

BOROUGH OF SUGARCREEK COUNCIL MEETING MINUTES

August 5, 2026

I. WELCOME AND INTRODUCTIONS

Council 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 Craig Westover led the Pledge of Allegiance.

III. MOMENT OF SILENCE

A moment of silence was observed. Mayor Craig Westover concluded the Moment of Silence with a prayer.

IV. ESTABLISHMENT OF QUORUM

Present at the meeting were Council members Alan Heller, Bogan Goughler, Larry Baughman, Matthew Carlson, John McClelland, and Mayor Craig Westover. Also, present were Maintenance Foreman Doug Freer and Attorney Brian Spaid.

V. DISTRIBUTION OF AGENDA

VI. COUNCIL CHANGES TO AGENDA

VII. PUBLIC PARTICIPATION (limited to 3 minutes each)

- A. Scott Kennedy updated Council on the block party. He said there were about 15 people in attendance despite it being Oil Heritage Week in Oil City. Mr. Kennedy said he has spoken with several people who do not or cannot attend the Council meetings and he feels the Council would benefit from livestreaming the meetings and having a Facebook page. Mr. McClelland thanked Mr. Kennedy for the block party.
- B. Christy Jakubowski asked with school starting soon, could there be a traffic light installed at Rocky Grove High School, along Rt. 417/Rocky Grove Avenue.
- C. Bridget Baker asked Mr. Heller what he has done since last meeting for Ward 5. She also asked if any lines have been painted in Ward 5 since the last meeting. Ms. Baker asked if Mr. McClelland would accept donated benches to the Borough. Mr. McClelland said he would be very pleased with that. She also asked Mayor Westover if the Police Department has rain gear.
- D. Dick Rial thanked Mr. Freer and the Maintenance Department for their work over in his neighborhood and the Front Street Playground.

VIII. VOLUNTEER FIRE DEPARTMENT(S)

- A. Mr. Speth presented Council with Reno V.F.D.'s report. He said the department has responded to 22 calls since July. The department also passed the PA Dept. of Health inspection for their ambulances and received new licenses. They were also able to partner with Rocky Grove V.F.D. for two (2) water events for the public to enjoy during the high temperatures. He also said the car cruise was very successful, with over 100 cars, trucks and bikes in attendance. It will be tentatively scheduled for July 10, 2027. There will not be a public dinner in August. The next dinner will be Sept. 27, 2026.

VIX. STAFF REPORTS

A. Maintenance Foreman:

- 1. Mr. Freer said the sealcoating is done for the year. He said Russell Standard was awarded the bid this year for it and he said it is one of the best jobs he has seen. He said they have also done the blacktopping base repairs on Maple Street, Park Street and Prospect Avenue. And Protech Asphalt can now begin the paving project, as awarded, once the City has completed their repairs. He also said they will begin the second round of mowing and he anticipates it taking approximately two (2) months to complete it.

B. Police Chief:

- 1. Mayor Westover presented Council with the Police Department's report. The department responded to 85 incidents, with four (4) adult arrests. The department also issued 79 traffic citations and 50 warnings. The mayor also said the department attended the National Night Out Event the previous night, at the Rocky Grove Fire Hall. He said there was good attendance and good conversations.

C. Administrator/Special Projects:

1. Mr. Speth updated Council on the status of the feasibility study for the Front Street sidewalk. He said the Borough was awarded a Greenways Block Grant for 10% of the total cost of the study, which would be \$2,586.40. The Borough would be responsible for the remaining \$23,277.60. Mayor Westover said he was also under the impression that the Borough would only be responsible for the 10% cost of the study.
 2. Motion by Larry Baughman, being duly seconded by Alan Heller to reject moving forward with the Greenways Block Grant contract for the Shared Use Path Feasibility Study.
 - a. Mr. Carlson asked what or how much was rolled over from last year. Mr. Speth said some departments are on budget and others are over budget and the year is not done yet. Mr. Speth said he can get him a more specific number. Mr. Carlson said that amount is such a small number compared to the Borough's budget. Mr. Speth said this cost was not budgeted for this year. Mr. Baughman asked for clarification that this amount was for the study only and not the sidewalk. Mr. Speth confirmed it is the study only right now. Mr. Carlson said the Borough gets rid of enough money and this one should go through.
 3. Motion by Larry Baughman, being duly seconded by Alan Heller to reject the terms of the Greenways Block Grant contract for the Shared Use Path Feasibility Study, with a total estimated project cost of \$25,864.00; with the DCNR Grant in the amount of \$2,586.40 and the Borough's portion in the amount of \$23,277.60. A roll call was taken. Mr. Baughman, Mr. Heller and Mr. Goughler voted in favor of the motion. Mr. Carlson and Mr. McClelland opposed the motion. Motion carried.
- D. Zoning Officer:
1. No report.
- E. Solicitor:
1. Mr. Spaid addressed the request for the traffic light at the Rocky Grove High School. He said the request would have to go to PennDOT to conduct a traffic study.

X. COUNCIL REPORT

- A. Larry Baughman wanted to reiterate the success of the National Night Out Event and all that attended.
- B. John McClelland also wanted to thank those that were involved for the National Night Out Event.
- C. Bogan Goughler thanked Mr. Freer and the Maintenance Department for their work on the roads.
- D. Alan Heller also said he enjoyed the National Night Out Event. Mr. Heller said he would also like Council to consider renaming Red Bridge, on Sugarcreek Drive, in honor of Charles McDaniel. Mr. McClelland thinks that is a county bridge and someone could reach out to the Commissioners. Mr. Heller also thanked the Police Department for sitting on Meadville Pike lately.

XI. APPROVAL OF MINUTES

- A. Motion by Bogan Goughler, being duly seconded by Alan Heller to approve the minutes of the July 1, 2026 Council meeting. Motion carried unanimously.

XII. FINANCIAL REPORTS

- A. Motion by Larry Baughman, being duly seconded by John McClelland to approve the payment of bills/issuance of checks as presented by the Treasurer. A roll call was taken. Mr. Baughman, Mr. McClelland, Mr. Goughler and Mr. Heller voted in favor of the motion. Mr. Carlson opposed the motion. Motion carried.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. CORRESPONDENCE

XVI. BOARD OF APPEALS

XVII. EXECUTIVE SESSION

Council recessed at 7:27 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 8:57 pm.

XVIII. NEW BUSINESS CON'T.

- A. Motion by John McClelland, being duly seconded by Larry Baughman to amend the employment of Officer Tony McIntyre to a provisional appointment pending completion of Civil Service requirements. Motion carried unanimously.
- B. Motion by Matthew Carlson, being duly seconded by Alan Heller to direct the Borough of Sugarcreek Civil Service Commission to update and amend the Rules and Regulations with the assistance of its solicitor. Motion carried unanimously.
- C. Motion by Larry Baughman, being duly seconded by Bogan Goughler to hire Brandon Whitten as the Police Clerk for the Police Department, no later than August 24, 2026, at a rate of \$18.00/hour. Motion carried unanimously.
- D. Motion by Bogan Goughler, being duly seconded by John McClelland based on the receipt of all remaining police equipment on this date, to accept the resignation of Officer Badge #18, effective August 5, 2026. Motion carried unanimously.

XIX. ADJOURNMENT

- A. Motion by Larry Baughman being duly seconded by Alan Heller to adjourn the meeting at 9:00 PM. Motion carried unanimously.

Jim Speth, Borough Manager

Alan Heller, Council President