

FREEPORT BOROUGH COUNCIL

March 11th, 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, Lori Miller, Sara Conroy, Jay Powell, and Sally Riley. Absent Kim Barr.
- C. Additional attendees included Borough Manager Zach Filous, Solicitor Savannah Vernet, and KLH Engineer Rob Horvat.

II. Citizen Comments (Agenda Items Only)

- A. Jeff Weaver - Resident submitted a letter of interest for the mayor position and is on the ballot for the next election. Jeff has experience with the Freeport Volunteer Fire Department and is interested in helping his community. Item is on the agenda.
- B. Heidi Powell - Resident wanted to discuss sponsored parking meter spaces in front of businesses to be used by visitors. Item is on the agenda.

III. Meeting Minutes

- A. Regular Meeting - February 11th, 2025: Approved as revised
- B. Special Meeting - February 20th, 2025: Approved as revised

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 - No report submitted
- F. Fire Department Report - Accepted as submitted
- G. Mayor Report - N/A
- H. Planning Commission Report - Accepted as submitted. The Planning Commission President requested the solicitor to contact Buffalo Township to discuss a joint Comprehensive Plan.

V. Public Works

- A. Consulting Engineer's Report (Robert Horvat)
- B. Motion to approve Mele pay application #13 for \$943,830.25
 - 1. Motion by Lori Miller to approve Mele pay application #13 for \$943,830.25.
Seconded by Sally Riley. **Motion carried 5/0.**
- C. Motion to approve Mele pay application #14 for \$509,057.26

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1. Motion by Jay Powell to approve Mele pay application #14 for \$509,057.26.
Seconded by Sara Conroy. **Motion carried 5/0.**
- D. Motion to approve Right Electric pay application #13 for \$240,717.57
 1. Motion by Sally Riley to approve Right Electric pay application #14 for \$240,717.57.
Seconded by Lori Miller. **Motion carried 5/0.**
- E. Motion to approve Right Electric Change Order No. 2 in the amount of \$10,963.81 for additional analog cards necessary for SCADA provisions.
 1. Motion by Jay Powell to approve Right Electric Change Order No. 2 for \$10,963.81.
Seconded by Sally Riley. **Motion carried 5/0.**
- F. Motion to approve Right Electric Change Order No. 3 in the amount of \$3,600.04 for additional electrical work associated with sludge pump replacement.
 1. Motion by Lori Miller to approve Right Electric Change Order No. 3 for \$3,600.04.
Seconded by Sally Riley. **Motion carried 5/0.**
- G. Motion to approve Right Electric Change Order No. 4 in the amount of \$49,757.61 for material cost escalation.
 1. Motion by Jay Powell to approve Right Electric Change Order No. 4 for \$49,757.61.
Seconded by Lori Miller. **Motion carried 5/0.**
- H. Motion to approve KLH pay application February 2025 for \$16,610.98
 1. Motion by Sally Riley to approve KLH pay application for \$16,610.98. Seconded by Sara Conroy. **Motion carried 5/0.**
- I. Motion to approve KLH invoice 83861 for Chapter 94 Report for \$1,690.00
 1. Motion by Lori Miller to approve KLH invoice for \$1,690.00. Seconded by Sara Conroy. **Motion carried 5/0.**
- J. Motion to approve KLH invoice 83863 for PENNVEST services for \$163.00
 1. Motion by Sally Riley to approve KLH invoice for \$163.00. Seconded by Lori Miller. **Motion carried 5/0.**
- K. Discussion and approval of getting quotes for Laneville pump station adjustments to prevent downtime.
 1. Discussion - The Council discussed the need for repairs. The Borough Manager will get repair quotes before voting. Add to next agenda.
- L. Discussion and approval of sending street sweeper out to repair electrical boom arm components.
 1. Discussion - The Council discussed repair options and approved sending out to get repair quotes.
 2. Motion by Sara Conroy to send street sweeper to get repair quotes. Seconded by Lori Miller. **Motion carried 5/0.**
- M. Discussion of 302 Market Street right-of-way (Solicitor)
 1. Discussion - Waiting on the solicitor to review the title search.
- N. Discussion of retaining wall on Buffalo Street (Solicitor)
 1. Discussion - Waiting on the solicitor to review the title search.

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

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- A. Discussion of Ordinance 418 - Shelter-in-Place
 - 1. Discussion - The Council reviewed the document. No changes were suggested.
- B. Discussion of having free parking at meters sponsored by local businesses.
 - 1. Discussion - The Council requested adding no parking meters to the April agenda
 - 2. Motion by Sally Riley to approve sponsored parking for the downtown district for a yearly cost of \$200.00. Seconded by Sara Conroy. **Motion approved 5/0.**
- C. Discussion of reviewing and updating Ordinance 252.
 - 1. Discussion - The Council requested that the Solicitor give examples and to review Buffalo Townships ordinance for reference.
- D. Discussion and Approval of Resolution 2025-01 for PA Small Water and Sewage Grant.
 - 1. Discussion - The Council reviewed the quote for proposed upgrades.
 - 2. Motion by Jay Powell to approve Resolution 2025-01 for the Small Water and Sewage Grant. Seconded by Lori Miller. **Motion carried 5/0.**

VII. Parks & Rec. (Sally Riley)

- A. Discussion and Approval of applying for a DCNR Small Community Grant.
 - 1. Discussion - Priority list as follows: restroom, swings, pavilion, and lights.
 - 2. Motion by Lori Miller to approve Resolution 2025-02 for DCNR Small Community Grant not to exceed \$100,000.00 for riverside advancements. Seconded by Sally Riley. **Motion carried 5/0.**
- B. Discussion of using a standard 5K route for all Freeport events.
 - 1. Discussion - Proposed route for all 5K.
 - 2. Chuck Sarver requested to make changes at Swartz Memorial Field. Andrew Smith offered to remove the old football scoreboard. The manager will discuss both items and report back to Council.

VIII. Finance (Sara Conroy)

- A. Update on the 2023 Audit
 - 1. Discussion - Working with the Auditor to resolve issues from the 2023 Audit. We have communicated with the DCED the reason for the delay.
- B. Update Liquid Fuel Allocation
 - 1. Discussion - The Borough has been issued their 2025 Liquid Fuel Allocation.

IX. Electronics, Web (Lori Miller)

- A.

X. Personnel

- A. Discussion of working with Freeport Area School District for a Junior Council and Planning member.
 - 1. Discussion - Fix the wording of the application for two separate people.
- B. Discussion and review of Junior Council Member letter of interest.

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1. The Manager will set up an interview with the candidate and have them attend the next council meeting.
2. Council Member Sara Conroy offered to have Junior Council Members receive college credits from CCAC.
- C. Discussion and review of Mayor letters of interest.
 1. Discussion - The Council reviewed two letters of interest.
 2. Motion by Sara Conroy to appoint Matthew Crytzer as the mayor for the completion of the 2025 year. Seconded by Sally Riley. **Motion carried 5/0.**
 3. No vote is required for the second letter of interest.
- D. Borough Manager Contract to be renewed before April 1, 2025 (Old Business).
 1. Discussion - A meeting will take place on March 17th to negotiate terms.

XI. Citizen Comments (All Topics)

- A. Larry Frasier - Attendee discussed his desire to be considered a resident for boat dock signups. He owns property in the borough, follows boat dock signup procedures, and pays taxes within the borough. He will also be building a home in the borough this year.
- B. Alisa Ross - Resident recommended a mobile repair company to assist with the street sweeper. Contact information was given to the Borough Manager.

XII. Executive Session - Property and Personnel

- A. The council adjourned to executive session at 9:00 pm. Council resumed at 9:15 pm. No straw votes were cast.

XIII. Adjournment

- A. The Council President adjourned the meeting at 9:16 pm.

Meeting Minutes Recorded by Zachary Filous