

Oakland Borough Council  
380 State Street  
Susquehanna, PA 18847  
Regular meeting minutes  
August 19, 2020

The regular meeting of the Oakland Borough Council was called to order at 7:00pm with Ms. Senese presiding in Mr. Boughton's absence. Present were council members Valerie Senese, Debra White, Robert Muter, Ron Beavan, Pat Gall, and Brad Krayeski; Solicitor John Martin; and Secretary Rhonda Parfitt. Mayor Randy Glover and Council President Gary Boughton were absent.

Also present as a member of the public was Doug Arthur. Borough EMC Dan Vinsko and Chief John Creamer arrived a few minutes late.

The Pledge of Allegiance was recited.

Ms. Senese reminded Council of the policy that had been adopted at the last regular meeting that any additions to the agenda must be made at the beginning of the meeting. The burn ordinance, furnace replacement, NEP franchise agreement, employee reviews, employee policy, and streetlight replacement update were all tabled. The request to change monthly meeting day was removed. Added to new business were the signing of a new SWN lease by Mr. Martin and a technology update from Mr. Beavan. Ms. Senese stated that she would like to instate a roll call for the meeting for attendance and motions regarding finances. A motion to adopt the amended agenda was made by Ms. White, seconded by Mr. Gall, and approved by unanimous vote.

Regarding the July 15<sup>th</sup> minutes, Ms. Parfitt stated that Mr. Beavan had requested to note that his absence was due to health concerns with the ongoing pandemic. Mr. Gall made a motion, seconded by Ms. White, to accept the July 15<sup>th</sup> minutes with the change. The motion was approved by unanimous vote.

Ms. Parfitt noted that on the treasurer's report, she had forgotten to note the new food pantry account that had been opened in July. The account was opened with \$5 that was donated, and then a \$1,600 deposit from Penn Can Speedway had been deposited, bringing the total to \$1,605 on the July end statement. For the bill list, a \$22.95 payment to County Transcript needed to be added, as well as the solicitor's bill of \$2,257.00 which covered three months' worth of work. Mr. Gall made a motion, seconded by Ms. White, to accept the treasurer's report and bill list. The motion was approved by unanimous vote. Ms. Senese noted that time sheets had been emailed so they weren't being passed around and touched by everyone and that if there were any questions or issues, they could be addressed privately.

Mr. Krayeski noted no codes complaints but stated that he had fielded one inquiry about a fence permit and one about a garage.

Chief Creamer gave the police report, noting 20 calls between the borough and the township.

Mr. Krayeski gave the streets report, stating that one of the employees had backed into a telephone poll and had done damage to the dump gate. The truck was at Cleveland's and the repair was going to be done with no problems.

The codes committee was on hold until grant funds were received to begin working on ordinances.

There was no report from the Community Development Committee.

Ms. Senese gave the finance committee report, asking permission for the finance committee to interview a new Secretary. Mr. Muiteer made a motion, seconded by Ms. White, for the finance committee to conduct an interview for a new Secretary. The motion was approved by unanimous vote. Ms. Senese stated that the finance committee had recommended that Mr. Muiteer be temporarily added to the committee in order to start the process of refinancing the Borough loan. Council had no qualms and Ms. Senese, as presiding president, appointed Robert Muiteer to the finance committee on a temporary basis. Mr. Gall made a motion, seconded by Mr. Krayeski, to give Robert Muiteer permission to represent Oakland Borough for the purposes of information gathering to refinance the Borough loan. The motion was approved by unanimous vote. Ms. Parfitt gave an update on the 2019 audit, stating that the audit had been delayed because the 2018 audit report was never submitted to the DCED and that she hoped the audit would be available with a full report by the September meeting. The finance committee was also in the process of working on the budget. There was a proposal to, in combination with converting streetlights to LED, remove 25% of the streetlights existing in the Borough. This would save an estimated \$7,000 per year. Under the proposal, streetlights would remain at all intersections, high-issue areas, and other places where the police deemed them necessary, but other lights that were nuisance or not lighting anything useful would be removed. The committee asked Council to consider the proposal.

For the parks committee report, Ms. Senese stated that it was too late to put park maintenance out for bid and that the streets department had stated that they would take care of the park. She asked Mr. Krayeski if the streets department could fulfill this commitment for the rest of the season and the maintenance could be put out to bid next year. Mr. Krayeski agreed.

As for the volunteer committee, Mr. Krayeski stated that they had not met, but that perhaps they would get together and see what they could do about the park.

Mr. Muiteer asked what the status on the shed was. Mr. Arthur stated that he had not contacted anyone else about moving it and wasn't sure that there would be a truck low enough to get under the underpass that would be able to haul the shed. Ms. Senese suggested that Mr. Arthur contact Susquehanna Borough about crossing the train tracks instead of using the underpass.

Ms. Senese gave a food pantry update, asking Council how they would feel about the pantry looking for some volunteers as she and Mr. Arthur were both very busy and couldn't always make convenient appointments with people in need of food. She stated that whoever had access to the pantry room would also have access to the building so they would have to be trustworthy. Chief Creamer stated that he would let someone into the pantry if he was on duty. Ms. Senese thanked him. It was agreed that Ms. Senese and Mr. Arthur could seek volunteers for the pantry and that they would have to be approved by Council before starting.

Following up on correspondence from JHA Companies, Mr. Krayeski made a motion, seconded by Mr. Muiteer, to appoint Duane Wood as alternate SEO of Oakland Borough. The motion was approved by unanimous vote. It was noted that if Mr. Wood had to act as SEO in place of Mr. Watts, the fees would remain the same.

To begin new business, Ms. Senese gave an update on the soil and conservation grant, stating that there had been bumps in the road and the project was estimated to be double the cost of what the grant had been obtained for. The Borough match for the project would now be \$6,084 which was still affordable when using Impact Fees. Mr. Beavan inquired which project this was, and Ms. Senese answered that it was for 3<sup>rd</sup> Ave and Pierson, which involved ditching and catch basin installation, in addition to milling the road down, placing a pipe, and re-paving the road. Right of Way permissions were needed for one driveway on 3<sup>rd</sup> Ave and one or two on Pierson Street and a resolution would be needed for a few reasons, among which was to state who would be responsible (Borough or property owner) for maintaining the work completed by the contractor. Ms. Senese's recommendation was to have the property owners be responsible for maintenance after project completion. She stated that during codification, they would be working on a good driveway ordinance. Soil and Conservation was requesting a one-year extension on the project, as it was supposed to have been completed with grant monies in 2020. Ms. Senese stated that she was ready to apply for 2021 soil and conservation grant funds and that she would like to apply for a project that would involve ditching and curbing on Boyden Street. The idea was that this would be a complete project when the Pierson and 3<sup>rd</sup> Ave project was completed. Mr. Krayeski agreed that it would go along with Soil and Conservation's recommendation to start from the top and work their way down. Mr. Gall made a motion, seconded by Ms. White, to allow Ms. Senese to apply for the soil and conservation grant and for the grant monies to go toward the Boyden street project. The motion was approved by vote.

Ms. Senese requested an education budget to be used by Council and employees when there was no time for approval. She noted that there were many notifications of classes or webinars that came through email but they did not come in enough time for someone to have the cost approved at the next meeting. Together with Ms. Parfitt, Ms. Senese suggested to allow \$500 out of the budget for this purpose. Mr. Muiter made a motion, seconded by Mr. Gall, to create a \$500 budget to be used by Council and employees for classes relevant to their position in the Borough. The motion was approved by unanimous vote. A roll call of the vote is as follows: Brad Krayski- YAY; Pat Gall- YAY; Gary Boughton- Absent and unable to vote; Valerie Senese- YAY; Ron Beavan- YAY; Debra White- YAY; Robert Muiter- YAY.

Mr. Martin presented a new 5-year SWN lease between the Borough and SWN. Mr. Muiter made a motion, seconded by Mr. Gall, to accept the new 5-year lease with SWN. The motion was approved by majority vote. A roll call of the vote is as follows: Brad Krayski- YAY; Pat Gall- YAY; Gary Boughton- Absent and unable to vote; Valerie Senese- YAY; Ron Beavan- NAY; Debra White- YAY; Robert Muiter- YAY.

Mr. Beavan stated that Ms. Senese had asked him to work on getting a quote for the technology needed to set the meeting room up for ZOOM meetings and that he had been working with Logitech but things had gotten a lot more complicated than he imagined they would. He stated that he did not yet have a quote due to a couple of different issues, but that the cost could come to a couple of thousand dollars. This would include a 65" monitor, a camera, and microphones in the ceiling. Mr. Beavan had informed Logitech that the room was a multipurpose room that was frequently reorganized and there was concern about expensive equipment being moved or damaged during one of these reorganizations. The plan was to have as much equipment as possible mounted to the walls or ceiling where there was a smaller chance of it being damaged. Mr. Beavan asked the Council if they intended to continue using ZOOM because some of the tech items were ZOOM-specific. Mr. Muiter stated that he would like to see the equipment be as versatile as possible and Council agreed. Mr. Beavan asked if everything he had said so far was a good direction, and there was unanimous agreement that he should continue working with Logitech for the quote.

Ms. Senese opened the meeting for public comment. Mr. Arthur wished to clarify that the \$1605.00 in the food pantry account was supposed to be used for food and supply purchases only and that no infrastructure would be purchased. This was confirmed. He also suggested that the Council get the lines in the parking lot repainted as they were hardly visible at all. He then stated that the Water Authority had moved out of the Borough building [Borough garage] and stated to Council that they should make sure they get their keys back and change the code. Mr. Krayski and Ms. Senese stated that the streets department was handling it.

Mr. Muiter made a motion, seconded by Ms. White, to adjourn the meeting at 7:36pm. The meeting was adjourned by unanimous vote. Ms. Senese announced that the Council would be

entering executive session for possible litigation. The executive session ran from 7:36-8:16pm. Included in the executive session were Solicitor John Martin and Secretary Rhonda Parfitt.