

FREEPORT BOROUGH COUNCIL
November 4th, 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, Sally Riley, Jeannie Mazurowski, and Kimberly Barr. Stephanie VanTine and Sara Conroy were absent.
- C. Additional attendees included Borough Manager Zach Filous, Solicitor Matt Kalina, and KLH Engineer Rob Horvat. Mayor Zack Gent was absent.

II. Citizen Comments (All Items)

- A. Gregory Miller –The resident stated that the street sweeper only removed material when leaves and debris were available, and he would like ticketed street sweeping only to take place on the first Thursday of each month.
- B. Nicole Zimmerman – Resident argues that street sweeping is not essential because there is limited leaf debris.
- C. Rick Olszewski – The resident has lived on Stewart Street for 35 years and was upset about people speeding on the road and ticketed for street sweeping.
- D. Wendy Olszewski – The Stewart Street resident would like to see speeding addressed, especially during events at the park. The Council President and Police Chief offered to put up a portable digital speed sign to help with speeding. The resident also requests a notice of change in practice for street sweeping ticketing.
- E. President Rick Fennell requested to add Street Sweeping on Stewart Street to the agenda for the next Council meeting. Street sweeping will continue through the month of November and cars on Stewart Street should move every Thursday. Tickets will not be issued on Stewart Street for the remainder of the year. Anyone issued a ticket on October 31st should contact Chief Fabec.

III. Meeting Minutes

- A. Meeting Minutes from October 7, 2024 – Approved as revised
- B. Special Meeting Minutes from October 24 and 30, 2024 – Approved as revised

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. Verbal report provided by Chief Chris Fabec.
- E. Fire Department Report – Accepted as submitted. Chief Sweeny reported a lot of brush fires and issues with dry environments in surrounding communities.
- F. Mayor Report – No report submitted
- G. Planning Commission Report – Verbal report provided:
 - 1. There has been no response from South Buffalo or Buffalo Township on the request to pursue a multi-municipality comprehensive plan. The Planning Commission would

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like to stop that process and proceed on its own. PennDOT has multiple options for assistance.

2. The Planning Commission would like permission to review and edit our current comprehensive plan, and then send out questionnaires for community feedback. Motion by Sally Riley to continue with comprehensive plan changes. Seconded by Kim Barr. Motion carried 5/0.
3. Any young person interested in Junior Planning Commission can apply at the Borough Office.

V. Public Works (Stephanie VanTine)

- A. Consulting Engineer's Report – (Robert Horvat)
- B. Motion to approve Mele & Mele & Sons, Inc. pay application #10 for \$511,320.88
 1. Motion by Sally Riley to approve Mele & Sons, Inc. pay application #10 for \$511,320.88. Seconded by Jeannie Mazurowski. Motion carried 5/0.
- C. Motion to approve Right Electric, Inc. pay application #9 for \$135,482.43
 1. Motion by Sally Riley to approve Right Electric, Inc. pay application #9 for \$135,482.43. Seconded by Lori Miller. Motion carried 5/0.
- D. Motion to approve KLH Engineers, Inc. pay application #7 for \$18,190.15
 1. Motion by Sally Riley to approve KLH Engineers, Inc. pay application #7 for \$18,190.15. Seconded by Lori Miller. Motion carried 5/0.
- E. Discussion and approval of Change Orders at the Wastewater Treatment Plant
 1. SBR Drain Valves for \$8,586.01
 - a) Motion by Lori Miller to approve SBR Drain Valve change for \$8,586.01. Seconded by Jeannie Mazurowski. Motion carried 5/0.
 2. Storage Room Intake Louver for \$1,185.46
 - a) Anticipated credit was not granted since this item was in the original drawing.
 - b) Motion by Kim Barr to approve Storage Room Intake Louver change for \$1,185.46. Seconded by Sally Riley. Motion carried 5/0.
 3. Effluent Yard Hydrants/Piping for \$34,845.16
 - a) Motion by Sally Riley to approve an Effluent Yard Hydrant/Piping system change for \$34,845.16. Seconded by Lori Miller. Motion carried 5/0.
 4. Waterline relocation for \$9,867.85
 - a) Motion by Lori Miller to approve waterline relocation change for \$9,867.85. Seconded by Sally Riley. Motion carried 5/0.
 5. Total Change Order #1 – \$54,484.48
- F. Motion to approve KLH Engineers, Inc. invoices #81700, #81373, and #81374 for non-retainer work: \$158.00 for plant insurance estimate research, \$586.00 for gazebo handrail removal research, and \$316.00 for South Buffalo sewer line expansion work, respectively.
 1. Motion by Sally Riley to approve invoice #81700 for \$158.00. Seconded by Kim Barr. Motion carried 5/0.
 2. Motion by Jeannie Mazurowski to approve invoice #81373 for \$586.00. Seconded by Kim Barr. Motion carried 5 /0.

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3. Motion by Lori Miller to approve invoice #81374 for \$316.00. Seconded by Sally Riley. Motion carried 5/0.
- G. Motion to approve Triad Engineering invoice of \$2,417.50 for concrete testing.
 1. Motion by Kim Barr to approve Triad Engineering concrete testing invoice for \$2,417.50. Seconded by Jeannie Mazurowski. Motion carried 5/0.
- H. Discussion and approval of purchasing Kubota SSV75 Skid Loader. (Old Business)
 1. Will remain on the agenda until dismissed or voted on.
- I. Discussion and approval of separate Swartz Memorial Field lights and other facilities. (Old Business)
 1. The electric system at Swartz Memorial Field is billed at a higher rate due to the electrical load required to power the field lights. Facility buildings are billed at the same rate regardless of field light usage. Separating the facility lights and field lights would allow for normal billing in park bathrooms and concessions. The Council discussed the multiple options and the cost benefits for both.
 2. The Council requested that the Borough Manager get a second quote for system separation.

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

- A. Discussion of Shelter-in-Place options.
 1. Discussion – The Borough Manager, Chief of Police, and Fire Chief will meet and propose multiple shelter-in-place options to the Council.

VII. Parks & Rec. (Sally Riley)

- A. Discussion and approval of the PGH Bombers baseball team using Swartz Memorial Field from April to July.
 1. Motion by Sally Riley to approve the PGH Bombers baseball team to use the field at the regular fee schedule price. Seconded by Kim Barr. Motion carried 5/0.
 2. Discussion – The Council stated that the PGH Bombers would not have the first choice of dates as they requested. Sally will reach out to Chuck Sarver.

VIII. Finance (Sara Conroy)

- A. Discussion and approval of Resolution No. 2024-11 2025 Fee Schedule.
 1. Motion by Lori Miller to approve Resolution No. 2024-11, The 2025 Fee Schedule. Seconded by Sally Riley. Motion carried 5/0.
- B. Discussion and Approval of the proposed 2025 Budget to advertise for the December meeting.
 1. Motion by Sally Riley to approve the proposed 2025 Budget to advertise for the December meeting. Seconded by Kim Barr. Motion carried 5/0.
- C. Discussion and Approval of Free Parking in the Month of December.
 1. Motion by Jeannie Mazurowski to approve free parking in the month of December. Seconded by Kim Barr. Motion carried 5/0.
- D. Discussion and Approval of US Bank Invoice #7482692 for \$600. (Administration Fees)

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1. Motion by Sally Riley to approve US Bank Invoice #7482692 for \$600 administration fee. Seconded by Kim Barr. Motion carried 5/0.
- E. 2025 Medical Insurance options:
 1. The insurance representative did not attend.

IX. Electronics, Web (Lori Miller)

- A. Update on Outlook and File Explorer. (Old Business)
 1. Discussion – Updating email and using File Explorer. Laptops are needed by 4:30 pm on Wednesday.
- B. Discussion of the need for and completion of Internal Procedures.
 1. Discussion – Lori Miller wants to know if the Council is interested in proceeding with procedural books to help cover personnel changes, changes, etc. The Council decided to move forward with preparing documentation.

X. Personnel (Jeannie Mazurowski)

- A. Discussion of 2025 Meeting Times and dates.
 1. The Solicitor and Engineer will supply the Borough Manager with options.
- B. Discussion of Local Government Structure and Roles. (Solicitor)
 1. Discussion – An email was sent to the board for review and reference. If there any question, please call the solicitor.
- C. Discussion of disbanding Elected Auditors in favor of a contracted CPA Auditor.
 1. Discussion – Create a resolution to move away from Elected Auditor to CPA.
 2. Special meeting for a resolution to move to using a CPA.
- D. Discussion of Tax Collector appointment for 2025.
 1. Discussion – Advertise tax collector for appointment 2025. November 20, @ 4:00 pm. Tax collector, elected auditor, budget.

XI. Citizen Comments (All Items)

- A. No Comment

XII. Executive Session – Property and Personnel

- A. None

XIII. Adjournment

- A. A Special Meeting will be held on November 20, @ 4:00 pm to discuss the Tax Collector, Elected Auditor, Budget, and Medical Insurance.
- B. Council President adjourned the meeting at 9:02 pm.

Meeting Minutes Recorded by Zachary Filous