

MINUTES
Bloomfield Borough Council
November 5, 2024

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, Raymonda J. Cunningham, 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, Planning Commission Chair Melanie Rowlands, Perry County Times Reporter Paul Wyatt, Borough Employee Damon Hartman, ZEO/BEO Becky Smiley, Water Authority Representative Larry Weller and residents Lucinda Thebes-McEnery and Gary Eby.

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

Vice President Fitzpatrick led the gathered assembly in the **Pledge of Allegiance**.

Due to the death of Mayor Edward T. Albright Jr., Council President Malinda Anderson, becomes Acting Borough Mayor. In this capacity as Mayor, President Anderson may not run the Council meeting so she turned the gavel over to Vice President Kevin Fitzpatrick to run the Borough Council meeting.

MEETING OPENING

Recording of the Meeting – Vice President Fitzpatrick 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. Vice President Fitzpatrick 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. Vice President Fitzpatrick 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. Vice President Fitzpatrick 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 – Councilman Cless made the motion to approve the October 1, 2024 meeting minutes, seconded by Councilwoman Grindle. Motion carried.

Approval of Financial Report – September Financials: Councilwoman Cunningham made the motion to approve the September 2024 financials, seconded by Councilwoman Grindle. Motion carried.

October Financials: Councilwoman Grindle made the motion to approve the October 2024 financials, seconded by Councilman Cless. Motion carried.

Vice President Fitzpatrick recognized Mayor Edward T. Albright, Jr. for his many invaluable contributions to the Borough and community organizations.

Secretary Shope mentioned the passing of PEO Margery Grove's daughter.

REQUESTED PUBLIC COMMENTS AND/OR PRESENTATIONS

There were 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. He did mention the two enforcement matters being pursued.

Mayor's Report – Acting Mayor Anderson stated they held recycling with 8 volunteers and 27 Borough participants. Vice President Fitzpatrick hopes to increase volume with an additional dumpster eventually. Mayor Anderson reported on Trick or Treat night. The Fire Police, Vice President Fitzpatrick and herself helped with pedestrian street crossing. There were about 500 trick or treaters.

Parking Officer Report – Acting Mayor Anderson reported 12 tickets were issued in October with 1 still unpaid.

Enforcement Report – Vice President Fitzpatrick stated this report was submitted and filed.

BEO Report: Becky L. Smiley - BEO Smiley stated that two certified letters went out, one having until November 18, 2024 to respond and one having until December 5, 2024 to respond. If there is no response, she will follow up with citations. The vandalism issue will be discussed during the Executive Session. This issue has been addressed to some extent by the PSP.

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

Planning Commission Report – Ms. Rowlands reported the following:

- Agents for the DGS-Perry County (State Shed) Preliminary Land Development Plan (LDP) requested that BBPC cancel our October review and reschedule it for November. They are responding to both Bloomfield and Centre Twp as quickly as possible. It is still unclear whether any 'variances' are required or whether they can make sufficient plan changes to eliminate the need for variances
- **Note:** Escrow monies for this LDP have been depleted and additional escrow funding has been officially requested.
- Assistant Chief Counsel to the Governor of PA sent a certified letter to the borough requesting the 'waiver' of 'financial security' on this LDP in accordance with PA law. I responded that this waiver issue is known and will be a listed 'Waiver' on the land development plan, but agreed to have this topic noted in Council minutes (as advised by Bloomfield's solicitor). FYI: there is no infrastructure on this project that could become a liability for the Borough and so this technicality is a non-issue.
- No other projects require Council action or attention at this time.

FEMA/PEMA - Councilman Cless had nothing to report.

Water Authority Report - Vice President Fitzpatrick read the following report: The hydrant test results for PennDOT and the Aishel Development were submitted to the Water Authority. The results for PennDOT were good enough for them to be able to fill their fire tank. The results for the Aishel Development did not reach the desired amount they needed. They will either have to come across the farm field or down Main Street. The Water Authority is applying for a Local Share Grant to put a 10 inch line from Locust Street up to Karns. A second meeting is going to be set up with PennVest to discuss financial assistance in replacing lead service lines.

Solicitor Wakefield reminded Council that they will have to fill the vacancy on the Water Authority left open by Edward Albright's death. They have as much time as they need. Secretary Shope has spoken to the Water Authority Secretary and they are working on providing a name.

PCBA/COG – Councilman Cless reported the next meeting will be held November 14, 2024 at 7 p.m. in Council Chambers. Hopefully, at this meeting, if no quorum is met, New Bloomfield will no longer host this event.

Zoning/Permit Officer's Report – Zoning Officer Smiley issued 1 permit during the month of October to 15 West High Street.

Capital Tax Collection Bureau Report – Councilman Cless stated the 3rd quarter meeting was held October 16, 2024 at 6:30 p.m. in Council Chambers. Disbursements and the 2025 budget were reviewed and approved. In addition, amendments to the bylaws were discussed and approved to allow for virtual participation by members since attendance at meetings had dropped off considerably. CapTax will purchase the necessary equipment to prepare for virtual meetings beginning in 2025. Councilman Cless needs council approval to allow the hardware to be stored in Council Chambers after meetings. Councilman Cless made the motion to approve the storage of video equipment in Council Chambers, seconded by Councilwoman Cunningham. Motion carried.

Executive Session - Council adjourned into Executive Session at 7:22 p.m.

Councilwoman Grindle made the motion to reconvene the Council meeting at 7:30 p.m., seconded by Councilwoman Cunningham. Motion carried. The executive session was to discuss personnel issues.

ANNOUNCEMENTS AND CORRESPONDENCE

Vice President Fitzpatrick mentioned the Borough received a Certificate of Appreciation from The Daughters of the American Revolution. This was another initiative led by the late Mayor Ed Albright.

Proposed Budget Discussion & Vote - Garbage Account 20% salary allocation of Part Time Secretary (#1), Sewer Account 40% salary allocation of Borough Secretary/Treasurer & Part Time Secretary (#1), General Account 60% salary allocation of Borough Secretary/Treasurer, 40% salary allocation of Part Time Secretary (#1), and 100% salary allocation of Part Time Secretary (#2). There will be a 9% percentage market increase for Employees. Councilman Cless made the motion to accept the proposed budget, seconded by Councilwoman Grindle. Motion carried.

Develop Park Rules Protocol for the New Park - Vice President Fitzpatrick asked Council to think about new rules they would like to post at the new park. Then, they can be presented to Council for further discussion.

Potential Porta Potty Rental for the New Park - Vice President Fitzpatrick mentioned there are two porta potties on Borough property. One is ADA accessible. These are provided by the VFW typically through the baseball/soccer season. The Borough is looking at keeping at least one of these on the property year round with the Borough assuming the financial responsibility if need be. We do not know what the cost of this would be, but the other option would be for the Borough to actually purchase an ADA compliant porta potty and just ask Advanced Septic to maintain it. There will be more information on this subject in December but Vice President Fitzpatrick asked for topic discussion. Secretary Shope stated she spoke with Advanced Septic and to rent a regular porta potty is \$100 per month, the ADA compliant porta potty is \$185 per month. Discussion followed. Resident Lucinda Thebes-McEnergy mentioned that some other parks have cement block toilets.

Special Borough Council Meeting: Monday, November 18, 2024 at 6:30 p.m. - this meeting will be held to appoint a new mayor for the New Bloomfield Borough.

Christmas Tree Lighting - Sunday, December 1, 2024 at 5:00 p.m.

RIGHTS OF WAYS, UTILITIES, & SAFETY

Bloomfield Borough Park Project Update - Vice President Fitzpatrick reported the park is complete. 4 additional benches supplied by the Lions Club still need to be installed. An additional railing installation that was not anticipated must be completed for safety. This handrail will be 46 feet in length and cost \$17,553 because we have to go with prevailing wage. Councilwoman Grindle made the motion to approve this change order request, seconded by Councilman Cless. Motion carried.

Vice President Fitzpatrick stated the Borough received notification from HRG that we did not receive the 2 building grants. He discussed other grants available, but suggested waiting until 2025 to make any decisions on grants that could be longer lasting and broader focused. They did ask HRG to put a proposal plan together to work with us on a strategic plan to address issues in 2025.

ADMINISTRATIVE & INSURANCE (PROPERTY/LIABILITY)

Councilman Cless reported the following:

1. He received notification from the library to an electrical problem in Room #2. Performed an inspection and discovered a malfunctioning power strip causing the circuit breaker to disconnect. He repaired this.
2. He replaced fluorescent bulbs in the ceiling lights of the upper level hallway, borough office, and lower level restrooms. Ordered replacement bulbs from Juniata Lumber for inventory purposes.

AESTHETICS

Councilwoman Cunningham mentioned the continued care of the plants on the Square. The Service flags need to be replaced. We may wait till the 2025 budget to do this depending on cost. The Christmas tree installation and the decorating dates are all in the works.

FINANCE

Vice President Fitzpatrick stated other than they had to get caught up on the budget and monthly financials there was nothing else to report.

GRANTS

Nothing.

PERSONNEL & INSURANCE (HEALTH/DENTAL)

Councilwoman Grindle had nothing to report.

Councilwoman Cunningham read and submitted her resignation from Council as of November 30, 2024. She is moving out of the Borough. Councilman Cless made the motion to accept her resignation, seconded by Councilwoman Grindle. Motion carried.

CLOSING COMMENTS

There being no further business Vice President Fitzpatrick asked for adjournment. Councilman Cless made the motion to adjourn the meeting at 7:45 p.m., seconded by Councilwoman Cunningham. Motion carried. The next regular meeting will be Tuesday, December 3, 2024 at 7:00 p.m. in Bloomfield Borough Council Chambers.

Respectfully submitted,

Kathleen Miller, Assistant Secretary