

SAXONBURG BOROUGH
Meeting Minutes
October 20, 2020

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

Junior Council Person

Christina McCormick was sworn in by Mayor Gillespie as a Junior Council Person for Saxonburg Borough. The Council welcomed Christina.

Roll Call

Dave Felsing, Sherry Weinzierl, June Crawford, Josh Novotny, Carol Neubert, Pat Rinebolt, and Mayor Gillespie were present. Scott Herbst was present via remote connection.

Also in attendance were Mary Papik/Manager, Mike Gallagher/Solicitor, Jody Brown Secretary/Treasurer, Christina McCormick/Jr. Council, Fred Caesar, Terry McCormick, Parker McCormick, Kerri LeDonne, Joyce Hutterer, Linda Kovacic, Brian Antoszyk, and Bryan Farney.

Correspondence

- On October 13, the Borough received a letter from the Gallagher Law Group regarding their updated rates for 2021.
- On October 19, the Borough received a Letter of Interest from Bryan Farney to serve on the Zoning Hearing Board.

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, contract, and/or public safety matters. After the Executive Session, Council will reassemble in open meeting and take any actions that are required.

Minutes

Motion was made by Dave Felsing/Carol Neubert to approve the Minutes of October 6, 2020. The motion carried.

Public Comments

Brian Antoszyk

Brian asked the Council why they approved the Holiday Parade but then cancelled it a few weeks later. He asked Council to reconsider it under Old Business.

- The Secretary was given permission to speak, introduced herself, and reviewed the timeline: Governor Wolf's restrictions had been overturned in September when the Council approved the Parade. But when they met again in early October, the restrictions had been put back in place and Council couldn't see a way to follow the guidelines on crowd restrictions without needing to cordon off the sidewalks, count participants, or turn people away, which no one wanted to do. It was not an easy decision and they cancelled it with regrets.

Mayor

William Gillespie Jr.

- The Mayor reminded Council of his recommendation to follow the Boroughs Association's Council Manual rules of conduct for future meetings. He again asked Council to reconsider implementing the procedures and techniques.
- He urged that agenda items need to be heard and understood by all voting members before they vote, and before the Council President calls for a vote.

- The Mayor reminded Council that they are responsible for the budget and asked that they possibly postpone advertising it if they still have lingering questions.

Councilmembers Business to be presented by Councilmembers

Scott Herbst

Scott reported that the quote came in for renting the GPS unit to map the stormwater drains and infrastructure in the Borough. Daily rental is \$301.00, but Superintendent Chuck McGee recommended renting for a week, which will cost \$904.00. The plan is to rent the machinery in late November or early December when Chuck and the Field Crew could do the work. Council agreed.

Mary reminded Council that the funds are available and earmarked for stormwater projects, therefore, a motion was not needed.

Manager Mary Papik

Bills

Motion was made by Dave Felsing/Pat Rinebolt to approve the bills as presented: \$38,714.59 in checks paid from the Borough's General Fund, of which \$31,668.07 is the Borough's portion of the expense and \$7,046.52 the Authority's portion of the expense. In addition, decrease adjustments in September from the Borough General Fund in the amount of \$36,201.18 of which \$15,929.38 was the Borough's portion of the expense and \$20,271.80 was the Authority's portion of the expense, and payroll for September 2020 in the amount of \$77,047.87 of which \$23,979.61 is the Borough's portion of the expense and \$53,068.26 is the Authority's portion of the expense. The motion carried.

Zoning Hearing Board

Motion was made and seconded by Dave Felsing/June Crawford to appoint Bryan Farney to the Zoning Hearing Board to fill the vacant position with a term ending 12/2021. The motion carried and the Council welcomed Bryan.

2021 Budget

The Park Budget discussion included:

- Park has its own bank account, with its own funds, separate from the Borough's accounts.
- The Park's financials show a projected deficit of \$21,000 in 2020, which will be covered by the funds in the Park's account if need be. But funds in the Park's account need to be replenished and not just spent down. Ideas were encouraged for increasing revenues and decreasing expenses.
- Why are we doing improvements? Mary explained the \$14,000 line item for Park "improvements" comes from \$10,000 that was set aside for the new roof for the Wire Rope Shop, which is being reimbursed completely by a grant from the Friends of the Museum thanks to the collection efforts of Fred Caesar. The remaining projected expense in that category is for an air conditioning unit that needs to be replaced.
- The Borough gives the Park an annual donation of \$7,000 to be used toward anything necessary and traditionally it goes toward landscaping. This donation will continue annually until Council votes to change it. Volunteers for landscaping would reduce the overall cost.
- With volunteers, the Borough staff's administration time can be reduced. The Mayor reminded Council members that their frequent calls to Mary regarding the Park contribute greatly to her Park time which also needs to be reduced. Council should consider possibly hiring someone to answer calls and handle the Park's administrative business.

- We're \$156 to the plus in 2021. There's no room for error.
- Capital Funds should be set aside each year for the Park.
- Park revenues seem over-estimated and expenses under-estimated for 2021. The best year was 2018, but \$71,000 is projected for 2021 with no new bookings and Planning Pod is not installed. How is this number so high? How does electricity go down? Mary explained that the electric rate did go down because the Borough and Authority were able to bid down the rate and the four park meters were included in the new rate. Planning Pod is ready, she said, but the Hall still needs to be shown for Planning Pod to be needed.
- Looking back at 2018, we had a Custodian at the cost of \$6,200. In 2019 that cost went down, but in 2021 the cost is back up to an even \$6,000. Mary explained that with the new rates and rentals projected every other weekend, this figure allows for the Custodian to clean/open/close/show the Hall if necessary.

The Borough General Fund discussion included:

- In Section 358, Local Government Shared Programs, Number 101-358-104: What is the \$29,000 reimbursement from Park funds? Mary explained that this is the Park's Administrative expense, Park's Field Crew expense, Park insurance, and Park utility bills that are paid for out of the General Fund and reimbursed by the Park Fund. These expenses are over and above the \$7,000 donation from Council discussed above as part of the Park budget. They are expenses from Park Fund, revenue for General Fund.
- How much did we get from Liquid Fuels? Mary explained that the Borough gets approximately \$35,000 from the State for Liquid Fuels annually, and we did get it in 2020. The Liquid Fuels funds are kept, by law, in their own separate account and are not reflected in the General Fund account. The money doesn't touch the General Fund unless we transfer it in to use it, and we did not use it in 2020.
- The comment was made that without the community grant of \$65,000, we would be \$49,000 in the hole. Mary explained that in 2019 we budgeted to take funds from Liquid Fuels and from Capital Expenditures for larger expenses in 2020, but because of the grant we have not taken any money out of either the Liquid Fuels fund or Capital Expenses fund. Regarding the Interfund Operating Transfers on page 3, the \$90,000 has not come out of the set aside accounts.
- In Section 499, the \$49,000 on-hand, what is it for and where did it come from? Mary explained that this showing that for next year we are planning to reduce the amount in the General Fund by \$49,000. At year-end, we have approximately \$210,000 in the General Fund to get us through until taxes begin to come in.
- In the General Fund budget, we show profit of \$192 which leaves no room for error. What if there's an emergency? Mary explained that we have funds set aside for emergencies within the budget. There is \$10,000 plus the Capital Expenses Fund with a balance of \$177,000. The building roof and siding will come from this Capital Expenses Fund in 2021.
- Employee split percentages were mentioned but quickly tabled to be discussed under Executive Session.

Motion was made and seconded by Josh Novotny/Dave Felsing to advertise the budget as presented. The motion carried.

Ordinance Committee Meetings to Resume

Mary explained that due to several items that keep coming up, the Ordinance Committee will take up their regularly scheduled meetings again, whether in person or virtually.

Solicitor

Solicitor Mike Gallagher, Gallagher Law Group

The Solicitor had no further report at this time.

Old Business

Holiday Parade

As requested, Council discussed reversing their October 2 decision to cancel the Holiday Parade. Discussion included:

- Police protection will happen whether the parade is approved or not.
- The Solicitor explained that the Borough's liability for an unapproved parade versus an approved parade is a grey area and he explained the legal process if something were to go wrong.

An informal poll of Council members showed 6-1 that the Parade should remain cancelled. No further motion was made.

Summer Concert Series

The Mayor reminded Council that he would like them to consider planning a free Summer Concert Series in the Park. Discussion included:

- The world-renowned Marianne Cornetti has offered to help organize and bring in musical acts.
- Musical acts cost money and you "get what you pay for." There are hidden costs as well, including the PA system, sound system, etc.
- Because the Gazebo is not rented separately from Cooper Hall due to limited parking, Cooper Hall would not be available for rent/revenue on concert days.
- Knowing that Tarentum Borough offers a free concert series in their park, Mr. Felsing reached out to Tarentum Borough and got the contact information for their concert organizers that he passed along to Mary. Thanks to this effort, Mary has calls in to both Tarentum's Borough Manager and their Parks person to find out how they pay their acts and still offer the free concerts.

The Council will continue gathering information about logistics and costs.

New Business

None

Executive Session

The meeting recessed at 8:30 to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 9:06 and took the following action:

Motion was made and seconded by Carol Neubert/Dave Felsing to approve the 2021 Budget Field Crew Splits, Office Employee Splits/Aggregate Wage Adjustments, Overall Budget Splits and Joint Borough/Authority purchases. The motion carried.

Adjournment

The meeting adjourned at 9:08 p.m.

The next meeting is scheduled for Tuesday, November 17, 2020 at 7 p.m.

Jody Brown
Secretary