

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
OCTOBER 16, 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 September 18th Council meeting. Mr. Hughes motioned, seconded by Mr. Dougherty. Mr. Williams, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Dougherty, Mr. Rinaldi and Mr. Barrasse voted in favor.

VISITORS: CSPD Chief Yarns, Ben Freda, Abington Journal, Mary Moore, 113 Glenburn Road, George Parker, Clarks Green Zoning Officer, Solicitor Kevin Hayes and President Gerrie Carey from Clarks Summit Borough, and Gerard Hetman, Lackawanna County Outreach.

LACKAWANNA COUNTY COMMUNITY RELATIONS: Mr. Hetman informed Council that he will be leaving his position with Lackawanna County near the end of October stating he has accepted an offer of employment outside of Lackawanna County Government. His last day of employment with the county will be Friday, October 25, 2019. It's been an enjoyable experience and I will treasure the memories of working with you all. I will be in touch in the coming days regarding a contact to maintain continuity of services. Until then, he can be contacted via the normal channels. Mr. Hetman briefly reviewed the events scheduled for the County. Mr. Hetman told Council the Lackawanna County Commissioners have drafted a 2020 Budget for review noting it is available at www.lackawannacounty.org website. Mr. Hetman told Council the National Weather Service will be conducting their Skywarn winter spotting training November 18th. Mr. Hetman informed Council of the Code Enforcement Workshop & Flood Maps Update being held at the Dunmore Community Center October 29th. All of Council wished Mr. Hetman much success in his new endeavors and thanked him for his service to the community.

MAYOR'S REPORT: Mayor Lawler welcomed Clarks Summit Council President Gerrie Carey and Solicitor Kevin Hayes to the Council Meeting. Mayor Lawler told Council to take a moment to reflect on the privilege to serving the families of Clarks Green Borough and especially remembering those residents who have pass on this month Terri Evans and Jane Rusinko. Mayor Lawler updated Council on the Mayor Thorburn Scholarship stating \$100 was awarded to Hunter Riiff at the 2018 Abington Heights Commencement ceremonies, Mr. Riiff will use the funds to attend the Thaddeus Stevens College located in Lancaster, PA. The Mayor reminded the public \$100 will be awarded for the next twelve (12) years to a deserving Industrial Art student. Mayor Lawler introduced CSPD Chief Chris Yarns. Chief Yarns briefly reviewed the monthly police report and told Council the Department has been awarded another Aggressive Driving Grant for the time period starting October 31st through November 17th. Chief Yarns stated they will be continuing patrolling Highland Avenue for speeding.

SOLICITOR'S REPORT: Solicitor Weinschenk told Council he has received today information concerning the discussion at the last work session concerning the Abington Senior Center. Solicitor Weinschenk informed Council he had spoken with Atty. Hayes, who represents Clarks Summit Borough noting he had received and distributed the draft resolution and a termination agreement to the lease between Clarks Summit Borough and AAJRB. The agreement if approved, by all five

municipalities, would allow AAJRB to lease the building to an entity that can be funded through the Lackawanna County Area on Aging. Solicitor Weinschenk stated Clarks Summit Borough wants to terminate the lease as of December 31, 2019 and the property will revert back to the AAJRB. Solicitor Weinschenk noted he did not review all documents in detail and wanted provide them on to Council for review.

GEORGE PARKER, ZONING OFFICER REPORT: Mr. Parker addressed Council by asking if there are any questions concerning his zoning report. Mr. Rinaldi suggested that the report be emailed in advance giving Council time to review the report and be ready to ask questions if needed. Mr. Parker stated he will email the future reports in advance of future meetings. Several Council members asked if certain permits had been obtained since they noticed the work being done on several properties within the Borough. Ms. Igoe asked for an update on the property she mentioned at the last Council meeting concerning safety issues. Mr. Parker stated he has been in contact with Solicitor Weinschenk concerning this and a letter will be sent along with additional ones concerning unkempt properties.

PUBLIC WORKS: Mr. Dougherty reported Wince Construction completed the catch basin replacement located at Yale Boulevard and the Borough Engineers are scheduling the final paving of the street. Mr. Dougherty informed Council Baranich Excavating will soon start the catch basin replacement project on Abington Road and Hill Street. Mr. Dougherty told Council he had met with the Borough engineers to discuss applying for grants and was told the Borough can qualify for the PA Small Water and Sewer grant noting the deadline is early to mid-December. Mr. Dougherty updated Council on the current grant regarding the money and stated a one (1) year extension can be filed stating the Engineers requested us to identify areas of the Borough that needs sewer/stormwater work done. Mr. Dougherty told Council after a discussion with Mr. Hughes concerning the 2020 budget, he asked the Engineers which streets are scheduled for paving and was told 100 block of Vassar, Park Avenue from South Abington Road to the Borough line and Cook Street. Mr. Rinaldi told Council Clarks Summit Borough will be paving Main Street and Clarks Summit asked if rehabilitation work has been scheduled for that street by the water company.

PUBLIC COMMENT: Solicitor Kevin Hayes, Clarks Summit Borough addressed Council concerning the Abington Senior Center stating he was here tonight if there are any questions or information needed to make a decision regarding the Abington Senior Center. Mr. Hughes noted he believes Clarks Summit Borough manager is working on the five (5) year financial statements and he stated he was interested in consolidated lists of revenues and expenses starting with 2018 and going back four (4) more years. Mr. Barrasse asked about their earlier inquiry on the roof inspection since there was possibility of hail damage and what was the result. President Carey and Solicitor Hayes stated it is being repaired and everything has been turned in to our insurance company. Mr. Rinaldi asked to see a copy of the inspection report on the condition of the facility as discussed at the work session. Solicitor Hayes stated Clarks Summit is concerned about a gap in programming if the lease ends.

PERSONNEL: Mr. Williams told Council the Pennsylvania Municipal Planning Education Institute will have a zoning course at the 911 Emergency Center in Jessup at cost \$20 for a series of three (3) workshops Oct. 31, Nov.6, and Nov. 13th and had forwarded the literature to the Zoning Officer if he was interested in attending. Mr. Williams stated Mr. Parker had made the necessary arrangements to attend. Mr. Williams motioned to ratify George Parker to attend the Pennsylvania Municipal Planning Education Institute zoning course at the 911 Emergency Center in Jessup at cost \$20 for a series of three (3) workshops, seconded by Mr. Hughes. Mr. Williams, Ms. Igoe, Mr. Dougherty, Mr. Rinaldi, Mr. Toms, Mr. Hughes and Mr. Barrasse voted in favor. Mr. Williams announced Maureen Gallagher resigned from the Assistant Secretary/Treasurer position at the Borough and job has been posted in the Times-Tribune and Abington Journal along with the Indeed website with a deadline of October 22nd.

Mr. Williams informed Council three (3) interviews have been scheduled for next Monday. Ms. Igoe asked if he had contacted the former applicants but Mr. Williams stated he plans on contacting them but prefers to see what happens with the interviews Monday night. Secretary Culbertson voiced her concern to Council stating she had reviewed the resumes and the applicants did not have payroll experience. She inquired of Council, since Ms. Gallagher will be leaving on November 8th, who will be training the new appointee on payroll. Secretary Culbertson noted she would not be able to assist in the training since her responsibilities do not include payroll nor the state quarterlies or year-end W2's. Mr. Hughes stated he will ask the auditors if they can assist on part-time basis. Several Council members spoke about using a payroll service. Ms. Igoe asked if they had talked with Ms. Gallagher if she would be willing to stay longer. Mr. Hughes stated he and Mr. Williams had discussed this possibility and Mr. Williams stated he will ask Ms. Gallagher. Mr. Rinaldi motioned to accept Ms. Gallagher's resignation from the position of Assistant Secretary/Treasurer as of the close of business November 8, 2019, seconded by Ms. Igoe. Mr. Rinaldi, Mr. Dougherty, Mr. Hughes, Mr. Williams, Ms. Igoe, Mr. Toms and Mr. Barrasse voted in favor. Mr. Williams asked Mr. Barrasse to enter into an executive session to discuss further personnel issues. Executive session started at 7:54 P.M. and ended 8:14 P.M. Mr. Williams motioned to authorize the Personnel Committee to issue a written warning to the DPW employee as a result of the accident he was involved in recently, seconded by Mr. Rinaldi. Mr. Toms, Mr. Dougherty, Mr. Hughes, Ms. Igoe, Mr. Williams, Mr. Rinaldi and Mr. Barrasse voted in favor.

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	\$	377,639.74
General Fund Money Market		35,281.08
Capital Fund Money Market		108,227.90
Sewer Fund Checking		348,347.71
Sewer Fund Money Market		34,995.16
Sewer – FNCB CD #200278057		50,620.91
Sewer – FNCB CD #20046968I		50,000.00
Sewer – Wayne Bank CD		51,091.73
State Funds Checking		<u>112,691.55</u>
Total Checking/Savings	\$	1,168,895.78

Mr. Hughes instructed Secretary Culbertson to issue a check to the Clarks Summit's Fireman's Relief Association early November. Mr. Hughes then presented the Budget vs. Actual report comparing balances on the report to amounts from last year noting the sewer use charges are up \$26,000 due to sewer payment collections and the real estate taxes are up about \$3,000. Mr. Hughes told Council the total revenue is \$8,000 less than last year and is related to the large permit fee related to the St. Gregory's project. Mr. Hughes reported net expenses were \$20,000 lower than a year ago making our net income this year at \$216,592.37 and the Borough is about \$12,000 above a year ago. Mr. Hughes reminded Council the Borough will be expensing some significant funds for culvert and road projects in thirty (30) or sixty (60) days. 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 \$4,881 has been collected in sewer delinquencies. Mr. Hughes stated the second letters were sent to the delinquent properties in the first week of September with a due date of November 30th. Mr. Hughes motioned to approve the \$1,000 donation to the Abington Community Library which is the completion of what had been budgeted in 2019, seconded by Ms. Igoe. Mr. Williams, Mr. Toms, Mr. Dougherty, Mr. Hughes, Mr. Rinaldi, Ms. Igoe and Mr. Barrasse voted in

favor. Mr. Hughes told Council he is currently working with the Finance Committee and will have a 2020 proposed budget that will be submitted at the November meeting for vote.

BUILDINGS & GROUNDS: Mr. Toms motioned to pay Durante General Contracting in the amount of \$3,975 for the concrete work done for Clarks Green Borough building, seconded by Ms. Igoe. Mr. Dougherty, Ms. Igoe, Mr. Toms, Mr. Rinaldi, Mr. Hughes, Mr. Williams and Mr. Barrasse voted in favor. Mr. Toms reported to Council the outside side door awning has fallen apart noting the DPW crew tried cleaning it and asked what needs to be done for replacing it. Mr. Hughes suggested we get a few bids for the replacement of the awning. Mr. Rinaldi reminded Council the Borough still have the frames so all that is needed is to replace the canvass. Mr. Toms stated he will make some phone calls. Council asked Mr. Toms to check on the damage to the garage door that was struck by a DPW truck recently making sure it was operable.

REFUSE & RECYCLING: Ms. Igoe informed Council she sent a thank you card to the faculty and students of Clarks Summit University who volunteered their time in helping with the annual distribution of leaf bags. Ms. Igoe stated she had been informed from resident, John Earley that west side of N. Abington Road had not received their leaf bags and informed Council the DPW crew had delivered the leaf bags to these residents.

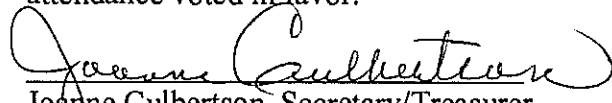
HEALTH & SAFETY: Mr. Rinaldi updated Council on the Green Light Go grant stating the arrows are still not painted and the right turn only sign is needed to pass PennDot's inspection. Mr. Rinaldi told Council he has given this task to the Borough Engineers to work with our DPW crew and Northeast Signal in getting our arrows painted and installation of the right turn sign. Mr. Rinaldi stated since these are not completed, the Borough cannot yet receive the grant reimbursement check. Mr. Rinaldi reported he has been in contact with Mr. Waters concerning the Emergency Operations Plan noting he has been told he is working on the final draft and that he has been in contact with CSPD Chief Yarns. Mr. Rinaldi stated Mr. Waters has assured him that questions will be emailed to the Safety Committee and once he receives the responses from the questions, he will then meet with CSPD Chief Yarns and CSFD Fire Chief Miller. Mr. Rinaldi reported he had received a call from a resident, James Curran concerning the recent repaving of Greenbrier which the resident believes the contractor's milling went to wide damaging their electric dog fence. Mr. Rinaldi stated he will investigate the situation and contact the Borough Engineer to determine how this situation will be handled with the contractor.

ARWA: Mr. Rinaldi reported the 2020 budget has been presented and approved during the ARWA's October Board Meeting. Mr. Rinaldi reported the three (3) municipalities, Clarks Summit, South Abington Township and Clarks Green will be receiving a reduction of their payments to ARWA for the fourth year in a row. Mr. Rinaldi announced ARWA had allotted funds to purchase a sewer inspection camera in 2020 to which the three (3) municipalities will have access if needed. ARWA will make a final decision after input from the joint municipalities. Mr. Rinaldi told Council the cost of the cameraing system is in excess of \$100,000 and that ARWA will train its employees to operate it. ARWA will determine a cost-based fee for its use. The Joint Municipalities would be offered the service whenever the municipalities need stormwater pipes or sanitary sewers inspected. Mr. Rinaldi noted the Borough currently pays Rossi Rooter \$1,800 per day. Mr. Barrasse stated he wanted these dollar figures recorded for ARWA noting the 2019 Budget total was \$1,244,500 and the 2020 Budget is \$1,176,600 and Clarks Green's EDU's are 702 and quarterly obligation is \$65,165. Mr. Hughes stated it is approximately a \$7,000 annual reduction. Mr. Rinaldi told Council the Borough's flowmeter has been moved to a new location on Green Street and is operating. The flow can be monitor in real time by accessing the Hoch Website. Mr. Rinaldi reported ARWA's pension fund has been moved from John Hancock to People's Security. Mr. Rinaldi informed Council ARWA is looking for a new consulting engineer and a committee has been formed to accomplish this task.

OLD BUSINESS: Ms. Igoe asked about the water sample result that was taken at Spring Street. Mr. Rinaldi informed Council the test results indicate the contamination was not petroleum based, Mr. Hughes agreed by stating he visited the site. Ms. Igoe asked if the Borough has finalized the sale of the 1981 International Dump truck and whether new trucks are going to be purchased this year. Mr. Barrassé stated DPW Foreman David Kohinsky is in the process of getting bids from two (2) or three (3) Costar vendors. Mr. Barrassé stated after talking with Mr. Hughes one of the trucks might be bought this year and the second truck January 2020. Mr. Barrassé was not sure if the DPW Foreman has relisted the 1981 International Dump truck on the Municibid website. Ms. Igoe also asked Solicitor Weinschenk about returning the check to DeNaples Auto Parts. Mr. Rinaldi motioned to return the check to DeNaples Auto Parts and reject the bid for the 1981 International Dump truck, seconded by Ms. Igoe. Mr. Williams, Mr. Rinaldi, Mr. Hughes, Ms. Igoe, Mr. Toms, Mr. Dougherty and Mr. Barrassé voted in favor.

NEW BUSINESS: No new business.

MOTION FOR ADJOURNMENT: Mr. Barrassé entertained the motion to adjourn the meeting. Mr. Williams motioned, seconded by Mr. Rinaldi to adjourn the meeting at 8:50 P.M. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer