

**CLARKS GREEN BOROUGH  
COUNCIL MINUTES  
APRIL 15, 2015**

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**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. Williams, Mr. Rinaldi, Mayor Thorburn, Solicitor Weinschenk.

**APPROVAL OF MINUTES:** Ms. Palmer motioned, seconded by Mr. Barrasse to approve the minutes of the March 18, 2015 meeting. Mr. Barrasse, Mrs. Earley, Mr. Hughes, Ms. Palmer, Mr. Phillips, Mr. Williams and Mr. Rinaldi voted in favor. Mr. Hughes motioned, seconded by Mr. Barrasse to approve the minutes of the March 28, 2015 Special Council meeting. Mr. Williams, Mr. Phillips, Ms. Palmer, Mr. Hughes, Mrs. Earley, Mr. Barrasse and Mr. Rinaldi voted in favor.

**MAYOR'S REPORT:** Mayor Thorburn asked Patrolman Siegler to increase coverage on Venard Road due to increased traffic from the closing of Edella Road. The Mayor reported he is still waiting to be notified from PEMA for the additional classes he will be attending.

**VISITORS:** Ryan Miller, 519 Summit Avenue, Clarks Summit; Pamela Osborne, 120 Glenburn Road; David Bills, 315 South Abington Road; Meredith Colohan, Abington Journal reporter; Patrolman Scott Siegler, South Abington Township Police Department; Gerard Hetman, Lackawanna County Department of Community Relations.

**PUBLIC COMMENT:** Mr. Miller, Assistant Fire Chief from Clarks Summit addressed Council and gave an update of Clarks Summit Fire Company information. To date in 2015, the fire company received sixteen (16) ambulance calls for Clarks Green Borough, of which they responded to twelve (12). The four (4) which they did not respond to was due to the fact that their ambulance was out of town on other calls. To date, there have been six (6) fire alarms in the Borough of which three (3) were false alarms. Mr. Hughes asked about restrictions in the use of fire pits or outside burning in the Borough. Mr. Miller stated no open burning is allowed in Clarks Green. Ms. Palmer asked if a fire pit is considered open burning and he replied he believes it is. Mr. Barrasse reported 6 EMT's are currently undergoing training in Clarks Summit. Mr. Hughes suggested Mr. Miller contact Gerard Hetman, Lackawanna County Department of Community Relations representative regarding financial assistance with the EMT training.

**LACKAWANNA COUNTY COMMUNITY RELATIONS:** Mr. Hetman reported on upcoming Lackawanna County events and distributed handouts regarding these items. He also announced the Legislative Mixer will be held at PNC Field at 4:40 p.m. on Wednesday, April 22, 2015.

**SOLICITOR'S REPORT:** Solicitor Weinschenk addressed questions which had been presented to him via e-mail. The first question was regarding property owners who file for bankruptcy and who have a delinquent sewer account. The second question was regarding the Real Estate tax bill discount period. The third question was regarding reducing the amount for the bonding of the RACP grant. He suggested it be reduced to not less than \$250,000.00. Mr. Hughes discussed a Clarks Green resident who owes for Wage Taxes on a return he filed in 2010. Solicitor Weinschenk replied this matter could be handled through the Magistrate's office.

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

Capital Fund Money Market	\$	29,360.42
General Fund Checking		198,499.20
General Fund Money Market		35,249.28
Sewer Fund Checking		250,922.28
Sewer Fund Money Market		84,936.09
State Funds Checking		<u>43,046.29</u>
Total Checking/Savings	\$	642,013.56

Ms. Palmer motioned, seconded by Mr. Phillips to accept the Treasurer's Report and ratify the payment of the bills. Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Barrasse, Mr. Williams, Mr. Phillips and Mr. Rinaldi voted in favor. Mr. Hughes then compared current checking account balances with balances of last year and last month. He also discussed balances in the Budget vs. Actual report. He then reported on current sewer delinquencies as well as properties which will be liened. In closing, Mr. Hughes reported the Borough had received the Liquid Fuels Audit and discussed the letter which accompanied the audit.

**PERSONNEL:** Mr. Williams read the resignation letter from Secretary/Treasurer Brown who is retiring effective June 30, 2015. He discussed the job description which had been circulated to members of Council. Mr. Williams motioned, seconded by Mrs. Earley to accept the job description for Secretary/Treasurer and Local Services Tax collector. Mrs. Earley, Mr. Phillips, Ms. Palmer, Mr. Hughes, Mr. Williams, Mr. Barrasse and Mr. Rinaldi voted in favor. Mr. Rinaldi reported that most of the work on the revised job description for the Secretary/Treasurer and Local Services Tax collector was done by former Councilwoman Jill Shanrock before she left Council, which is still a benefit to the residents. Mr. Williams reported the ad will be placed in the Scranton Times on April 22, 24 & 27 and in the Abington Journal on April 22, 2015. Mr. Phillips motioned, seconded by Mr. Barrasse to ratify the action of the Personnel Committee for the placement of the ad for Secretary/Treasurer and Local Services Tax collector. Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Williams, Mr. Phillips and Mr. Rinaldi voted in favor. Mr. Williams reported that two letters of interest for the Secretary/Treasurer and Local Services Tax collector have been received so far. Ms. Palmer asked if all Council members will be involved in the interview process. Mr. Rinaldi replied that the interview process will be as it was in the past when the DPW employee was hired; the Personnel Committee and the employee whose position is to be filled will be in attendance. Mr. Rinaldi reminded

Council that applications will be received until April 30, 2015. Mr. Rinaldi then read a letter from Janice Brown resigning as the Clarks Green Borough Real Estate Tax collector effective June 30, 2015. He reported that he has also received letters from Ben Brown resigning from the Clarks Green Borough Shade Tree Commission and the Clarks Green Borough Planning Commission. Mr. Hughes motioned, seconded by Mr. Williams to accept the resignation of Ben Brown from the Clarks Green Borough Shade Tree Commission and the Clarks Green Borough Planning Commission and to thank him for his service. Mrs. Earley, Ms. Palmer, Mr. Phillips, Mr. Williams, Mr. Barrasse, Mr. Hughes and Mr. Rinaldi voted in favor. Mr. Williams discussed the Real Estate Tax Collector position and explained this position would be for six months which would be until December 31, 2015. The remainder of the term will be filled in the November election. Mrs. Earley motioned, seconded by Ms. Palmer to accept the resignation of Janice Brown as the Clarks Green Borough Real Estate Tax collector. Mrs. Earley, Mr. Phillips, Ms. Palmer, Mr. Hughes, Mr. Williams, Mr. Barrasse and Mr. Rinaldi voted in favor. Mr. Phillips discussed the interview process. Council discussion ensued. Mr. Phillips motioned, seconded by Mrs. Earley to ratify the discussion for the interview process. Mr. Hughes, Mr. Williams, Mrs. Earley, Mr. Phillips, Mr. Barrasse and Mr. Rinaldi voted in favor. Ms. Palmer voted against. President Rinaldi asked for a motion to accept the resignation of Janice Brown as Secretary/Treasurer and Local Services Tax collector. Mr. Barrasse motioned, seconded by Mrs. Earley to accept the resignation of Janice Brown as Secretary/Treasurer and Local Services Tax collector. Mr. Barrasse, Ms. Palmer, Mrs. Earley, Mr. Hughes, Mr. Williams, Mr. Phillips and Mr. Rinaldi voted in favor.

**BUILDING AND GROUNDS:** Mr. Phillips reported the survey has been located for 102 N. Abington Road. In addition, he reported the dumpster has been placed for the renovation at 102 N. Abington Road for the Abington Kids Creative Learning Center, Inc. Mr. Rinaldi reported the survey revealed the property line appears to be 12 feet from the south side of the Borough building which indicates the leaning wall belongs to 102 N. Abington Road. Mr. Phillips reported the Borough dumpsters have been moved back to allow them the needed room for the playground. Mr. Phillips then reported on the wireless service quote from Lackawanna County Wireless which would save the Borough \$4.00 per month. Mr. Rinaldi asked for a motion to enter into a contract with Lackawanna County Wireless at a monthly fee of \$75.00 to provide internet access to the Borough. In addition, it will allow internet access for anyone in the Borough park or gazebo. Mr. Barrasse motioned, seconded by Mrs. Earley to enter into a contract with Lackawanna County Wireless to provide wireless internet service for a monthly cost of \$75.00. Mr. Phillips, Ms. Palmer, Mrs. Earley, Mr. Williams, Mr. Barrasse, Mr. Hughes and Mr. Rinaldi voted in favor.

**HEALTH & SAFETY:** Mr. Barrasse discussed a complaint which was received regarding traffic speeding on Vassar Avenue. The complaint was faxed to Chief Gerrity at South Abington Township. He reported to Mr. Barrasse that he had previously received this complaint but will again follow it up. He talked about the report that Mr. Wilson presented for the Clarks Summit Fire Company and mentioned the upcoming Fire Company pancake breakfast.

**PUBLIC WORKS:** Mrs. Earley reported the DPW staff has been filling pot holes throughout the Borough. They also repaired 3 catch basins which had collapsed over the winter months. The DPW crew is also cleaning catch basins which is a MS-4 requirement. She reported the incorrect time on the Centennial Clock has been repaired and recently received pavers which were ordered will be installed at the base of the clock. In addition, she stated the root cutting in sewer lines will begin on South Abington Road. She also reported the Borough Engineer Jack Scheuer is working with the DPW foreman regarding the Borough's obligations for sewer piping at the Turnpike Bridge area. Mrs. Earley contacted an agency for street sweeping and is awaiting their response. President Rinaldi mentioned an e-mail the DPW foreman received regarding borrowing the street sweeper from the City of Scranton. The e-mail stated they are unable to loan it to us this year due to financial problems in the City of Scranton. Ms. Palmer stated she received a call from a resident on Abington Road asking when the sweeping will take place. Mr. Hughes reported on the street light traffic flow at the corner of E. Grove Street and Abington Road. Mr. Rinaldi then mentioned an article in the Scranton Times regarding problems Clarks Summit Borough is having with their storm water/sewer system. It also mentioned that 44 communities had received MS-4 violation letters. It did not mention communities, including Clarks Green Borough, with no violations.

**REFUSE & RECYCLING:** Ms. Palmer reported she had received a complaint regarding County Waste and pick up times on the state roads. They recently picked up the refuse & recycling on Abington Road at 10 a.m. Friday. She will talk to them about arranging to have the refuse & recycling on the state roads picked up earlier in the morning. She also discussed trash bags on South Abington Road that have not been picked up. She reported the Recycling Grant money had been received.

**AAJRB COMMITTEE:** Ms. Palmer reported she did not attend the last meeting as she was attending an ACOG meeting that evening. She will have Secretary Brown distribute minutes from the AAJRB meeting. Mr. Hughes reported he has received a copy of the AAJRB financial report. He is still waiting for the remaining eleven (11) material weaknesses which were note in their audit. Mr. Rinaldi reported the Rec Board, through Jim Kane, was going to bid a pre-cast toilet under the RACP Grant with the remaining funds which are available. Due to errors in the original bid advertisement, a new, revised advertisement will be placed which will allow the Borough Solicitor and Engineer sufficient time to review the documents and award the bid. He reported there is approximately \$150,000 remaining on the Grant.

**ACOG:** Ms. Palmer reported ACOG is working on putting together an event in the Fall to honor First Responders with an environmental fair and a recycling event. This would possibly be held at the South Abington Park in September. In addition, she reported she will be attending the Board of Directors meeting at State College for the State COG and she will also attend the Pennsylvania State Association of Boroughs dinner.

**ARWA:** President Rinaldi reported he attended the ARWA meeting the previous week. A copy of the Engineers MS94 report regarding the sanitary sewer system is available for review. He reported ARWA purchased a new skid steer which has been delivered.

Training sessions for operation of two of the modules have been scheduled by Gannett Fleming. In addition, auditors Joneskohanski and Company have begun the 2014 audit. He announced construction is on time with a finishing date the middle of August 2015. Substantial completion, under the contract, is due in September and the final completion is due at the end of October 2015. A rain/melt event occurred in March and the plant handled 11 million gallons which is in excess of what the old plant was able to handle.

**OLD BUSINESS:** Mr. Rinaldi reported two letters of interest were received regarding the Real Estate Tax Collector position. He stated the appointment would be only until the end of this year which he will clarify with the candidates. The advertisement for the Secretary/Treasurer and LST Collector will be on social media as well. Mr. Hughes mentioned reducing the RACP Bond to \$250,000.00. He motioned, seconded by Ms. Palmer to reduce the RACP Bond to \$250,000.00 and to have Secretary/Treasurer Brown notify DGK Insurance. Mr. Williams, Mr. Hughes, Mr. Phillips, Mr. Barrasse, Ms. Palmer, Mrs. Earley and Mr. Rinaldi voted in favor.

**NEW BUSINESS:** Mrs. Earley reported the DPW foreman has attempted, unsuccessfully, to find the agreement between Clarks Green Borough and Clarks Summit Borough regarding Glenburn Road and Main Avenue. He would like Council's approval to begin the paving project on Glenburn Road. Ms. Palmer and Mr. Rinaldi discussed the website domain in regards to previous and current owners.

**MOTION FOR ADJOURNMENT:** Mr. Phillips motioned, seconded by Mr. Hughes to adjourn the meeting at 8:40 p.m. All in attendance voted in favor.

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Janice F. Brown, Secretary/Treasurer