

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
JUNE 18, 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. Rinaldi, Mr. Williams, Mayor Thorburn, Solicitor Weinschenk.

EXCUSED: Mr. Phillips.

APPROVAL OF MINUTES: Ms. Palmer motioned, seconded by Mr. Hughes to approve the minutes of the May 21, 2014 meeting. All in attendance voted in favor.

VISITORS: Michael Dougherty, Murphy, Dougherty, and Co.; Leah Rosenkrans, Murphy, Dougherty and Co.; Jacob Hoinowski, Clarks Summit Fire Company; Scott Siegler, South Abington Police Department.

MAYOR'S REPORT: Mayor Thorburn asked Council if anyone had questions for South Abington Police officer Scott Siegler. Mayor Thorburn reported on a dumpster fire near his home. The fire department responded very quickly to put out the fire. Mrs. Earley asked about the bear cub which had been spotted. Mr. Hughes reported on the hit and run accident on Gordon Drive. With no further questions, Office Siegler was excused from the meeting. President Rinaldi then called on Fire Chief Jake Hoinowski to present the fire department report. He reported the Clarks Summit Volunteer Fire Department has responded to seventeen (17) fires, one hundred two (102) EMS calls and five (5) motor vehicle accidents so far in 2014. He then reported on a carbon monoxide, gas and oxygen level detector the fire department was able to purchase with grant money which was supplemented by donations the fire department had received. In addition, he reminded Council of their fire hall breakfast which is held the third Sunday of every month. Mr. Barrasse and members of Council thanked him for his attendance. Mayor Thorburn then reported on the Centennial checking account which has a current balance of \$90.38. In addition, he reported five more pavers have been ordered since the Centennial celebration. Mr. Hughes gave the Mayor a very nice Centennial article which appeared in the Abington Journal. The Mayor then reported on Centennial pictures which have been downloaded on Secretary Brown's computer and invited members of Council to view them to pick out photos for the time capsule. The next Centennial Committee meeting will be held Tuesday, June 24 at 7 p.m.

SOLICITOR'S REPORT: Solicitor Weinschenk discussed a sewer billing error by the Borough refuse and recycling hauler, County Waste. They had incorrectly billed residents \$63.00 for the second quarter of 2014. The correct charge pursuant to their contract should have been \$53.25 per quarter. He spoke with Tony Puorro from County Waste who

reported that Borough residents will receive a \$9.75 credit on their next bill which will resolve the issue. President Rinaldi thanked the Solicitor for contacting County Waste about this issue.

2013 AUDIT: Mr. Michael Dougherty, Borough auditor from Murphy, Dougherty and Company, presented the results of the 2013 Borough audit to Council. After discussing specific line items on the audit, he reported the municipality set a realistic budget and lived within that budget. Mr. Dougherty thanked Secretary/Treasurer Brown for her assistance working with auditor Leah Rosenkrans during preparation of the audit. Mr. Hughes motioned, seconded by Ms. Palmer to accept the 2013 Borough audit as presented. Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Barrasse, Mr. Rinaldi, and Mr. Williams voted in favor.

TREASURER'S REPORT AND BILL APPROVAL: The Treasurer's report was presented by Mr. Hughes and was filed for audit. Current fund balances are as follows:

Capital Fund Money Market	\$	23,516.52
Centennial Checking		3,418.93
General Fund Checking		274,242.93
General Fund Money Market		35,243.40
Sewer Fund Checking		183,010.75
Sewer Fund Money Market		84,923.25
State Funds Checking		<u>38,241.93</u>
Total Checking/Savings	\$	642,597.71

Checking account balances were discussed by Mr. Hughes and were compared to balances of last month and last year. With no questions from Council, Mr. Hughes motioned, seconded by Mr. Barrasse to accept the Treasurer's Report and ratify the payment of the bills. Mr. Williams, Mr. Rinaldi, Mr. Barrasse, Mr. Hughes, Mrs. Earley and Ms. Palmer voted in favor. Mr. Hughes then reviewed the Budget vs. Actual report and compared amounts to last month and last year. He then reviewed the sewer billing report and reported ten (10) properties are currently on Municipal Sewer lien. Mr. Hughes then discussed budgeted contributions which include \$400.00 to the Rotary Club of the Abingtons and \$2,000.00 for the Abington Community Library. Mr. Hughes motioned, seconded by Ms. Palmer to authorize payment of \$400.00 to Rotary Club of the Abington's for their July 4th celebration. Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Williams, and Mr. Rinaldi voted in favor. Mr. Hughes then motioned, seconded by Mr. Williams to authorize payment of \$1,000.00 to the Abington Community Library as part of the budgeted donation for 2014. Ms. Palmer, Mrs. Earley, Mr. Williams, Mr. Rinaldi, Mr. Hughes and Mr. Barrasse voted in favor. In addition, Mr. Hughes reminded Council that the Rec Board asked the Borough to engage Murphy, Dougherty and Company to perform the 2009 Local Share Grant audit which is in the process of being completed. He asked Mr. Rinaldi to follow up with Michele Breslin regarding the Pennsylvania DCED funds report. Mr. Hughes asked Ms. Palmer to investigate the rip in the turf which was mentioned in the AAJRB minutes. Ms. Palmer questioned the timing of receiving the

quarterly sewer bill. Council discussion ensued which will be continued at the next Work Session.

PERSONNEL: Mr. Williams discussed the current Employee Handbook and reviewed amendments to policies. The amendments were discussed and revised by members of Council. Mr. Hughes suggested the Personnel Committee revise the nepotism sample from the Borough of Kutztown to fit Clarks Green Borough. Solicitor Weinschenk suggested putting the nepotism policy in the form of a Resolution for adoption. Mr. Williams motioned, seconded by Mr. Barrasse to accept the amended personnel policy changes. Mrs. Earley, Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mr. Barrasse and Ms. Palmer voted in favor. Ms. Palmer submitted a sample copy of a standard expense reimbursement form to Mr. Williams. Mr. Rinaldi suggested the amended policy changes be incorporated into the existing Employee Handbook. Options on how to do this were discussed. Solicitor Weinschenk offered to have a secretary in his office work on updating the Employee Handbook at no charge to the Borough. Members of Council were in agreement.

BUILDING & GROUNDS: President Rinaldi presented the Building & Grounds report in Mr. Phillip's absence. He reported on the proposal for the automatic door opener from Stanley Technology which had been discussed at the Work Session. Since that time, the cost of \$2,500.00 from Stanley has been lowered to \$2,300.00. Ms. Palmer motioned, seconded by Mr. Williams to amend the motion from the previous meeting for the Stanley proposal of \$2,500.00 to \$2,300.00 for the handicapped door installation. Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Williams, Mr. Rinaldi and Mr. Hughes voted in favor. Mr. Rinaldi executed an acceptance of the proposal for the lower amount and returned it to Stanley. There is a six (6) to eight (8) week time period to acquire the hardware and set up the installation. Mr. Rinaldi then discussed the cleaning of the carpets and tile floors. An estimate of \$424.25 was received from Bob and Arts Clean Dry Homes. Mr. Hughes motioned, seconded by Mr. Barrasse to accept the proposal of \$424.25 from Bob and Arts Clean Dry Homes to clean the office carpets and tile floors. Mr. Hughes, Mr. Rinaldi, Mr. Williams, Mrs. Earley, Ms. Palmer and Mr. Barrasse voted in favor. Ms. Palmer suggested the use of a mat on the floor in the Council chambers to help protect the carpets. Options were discussed. Mr. Rinaldi then discussed replacing the computers in the front office and in the DPW office. He had met with a second IT individual for pricing. His pricing was higher than the first proposal. Ms. Palmer offered to contact an IT person who will contact Mr. Rinaldi. Ms. Palmer asked that the computer on Angie's desk be connected to the printer on Sharon's desk to allow her to print out her Borough e-mails. Council discussion ensued.

HEALTH & SAFETY: Mr. Barrasse discussed Fire Chief Hoinowski's report and announced that he would like to have Mr. Hoinowski address Council at least twice a year. Mr. Barrasse invited anyone on Council with questions during the year to please let him know and he will speak with Mr. Hoinowski. He encouraged members of Council to attend the Fire Hall breakfasts the third Sunday of every month. In addition, he approved the inspection of the traffic signal by Northeast Signal, as budgeted.

PUBLIC WORKS: Mrs. Earley reported she and DPW employee Dave Kohinsky met with Borough Engineer Jack Scheuer and his associate, Zach Smith from BCM Engineering. They discussed the MS4 annual report and the recent letter the Borough received from the Environmental Protection Agency concerning changes the Borough is required to make. Although this is an unfunded mandate, more will be expected from Clarks Green including mapping every source of stormwater. This will have to be completed in the next five years. Clarks Green Borough is not alone as other communities such as South Abington Township and Throop have also received these letters from EPA. The first priority is to respond with a letter which BCM has written. The annual report will need to be finished as well as a report for the Chesapeake Bay by early July. Next year's budget will have to allow for mapping every storm drain outlet, the sewer manholes and stormwater catch basins in the Borough. Writing letters to Representatives Casey and Marino was discussed. The original data file from BCM will be re-installed in the DPW computer which will allow the DPW staff to continue working on this project. Mr. Rinaldi reported that Mike Pehonich is mapping every manhole in the Borough using Google Earth. In addition, Mrs. Earley reported the Borough residents' fence which was damaged by the Borough snow plow last winter will be repaired when the owner contacts the DPW with replacement information. In closing, Mrs. Earley reported Roto-Rooter was called to camera a section of Birchwood and Highland Avenues where DPW suspected a crushed pipe. The camera work revealed a buried manhole cover from years ago.

REFUSE & RECYCLING: Ms. Palmer reported she had discussed the results of the tire recycling event at the Work Session.

AAJRB: Ms. Palmer had AAJRB minutes to distribute to members of Council; however, Council had already received them via e-mail. She reported there was an AAJRB meeting scheduled for the next evening, which she would not be attending. It will be held at the park and she is allergic to mosquito bites. Ms. Palmer reported on her attendance at the PSAB Annual Conference. She distributed copies of legislation which was pending when the conference which took place the beginning of April. She mentioned this PSAB conference was very uncomfortable due to sitting on ergonomically correct chairs which made it very difficult to take notes, even though good information was presented.

ACOG: Ms. Palmer distributed her ACOG report to members of Council. Mrs. Earley asked what is currently being done about bridges. Ms. Palmer replied that bridges in Pennsylvania are in serious trouble.

OLD BUSINESS: Mr. Rinaldi discussed the resignation of Mike Gockley from the Shade Tree Commission and asked for a motion to accept Mr. Gockley's resignation. Mr. Hughes motioned, seconded by Mr. Barrasse, to accept the resignation of Mike Gockley from the Shade Tree Commission. Mr. Williams, Mr. Rinaldi, Mr. Barrasse, Ms. Palmer, Mrs. Earley and Mr. Hughes voted in favor. Mr. Rinaldi then reported Rick Williams and the nominating committee forwarded the name of Jon Thomas for appointment to the Shade Tree Commission. Ms. Palmer motioned, seconded by Mr. Hughes to appoint Jon Thomas to the Shade Tree Commission. Mrs. Earley, Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mr. Barrasse and Ms. Palmer voted in favor. Mr. Rinaldi then reported Courthouse Ventures,

319 N. Abington Road, has applied for their demolition permit as noted on the Zoning Officer's report.

NEW BUSINESS: At 9:10 p.m. Mr. Rinaldi called for an Executive Session to discuss a Personnel issue. After the Council meeting re-convened at 9:25 p.m., Ms. Palmer asked about discontinuing some of the Work Sessions. Mrs. Earley also asked about foregoing the July Work Session. Mr. Rinaldi reported that he was going to discuss this. He thanked members of Council for all of their hard work in the six (6) months he has been president and announced there would be no Work Session in July. He then reported on a letter dated June 11, 2014 from Atty. Donald Jensen regarding William Santarsiero, a former employee of the Borough. Mr. Santarsiero is requesting to be paid for accumulated and unused sick time. During a discussion with the Borough Solicitor, it has been determined that a response to the letter is appropriate. Mr. Williams motioned, seconded by Mr. Barrasse to respond to Atty. Jensen's letter declining the request. Mr. Barrasse, Mr. Rinaldi, Mr. Hughes, Mrs. Earley, and Mr. Williams voted in favor. Ms. Palmer voted against. Solicitor Weinschenk will respond to Atty. Jensen.

MOTION FOR ADJOURNMENT: Mr. Barrasse motioned, seconded by Ms. Palmer to adjourn the meeting at 9:35 p.m. All in attendance voted in favor.

Janice F. Brown, Secretary/Treasurer