

SAXONBURG BOROUGH
Meeting Minutes
December 17, 2019

Vice President Patricia Rinebolt called the meeting to order at 7:00 p.m.

Roll Call Scott Herbst, Carol Neubert, Patricia Rinebolt, David Felsing, Joe Sepich, Mayor Gillespie

Sherry Weinzierl and Josh Novotny were absent.

Also in attendance were Mary Papik/Manager, Mike Gallagher/Solicitor, Chief Joseph Beachem, Fred Caesar, Ben Brewster, June Crawford, Paula Grubbs.

Correspondence

- Saxonburg Volunteer Fire Company has invited the Council to their Installation of Officers ceremony on January 11, 2020.
- Gail Anderson wrote a letter thanking the Council for Resolution 9-2019 that acknowledged her late husband Clarence for his service and dedication to the Borough.

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 Dave Felsing/Carol Neubert to approve the minutes of November 19, 2019. The motion carried.**

Public Comments

Fred Caesar

- Mr. Caesar said this year's "Stuff the Cruiser" drive was reported by Lighthouse Foundation to be the largest single donation they've ever received, with 501 toys donated. Lighthouse Foundation said it was an "incredible blessing" that helped 200 families and 437 children. Mr. Caesar thanked Chief Beachem and Mayor Gillespie for their time spent outside helping with the 2-day toy drive and noted that the Saxonburg Library and Saxonburg Coffee & Tea kindly hosted the cruiser on their premises.
- Mr. Caesar wished everyone a very Merry Christmas and Happy New Year. He thanked the Council for their service to the community and for entrusting him as the current historical keeper. He concluded by saying the Borough has much to be proud of, with a rich history and a promising future.

Mayor William Gillespie Jr.

- Mayor Gillespie reported that he has one item for consideration during Executive Session that he will bring up at that time.
- Mayor Gillespie reported that the Borough purchased two laptop computers for the police cars. Part of the cost will be reimbursed to the Borough from the Friends of the Police.
- Mayor Gillespie reported that the Police Department extended their contract with South Butler County School District. The Agreement was given to the Secretary for filing.
- Mayor Gillespie read a letter of resignation from part time Officer Nicholas Graham, who has a full time job with Slippery Rock.

Motion was made by Carol Neubert “with regret” and seconded by Scott Herbst to accept the resignation of Officer Nicholas Graham. The motion carried.

- Mayor Gillespie said this year’s Light Up Night Parade appeared to be the highest attended to date, and that it was very well organized. He said Joyce Hutterer and her team should be commended for the success of the event, and suggested the Council consider adding trash cans on Main Street for well-attended future events.

Chief of Police Joseph Beachem had no report.

Manager Mary Papik

Bills

Motion was made and seconded by Scott Herbst/Carol Neubert to approve the bills as presented: \$10,114.68 paid from the Borough’s General Fund, of which \$5,016.58 is the Borough’s portion of the expense and \$5,098.10 the Authority’s portion of the expense. In addition, decrease adjustments in November from the Borough General Fund in the amount of \$32,763.29 of which \$15,708.04 was the Borough’s portion of the expense and \$17,055.25 was the Authority’s portion of the expense, and payroll for November 2019 in the amount of \$70,744.27 of which \$24,229.82 is the Borough’s portion of the expense and \$46,514.45 is the Authority’s portion of the expense. The motion carried.

2020 Mingle Rates, 2020 Arts Festival Update, 2021 Cooper Hall Rental Rates

- Mingle: Mary reported that currently the Mingle fee is \$15 per night for vendors, and that vendors who book up front for all 5 nights receive a discount of one night’s cost, i.e. \$15. Megan Pohl, who books and organizes the Mingle vendors, reports that the Mingle has grown to the point that each evening is sold out vendor-wise, and that she’s even had to turn vendors away. Megan feels appropriate to move to a 2-tiered fee system, one for food trucks and another for the craft vendors. According to Megan, the food trucks are doing a lot of business, which is wonderful. But some of the arts/crafts struggle a bit. Megan will be working with the Secretary in January to create a digital layout of Main Street for each vendor location. Information on booking and rates will be sent to the vendors in early 2020. Discussion ensued on rates and how to categorize higher rate food vendor vs. small tabletop vendor like lemonade. Discussion included possibly moving the Car Cruise to St. Luke’s parking lot or the carnival grounds if those entities would agree, as the Car Cruise space on Main Street could be used for more vendors, and the Car Cruise participation is contingent upon having good weather.

Motion was made and seconded by Scott Herbst/Carol Neubert to increase the Food trucks vendor fee to \$40 per event, Craft vendors to stay the same at \$15 per event, for the 2020 season. Both will receive a 10% discount if paying for all event nights before the May Mingle. The motion carried.

- Arts Festival: Mary reported the 2020 rates are set and the office is working on layouts for vendor locations and on final vendor terms, a.k.a. rules. Using last year’s applications, we have the contact email addresses and plan to email out information on how to sign up and pay online through Planning Pod. Vendors will still receive individual approval. The online application does ask vendors if they are a franchise due to past difficulties with some franchise vendors.
- Cooper Hall: Mary reminded the Council that they had previously set the rates for 2020, but that Council approval is needed to open the calendar for 2021 bookings, and rates need to be set for 2021.

Motion was made and seconded by Scott Herbst/Dave Felsing to open the 2021 calendar for Cooper Hall rentals, and to increase the rates by 5% over 2020's rates. The motion carried.

Solicitor Solicitor Mike Gallagher had no report.

Old Business None

New Business None

Saxonburg Area Authority Board Reappointments – Patricia Rinebolt & Douglas Roth

Motion was made and seconded by Scott Herbst/Joe Sepich to reappoint Patricia Rinebolt and Douglas Roth, each to another five-year term on the Saxonburg Area Authority Board of Directors, which will expire December 2024. The motion carried.

Library Board Reappointment – Michael Lazaroff

Motion was made and seconded by Dave Felsing/Scott Herbst to reappoint Michael Lazaroff, as a representative of Saxonburg Borough, to another three-year term on the South Butler Community Library Board, which will expire December 2022. The motion carried.

Historic Architectural Review Board Reappointments – Peter Watt and Brian Oxendale

Motion was made and seconded by Scott Herbst/Dave Felsing to reappoint Peter Watt and Brian Oxendale, each to another three-year term on the Historic Architectural Review Board, which will expire December 2022. The motion carried.

Vacancy for a Borough Resident for the Authority Board

- Joe Neubert may be writing a letter of interest for this vacancy.

Vacancy for Zoning Hearing Board Appointment, and one Alternate

- The Council will spread the word around the community to try to fill these positions.

Trash Cans in Borough

- Mayor Gillespie asked for suggestions whether trash cans should be installed on Main Street, or just for special events and who should be responsible to empty them. Discussion ensued on acquiring permanent trash cans on Main Street, who would empty them, where they would be emptied. In light of possible upcoming expenses with the park and storm water, the addition of permanent trash cans will need to be discussed at a later time. SABA may be able to coordinate with the Fire Hall to borrow extra trash cans.

Executive Session The meeting recessed at 7:35 p.m. to go into Executive Session to discuss employee and contract matters.

The meeting reconvened at 8:30 p.m. and took the following actions:

Motion was made and seconded by Joe Sepich/Scott Herbst to authorize the Manager to advertise for the appropriate front office position at the appropriate time. The motion carried.

Motion was made and seconded by Dave Felsing/Carol Neubert to approve the 2020 pay rates for the Police Department as presented by the Mayor. The motion carried.

Motion was made and seconded by Carol Neubert/Joe Sepich to adopt Resolution 10-2019 approving the Energy Market Exchange (EMEX) to provide auction services for Electrical Generation Rates and for the Manager to approve or disapprove the rates and enter into a contract if deemed appropriate. The motion carried.

Adjournment

The meeting adjourned at 8:33 p.m.

The next meeting is scheduled for Monday, January 6 at 7 p.m.

Jody Brown
Secretary