Freeport Borough

Armstrong County, PENNSYLVANIA

RESOLUTION 2025-6

A RESOLUTION AUTHORIZING AN APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A MUNICIPAL ASSISTANCE PROGRAM (MAP) GRANT WHEREAS, Freeport Borough and Buffalo Township will be undertaking a Comprehensive Plan project for the Freeport Borough and Buffalo Township; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;

NOW THEREFORE BE IT RESOLVED by the Freeport Borough, hereby authorizes submission of an application to the Municipal Assistance Program; and

BE IT FURTHER RESOLVED that the Borough Council of Freeport hereby commits municipal resources in the amount $2500 for Preparation of MAP application.

ADOPTED by Freeport Borough, Armstrong County, Pennsylvania, on October 21, 2025.

Tina Ferringer

Tina Ferringer
Freeport Borough Manager

Rick Fennell
Freeport Borough Council President

CONTRACT FOR PROFESSIONAL SERVICES

AGREEMENT

THIS AGREEMENT, entered into as of this 14 day of October, 2025 by and between Freeport Borough of 414 Market Street, Freeport, PA 16229 (hereinafter referred to as the "Borough", and MECALL Services, LLC of 104 Parkview Drive, Kittanning, PA 16201 (hereinafter referred to as the "Consultant").

WITNESSETH:

WHEREAS, the Municipality is wishing to apply for funding through the Department of Community and Economic Development (DCED) Municipal Assistance Program (MAP) for funding to assist with the Buffalo Township/Freeport Borough Implementable Joint Comprehensive Plan for Freeport Borough, Armstrong County, PA and Buffalo Township, Butler County, PA.

WHEREAS, pursuant to such, the Municipality is undertaking certain activities necessary for the planning or execution of a project, situated in the Project Area as described below; and

WHEREAS, the Municipality desires to engage the Consultant to render certain technical advice, planning services and grant writing services in connection with the MAP Grant.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. **Scope of Services:**

The Consultant shall perform all the necessary services provided under this contract in conjunction with the MAP Grant to apply for funding to assist with creating an Implementable Joint Comprehensive Plan for Freeport Borough and Buffalo Township.

PROFESSIONAL SERVICES:

1. Finalize the preliminary cost estimate to compete an Implementable Comprehensive Plan.
2. Provide documents to the Borough and the Township for Approval (support letter).
3. Coordinate with the County and Municipal Planning Departments, and the State Senator and State Representative Office's for support letters.
4. Complete and submit grant application.
5. Answer any requests from DCED.

ADDITIONAL SERVICES

Additional Services shall be accomplished only under written authorization of the Municipality at Consultant's current hourly rate.

1. **Time of Performance:**

   The Services of the Consultant shall be undertaken and completed in such sequence as to ensure their expeditious completion.

2. **Compensation:**

   We estimate that MECALL's fee for Services will be $2,500.00. This estimate is not a fixed fee quote, and does not include fees for services described under the Additional Services Section. It does not constitute a commitment, guaranty, or promise by us to perform the Services for that amount. Each situation is unique, and the actual fees may be more or less than estimated. The actual work required may vary from the assumptions due to complexities or other factors that we cannot foresee.

   It is expressly understood and agreed that no additional work shall be conducted or performed without receiving prior written approval for such services from the Municipality or its authorized representative.

3. **Method of Payment:**

   The payment schedule for this project shall be as follows:

   - Time and material payments shall be paid in accordance with the monthly invoice.
   - Final payment needs to be rendered upon 30 days of receipt of invoice.

4. **Other Provisions:**

   No additional work shall be conducted or performed without receiving prior written approval for such services from the Municipality or their authorized representative.

   Unless signed, the Contract is only valid for 30 days from Municipality Receipt.

IN WITNESS WHEREOF, the Municipality and the Consultant have executed this agreement as of the date first above written.

ATTEST/WITNESS:

_____

MECALL SERVICES, LLC

_____

Jesse H Hickman, President

PROFESSIONAL SERVICES:

1. Hold regular meetings with the Township and the Borough.
2. Prepare and present the draft ordinances and guidelines.
3. Present the ordinances and guidelines to the Public, the Township and the Borough.
4. Participate in the public hearing to formally present the ordinances and guidelines for approval and adoption.

DELIVERABLES:

1. Two (2) printed and bound color copies of each document created.
2. Two (2) complete electronic copies on separate USB Drives of the documents in PDF format.
3. The Consultant shall be responsible for providing all necessary materials including drafts at all meetings and hearings.
4. The Consultant shall submit electronic copies of all materials, research, data, GIS shapefiles, maps, etc. developed or collected over the course of plan development to the Township and the Borough in editable formats for future use. The software packages used will be agreed to prior to any work being produced. All maps will be developed for easy integration into an ArcGIS Online System.

ADDITIONAL SERVICES

Additional Services shall be accomplished only under written authorization of the Township and the Borough at the Consultant's current hourly rate.

1. **Time of Performance:**

   The Services of the Consultant shall be undertaken and completed in such sequence as to ensure their expeditious completion.

2. **Compensation:**

   We estimate that MECALL's fee for Services will be $125,000.00. This estimate is not a fixed fee quote, and does not include fees for services described under the Additional Services Section. It does not constitute a commitment, guaranty, or promise by us to perform the Services for that amount. Each situation is unique, and the actual fees may be more or less than estimated. The actual work required may vary from the assumptions due to complexities or other factors that we cannot foresee.

   This will be broken down as follows:

MAP Grant:	$62,500.00
Match:	$62,500.00
Total Project:	$125,000.00

As per DCED requirements, the Township will be assigned as the lead on the project and will pay invoices to the Consultant. The Township will then invoice the Borough for their share of the invoice. Additionally, the Township will submit to DCED for grant reimbursement.

It is expressly understood and agreed that no additional work shall be conducted or performed without receiving prior written approval for such services from the Township and the Borough or their authorized representatives.

3. **Method of Payment:**

The payment schedule for this project shall be as follows:

- Time and material payments shall be paid in accordance with the quarterly invoice.
- Final payment needs to be rendered upon 30 days of receipt of invoice.

4. **Other Provisions:**

No additional work shall be conducted or performed without receiving prior written approval for such services from the Municipalities or their authorized representatives.

The contract is contingent upon the Township and the Borough receiving Department of Community and Economic Development (DCED) Municipal Assistance Program (MAP) Funding to cover fifty (50) percent of the project costs. If the anticipated funding is not received, this contract will become void.

IN WITNESS WHEREOF, the Township, the Borough, and the Consultant have executed this agreement as of the date first above written.

ATTEST/WITNESS:
(SEAL)

Janice L Zubrin, Secretary

BUFFALO TOWNSHIP
BOARD OF SUPERVISORS

Ron Zampogna III, Chairman

Matthew Sweeny, Vice-chairman

IN WITNESS WHEREOF, the Township, the Borough, and the Consultant have executed this agreement as of the date first above written.

ATTEST/WITNESS:

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MECALL SERVICES, LLC

_____

Jesse H Hickman, President

IN WITNESS WHEREOF, the Township, the Borough, and the Consultant have executed this agreement as of the date first above written.

ATTEST/WITNESS:
(SEAL)

Borough Manager

(MUNICIPALITY)

Rick Fennell, President