

## **MINUTES Bloomfield Borough Council November 2, 2021**

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, Jessica L. Grindle, Brenten S. Dum, Kimberly A. McMullen, and James A. Woods. Michael J. Smith had an excused absence.

Also present: Secretary Danielle L. Shope, Assistant Secretary Kathleen Miller, Mayor Arlis Krammes, Borough Employee Damon Hartman, Solicitor Isaac Wakefield, Borough Zoning and Water Authority representative Ed Albright, Tax Collector Brenda Albright, BEO Becky Smiley, Perry County Times reporter Jim Ryan, HRG representative Ryan Hostetter, Planning Commission Representative Melanie Rowlands, Central Perry Senior Center representative Laurie Morris, New Bloomfield EMS representative Chad R. Tressler, and residents Tineill Hartman, Ed Apple, John J. Patterson, Robin Dum, and Nancy Pote

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** – No Executive Session

**Approval of Minutes** – Vice President Fitzpatrick made a motion, seconded by Councilman Dum, to approve the October 5, 2021 regular meeting minutes as presented. Motion carried.

**Approval of the October Budget Meeting Minutes** - Councilman Woods made a motion, seconded by Vice President Fitzpatrick, to approve the October 11, 2021 budget minutes as presented. Motion carried.

**Approval of Financial Report** – Councilwoman McMullen made a motion, seconded by Councilwoman Grindle, to approve the financial report for October 5, 2021 as presented. Motion carried.

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

**EMS Donation – Dave McCluskey & Chad Tressler** - Mr. Chad Tressler introduced himself explaining that Mr. McCluskey was in Florida so he, Mr. Tressler, would do the presentation. Mr. Tressler handed out the EMS budget to Council members. Mr. Tressler explained how the EMS is slowly declining due to funding issues so they are asking townships and boroughs to help subsidize the loss they have taken. The Medic unit will stay for the foreseeable future. Councilman Woods asked if Borough residents are covered if Life Lion is used. Mr. Tressler stated yes. President Anderson stated the previous Council had budgeted for the year 2021 to give the EMS funding. She stated Council will be issuing that check to the Bloomfield EMS soon and also a large donation has been included in the 2022 budget.

President Anderson asked Mr. Tressler for any updates on the new firehouse building. Mr. Tressler stated it could be December 2021 or April 2022. The biggest hold up is the pouring of concrete in cold weather. Everything inside is near completion.

**Fraker/Watson Plan – Roger Watson & Lisa Fraker** - Neither Mr. Watson nor Ms. Fraker were present.

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

Laurie Morris from the Central Perry Community Senior Citizens Center gave a report of the recycling project and the congregate meals served. She handed out graphs to the Council. She also asked the Council to consider the Center for a donation next year. President Anderson stated the Center will receive a donation.

### ***MONTHLY REPORTS***

**Solicitor’s Report** – Solicitor Wakefield had nothing to discuss this evening.

**Mayor’s Report** – Mayor Krammes stated things are going well in the Borough except for all the “free” items that have been seen placed on curbs around town. This should not be. Some people called her and wanted her to take down signs placed around town that they did not like. She told them that was not her job.

**Parking Officer Report** – Mayor Krammes reported there were 2 tickets issued in October with 1 unpaid.

**Enforcement Report** – Councilman Dum had nothing to report. BEO Smiley had nothing in addition to her submitted monthly report.

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

**Planning Commission Report** – Melanie Rowlands stated they met and now have a full complement of members and she is very pleased with how the future of the Commission looks. They plan to dig into the pump station plans.

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

**Water Authority Report** - Mr. Albright stated Pump Station #3 is up and running and producing water. They are now able to cut their other pumps almost in half of what they were pumping. This gives their aquifers a chance to recover up on Pinnacle Hill and the one at Perry Village is doing nicely. They can now sell water outside the Borough if the opportunity arises.

Mr. Albright reported that Mr. Mike Scheffey handed in his resignation effective December 15, 2021. He is retiring. Mr. Larry Weller is up to speed and can run the plant but they are actively looking for Mr. Scheffey's replacement. President Anderson stated that this is a big loss for the town. His services were greatly appreciated.

**PCBA/COG** - Mr. Albright stated there was no meeting since the last one.

**Zoning/Permit Officer's Report** - Mr. Albright issued 0 zoning permits for October. Mr. Albright responded to a problem about a gate placed between properties. He informed the resident that the gate needed to have been kept on their own property. Now, it is a civil matter between the two neighbors. October 27, 2021 he issued a warning to 420 West Main Street for a sign that was not in accordance with zoning ordinances.

**Capital Tax Collection Bureau Report** – Councilman Smith had an excused absence. President Anderson read his report. The meeting was held October 20, 2021.

1. CapTax is bound by the same rules as municipalities related to posting agendas, minutes, etc. Solicitor says CapTax has always followed Sunshine Law, although it is “gray” related to quasi-municipal entities like CapTax.
2. Minutes approved.
3. Financial reports approved.
4. Salary increases approved based on merit. Some got raises of 4%,5%,6%,7% or 8%
5. 2022 Budget approved with profit of \$1200
6. CapTax is moving to Bloomfield November 1. Phone number stayed the same. The new address will be: 8391 Spring Road, Suite 3, New Bloomfield, PA 17068.
7. Approved cleaning staff (Amy) at \$100 per month.
8. Approved Morgan Henry as full-time auditor (previously part time)
9. Somerset Office is closing at the end of the year. CapTax employee staying until the office closes.
10. Next meeting is December 8, 2021.

## ***ADMINISTRATIVE***

### **Announcements and Correspondence** –

**Leaf Collection**: Monday, October 11 - Wednesday, November 24, 2021, but this can be extended if need be. President Anderson asked for this to be posted on the website and FaceBook pages.

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

**New Committees & Responsibilities Assignments (under review)** - President Anderson stated they are still reviewing new responsibilities and assignments, but she has asked Councilwoman Grindle to be a part of the Perry County Economic Initiative for downtown revitalization. She will be working with

Vice President Fitzpatrick on those grants from PCEDA and the multi-modal grants. President Anderson and Councilwoman Grindle will be taking a 12 hour bus trip on November 10, sponsored by PCEDA, as part of the town beautification program. They will be visiting Easton PA and other towns to see how these grants benefited that town.

**Administrative Committee Report** – Councilwoman McMullen discussed her research on providing recycling dumpsters for the Borough. There is money in the budget that can be used for garbage related matters. Councilwoman McMullen is still in the informational gathering stage. She spoke with Kristi Smith of the Department of Conservation and she had some great ideas. The Borough can partner with them. Some of the dumpsters that could be used are for hazardous waste, electronics, etc. There could be mobile shredding also. These would be free to Borough residents. After the holidays or spring time would be a good time for these dumpsters.

Councilwoman McMullen also mentioned she and Secretary Shope have looked at some other borough websites. The PA State Association of Boroughs has a website building program they offer to Boroughs. It is an inexpensive option. They are looking for something that would be easy for residents to use and all of the Borough's information could be in one place. They are closing in on this.

President Anderson stated that the office has been losing internet service constantly, so they are thinking about purchasing a mobile hotspot. Ms. Anderson's concern is about their security. They are looking into this. Cost would be approximately \$100 per month. This will be discussed more during the budget.

**Aesthetics Committee Report** – Councilman Woods stated he had a nice discussion with the homeowner on South Carlisle Street about removing her trees on October 5, 2021. The tree trimmers will start removing the trees while in town to trim up the low hanging limbs. This will start tomorrow, November 3, 2021..

Councilman Woods contacted Steve Peters about the uneven sidewalks and the possibility of renting a grinder from Mr. Peters. The grinder can be rented for \$200 to the Borough for a week. The Borough employees will do the grinding of the sidewalks.

Several people (Malinda Anderson, Jeremy Foulkrod, Damon Hartman, Mondie Cunningham, Kathy Miller, Deb Smith) worked at the Borough Building pulling weeds and mulching.

Councilman Woods questioned recycling bags and their pickup in the Borough. Discussion followed. President Anderson said we could make a call on behalf of the residents to find out what day Cocolamus would pick up the recycling bags.

Councilman Woods looked into placing a rod iron railing down the steps to the town spring for safety. He received a bid from Hess Ornamental Iron Inc. for \$6,695 for this railing. Mr. Woods made the motion to accept the bid from Hess Ornamental Iron Inc. for \$6,695 and send them half with a signed agreement that Bloomfield Borough will pay for this work, seconded by Councilman Fitzpatrick. Motion carried.

President Anderson stated the Borough Tree Lighting is November 28, 2021 at 5:00 p.m. President Anderson thanked BEO Smiley for informing residents about the street tree trimming happening tomorrow.

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

### **Finance, Insurance & Safety Report –**

Proposed Budget Discussion & Vote – President Anderson stated a new printer is needed for the tax collector. This printer could cost up to \$500. Vice President Fitzpatrick made the motion to approve purchase of a new printer for the Bloomfield Borough Tax Collector, seconded by Councilwoman Grindle. Motion carried.

Cell Phone Allowance – Jeremy Foulkrod (up to \$35/month) - Councilman Dum made a motion to approve the cell phone allowance up to \$35/month for employee Jeremy Foulkrod (because he does use his own cell phone for Borough business), seconded by Vice President Fitzpatrick. Motion carried.

Mobile HotSpot for Borough Office (up to \$100 per month) – Vice President Fitzpatrick made the motion to look into the possibility of purchasing a mobile hotspot for the Borough Office, seconded by Councilman Woods. Motion carried.

Proposed General Budget for 2022 - President Anderson asked if all Council members had a chance to look over the 2022 budget. There was no extra discussion. Vice President Fitzpatrick made the motion to accept the proposed general budget for the year 2022 with the additions of the three new things just approved, printer for tax collector, cell phone allowance and mobile HotSpot, seconded by Councilman Dum. Motion carried. There will be a two week review period for this budget. The finalization of the budget will be at the December meeting.

Grants – Vice President Fitzpatrick stated they had to open a checking account for the \$200,000 grant they received through the efforts of Senator DiSantos' Office. They had to send an invoice to DCED which should be paid shortly.

Effective immediately the sewer lining is underway by Mr. Rehab and will be completed by the end of the year.

The projects recommended for the rest of this money are the paving of Locust Street, Grass and Locust Alleys. Grass Alley is the entire length of McClure Street, east to west and since there has been flooding on several properties on the east side of this alley there will be two box culverts installed.

Councilwoman Grindle made the motion to establish a separate bank account for the \$200,000 grant, seconded by Councilman Dum. Motion carried.

A grant was submitted to PennDot, which is a duplicate of the DCED grant filed in October, for the resurfacing of Lakeside Development and to put sidewalks in where they were left out by Mr. Thebes, the developer. This is a multimodal grant requiring a 30% match which was previously approved by the Council last month.

The final grant application was finalized and went in this afternoon to PennDOT. These duplicate grants were filed in the hopes that at least one of them will be approved and the Borough can take care of Lakeside Development as it should have been taken care of years ago.

DCED meets in December to review the grant mentioned above and the Greenways Trails grant for the walking park behind the Borough Building. This grant includes exercise stations and eventually benches. Hopefully a future pavilion with picnic tables can also be erected with this grant.

**Personnel Committee Report-** Councilwoman McMullen stated that the current zoning officer will become the new Mayor in January, after all votes are counted, so there will be a need for a new zoning officer. Vice President Fitzpatrick prepared a draft of an ad to be placed in the paper. The question is how to do this transition and how will the Borough zoning be handled. Councilwoman McMullen proposed casting as wide a net as possible. She suggested inviting both individuals and companies to apply. They do not need to be a Borough resident as per the Solicitor. Solicitor Wakefield stated it is really Council's discretion as to how they want to proceed with this. He has clients that use individuals and he has clients that use firms. It does not have to be a formal RFP (Request for Proposal). Discussion followed. Zoning officer Albright answered a question posed to him by BEO Smiley that he receives approximately two zoning inquiries per month and they are a mix of commercial and residential. President Anderson asked that this ad be placed into the paper within the next few weeks.

Vice President Fitzpatrick made the motion to approve advertising for a new zoning officer, seconded by Councilman Woods. Motion carried.

### ***RIGHTS OF WAY & UTILITIES***

**Rights of Way & Utilities Committee Report** – Vice President Fitzpatrick stated Damon and Jeremy are doing an outstanding job. There is not a lot going on right now, except for the leaf collection, the sewer lining and the paving. They met with HRG to discuss this as well.

There is still the outstanding issue of three lights in Lakeside Development that have yet to have the LED bulbs installed. These were missed. PPL has been contacted.

#### **ADA sidewalks – HRG update –**

HRG representative, Ryan Hostetter, reported on the ADA sidewalks. Mr. Hostetter stated the permits have been submitted and should hear from PennDOT this week. They are working on the bid documents to advertise this project.

**Discussion concerning Borough Engineer** - Vice President Fitzpatrick mentioned that we currently have a contract with HRG as the Borough Engineering firm. In May, there was a recommendation and approval to add a second engineering firm for land development specifically. Mr. Fitzpatrick feels there is no need for having two firms. He does not want to have duplicate expenses between two firms. Vice President Fitzpatrick made the motion to continue to use HRG as the Borough's primary engineer, seconded by Councilman Woods. Discussion followed. There was no contract with FSA. There was a single sheet proposal. Melanie Rowlands stated she was given the proposal by a former council member and she requested scope because there were not set minimums, etc. just prices per hour. She inquired what the scope was and the response given to her was "anything you want". She asked that former council member if anything was signed and she received no response from that former council member. Solicitor Wakefield stated he has no concerns about that motion or the effect of it to terminate that agreement. Motion carried.

Water authority representative Albright stated there is a water authority board member, Charles Sheaffer, whose appointment ends December 31, 2021 and the Water Authority Board recommends he be considered for reappointment. This will be an action item for the December meeting of Borough Council.

Chad Tressler thanked Damon Hartman for volunteering his time when the fire company was putting in the water line. Mr. Hartman made sure it was put in correctly. President Anderson also conveyed her thanks.

***CLOSING COMMENTS***

There being no further business, upon motion by Councilwoman McMullen, seconded by Councilwoman Grindle, the meeting adjourned at 8:05 p.m. The next meeting is Tuesday, December 7, 2021 for a regular meeting at 7:00 p.m. Motion carried.

Respectfully submitted,

Kathleen Miller, Assistant Secretary