

BOROUGH OF SUGARCREEK COUNCIL MEETING MINUTES

July 2, 2025

*NOTE: The Sugarcreek Borough Council held an Executive Session on May 19, 2025 for the purpose of personnel. This matter was omitted due to a clerical error.

I. WELCOME AND INTRODUCTIONS

Council Vice – President Alan Heller opened the meeting at 7:00 pm, welcomed everyone to the meeting and noted there will be no hurtful or harmful speech allowed.

II. PLEDGE OF ALLEGIANCE (American Flag)

Mayor Carlson led the Pledge of Allegiance.

III. MOMENT OF SILENCE

A moment of silence was observed.

IV. ESTABLISHMENT OF QUORUM

Present at the meeting were Council members Alan Heller, John McClelland, Bogan Goughler, Larry Baughman, Howard Barger, and Mayor Matthew Carlson. Also present were Maintenance Foreman Doug Freer, Chief Robert Wenner, Attorneys Brian Spaid and Alex Spaid.

V. DISTRIBUTION OF AGENDA

VI. COUNCIL CHANGES TO AGENDA

VII. NOMINATION/ELECTION OF OFFICERS

A. Accept Nominations for President of Council

1. Motion by Larry Baughman, being duly seconded by Bogan Goughler to open nominations for Council President. Motion carried unanimously.

a. Larry Baughman nominates Alan Heller for Council President.

2. Motion by Larry Baughman, being duly seconded by John McClelland to close nominations for Council President. Motion carried unanimously.

3. Motion by Bogan Goughler, being duly seconded by Larry Baughman to name Alan Heller as Council President. Motion carried unanimously.

B. Accept Nominations for Vice President of Council

1. Motion by Larry Baughman, being duly seconded by John McClelland to open nominations for Council Vice President. Motion carried unanimously.

a. Larry Baughman nominates Bogan Goughler for Council Vice President. Mr. Goughler declines the nomination.

b. Bogan Goughler nominates Larry Baughman for Council Vice President.

2. Motion by Bogan Goughler, being duly seconded by Alan Heller to close nominations for Council Vice President. Motion carried unanimously.

3. Motion by Bogan Goughler, being duly seconded by Alan Heller to name Larry Baughman as Council Vice President. Motion carried unanimously.

VIII. PUBLIC PARTICIPATION (*limited to 3 minutes each*)

A. Dan Marvin, Reno V.F.D., updated Council on the fire department's calls. They have responded to 16 calls since the June Council meeting and 103 calls for the year. The department has started to receive some of the equipment they were able to purchase with the Borough's annual donation. The car cruise is scheduled for Saturday, July 5, 2025, from 10:00 AM – 4:00 PM. They will be closing some streets and will place the signs up that morning.

B. Jacob Hellem, Rocky Grove V.F.D., updated Council on the fire department's calls. They have responded to 99 calls for the year, 21 calls in June. He said they also have six (6) members who are attending training. Mr. Heller asked how the Fireman's Fair went this year. Mr. Hellem said it went well.

IX. STAFF REPORTS

A. Maintenance Foreman:

1. Mr. Freer updated Council on the department's summer work. The mower has completed the first round of mowing for the season and will begin the second round in a few weeks to a month. Mr. Freer said the storm drains have been replaced on Parker Avenue. He anticipates to begin blacktopping by next week. They have also been

repairing and cleaning ditch lines and washed-out pipes due to the severe storms that have been coming through for the past month.

B. Police Chief:

1. Chief Wenner presented Council with the department's reports for the 2nd quarter and year – to – date calls. Chief also reported he will be meeting with Deb Sobina, Oil Region Alliance, next week to begin working on the LSA Grant and the USDA Grant, in order to obtain the two (2) police cruisers for next year. Chief also said he will probably need one (1) cruiser in the budget, regardless. He has also contacted Mr. Rudolph about the Police Department door, but has not heard back from him yet.
2. Chief updated Council on placing a crosswalk across Front Street, at the intersection with Fox Street. Chief said he and Mr. Freer spoke with PennDOT and PennDOT has no involvement in that and the work can be done by the Borough. However, Chief and Mr. Freer have concerns about placing a crosswalk in a road that has no sidewalk. There is a sidewalk on the playground side of Fox Street, but not on the other side. He stated they are looking for direction from Council as to what to do. Mr. Baughman said it is a heavily crossed intersection and asked if there is any liability to the Borough if the crosswalk is placed and there is no sidewalk on the one side of the intersection. The Police Chief does not believe there is any liability to the Borough, but Mr. Spaid may be better to answer that question. Pedestrians will cross at that intersection regardless. Mr. Goughler asked if a sign could be placed indicating cross walk ahead. Chief said that may or may not have to go through PennDOT. Mr. Marvin, Reno V.F.D. Chief, said the Borough may only have to get a permit to place a sign up. Chief recommended placing signage on both sides. Mr. Baughman, Mr. Goughler, and Mr. McClelland recommended placing the lines for the crosswalk. Mr. Freer suggested waiting until the resurfacing of Front Street has been completed in August to paint the crosswalk.
3. Chief reminded Council of the Autism training on July 16, 2025, at Rocky Grove VFD Firehall. Mr. Baughman asked how the Fireman's Fair went for the Police Department. Chief said it went well and there were no excessive calls directly related to the fair.

C. Administrator/Special Projects:

1. No report.

D. Zoning Officer:

1. No report.

E. Solicitor:

1. Mr. Spaid said there has been interest about placing a solar farm within the Borough. The Borough does not have anything in the Zoning Ordinance regulating a solar farm; currently it is not a permitted use, nor a special exception for conditional use in the zoning district being proposed, technically meaning it could be installed. Mr. Spaid said he has been in contact with the Zoning Officer about this proposal. Mr. Spaid said his recommendation is to direct the Planning Commission to look into preparation and submission of an amendment to the Zoning Ordinance to address solar farms. He said he would like to review whatever the Planning Commission comes up with. He also recommended getting the Planning Commission to meet immediately and to contact Alex Shreffler at the Venango County Planning Commission.
2. Motion by Larry Baughman, being duly seconded by Bogan Goughler to direct the Planning Commission to meet and present to Council an amendment to the Sugarcreek Borough Zoning Ordinance to address solar farms. Motion carried unanimously.

X. COUNCIL REPORT

- A. John McClelland wanted to thank the Council for the appointment and he looks forward to working with everyone.
- B. Mayor Carlson said he received a request from a resident to vacate the paper street, Clark Avenue, in Sugarcreek Village. The mayor said when he is able to print off a copy of the request, he will submit it. Mr. McClelland asked where the paper street is located. Mayor Carlson said it is at the end of Marshall Street.
- C. Alan Heller asked if there was an update on the high grass complaint for a residence on Pennell Street. Mr. Sporer said the Zoning Officer is waiting for the home owner's information and he contacted Chief Wenner and/or the Police Clerk for the missing information necessary to cite the individual. Mr. Baughman asked if there were complaints on the other houses with high grass. Mr. Sporer said Mr. Moyer has sent several letters out to those residents; some have complied. Mr. Heller asked what the time was for the National Night – Out event scheduled for

Aug. 5, 2025. Mr. Hellem said it is scheduled for 5:00 – 8:00 PM, at the Front Street Playground or at the RGVFD Firehall in the event of inclement weather.

XI. APPROVAL OF MINUTES

- A. Motion by Bogan Goughler, being duly seconded by Larry Baughman to approve the minutes of the June 4, 2025 meeting. Motion carried unanimously.

XII. FINANCIAL REPORTS

- A. Motion by Larry Baughman, being duly seconded by Alan Heller to approve the payment of bills/issuance of checks as presented by the Treasurer. Motion carried unanimously.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. CORRESPONDENCE

XVI. BOARD OF APPEALS

XVII. EXECUTIVE SESSION

Council recessed at 7:24 pm for an executive session to discuss personnel and legal issues which, if conducted in public, would violate a lawful privilege of information or confidentiality protected by the law and any action to follow. The meeting was reconvened at 8:02 pm.

XVIII. ADJOURNMENT

- A. Motion by Bogan Goughler being duly seconded by Alan Heller to adjourn the meeting at 8:03 PM. Motion carried unanimously.

Joseph M. Sporer, Borough Manager

Alan Heller, Council President