

FREEPORT BOROUGH COUNCIL
September 9, 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 p.m.
- B. Council members present were Rick Fennell, Sara Conroy, Sally Riley, Jay Powell, Robert Barr, and Kim Barr.
- C. Additional attendees included Borough Manager Tina Ferringer, Mayor Matt Crytzer, Fire Chief Ryan Sweeny, Solicitor Matt Kalina, and KLH Engineer Rob Horvat.

II. Citizen Comments (Agenda Items)

- A. None

III. Prior Meeting Minutes Approval

- A. July 8, 2025
 - 1. The July 8, 2025 regular meeting minutes were not prepared by Council and therefore not approved. Council Person Kim Barr will prepare the minutes for the next meeting.
- B. August 12, 2025 Regular Meeting Minutes – Approved as submitted

IV. Committee Reports

- A. Treasurer Report..... Rick Fennell
 - 1. Accepted as submitted
- B. Invoices Rick Fennell
 - 1. Approved as submitted
- C. Public Works Report Richard Swartz
 - 1. Accepted as submitted
- D. Police Report Chris Fabec
 - 1. Approved as submitted
- E. Fire Department Report Ryan Sweeny
 - 1. Verbal report, accepted as submitted
- F. Mayor Report..... Matt Crytzer
 - 1. Verbal report, accepted as submitted
- G. Planning Commission Report..... Heidi Powell
 - 1. Freeport Borough has been invited to work with Buffalo Twp. on a new Working Comprehensive Plan. Solicitor Kalina will contact Buffalo Twp. Solicitor for information on MAP grant and costs. Council members were asked to attend the September 17, 2025 Planning meeting at 6pm at Freeport Borough office. Members from Buffalo Twp. and others involved will attend the meeting also.

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V. Sewage Plant Project

- A. Consulting Engineer’s Report Rob Horvat
- B. Motion to approve Mele & Mele & Sons pay application #20 in the amount of \$180,459.70
- C. Motion to approve Right Electric pay application #19 in the amount of \$105,417.54
- D. Motion to approve KLH Engineers invoices for a total of \$23,443.50
 - 1. Invoice 88608 for July 2025 monthly retainer for \$250.00
 - 2. Invoice 88609 for July 2025 professional services for \$22,749.00
 - 3. Invoice 88610 for July 2025 professional services (building permit fee) for \$444.50
- ✓ Motion by Sara Conroy to approve invoices relative to items V-B, V-C, and V-D immediately above. Seconded by Jay Powell. **Motion carried 5/0.**
- E. Motion by Kim Barr to allow services of time and material up to \$50,000 to McCutcheon Services to finish the sewage project. Seconded by Jay Powell. **Motion carried 5/0**
- F. Motion by Kim Barr to have Freeport Public Works pump sludge from the 1st Clarigester to reduce hours and price of McCutcheon Services. Seconded by Jay Powell. **Motion carried 5/0**

VI. Old Business

- A. Status of Public Works theft (AI 179) Tina Ferringer
 - 1. Check for the claim filed with Erie Insurance received 9/4/25
- B. 2024 Audit (AI168) Rick Fennell
 - 1. Borough Manager will work with Chris Robertson on Single Audit
 - 2. Rob Horvat will be notified of the time table
- C. 2024 Proposed resolution: Trash can placement & timing (AI 178) Lori Miller
 - 1. No Discussion - Lori Miller was absent.
- D. Ordinance 407 revision: Office of Borough Manager (AI 173) Lori Miller
 - 1. No Discussion – Lori Miller was absent.
- E. Renting of Concession Stand (AI 203)..... Sally Riley
 - 1. Little League will rent for \$50 per month for storage purposes.
- F. Teamster Local Union No. 538 contract renewal (AI 169) Sara Conroy
 - 1. Contact has been initiated with the union representatives for contract negotiations/renewal. Sara Conroy and Rick Fennell will participate.
- G. Status of installation of pumps from Hampton Township (AI 125)..... Rob Horvat
 - 1. The pumps have temporarily been installed and are operating.
- H. Laneville pump station adjustments (AI 175) Rob Horvat
 - 1. Asking Richard to find Training Manual. KLH will help with training.

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- I. Closeout of \$1.5M sewage plant grant (AI 204) Rob Horvat
 - 1. The closeout has not occurred. It is dependent upon the completion of the 2024 Audit.
- J. Limit of Surcharge to Borough Residents for Sewage (AI205) Rob Horvat
- K. Estimates to Pump our Existing Sewage Basins (AI206) Rob Horvat
 - 1. McCutcheon quote was \$50,000. Public works will do pumping to reduce time and labor to reduce the cost.
- L. Butler County Tax Collection representative responsibilitiesKim Barr
 - 1. Kim Barr contacted Butler County – no responsibilities known.

VII. New Business

- A. Discussion and Approval of Trick or Treat date for October 2025Council
 - 1. Friday October 31, 2025 6 – 8pm
- B. Discussion and Approval of Part time Office Secretary 2025 Rick Fennell
- C. Discussion of Office Secretary Leave Rick Fennell
 - 1. Both VII B & VII C deferred to Executive Session
- D. Request for Municipal Budgeting & Finance Training (Cost \$125)..... Tina Ferringer
- E. Request for Training - Your Role as Municipal Secretary/Administrator (Cost \$75) Tina Ferringer
- F. Request for Armstrong County Borough Assoc Meeting (Cost \$25) Tina Ferringer
- G. Armstrong County Commissioners Luncheon (\$30) Tina Ferringer
 - 1. All four items approved VIID – VII I by council
- H. Pension MMO for Plan Year 2026..... Tina Ferringer
 - 1. Borough Manager got information on 9/9/25 to complete and submit

VIII. Citizen Comments (All Items)

IX. Executive Session - Property and Personnel

- A. Approval of Part Time Office SecretaryCouncil
 - 1. An executive session was held during this meeting at 7:15pm. Jay Powell motioned to Ratify the hiring of Sue Johns at a rate of \$16 per hour retroactive to 9/6/25. She will train with Mariah Jones 2 days per week.

X. Adjournment

Rick Fennell adjourned the meeting without objection at 7:35 pm.

Meeting Minutes Recorded by Tina Ferringer