

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

CALL TO ORDER: President Egan 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: Ms. DeFlice, Mr. Nealon, Mr. Pryle, Ms. Igoe, Ms. Lucas, Ms. Trushina, Mr. Egan, Mayor Barrasse and Solicitor Weinschenk.

VISITORS: Leah Rosenkrans, Murphy, Dougherty & Co., CSPD Chief Yarns, John Brennan, 242 E. Grove St. and Ben Freda, Abington Journal.

APPROVAL OF MINUTES: President Egan entertained a motion to accept the June 19, 2024 minutes. Ms. Igoe motioned, seconded by Ms. Lucas. All voted in favor.

PUBLIC COMMENT: John Brennan, 242 E. Grove St. reported an inlet is caving in at Maple St. and is concern with the heavy traffic and the condition of Nelson St. Mr. Egan thanked Mr. Brennan for bringing this to Council's attention.

POLICE REPORT: CSPD Chief Yarns briefly reviewed the monthly report. Chief Yarns told Council the aggressive driving program has been implemented. Chief Yarns asked for Council's help in purchasing speed control batteries. Chief Yarns stated his department aided Clarks Green DPW dept. with traffic control for the crosswalk painting within the Borough. Chief Yarns talked about the truck traffic problem and enforcing obstacles.

2023 AUDIT REVIEW: Leah Rosenkrans, partner at Murphy, Dougherty and Co., reported on the 2023 Audit. Ms. Rosenkrans stated it is an auditor's responsibility to express opinions on the financial statements generated from an audit. The Borough Audit was conducted in accordance with generally accepted auditing standards. The annual finding continues Ms. Rosenkrans as the Borough has not inventoried its infrastructure assets resulting in an inability to record depreciation while noting due to the Borough's size, from a cost benefit standpoint the auditors do not recommend it nor is it necessary. Ms. Rosenkrans stated the Borough Administration does a fantastic job of keeping expenses down and maximizing revenue. The Borough continues to remain debt free continuing the Borough's excellent fiscal position.

MAYOR'S REPORT: Mayor Barrasse told Council twice in the past we helped Clarks Summit Police Dept., purchase speed control batteries and gave a brief history to the newest Council members. Mayor Barrasse reminded Council of his previous request in regard to transferring money to the Capital fund as well as purchasing a backhoe. Mayor Barrasse questioned the \$25,000 transfer that took place in 2023 based off the 2023 Audit review. Ms. Culbertson stated she will review and will get back to him on the transfer information.

SOLICITOR REPORT: Solicitor Weinschenk updated Council on the private action lawsuit among two (2) property owners within the Borough concerning a fence and the Borough's zoning ordinance stating he has not heard anything as of yet.

BOROUGH MANAGER REPORT: Ms. Culbertson reported Pat Walsh, DPW laborer shampooed the rugs in the Borough office along with waxing the floors saving the Borough money (approx. \$570.00) instead of hiring a cleaning firm. She noted, he even came in at a later shift saving overtime cost. Ms. Culbertson informed Council she had renewed the Sam. gov registration expiring 6/26/2025. Ms. Culbertson reported she is in the process of closing out the 2018 PA Small Water and Sewer Grant with the last submission of invoices from Vortex and the engineering fees. Ms. Culbertson told Council she attended a Team meeting with the new website vendor along with Ms. Lucas and the new website should be completed approximately five (5) weeks. Ms. Culbertson informed Council she just received a quote from the PABCO for the leaf bags stating if order by July 29 cost will be the same as last year @ \$40.72 per bundle if after that date cost will increase approximately (five) 5 to (eight) 8 percent. Ms. Culbertson stated she is still working on the grant applications for the generator and municipal parking lot and next year's street paving and stormwater improvements.

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	\$	520,194.76
General Fund ICS MM #7101443595		259,913.70
Capital Fund Money Market		106,477.85
Sewer Fund Checking		327,092.00
Sewer Fund ICS MM #7101443706		259,924.27
Sewer – FNCB CD #200845158		50,000.00
Sewer – Peoples CD #10003154		76,758.85
Sewer – Wayne Bank CD #80049035		80,447.67
Sewer – Wayne Bank CD #80021603		53,634.01
Sewer – Wayne Bank CD #80044088		52,214.08
State Funds Checking		<u>264,317.09</u>
Total Checking/Savings	\$	2,050,974.28

Mr. Egan entertained a motion to accept the Treasurer’s report and ratify the payment of the bills. Ms. Igoe motioned, seconded by Mr. Nealon. All voted in favor. Mr. Egan entertained a motion for the re-investment of funds from the Wayne Bank CD #80021603 maturing 8/05/24. Ms. Igoe motioned, seconded by Ms. DeFlice. All voted in favor.

MOTIONS: Mr. Egan entertained a motion to accept the 2023 Audit. Ms. Deflice motioned, seconded by Ms. Igoe. All voted in favor. Mr. Egan entertained a motion to authorize the purchase of speed control batteries for the Clarks Summit Police Dept. in the amount of \$349.46. Ms. DeFlice motioned, seconded by Ms. Igoe. All voted in favor. Mr. Egan entertained a motion to authorize the final payment to Vortex Services for the Cured in Place Pipe Rehabilitation Project completed in May 2024 in the amount of \$155,023.60. Ms. Igoe motioned, seconded by Mr. Nealon. All voted in favor. Mr. Egan entertained a motion authorizing payment to the Clarks Summit Fire Co. in the amount of \$18,948 for the 2024 fire services. Ms. Lucas motioned, seconded by Ms. Igoe. All voted in favor. Ms. Trushina asked for clarification on the budgeted amount but it was explained in the budget there are two (2) amounts one being a contribution and the other an obligation based on a three (3) contract from 2023 to 2025. Mr. Egan presented the next agenda motion and asked Solicitor Weinschenk to review the lien procedure for sewer delinquencies. A brief discussion amongst Council members took place in regard to possibly of shutting off the water. Ms. Igoe motioned authorizing the placement of liens for sewer delinquencies on accounts 0087, 0168, and 0218, seconded by Mr. Pryle. All voted in favor. Mr. Egan entertained a motion to authorize payment for the third quarter 2024 payment to Hillside Park in the amount of \$1,585.25. Ms. Igoe motioned, seconded by Ms. Lucas. All voted in favor. Mr. Egan asked Solicitor to read Resolution No. 1 of 2024.

**RESOLUTION No. 1 of 2024
Borough of Clarks Green Lackawanna
County, Pennsylvania**

**A RESOLUTION APPROVING A PENNSYLVANIA DCED
MULTIMODAL TRANSPORTATION GRANT REQUEST**

WHEREAS, the Borough of Clarks Green (the "Borough"), desires to undertake a road paving and rehabilitation project for Yale Boulevard, Harvard Avenue, Cornell Avenue, Princeton Avenue, Hall Avenue, Clarks Street and the Borough's Municipal Building Parking Lot estimated to cost \$1,167,426.00 {the "Project"} and to submit a grant request for 70% of the funds to pave the roadways and rehabilitate stormwater drainage within the rights-of-way of the above indicated roadways as outlined on the Engineer's Estimate prepared by Colwell-Naegele Associates, Inc., Consulting Engineers, and attached to this Resolution as Exhibit A; and

WHEREAS, it will be necessary the Borough to provide a matching grant commitment of \$350,227.80 representing 30% of the cost of the Project.

NOW THEREFORE, BE IT RESOLVED, that the Borough of Clarks Green, Lackawanna County, Pennsylvania hereby requests a Pennsylvania DCED Intermodal Transportation Grant in the amount of \$817,198.20 from the Pennsylvania DCED Intermodal Transportation Grant Program to be used for paving and rehabilitation of the Borough owned rights-of-way and stormwater drainage facilities on Yale Boulevard, Harvard Avenue, Cornell Avenue, Princeton Avenue, Hall Avenue, Clarks Street and the Borough's Municipal Building Parking Lot in the Borough.

BE IT FURTHER RESOLVED, that the Borough hereby approves a grant match commitment of \$350,277.80 or 30% of the cost of the Project.

BE IT FURTHER RESOLVED, that the Borough does hereby designate William Egan, President of the Clarks Green Borough Council, and Joanne Culbertson, Borough Manager, as the officials authorized to execute and deliver all documents and agreements between the Borough and the Pennsylvania DCED to facilitate and assist in obtaining the requested grant.

EXHIBIT A
Engineer's Estimate



Clarks Green Borough Paving Project
PA DCED Multimodal Grant Program

P.O. Box 5 • Clarks Summit, PA 18411 • T: 570.586.5091 • F: 570.586.5073

Date: 07-15-24

ITEM NO.	QUANTITY	Clarks Green Borough Street Name	COST PER ROAD	TOTAL COST
1	1	Yale Blvd.	\$101,400.00	\$101,400.00
2	1	Harvard Ave.	\$75,900.00	\$75,900.00
3	1	Cornell Ave.	\$115,700.00	\$115,700.00
4	1	Vassar Ave.	\$105,900.00	\$105,900.00
5	1	Princeton Ave.	\$83,400.00	\$83,400.00
6	1	Hall Ave. (200 Block)	\$80,600.00	\$80,600.00
7	1	Clarks St.	\$337,700.00	\$337,700.00
8	1	Clarks Green Borough Building Parking Lot	\$97,200.00	\$97,200.00
			SUBTOTAL	\$997,800.00
9		Engineering Cost (10%)	10%	\$99,780.00
10		Administration Cost (2%)	2%	\$19,956.00
11		Contingencies Cost (5%)	5%	\$49,890.00
			SUBTOTAL	\$169,626.00
			TOTAL	\$1,167,426.00


Colwell-Naegele Associates, Inc.
 CONSULTING ENGINEERS

Clarks Green Borough
 Yale Blvd.: Residential

P.O. Box B • Clarks Summit, PA 18411 • T: 570.586.5091 • F: 570.586.5073

Date: 07-15-24

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COST PER ITEM	TOTAL COST
1	1	LS	Mob/Demob	\$2,500.00	\$2,500.00
2	1,100	SY	Full Width Milling 1-1/2"	\$10.00	\$11,000.00
3	1,100	SY	1-1/2" Wearing Course	\$12.00	\$13,200.00
4	70	Ton	Leveling Course	\$100.00	\$7,000.00
5	110	SY	Full Depth Base Replacement	\$50.00	\$5,500.00
6	4	EA	ADA Ramps	\$7,500.00	\$30,000.00
7	4	EA	Inlet/Manhole Adjustments	\$1,500.00	\$6,000.00
8	1	LS	Stormwater/Sewer Infrastructure Improvement	\$25,000.00	\$25,000.00
9	1	LS	Maintenance & Protection of Traffic	\$1,200.00	\$1,200.00
				TOTAL	\$101,400.00
			From Cornell St to Vassar Ave 400 feet long x 24 feet wide		


Colwell-Naegele Associates, Inc.
 CONSULTING ENGINEERS

Clarks Green Borough
 Harvard Ave.: Residential

P.O. Box B • Clarks Summit, PA 18411 • T: 570.586.5091 • F: 570.586.5073

Date: 07-15-24

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COST PER ITEM	TOTAL COST
1	1	LS	Mob/Demob	\$2,500.00	\$2,500.00
2	1,100	SY	Full Width Milling 1-1/2"	\$10.00	\$11,000.00
3	1,100	SY	1-1/2" Wearing Course	\$12.00	\$13,200.00
4	70	Ton	Leveling Course	\$100.00	\$7,000.00
5	110	SY	Full Depth Base Replacement	\$50.00	\$5,500.00
6	7	EA	Inlet/Manhole Adjustments	\$1,500.00	\$10,500.00
7	1	LS	Stormwater/Sewer Infrastructure Improvement	\$25,000.00	\$25,000.00
8	1	LS	Maintenance & Protection of Traffic	\$1,200.00	\$1,200.00
				TOTAL	\$75,900.00
			From Cornell St to Vassar Ave 400 feet long x 24 feet wide		



Clarks Green Borough
Princeton Ave.: Residential

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Date: 07-15-24

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COST PER ITEM	TOTAL COST
1	1	LS	Mob/Demob	\$2,500.00	\$2,500.00
2	1,100	SY	Full Width Milling 1-1/2"	\$10.00	\$11,000.00
3	1,100	SY	1-1/2" Wearing Course	\$12.00	\$13,200.00
4	75	Ton	Leveling Course	\$100.00	\$7,500.00
5	100	SY	Full Depth Base Replacement	\$50.00	\$5,000.00
6	2	EA	ADA Ramps	\$7,500.00	\$15,000.00
7	2	EA	Inlet/Manhole Adjustments	\$1,500.00	\$3,000.00
8	1	LS	Stormwater/Sewer Infrastructure Improvement	\$25,000.00	\$25,000.00
9	1	LS	Maintenance & Protection of Traffic	\$1,200.00	\$1,200.00
				TOTAL	\$83,400.00
From Cornell Ave. to Vassar Ave 400 feet long x 24 feet wide					



Clarks Green Borough
Hall Ave (200 Block): Residential

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Date: 07-15-24

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COST PER ITEM	TOTAL COST
1	1	LS	Mob/Demob	\$2,500.00	\$2,500.00
2	1,200	SY	Full Width Milling 1-1/2"	\$10.00	\$12,000.00
3	1,200	SY	1-1/2" Wearing Course	\$12.00	\$14,400.00
4	75	Ton	Leveling Course	\$100.00	\$7,500.00
5	120	SY	Full Depth Base Replacement	\$50.00	\$6,000.00
6	1	EA	ADA Ramps	\$7,500.00	\$7,500.00
7	3	EA	Inlet/Manhole Adjustments	\$1,500.00	\$4,500.00
8	1	LS	Stormwater/Sewer Infrastructure Improvement	\$25,000.00	\$25,000.00
8	1	LS	Maintenance & Protection of Traffic	\$1,200.00	\$1,200.00
				TOTAL	\$80,600.00
From Clarks St. to Tednck St. 430 feet long x 24 feet wide					



Clarks Green Borough
Clark Ave.: Residential

P.O. Box B • Clarks Summit, PA 18411 • T: 570.586.5091 • F: 570.586.5073

Date: 07-15-24

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	COST PER ITEM	TOTAL COST
1	1	LS	Mob/Demob	\$2,500.00	\$2,500.00
2	6,000	SY	Full Width Milling 1-1/2"	\$10.00	\$60,000.00
3	6,000	SY	1-1/2" Wearing Course	\$12.00	\$72,000.00
4	360	Ton	Leveling Course	\$100.00	\$36,000.00
5	600	SY	Full Depth Base Replacement	\$50.00	\$30,000.00
6	24	EA	Inlet/Manhole Adjustments	\$1,500.00	\$36,000.00
7	1	LS	Stormwater/Sewer Infrastructure Improvement	\$100,000.00	\$100,000.00
8	1	LS	Maintenance & Protection of Traffic	\$1,200.00	\$1,200.00
				TOTAL	\$337,700.00
From Fanview Rd. to Venard Rd. & From Armstrong Rd. to end 2,380 feet long x 22 feet wide					

CLARKS GREEN BOROUGH

AGENDA

JULY 17, 2024

7:00 PM

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE** – President Egan
2. **ROLL CALL** – Secretary Culbertson
3. **Motion to approve Council meetings minutes:** June 19, 2024
4. **PUBLIC COMMENT**
5. **POLICE REPORT**
6. **MURPHY, DOUGHERTY CGB 2023 AUDIT Presentation and acceptance.**
7. **MAYOR’S REPORT** – Mayor Barrasse
8. **SOLICITOR REPORT** – Atty. Weinschenk
9. **BOROUGH MANAGER REPORT:** Ms. Culbertson
10. **EXECUTIVE SESSION** – Legal /personnel issues
11. **Review of Borough Financials, Budget vs. Actual and motion to pay bills.**
Consideration of re-investment of Wayne CD 80021603 maturing 8/5/2024.
12. **MOTIONS:**
Authorize the purchase of the speed control battery for the Clarks Summit Police Department in the amount of \$349.46.
Authorize the final payment to Vortex Services for the Cured in Place Pipe Rehabilitation Project completed May 2024 in the amount of \$155,023.60.
Authorize payment to the Clarks Summit Fire Co. in the amount of \$18,948 for 2024 fire services per Agreement.
Authorize the placement of liens on three (3) delinquent sewer accounts: 0087, 0168 and 0218
Authorize the 3rd Quarter 2024 municipal contribution to Hillside Park in the amount of \$1,585.25
Consideration of Clarks Green Resolution No. 1 of 2024 for approving the DCED Multimodal Transportation Fund Grant
13. **OTHER BUSINESS**
14. **MOTION TO ADJOURN**

NOTE TO VISITORS: Please sign the attendance sheet and indicate if you wish to observe the meeting or to address Council, stating the agenda topic on which you would like to comment. Speakers are allowed 3 minutes each for comments. Thank you.