

**CLARKS GREEN BOROUGH  
COUNCIL MINUTES  
JANUARY 17, 2024**

**CALL TO ORDER:** President Egan called the meeting of the Clarks Green Council to order at 7:05 P.M. with the Pledge of Allegiance.

**ROLL CALL:** Secretary Culbertson conducted roll call. The following were present: Ms. DeFlice, Mr. Nealon, Ms. Igoe, Ms. Lucas, Ms. Trushina and Mr. Egan. Mayor Barrasse and Solicitor Weinschenk via phone.

**ABSENT:** Mr. Toms.

**VISITORS:** CSPD Chief Yarns, Mary Moore, 113 Glenburn Rd. and Maxim Trushin, 216 Glenburn Road.

**APPROVAL OF MINUTES:** President Egan entertained the motion to accept the minutes of the Re-organization Meeting, January 2, 2024. Ms. DeFlice motioned, seconded by Ms. Igoe. All voted in favor.

**PUBLIC COMMENT:** No public comment.

**POLICE REPORT:** CSPD Chief Yarns briefly reviewed the monthly police report. Chief Yarns told Council they have been issuing tickets for the overnight parking on the Borough streets.

**MAYOR'S REPORT:** Mayor Barrasse wished everyone a Happy New Year. Mayor Barrasse updated the Council members on the current Clarks Summit police contract stating we pay practically \$88,000 a year noting it is the second year of a five (5) year contract. Mayor Barrasse reminded Council that the Borough deals with Chief Yarns and if anyone from Council has any questions tonight ...they can be answered by Chief Yarns. Mayor Barrasse stated if you cannot reach Chief Yarns you should go through the mayor. Mayor Barrasse informed Council members of the recent Clarks Summit Police contract with Newton Township. Chief Yarns corrected Mayor Barrasse stating it was just a conversation and there is nothing in writing. Chief Yarns gave a brief review what had been discussed noting it would not change our coverage to Clarks Green Borough. Mayor Barrasse stated the police department is doing a fine job but my concern is for the Clarks Green residents if resources get spread a little thin. Mayor Barrasse told Council another item we have to look at is out paramedics, ambulance and fire services noting we again deal with Clarks Summit. Mayor Barrasse gave a brief history of dual dispatching for ambulance calls. Mayor Barrasse asked for clarification on several budget items stating nothing has been paid in 2023: 318.10 Sewer/General Fund transfers, budgeted \$20,000, 411.35 C.S. Fire/Ambulance W.C. \$5,000 and 415.31 Emergency Coordinator \$1,000 noting it does not have to be clarified tonight. Mr. Egan asked Ms. Culbertson if she can answer right now or does she need time to review. Ms. Culbertson stated the Emergency Coordinator has never contacted her nor has he submitted the NIMS reports for the Borough assuming he was not working for us. She further stated part of this is in her Borough Manager report that will be presented on the agenda. Ms. Culbertson stated usually the transfer of funds from the sewer and general fund account to the Capital account is done by a motion and possibly the former President of Council did not place it on agenda but also, will look into it further. Mayor Barrasse asked President Egan to invite the Clarks Summit Fire Chief to a Council meeting.

**SOLICITOR REPORT:** Solicitor Weinschenk informed Council of the new Zoning Ordinance for the Borough which was the collaboration with the contiguous municipalities \_ SAPA Scranton-Abington Planning Association. This Ordinance establishes regulations and restrictions for the location and use of lots, land, buildings, and other structures. Solicitor Weinschenk told Council that Mr. Rinaldi, Mr. Parker and himself had attended many meetings the last four (4) and five (5) years.

**BOROUGH MANAGER REPORT:** Ms. Culbertson reported all of the DCED reports have been submitted / completed except the 2023 Municipal Annual Audit and Financial report which is submitted/completed by the Borough auditors. Ms. Culbertson told Council the MS965, AG385 and the PURTA (Public Utility Realty) reports have been submitted/ completed. Ms. Culbertson reported to Council she had attended a meeting with the Borough engineers, Michael Fenick, Mr. Egan and Ken Hiller, DPW regarding the upcoming projects. The projects include the recent awarded grant for Evans, Spring and Rabbit Run storm sewer infrastructure rehabilitation along with completing the Sanitary Sewer Liner Project from a previous awarded grant for CCTV inspections/construction. Ms. Culbertson informed Council 2022 Recycling Performance grant award amount is estimated at \$1,341.19. Ms. Culbertson told Council the amount years ago was much higher but the local businesses have not been returning their recycling / trash forms. Ms. Culbertson reported to Council that all members of Council will need to take two

(2) required courses noting these courses are necessary if the Borough will ever need to apply and receive emergency (FEMA) funding. Ms. Culbertson told Council she had distributed the links for the IS-700 and IS-100 and once successfully completed please submit the certificates to her and she will place in their files. Ms. Culbertson informed Mayor Barrasse he is missing the IS-100 course noting again, James Waters the Emergency Coordinator has never contacted her regarding these courses, NIMS reports nor salary payment concerns.

**TREASURER’S REPORT AND BILL APPROVAL:** Mr. Egan reviewed the distributed Budget vs. Actual comparing balances to last month and last year. The Treasurer’s report was presented by Mr. Egan and filed for audit. Current fund balances are as follows:

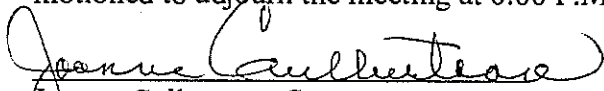
General Fund Checking	\$	375,293.87
General Fund ICS MM #7101443595		253,704.28
Capital Fund Money Market		104,898.87
Sewer Fund Checking		276,986.53
Sewer Fund ICS MM #7101443706		253,714.32
Sewer – FNCB CD #200845158		50,000.00
Sewer – Peoples CD #10003154		76,758.85
Sewer – Wayne Bank CD #80049035		78,189.16
Sewer – Wayne Bank CD #80021603		53,339.83
Sewer – Wayne Bank CD #80044088		50,302.14
State Funds Checking		<u>216,632.99</u>
Total Checking/Savings	\$	1,789,820.84

Mr. Egan entertained a motion to accept the Treasurer’s report and ratify the payment of the bills. Ms. Igoe motioned, seconded by Ms. Lucas. All voted in favor. Mr. Egan entertained a motion to authorize the Borough Manager to re-invest funds from the Wayne Bank CD #80044088 maturing 1/29/24. Ms. Igoe motioned, seconded by Mr. Nealon. All voted in favor.

**OTHER BUSINESS:** Mr. Egan briefly gave an overview of the 2024 Refuse/Recycling bid package. Solicitor Weinschenk told Council he added the revision which was a three (3) year alternative along with the five (5) year alternative with containers being provided by the contractor and unlimited bulk waste pickup weekly. A discussion took place amongst the Council members and Mayor Barrasse if a special meeting will be needed to discuss and vote on the bid. Solicitor Weinschenk told Council the special meeting would not be necessary since we are asking for the bid returns February 14, 2024 at 1 P.M. and the next scheduled Council meeting is to be held February 21, 2024. Mr. Egan entertained a motion to approve and advertise the 2024 Refuse/Recycling bid package with a three (3) and five (5) year alternatives, carts provided by the contractor and weekly pickup of unlimited bulk waste. Ms. DeFlice motioned, seconded by Ms. Igoe. All voted in favor. Mr. Egan asked Solicitor Weinschenk to inform Council on the next agenda item the Intergovernmental Board of Appeals. Solicitor Weinschenk reported to Council Clarks Green adopted the Pennsylvania Uniform Construction Code (“PA UCC”) as the building code for the Borough pursuant to Ordinance No. 2 of 2004. Administration and enforcement are done by a third party, Building Inspection Underwriters (“BIU”), by agreement with the Borough. BIU also does administration and enforcement for South Abington and Clarks Summit. The PA UCC requires the Borough to have a Board of Appeals to hear appeals from decisions of BIU. Members of the Board of Appeals must be qualified by training and experience to pass on matters pertaining to building construction. Such training and experience may consist of licensure as an architect or engineer, experience in the construction industry or training and experience as an inspector or plan reviewer. Solicitor Weinschenk told Council earlier Council members determined that it would be difficult to find three individuals within the Borough to fill the positions or even outside the Borough. After discussions with South Abington Township and Clarks Summit Borough the feeling was that it would be easier to establish a joint three (3) member Board of Appeals to serve as the Board of Appeals for all three municipalities. Consequently, the Borough adopted Ordinance No. 4 of 2004 which provided that each of the three municipalities would appoint one member and one alternate member to establish a joint Board of Appeals. South Abington and Clarks Summit adopted similar Ordinances. To my recollection Clarks Green never appointed a member of an alternate to the Board of Appeals. I believe that South Abington and Clarks Summit did. The issue of an appeal has not come up in the 20 years since the Ordinance was adopted. I

don't believe the Board of Appeals ever met. Solicitor Weinschenk did inform Council that Clarks Summit opted out at some point although I don't remember the date nor the reason. The Intermunicipal Agreement that the three municipalities entered into in 2004 establishing the Board of Appeals is attached to Ordinance No 4 of 2004. Solicitor Weinschenk reported the establishment of a Board of Appeals is still a requirement of the PA UCC. Clarks Green could establish its own Board of Appeals providing it can find qualified individuals willing to serve or it can enter into a new Intermunicipal Agreement with South Abington and perhaps another municipality to establish a new Board of Appeals. The requirement for a joint Board of Appeals is at least two municipalities. Bottom line is the Borough needs to do something. A brief discussion took place amongst the Council members and Ms. Culbertson was to check with the local municipalities in question if they will be interested in establishing a join Board of Appeals. Mr. Egan asked if there is any other business and concerns. Ms. Igoe asked Ms. Trushina for the list of residents that had received trees within the Borough. Ms. Culbertson noted she also uses the list for MS4 reporting along with the tree invoices. Ms. Trushina stated she will submit the list. Mr. Egan acknowledged Scranton Detective Kyle Gilmartin police service to the community expressing good wishes for his recovery.

**MOTION FOR ADJOURNMENT:** Mr. Egan entertained the motion to adjourn the meeting. Ms. Igoe motioned to adjourn the meeting at 8:00 P.M., seconded by Mr. Nealon. All voted in favor.

  
Joanne Culbertson, Secretary

**CLARKS GREEN BOROUGH  
COUNCIL MEETING  
AGENDA**  
January 17, 2024  
7:00 PM

1. Call to Order and Pledge of Allegiance- President Egan
2. Roll Call- Secretary Culbertson
3. Motion to approve- Council minutes for reorganization meeting Jan 2, 2024
4. Public Comment—Please sign in to comment
5. Police Report
6. Mayor Report- Mayor Barrasse
7. Solicitor Report- Atty. Weinschenk
8. Borough Manager report/ comments- Joanne Culbertson
9. Review of Borough Financials, Budget vs. Actual Report and Motion to pay the bills.
10. Consideration reinvestment of funds from Wayne Bank, CD #80044088 maturing 1/29/2024.
11. Review and consider the solicitation of the 2024 Refuse/Recycling bid package and authorize the advertisement.
12. Review and discussion on the Intergovernmental Board of Appeals- Atty. Weinschenk
13. Other business/ discussion.
14. Motion to Adjourn