CLEARFIELD BOROUGH

**BOROUGH 2023 COUNCIL MEETING MINUTES**

**August 17, 2023**

Clearfield Borough Council met in regular session on Thursday, August 17,2023 at 6:00 PM in Council Chambers at the Clearfield Borough Building.

**COUNCIL MEMBERS PRESENT**: Stephanie Tarbay, Barb Shaffner, Annjane Ross, Brande Plyler, Steve Livergood, Nichole Norris, Scott Ortasic

**ABSENT** Steve Harmic, Chief Vincent McGinnis, Chief Andrew Smith

**OTHERS PRESENT:** Solicitor Chip Bell, Mayor Mason Strouse, Street Department Todd Kling, Code Officer Andrea Stewart, Borough Secretary Betsy Houser, Julie Curry

**MEDIA:**

Stephanie Tarbay called for a Motion seeking approval of the minutes of July 20, 2023, Clearfield Borough Council Meeting. **MOTION** was made by Nichole Norris and seconded by Annjane Ross. **MOTION** Carried.

**Communications:** None

**Public Audience:**

**REPORTS OF BOROUGH OFFICERS**

**FIRE DEPARTMENT**: A copy of the Fire Department's report is on file.

**POLICE:** A copy of the Police Department’s report is on file. Julie Curry, Asst. Chief Police, presented the stats for the Clearfield Regional Police Dept. They have been busy. They have an officer out from a sprained ankle. She wanted to express how proud she is of the Police officers. She is so impressed with the officers.

Stephanie added they have a good mesh of men and women. Steve also said he hears a lot of compliments too.

**STREET:** A copy of his report is on file. Todd has nothing to add.

**MAYOR**. The fair was awesome and thanked everyone. The parade was great. The fair is moving dates next year. He attended a lot of events. He walked through the police building to make sure things were okay, he saw that Todd could have a key to check on it. He said a decision needs to be made on the building. He attended the Lifeline groundbreaking, it is on Arnold Ave., they offer a lot of resources for free. If you know anyone who needs assistance send them to them. He has looked at neighboring communities and is grateful to have the staff at the Borough. He is thankful to our elected officials and appreciates their honesty. He attended a Fire Dept. meeting, a productive meeting, they are coming up with a concrete plan for council regarding a truck, the Mayor explained the frustrations without a solid plan, they are in process of fund raisers to put in a pot, so please support them.

Our website did go down, it is now back. He is in communication with Linginfelter and will give tips on our website. He said it is a basic website, there is a lot that can be done. It can be streamlined. The agenda and minutes are required due to the Sunshine Law.

**SOLICITOR:** No report. The solicitor said things are heating up Stinky run with the flow, it coming to the surface again. We are getting agreements for trash racks, the maintance for them. He also needs letters from business owners in the area of Ethanol plant for approval. We are making modifications to our insurance. The borough will take over the property insurance for the fair/park. They will maintain the liability; they will reimburse us. We own the property. We are making the change, it makes more sense. Structure wise we will get it for about ¼ of the amount.

Andrea added, regarding the amusement taxes: juke boxes are $100.00, and pinball machines , mechanically devises, and playing games and amusements $200.00 each, pool tables are $200.00. Andrea said we could make changes. The pool tables for sure. It would make sense to drop juke box and pool table to $50.00.

Stephanie suggested the juke box and pool table to ½. Drop the pool table to $100.00. Keep the juke box $100.00. And the others remain at $200.00.

**CODE ENFORCEMENT OFFICER:** A copy of the code officer reports are on file. Andrea said we need to figure the amusement tax and asked to set the fee schedule. The bills need to be sent out. Chip said it needs to be decided within council. It will take an amendment to what we have, I need to prepare something.

Andrea asked if we should go with the higher or lower amount for the skill , STMP suggested the high amount. Steve Livergood said we should not act on the STMP right now, because the whole report is not back.

Stephanie suggested that we can set it, the letters can be sent out, her thought is the higher amount because the local are not paying they companies are. Chip agreed. Andrea asked if there is a fine attached to the ordinance, Chip did not think so. There could be a fine attached, she said there are underground machines in the borough.

Chip asked how much, and Andrea said $250, she will confirm. She also has the knox box ordinance and will give Chip a copy. She also created a park addendum, there is a liability with people staying in the park. She reviewed the addendum with the council. She believes it needs to be tightened up. She said she thinks to appoint Redevelopment Authority ,as land bank? and she can talk to Lisa, but this is something Chip can work on. She believes when it’s time to talk about the budget, and the STMP, blighted houses are top of the list, we need to look between the DCED grants, see about a committee to look at this, see how the money can be distributed. To see how many houses can come down.

**COMMITTEE REPORTS**

**PUBLIC SAFETY:**

**MOTION** was made by Nichole Norris and seconded by Brandi Plyler to approve the addendum to Chapter 34-Parks pending official rules to be signed at a later date.  **MOTION** Carried,

Addendum definition:

Any materials used to create shelter.

Private Activity: Any individual or group that has reserved the right to use one of the park structures during a designated time and date.

This addendum is to create prohibited uses:

No person shall create a camp at any time within any of the Borough Parks.

No personal property can be stored on Park grounds at any time without prior authorization of borough Employees.

Use of picnic tables other than for purposes of eating is prohibited.

If any of the structures have been reserved for a private activity, no other person shall be allowed to utilize it at the times that have been allotted for the private activity.

**PUBLIC WORKS:**

**OPEN** heating fuel bids.

JJ Powell: Pre purchase $3.399 Fixed $3.499 Variable $3.55 PER GALLON

Nittany Oil: Pre purchase $3.949 Fixed $3.99 Variable $3.432 PER GALLON

**MOTION** was made by Nichol Norris and seconded by Barb Shaffner to approve heating fuel bid with JJ Powell with the fixed rate of $3.499 per gallon.  **MOTION** Carried.

**PLANNING AND COMMUNITY DEVELOPMENT:**

**MOTION** was made by Scott Ortasic and seconded by Annjane Ross to extend 25 years to the current management agreement be granted upon the same terms and conditions as the current agreement of the Clearfield Fair and Park Board. **MOTION** Carried.

Executive session called.

**PERSONNEL COMMITTEE**

**MOTION** was made by Nichol Norris and seconded by Brandi Plyler to accept the resignation of Andrea Stewart. **MOTION** Carried.

**MOTION** was made by Nichol Norris and seconded by Brandi Plyler to advertise for the position of code officer immediately to fill the vacancy. **MOTION** Carried.

**MOTION** was made by Nichol Norris and seconded by Annjane Ross to extend part time temporary hours for temporary code officer, approximately of 10 hours to Andrea Stewart at $18.85 per hour, can be renewed at 30 days by passage of council, and she will be reimbursed for her phone stiffen, we need to check her employment contract for reimbursement training and need to see where we are at that. This is based on reports each week on activities completed. We would like to request her to come to meetings and be paid for meetings. **MOTION** Carried.

**FINANCE COMMITTEE**

**MOTION** was made by Brandi Plyler and seconded by Nichol Norris to approve the fee schedule for the amusement tax, Pool tables at $100.00 each, Juke boxes at $100.00 each pinball machines, mechanically devises and playing games at $200.00 each. One opposed. MOTION Carried.

**MOTION** was made by Steve Livergood and seconded by Brandi Plyler to approve the bill list as presented. **MOTION** Carried.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Mason said with there will be some staffing changes and we will post these changes on the door, Facebook, and website. We are digitizing some issues with code, the form can be made on our website.

Mason gave everyone a letter at your placing regarding some funding opportunities, please read this over, and he can forward an email to you all and you can review that as well.

COUNCIL MEETING ADJOURNED 7:22pm

Submitted By: Betsy Houser, Borough Secretary/Administrative Assistant