

FREEPORT BOROUGH COUNCIL

June 3rd, 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, Stephanie VanTine, Sally Riley, Jeannie Mazurowski, Sara Conroy, and Kimberly Barr.
- C. Additional attendees include Mayor Zack Gent, Solicitor Matt Kalina, and KLH Engineer Rob Horvat.

II. Citizen Comments (AGENDA ITEMS ONLY)

- A. No Comments

III. Meeting Minutes – May 6th, 2024

- A. Meeting minutes accepted as submitted.

IV. Committee Reports

- A. Treasurer Report - Accepted as submitted
- B. Borough Manager Report - Accepted as submitted
- C. Invoices - Accepted as submitted
- D. Police Report – Accepted as submitted
- E. Fire Department Report - Accepted as submitted
- F. Mayor Report – Verbal report.
- G. Planning Commission Report - Accepted as submitted. Need written letter of recommendation for Buffalo Township Municipal Authority water plant expansion in Freeport Borough

V. Public Works- (Stephanie VanTine)

- A. Consulting Engineer’s Report- (Robert Horvat)- status of wastewater plant upgrade.
- B. Motion to approve Mele & Mele & Sons pay application #5 for \$1,219,486.10
 - 1. Motion by Stephanie VanTine to approve Mele pay application #5 for 1,219,486.10. Seconded by Sally Riley. Motion carried 6/0.
- C. Motion to approve Right Electric pay application #5 for \$67,545.00
 - 1. Motion by Stephanie VanTine to approve Right pay application #5 for 67,545.00. Seconded by Sally Riley. Motion carried 6/0.
- D. Motion to approve KLH pay application #2 for \$25,195.95
 - 1. Motion by Stephanie VanTine to approve pay application #2 for 25,195.95. Seconded by Sally Riley. Motion carried 6/0.
- E. Discussion and motion to approve Greenway signage and in-kind support (Laura Hawkins).

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1. Motion by Stephanie VanTine to approve Greenway signage and in-kind support. Seconded by Sara Conroy. Motion carried 6/0.

VI. Public Safety, Property, & Ordinance- (Rick Fennell)

- A. Review Street Opening Ordinance supplied by Solicitor
 1. Review example Ordinance. Solicitor will have something created by next meeting.
- B. Review Short Term Rental Ordinance supplied by Solicitor
 1. Example Ordinance will be ready for next meeting.
- C. Sealed Bids for 67 Main Street-
 1. Motion by Jeannie Mazurowski to accept Hugh Rumbaugh's offer of \$ 6,554. Seconded by Sally Riley. Motion carried 6/0.
- D. Discuss sale of property next to Wastewater Treatment Plant and establish a budget for purchase if agreed upon.
 1. Discussed in executive session, no action taken.
- E. Motion to approve Kiskiminetas Township joining the Southern Armstrong Regional Police Department.
 1. Motion by Sally Riley to approve Kiski Township joining SARPD. Seconded by Stephanie VanTine. Motion carried 6/0.
- F. Discuss Dollar Generals request for Borough to publicly state no overnight parking on their property (Stephanie VanTine).
 1. Discussed in executive session, no action taken. Reminder that it is illegal to park on private property without permission.
- G. Discussion and approval of handicap sign to be placed at 705 High Street.
 1. Motion by Stephanie VanTine to approve a handicap sign to be placed at 705 High Street. Seconded by Sara Conroy. Motion carried 6/0.
- H. Revisit need for Emergency Management Coordinator for Freeport Borough (Old Business).
 1. Tabled, no discussion.
- I. EMS request for reimbursement- status of EMS investigation (Old Business).
 1. Tabled, further investigation into meeting minutes.
- J. Retaining wall on Buffalo Street- Solicitor review (Old Business).
 1. Discussed in executive session, no action taken.

VII. Parks & Rec.- (Sally Riley)

- A. Boat Dock Compliance- 2024 Update
 1. Two-week extension granted to Stephanie VanTine for lot insurance. Lease removed if not in compliance.
- B. Discussion and approval of Resolution 2024-6 to adopt initiatives to be recognized as a PA Audubon Council Bird Town (Audubon Speaker).

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1. Tabled until Solicitor can review resolution.
- C. Motion to approve purchase of new Slide for Swartz Memorial Field not to exceed \$3,000.
 1. Tabled, requesting more information.

VIII. Finance- (Sara Conroy)

- A. Multimodal Transportation Fund Grant- 30% match if we apply/granted
 1. Discussed the need for street funding. Tabled until next meeting.

IX. Electronics, Web- (Lori Miller)

- A. Update. Written procedures to be completed by June 30th.
 1. No update at this time.

X. Personnel- (Jeannie Mazurowski)

- A. Discussion and approval of Freeport Borough paying \$200 for Tax Collector certification.
 1. Motion by Sally Riley to approve Freeport Borough paying for Tax Collector Certification class. Seconded by Stephanie VanTine. Motion carried 6/0.
- B. Discussion and approval of hiring an outside auditor to complete the 2023 Annual Audit.
 1. Tabled, pending quotes.
- C. Accept resignation of Cheyenne Filous and Bill Zima from Planning Commission.
 1. Motion by Jeannie Mazurowski to accept two planning commission member's resignations. Seconded by Stephanie VanTine. Motion carried 6/0.
- D. Motion to accept Sara Conroy's letter of interest for Planning Commission.
 1. Motion by Sally Riley to accept Sara Conroy's letter of interest for Planning Commission. Seconded by Jeannie Mazurowski. Motion carried 5/0.
- E. Motion to advertise one vacant seat on Planning Commission.
 1. Motion by Stephanie VanTine to advertise vacant Planning Commission seat. Seconded by Jeannie Mazurowski. Motion carried 6/0.

XI. Citizen Comments (ALL TOPICS)

- A. Joan Martin Riveria- 531 Franklin Street needs major repairs or demolition. Request borough help. Action item for next meeting, find owner and send letter.

XII. Executive Session- Property and Personnel

- A. Motion to executive session at 7:16 pm. End executive session at 7:28 pm. Not straw votes cast.

XIII. Adjournment

- A. Council President adjourned the meeting at 8:06 pm.