

MINUTES
Bloomfield Borough Council
February 1, 2022

Bloomfield Borough Council met this evening in a regular session in the Bloomfield Borough Council Chambers with the following Council members present: Jessica L. Grindle, J. Kevin Fitzpatrick, Malinda C. Anderson, Michael J. Smith, Brenten S. Dum, and Karl L. Cless.

Also present: Secretary Danielle L. Shope, Assistant Secretary Kathleen Miller, Mayor Edward T. Albright Jr., Borough Employee Damon Hartman, Solicitor Isaac Wakefield, BEO Becky Smiley, Perry County Times reporter Jim Ryan, HRG representative Ryan Hostetter, Borough Tax Collector Brenda Albright, Cupp Insurance representative Missy Black, Herring, Roll and Solomon auditor Courtney Solomon, Water Authority representative C. Larry Weller, Junior Mustangs Athletics Association representative Josh McCord, Bloomfield Public Library president Codi Steigerwald, and residents John W. Hair and Ned Zook.

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

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

MEETING OPENING

Recording of the Meeting – President Anderson 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 Anderson 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 Anderson asked if any individuals in the audience were also taping the meeting and if so to identify themselves for the record. President Anderson stated that Council will not deviate from the agenda and any questions should be addressed during the appropriate portion of the meeting.

Approval of Reorganizational Meeting – Vice President Fitzpatrick made a motion to approve the January 4, 2022 reorganizational meeting minutes, seconded by Councilman Smith. Motion carried.

Approval of Minutes – Vice President Fitzpatrick made a motion, seconded by Councilman Smith, to approve the January 4, 2022 regular meeting minutes as presented. Motion carried.

Approval of Financial Report – Councilman Smith made a motion, seconded by Councilman Dum, to approve the financial report for January 2022 as presented. Motion carried.

Executive Session – Council adjourned into Executive Session at 7:04 p.m. with Councilman Cless making the motion to adjourn and Councilman Smith seconding the motion. Motion carried.

Vice President Fitzpatrick made the motion to reconvene the regular Council meeting at 7:20 p.m. with Councilman Dum seconding the motion. Motion carried. This session was to discuss personnel and litigation issues.

REQUESTED PUBLIC COMMENTS AND/OR PRESENTATIONS

Courtney Solomon:Herring, Roll, & Solomon – Annual 2020 Financial Audit

Auditor Courtney Solomon presented to Council her explanation of the 2020 year end Bloomfield Borough Audit. She gave handouts to all Council members. The Borough is on a “cash” basis which only lists cash. An “accrual basis” lists cash plus everything the Borough owns such as all buildings and vehicles. The Borough can decide which basis to use. Ms. Solomon stated our audit is an accurate representation of Borough assets. Some management suggestions were recommended. An internal control letter gave suggestions on segregation of duties, general ledger, and revenue and expense recognition. Several suggestions are already in place within the Borough Office. A copy of the Borough audit may be seen in the Borough Office.

Councilman Karl Cless asked if municipalities are restricted as to how they can invest money? He asked if boroughs could invest in the stock market. Ms. Solomon stated she has some municipalities that invest in stocks. It boils down to what Council says is appropriate and acceptable for their situation. An investment policy should be in place in case a resident would leave the Borough stocks etc. There are some limits. Councilman Smith said he would work on this idea and get some samples to present at future meetings.

Secretary Shope asked for Ms. Solomon’s guidance with putting the Borough CD’s etc. on QuickBooks. Ms. Solomon said she could help. Ms. Solomon answered other financial questions presented by the Council.

Missy Black – Insurance for Borough/Water Authority

Missy Black gave a presentation on combining the Water Authority and Borough Insurance together. The Water Authority approved putting everything together if it is acceptable to the Borough. For Property and Casualty there is a 3% increase in the premium due partly to the increase in the building values. They are still working on the Worker’s Comp which right now is in the 6% range. When the policy comes up for renewal in March, they would take all the Water Authority buildings and place them under the Borough so it will all be under one company. She will do a breakdown to show everything itemized. There will be no extra cost to the Borough. There would just be paperwork that the Borough would just bill back to the Water Authority. The Water Authority will get a better rate than the Borough already has. There will be no impact on the Borough. Ms. Black will send the figures to Secretary Shope and Mr. Edward Albright, Jr. will write a request from the Water Authority to the Borough to vote on this at the March meeting.

Joshua McCord – Junior Mustangs Athletics Association

Joshua McCord gave a presentation about the Junior Mustang Association and the Borough ballfield utilization. With more children signing up there are several challenges dealing with field usage, etc. They would like approval to: 1) Use the field, 2) Put in a concession stand, 3) Put more Dimatec on the field. Mr. McCord gave more explanation. President Anderson stated all ball players and fans have to park in the parking lot specifically made for the ballfield patrons. Concession stand discussion followed as to the type of building, placement, electricity payment, etc. Mr. McCord will email the Borough a picture of the concession building. Solicitor Wakefield will provide Council with a ballfield agreement he can repurpose for Bloomfield Borough. Mr. McCord stated the organization will be investing in a portable mound so all ages can use the field. Vice President Fitzpatrick wanted to state for the record that Mr. Joshua McCord has done an extraordinary job. Councilman Smith made the motion to approve use of the fields for the Junior Mustang Athletics Association, seconded by Vice President Fitzpatrick. Motion carried.

PUBLIC COMMENTS AND/OR PRESENTATIONS

Mr. Codi Steigerwald introduced himself as the new Bloomfield Public Library President. He mentioned in 2021 there were 4,542 library patrons.

Mr. John Hair stated he received a citation for not cleaning off his sidewalk in the appropriate amount of time given. He asked if he really needed to shovel a sidewalk that goes nowhere. He is willing to comply, but just wanted clarification. It was installed years ago when the Borough requested all properties have either a sidewalk or curbing. His neighbors just have curbing. BEO Smiley stated the previous Mayor had given him a verbal exemption. Ms. Smiley asked if the current Council wanted to honor this exemption or not. President Anderson stated there was not enough information to make a decision this evening, but her gut feeling is that if there is a sidewalk it should be shoveled. If exemptions are granted, it could lead to a slippery slope. If the Borough gives a homeowner an exemption, any liability can come back on the Borough. Solicitor Wakefield stated the code enforcement officer has the exclusive discretion as to how to apply the code that the Borough has. He suggests putting any exemptions into an amended code. Mr. Hair stated he would do it, but was asking for a little bit of latitude right now because when the state plows they plow right onto his sidewalk and it has frozen now. President Anderson asked him to clear the sidewalk whenever he can until Council figures out what to do.

MONTHLY REPORTS

Solicitor's Report – Solicitor Wakefield stated he submitted his written report, but it was a bit late to make printed copies into their packets this evening. Mr. Wakefield summarized his report. He is looking at the zoning and codes ordinance as asked regarding a number of issues that may need improvement. He will give his recommendations to the Council as soon as he can. He did prepare a draft ordinance regarding traffic control on Barnett Street. This will be contingent on the traffic study by HRG engineering. There were some miscellaneous issues regarding the proposed complaint by Mr. Wayne Leshar which Solicitor Wakefield will comment on during an Executive Session. Mr. Wakefield is working on a sewer agreement which he should have completed in a few days regarding the service offered to Talmudic.

Mayor's Report – Mayor Edward T. Albright Jr. had nothing to report at this time. President Anderson announced that Mr. Edward T. Albright Jr. has the authority to perform weddings and if he so chooses, he may use the Council Chambers to perform the ceremony. He just needs to check the Chambers calendar. Mayor Albright does not think he will charge a fee.

Parking Officer Report – Mayor Albright stated there were 6 tickets issued in January with 2 still unpaid. There were 2 unpaid fines last month so the Parking Enforcement Officer went to court, but the person there decided to pay the fine instead of paying court fees.

Enforcement Report – President Anderson summarized that there was some vandalism within the building and measures were taken to prevent this from happening again.

BEO Smiley highlighted that they finally got the dumpster removed from the Perry Housing units. Two uninspected vehicles which were parked along West Main Street for many weeks were removed. She followed up with HJ Towing to go over the process and procedures for the future. President Anderson stated she will get a contract from them so cars can be towed. All the parking signs will need to be changed to reflect the towing agency. BEO Smiley has been monitoring the Borough Building since there was unauthorized use last month and is monitoring the cameras also.

BEO Smiley asked the Solicitor about updating Chapter 9 dealing with health and sanitation. She had some input for that revision.

For the complete detailed BEO report, see Borough Enforcement Officer Monthly Report on file in the Borough Office.

Planning Commission Report – Melanie Rowlands was absent so there was not a meeting. Vice President Fitzpatrick did state that the Commission is reviewing SALDO.

FEMA/PEMA Report – Councilman Cless submitted a request to PEMA to change the Council representative and he has heard nothing. Mr. Cless will accept this position. President Anderson stated that in 2019 Council developed an emergency operations plan and she does not know if it needs to be updated. She asked if Councilman Class would check on this.

Water Authority Report – Mayor Albright stated that at their last meeting Missy Black from Cupp Insurance presented the insurance presentation. They voted on accepting her proposal as long as Bloomfield Borough Council accepts it also. On January 27, 2022 they received an email from DEP inquiring about Talmudic. A new sanitarium took over for this area and he was going through updates and found that Talmudic had not hooked onto the water system yet and it was required by December 2021. Because of all the holdups the Authority had, they could not meet that deadline. The Authority did meet the deadline with the water, but because of all the pump issues they had too many setbacks. The Water Authority's solicitor sent an email to DEP explaining why the deadline was not met. DEP will give Talmudic another extension until the pump station is finished.

PCBA/COG - Mr. Albright had no report because there had been no meeting. These meetings will be attended by BEO Smiley in the future.

Zoning/Permit Officer's Report - Appointment of Zoning Officer Candidate - Vice President Fitzpatrick made the motion to accept Ms. Becky Smiley as the new Bloomfield Borough Zoning Officer, seconded by Councilman Smith. Motion carried. President Anderson welcomed Ms. Smiley and stated that she has scheduled several webinars to learn more about zoning.

Zoning Officer Smiley stated she issued 2 permits for January. One was for solar panels on Maple Street and one was for a sign which required special exception from the Zoning Hearing Board because of its size for Talmudic. She also went down to the Tax Assessment Office to clarify some information regarding permits. They requested that they want a copy of all her permits. She will forward a copy of all her permits to the Tax Assessment Office. She stated Chapter 26, part 14 page 84 and 85 needs some verbiage updated.

Capital Tax Collection Bureau Report – Councilman Smith stated there was no meeting so no report.

ADMINISTRATIVE

Announcements and Correspondence –

New Email Address: bloomfieldborough@gmail.com

Statement of Financial Interest – Due to the office by April 6, 2022

Administrative Committee Report –

Councilman Dum reported he spoke to Scotty Boreman from Encore Roofing and they are saying the building roof will be done in May. President Anderson asked about the cost. It will be the same which was given before which was under the bid threshold. This may or may not require bidding. Estimates to be obtained.

Councilman Smith stated the Odd Fellows will be ending their lease on February 28, 2022. The Borough will help relocate their furniture. Vice President Fitzpatrick stated the Odd Fellows are still alive and well. Eight new members have joined.

Councilman Cless is looking into having sewer/garbage fees being able to be paid by credit card. He is having Mr. David Beck come give a free presentation to show the secretaries how this would work. For a cost of \$15.00 per month the Borough can provide credit card capability to Borough residents with the additional surcharge associated with this paid for by the residents. Vice President Fitzpatrick made the motion to investigate the use of credit card payments, seconded by Councilman Smith. Motion carried. President Anderson made a motion to allow Mr. David Beck to come make a credit card billing presentation to Borough, seconded by Councilman Dum. Motion carried.

Councilman Cless also looked into the retention of municipal records, performed the annual building safety inspection., installed updates on two office computers and helped resolve some issues surrounding the LED street light conversion since potential double billing was occurring and also updated all necessary files for submission to PSAB to allow the new website to go live.

For the complete Administrative Committee detailed report, please see the filed report located in the Borough Office.

The Scouts and Library storage room will be cleaned up, during a Borough Building only clean-up..

Aesthetics Committee Report – no report.

FINANCE, INSURANCE, & SAFETY

Finance, Insurance & Safety Report – Councilman Smith emailed his report to Council this morning. He will work on providing the Council with some examples of investment policies.

Finance, Insurance and Safety Committee Report –

Councilman Smith stated that we are doing well as a Borough financially.

Grants – Vice President Fitzpatrick stated they received a SAM (System for Award Management) renewal request from the federal government. In order to receive any grants you have to have a SAM ID. The renewal is now due and is \$999.00. Councilman Smith made the motion to pay this renewal so it can be active, seconded by Councilman Cless. Motion carried.

Mr. Fitzpatrick reiterated information about the Multi-Modal grants previously submitted. Mr. Damon Hartman, Vice President Fitzpatrick and President Anderson will meet with HRG on Thursday morning to discuss the bid process.

President Anderson sent an appreciation letter to Senator DiSanto for his help in securing these grants to Bloomfield Borough.

Personnel Committee Report-

Councilwoman Grindle made the motion to approve Susanne Woolever as the Borough's Part Time Secretary, seconded by Councilman Smith. Motion carried. Councilwoman Grindle stated all Borough employees would receive a 3% salary increase retroactive back to January 2022. President Anderson stated that since Mrs. Woolever (who is currently the Parking Enforcement Officer) has been hired as the new Assistant Secretary, the Borough will have to advertise for a new PEO since Mrs. Woolever will not do both positions. However, Mrs. Woolever agreed to work in both positions until a PEO (Parking Enforcement Officer) can be hired.

RIGHTS OF WAY & UTILITIES

Rights of Way & Utilities Committee Report – Vice President Fitzpatrick had nothing new to report.

ADA sidewalks – HRG update – Mr. Ryan Hostetter gave an update on the ADA sidewalks. Several projects will be in the Thursday morning discussion.

Mr. Damon Hartman discussed the need for a new leaf machine. Councilman Smith made the motion to approve \$6,221.59 for a new leaf machine, seconded by Councilman Dum. Motion carried.

Vice President Fitzpatrick reported that the Borough is in a situation where as a Borough they have not reviewed tapping fees (not sewer charges) in twenty-one years. The Borough is now required to do so. Councilman Smith made the motion to utilize the Borough engineer to provide the study on tapping fees, not to exceed \$6,800 for the cost of the study, seconded by Councilman Dum. Motion carried.

Vice President Fitzpatrick mentioned HRG engineer Mr. Ryan Hostetter presented Council with a very detailed report on Borough signage. Mr. Hostetter stated he wanted to refine some things which they will discuss at the Thursday meeting, but then he can get a proposal together for what the Borough wants to do.

Mr. Hostetter reported: 1) Regarding truck restrictions at Main and Barnett. Some concerns would be that a truck restriction requires justification in order to be enforceable. In this case, we can most likely justify truck restrictions due to an inadequate turning radius or possible deteriorating pavement. To do this would require a field view and running autoturn (CAD software) on an aerial imagery to demonstrate the issues. In addition, we will need to demonstrate with autoturn that trucks are able to maneuver through the square at Main/Carlisle. Vice President Fitzpatrick stated they really want to restrict Locust and Main. There will be "local deliveries" signage. A proposal for this evaluation would cost between \$3,500.00-\$4,000.00. Vice President Fitzpatrick asked Mr. Hostetter to do this proposal. President Anderson asked Mr. Hostetter to have the actual cost of proposal ready for the March meeting. Discussion about Street Fair traffic followed. 2) The "Watch Children" signs are generally intended for roads where there are no sidewalks; however the Borough may install these if there is a need. President Anderson asked Mr. Hartman to order signage. Councilman Smith did not support incurring the cost of "Watch Children" signs because they are pointless in slowing traffic down. Council agreed. Councilman Dum mentioned speed bumps, but Mr. Hartman does not concur due to winter plowing issues. Mr. Hostetter mentioned Speed Humps. Councilman Smith suggested possible speed hump installation when the paving is done in Lakeside. This issue can also be discussed at the Thursday meeting. 3) Mr. Hostetter stated you do not use stop signs to control speed. He provided the Council with a multi-way stop section from the MUTCD with some notes

pertaining to what we can expect at this intersection. Basically, Mr. Hostetter does not anticipate that this intersection would warrant a multi-way stop based on traffic volumes, nor does he think there will be a crash trend present. He can probably justify it warranting for a pedestrian safety improvement and/or possible sight distance issue because of the SE corner property. This process would involve a field view, filling out a TE-102 form, and summarizing the findings and recommendations in a memo. This number 3 issue will be tabled for future discussion. 4) Crosswalks alone could be striped here. However, the proper way to do it would be to create/upgrade ADA landings on the corners to connect the crosswalks. So if Council wants to stripe crosswalks they should only be the ones that are now ADA compliant.

Councilman Smith asked if Mr. Hostetter's report be moved towards the beginning of the agenda from now on. Council agreed.

Councilman Dum reported he invited the PSP to attend the March meeting to do a question/answer session.

CLOSING COMMENTS

There being no further business, upon motion by Councilman Smith, seconded by Councilman Dum, the regular meeting adjourned at 9:05 p.m. The next meeting is Tuesday, March 1, 2022 at 7:00 p.m. Motion carried.

Respectfully submitted,

Kathleen Miller, Assistant Secretary