

Oakland Borough Council

General Business Meeting

380 State Street

Susquehanna, PA 18847

December 8, 2022

Attendance: President Valerie Senese, Vice-President Gary Boughton, Robert Muiiter, Brad Krayeski, Patrick Gall, Solicitor John Martin, Administrator Jennifer Bixby.

Absent: Mayor Randy Glover, Treasurer/ Assistant Administrator Rhonda Parfitt.

Meeting called to order at 7:00 p.m. by President Valerie Senese

THIS MEETING WAS ANNOUNCED IT WAS BEING RECORDED.

Pledge of Allegiance and moment of silence was observed.

1. Agenda:

A. Motion to adopt the agenda with the following changes.

1. Under DPW Report: Letter B will be 5717 Prospect Street; Letter C will be Upper Boyden Street Review.
2. Under Correspondence: Letter B will be a letter from Little League; Letter C will be Area on Aging.
3. Under Grant Update: Under letter B a bullet point RFP request; Letter C will be DCNR update.
4. Under Financial Report: Letter C will be correspondence Ambulance cost share.
Motion by Robert Muiiter, 2nd by Patrick Gall to adopt agenda with the changes. All in favor, motion carried.

2. Motion by Robert Muiiter, 2nd by Patrick Gall to approve the November 10, 2022 minutes as presented. All in favor, motion carried.

3. Public Comment was opened at 7: 06 p.m. by President Valerie Senese.

There was no public comment to report.

President Valerie Senese closed public comment at 7:06 p.m.

4. Community Development Committee Report:

A. No meeting minutes to be entered into the official record.

B. Chairperson Heather Krayeski was not present to give a verbal report.

President Senese did state that the Christmas Tree Lighting and Grinch party was a success. The goal was to have 20 children. The Community Development did reach the goal this year. The party was crowded and fun by everyone who attended. Mr. Muiter wanted to express on how hard the committee worked on getting ready for the party.

5. Financial Reports:

Robert Muiter gave a verbal report in the absence of Treasurer Rhonda Parfitt.

Treasurer Ms. Parfitt was in contact with Robert Muiter.

A. Robert Muiter stated that nothing exceptional or out of the ordinary with the Treasurer report. Oakland Borough is ending the year in great standing.

Motion by Robert Muiter, 2nd by Vice- President Gary Boughton to approve Treasurer's Report. All in favor, motion carried.

B. Robert Muiter gave a verbal report in the absence of Treasurer Rhonda Parfitt.

Robert Muiter explained that the blank items have not yet been billed, but are regular expenses which are all within the budget. Mr. Muiter explained that the solicitor bill would need to be added and approved for payment.

Motion by Robert Muiter, 2nd by Patrick Gall to approve and pay the bill list as presented.

To table the VFC/Ambulance Workers Compensation Billing till January's monthly meeting. All in favor, motion carried.

C. VFC/ Ambulance Workers Compensation Billing.

President Senese explained to Council that no invoice was sent out for year 2020-2021 and year for 2021-2022 due to COVID. On the invoice there is for the year 2022-2023 also. Oakland Borough's share of the cost is \$5,482.00. Mr. Muiter asked with the breakdown is everyone getting billed? President Senese explained that is based on the population. Mr. Kraveski asked why if Oakland Borough's population and percentage hasn't changed, then why is the premium share had changed? President Senese asked for this bill to be tabled till January's monthly meeting, so that Oakland Borough would be able to get clarification.

6. Correspondence:

A. President Senese explained the letter from New Enterprise Stone & Lime Co.

Effective January 1, 2023 there will be a price increase of 12% for all Aggregate, Lime & Special Products in Pennsylvania and New York Markets.

B. President Senese stated that Susquehanna Area Little League is requesting a donation.

Each year Oakland Borough receives a letter for Little League's fundraising. Last year Council agreed that Oakland Borough is fixing up the baseball field for their use, and that is our contribution. Mr. Muiter asked if Oakland Borough would consider a donation of \$100.00 to the Little League in good faith? President Senese asked if anyone on Council would like to make a motion. There was no

motion made. Oakland Borough will send a positive letter to Little League with the progress to the baseball field at the Oakland Borough Park.

- C. President Senese asked Ms. Bixby to explain about Area on Aging. Ms. Bixby explained with winter upon us and there are many elderly/ disabled residents in Oakland Borough. Ms. Bixby spoke with Courtney at Area on Aging to see if there is a checklist. Area on Aging does not have a check list, but if anyone in the Borough checks in on an elderly and feels that they need help. Ms. Bixby could call Courtney and do a referral and Area on Aging will contact the said resident and go in and check to see if they qualify for any kind of assistance. Ms. Bixby explained that more elderly residents are signing up for the food pantry. Mr. Muiter asked if a resident calls and unable to come in would the food be delivered? Ms. Bixby explained that she would deliver food to someone.

7. Codes Report:

- A. Verbal report was given by Brad Krayeski.

- 1. Mr. Krayeski spoke with Code Enforcer, Roy Williams on Tuesday 12/6/2022 to get a report. One phone call was reported about vehicles on Westfall Avenue. It came about that the vehicles were from 89 Westfall Avenue. Mr. Williams is in the process on contacting the landlord. President Senese questioned on the progress of 89 Westfall Avenue. Mr. Krayeski explained that the tenants on the top floor and 2nd floor were removed. It has come to light that the tenants on the bottom is letting the tenants from the 2nd floor stay there. That was not part of the agreement that Mr. Williams had with the landlord. Now the tenants from the bottom apartment needs to vacate the premises. The condemnation will continue. Mr. Krayeski asked if Council needed to make a motion to pull the rental permit for 89 Westfall Avenue. President Senese said that the recommendation should come from Code Enforcer and Code Supervisor to the Council. This will be tabled till January's meeting and put on the agenda. President Senese asked if Code Enforcer and Code Supervisor present it in writing.
- 2. Mr. Krayeski stated Mr. Williams shows a lot of initiative and is doing a great job. Mr. Williams next focus is going to be State Street coming into the Borough. 89 Westfall Avenue has taken up a lot of Mr. Williams time.
- 3. Mr. Krayeski informed Council that Mr. Williams notified him that there have been some property owners that have submitted for the rental permit.

8. Police Report:

- A. Chief Officer Creamer was not available to give report. Mayor Glover was also absent and unable to give a report. President Senese stated that Council did have a report to review. The report will be submitted to the record if there are no questions on the report.

9. DPW Report:

- A. No verbal report was given as Randy Glover, Head of DPW was absent for the meeting.
- B. President Senese in Mayor Glover's absent explained that a request from property owner at 5717 Prospect Street would like to put poly pipe and modified in ditch in front of property. The owner offered to pay for the pipe and modified. President Senese explained that it is the opinion of Mayor Glover and herself not to close the ditch, but rather have a contractor look at the ditch and submit a quote to clean out the ditch and get it flowing again solving the problem. After reviewing the request, the request was denied by Council. Mayor Glover will have a contractor come out and give a quote to repair the ditch.
- C. Upper Boyden Street was approved for a grant to repair the ditch. The proposed cost was for \$60,000.00 for the project including a 30% increase. When the bids came in the bids were over 200% of the cost, which Oakland Borough rejected all the bids. Mayor Glover had Miller Excavating come out and look at the project and plans. Miller Excavating charged \$10.00 liner foot and charged Oakland Borough \$3,300.00 to do what was requested in the plans. The project included ditch clearing, headwall maintenance where needed, two sheeting areas, ditch lining with size 4 stone, pipe clearing, and seeding and haying where earth was disturbed. Council members were given a project report to review, and Mayor Glover signed off on the project. Mr. Muiter questioned if the property owner at 252 Boyden Street signed a release? President stated the contractor knocked on the door and had received verbal permission from the owner, but Oakland Borough could get a retroactive agreement drawn up and signed by the property owner.

10. Finance Committee Report:

- A. No meeting minutes to be recorded in official record.
- B. A verbal report given by Robert Muiter. The Finance Committee has worked on getting budget ready for approval. ARPA funds of \$25,000.00 at a 4.55% interest rate will be put into a 6-month CD. The Dirt and Gravel money will not be placed into a CD, as Oakland Borough needs to discuss with the Conservation District how to proceed with the grant money given to Oakland Borough as Miller Excavating was able to accomplish the project for Upper Boyden Street for \$3,300.00.
- C. Motion by Brad Krayeski, 2nd by Vice- President Gary Boughton to adopt 2023 budget. All in favor, motion carried.
- D. A motion by Patrick Gall, 2nd by Vice-President Gary Boughton for a Resolution 2022-4 to place ARPA Funds of \$25,000.00 into a 6-month CD. All in favor, motion carried.
- E. The Dirt and Gravel grant money will be tabled to January's meeting after discussing with the Conservation District on what to do with the grant money Oakland Borough received.

11. Parks Committee Report:

- A. No meeting minutes to be entered in to the official record.
- B. A verbal report given by Gary Boughton. Mr. Boughton asked about the playground equipment. President Senese explained to Council that the playground equipment was not able to be installed due to weather and the plans were not right as to how Oakland Borough wanted to place the equipment. The installation of the equipment will be done in the spring.
- C. The poles have been placed for the cameras at the park. Ms. Bixby will get the cameras from OEM to be placed.
- D. Tree thinning at lower end park has been tabled till January's meeting.

12. Food Pantry:

- A. Verbal report was given by Ms. Bixby. Ms. Bixby stated that the food pantry is running well. Some new applicants just this past month. The food pantry has had a generous doner donate laundry soap, soap, shampoo and dish detergent. Mr. Muiter asked if any of these items could come from Weinberg. Ms. Bixby explained that some of these items can be ordered and has been ordered, but it all depends on what come on the delivery day.

13. Grant Update:

- A. STMP grant is still under review as of 12/7/2022.
- B. President Senese explained that it was time to get ready for engineering fees for the Westfall Sidewalks. The sidewalks would be along east side of Westfall Avenue from East Boyden Street to Wilson Avenue. From the Multi-Model Transportation Grant \$26,788.00 can be used for engineering fees. The Delta Engineering contract under section 2.3.3 only provides 16 hours of coordination with the contractor during construction to answer questions and issues addendums and or change orders as needed. Ms. Bixby was asked to contact 10 engineering firms to see if the firms do sidewalks and include unlimited coordination with the contractor, and the firms do. President Senese stated she had asked Delta Engineering if the hours could be changed to unlimited hours, and President Senese was told no it was not possible that Delta Engineering feels that is more than enough hours. President Senese made a recommendation to Council to consider putting out and RFP to other engineering firms. Motion by Brad Krayski, 2nd by Patrick Gall to send out RFP to other engineering firms. All in favor, motion carried.
- C. President Senese informed Council not much on update on the DCNR grant. Contract will be coming in sometime in January. President Senese hopes that there won't be a problem working with current engineer for this project. Oakland Borough will also have to have bidders for the concession stand.

14. **Old/ Tabled Business:**

- A. The Pond to be tabled till January's meeting.
- B. Council discussed the estimate from OEM for Security Cameras for inside Borough Building price will be \$1,265.89. Labor was not included in the estimate. President Senese requested Ms. Bixby to contact OEM to see how much per hour would be charged for instillation of the cameras. Also, President Senese requested Ms. Bixby to get a quote from Tech 42 on how much per hour Tech 42 charges. President Senese requested this be tabled till January's meeting.

15. New Business:

- A. President Senese informed Council that the Oakland Borough Water Authority has requested reappointing James Bucci for another term to the Oakland Borough Water Authority. Motion by Robert Muiteer, 2nd by Patrick Gall. There were four Council members with a Yay, Robert Muiteer, Brad Kraveski, Patrick Gall and Gary Boughton, one Council member with a Nay, Valerie Senese. Motion carried.

Adjournment: Motion by Patrick Gall, 2nd by Vice-President Gary Boughton to adjourn meeting. Meeting ended at 8:06 p.m. All in favor, motion carried.

Oakland Borough Council went into executive session after the General Business meeting on December 8, 2022 at 8:07 p.m. for contractual, personnel, and litigation purposes. Meeting ended at 8:30 p.m.