

Oakland Borough Council
General Business Meeting
380 State Street
Susquehanna, PA 18847
November 16,2023

Announcement: Oakland Borough Council went into an executive session after the General Business meeting on October 5, 2023 at 7:45 p.m. for contractual, personnel, and litigation purposes. Meeting ended at 9:00 p.m.

Oakland Borough Council held an executive session on October 16,2023 at 6:00 p.m. for litigation purposes. Meeting ended at 6:15 p.m.

Oakland Borough Council General Business meeting was canceled for November 9,2023 and rescheduled for November 16,2023. Was duly advertised in newspaper, on Facebook page, on website and on the door.

Oakland Borough held an executive session before General Business meeting on November 16,2023 p.m. for contractual, personnel, and litigation purposes at 6:00 p.m. Meeting ended at 6:19 p.m.

Attendance: President Valerie Senese, Robert Muiter, Debra White, Patrick Gall, Administrator Jennifer Bixby.

Absent: Brad Krayski, Mayor Randy Glover, Solicitor John Martin

Meeting Was 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 by Patrick Gall, 2nd by Robert Mutier to adopt the agenda with the following addition.
Under #13 Grant Updates letter C add #1 Letter of Credit.
All in favor, motion carried.
2. Motion by Robert Muiter, 2nd by Patrick Gall to approve the October 5, 2023 minutes as presented.
All in favor, motion carried.
3. President Valerie Senese opened public comment at 7:03 p.m.

Public Comment was provided by:

- A. Teena Gall at 5899 High Street, Susquehanna, PA 18847. Resident Gall made an inquiry of the temporary walls provided by the county election office. Resident Gall provided comment on previous and current day work at the Oakland Park.
- B. Douglas Arthur at 5157 Prospect Street, Susquehanna, PA 18847. Resident Arthur inquired to the status of the historical committee for the park.
- C. Martin Lindsey 20 East Street, Susquehanna, PA 18847. Resident Lindsey provided information on his communications with PennDOT about the ditches on Westfall Avenue.

Ms. Senese closed public comment at 7:12 p.m.

4. Community Development Committee Report:

- A. There were no meeting minutes to submit to record.
- B. Chairperson Heather Kraveski was unavailable for meeting. There was no verbal report given.

5. Financial Reports:

- A. Motion by Patrick Gall, 2nd by Robert Muter to approve Treasurer's Report as presented.
All in favor, motion carried.
- B. Motion by Patrick Gall, 2nd by Robert Muter to approve Bill List as presented.
All in favor, motion carried.

6. Correspondence:

- A. Ms. Senese informed Council about the letter from Marta Driscoll on Senate Bill 191 and House Bill # 1128. Ms. Driscoll would like municipalities to contact their Representatives about the Senate Bill 191 which is putting state road maintenance on to Borough's and municipalities. Ms. Senese read the letter from Ms. Driscoll. Ms. Driscoll would like Borough's and municipalities to write a letter to our Representative. Ms. Senese asked Council if there was a motion to send a letter. There was no motion to send a letter.
- B. Ms. Senese read a letter from the Susquehanna Branch Library. Ms. Senese asked Council if there was a motion to send a donation to the library. There was no motion to send a donation to the library.

7. Codes Report:

- A. Brad Kraveski, Head of Codes Department was unavailable for the meeting. There was no verbal report given.
- B. Tabled from June 8, 2023. Unkept properties.

8. Police Report:

- A. Chief Officer Creamer was unavailable for the meeting. President Senese informed that Council had Officer Creamer's log and hours to review.

9. DPW Report:

- A. Randy Glover, Head of DPW was unavailable for meeting. There was no verbal report given. Ms. Senese informed Council that there is still work being done on River Road. Oakland Borough has been in contact about a grant purpose for next year funding year. Ditches will be continued to get cleaned out. There has been a lot of work has been done at the park. Land moving, seeding, painting the picnic tables, and painting the parking lot.

10. Finance Committee Report:

- A. There were no meeting minutes to submit to record.
- B. There was no verbal report given by Robert Muiter, Head of Finance Committee. President Senese explained that the Council had 1 (one) month to review budget. If no questions could there be a motion to accept budget for 2024 and to advertise.
- C. Motion by Robert Muiter, 2nd by Patrick Gall to approve the budget for 2024.
All in favor, motion carried
- D. Motion by Robert Muiter, 2nd by Patrick Gall to advertise the 2024 budget.
All in favor, motion carried.

11. Parks Committee Report:

- A. There were no meeting minutes to submit to record.
- B. Ms. Senese informed Council that a lot was discussed in DPW report. There is a temporary fence up and will look into fencing in the spring. The lights and cameras are up and working. Oakland Borough did receive a check from the Human Resource Center in the amount of \$11,815.00 (eleven thousand eight hundred and fifteen dollars) towards the ADA playground equipment. While the Human Resource Center and CDBG representatives were looking at the finished park, it was discussed for updating the other outdated universal playground equipment. Ms. Senese stated that Susquehanna Blossoms is interested in helping with the plans for landscaping at the park.
- C. Naming of park.
- D. Tree thinning at lower end park.

12. Food Pantry:

- A. A verbal report was given by Ms. Bixby.
 - 1. Ms. Bixby informed Council that the food pantry was running well and still new applicates were coming in.
 - 2. Ms. Bixby wanted like to thank the generous donors for their donations to the food pantry and letters were sent to them.

13. Grant Update:

- A. Update on DCNR grant for park was given by Ms. Senese. On October 18, 2023 a meeting was held with Carl Schimmel from the new company Atlas for the renovation of the baseball field.
- B. Update on Playground equipment. The equipment has been installed and the pour in place has been installed. Phase I is completed.
- C. KSG has submitted paperwork to PennDOT for sidewalk from Boyden Street to Wilson Avenue and lower end Westfall Avenue.
 - 1. Ms. Senese explained to Council that the letter of credit from PSBT bank is a bond only for the lower end of Westfall Avenue. This is standard protocol in the amount of \$12,257.00 (twelve thousand two hundred and fifty-seven dollars), only to be used if project does not meet PennDOT requirements. If in an event it needed to be used it would be at 6% interest charge. Ms. Senese asked Council for a motion. Robert Muter motioned for the letter of credit, 2nd by Patrick Gall. All in favor, motion carried.
- D. Ms. Senese updated on Comprehensive Plan. There was a meeting on October 17, 2023 to discuss with Susquehanna Borough, Oakland Borough and Woodlands Design. Ms. Senese stated it was a very good meeting working together. The meeting consisted mapping out of what was in the Comprehensive Plan. Ms. Senese reminded Council that 90% is being paid through the STMP grant and 10% is being divided with Susquehanna Depot Borough and Oakland Borough. The amount is around \$25,000. It will help pave the way as Oakland Borough moves forward to apply for grants.
- E. Update on Employee Handbook through STMP grant was given by Robert Muter. Mr. Muter stated that Oakland Borough had obtained a copy of Susquehanna Depots employee handbook. Mr. Muter, Brad Krayski and Jennifer Bixby sat down and went page by page, line by line of what would work for Oakland Borough.
- F. There were three firms that submitted RFPs to put the employee handbook together correctly and legally. Mr. Muter explained the 3 (three) firms.
 - A. Argos HR Solutions at \$1,300.00
 - B. Keystone Municipal Solutions at \$1,250.00
 - C. Strategic Solutions maximum of \$6,000.00.
 - Mr. Muter explained that Strategic Solutions was way over for Oakland Borough's small municipality. Keystone Municipal Solutions were relying heavily on our existing handbook. Since Oakland Borough does not have one the committee is recommending to Council Argos HR Solutions.
 - D. Patrick Gall motioned to hire Argos Solutions for \$1,300.00, 2nd by Debra White. All in favor, motion carried.
- E. Ms. Senese updated on Local Share Account Statewide grants that there are 3 (three) grants with no match requirement that would need resolutions.

- A. Motion by Patrick Gall, 2nd by Robert Muter for Resolution 2023-#10 for a new dump truck at the cost \$88,434.00 (eighty-eight thousand four hundred and thirty-four dollars).
All in favor, motion carried.
- B. Motion by Patrick Gall, 2nd by Robert Muter for Resolution 2023-#11 for new universal playground equipment at the cost of \$302,643.00 (three hundred and two thousand six hundred and forty-three dollars).
All in favor, motion carried.
- C. Motion by Patrick Gall, 2nd by Robert Muter for Resolution 2023-#12 for renovation of baseball field at the cost of \$94,600.00 (ninety-four thousand six hundred dollars).
All in favor, motion carried.

14. Old/ Tabled Business:

- A. Ms. Senese informed Council that the pond was added into the scope of work of the Comprehensive Plan.
- B. Motion by Robert Muter, 2nd by Patrick Gall to purchase the 2 Computers at the cost of \$2,359.86 (two thousand three hundred fifty-nine dollars and eighty-six cents) and Security Cameras at the cost of \$1,265.89 (one thousand two hundred sixty-five dollars and eighty-nine cents) for inside Borough Building from OEM which is part of the STMP program.
All in favor, motion carried.

15. New Business:

- A. Ms. Senese informed Council an email from Oakland Water to reappoint Larena Nickerson for another term to the Oakland Borough Water Authority.
Motion by Robert Muter, 2nd by Debra White to reappoint Larena Nickerson for another term to Oakland Borough Water Authority.
- B. Motion by Robert Muter, 2nd by Patrick Gall to accept the SWN contract on John Martins, Solicitors review.
All in favor, motion carried.

Adjournment:

Motion by Robert Muter, 2nd by Debra White to adjourn meeting.

All in favor, motion carried. The meeting ended at 7:35 p.m.

