

MINUTES
Bloomfield Borough Council
February 4, 2025

Bloomfield Borough Council met this evening in a regular session in the Bloomfield Borough Council Chambers with the following council members present: President Malinda C. Anderson, Vice President J. Kevin Fitzpatrick, R. Kevin McCarty, Jessica L. Grindle, and Karl L. Cless.

Also present: Secretary Danielle L. Shope, Assistant Secretaries Susanne Woolever and Kathleen Miller, Solicitor Isaac Wakefield, HRG Representative Ryan Hostetter, Perry County Times Reporter Paul Wyatt, Borough Employee Damon Hartman, ZEO/BEO Becky Smiley, Mayor Gary Eby, Planning Commission Chairman Melanie Rowlands and residents/guests Ed Apple, James Woods and Daniel Fine.

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 recording the meeting and if so to identify themselves for the record. Perry County Times reporter Paul Wyatt was recording the meeting. President Anderson stated that the Council will not deviate from the agenda and any questions should be addressed during the appropriate portion of the meeting.

Approval of Minutes – Councilwoman Grindle made the motion to approve the January 7, 2025 meeting minutes, seconded by Vice President Fitzpatrick. Motion carried.

Approval of Financial Report – Councilman Cless made the motion to approve the January 2025 financial statement, seconded by Councilman McCarty. Motion carried.

EXECUTIVE SESSION - Council adjourned into Executive Session at 7:02 p.m. Council reconvened the regular Council Meeting at 7:45 p.m. after Vice President Fitzpatrick made the motion to reconvene, seconded by Councilman Cless. Motion carried.

This Executive Session was held to deliberate over several legal and personnel issues.

REQUESTED PUBLIC COMMENTS AND/OR PRESENTATIONS

No requested public comments.

PUBLIC COMMENTS AND/OR PRESENTATIONS

No Public comments.

MONTHLY REPORTS

Solicitor's Report – Solicitor Wakefield stated he provided the Council with his formal report and unless there were any questions, he would defer to the report.

Mayor's Report – Mayor Eby reported there were 31 residents that participated in recycling, \$10 was received in donations and there were 10 volunteers.

Mayor Eby also reminded Council of the EMS study review being held February 13, 2025 at the West Perry High School. Mayor Eby also mentioned there is interest in the Fire Company hosting a Holiday Parade to be held in conjunction with the Christmas Tree Lighting. This is in the discussion phase right now. President Anderson and Councilwoman Grindle expressed their support.

Parking Officer Report – Mayor Eby reported 8 tickets were issued in January with 3 still unpaid. 1 ticket was voided that had been issued in 2024.

Enforcement Report – BEO Smiley had nothing further to report other than what she submitted to Council in her written report.

BEO Report: Becky L. Smiley - For the complete detailed BEO report, please see Borough Enforcement Officer Monthly Report on file in the Borough Office.

Planning Commission Report – Planning Commission Chair Melanie Rowlands reported the following:

Agents for the PennDOT preliminary development plan (State Shed) submitted updated plans to the Borough. A review will occur at the February 24, 2025, 7 p.m., BBPC meeting. Discussion about taking away earlier plan versions centered around figuring out what constitutes the complete set of plans. (PennDOT Agents had been asked to come take away out of date plans and would get that same demand again.) The Water Authority also wants a full set of plans. (It turns out the PennDOT agents had submitted plans covering both Bloomfield and Centre Twp. directly to them.)

Councilman Cless expressed his concern over the mountain of Planning Commission plans that have been dumped on the Borough Office. Ms. Rowlands said this was an excellent point. Discussion followed.

Water Authority Report - President Anderson read the following report:

- Borough President Malinda Anderson attended the Board meeting to inquire about the status of the Water Authority extending their water services outside of the Borough. Jim approached the Chairman of Centre Township and he is interested in the inter-municipal agreement if New Bloomfield's Water Authority collects Centre Township's fees. Jerry spoke to Attorney Wakefield, attorney for the Borough, and gave him an update. Discussion followed.
- Malinda Anderson said that they received new plans for the PennDOT facility which they will share with the Water Authority for their review.
- Larry suggested that there be a rate increase with the cost of everything going up. The last rate increase was 2022. Denice will contact Bob Kissinger for him to prepare an evaluation for a rate increase.

PCBA/COG – Councilman Cless stated the first quarterly meeting will be held February 13, 2025 in Council Chambers at 7 p.m.

FEMA/PEMA - Councilman Cless had nothing to report.

Zoning/Permit Officer's Report – Zoning Officer Smiley issued 3 permits during the month of January. One for a restaurant reconstruction, one for the Rhinesmith porch and one for solar panels.

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

ANNOUNCEMENTS AND CORRESPONDENCE

2025 Council Committees and Responsibilities -

Councilwoman Grindle made the motion to approve the committees as listed, seconded by Vice President Fitzpatrick. Motion carried.

Administrative & Insurance (Property/Liability) 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: Cless

Members: Cless, Anderson

Aesthetic Committee

The Aesthetic Committee is responsible for overseeing the Borough's aesthetic matters relative to the Borough's appearance, including, but not limited to, the Borough's town square, working with the Borough's Ad-Hoc Aesthetic Committee & Borough's Shade Tree Commission, and organizing and facilitating the Christmas Tree Lighting. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: McCarty

Members: McCarty, Anderson

Enforcement 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: Anderson

Members: Anderson, Fitzpatrick

Finance & Grants Committee

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

grants for additional funding for major Borough projects. The Committee Chair is responsible for reporting problems and recommendations to the Council for their determinations.

Chair: Anderson

Members: Anderson, Fitzpatrick

Personnel & Insurance (Heath/Dental) 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 Chair, 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: Grindle

Members: Grindle, Anderson

Rights of Way, Utilities, & Safety 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. Additionally, this committee is responsible for 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: Fitzpatrick

Members: Fitzpatrick, Anderson

Statement of Financial Interest - Due April 1, 2025.

Electronic Recycling Event sponsored through the Perry County Conservation District - This is tentatively scheduled for April 19, 2025 at the Newport Fairgrounds. They are asking for a donation of \$250 or more from each municipality. Councilman Cless made the motion to donate the \$250 to Perry County Conservation District, seconded by Vice President Fitzpatrick. Motion carried.

Senator Rothman Letter - Discuss projects to submit to his office. Vice President Fitzpatrick suggested that if they go through with a strategic plan, he will submit this to Senator Rothman's Office for funding allocations.

Perry County EMS - Strategic Planning Committee- Bloomfield Borough, District 2 - Workshop meeting: February 13, 2025 at 6:30PM at West Perry High School, Auditorium, www.PerryCountyEMS.com

Councilwoman Grindle plans to attend and possibly Vice President Fitzpatrick.

Ordinance #381-2025 - Establish Tax Collector Fees for Tax Certification - (The current fee is \$10). Councilman Cless made the motion to approve this ordinance, seconded by Councilwoman Grindle. Motion carried.

Resolution #2025-01 - Tax Collector Fees for Tax Certification - Councilman McCarty made the motion to approve this resolution, seconded by Councilwoman Grindle. Motion carried.

Resolution #2025-02 - Consideration and Potential Action on Tax Collector Resolution - Every four years the municipality can determine what compensations and benefits that will be provided to their tax collectors. Councilwoman Grindle made the motion to approve this resolution, seconded by Vice President Fitzpatrick. Motion carried.

RIGHTS OF WAYS, UTILITIES, & SAFETY

Bloomfield Borough Park Project Update - Vice President Fitzpatrick stated they received the final documentation from SLC certifying all the work that was done. Upon review of this documentation and receipt of the canceled checks, they will submit to DCNR for the remaining monies (10%) reimbursed to the Borough, which should be around \$34,000. This will complete the funding with DCNR on the Park project as it stands today.

HRG Proposal - 3-5 year Finding Plan - Vice President Fitzpatrick asked Council to approve a retainer agreement with HRG for \$7,500 to provide a 3-5 year funding plan for various projects needed (Borough Building, Library Ramp, etc.).

Vice President Fitzpatrick made the motion to approve this retainer agreement, seconded by Councilwoman Grindle. Motion carried.

Discussion followed about where to take these funds from. Monies can be from Capital Improvement Funds.

ADMINISTRATIVE & INSURANCE (PROPERTY/LIABILITY)

Councilman Cless reported the following:

1. Responded to no heat complaints in the Scout room and Library. Replaced the low voltage thermostat controller along with a new thermostat in the Scout room and diagnosed the library problem as a loose connection.
2. Need Council discussion regarding the replacement of the remaining (4) heat controllers and thermostats in the lower level of the Borough Building. The original units are nearly 40 years old and have been failing regularly over the past few years. The Scout Room, Library Room #2, Community Room and Restrooms have been replaced recently.

Mr. Cless has already replaced 6 at no cost to the Borough. Councilman Cless would like to replace at least 4 more units before he leaves the Council.

Councilman Cless made the motion that he would be able to buy several of these units at \$175 each, with matching thermostats to go with them at approximately \$35 each. This would come to approximately \$600. Vice President Fitzpatrick seconded this motion. Motion carried. President Anderson mentioned this would have been in the budget.

AESTHETICS

Councilman McCarty stated they will take the Angels and Snowflakes down by the end of February. He would like to leave the little barrel trees up until March. He is working on the banners which are needed by May.

FINANCE

President Anderson had nothing to report however she stated they are going to review the Capital Improvement Plan. The Liquid Fuels audit will take place Tuesday.

GRANTS

Vice President Fitzpatrick reported they were already discussed.

PERSONNEL & INSURANCE (HEALTH/DENTAL)

Councilwoman Grindle had nothing to report.

CLOSING COMMENTS

There being no further business President Anderson asked for adjournment. Councilwoman Grindle made the motion to adjourn the meeting at 8:30 p.m., seconded by Councilman McCarty. . Motion carried. The next regular meeting will be Tuesday, March 4, 2025 at 7:00 p.m. in Bloomfield Borough Council Chambers.

Respectfully submitted,

Kathleen Miller, Assistant Secretary