

SAXONBURG BOROUGH
Meeting Minutes
April 16, 2019

President Weinzierl called the meeting to order at 7:00 p.m.

Roll Call Carol Neubert, Scott Herbst, Sherry Weinzierl, Patricia Rinebolt, David Felsing, and Mayor Gillespie were present.

Josh Novotny was absent.

Also in attendance was Mary Papik/Manager, Chief Joseph Beachem, Mike Gallagher/Solicitor, Richard B. Foust, Fred Caesar, Sawyer Neale, Karen Kennedy, Carol Young, Pete Watt, Steven Graff, and Sam Doctor.

Correspondence

- Worthington Borough, March 20, request for the Special Fire Police.
- Pete Watt, March 22, interested in serving on HARB.
- Thomas Knights, March 25, resignation from Borough Council and HARB.
- SVFC, April 4, requesting street closure for the 2019 Carnival.
- Samantha Strickland, April 16, resignation from appointed Secretary/Treasurer.

Minutes Motion was made and seconded by Dave Felsing and by Scott Herbst to approve the minutes of March 19, 2019. The motion carried.

Public Comments

Rich Foust

- Rich addressed water in the park and drainage issues at 129 East Water Street. Rich stated that his neighbor drains water from their basement to the corner of the drainage ditch and when there are strong storms water backs into his basement. Water comes into Rich's backyard and raises to about five feet behind Cooper Hall. Rich feels Council should reconsider the request to partner with the East Main Street property owner and maintain the drainage swale to protect the Cooper Hall property and resolve the issue.

Fred Caesar Saxonburg Museum

- Fred stated that last year SHRC approved \$250 to get brochures for the museum printed and wanted to make sure that was okay with council.
- The current Saxonburg Museum donation forms reference SHRC. Fred stated he is not comfortable using them and will work on designing a new updated form.
- **Motion was made and seconded by Scott Herbst and Dave Felsing to cease using the Post Office Box for SHRC and make the mailing address 420 West Main Street Saxonburg PA 16056. The motion carried**
- **Motion was made and seconded by Scott Herbst and Dave Felsing to authorize printing of new museum brochures up to \$250 out of Parks and Recreation funds. The motion carried.**

Peter Watt

- Peter expressed his interest in serving on HARB. Peter stated he was a founder of John Roebing society, served on HARB before, and has helped with many community efforts.

Steven Graff

- Steven presented the lot line Revision on E. Water Street to Council. Two lots will be combining together to build a house with the proper required setbacks. On lot storm water systems are noted, and runoff on the property is their responsibility and will be contained on the property.

Sam Doctor

- Sam is running to replace Brian Ellis as State Representative. He is a steel worker for AK Steel.
- Sam stated he is pro-gun, pro-union, and wants to address corruption in Harrisburg. He believes listening to what matters is a major part of the job, and thinks it is important to send regular people to serve as representatives to have a prosperous future. Sam encouraged Council to visit his website for further information.

SABA

Fred Caesar

- Fred stated the Easter Egg Hunt is scheduled for April 20, 2019 and will have around 6000 eggs. Fred explained the protocol for rain and using the gazebo to pass out eggs.
- Fred stated vendor applications for Mingle on Main events are still coming in. He reminded Council the first event is May 16, 2019.

Mayor

William Gillespie Jr.

- The Mayor stated that he and the Chief attended the annual first responder meeting at II-VI, and everyone has done a great job of maintaining safety.

Chief of Police

Joseph Beachem had no report.

Manager

Mary Papik

Lot Line Revision – Virginia Bradby

Motion was made and seconded by Scott Herbst and Carol Neubert to approve the lot line revision for Virginia Bradby. The motion carried.

May Meeting Announcement

- Mary stated that the primary election day falls on same the day as the May 21, 2019 meeting. Mary explained the SAA meeting will be held in the Police Department's training room. Council decided to meet in the police training room as well.
- Mary explained the Pet Parade is during the July 16, 2019 meeting, and the start location will be in the Borough office parking lot. Council discussed options to move the location or to move the date.

Motion was made and seconded by Dave Felsing and Scott Herbst to move the July Borough Council meeting to Wednesday, July 3, 2019. The motion carried.

2018 Audit Results

- Mary informed Council that the 2018 Audit results were complete.

Motion was made and seconded by Patricia Rinebolt and Carol Neubert to approve advertising for the 2018 Audit results. The motion carried.

Bills

Motion was made and seconded by Patricia Rinebolt and Scott Herbst to approve the bills as presented. \$27,238.94 paid from the Borough's General Fund, of which \$17,545.69 is the Borough's portion of the expense and \$9,693.25 is the Authority's

portion of the expense and \$39.07 paid from the Revenue Fund in April. In addition, decrease adjustments in March from the Borough General Fund in the amount of \$28,426.46 of which \$12,837.45 was the Borough's portion of the expense and \$15,589.01 was the Authority's portion of the expense, and payroll for March 2019. The motion carried, with Dave Felsing abstaining.

Solicitor

Mike Gallagher had no report.

Old Business

East Main Street Property

Council discussed that working with owner on storm water and pursuing a right-of-way would help. Solicitor suggested consulting with an engineer if a right-of-way is considered. A summary of storm water study will be provided to explain retention and flow for the next meeting.

Sidewalk

Council discussed how labor intensive the job is, and how the bricks get loose with a large amount of rain. Mary will try to have the original contractor or our landscaper look at the issue before the next meeting.

Parks and Recreation Department

Motion was made and seconded by Dave Felsing and Scott Herbst to approve Borough Council and employees to sign the signature cards for First Commonwealth Bank and Nextier Bank for the Parks and Recreation Department bank accounts. The motion carried.

New Business

Thomas Knights – Resignation

Motion was made and seconded by Patricia Rinebolt and Dave Felsing to accept the resignation of Thomas Knights from the Saxonburg Borough Council and the Historic Architectural Review Board, effective March 25, 2019, with regrets. The motion carried.

Council Member – Appointment

- Joe Sepich and Aaron Piper have expressed interest in serving on Council.

Motion was made and seconded by Dave Felsing and Carol Neubert to appoint Joe Sepich to Saxonburg Borough Council to fill the unexpired term of Thomas Knights which expires in January 2022. The motion carried.

Historical Architectural Review Board – Appointment

- Pete Watt expressed interest in serving on HARB

Motion was made and seconded by Dave Felsing and Carol Neubert to appoint Pete Watt to the Historical Architectural Review Board to fill the unexpired term of Thomas Knights which expires in December 2019. The motion carried.

Secretary/Treasurer – Resignation

Motion was made and seconded by Patricia Rinebolt and Dave Felsing to accept the resignation of Samantha Strickland from the appointed position of Secretary/Treasurer. The motion carried. Carol Neubert voted nay.

Secretary/Treasurer – Appointment

Motion was made and seconded by Scott Herbst and Dave Felsing to appoint Meredith Phillis as the Secretary/Treasurer for Saxonburg Borough. The motion carried.

SVFC – Road Closure

Motion was made and seconded by Patricia Rinebolt and Scott Herbst to approve the closures of W. Water Street, Butler Street, North Rebecca Street, and Main Street for the 2019 Fire Company Carnival activities. The motion carried.

Recessed The meeting recessed at 8:01 p.m. The meeting will reconvene Wednesday, May 1, 2019, at 7 p.m.

Meredith Phillis
Secretary

SAXONBURG BOROUGH
Meeting Minutes
May 1, 2019

President Weinzierl called the meeting to order at 7:00 p.m.

Roll Call Sherry Weinzierl, Patricia Rinebolt, David Felsing, Joseph Sepich, and Mayor Gillespie were present.

Carol Neubert, Scott Herbst, and Joshua Novotny were absent.

Also in attendance were Mary Papik/Manager, Mike Gallagher/Solicitor, Fred Caesar, Carol Young, Peter Watt, Hannah Finke, John Shannon, and Connie McCormick.

Swearing in of Joe Sepich as Council Member

Mayor Gillespie swore in Joseph Sepich as council member.

Correspondence

- Jennifer Gilliland Vanasdale, candidate for judge, April 22, 2019, sent a thank you note for welcoming her to March meeting.
- Butler County Boroughs Association, April 29, 2019, sent notification of an event taking place on June 21, 2019.
- Michelle Lesniak, Library Director, April 29, 2019, sent a thank you letter from the South Butler Community Library thanking Council for their support.

Public Comments There were no public comments.

Mayor William Gillespie

- Mayor Gillespie stated storm water problems continue at the far east end of East Main Street. The Mayor brought Council pictures of the outlet on the south side of east main street and the park to show the amount of saturation and water flowing freely.
- He stated this problem happens when there is bad rain in a short period of time, and a solution needs to be found.

Manager Mary Papik

Parks and Recreation Department

2020 Rental Rates:

- President Weinzierl stated we need an hourly rental rate to cover daily operational cost of \$220. She asked if it was possible to change rates to an hourly rate structure. Council discussed the hourly structure.
- Council discussed permanently leaving chairs and tables up to accommodate between 50 and 100 people.
- Councilmember Sepich asked for clarification on the total occupancy in Cooper Hall. Council stated occupancy is 300.
- Borough Manager Papik discussed proposed budget of \$80,000, and the cost of the yearly arts festival. Council was provided with materials outlining rental rates in other municipalities.
- Hannah was asked about the time limit on Saturday rentals. Hannah stated bookings can occur from 8am-11pm. Council discussed hour limitation for rentals during day and a proposal of \$100 per hour weekdays with minimum of four-hour rental, \$125 per hour on weekends beginning Friday at 4 p.m. through Sunday.

- Council discussed the options about raising rates and future renovation cost. The Solicitor discussed the quality of Pine Township Community Center facilities and Fred stated Laube Hall has completed extensive renovations.
- Mayor Gillespie asked if anyone knows someone in this type of business. Solicitor suggested reaching out to Butler Tourism group; Fred stated he is the representative with Butler Tourism group and goes to their meetings. Fred also stated Jack Cohen suggested improved marketing and a possible partnership between Cooper Hall and Slippery Rock University to become a practicum for SRU to use for training programs in hospitality program. Council discussed suggestion of partnerships.
- Council discussed what is included in the price structure for event booking and for what type of events. Mary suggests staff going back through 2018 rentals to determine what the rental type was, what the revenue was, and whether they were one day or multiple day events.
- Mayor Gillespie said we should look at someone to lease it. Mayor also suggested a partnership with the fire department and Council discussed how to open dialogue.
- Mayor Gillespie asked for clarification on 2020 rental moratorium. Councilmember Sepich suggested a 20% increase on pricing, and Mayor Gillespie suggested using 2019 pricing to book 2020 rentals. Mary discussed the current rates and a 20% increase raised weekend rates from \$800 to \$960. Council discussed continuing to book rentals for 2019 and keeping the 2020 moratorium. Solicitor Gallagher stated a vote is required to lift the stay, and then another vote is needed for 2020 pricing.
- Council discussed group rates and donations from different organizations and churches who use Cooper Hall.

Solicitor Mike Gallagher

Main Street Sidewalks

- Solicitor Gallagher discussed the information in the memorandum of sidewalk ordinances provided to Council.
- Council discussed who should be responsible for fixing the sidewalks.
- Mayor Gillespie suggested the historic district should remain all brick. Solicitor Gallagher stated no requirement exists for using concrete versus brick when repairing sidewalks.
- Borough Manager Papik explained an estimate is forthcoming on the cost and Council halted discussions to wait for estimate.

Old Business

New Business

Resolution #3-2019—Assistant Secretary/Treasurer Appointment

Motion was made and seconded by Patricia Rinebolt and David Felsing to adopt Resolution #3-2019, which appoints Samantha Strickland to office of Borough Assistant Secretary/Treasurer. The motion carried.

Adjournment The meeting adjourned at 8:14 p.m.

The next meeting is scheduled for Wednesday, May 21, 2019 at 7 p.m.

Meredith Phillis
Secretary