

FREEPORT BOROUGH COUNCIL
Regular Meeting | February 5, 2024 @ 6:00 pm
Meeting Minutes

I. Call to Order/Pledge of Allegiance/Members Comments

- A. Council President Rick Fennell opened the meeting at 6:03 p.m. with the pledge of allegiance to the American Flag.
- B. Council members present were Stephanie VanTine, Rick Fennell, Sally Riley, Lori Miller, Sara Conroy, and Jeannie Mazurowski. Josh James Absent.
- C. Additional attendees included: Mayor Zack Gent, Borough Manager Zach Filous, Director of Public Safety Mike Greiser, Solicitor Matt Kalina, and KLH Engineering Rob Horvat.

II. Citizen Comments- Agenda Items

- A. Tom Swisher- Discussed UCC on agenda. Recommend going back to county UCC program due to his experience on council and time working for Armstrong County.

III. Approval of the January 2023, Council Meeting Minutes

- A. Re-Org Meeting Minutes- Meeting minutes accepted as submitted.
- B. January Regular Council Meeting- Meeting minutes accepted as submitted.
- C. January 22 special Council Meeting- Meeting minutes accepted as submitted.

IV. Committee Reports

- A. Treasurers Report- Treasurers Report accepted as submitted.
- B. Borough Manager Report- Borough Manager Report accepted as submitted.
- C. Police Report-Police Report (Verbal) accepted as submitted.
- D. Invoices- Invoices accepted as submitted.
- E. Mayor's Report- Mayor's Report (Verbal) accepted as submitted.
- F. Planning Commission Report- Planning Commission Report accepted as submitted. Request to attend PSAB webinar for 2 people.

V. Appointments

- A. Council Committee Chairs- assigned by Council President
 - 1. Finance- Sara Conroy (Chair) / Lori Miller (Co-Chair)
 - 2. Parks & Rec.— Sally Riley (Chair) / Sara Conroy (Co-Chair)
 - 3. Public Safety- Josh James (Chair) / Sally Riley (Co-Chair)
 - 4. Public Works- Stephanie VanTine (Chair) / Jeannie Mazurowski (Co-Chair)
 - 5. Personnel- Jeannie Mazurowski (Chair) / Josh James (Co-Chair)
 - 6. IT & Tech- Lori Miller (Chair) / Stephanie VanTine (Co-Chair)
- B. Butler County Tax Collection Member- assigned by Council President
 - 1. Stephanie VanTine appointed to Butler County Tax Collection

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- C. Right-to-Know Officer- assigned by Council President
 - 1. Appoint Zach Filous as Right-to-know officer.
- D. Flood Plain Administrator- assigned by Council President
 - 1. Appoint Zach Filous as Flood Plain Administrator.
- E. Planning Commission Vacancy- Letter of Interest
 - 1. **Motioned** by Salley Riley to appoint Heidi Powell to Planning Commission. Seconded by Lori Miller. **Motion Carried** 6/0.

VI. Standing Committees

- A. Public Works
 - 1. Sewage Treatment Plant Phase 2- Robert Horvat
 - a) Construction starts Feb 12th. Equipment moving in currently. Project was bid in January 2023 and now starting after financial closing issues. Project projected for 18 to 24 months.
 - 2. Easement Agreement
 - a) **Motion** by Stephanie VanTine to authorize Borough Manager Zach Filous to sign easement agreements associated with West Penn Power Temporary and Permanent electric service. Seconded by Jeannie Mazurowski. **Motion carried** 6/0.
 - 3. Mele Payment
 - a) **Motion** by Stephanie VanTine to approve Mele & Mele & Sons Pay Application No. 1 in the amount of \$373,532.40 contingent on bill review. Seconded by Sally Riley. **Motion carried** 6/0.
 - 4. Right Electric Payment
 - a) **Motion** by Lori Miller to approve Right Electric pay application No. 1 in the amount of \$36,900.00 contingent on bill review. Seconded by Sally Riley. **Motion carried** 6/0.
 - 5. Club House on Hill Project
 - a) Borough Manager gave an update on status of proposed project.
 - 6. Clothing Allowance
 - a) **Motion** by Stephanie VanTine to approve Borough Manager Clothing allowance in the amount of \$600. Seconded by Sally Riley. **Motion carried** 6/0.
 - 7. Spring Clean Up
 - a) Update- Add community yard sale to next agenda with Waste Management supplied dates.
- B. Public Safety, Property, & Ordinance
 - 1. Status - Blighted Properties
 - a) There are currently 13 blighted properties within Freeport Borough.
 - 2. 67 Main Street
 - a) Moving forward with the sale process.
 - 3. Fire Permits

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- a) Council discussed the need for paid fire permits with council, Fire Chief, and Public Safety Director. Council will list Fire Permits as an action item to be voted on at the next council meeting.
- 4. UCC Options
 - a) Update- meeting with Armstrong UCC and Middle Department Inspection Agency to look at UCC options.
- C. Parks, Recreation, & Community
 - 1. Guest Boater Lease Takeover- no motion. Item denied.
 - a) No motion made, topic denied.
 - 2. 2024 Baseball Field Lease- wants copies of lease agreement.
 - a) New Parks & Rec. Chair will meet with Freeport Youth Baseball to discuss.
 - 3. Freeport International
 - a) **Motion** by Jeannie Mazurowski to approve Freeport International to use pavilion by playground July 27. Seconded by Stephanie VanTine. **Motion carried 6/0.**
 - 4. 2024 Memorial Day Parade and Ceremony- Mayor will discuss at next meeting.
- D. Finance
 - 1. Delinquent Accounts
 - a) As of February 5, 2024, there are 28 delinquent sewage bills.
 - b) “Delinquent” is defined as an outstanding balance greater than \$140.
 - 2. Delinquent Income Tax Collection
 - a) Sharp Collection recovered \$2.25 in delinquent income tax.
 - 3. Armstrong County Landbank
 - a) Update- Council discussed the options of entering the Armstrong County Land Bank. No actions taken.
 - 4. iWorQ- Council informed public of overspending on Public Safety software programs (iWorQ and First Due) in 2022 and 2023. Issue found and resolved for 2024.
- E. Electronics, Web
 - 1. Freeport Ordinances on Website
 - a) Borough Manager adding Ordinances to website for public review.
 - 2. Meeting Minutes Procedure
 - a) No action taken.
 - 3. Online Bill Pay-
 - a) Working with IT chair to review options.

VII. Personnel

- A. 2024 PSAB Annual Conference
 - 1. **Motion** by Stephanie VanTine to approve sending Borough Manager to Annual Conference. Seconded by Jeannie Mazurowski. **Motion carried 6/0.**
- B. Tax Collector Letter of Resignation

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1. **Motion** by Sally Riley to approve Tax Collectors letter of resignation. Seconded by Jeannie Mazurowski. **Motion carried** 6/0.

VIII. Citizen Comments

- A. Kelly Abbot- Introduced herself as President of the Freeport Renaissance Association. Puts on events in town such as Christmas Parade, owns two parks in town, want to help community development.
- B. Sylvian Maxwell- New Schoolboard member. Wanted to introduce herself as township municipal liaison. She is trying to learn more about each community and answer questions for them.
- C. Tracy Curdiac- ask for digital speed sign to be used on Franklin Street and why a property was allowed to become multi-family unit.

IX. Adjournment

- A. Council President Rick Fennell **adjourned** the meeting at 8:00 p.m.