

**SAXONBURG BOROUGH**  
**Meeting Minutes**  
**January 19, 2021**  
**Via Conference Call & Remote Computer Connection**

President Weinzierl called the meeting to order at 7:03 p.m.

**Pledge of Allegiance**

**Roll Call** Dave Felsing, June Crawford, Carol Neubert, Pat Rinebolt, and Mayor Gillespie were present via phone. Sherry Weinzierl, Christina McCormick, and Scott Herbst were present via computer connection.

Josh Novotny was absent.

Also in attendance via computer connection were Mike Gallagher/Solicitor, and Jody Brown Secretary/Treasurer. In attendance via phone were Chief Beachem and Fred Caesar/Museum Curator. Mary Papik/Manager was absent.

**Correspondence**

- On January 13, 2021, the Borough received a thank you card from the Greg Clifford and family for the meals delivered during their illness. The card was forwarded to the Police Department.

**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 and seconded by Dave Felsing/Pat Rinebolt to approve the Minutes of December 15, 2020. The motion carried.**

**Public Comments** None

**Mayor**

William Gillespie Jr.

Mayor Gillespie asked the Chief to speak about an upcoming police training:

Chief Beachem described the voluntary program that he and another five officers have signed up for that will involve both physical fitness and Tactical Medicine training. Tactical Medicine will include the treatment of trauma wounds, such as wounds caused by gunshots or knives, etc. The training will take place over a several-month period. Chief Beachem said they have also reached out to the Saxonburg Fire Company and are working to set up some joint trainings with the Ambulance personnel.

**Motion was made and seconded by Dave Felsing/Carol Neubert to adopt the new Policy and Procedures Operations Manual for the Police Department. The motion carried.**

**Business by Council Members** None

**Bills**

**Motion as made by Pat Rinebolt/Scott Herbst to approve the bills as presented: \$29,638.92 in checks paid from the Borough's General Fund, of which \$29,638.92 is the Borough's portion of the expense and \$10,405.11 the Authority's portion of the expense. In addition, decrease adjustments in December from the Borough General Fund in the amount of \$35,067.67 of which \$16,027.38 was the Borough's portion of the expense and**

**\$19,040.29 was the Authority's portion of the expense, and payroll for December 2020 in the amount of \$109,564.96 of which \$30,369.51 is the Borough's portion of the expense and \$79,195.45 is the Authority's portion of the expense. The motion carried.**

#### **Resolution #1-2021 – Destruction of Records**

**Motion was made by Dave Felsing/Scott Herbst to adopt Resolution #1-2021, which authorizes the destruction of old Borough and Police records. The motion carried.**

#### **Retirement Sick Bank**

Borough Secretary Jody Brown explained that Borough and Authority employees can roll unused sick and PTO time into the Sick Bank to be paid out at a later date, such as at a departure of employment. As hours accrue in the bank annually, once a year the Borough and the Authority earmark additional funds for a possible future payout. She said Borough Manager Mary Papik completed the Borough and Authority calculations for 2020, and the Borough's portion is \$3172.28.

**Motion was made and seconded by Pat Rinebolt/Carol Neubert to recognize an additional \$3,172.28 as a liability for Sick Bank compensation upon departure of employment. The motion carried.**

#### **Butler County Board of Commissioners Park Grant deadline 2/18/2021**

This grant offers as much as 75% of material cost for a project to a maximum of \$7500.00, with the Borough contributing the rest.

- Council discussed applying for this grant to replace the Pavilion roof at the Park.
- Fred Caesar said funds were available through the Friends of the Museum that would cover the Borough's portion, up to as much as \$5,000.00 if needed.
- Sherry Weinzierl recalled the contractor's recommendation against a metal roof due to the trees. Fred remembered tree sap being an issue for SHRC when they discussed a metal roof. Likely the new roof will not be metal.
- Council authorized Sherry to collect two more bids using similar materials as the first bid in order to compare apples to apples, and they agreed to vote on the Resolution in February in time for the application deadline.

#### **Park/Cooper Hall**

- The Borough will be getting quotes on a new air conditioning unit from area contractors. There are no further updates on this at this time.
- Fred Caesar updated Council on the work being done to replace the Wire Rope Shop roof. He said several plywood boards were rotted under the cedar shingles and these boards have now been replaced. The metal roof has been ordered; Mr. Felsing said he spoke with the contractor and learned that the metal was to arrive around the middle of last week. It will be installed as soon as the weather permits. Fred has been checking the attic for leaks and has found none so far. He said the nominal additional cost for the new plywood boards, if any, could be paid for by the Friends of the Museum.
- Fred recalled a recommendation from two years ago that the Gazebo roof should be power washed and sealed to extend its life. Jody offered to ask Borough Superintendent Chuck McGee look into this.
- Fred reminded Council that the Wire Rope Shop is sinking on one side. The building is not in immediate danger; however, the problem will continue to get worse without intervention. The recommendation had been to move the building and to place it on a new foundation unattached from the replica bridge. A pre-COVID estimate for this project capped at around \$35,000. State grants are available for such an undertaking but require an engineering study to be done. Fred asked Council's permission to try to get an engineering study, paid for by funds from the Friends of the Museum. He admitted that this project may take years and that the beginning steps may be delayed due to COVID. Council agreed that it was a good idea for Fred to get as much information as

he can, including the engineering study if possible. Scott Herbst asked Fred to take note of any mitigation recommendations along the way that Council can implement, and Fred agreed. The Council thanked Fred for these efforts.

- The Borough has a tentative rental contract for a Saturday in September for the Gazebo and Cooper Hall. The renter would like to have round tables delivered on Friday, the day before the event. The 2021 Rates deem the renter should be charged the full Friday rental fee of \$1575. The renter has said that that additional cost would mean he'd need to cancel booking this event. Jody asked Council to set an hourly rate for Fridays, subject to availability, for Saturday renters needing additional time on Friday for deliveries/set up. Council agreed to offer this renter the rate of \$200.00 per hour for the Friday before his event for drop-off/setup, and authorized Jody to prepare a policy for Friday night hourly rentals subject to the approval of two members of Council for this renter. The policy would then be subject to ratification for all renters at next month's Council meeting.

### **Mingle on Main/Arts Festival 2021**

- The Borough office is receiving inquiries from vendors and musical acts asking to be part of the Arts Festival, and Mingle Organizer Meghan Pohl is receiving similar inquiries from Mingle vendors.
- Jody updated the Council that she and Superintendent McGee determined the square footage of Main Street from Pittsburgh Street to the Church, with sidewalks included, and found that 350 people would be permitted for an outdoor event under the current guidelines. If the guidelines get updated with the availability of the vaccine, which everyone expects, these numbers should go up.
- Scott suggested starting to plan the September Arts Festival to full capacity in the hopes that the vaccine would pave the way for outdoor events again. Come summer, the planning could be scaled back if needed due to the ongoing pandemic.
- Further suggestions included pushing the Mingle start date back to June or planning the Mingles for the traditional May start date with the option to cancel May if that became necessary.
- Council agreed to continue to think of ways to hold outdoor events, including possibly adding square footage by expanding the Mingles beyond Main Street, while still following guidelines in place at event time.

### **CARES Act Grant Update**

Jody informed the Council that a Right-To-Know Law request came to the Borough from a reporter asking for full disclosure of the Borough's Round 1 and Round 2 CARES Act Grant submissions. Jody is working with the Solicitor on fulfilling the request appropriately. The current deadline is February 1. Jody invited Council to direct anyone asking questions to please contact the Borough office for information, and she reviewed with Council the figures below.

#### CARES Act Grant Round 1:

- Saxonburg submitted \$148,697.00 in eligible expense reimbursements.
- Saxonburg received \$65,650.00 in Grant Funds:
  - \$55,362.59 was provided by the Grant for police payroll reimbursement; these funds were deposited into the General Fund from which payroll is paid.
  - \$10,287.41 was provided by the Grant for SAA-incurred expenses; these funds were transferred to the Authority.

#### CARES Act Grant Round 2:

- Saxonburg submitted \$84,940.00 in eligible expense reimbursements.
  - \$39,868.00 is the Grant-approved figure pending payment to Saxonburg.
  - The specific expenses being reimbursed should be itemized with the payment when it arrives.

**State Ethics Commission Statement of Financial Interests Form**

These forms were emailed to Council members on January 15. Completed forms need to be return to Jody at the Borough office by May 1.

**Pennsylvania American Water Customer Assistance Programs**

Council was reminded that PAWC has grant funds available to pay for water and wastewater bills for households with income below 200% of the Federal Poverty Guidelines.

**Street Shut-Down/Demolition Permit**

**Motion was made and seconded by Dave Felsing/June Crawford to approve the permit from the Fire Department to include the shutdown of North Isabella Street and Constitution Avenue for the training exercise on February 20, 2021. The motion carried.**

**Solicitor**

Solicitor Mike Gallagher, Gallagher Law Group

On behalf of himself and Sean Gallagher, Mike Gallagher expressed his thanks to Council for the ability to serve Saxonburg for another year. The Council expressed their thanks in return.

**Old Business**

None

**New Business**

None

**Executive Session**

The meeting recessed at 8:15 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:29 p.m. and took the following action:

**Motion was made and seconded by Dave Felsing/June Crawford to hire Officer Oesterling as a part-time Officer starting January 20, 2021 at the current part-time rate for 2021. The motion carried.**

**Adjournment**

The meeting adjourned at 8:32 p.m.

The next meeting is scheduled for Tuesday, February 16, 2021 at 7 p.m.

Jody Brown  
Secretary