

**CLARKS GREEN BOROUGH
COUNCIL MINUTES
OCTOBER 16, 2024**

CALL TO ORDER: President Egan called the meeting of the Clarks Green Council to order at 7:03 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, Mr. Egan, and Solicitor Weinschenk. Mayor Barrasse via phone.

ABSENT: Mr. Pryle.

VISITORS: CSPD Chief Yarns, Clarks Green Zoning officer, George Parker, Jeff Skulsky, 222 Glenburn Road, Bridget Orlando, 313 Fairview Road, Brian Jackson, Ben Freda, Abington Journal and Mary Moore, 113 Glenburn Road.

Mr. Egan informed Council of the passing of Bill Wicks, Supervisor of Glenburn Township offering his condolences to his family and friends during this difficult time.

APPROVAL OF MINUTES: President Egan entertained a motion to accept the September 18, 2024 minutes. Ms. Lucas motioned, seconded by Ms. Igoe. All voted in favor.

PUBLIC COMMENT: Bridget Orlando, 313 Fairview Road, addressed Council by reading a letter concerning her water drainage problem which has created erosion issues in the front and back of her property. She noted she has been in contact with PennDot with this issue. Ms. Orlando thanked the Borough's DPW for their recent patch work but stated this will definitely need more work before the bad weather arrives creating icing.

POLICE REPORT: CSPD Chief Yarns briefly reviewed the monthly police report. Chief Yarns stated they are still doing traffic enforcement with the recent grant money the department had received. Several Council members talked about the recent Touch a Truck event and asked if the police dept. receives a portion of the earnings. Chief Yarns stated it stays with the Clarks Summit Fire Company the police dept. only participated. Chief Yarns reported to Council that Ms. Culbertson informed him that school buses had been stopping in front of the Borough building once again for children from the daycare center next door. Chief Yarns informed Council he attended a meeting with Abington's school education director about this concern in having a school bus stop in front of Clarks Green Borough building which was changed by the request of the Abington Daycare Center next door. Chief Yarns stated he felt it was a safety issue since it was too close to the red light and intersection. Chief Yarns reported the bus stop has been switched back by the Waverly Lodge.

PLANNING COMMISSION RECOMMENDATION: Mr. Egan asked Ms. Lucas, Chair of the Planning Commission to bring us update with the motion on the agenda regarding 222 and 224 Glenburn Road. Ms. Lucas stated a special meeting was held October 4th. Clarks Green Zoning officer, George Parker, the Planning Commission, the Borough engineer and the representative of the property owner were present. The proposed plan was presented for the lot combination and reviewed. Zoning officer, George Parker showed the same plans to Council with a brief explanation. Ms. Lucas, Chair of the Planning Commission recommended that we allow the consolidation of the two (2) properties, 222 and 224 Glenburn Road. Mr. Egan asked Solicitor Weinschenk for his opinion. Solicitor Weinschenk stated it is a simple action and has no objection. Mr. Egan entertained a motion to approve the proposed lot combination for the two (2) properties located at 222 and 224 Glenburn Road by recommendation by the Clarks Green Planning Commission. Ms. DeFlice motioned, seconded by Ms. Igoe. All voted in favor.

MAYOR'S REPORT: Mayor Barrasse reported he has been in contact with Chief Yarns in regard to a couple of cases that cannot be discussed publicly. Mr. Barrasse asked if the proposed budget has been worked on. Mr. Egan stated everyone had received a copy tonight plus it has been distributed by email. Mayor Barrasse stated he has been under the weather and does not know if he got it in his email. Mayor Barrasse reiterated the importance of allocating money to the Capital fund noting it previously was in the amount of \$20,000 and asked that the 2024 budget allocation be transferred to the Capital fund.

SOLICITOR REPORT: Solicitor Weinschenk stated he had nothing specific to report at this time.

BOROUGH MANAGER REPORT: Ms. Culbertson reported to Council LSA Grants have been submitted for the generator and the Borough building parking lot. The estimated Liquid Fuel allocation for 2025 is \$ \$46,623.47. Ms. Culbertson reported the leaf bag distribution has been completed. The 2025 Proposed Budget has been distributed for review. Ms. Culbertson reported the Borough received ARWA's 2025 Quarterly obligation in the amount of \$67,738 making it \$270,952 yearly. It is an increase of \$6,452. ARWA stated the increase is due to a rise in supply costs and repairs to aging equipment. Ms. Culbertson told Council she had worked with Nexline in replacing the conference phone with a new device since the previous phone was not working correctly at no additional costs. Ms. Culbertson stated she has placed several phone calls with the Cohen Law Firm since the cable franchise agreement with Comcast expired October 14th and is looking for an update. She had talked with Rick Williams from ACOG and he also stated he had not heard anything lately.

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	\$	518,319.66
General Fund ICS MM		263,098.45
Capital Fund Money Market		106,772.37
Sewer Fund Checking		342,702.60
Sewer Fund ICS MM		263,109.19
Sewer – FNCB CD #200845158		52,843.08
Sewer – Peoples CD #10003154		76,758.85
Sewer – Wayne Bank CD #80049035		80,447.67
Sewer – Wayne Bank CD #80021603		55,151.05
Sewer – Wayne Bank CD #80044088		53,297.06
State Funds Checking		<u>264,383.53</u>
Total Checking/Savings	\$	2,076,883.51

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 to approve the transfer of the Volunteer Fire Relief allocation in the amount of \$9,911.03 to Clarks Summit Fire Co. in accordance with Act 205 of 1984. Ms. DeFlice motioned, seconded by Ms. Igoe. All voted in favor. Mr. Egan told Council the 2025 Proposed Budget had been distributed for their review and can be discussed at the November work session. Mr. Egan asked Solicitor Weinschenk to clarify the timeline for advertising and adopting the budget. Solicitor Weinschenk stated Council needs to adopt the proposed budget which is usually done at the November meeting. Once the proposed budget is adopted you need to advertise that the proposed budget is available for public inspection. Notice is attached and must run at least 10 days prior to adoption of final budget. Final budget can be adopted any time after 10 days from the date the advertisement runs. Final Budget usually adopted at the December meeting. Since the public inspection period is 10 days not 30 days there is no reason to reschedule the December meeting. The real estate tax Resolution /Ordinance is also adopted at the December meeting. If there is no millage increase it can be adopted by Resolution. If there is an increase an Ordinance is required and this requires an advertisement not less than seven days prior to adoption. Budget and Tax Resolution/Ordinance must be adopted by December 31st.

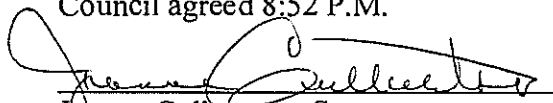
MOTIONS: Mr. Egan briefly reviewed the 2024 Stormwater Project noting the bid opening was held Monday, October 14, 2024 at noon. Solicitor Weinschenk stated at a legal standpoint the lowest bidder, Leeward Construction, Inc all paperwork was in order. Mr. Egan told Council we had received from the Covid 19 ARPA Small Water and Sewer grant \$304,200 with a twenty (20) percent match. Mr. Egan further explained that the bid comprised of a base bid that included Rabbin Run and Spring Street and a alternate #1 which was Evans St. A discussion took place regarding Evans St. since it was recently paved but it was explained that the water company did the paving after they had scheduled work performed. Mr. Egan asked Council to consider if they would want to approve the both the base bid and alternate or just the base bid. Mr. Egan entertained a motion to award the 2024 Stormwater Paving Project to

Leeward Construction, Inc. with the base bid at a cost of \$444,310 and the alternate #1 bid at the cost of \$132,750 making the total project cost at \$577,060. Ms. Igoe motioned, seconded by Ms. Lucas. Ms. DeFlice, Ms. Lucas, Ms. Igoe, Ms. Trushina and Mr. Egan voted in favor. Mr. Nealon abstained since his law firm is involved with an active litigation with Leeward Construction.

OTHER BUSINESS: Mr. Egan asked Council if they would like to volunteer in attending the Northeastern PA Fire Service Leadership Conference be held at Fiorelli Catering, Sunday, October 20, 2024. It is their request to actively participate by sending at least one (1) representative from the Borough. Mr. Egan told Council they can obtain tickets by contacting the website on the handout that has been distributed. Mr. Egan told Council the Lackawanna County Hazard Mitigation Plan meeting and workshop will be held October 30 and 31st and reservations can be made through email which has been distributed this evening. Ms. Culbertson stated the Borough's zoning officer, George Parker will also be attending. Ms. Trushina asked for an update on the social media policy for the Borough. Solicitor Weinschenk stated he is currently working on it and it should be ready for the December meeting. Ms. DeFlice told Council election day is approaching and would like to provide food for the residents working the polls. Several council members were not sure if that would be appropriate or legal. Mr. Egan was not sure if it would be legal to take the money out of Borough funds but if they wanted to donate personally not in official capacity. He would not have a problem with it. I don't think it's a big deal to support the people who are volunteering. Ms. Trushina reminded Council of the resume from Mr. Brinsfeld concerning open vacancies noting he contacted her recently. Ms. Trushina stated she has been in contact with a former resident and member of ACOG, Rick Williams noting there is an open vacancy for a representative of Clarks Green. Ms. Trushina stated the next ACOG meeting will be held the first Thursday in November at our Borough building and volunteered her services to represent Clarks Green Borough.

EXECUTIVE SESSION: Mr. Egan called for an executive session to discuss stormwater issues and a health insurance request. The session started at 8:07 P.M. ending at 8:51 P.M.

MOTION FOR ADJOURNMENT: Mr. Egan entertained the motion to adjourn the meeting. All of Council agreed 8:52 P.M.


Joanne Culbertson, Secretary

CLARKS GREEN BOROUGH
AGENDA
OCTOBER 16 , 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:** September 18, 2024
4. **PUBLIC COMMENT**
5. **POLICE REPORT**
6. **MAYOR’S REPORT** – Mayor Barrasse
7. **SOLICITOR REPORT** – Atty. Weinschenk
8. **BOROUGH MANAGER REPORT:** Ms. Culbertson
9. **REVIEW OF BOROUGH FINANCIALS, BUDGET VS. ACTUAL AND MOTION TO PAY BILLS.**
Review 2025 Proposed Budget. Motion to advertise 2025 Budget for public comment prior to adoption at the Dec. 18, 2024 Council meeting.
Motion to approve the transfer of Volunteer Fire Relief allocation in the amount of \$9,911.03 to Clarks Summit Fire Co. in accordance with Act 205 of 1984.
10. **MOTIONS:**
 - Approve the proposed lot combination for the properties located at 222 and 224 Glenburn Road by recommendation from the Clarks Green Planning Commission.
 - Review of the 2024 Stormwater and Paving Project bids and consideration of award of the contract.
11. **OTHER BUSINESS:** Northeastern PA Fire Service Leadership Conference, Sunday October 20, 2024.
12. **EXECUTIVE SESSION** – Legal /personnel issues. Stormwater
13. **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.