CLEARFIELD BOROUGH

**BOROUGH 2023 COUNCIL MEETING MINUTES**

**September 21, 2023**

Clearfield Borough Council met in regular session on Thursday, September 21,2023 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, Steve Harmic

**ABSENT** Scott Ortasic

**OTHERS PRESENT:** Solicitor Chip Bell, Mayor Mason Strouse, Chief Vincent McGinnis, Street Department Todd Kling, Deputy Chief Yankavich, Code Officer Andrea Stewart, Borough Secretary Betsy Houser

**MEDIA:**

Stephanie Tarbay called for a Motion seeking approval of the minutes of August 17, 2023, Clearfield Borough Council Meeting. **MOTION** was made by Steve Livergood and seconded by Nichole Norris. **MOTION** Carried.

**Communications:** None

**Public Audience:** Lisa Coval the director from the Shaw Public Library wanted to thank the Borough for all their support and the yearly allocation. She wanted to give the Borough an update on how the use of the money goes, and how it benefits the residents. They have had a successful year; they are returning to precovid numbers. Patrons getting library cards is a record high, about 7,000 cards now, access to public computers, they have now ten computers. They have done outreach problems to senior citizens, grandparents’ groups for the Sapphire accounts for the school district. They have had summer reading programs, Lego club night, chess club night, a Veteran’s Day celebration this year on November 9, with a replacement for a new flag along with playing taps. The library is growing. She encourages everyone to come over. We have a new sign above the door reading “Library doors are a gateway to anywhere”, this is a quote from Walter Concrite. Further down, we have a motion in the agenda for a Keystone grant, we will add an addition to the library, it will go out towards the Market Street Bridge. We need your support. October 13, 2023, is the deadline for the application. It is a 50/50 Grant. She has brought all the plans and documentations for anyone here to review.

**REPORTS OF BOROUGH OFFICERS**

**FIRE DEPARTMENT**: A copy of the Fire Department's report is on file. Deputy Chief Yankavich wanted to add that he received notification yesterday that the Clearfield Volunteer Fire Dept. and other municipalities were awarded a Safer Grant, it is huge, there will be money available for retention, recruitment, stipens, for qualified fire fighters. He doesn’t have all the details. They have been awarded the full amount; he will get more details October 9.

**POLICE:** A copy of the Police Department’s report is on file. Chief McGinnis said there is a motion to hire two more-meter attendants, and at $11.00 an hour. As soon as they are hired, we will have the mayor swear them in.

**STREET:** A copy of his report is on file. Nothing to add. He did want to mention people at corners with vests on in the borough, they are doing a traffic study for 2026. He was also contacted about a tree along the river, it is called Tree from Heaven. He has met with a forester from DCNR and they are working on treating it. He said the more you cut it, the more it spreads. It can affect respiratory issues. It can be dangerous. Just be aware.

Steve Livergood thanked Todd for meeting with Chip over on Tyler Ave. It really looks nice. Todd said Jacob from Stiffler McGraw was great as well to the project, and he thanked Chip too.

**MAYOR**. He attended the 911 ceremony it was very nice. He also had a wedding on 9/7/2023 at the Gazabo. He knows they are looking for poll workers for second ward, if you know anyone interested, please pass it on. He attended a rally against drug overdose, and it was very interesting and very informative. On 9/29 the alumni event, homecoming event, he will be organizing the alumni band. And another reminder of the Fall Festival and the Pumpkin Run-on the 14th of October. He is also working on easier forms for the website, along with some updates. He has had people concerned with school bus safety. When you see the stop sign on the buses stop. There is a lot of traffic, and we want to keep the children safe.

**SOLICITOR:** A copy of his report is on file. He wanted to thank Todd, Jason, and Jacob on the Tyler Ave. project. The contractor was told what was expected and he did do it. He thanked Stiffler McGraw.

**ENGINEER:** Todd Banks wanted to share some information about a grant that is out there right now. It is local share pretty much free for all, you can buy a truck, lawn mowers, infrastructure, it is DCED, opened through the end of November. They can assist you with it.

He also wanted to be sure Tyler Ave. was taken care of. It was. It is fine. There is another phase coming. At some point we will have to figure out what to do with that lot.

Regarding the storm water project through the CDBG program, in 2020 we prepared it, to improve the road. The road is deteriorating, it was $300,000 and now its up to $600,000 for the project. We only have $300,000 available. Just to do the storm water part, is $250,000, the problem is you will not get a new road. If you drive that section of road, it needs it. This money is earmarked and needs to be spent. It is to late to reprogram for another project. This is something we need to commit to. Have final specs on it. We need to get it out to bid, April or early May. To meet funding deadlines. There are square concrete rings, they need removed, they are around the old sewer manholes, they’ve settled and contorted and disformed. It will all be removed. A crown will be put on, and then it will drain properly to the gutter lines and storm water boxes will catch the water. If everyone is on board that is next. They have a lot of the preliminary done. It is his recommendation to get a date, open bids the first meeting of the month, and then award the second meeting. Chip agrees with Todd. He believes that we should move forward. Stephanie said they have the county $200,000 money awarded for stormwater. It can be used for what CDBG doesn’t pay for. There is no time on it, but it needs to be used for stormwater.

Todd Banks said the other item is on the agenda it is the payment to Northrock.

Stephanie said it is under Public Works.

**CODE ENFORCEMENT OFFICER:** A copy of the code officer reports is on file. There was an ad in the paper that attached her to the development in South Park. It may or may not be considered wetlands. She doesn’t know who is selling that property now. She is looking into it. She said the Codification needs reviewed, either to create a committee to go over with it, but it needs to move forward.

**COMMITTEE REPORTS**

**PUBLIC SAFETY:**

**MOTION** was made by Annjane Ross and seconded by Steve Harmic to hire Alicia Neeper and Marsha Coble at a rate of $11.00 an hour, as part time meter attendants.  **MOTION** Carried.

**MOTION** was made by Nichole Norris and seconded by Steve Harmic to approve closure of the roads around the fairgrounds for the Annual Halloween Parade on Tuesday, October 24,2023. The theme this year will be “Cartoons”. The staging will be at 6:00 pm with the parade beginning at 7:00. **MOTION** Carried.

**MOTION** was made by Steve Livergood and seconded by Steve Harmic to close Market Street from South Second to South Fourth, Third Street from Cherry to Church Street and Locust Street from South Second to South Fourth on Saturday, October 14 for the CRC Fall Festival. **MOTION** Carried.

**MOTION** was made by Steve Livergood and seconded by Nichole Norris to approve to provide traffic control for the Pumpkin Run to be held on October 14,2023 beginning at 8:30 am. **MOTION** Carried.

**MOTION** was made by Annjane Ross and seconded by Steve Livergood to sign the award letter for PCCD Regional Police to release grant funding. **MOTION** Carried. Stephanie remarked it is a recruitment grant, so we are able to send cadets to the become officers, we already got the grant, we just need the funds released, it will pay their tuitions, it will help with retention.

**PUBLIC WORKS:**

**MOTION** was made by Barb Shaffner and seconded by Nichole Norris to move interior cameras and monitor, to purchase a 42” TV for the monitor, to the admin building.  **MOTION** Carried. Steve said the monitor will not work from next door so we will have to buy the TV. We will meet with Terry Narehood next week.

**MOTION** was made by Steve Harmic and seconded by Brande Plyler to investigate the possibility of installing a buzzer on the front doors of the admin building so that the doors can be locked during business hours and those seeking to gain access will need to be buzzed in. **MOTION** Carried. Steve will be meeting with the gentlemen tomorrow morning, and get a quote, between 10:00 and 11:00 am.

**MOTION** was made by Nichole Norris and seconded by Steve Livergood to approve payment to Northrock Construction for the Tyler Avenue Project, pursuant to the contract, subject to submission and approval of payroll certifications and subject to completion of the final grading and cleanup of the project site.  **MOTION** Carried.

Todd Banks has on file the certification payroll, they are available at his office, except for this week. The total amount is $68,361.00, original was $63,000.00 the change order was $5,361.00 for the pipe that collapsed and repair.

**MOTION** was made by Steve Livergood and seconded by Nichole Norris to approve the 2023 Fall Clean Up Schedule. **MOTION** Carried.

**MOTION** was made by Steve Harmic and seconded by Barb Shaffner to approve to advertise for Street material bids. **MOTION** Carried.

**MOTION** was made by Annjane Ross and seconded by Steve Harmic to approve to advertise for Snow Removal Proposals.  **MOTION** Carried.

**PLANNING AND COMMUNITY DEVELOPMENT:**

**MOTION** was made by Steve Livergood and seconded by Brande Plyler to approve the subdivision for William Armstrong as presented. **MOTION** Carried.

**MOTION** was made by Annjane Ross and seconded by Steve Harmic to approve Trick or Treat to be held on Tuesday, October 31, 2023 from 5:30-7:30. Please leave your front porch lights on if you would like to be visited. **MOTION** Carried.

**MOTION** was mad by Annjane Ross and seconded by Steve Harmic to allow the Shaw Public Library to apply for a grant for their expansion under Clearfield Borough’s name. **MOTION** Carried.

**MOTION** was made by Steve Livergood and seconded by Nichole Norris amending the Clearfield Borough Grass/Weeds and other Vegetation Ordinance. **MOTION** Carried. Chip said we have to modify this Ordinance to handle tree issues, provide notices to property owners regarding tree issues, if they fail to respond with in an appropriate amount of time, we can have the authority to take down the trees and file a municipal lien for the cost and plus 10%.

Steve asked if we need a motion to move forward with the codification, and Chip said no.

**PERSONNEL COMMITTEE**

Stephanie opened and read a letter from Todd Kling.

**MOTION** was made by Nichol Norris and seconded by Steve Livergood to appoint Todd Kling to the open seat on the Clearfield Municipal Authority Board. **MOTION** Carried.

**FINANCE COMMITTEE**

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

**UNFINISHED BUSINESS**

Barb said we talked about this council pay rate last week, and I believe it needs to be discussed. Stephanie said it is about changing our pay. Nichol asked about bylaws, and it is $75.00 per month. Barb said it is perfect time to change it, due to the election coming up. It will be for the new people in January. Mason said someone mentioned a base pay, then every meeting attended. Steve Livergood was not in favor. Stephanie said she we could split the $75.00 up but it is not evenly done, but $80 will be just a $5. It would give accountability. Barb said it will save money for ones that do not attend. Chip said it will need done now to be advertised. Stephanie asked for a motion.

**MOTION** was made by Nichole Norris and seconded by Barb Shaffner to change meeting pay if you were present per meeting along with Council stiffen.

Base Pay $40.00 per month

Committee meeting based on attendance $20.00 per month.

Council meeting based on attendance $20.00 per month.

**MOTION** Carried. Steve Livergood opposed.

**NEW BUSINESS**

COUNCIL MEETING ADJOURNED 6:50pm

Submitted By: Betsy Houser, Borough Secretary/Administrative Assistant