

## MINUTES Bloomfield Borough Council

**April 6, 2021**

Bloomfield Borough Council met this evening in regular session in the Bloomfield Borough Council Chambers with the following Council members present: President Eric S. Berger, J. Kevin Fitzpatrick, Michael J. Smith, Brenten S. Dum and Kimberly A. McMullen. Vice President Wayne S. Leshner and Councilman Jacob L. Casey had excused absences.

Also present: Secretary Danielle L. Shope, Assistant Secretary Kathleen Miller, Mayor Arlis Krammes, Borough Employee Damon Hartman with wife Tineill Hartman, Borough employee Jacob Morrison, Mayor Arlis Krammes, Zoning Officer/Water Authority Ed Albright Jr., Tax Collector Brenda Albright, Perry County Times reporter Jim Ryan, Solicitor Isaac Wakefield, BEO Becky Smiley, NavTech representative Lisa Fraker, Grand Lodge of PA ODD Fellows representative Justin Bailey, Sam and Bobbi Armolt ODD Fellows interest group and residents Malinda Anderson, John Patterson, Larry Weller, Gay Weller, Karl Cless, Edward Apple and Krista Wills.

President Berger called the meeting to order at 7:00 p.m.

President Berger led the gathered assembly in the **Pledge of Allegiance**.

### ***MEETING OPENING***

**Recording of the Meeting** – President Berger advised the attendees that the meeting was being recorded by the Council for the accuracy of the minutes and stated that side conversations should be conducted in the hallway so as to not disrupt the meeting or its recording and reminded everyone that talking when someone else is speaking also disrupts the meeting and affects the recording. President Berger further requested that those individuals in the audience desiring to speak during Public Comment identify themselves prior to speaking and they have 3 minutes to present their concern. Individuals have 10 minutes to present their concern if they are on the agenda. President Berger asked if any individuals in the audience were also taping the meeting and if so to identify themselves for the record. President Berger stated that Council will not deviate from the agenda and any questions should be addressed during the appropriate portion of the meeting.

**Approval of Minutes** – Councilman Fitzpatrick made a motion, seconded by Councilman Smith, to approve the March 2, 2021 regular meeting minutes as presented. Motion carried.

**Approval of Financial Report** – Councilman Fitzpatrick made a motion, seconded by Councilman Smith, to approve the financial report for March 2021 as presented. Motion carried.

**Announcement of Executive Session** – There was no Executive Session.

### ***REQUESTED PUBLIC COMMENTS AND/OR PRESENTATIONS***

**Grand Lodge of PA – Justin Bailey** – Mr. Justin Bailey, the Grand Secretary for the Grand Lodge of Pennsylvania, Independent Order of Odd Fellows, gave a history of the Mackinaw Lodge No. 380 which

was instituted in 1849 in New Bloomfield. He explained how they are now in danger of losing their charter if they cannot get at least 5 new members interested in joining their Lodge. The Odd Fellows is a worldwide fraternal organization whose statement is to improve and elevate the character of mankind. In the world we live in today, we truly need this along with a strong sense of community. This is a worldwide organization. They provide eye care and sponsor sports teams etc. within the community. Mr. Bailey gave a history of the Odd Fellows organization and made a plea for new membership for the Mackinaw Lodge of New Bloomfield.

**Roger Watson/Lisa Fraker – Lot #30 Pump Station** - Ms. Lisa Fraker is the speaker representing the Lot #30 pump station in New Bloomfield. She asked if Vice President Leshner was in attendance, but could see he was not. She had dropped off the subdivision plan for the additional lot addition that was requested to Mr. Leshner for knowledge. She realizes she has to go to the Planning Commission first. Ms. Fraker then stated all of the work has been completed at the pump station. This information she received was from Skylar Ray from Modern Pump and Equipment located in Liverpool, PA. She said the entire plan has been completed. Councilman Fitzpatrick asked if all the checklist items listed on the June 2020 memo Mr. Watson received from Borough Council had been completed. Ms. Fraker stated the checklist has been completed other than a few recommendations. She clarified that the only recommendation not completed was the generator. She said it was a recommendation not a requirement. She said she and Mr. Leshner spoke about this. When she spoke to Mr. Ray he stated the pump could even be raised an additional ten feet. Mr. Ray thought the pump station in its current condition could hold an additional 94 homes without any further expansion. Mr. Ray did not think it needed a generator. HRG sent a letter and Mr. Ray did the additional things required other than the generator. Councilman Fitzpatrick asked if the electrical box had been moved. It has not been moved and Mr. Fitzpatrick stated that was also a requirement. It is right next to a methane outtake. Mr. Ray put on a U-shaped outtake. HRG has not looked at this yet. Borough employee Mr. Damon Hartman remarked that the problem will be the generator because as a private owner you do not need it according to DEP standards, but DEP will put that requirement on the Borough because Mr. Hartman will have to be able to keep power to that station for 72 hours should anything happen. The generator is a requirement. Mr. Hartman suggested they do an inspection of everything that has been done, with HRG if necessary, and go from there. Ms. Fraker then said that on the subdivision plan that piece of land for the right of way can either go to the Borough or they can keep it for access for that four acre lot behind the pump station. Ms. Fraker said it is up to the Borough if they want it. The plan about the subdivision of the eight lots was given to Mr. Leshner. Councilman Fitzpatrick asked if Ms. Fraker would drop off additional copies of the plans she gave Mr. Leshner to the Borough Office so all Council could review. Ms. Fraker stated she gave the only copy she had to Mr. Leshner so she would have to get it back from him to make more copies but she would do so. Mr. Hartman will set up the inspection with HRG.

Resident Ed Apple questioned an additional 94 residential homes onto this pump station. Councilman Smith told Mr. Apple not to worry about this because there are only eight lots available for new homes.

### ***PUBLIC COMMENTS AND/OR PRESENTATIONS***

Resident Karl Cless asked Council how Borough residents can get the past month's minutes? They used to be on the Borough website, but now they are not on. Solicitor Wakefield suggested getting the minutes from the Borough Secretary. The Borough is working on putting them online again although there is no requirement they be posted online. Councilwoman McMullen stated the Borough is creating a new website and the minutes will be on that website soon.

## ***MONTHLY REPORTS***

**Solicitor's Report** – New Solicitor Isaac Wakefield had nothing in the form of a formal report. BEO Smiley asked if he was reviewing Borough ordinances and Mr. Wakefield stated as asked by Council he was reviewing them.

**Mayor's Report** – Mayor Krammes reported there was an incident with two people, a teenage boy and girl, caught on camera coming out of the Post Office carrying trash which they set on fire at the top of the stair entrance to the library. Mr. Ed Albright called Mayor Krammes and she took it to the PSP. Mayor Krammes asked Council if Borough ordinances are being enforced. She stated how sofas, etc. have been sitting out along the street and this is not how residents like the town to look. BEO Smiley says she gives them 24-48 hours to remove items. Ms. Smiley says things are being addressed. Mayor Krammes feels it should not take up to 48 hours to remove unwanted items sitting out on the streets. Residents have been complaining. Councilwoman McMullen suggested putting something in the paper or newsletter reminding people to not put large items out.

**Parking Officer Report** – Mayor Krammes reported 6 tickets issued during the month of March with 1 paid and 2 voided.

**Enforcement Report** – BEO Smiley reported it has been busy. The warmer weather has been bringing on the complaints. She has discussed some of these with Councilwoman McMullen. All have been resolved. Secretary Shope told Ms. Smiley she has some flyers printed up for her to put around the town. Ms. Smiley stated she would offer her truck for pickup if residents do not have a way to get rid of things.

**Planning Commission Report** – Ms. Rowlands was absent so no report.

**FEMA/PEMA Report** – Councilwoman McMullen had no report.

**Water Authority Report** - Mr. Albright reported PPL hooked up to permanent power. They are on schedule. The DEP filtration system testing will be a three month process. Up on Apple and Maple Streets they have already come from High Street to Maple Street today. By Thursday everything should be completed and ready to pave what has been torn up. Mr. Albright stated they had a problem with dirty water because of filling the tank and several leaks. He apologized for this. Everything is working fine now.

**PCBA/COG** - Mr. Albright reported there has been no meeting.

**Zoning/Permit Officer's Report** - Mr. Albright stated he issued 2 permits for the month of March. Both were for decks.

**Capital Tax Collection Bureau Report** – Councilman Smith had nothing to report.

## ***ADMINISTRATIVE***

### **Announcements and Correspondence** –

There is still no Statement of Financial Interest from Mr. Robert Wood. All members' statements are due to the office today April 6, 2021.

The Bloomfield Borough Yard Sale will be held April 30 and May 1, 2021.

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The Bloomfield Borough Clean Up Day will be held May 8, 2021.

The new Borough Office email address is [bloomfieldborough@gmail.com](mailto:bloomfieldborough@gmail.com)

The Review of 2021 Bloomfield Borough Council Committees and Responsibilities is as follows:

Council President will serve as an ex-officio member to all committees in order to keep abreast of all Borough matters. As an ex-officio member, in order to ensure that a quorum of Council members are not present during committee sessions, Council President will not participate in committee sessions except in the absence of a committee member but would be available to resolve disagreements, if necessary. The Committee Chair shall advise the Council President on discussions and recommendations of the committee. The President will also assume responsibility for negotiations regarding all current and future building developments within the Borough, supervision of the Secretary, publicity.

#### **Administrative Committee**

The Administrative Committee is responsible for overseeing all the Borough's administrative matters relative to the Borough building to include maintenance, content and all Borough property except for the Borough sewer plant, garage, and its property. The committee is responsible for all property and liability insurance. The Committee is also responsible for overseeing the Janitor. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Dum

Members: Dum, McMullen, Berger (ex-officio)

#### **Aesthetic Committee**

The Aesthetic Committee is responsible for overseeing the Borough's aesthetic matters relative to the Borough's appearance, working with the Borough's Ad-Hoc Aesthetic Committee and Borough's Shade Tree Commission. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Casey

Members: Casey, Smith, Berger (ex-officio)

#### **Enforcement & Safety Committee**

The Enforcement Committee is responsible for overseeing the Borough's enforcement matters and co-operating with the Mayor in overseeing the staff (parking enforcement officer, zoning/permit officer, and code enforcement officer). The Committee is responsible to see that ordinances are being adhered to and determine if additional ordinances are needed. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Leshner

Members: Leshner, Dum, Berger (ex-officio)

#### **Finance, Insurance, & Grants Committee**

The Finance, Grants and Safety Committee is responsible for overseeing the Borough's Finance, grants and safety matters including auditing the financial report on a monthly basis, developing the annual budget,

seeking and preparing grants for additional funding for major Borough projects and ensuring that the Borough meets the National and State requirements for safety of employees and facilities. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Smith

Members: Smith, Fitzpatrick, Berger (ex-officio)

### **Personnel Committee**

The Personnel Committee serves the function of the Borough's Human Resources Committee, responsible for the Employee Handbook, the interviewing and hiring of Borough employees, their pay, health insurance, periodic evaluations and benefits. **Note:** The first line supervisor of the Secretary is the Borough President, of the maintenance workers is the Rights of Way Committee, of the Borough Enforcement Officer and Parking Officer is the Enforcement Committee and the Janitor is the Administrative Committee. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: McMullen

Members: McMullen, Leshner, Berger (ex-officio)

### **Rights of Way & Utilities Committee**

The Rights of Way & Utilities Committee is responsible for overseeing the Borough's Rights of Ways (streets, alleys, curbs, sidewalks, driveway entrances and associated maintenance), Utilities (sewer plant building, garage and grounds, sewer lines, stormwater and runoff) and the equipment relative to those activities and overseeing the full-time staff. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Berger

Members: Berger, Fitzpatrick, Casey, Berger (ex-officio)

Councilman Smith made the motion to add Councilman Fitzpatrick to the Rights of Way & Utilities Committee and to accept the 2021 committees and responsibilities as presented, seconded by Councilman Dum. Motion carried.

**Resolution 2021-01: Grandstand Trail Project:** Councilman Smith explained that all Council has the resolution to pursue the DCED GTRP grant which would rehab the grandstand and put a walking hiking trail around the ballfields and borough property. Councilman Fitzpatrick stated the trail would be six feet wide, ADA compliant and would extend around the entire Borough property down along the old train tracks. Benches would be strategically placed along the trail with some exercise stretching stations for the senior population. Eventually some picnic tables, a small pavilion and second playground might be installed. The trail will be dog friendly. BEO Smiley asked that doggy bag waste station also be included. Councilman Smith made the motion to accept Resolution 2021-01: Grandstand Trail Project, seconded by Councilman Dum. Motion carried.

**Artifacts for Carson Long – Letter:** Council should have a draft of this. Solicitor Wakefield approved the draft letter. President Berger summarized the letter as saying the preservation of artifacts and historical documents from Carson Long Military Academy stay in the Borough of New Bloomfield. Letters will go to the Attorney General, the Carson Long Trustees and one to their attorney Mr. William Bunt.

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Councilman Smith made the motion to send this letter out to these three groups, seconded by Councilwoman McMullen. Motion carried.

**Appointments/Reappointments** –

**Bloomfield Borough Planning Commission** - Councilman Smith made the motion to appoint J. Kevin Fitzpatrick to the Planning Commission for the term 4/06/21-12/31/25 (Solicitor Wakefield stated this appointment is legal), seconded by Councilwoman McMullen. Motion carried.

**Bloomfield Borough Municipal Authority (3 vacancies)** - Solicitor Wakefield stated he does not have any information on this Authority so it is his understanding that generally this Authority no longer exists. Therefore there are no vacancies to fill. As a result, Mr. Wakefield suggested removing this item from future agendas.

**Administrative Committee Report** – Councilman Dum stated Mr. Sam Fisher was here today to look at the Borough Building roof. Mr. Fisher suggested saving money by using refurbished rubber. The roof is not leaking but the drainage is a concern. Councilman Dum did say there were two estimates given for the roof project. One was given last year. It has been budgeted for \$15,000 in repairs. Mr. Dum spoke with Mr. Tom Lowe about patching the sidewalk ramp until it can be replaced. Ms. Sandra Auchenbaugh from the Bloomfield Library asked permission to paint the downstairs entryway. The Boy Scouts will do the painting as a community project.

***AESTHETICS***

**Aesthetics Committee Report** – Councilman Casey was absent so no report.

***FINANCE, INSURANCE, & SAFETY***

**Finance, Insurance & Safety Report** – Councilman Smith had nothing to report on finance.

**Grants** – Councilman Smith made a motion to approve the necessary engineering fees for the DECD grant (the Trail referenced above) in the amount not to exceed 10% of the grant, seconded by Councilwoman McMullen. Motion carried.

**Personnel Committee Report**- Councilwoman McMullen stated all the employee performance evaluations have been completed. The exit interview with Mr. Jacob Morrision has been completed. The employee handbook is reaching its final stages of updating.

***RIGHTS OF WAY & UTILITIES***

**Rights of Way & Utilities Committee Report** – President Berger deferred to Mr. Damon Hartman. Mr. Hartman stated on Monday, April 12, 2021 Sutton contracting will be doing crosswalk and line painting. Mr. Hartman stated they have received prices to pave South Apple Street. Mid State Paving came back at \$44,300, McNaughton at \$44,170 and RKL Paving and Equipment Services at \$34,649. Councilman Smith made the motion to award the project to RKL Paving and Equipment Services, seconded by Councilman Fitzpatrick. Motion carried. Mr. Hartman stated the new LED street lights have been installed with only a few complaints. This project was at no cost to the Borough and will save the Borough several hundred dollars per month on the electric bill. Four lights were missed in Timber Circle. President Berger informed PP & L about this and PP & L will return to install new lights there also. Mr. Hartman stated as soon as the

weather clears HRG will be up to do the physical survey for the ADA sidewalk school zone beacons on High and Main Streets.  
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President Berger had some general statements to present to the public. He stated the Borough is financially sound and they are spending for only what has been budgeted. He asked if anyone has an idea or a complaint to please come speak to someone on Council or present their issue to the Secretary. President Berger stated Mr. Morrision is leaving to be closer to family and because he had a better job offer elsewhere. He also stated no one on Council is violating the Sunshine Act.

### ***CLOSING COMMENTS***

There being no further business, upon motion by Councilman Smith , seconded by Councilman Dum, the meeting adjourned at 8:00 p.m. The next meeting is Tuesday, May 4, 2021 for a regular meeting at 7:00 p.m. Motion carried.

Respectfully submitted,

Kathleen Miller, Assistant Secretary