

SAXONBURG BOROUGH
Meeting Minutes
March 15, 2022

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

Pledge of Allegiance Council was lead in the Pledge of Allegiance by Cub Scout Pack 51.

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 Sean Gallagher/Solicitor, Mary Papik/Manager, Chuck McGee/Superintendent, Jody Vettori/Secretary, Kurt Elphinstone, Jacob Elphinstone, Serj Hade-Fortino. Jeffrey Fortino, Bennett Donehue, Sara Donehue, Fred Caesar, Harvey Berry, Olivia Berry, Wyatt Berry, Dave Felsing, Terry McCormick, Tiffany Nolan, Brittany Lambermont, and Paula Grubbs.

Correspondence None

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 President Piper asked if there were any additions or corrections to the Minutes of February 15, 2022. Hearing none, they were approved as submitted.

Public Comments None

Museum Curator Fred Caesar
Fred Caesar discussed item donations, spring cleaning, and let Council know of the upcoming Instagram and Facebook pages for the Museum to use for posting about history and artifacts. He also reported on the following:

- The Museum received a supply of fluorescent bulbs (non-LED) from the Library, so we will be replacing burned out bulbs soon.
- The door to the original Dog House has deteriorated, but it is not a standard size. Hopefully he will have an update or a plan soon.
- The restroom exhaust fan is not working.
- The Museum is looking to local History departments for an intern opportunity. There will be no cost to the Borough, as the intern would receive college credits for their time researching and growing the Museum archives.

Mayor William Gillespie Jr.
The Mayor reported on the following:

- Upcoming meetings will take place at the personal care homes, one which will include Rep. Marci Mustello to address any issues
- The Mayor's Meeting in April will include Commissioner Boozel.
- There are meals available for the anyone in the area who needs one, especially anyone ill or shut in.
- The Police Department needs four new vests. Grant funds are secured, and matching funds are available through the Friends for these vests.

Superintendent Chuck McGee

Chuck McGee reported on the following:

- The Borough's MS4 Waiver Renewal application is prepared and the check for the fee is included in this meeting's check run. If granted, it would be a 5-year renewal. We have no reason to believe it will not be granted; nothing has changed in the Borough, and nothing has changed in the requirements since we received the waiver four years ago.
- The 2022 Street Improvement project update: We were able to get our quantities in with Clinton Township's bids. The estimate from PennDOT is \$21,000 for Saxonburg's portion of the project. We'll have the bid results by the next meeting for Council to consider.

Motion was made and seconded by Carol Neubert/Sherry Weinzierl to ratify the advertising of Saxonburg's portion of Clinton Township's bid proposal for the 2022 Street Project. The motion carried.

Secretary Jody Vettori

Jody Vettori reported on the following:

- Mingle on Main: The webpage is built, vendor payments are coming in, and so far we have vendors for each Mingle and 18 "season pass" vendors.
- Park landscaping: Saxonburg Area Rotary is interested in helping with landscaping and getting donated plants. They will send a letter to Council for their approval.
- Park Clean Up Day is April 2 at 9 a.m. for Council members, staff, and the community. We have school-age kids this year who might help, and each is bringing a parent or guardian. Rotary will also help and Novotny's will provide pizza for the volunteers.
- The Memorial Day Parade application has been approved by PennDOT.

Council Members Business presented by Council Members

Aaron Piper reminded Council that anything pertaining to the Museum must get coordinated through Fred Caesar.

Committee Reports

Ordinance Committee: Dave Johnston reported they met on March 10 to further rework the Events Ordinance created by another municipality to make it pertain to Saxonburg. They will go through another round of edits at their next meeting on March 24. He thanked Tiffany [Nolan] from SABA for her work on the Ordinance, which made it easier for the Committee.

Aaron also thanked Tiffany, and he thanked the committee for their work ensuring that public safety is addressed, that the taxpayers aren't subsidizing events, and that activities are communicated so that any services they may need can be made available.

Parks & Rec Committee: Sherry Weinzierl thanked Chuck and the Field Crew for cleaning and repairing the Hall gutters. She reported on a number of repairs and needed items:

- The Hall refrigerator needs replaced.
- The freezer will be cleaned and checked to see if it is working well; the freezers in the storage area have been checked and do not work. On Clean Up Day, Council members can take a look and see if they feel those freezers should be properly discarded.
- The electrical work needs to be completed; we're waiting for parts.
- The oven needs to be examined for possible repairs. Mary reported the gas is currently turned off because some of the pilot lights kept going out.

- Committee members need training on opening and closing the Hall.
- The outdoor restrooms need to be reopened. Mary reported that the water would be turned on in the outdoor restrooms close to the Park Clean Up Day, scheduled for April 2, to avoid freezing weather.

Chuck reported the water fountain will be turned on later than the restrooms in order to be sure the parts don't freeze as they are hard to get.

Mia asked for keys so she could inventory the Hall.

Aaron said the Park To-Do lists need to be reviewed for short- and long-range plans. He suggested recessing today's meeting to reconvene on March 22 to accomplish this review and decide roles and responsibilities.

Arts Festival Committee: Dave reported that the Core group has been meeting on the Tuesday after the Council meeting, at 5 p.m. Doug Sprankle and Chuck Lewis have been in attendance in order to keep coordination with the Octoberfest.

Sherry reported additional meetings that take place every other Friday. Her progress report included:

- Vendor application and FAQs are posted on the website. Payments are coming in.
- First Commonwealth has agreed to the use of their parking lot.
- Carter Tackett has agreed to the use of his property.
- Pricing is coming in for golf carts, portable toilets, dumpsters. The committee will update Council when decisions are made.
- Scott Herbst has agreed to work on the entertainment. The types of music will be determined, with an emphasis on local talent and amateur artists.
- We will reach out to Carol Walchesky and to Sue Yacono, who run the Art and Photo at the Church, to join our meetings. Carol has already attended a meeting.
- We need about 20 volunteers for the Festival itself.
- The Committee will meet with the Mayor to discuss street closures and other matters.
- The Museum will be open during Festival.

Motion was made and seconded by Sherry Weinzierl/Mia Mazza-Petruzzi to amend the vendor rates to \$200 for Snack Food vendors in all locations of the Arts Festival. The motion carried.

Police Committee (No meeting)

Streets/Stormwater Committee (No meeting)

Property Committee (No meeting)

Joint Policy Committee (No meeting)

Liaison Reports

Butler County Boroughs Association: Pat reported that there will be a dinner on March 24 at the Hotel with Chief Beachem as the guest speaker. Reservations must be made by March 18.

Butler County Council of Government: Dave attended this meeting on February 28. Tim Morgus of Maher Duessel spoke about the Pandemic funds that municipalities are receiving; the easiest way to use the funds is for wages.

Tax Collection Committee: The next meeting is a virtual meeting scheduled for March 22. Mary will attend.

Planning Commission (No meeting)

Zoning Hearing Board (No meeting)

Historic Architectural Review Board (No meeting)

Manager Mary Papik

Bills

Motion was made and seconded by Sherry Weinzierl/Ray Koegler to approve \$29,325.18 in checks paid from the Borough's General Fund, of which \$22,892.00 is the Borough's portion of the expense and \$6,433.18 the Authority's portion of the expense. In addition, decrease adjustments in February from the Borough General Fund in the amount of \$26,934.79 of which \$11,529.36 was the Borough's portion of the expense, \$1,564.39 was the Park's portion, and \$13,841.04 was the Authority's portion of the expense, and payroll for February 2022 in the amount of \$79,112.86 of which \$28,121.93 is the Borough's portion of the expense and \$50,990.93 is the Authority's portion of the expense. The motion carried.

ARPA Funds

Mary updated Council on the Borough's ARPA funds, that the funds can be used for wages as Dave Johnston's Council of Government report confirmed. Last year the Borough received \$75,000 and this year looks to receive another \$75,000, all of which can be put into the General Fund due to wages and can be used for any purpose.

PA State Association of Boroughs (PSAB) Voting Delegate

The PSAB Annual Conference is scheduled for late May 2022; Pat will be attending.

Motion was made and seconded by Carol Neubert/Dave Johnston to name Pat Rinebolt as Saxonburg's Voting Delegate to the Pennsylvania State Association of Boroughs. The motion carried.

Bank Signature Cards for First National Bank

All checks written by the Borough require two signatures. These cards ensure that each member of Council is able to sign, and all new Council members can now sign checks.

Sydney Hanratty, Summer Intern

Mary explained that the Authority is interested in taking on a summer intern, a young engineering student who has an interest in water and wastewater. Because payroll is run through the Borough, with the Authority reimbursing the Borough for their portion, Council and the Authority both need to approve motions for hiring the intern.

Motion was made and seconded by Carol Neubert/Dave Johnston to offer Sydney Hanratty a summer intern position at a wage of \$13/hour. The motion carried.

Solicitor

Solicitor Sean Gallagher, Gallagher Law Group

Solicitor Sean Gallagher introduced himself to the new Council members and said he had no further report at this time.

Old Business None

New Business None

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 8:54 p.m. and took no further action.

Recess & Reconvention

The meeting was recessed at 8:54 p.m. and reconvened at 7:01 p.m. on March 22, 2022, at the Borough building.

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

Also in attendance were Jody Vettori/Secretary, Fred Caesar/Museum Curator, Karen Antoszyk, Brian Antoszyk, Kyle Knapp, Scott Herbst, and Sue Yacono.

Mary Papik/Manager joined the meeting at 7:04 p.m.

Solicitor Gallagher was absent.

Public Comments

Karen and Brian Antoszyk, Saxonburg Area Rotary
As Chairperson of the Saxonburg Area Rotary, Karen presented Rotary's ideas for the Park's Community Clean Up Day and beyond, including removing the overgrown rhododendrons on the walkway leading to the gazebo, removing the overgrown shrubs around the gazebo steps and removing them with smaller plants, and in front of the Museum, removing the Burberry bushes because they attract ticks, and adding in spirea, boxwoods, oakleaf hydrangeas, and dwarf hydrangeas as suggested by landscaper Phil Wain. The manpower will be supplied by Rotary and volunteers and the plants will be of no cost to the Borough as donations will be sought. They would also like to trim the hemlocks, do some power washing, and spread mulch if provided by the Borough. Karen asked for Council's permission to pursue these ideas, and the Council agreed.

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Executive Session The meeting recessed at 7:19 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 7:45 p.m.

Roebbling Park: Short- and Long-Range Plans

Council discussed the Task List for Cooper Hall in detail. [See Exhibit A] Aaron asked Council to review the task lists for the next meeting.

Mia was called away from the meeting at 8:15 p.m.

Resolution #3-2022 for Saxonburg WWII Veteran

Mayor Gillespie explained the accomplishments of Saxonburg resident, George Pann: He is a survivor of the attack on Pearl Harbor, he took part in the battle of Okinawa, was

discharged from the Army in 1945, and he worked at the Creighton PPG plant for 38 years.

Motion was made and seconded by Dave Johnston/Carol Neubert to approve Resolution #3-2022 honoring George Pann. The motion carried.

Mayor

William Gillespie Jr.

Mayor Gillespie discussed a car cruise that is being planned for Mr. Pann's 100th birthday in April. The vehicles will be road-worthy and will drive past Mr. Pann's residence at normal traffic speed. The Council agreed with this plan.

Mayor Gillespie had a further item to discuss in a second Executive Session.

Executive Session

The meeting recessed at 8:48 p.m. to go into Executive Session to discuss Employee, Contract, and/or Public Safety Matters.

The meeting reconvened at 8:52 p.m. and took no further action.

Adjournment

The meeting adjourned at 8:52 p.m.

The next meeting is scheduled for Tuesday, April 19, 2022 at 7 p.m.

Jody Vettori
Secretary

Exhibit A - Cooper Hall Task List – March 22, 2022

Cooper Hall
Short-term Task List
Completed: Breaker Panel needs to be updated, with locks to prevent unauthorized access.
<p>Kitchen</p> <p>General update to appliances, countertops, and lighting.</p> <p>Oven: repair or replace. Mia agreed to contact a commercial repairman and to put him in touch with Mary Papik to schedule him when the Hall is free to look at the oven and the refrigerator.</p> <p>Refrigerator: look to repair but may need to replace.</p> <p>Freezer: replace with an upright unit. Mary agreed to gather pricing for Aaron to review. None of the freezers in the outdoor storage closet work; they will all be disposed.</p> <p>Sherry reminded Council that the rental contract includes the use of the refrigerator, freezer, and warming oven, so these items need to be honored for our contracted renters.</p> <p>Investigate adding a gas heater in kitchen</p> <p>Insulate the pipes</p> <p>Mary said she will investigate certified kitchen vs. catering kitchen</p> <p>Investigate the possible need for a sprinkler system and possible insurance increases depending on kitchen upgrades</p>
<p>Hall Flooring</p> <p>Mary agreed to get options and pricing to remove the linoleum and treat the concrete floor, or to add a flooring layer on top of the linoleum. Work can be done after the rental season.</p>
<p>Hall Ceiling & Lighting</p> <p>Lights need to be converted to LED. Mayor Gillespie suggested contacting a lighting engineer for ideas on the number and best placement of lights needed. All need to be replaced at once to keep lighting consistent. Grant funds might be sought, even grants from West Penn Power.</p> <p>Ceiling tiles need to be modernized; sound proofing should be added.</p>
<p>Walls</p> <p>Remove the carpet on walls & install acoustic tiles/fix drywall behind the carpet.</p>
<p>Air conditioner</p> <p>Maintenance/replacement – under contract with Cunningham Shanor</p>
<p>Hot water tank</p> <p>Maintenance/ replacement- discuss routine water tank draining with Superintendent McGee</p>
<p>Security system update</p> <p>To be discussed in Executive Session</p>
<p>Hall Bathrooms</p> <p>Need updated solution for sewer smells that occur: check vents for blockages</p> <p>Use more modern/standard feminine product disposal system</p>
<p>Tables & Chairs</p> <p>Evaluate the tables and chairs for replacement for the renters: currently 55 8' rectangular tables; 300 black padded chairs. Switch to round tables; label all as belonging to Cooper Hall. Whoever locks the Hall after rentals needs to count tables and chairs, etc., before security deposits are returned.</p>
<p>Gutters</p> <p>Maintenance and cleaning are done by the Field Crew.</p> <p>Possibility of gutter guards</p>
<p>Trees</p> <p>Evaluation to maintain safety of building</p>

Exhibit A - Cooper Hall Task List – March 22, 2022

Roof

Surface rust on roof – need to evaluate if recoating is an option or if it needs replaced. Current roof warranty information has been lost. Fred Caesar has an old bid for recoating from 2018. A few bids will be sought.

Long-term Task List, Cooper Hall

New touchless faucets and paper towel systems would be a positive; having the same systems at the Park that are in the Borough building may streamline ordering for paper products

Kitchen needs proper ventilation hood.