

# **FREEMPORT BOROUGH COUNCIL**

**July 1<sup>st</sup>, 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, Stephanie VanTine, Sally Riley, Jeannie Mazurowski, and Kimberly Barr. Sara Conroy is absent.
- C. Additional attendees include Mayor Zack Gent, Borough Manager Zach Filous, Solicitor Matt Kalina, and KLH Engineer Rob Horvat.

### **II. Citizen Comments (AGENDA ITEMS ONLY)**

- A. No Comments

### **III. Meeting Minutes – May 6<sup>th</sup>, 2024**

- A. Change “Market Street Park” to Swartz Memorial Field” and use Planning Commission Members names in Resignation. Meeting Minutes accepted with changes.

### **IV. Committee Reports**

- A. Treasurer Report - Accepted as submitted
- B. Borough Manager Report - Accepted as submitted, request sewage accounts in report.
- C. Invoices - Accepted as submitted, unreconciled statements included in treasurers report.
- D. Police Report – No report submitted.
- E. Fire Department Report - Accepted as submitted
- F. Mayor Report – Verbal report. Congratulations to Borough Manager on PSAB award. July will be busy with International and Freeport Days.
- G. Planning Commission Report - Accepted as submitted, no meeting. Letter submitted to council. Borough Manager to author letter to Buffalo and South Buffalo Township.

### **V. Public Works- (Stephanie VanTine)**

- A. Consulting Engineer’s Report- (Robert Horvat)
- B. Motion to approve Mele & Mele & Sons pay application #6 for \$ 501,106.26.
  - 1. Motion by Stephanie VanTine to approve Mele pay application #6 for \$501,106.26. Seconded by Sally Riley. Motion carried 6/0.
- C. Motion to approve KLH pay application #4 for \$ 24,418.64.
  - 1. Motion by Stephanie VanTine to approve KLH pay application for \$24,418.64. Seconded by Sally Riley. Motion carried 6/0.
- D. Street Sweeper Repairs- bad transmission
  - 1. Motion by Stephanie VanTine to approve sending the street sweeper for repairs. Seconded by Kim Barr. Motion carried 6/0.
- E. Skid Steer Repairs- Metal shavings in hydraulic system.

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1. Motion by Sally Riley to approve skid steer be sent for repairs. Seconded by Kim Barr. Motion carried 6/0.

### **VI. Public Safety, Property, & Ordinance- (Rick Fennell) (Kim take over)**

- A. Review Street Opening Ordinance (Old Business)
  1. Review- Advertised for next meeting.
- B. Review Short Term Rental Ordinance (Old Business)
  1. Review- Advertise for next meeting.
  2. Motion by Lori Miller to include all zones in Short Term Rental Ordinance. Seconded by Kim Barr. Motion carried 5/1, Sally Riley against.
- C. Discuss sale of property next to Wastewater Treatment Plant (Old Business)
  1. Discussed in executive session. No action voted on once council returned.
- D. EMS request for reimbursement- status of EMS investigation (Old Business)
  1. No action taken. Dismissed.

### **VII. Parks & Rec.- (Sally Riley)**

- A. Discussion and approval of Resolution 2024-6 to adopt initiatives to be recognized as a PA Audubon Council Bird Town (Old Business)
  1. Motion by Sally Riley to approve Resolution 2024-6 adopting Bird Town. Seconded by Stephanie VanTine. Motion carried 6/0.
- B. Motion to approve purchase of new Slide for the park at Freeport Borough Field not to exceed \$3,000 (Old Business)
  1. Motion by Jeannie Mazurowski to approve purchase of new slide for Swartz Memorial Field. Seconded by Kim Barr. Motion failed 2/4. Fennell, Riley, Miller, and VanTine against.
  2. Tabled until council can review budget.
- C. United Presbyterian Church request to use Riverside Park for service on June 9<sup>th</sup>, July 14<sup>th</sup>, and August 11<sup>th</sup> at 10 am.
  1. Motion by Sally Riley to approve church service in the park. Seconded by Lori Miller. Motion carried 6/0.

### **VIII. Finance- (Sara Conroy)**

- A. Multimodal Transportation Fund Grant- 30% match if we apply/granted (Old Business)
  1. No action taken. Dismissed.

### **IX. Electronics, Web- (Lori Miller)**

- A. Update. Written procedures to be completed by June 30<sup>th</sup>.
  1. Discussion- External procedures being created for the public. Internal procedures are being developed for Office and Standing committees.
  2. Freeport Facebook created to post information regarding Borough activity.

### **X. Personnel- (Jeannie Mazurowski)**

- A. Discussion and approval of hiring an outside auditor to complete the 2023 Annual Audit (Old Business)

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1. Discussion- Waiting on quotes from three companies to make a decision at the August meeting.
  - B. Borough Office Closed July 5<sup>th</sup>
    1. Motion by Jeannie Mazurowski to authorize the closure of Borough on July 5<sup>th</sup>. Seconded by Sally Riley. Motion carried 6/0.
  - C. Discussion of code enforcement procedures and responsibilities
    1. Discussion- warning with 30 days to comply, second letter with 14 days to comply, then police citation.
  - D. Declaration of Independence reading, 4<sup>th</sup> of July at Riverside Park.
- XI. Citizen Comments (ALL TOPICS)**
- A. Dan Close- issues with property maintenance at boat dock spaces. Asking to hold people accountable. Council will send out reminder letters to boat dock lease holders.
  - B. Emil Hanulik- 302 market street request the borough to fix the road next to his property.
- XII. Executive Session- Property and Personnel**
- A. Motion to executive session at 7:48 PM. End executive session at 7:58 PM. No straw votes cast.
- XIII. Adjournment**
- A. Council President adjourned the meeting at 8:55 PM.