

FREEPORT BOROUGH COUNCIL
Regular Meeting | March 4, 2024 @ 6:00 pm
Meeting Minutes

I. Call to Order/Pledge of Allegiance/Attendees

- A. Council president Rick Fennell opened the meeting at 6:01 pm.
- B. Council members present were Rick Fennell, Lori Miller, Sally Riley, Stephanie VanTine, Jeannie Mazurowski, and Sara Conroy. Council member Josh James was absent.
- C. Additional attendees included Mayor Zack Gent, Solicitor Matt Kalina, and KLH Engineering engineer Rob Horvat.
- D. Motion was made to add the following items to the meeting agenda. **Motion carried 6/0:**
 - 1. the resignation of Josh James
 - 2. the filling of the vacancy on the SARPD Police Commission
 - 3. the discussion to rescind ordinance 403 (creation of the Office of Public Safety)

II. Citizens Comments (AGENDA ITEMS ONLY)

III. Meeting Minutes - February 5th, 2024

- A. 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.*
 - 1. The Southern Armstrong Regional Police Department has instituted a cruise policy whereas the police lights will be at a steady illumination (rather than flashing) to increase policy visibility within the community.
 - 2. The drug disposal box is still available at the police department.
- E. *Fire Department Report - Accepted as submitted.*
- F. *Mayor Report (verbal) - Accepted as submitted.*
 - 1. The property at 201 Butternut Way in Laneville is for sale.

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2. Citizens expressed concern with the change of address on the spring taxes. This was a result of having Armstrong County collect the taxes due to the retirement of the borough tax collector.

G. Planning Commission Report - Accepted as submitted.

1. Motion by Jeannie Mazurowski to approve a total of \$100 for four people to attend the PMPEI “Building a Strong Planning Commission” web training. Seconded by Stephanie VanTine. **Motion carried 6/0.**

V. Standing Committees

A. Public Works.....Stephanie VanTine

1. Sewage Treatment Plant Phase 2 - Robert Horvat
 - a) The EPA closing for the grant funding was delayed again which will impact the PENNVEST closing. Money is being used from the capital reserve and the bond funds until these grant monies are available.
2. Motion to approve Mele & Mele & Sons pay application #2 in the amount of \$283,368.60
 - a) This topic will be addressed at the continuation of this meeting scheduled for March 13.
3. Motion to approve Right Electric pay application #2 in the amount of \$67,024.57
 - a) This topic will be addressed at the continuation of this meeting scheduled for March 13.
4. Pre-Construction Meeting Report – Review only
5. West Penn LED Light Agreement - Review and Vote
 - a) An agreement for West Penn Power to give a price for providing LED lighting for 139 poles. There is no cost associated with this action.
 - b) Stephanie VanTine motioned to proceed with the street lighting agreement with West Penn Power. Seconded by Sally Riley.
Motion carried 6/0.
6. Waste Management - Spring Clean Up April 16th and 19th

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- a) The borough secretary will send the flier/notice with the sewage bill as to what can and cannot be disposed of.

7. Community Yard Sale Date - April 13th

8. Public Works Clothing - Hi-Vis During Construction

- a) Workers need to wear high visibility clothing while the sewage plant is under construction. The requirements and needs will be discussed at the April regular council meeting.

B. Public Safety, Property, & Ordinance

1. Burn Permits - Discussion and Vote, if needed

- a) Considering rescinding the current ordinance and issuing a new ordinance.
- b) Will be discussed at the continuation of this meeting scheduled for March 13.

2. First Due Software - Discussion and Vote, if needed

- a) This software will not be renewed. The invoice is due in March and will not be paid.

3. UCC Options - Discussion and Vote.....Sally Riley

- a) Motion by Lori Miller to approve UCC planning and inspections to be conducted by Bureau Veritas. Seconded by Sally Riley.

Motion carried 6/0.

4. Status 67 Main - Discussion and Motion to advertise sale

- a) The sale of this property was previously approved and will be advertised after the continuation of this meeting on March 13 in an effort to minimize advertising costs.

5. 4th Street One-Way during Church Functions - Discussion and Vote, if necessary

- a) The sign for a one-way street will only be used from 9-12 on Sunday and for Meals on Wheels activities.
- b) The sign's placement will be adapted so as to be visible from High Street prior to making any turns onto Fourth Street.

6. Discussion to rescind ordinance 403 (Creation of the Department of Safety).

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- a) This topic will be addressed at the continuation of this meeting scheduled for March 13.

C. Parks, Recreation, & Community.....Sally Riley

- 1. 2024 Baseball Field - Freeport Youth Baseball
 - a) Motion by Lori Miller to lease the borough field to Freeport Youth Baseball for the 2024 season at a rate of \$1,000, with proof of insurance. Seconded by Jeanie Mazurowski. **Motion carried 6/0.**
- 2. 2024 Baseball Field - Saint Joseph High School
 - a) Motion by Jeannie Mazurowski to lease the borough field to Saint Joseph High School for the 2024 season at a rate of \$1,250, with proof of insurance. Seconded by Sally Riley. **Motion carried 6/0.**
- 3. 2024 Baseball Field - Backyard Bucs Baseball (Practice only)
 - a) Motion by Stephanie VanTine to lease the borough field to the Backyard Bucs for the 2024 season at a rate of \$0, with proof of insurance. Seconded by Sally Riley. **Motion carried 6/0.**
- 4. Memorial Day Parade and Ceremony.....Mayor Gent
 - a) Motion by Stephanie VanTine to close Second Street, Riverside Drive and First Street from 9:30A-12:30P on May 27 for the Memorial Day parade. Seconded by Jeannie Mazurowski. **Motion carried 6/0.**

D. Finance.....Sara Conroy

- 1. Delinquent Accounts - 52 accounts (over \$166)
- 2. Delinquent Income Tax Collection - Sharpe Collections \$4.50
- 3. Address Unclaimed funds in PA Treasury (Mayor Gent)
 - a) Freeport Borough has unclaimed monies. Over ten of the accounts have balances of over \$100. Efforts will be made to reclaim the monies.
- 4. Waste Management Contract Increase
 - a) The monthly bill from Waste Management is approximately \$1,000 more than the trash fees collected by the Borough.

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E. Electronics, Web.....Lori Miller

1. Creation of procedures for standing committees for their areas of responsibility
 - a) Once completed, applicable procedures will be posted to the Freeport Borough website.
2. Borough ordinances on website - short and long term plans
 - a) Scanned documents containing borough ordinances are available on website along with a table of contents specifying what is addressed by each ordinance.
 - b) The long term solution is to present the information in a more user-friendly, searchable format.
3. Creation of Facebook page
 - a) The purpose of the planned Facebook page is to provide a means of communicating to the community. Comments will not be allowed.

F. Personnel.....Jeannie Mazurowski

1. Accept Director of Public Safety's Resignation
 - a) As an employee, the resignation does not need to be accepted by Council.
2. Advertise Tax Collector Position for 2025 Season
 - a) The borough is in need of short-term solution until the next election.
 - b) This topic will be addressed at the continuation of this meeting scheduled for March 13.
3. Open call for committee members - Community involvement.....Sara Conroy
4. Accept Josh James resignation
 - a) Motion by Stephanie VanTine to accept the resignation of Josh James. Seconded by Lori Miller. **Motion carried 6/0.**
5. Motion to fill the vacancy on SARPD Police Commission (resulting from Josh James' resignation)

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- a) Motion by Sally Riley to appoint Rick Fennell as a full-time voting member of the SARPD Police Commission. Seconded by Jeanie Mazurowski. **Motion carried 6/0.**
- b) The vacancy of the alternate member of the SARPD Police Commission will be addressed at the April regular meeting.

VI. Citizen Comments (ALL TOPICS)

VII. Executive Session - Properties and personnel

- A. Not needed.

VIII. Adjournment

- A. Council President Rick Fennell suspended the meeting with a reconvene date of March 13 at 6 pm at the Freeport Borough Building.