

Oakland Borough Council
Monthly Business Meeting
September 9th, 2021

Passed Motions:

To adopt the amended agenda.

To approve the minutes from August 12th, 2021 meeting.

To approve the Treasurer's Report as presented.

To accept the bill list as presented.

To accept the employee time sheets.

To open new bank account labeled "park renovation".

To accept the Codes report.

To accept the Police report.

For Chief Creamer to take gun owned by Borough to a Class 3 dealer approved by the Borough; for President Gary Boughton to sign transfer papers.

For Mayor Glover to retrieve the police car from Susquehanna Borough. Oakland Borough will put out bid for car sale.

To hire Garnett if he would honor the original bid, and if not, to put project back out to bid.

To hire Robert Gulley as primary DPW/plowing at \$20.00 per hour with no guaranteed hours.

To hire Paul Nulton for DPW/plowing for \$20.00 per hour, on call and as budget and work permits.

To appoint Jennifer Bixby to Active Transportation Committee to represent Oakland Borough.

To accept the DPW report.

To accept the Codes Committee Report.

To accept the Community Development Committee Report.

To accept Parks Committee Report.

To accept the Memorandum of Understanding as provided by American Rivers.

That the ARPA funds be given to the water authority for the purpose of procuring a generator and all related construction; the Authority must comply with all state and federal bidding requirements and they must provide all documentation related to the purchase in order to receive the second half of funding; they are encouraged to take out a bridge loan while they wait for second half of funding.

To hire Jennifer Bixby at \$20.00 bi-weekly to clean Brough Building.

To adjourn the meeting 9:00 p.m.

Minutes:

The Oakland Borough Council held its regular meeting on September 9th, 2021 at 7:03 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 6:00-7:03 p.m. for personnel and contractual purposes. Included in the session were members President Gary Boughton, Valerie Senese, Brad Krayeski, Robert Muiiter, solicitor John Martin, Administrator Jennifer Bixby, Treasurer/ Asst. Administrator Rhonda Parfitt. Absent: Mayor Randy Glover, Council members Debra White, Patrick Gall.

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

Present were all people aforementioned, as well as residents Doug and Sue Arthur, Mary Weaver as members of the public.

1. Agenda:

- a. Ms. Senese made a motion, 2nd by Mr. Muiiter, to adopt the amended agenda. The motion was approved by unanimous vote.

2. Minutes:

- a. Mr. Mui ter made a motion, 2nd by Ms. Senese to approve the August 12th, 2021 minutes as presented. The motion was approved by unanimous vote.
3. Appointment of Vice-President
Mr. Mui ter made motion, 2nd by Mr. Krayeski to table till next meeting in October, as none of the council members present desired to fill the seat. The motion was approved by unanimous vote.
4. Public Comment:
 - a. Mary Weaver presented to get rid of trees on borough right away at the end of 3rd Avenue. On the bank the ash trees are dead and leaning towards her barn. Ms. Senese asked her for some pictures as she is unable to visualize this problem and was not sure if it was the Borough's responsibility or not. Ms. Weaver will get some photos for the council.
 - b. Doug Arthur stated that several boxes of food had been donated by PennCan Speedway to the food pantry. Ms. Sense informed him that he needs to be contacting her directly, as the manger, not Council. The food pantry cannot be sponsored by a government entity. Mr. Arthur also inquired how it went at the Little League meeting. Ms. Parfitt stated that Little League had never told her when the meeting was and nobody was able to attend. He then stated that he had a water problem near his house and he wants to put a garage on a saturated piece of land. Ms. Sense stated that Chestnut Street project included clearing ditches and that should aid Mr. Arthur with his problem but would probably not solve it completely.
5. Financial Reports:
 - a. Mr. Mui ter made motion, 2nd by Ms. Senese to approve Treasurer's Report as presented. The motion by a unanimous vote.
 - b. Ms. Senese made motion, 2nd by Mr. Mui ter to approve the Bill List as presented. The motion by a unanimous vote.
 - c. Ms. Senese made motion, 2nd by Mr. Mui ter to change wording to "review employee time sheets" instead of "approve time sheets as presented". The motion by unanimous vote.
 - d. Ms. Parfitt stated that she and Ms. Bixby had sent out solicitation letters for donations for the park renovation and that some were starting to come in. She desired to keep the monies separate from the regularly

budgeted park funds. Mr. Muiter motioned, 2nd by Ms. Senese to open bank account for Park Renovation/ match grants. Mr. Muiter motioned, 2nd by Ms. Senese to have President, Administrator, and Treasurer's to sign checks. The motion by a unanimous vote.

6. Correspondence:

- a. Ms. Bixby read a flyer from Powell's Rentals and Sales. They are having their annual customer appreciation and municipal show on September 16th, 2021. Members of council reviewed flyer.
- b. Ms. Bixby read letter form Susquehanna County Emergency Management Agency. The luncheon will be held on October 21st, 2021. Ms. Senese asked Ms. Bixby to please send letter to Dan Vinsko to see if he would represent us as he will be there for Susquehanna Borough. Ms. Senese asked if Ms. Bixby would also find out if Harold Kelsey would be second in command as he is being sworn in at Susquehanna Borough.
- c. Ms. Bixby read a letter from B/S/S/T Area on Aging thanking the Oakland Borough for their donation of \$500.00. The letter is also our receipt for our contribution for taxes.

7. Codes Report:

- a. Mr. Krayeski had received an inquiry about an access permit. Mr. Muiter motioned, 2nd by Ms. Senese to accept codes report. The motion by a unanimous vote.

8. Police Report:

- a. Police report was reviewed by Council. Mr. Muiter inquired if the report could be put on a spread sheet. Ms. Bixby explained that she emailed Susquehanna Borough. The response was not at this time. Mr. Krayeski motioned, 2nd by Mr. Muiter. The motion by a unanimous vote.
- b. Mr. Muiter made a motion, 2nd by Ms. Senese for Chief Creamer to take the gun owned by the Borough to a Class 3 dealer approved by the Borough; for President Boughton will sign transfer papers. The motion by unanimous vote. Mayor Glover will be asked to oversee the transfer.
- c. Mr. Muiter made a motion, 2nd by Mr. Krayeski for Mayor Glover to retrieve car from Susquehanna Borough. Oakland Borough will put out bid for the car sale. The motion by a unanimous vote.

9. DPW Report: Given by Ms. Senese

- a. Harmony hasn't put bid in for the River Road Repair. Ms. Bixby put a call to Warren Stone. Has not heard from him. Will try again. Ms. Senese asked if we could get a bid from Greg Garnett.
- b. Ms. Senese inquired on status with Penn Dot on the drainage on Westfall Ave. Ms. Bixby gave report that she has been in contact with Tom Witko and Ed Sumski at Penn Dot. Mr. Sumski has been in contact with Brian Small. Mr. Small asked Steve Roberts to check this out. Ms. Bixby will follow up with Mr. Small.
- c. Ms. Senese inquired about leaf removal. Ms. Bixby reported that she got an email from Harmony. They do not do leaf removal. Ms. Senese inquired about the Borough buying their own. She explained what the machine was like and how it would go on the truck. This has been tabled at this time.
- d. Ms. Senese reported that Harmony has not put a bid in at this time for work to be done on Chestnut/Walnut. Ms. Senese reported that a few months ago that Garnett had put a bid in for approximately \$11,600 for Chestnut Street. Mr. Mutier and Mr. Krayeski was wondering if they would honor that bid. Ms. Parfitt will contact Garnett and see. Motioned by Mr. Krayeski, 2nd by Mr. Muiter if Garnett doesn't honor the bid than it will go back out to bid. Ms. Senese abstained from vote due conflict of interest. The motion by a unanimous vote.
- e. Ms. Bixby gave the quotes for chains from Endless Mt. Garage, TJ Auto, and Powell's. The Council agreed to purchase them from TJ Auto. Ms. Bixby will call TJ Auto and order them.
- f. Several applicants had been received for DPW and plowing positions. Mr. Krayeski motioned, 2nd by Ms. Senese to hire Robert Gully as primary for DPW/Plowing at \$20.00 per hour with no guaranteed hours. Motioned by Mr. Krayeski, 2nd by Mr. Muiter to hire Paul Nulton for DPW/Plowing for \$20.00 per hour, on call as budget and work permitted. The motioned was approved by unanimous vote. President Boughton suggested that new employees not to have keys till probation period of 90 days. Ms. Senese wanted it to be 30 days. No agreement was meet. Ms. Bixby will take care of intaking the new employees and contacting the applicants who were no hired.

g. Ms. Senese stated that she had received a grant in Susquehanna to work on an Active Transportation Plan and she needed a designated representative from Oakland so that the intersection at the bridge could be addressed. Mr. Boughton made a motion, 2nd by Mr. Muter, to appoint Jennifer Bixby to Active Transportation Committee to represent Oakland Borough. The motion was approved by unanimous vote.

10. Codes Committee Report:

a. Mr. Krayeski will try to get meeting together to review the code provisions changes. There is at two more ordinances that need to be added. It was suggested that the public have the opportunity to review the codification before it is finalized so that they can have an opinion. Ms. Parfitt will post on Facebook to make it known that the code is available for public inspection.

11. Community Development Committee Report:

Ms. Senese reported that they held meeting on September 8, 2021. Ms. Krayeski reported that Larena Nicholson is the September Yard of the month. Came up with ideals for the fall and winter holidays. Would like to have a contest for best fall décor, Halloween and Holiday Lights. Will be posted on Facebook so everyone could vote. The committee will have final vote.

Discussed fundraising for holiday flags and lights. Ms. Bixby will check into prices for the winter scene flags so that could stay up during the winter months.

Discussion of Home Town Hero flags. Ms. Bixby will check on prices for these. Would like to start around Veterans Day with Google Forms so anyone can purchase one.

Discussion of having Christmas Tree lighting at Baseball Park, then move tree to Borough Building. Having vendors rent a space. Have a picture with Santa/ Grinch, hot chocolate, cookies and music.

Ms. Bixby will check with J&J Landscaping, Dave Hauling, and Stone's Hardware to see if they would donate gift certificate for next year.

Bluestone Creamery is donating 15 coupons for children that donate time. Ms. Bixby will pick them up.

Ms. Senese asked Ms. Krayeski if she would take over being the head chair person. Ms. Krayeski will be taking over chair.

12. Finance Committee Report:

Nothing to report. No meeting.

13. Parks Committee Report:

Park Committee never had meeting.

- a. Mr. Arthur provided that the new signs are up at the park.
- b. President Boughton informed Mr. Arthur that as soon as he gets his chain saw back in 4-5 weeks, he will be able to help remove stumps at park.
- c. Mr. Arthur requested having the Halloween Parade at park from 6-8.

Mr. Krayseki made motion, 2nd by Mr. Muiter to accept Committee Report.

14. Volunteer Committee Report:

There is nothing to report.

OLD BUSINESS

15. Ordinance Codification:

Committee still reviewing the draft of Codification.

16. Streetlight replacement:

- a. Council decided to keep the light that is at end of Westfall Ave. As it will be by the Pocket Park. Ms. Parfitt will notify Penelec that we rescind the removal of the pole.

17. Petition to Penelec for better service.

- a. Ms. Senese requested that residents start to call Penelec and PUC and put in complaints. She would like a letter sent to the newspaper encouraging the residents to do so. As Penelec has not answered any of the numerous letters we have sent.

18. Food Pantry:

- a. Along with the donation previously mentioned by Mr. Arthur, Ms. Senese would like a thank you put in newspaper thanking RAM for all their donations.

19. Grant Updates:

- a. Marcellus Legacy Grant. Ms. Bixby had sent the form to the County Commissioners. Waiting on the results. People Security Bank has made a donation of \$5,000.00. First check was for \$2,500.00. American Legion Post 86 Auxiliary made a donation of \$100.00.

- b. A Memorandum of understanding from American Rivers came in for the Dam Removal. This was emailed to all members of Council to review. Motion by Ms. Senese, 2nd by Mr. Mutier to accept it. A unanimous vote to accept. President Boughton will sign the agreement. Ms. Parfitt will send it to Lisa Hollingsworth-Segedy.
- c. Administrator Salary Update was given by Ms. Parfitt. The donations that have come in from grants is a total of \$70,481.10. This paid for the administrator position, and more grants are expected to be received before the end of the year. The Council was pleased with this news. Mr. Martin stated that more and more entities are realizing that there is money available, they just need to have someone who can go after it. He felt the Council had done the right thing creating the position.
- d. Water Authority request for funding for generator. Ms. Senese made a motioned, 2nd by Mr. Mutier, that the ARPA funds be given to the water authority for the purpose of procuring a generator and all related construction; the Authority must comply with all state and federal bidding requirements and they must provide all documentation related to the purchase in order to receive the second half of funding; they are encouraged to take out a bridge loan while they wait for the second half of the funding. The motion was approved by unanimous vote.

20. Quotes for cleaning services:

- a. Ms. Bixby provided 3 quotes for cleaning services. 1. Paul Washburn was \$100.00 bi-weekly. 2. Mountain Aire Cottage Care was \$125.00 bi-weekly. 3. Kat's Cleaning Service was \$120.00 bi-weekly. Ms. Senese mentioned that this was a little expensive. Mr. Krayeski and Mr. Muter asked how much does Ms. Senese proposes. Ms. Parfitt mentioned that Ms. Bixby has been doing the upkeep so far, and she is willing to keep doing it till a DPW worker has been hired. Ms. Senese offered \$20.00 per bi-weekly to Ms. Bixby to do the upkeep. Ms. Bixby agreed. Ms. Senese motioned, 2nd by President Boughton. A unanimous vote to accept.

NEW BUSINESS

21. Mileage for employees

- a. Ms. Parfitt mentioned that she and Ms. Bixby has been doing errands for the Borough. Would like to get mileage when this happens. Ms. Senese

proposed that employees get the federal mandated mileage.
Unanimous from Council Members.

22. Employee Handbook

- a. Ms. Parfitt mentioned that Ms. Bixby went through the old handbook and updated it. Ms. Senese would like to see changes and really go over the polices. This needs to be done as part of Phase II of EHMR grant. This has been tabled per Council.

23. Permission to go to EHMR annual meeting

- a. Ms. Parfitt explained that she and Ms. Bixby would like to go to represent Oakland and do presentation on the project Overlook. Ms. Parfitt asked for reimbursement for mileage and Borough to pay for the registration fees. Ms. Senese said there was money in the education budget for this. Permission was granted from the Council for the women to go.

24. Lap Top Purchase

- a. Ms. Parfitt proposed getting new lap tops for Borough as the current Borough computer was not keeping up and it was agreed in the past that more than one computer would be purchased when it was time. The cost for two high-capacity laptops with Microsoft Office and set-up would amount to approximately \$3,800.00. There was much debate about the laptop purchase, and it was ultimately decided that the purchase would wait until it went through the STMP grant..

25. Adjournment

Ms. Senese motioned, 2nd by Mr. Mutier for adjournment. The motion was approved by unanimous vote. Meeting was adjourned at 9:00 p.m.

