

MINUTES
Bloomfield Borough Council
October 5, 2021

Bloomfield Borough Council met this evening in a regular session in the Bloomfield Borough Council Chambers with the following Council members present: J. Kevin Fitzpatrick, Michael J. Smith, Kimberly A. McMullen, Brenten S. Dum, James A. Woods, Jessica L. Grinnle and Malinda C. Anderson.

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 Hosteter, Planning Commission representative Melanie Rowlands, Water Authority representative C. Larry Weller, PCEDA representative Christie Caswell and Bloomfield Borough residents Ed Apple, John J. Patterson, and Karl Cless.

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

President Smith led the gathered assembly in the **Pledge of Allegiance**.

MEETING OPENING

Recording of the Meeting – President Smith 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 Smith 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 Smith asked if any individuals in the audience were also taping the meeting and if so to identify themselves for the record. President Smith stated that Council will not deviate from the agenda and any questions should be addressed during the appropriate portion of the meeting.

Executive Session - An Executive Session was held before the regular October 5, 2021 meeting at 6:00 p.m. for the purpose of legal matters and potential litigation.

Reorganization: Nominations for President - President Smith commented on how he became President in September. He is a busy person and stated that he has not lived up to his own personal standard to serve as Council President. Unfortunately, he has decided to step aside as President. He will remain on Council because he enjoys being on Council. He just does not enjoy being President.

President Smith asked for nominations for a President not named Mike. Vice President Fitzpatrick nominated Malinda Anderson stating she has the experience and has done a great job in the past. President Smith asked for any other nominations. None were given. Councilman Woods seconded the nomination of Malinda Anderson for President. Motion carried.

Past President Smith gladly handed the gavel to President Anderson.

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

Approval of Financial Report – Councilman Smith made a motion, seconded by Councilman Fitzpatrick, to approve the financial report for September 7, 2021 as presented. Motion carried.

REQUESTED PUBLIC COMMENTS AND/OR PRESENTATIONS

There were no Requested Public Comments.

PUBLIC COMMENTS AND/OR PRESENTATIONS

Christie Caswell from the Perry County Economic Development Authority (PCEDA) updated Council on the Main Street programming. These Borough presentations can be seen on FaceBook Live. She hopes to be back in November or December to see everybody with that. They are working through a multi-modal grant in tandem with PennDOT. They are asking for a letter of support from the Boroughs for this grant. This one is specific to New Bloomfield Square Enhancements on the streets at the intersection of North/South Carlisle Street at East/West Main Street, from Printers Alley to Cherry Alley and New Bloomfield Park Frontage enhancements along East McClure Street from South Carlisle Street to Roddy Alley. These would be paired in conjunction with anything the Borough already has going on.

Ms. Caswell also gave each Council member a flyer for an upcoming bus trip to go see Main Street programming in other areas in southeastern PA.

Vice President Fitzpatrick asked Ms. Caswell to give insight into the enhancements she is referring to. She said it is worded loosely for New Bloomfield because we have other projects going on. The idea is to work in conjunction with the Borough. Councilman Smith stated they have applied for two of the grants she already referenced. He wanted to make sure we are not stepping on our own toes. Councilman Fitzpatrick stated what the PCEDA is referring to will not be in conflict with the grant the Borough will discuss later in the meeting. This one is more for enhancements from an aesthetics perspective.

Ms. Caswell stated the letter of support can be given to her at the November meeting.

MONTHLY REPORTS

Solicitor's Report – Solicitor Wakefield had no comments until the time of the resolutions.

Mayor's Report – Mayor Krammes had no report.

Parking Officer Report – Mayor Krammes reported there were 10 tickets issued in September with 2 voided and 2 still unpaid.

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

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

BEO Smiley took several webinars for Enforcement Officers which she found very informative. President Anderson will meet with BEO Smiley to work on a letter for the dog ordinance.

Planning Commission Report– Melanie Rowlands stated the Planning Commission has been working diligently on trying to resolve the pumping station process. The goal is to be able to subdivide a piece of land away from what is affectionately known as Lot 30 where the pumping station sits.

The proposal she thought they were going to have signature tonight, but they had a request from the applicant to delay a month. He is unwell and had some changes to make to update his plan. In the simplest terms, the piece of Lot 30 has a “dogleg”. There is a gravel path that goes down in and the majority of the plot is deeper, heading towards the wetlands and the pumping station is towards the back of the property against the Bloomfield Borough/Centre Township line. It was agreed that the piece of land that the Borough will end up taking over will be larger than the existing pumping station, more than double the size so that if it is needed to expand at some point in time there is an east-west pattern going towards the west where there are additional lands that could be added.

The applicants, Lisa Fraker and Roger Watson, would continue to own the gravel drive that goes in but what they are going to do is give two rights of way to the Borough. One would be the existing gravel drive and the other one would run east to west right above the pumping station so that in the future the Borough has the right of way to get to the pumping station from two sides in case of expansion. The Planning Commission is trying to cross the T’s and dot the I’s so when it is ready to go, Council will get a signature copy and this will bring this very long process to an end.

The applicant is also taking their parent track of land, which is 4 acres in New Bloomfield and 26 acres in Centre Township, and subdividing that parent track right at the Borough line. They will attach that 4 acres of the Bloomfield piece to this whole Lot 30 so in the future they have a right to get to their own property. Ms. Rowlands feels this is a good solution for the town.

Vice President Fitzpatrick explained to new Council members that HRG was called in to do an assessment of the pumping station with a list of what needs to be fixed and up to compliance before the Borough would accept responsibility for the pumping station. There was a punch list of three items. On October 11 and 13, this list will be resolved. The only other outstanding issue was the pump station needed to have an active phone line through CenturyLink and in order to do that the pumping station had to have an address which is now 399 Timber Circle. Councilman Fitzpatrick discussed with Mr. Watson, HRG and Solicitor Wakefield that they are recommending to Council a bond for the pumping station for a period of 18 months. Mr. Fitzpatrick will let Mr. Watson know that this is Council’s intent and Mr. Hostetter of HRG will give the recommended dollar amount for that bond. Hopefully, by November, the Borough can accept the pumping station and it will be in compliance with functionality.

Ms. Rowlands also stated the Planning Commission met both informally and formally with a vote so unless something changes between now and the next meeting they have an approved plan to come before Council with a recommendation for Council to sign. Ms. Rowlands stated there have been no delays on anything the Borough is doing, it is never Bloomfield that is causing these delays, we all have operated within our time lines.

President Anderson asked Ms. Rowlands, since there have been so many changes on these plans over the years, to bring the copies to Council so everyone can see the property lines, etc.

Ms. Rowlands will write a short summary for Council.

FEMA/PEMA Report – Councilwoman McMullen had no report.

Water Authority Report - Mr. Albright thanked Mayor Krammes, Councilman Woods and President Anderson for attending the ribbon cutting ceremony at the new well site. The three commissioners, the

State Representative and Senator also attended. They were lacking a reporter though. They are now pumping water into the Borough. They have their paperwork on the wall. They have a signed agreement with Talmudic to put their pump station up at the university. That pump station went out for bids on Friday on PennBid and should be hitting the newspaper this week. They are looking forward to getting that done. SPRC lifted a consent order against the Borough Water Authority for Perry Village Well 1 which will be abandoned now that the new treatment plant is online. This well has been routed, cemented, a welding cap on top of it and all the electricity taken out of it so it is done. The consent order was lifted today. They are continuing to get outside hookups to help pay for the new well. President Anderson thanked Mr. Albright for all his hard work to make this new water source was available to the Borough. Mr. Albright thanked his board and employees.

PCBA/COG - Mr. Albright stated they had a meeting two weeks ago where they approved the minutes and paid the bills.

Zoning/Permit Officer's Report - Mr. Albright issued one permit for a driveway at 42 Barnett Street.

Capital Tax Collection Bureau Report – Councilman Smith stated there has been no meeting for this quarter yet.

ADMINISTRATIVE

Announcements and Correspondence –

President Anderson reminded the Council of the **Budget Meeting** to be held Monday, October 11 and Wednesday, October 13, 2021 at 4:00 p.m. and asked the chairmen of the various committees to have their information with them.

Leaf Collection will begin Monday, October 11 and continue through Wednesday, November 24, 2021.

Treat or Treat will be held Saturday, October 30, 2021 from 6:00-7:30pm.

New email address: bloomfieldborough@gmail.com

New committees and responsibilities assignments will have to be revised since President Anderson will no longer be able to be on certain committees since accepting the presidency.

Resolution #2021-07: Municipal Records Manual

President Anderson summarized that this resolution deals with the municipal records manual for records retention and disposition. She read the top portion. Councilman Smith made the motion to accept this resolution, seconded by Councilman Fitzpatrick. Motion carried.

Resolution #2021-08: Audio and Digital Destruction

President Anderson summarized that this resolution for the Borough of Bloomfield establishes procedures for the standard destruction of both public meeting audio tapes and audio/video tape recordings and/or digital recordings. Councilman Smith made the motion to accept this resolution, seconded by Councilman Fitzpatrick. Discussion followed. Councilwoman McMullen asked if it would be beneficial to keep the audio tapes etc. Councilman Smith stated that Mr. Wakefield has been the second Borough Solicitor to recommend this process. Mr. Wakefield stated that you record the meetings solely for the purpose of producing the minutes and then once the minutes are produced the recordings no longer have administrative value so they may be destroyed. This is standard practice. Mr. Wakefield stated that the minutes are the only thing that can actually be the official record of the meeting anyway. Vote was taken. Motion carried.

Resolution #2021-09: PennDOT MTF grant

President Anderson stated this deals with the Lakeside Streetscape Project. Councilman Fitzpatrick explained what this is. The Borough applied for a DCED multi-modal grant to pave Lakeside Development, including Patio Court and all streets that currently exist (not including Locust Street because that is under a separate grant). This requires a 30% match, previously approved by Council, which is \$112,853.10. Under the advice of Penn Strategies we also are filing the exact same grant with PennDOT. If we do not get the DCED grant we might get the grant from PennDOT or if we do get the DCED grant PennDOT might grant us the match, thus saving our funds. The deadline for this is November 5, 2021. Councilman Fitzpatrick is working with Penn Strategies to finalize this grant to go into PennDOT. Councilman Woods made the motion to approve this resolution, seconded by Councilman Dum. Motion carried. Councilman Smith abstained, since his sister oversees this grant with PennDOT.

Opening of Garbage Bid

There was only one bid. It was for Sylvester's Services from Duncannon, PA. The First year (2022) is \$9.99 per unit, Second year (2023) is \$10.00 per unit. The Third year (2024) is \$10.00 per unit. This bid includes the (2) 40-yard containers for a one time clean up yearly and also weekly borough cans collection. The pricing above is for disposal at Cumberland County Landfill. President Anderson wanted to be sure trash pickup for the Borough would still be on a Wednesday. The day was not mentioned in the bid. Upon the Solicitor's advice, Councilman Smith made the motion to accept this bid subject to Solicitor review and approval of the contract to include garbage pickup on Wednesdays, seconded by Vice President Fitzpatrick. Motion carried. Vice President Fitzpatrick made the motion to accept the bid awarded to Sylvester's from 2022-2024 subject to the aforementioned amendment, seconded by Councilwoman McMullen. Motion carried.

Administrative Committee Report – Councilman McMullen reported BEO Smiley took the webinar training. The roof of the building was expected to be done by Encor, but due to manufacturing shortages of rubber roofing it will not be completed until next year. President Anderson asked if between Encor and Mr. Hartman they can make sure the roof does not leak. Yes was the answer.

AESTHETICS

Aesthetics Committee Report – Councilman Woods reported several items.

1. The pond has been opened for the ducks.
2. A lady on South Carlisle Street has two big trees that need to be taken down. When she was told that she had to replace the trees she was not happy. The trees are too big.

3. Col. Holman recommends railing be put down the steps to the Spring. President Anderson wondered if this could be tied into the Main Street Enhancement grants, etc. Councilman
4. Smith suggested getting pricing on railings. President Anderson asked Mr. Woods to get estimates.
5. While at the Street Fair Mr. Woods saw several people tripping over the concrete sidewalk at the restaurant. These need to be grinded down. Mr. Woods will work with Mr. Hartman about contacting Mr. Peters from Newport for estimates for a grinding machine. Councilman Smith believes the transition to the next piece of sidewalk has to be lower than $\frac{3}{4}$ inch according to the ordinance.
 - a. Mrs. Brenda Albright brought it to Council's attention that also at the Street Fair someone tripped over a piece of metal from a sign. This will be removed also.
6. Mr. Woods ordered new flags/banners for the 29 lampposts in the Square area. They are 12 X 24". One will be the monument, one a Spring scene, one snowflakes and one the American flag. The fee was \$1,800 which was approved and budgeted for in 2021.
7. The geraniums in the Square were removed by the Borough employees and mums were planted. Volunteers Mondie Cunningham, Barb Woods, Malinda Anderson, Kathy Miller and Jim Woods helped with this endeavor.
8. November 28, 2021 at 5:00pm will be the Christmas Tree Lighting in the Square.

FINANCE, INSURANCE, & SAFETY

Finance, Insurance & Safety Report –

President Smith stated as the bank statements are received he will update the spreadsheets. The ARPA account was opened and the money was transferred. They do need to make a separate budget for this. This is for infrastructure expenses. In the Spring, they will receive the second half of these monies which will be \$65,000-\$66,000. They will receive \$200,000 through Senator DiSanto's office and they will have to create a separate account for this also.

President Anderson asked about the audit. Secretary Shope stated they are working on the audit right now.

Grants – Vice President Fitzpatrick stated the \$200K is our money it is just a formality at this point. The projects recommended for this money are the Grass and Locust alleys, which are essentially McClure Street and High Street alleys. McClure Street is the entire length of the alley, 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. The northern side of town below High Street will also be done. We are also finishing lining the sewer pipes. Other than a small section by the prison still in the Borough and Main Street itself the entire sewer system will have been lined as a result of this. They have opted out doing Main Street at this point because of the pending rebuild of the state shed that will impact the sewer line on Main Street.

The other piece of this grant will be the repaving of Locust Street.

The Greenways Trails grant is under review. The DCED grant to do Lakeside Development is under review. We just approved a resolution to do a mirror image of this same grant with PennDOT. Councilman Fitzpatrick asked approval from Council to send an authorization letter for the same match of 30% which is \$112,853.10 they approved previously.

Since this was not on the agenda, it has to be amended before this can be voted upon.

Councilman Smith made the motion to amend the agenda to add a letter of support for the required 30% match of \$112,853.10, seconded by Councilman Dum. Motion carried.

Councilman Smith made the motion to authorize the letter of support for the 30% match, seconded by Councilman Woods. Motion carried.

Councilman Fitzpatrick stated they would not be using any of the other grant money or the ARPA money for this match. There are other funds available.

Personnel Committee Report- Councilwoman McMullen asked employees to limit their visits to the Borough Office during this audit time to business only and keep it short.

RIGHTS OF WAY & UTILITIES

Rights of Way & Utilities Committee Report –

Vice President Fitzpatrick stated as a result of the last tropical storm. They had a million sixty-one thousand gallons of water run through the sewer plant. Mr. Hartman had to manually change over the tanks. There was a lot of sludge. They contracted to examine underneath the sewer pipes and found a lot of debris which were cleaned out. This was a minor expense already covered under the budget.

At the last Council meeting, they agreed to get an estimate to trim the trees on Main Street and South Carlisle where trucks were hitting the branches. Two estimates were received. James P. Shatto was \$1,525 per day for two days, which is \$3,050. The second estimate was from Boyer's for \$3,400. Councilman Fitzpatrick recommended the estimate for James P. Shatto came in to trim the trees.

Councilman Smith made the motion to amend the meeting agenda to include the proposal for the tree trimming, seconded by Councilwoman McMullen. Motion carried.

Councilman Smith made the motion to award the bid to James P. Shatto, seconded by Councilman Dum. Motion carried. Mr. Hartman stated the earliest Mr. Shatto could get the job started would be the end of October or beginning of November. This is for Main Street and South Carlisle Street trees that fall below the 15' to 16' height. President Anderson suggested residents be informed this will be of no cost to the homeowners. BEO Smiley will create a flyer and distribute them door to door.

ADA sidewalks – HRG update – Mr. Ryan Hostetter explained the ADA improvements at Apple and Main Streets for the new Council members. A school zone signal at Chestnut and High Streets will be installed at the elementary school on High Street. They are submitting the HOP application for Apple Street and the signal permit application for the school zone this week. PennDOT will review these and return to HRG. The pedestrian crossings will be at Chestnut and West Main, Barnett and South Carlisle, and Barnett and Main Streets.

There is a chance the ADA sidewalks can be completed this winter.

Resident Mr. Karl Cless stated that the residents of Barnett Street disagree with Mr. Wood's view of the two big trees at the corner of Barnett and South Carlisle Streets. They consider it a dangerous intersection when trying to pull out onto South Carlisle Street. Councilman Smith agreed. He was almost hit pulling out at that intersection. They suggested removing at least one tree and not replacing it. Discussion followed. Mr. Hartman will look into creating a larger no parking zone at that corner to be in compliance with fire

hydrant safety zoning. President Anderson stated if any of the two trees are removed it would be at the Borough's expense since this is a safety issue. The trees would not be replaced because of the safety issue.

Mr. Woods will contact the homeowner and explain to her that she will not be required to pay for the tree removal of the two trees since it is a safety issue.

CLOSING COMMENTS

There being no further business, upon motion by Councilman Smith , seconded by Councilman Fitzpatrick, the meeting adjourned at 8:15 p.m. The next meeting is Tuesday, November 2, 2021 for a regular meeting at 7:00 p.m. Motion carried.

Respectfully submitted,

Kathleen Miller, Assistant Secretary