

**CLARKS GREEN BOROUGH
SPECIAL MEETING
COUNCIL MINUTES
OCTOBER 31, 2019**

CALL TO ORDER: President Barrasse called the special meeting of the Clarks Green Council to order at 4:02 p.m. with the Pledge of Allegiance.

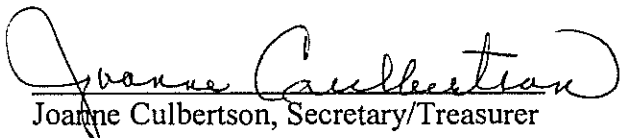
ROLL CALL: Mr. Hughes conducted roll call. The following were present: Mr. Dougherty, Mr. Hughes, Mr. Williams, Mayor Lawler, Solicitor Weinschenk and Mr. Barrasse via phone. Mr. Rinaldi, Mr. Toms and Ms. Igoe absent.

VISITORS: No visitors attended.

PUBLIC COMMENT: No public comment.

APPOINTING OF THE ASSISTANT SECRETARY/TREASURER: President Barrasse welcomed everyone to the special meeting to review the applicants chosen by the Personnel Committee for the assistant secretary/treasurer position. Mr. Williams briefly reviewed the two (2) candidates' qualifications and skills from the thirty six (36) that had applied for the position. Mr. Williams stated both applicants possess QuickBooks experience and both lived in close proximity if needed to fill in noting Joanne Davies had the payroll experience and performs the secretary/treasurer duties at the Dalton Borough. Mr. Williams stated the other candidate Paula Thompson held several different positions accounts payable, purchasing and account clerk involving paying bills noted she stated she is a quick learner. Mr. Williams told Council Ms. Davies would need to give her employer notice so a discussion arose concerning the possible training and work schedules that might need to be put in place. Mr. Williams motioned to appoint Joanne Davies as Clarks Green Assistant Secretary/Treasurer at the rate of \$15 per hour, 10 hours a week with additional time as needed, seconded by Mr. Dougherty. Mr. Dougherty, Mr. Hughes, Mr. Williams and Mr. Barrasse voted in favor. Mr. Williams inform Council he received a phone call from Dave Kohinsky asking if there was anything the Borough can assist him in compensation since he will be taking off time for surgery and he had used up all of his sick and vacation time along with any comp time. Mr. Williams stated he was aware of the FMLA policy of unpaid time. Mr. Hughes stated they are entering in an executive session to discuss this personnel issue at 4:28 P.M. Mr. Hughes stated the Council meeting resume at 4:36 P.M. Mr. Williams motioned Clarks Green Borough Council authorize a one (1) time bonus to David Kohinsky, DPW foreman in the amount of \$1,000 for his dedicated service to the Borough in lieu of any salary increase for the year of 2020, seconded by Mr. Dougherty. Mr. Dougherty, Mr. Hughes, Mr. Williams and Mr. Barrasse voted in favor.

MOTION FOR ADJOURNMENT: President Barrasse entertained the motion to adjourn the meeting. Mr. Williams motioned, seconded by Mr. Dougherty to adjourn the meeting at 4:40 p.m. All in attendance voted in favor.


Joanne Culbertson, Secretary/Treasurer