

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
JUNE 20, 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, Mr. Williams, Ms. Igoe, Mr. Barrasse, Mayor Lawler and Solicitor Weinschenk.

APPROVAL OF MINUTES: Mr. Barrasse entertained the motion to accept the minutes of the May 16, 2018 meeting. Mr. Hughes motioned, seconded by Mr. Toms. 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, Leah Rosenkrans, CPA & partner from Murphy, Dougherty & Co., CSPD Chief Yarns, Alan Smertz, 202 Rabbit Run, Carolyn Beers and Boy Scouts from Pack 251: Collin Jenkins, Jamison Messoir, Andrew Kane and Christian Weiland.

MAYOR'S REPORT: Mayor Lawler asked Council to take a moment to remember our residents who we serve and those residents who are ill and/or facing serious challenges and those who passed on this month. Mayor Lawler thanked Council members Mr. Rinaldi and Ms. Igoe for their support at the Memorial Day celebration along with Council in donating the (2) commemorative wreaths. Mayor Lawler reported she had married a lovely couple, Ryan Corrigan and Tara Lee Kernoschak at the borough building June 3rd. CSPD Chief Yarns briefly reviewed the monthly police report noting a bus accident occurred without any tragedies. Mr. Rinaldi informed Council and the public that the CSPD will do checks on your home while on vacation noting they will have to contact the police department in advance.

PUBLIC COMMENT: Leah Rosenkrans, CPA & Partner from Murphy, Dougherty & Co. reviewed the 2017 Audit briefly reported on the general fund noting during the year the Borough had budgeted receive \$570,915 in revenue but actually received \$757,148 or a surplus of \$186,233. Pass through grant revenue accounted for the majority of this amount. On the expenditure side of the budget the Borough was \$119,486 over budget. This was mainly due to the pass through grant expenses. Overall the budget was favorable by \$66,747. The Borough had anticipated increasing the fund balance by \$5,111 but actually increased it by \$71,858. This was possible due to not spending the budgeted amount on road repair and maintenance and receiving more revenue from earned income tax collections than anticipated. The fund balance at December 31, 2017 was \$295,613 and carried over to the 2018 budget. Ms. Rosenkrans told Council they are doing a great job by keeping expenditures down and noted not having pensions is a plus. Mr. Hughes thanked Ms. Rosenkrans on her work and that of the firm. Mr. Hughes motioned to accept the 2017 Audit and pay the invoice for the professional services provided by Murphy, Dougherty & Co. at the cost of \$6,950, seconded by Ms. Igoe. Mr. Toms, Mr. Dougherty, Ms. Igoe, Mr. Rinaldi, Mr. Williams, Mr. Hughes and Mr. Barrasse voted in favor. Alan Smertz, 202 Rabbit Run, addressed Council on a letter he had sent requesting help in developing a solution to the problem of water runoff from properties located above his property stating he has lived in the Borough for twenty-six (26) years. Mr. Smertz noted this problem was always an issue previously as a result of which a family member suffered injury due to the ice buildup which he believes will be compounded by the construction of a new home on the corner of Possum Way and Rabbit Run. Mr. Smertz proposed that a catch basin be installed before his driveway. Mr. Barrasse along with Mr. Williams both agreed they will have Dave Kohinsky and the Borough Engineer will investigate the situation and will respond to Mr. Smertz once the evaluation is completed. Boy Scouts from Pack 251 introduced themselves thanking Council for letting them attend

the Council meeting, so they can earn their Civic Badges. All of Council along with Mayor Lawler wished them well on their future endeavors and thanked them for representing the youth of the Clarks Green community.

PUBLIC WORKS: Mr. Williams discussed the paving cost estimates that had been distributed showing alternatives for the Yale Boulevard and Greenbrier Drive noting the engineers tried to get close to our \$100,000 budget. Mr. Williams stated the engineers are recommending the alternative number 1 with an approximate cost of \$55,543.95. Mr. Williams asked for a motion to proceed with alternative 1 for the paving of Yale Boulevard and Greenbrier Drive including having Borough Engineers prepare the bid package. Mr. Hughes motioned, seconded by Mr. Dougherty. Mr. Dougherty, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Rinaldi, Mr. Williams and Mr. Barrasse voted in favor. Mr. Williams briefly reviewed the Crest Drive/ sinkhole situation and asked for a motion to proceed with the underground portion of the pipe stating it is estimated by Mr. Kresge for the cost of \$50,902.50 including preparing the bid packages with the necessary specifications. Mr. Rinaldi stated he believes it is pre-mature. The Borough needs better answers since the sketch plan shows one side 100 ft. in length while the other side is only 12 ft. He inquired about the Borough easement asking if the property owner agreed to maintain the swale. Mr. Toms commented stating the Engineers have no definitive answer while Council has been going around and around on this issue. Mr. Williams withdrew the motion and told Council he will be in contact with the engineer to discuss the matter further and get a more definite answer. Mr. Williams discussed the new house being built at Possum Way noting Mr. Rinaldi and Mr. Toms could not find any documentation showing developer installed sewer laterals noting they found information on Phase I but no laterals were shown on the development plan. Mr. Rinaldi stated Mr. Perih will need to pay the fee for a certified sewer inspector and at the owner's expense noting our building inspector, Joseph Supulski will be responsible for the inspection costs. Solicitor Weinschenk stated the Borough is currently using an antiquated sewer connection permit and suggested revising the permit to meet the current code including the connection fee.

SOLICITOR'S REPORT: Solicitor Weinschenk reported on St. Gregory's Expansion Project stating a public hearing will need to be held and transcribed by a court stenographer to receive public input of the proposed conditional use expansion and land development and Council has 45 days to act. Solicitor Weinschenk explained the planning commission sent a letter recommending approval by Council with three (3) conditions that must be met; (1) obtain a highway occupancy permit, (2) combine the lot adjacent to the southern border of the church property with the main church property; and (3) obtain a permanent easement to allow the church to use space adjacent to the northern border of the church property from Our lady of Peace School to provide parking and storm water drainage. Mr. Barrasse with the agreement of Council announced the public hearing will be held at 6 p.m. July 18th and the advertisement will appear in the Abington Journal July 4th and July 11th. Solicitor Weinschenk agreed to arrange for the court stenographer. Solicitor Weinschenk reported he reviewed a draft of comments for the Emergency Management Plan Intergovernmental Agreement noting he has not responded and is waiting to hear on the input from Council and the Safety Committee.

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	\$	99,399.95
General Fund Checking		404,822.96
General Fund Money Market		35,271.66
Sewer Fund Checking		192,538.38
Sewer Fund Money Market		34,985.83
Sewer – FNCB CD		50,054.93
Sewer – Wayne Bank CD		50,669.36

State Funds Checking		<u>61,774.64</u>
Total Checking/Savings	\$	929,517.71

Mr. Hughes told Council the general fund checking account is up by \$51,000 due to the Wage tax collections of \$63,000 noting other significant increases along with the payment to ARWA from the sewer fund checking account. Mr. Hughes then presented the Budget vs. Actual report comparing balances on the report to amounts to last year. Mr. Hughes told Council the real estate transfer tax is \$3,000 higher and the real estate taxes are \$13,000 higher than a year ago. Mr. Hughes told Council total income is \$14,000 higher and expenses are \$20,000 higher due to the road work involving concrete making our Net Income \$5,000 lower than a year ago. 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. Dougherty, Mr. Toms, Mr. Hughes, Mr. Williams, Ms. Igoe, Mr. Rinaldi and Mr. Barrasse voted in favor. Mr. Hughes reviewed the sewer delinquency report noting sewer delinquencies of \$3,421 has been collected. Mr. Hughes informed Council that he met with Mr. Dougherty showing him the procedure in verifying the bank reconciliation statements noting he will be taking over for the second half of the year. Mr. Hughes motioned to authorize the \$500 contribution to the senior center and \$1,000 contribution to the Abington Community Library, seconded by Mr. Dougherty. Mr. Dougherty, Mr. Hughes, Ms. Igoe, Mr. Williams, Mr. Rinaldi, Mr. Toms and Mr. Barrasse voted in favor. Mr. Barrasse and Mr. Toms asked about the request for fireworks display sponsored by the Rotary Club. Mr. Hughes stated it has not been budgeted but we usually do not contribute.

BUILDINGS & GROUNDS: Mr. Toms told Council he contacted a company regarding painting the lettering etched in the front of the Borough Building with gold paint but was told it would not work. Mr. Toms told Council the DPW crew have been working on the catch basins in the Borough and maintaining the grounds at the Borough building.

PERSONNEL: Mr. Williams had nothing to report. Mr. Toms asked Council if they can break for an executive session starting at 8:40 P.M. Council resumed the meeting at 8:50 P.M.

REFUSE & RECYCLING: Ms. Igoe reported on the Electronics Recycling Event Saturday, July 7th at the Borough building noting it will be advertised in the Times Clipboard and Suburban a message appeared on the June sewer bills regarding the event. Ms. Igoe informed Council she has been in contact with County Waste regarding their brown recycle containers for yard waste since the Borough has been getting complaints stating the hauler will not pick up their yard waste. Ms. Igoe suggested using plastic bags.

HEALTH & SAFETY: Mr. Rinaldi told Council they will need to decide if they want to bid for the replacement of the equipment for the signal light at the intersection. The upgraded equipment and installation will cost approximately \$48,000 contract noting the Borough has been awarded a grant for 80% of the estimated cost. Mr. Rinaldi motioned to have Jerilyn Luben provide the equipment specifications in preparation of the bid package allowing vendors to provide and install the equipment for upgrading the traffic signal, seconded by Mr. Hughes. Mr. Barrasse had a discussion on this motion, noting the Borough had applied for a similar grant in 2015 based upon two (2) proposals. Mr. Barrasse told Council he looked at the 2014-2015 minutes, noting two (2) proposals were obtained from Kurlanchek and Northeast Signal and that he used the proposal from Northeast Signal in applying for the grant. Mr. Barrasse reminded Council that we initially turned down our first acceptance of the grant 2016 due to the fact next year's grant was going to be better and then used the same proposal for the 2016 grant application to the state and then was awarded the grant in 2017. Mr. Rinaldi reminded Council the 2016 grant application was only for the replacement of the control unit and did not contain the additional equipment from the current grant. Mr. Barrasse told Council basically we will receive approximately \$40,000 from the State and approximately \$10,000 will be the remaining balance. Mr. Barrasse told Council he had a conversation with Solicitor Weinschenk

stating that the this project does not need to be bid because of the scope of the work and after speaking with Jerilyn Luben multiple times over the last two (2) years almost insists whoever installs the system needs to service the system noting the past problem where a contractor installed the system went bankrupt and the other company serviced the system. Mr. Barrasse told Council he has no problem with bidding noting Northeast Signal is located in Factoryville and drives through our town everyday if we ever got a bid from Allentown that would be a huge mistake if we took it because if they were not available to service the equipment if there was an issue. Mr. Rinaldi and Mr. Barrasse discussed whether or not Ms. Luben stated whoever installs the system needs to service it. Mr. Barrasse told Council he is also concerned with bids if higher costs are proposed and Northeast Signal was going to honor the past proposal. Mr. Barrasse told Council there is a motion on the floor and he would honor what Council desires noting he does not know how this would affect the awarded grant and will not table the motion. Mr. Barrasse told Mr. Rinaldi that he was chair of the Health & Safety Committee for many years. Mr. Rinaldi responded he was well aware of Mr. Barrasse's four (4) years as Health and Safety chair. Solicitor Weinschenk again told Council it is not a legal requirement to have a bid for the upgrading of the traffic signal since he considered the upgrade a public service project and Council could determine if it would like to advertise for bids. Solicitor Weinschenk informed Council if higher bids are proposed including Northeast Signal you can accept a higher qualified bid noting a reliable, recordable and financial secure contractor if the Borough goes after the performance and maintenance bonds it can take years before you receive money. Mr. Rinaldi repeated the motion to have Jerilyn Luben provide the equipment specifications in preparation of bid package allowing vendors to provide and install the equipment for upgrading the traffic signal. Mr. Williams, Mr. Rinaldi, Ms. Igoe, Mr. Hughes, Mr. Toms, Mr. Dougherty and Mr. Barrasse voted in favor. Mr. Rinaldi stated the Safety Committee met today and will be meeting July 2nd to discuss various items concerning the proposed Cooperation Agreement for joint emergency management response with Clarks Summit Borough before meeting with Solicitor Weinschenk. Mr. Rinaldi stated those provisions could be discussed by Council prior to submission to Clarks Summit.

ARWA: Mr. Rinaldi reported the Authority is determining if they will be revising the Tap & Permit Fee since by law that fee is based on a formula which uses the value of the plant, noting with the renovations just completed, it would be an increase in fees and income for the Authority. Mr. Rinaldi informed Council Director Elliott along with Gannett Fleming is preparing an agenda for the September CAP meeting noting it will be discussing flow metering. Mr. Rinaldi reported on an unanticipated occurrence at the plant in one of the bio-reactors, explaining the graded steel piping that is submerged developed pitting which was traced back to high chloride concentration. Mr. Rinaldi told Council ARWA suspects the condition is the result of road salt in the runoff and that the piping will be replaced with higher grade stainless steel. Mr. Rinaldi reported on May 23rd the annual plant inspection was performed by Gannett Fleming noting the Plant was determined to be in good condition. Mr. Rinaldi informed Council about a planning module for fifty (50) units for South Abington Township. Mr. Rinaldi also stated the Director Elliott was asked to write an article the state-wide publication, PA Rural Association. Mr. Rinaldi informed Council he has been elected Vice-Chairman of ARWA. All of Council offered their congratulations.


GRANT: Mr. Dougherty reviewed the report that was distributed to all Council members showing what money had been spent to date on the Borough's awarded grants noting the Green Light Go Grant and the PA Small Water and Sewer Grant. Mr. Dougherty offered to meet with anyone to discuss and even receive advice on the grants mentioned. Mr. Dougherty told Council he has been in contact with Mrs. Earley since she handled the grants when on Council. Mr. Dougherty told Council based off the discussion with Mrs. Earley you wait till you spend all your money then you submit the grant application to get your refund payment. Mr. Rinaldi asked Mr. Dougherty about the additional engineering bill with the cost of approximately \$800 for the PA Small Water and Sewer Grant stating he had sent a copy of the invoice to Mr. Dougherty for review. Mr. Dougherty told Mr. Rinaldi he did not really know anything about the additional bill. Mr. Rinaldi reminded Council the Engineering firm represented the cost of the application would be \$1895, which has already been paid, when a majority

of Council voted to apply for the grant based on a fixed cost from the Engineering firm. Mr. Williams stated he had contacted the engineers regarding the invoice to the grant application project and it was the time charged by Zachary Smith to provide follow-up mapping and itemized cost requested by the grant program in support of the application following the initial submission. Mr. Williams stated the Borough will be credited for the additional amount.

OLD BUSINESS: Mr. Barrasse read a thank you note from the former assistant secretary/treasurer expressing her thanks for Council's generosity and the years working for the Borough and wished them all the best including her co-workers.

NEW BUSINESS: Mr. Rinaldi informed Council Julie Tinkleman, a resident of Clarks Green was listed as one of the Top 25 Women in Business in Northeastern, PA. Mayor Lawler told Council she will be in contact with her.

MOTION FOR ADJOURNMENT: Mr. Barrasse motioned, seconded by Mr. Rinaldi to adjourn the meeting at 9:16 P.M. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer

CLARKS GREEN BOROUGH
COUNCIL MEETING
Agenda

June 20, 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. PUBLIC COMMENT
-2017 Audit Leah Rosenkrans, CPA from Murphy, Dougherty & Co.
- Alan Smertz (202 Rabbit Run, Clarks Green) Sealed Letter to be read & discussed
-Planning Commission- Chairwoman - Patty Lawler
- Two (2) Boy Scouts from Pack 251 in attendance to earn their Civic Badges
-Visitors should approach the podium and state their name and address. Comments limited to 5 minutes
6. PUBLIC WORKS COMMITTEE – Mr. Williams
Sinkhole Discussion, Paving projects
7. GERARD HETMAN, LACKAWANNA COUNTY DEPT. of COMMUNITY RELATIONS
8. SOLICITOR'S REPORT – Atty. Weinschenk
9. TREASURER'S REPORT AND BILL APPROVAL – Mr. Hughes
- \$500 Contribution to Senior Center
- \$1,000 to Abington Community Library
- General Account \$50,000 CD at NBT Bank (15 Months @ 1.75%)
10. FINANCE COMMITTEE – Mr. Hughes
Sewer Account Delinquencies & Payments
11. BUILDINGS & GROUNDS COMMITTEE – Mr. Toms
12. PERSONNEL COMMITTEE– Mr. Williams
13. REFUSE & RECYCLING COMMITTEE– Ms. Igoe
July 7th Recycle event at Borough Building
14. HEALTH & SAFETY COMMITTEE-Mr. Rinaldi
-Green Light Go Grant discussion
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
- UGI Letter for Violation at 117 Clark Street
19. ADJOURNMENT

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