

**July 23, 2020**

## **Apollo Borough Council Meeting**

Following the Pledge of Allegiance and a brief invocation, the Apollo Borough council meeting was called to order by Council President John Steele at 7:00 PM at the Soldiers & Sailors Hall at Owens Grove Park.

Present: Council members John Steele, Mark Tarle, Jennifer Mullins, Patrick Zelonka, Craig Williams and Kristina Fox were present. The Engineer, Solicitor, Mayor and Secretary/Treasurer were present. Council member Chad Gradwell was absent.

At 7:02 PM a motion was made by Mark Tarle and seconded by Patrick Zelonka to go to executive session. Motion passed unanimously.

At 8:17 PM a motion was made by Patrick Zelonka and seconded by Mark Tarle to come out of executive session. Discussions in the session were legal, financial and personnel. Motion passed unanimously.

**Public Comments:** There was no public comments.

**Approval of Minutes:** A motion was made by Jennifer Mullins and seconded by Patrick Zelonka to approve the minutes from June 25, 2020 council meeting. Motion passed unanimously.

**Solicitor's Report:** The Solicitor reported there was no news on 206 N. Warren lease (State Store).

A motion was made by Mark Tarle and seconded by Jennifer Mullins to pay the solicitor invoices for June in the amount of \$3048.50. Motion passed unanimously.

**Engineering Report:** A report was given by our Engineer.

A motion was made by Mark Tarle and seconded by Jennifer Mullins to pay Olsen Craft Invoices for June in the amount of \$2808.69. Motion passed unanimously.

**Mayor's Report:** The mayor gave a report and informed that a thank you card was sent by the Lauren Newton, the recipient of the Leonard Miller Scholarship.

**Secretary/Treasurer Report:**

- 2019 Audit completed and approved by DCED.
- Workers Compensation Insurance Renewal
- Treasurers Report

**Personnel/HR Committee Report:** Jennifer Mullins – chair

A motion was made by Jennifer Mullins and seconded by Craig Williams to hire the part-time Public Works employee through the Career Track program that pays 75% of their hourly wage. Motion passed unanimously. Interviews for the position to start Monday evening, July 27th.

A motion was made by Jennifer Mullins and seconded by Patrick Zelonka to add Labor Day to the paid time off Holidays in the Handbook, effective 2020. Motion passed unanimously.

HR/Personnel to confirm Police hours to 60 hours per week and emergency hours if needed. The mayor and HR Chair should be informed if hours exceed 60 per week due to any emergencies.

**Public Works & Streets Committee Report:** Patrick Zelonka – chair

A job description will be drawn up for the new Part-time Public Works employee.

**Public Safety & Public Service Committee Report:** Mark Tarle – Chair

No report given.

**Property & Planning Committee Report:** Mark Tarle – Chair

There are no restrictions for putting up For Sale signs for the Riverfront Property. Property lines for any restrictions. There was a discussion of the use of the property.

The committee is working with the Zoning Officer on the vacancy issues in Apollo Borough.

**Public Relations/Citizens Advisory Committee Report:** Jennifer Mullins – chair

Food trucks are going well. There has been interest in local non-profits to set up tents (Fire Departments). The donations from the food trucks are going towards future events for Apollo Borough and the Apollo Area Historical Society.

Laura Hawkins from Allegheny Ridge asked for a Statement of Support from Apollo Borough. She needs to know by July 27, 2020.

Zombie Creep Festival is scheduled for Saturday, September 12, 2020. There will be set up fees for vendors, food trucks and a \$5 fee for Car Show Vehicles. All proceeds will be distributed amongst Apollo Borough, Kiski Valley Food Bank and The Haven.

**Finance Committee:** John Steele - chair

A motion was made by Kristina Fox and seconded by Jennifer Mullins to revisit the 2020 budget. Motion passed unanimously.

A motion was made by Mark Tarle and seconded by Jennifer Mullins to pay off the Public Works and the Police vehicle loans. Motion passed unanimously.

A motion was made by Jennifer Mullins and seconded by Patrick Zelonka to act on an ordinance to acquire a \$95,000 loan to pay off a Line of Credit and consolidate finances. Motion passed unanimously.

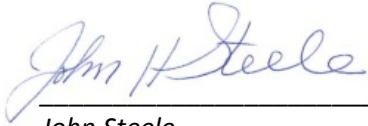
A motion was made by Mark Tarle and seconded by Patrick Zelonka to pay the invoices for the month, including payroll. Motion passed unanimously.

***Finance Committee Report***

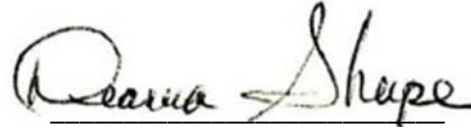
Approval of items for payment as follows (6/24/2020 to 7/21/2020)

Garbage Fund – \$7,822.00  
General Fund (includes payroll) – \$62,745.59  
Liquid Fuels Fund – \$3,333.25  
Sewer Fund – \$7,947.17  
Sewer Separation Fund - \$2,395.03  
Parking Fund – \$1,042.09  
**Total – \$85,285.13**

At 9:01 p.m. a motion was made by Patrick Zelonka and seconded by Mark Tarle to adjourn the meeting.  
Motion passed unanimously.



*John Steele*  
*Council President*



*Deanna Shupe*  
*Borough Secretary/Treasurer*