

**FREEPORT BOROUGH COUNCIL**  
**June 10<sup>th</sup>, 2025 @ 6:00 pm**  
**Draft 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, Jay Powell, Sara Conroy, Kim Barr, Sally Riley, and Robert Barr. Lori Miller was absent.
- C. Additional attendees included Borough Manager Zach Filous, Mayor Matt Crytzer, and KLH Engineer Kevin Craig. Solicitor Matt Kalina attended via phone.

**II. Citizen Comments (All Items)**

- A. Heidi Powell- Would like to see the board do some research on Zoning Ordinances on Solar Farms now that it's happening in Buffalo Township. Thank the board for their work especially when people are upset online. Consider moving the Council Meeting to a date that is not Freeport Days.

**III. Meeting Minutes**

- A. Regular Meeting – May 13<sup>th</sup>, 2025 – Approved as submitted

**IV. Committee Reports**

- A. Treasurer Report – Accepted as submitted
- B. Invoices – Approved as submitted
- C. Action Items – Accepted as submitted
- D. Borough Manager Report – Accepted as submitted
- E. Police Report – Verbal Report – Accepted as submitted
- F. Fire Department Report – Accepted as submitted
- G. Mayor Report – Accepted as submitted- The Mayor wanted to thank Commissioner Anthony Shea, Southern Armstrong Regional Police Department, Freeport Volunteer Fire Department, and musical guests for help with the Memorial Day Celebration. The mayor attended a dinner with GT Thompson and Abby Major to discuss borough business. The mayor submitted a letter to council stating he will be completing marriages under his right via the borough code. The mayor conducted an interview with the Trib regarding revitalization of small towns.
- H. Planning Commission Report – Accepted as submitted. The Solicitors of Freeport and Buffalo Township are in conversation for a joint comprehensive plan.

**V. Public Works-**

- A. Consulting Engineer's Report- (Keven Craig)
- B. Motion to approve Mele pay application #17 for \$835,621.66

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- C. Motion to approve Right Electric pay application #16 for \$74,271.48
- D. Motion to approve KLH WWTP expenses for May totaling \$15,380.00
  - 1. Motion by Kim Barr to approve agenda items Public Works B, C, & D. Seconded by Jay Powell. **Motion carried 6/0.**
- E. Motion to approve Mele Change Order No. 6 in the amount of \$14,129.04 (water service)
- F. Motion to approve Mele Change Order No. 7 in the amount of \$6,537.28 (UV Modification)
- G. Motion to approve Mele Change Order No. 8 in the amount of \$3,880.28 (MPS Railing)
  - 1. Motion by Sally Riley to approve agenda items Public Works E, F, & G. Seconded by Sara Conroy. **Motion carried 6/0.**
- H. Motion to approve Triad invoice 021048 for \$439 for concrete testing.
  - 1. Motion by Sally Riley to approve Triad invoice 020307 for \$439 for concrete testing. Seconded by Robert Barr. **Motion carried 6/0.**

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

- A. Discussion and approval of Resolution 2025-04 for Berkheimer employee access.
  - 1. Motion by Sara Conroy to approve Resolution 2025-04 for Berkheimer employee access pending solicitor review. Seconded by Jay Powell. **Motion carried 6/0.**

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

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

- A. Discussion of 2023 Audit with auditor.
  - 1. Discussion- Went over the Audit documentation with Chris Robinson to discuss findings. No egregious findings.

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

**X. Personnel-**

- A. Accept the Borough Manager's letter of resignation effective June 20, 2025.
  - 1. Motion by Jay Powell to accept the Manager's letter of resignation effective June 20, 2025. Seconded by Sara Conroy. **Motion carried 6/0.**

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

- A. Executive Session held on Thursday, May 22 at 7 pm to discuss Manager resignation. Adjourned at 8 pm. No straw votes were cast.
- B. The Council President adjourned to Executive session on Tuesday, June 10<sup>th</sup> at 6:55 pm to discuss personnel. Adjourned at 7:24 pm. No Straw votes were cast.

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**XII. Adjournment**

- A. The council president adjourned the meeting at 7:25 pm.

**Meeting Minutes Recorded by Zachary Filous**

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