

BOROUGH OF WHITE OAK
Minutes of a Special Council Meeting
April 1, 2020, 7:00 PM

(Draft Meeting Minutes – Not final until Council reviews and adopts)

CALL TO ORDER: Council President Charles Davis called the meeting to order at 7:12 PM.

PLEDGE OF ALLEGIANCE: Charles Davis

ROLL CALL: Charles Davis requested the roll call. In attendance was:

Elected Officials:

*Mayor Ina Marton
Charles Davis, President
Edward Babyak
Louis Bender
*George Dillinger
Julie Opferman
*George Pambacas
*Kenneth Robb

Borough Staff and Professional Services:

*Patricia McGrail, Borough Solicitor
*Kenneth Hillman, Borough Engineer
John Palyo, Borough Manager
MaryAnn Winemiller, Admin. Asst.

***Please Note these attendees were by telephone due to the COVID-19 Pandemic Restrictions**

MINUTES: Louis Bender made a motion to accept the minutes of the February 17, 2020 Council meeting. Edward Babyak seconded the motion. The motion was unanimously approved.

EXECUTIVE SESSION: Patricia McGrail announced prior to the Council meeting on April 1, 2020, Council had an Executive Session to discuss personnel and pending legal matters.

PUBLIC COMMENTS: *Please Note due to the COVID-19 Pandemic Restrictions the following questions were submitted by e-mail prior to the start of the April 1, 2020 Meeting as advertised.

Sandra Heintz – 2402 Poinsettia Drive, White Oak, PA 15131

Can you advise me when the borough plans on updating the stormwater system? I currently am getting a river of water off the hill and running like a stream across the backyard, between the homes and onto the street. The water is running from Oliver Drive, across Fawcett and onto the portion of Oliver Drive which is a cul-de-sac. There currently is a small catch basin at the bottom of Oliver but apparently it isn't large enough to catch the large flow water. Subsequently, it comes down the hill and into my yard. It has caused damage to the foundation of my garage as well as the back yard. I would appreciate your discussing this at the borough meeting and advising me of the future plans for the Borough of White Oak. Thank you

It was recommended that the Borough Engineer, Kenneth Hillman and the Public Works Foreman, Tim Crawford schedule a time to look at the situation and report back to the Borough Manager John Palyo what options we have to resolve the issue.

Jean Macler – 1303 Oakview Street, White Oak, PA 15131

Hello, Hope everyone is safe and well.

What can be done about the runoff from Lewis Road, that affects Oakview Street and the houses below? Thanks

It was recommended that the Borough Engineer, Kenneth Hillman and the Public Works Foreman, Tim Crawford schedule a time to look at the situation and report back to the Bourgh Manager John Palyo what options we have to resolve the issue.

PRESIDENT’S REPORT: Charles Davis

Kenneth Robb made a Motion to ratify the action of the Mayor to declare a Disaster Emergency on March 25, 2020 in direct response to the COVID-19 Pandemic. Louis Bender seconded the motion. The motion was unanimously approved.

Resolution #2020-13

Louis Bender made a motion to adopt a Resolution of Council of the Borough of White Oak approving the Extension of a Declaration of Disaster Emergency for the Borough of White Oak. Edward Babyak seconded the motion. The motion was unanimously approved.

Edward Babyak made a Motion to purchase a new server for the administrative and public works offices from DR Technology Solutions at a total cost of \$ 8,822.00. Louis Bender seconded the motion. The motion was unanimously approved.

MAYOR’S REPORT: No Report.

COUNCIL COMMITTEE REPORTS:

FINANCE: George Dillinger presented the finance report.

George Dillinger made a Motion approving the Check Register for the month of February, which includes Electronic Fund Transfers and General Fund Checks in the following ranges (205427 to 205539) totaling \$369,516.83. Kenneth Robb seconded the motion. The motion was unanimously approved

George Dillinger made a Motion authorizing the following Interfund Transfers for the month of February. Julie Opferman seconded the motion. The motion was unanimously approved

From	To	Amount
Liquid Fuels	General Fund	34,419.34
Solid Waste	General Fund	39,522.37
Capital Projects	General Fund	1,865.69
Post Retirement	General Fund	791.37
Total Transfers		\$76,598.77

HEALTH, ENVIRONMENT AND CABLE: George Pambacas presented the health, environment and cable report.

George Pambacas made a motion to authorize payment to Dave Collura, for Wildlife Control Services, in the amount of \$600.00 for the month of February 2020. Edward Babyak seconded the motion. The motion was unanimously approved.

George Pambacas made a motion to satisfy the following liens as paid in full. Julie Opferman seconded the motion. The motion was unanimously approved

Lot & Block	Lien Number
460-R-101	GD-19-004038

George Pambacas made a motion to authorize a 30-day termination of services notice to Gaydos-Behanna Kennels for Animal Control Services. Julie Opferman seconded the motion. The motion was unanimously approved

George Pambacas made a Motion to advertise for a request for proposals for Animal Control Services. Julie Opferman seconded the motion. The motion was unanimously approved

George Pambacas made a Motion to extend the early bird discount period for Solid Waste bills to April 30, 2020. Edward Babyak seconded the motion. The motion was unanimously approved

George Pambacas announced that Clean-up Day on April 18th has been cancelled and will be rescheduled at a later time.

PARKS AND RECREATION: Julie Opferman

All events for April have been cancelled due to current COVID-19 requirements

PLANNING AND ZONING: Edward Babyak

Louis Bender made a Motion to extend our contract for an additional year to Aaron Elm Lawn Care for Lawn/Vegetation Services for Abandoned Properties for the 2020 season and authorize the President and Borough Manager to execute the extension with said vendor, pending the Solicitor's approval of the extension. Julie Opferman seconded the motion. The motion was unanimously approved

No Report

PUBLIC SAFETY REPORT: Louis Bender

Louis Bender announced that the Borough hosted a Public Safety meeting on March 19th, which includes our two Fire Departments, EMS Services, Police Department, Public Works, Code Enforcement, Council Public Safety Committee and our Office of Emergency Management. The purpose is to foster cooperation among agencies to benefit our first responders and community. Our OEM team has prepared for the COVID-19 pandemic by developing and Emergency Preparedness plan, establishing a Joint Information Center and an Emergency Operations Center. He extended his appreciation to the OEM Team of Mark Jones, Paul Falavolito and Josh Gelman.

Louis Bender also expressed appreciation to MaryAnn Winemiller on addressing a problem on the Police Departments pay stubs.

PUBLIC WORKS: Kenneth Robb

Kenneth Robb made a Motion to authorize the purchase of a new computer and printer for the Public Works Foreman from DR Technology Solutions at a total cost of \$ 2,235.00. George Pambacas seconded the motion. The motion was unanimously approved

A discussion concerning the condition and age of the Borough's Public Work's truck fleet ensued with input from John Palyo, Borough Manager and Council Member's George Pambacas and Louis Bender.

Kenneth Robb made a Motion to authorize the purchase of three (3) public works trucks, not to exceed the cost of \$500,000.00 pending financing approval. Edward Babyak seconded the motion. Council President Charles Davis asked for a Roll Call Vote.

Roll Call Vote:

Yes Votes: Louis Bender, Ed Babyak, Charles Davis, George Dillinger, Julie Opferman, George Pambacas, Kenneth Robb

No Votes: None

The motion passed with seven (7) yes votes and zero (0) no votes.

PERSONNEL: Charles Davis

No Report

TAX COLLECTORS' REPORTS: Charles Davis

Edward Babyak made a Motion to accept the Tax Collectors' Reports and pay the commissions and fees due. Julie Opferman seconded the motion. The motion was unanimously approved.

Current Real Estate – Real Estate Tax Collector (Lisa Pitchford) collected \$0.00 current Real Estate Tax for the collection period of February, 2020.

Commission Due	\$.00
Costs	\$.00
Total Due	\$0.00

Delinquent/Liened Real Estate

Keystone Collections Group, Delinquent/Liened Real Estate Tax Collector(s) collected \$16,584.72 plus costs in delinquent Real Estate Tax for the collection period of February 1, 2020 – February 29, 2020.

Commission Due	\$737.63
Costs	\$864.73
Total Due	\$1602.36

Earned Income Tax

Keystone Collections Group, Current/Delinquent Earned Income Tax Collector(s) collected \$92,581.55 in current and delinquent Earned Income Tax for the collection period of February, 2020.

Commission Due	\$1,331.68
Costs (refunds/postage and/or costs)	\$18.33
TCC Annual Fee	\$0.00
Total Due	\$1,350.01

Berkheimer Associates, Current/Delinquent Earned Income Tax Collector(s) collected \$55.16 in current and delinquent Earned Income Tax for the collection period of February, 2020.

Commission Due	\$0.00
Costs (refunds/postage and/or costs)	\$0.00
Total Due	\$ 0.00

Mercantile/Business Privilege and Local Service Tax

Keystone Collections Group, Current Act 511 Tax Collector, collected \$345.79 in current Local Service Tax for the collection period of February, 2020.

Commission Due	\$20.08
Refund	\$0.00
Costs (postage and/or costs)	\$0.00
Total Due	\$20.08

Keystone Collections Group, current Business Privilege and Mercantile Tax Collector, collected \$562.26 in Business Privilege and \$.00 in Mercantile Tax collections for the February 2020 collection period.

Commission Due	\$16.87
Costs	\$0.00
Total Due	\$16.87

Keystone Collections Group, delinquent Business Privilege and Mercantile Tax Collector, collected \$ 632.71 in delinquent Business Privilege Tax and \$386.15 in delinquent Mercantile Tax for the collection period of February 1, 2020 – February 29, 2020.

Commission Due	\$61.13
Costs	\$82.74
Total Due	\$143.87

ENGINEER’S REPORT: Mr. Ken Hillman

Ken Robb made a Motion to authorize the Engineer to submit a Watershed Restoration and Protection Program (WRPP) grant application on behalf of the Borough as a part of our MS4 Plan. Edward Babyak seconded the motion. The motion was unanimously approved.

Edward Babyak made a Motion to accept the Engineer’s Report and pay the fees due to Senate Engineering Company for Invoices 56853 through 56863, dated February 20, 2020 and Invoice #57015, dated March 13, 2020 with a grand total of \$ 27,559.77. Julie Opferman seconded the motion. The motion was unanimously approved

George Dillinger made a Motion to approve Pay Request #1 submitted by Merit Contracting in amount of \$17,742.50 for WOAA Gym Lighting Project as reviewed and approved by the Engineer and authorize the Borough Manager to sign the above listed request on behalf of the Borough. Edward Babyak seconded the motion. The motion was unanimously approved

The written report that was provided by the Engineer will be attached to the minutes as part of the official record.

SOLICITOR’S REPORT: Patricia McGrail presented the Report in Executive Session

Julie Opferman made a Motion to accept the Solicitor’s Report and pay the fees due to McGrail & Associates, LLC for Invoices # 35760 through 35764, dated February 13, 2020, totaling \$1,022.00. (This was on the February agenda; however, we have no record that the vote occurred.) Edward Babyak seconded the motion. The motion was unanimously approved

RESOLUTIONS AND ORDINANCES: Patricia McGrail

NEW BUSINESS: None

OLD BUSINESS: None

ANNOUNCEMENTS: Meetings are subject to change due to COVID-19 Pandemic Restrictions

- April 13, 2020, 6:45 PM – Council Workshop Meeting (Open to the Public)
- April 20, 2020, 6:45 PM – Council Workshop Meeting (Open to the Public)
 - 8:00 PM – Council Meeting (Open to the Public)

Comments from Council Members:

George Dillinger – Thank you to those who attended in person, appreciate everyone’s efforts
Mayor Ina Marton - Thank you to those who attended in person, appreciate everyone’s efforts
Solicitor Patricia McGrail – Announced that we did comply with Sunshine Act to make Public Comments available as part of our meeting.
Kenneth Robb – Thanks for Council’s support while he has been off with illness.

ADJOURNMENT: Kenneth Robb made a motion to adjourn the meeting at 7:59 PM. George Dillinger seconded the motion. The motion was unanimously approved.

Respectfully submitted,

John Palyo

John Palyo
Borough Manager, Secretary & Treasurer

Date Approved by Council