

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
DECEMBER 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. Toms, Mr. Hughes, Ms. Igoe, Mr. Dougherty, Mr. Williams, Mr. Barrasse and Mayor Lawler.

ABSENT: Solicitor Weinschenk.

APPROVAL OF MINUTES: President Barrasse entertained the motion to accept the minutes of the November 20, 2018 Council meeting. Mr. Hughes motioned, seconded by Ms. Igoe. Mr. Toms, Ms. Igoe, Mr. Hughes, Mr. Dougherty, Mr. Rinaldi, Mr. Williams and Mr. Barrasse voted in favor.

VISITORS: Clarks Summit Police Chief Chris Yarns and Ben Freda, Abington Journal.

MAYOR'S REPORT: Mayor Lawler asked Council to take a moment to recognize the privileges and responsibility to serve the residents of Clarks Green Borough and those residents who are ill and/or facing serious challenges and those that passed on this month. Mayor Lawler read correspondence from Maureen Thorburn and Family thanking the Borough for the Dedication of the Memorial Bench located near the pocket library which the late Mayor Thorburn crafted noting it will keep his memory alive. Mayor Lawler continued reading another correspondence noting it was from the late Mayor Thorburn's grandson, Finley, thanking Councilman Hughes and her for the time they spent with him for his school project concerning the History of Borough noting he received a 100 % on his paper. Mayor Lawler reported the "Lighting of the Green" ceremony was a huge success noting she has received several complements for the area residents. Mayor Lawler informed Council she had contacted the Abington Heights School District regarding the scholarship fund for the late Mayor Thorburn noting they it will make the industrial art student selection and discuss it with Mrs. Thorburn and the school district will leave the decision who will maintain the money for fund up to the Borough. Mayor Lawler told Council she received a complaint concerning the intersection of Possum Way and Fairview Roads stating water collects by the stop sign and noted she will file the complaint. Several Council members noted Fairview Road is a state road and they will be contacted about the resident's concern. CSPD Chief Chris Yarns reviewed the monthly police report noting the carbon monoxide incident the Borough building. Chief Yarns told Council there has been a black bear sighting at the South Abington Road. Mr. Rinaldi told Chief Yarns if any of the police officers cannot make the Council Meeting on time for police report they can discuss that month's report at the next Council meeting since most of the time nothing is out of the ordinary. Mr. Rinaldi explained at the last Council meeting Officer Shedlock disrupted the meeting by coming in late since he was on a call. Chief Yarns stated he had the understanding talking with President Barrasse and Mayor Lawler that it was okay for them to attend the meeting if the officers arrived late. Mr. Rinaldi noted this the first time the he had heard about the discussion with you, President Barrasse and Mayor Lawler.

PUBLIC COMMENT: No public comments.

PUBLIC WORKS: Mr. Williams stated it has been a fairly quiet month. Mr. Williams reported David Kohinsky is making sure all equipment is ready for the snow season. Mr. Williams told Council David Kohinsky is changing the layout of the DPW office making it more organized and workable. Mr. Toms added that the DPW crew put the wiring and outlet in yesterday but will need a certified electrical technician to inspect it. Mr. Toms reported they made new wooden slats for the Borough truck. Mr. Rinaldi suggested that they check if the Borough needs a permit for the electrical

work being done noting the Borough is not exempt from obtaining a permit there is no fee. Mr. Toms stated he will tell Dave Kohinsky to check with the zoning officer, Darlene Sholcosky. Mr. Williams agreed with Mr. Rinaldi. Mr. Toms told Council an inventory of the Borough tools had been taken and wants Council to be aware he approved the purchasing of new tools since some of the tools are worn out stating replacements will approximately cost approximately \$2,000 along with purchasing DPW with weather appropriate clothing noting this had been discussed following the carbon monoxide incident with the DPW crew and Mr. Rinaldi. Mr. Hughes stated funds are in the budget. Mr. Toms mentioned the idea of subcontracting help for snow removal and Mr. Hughes again stated funds are in the budget. Mr. Toms noted he has been talking to former DPW Employee Tom Worobey regarding availability to assist with the snow removal but was not sure of the hourly rate if needed. Mr. Hughes suggested checking the rate from the old records.

PERSONNEL: Mr. Williams updated Council on the Assistant Secretary/Treasurer position stating the personnel committee intended to interview nine (9) candidates but did only six (6) candidates since one (1) was a no show and the other had just started a job. Interviews were held Monday, Wednesday and Thursday nights of last week noting Mr. Dougherty could not attend on Monday interviews. Mr. Williams told Council one (1) of the candidates had a death in the family and on Monday night Mr. Hughes and he interviewed her by phone. Mr. Rinaldi asked Council if the committee made clear that availability is one of the top priorities along with Quickbooks stating that was a major problem with the previous hire. Mr. Barrasse stated in defense of the committee he had sat in the previous interviews and verified the committee stressed availability and was not sure what had happened. Mr. Williams stated in the recent interviews the priority was to find someone who was to knowledgeable in Quickbooks along with availability. Mr. Hughes stated they had spoken with Sharon Barrett in her willingness to train the new hire until she believed the new hire was ready to work on her own and Mr. Williams stated Ms. Barrett agreed to stay on from thirty (30) to ninety (90) days. Mr. Rinaldi stated he was concerned since the new hire missed the opportunity to work with Ms. Barrett for the year end and quarterly reports. Mr. Hughes stated he contacted Ms. Barrett for questions that they should ask regarding knowledge of Quickbooks software noting he feels there are two (2) candidates which should be considered. Mr. Toms asked about their accounting experience and Mr. Williams stated one (1) of the candidates they will have a second interview who also owned a business. Mr. Barrasse asked the feelings of Council if they would agree to hire someone to get them in here for training as soon as possible and then ratify the hiring at the next Council meeting. Mr. Rinaldi and Ms. Igoe both agreed that this was very risky. Ms. Igoe questioned, for this part-time job, do these candidates have any designated scheduled vacations or timeshares? Mr. Williams stated they had talked to them about this. Mr. Rinaldi stated he would like Council to know in advance who the finalist candidates are and what candidate the committee is going to recommend. The Personnel Committee should supply us with their resumes so all of Council can review and get familiar with their work experience and vote accordingly. Mr. Barrasse stated what if they held a Special Meeting for hiring of the Assistant Secretary/Treasurer all of Council agreed if needed. Ms. Igoe stated she feels they already know who they are going to recommend and it's a "done deal". Mr. Hughes stated if the second interview is satisfactory on his perspective and Mr. Williams stated he would like to meet the person before finalizing the decision. Mr. Rinaldi asked the Personnel Committee regarding the incident that happened on the beginning of November. Mr. Williams reported a draft has been sent to Solicitor Weinschenk and will need to go to Council and a discussion will follow. Mr. Rinaldi asked if they followed page 20 of the Employee Handbook and Mr. Williams stated yes. Mr. Rinaldi asked if the President of Council was involved since an appeal to the President of Council is the first level of appeal required by the adopted Employee handbook. Mr. Barrasse stated he was on the interviews regarding the incident with the advice from Solicitor Weinschenk. Mr. Rinaldi told Council if there is any appeal needed from the parties involved it will know have to go to the PA Labor Relations Board. Mr. Barrasse stated he will need to talk with Solicitor Weinschenk and stated he did not read page 20 of the Employee Handbook and took the advice from Solicitor Weinschenk. Mr. Rinaldi told Mr. Barrasse he will simply ask Solicitor Weinschenk at the next meeting if he had advised President

Barrasse to ignore the Borough's adopted policy. Ms. Igoe asked if it is possible to have a copy of the handbook noting Mr. Dougherty and I are both new. Mr. Rinaldi and Mr. Williams stated yes and they have an electronic copy.

SOLICITOR'S REPORT: No report.

TREASURER'S REPORT AND BILL APPROVAL: Mr. Hughes reported to Council the 2019 Tentative Budget had been revised with minor changes in the property liabilities, worker's compensation, office and DPW wages along with vision insurance and thanked the Financial Committee for their work noting the budget does not increase taxes or other fees. Mr. Barrasse entertained a motion to adopt the proposed 2019 Budget. Mr. Dougherty motioned, seconded by Ms. Igoe. Mr. Dougherty, Mr. Rinaldi, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Williams and Mr. Barrasse voted in favor. 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:

<u>Capital Fund Money Market</u>	\$	99,414.89
<u>General Fund Checking</u>		337,275.88
<u>General Fund Money Market</u>		35,275.20
<u>Sewer Fund Checking</u>		246,906.63
<u>Sewer Fund Money Market</u>		34,989.34
<u>Sewer – Wayne Bank CD</u>		50,669.36
<u>Sewer – FNCB CD</u>		50,553.47
<u>State Funds Checking</u>		61,805.96
<u>Total Checking/Savings</u>	\$	916,890.73

Mr. Hughes then presented the Budget vs. Actual report comparing balances on the report to amounts from last year. Mr. Hughes told Council net income is \$50,000 higher than a year ago. With no questions from Council Mr. Hughes motioned, seconded by Mr. Dougherty to accept the Treasurer's report and ratify the payment of the bills. Mr. Toms, Ms. Igoe, Mr. Hughes, Mr. Dougherty, Mr. Williams and Mr. Barrasse voted in favor. Mr. Rinaldi voted no stating he has been on Council for seven (7) years and had listened to the previous Council meeting from the tape since he was late attending the meeting noting he had heard the discussion about the payment to AAJRB and it was clear the Financial Chair, Mr. Hughes recommended the motion to pay AAJRB dues contain assurances of when the reviews would be done and Council did not take his recommendation. Mr. Hughes motioned to Council to transfer \$20,000 from the sewer checking account and transfer \$20,000 from the general fund checking account to the Capital fund account making the Capital fund with a \$40,000 increase, seconded by Mr. Dougherty. Mr. Williams, Mr. Toms, Mr. Dougherty, Mr. Hughes, Mr. Rinaldi, Ms. Igoe and Mr. Barrasse voted in favor. Mr. Hughes discussed the Mayor Thorburn Memorial fund along with industrial art scholarship with Council and after talking about who will maintain the fund for the scholarship all of Council agreed to let the Abington School District maintain the fund for the scholarship. Mr. Hughes stated a check will be made to the Abington Heights School District and asked Mayor Lawler if she will handle it by delivering it to the school district. Mr. Hughes motioned to establish an account at the Abington Heights School District in honor of the late Mayor Thorburn for the amount of \$1,437.14, seconded by Mr. Rinaldi. Mr. Toms, Mr. Dougherty, Ms. Igoe, Mr. Rinaldi, Mr. Williams, Mr. Hughes and Mr. Barrasse voted in favor. Mr. Hughes reported on the Liquid Fuel audit from the state noting we have been in compliance and the audit is available for everyone in the office. Mr. Hughes told Council he had received a sewer delinquency complaint from a resident, Scott Spatt and will review the history report on his delinquency and will report to Council at a later date. Mr. Hughes reported on the sewer delinquency report stating we have collected \$3,593 noting that out of twenty-two (22) letters sent out we had responses from ten (10).

BUILDINGS & GROUNDS: Mr. Toms stated nothing much to report doing maintenance on whatever is needed noting he reported information with the Public Works section of the meeting.

REFUSE & RECYCLING: Ms. Igoe reported the Christmas tree pickup will be January 21st and January 28th both days are Monday and a separate truck will be used. Mr. Rinaldi inquired why so late since Russian Orthodox Christmas will be celebrated on January 7th. Ms. Igoe stated she will call County Waste per Mr. Rinaldi's request asking if an earlier pickup can be arranged on January 14th and January 21st. Ms. Igoe told Council the 2018 Annual Recycling letters and forms have been sent out to the local businesses and haulers for completion.

HEALTH & SAFETY: Mr. Rinaldi updated Council on the Green Light Go project stating the bid package for the equipment has been sent to Solicitor Weinschenk for review. Mr. Rinaldi talked briefly about the nine (9) proposals the Borough received on engineering services stating he feels all of Council should be involved in the presentation/interviews along with the public noting the days will be January 29th, 30th and 31st. Mr. Rinaldi he believed stated Council should interview all nine (9) firms and scheduled it for three (3) nights giving them each a ½ hour each for their presentations. He has supply them a format that will consist of an introduction of each firm and its capabilities along with their thoughts on how they can benefit the Borough in services related to streets and roads, sanitary sewer systems and services related to the Borough's Stormwater Pollution Control Plan.

ARWA: Mr. Rinaldi reported the Authority keeps on having issues with PPL the last five (5) years stating they never receive bills for the months of October, November and December making January show a big expenditure approximately \$10,000. Mr. Rinaldi told Council the Authority authorized their Solicitor to file a complaint with the PUC. Mr. Rinaldi announced to Council the Authority switch insurance agencies from DGK to Knowles Associates stating the savings were approximately \$6,500. Mr. Rinaldi told Council 2019 salary wages increased by 3.75% noting not everyone received the same percentage increase since they have performance evaluation reviews that determine wage increases.

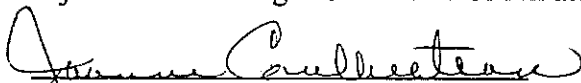
EXECUTIVE SESSION: Mr. Barrasse told Council an executive session was needed since something needs to be discussed with Personnel. Executive session started at 8:31 PM and ended 8:35 PM.

PUBLIC MEETING RESUMPTION: Mr. Rinaldi thanked Abington Journal Reporter Mr. Ben Freda for allowing the Borough Secretary to use his recording of the last Council Meeting for the last meeting since the Borough recorder malfunctioned. Mr. Williams motioned to increase Borough employee wages across the board at 3% for 2019 along with increasing the pension from \$1,000 to \$2,000 match contribution, seconded by Ms. Igoe. Mr. Barrasse asked Alan Hughes concerning the pension regarding a discussion they had to have anyone who works more than 24 hours a week being able to take part in the pension plan. Mr. Hughes stated the finance committee did not discuss but stated they can look at it in the future. Mr. Williams, Mr. Rinaldi, Mr. Hughes, Ms. Igoe, Mr. Toms, Mr. Dougherty and Mr. Barrasse voted in favor.

NEW BUSINESS: Mr. Barrasse told Council he is passing around a Certificate of Accomplishment recognizing Marilyn Pryle for being the 2018 Teacher of the Year from Abington Heights School District noting it is great for our community and our school. Mr. Barrasse stated we can set up having Ms. Pryle attend our January meeting so we can give her the Certificate of Accomplishment in person. Mr. Toms and Mayor Lawler volunteered to have it framed. Mr. Barrasse reviewed the meeting schedule for 2019 and several Council members asked why the time had changed. Mr. Rinaldi told Mr. Barrasse why wasn't this discussed at the work session since 6 PM is a difficult time for him noting his work schedule. Mr. Barrasse stated he had discussed this with a few members and they had

no problem with the time change. Mr. Rinaldi insisted on knowing who these people were and Mr. Barrasse finally admitted it was only Solicitor Weinschenk. All of Council agreed 7 PM for Council meetings will continue. Mr. Barrasse reviewed the Council Meeting dates and noted the November meeting was changed to Thursday, November 14 due to the fact thirty (30) days is needed for advertising and adopting the budget for the following year. Mr. Rinaldi asked Mr. Hughes if the tentative budget could be ready for October so that would not have to change the meeting dates. Mr. Hughes stated it can probably be done but Council will need to understand we might have more revisions. Mr. Barrasse told Council the work sessions will be changed back to 7 PM. Mr. Rinaldi motioned to approve the 2019 Meeting Schedule, seconded by Mr. Williams. Mr. Dougherty, Mr. Toms, Ms. Igoe, Mr. Hughes, Mr. Rinaldi, Mr. Williams and Mr. Barrasse voted in favor. Mr. Barrasse told Council he would like to make things easier such as the way we vote and how Secretary Culbertson records it. Mr. Barrasse explained Secretary Culbertson has to key each name in how we vote noting 95% of our votes are all unanimous. Mr. Barrasse stated under Roberts rules and Solicitor Weinschenk Council would be allowed to vote by a voice vote versus by roll call. Mr. Dougherty asked what will be the difference. Mr. Rinaldi explained a particular vote on a particular item will not be recorded and the public would not know what way a council member voted. Several council members voiced their opinion and would still like a roll call vote. Mr. Hughes commented the length of our meetings is increased by the micromanaging the items rather than leaving it to Chairs of the committees. Mr. Barrasse told Council another idea of shortening the meetings might be reviewing the Sewer Delinquency report on a quarterly basis rather than monthly. Mr. Hughes stated he will distribute the report but will only review it with Council quarterly. Secretary Culbertson had a suggestion for motions asking if a member of Council knows a motion will take place at the meeting can she have it ahead of time so she can prepare the list of motions alleviating time when writing the motion down and then taking roll call. She explained the motions are stated someone seconds it before she even has finish writing the motion down. Ultimately, Council needs to wait for her before she proceeds with the roll call for the vote. All of Council agreed in submitting the motions beforehand in preparation of the Council meeting. Mr. Hughes thanked President Barrasse in his leadership for the year 2018. Mr. Rinaldi asked President Barrasse if he would reconsider the chairmanships of committees noting DPW and Personnel are way too much for Mr. Williams to handle since he is only one (1) person. Mr. Rinaldi is not sure why the chairs cannot handle their own grants instead of having a grant chairperson. Mr. Rinaldi explained the Borough failed to pave any streets nor was any sewer rehabilitation done for the year of 2018. Mr. Barrasse stated he did ask another Council member to be chair of the Personnel and they denied it. Mr. Rinaldi stated it was based on the history of the year before for his decision noting every time the personnel chair suggested something the DPW chair resisted it. President Barrasse stated he will call Council members to discuss based on Mr. Rinaldi's suggestion. President Barrasse briefly reviewed all the Council members, the Mayor, Secretary and Solicitor Weinschenk accomplishments for the year 2018 and thanked them for all the hard work and dedication to the Borough of Clarks Green. President Barrasse expressed appreciation to Mayor Lawler for volunteering to take on the mayor duties after the death of the former Mayor Thorburn and accepting appointment to the Planning Commission.

MOTION FOR ADJOURNMENT: Mr. Williams motioned, seconded by Mr. Dougherty to adjourn the meeting at 9:20 P.M. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer

CLARKS GREEN BOROUGH
COUNCIL MEETING
Agenda

December 20, 2018

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE- President Joe 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, Chief Jay Miller, EMS Corey Colarossi
5. PUBLIC COMMENT
Visitors should approach the podium and state their name and address. Comments limited to 5 min
6. PUBLIC WORKS COMMITTEE – Mr. Williams
7. PERSONNEL COMMITTEE– Mr. Williams
Progress on Assistant Secretary position
8. TREASURER'S REPORT AND BILL APPROVAL – Mr. Hughes
Annual Budget Review; Review November Financials; Open account For Mayor Thorburn Scholarship
9. SOLICITOR'S REPORT – Mr. Weinschenk will be unable to attend.
10. FINANCE COMMITTEE – Mr. Hughes
Sewer Account Delinquencies & Payments
11. BUILDINGS & GROUNDS COMMITTEE – Mr. Toms
12. REFUSE & RECYCLING COMMITTEE– Ms. Igoe
13. HEALTH & SAFETY COMMITTEE-Mr. Rinaldi
Green Light Go Update
14. ABINGTON REGIONAL WASTEWATER AUTHORITY REPORT – Mr. Rinaldi
15. GRANT COMMITTEE- Mr. Dougherty
16. OLD BUSINESS
Remembering 2018, and wishing all a Healthy & Happy 2019!!!
17. NEW BUSINESS
Recognize PA Teacher of the Year
New Schedule for 2019
18. 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.