seconded by Kim Barr. Motion carried 6/0.

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- C. Discussion and Approval of applying for a DCNR Small Community Grant
  - 1. Discussion - The Council discussed the different options for park revitalization.
  - 2. Motion by Sally Riley to have a special meeting on February 20<sup>th</sup> at 5 pm for DCNR Grant discussion. Seconded by Lori Miller. Motion carried 6/0.

**IX. Finance (Sara Conroy)**

- A. 2024 Financial Recap (Borough Manager)
  - 1. Discussion - The Borough Manager discussed the final financial figures for 2024 and specified that Freeport Borough had a financially successful year.
- B. Discussion and Approval of Borough Secretary salary for 2025 (Old Business)
  - 1. Motion by Sally Riley to approve the Borough Secretary's salary increase of 3% for 2025. Seconded by Sara Conroy. Motion carried 6/0.
  - 2. Backpay at new rate for all of 2025.
- C. Discussion and Approval of M&R Power Equipment Credit Account
  - 1. Motion by Sally Riley to approve M&R Power Equipment credit account of \$5,000.00 (Lori Miller)

**X. Personnel**

- A. Discussion of conducting Ribbon Cutting Ceremonies for new businesses within the Borough
  - 1. Discussion - Send a letter congratulating and welcoming new businesses in Freeport Borough.
- B. Discussion and Approval of sending Borough Manager to the 2025 PSAB Annual Conference from June 1<sup>st</sup> through 4<sup>th</sup>
  - 1. Motion by Sally Riley to approve sending the Borough Manager to the 2025 PSAB Annual Conference. Seconded by Sara Conroy. Motion carried 6/0.
- C. Borough Manager Contract to be renewed before April 1, 2025 (Old Business)
  - 1. Discussion - Matt Kalina, Sally Riley, and Sara Conroy will negotiate the new Borough Manager contract.

**XI. Citizen Comments (All Topics)**

- A. Yvette Beck - Thanked all elected and appointed officials for their dedication to Freeport. Her father has leased a boat dock for 40 years, and her family has enjoyed it for decades. Beck's father recently passed, and she would like the dock to be rolled over to her or to be allowed to keep their space if awarded through the sign-up process.

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**XII. Executive Session- Property and Personnel**

- A. The council adjourned to executive session at 8:27 pm. Council resumed at 8:55 pm.  
No straw votes were cast.

**XIII. Adjournment**

- A. Council President adjourned the meeting at 8:58 pm.

**Meeting Minutes Recorded by Zachary Filous**