

SAXONBURG BOROUGH
Meeting Minutes
Cooper Hall
January 18, 2022

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

Roll Call Carol Neubert, Sherry Weinzierl, Pat Rinebolt, Dave Johnston, Mia Mazza-Petruzzi, Aaron Piper, Ray Koegler, and Mayor Gillespie were present.

Also in attendance were Mary Papik/Manager, Tiffany Nolan of SABA, and Ben Brewster.

Secretary Vettori and Solicitor Gallagher were absent.

Correspondence

- On January 6, 2022, the Borough received two letters from Chuck Lewis of the Saxonburg Volunteer Fire Company, one with the SVFC's 2022 Event schedule, and the second with the SVFC's 2021 Alarm Responses.
- On January 10, the Borough received a letter from the Saxonburg Volunteer Fire Company with a favorable update on the Fire Company's compliance with the Fireman's Relief Association audit.

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 Sherry Weinzierl/Dave Johnston to approve the Minutes of January 3, 2021. The motion carried.

Public Comments None

Mayor William Gillespie Jr.

The Mayor reported:

- The new computers were installed in two police cars last week, with all of the updated 911 software for the officers.
- The Friends of the Saxonburg Police will be purchasing four new vests and tasers, which are very much needed.

And he provided some background on the two 501(c)(3) organizations that he is associated with for the Borough:

- The Sister City Organization is responsible for fundraising for the activities during visits from our Muhlhausen guests so that no taxpayer dollars are spent on this relationship.
- The Friends of the Saxonburg Police Organization is responsible for fundraising to support the police department with training and items such as trainings, vests, and computers. The tasers will cost around \$3,600, and we have a grant plus a matching grant donation of \$2,000 from a local business owner. Funds are raised by the Friends through dinners held at the Hotel, and by Penn United's sale of the 4x4 last summer which raised over \$17,000. The Friends currently have around \$23,400 which they intend to give to the Police Department to provide training and equipment. While some

of these expenses are budgeted, the Borough is able to save those budgeted funds on expenses paid through donations.

Secretary Jody Vettori

In the Secretary's absence, President Piper explained that he asked for the Secretary's Report and the Committee Reports to be included on the agenda so that Council can make informed decisions. The Council agreed. He called upon Mary, who offered to answer any questions on the Secretary's Report. Hearing none, Aaron continued the meeting.

Council Members Business presented by Council Members

Aaron Piper led a discussion on Roebling Park and the Arts Festival, including:

- The Park's ability to generate revenue, and possibly spending on improvements in order to make money; possibly advertising the RV pads.
- Getting the Parks and Rec committee together soon to look at the Park rates.
- The 501(c)(3) paperwork has been submitted to the attorney; the paperwork will initiate a new Board and will also change the IRS status of the organization to reduce restrictions on what the funds can be used for. The 501(c)(3) will be responsible for fundraising; the Parks & Rec committee is still responsible for the Park and the buildings. The two can work together, but Parks & Rec is a Borough committee.
- The 501(c)(3) can ask for sponsors and donations for the Arts Festival.
- Sherry offered to get a list of Park projects that need to be addressed to Aaron.
- Council needs clarification on the Arts Festival, parking, Sprankle's and the Fire Company's roles and how to work together. Aaron and Dave Johnston offered to talk to Doug Sprankle and Chuck Lewis.
- Arts Festival rates need to be set, with care to be appropriate and not to undercut Octoberfest rates. In 2019, crafters at the Park were charged \$125, and charged \$175 for inside Cooper Hall; Main Street vendors were charged \$70. Food vendors were charged \$175, and the pavilion kitchen went for \$1100.
- A group needs to be established that will be responsible for placing vendors and using the Park software for payments.

Committee Reports

Streets/Stormwater Committee: Mayor Gillespie referred Council to Superintendent Chuck McGee's report for MS4 exemption for stormwater. Council appreciated the report and agreed with Chuck's assessment of Elder Alley and leaving it off the Borough streets.

The remaining committees have not yet met and had no reports at this time:

Joint Policy Committee	Parks & Rec Committee
Property Committee	Police Committee
Ordinance Committee	

Liaison Reports

None of the groups have met so the liaisons have no reports at this time:

Butler County Boroughs Association	Zoning Hearing Board
Butler County Council of Government	Historic Architectural Review Board
Planning Commission	Tax Collection Committee

Manager

Mary Papik

Bills

Motion was made and seconded by Pat Rinebolt/Carol Neubert to approve \$16,821.09 in checks paid from the Borough's General Fund, of which \$9,719.54 is the Borough's portion of the expense and \$7,101.55 the Authority's portion of the expense. In addition, decrease adjustments in December from the Borough General Fund in the amount of \$34,799.28 of which \$17,828.64 was the Borough's portion of the expense and \$16,970.64 was the Authority's portion of the expense, and payroll for December 2021 in the amount of \$118,435.76 of which \$37,668.13 is the Borough's portion of the expense and \$80,767.63 is the Authority's portion of the expense. The motion carried.

Historic Architectural Review Board

Motion was made and seconded by Sherry Weinzierl/Dave Johnston to appoint Joshua Novotny to the Historic Architectural Review Board for a 3-year term. The motion carried.

Certificate of Appropriateness

Motion was made and seconded by Carol Neubert/Sherry Weinzierl to approve the Certificate of Appropriateness for 254 W. Main Street for a new sign and trim painting. The motion carried.

Vacancy Board

Motion was made by Sherry Weinzierl/Dave Johnston to re-appoint Brian Antoszyk to the Vacancy Board for a 2-year term. The motion carried.

Records Destruction

Motion was made and seconded by Carol Neubert/Pat Rinebolt to approve Resolution 2-2022 to old Borough Records in accordance with the Municipal Records Manual. The motion carried.

Financial Report

Mary will provide this report at the continuation of the meeting on February 1.

Solicitor

Solicitor Gallagher, Gallagher Law Group

In the Solicitor's absence, the meeting continued.

Old Business

None

New Business**Mayor Gillespie**

The Mayor expressed that Chuck Lewis would like to appear before Council and explain the relationship between the Borough and the Fire and Ambulance companies. Michelle [Lesniak] from the Saxonburg Library would like to do the same. Council agreed.

Executive Session

The meeting recessed at 8:17 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:31 p.m. and took no further action.

Recess & Reconvention

The meeting was recessed at 8:31 p.m. and reconvened at 7:02 p.m. on February 1, 2022, at the Borough building.

Roll Call Carol Neubert, Pat Rinebolt, Dave Johnston, Mia Mazza-Petruzzi, Aaron Piper, Ray Koegler, and Mayor Gillespie were present.

Also in attendance were Mary Papik/Manager, Jody Vettori/Secretary, Ben Brewster, Fred Caesar, Doug Sprankle, Duke Sprankle, Chuck Lewis, and Brittany Lambermont.

Sherry Weinzierl and Solicitor Gallagher were absent.

Correspondence

- On January 17, the Borough received a meeting invitation from the Butler County Boroughs Association. The invitation is included in Council's binders.
- On February 1, the Borough received an email from Meghan Pohl of SABA requesting approval for the 2022 Mingle on Main schedule. Proposed Mingle dates are May 19, June 16, July 21, August 18, and September 15.

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Public Comments None

Manager Mary Papik

Financial Report

Mary reviewed the Park Financial report highlighting the bills and large projects paid, and the rental and Arts Festival revenues. [See Exhibit 1]

Festival Rates and Coordination with Octoberfest

Discussion points included:

- Dave Johnston has volunteered to be the point person to coordinate the Arts Festival. From the Parks & Recreation Committee, Sherry Weinzierl and Ray Koegler also volunteered to be on this Core Committee. Council members are welcome to choose a specific task to fill and report back to the Core.
- The suggestion was made for vendor rates to stay simple, with electric/water costs included, up to a specified date to entice early sign-ups. After that date, "late" payers could be charged an additional \$15 for electric.
- Sprankle's tentative shuttle plans include horse-and-buggy rides, Roenigk busses, and the Rotary trolley to move patrons from event to event.
- Use past figures to create a budget for the Arts Festival.
- Highlight the Museum during the Festival for possible donation opportunities.
- Create an "elevator speech" message with the basic ideas: venues, vendor rates, etc., at a Core meeting that will take place within the next two weeks.
- A media plan is secondary after the initial information is ironed out but will include State organizations and the Butler County Chamber of Commerce.
- Signage will help to guide patrons among the two events; Cooper Hall has signposts that just need painted.
- The Core Committee will discuss including the Photo Show and will reach out to the Presbyterian Church.

- The Arts Festival logo needs to be updated, perhaps to include the Gazebo. It was suggested to call it the 2022 Festival rather than the “thirty-something annual event” as the count is inaccurate with 2020’s cancellation and a previous error.
- As long as the Arts Festival and Oktoberfest websites also promote each other, vendors are able to sign up where they would like.

Motion was made and seconded by Pat Rinebolt/Carol Neubert to accept the 2022 Festival rates as proposed, with details to include additional fees and offer a discount for early sign-ups to be determined by the Core. The motion carried. [See Exhibit 2]

Mayor William Gillespie Jr.

The Mayor discussed a few items:

- A meeting of the Police Committee at 6:15 p.m. on February 15 in the Conference Room.
- Council has been given the 2021 report of police calls, which tallied about 400 more calls than usual, but Summit Township calls are included.
- The Police Department is down two parttime police officers and is seeking replacements.
- Saxonburg’s Fire and Ambulance companies are very well run, are an asset to our community, and deserve our support in every way we can.
- The newest *Borough News* issue has a Volunteer Fire Company article that discusses what Fire companies are faced with today.

Business by Council Members

President Piper tasked the Committees and Liaisons to meet by the March Council meeting to set a leadership structure and to decide what their vision will be for the next two years.

Aaron expressed Mia’s interest in being on the Parks and Rec Committee if a current member would be willing to step down. Pat volunteered to let Mia have her seat.

Old Business None

New Business None

Executive Session The meeting recessed at 8:10 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 9:01 p.m. and took no further action.

Adjournment

The meeting adjourned at 9:01 p.m.

The next meeting is scheduled for Tuesday, February 15, 2022 at 7 p.m.

Jody Vettori
Secretary

Exhibit 1

ACCT #	DESCRIPTION	<u>2017</u> <u>AMT</u>	<u>2018</u> <u>AMT</u>	<u>2019</u> <u>AMT</u>	<u>2020</u> <u>AMT</u>	<u>2021</u> <u>AMT **</u>	<u>2021</u> <u>BUDGET</u>
REVENUES							
342	RENTAL INCOME						
104-342-558-00	Facility Rentals	16,600	25,025	13,115	5,088	24,528	25,000
104-342-580-00	RV Pad Rentals			140	100	440	200
	Total Rental Revenue	16,600	25,025	13,255	5,188	24,968	25,200
359	REVENUE FROM LOCAL GOVT AND GRANTS						
104-359-101-00	Borough Funds		7,000	7,000			7,000
	Total Revenue from Local Govt	-	7,000	7,000	-	-	7,000
367	CULTURE / RECREATION REVENUE						
104-367-552-00	Festival Crafters	20,663	18,275	20,024		20,805	22,000
104-367-560-00	Festival Foods	8,569	1,524	3,075		1,560	4,500
104-367-567-00	Festival Miscellaneous Revenue			733		580	1,000
104-367-573-00	Festival Photo Show	223	23	38		15	25
	Total Culture / Recreation Revenue	29,455	19,822	23,870	-	22,960	27,525
379	MISCELLANEOUS REVENUE						
104-379-555-00	Museum Donations		1,298	1,272	75	1,652	800
104-379-565-00	Interest	18	56	52	54	30	50
104-379-567-00	Miscellaneous	44			33	1,130	40
104-379-569-00	Other	10,024	15,218	4,275	5,078	14,400	11,000
	Total Miscellaenous Revenue	10,086	16,571	5,599	5,240	17,212	11,890
	TOTAL REVENUES	56,142	68,418	49,724	10,427	65,140	71,615
EXPENSES							
406	GENERAL ADMINISTRATION						
	Administrative Services					2,752	22,714
104-406-210-00	Clerical Supplies		147			62	50
104-406-273-00	Administrative Software			238	338		1,000
104-406-325-00	Postage	62					75
104-406-326-00	Telephone Charges		450	1,202	948	926	900
104-406-329-00	Cable Services	512	1,109	1,107	1,127	1,566	1,000
104-406-341-00	Advertising			382	33		100
104-406-342-00	Printing			47		145	50
104-406-352-00	Insurance	3,766	3,928	4,740	5,325	5,621	5,621
104-406-361-00	Electric	4,218	5,371	5,267	4,816	3,237	4,000
104-406-373-00	Assets and Improvements	637	227	2,190	4,581	15,375	
104-406-403-00	Bank Charges	20	34	94	435	1,043	30
104-406-561-00	Garbage	150	150	1,164	494	1,110	1,080
104-406-562-00	Gas	1,692	3,341	2,086	2,835	2,439	2,500
104-406-567-00	Miscellaneous	121	847	447	188	250	800
104-406-568-00	Museum	826	766	3,081	524	746	500
104-406-579-00	Security	4,003	1,552	1,309	1,295	4,337	1,552
104-406-583-00	Water	1,240	1,884	1,121	1,421	985	1,250
	Total General Administration	17,247	19,807	24,473	24,360	40,593	43,222
409	BUILDINGS AND GROUNDS						
104-409-458-00	Landscaping	6,245	11,229	12,813	4,190	1,605	8,138
104-409-550-00	Museum	3,994	2,865		232	6,113	1,500
104-409-551-00	Cooper Hall			147	208	17,553	545

104-409-578-00	Roebbling Park Outbuildings	1,455	374	692	943	11,673	250
	Total General Administration	11,694	14,468	13,652	5,573	36,944	10,433

457 FESTIVAL EXPENSES

	Administrative (Jody, Mary)					10,349	
104-457-541-00	5 K Race	915					
104-457-542-00	Advertising	2,370	1,740	2,440		320	1,500
104-457-543-00	Art			368			
104-457-547-00	Car Show	63		63			75
104-459-548-00	Rental	202	275		713		250
104-457-552-00	Crafters	510					500
104-457-553-00	Custodian	1,890			601		400
104-459-554-00	Deposit Reimbursement		300	150		465	
104-457-559-00	Fire Police / Civil Air Patrol	900		900		775	900
104-457-560-00	Foods	2,087	1,648			166	
104-457-561-00	Garbage	1,406	925	(355)	648		1,600
104-457-563-00	Golf Cart Rental	500	600	480			600
104-457-567-00	Miscellaneous Expense	107	623	(808)		65	1,000
104-457-572-00	Performing Arts	3,900	3,000	4,464		3,390	2,500
104-457-573-00	Photo	131	122				125
104-457-574-00	Port A Johns	557	1,240	750			1,000
104-457-576-00	Postage	135	162	7			200
104-457-577-00	Printing	447	217	68		27	250
104-457-579-00	Security	896	1,060			1,429	1,200
104-457-582-00	Steam Engines						
	Total Festival Expenses	17,016	11,913	8,526	1,962	16,985	12,100

411 RENTAL EXPENSES

104-459-553-00	Custodian		6,290	4,170		1,631	6,000
	Total Rental Expenses	-	6,290	4,170	-	1,631	6,000

TOTAL EXPENSES

SURPLUS OF INCOME OVER EXPENSES

28,710	52,478	50,820	31,895	96,154	71,755
27,432	15,940	(1,097)	(21,468)	(31,014)	(140)

Festival Recap	Revenues	29,455	19,822	23,870	-	22,960
	Expenses *****	17,016	11,913	8,526	1,962	16,985
	Revenues over Expenses	12,439	7,909	15,344	(1,962)	5,975
Rental Recap	Revenues	16,600	25,025	13,255	5,188	24,968
	Custodian Expenses	-	6,290	4,170	-	1,631
	Revenues over Expenses	16,600	18,735	9,085	5,188	23,337
Other Recap	Revenues (not specific to Arts Fest or Rentals)	10,086	23,571	12,599	5,240	17,212
	Expenses (not specific to Arts Festival)	11,694	34,275	38,124	29,933	77,537
	Revenue (Loss)	(1,607)	(10,704)	(25,525)	(24,693)	(60,325)

** 2021 Amounts are not Audited as of this report

*****Not included in this report are \$9,824.49 in police and security expenses paid from the General Fund of which Doug Sprinkle reimbursed the Borough for \$5,626.00. This nets to a revenue of \$1,776.51 from AF.

Note that in 2021, there are no expenses for port-a-johns, dumpsters, and golf carts related to Arts Festival. These expenses were paid by Sprankles / Fire Department.

Exhibit 2

FESTIVAL RATES WORKSHEET

VENDOR TYPE	LOCATION	2019	2020 PLANNED, NEVER CHARGED	2021 ACTUAL	2022 RECOMENDATION	OCTOBERFEST (3 DAY) 2022
CRAFTER (10 X 10)	PARK	\$ 125.00	\$ 195.00		\$ 175.00	
	COOPER HALL	\$ 175.00	\$ 275.00		\$ 200.00	
	MAIN STREET	\$ 70.00	\$ 110.00		\$ 110.00	
	PASS THROUGH			\$ 150.00		\$ 300.00
	CARNIVAL GROUNDS			\$ 150.00		\$ 300.00

FOOD VENDOR	PAVILLION	\$ 1,100.00	\$ 1,600.00		\$ 1,000.00	
	PARK (NO TRUCK)	\$ 550.00	\$ 850.00		\$ 500.00	
	PARK FOOD TRUCK				\$ 600.00	
	MAIN STREET (NO TRUCK)	\$ 225.00	\$ 350.00		\$ 300.00	
	MAIN STREET FOOD TRUCK		\$ 850.00		\$ 450.00	
	PASS THROUGH			\$ 300.00		\$ 650.00
	CARNIVAL GROUNDS			\$ 300.00		\$ 650.00
	DOUBLE SPACE				ASSUMED IN TRUCK	\$ 1,000.00

SNACK FOOD VENDOR	\$ 175.00	\$ 275.00	\$ 150.00	\$ 150.00	
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Full Refund if
cancelled prior
to August 1.
No refund after
August 1.

NON PROFIT		FREE		FREE	\$25 FOR FIRST SPOT, STD RATE FOR ADDITIONAL	
OTHER VENDORS (INSURANCE, BUILDING)				CRAFT RATE	CRAFT RATE	

FEE FOR ELECTRIC	No		\$ 15.00	\$ 15.00	
FEE FOR WATER	No		\$ 15.00	\$ 15.00	

FOOD TRUCKS ARE ASSUMED TO TAKE TWO SPACES, WE HAVE HAD TO CHARGE FOR AN EXTRA SPOT TO ALLOW MORE LENGTH.

\$25 LATE FEE AFTER JULY 15