

**BOROUGH OF CLARKS SUMMIT
BOROUGH COUNCIL MEETING (RECONVENE)
Wednesday August 14, 2013**

The August Borough Council Meeting for the Borough of Clarks Summit was conducted on Wednesday, August 14, 2012, at 6:00pm. The meeting was held in borough Council Chambers, 2nd floor, 304 South State Street, Borough of Clarks Summit, County of Lackawanna and Commonwealth of Pennsylvania. Council Members in attendance were Gerrie Carey, Herman Johnson, Virginia Kehoe, Roy Davis, Patricia Lawler, Mayor Harold Kelly, Chief Laguzzi, David Jenkins, Dominic Scott, Solicitor Pat Rogan and Secretary Jennifer Schmidt. Patrick Williams was absent.

1. PUBLIC COMMENT & INPUT:

President Carey

- 2. POLICE CHIEF CONTRACT:** Roy Davis made the first motion to accept the Police Chief Contract, seconded by David Jenkins. Mr. Davis stated that this was done by the personnel committee and with Council; everyone has been well versed on the specifics on the content. Herman Johnson stated he cannot vote on this contract, he needed clarification as to the 4 ½ years. He feels 4 ½ years is too long to hold the Borough hostage to the contract also stating that there is nothing wrong with Chief Laguzzi. Mr. Johnson stated that he is looking out for the taxpayers; if something doesn't work we have to buy that contract out. Do we have to buy the contract out or could Council vote to have the Chief dismissed, with cause. Virginia Kehoe stated that a new Council cannot be bound by an old contract. At the most it would be two years. Why are we giving the Chief a 4 ½ year contract when we know that there's going to be new Council next year and before that 4 years is up may have another new Council. Gerrie Carey stated that if the Chief does something illegal, that would give us the right to cancel this contract. If Council and the Mayor has due cause for dismissal, do we have to pay out the original contract of 4 ½ years. Solicitor Pat Rogan stated that we are not liable if the Chief breaches the contract. Motion passed 5-1 with Herman Johnson voting Nay.
- 3. SEWER BILLING:** Laurie Rosengrant from Automated Payroll gave a presentation to Council as their contract is now up for renewal. Discussed an increase in pay that they are asking for. Passed out packet of information detailing the sewer billing pricing etc. Herman Johnson asked the percentage of people that come to the Borough a month to pay their bill. Answer is approximately 400. The Borough has collected about 20%. Herman Johnson stated that the girl that was here previously, she stuffed all the bills and mailings. The time it is going to take, we set the tone and he thinks we miscalculated, gone to quarterly instead of monthly. Ms. Rosengrant stated if it is quarterly you need to consider that there will still be monthly work. Would need perforated paper to do the quarterly with monthly option.. Herman Johnson asked about delinquents were at 14.9% they are now at 9%. Ms. Rosengrant stated the issues with delinquency were because there were no phone numbers attached to the file. Office worked very hard to get a phone number. Problem is that there are many cell phones no home numbers. Herman Johnson stated that they are doing a commendable job with the delinquents. Went up to \$109,984 from \$40,326 due to the fact that the water company billing was added on in April. David Jenkins inquired about the auto deduct. Ms. Rosengrant stated that there is an option on the website for credit card payments. Virginia Kehoe stated that she is looking into the auto deduct and at this point that can cost about \$1 a day. People mostly don't have master card, they have visa. They cannot do auto deduct from Automated Payroll, that could only be done through the Borough. The Borough will look into the auto deduct. Many people call the Borough for information about their accounts. Residents are upset about \$10 late fees. Roy Davis stated that tying in the delinquents with the billing is fair as that has been happening for years. What would be the possibility of an annual payment? Possibly with a 2% discount. Increase the cash flow and decreasing customer contact. Many people have expressed interest in paying in one lump sum. Virginia Kehoe stated that we consider that in January when we calculate 2014's charges. David Jenkins asked about sending electronic statements. Not many people were interested in the electronic statement. Ms. Rosengrant is going to see if she can grant remote access to QuickBooks. Be very clear on what Borough would be allowed to do with the program. Just view or make changes. Roy Davis stated that because of working closely, mistakes have been made, they did their work commendably we are running into problems that we didn't anticipate. Mr. Davis stated that they are asking us for \$1 increase. Understand that we are in a financial situation, trying to solve the problem by doing the work in house. The calculations would save us a significant amount of money that would be saved. Herman Johnson

stated that we need to communicate better. Dominic Scott stated that they have done a wonderful job and we should have brought Automated Payroll in for visits earlier than now. Patty Lawler discussed the cost for next year. Laurie Rosengrant went over the cost for their services either monthly or quarterly. Patty commended Jennifer Basalyga-Schmidt for the work on the telephone with the residents to answer questions. Residents do complain about getting to talk to someone at the billing office. Therefore people call the office. Virginia Kehoe also stated that how well she handles people on the phone and in person. Can advertise for a vote at the work session. Jennifer Basalyga-Schmidt did address Council she has gotten to know the process of sewer billing. Putting in many hours a day as residents call the Borough office. A lot of tag teaming, sewer lookups being done. Many people use the drop box; many people come up to the building. Borough Treasurer Melissa Jones was not interested in taking over the sewer billing. Great opportunity for Ms. Basalyga-Schmidt to take over the billing. Quarterly with monthly option is very important. The numbers show that the Borough would save approximately \$12,000 if billing was done in house with Smart Bill they would print, stuff, provide postage and have the option to add informational. Benefits have the information at the Borough. Delinquents will be handled, all the work being done here at the Borough on a daily basis will be enhanced because all the information will be here at the Borough. Herman Johnson stated that it is nothing personal, big difference with 20% to 80%. If everything is done it will be time consuming, would have to get bonded. Likes the outside source and it is on them. They worked ½ year at a loss and didn't complain. Since Herman has been here he saw the girls stuffing bills, etc, big headache. Hate to see if we fell on our faces. Sit in executive session and figure this out. Gerrie Carey clarified how Jenn Basalyga Schmidt would be getting \$1.50 per piece, with regular pay, no overtime, for 30 hours a week. Roy Davis made the first motion to table the sewer billing decision, Herman Johnson seconded the vote, vote was unanimous.6-0. Council has to meet and vote at the worksession. Virginia Kehoe stated that Solicitor Pat Rogan it is not personnel to discuss the pros and cons of which way you want to go. A committee is needed to go over options, Gerrie Carey, Dominic Scott both volunteered.

4. **AACC LEASE:** Virginia Kehoe stated that we are waiting for Ty Wells' input. Dori Waters expects to be at the worksession to discuss any updates.

5. **STEVE ARMILLAY – LSA GRANT FOR FLOOD PROTECTION:** Virginia Kehoe stated that years ago, Sid Michael Kavulich was looking into a regional grant years ago, for storm water control and that didn't come through. There is another option they feel the multi-municipality is a big plus, and they feel the biggest beneficiary is going to be the Clarks Summit Borough and they would like to do this with the Borough being the host of the grant. Steve Armillay asked if Clarks Summit Borough would be the host of the grant which basically means that the paperwork is going to come through the Borough. But it will be handled by his office. David Jenkins made the first motion to be the host of the LSA grant, seconded by Patty Lawler, vote was unanimous 6-0. Patty Lawler asked what the time frame is. Virginia Kehoe stated that the local share money which isn't until later this year.

6. **EXECUTIVE SESSIONS:** **President Carey**

- **Prior-** **August 6, 2013 Personnel**
August 13, 2013 Personnel
- **During-**
- **Subsequent-**

7. **ADJOURN:** **President Carey**
David Jenkins made the first motion to adjourn the meeting, seconded by Patty Lawler, vote was unanimous 6-0.

Cast and Crew of "Couch the Musical" thanked Council for the use of the building for their play, they also made a donation.