

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
SEPTEMBER 18, 2019**

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, Mayor Lawler and Solicitor Weinschenk.

APPROVAL OF MINUTES: President Barrasse entertained the motion to accept the minutes of the August 21st Council meeting. Mr. Hughes motioned, seconded by Mr. Dougherty. Mr. Williams, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Dougherty and Mr. Rinaldi voted yes. Mr. Barrasse voted no noting he did not have time to review.

VISITORS: CSPD Chief Yarns, Ben Freda, Abington Journal, Marnie Palmer, 280 E. Grove St., George Parker, Clarks Green Zoning Officer, Rick Williams, 221 N. Abington Rd., Jon Thomas, 723 Highland Ave., Ken McGraw, 224 E. Grove St., Peter Giermanski, 100 Squirrel Run, Debbie Gillette and George Littlejohn, representatives from NEIC and Gerard Hetman, Lackawanna County Outreach.

MAYOR'S REPORT: Mayor Lawler welcomed and honored her fellow members of the Clarks Green Shade Tree Commission for their dedication praising their hard work noting Clarks Green Borough has been named "Tree City USA" for the 11th consecutive year. Mayor Lawler read a letter of recognition written by Congressman Matt Cartwright. Mayor Lawler mentioned the tree commission are looking for new members. Mayor Lawler informed Council congratulatory notes were sent to Father Lopera and the parishioners of the Church of St. Gregory on the church expansion. Mayor Lawler praised the Clarks Green planning commission for its work on the project. Another congratulatory note went to Charles Wrobel, Councilman of Factoryville for receiving the Carol Sambol award for his twenty-five (25) years of service. Mayor Lawler announced Clarks Summit University will set aside the morning of October 31st for Community Appreciation Day for the borough's residents. Mayor Lawler commended Council for joining other boroughs in drafting a resolution of the support for the amendment supporting Marsy's Law. Mayor Lawler reported the Planning Commission met on September 5th with the County and State presenters focusing on land usage and a discussion was centered around the data taken from the surveys. Mayor Lawler informed Council a meeting will be held in October to finalize land uses. CSPD Chief Yarns reported that the department was awarded another Aggressive Driver grant and they are continuing aggressively patrolling the streets since school has started. Mr. Rinaldi noted from the Police Report that in August 2017 twenty-one (21) traffic stops had been recorded and in August 2019 fifty-three (53) stops were recorded demonstrates enforcement has almost tripled.

PUBLIC COMMENT: Rick Williams, 221 N. Abington Rd., addressed Council on the SAPA meeting held on Tuesday night included a seventy-one (71) page draft of the new Clarks Green Zoning Ordinance and told Council he will have copies available. Mr. Williams encouraged all of Council and current candidates to review the draft. Mr. Williams noted that the Planning Commission is in the need of two more members. Mr. Williams also ask about the status of the property located at 319 N. Abington Road across from St. Gregory's Church and stated the property is in a R1- residential, noting in his opinion the property currently is an eyesore. Debbie Gillette, NEIC, a code inspection service, introduced her company stating it is a locally owned business, utilizing state of the art software and technology to track permits and inspections. She stated changes in PA law will require each

municipality to have a minimum of two (2) UCC third party inspection agencies. Ms. Gillette asked Council to consider NEIC as one of your third party agencies to perform UCC Code Enforcement.

LACKAWANNA COUNTY COMMUNITY RELATIONS: Mr. Hetman briefly reviewed the events scheduled for the County. Mr. Hetman stated there will be a Senior Health Fair held on Sept. 20 at PNC field, Sept. 21st the fall Fishing Derby will be held at Merli-Sarnoski Park for children ages 4 to 12, and the Tire Recycling Event will be held Sept. 25 to Sept. 28 noting the Recycling Center in Scranton will be drop off site.

SOLICITOR'S REPORT: Solicitor Weinschenk reported the property owner at 304 N. Abington Road, executed a property release in favor of the Borough and the Borough's insurance carrier released any liability with respect to the permit issued in error. Solicitor Weinschenk stated a new permit has been issued, and the property owner received a highway occupancy permit and signed a release. Solicitor Weinschenk told Council everything is in order to issue the \$2,500 check to the property owner which was previously approved at the last Council meeting. Mr. Hughes stated the check will be issued tomorrow with the three (3) signatures and he will deliver it Solicitor Weinschenk's office.

PUBLIC WORKS: Mr. Dougherty reported the Borough received two (2) bids for the Hill St. Project stating MTTW Construction bid proposal was in amount of \$14,250 and the other bid proposal from Buranich Excavating was in the amount of \$13,275. Solicitor Weinschenk pointed out to Council there was an error in the bid specifications that the engineers prepared stating the specifications called for a 15 inch pipe when in actuality it was a 12 inch pipe. Solicitor Weinschenk explained in the two (2) bids submitted the Buranich bid crossed off the 15 inch pipe and used the 12 inch pipe in the bid proposal after visiting the work site both of these bids are below the \$20,000 public bid requirement and Council can award the bid to the lowest responsible bidder. Mr. Rinaldi motioned to wave any irregularities in the Buranich Excavating bid and to award the contract for the replacement for the catch basin on the corner of Hill and South Abington Road to Buranich Excavating in the amount of \$13,275, seconded by Mr. Dougherty. Mr. Rinaldi, Mr. Hughes, Mr. Williams, Mr. Toms, Mr. Dougherty, Ms. Igoe and Mr. Barrasse voted in favor. Mr. Dougherty reported to Council the highest bid received on the Municibid website for the 1981 international dump truck was for the amount of \$3,050. Mr. Dougherty motioned to accept the Municibid for the 1981 international dump truck in the amount of \$3,050, seconded by Mr. Hughes. Mr. Williams, Mr. Toms, Mr. Dougherty, Mr. Hughes, Mr. Rinaldi, Ms. Igoe and Mr. Barrasse voted in favor. Mr. Dougherty informed Council the work has been progressing on Gordon, Short Hill and Crest and the Yale project will be getting started soon with Wince Construction but they are having an issue getting construction products needed for the project. George Parker, Clarks Green Zoning Officer, told Council his monthly report has been distributed for their review and if there are any questions he will be glad to answer them. Mr. Toms and Mr. Rinaldi asked about the telephone conversation he had with Mr. Armetta concerning the old gas station. Mr. Parker stated Mr. Armetta was interested in opening a drive-in pizza place and will be talking to him in length in about a week. Mr. Rinaldi asked if the Zoning Officer had heard from the pastor of the Assembly of God Church concerning the Weinberg property. Mr. Parker reported he attended meetings with him twice but has not received a sketch.

PERSONNEL: Mr. Williams told Council everyone has a copy of the revised Evaluation Period draft noting when full time personnel is hired at the Borough building we have been using the probation period of ninety (90) days and our current policy in the handbook states six (6) months. Mr. Williams motioned to Council to revise the Clarks Green Borough employee handbook evaluation period for full time employees regarding benefits from six (6) months to ninety (90) days. Mr. Dougherty seconded the motion. Mr. Williams, Ms. Igoe, Mr. Dougherty, Mr. Rinaldi, Mr. Toms, Mr. Hughes and Mr. Barrasse voted in favor. Mr. Toms asked if a discussion took place concerning the working hours of the Code Enforcement / Zoning Officer, Mr. Parker. Mr. Williams stated a discussion took

place after the work session and we will be keeping the current four (4) hours and occasionally, more hours will be needed and will be communicated to me. Mr. Toms asked if the pay rate is the same as the Zoning officer since he is now appointed as the Code Enforcement officer. Mr. Williams stated it is still the same pay rate. Mayor Lawler mentioned to Council if the zoning officer should be attending the SAPA meetings noting she felt from the meeting last night since there were two to three people from the various municipalities. Mr. Williams stated overall the steering committee was comprised of only Council and supervisors from each of the municipalities but zoning officers can certainly provide input at the meetings. Mr. Rick Williams stated the new zoning ordinance will be ready in June but there still is a lot of work to do and believes it would be helpful if the zoning officer would attend with compensation.

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:

General Fund Checking	\$	406,083.39
General Fund Money Market		35,280.50
Capital Fund Money Market		108,183.44
Sewer Fund Checking		266,729.07
Sewer Fund Money Market		34,994.58
Sewer – FNCB CD #200278057		50,620.91
Sewer – FNCB CD #200469681		50,000.00
Sewer – Wayne Bank CD		51,091.73
State Funds Checking		<u>112,682.90</u>
Total Checking/Savings	\$	1,115,666.52

Mr. Dougherty verified the investment funds / CDs exist and will be taking over reviewing the bank reconciliations statements for the rest of year. Mr. Hughes then presented the Budget vs. Actual report comparing balances on the report to amounts from last year noting the real estate transfer taxes are \$13,000 higher and the real estate taxes are up about \$3,000. Mr. Hughes told Council the total revenue is \$21,000 YTD higher and total expenses are \$4,000 lower than a year ago. Mr. Hughes reported the Borough is \$25,000 higher in new income than a year ago noting to keep in mind we have some sizable expenses approaching replacing the pipe at Hill and the culvert project at Yale Boulevard and they were not budgeted. 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, Mr. Dougherty, Mr. Hughes, Mr. Williams, Ms. Igoe, Mr. Rinaldi and Mr. Barrasse voted in favor. Mr. Hughes told Council \$4,093 has been collected in sewer delinquencies. Mr. Hughes stated the second letters were sent to the delinquent properties in the first week of September. Mr. Hughes announced the estimated Liquid Fuels allocation for 2020 will be in the amount of \$48,458 payable on March 1st and we have received the Foreign Fire Insurance in the amount of \$8,787 noting we have sixty (60) days to remit it to the Clarks Summit Fire Relief Association and a check will be sent in early November.

BUILDINGS & GROUNDS: Mr. Toms reported the Borough building will need some mortar repair before the painting is completed. Mr. Toms told Council he had a proposal from Durante General Contracting to point all block walls on the right, rear and left bottom edge of the building, rinse down walls to remove any dust created while repairs were completed and repair step leading to front door of building. Mr. Toms told Council to help reduce cost the DPW crew will take care of removing the welding and re-weld the rail back to the step. Mr. Toms also stated the Council will cut and removed the sidewalk slab next to the driveway and replace with a block approximately 4 ft. by 4 ft. Mr. Toms stated the total cost will be \$3,175 and is available to do the work now. Mr. Toms motioned to accept the proposal from Durante General Contracting in the amount of \$3,175 for the work described in the

proposal, seconded by Mr. Rinaldi. Mr. Dougherty, Ms. Igoe, Mr. Toms, Mr. Rinaldi, Mr. Hughes, Mr. Williams and Mr. Barrasse voted in favor. Mr. Hughes asked that we receive his Certificate of Liability Insurance before he performs the needed work. Mr. Toms stated the fall flowers have been displayed thanking Ms. Igoe. Mr. Toms informed Council he is still working on getting the tree in the front of the Borough building trimmed.

REFUSE & RECYCLING: Ms. Igoe reported she has been in contact with Clarks Summit University for the leaf bag distribution September 28th at 9 A.M and will have the number of volunteers available Monday. Ms. Igoe stated she will be inserting recycling documentation along with Stormwater information.

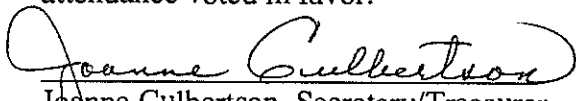
HEALTH & SAFETY: Mr. Rinaldi told Council he wants to reiterate from the work session the contractor, Northeast Signal did not pay the prevailing wage rate for the installation of the pedestrian crossing buttons but he has included that invoice in his submission for Green Light Go Grant reimbursement noting Penn DOT may reject its inclusion. Mr. Rinaldi told Council in the future Council should consider whether requiring vendors to pay this rate should be adopted as a Borough policy.

ARWA: Mr. Rinaldi informed Council concerning the sinkhole repair between the headworks and main pump buildings. The repair was completed at the cost of \$6,330 and was most likely caused by a downspout that was emptying in the area noting the downspout has been relocated. Mr. Rinaldi told Council the Borough and ARWA's flow meters will be relocated in the beginning of October and the Authority met with the Borough engineers to select the locations for next year's data collection. Mr. Rinaldi informed Council a committee has been formed to decide whether or not ARWA need to change consulting engineers noting the current firm is Gannett Fleming.

OLD BUSINESS: Ms. Igoe asked if we will be getting new trucks for the Borough DPW this year. Mr. Barrasse stated that he heard from Dave Kohinsky today and we can now place orders since the production dates are open for ordering trucks and will be seeking several quotes from the Costar vendors. Mr. Barrasse also stated we can even decide if we still want the trucks yellow or possibly green with yellow lettering. A discussion took place about when the money might be released regarding on the grant the Borough had received from the Local Share Account casino gaming funds for projects throughout Lackawanna County, Mr. Dougherty agreed to check into how the disbursement is made.

NEW BUSINESS: Ms. Igoe has safety concerns with a house on the corner of Hall and Clark Street noting the condition of the roof on the porch and the steps are sagging toward the ground. Mr. Barrasse stated when you have these concerns you can speak with the code enforcement officer. Mr. Parker stated he was going to talk with Solicitor Weinschenk stating the roof is sagging badly.

MOTION FOR ADJOURNMENT: Mr. Barrasse entertained the motion to adjourn the meeting. Mr. Hughes motioned, seconded by Mr. Williams to adjourn the meeting at 8:38 P.M. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer

CLARKS GREEN BOROUGH
COUNCIL MEETING
Agenda

September 18, 2019

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE-** President Joe Barrasse
2. **ROLL CALL** – Secretary Joanne Culbertson
3. **MOTION TO ACCEPT MINUTES** - August 21st
4. **PUBLIC COMMENT**
Visitors should approach the podium and state their name and address. Comments limited to 5 min
5. **MAYOR’S AND POLICE REPORT, FIRE & AMBULANCE**
Clarks Summit Police Chief Yarns
Clarks Summit Fire Co. President Mike Lukus, Chief Jay Miller, EMS Corey Colarossi
6. **Solicitor’s Report-** Mr Weinschenk
Update on Cremer property Release
7. **PUBLIC WORKS COMMITTEE** – Mr. Dougherty
Progress on Yale, Crest, Short Hill, Hill & Abington. Truck Sale Approval
8. **PERSONNEL COMMITTEE**– Mr. Williams
Wage Comparison, Employee handbook update/ probation period changes
9. **TREASURER’S REPORT AND BILL APPROVAL** – Mr. Hughes
Budget Update
9. **FINANCE COMMITTEE** – Mr. Hughes
Payments, & Sewer Account Delinquencies, Budget Update
11. **BUILDINGS & GROUNDS COMMITTEE** – Mr. Toms
Painting Update
12. **REFUSE & RECYCLING COMMITTEE**– Ms. Igoe
Leaf bag Distribution
13. **HEALTH & SAFETY COMMITTEE**-- Mr. Rinaldi
14. **ABINGTON REGIONAL WASTEWATER AUTHORITY REPORT** – Mr. Rinaldi
15. **OLD BUSINESS**
16. **NEW BUSINESS**
17. **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.