

FREEPORT BOROUGH COUNCIL
October 7th, 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 Mayor Zack Gent, Borough Manager Zach Filous, Solicitor Matt Kalina, and KLH Engineer Rob Horvat.

II. Citizen Comments (AGENDA ITEMS ONLY)

- A. No agenda comments

III. Meeting Minutes – August 5th, 2024

- A. Meeting Minutes – Approved as corrected

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
- E. Fire Department Report – Accepted as submitted
- F. Mayor Report – Verbal report provided – Citizens have asked questions regarding the lot behind 2nd Street Extension and the mobilization of construction equipment. Buffalo Township Municipal Authority will be using this lot as a staging area for water line replacements throughout the Freeport Borough. Construction will start in the coming weeks. The police will be assisting with traffic control during bus pick-up to prevent people from passing school buses on Route 356. Mayor Gent will be resigning from the position of Mayor at the conclusion of the year due to new job requirements. He thanked the community for the opportunity.
- G. Planning Commission Report – No report submitted

V. Public Works (Stephanie VanTine)

- A. Consulting Engineer’s Report (Robert Horvat)
- B. Motion to approve Mele & Mele & Sons, Inc. pay application #9 for \$668,316.50
 - 1. Motion by Kim Barr to approve Mele pay application #9 for \$668,316.50. Seconded by Jeannie Mazurowski. Motion carried 5/0.
- C. Motion to approve Right Electric, Inc. pay applications #7 & #8 for \$142,515.00
 - 1. Motion by Sally Riley to approve Right Electric pay applications #7 and #8 for \$142,515.00. Seconded by Lori Miller. Motion carried 5/0.
- D. Motion to approve Triad Engineering invoice of \$2,446.00 for concrete testing.

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1. Motion by Lori Miller to approve Triad Engineering invoice of \$2,446.00 for concrete testing. Seconded by Kim Barr. Motion carried 5/0.
- E. Discussion and Vote on WWTP change orders (Old Business)
 1. Discussion – Not discussed or voted on. Item will be removed from the agenda until KLH Engineering has documents to review.
- F. Discussion and Approval of purchasing Kubota SSV75 Skid Loader
 1. Motion by Jeannie Mazurowski to approve the purchase of a Kubota SSV75 Skid Loader for \$51,287.89. Seconded by Kim Barr. Motion removed. The Council wishes to review the 2025 Draft Budget prior to deciding.
- G. 2024-2025 CoStar Salt Contract
 1. Discussion – Armstrong County salt rate of \$88.04 per ton.
- H. Discussion and Approval of sending the Borough Manager to a road preservation class in Cranberry on October 31, 2024, at no cost to the borough.
 1. Motion by Lori Miller to approve sending the Borough Manager to a road preservation class on October 31, 2024, at no cost to the borough. Seconded by Jeannie Mazurowski. Motion carried 5/0.
- I. Discussion of the cost estimate to separate Swartz Memorial Field lights and other facilities
 1. Discussion – Council discussed the pros and cons of splitting the field lights and the facility lights to create separate meters. The Council requests the Borough Manager to supply them with more information and add this item to next month’s agenda.

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

- A. Discussion and Approval of Resolution No. 2024-4 Special Events (Old Business)
 1. Revised to “Resolution No. 2024-9 Special Events”
 2. Motion by Kim Barr to approve Resolution No. 2024-9 Special Events. Seconded by Sally Riley. Motion carried 5/0.
- B. Discussion of Food Truck Permit and Special Event Permit
 1. Discussion – Reviewed and accepted for use. Council will review ordinance to update fee schedule and permitting.
- C. Discussion and Approval of alcohol sale at 2024 Halloween Carnival per existing variance.
 1. Motion by Sally Riley to approve the sale of alcohol per existing variance at the 2024 Halloween Carnival. Seconded by Lori Miller. Motion carried 5/0.
- D. The solicitor will provide the Council with multiple Shelter-in-Place options for Freeport Borough. Council asks the Emergency Management Coordinator to present options for a Shelter-in-Place alarm. This item will be added to next month’s agenda.
- E. Buffalo Street Wall – Discussion held in Executive Session.

VII. Parks & Rec. (Sally Riley)

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- A. Discussion and Approval of Halloween Carnival dates for 2025. Event to be held from October 3rd to 5th, 2025. Swartz Memorial Field to be reserved from September 28th to October 6th, 2025.
 - 1. Motion by Sally Riley to approve the 2025 Halloween Carnival dates (Event dates from October 3rd to 5th, Swartz Memorial Field reservation from September 28th to October 6th for event set-up, execution, and tear-down). Seconded by Lori Miller. Motion carried 5/0.
- B. Discussion and Approval of the Annual Christmas Parade on December 7th, 2024, at 5:00 pm
 - 1. Motion by Sally Riley to approve the Annual Christmas Parade on December 7th, 2024, at 5:00 pm and waive the special events fee. Seconded by Lori Miller. Motion carried 5/0.
 - 2. Freeport Renaissance Association is still required to submit a Special Events Permit.
- C. Discussion of Allegheny River boat dock removal
 - 1. Discussion – The Borough is required to remove docks before October 31st, 2024, to match dock holder lease. The Council President will assist in removing the docks in conjunction with the Freeport Terminals.
- D. Discussion and Approval of replacing playground slide at Swartz Memorial Field
 - 1. The council discussed using the Holbein Fund for a grant match to upgrade playground equipment.
 - 2. Motion by Jeannie Mazurowski to approve purchasing a new slide at the Swartz Memorial Field playground not to exceed \$3,000.00. No second. Motion failed.
 - 3. The Borough Manager has permission to write grants to update the playground equipment.

VIII. Finance (Sara Conroy)

- A. Discussion of 2025 Rough Draft Budget
 - 1. Discussion – The Borough Manager discussed the 2025 Rough Draft Budget and answered Council members' questions.
- B. Discussion of 2025 Rough Draft Fee Schedule
 - 1. Discussion – The Council requested a special meeting to discuss the 2025 Rough Draft Fee Schedule. The special meeting will take place on October 24, 2024, at 6:00 pm.
- C. Discussion and Approval of 2025 MMO for Non-Uniform Pension Plan
 - 1. Motion by Kim Barr to approve the 2025 MMO for Non-Uniform Pension Plan. Seconded by Sally Riley. Motion carried 5/0.
- D. Discussion of public budget workshop
 - 1. Discussion – The Council will review the budget and take citizen comments at the special meeting on October 24, 2024, at 6:00 pm.
- E. Discussion of Updating 2024 Fee Schedule to include Short-Term Rentals
 - 1. Discussion – No action taken. The 2025 Fee Schedule will address this topic.

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IX. Electronics, Web (Lori Miller)

- A. Discussion of migrating from Synology Mail to Outlook
 - 1. Discussion – Working with our tech consultant to change from Synology to Outlook.
- B. Discussion of migrating from Synology Drive to File Explorer
 - 1. Discussion – Working with our tech consultant to change from Synology Drive to File Explorer.

X. Personnel (Jeannie Mazurowski)

- A. Junior Planning Commission Resolution (Old Business)
 - 1. Motion by Jeannie Mazurowski to approve Resolution No. 2024-10 establishing a Junior Council Member on the Freeport Planning Commission. Seconded by Lori Miller. Motion carried 5/0.
 - 2. The Council requested the Junior Council and Planning Commission positions to be advertised on the Freeport Borough website and Facebook pages.

XI. Citizen Comments (ALL TOPICS)

- A. Heidi Powell – Citizen Powell requested that the Borough Calander Events Page on the Freeport Borough website be updated with fall events. Powell asked if dye testing would be something the Freeport Borough would consider. The Borough Manager and Engineer will meet to discuss options. Powell asked if boat dock pricing could be tiered based on residency and construction needs for each dock.

XII. Executive Session – Property and Personnel

- A. Motion to executive session at 8:03 pm. End executive session at 8:16 pm. No straw votes were cast.

XIII. Adjournment

- A. Council President adjourned the meeting at 8:16 pm.

Minutes recorded by Zachary Filous