

SAXONBURG BOROUGH
Meeting Minutes
April 21, 2020
Via Conference Call

President Weinzierl called the meeting to order at 7:04 p.m.

Roll Call Scott Herbst, Dave Felsing, Pat Rinebolt, Sherry Weinzierl, Carol Neubert, June Crawford, and Mayor Gillespie were present.

Also in attendance were Mary Papik/Manager, Mike Gallagher/Solicitor, Sean Gallagher/Solicitor, and Chief Joseph Beachem.

Josh Novotny was absent.

Correspondence None.

Minutes Motion was made and seconded by Dave Felsing/June Crawford to approve the minutes of March 23, 2020. The motion carried.

Public Comments

Mayor William Gillespie Jr.

- Mayor Gillespie reminded Council that together, he and the police department have been delivering meals that have been donated through the Hotel Saxonburg, What's Cooking on Main, and Novotny's Pizza to people in need during the Pandemic. To date, they have delivered around 200 meals. Mayor Gillespie explained that they've had a lot of help from the community in providing names of those in need. He spoke highly of the efforts of the police in delivering the food, and said they've been helped out by Cathy Wiltrout and Phil Wain with a great system of teamwork. There are donations that will keep them busy for at least another 4-5 days this week.

Chief of Police Joseph Beachem

- Chief Beachem said the police department's biggest concerns are property crimes and fraud, and that they have not seen much of an uptick in those. He wanted the Council to be aware that suspicious activity calls may be a little elevated.

Manager Mary Papik

Bills

Motion was made and seconded by Dave Felsing/June Crawford to approve the bills as presented:

\$21,478.56 in checks paid from the Borough's General Fund, of which \$14,004.40 is the Borough's portion of the expense and \$7,474.16 the Authority's portion of the expense. In addition, decrease adjustments in March from the Borough General Fund in the amount of \$41,879.41 of which \$16,372.78 was the Borough's portion of the expense and \$25,506.63 was the Authority's portion of the expense,

and payroll for March 2020 in the amount of \$75,154.94 of which \$25,460.01 is the Borough's portion of the expense and \$49,694.93 is the Authority's portion of the expense. The motion carried.

Advertising for Ordinance 473

- Mary reminded the Council of the pending Ordinance 473 which renews the Borough's franchise agreement with Armstrong Utilities for an additional 15 years at no greater cost to residents. The Ordinance needs to be advertised for no less than seven days and no greater than 60 days before Council may act on it at a meeting.

Motion was made and seconded by Carol Neubert/June Crawford to approve advertising Ordinance 473. The motion carried.

Thinnes Full-Time Student Tax Exoneration

- Maura Thinnes of Aderhold Road is requesting exoneration from Per Capita taxes for 2020 due to her status as a fulltime student.

Motion was made and seconded by June Crawford/Scott Herbst to exonerate Maura Thinnes from 2020 Per Capita taxes. The motion carried.

Ratification of Emergency Declaration

- Mary explained that the Solicitors have recommended the Council ratify the Mayor's Emergency Declaration.
- The Solicitor explained that Act 15, which was signed by the Governor yesterday and went into effect today, requires that if an Emergency Meeting is held pursuant to the Emergency Declaration, you have 20 days to post the minutes from that meeting to your website.

Motion was made and seconded by Sherry Weinzierl/Scott Herbst to ratify the Emergency Declaration of April 3, 2020. The motion carried.

Upcoming Park Events

- Mary provided Council an update on April's park events, that there were only two cancellations due to the Pandemic, and of those, one was a pre-approved non-paying event. The remaining April events were able to reschedule for later dates this year that were available, thus the Borough is not losing many events so far. The only event scheduled between now and the beginning of June is the Memorial Day celebration. Mary informed the Council that both she and the Mayor have attempted to contact the coordinators of that event to find out how their plans stand due to the Pandemic. After that, the next scheduled event is the Primary Election of June 2.

Mingle on Main

- Mary informed Council that she has contacted Meghan Pohl, who organizes the Mingles, and though Meghan has not directly heard of cancellations for the similar events she participates in in Pittsburgh, she does not think it wise to have a May Mingle due to the Pandemic.

- Dave Felsing agreed with cancelling the May 21 Mingle given the Governor's plans to re-open Pennsylvania on May 8 and no one's sure exactly what will happen. Dave suggested waiting until the May Council meeting to think about the status of the June, July, August, and September Mingles.
- Mary then asked Jody to discuss the refund process outlined in her Secretary's Report: Jody explained that the Borough has taken in \$1057.50 in Mingle permits, which for May, is seven May-only vendors, and another seven Multipass vendors who received a discount for buying access to all of the Mingles with one ticket. Jody explained that the Planning Pod software allows an easy one-click to return full refunds back to the credit cards for each vendor who chose May only. For the Multipass vendors, we'd need to do a simple calculation to determine the per-event price, about \$36 for hot food vendors and around \$14 for craft vendors, that would need to be returned by check if we cancel May since Multipass vendors paid for the season and our software doesn't allow partial refunds. There are seven Multipass vendors, so the number of checks is manageable and we have contact information for each vendor.
- Sherry Weinzierl suggested waiting to send partial refund checks out to Multipass vendors for May until at least the May 8 deadline when the stay-at-home order expires because we may know more at that time and there may be more cancellations.
- Discussion included adding refund information and deadlines for Council's decisions for future Mingles onto the Borough website.
- Scott Herbst clarified that the May-only vendors should receive their refunds right away.

Motion was made and seconded by Dave Felsing/Scott Herbst to cancel the May 21 Mingle, to issue refunds to the May-only vendors immediately, to wait until the next Council meeting on May 19 to determine whether more Mingles will be cancelled in order to return funds to the Multipass vendors, and to post all of this information to the Borough website. The motion carried.

Arts Festival

- Mary reminded Council that due the Pandemic, we have not posted the vendor sign-up for the Arts Festival which is scheduled for September. Mary said she is now seeing large national events being cancelled that were scheduled through the end of the year. She suggested that, in her opinion, there is still time to wait until the May 19 meeting to make a final decision on holding or cancelling the Arts Festival.
- Council agreed with Mary's suggestion to wait until the May 19 meeting to see where we stand, and agreed that this timeline would be made public on the Borough website.

Filing of Grants

- Mary explained that she and Jody have been attending every webinar they can pertaining to COVID-19 reimbursable expenses and related funding. A webinar last Wednesday suggested that guidelines for FEMA/PEMA will be available in the next two weeks. There will be webinars and eventually meetings that Mary will need to attend at the 911 center to review our grant paperwork. These are funds that, for example, can reimburse the Borough for additional police time

needed during the Pandemic, or for the technical costs associated with having tonight's meeting. When the deadlines are announced, there is typically a short turn-around time for turning in the final paperwork, but Council will be given a chance to look over the paperwork.

Motion was made and seconded by Carol Neubert/Scott Herbst to authorize the Mayor, Council President, or Manager to file and sign any paperwork related to grants available for COVID-19 expenses. The motion carried.

KDKA Doghouse Renovations

- Mary explained that the Field Crew has assessed the doghouse, measured the door dimensions, and looked at the shingles. This renovation is work they can do while practicing social distancing, and there is progress being made. Mary will have the evening shift crew member call the Mayor to review plans.
- Dave Felsing asked Mary if the Field Crew mowed grass and ground down a stump at the Park. Mary said they manually removed the stump because of the condition it was in. Dave said that the work they've done looks good.

Pond on Isabella

- Discussion regarding the owner's plans for the pond and the town's storm water needs.
- Mary said that the lot line revision has been approved and the owner approached DEP and got all of the clearances in order to fill in the pond. Until he turns in a structural plan, there are no submittals required to Council.
- Solicitor Mike Gallagher agreed with Mayor Gillespie that a pre-development conference, even an informal one to understand the owner's plan and to be able to make suggestions, would save time and money for the owner before he takes his ideas to the Planning Commission and the plans might need to be redone. Mike suggested the Planning Commission, Council, and an engineer should be present at the meeting.
- Mary will work to arrange a meeting with the owner while maintaining social distance.

Burning on Sundays

- Carol Neubert said she has been approached by neighbors complaining about residents' burning on Sundays.
- Mary clarified that the last time the ordinance was updated, it was decided that residents could burn on Sundays, but the burning is restricted to yard waste, because that's the DEP requirement.

Old Business None

New Business

Discussion regarding issuing solicitation permits during the stay-at-home orders.

- Mary asked the Solicitor's advice regarding last week's food vendor on Main Street, who had not followed the proper solicitation permit process. While vendors are permitted to make and sell food during this Pandemic according to the Governor, and the Borough does not want to deny anyone that ability, Main Street has an ordinance for a two-hour parking limit. Because of that limit,

vendors have typically not been on the street unless the street is closed for an event. Mary said the Solicitor suggested approving solicitation permits for an off-street location that the Borough owns, such as Roebling Park.

- Mayor Gillespie stressed the need to maintain social distancing so that customers aren't gathering in groups too close to one another for their safety.
- Solicitor Mike Gallagher suggested that Council add an amendment to the Emergency Declaration to account for solicitation permits for approved street vendors to operate in the Park during the Pandemic. In the long term, this can be addressed in the Solicitation Ordinance.

Motion was made and seconded by Carol Neubert/Dave Felsing to add an Amendment to the Emergency Declaration that, due to traffic issues on Main Street, solicitation permits for Main Street be moved to the Park, and that the Solicitor will draft specific language for the Amendment. The motion carried.

Adjournment

The meeting adjourned at 7:49 p.m.

Jody Brown
Secretary