

SAXONBURG BOROUGH
Meeting Minutes
September 21, 2021

President Weinzierl called the meeting to order at 7:02 p.m.

Pledge of Allegiance

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

Also in attendance were Mary Papik/Manager, Sean Gallagher/Solicitor, Jody Vettori Secretary/Treasurer, Ben Brewster, Christina McCormick, Parker McCormick, Brian Antoszyk, Tiffany Nolan, Maria Berzonski, Connie McCormick, Doug Sprinkle, Lindsay Sprinkle, Brittany Lambermont, Chuck Lewis, and Chris Dean.

Correspondence

- On August 19, the Borough received an email from Chad Slater asking Council to approve the Borough's filing of his parade paperwork and the insurance certificate for his June 2022 march.
- On August 20, the Borough received an email from Dr. Miranda Virone asking to be named onto the revision board for the Special Events Ordinance.
- On August 26, the Borough received an email from Doug Sprinkle asking to be named onto the revision board for the Special Events Ordinance.
- On September 8, the Borough received an email from Tiffany Nolan with SABA asking to be named onto the revision board for the Special Events Ordinance.

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 Pat Rinebolt/Carol Neubert to approve the Minutes of August 17, 2021. Before a vote, Pat rescinded her motion.

Motion was made and seconded by Scott Herbst/Josh Novotny to table action on the Minutes, pending further review. The motion carried.

Public Comments

Brian Antoszyk

Brian said the Borough employees did a great job with last week's event and that they definitely needed more help. He suggested that if Council does the event next year, to keep in mind the need for more help. He also said he had sent an email to be on the Ordinance Committee review board, but it must not have been received. He said Council wouldn't want the committee to be too large, maybe 7 members, made up of the businesses and local people.

And he again stated that Jody and Mary did a wonderful job with the event, and that having more people to help would have been great.

Doug Sprankle

Doug thanked Council and said that while there is a meeting scheduled later in the week, he wanted to provide a micro review of the [Arts Festival/Octoberfest] event. He'd asked the Police Chief if anyone got arrested on the Grounds during the two days while he, Doug, was in charge, and the Chief said no. There had been two medical issues of people who overheated, but for the number of people in town and at the event, two suggested very little issues, and none with security. Doug said the police support, private security support, and support of the town contributed to that. Doug said he appreciated all of the crew members who helped, including the Mayor, and everyone on Council able to help, as well as Jody and Mary. Doug said he thought if there's a way to move forward with this event, there needs to be a united front among all. He hopes he proved that he can run a safe and successful event and generate interest in the event. He said the goal was to provide a nice, safe event for the town, show German heritage, and give people a new experience to be interested in coming to Saxonburg. He thanked the Council for allowing him to do that. He hoped to move forward in a positive manner through negotiations and Ordinance talks and through planning for next year's event. Doug thanked the Council.

Josh Novotny and Scott Herbst said they enjoyed the event and Doug thanked them.

Rob Moser, not present

Sherry Weinzierl explained that there had been a possible motion to allow an after parade on November 26, but that Rob had since withdrawn his request.

Mayor William Gillespie Jr.

Mayor Gillespie said he had many points to bring up:

- He thought the Arts Festival and Octoberfest was a great event and he thanked all involved.
- He said it came together because of a lot of people, and that Mary and Jody spent a lot of hours with the Sprankle's team planning this event, lots of discussion and time went into making sure it was set up and run properly.
- Mr. Lewis and the Fire Company took a major part in that as well.
- He said there were no major problems and that he thought everybody did a great job. He said on Sunday, Ross [Sobot of the Fire Company] was a big help to him.
- He thanked Council for the arrangements they set up with the Butler County Sheriff's Department that allowed us to get the extra officers, and also for the agreement with Mars Borough for use of forces interchangeably for events, which is a big help.
- The Mayor thanked Ron Papik for his long hours helping with traffic control, and he did so with no complaints.
- He asked Council to consider maybe a shorter parade for next year. He admitted that Saturday's parade got started later than planned, but said people had to wait to get through.

Sherry commented that the VFW ride had to wait hours to get their motorcycles through town because of the parade. Their route was not through town this year, but they welcome the possibility of coming through Main Street for future parades.

- The Mayor said the Civil Air Patrol was only able to make it on Sunday. Council had approved a two-day payment for them but he asked them to consider reducing their donation somewhat.
- The Butler County Fire Police and Harold and the Saxonburg Fire Police were a huge help all week. The Mayor asked Council to consider a donation to them.
- The Mayor said that security worked out very well; however, he underestimated the number of security personnel for Thursday, as many vendors set up early. So he added a person for that night, then increased security Friday and Saturday nights.
- Physical and tactical training is now scheduled for October 17. Saxonburg Police along with Mars Borough, Saxonburg EMS, Mars EMS, and anyone else in the area who can attend. The materials needed for the training have all come in. The Bar Association awarded a grant to pay for the materials. The training will be held in the Carnival Grounds.
- Within a week, the new police cruiser should be here.
- Thank you again to Sprinkle's and the Fire Company; when something needed to be done, those guys got it done.

Motion was made and seconded by Dave Felsing/June Crawford to add payments related to the Festival to the agenda. The motion carried, with Scott unable to vote because he was out of the room.

Motion was made and seconded by Dave Felsing/Carol Neubert to approve the payments recommended by the Mayor: Civil Air Patrol for \$375 and Butler County and Saxonburg Fire Police for \$200 each, Rich Daubner and Mike Berkoben for a total of \$838.50. The motion carried.

Council Members Business presented by Council Members

Scott Herbst

Scott informed Council of the progress he'd made on organizing the Saxonburg Songwriter's Showcase, the concert to take place at Cooper Hall on November 5. The final poster has been made, four regionally successful songwriters will be participating, Amanda Noah, Cook McCoy, Tom Panei, and Dave Zaccari. Bob Cupp from The Rock Station in Butler will be the emcee. The songwriters will sing, and Bob Cupp will ask them questions about their inspiration. Beverages and food will be available through Conny Creek, and there will be a penny social; basket donations have been offered thus far by Sprinkle's and by The Smoke Shoppe. Advance tickets are \$20 on sale through eventbright.com and \$25 at the door. Scott said he and the Mayor have discussed issues. Volunteers are needed to take payments at the door, help with sanitation, and will have t-shirts.

Josh Novotny asked how Scott was marketing this.

Scott said he's working with Butler Radio and the Butler newspaper, plus social media.

Manager Mary Papik

Bills

Motion was made and seconded by Pat Rinebolt/Dave Felsing to approve \$43,157.84 in checks paid from the Borough's General Fund, of which \$28,899.23 is the Borough's portion of the expense and \$14,258.63 the Authority's portion of the expense. In addition, decrease adjustments in August from the Borough General Fund in the amount of \$28,111.87 of which \$12,719.56 was the Borough's portion of the expense and \$15,392.31 was the Authority's portion of the expense, and payroll for August 2021 in the amount of \$81,738.07 of which \$32,580.40 is the Borough's portion of the expense and \$49,157.67 is the Authority's portion of the expense. The motion carried.

Riley Plan Lot Line Revision

Motion was made and seconded by Josh Novotny/Scott Herbst to add the Riley Plan Lot Line Revision to the agenda. The motion carried.

Mary explained that this lot line revision has been approved by the Butler County Planning Commission, and by Saxonburg's Planning Commission, both without issue.

Motion was made and seconded by Carol Neubert/Josh Novotny to approve the Riley Plan lot line revision. The motion carried.

Historic Preservation March on June 18, 2022

Mary explained that Jody has had further conversations with Chad Slater, the organizer of the Preservation March, as well as conversations with Butler Historical Society and Jefferson Township. As Saxonburg is the most experienced at the PennDOT paperwork, all have asked Saxonburg to file it.

Josh Novotny asked if the Borough's insurance would cover the entire route or just the part in the Borough.

Mary explained that it is the same insurance certificate that the Borough provides for SABA's parades, and yes, it would cover the entire route.

Motion was made and seconded by Dave Felsing/Carol Neubert to approve the Borough's submitting the application to PennDOT for the preservation march and providing the insurance certificate. The motion carried.

Municipal Building Roof

Mary discussed the water damage that occurred in the Municipal Building during the roof replacement, which many Council members had witnessed firsthand. While wet insulation and ceiling tiles were replaced, she said, what remained was to receive the check from the roofers for the cost of carpet cleaning for the wet carpets.

Mayor Gillespie said there was still paint damage in his office from the water, and Mary said she would account for that along with the carpet cleaning cost.

Motion was made and seconded by Carol Neubert/Pat Rinebolt to approve final payment in an amount not to exceed \$50,689.38 following the completion of the water damage corrections. The motion carried.

Arts Festival 2021

Mary said we couldn't have done the Arts Festival and Octoberfest without all of the help, many of whom are in the room. Maria [Berzonski] is in the room, she was a huge help in contacting Main Street businesses Mary said. The Fire Department, Doug [Sprankle], Brittany [Lambermont], a lot of people. Council, many of whom worked behind the scenes; Dave and Pat with Sister Cities, Scott with entertainment for Sunday; the Mayor with trash and security and shuttling people who had trouble walking. It takes everybody, she said, and for each person we had we could have used another person just like them. Thank you for everyone for the event.

Halloween Trick or Treat 2021

Motion was made and seconded by Pat Rinebolt/Carol Neubert to hereby approve the annual Trick or Treat time from 6 p.m. to 8 p.m. on October 31, 2021. The motion carried.

Ordinance Committee

Mary presented the questions for Council to consider when forming a Special Committee: Who would be on the committee? Would the committee meet for all ordinances or just the Special Events Ordinance?

President Wenzierl led discussion, asking Council to decide whether the committee will meet for one ordinance or for all.

- Josh shared his experience as a member of the Council's Ordinance Committee, that when he was a new member, he asked a lot of questions, and the process was slow at first. He felt that having a committee for just the Special Events Ordinance would allow everyone to work easier.
- Josh liked calling the committee a "Revision Board."
- Josh asked that the committee be able to meet and discuss thoroughly, but that the writing of the Ordinance itself be left to the Council's Ordinance Committee alone.
- Scott Herbst agreed with the committee's formation for just the Special Events Ordinance, in order to gain feedback quickly.
- Mayor Gillespie asked Council if they felt they could get this accomplished in the next three months before the next Council takes over in January.
- Josh said he was not opposed to working on it with the goal of making something solid.
- Dave Felsing said if the new Council wants to revise it, it's out of their hands. Sherry and Scott agreed.
- Mary asked the Council how many times they want to pay for the Ordinance?
- Sherry said it didn't matter. She said the most important thing was to get it done, no matter how long it takes.
- The Mayor said he would like to have input with this committee, before he signs.

Sherry asked Council how many people they would like.

- Scott said he expected to need one meeting to get all the feedback needed.
- The Mayor said there were a lot of issues brought up and asked if Council could address them all in one meeting.

- Josh reminded if they don't get it done, they don't. But to him, the effort was worth it.
 - The Solicitor suggested keeping Council's Ordinance Committee intact but inviting the interested parties to the next meeting of the Ordinance Committee for their input.
 - The invited members would be everyone who expressed interest: Mayor Gillespie, Dr. Miranda Virone, Doug Sprankle, Brian Antoszyk, and Tiffany Nolan, plus Chuck Lewis for his vast experience with events at the Fire Hall.

Motion was made and seconded by Dave Felsing/Josh Novotny to invite the above listed to the Council's Ordinance Committee meeting to advise the Special Events Ordinance. The motion carried.

Carol Neubert asked who was in charge of the Ordinance committee. Mary said she will be in attendance and can lead the meeting.

The Solicitor had no further report at this time.

Old Business

New Business

Open Records Act

Scott Herbst said the meeting recordings are destroyed after Council approves the meeting minutes. He proposes that the audio recordings are held for one year from recording date in order for additional review.

The Solicitor said that meeting minutes are required to be produced in the Open Records Act once they are approved by Council. Meeting notes are not, and audio recordings would fall under notes. He said that, with very few exceptions, Butler and Allegheny County Municipalities follow the schedule of destroying the meeting recording once the Minutes are approved by Council. If Saxonburg wants to keep the recordings beyond that timeframe, the audio recordings will become subject to the Open Records Act once the Minutes have been adopted for the meeting or the next meeting has taken place. If Saxonburg adopts a policy to keep the recordings, he suggested aligning the destruction date with the Municipal Records Destruction Act so that they are put on a set schedule for destruction, which is every 7 years.

The Mayor asked Council if they really need to keep those recordings once the Minutes are approved and official. He asked for the justification behind keeping recordings for 7 years. There are pros and cons to this, and he said he advised Council against keeping audio records.

Scott said he could go either way on it, but that it was an idea worth discussing. He said tabling the vote on the Minutes until he could review the recordings worked just the same. He said there have been portrayals in the Minutes that he wants to make sure are accurate.

The Mayor said this Council was again making decisions that the next Council was going to have to deal with.

Sherry said every Council member was still valid.

Scott said Council should be aware that they shouldn't blindly approve Minutes and reminded that they have the option to table the vote on them.

A small discussion ensued on who was staying and who was exiting Council.

Executive Session The meeting recessed at 7:55 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 9 p.m. and took no further action.

Adjournment

The meeting adjourned at 9 p.m.

The next meeting is scheduled for Tuesday, October 5, 2021 at 7 p.m.

Jody Vettori
Secretary