

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 Koepler, 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 Koepler 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 Octoberfest 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