

**Callery Borough Meeting Minutes**  
Regular Monthly Meeting

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March 4, 2024

Members Present: Don Adams (Meetings 2024-3) Lorre Adams (Meetings 2024-3) Mike Brandl (Meetings 2024-3) Robert Dugan (Meetings 2024-3) John Reed (Meetings 2024-3) Crystal Huffman (Meetings 2024-3) Mayor Al Wirtz (Meetings 2024-3) Rose Marie Wirtz (Meetings 2024-3)

Members Not Present: None

Visitors: Mary McIntyre, Chris Clutter, Linda Wearing

Meeting was called to order @ 7:10 PM by Rose Marie Wirtz.

Everyone in attendance recited the Pledge of Allegiance.

Rose reminded all present that the meeting is electronically recorded and advise if anyone intends to tape the meeting we need to be advised.

Roll call was taken.

**OPEN VISITOR COMMENTS:**

Chris Clutter wanted to introduce herself to the Council. She has been a resident of Mars, Butler County for over 45 years. She has been an Emergency Management Coordinator (EMC) for Mars in addition to her background of driving fire trucks and being a firefighter, handling 911 radio calls, etc. throughout the years in servicing Butler County. As Callery Borough's EMC newly appointed EMC, she wants to do whatever is necessary to keep the residents and the businesses of Callery Borough safe and secure in emergencies, etc.

Previous month's meeting minutes were reviewed and changes, if any, were noted. Robert Dugan made a motion to accept the meeting minutes as presented. Second: Rose Marie Wirtz. A vote was taken and the motion passed unanimously

## **OPEN ISSUES:**

### **ACCOUNTS PAYABLE**

Robert Dugan made a motion to approve bills that were paid after the regular scheduled meeting and pay those coming due prior to the next regular scheduled meeting. Second: Mike Brandl. A vote was taken and the motion was passed unanimously.

### **ACCOUNTS RECEIVABLE**

Previous months revenues were presented. Robert Dugan made a motion to accept the revenues as presented. Second: Mike Brandl. A vote was taken and the motion passed unanimously.

### **ACCOUNT BALANCES**

Approval of all account balances. Robert Dugan made a motion to accept the account balances as presented. Second: Lorre Adams. A vote was taken and the motion passed unanimously.

### **Borough Foreman's Report:**

Al reported that he and Mike Brandl worked on the Memorial today and were able to complete the work that needed to be done. It was discussed as to what type of mulch to be used for the Memorial, and Mike Brandl suggested the type to use which was agreed upon by Council. There was also a discussion as to what type of plants should be placed in the Memorial. Red Azaleas flowers were suggested to be planted on either side of the entrance to the Memorial.

A motion was made by Rose Marie Wirtz to plant red Azaleas on either side of the entrance of the Memorial. Second: Robert Dugan. A vote was taken and the motion was passed unanimously.

Sandi Cox said that she also will have Iris plants that she would donate that can be planted as additional flowers if needed for the Memorial.

Mike Brandl gave a status update in regard to what would be needed instead of replacing the truck bed as previously discussed in last month's Council meeting. He advised that a Skin (bed lining), could be purchased which would eliminate having to purchase a new bed, and would be far less costly. Mike said that he would get some estimates as to the cost.

Robert Dugan made a motion to accept the Foreman's Report as presented. Second: John Reed. A vote was taken and the motion was passed unanimously.

### **Zoning/Code Enforcement**

Sandi Cox, Code Enforcement Officer stated that there was nothing new to report for the month.

Robert Dugan made a motion to accept the Zoning Officer's Report as presented.  
Second: Mike Brandl. A vote was taken and the motion was passed unanimously.

### **Police Report**

Matt had no new status to report.

Robert Dugan made a motion to accept the Police Report as presented. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

### **EMC Report**

Rose asked for a motion for Council to appoint Chris Clutter to replace Lorre Adams as the EMC representative for the Borough, whose last day of service will be March 31, 2024.

Robert Dugan made a motion to appoint Chris Clutter as the Borough's new EMC Representative, effective April 1, 2024. Second: Lorre Adams. A vote was taken and the motion was passed unanimously.

### **OLD BUSINESS:**

#### **Veterans Memorial Update – Progress**

Rose wanted to "thank" both Crystal Huffman and John Reed for the outstanding job they did on the Veterans Memorial.

#### **Breakneck Street Culvert**

Rose reported that she received the Contract that needed to be signed, which has been reviewed and approved by Tom Smith.

The Council needs a Motion to accept the Bid from Northrock Construction, Inc.

Also, a Site Meeting has to be scheduled with the Contractor and the Engineer, which will be scheduled for either the 11<sup>th</sup> or 15<sup>th</sup> of March to review everything. No more than three Council Members can be at the meeting.

Rose feels that the residents that live on that road sure to be invited to discuss what exactly the plan is.

Robert Dugan made a motion to accept the Bid from Northrock Construction, Inc.  
Second: Lorre Adams. A vote was taken and the motion was passed unanimously.

### **Repairs including installing Vehicle Safety Grate**

Rose had previously contacted all the Council members by phone to receive their approval for the purchase of the Vehicle Safety Grate, therefore, Rose asked for a Motion to formally approve the purchase of the Vehicle Safety Grate.

Mike Brandl made a motion to approve the purchase of the Vehicle Safety Grate. Second: Robert Dugan. A vote was taken and the motion was passed unanimously.

### **Grant Update**

Rose reported to Council that she spoke to Kevin Gray today, who stated that everything that was submitted was more than adequate and that the Grant application went to the Committee last week and there were no problems there. It will now go to the County Commissioners who will be meeting either March 15th or 22<sup>nd</sup> for their review and consideration for approval. Rose asked Kevin what the chances were to receive the \$50,000 Grant. He indicated that he sees no problem in receiving the Grant, but that it is up to the County Commissioners.

### **First Commonwealth Bank Loan Financing**

Rose stated that she was cautiously optimistic to believe that the Borough will receive the Grant, but she felt the need to move forward with applying for a loan with First Commonwealth Bank for \$69,630.00, which is the contract price of the project. The interest rate is 5.17%. There is a \$100.00 loan processing fee. The monthly payments of principal and interest will be \$1,321.73. The loan term will be for five (5) years with no prepayment penalty for an early payoff of the loan. Rose stated that the reason she was pursuing the loan is because of the possibility of a delay in receiving the Grant funds no earlier than anywhere from 4 to 6 weeks or possibly even longer. If the Grant has been approved and the Borough receives the funds, they can then be used to apply toward the payment on the loan in order to significantly reduce the principal balance.

Mike Brandl made a motion to apply for a loan with First Commonwealth Bank for the amount of \$69,630.00 under the terms outlined above. Second: John Reed. A vote was taken and the motion was passed unanimously.

Mike Brandl made a motion for Council to authorize Rose Marie Wirtz, President and John Reed, Vice-President of Callery Borough to sign the required loan documentation on behalf of the Borough. Second: Robert Dugan. A vote was taken and the motion was passed unanimously.

### **NEW BUSINESS:**

#### **Addition of Signatory to Borough Bank Accounts**

A Motion was made by Mike Brandl to add Arlene M. Loop, Secretary/Treasurer, as a signatory to all of the Callery Borough bank accounts with First Commonwealth Bank,

effective immediately. Second: Rose Marie Wirtz. A vote was taken and the motion was passed unanimously.

**Election of Council Member**

Rose advised that she has received letters of interest from three (3) residents for the Council seat which will become open effective April 1, 2024.

They are as follows:

Mary McIntyre  
Linda Wearing  
Randy Hoffman

Rose advised that a motion is needed for a Resolution to accept and approve the resignation of Lorre Adams as Council Member, effective at midnight, March 31, 2024.

Robert Dugan made a motion for a Resolution to accept and approve the resignation of Lorre Adams as Callery Borough's Council Member, effective at midnight, March 31, 2024. Second: Mike Brandl. A vote was taken and the motion was passed unanimously.

Council Members agreed to discuss and make a decision as to the appointment of a Council Member to replace the position held by Lorre Adams at the meeting.

After discussion by all Council Members, a decision was made to appoint Linda Wearing as a Council Member, effective April 1, 2024. A decision was made based on the background, knowledge and experience Linda has had in working within the Borough for the past number of years.

Crystal Huffman made a motion to appoint Linda Wearing as the replacement Council Member, effective April 1, 2024. Second: John Reed. A vote was taken and the motion was passed unanimously.

**Kline Bridge Closure Date**

Rose advised that the Borough has just been informally advised that the bridge on Kline Road will be closed, effective April 1, 2024.

**Occupancy Permit for New Residents/Tenants**

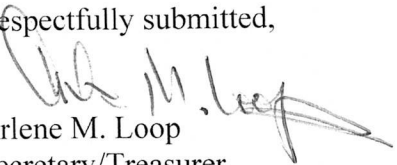
Rose stated that she had discussed with Chris Clutter about initiating an Occupancy Permit for New Residents/Tenants in the Callery Borough, which feels that it would be beneficial to the Borough in several ways.

Rose said she would work on putting together a letter to send out to the residents which would include a copy of the Ordinance and a form required to be completed by the resident(s) and to be returned to the Borough.

Rose said this will be tabled for the next meeting on April 1, 2024 to give Council Members time to think about this proposed requirement.

Robert Dugan made a motion to adjourn the meeting at 8:05 P.M. Second: Mike Brandl.  
A vote was taken and the motion was passed unanimously.

Respectfully submitted,



Arlene M. Loop  
Secretary/Treasurer

