Minutes of the Borough Council
Zelienople, PA

8/31/2026 7:00 PM Council-Regular MasterID: 823

The August 31, 2026, Council Meeting of the Zelienople Borough Council was called to order at 7:00 PM by Council President Gregg Semel in the Council Chambers located at 111 W. New Castle St., Zelienople, PA 16063. In attendance were Council Members Gregg Semel, Andrew Mathew III, Doug Foyle, Spencer Mathew, Dan Fritch, Karen Lyle, Junior Council Member Sam Keefer, and Mayor Thomas Oliverio. Steve Schoppe did not attend.

Borough Manager Andrew Spencer, Police Chief James Miller, Borough Solicitor Bonnie Brimmeier, and Borough Engineer Thomas Thompson were also in attendance.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mr. Foyle

VISITORS:

Joe Talarico (Papa Joes) commented on food truck ordinance.
Dennis Detar (Spring & Main Café) commended on the food truck ordinance.
Erika Shumaker (Shubrew) commended on the food truck ordinance.

PUBLIC COMMENT:

Trivia Question – Who was the last person that was the Borough Secretary of the Borough and his brother? Chuck and Allen Jones

CONSENT AGENDA:

A motion was made by Mr. Mathew, seconded by Mrs. Lyle, to approve:

- Minutes of August 10, 2026 Council Meeting.
- Transfer of Funds, $150,000 from the Electric Fund to the General Fund, if needed.
- Transfer of Funds, $10,000 from the General Fund to the Park Fund, if needed.

Motion carried 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

BILLS TO BE PAID

A motion was made by Mr. Fritch, seconded by Mr. Spencer Mathew, to accept the "bills to be paid report" for August 31, 2026, totaling $505,108.47.

Motion carried 6-0.

CONSIDER SPECIAL EVENT PERMIT APPLICATION– ZELIENOPLE FALL FESTIVAL

A motion was made by Mr. Fritch, seconded by Mr. Mathew, to approve the Special Event Permit Application – Zelienople Fall Festival to be held on from October 9, 2026 through October 11, 2026, from 10:00 AM to 7:00 PM along Four Corners Park, Main Street Sidewalks, Spring Street/Parking Lot, and E. New Castle Street/Parking Lot, provided that the responsible party noted in the application coordinate communications with and be responsive to the Chief of Police and Public Works Director as needed and comply with the Borough of Zelienople's Special Event Rules, Code of Ordinances Chapter 174, Special Events and Alcoholic Beverages, Parades & Public Gatherings & all applicable Federal, State, and Local laws. It was noted that vendor relocation may be necessary due to the ongoing construction at the Four Corners Park.

Due to the construction at the Four Corners Park, the food vendors are to be placed in the inner parking spots at the Southeast corner of the park and will keep pedestrians off the new grass.

Motion carried 6-0.

CONSIDER PROPOSED RESOLUTION #560-26 REQUEST FOR THE SIGNAGE AT THE FOUR CORNER PARK BY THE COMMUNITY CHEST (CVCC)

A motion was made by Mr. Mathew, seconded by Mr. Foyle to approve Proposed Resolution #560-26, a Resolution to allow Connoquenessing Valley Community Chest (CVCC) to erect a 4 ft. x 8 ft. sign at the northwest corner of Four Corners Park to advertise their 2026-2027 fundraising campaign from October 3, 2026 to January 31, 2027.

Zoning Ordinance Section 902-1D requires such a request to be approved by Resolution. Proposed Resolution #560-26 is prepared for that purpose.

A full and true copy of Resolution #560-26 can be found in the Resolution Book.

Borough Manager

Motion carried 6-0.

CONSIDER ENTERING INTO A COOPERATIVE AGREEMENT WITH BUTLER COUNTY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR THE PURPOSE OF OBTAINING ADDITIONAL CDBG FUNDING FOR 2027-2029

A motion was made by Mr. Spencer Mathew, seconded by Mrs. Lyle to approve opting in to Butler County's Cooperative Agreement (CDBG) for the purpose of establishing multi-municipal eligibility for additional CDBG funding and to authorize the appropriate officials to execute the necessary documents by the September 8, 2026 deadline.

Butler County's population increase resulted in the County becoming eligible to receive approximately $500,000 in additional annual CDBG funding, as well as the ability to extend project completion periods for up to eight years. The eligibility requirements for the use of CDBG funds will remain unchanged. The County will need the participating municipalities' population numbers to meet the eligibility requirements for the additional funding. Therefore, the County is seeking the majority of municipalities to opt in to the proposed Butler County CDBG Program by the Federal HUD deadline of September 8, 2026.

By opting in, current CDBG funding, along with the additional funding, would be directed to and administered by the County rather than through the Pennsylvania Department of Community and Economic Development (DCED) and the several entitlement municipalities. Municipalities that opt in will be required to enter into a Cooperative Agreement with the County.

The information provided by the County, along with the proposed Cooperative Agreement, has been forwarded to the Borough's solicitor for review and approval.

If the County does not receive a response from the Borough by September 8, the Borough will automatically be opted in.

Motion carried 6-0.

AUTHORIZATION TO ADVER`TISE 4.16 KV AERIAL LINE CONSTRUCTION – MUNTZ ROAD

A motion was made by Mr. Mathew, seconded by Mrs. Lyle to authorize advertising for bids for the contract: 4.16 KV AERIAL LINE CONSTRUCTION – MUNTZ ROAD.

Approval of the development of phase 4B Glade Run located to the west of Muntz Road will require an extension of our electric distribution system to service these homes. Approximately 1000 linear feet of aerial conductors will be placed along W Beaver Street with approximately 500 linear feet of the wireline to be placed underground at the First Energy Transmission right of way. This will eliminate the need for First Energy Transmission to relocate or adjust clearances and reduce the project costs. The extension is expected to service at least 75 single family homes. Costs for the electric utility extension have been budgeted for the 2026 Capital Improvements Projects.

Motion carried 6-0.

CONSIDERATION FOR ESTIMATE 15 TO THE CONSTRUCTION CONTRACT FOR THE ZELIENOPLE BOROUGH REVITALIZATION ECONOMIC DEVELOPMENT PHASE 2 – ECMS PROJECT

A motion was made by Mr. Fritch, seconded by Mr. Foyle to approve M and B Services LLC ECMS Estimate No. 15 in the amount of $112,638.03 for the Zelienople Borough Revitalization/Economic Development Phase 2 – ECMS Project.

The work has been completed and the pay request has been submitted to PennDOT. The PennDOT grant amount is $13,316.74.

Motion carried 6-0.

CONSIDERATION FOR CHANGE ORDER NO. 1 TO THE CONSTRUCTION CONTRACT FOR THE MAIN STREET PARKLET IMPROVEMENTS – MEMORIAL CONTRACT 25-1.

A motion was made by Mr. Mathew, seconded by Mr. Spencer Mathew, to approve Hiles Excavating LLC's Change Order No. 1 in the amount of $4,420.00 for the Zelienople Borough Main Street Parklet Improvements – Memorial Contract 25-1.

The work has been completed and is associated with the memorial plaque foundations.

Motion carried 6-0.

CONSIDERATION FOR ESTIMATE 3 TO THE CONSTRUCTION CONTRACT FOR THE MAIN STREET PARKLET IMPROVEMENTS – MEMORIAL CONTRACT 25-1.

A motion was made by Mrs. Lyle, seconded by Mr. Fritch to approve Hiles Excavating LLC's Estimate No. 3 in the amount of $30,386.25 for the Zelienople Borough Main Street Parklet Improvements – Memorial Contract 25-1.

The work has been completed, and payment for the estimate will be requested from the DCED LSA grant once paid by the Borough.

Motion carried 6-0.

CONSIDERATION FOR SUBMITTING REQUEST NO 2 TO THE LOCAL SHARE ACCOUNT (LSA) FUND FOR THE MAIN STREET PARKLET IMPROVEMENTS PROJECT.

A motion was made by Mr. Mathew, seconded by Mr. Fritch to approve LSA Request No. 2 in the amount of $73,665.00 for the Zelienople Borough Main Street Parklet Improvements Project. This leaves a balance of in the grant of $328,654.04

Motion carried 6-0.

CONSIDERATION FOR PIATT COMPANIES RELEASE NO. 3 OF THEIR FINANCIAL GUARANTEE FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASE 4B

A motion was made by Mr. Spencer Mathew, seconded by Mrs. Lyle to approve Piatt Companies Release No. 3 in the amount of $156,129.27 for the Glade Run Village Residential Development, Phase 4B.

Piatt Companies has submitted their second request for release for materials installed. GFT has reviewed this request and confirmed that the materials have been installed.

Motion carried 6-0.

CONSIDERATION FOR PIATT COMPANIES RELEASE NO. 2 OF THEIR FINANCIAL GUARANTEE FOR GLADE RUN VILLAGE RESIDENTIAL DEVELOPMENT PHASE 5A

A motion was made by Mrs. Lyle, seconded by Mr. Mathew to approve Piatt Companies Release No. 2 in the amount of $172,491.00 for the Glade Run Village Residential Development, Phase 5A.

Piatt Companies has submitted their second request for release for materials installed. GFT has reviewed this request and confirmed that the materials have been installed.

Motion carried 6-0.

COUNCIL REQUEST FOR INFORMATION

Council reviewed the monthly request for information spreadsheet and facilities management schedule with all the items updated as of 8/27/2026 which includes any discussion and removal/ addition of items from the previous month.

REPORTS

Committees Reports:

Mr. Semel

- Asked for an executive session on a legal/potential litigation matter
- Human Resources: meeting scheduled for September
- Building & Finance: no report
- Police Matters: no report

Mr. Mathew

- Utilities: need to move forward with facilities extension – Glade Run
- Noted rail road crossing to be repaired on New Castle Street September 19, 2026 – September 22, 2026

- Police Matters: no report
- Fire Dept. Liaison: no report
- Stormwater Authority: no report
- COG: noted COG's discussion on how to get funding to EMS; possibly General Fund milage
- Human Resources: no report
- Community Revit. Committee: no report
- Parks & Recreation: no report

Mrs. Lyle
- Police Matters: noted there was a PMC meeting
- Parks & Recreation: committee met on summer events

Mr. Mathew
- Building & Finance: met with auditors and finance committee meeting
- IT: no report
- Police Matters: no report
- EMS Study: no report

Mr. Fritch
- Community Revit. Committee: noted hoping to get Phase 3 out to bid next month
- Noted gazebo in Four Corners Park is at the end of its useful life and discussion on demo of gazebo
- Human Resources: no report
- IT: no report
- Public Safety/Street/Sidewalk/Storm water: no report

Mr. Foyle
- Public Safety/Steer/Sidewalk/Stormwater: no report
- Library: no report
- Pension Committee: no report
- Building & Finance: no report
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Mr. Schoppe (not present)

Mayor : noted tight corner of E. Beaver Street and hit by school bus

Manager: note stormwater work on W. New Castle Street and E. Beaver Street repairs to inlets/catch basins; billed to County grant

Solicitor: no report

Engineer: no report

Police Chief: no report

Time of Break 8:05 PM; Return 8:14 PM

Executive Session Time: 8:14 PM; Return 8:29 PM

Being no further business, President Semel closed the meeting at 8:29 PM.

ATTEST:

Andrew C. Spencer
Borough Manager

Gregg A. Semel
Council President

Approved by me on this 28th day of September 2026.

Thomas M. Oliverio
Mayor