

Oakland Borough Council  
Monthly business meeting  
August 12<sup>th</sup> 2021

Passed Motions:

To adopt the amended agenda.

To approve the minutes from July 8<sup>th</sup> ,2021 and July 29<sup>th</sup>,2021meetings

To approve the Treasurer's Report as presented.

To accept the bill list as presented.

To accept the employee time sheets.

To accept the Codes report.

To accept the police report.

To accept the DPW report.

To accept the Codes Committee Report.

To accept the Grants updates.

To accept PSATS membership.

To accept request for Marcellus Legacy Grant.

To accept request for new chair.

To adjourn the meeting 8:10 pm.

Minutes:

The Oakland Borough Council held its regular meeting on August 12<sup>th</sup> at 7:02 pm. for the purpose of general business.

Council President Gary Boughton opened the meeting by informing the public that an executive session had been held from 6:30- 7:06 pm for personnel and contractual purposes. Included in the session were members Gary Boughton, Valerie Senese, Brad Krayeski, Robert Muiteer, solicitor John Martin, Administrator Jennifer Bixby, Treasurer/ Asst. Administrator Rhonda Parfitt, Mayor Randy Glover. Council members Debra White, Patrick Gall were absent.

Pledge of Allegiance was recited and Moment of Silence was observed.

Present were all people aforementioned, as well as residents Doug and Sue Arthur, Brad Jones, Barb Fenescey, and Jason Borne as members of the public.

1. Agenda

- a. Ms. Senese made a motion, seconded by Mr. Krayeski, to adopt the amended agenda. The motion was approved by unanimous vote.

2. Minutes

- a. Ms. Senese made a motion, seconded by Mr. Muiteer to approve the July 8<sup>th</sup> minutes as presented. The motion was approved by unanimous vote.
- b. Ms. Senese made a motion, seconded by Mr. Muiteer to approve July 29<sup>th</sup> minutes as presented. The motion was approved by unanimous vote.

3. Appointment of Vice-President

This has been tabled till next meeting in September, as none of the council members present desired to fill the seat.

4. Public Comment

- a. Ms. Fenescey was wondering if any maintenance is going to be done on Spring Creek Road. Ms. Senese explained that there is no immediate maintenance will be done to the road. Explained that she is aware of the condition of the road and will be looking for a large grant, as this will be a large project. Preliminarily, the project will include ditching and paving but will be obtained to make sure that any changes made to the road will be long-lasting.
- b. Mr. Jones explained that he grew up on that road. Was questioning the last time the road was paved. Ms. Senese stated she didn't know the answer, but will look into it and keep both him and Ms. Fenescey updated. Mr. Jones questioned why the website had not been updated with 2021 minutes. Ms. Parfitt stated that she had had issues updating it and promised that she would update as soon as possible as to not inconvenience the residents looking.

5. Opening of Winter Road Maintenance bids

- a. Ms. Parfitt read the bid notice from the Scranton Times. The bid that was submitted from Garnett Excavating and Snow Removal, LLC was incomplete as it lacked proof of insurance and it could not be considered. No further bids will be

solicited as the Borough has received interest from two individuals to be hired for plowing.

6. Financial reports

- a. Ms. Senese made a motion, seconded by Mr. Krayeski to approve the Treasurer's Report as presented. The motion was approved by unanimous vote. Council noted that the accounts look very healthy.
- b. Ms. Parfitt added a reimbursement to herself- \$100 for the application for the CFA Multimodal Grant. She stated that she had paid with her own credit card as she was working from her home computer. Ms. Senese made a motion, seconded by Mr. Muter to approve the Bill List as presented. The motion was approved by unanimous vote.
- c. Ms. Senese made a motion, seconded by Mr. Muter to approve the employee time sheets as presented. The motion was approved by unanimous vote.

7. Correspondence:

- a. Request for donation from Area on Agency was read by Ms. Bixby. A motion was made by Ms. Senese, seconded by Mr. Muter to donate \$500.00. The motion was approved by unanimous vote. Ms. Senese asked Ms. Bixby to contact Area on Agency to see how many residents they serve in Oakland Borough.

8. Codes Report: Nothing to report

- a. Ms. Senese made a motion, seconded by Mr. Muter to accept the Codes Report. The motion was approved by unanimous vote.

9. Police Report:

- a. Ms. Senese motioned, seconded by Mr. Muter to accept the Police Report. The motion was approved by unanimous vote. Ms. Parfitt to contact Police to please use spread sheet for their time sheet.

10. DPW report: Provided by Valerie Senese

- Ms. Bixby got quotes for winter tires for the new truck. The best quote was from Endless Mountain Garage. Mayor Glover would also like to include chains on the truck. Mr. Muter motioned, seconded by Ms. Senese to accept the quote for tires in the amount of \$960.00. The motion was approved by unanimous vote. Ms. Bixby will contact the garage to see when they can be ordered and mounted.
- Ms. Parfitt was approached by two people interested from two people for plowing and DPW work. To make sure things are done properly, the Council decided to advertise the position once more. Ms. Senese motioned, seconded by Mr. Muter to advertise for winter

maintenance/DPW employees, stating salary will be based on experience. The motion was approved by unanimous vote. Ms. Parfitt will place the new bid.

- River Road and Spring Creek had knotweed cut back by Harmony TWP. A bill is on the way. From now on, it will be scheduled to be done in July every year so the overgrowth is never a problem again.
- Some pot holes on River Road need some modified, but all in all the road needs major repair work. Half is dirt and half is asphalt. Both the dirt and asphalt are in disrepair. I recommend getting some bids on the dirt road being graded, including Harmony TWP. The council should discuss whether or not the entire road should be dirt or not. Ms. Senese asked Ms. Bixby to get a quote from Warren Stone for grading the dirt and asphalt.
- I received an email from Penn Dot regarding a drainage issue on Westfall. The policy on whose responsibility it will be to maintain the once open ditch, that has closed due to an impaction of materials, will be of some dispute. I would like to forward continued correspondence to our administrator so that the conversation keeps going. Ms. Senese asked Ms. Bixby to contact Penn Dot to see the progress on this.
- Fall is coming and we should discuss leaf removal. Leaves are the major offender of clogged ditches. I recommend putting a system in place to collect and remove leaves in the fall before the snow flies to leave the ditches open through the winter and spring. Ms. Senese asked Ms. Bixby to put email to Harmony Township to see if they have a debris vacuum, and if they could help us with leaf removal. A quote for this.
- Chestnut/Walnut Street- Ms. Senese stated that she had previously voted to hire Garnett Excavating for the Chestnut Street project, but forgot to state her conflict of interest in the vote. She stated that her husband had taken temporary work with the company and although Mr. Senese was never paid for work within Oakland Borough, she felt she had a conflict of interest and she had informed Mr. Garnett that the project has now been tabled to allow time for Harmony Township to enter a proposal. Ms. Senese stated that the same contractor should do both projects in order for the Borough to save money on equipment and material hauling, but quotes should be received separately for each project.

11. Codes Committee report: The committee met on August 5<sup>th</sup> with Tom Shepstone to review his drafted codification of the ordinances. Some ordinances were removed. Only one was fully replaced (sidewalk) and several were updated. The format and readability were changed for all ordinances. The committee is fully reviewing the draft and will forward any additional comments to Tom. He will send the final updated code for review by us and the Borough solicitor. The goal is to vote to advertise the code update in September and adopt the code in October. Tom recommends a public hearing at which he

will do all the talking and answering of questions, followed by a public meeting to adopt the code.

12. Community Development Committee Report: The committee has been unable to meet due to summer and work schedules.
13. Finance Committee Report: The committee did not meet. Finances are in good standing.
14. Parks Committee Report:
  - a. Mr. Arthur reported there is nothing for the park committee.
15. Volunteer Committee Report: There is nothing to report

#### **OLD BUSINESS**

16. Ordinance codification: Update as seen in codes committee report.
17. Streetlight replacement: **table**- nothing to report. Mr. Muiter did say that he noticed a street light on High Street and Westfall Ave over the weekend. Penelec had it fixed by Sun or Mon.
18. Petition to Penelec for better electric service: **table**- nothing to report
19. Food Pantry: **table**- nothing to report.
  - a. Ms. Senese motioned, seconded by Mr. Muiter that Ms. Bixby help in food bank when needed. The motion was approved by unanimous vote.
20. Kindred Spirits: will return in the fall
21. Adams Cable- They have agreed to maintain our flags for the duration of the time that they are hanging. Ms. Senese asked a thank you be sent facebook to Adam's Cable. Ms. Parfitt will do that. Will also tell them that the flags will stay up till after Veteran's Day.
22. Grant updates: Ms. Parfitt noted that she had made a mistake in the application for the GTRP back in May of this year. Although the council voted to apply for the grant and commit to the 15% match, Ms. Parfitt had never asked the Council to pass a resolution. She stated that she prepared resolution number 2021-3 which formally requested the grant monies from the DCED. Ms. Senese motioned, seconded by Mr. Muiter, to pass resolution number 2021-3, The motion was approved by unanimous vote.
  - a. CBDG- applied for \$39,448.00 in funding and we have committed to matching up to that same amount. \*Reminder that we are requesting community donations

for the accessible equipment. Ms. Senese motioned, seconded by Mr. Mutier to accept grant. The motion was approved by unanimous vote.

- b. CFA-This ended up being an application for 2.1 million dollars which includes labor, engineering fees, and administration of the grant. Matches are supposed to be waived at this time. If for some reason the match is not waived, we will not be able to match this grant. Ms. Senese motioned, seconded by Mr. Muiter if match is not waived, we will be unable to match. The motion was approved by unanimous vote.
- c. DGLVR- Rhonda is requesting permission to apply for the Dirt/Gravel Low Volume Road Grant through the conservation district for up to \$50,000. This will cover a portion (yet to be determined by Delta) of the repair of upper Boyden Street. The Borough will need to commit to a 10% match, plus engineering fees. Ms. Senese motioned, seconded Mr. Krayski to commit to 10% match, plus engineering fees. The motion was approved by unanimous vote. Mr. Boughton abstained from vote as he lives on Street. Ms. Senese explained that his project involved ditching, daylighting, and drainage to be put in place as Upper Boyden is at the top of the Borough. Ideally, repairing Boyden will ad in the runoff trouble in other parts of the Borough. This top-down approach was advised by the Susquehanna County Conservation District.

23. PSATS membership - The PSATS membership had been referenced at the previous meeting. Council was supposed to consider it and put it to vote. Mr. Mutier made a motion, seconded by Ms. Senese, to purchase a PSATS membership. The motion was approved by unanimous vote.

## **NEW BUSINESS**

24. Marcellus Legacy Grant- Ms. Parfitt and Ms. Bixby are seeking permission to apply for the Marcellus Legacy Grant in the amount of approximately \$60,000 to cover a portion of the Little League renovation at the park. This grant requires a 50% match, so the Borough would need to provide \$30,000. Part of this can in in-kind services which we are hoping to obtain in donations and volunteer hours. Solicitation letters were prepared and we're just waiting on some envelopes from Staples. Ms. Senese motioned, seconded by Mr. Muiter to submit for grant. The motion was approved unanimous vote.

25. Ms. Parfitt and Ms. Bixby requested getting a new chair for office. Mr. Mutier motioned, seconded by Mr. Martin. The motion was approved by unanimous vote.

26. Adjournment: The motion by Ms. Senese, seconded by Mr. Krayski for adjournment. The motion was approved by unanimous vote. Meeting was adjourned at 8:10pm.

