

Oakland Borough Council
Regular Monthly Business Meeting Minutes
November 9, 2021 at 7:05p.m.

Passed Motions:

To adopt the amended agenda.

To approve minutes from October 14, 2021 meeting with the noted change.

To approve the Treasurer's Report as presented.

To accept the Bill List as amended (excluding payment to PML)

To adopt the proposed 2022 budget

To donate \$500 to the Susquehanna Branch Library

To accept the code report as presented

To accept Police Report as presented.

To accept and pay \$5,086 to Delta Engineering for the Upper Boyden Street plans

To approve the purchase of Holiday Flags and Hardware for \$3,078.00.

To approve the Solicited Funds policy with the added solicitation form

To enter the Arthurs' report of expenses into the record

To remove Valerie Senese as food pantry manager; to replace her with Jennifer Bixby as food pantry manager on the bank account, and to issue a debit card to Jennifer Bixby

To re-appoint Roger Holleran to the Water Authority Board for a four-year term.

To approve payment to XBlue in order to fix phones

To Adjourn

Minutes:

The Oakland Borough Council held its regular business meeting for November on November 9, 2021 at 7:05 p.m. 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 6:00 p.m. – 6:58 p.m. for personnel and contractual purposes.

In attendance at the regular meeting President Gary Boughton, Robert Muiter, Brad Krayeski, Mayor Randy Glover, Solicitor John Martin, Administrator Jennifer Bixby, Treasurer/Asst. Administrator Rhonda Parfitt. Vice-President Valerie Senese arrived at 7:05 pm, allowing the Council to have a quorum. Absent were council members Debra White and Patrick Gall.

Also present were residents Doug Arthur, Sue Arthur, and Josh Cliff; Community Development Committee chair Heather Krayeski; Roy Williams, EMC Dan Vinsko, and Chief of Police John Creamer.

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

1. Agenda: Ms. Senese motioned, 2nd by Mr. Muiter to adopt the amended agenda. The motion was approved by unanimous vote. The amendments were as follows:
 - A. Exploring motioning reports vs. entering them into public records.
 - B. Moving Community Development Committee Report to #4 on agenda.
 - C. Review time sheets according to review policy
 - D. To move Roy Williams for code official from number 18 B to #6 B in Codes Report.
 - E. To remove Ms. Senese from Food Pantry bank account to be replaced by Ms. Bixby- specific motion provided by Ms. Parfitt at the time of the request.

2. Minutes: Ms. Senese motioned, 2nd by Mr. Muiter to accept October 14, 2021 meeting minutes after a change to the minutes. The motion was approved by unanimous vote. The change was as follows:

- A. To change “accept report for Delta Engineering Plans and cost for Upper Boyden Street Project cost \$5,086.00” to “accept Delta Engineering Plans and cost report”

3. Public Comments:

- A. Mr. Arthur inquired if there was a plan to do anything about the ditch in his side of the road. Mr. Krayeski stated that it has not been discussed yet.
- B. Ms. Arthur requested to know who has complained about her, referring to a letter she received in the mail. President Boughton let it be known that the Council was keeping that information private. Ms. Arthur stated this is the second letter she has received this year. She also stated that residents do not need to come to her home and they can mail their taxes to her.

- C. Resident Josh Cliff said he will not be paying the EIT tax (Earned Income Tax) as he was previously informed by Council that he was exempt from it as he works out of state. Resident informed council, if need be, will go to court over it.

4. Financial Reports:

- A. The Treasurer's Report was reviewed by present Council members. Mr. Muiter made a motion, seconded by Ms. Senese, to approve the treasurer's report. The motion was approved by unanimous vote.
- B. The bill list was reviewed. Ms. Senese made a motion, seconded by Mr. Muiter, to approve the bill list without paying the PML membership. The motion was approved by unanimous vote.
- C. Time sheets had been reviewed by Council
- D. Mr. Muiter made a motion, seconded by Mr. Krayeski, to approve the 2022 budget to be inspected by the public. The motion was approved by unanimous vote.

5. Correspondence:

- A. Ms. Bixby read a letter from the Susquehanna Branch Library requesting a donation. Ms. Senese made a motion, seconded by Mr. Krayeski, to donate \$500 to the Susquehanna Branch Library. The motion was approved by unanimous vote.
- B. Mr. Krayeski expressed to Council that he had meeting with Mr. Williams on November 4, 2021 about the Borough's codes program. Mr. Williams pointed Mr. Krayeski in the right direction. Mr. Krayeski expressed that Mr. Williams has offered his services to the Borough and that he would like the Council to consider hiring Mr. Williams to assist with the codes program. Mr. Muiter questioned if will would still be in association with COG. Mr. Krayeski stated that he didn't feel there would be any conflict with continuing to have COG on the books while also working with Mr. Williams. Mr. Williams was present and stated that he would like Council to discuss what codes and violations are most important and to come up with a guideline of what they are looking for so that everyone could be on the same page. Mr. Williams feels safety and health issues are the most important ones and inquired if Oakland uses the IPMC, to which the answer was yes. Mr. Williams recommended that Mr. Krayeski get a guideline with Council's approval, then discuss code enforcements. He also noted that it takes years to build a good program and that the Council could expect difficulty in implementing something new. Council thanked Mr. Williams for his remarks.

6. Codes Report: Mr. Krayeski reported there were no permits on file. There were also no complaints or violations for this month.
 - A. Ms. Senese made a motion, seconded by Mr. Muiter, to accept the codes report as presented. The motion was approved by unanimous vote.
7. Police Report: Chief Creamer presented a paper copy and gave a verbal report consisting of 39 hours of service to the Borough for the month of October. Members of Council reviewed the call log as provided. Ms. Senese made a motion, seconded by Mr. Krayeski, to accept the police report as presented. The vote was approved by unanimous vote.
8. DPW Report:
 - A. Mayor Glover, head of DPW, gave a verbal report, stating that a ditch up by Kevin Broad's home on Chestnut Street was fixed. Water was overflowing into the road so the DPW workers removed some of the pipe and replaced it, along with unclogging the ditch running down Chestnut Street. He stated that he believed this work would fix the long-standing water issue that the Borough had on this road. Mr. Glover explained to Mr. Arthur that the Borough is working with Soil and Conservation, who recommended that fixes start at the top of mountain and work their way down and that the ditch at his house would not be addressed because it was in the middle and there was no sense starting anything in the middle. Mr. Glover did say that the ditches were cleaned out for now on Harmony Street and that solving the water problems is all going to take time. Mr. Glover informed Council that the Prospect Street project has been put on hold until the spring because there were not enough interested bidders and he wanted more bids to choose from. Mr. Glover spoke with Bobbi Jo Turner who is administrating the CBDG grant for the project and they are hoping more bids will come in on this project in the spring.
 - B. No update was given on River Road as the patching is completed for the winter.
 - C. Ms. Bixby explained that the Westfall Ave. ditch that had been requested to be cleaned by PennDot, had been cleaned out. Not only did PennDot clean the ditch the Borough requested but cleaned several more ditches on both sides of the road.
 - D. Mr. Glover said that he had begun doing some research into tractor prices and that a 2014 tractor would cost \$50,000 to \$80,000 dollars. He feared that the current tractor would not make it through the winter but they were going to do the best they could. Ms. Senese stated that she would like for an RFP (Request for Proposal) to be done before the December meeting, just to see what kind of response the Borough would get and the Council could plan from there. Mr. Glover wished to exclude himself from the conversation due to conflict of interest as he was selling a tractor and may enter a bid when the time comes. It was

agreed that Mr. Krayeski would work with the DPW, Ms. Parfitt, and Ms. Bixby to get this done.

- E. A motion made by Ms. Senese, seconded by Mr. Muiteer, to accept and pay \$5,086 to Delta Engineering for the Upper Boyden Street plans. The motion was approved by unanimous vote.
9. Codes Committee Report: No report was given at this time.
10. Community Development Report: Please see report as attached.
- A. Ms. Senese made a motion, 2nd by Mr. Muiteer to purchase the Holiday Flags and hardware for \$3,078.00. The motion was approved by unanimous vote.
11. Finance Committee Report: Ms. Parfitt stated that she would like Council to consider a motion to the attached policy regarding solicitation of funds on behalf of the Borough. This is in accordance with PA Title 8 Section 1106c titled Payment of All Other Money. Ms. Parfitt asked Mr. Muiteer to explain the addition that the Council would like made to the policy. Mr. Muiteer explained about a form his club uses which has a receipt attached to it and can be used for tax purposes. Mr. Muiteer will give Ms. Parfitt and Ms. Bixby a copy of this form so it can be customized for Borough use. Ms. Senese made motion, seconded by Mr. Krayeski, to approve the Solicited Funds policy with the added solicitation form. The motion was approved by unanimous vote.
12. Parks Committee: Mr. Arthur informed Council that the Halloween Parade was a success. They had about 60 children that participated. He explained how the \$580.00 that was solicited was spent. At 8:00 p.m. President Boughton called an executive meeting and invited Mr. and Mrs. Arthur in Borough Library for personnel. The regular Council meeting reconvened at 8:07 p.m. President Boughton made motion to enter the Arthurs' report of expenses into the record, seconded by Mr. Muiteer. The motion was approved by unanimous vote.
13. Volunteer Committee Report: No report was given.

Old Business:

14. Ordinance Codification: Mr. Krayeski stated that he felt the Council could move forward finalizing the codification after straightening out a few things. Ms. Parfitt apologized as she didn't get a chance to explain that Mr. Shepstone forgot to include peddlers, renter, setback in the ordinance book and had just sent a new one that morning with the new ordinances included. Ms. Bixby was asked to make a new copy of the book for Mr. Krayeski and one for the library so Council members could review the newest draft.
15. Additionally, Mr. Krayeski felt that the fee schedule for sidewalks of \$100, \$200, and \$300 was too much and recommended changing it to something like \$30, \$50, and \$75. Ms. Senese expressed that these fees were not enough, especially on the high-volume roads of State Street and Westfall Avenue. There are many community

members that do not own cars, use strollers, or are handicapped. They need to be able to have access to Susquehanna and their community without walking through snow, ice or in the road that could be very dangerous. Ms. Senese re-stated her request for the Borough to maintain the high-volume sidewalks to ensure that they were passable. Ms. Senese mentioned that Lanesboro submitted their cost last year and that it was just under \$1,000.00 for them to maintain their high-volume sidewalks. Ms. Bixby was asked to contact Lanesboro and ask if their insurance cost was raised for this. Mr. Muiter would like to know what would be considered as high-volume. Ms. Senese explained that the high-volume roads would be State Street and Westfall Avenue. Mr. Muiter expressed his thought that keeping the higher fee schedule may mean that offenders don't pay the fine. After some discussion and consensus, Ms. Senese made a motion that the Council define high-volume roads as State Street and Westfall Avenue and that the Council explore the option of maintaining the high-volume sidewalks in the winter or keep the higher fee schedule for the high-volume roads. This motion was seconded by Mr. Muiter and approved by unanimous vote. President Boughton also mentioned about getting a snowblower and Ms. Senese stated that it was a possibility to get a snowblower through a grant.

Mr. Krayeski noted that his second issue with the drafted code was fencing around pools. The draft states that anything over 2-foot that can't be drained needs to have a 4-foot fence around it. He disagreed with this standard and felt that such a rule would be overstepping when a family buys an inflatable pool for \$175.00 to make them put in a fence. Ms. Senese asked what IPMC states. Mr. Krayeski did not know off the top of his head what the IPMC required for above ground pools but would check. Ms. Senese stated that she felt the Council should just go with what the IPMC had in place to keep things consistent.

Mr. Muiter asked what the setback ordinance would be. Mr. Krayeski said he would check on the set back and return next month. The Council agreed that the code should be approved for adoption at December's meeting.

16. Street Light Replacement: There was nothing to report, but Mr. Krayeski noted that he had seen more lights converted.
17. Food Pantry: Ms. Parfitt stated that she would need a specific motion made to please the bank in order to make the changes on the Food Pantry account. Ms. Senese made a motion to remove Valerie Senese as food pantry manager; to replace her with Jennifer Bixby as food pantry manager on the bank account, and to issue a debit card to Jennifer Bixby. The motion was seconded by Mr. Muiter and approved by unanimous vote.
18. Grant Updates:
 - A. Ms. Bixby explained that the Marcellus Legacy Fund cannot be reallocated as the commissioners had stated that it has to be used for what the grant was originally submitted for.

B. Ms. Bixby explained that the Human Resource Foundation Grant was submitted for wheelchair accessible equipment: the whirl, digger and wheelchair swing. Ms. Bixby met with Executive Director Dan Card from the Foundation and did a walk through of the park. Mr. Card changed the grant request from the original \$5,000.00 on the application to \$15,000 with no match required. Ms. Bixby stated that she was waiting to hear from Mr. Card as they were having board meeting that day. Solicitor John Martin informed all present that the grant was approved for \$11,500.00 due to some changes made and that Mr. Card had expressed how impressed he was with Ms. Bixby. The change that was made was instead of ramps for the play area, there would be wheelchair accessible whirl. There will be no match required for this grant.

C. Ms. Bixby had a meeting with Christine Detorre from DCNR on October 25, 2021 about grant opportunities for the park. Ms. Detorre noted some concerns about the plans for the renovated park. A meeting has been set up for November 22, 2021 at 9:00 a.m. with Chris Maby from Delta Engineering to review the plans and discuss changes to be made. Ms. Senese explained that Ms. Detorre feels where the basketball court is at it would attract unwanted company or bad behavior. Ms. Detorre also stated that the baseball field is noncompliant and would like to repurpose it as a multi-use field, in addition to make the basketball court multi-use. All Council Members are invited. Mr. Arthur asked if he could come. Ms. Senese said yes as he is park chairman.

New Business:

18. Oakland Borough Water Authority Request for appointment-

A. After some discussion about whether or not the Authority would have anyone to fill the seat, Mr. Krayeski made a motion, seconded by Mr. Boughton, to re-appoint Roger Holleran to the Water Authority Board for a four-year term. The motion was approved by majority vote with Ms. Senese being opposed.

- 19. XBlue Phones: There is an issue with the phone system that we cannot seem to correct. We are able to change the voicemail but not able to change the greeting of the former Secretary which tells callers which numbers to press for streets, water, secretary, etc. For one time assistance it will cost almost \$40.00 to get help to remove old extensions as our 1-year warranty ran out. Council should consider how to proceed. Ms. Senese made a motion, seconded by Mr. Boughton, to issue payment to XBlue to get the phone system fixed. The motion was approved by unanimous vote.

20. Proposed changes to agenda outline:

A. Ms. Senese proposed that instead of approving reports, the president of the Council will instead thank the person for their report and enter it into the record.

Any decisions or purchases to be made will be separate motions. The Council agreed unanimously.

- B. Ms. Senese asked if the Community Development Committee could be moved to #4 on the agenda instead of being #10 for the purpose of getting Ms. Krayeski home sooner. The Council agreed.
- C. Ms. Senese stated that she felt it was inappropriate for the Council to be reviewing employee time sheets in front of public due to personal protection. She stated that the current policy for remitting paychecks is that the supervisor of each employee reviews the time sheet before paychecks are created, and if Council members have questions about hours, they should contact the supervisors. She stated that time sheets should be reviewed before or after the meeting and not during. Council was in agreement with this as well.

21. Adjournment: Ms. Senese made motion, 2nd by Mr. Krayeski to adjourn. The vote was unanimous and the meeting adjourned at 8:43 p.m.