

**CLARKS GREEN BOROUGH
SPECIAL MEETING
COUNCIL MINUTES
NOVEMBER 6, 2019**

CALL TO ORDER: President Barrasse called the special meeting of the Clarks Green Council to order at 6:30 p.m. with the Pledge of Allegiance.

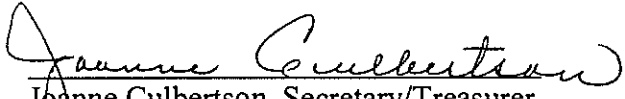
ROLL CALL: President Barrasse conducted roll call. The following were present: Mr. Rinaldi, Mr. Dougherty, Mr. Hughes, Ms. Igoe, Mr. Williams and Mr. Barrasse. Mayor Lawler and Solicitor Weinschenk were absent. Mr. Toms joined the meeting at 6:40 P.M.

VISITORS: No visitors attended.

PUBLIC COMMENT: No public comment.

ASSISTANT SECRETARY / TREASURER POSITION: President Barrasse welcomed everyone to the special meeting and asked Personnel Chair Mr. Williams to address Council. Mr. Williams stated the Committee's first choice candidate for the position could not take the offer due to personal reasons. Mr. Williams stated he contacted the 2nd choice candidate, Paula Thompson and she is willing to accept the position. She started Monday, November 4th for unpaid training. Mr. Williams reviewed her qualifications and skills noting she did not have payroll experience nor the submission of quarterly federal and state submissions. Mr. Williams told Council she is willing to fill in for the Borough Secretary/Treasurer when needed. Mr. Williams did inform Council, since the last round of interviews, Ms. Thompson had accepted a substitute bus driver position but she stated when if she is called to substitute, it will be 6:30 A.M. to 8:30 A.M. and can still report to the Borough if needed to fill in for the Secretary/Treasurer shift. However, Mr. Williams stated she would have to leave in the afternoon between 1:30 P.M or 1:45 P.M. Mr. Williams stated she will be available for training Thursday, November 7th and will be able to train with the Borough Secretary/Treasurer on Monday, November 11th. Mr. Williams told Council she will also be able to cover Ms. Culbertson's shift starting on Friday, November 14th and part-time on Wednesday, November 13th and Thursday, November 14th. Mr. Hughes offer to cover for the times that are not filled by Ms. Thompson. Mr. Williams told Council Ms. Culbertson asked that the assistant Secretary/Treasurer work schedule be changed to Monday and Wednesday versus Tuesday and Thursday due to the processing of payroll, allowing more time to get the three (3) necessary signatures for checks before distribution on Thursday and Friday. Mr. Rinaldi told Council he did not have a problem with her leaving early if she was a substitute bus driver only if it does not interfere with her getting the needed work done at the Borough. A brief discussion among Council took place for the possibility of using a payroll service in the future for the Borough. Mr. Williams motioned Clarks Green Council appoint Paula Thompson, assistant secretary/treasurer employment start date Thursday, November 7, 2019 at ten (10) hours per week, schedule to consist of Monday's and Wednesday's from 10 A.M. to 3 P.M., additional hours as needed authorized by the Personnel Chair at the rate of \$15 per hour. Mr. Dougherty seconded the motion. Mr. Williams, Ms. Igoe, Mr. Toms, Mr. Hughes, Mr. Dougherty, Mr. Rinaldi and Mr. Barrasse voted in favor. Mr. Rinaldi asked about the unpaid training and requested a written opinion from Solicitor Weinschenk regarding compensation for the unpaid training hours. Council agreed. Mr. Hughes stated Mr. Williams and I were going to give Ms. Thompson a gift card purchased personally not using Borough funds to compensate for the unpaid time spent at the Borough. Several Council members stated they would also like to personally contribute.

MOTION FOR ADJOURNMENT: President Barrasse entertained the motion to adjourn the meeting. Ms. Igoe motioned, seconded by Mr. Dougherty to adjourn the meeting at 7:00 p.m. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer