

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
AUGUST 20, 2014**

CALL TO ORDER: President Rinaldi called the meeting of the Clarks Green Council to order at 7:00 p.m. with the Pledge of Allegiance.

ROLL CALL: Secretary/Treasurer Brown conducted roll call. The following were present: Mr. Barrasse, Mrs. Earley, Mr. Hughes, Ms. Palmer, Mr. Phillips, Mr. Rinaldi, Mr. Williams, Mayor Thorburn, and Solicitor Weinschenk.

APPROVAL OF MINUTES: Mr. Hughes motioned, seconded by Ms. Palmer to approve the minutes of the July 16, 2014 Council meeting. All in attendance voted in favor.

VISITORS: Charles & Tonya Saxe, 208 Tedrick St.; Debbie Plantholt, 114 Clark St.; Scott Spatt, 103 Pineview Circle; Meredith Colohan, Abington Journal reporter.

MAYOR'S REPORT: Mayor Thorburn reported that due to a staff meeting this evening at the South Abington Township building, no police officer would be in attendance at our Council meeting. The Mayor did report on a vandalism incident on the 100 block of Glenburn Road and has asked for increased police surveillance in that area. The Mayor reported he filled out and returned a survey from the Department of Health and Human Resources concerning recreation in the community. At the end of his report, the Mayor asked to be excused to attend to a family matter.

PUBLIC COMMENT: Debbie Plantholt addressed Council to discuss the progress to repair her fence which was damaged by the Borough snow plow. Copies of two fencing quotes were presented to Council. After Council discussion, the Building and Grounds chair will contact the Borough insurance company to file a claim for the damaged fence. Scott Spatt, 103 Pineview Circle, spoke to Council regarding drainage issues at his home at 103 Pineview Circle. Mrs. Earley will be in contact with the DPW Foreman regarding this.

SOLICITOR'S REPORT: Solicitor Weinschenk had nothing specific to report on. He asked members of Council if anyone had any questions, of which there were none.

TREASURER'S REPORT & BILL APPROVAL: Mr. Hughes began his report by discussing a letter which had been received from Meals on Wheels requesting a contribution. This item is not in the budget, therefore Mr. Hughes recommended taking no action on this request. He then presented the Treasurer's Report which was filed for audit. Current account balances are as follows:

Capital Fund Money Market	\$	19,357.30
Centennial Checking		659.80
General Fund Checking		241,366.87
General Fund Money Market		35,244.58

Sewer Fund Checking	211,249.98
Sewer Fund Money Market	84,926.09
State Funds Checking	<u>38,248.21</u>
Total Checking/Savings	\$ 631,052.83

Mr. Hughes discussed current checking account balances compared to balances of last month and last year. He then reviewed the Budget vs. Actual report with comparisons of last month and last year. Mr. Barrasse motioned, seconded by Mr. Williams to accept the Treasurer's Report and ratify the payment of the bills. Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Barrasse, Mr. Rinaldi, Mr. Phillips, and Mr. Williams voted in favor. Mr. Hughes then reported that \$10,644 had been collected to date from sewer delinquencies which total approximately \$26,500.00. Letters have been sent to financial institutions which service loans of residents who have a lien on their property. Payments from these financial institutions have been received for two of the properties on lien. In closing, Mr. Hughes suggested a five (5) calendar day grace period for receiving sewer payments. After Council discussion Mr. Hughes motioned, seconded by Ms. Palmer to allow a five (5) day grace period to receive sewer payments. Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Williams, Mr. Rinaldi and Mr. Phillips voted in favor. Mr. Hughes stated the motion is for five (5) calendar days to receive the payment in the office, not by the post mark on the envelope.

PERSONNEL: Mr. Williams distributed copies of a nepotism policy, drafted from the Kutztown, PA nepotism policy, which was reviewed and discussed by Council. This policy was then given to the Borough Solicitor for review and will be discussed again at the September 2014 Council meeting. Mr. Hughes mentioned that in-laws are considered immediate family as well. Mr. Williams then discussed a recommendation from the Personnel Committee to appoint David Kohinsky as the DPW Foreman and be paid a rate of \$20.00 per hour. He also reminded Council it was discussed at a Work Session to pay Mr. Kohinsky retroactively the former Foreman's wages of \$20.83 per hour. Mr. Williams reported the DPW position was advertised in the two (2) local papers. Two applicants applied and were interviewed. Of those applicants interviewed, the committee agreed that Mr. Kohinsky was the candidate for the job. Mr. Phillips stated the committee sought comparisons in area municipalities for foreman wages which determined the \$20.00 per hour rate. Clarks Green Borough is considerably smaller in size with less road miles to maintain. Mr. Williams motioned, seconded by Mr. Barrasse to appoint David Kohinsky as DPW Foreman, with benefits pursuant to the employee handbook. Mrs. Earley, Mr. Phillips, Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mr. Barrasse and Ms. Palmer voted in favor. Mr. Williams then announced the Personnel Committee would like to advertise in the Abington Journal and the Times-Tribune for the other DPW staff position. Mr. Barrasse discussed the possibility of having this DPW staff person be hired as a part-time employee. The DPW Foreman has assured the Personnel Chair that a full time employee is needed. President Rinaldi reminded Council one thing we do know is that this year's Borough revenue currently projects a deficit which should be taken into consideration. Ms. Palmer mentioned the NEPA Alliance may be able to help with the MS4 mapping and suggested Mrs. Earley contact them. Council discussion ensued. Mr. Williams motioned, seconded by Ms. Palmer to advertise for a DPW staff person with hours to be determined.

Ms. Palmer, Mrs. Earley, Mr. Phillips, Mr. Williams, Mr. Rinaldi, Mr. Hughes and Mr. Barrassé voted in favor.

BUILDINGS & GROUNDS: Mr. Phillips reported Buildings & Grounds has completed the installation of the computers, has installed the handicapped door entrance, the carpets and floors have been cleaned, the digital recorder for the meetings is being utilized and the Zoning Officer is current per her report. Ms. Palmer asked about a speaker phone to use at the meetings. Mr. Barrassé offered his speaker phone for Council to use and will bring it to the next Work Session.

HEALTH & SAFETY: Mr. Barrassé discussed the traffic controller at the intersection of Grove Street and Abington Road. He and the DPW Foreman are working together to replace the controller with various options. A proposal to replace the controller had been received from Northeast Signal and Electric in the amount of \$14,086.00. Mr. Barrassé discussed other options as well. Solicitor Weinschenk reported for proposals under \$18,500.00 three (3) proposals must be received, however no advertising for proposals is necessary. Mr. Phillips motioned, seconded by Ms. Palmer to solicit proposals to replace the traffic light controller at Abington Road and Grove Street. Mr. Williams, Mr. Rinaldi, Mr. Barrassé, Ms. Palmer, Mrs. Earley, Mr. Phillips and Mr. Hughes voted in favor. Mr. Hughes asked Mr. Barrassé if the controller was damaged at the time Abington Road was paved. Mr. Rinaldi responded the problem developed at the beginning of August which was subsequent to the paving of Abington Road. Mr. Rinaldi then asked about the damage to the traffic loop. Mr. Barrassé replied the DPW Foreman is working to see if the traffic loop can be repaired by the state. This may have been nicked as a result of cutting the curbs in. Mr. Barrassé reported the cost to repair this loop would be approximately \$600.00. Ms. Palmer mentioned involving the state representatives, which might be helpful. Mr. Barrassé then discussed painting the crosswalks, which the DPW Foreman is also working on with the state. Mr. Rinaldi reminded Council that this issue was discussed when the Borough met with PennDot maintenance supervisor Dave Maciak earlier in the year. PennDot said they were contacting Popple to have them painted. Solicitor Weinschenk mentioned school will be starting soon. He also reported PennDot signs are blocking the sidewalk at CVS. Mr. Barrassé discussed an incident about a woman collapsing at St. Gregory's Church on a Saturday evening. He discussed the importance of dual dispatch due to the fact it took emergency responders 20 minutes to arrive on the scene.

PUBLIC WORKS: Mrs. Earley distributed MS4 information to be included on the sewer bill. After Council's review, no changes were made and the information will appear on the next sewer bill. Mr. Rinaldi asked Mrs. Earley for a list of items DEP is requiring for MS4. Mrs. Earley then discussed EMT volunteer issues with respect to DPW employee Mike Pehonich. His duties as a volunteer fire fighter sometimes conflict with his DPW position. A couple of times in the past month he arrived at work late because he was responding to a fire. Mr. Rinaldi reported to Council this volunteer issue was discussed with the former DPW Foreman who assured Council this would not conflict with Mr. Pehonich's DPW duties. Mrs. Earley reported to Council this has created operational problems for the DPW department. The DPW Foreman will discuss this issue with Mr.

Pehonich. Mrs. Earley then reported the DPW Foreman has received a call from the Vassar Avenue resident who is now addressing the septic tank situation. The DPW Foreman has given the resident his cell phone number to allow the DPW Foreman to monitor the work and verify that the septic tank is correctly drained and filled. Mrs. Earley reported the drainage work on Princeton will be completed this week and on Monday, August 25, 2014 the DPW will start drainage work on Birchwood Rd. The DPW Foreman has received the following three quotes for work on jetting the Fairview Road culverts: Roto Rooter - \$300 first hour, \$200 each additional hour; American Rooter - \$275 first hour, \$125 each additional hour; May Sewer Company charged by the lines and inlets and could not provide the services required. Mrs. Earley motioned, seconded by Mr. Hughes to hire American Rooter at a cost of \$275.00 for the first hour and \$125.00 for each additional hour, if needed, to perform Jet Vac service for culverts on Fairview Road. Mr. Phillips, Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Williams, Mr. Hughes and Mr. Rinaldi voted in favor. Mrs. Earley then reported on a MS4 video course offered by PSAB. The fee is \$40.00 and will be held Wednesday, September 3 between 12 p.m. and 1 p.m. Mr. Phillips motioned, seconded by Mr. Hughes to allow the DPW staff to attend this video course regarding MS4 on Wednesday, September 3 between 12 p.m. and 1 p.m. Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mrs. Earley, Ms. Palmer, Mr. Barrasse and Mr. Phillips voted in favor.

REFUSE & RECYCLING: Ms. Palmer reported the leaf bags have been ordered. They will be delivered to South Abington Township and our DPW staff will pick up the Borough's portion from them. Ms. Palmer has spoken with Fred Defendorf, the volunteer coordinator from Baptist Bible. She will arrange for the bags to be distributed to the residents on October 4 or preferably October 11, 2014. In addition, Ms. Palmer reported she has received a complaint from a resident on Crest Drive. She states the trash hauler is requiring her to call them, which is a toll call, if she has any additional items to put out for garbage. Mr. Hughes talked to the resident regarding her issues as well and shared these with Council. Ms. Palmer will contact the resident in a couple of days.

AAJRB: Ms. Palmer reported she did not receive any minutes from the prior AAJRB meeting, however she mentioned the FieldTurf grant issues were discussed at the meeting. In addition, she reported she attended a concert in the park which was very nice on a cool evening with no bugs.

ACOG: Ms. Palmer reported no ACOG meetings are held in July and August. They will resume in September. She announced she would be attending the PACOG conference in State College on September 12 and 13 at which time she would be inducted as President of PACOG. She asked Council if they would consider taking out an ad in the program book. The price for a full page ad is \$100.00. Mr. Rinaldi motioned, seconded by Mr. Hughes to purchase a full page ad in the PACOG conference program at a cost of \$100.00. Mr. Rinaldi asked that congratulations to our Council member be mentioned in the ad. Mrs. Earley, Mr. Phillips, Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mr. Barrasse, and Ms. Palmer voted in favor.

OLD BUSINESS: The Plantholt fence issues were further discussed. Mrs. Earley will assist the DPW Foreman when contacting DGK Insurance to file a claim.

NEW BUSINESS: Mr. Rinaldi discussed involving volunteers from Baptist Bible to help clean along the swamp, in the creeks, etc. for the MS4 requirements. Mr. Phillips suggested Ms. Palmer contact Fred Defendorf and Peggy Wright from Baptist Bible College. Ms. Palmer also mentioned Keystone College which has an active environmental group. She will contact them. Mr. Barrassé mentioned that the Disaster Mitigation meeting will be held on Thursday, August 21, 2014 at the 911 Center in Jessup from 5:30 p.m. until 7:00 p.m. He will be unable to attend the meeting. Ms. Palmer said she is available to attend. In addition, Ms. Palmer reported she attended a local Boroughs STOP (Stop Taxing Our People) committee meeting. Municipalities were asked to spend \$200 for legal costs which the STOP committee will incur. Municipalities were also asked to notify the residents who commute to Scranton and ask them for a donation of \$10.00 each for legal costs. Mr. Hughes suggested this discussion be continued at the Work Session. Ms. Palmer reported she has been asked by Borough residents if Borough Council has been marketing to get a business in the CVS store which will be vacant in the future. Mr. Williams reported he was told that CVS will honor the lease until April or May 2015.

MOTION FOR ADJOURNMENT: At 8:50 p.m. Mr. Hughes motioned, seconded by Mrs. Earley to adjourn the meeting. All in attendance voted in favor.

Janice F. Brown, Secretary/Treasurer