

Oakland Borough Council
Regular Monthly Business Meeting Minutes
October 14,2021 at 7:06 p.m.

Passed Motions:

To adopt the amended agenda

To approve minutes from September 9,2021 meeting

To approve the Treasurer's Report as presented

To accept the bill list as amended

To accept the employee time sheets

To accept Codes Report

To accept Police Report

To appoint Randy Glover head of DPW

To accept Water Authority, reallocate the ARPA funds

- Funding for the interior reseal and exterior cleaning and preservation of the water tanks.

To accept Endless Mountain Garage to order and install back rack for truck

To accept report for Delta Engineering Plans and cost report for Upper Boyden Street Project cost \$5,086.00

To accept Oakland Borough to open a PayPal or Venmo account for Veteran Flags

To accept Community Development Committee Report

To accept Community Development Committee added to the 2022 budget

To accept Ms. Bixby as Food Pantry Manger

To accept resolution Dan Vinsko as Oakland Borough EMA, Harold Kelsey III as deputy in command.

- Resolution# 2021-4 for Mr. Vinsko and Harold Kelsey III

Minutes:

The Oakland Borough Council held its regular meeting on October 14, 2021 at 7:06 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.- 7:06 p.m. for personnel and contractual purposes. Included in session were members President Gary Boughton, Mayor Randy Glover, Valerie Senese, Brad Krayeski, Robert Muieter, Debra White, Patrick Gall, Administrator Jennifer Bixby, Treasurer/ Asst. Administrator Rhonda Parfitt, solicitor John Martin came late.

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

Present were all people aforementioned, as well as residents Doug and Sue Arthur, Heather Krayeski from Oakland Borough Community Development Committee, Officer John Creamer, Dan Vinsko, Harold Kelsey III.

1. Agenda:

- Mr. Krayeski motioned, 2nd by Mr. Muieter to adopt the amended agenda. The motion was approved by unanimous vote.
 1. To move date of November meeting to November 18, 2021 due to Veterans Day.
 2. Fix Typo Errors
 3. Add to bill list \$3,848.00 for John Martin for 7 months of service. Help with several grants.
 4. Truck update from Cleveland's Garage.
 5. President Boughton to remove stumps at park, not trees.

2. Minutes:

- Mr. Muieter motioned, 2nd by Ms. Senese to approve September 9, 2021 minutes after a few errors are corrected. The motion was approved by unanimous vote.

3. Appointment of Vice-President:

- President Boughton asked if anyone would like the Vice-President seat. Ms. Senese stated that it had been open for a few months and that someone needed to take it. Mayor Glover told her that he wished she would take it back because she did a great job. Several members of Council voiced their agreement with his sentiments. Ms. Senese accepted the Vice -President seat and unanimous approval was voiced.

1. Appointed by President Boughton

4. Public Comment:

- Mr. Arthur reminded Council that the elections board would be using the building on November 2, 2021 for voting.
- Mr. Arthur stated water was still running down the road from driveway at top of Walnut Street down onto Harmony Street. The water is running from driveway out into road and down Harmony Street. Was wondering if the Walnut Street project also included Harmony Street? Mr. Krayski explained it was not part of the project. Mr. Arthur stated that his son wanted to put a garage on a piece of their land but he was unable to because of the water runoff. Ms. Senese reiterated that the cleaning of the ditch would help with some water problems but that each resident is responsible for water mitigation on their own property.
- Mr. Arthur stated he almost had an accident at the intersection of Harmony Street and High Street. He stated that the Frenches' bush hangs out too far in the road and there needs to be a yield sign put there. Mayor Glover and Mr. Krayski agreed that a Yield sign had been purchased but never installed and that they would have DPW workers put one at the end of Harmony Street.
- Ms. Arthur stated that a DPW worker was cleaning brush on top of Prospect Street at the Trevarthan's residence and went too far on the bank. President Boughton stated that he would look into it. Ms. Senese stated for the record that any complaints regarding employees need to be put in writing and sent to the Borough email as the Council does not discuss its employees in public meetings.
- Officer Creamer asked if there will be a Halloween Parade this year? Officer Creamer was notified that there will be on October 31, 2021 at 5 p.m. at the park.
- Mr. Vinsko EMC provided Council EMA that requirement in an event of an emergency that all residents need to have 3 days of water and food. He is inquiring with Schneider's Market to see if this is possible as they have bigger inventory. Ms. Senese suggested using downstairs as a storage area for the water and food. Mr. Muiter asked if we could establish a monetary dollar amount per meal and have this as a capital reserved just for this. Mr. Vinsko will look into this. Stated that EMA is coming in October to review flood mitigation, evacuation plan, and emergency plans. Mr. Vinsko is working on getting the plans together for each Borough.
- Mr. Muiter inquired about whether or not the state of emergency had been lifted after the March 2020 declaration when the pandemic hit. Ms. Parfitt explained the state of emergency had been worded so that when the State's

and County's had lifted, the Borough's would automatically lifted as well. It was confirmed that all states of emergency were over.

5. Financial Reports:

- Ms. Parfitt reported that the banking account for park renovation was not opened till beginning of October. Ms. Senese motioned, 2nd by Mr. Muieter to approve Treasurer's Report as presented. The vote was approved by unanimous vote.
- Ms. Parfitt added to bill list \$3848.00 for John Martin. This was for seven months of service. \$396.25 to Delta Engineering for help with the several grants. Ms. Senese motioned, 2nd by Mr. Muieter to approve Bill List as presented. The vote was approved by unanimous vote.
- Ms. Bixby passed out the DPW workers time sheets to review. Ms. Parfitt and Ms. Bixby's are on Microsoft Team. The Council reviewed the time sheets and accepted them.
- Ms. Parfitt stated that the Water Authority has revised their request for funding to be used for the interior reseal and exterior cleaning and preservation of the water tanks. It was agreed that the funds could be used for such purpose because it was still for water system improvements. Ms. Senese motioned, 2nd by Mr. Gall to reallocate the ARPA funds to be directed for Interior reseal and Exterior cleaning and preservation of the water tank which will cost \$22,058.00. Ms. Bixby will send the Water Authority informing them of the allocation. The vote was approved by unanimous vote and Ms. Bixby will contact the Water Authority.

6. Correspondence:

- There were no correspondences this month.

At this time, Ms. Parfitt exited the meeting.

7. Codes Report:

- Mr. Krayeski let Council know that he received a complaint that someone's generator was too loud when the electric was out. Since the electric came back on there was no follow up.
- Mr. Krayeski stated there are 2 active permits in Borough at this time. 1 permit is for a garage, and 1 for a swimming pool. Total of \$361.18 for Borough's share from COG. Mr. Muieter motioned, 2nd by Ms. Senese to accept codes report as presented. The vote was approved unanimous.

8. Police Report:

- Officer Creamer gave the report verbally. Ms. Senese motioned, 2nd by Mr. Muieter to accept the report as presented. The vote was approved unanimous.

- Officer Creamer mentioned the trailer on corner of Westfall and Wilson Avenue needs to be condemned. It has no running water. The residents keep turning the water back on after it has been shut off. Officer Creamer has been in contact with owner, Mr. Burns numerous times. Mr. Krayeski told Officer Creamer that COG needs to be informed. COG would be the one to condemn the building.

9. DPW Report:

- Ms. Senese motioned, 2nd by Mr. Krayeski to appoint Randy Glover as head of DPW. The vote was approved unanimous.
- Ms. Bixby explained to the best of her knowledge that Delta Engineering Plans and cost \$5,086.00 for Upper Boyden Project. Ms. Senese motioned, 2nd by Mr. Muiteer to accept report as presented. The vote was approved unanimous.
- Mayor Glover informed Council that he went and checked out the River Road Repair by Borough's DPW workers. It is 90- 95 % done. Looks great.
- Ms. Bixby explained to Council she received an email from Brian Small, from PennDOT and they will be starting work on Westfall Drainage the week of October 25, 2021.
- Ms. Bixby informed Council that the Chestnut/Walnut Street project is completed. There was a \$3,200.00 change order that had come up. Which included stabilizing a pipe.
- Council members discussed getting new tractor. Mayor Glover really doesn't feel that the one we have will last much longer. Ms. Senese asked if Mayor Glover and Mr. Krayeski would look around for one. It was agreed that Mayor Glover and Mr. Krayeski will look for one.
- The Council members agreed to keep the same agreement with Lanesboro DPW. Ms. Bixby will notify Mayor Maby of Lanesboro.
- President Boughton informed Council that J.P Reilly did come back and reswept the Borough and did a great job.
- Ms. Bixby got a quote from T.J. Auto to get a back rack for the new truck for \$400.00. Mayor Glover got a quote from Endless Mountain Garage for \$390.00 with installation. Mr. Krayeski motioned, 2nd by Mr. Muiteer to have Endless Mountain Garage order and install the back rack. Ms. Bixby will call the garage and make appointment.
- Ms. Bixby spoke to Cleveland's Garage and they are hoping to have truck done by October 22, 2021.

10. Codes Committee Report:

- Mr. Krayeski informed Council that he is waiting for the final draft of the new codes.

11. Community Development Committee Report:

- Ms. Krayeski gave the Council a review of the vision for the committee to promote community and resident pride in Oakland Borough.

- The OBCDC is looking to launch a Veteran Flag campaign the week of Veteran’s Day 2021. The OBCDC is requesting permission to solicit funds for the veteran flags. The OBCDC would like the borough to open a PayPal and/ or Venmo for the OBCDC to make purchasing user-friendly from the google form and the Oakland Borough website. Ms. Senese motioned, 2nd by Mr. Muiteer to open a PayPal or Venmo account. The motion was approved unanimous.
- The OBCDC would like to hold a tree lighting ceremony at the Oakland Borough Building. It would take place on side porch at 6 p.m. on December 4,2021. This event is free to the residents. After tree lighting the residents will be welcomed into the building for refreshments, kids’ crafts, entertainment, and a few vendors. Vendors will be charged a small fee for table space. Will end around 8:00 p.m. The OBCDC will provide set-up, supervision, and clean-up from event. The OBCDC is requesting \$100.00 to help supplement the cost of the event. Ms. Krayeski also requested that the OBCDC would like to purchase Holiday flags for State Street and Westfall Avenue and that the Borough purchase them. The flags would be less than \$4000.00. Ms. Senese asked what they would look like. Ms. Krayeski had a sample of a flag and stated that there would be a winter scene on them. Ms. Senese motioned, 2nd by Ms. White to accept the report. The motion was approved by unanimous vote. Ms. Parfitt will check budget.
- Ms. Krayeski requested to be considered a line on the budget for funds for 2023. Ms. Senese motioned, 2nd by Mr. Muiteer to add Community Development Committee on the 2022 budget.

12. Finance Committee Report:

Ms. Parfitt provided the Council members with the 2022 budget. To be reviewed at the November meeting.

13. Parks Committee Report:

- Mr. Arthur is requesting 3 poles for the park to put where 3 poles are falling down. Mr. Arthur asked if he would be able to go down to the old dam to retrieve them. Mr. Krayeski stated that the Borough’s DPW workers will retrieve them and deliver them to the park.
- Mr. Arthur said someone dropped of 2 bags of candy for the Halloween Parade. He would like to hand out more prizes this year. He would accept any donations that anyone would like to donate.

14. Volunteer Committee Report:

- There is nothing to report.

Old Business

15. Ordinance Codification:

- Mr. Krayeski stated it is almost done.

16. Streetlight Replacement:

- Nothing to report

17. Petition to Penelec for better service:

- Ms. Kraveski posted it on the Oakland Borough Community page asking residents to call Penelec and put in complaint.
- Ms. Senese mentioned to call State Representative and complain.

18. Food Pantry:

- Ms. Senese motioned that Ms. Bixby become the Food Bank Manger. Mr. Kraveski asked if it would interfere with her job now. Ms. Bixby said that it wouldn't. Mr. Kraveski 2nd the motion. The motion was approved by unanimous vote. Ms. Senese will help with the transition.

19. Grant Updates:

- Ms. Bixby gave report on the Marcellus Legacy Grant. Oakland Borough was awarded \$4,000.00 out of the \$60,000.00 requested. Ms. Bixby asking Council to reallocate the funds for the Outlook Project, since the \$4,000.00 will not be significant in renovating the little league field. The Council was in agreement. Ms. Bixby will send letter to Commissioners. Ms. Senese let the Council know that out of 8 recipients we were 1 that received \$4,000.00. The most any recipients had received.
- Ms. Bixby gave report that the CDBG Grant was approved by Commissioners for \$39,448.00 and will be given DCED for approval at the end of October. \$7,700.00 has been raised so far to help with renovation.
- Ms. Bixby and Ms. Parfitt attended the EMHR Annual meeting, it was held virtually due to COVID. We presented the Overlook progress. The EMHR board was pleased.

20. Kindred Spirits:

- Ms. Bixby informed Council that Kindred Spirits would like to return starting November 4, 2021 and have use of the Borough Building. Kindred Spirits will return approximately twice per month for the duration of the winter.

New Business:

21. Motion by Ms. Senese ,2nd by Mr. Kraveski to approve resolution appointing Dan Vinsko as Oakland Borough EMA, Harold Kelsey III as deputy in command, and agreed to share these positions with Susquehanna Borough. The motion was approved by unanimous vote.

22. The Council discussed moving the November 11,2021 meeting as it falls on Veterans Day. Kindred Spirits is scheduled to be at Borough building on November 18,2021. With much discussion the next meeting will be held on Tuesday November 18,2021. Ms. Bixby will contact Kindred Spirits and ask to reschedule the November 18,2021 date.

23. Ms. Senese motioned, 2nd by Mr. Muter to adjournment. The motion was approved by unanimous vote. Meeting was adjourned at 8:20 p.m.

The Council went back into an executive meeting at 8:25 p.m. for contractual purposes. Executive session adjourned at 9:00 p.m.