

SAXONBURG BOROUGH
Meeting Minutes
July 20, 2021

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

Pledge of Allegiance

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

Also in attendance were Mary Papik/Manager, Mike Gallagher/Solicitor, Jody Vettori Secretary/Treasurer, Fred Caesar, Peter Watt, Tiffany Nolan from the Saxonburg Area Business Association, Ray Kogler, and Aaron Piper.

Carol Neubert and Josh Novotny were absent.

Correspondence

On June 21, 2021, the Borough received notification from II-VI that they would be testing the Community Early Warning System at noon on Friday, June 25 and again on Saturday, June 26.

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 June 15, 2021. The motion carried.

Public Comments None

Mayor William Gillespie Jr.

- The Friends of Saxonburg Police received a grant from Butler Bar Association that will pay for materials needed for an upcoming training. The Mayor expressed thanks to the Solicitor for the Bar Association's grant, especially because this grant connected Saxonburg with another grantee, the Food Institute.
- The Food Institute of the Butler County Health System teaches meal prep for those with chronic illness, such as diabetes, and they also supply food for the less fortunate. They have a registered dietician, doctor, and nurse on staff. The Mayor has arranged for the Food Institute to give a presentation in Saxonburg on August 16 at the Library. Michelle at the Library is pleased to set up ongoing work with the Food Institute for our area.
- The Mayor thanked Council for their work on the parking ordinance, as it will greatly aid the Police Department.
- The Mayor reported on the event that took place at the Library this past Saturday with Maureen Boyle, author of *The Ghost: The Murder of Police Chief Greg Adams and the Hunt for His Killer*. It was well-attended with approximately 110 people and sold out of books. The Police Department bought three books to give to Penn United for their support of Saxonburg's police work.
- The Mayor participated in a webinar on the subject of Act 57 and Act 59, which took effect July 14, 2021. Act 57 involves police hiring, and Act 59 with police mental health. There will be some policy additions for the Police Department to incorporate these two Acts.

Motion was made and seconded by Dave Felsing/June Crawford to approve the hiring of Officer Samuel Greco as a parttime officer for the Saxonburg Police Department at the current rate, effective June 24, 2021. The motion carried.

- The Mayor thanked Council for their approval for hiring officer Greco.

Council Members

Business presented by Council Members

Scott Herbst

Scott was happy to report that all four of the local songwriters invited to participate in the fundraising event on November 5th have accepted. Conny Creek Brewing will be the alcohol vendor. The event will wrap up around 9 p.m. and all net proceeds will go to the Friends of the Museum 501(c)(3). Scott and Fred Caesar are asking Council to waive the fees for using Cooper Hall.

Manager

Mary Papik

Bills

Motion was made and seconded by Scott Herbst/Pat Rinebolt to approve the bills as presented: \$36,440.69 in checks paid from the Borough's General Fund, of which \$21,000.10 is the Borough's portion of the expense and \$15,440.59 the Authority's portion of the expense. In addition, decrease adjustments in June from the Borough General Fund in the amount of \$71,548.85 of which \$13,618.84 was the Borough's portion of the expense and \$57,930.01 was the Authority's portion of the expense, and payroll for June 2021 in the amount of \$78,160.43 of which \$27,628.63 is the Borough's portion of the expense and \$50,531.80 is the Authority's portion of the expense. The motion carried.

ARPA Funds

Mary reported to Council that approximately \$75,000 has been deposited into the checking account as the first deposit of Saxonburg's ARPA funds. She indicated the next steps:

1. There are restrictions on what the funds can be spent on (including stormwater infrastructure and lost revenue), as well as the timeline in which the funds need to be spent. Mary is working with the auditors on the complicated calculations to possibly claim lost revenue for 2020, which is based on revenue comparisons between 2019 and 2020 given 4% growth; with some Authority revenue eligible to be counted.
2. A group of volunteers is needed to meet every other week for a few months to determine what we can and should do with the funding in order to come back to Council with recommendations. If the funds are not spent, Saxonburg needs to return them. Mayor Gillespie, Dave Felsing, and Pat Rinebolt volunteered to meet, and Mary thanked them.

Certificate of Appropriateness approved by HARB

Motion was made and seconded by Dave Felsing/June Crawford to approve the Certificate of Appropriateness for the First Commonwealth Bank signage changes. The motion carried.

Butler County Amateur Radio Club – Requesting Use of Park

Motion was made and seconded by Pat Rinebolt/Scott Herbst to approve the use of the park on August 7 by the Amateur Radio Club. The motion carried.

Museum

Mary said that Fred Caesar noticed the Air Conditioning was not functioning properly in the Museum. Cunningham Shanor found that it was low on coolant, which was remedied. It was then discovered that the dehumidifier was not working.

- Fred Caesar said the humidity is at 60% and has been for weeks. He reported that some paper displays needed to be taken down and thrown away due to mold.
- Running the Air Conditioner will pull out some humidity, but not enough. The proposal from Cunningham Shanor is to install two dehumidifiers into the Museum that will pipe through the existing units and will drain appropriately.
- In addition to the dehumidifier, Council suggested getting fans to circulate the air.

Motion was made and seconded by Pat Rinebolt/Dave Felsing to approve the installation of dehumidifiers in the Museum by Cunningham Shanor for the proposal amount of \$6,113.00. The motion carried.

Park

Mary reported on the concerted efforts to check the Hall and Park every couple of days to make sure all is in working order:

- Last week, there was a leak in an Air Conditioning unit in the Hall, which is housed in the ceiling. The ceiling tile absorbed the water until it fell and landed on the floor. Cunningham Shanor fixed the simple problem, the mess was cleaned up, and a tile was moved from another area of the Hall to replace the fallen tile in the center of the room.
- Recently, there's been water coming in through the main doors of the Hall. A bird nest was found in the gutter, but its removal did not correct the problem. With investigation during a rainstorm, it was found that the box drain near the doors was slow to empty. The Field Crew snaked the drain and the Hall's entrance has remained dry.
- Sherry Weinzierl reported that the main doors are tricky to close properly. Mary agreed the threshold needs to be examined
- Mary informed Council of the situation with the sewage pit, which collects the sewage from the RV pads and Cooper Hall. The pump was not functioning in its automatic mode, and it was found that the floats in the pit that trigger the pump were no longer in place. The company that installed the pit, W.C. Wiel, was located after much searching due to missing Park records. W.C. was at the Park today and determined that one of the two pumps has disintegrated and does not work at all. The system can work with just the second pump for some time, so it was not pulled for fear the entire pit would fail. Superintendent McGee estimated today's work will come in around \$1200-1500, and we're waiting to hear the cost of a replacement pump.

Borough Ordinances

As recommended by the Ordinance Committee:

- Ordinance # 476: Parking and Traffic Modifications to Chapter 16 of the Borough of Saxonburg's Code of Ordinances to include temporary restrictions on roadways, authorization for speed timing devices, and fees for parking violations.

Motion was made and seconded by Dave Felsing/Scott Herbst to approve advertising Ordinance #476 so that it can be voted on at the August meeting. The motion carried.

As recommended by the Ordinance Committee:

- Ordinance # 477: Special Events Ordinance. This is a new ordinance providing for permit requirements for any event within Saxonburg that may create traffic obstacles, require traffic control, or otherwise create a public hazard. The Ordinance Committee recommended it with the changes below:
 - Removing any references to schools as we don't have a school in the Borough.
 - Include the Fire/Ambulance Companies as permit fee exempt (section 29-7 C.5). (Further note, this does not automatically waive the requirement for them to pay for traffic control or police assistance.) The Fire/Ambulance Companies would also not be required to provide insurance for events on their property (Section 29-6 E.2).

- The Saxonburg Area Business Association (SABA) will be exempt from fees; the Holiday parade is a SABA event that the Borough sponsors.
- The Solicitor suggested, since it's a new ordinance, to add wording to require the port-a-johns and trash receptacles be provided by the event organizer.
- The Ordinance will be effective immediately upon adoption, the Solicitor agreed.
- Council added the VFW and American Legion to the list of applicants who would not be charged a fee. Anyone else would need to come to council to ask for the fee to be waived or for partial reimbursement.
- Block party definition was also added as "A party that is typically held on a closed-off street in a residential neighborhood, held outdoors, and organized by the residents of the block."

Motion was made and seconded by Scott Herbst/Dave Felsing to approve advertising Ordinance #477 with the Ordinance Committee's and Council's proposed changes so that it can be voted on at the August meeting. The motion carried.

Arts Festival 2021

- Mary called upon Jody to announce to Council: We now have over 100 vendor spaces sold; we're in the realm of 100-110 total with more applications coming in.
- Pat Rinebolt said that the most recent event, the Mingle, went very well and was well organized by Meghan Pohl. She said people were standing in line at the Sister Cities booth even before they were ready to serve the sandwiches.
- The Mayor said he's been approached with this situation: If a business is in Saxonburg, but not on Main Street, wants to have vendor space, how would they go about it? Mary said they could ask another business on Main Street to share space, as many are willing to share or donate their space if they're not using it. We have a list of places that are open, Mary said, provided by Maria Berzonski of the Coffee Shop, and businesses can approach her. Finally, if they want to pay for a space, they can be placed on the Carnival Grounds.
- Pat Rinebolt suggested that Council should march in the parade on September 11 as they used to do years ago.
- The Mayor suggested shortening the parade route for September 11. Discussion ensued.

Motion was made and seconded by Scott Herbst/June Crawford to require the parade route for September 11 to follow the route traditionally used by the Firemen's Parade, to require the organizer to post the hours and times of the parade's street closures in the Butler Eagle's event schedule and also via signage that will be approved by the Borough staff for appropriateness and signs posted at three intersection locations approved by the Road Crew, and that the signage be placed three weeks prior to the parade. The motion carried.

Solicitor

Solicitor Mike Gallagher, Gallagher Law Group

Solicitor Gallagher explained the new requirements to the Sunshine Law, Pennsylvania Act 65, which will go into effect at the end of August. He said starting in September, you can't take action on anything in a meeting unless it's been placed on the agenda and the agenda placed on your website and posted to the meeting location 24 hours prior to the meeting.

There are four exceptions to the rule:

1. Emergencies can be acted upon,
2. A new situation that would arise that needs to be addressed,
3. "Trivial" situations: A situation that comes up that simply needs referred to committee or that needs further research without spending money,
4. Something that needs added to the agenda with a stated good faith reason why it needs added, then Council would vote to add it before voting on the issue itself.

Old Business

Motion was made and seconded by Dave Felsing/June Crawford to waive the Cooper Hall fees for the Songwriters fundraising event on November 5, and for all net proceeds to go to the Friends of the Museum 501(c)(3). The motion carried with Scott Herbst abstaining.

New Business

None.

Executive Session

The meeting recessed at 8:03 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:50 p.m. and took the following actions:

Motion was made and seconded by Dave Felsing/Scott Herbst to approve providing police officer assistance to Mars Police Department with the understanding that Mars Police Department will reciprocate to assist Saxonburg when needed. The motion carried.

Motion was made and seconded by Pat Rinebolt/Scott Herbst to approve the extended agreement with ADT for the Park. The motion carried.

Motion was made and seconded by Dave Felsing/Scott Herbst to retain an appraiser at a price not to exceed \$1,250 for a certain property in Saxonburg that the Council chooses not to disclose at this time. The motion carried.

Adjournment

The meeting adjourned at 8:52 p.m.

The next meeting is scheduled for Tuesday, August 17, 2021 at 7 p.m.

Jody Vettori
Secretary