

SAXONBURG BOROUGH
Meeting Minutes
October 19, 2021

President Weinzierl called the meeting to order at 7:01 p.m.

Pledge of Allegiance

Roll Call June Crawford, Carol Neubert, Josh Novotny, Sherry Weinzierl, 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, Tiffany Nolan with SABA, Rep. Marci Mustello, Ryan Martin, Doug Sprankle, Bruce Ohl, and Paula Grubbs.

Pat Rinebolt was absent.

Correspondence

- On October 14, the Borough received a letter from Dennis Sybert, stating he is retiring from his position as Borough Dog Officer, effective October 31.

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 Scott Herbst/June Crawford to approve the revised Minutes from August 17, 2021. The motion carried.**
- **Motion was made and seconded by Dave Felsing/Carol Neubert to approve the Minutes from September 21, 2021. The motion carried.**
- **Motion was made and seconded by Scott Herbst/Dave Felsing to approve the Minutes from October 5, 202. The motion carried.**

Saxonburg's 175th Anniversary with the PA Legislature, Rep. Marci Mustello

Rep. Marci Mustello presented a citation from the Pennsylvania House of Representatives to Saxonburg for its 175th Anniversary of incorporation.

Public Comments None

Mayor William Gillespie Jr.

Mayor Gillespie reviewed the following points:

- For Council to discuss plans to celebrate Saxonburg's 175th anniversary.
- Founder's Day is October 30; the Mayor and Maria [Berzonski] are working on an event that day. Help from Council members is appreciated.
- Stuff the Cruiser will happen again this year on Friday and Saturday after Thanksgiving, and possibly expanded to the outer community but will still only use one police cruiser.

- The new police car has arrived, but the radio is not yet serviceable. The parts have been ordered and may take some time to arrive. Two other police cars are in service, with new computers and GPS ordered for those two cars at a cost is around \$6100.
- Three computerized first aid kits have been ordered for the cars and the officers will be trained on how to use them.
- Supplies and materials for the training this Sunday have been received, at the cost of around \$4,000. The training will include tactical, EMS, and traffic stop training.
- The total on all purchases through the Borough is \$16,400, which Friends of the Saxonburg Police has approved to pay, with an additional \$4,500 in other training and supplies, also paid for by the Friends of the Saxonburg Police.

Council Members Business presented by Council Members

- None

Manager Mary Papik

- Mary confirmed she did receive a check tonight for just under \$4,000 from the Friends of the Saxonburg Police for equipment.
- Mary thanked Mr. Sprankle for donating the candy for the Holiday Parade, as it was much appreciated.

Bills

Motion was made and seconded by Dave Felsing/Carol Neubert to approve \$168,063.94 in checks paid from the Borough's General Fund, of which \$137,022.33 is the Borough's portion of the expense and \$31,041.61 the Authority's portion of the expense. In addition, decrease adjustments in September from the Borough General Fund in the amount of \$30,464.29 of which \$14,975.52 was the Borough's portion of the expense and \$15,488.77 was the Authority's portion of the expense, and payroll for September 2021 in the amount of \$83,276.79 of which \$40,731.79 is the Borough's portion of the expense and \$42,545.00 is the Authority's portion of the expense. The motion carried.

Vacant Seat on Historic Architectural Review Board (HARB)

Sadly, there is a vacant seat on the Historic Architectural Review Board due to Peter Watt's passing. Mary explained that it is not a position that has a fast deadline to fill; and it does not need to be a person with a special certification as all of the required positions are already filled. The person does not need to be a Borough resident, nor do they need to own property in the Borough; however, she said, the seat should be filled by someone with a good sense of Saxonburg and what Main Street is all about.

Josh Novotny told Council he would like to be considered for the seat once his term on Council has concluded at the end of this year. Mary pointed out that Josh is a business owner in Saxonburg and also a property owner on Main Street. The Solicitor suggested adding this appointment to the reorganization meeting agenda in January.

Extended Ordinance Committee Meeting

Mary said the meeting date has been set for October 28.

Sewer Connection Extension

Mary explained that the Leicher subdivision on N. Isabella extended sanitary sewer lines to within 150 feet of Brian Antoszyk's property, and Ordinance requires anybody within 150 feet to connect within 60 days. Brian has asked for an extension until late April 2022, if possible, as digging up his yard now will only create mud until next spring when the grass can grow again. The Authority has said whether he connects now or is given an extension does not matter to them.

Motion was made and seconded by Josh Novotny/Dave Felsing to approve an extension of the time allotment to connect to the sewer system for Brian Antoszyk until April 30, 2022. The motion carried with Scott Herbst voting nay.

2022 Budget

Mary reviewed these budget points:

- Revenue is down, due to:
 - The Debt Service Tax has been dropped because we paid off the loan this year.
 - Real Estate taxes: \$15,000 decrease due to both the nursing homes' appealing their tax assessment value. Going forward, we have a decrease, and we will have to refund the excess that they were charged. We have paid one already and expect the second one soon.
 - We have reduced the amount we're expecting to use out of the Capital Expenses Fund.

- Projected Revenue increases:
 - Additional funds from the Summit Township agreement
 - Additional building permit fees from the [North] Isabella Street development
 - We plan to do a street project next year, with funds to be used from the Liquid Fuels Fund.

- Expected Expense increases:
 - Wage increases.
 - Tax refunds to nursing homes; these will show up this year but will not repeat next year.
 - Siding of this building and paving of the parking lot to come from the Capital Expense Fund.
 - Police expenses that are due to our working agreement with Summit, which Summit pays for but we still show the expenses.
 - Increased Codesys fees for the Isabella development.
 - We're projecting the cost of a new vehicle for the Field Crew, and mini excavator—the Borough will pay a small portion of those.
 - Winter maintenance is down; the new salt shed [expense] will not reappear next year.
 - Storm water projects is assigned to be paid from the Capital Expense Fund, but if Council has some serious meetings in the next few months to discuss the ARPA funding, the ARPA funds can pay for a stormwater

- project. They cannot pay for maintenance and there are strict rules, but the funds can pay for new infrastructure and engineering.
- o Workers Comp and payroll taxes increase with pay raises.
- o In 2020, we had money in our account from CARES Act, and that cash has covered our planned expenses this year, so there was no need to pull funds from the Capital Expense Fund yet. The CARES Act funds paid for the new salt shed, new police car, roof on the building, and the new air conditioning system for the building.
- o There are Capital Expense Funds budgeted to cover expenses if needed, but with grant funding, etc., the transfers out of Capital Expenses may not be needed.

Council's discussion of questions and ideas ensued:

- This budget shows up to \$90,000 that may be needed from the Capital Expense Fund. A minimum balance in the Capital Expense Fund should be considered.
- The purchase of the new truck would be the Authority's for the plant, and the mini excavator purchase would also be mostly funded by the Authority but would save the repeated joint costs of renting one.
- Siding for the Municipal building will continue to get worse before it's replaced, but it may not need to be done in 2022.
- There is \$40,000 more being spent this year in the Police Department. The amount is the revenue brought in by Summit, offset by wages—uniforms, etc., included in the agreement with Summit. There is also the potential of another agreement.
- The Borough traditionally pays \$7,000 from the General Fund to the Park annually for landscaping and so forth. It can be removed, but if the Park runs into the negative, funds from the General Fund make it whole.
- This budget shows a negative 30k. If you decide a 1 mill increase, it shows a negative \$17k, a 2 mill increase will show a negative \$5k. With the current 2 mill debt service gone and adding another 2 mills would be a net wash to taxpayers.
- Tiffany Nolan of SABA was given permission to ask if grants are included in the budget and if a grant task force be put together from the community to go after grants. Mary said grants are included, yes, and that, yes, a community task force can be formed to help get more grant funding.
- It was decided to recess this meeting and continue it on Wednesday, November 3 at 7 p.m.

Solicitor

Solicitor Mike Gallagher, Gallagher Law Group

The Solicitor had no further report at this time.

Old Business

None

New Business

Bench for Peter Watt

Mayor Gillespie said Sister Cities would like to honor Mr. Watt in the Borough by possibly planting a tree or having a bench made and put on Main Street. He said since they are already looking to have two benches made, adding a third wouldn't be too difficult. Pete was involved in the John Roebling Society in Saxonburg and worked for

2+ years on the work between Rebecca and Pittsburgh Street. The Mayor thought they could get a bench for around \$1100. Dave Felsing agreed that Pete would like the idea of a bench.

Stormwater

The discussion on stormwater included:

- A 12-month license for StormCAD for the minimum of three seats costs \$2,544.
- There are three options for the Borough to handle stormwater: Form a Stormwater Authority (at a cost of around \$230,000, but with a borrowing limit set by the State), have the existing Authority will take the responsibility, or to do something joint with surrounding municipalities.
- It'll cost around \$230,000 to form a Stormwater Authority ourselves, and we don't know our borrowing limit.

Sybert Resignation as Borough Dog Officer

Mary explained that the Dog Officer is a trained officer, a sworn officer of the State, who works closely with the County officer. Any animals needing to be picked up, or that the police need picked up, the Dog Officer will pick up the animal and take it to the Butler Humane Society, with whom we have an agreement. Without Mr. Sybert, the Borough would be using the State Dog Warden who is assigned to Butler County.

Motion was made and seconded by Carol Neubert/Scott Herbst to accept the resignation of Dennis Sybert as Borough Dog Officer, with regrets. The motion carried.

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

The meeting reconvened at 8:54 p.m. and took the following actions:

Motion was made and seconded by Scott Herbst/ Dave Felsing to add the budget splits and personnel items from executive session to the agenda for action. The motion carried.

Motion was made and seconded by Dave Felsing/Scott Herbst to approve the 2022 budget splits for the field crew, office employees, and overall splits as presented by the manager. The motion carried with Sherry Weinzierl voting nay.

Motion was made and seconded by Dave Felsing/Scott Herbst to approve the non-union employee aggregate wage increases as presented by the manager. The motion carried.

Recess & Reconvention

The meeting was recessed at 8:56 p.m. and reconvened at 7 p.m. on November 3, 2021.

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

Also in attendance were Mary Papik/Manager, Jody Vettori Secretary/Treasurer, Ben Brewster, Ray Koegler, Rob Mrozek, Aaron Piper, and Paula Grubbs.

Josh Novotny was absent.

Correspondence

- On October 29, Borough Council received a letter from Chuck Lewis of the Saxonburg Volunteer Fire Company regarding the recent findings of the Financial Audit for the period January 1, 2018 to December 31, 2020. The letter provided background for the findings and the Fire Company's steps taken to satisfy the audit.
- On November 1, Borough Council received a letter via email from Chuck Lewis regarding the Fire Company's plans for Oktoberfest 2022 and their willingness to accommodate Arts Festival plans for a successful event.

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Public Comments

Rob Mrozek

Mr. Mrozek introduced himself and expressed his interest in being appointed for the open seat on the Saxonburg Area Authority Board.

Mayor William Gillespie Jr.

Mayor Gillespie reported:

- The police vest grant was approved, which was a matching grant with the matching funds to come from the Friends of the Saxonburg Police, thus no cost to the Borough.
- A film crew was in Saxonburg last week working on their documentary of the history of John Roebling. The Mayor and Fred Caesar spent the day on Tuesday with the crew and were interviewed. The Mayor said Fred amazed the crew with his knowledge about the history, dates, and little facts about the Roeblings. The short film is expected to be finished in 2022 and Saxonburg will get a copy of it.
- The Library would be offering the Food Institute's programming on Diabetic lifestyle training every Friday in November from 1-2 p.m. He thanked the Library for making their facility available for this and for upcoming trainings.
- It's been reported that the Park lights are not coming on at night as they should and need to be checked.

Council Members Business presented by Council Members
Scott Herbst

Scott provided an update on the Saxonburg Songwriter Showcase, that 11 advance tickets were sold online so far, with many people telling him they were planning to buy tickets at the event. He did a radio interview today on FM97.7 in Butler and gave the station three pairs of tickets for the event with one pair given out today. The radio station will continue talking about the event and will give out a pair of tickets on Thursday and again on Friday.

Manager Mary Papik

Extended Ordinance Committee Meeting

Mary provided an update that the committee met and spent the majority of their first meeting discussing the overall goals of the Ordinance, and the need to define terms, ex. what criteria constitutes a parade. The group decided to continue their work via email with their next in-person meeting set for November 18.

2022 Budget

Mary presented balanced budgets for the Borough and the Park. The Borough budget was balanced thanks to \$91,000 in lost revenue calculations that the auditors agreed the Borough can claim from the ARPA funds. The remainder of the ARPA funds will be used for stormwater projects. The Park budget was balanced after removing money earmarked for improvements at the Park as well as Mary's and Jody's Administrative time for Arts Festival work that will need to be done by volunteers in 2022. This also allowed the Borough to cancel its annual \$7,000 donation to the Park for landscaping.

Council's further discussion included:

- Not renewing the 2 mill debt service tax with another loan, or lesser loan, to get the siding and paving done for the Municipal building.
- Not earmarking Capital Expense Funds for the siding and parking lot paving projects for the Borough's municipal building for 2022.
- Earmarking \$30,000 from Capital Expense Funds to the Park to serve as matching funds for potential grants or for a study/services needed for the Wire Rope Shop project. It was noted that earmarking the funds does not guarantee spending the funds.
- Not giving a portion of the Borough's ARPA funds to the Fire Department toward the purchase of a new fire truck, given the tight margins in the budget and the other funding the Borough already gives.
- The Police Department garnered \$81,900 in CARES Act grant funds in 2020 due to their day-to-day operations. This year they bought a police car, using \$49,000 of those funds. Additionally, the Friends of the Saxonburg Police has committed to paying for new computers, first aid kits, supplies and trainings, ongoing training for total of \$18,000.
- The Park will start a 501(c)(3) in 2022 to be able to raise funding.

Old Business None

Saxonburg Area Authority Vacancy

Motion was made and seconded by Dave Felsing/Scott Herbst to appoint Rob Mrozek, 326 Butler Road, Saxonburg to the Saxonburg Area Authority Board to fill the vacancy with a new term ending December 31, 2025. The motion carried.

New Business None

Executive Session

The meeting recessed at 8:21 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:55 p.m. and took no further actions.

Adjournment

The meeting adjourned at 8:55 p.m.

The next meeting will take place on November 16, 2021 at 7 p.m.

Jody Vettori
Secretary