

Oakland Borough Council
380 State Street
Susquehanna, PA 18847
Re-organization and regular meeting minutes
January 6, 2020

The re-organization and regular business meeting of the Oakland Borough Council was called to order by Mayor Randy Glover at 7:01pm. Present were incoming council members Ron Beavan, Gary Boughton, Patrick Gall, Brad Kraveski, Valerie Senese, and Debra White. Secretary Rhonda Parfitt and Solicitor John Martin were also present.

Members of the public in attendance included residents Doug Arthur and Robert Muieter.

The Pledge of Allegiance was recited and a moment of silence was observed.

ADOPTION OF AGENDA:

Mayor Glover asked for a motion to adopt the agenda. Ms. Parfitt stated that the solicitor needed to discuss a lease addendum with TBMA under old business. Mr. Beavan made a recommendation to move public comment, which was located at the end of the meeting, to the middle to give residents a chance to give their input on the business. He stated that they used to have public comment after old business. Mr. Martin stated that Oakland Borough meetings were the first meetings he had ever been to where public comment was allowed at the beginning of the meeting or anywhere close to the beginning. He remarked that usually, all business is completed before the public is allowed to speak. Ms. Senese stated that the reason public comment had been moved was originally because the financial advisors had come to a meeting and had had to leave early because the public was unruly and hard to control. Their suggestion was to move the public comment to the beginning to let the public have their time to speak so business could then be conducted in peace. Mr. Boughton expressed that he liked the public comment section where it was. Ms. Senese was also in support of keeping public comment at the beginning until public comment could be under control. Mr. Martin reminded Council that public comment was not a time to debate with the public. He recognized that in a small community, everyone wants to be heard and they want to converse, but stated that Council meetings are a time to get business done and for Council to debate amongst themselves without the interruptions from the public. Mr. Martin stated that the Sunshine Law requires the Council to have their business discussed in the public, but it does not require that the public be made a part of that business. Ms. Senese stated that she felt the public had made themselves honorary Council members and she didn't feel it was healthy. Mr. Beavan stated that as part of the Sunshine Law, members of the public have a right to speak and they are part

of the decision-making. Ms. Senese stated that according to the Sunshine Law, Borough business had to be discussed in the public arena and the public is given time to comment before a motion is made. She stated that it is difficult for Council to accomplish business and deliberate when members of the public want to deliberate. Ms. White stated that someone will need to make the public aware that there will not be debate allowed anymore, otherwise they may feel ignored. Ms. Senese stated that this is why the Rules of Conduct and Public Comment Guide are in place, and they had been read by Mr. Boughton at the last meeting. Mr. Martin stated he felt that because there were fewer people at the meeting, it showed that Council had worked to "right the ship." Ms. Senese made a motion to adopt the agenda with the lease addendum added. The motion was seconded by Mr. Boughton and approved unanimously by vote.

NOMINATIONS:

Mayor Glover asked if there were any nominations for Council President. Mr. Beavan stated that he would like to nominate Mr. Boughton. Mr. Kraveski seconded the nomination. There were no other nominations for President and Mr. Boughton was appointed as President.

Mayor Glover asked for nominations for Vice President. Mr. Boughton nominated Ms. Senese and Mr. Gall seconded the nomination. Mr. Beavan nominated Mr. Kraveski and Ms. White seconded the nomination. Upon a show of hands, Ms. Sense received four votes and Mr. Kraveski received three votes. Ms. Senese was appointed as Vice-President.

Mr. Boughton then began to lead the meeting. He asked for nominations for President Pro-Tem. Ms. Senese nominated Mr. Kraveski and this nomination was seconded by Mr. Gall. Mr. Kraveski was appointed as President Pro-Tem.

Mr. Boughton asked for motions for the meeting day and time. Ms. Sense requested a change in the day of the week. After some discussion, it was agreed that the meetings could be the third Wednesday of the month. Ms. Senese made a motion to hold the monthly business meetings on the third Wednesday of the month at 7:00pm at the Borough building, with the Park Committee and Volunteer Committee meetings to follow, and for such change to be advertised in the paper. Ms. White seconded the motion and it was approved unanimously by vote.

Mr. Boughton presented a resignation letter from Mr. Gall which stated that he was resigning from his appointed seat to accept his elected 4-year term. Ms. Senese made a motion to accept Mr. Gall's resignation from the appointed seat. Mr. Kraveski seconded the motion and it was approved unanimously by vote. Ms. Senese nominated Robert Muiter to fill the vacancy and

Ms. White seconded this nomination. Mr. Beavan asked what Mr. Muiter brought to the table, as he did not know him personally. Mr. Muiter stated that he had served for 21 years as a mechanic in the Navy. He had lived in Oakland Borough since his retirement in 2001. Ms. Senese asked if Mr. Muiter had any goals for the Borough or special projects in mind to which he would contribute. Mr. Muiter stated that he would help with anything as he was able and that there were some things he would be in support of changing. He noted that he approved of the progress that the current leadership had made and was in support of the direction the Borough was headed. Mr. Krayeski asked if Mr. Muiter would be willing to serve on committees, to which Mr. Muiter answered that he would. Ms. Senese asked how much time Mr. Muiter thought he could commit to Borough affairs. Mr. Muiter didn't have an exact answer but stated that he would do what he could, when he could. Mr. Muiter stated that he is an open book and has been known to speak his mind which has served him well. Council unanimously appointed Mr. Muiter to the vacant seat and Mayor Glover administered the Oath of Office. Mr. Muiter took the empty seat at the Council table. Ms. Parfitt stated that she had a resolution prepared to be signed for the appointment. After some discussion, it was agreed that Mr. Muiter would sit in the seat until January 2022, unless he chose to resign before that time. Mr. Beavan made a motion to sign the resolution (number 2020-1) and it was seconded by Mr. Gall and unanimously approved by vote.

OTHER BOARD/COMMITTEE NOMINATIONS:

Mr. Boughton asked if anyone knew of someone that would want to sit as the Vacancy Board Chairperson. Someone questioned what the chairperson does, and Mr. Beavan responded that they are responsible for appointing someone to Council within a certain number of days if the Council is unable to agree on someone to appoint. Mr. Krayeski stated that according to a flow chart he had, Carol Trevarthan was the last known Vacancy Board Chair. Ms. Parfitt was asked to reach out to Ms. Trevarthan and ask if she would like to sit for the year 2020. Ms. Parfitt agreed.

Mr. Boughton re-established that the Community Development Committee would be made up of Debra White (chairperson), Karen Bush, Mary Weaver, Heather Krayeski, and Valerie Senese.

Mr. Boughton re-established that the Finance Committee would be made up of himself, Valerie Senese, and Ms. Parfitt.

Mr. Boughton re-established that the Park Committee would be made up of himself, Doug Arthur (Chairperson), Valerie Senese, and Patrick Gall.

Mr. Boughton re-established that the Volunteer Committee would be made up of himself, Brad Krayeski (Chairperson), Doug Arthur, Randy Glover, Patrick Gall, Tim Senese, and Robert Muiter.

Mr. Boughton stated that the streets contact would be Mayor Randy Glover, with Mr. Krayeski as a second and himself as a third.

Mr. Boughton asked Mr. Krayeski if he would like to continue to be the codes contact. Mr. Krayeski agreed. Mr. Beavan was made a second. After some confusion, Ms. Senese asked if Mr. Boughton was intending to create a codes committee. Mr. Boughton responded yes. Mr. Krayeski would be the chairperson of the committee. Mr. Beavan, Ms. White, Mr. Gall, and Mr. Muiter were established as members of the committee. Mr. Boughton stated that the first thing he wanted the committee to work on was the fireworks ordinance. Mr. Krayeski stated that it was his goal for the Borough to have its own codes enforcement official again. He stated that he was not happy with the communication with the enforcer through COG and that the Borough needs something more consistent overall, but that it could be discussed later.

DECISIONS:

Ms. Parfitt stated that she had not prepared any kind of resolution for Rules of Order because she thought it would be best for the Council to discuss how they wanted to proceed. Mr. Beavan was in favor of establishing Roberts Rules of Order. Mr. Muiter concurred, as the Council could always modify the rules to their liking. Mr. Boughton asked how everyone felt the meetings had been going without Rules of Order. Mayor Glover stated that he didn't want to hurt anyone's feelings, but he wanted to be honest. He told Mr. Boughton that the meetings would be going a lot better if Mr. Boughton would enforce the rules that were set in place and make the public mind their position as the public. He stated that the meetings needed to be shorter, and would be shorter if the public wasn't allowed to run loose. Mr. Boughton stated that it would have to go for council members too, and Council was in agreement that it is Mr. Boughton's job to run the meeting professionally.

Mr. Boughton asked Council how they felt about retaining the current solicitor and employees. Mr. Krayeski made a motion to retain John Martin as the Borough's solicitor. The motion was seconded by Mr. Gall and unanimously approved by vote. Mr. Krayeski made a motion to retain all of the current Borough employees. The motion was seconded by Ms. White and unanimously approved by vote.

Council agreed to keep the same signatories on the checks as were current- Mr. Boughton as President, Ms. Senese as Vice President, Ms. Stewart as Treasurer, and Ms. Parfitt as Secretary.

Regarding the Rules of Conduct that had previously been adopted, Mr. Krayeski suggested removing the 6th bullet, which stated that "all audio and video recording devices must be visible," as it was included in the 3rd bullet and was redundant. Mr. Beavan questioned if a news station were to ever come if they would also be required to stand in the back. It was agreed that they would, as they had microphones that would be able to produce sound quality. Mr. Beavan made a motion to remove the 6th bullet, which stated "all audio and video recording devices must be visible." It was seconded by Mr. Krayeski and approved unanimously by vote.

Mr. Beavan stated that he believed the Council was also supposed to choose an auditor and an appeals board at this time. Ms. Parfitt stated that Joe Collura, who had performed the Borough's audit for a number of years, was not interested in doing the audit for the year 2019. She stated that she was putting an RFP together with the help of the financial advisors at PEL and would bring the options to the table when they were available. Mr. Beavan asked about members for the Appeals Board. Ms. Parfitt stated that because the Borough was using COG, an Appeals Board was not needed, as COG takes care of appeals.

Council reviewed the Guide for Public Comments. Mr. Boughton stated that he believed if someone refused to sign in on the sign-in sheet, they should not be allowed to speak. Ms. Senese stated that enforcing such would be a violation of their first amendment rights. Mr. Boughton stressed the importance of individuals establishing their identity. Council responded that he needed to enforce the Guide. After some more discussion, Mr. Beavan made a motion to adopt the Guide for Public Comments as it was presented. Mr. Gall seconded this motion and it was approved unanimously by vote.

GENERAL BUSINESS PROCEEDINGS:

Mr. Boughton announced the executive session that had occurred before December 12th's regular meeting, stating that the Council had been discussing personnel and contracts during the session. He stated that he would be better about remembering to announce the sessions in the future.

Mr. Boughton thanked Jack Agler for his years of service to the Borough and asked if anyone knew for how long he had served. Mr. Beavan responded that he wasn't entirely sure but believed it was at least since the 1990's. He stated that a thank-you was nice but he thought Mr. Agler was deserving of a plaque. Ms. Senese stated that she and Ms. Trevarthan had discussed a thank-you party for volunteers of the Borough, at which volunteers could be recognized and commended for their efforts. She believed Ms. Trevarthan had wanted to hold

it in December but some things came up. Mr. Boughton asked Mr. Beavan to look into the cost of a plaque and stated that he would contribute out of his own pocket for such a plaque.

APPROVAL OF MINUTES:

Ms. Senese noted that in the December 12th minutes and going forward, she would like to see it stated that motions are passed unanimously, instead of just saying that they are approved by vote or listing the "nays" when there are any. Council concurred and Ms. Parfitt agreed. Ms. Senese also noted a correction to page 3 of the minutes in the discussion about the dog owner. She wished for the sentence to read that she had stated "if" the dog owner had received the big fine, it was large and it did not seem to be making a difference. She also noted on page 10 that it was former solicitor Mike Briechle that had suggested creating separate Borough email accounts and that it was not Jim Rose. When there were no more corrections, Ms. Senese made a motion to adopt the December 12th minutes with the noted corrections. The motion was seconded by Mr. Krayeski and unanimously approved by vote.

TREASURER'S REPORT, BILL LIST, AND REVIEW OF TIME SHEETS:

Ms. Parfitt presented the treasurer's report and bill list, noting that the report looked different because she did not yet have the statements from the bank to reconcile the accounts. The numbers presented were the most updated from the Quickbooks register. Regarding the bill list, Ms. Parfitt noted that the \$100 PRPS membership should come out of the Park account since it was not budgeted for 2020. Ms. Senese stated that the membership was useless and that the Borough did not need to pay it. It was only paid for originally in order to get the grant for the park plans. Mr. Martin noted that he had forgotten to draw up an invoice for his services but that it could just be taken care of next month. He also stated that he did not need the \$250.00 retainer for services. Council was appreciative. Ms. Parfitt noted that she did not intend to pay the water bills just yet, as the invoice made no sense and she was looking into exactly what the Borough was being billed for. She then asked Mayor Glover to explain the expense for Powell's. Mayor Glover stated that the expense would be for a new blade for the bottom of the plow and necessary hardware to attach such blade. He also noted that the plow may be in need of skid plates and asked permission to purchase them if the cost was reasonable. Council agreed. Mr. Beavan made a motion to purchase the plow parts, plus skid plates if needed. The motion was seconded by Mr. Gall and approved unanimously by vote. Mr. Krayeski made a motion to accept the treasurer's report and bill list. The motion was seconded by Mr. Beavan and approved unanimously by vote.

CODES REPORT:

Mr. Krayeski presented the codes report, stating that according to paperwork from COG, there were six ongoing permits, five of which were active and one of which was being brought to a

close. He stated that he had received no codes complaints to pass on to COG. He also stated that he had asked Ms. Parfitt about receiving a bill from COG for the garbage issue that had occurred on Prospect Street. Ms. Parfitt had still not heard back from Tina Haley regarding an invoice. Mr. Kraveski stated, as he had earlier in the meeting, that he was not happy with the communication and follow-up regarding the codes complaint.

POLICE REPORT:

Mayor Glover gave the police report, noting 19 busy calls. He also stated that he was informed that the Ford Crown Victoria should be done the next day and be available for use. Mr. Beavan questioned where things were at with the police contract. Mayor Glover stated that the contract had gone back to Susquehanna, who passed it on to their solicitor, Mr. Briechle, but that Mr. Briechle had gone on vacation and the contract was at a standstill.

STREETS REPORT:

Mayor Glover gave the streets report, stating that Mr. Miller had been going through quite a bit of material due to the weather and that more would need to be ordered. Ms. Parfitt stated that she had reached out to Chris Maby to see if Lanesboro wanted to order and pay for the material, or if Oakland should pay for the material and bill them for it, since it was Lanesboro's turn to pay. Ms. Senese stated that she believed Oakland had the responsibility of ordering because the Council needed to make sure that the residents were taken care of.

COMMITTEE REPORTS:

Ms. Senese reminded Council that committees should be taking minutes, which should be presented at the next regular meeting so that all of Council is informed and there is transparency with the public.

There was no Community Development Committee Report, as they had not yet met.

Ms. Senese stated on behalf of the finance committee that back in the summer time, Commissioner Alan Hall had offered to come look over the Borough's finances and help make a financial plan. She wanted to make sure there were no qualms, to which Council responded that there were not.

Mr. Arthur gave news from the park committee, noting that per approval at the last meeting, the leftover concessions were up for sale in the kitchen. He then stated that the freezer in the refrigerator/freezer unit had thawed, so a new one would probably need to be purchased in the Spring.

There was no Volunteer Committee report.

OLD BUSINESS:

Mr. Boughton asked Mr. Martin if he was able to review the burn ordinance. Neither Mr. Martin nor Ms. Parfitt recalled that it was ever requested that the ordinance be sent to Mr. Martin. Ms. Senese questioned if the burn ordinance was something the codes committee could address right away. Mr. Martin requested that Ms. Parfitt send him the burn ordinance.

It was agreed that the cat ordinance and dog ordinance could be wrapped into one ordinance which would be labeled a "pet ordinance." Ms. Parfitt would send the current pet ordinance to Mr. Martin.

There was some discussion about the sidewalk ordinance. Ms. Parfitt noted that she had included an ordinance in each packet which Mr. Martin had recommended as a great starting point for a sidewalk ordinance. Ms. Senese requested that the gateways of the community be included in the sidewalk ordinance, as people would not be drawn to the area if the gateways were in disrepair. There was some discussion about the retaining wall that ran along State Street down by the bridge. Some ideas of how to care for the wall were discussed, but it was agreed that Council first needed to figure out who owned the wall and whose responsibility it was to care for it. Mr. Beavan stated that a big issue was that people didn't care what their properties looked like. Ms. Senese agreed, and stated that it was a problem in the community and that people really needed to start caring if they wanted anything to improve. Mr. Krayeski stated that he was in favor of reminding people what their responsibilities are, because it has gone by the wayside over the years.

It was noted that Mr. Martin was in contact with Mr. Eby regarding the Flood Plain Ordinance.

Ms. Parfitt stated that she had completed most of the paperwork involved in the EIT enforcement, but that Berkheimer was requesting that Council sign a resolution. This resolution would appoint a representative from the Borough to be able to receive otherwise confidential tax information from Berkheimer. Ms. Parfitt had listed the Borough Secretary and the Borough Treasurer as the representatives. She asked Council if they found this appropriate. Mr. Beavan made a motion to sign the resolution [2020-2] appointing the Borough Secretary and Borough Treasurer as representatives to receive information from Berkheimer. The motion was seconded by Mr. Krayeski and approved unanimously by vote.

Ms. Parfitt stated that work on the Prospect Street drainage plans had begun but that she could not find the email from Glenn Eby detailing what had been done so far. The invoice had consisted of surveying and engineering fees.

The NEP contract was tabled due to Mr. Martin not having had the time to review the contract.

The SWN property determination was also tabled as Mr. Martin was still waiting to hear back about the search being done.

Ms. Parfitt stated that Jim Williams had come and performed the maintenance on the furnace and had made a few repairs he hadn't originally known needed to be made. The issue with the flue gas venting into the building had been fixed and that was the most important thing. He still had to order some parts and come back to complete the repair. Ms. Parfitt stated that she intended to reach out and see what the progress was on those parts.

Mr. Arthur made a suggestion to get the leaves cleaned off of the sidewalk on State Street before they got to be frozen. Mayor Glover stated that he didn't find great importance in taking care of the issue. He was concerned about the condition of the tires on the tractor and noted that his main concern was taking care of the roads. The tractor was needed to load the road treatment materials into the truck and if a tire blew, they would be in trouble. Mayor Glover stated that he himself would go down with some volunteers and his own tractor and take care of the leaves if it was felt that they were that big of an issue. Someone would be needed to direct traffic as the work would require being in the road. Mr. Krayeski stated that they could look into a volunteer day to get the work done.

Ms. Senese stated that she knew they were close to the end of the agenda, but requested to adjourn as it was 9:00pm. Ms. Senese made a motion to adjourn the meeting at 9:03pm. The motion was seconded by Mr. Gall, approved unanimously by vote, and the meeting was adjourned.