

FREEPORT BOROUGH COUNCIL

May 13th, 2025 @ 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, Sara Conroy, Kim Barr, Sally Riley, and Robert Barr. Jay Powell was absent.
- C. Additional attendees included Borough Manager Zach Filous, Mayor Matt Crytzer, and Solicitor Matt Kalina. KLH Engineer Rob Horvat attended via phone.

II. Citizen Comments (Agenda Items Only)

- A. No Comments

III. Meeting Minutes

- A. Regular Meeting – April 8th, 2025 – Accepted 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 – Accepted as submitted
- F. Fire Department Report – Accepted as submitted
- G. Mayor Report – Accepted as submitted- Mayor offered his thanks for emergency services and public works for all emergency responses during this month's storm.
- H. Planning Commission Report – Accepted as submitted

V. Public Works-

- A. Consulting Engineer's Report- (Robert Horvat)
- B. Motion by Sara Conroy to approve line items 1-4 for the Wastewater Treatment Plant Upgrades. Seconded by Kim Barr. **Motion carried 6/0.**
 - 1. Motion to approve Mele pay application #16 for \$1,092,817.73
 - 2. Motion to approve Right Electric pay application #15 for \$163,051.75
 - 3. Motion to approve KLH WWTP expenses for March totaling \$14,087.58.
 - 4. Motion to approve KLH WWTP expenses for April totaling \$18,017.18
- C. Motion Sally Riley to approve KLH invoice line items 1-7 for professional services. Seconded by Lori Miller. **Motion carried 6/0.**
 - 1. PA Small Water and Sewage invoice 84581 for \$974.00.
 - 2. Chapter 94 Report invoice 84587 for \$2,720.00.

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3. DCNR Bathroom Estimate invoice 84580 for \$326.00.
 4. Act 57 Tap Fee Update invoice 84579 for \$81.50.
 5. Capacity letter of plant (developer) invoice 84578 for \$163.00.
 6. Penn Vest Services invoice 84583 for \$326.00
 7. PA Small Water and Sewage invoice 86641 for \$121.50
- D. Motion to approve Mele Change Order No. 5 (CREDIT) in the amount of \$45,394.90
1. Motion by Kim Barr to approve Mele Change Order No. 5, crediting \$45,394.90. Seconded by Lori Miller. **Motion carried 6/0.**
- E. Motion to approve the purchase of two (2) Penn Valley Pumps and VFDs from the Township of Hampton for the asking price of \$14,200 (\$7,100 each).
1. Motion by Lori Miller to approve purchase of 2 Penn Valley pumps for \$14,200 from Hampton Township. Seconded by Sally Riley. **Motion carried 6/0.**
- F. Motion to approve Triad invoice 020307 for \$559 for concrete testing.
1. Motion by Kim Barr to approve Triad invoice 020307 for \$559 for concrete testing. Seconded by Sally Riley. **Motion carried 6/0.**
- G. Discussion and approval of repairing the Laneville pump station control function for \$3,869.62.
1. Motion by Kim Barr to approve the Laneville pump station control upgrade for \$3,869.62. Seconded by Robert Barr. **Motion carried 6/0.**
- H. Discussion and approval of Laneville pump station repair quote for \$6,935.00.
1. Motion by Sally Riley to approve Laneville pump station repair for \$6,935.00. Seconded by Robert Barr. **Motion carried 6/0.**

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

- A. Discussion and approval of Ordinance 418- Shelter-in-Place
1. Motion by Lori Miller to approve Ordinance 418. Seconded by Kim Barr. **Motion carried 6/0.**
 2. The council requests to make information public and to make residents aware of the new procedure.
- B. Discussion and approval of Ordinance 419- Prohibiting Door-to-door Solicitation.
1. Motion by Kim Barr to approve Ordinance 419. Seconded by Sally Riley. **Motion carried 6/0.**
- C. Discussion of amending Ordinance 364 (map) to extend industrial zone two parcels onto the Barr property.
1. Discussion- The Property owner discussed the request for a Zoning Map Change. The Planning Commission discussed its recommendation to approve the changes and move forward with the process.
 2. Motion by Lori Miller to advertise public meeting and move forward with Zoning Map change. **No second. Motion fails.**
- D. Discussion and approval of appointing a Sewage Enforcement Officer (SEO) for property not located near public utilities.

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1. Motion by Sally Riley to appoint Spurgeon Shillings and his secondary coverage as the SEO for Freeport Borough when public utilities are not accessible. Seconded by Lori Miller. **Motion carried 6/0.**
- E. Discussion and approval of appointing Chief Chris Fabec as the Freeport Borough's Local Emergency Management Coordinator (LEMC)
 1. Motion by Sally Riley to appoint Chief Chris Fabec as the Freeport Borough LEMC. Seconded by Lori Miller. **Motion carried 6/0.**

VII. Parks & Rec.- (Sally Riley)

- A. Discussion of Allegheny Boat Docks installation before Memorial Day
 1. Update- Will be installed weather dependent.
- B. Discussion of Freeport Memorial Day Event
 1. Update- The Mayor is organizing the Memorial Day Celebration on Monday, May 26th at 10:30 am. This event will take place at the Freeport Riverfront Park.

VIII. Finance- (Sara Conroy)

- A. Discussion and approval of opening the 2025 Budget to amend the Fire Department Allocation of \$5,000.
 1. Discussion- The Council President recommended revisiting this issue for the 2026 budget. Will reimburse any expenses beyond \$3,280.27 in the Fire Truck account.
 2. No motion made.
- B. Discussion and approval of a cell phone stipend for the Borough Manager (old business)
 1. This will be addressed in the managers' new job description.

IX. Electronics, Web- (Lori Miller)

- A. Discussion and approval of Course Vector payment options
 1. Discussion- Course Vector can offer a 3% service fee for all credit card payments or (1.25% or \$2.50) for ACH Online Check Cost.
 2. Motion by Sally Riley to approve Course Vector for payments to the borough. Seconded by Sara Conroy. **Motion carried 6/0.**
- B. Discussion of Synology server at the borough building
 1. Discussion- The borough did not have power during the outage and was unable to update residents via phone calls or answer emails. Looking into options for a server bank or fixing the generator at the borough building.

X. Personnel-

- A. Discussion of moving council meetings so they do not interfere with Freeport Days.
 1. Discussion- Suggestion by council member. Item withdrawn.
- B. Discussion of Buffalo Elementary 2nd Annual "Revved for Health" event at Lernerville Speedway on May 17th from 12 pm to 4 pm.

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1. Discussion- Short notice request without available staff.
2. No motion taken.
- C. Discussion of Teamsters Local Union No. 538 contract renewal (Ends December 31, 2025)
 1. Discussion- Executive Session item.

XI. Citizen Comments (ALL TOPICS)

- A. No Comments.

XII. Executive Session- Property and Personnel

- A. Council President adjourned to Executive session at 7:43 pm. Adjourn at 7:56 pm. No straw votes cast.

XIII. Adjournment

- A. Council president adjourned at 7:57 pm.

Meeting Minutes Recorded by Zachary Filous