

**MINUTES**  
**Bloomfield Borough Council**  
**January 4, 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 and residents Ed Apple, Ned Zook and James Woods.

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.

**Executive Session** – Executive Session will be at the end of the regular meeting.

**Approval of Minutes** – Vice President Fitzpatrick made a motion, seconded by Councilman Smith, to approve the December 7, 2021 regular meeting minutes as presented. Motion carried.

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

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

Mr. James Woods gave his final report as chairman of the Aesthetic Committee. Mr. Woods stated the iron stairway railing has been installed at the town “spring”. He thanked the following employees and residents for their help with many of the Committee projects around the Borough: Damon Hartman, Jeremy Foulkrod, Former Mayor Krammes, Dave and Maryanne Gaulk, Mondie Cunningham, Kathy Miller, Peg Kingsborough, Malinda Anderson, Barb Woods and Ed Albright. Mr. Woods then thanked all former and new Council members who worked with him, Vice President Fitzpatrick and Councilman Smith

for working on the town grants process, the New Bloomfield Fire Company, the Bloomfield Water Authority with Larry Weller and Ed Albright and Borough Secretaries Danielle Shope, Kathy Miller and Crystal Summers.

President Anderson thanked Mr. James Woods for his service.

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

Cupp Insurance Agency representative, Missy Black, presented her thoughts on combining the Water Authority and Bloomfield Borough policies under one insurance policy. She can give a breakdown as to what the individual costs would be. Since the policies are coming up in March Mrs. Black believes it would be prudent to combine everything under one blanket policy. President Anderson asked Mrs. Black how this would break down as to possible litigation against the Water Authority or Bloomfield Borough if they are combined policies? Currently, the professional liability for all these entities are already carried by the Borough. Solicitor Wakefield had no concerns at this point. President Anderson asked Mrs. Black to make a formal presentation with all the policy breakdowns before Council at the February 2022 meeting. Mrs. Black agreed to do a formal presentation.

### ***MONTHLY REPORTS***

**Solicitor's Report** – Solicitor Wakefield had nothing extra to present orally. He presented his confidential written report to Council members. He requested an Executive Session at the end of the meeting to discuss potential litigation.

**Mayor's Report** – Mayor Edward T. Albright Jr. had nothing to report since this is his first month as Mayor. He stated he is looking forward to working with Council and the Borough employees. He stated if there is anything he can do to help to make things easier for Council and himself, please ask. He stated if they work together he feels a lot can be accomplished.

**Parking Officer Report** – Mayor Albright stated 10 parking tickets were issued for the month of December 2021, with 2 voided and 2 still unpaid.

**Enforcement Report** – Councilman Dum had nothing to report.

BEO Smiley stated she met with PEO Suse Woolever. They thought they had the fines/citation process in place, but they did not, so they are going to make adjustments. Mrs. Smiley asked Council to make any suggestions to her as to her position responsibilities and if she is going in the right direction for her position. She asked Council members to email her their expectations, such as being out and about more hours, more training, etc.

Councilman Dum did state that he called the PSP about the speeding problem in town. The PSP has had more of a presence in the Borough. President Anderson suggested Councilman Dum ask the PSP to make a presentation before Council. Councilman Dum stated he could do this.

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

**Planning Commission Report** – Melanie Rowlands was absent, but Vice President Fitzpatrick stated the Commission had nothing to report for the month of December 2021. Mr. Fitzpatrick stated the Lot #30

application has been considered withdrawn by the Planning Commission because they did not meet the proper time limit. The application will need to be resubmitted to the Planning Commission.

**FEMA/PEMA Report** – Councilman Smith made the motion to appoint Councilman Cless as the FEMA/PEMA representative, seconded by Vice President Fitzpatrick. Motion carried.

**Water Authority Report** – Mayor Albright stated that when the final agreement was signed for the new well, the contractor dropped the Water Authority from their insurance. Cupp Insurance Agency picked them up. Mayor Albright is going to have Mrs. Missy Black present the idea of combining the Water Authority insurance with the Borough’s insurance which will save money for both entities. This will occur at the next Water Authority meeting. He believes this is a good idea. The Water Authority meeting is the fourth Tuesday of January in Borough Council chambers and is open to the public. The well is up and running supplying water to the town. Mr. Mike Sheaffy is now retired. Mayor Albright stated Mr. Larry Fisher is doing a fantastic job.

**PCBA/COG** - Mr. Albright had no report because there has been no meeting.

**Zoning/Permit Officer’s Report** - Mr. Albright stated there was a special exception for a sign at 200 North Carlisle Street which will go through the Zoning Hearing Board and it will come back to Council for approval. For the 2021 year, he issued 16 zoning permits, 2 driveway permits, 1 sidewalk permit, a water fee and a sewer fee, and the special exception. This brought the total fees for the year to \$5,635.

**Capital Tax Collection Bureau Report** – Councilman Smith stated there was no meeting. He forwarded his report to Council for the December 2021 meeting.

## ***ADMINISTRATIVE***

### **Announcements and Correspondence** –

**New Email Address:** [bloomfieldborough@gmail.com](mailto:bloomfieldborough@gmail.com)

**New Committees & Responsibilities Assignments** - President Anderson read off the new council committees and responsibilities as follows:

### **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, Cless, Anderson (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



Vice President Fitzpatrick made the motion to approve the committee appointments, seconded by Councilwoman Jessica Grindle. Motion carried.

**Administrative Committee Report** –

Councilman Dum reported the PC/COG lease has been renewed. Vice President Fitzpatrick made the motion to approve the PC/COG lease renewal, seconded by Councilman Dum. Motion carried.

Councilman Dum stated he needs to get with Scott from Encore Roofing to get a date set to begin the Borough Building roof project. Depending on how much the price of the project has increased the whole project might need to go out on bid again.

Councilman Dum also reported on the luminaires project. He was disappointed with the turnout this year. They made \$170 which will be donated to the Bloomfield Public Library. Mr. Dum thanked Mr. Nate Summers for advertising this project on the borough facebook page.

**Aesthetics Committee Report** – Mr. James Woods already gave his end of term/year report. President Anderson stated they will be taking down the town Christmas tree and lights as weather permits.

***FINANCE, INSURANCE, AND SAFETY***

**Finance, Insurance & Safety Report** – Councilman Smith pointed out that the annual audit was performed. It is his experience that the auditor usually comes out and makes a formal presentation. This is part of the expense of being audited. Historically this has not happened here in the Borough. Hopefully, he can have someone come out and present this information to the Council. One of the suggestions is the segregation of duties which is difficult to do within a small borough because it usually involves paying for more staff. Mr. Smith will work on asking them to make a presentation in February.

Councilman Smith stated that when he came on Council two years ago he presented his spreadsheet to Council every month. He stated the Borough is \$450,000.00+ to the good than we were two years ago. Vice President Fitzpatrick has led the effort in getting grants for the Borough. For the most part, the previous Council and up to now has been fiscally conservative so we are in good shape financially. We have a lot of good infrastructure projects for the community planned that will benefit everyone.

Councilman Cless mentioned he was approached at the bank rather heatedly by a resident who wants to know why he cannot pay his sewer bill online with a credit card. President Anderson asked Councilman Cless to pursue this avenue with Secretary Shope who was also heatedly approached by this resident. Councilman Smith remarked that any fees be passed on to the consumer. Secretary Shope stated that anyone who wants to pay electronically can always do bill payer through their own bank accounts. There are a lot of residents that already do this.

***GRANTS***

Vice President Fitzpatrick stated there is one PennDOT Multi-Modal grant outstanding. This will be decided in January or February. That grant was earmarked for paving Lakeside Development. The Borough did receive a \$200,000 grant from DCED for Lakeside Development, but are hoping to receive the PennDOT grant also to add to the DCED grant.

***PERSONNEL***

**Personnel Committee Report** - President Anderson stated Councilwoman Grindle will be the new head of the Personnel Committee. There is a vacancy for a part-time secretary. The previous one is now working for the Water Authority. Ms. Grindle will be handling the interviews for this position.

***RIGHTS OF WAY & UTILITIES***

**Rights of Way & Utilities Committee Report** – Vice President Fitzpatrick stated that out of the first grant the smoke testing was completed north of Main Street and west of North Carlisle Street. This is something that cannot have prior notice so some residents were unhappy. Roughly six houses got some non-toxic, non-smelling smoke in their basements. The final report will be sent out to them once it is received.

**ADA sidewalks – HRG update** – Mr. Ryan Hostetter stated they finally received the highway occupancy permit for the ADA sidewalks curb ramps. The signal permit plan was signed tonight by Vice President Fitzpatrick. That permit should be received shortly.

Vice President Fitzpatrick stated he received a request from resident Mr. Harry Nazarro for better traffic safety. Mr. Nazarro specified the following valid issues according to Vice President Fitzpatrick.

- 1). Tractor trailers use the side streets, especially on Barnett and Church Streets, to avoid the Square. Could there be a “Local Deliveries Only” sign installed?
- 2) Adding a “watch children” or “slow” sign at the beginning of Barnett Street.
- 3) Making Church and Barnett Street a 4-way stop.
- 4) Adding crosswalks or crosshatches to Barnett Street at both Church and Apple Streets.

Vice President Fitzpatrick believes everything Mr. Nazarro has presented is valid and probably past due. Discussion followed. Mr. Hostetter said a traffic study would need to be done for the 4-way stop. Vice President Fitzpatrick made the motion for HRG to submit a proposal on pricing, seconded by Councilman Dum. Motion carried.

The ADA ramps will be looked at again in February.

President Anderson remarked that there should be a Borough Council representative attending the Perry County Commissioners’ meetings. She feels turns could be taken among Council members. She will place a sign-up sheet in the office.

***EXECUTIVE SESSION***

At 8:10 p.m. Council adjourned into Executive Session.

***CLOSING COMMENTS***

There being no further business, upon motion by Councilman Smith, seconded by Vice President Fitzpatrick, the regular meeting adjourned at 8:10 p.m. into an Executive Session. The next meeting is Tuesday, February 1, 2022 at 7:00 p.m. Motion carried.

Respectfully submitted,

Kathleen Miller, Assistant Secretary