

Oklahoma Borough Meeting
July 14th, 2025 – 7:00 pm
Oklahoma Borough Building

Meeting called to order with the Pledge of Allegiance by President Joe Cali.

Roll call taken: Present: President Joe Cali, Vice President Adam Lockhart, Councilman Chuck Blair, Councilman Chris Glavan, Councilman John Knittel, Mayor Amy Blair, Solicitor Tim Miller, Zoning/Code Enforcement Officer Brenda Troup, Jessica Brett from L.S.S.E and Secretary Alecia Sherbondy.

AGENDA AMENDMENTS: Motion made by Mr. Lockhart to amend the agenda to include an emergency repair to a storm drain located on Vista Drive under New Business. Mr. Lockhart has instructed Ed Mowers to purchase the necessary equipment and supplies to complete the repairs. Second by Mr. Blair. Motion carried.

ACKNOWLEDGMENT OF VISITORS: Joyce Spillers provided additional information in regard to the spring per capita tax collection. Mrs. Spillers suggests Council consider using Berkheimer to collect the tax.

Todd Sherbondy thanked Council for installing the new flag poles at both the park and borough office.

Renee Lubik on behalf of the Oklahoma Volunteer Fire Department – Mr. Blair will contact Don Polka to gather further information on the non-compliance issue with the Fire Relief Fund to continue to work towards a resolution.

Dan Aites and Mandi March (arrived at 7:15 p.m.) – observe

MINUTES: Motion made by Mr. Lockhart to adopt the minutes from the June Council Meeting. Second by Mr. Knittel. Motion carried.

SOLICITORS REPORT: The Solicitor discussed case law updates regarding the tort claim limit and agenda amendments. He is hoping there will be more information soon.

Agenda Amendments should be limited to strictly emergency situations.

The Solicitor suggests that the borough completes Form 536.

The Solicitor stated that at the bare minimum the borough's EMC should complete NIMS training. Mr. Lockhart has taken the first four levels of NIMS training. In addition, there is training available online for municipal officials.

A letter was sent to the Apollo Kiski Little League to terminate the current agreement.

Motion made by Mr. Knittel to approve the solicitor's report. Second by Mr. Glavan. Motion carried.

EXECUTIVE SESSION: Vice President Adam Lockhart called all members of Council and the Mayor into an Executive Session to discuss a personnel matter.

ENGINEER'S REPORT: A monthly report was provided to Council and Mayor.

The standing water at the park entrance was tested on June 12th, 2025. A memo containing lab results and recommendations was provided.

The 2025 sanitary sewer repairs survey is complete. There is no new information regarding this matter.

The sanitary sewer – park improvements survey is complete. There is no new information regarding this matter.

LSSE has provided a draft copy of the Sanitary Sewer Lateral Standards on April 3, 2025. The suggested updates/changes are being reviewed.

Oklahoma Borough 2025 Paving and Park Improvements – Contract A was awarded to Morgan Excavating in the amount of \$63,356.00. A pre-construction meeting was held on July 1st, 2025. Contract B was awarded to Holbein, Inc. in the amount of \$133,296.50. A pre-construction meeting was held on July 11th, 2025. Chage Order No. 1 for Contract B was sent on June 20th, 2025. LSSE was asked to include repairs to West Penn Drive.

Motion made by Mr. Lockhart to approve the engineer's report. Second by Mr. Glavan. Motion carried.

MAYOR'S REPORT: The second quarter call report for the Oklahoma Volunteer Fire Department has been emailed to all members of Council.

The Apollo fireworks display was held on July 6th. The Mayor thanked the Oklahoma Volunteer Fire Department for their assistance.

Parking lot paving project at the park is scheduled to begin this week. Please spread the word to neighbors and other residents. The Mayor will contact the Oklahoma Volunteer Fire Department to let them know in case a life flight occurs.

Movies In the Park was held on July 12th. There were approximately 20-25 people in attendance. The next movie is scheduled for August 16th with an 80s night theme.

The Property Tax Rent Rebate Program is available online or by mail in form. The deadline has been extended until December 31st, 2025. Representative Cooper is willing to provide assistance if needed.

Information on several upcoming events being held by State Representative, Jill Cooper, was provided.

Motion made by Mr. Lockhart to approve the mayor's report. Second by Mr. Knittel. Motion carried.

ZONING/ORDINANCE ENFORCEMENT REPORT: Copies of the report were provided to Council and Mayor. In addition to the report – 170 Thorn (107 Thorn?) installed a fence to remedy a dog issue but failed to obtain the proper permit. There is also a shed being built on Orr Avenue without a permit.

Motion made by Mr. Knittel to approve the zoning/code enforcement officer's report. Second by Mr. Blair. Motion carried.

SECRETARY'S REPORT: No report.

TREASURER’S REPORT: The bank reconciliation for the period ending 6/30/2025 is as follows:

General Fund - \$191,528.42
Sewer Fund - \$365,909.95
Liquid Fuels - \$39,620.43
Special Road Fund - \$244,064.85

Motion made by Mr. Lockhart to approve the Treasurer’s report. Second by Mr. Knittel. Motion carried.

TAX COLLECTOR’S REPORT: The amount of taxes deposited in the month of June:

Wage - \$7,179.09
Per Capita - \$35.00
Real Estate - \$580.90

Motion made by Mr. Knittel to approve the Tax Collector’s report. Second by Mr. Lockhart. Motion carried.

READING OF THE BILLS: A copy of the bills was provided to Council and the Mayor.

Motion made by Mr. Lockhart to approve the bills. Second by Mr. Glavan. Motion carried.

COMMUNICATIONS: The Vandergrift Public Library sent a thank you letter for the donation.

A letter from Energy Transfer was received notifying Oklahoma Borough of their storage inventory as required by law.

COMMITTEE REPORTS:

STREETS/SEWERS/SOLID WASTE: There is a small sink hole forming on Calipare Lane in addition to a second sink hold forming around a storm sewer on Vista Drive. The hole forming on Vista Drive is considered an emergency repair.

The street paving program is scheduled to begin in the next week and a half.

Mr. Blair is working to complete the grant for the street sign replacement. Once the last bit of paperwork is completed the borough should receive payment in approximately 2-3 weeks.

FINANCE: None.

PARKS AND RECREATION: Ed Mowers installed the new flag poles yesterday.

The pavilion rentals have been going well this season.

PUBLIC SAFETY/STREET LIGHTS AND ORDINANCES: Mr. Glavan will revise the zoning and code enforcement forms on the borough website. Brenda has asked that additional field be added and a new process to submit information/inquiries be established. Everyone is asked to submit communication to the zoning/code enforcement office by only using the form on the website. Council is considering a 14 day turn around for the zoning/code enforcement officer to respond to inquiries/complaints. In addition, Mr. Lockhart made a suggestion to include a response when a inquiry/complaint is submitted online.

HUMAN RESOURCES: None.

EMERGENCY MANAGEMENT COORDINATOR REPORT: None.

PRESIDENTS REPORT: President Cali thanked the Oklahoma Volunteer Fire Department for their service in the borough. In addition, Mr. Lockhart helped with a tree across the road after a storm.

EXECUTIVE SESSION: None.

OLD BUSINESS: LSSE will continue to revise the Sanitary Sewer Ordinance.

Motion made by Mr. Knittel that Brenda Troup be changed from a 1099 to a W2 employee. Second by Mr. Glavan. Motion carried.

Motion made by Mr. Knittel to amend the above motion to table the discussion for further review. Second by Mr. Lockhart. Motion carried.

Motion made by Mr. Blair to renew the borough's insurance policy. Second by Mr. Knittel. Motion carried.

Mr. Blair has been working with the Kiski Valley Guardians. The president of the organization will come to the office Thursday evening to sign the agreement.

Motion made by Mr. Blair to accept the agreement with the Kiski Valley Guardians. Second by Mr. Lockhart. Motion carried.

The Solicitor did contact the solicitor for the MAWC but has not received a response.

NEW BUSINESS: Motion made by Mr. Blair to approve a resolution for the multimodal grant in the amount of \$238,000.00. Second Mr. Lockhart. Motion carried.

Mr. Glavan had a conversation with the solicitor regarding a few issues that have come up. The first issue was in regard to an Executive Session. Clarification was needed as to who should be part of an Executive Session. The Solicitor better explained how an Executive Session works.

Mr. Glavan's second issue is in relation to comments made regarding NOV's or code enforcement officer violations. Mr. Glavan is concerned that comments made by a council member or representative of the borough could lead to a potential unfavorable legal situation for the borough. Mr. Glavan is concerned with email communications that included a person that should not have been included in the communications at that stage of a code enforcement issue.

Mr. Glavan had an additional issue with a council member and how a situation regarding the truck traffic ordinance was handled. Mr. Blair was in contact with the resident and Mr. Glavan feels that it violated the proper chain of command. Mr. Blair felt that he was only following up on the issue and in turn found the situation was unenforceable. Mr. Glavan stated that his issue is with Mr. Blair contacting a resident that received a NOV from the code enforcement officer advising the opposite of the code enforcement officer's decision. Mr. Blair apologized and would like to discuss an ordinance revision at the next meeting.

Motion made by Mr. Lockhart to perform the emergency repair to the storm sewer on Vista Drive with a cap of \$20,000.00. Second by Mr. Blair. Motion carried.

President Cali was not happy with the way Joyce Spillers was spoken to at the end of the end of the June meeting.

PUBLIC COMMENT: None.

Motion made by Mr. Lockhart to adjourn the meeting. Second by Mr. Knittel. Motion carried.

Meeting adjourned at 8:57 p.m.

Joseph Cali, President

Alecia Sherbondy, Secretary