

**FREEPORT BOROUGH COUNCIL**  
**September 9<sup>th</sup>, 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, Sara Conroy, Stephanie VanTine, and Kimberly Barr.
- C. Additional attendees included Borough Manager Zach Filous, Solicitor Matt Kalina, and KLH Engineer Rob Horvat. Mayor Zack Gent was absent.

**II. Citizen Comments (AGENDA ITEMS ONLY)**

- A. None presented

**III. Meeting Minutes – August 5<sup>th</sup>, 2024**

- A. Meeting Minutes – 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 – No report submitted.
- E. Fire Department Report – Accepted as submitted. The Halloween Parade is set for October 23<sup>rd</sup>, 2024, at 7:00 pm with a rain date of October 24<sup>th</sup>, 2024, at 7:00 pm.
- F. Mayor Report – No report submitted.
- G. Planning Commission Report – Letters of interest were sent to Buffalo and South Buffalo townships regarding a multi-municipality comprehensive plan; waiting for the Solicitor to bring forward information. There is currently one open position on planning commission.

**V. Public Works (Stephanie VanTine)**

- A. Consulting Engineer’s Report (Robert Horvat)
- B. Motion to approve Mele & Mele & Sons, Inc. pay application #8 for \$704,729.00
  - 1. Motion by Stephanie VanTine to approve Mele pay application #8 for \$704,729.00. Seconded by Sally Riley. Motion carried 7/0.
- C. Motion to approve KLH Engineers, Inc. pay application #6 for \$ 19,334.45
  - 1. Motion by Stephanie VanTine to approve KLH pay application #6 for \$19,334.45. Seconded by Jeannie Mazurowski. Motion carried 7/0.
- D. Motion to approve Triad Engineering invoice of \$5,774.00 for concrete testing.
  - 1. Motion by Stephanie VanTine to approve Triad Engineering invoice for \$5,774.00. Seconded by Sally Riley. Motion carried 7/0.
- E. Discussion and Vote on WWTP change orders (Old Business)

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1. Discussion on drain valves, storage room intake, yard hydrants, control building drains, sludge pump, and cost escalation. Potential credit change order. Nothing to vote on currently.
- F. Street Sweeper Repairs – Full transmission replacement needed; repairs came to \$6,883.09.
  1. Motion by Stephanie VanTine to approve Penn Power Group invoice for \$6,883.09. Seconded by Sally Riley. Motion carried 7/0.
- G. Discussion and Approval of purchasing a skid steer and possible financing options.
  1. Motion by Jeannie Mazurowski to move forward with the Caterpillar skid steer. Seconded by Kim Barr. Motion denied 2/5. Barr and Mazurowski voted yes. Fennell, Miller, Riley, VanTine, and Conroy voted no.
  2. Motion by Sally Riley to move forward with the Kubota 75 Skid Steer. Seconded by Stephanie VanTine. Motion carried 4/3. Riley, Miller, Fennell, and VanTine voted yes. Conroy, Mazurowski, and Barr voted no.
  3. If council decides to purchase a new skid steer, they will move forward with a Kubota 75 Skid Steer.
  4. Purchasing will not take place until Freeport Borough Council can review the 2025 proposed budget.

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

- A. Discussion and Approval on Ordinance 414 - Short-Term Rentals
  1. Motion by Kim Barr to approve Ordinance 414 - Short-Term Rentals. Seconded by Sally Riley. Motion carried 7/0.
- B. Discussion and Approval of Resolution No. 2024-4, Special Events
  1. Tabled until the October 2024 Council meeting so Council can review the proposed changes.

**VII. Parks & Rec. (Sally Riley)**

- A. Discussion and Approval of removing the wooden fence in Riverside Park near the gazebo (Old Business)
  1. No motion taken. Engineer received answers from the state; the Borough options are extremely limited and do not address the issue.
- B. Boat Docks – Leaseholders that are out of compliance
  1. Discussion – Council wants all boat dock leaseholders to follow regulations. Procedures will be added to the Freeport Borough website.
- C. Buffalo Creek Half Marathon – October 19, 2024
  1. Motion by Sally Riley to approve the Butler Freeport Community Trail Council ending the Buffalo Creek Half Marathon in Freeport Borough on October 19, 2024. Seconded by Stephanie VanTine. Motion carried 7/0.
- D. Discussion and Approval of Trick or Treat date for October 2024.

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1. Motion by Jeannie Mazurowski to approve trick or treat on October 31, 2024, for Freeport Borough from 6:00 to 8:00 pm. Seconded by Lori Miller. Motion carried 7/0.
- E. Add “Replace playground slide at Swartz Memorial Field” to the October Council meeting agenda.

**VIII. Finance (Sara Conroy)**

- A. Discuss the 2025 Budget Timeline and the possibility of timeline resolution (Old Business)
  1. Discussion – Request to hold off until budget training.
- B. Discussion and Approval of Resolution No. 2024-7, Local Share Account Grant Application
  1. \$100 fee per application. Applying for new street sweeper. Grant will be awarded in 2025. No matching funds required.
  2. Motion by Lori Miller to approve resolution No. 2024-7, Local Share Account Grant Application. Seconded by Stephanie VanTine. Motion carried 7/0.
- C. Discussion and Approval of Resolution No. 2024-8, Main Street Matters Grant Application
  1. Grant requires 25% matching funds for a \$50,000 planning grant. Match is available.
  2. Motion by Stephanie VanTine to approve resolution No. 2024-8, Main Street Matters Grant Application. Seconded by Lori Miller. Motion carried 7/0.

**IX. Electronics, Web (Lori Miller)**

- A. No items presented or discussed.

**X. Personnel (Jeannie Mazurowski)**

- A. Discussion and Approval of hiring an outside auditor to complete the 2023 Annual Audit, quotes (Old Business)
  1. Motion by Jeanie Mazurowski to approve hiring Mark Turnley CPA to complete the 2023, 2024, and 2025 Annual Audits. Seconded by Sara Conroy. Motion carried 7/0.
- B. Borough Manager Annual Review
  1. Discussion held in executive session.
- C. Borough Manager Contract – Change to align with budget cycle or keep current cycle.
  1. No discussion held.
- D. Discussion and Approval of advertising the Junior Council Person Position
  1. Motion by Jeannie Mazurowski to approve advertising for both Junior Council and Junior Planning Commission members together pending the Solicitor's resolution for Junior Planning Commission member. Seconded by Stephanie VanTine. Motion carried 7/0.

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**XI. Citizen Comments (ALL TOPICS)**

- A. Tyler Huth – Freeport Halloween Carnival – Shared possibility of holding the 2025 event a week earlier than previous years. Approval of alcohol sales at the 2024 event. Add both items to the October 2024 meeting agenda.
- B. Heidi Powell – Short-Term Rental Ordinance – Commented on enforcement of parking restrictions specified in the Short-Term Rental Ordinance.
- C. Emil Hanulik – Awaiting legal input related to right-of-way. Reiterated his dissatisfaction with the condition of 3<sup>rd</sup> street next to the walking tunnel. Also annoyed with potential hazards on the Railroad right-of-way as well as the condition of the Railroad bridges and tunnels.
- D. Greg Cromer – Shared aerial photos of Freeport and offered to sell his products.
- E. Ronnie Bottles – Asked questions regarding boat docks; upset about the request Council made for leaseholders to be in compliance. Also upset that some leaseholders do not utilize their dock space and requests that Council reviews lease agreements and updates them to include verbiage on area usage.

**XII. Executive Session - Property and Personnel**

- A. Motion to executive session at 8:37 pm. End executive session at 8:45 pm. No straw votes were cast.

**XIII. Adjournment**

- A. Council President adjourned the meeting at 8:46 pm.