

FREERPORT BOROUGH COUNCIL

May 6th, 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, Lori Miller, Stephanie VanTine, Sally Riley, Jeannie Mazurowski, and Sara Conroy.
- C. Additional attendees include Mayor Zack Gent, Solicitor Matt Kalina, Borough Manager Zach Filous, and KLH Engineer Rob Horvat.

II. Citizen Comments (AGENDA ITEMS ONLY)

- A. Dawson Gaillot- Nonprofit group to help donate hygiene products for the community. Asked for permission to add signage and comply with Zoning requirements.

III. Meeting Minutes – April 8th, 2024

- A. Meeting minutes accepted as submitted.

IV. Continuation Meeting Minutes – April 24th, 2024

- A. Meeting minutes accepted as corrected. (Fennell at adjournment, spelling)

V. 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- Working on Memorial Day Parade. Sitting through Armstrong County boroughs association. Update laws to force PennDOT to repair their roads. Thank emergency services and public works for work during rain and flooding. Day of, 10:30 parade.
- G. Planning Commission Report - Accepted as submitted. Need resolution for Junior Planning Commission.

VI. Public Works (Stephanie VanTine)

- A. Consulting Engineer’s Report- (Robert Horvat)
- B. Motion by Stephanie VanTine to approve Mele pay application #4 for \$492,757.38. Seconded by Lori Miller. Motion carried 6/0.
- C. Motion by Stephanie VanTine to approve Right Electric pay application #4 for \$44,370.00. Seconded by Lori Miller. Motion carried 6/0.

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- D. Motion by Stephanie VanTine to approve repairs to the Freeport Baseball Field bathrooms. Seconded by Jeannie Mazurowski. Motion carried 6/0.
- E. Motion by Jeannie Mazurowski to appoint Binz and Huth as contractor to repair the baseball bathrooms. Seconded by Sally Riley. Motion carried 6/0.
- F. Motion by Stephanie VanTine to approve wastewater contractors to start work at 6 am instead of 7 am. Seconded by Sara Conroy. Motion carried 6/0.
- G. Discussion of tree removal from Dock 30.
 - 1. Reach out to property owner and see if he is satisfied with current cleanup. If not, hire tree removal service.

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

- A. Motion by Lori Miller to conditionally approve resolution 2024- 4 amending Ordinance 406 (Special Events Permits). Seconded by Jeannie Mazurowski. Motion carried 6/0.
- B. Discussion of need for Junior Council Member. Solicitor discusses the benefits of such a program in other municipalities.
 - 1. Motion by Jeannie Mazurowski to approve Resolution 2024-5 for Junior Council Member. Seconded by Sara Conroy. Motion carried 6/0.
- C. Planning Commission Request for 2 council members to attend their next meeting.
 - 1. Jeannie Mazurowski and Sara Conroy state they will attend next meeting.
- D. Motion by Jeannie Mazurowski to approve temporary STOP sign in alley behind Catholic Church, conditional of sign being removed daily. Seconded by Stephanie VanTine. Motion carried 6/0.
- E. Shelter in place signal/siren (Lori Miller)
 - 1. Discussion- Emergency Management Coordinator needs to be resolved prior to coordinate this type of thing. Solicitor will review with other communities as well. Mayor can declare a state of emergency.
- F. Discussion of Street Opening permit and updating Ordinance-
 - 1. Solicitor will draft something for council to review.
- G. Discussion of Short-Term Rentals in Freeport- review example Ordinance
 - 1. Solicitor will draft something for council to review.
- H. EMS request for reimbursement for Emergency Center TV in Council Chambers
 - 1. Council President states that the equipment purchases was intended for an Emergency Management Center. Postponed until further investigation by EMS department.
 - 2. Solicitor will advertise 67 Main Street for sale and contact interested parties for closed bid which will be opened at the June 3rd at the Regular Council Meeting.
- I. Retaining wall on Buffalo- want more information regarding who is responsible for wall maintenance.
- J. Railroad- Q and A section on website.

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- K. Franklin street house with bad occupancy. Will be addressed after sale prior to anyone moving into property.

VIII. Parks & Rec.- (Sally Riley)

- A. Boat Dock Updates for 2024 Season
 - 1. Status- two residents refused to get homeowner insurance for dock spaces.
 - a) Council woman Stephanie VanTine requesting time to get homeowner insurance issue addressed. Lease sent out at the beginning of the year is in compliance, but council new requests new information from all dock renters.
 - b) Boats and Docks should not be allowed in the water until all insurance is submitted. Removes liability from Borough.
 - c) Motion to extend insurance period for two people until June 3 where council will take corrective actions.
- B. Athletic Field Update- Electric Lights
 - 1. Status- Field is costing 273 dollars a month on average. Electrician reviews and we can turn the transformer off. Change key to just Borough Manager, Public Works, and sign out only.

IX. Finance- (Sara Conroy)

- A. Service Shutoffs- 2 Accounts
- B. Delinquent Income Tax Collection- Sharpe Collections \$2.25
 - 1. Sara Conroy does not see the point of this information. Add to Borough Manager Report.

X. Electronics, Web- (Lori Miller)

- A. Discussion for the creation of standing committees and office procedures.
 - 1. Discussion- purpose of written procedures- transition periods would be easy, establish transparency, and expectations. Standard template to fill in for each item. Target to complete by June 30th.

XI. Personnel- (Jeannie Mazurowski)

- A. Solicitor will do court petition. Motion by Lori Miller to appoint Kimberly Barr to council. Seconded by Stephanie VanTine. Motion carried 6/0.
- B. Motion by Sara Conroy to appoint Mariah Jones as Freeport Borough Tax Collection. Seconded by Jeannie Mazurowski. Motion carried 6/0.
- C. Motion by Sara Conroy to approve Treasurers letter of resignation. Seconded by Lori Miller. Motion carried 6/0.
- D. Motion by Jeannie Mazurowski to approve Auditors letter or resignation. Seconded by Stephanie VanTine. Motion carried 6/0. June 3 agenda to come up with resolution.

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XII. Executive Session - Property and Personnel

- A. Council calls executive session at 7:50 p.m.
- B. Council returns from executive session at 8:02 p.m. No straw votes cast.

XIII. Adjournment

- A. Council President Rick Fennell adjourned the meeting at 8:04 p.m.

Draft