

**SAXONBURG BOROUGH
Meeting Minutes
October 15, 2019**

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

Roll Call Carol Neubert, Scott Herbst, Sherry Weinzierl, Patricia Rinebolt, Dave Felsing, Joe Sepich, Mayor Gillespie

Josh Novotny was absent.

Also in attendance were Mary Papik/Manager, Sean Gallagher/Solicitor, Chief Joseph Beachem, Crystal Seybert, Mike Hilterman, Fred Caesar, Kyle Knapp, Peter Watt, Carol Young, Ronda Blough.

Correspondence

- BCBA, August 20, 2019, flyer for October 19, 2019 'Spouses Night Out' Event at the Saxonburg Memorial Church Hall.
- Murrin, Taylor, and Gallagher, October 10, 2019, sent letter with firm rates for legal services.
- PSAB, October 11, 2019, sent a summary of the Municipal Retirement Trust 2018 Annual Report.
- Meredith Phillis, October 14, 2019, resignation letter stating last day is October 28, 2019.

Meredith Phillis Resignation

- Meredith expressed her gratitude to the Council for the opportunities she had been given and the relationships she developed.
- She explained that she will be happy to assist during the transition.

Executive Session Announcement Under the terms of Act 84, Section 8A, subsection 1, Council would meet in Executive Session just prior to adjournment, to discuss employee and contract matters. After the Executive Session, Council will reassemble in open meeting and take any actions that are required.

Minutes Motion was made and seconded by David Felsing/Patricia Rinebolt to approve the minutes of October 2, 2019. The motion carried.

Public Comments

Mike Hilterman Proposal for Council to consider

- Mike stated he used to own the Saxonburg General Store. He said he has a potential proposal that would impact the Borough and would like for Council to consider.
- Mike asked to meet with Council members individually before presenting the proposal publicly, and if any were interested in doing so, to provide their contact information.

Mayor William Gillespie Jr. had no report.

Chief of Police Joseph Beachem had no report.

Manager Mary Papik

Bills

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to approve the bills as presented. \$15,331.21 paid from the Borough's General Fund, of which \$9,539.19 is the Borough's portion of the expense and \$5,594.02 the Authority's portion of the expense.

In addition, decrease adjustments in September from the Borough General Fund in the amount of \$30,150.23 of which \$11,766.94 was the Borough's portion of the expense and \$18,383.29 was the Authority's portion of the expense, decrease adjustments from the Revenue Fund in September in the amount of \$7.10, and payroll for September 2019. The motion carried.

Budget

- Manager Papik discussed the Borough budget, the Parks and Rec Budget, and answered questions from Council.
- Topics included line items and account coding in the Parks and Rec Budget, various projects in the Borough Budget, the impact of current and future grant money, and the different expenses for Parks and Rec.
- During the budget conversation, Councilmember Rinebolt asked Chief Beachem about the stop signs on East Main Street that were discussed during the previous meeting. Chief Beachem stated he talked to PennDOT and they will send representatives to look at the area.

Motion was made and seconded by David Felsing/Carol Neubert to approve the 2020 Budget as presented and the 2020 Tax Ordinance. The motion carried.

Festival Rates

- Manager Papik presented a spreadsheet with research compiled by Councilmember Felsing detailing the cost breakdown of similar events to the Saxonburg Arts Festival.
- Council discussed various topics including increasing rates by approximately fifty percent, distinguishing self-contained vendors from other vendors, nominal charges for electric and water, pricing for non-profits, and implementing a deadline for receiving applications.
- Councilmember Herbst suggested raising rates 50% and adding \$20 electric/\$50 water. Council discussed the suggestion and agreed.
- Solicitor Sean Gallagher stated he will put together information pertaining to self-contained vendor distinctions.
- Manager Papik will present vendor agreement proposals to Council for final approval of the new rates and terms.

Planning Pod Software

- Council discussed the benefits of using software to book rentals and events for Parks and Rec Department and the Borough.

Motion was made and seconded by David Felsing/Joseph Sepich to use Planning Pod software for Borough and Parks and Rec events. The motion carried.

Water/Constitution Swale

- Mary discussed there is one remaining temporary construction grant of easements unsigned, and once this is turned in, the construction schedule will be developed.

Solicitor

- Solicitor Sean Gallagher discussed the legal rates for 2020 calendar year will not increase.

Old Business

Endowment for Borough

- Councilmember Sepich proposed setting up an endowment for the Borough with an investment of \$1,000-\$2,000. He discussed the potential for the interest and growth of the investment to eventually fund projects and assist with Borough maintenance.

- Solicitor Gallagher stated he will put together information on how the endowment will work and the steps needed to set it up.
- Fred Caesar offered input based on his experience with similar projects at the Saxonburg Museum.

New Business

Rock Salt Delivery

Motion was made and seconded by Carol Neubert/Patricia Rinebolt to accept the bid of \$82.24 per ton for Rock Salt, bulk delivery, from Cargill, Inc. as submitted to the Shacog Purchasing Alliance for its bid opening on July 23, 2019, and accepting the bid of \$82.24 per ton for pickup at the mine or storage area. The motion carried.

Executive Session

The meeting recessed at 8:15 p.m. to go into Executive Session to discuss employee and contract matters.

The meeting reconvened at 9:20 p.m. and the following action was taken:

Motion was made and seconded by David Felsing/Scott Herbst to approve Wolf Consulting, LLC as the network services provider for the Saxonburg Borough and Saxonburg Area Authority. The motion carried.

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to approve the 2020 Budget Field Crew Splits, Office Employee Splits/Aggregate Wage Adjustments, Overall Budget Splits and Joint Borough/Authority purchases. The motion carried.

Motion was made and seconded by Patricia Rinebolt/Scott Herbst to accept Meredith Phillis's resignation with regrets. The motion carried. Carol Neubert voted nay.

Motion was made and seconded by David Felsing/Carol Neubert to approve the job description for Borough Secretary-Treasurer/Authority Recording Secretary/Administrative Assistant as presented, and for the Borough and Authority Managers and Council President to interview/offer job to appropriate candidate. The motion carried.

Cooper Hall Rental Rates

Motion was made and seconded by Patricia Rinebolt/Carol Neubert to add a requirement for \$350 snow removal deposit to be paid by all renters between October 15 and May 1. If no snow removal services are required, the deposit will be refunded. The motion carried.

Motion was made and seconded by Scott Herbst/David Felsing to affirm rates as amended here this evening. The motion carried.

- A future renter asked for consideration at a discounted rate if they cleaned the hall after their event. Council discouraged discounted rates and determined there would be no discounted rates.

Motion was made and seconded by David Felsing/Carol Neubert to recess the meeting and reconvene on October 29, 2019 at 7:00 p.m. The motion carried.

The meeting recessed at 9:27 p.m. and will reconvene on October 29, 2019, at 7 p.m.

Meredith Phillis
Secretary