

Oakland Borough Council
Monthly business meeting
December 16, 2020

REVISED

Call to Order

Pledge of Allegiance and Moment of Silence

1. A motion to adopt the agenda
2. Approval minutes
 - a. A motion to approve the November 10th minutes as presented
 - b. A motion to approve the November 19th minutes as presented
3. Public Comment
4. A motion to approve the Treasurer's Report as presented
5. A motion to approve Bill List as presented
6. A motion to approve employee time sheets as presented
7. A motion to approve Resolution #2020-12 fixing the tax rates for 2021 and to advertise such tax rates in the County Transcript
 - a. All tax rates remain unchanged for 2021
8. A motion to adopt the proposed 2021 budget as advertised and presented
 - a. There were no comments or concerns voiced to the Secretary from Council or from the public regarding the proposed budget. Advertisement was in accordance with Title 8 requirements
9. Correspondence:
 - a. A motion to continue with JHA Services for Sewer Enforcement Officer
 - i. John Watts from JHA wrote to inform that the Borough is signed up for automatic renewal of Sewer Enforcement Services. There will be no changes to fees this year.
10. Presentation of the Codes Report
 - a. A motion to accept the codes report
11. Presentation of the Police Report
 - a. A motion to accept the police report

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12. Presentation of the Streets Report
 - a. A motion to accept the streets report
13. Presentation of the Codes Committee Report
 - a. A motion to accept the Codes Committee Report
14. Presentation of the Community Development Committee Report
 - a. A motion to accept the Community Development Committee Report
15. A motion to accept the Finance Committee Report
 - a. The finance committee had an impromptu meeting on December 11th with members Gary Boughton, Valerie Senese, and Rhonda Parfitt. Employee review for Rhonda Parfitt was performed and is available for review by the Council if they wish. Valerie Senese and Rhonda Parfitt also continued a check-by-check review of a couple of months of the general fund bank statements. No issues were found. This will be continued until all statements for the year 2020 have been reviewed.
16. Parks Committee Report
 - a. A motion to accept the parks committee report
17. Volunteer Committee Report
 - a. A motion to accept the volunteer committee report

OLD BUSINESS

18. Ordinance update
19. Pantry update
 - a. The pantry served 17 households in the month of November, 4 of which were new contacts. The number of individuals served was 64.
20. Kindred Spirits update
 - a. See attached report for more detail. Basic report: 228 house cats and 284 feral cats have been treated over 9 clinics here at the Borough building. Everyone in the 18847 area code gets their feral cat treated for free.

NEW BUSINESS

21. A motion to enroll in the PSAB PLUS Membership Training Program
 - a. See attached flyer for information about this program. Additionally, all webinars are recorded, so those members that work or have other obligations during the time that the webinars air are able to watch at a time that is convenient for them. This \$450 is in addition to our annual membership of \$121

22. A motion to hire John Ord with OEM Technologies to work on the Borough computer for a cost not to exceed \$150.00
 - a. The computer in the Secretary's office has a terrible performance. John Ord is a qualified technician who will look at and "clean out" the Borough computer and run updates

23. A motion to create a second set of keys to the Borough garage for the Borough of Lanesboro
 - a. The Lanesboro Council has requested a second set of keys so that the Mayor or the Council may access their borough's truck in case of emergency. Currently, their plowing employee is the only keyholder.

24. A motion to transition Rhonda Parfitt into the administrator position effective January 3rd, 2021 and to pay her a salary of \$615.00 if she accepts
 - a. See attached for full list of duties

25. A motion to advertise for a treasurer for a \$400 per month stipend in the Mulligan's, the Scranton Times, and the County Transcript for a cost not to exceed \$50 per ad.

26. A motion to add the following to the existing employee review form: an area for an employee to provide, in writing, any complaints of harassment, disrespect, mistreatment, communication pitfalls, etcetera, in addition to suggestions on how the Borough officials can function more efficiently and/or improve the employee's working experience

27. A motion to adjourn the meeting