

**MINUTES**  
**Bloomfield Borough Council**  
**January 2, 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, Karl L. Cless and Jessica L. Grindle.

Also present: Secretary Danielle Shope, Assistant Secretaries Susanne Woolever and Kathleen Miller, Borough Employees Damon Hartman, Solicitor Luke Gibson, Mayor and Water Authority Representative Edward T. Albright Jr., HRG Representatives Ryan Hostetter, BEO/ZEO Becky Smiley, Borough Residents James A. Woods and Raymonda Cunninghamham.

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. (No one else 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** – Vice President Fitzpatrick made the motion to approve the December 5, 2023 meeting minutes, seconded by Councilman Cless. Motion carried.

**Approval of Financial Report** – There was no financial report to approve this month because bank statements had not been provided to the Borough by the time of this meeting. Approval of the December 2023 financial report is postponed until the February 2024 meeting.

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

There were no Requested Public Comments.

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

There were no Public Comments.

**Executive Session Information** - No Executive Session.

### ***MONTHLY REPORTS***

**Solicitor's Report** – Solicitor Luke Gibson stated Solicitor Wakefield had submitted his formal report to Council and unless there were any questions, he would defer to the report.

**Mayor's Report** – Mayor Albright stated recycling went well last month and there will be recycling day this upcoming Saturday. All volunteers are welcome. The Huckleberry Drop went well considering the bad weather. There were approximately 50 people attending.

**Parking Officer Report** – There were 14 tickets issued in December with 8 still unpaid.

**Enforcement Report** – President Anderson deferred to BEO Smiley.

**BEO Report – Becky L. Smiley** - BEO Smiley had nothing more to report than what is in her 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 was absent, so there was no report. President Anderson stated a letter of appreciation will be drafted for Mr. Zeke Morrow who has stepped down from the Planning Commission, his services were invaluable during his tenure.

**FEMA/PEMA** - Councilman Cless had no report.

**Water Authority Report** - Mayor Edward T. Albright Jr. stated that Mr. Stone Caldwell is the second water plant employee. He will be attending the class at Penn State to get his license.

**PCBA/COG** – Councilman Cless stated the next quarterly meeting will be held February 8, 2024.

**Zoning/Permit Officer's Report** – Zoning Officer Smiley issued 2 permits during the month of December, 2023. One to 205 Oak Road and one to 219 Patio Court.

**Capital Tax Collection Bureau Report** – Councilman Cless stated the final quarterly meeting was held December 13, 2023 at 7 p.m. in Council Chambers. Municipal disbursements and 2024 meeting dates were reviewed and approved. The next quarterly meeting will be April 17, 2024 at 7 p.m. in Council Chambers.

### ***ANNOUNCEMENTS AND CORRESPONDENCE***

President Anderson stated there is a potential vacancy on Borough Council. If anyone is interested in filling that position they must submit a letter of interest to Council. Hopefully someone will be appointed during the February meeting.

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

No report. Mr. Damon Hartman stated they are still waiting for PP&L to schedule the electrical inspection on the Square.

### ***ADMINISTRATIVE***

Councilman Cless reported the following:

1. Mr. Cless met with Flickinger Heating and A.C. to repair the library heat pump. Also, he had to replace a malfunctioning backup electric heater and thermostat in the library which cost \$384.78.
2. He replaced a malfunctioning ceiling light transformer in the lower level hallway.
3. He issued a front door key and library keys for the lower level to the new library aide, Tia Mullen.
4. Surface water entered the scout during the recent storm which required wet vacuuming and drying of the carpet.
5. Steve Morris Construction responded to the newspaper "Request for Bid" ad regarding the library ceiling replacement. Awaiting actual bid proposal.

### ***AESTHETIC***

No report because the position is vacant at this point.

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

No report because the position is vacant at this point.

### ***GRANTS***

Vice President Fitzpatrick had no report but did state that hopefully they will hear in January from DCED about some of the grants submitted. This will be the third meeting scheduled for this announcement. The other two were canceled.

### ***PERSONNEL***

Councilwoman Grindle had no report.

The secretaries have been tweaking the new employee manual before sending it to the printers.

Councilman Cless had a question for the Solicitor. He asked if he does not get the three required bids for the Library ceiling project, does he have to resubmit this request for bids to the newspaper again? Mr. Gibson will look into this issue.

### ***CLOSING COMMENTS***

There being no further business, upon motion by Councilwoman Grindle, seconded by Councilman Cless, the regular meeting adjourned at 7:15 p.m.. Motion carried. The next regular meeting will be Tuesday, February, 6, 2024 at 7:00 p.m. in Bloomfield Borough Council Chambers.

Respectfully submitted,

Kathleen Miller, Assistant Secretary