

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
APRIL 18, 2018**

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

ROLL CALL: Secretary Culbertson conducted roll call. The following were present: Mr. Rinaldi, Mr. Dougherty, Mr. Toms, Mr. Hughes, Ms. Igoe, Mr. Williams, Mr. Barrasse and Mayor Lawler.

ABSENT: Solicitor Weinschenk.

APPROVAL OF MINUTES: President Barrasse entertained the motion to accept the minutes of the March 21, 2018 meeting. Ms. Igoe motioned, seconded by Mr. Dougherty. Mr. Williams, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Dougherty, Mr. Rinaldi and Mr. Barrasse voted in favor.

VISITORS: Marnie Palmer, 280 East Grove Street, Ben Freda Abington Journal, Jerilyn Luben, L & V Engineering, Peter Giermanski, 100 Squirrel Run, Dave Kettell, 323 Crest Drive, Katie Marquardt, 229 Cornell Avenue and Clarks Summit Police Chief Chris Yarns.

MAYOR'S REPORT: Mayor Lawler asked Council to take a moment to remember our residents and our residents trust in our governing. Mayor Lawler asked those attending to remember those residents who are ill and/or facing serious challenges and those who passed on this month. Mayor Lawler informed Council she will be attending May 17th Lackawanna County Association of Boroughs meeting noting the topic will be U.S. Census and welcomed anyone else who might be interested to attend noting the 2018 dues need to be paid at a cost of \$75. Mayor reviewed the preparations for the First Annual Recycling Festival anticipating a profit from our raffle baskets and participating vendors. Publicity for the event will begin this week. Mr. Rinaldi motioned to make available funds to the Mayor Lawler for the Recycling Festival in the amount not to exceed over \$750, seconded by Mr. Hughes. Mr. Toms, Mr. Dougherty, Ms. Igoe, Mr. Rinaldi, Mr. Williams, Mr. Hughes and Mr. Barrasse voted in favor. Mayor Lawler welcomed CS Police Chief Yarns to the meeting. CS Police Chief Yarns reviewed the monthly report noting a few domestic disputes, trees that had fallen from the recent storms, speeding enforcement and informed Council of bear sightings.

PUBLIC COMMENT: Peter Giermanski, 100 Squirrel Run, thanked Council for its support and reported the Shade Tree Commission has been awarded a 10-Year Tree City USA plaque. Mr. Giermanski told Council he looks forward to continuing the work with the Borough, including the new Mayor Lawler. Mr. Giermanski reminded Council continues seeking volunteers. The Commission continues processing request for trees which are provided for free as a service to Borough Residents. Mr. Rinaldi told Council a contractor broke ground for a new residential home on the corner of Rabbit Run and Possum Way on the final vacant lot in Phase II of the Green Hills development.

SOLICITOR'S REPORT: No report.

TREASURER'S REPORT AND BILL APPROVAL: Mr. Hughes reported on the checking account balances with comparisons to last month and last year. The Treasurer's report was presented by Mr. Hughes and filed for audit. Current fund balances are as follows:

Capital Fund Money Market	\$	99,394.97
General Fund Checking		206,852.88
General Fund Money Market		35,270.48
Sewer Fund Checking		234,241.29
Sewer Fund Money Market		34,984.66

Sewer – FNCB CD	50,054.93
Sewer – Wayne Bank CD	50,669.36
State Funds Checking	<u>61,764.49</u>
Total Checking/Savings	\$ 773,233.06

Mr. Hughes told Council the general fund checking account is \$50,000 lower than last year since March's Real Estate Tax receipts were received on April 2nd noting he wants the April Real Estate Tax receipts recorded in April versus May regardless of when received. Secretary Culbertson stated she will pass on the request to Assistant Treasurer. With no questions from Council Mr. Hughes motioned, seconded by Mr. Toms to accept the Treasurer's report and ratify the payment of the bills. Mr. Toms, Mr. Dougherty, Ms. Igoe, Mr. Hughes, Mr. Williams, Mr. Rinaldi and Mr. Barrasse voted in favor. Mr. Hughes commented on budget amounts that changed noting the state funds account is up by \$39,000 as a result of the receipt of the liquids funds disbursement from the State. The Borough received the disbursement in April versus last fiscal year in March. Mr. Hughes then presented the Budget vs. Actual report comparing balances on the report to amounts to last year. Mr. Hughes reviewed the sewer delinquency report noting the six (6) month or more delinquencies \$6,800 has been collected. Mr. Hughes noted a resident sent a letter asking her late charges be forgiven stating she had experienced US mail issues. Mr. Hughes recommended to Council the late charges be waived for the sewer account of Patricia Gross, 311 Crest Drive since after reviewing her account since 2012 which evidenced her record of timely payments. Mr. Rinaldi motioned to forgive the late charge assessed to Patricia Gross's account, seconded by Mr. Hughes. Mr. Dougherty, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Rinaldi, Mr. Williams and Mr. Barrasse voted in favor. Mr. Hughes told Council the checks and cash received from the Mayor Thorburn Memorial Fund has been deposited in the bank in the amount of \$1,900 and requested thank you letters be sent to the individuals signed by the Mayor Lawler and the Council President Joe Barrasse.

BUILDINGS & GROUNDS: Mr. Toms told Council he contacted the trade schools within our area as suggested from the last Council Meeting and no one had been in touch with him concerning the truck. Mr. Rinaldi asked if parts from the truck will be marketed to the dealerships when a new truck is purchased. Mr. Toms told Council he feels the dealerships will work with Borough on a trade-in. Ms. Igoe asked "how soon will we be purchasing." Mr. Barrasse stated it has not been decided but noted it will have to take place by October and he and Mr. Dougherty are exploring getting a grant to help fund the purchase of the truck. Mr. Dougherty told Council he is in the process of checking into what grants might be available to the Borough and has been working with Representative Marty Flynn's office. Mr. Rinaldi asked Mr. Toms to have the DPW crew at least quarterly clean the Little Pocket Library. Mr. Toms and Mr. Rinaldi both suggested to Council the possibility of having the Clarks Green Borough etching on the front of the Borough Building be colored since the late Mayor Thorburn felt it could not be seen. Mr. Toms told Council he is looking to replace and purchase more American Flags for the Borough to display for Memorial Day. Ms. Igoe requested additional flags be placed on Abington Road from Fairview Road to Highland Avenue.

PUBLIC WORKS: Mr. Barrasse notified Council that Richard Kresge, ATC Engineering firm will be attending the May work session. Mr. Williams told Council about a meeting held at the Borough Building, May 9th concerning Crest Drive noting he was absent, but Williams Toms, Alan Hughes, Dave Kohinsky and Richard Kresge attended. Mr. Williams told Council after his conversation with Mr. Kresge, Mr. Kresge determined there were no easements in the area. He then reviewed the proposed work needed regarding the storm water pipe under Crest Drive Mr. Williams believes part of the issue is an old section of pipe which continues through private property. Mr. Toms stated he does not see how the Borough could be responsible, noting it is a legal issue. Mr. Toms stated replacing the headwall would solve the Borough problem eliminating the cost and inconvenience of tearing up the street. Mr. Toms and Mr. Rinaldi stated they understood the Borough's engineering firm was to attend this meeting. Mr. Barrasse told Council after discussion he decided the engineer will attend the May work session with the residents. Mr. Hughes briefly explained the Crest Drive

area and how the water flows. Mr. Dougherty and Mr. Toms talked about the possibility of the DPW crew performing the work with the rental of some equipment. Mr. Hughes and Mr. Williams would like professionals to give them advice. Mr. Rinaldi stated his concern with the whole project noting on the westerly side of the roadway, the Borough has no way to determine where the private pipe starts. He believes the best solution for the Borough involves only constructing new headwall on the easterly side of the street. Mr. Rinaldi asked Mr. Barrasse about the scheduling of the engineers to attend a Council Meeting stating he has previously twice requested the engineers to attend a business meeting and this is the second time they have been scheduled to attend a work session. Mr. Rinaldi believes the Engineer should attend a Council Business Meeting so that the Borough minutes would reflect their comments. Mr. Barrasse stated since Solicitor Weinschenk was not attending the meeting tonight, he spoke with the Chair of Public Works, Mr. Williams and they felt the residents should have an opportunity in attending the meeting with the engineer so it was decided not to have him attend the meeting tonight. Mr. Barrasse stated he will request the engineer to attend the May council meeting if that was Mr. Rinaldi's preference. Mr. Rinaldi stated it had been his preference for the last six months. Mr. Rinaldi asked why does the engineering firm send two (2) engineers to meetings resulting in billing for two (2) engineers at different hourly rates. Mr. Williams noted he was only aware of one (1) engineer, Mr. Kresge attending, and Mr. Williams will follow-up with the answer to Mr. Rinaldi's question. Several Council members wanted verification on the date of the meeting and Mr. Rinaldi responded stating he has called this to Council's attention before stating their billing never gives specific dates when the service was actually rendered. Secretary Culbertson made copies of the recent bill for Council since the check for payment was just signed by the appropriate Council members. Mr. Williams presented to Council the estimate of the project at Armstrong Avenue based off of Dave Kohinsky's spreadsheet. The projected cost will be \$12,561 starting near the end of June or beginning of July. Mr. Williams reported from the recent storm the Borough suffered no major damage other than the rope on the flagpole broke. Mr. Toms reported to Council he had requested Mr. Kohinsky put together a work schedule with dates when the projects will start and finish because Mr. Toms worried about the DPW crew scheduling vacation time and wanted to make sure there will be a full workforce while the projects are being done. Mr. Williams told Mr. Toms notebooks are being created by Dave Kohinsky for him and Mr. Barrasse showing information you questioned. Mr. Rinaldi reviewed the request for engineering proposals with the changes that had been requested at the March Council Meeting. Mr. Rinaldi told Council once the proposal was amended with changes suggested by Solicitor Weinschenk, they were forwarded to Council for review and comment which would be addressed at tonight's meeting. Mr. Rinaldi stated no comments or suggestions were received from Council. Mr. Rinaldi motioned to advertise the request for proposals as drafted with the certification requirement insisted upon by Mr. Barrasse, seconded by Mr. Hughes. Mr. Barrasse moved to table the motion until the St. Gregory's Church Expansion Project is finished seconded by Mr. Dougherty. Mr. Dougherty, Mr. Hughes, Mr. Williams and Mr. Barrasse voted yes. Ms. Igoe, Mr. Toms and Mr. Rinaldi voted no. Mr. Barrasse explained our current engineers are being paid to be involve with the St. Gregory's Expansion plans and this is the largest project in the Borough. Mr. Barrasse told Council he had consulted with Solicitor Weinschenk and that he fully agrees if we entertain the request for proposals, we can possibility end up paying two (2) engineering firms to review the expansion plans noting the reason why we are doing the request for proposals is that we are hoping to save money and make certain the current engineering firm is actually doing the best for the Borough. Mr. Dougherty agreed noting the other projects in progress in the Borough. Mr. Barrasse told Council if we changed now after eight (8) to ten (10) years will be definitely a huge mistake. Mr. Rinaldi corrected Mr. Barrasse by stating it is more like thirty (30) to forty (40) years as stated by former Councilwomen Earley. Mr. Barrasse stated let the records reflect thirty (30) to forty (40) years. Mr. Rinaldi and Mr. Barrasse had a discussion about the concerns of storm water at the future expansion site. Mr. Rinaldi read a letter from the project's engineer stating the current Pollution Reduction Plan would not be effected by the minimal increase in storm water runoff caused by the expansion plan and as a result the overall calculations would not result in the need for an amendment of the Borough's Plan. Mr. Barrasse informed Council that the newly appointed member of the Planning Commission has not turned in her Statement of Financial Interest and reported not all members have confirmed they

will be attending the meeting leaving the possibility of not have a quorum. Mr. Rinaldi and Mr. Barrasse both discussed various time limits for a decision by the Commission. Mr. Hughes told Council he would feel more comfortable in making a decision on requests for engineering proposals in July. Mr. Rinaldi motioned to extend the time to make the decision on requests for engineering proposals to July's Council Meeting of the Borough with thirty (30) days to submit proposals, seconded by Mr. Toms. Mr. Dougherty asked "what is the rush for getting new engineers." Mr. Dougherty noted they have history of the Borough. Mr. Rinaldi and Ms. Igoe stated they have a history in relation to costs to the Borough including double charging and sending two (2) engineers to meetings. Mayor Lawler commented by stating Mr. Dougherty and herself are at a disadvantage since they have been newly appointed in February and really don't know the history with the current engineering firm. Mayor Lawler told Council she has taken on being Chair with the Planning Commission and noted the Borough has a new Zoning Officer while expressed her concern because the expansion is a big project noting it may also need to go to the Zoning board. Mr. Barrasse and Mr. Rinaldi both verified since there is no variance or special exception the expansion project should not need action from Zoning board. Mr. Barrasse motioned to table the motion for the request of engineering proposals for the July Council Meeting, seconded by Mr. Dougherty. Mr. Hughes, Mr. Dougherty, Mr. Williams and Mr. Barrasse voted yes. Mr. Rinaldi, Ms. Igoe and Mr. Toms voted no. Ms. Igoe noted continuing tabling the motion is ridiculous, and Mr. Toms agreed both stating we all made a decision to request engineering proposals several months ago.

PERSONNEL: Mr. Williams motioned based on the Personnel Committee's recommendation to hire Joanne Pesota for the position of Assistant Secretary/Treasurer at the pay rate of \$15 per hour for ten (10) hours per week with start date of May 1, 2018, seconded by Mr. Dougherty. Mr. Williams thanked the committee members for their time during the interview process. Mr. Rinaldi stated he would like to discuss this before the votes are taken. Mr. Rinaldi asked if Ms. Pesota would be available five (5) days a week during business hours if Secretary Culbertson is sick or on vacation. Mr. Rinaldi questioned whether or not she has no other commitments that would stop her from coming to the office when needed at a moment's notice. Mr. Williams stated she does have other part-time employment but it is only a few hours but she would make sure her schedule would accommodate the Borough's. Mr. Rinaldi told Mr. Williams you cannot schedule when Ms. Culbertson calls off sick. Mr. Williams stated Mrs. Pesota made the commitment to cover under these circumstances. Mr. Williams told Mr. Rinaldi he would contact her again verifying her other employments will not interfere with her employment at the Borough office. Mr. Rinaldi moved to table the motion to hire Mrs. Pesota until Council confirms she will be available to cover when needed, seconded by Ms. Igoe. Mr. Dougherty told Council Mrs. Pesota made it sound that she had a lot of flexibility at current positions. Mr. Rinaldi asked the Personnel Committee if there were any candidates that were available without a commitment or any other job. Mr. Dougherty stated they all had jobs. Mr. Rinaldi asked if they were going to maintain their current job if they were appointed to the position at the Borough. Ms. Igoe answered one (1) of the candidates would leave her job if she was offered the position. Mr. Barrasse reported Ms. Barrett will be resigning by the second week of May and she will need to train the appointed candidate. Mr. Williams, Mr. Dougherty, Mr. Hughes and Mr. Barrasse voted no. Mr. Rinaldi, Ms. Igoe and Mr. Toms voted yes. Secretary Culbertson took roll call for the original motion of hiring Joanne Pesota for the position of Assistant Secretary/Treasurer at the pay rate of \$15 per hour for ten (10) hours per week with start date of May 1, 2018. Mr. Hughes, Mr. Dougherty, Mr. Williams and Mr. Barrasse voted yes. Mr. Rinaldi, Ms. Igoe and Mr. Toms voted no. Mr. Rinaldi told Council it seemed reckless to hire someone without verifying if she will be available. Mr. Barrasse thanked Mr. Rinaldi for his comments but noted he was involved with several of the other interviews and Mr. Williams had a list in which he and Mr. Williams discussed on flexibility of any candidate noting this candidate stated she was able to make the commitment. Mr. Hughes stated he voted yes because he felt comfortable on her availability. Mr. Toms asked if she was familiar with QuickBooks Accounting Software noting it was a pre-requisite. The Personnel Committee stated no. Mr. Hughes told Council when asked at the interview she stated she would not have a problem. Mr. Barrasse thanked the Personnel Committee on their efforts. Mr. Dougherty thanked Mr. Williams on the comparison

spreadsheet that had pertinent items discussed at the interviews aiding in the decision process. Mr. Rinaldi asked Mr. Williams why the comparison spreadsheet was not sent out to all of Council. Mr. Williams stated the way the process worked until up to the last interview based on the qualifications of the job responsibilities simple series of yes and no along with comments on scheduling and just compiled it for the committee. Mr. Toms informed Council he was not even aware he was off of the Personnel Committee on which he had previously served Ms. Igoe questioned Mr. Barrasse on the determination of committee members noting no one was asked to serve or informed they were off the committees. Mr. Rinaldi noted the Building/Grounds Chair was always on the Personnel Committee. Mr. Toms noted he is doing work for another Chairperson and wasn't even assigned to the same committee. Mr. Barrasse told Council he had a meeting with the Vice President, Mr. Williams concerning the committee assignments. Mr. Barrasse explained he has been on Council for five (5) years and was never asked by the President, it is the discretionary of the President to assign the committees. Ms. Igoe told Mr. Barrasse he did not even display the courtesy of asking and letting members know they were off committees. Mr. Barrasse informed Ms. Igoe it was his sole decision. Mr. Barrasse told Council Mr. Hughes has to leave the meeting.

REFUSE & RECYCLING: Ms. Igoe reported Mayor Lawler updated everyone on the Recycling Festival and noted there possibility might be two (2) more vendors, noting one (1) will be Rob Karp from Factoryville, windowsill rock gardening. Ms. Igoe announced April 21st University of Scranton will be sponsoring a free Electronic Recycling Event and noted it is advertised on our website. Ms. Igoe told Council George Sweda, Sweda Advertising was willing to make flyers for the recycling event pro bono. Mr. Rinaldi commented hoped his service would be in lieu of the \$25 fee and would make him one (1) of the sponsors. Mayor Lawler asked Mr. Williams if there were any candidates for the Assistant Secretary/Treasurer position that had QuickBooks experience. Mr. Williams first respondent no but Mr. Rinaldi stated one (1) candidate did and Mr. Williams agreed stating she used an older version.

HEALTH & SAFETY: Mr. Rinaldi introduced Jerilyn Luben, L & V Engineering. Ms. Luben began by telling Council of her background including working for PennDot for fourteen (14) years doing traffic signal design before starting her own business in 2008. Ms. Luben briefly listed the services provided for the intersection North Abington and Grove Street including data collection, which has been completed, timing programs based on the data collected and calculations and analyses with the respect to changing clearance intervals from a safety and liability perspective. Ms. Luben suggested a possible addition to the project explaining emergency vehicle pre-emption and noting she would need input from a contractor. Ms. Luben told Council it is beneficial during congested conditions when vehicles have no room to pull over to let an emergency vehicle to pass. Ms. Luben explained the next steps needed are field data collections and preparing a TE-160, the PennDot application allowing the Borough to make changes to traffic signal which would take approximately three (3) weeks to have the information ready for submission. Ms. Luben took questions from Council and asked if the Council determined how to put the package together. Mr. Rinaldi stated the project should have a bid noting you always get a better deal and Council will discuss the issue. Ms. Luben thanked Council for giving her an opportunity to speak and do the work for the intersection. Mr. Rinaldi updated Council on the Borough's Emergency Management Plan with Clarks Summit. Clarks Summit will need to confirm its willingness to provide, manage and oversee the Emergency Management Plan for Clarks Green Borough and both Boroughs will need to adopt an Ordinance. Mr. Rinaldi told Council it will be approximately two (2) to three (3) months for the Plan to be put together.

ARWA: Mr. Rinaldi reported seven (7) employees at the plant had Confined Space training, showing them how to be safe if it becomes necessary to enter any the tanks. Mr. Rinaldi informed Council the annual grease removal had taken place April 7th briefly explaining the process for new council members. Mr. Rinaldi told Council the regional Chapter 94 Report includes Clarks Summit, Clarks Green and South Abington Township was submitted to DEP before March deadline. Mr. Rinaldi

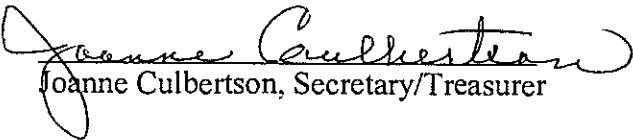
informed Council the five (5) year NPDES Permit was approved and effective until March 2023, however ARWA will be required to schedule four (4) WHET tests per year at the approximate cost of \$8,000 each year. Mr. Rinaldi told Council the plant had an issue with its SCADA software which is used by utility plants around the country noting the vendor that was used no longer was associated with the SCADA software provider. ARWA hired a new vendor, SideTech Inc. at a cost of \$300 yearly. Mr. Rinaldi announced ARWA is in the process of interviewing attorneys for the open Solicitor position caused by Borough Resident Atty. David Gromelski's untimely passing. Mr. Rinaldi asked if any Council members know of anyone who might be interested with a background in environmental law and DEP regulations to contact him know since the ARWA decided not to publicly advertise.

GRANT: Mr. Dougherty briefly reviewed what he stated earlier at the meeting. Mr. Dougherty told Council he is in the process of checking into what grants might be available to the Borough and has been working with Tom Welby, Representative Marty Flynn's office. Mr. Dougherty told Council he just received a packet from Lackawanna County for non-entitlement communities noting he will be getting more information in helping to aid in the purchasing of new trucks for the Borough. Ms. Igoe asked if she and Mr. Williams can receive copies of the packet since they are on the grant committee. Mr. Rinaldi told Mr. Dougherty he had placed in his mail slot the Green Light Go compliance documents noting the forms and instructions are there since the Borough has already incurred \$1,700 expenditure from Ms. Luben for information she required for her services for the traffic light replacement.

OLD BUSINESS: Nothing to report.

NEW BUSINESS: Nothing to report.

MOTION FOR ADJOURNMENT: Mr. Williams motioned, seconded by Mr. Dougherty to adjourn the meeting at 9:45 P.M. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer

CLARKS GREEN BOROUGH
COUNCIL MEETING

Agenda

April 18, 2018

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE-** President Barrasse
2. **ROLL CALL-** Secretary Culbertson
3. **MOTION TO ACCEPT MINUTES**
4. **MAYOR'S AND POLICE REPORT, FIRE & AMBULANCE**
Mayor Lawler, Clarks Summit Police Chief Yarns
Clarks Summit Fire Co. President Mike Lukus, New Fire Chief Jay Miller,
EMS Corey Colarossi
5. **HEALTH & SAFETY COMMITTEE-Mr. Rinaldi**
Jerilyn Luben - Green Light Go Project
6. **PUBLIC COMMENT**
Visitors should approach the podium and state their name and address. Comments are limited to 5 minutes
7. **GERARD HETMAN, LACKAWANNA COUNTY DEPT. of COMMUNITY RELATIONS**
8. **SOLICITOR'S REPORT – Mr. Weinschenk**
9. **TREASURER'S REPORT AND BILL APPROVAL – Mr. Hughes**
10. **FINANCE COMMITTEE – Mr. Hughes**
Sewer Account Delinquencies & Payments
11. **BUILDINGS & GROUNDS COMMITTEE – Mr. Toms**
Truck Progress
12. **PUBLIC WORKS COMMITTEE – Mr. Williams**
Sinkhole Discussion
13. **PERSONNEL COMMITTEE– Mr. Williams**
Progress on Assistant Secretary/Treasurer Position- Executive Session
14. **REFUSE & RECYCLING COMMITTEE– Ms. Igoe**
15. **ABINGTON REGIONAL WASTEWATER AUTHORITY REPORT – Mr. Rinaldi**
Borough Sewers/ Cap Discussion
16. **GRANT COMMITTEE- Mr. Dougherty**
17. **OLD BUSINESS**
18. **NEW BUSINESS**
Emergency Management Plan issue- Intergovernmental Agreement
19. **ADJOURNMENT**

NOTE TO VISITORS: Please sign the attendance sheet and indicate if you wish to observe the meeting or to address Council, stating the agenda topic on which you would like to comment. Thank you.