

**AGENDA
CLINTONVILLE BOROUGH
COUNCIL MEETING
January 3, 2023 at 6:30 p.m.**

Call to Order

**Mayor Megan Weber __ Wanda Jacobs__ Sue Sandrock __ Mike Sandrock__ Jim Bollinger__
Cass Bollinger__ Becky Hedglin__ Ashley Rayl __ Police__ Judy Stoops__**

Pledge of Allegiance & Prayer

Public Comments:

Minutes - Motion to accept minutes from December 6, 2022, meeting – 2nd motion

Financials - Motion to approve payments and checks signed since last meeting. 2nd Motion

Police Report:

Correspondence:

Old Business:

- Water Meter Reading _____
- Fire Extinguisher check _____

New Business:

New Resolutions to approve: 2023-1 Appoint Secretary, Treasurer – Judy Stoops

Judy's pay -

2023-2 Appoint Open Records Officer – Judy Stoops

2023-3 Appoint Solicitor - Bruce Getsinger

2023-4 Appoint Depository for All Monies – Mercer County State Bank, PLGIT

2023-5 Appoint Borough Auditor – Mattern CPA, LLC. – sign paperwork

2023-6 Appoint Newspaper of Circulation – Progress News

2023-7 Borough Fee Schedule

2023-8 Appoint SEO – Patrick Kelley

2023-9 – Appoint Borough Engineer – Senate Engineering

Roads & Sidewalk: Mike Sandrock and Sue Sandrock

Parks & Building: Jim Bollinger, Becky Hedglin, Wanda Jacobs

- Ben Burd – install new ductwork for approx.. \$1,500.00

Oil Region COG Report: Becky Hedglin No meeting in December

Our consultants for the Infrastructure Bank will be attending the January 19th COG Meeting in Cranberry to present information on the 2023 Infrastructure Bank. The meeting is at 7pm. If you would like additional information, that's a great opportunity to hear more about the program.

CVFD Report: Ashley Rayl

Mayor's Report: Megan Weber

CSWA Report: Cass Bollinger and Mary Kelly

Motion to adjourn

Second Motion:

Time:

- **Next meeting:** Tuesday, February 7 at 6:30 p.m.

Clintonville Borough, Venango County, PA
Meeting Minutes for December 6, 2022, Council Meeting

The monthly meeting of the Clintonville Borough Council was called to order at 6:30 p.m. with President, Becky Hedglin presiding. The meeting was opened with The Pledge of Allegiance and Becky Hedglin said a prayer. Council members present were Mike Sandrock, Sue Sandrock, Becky Hedglin, Ashley Rayl, Jim Bollinger, Cass Bollinger, Wanda Jacobs, and Mayor Megan Weber. Also, present were Aaron Kaylor, and Judy Stoops. Mary and Joe Kelly were under the weather.

Public Comment - None

Mike Sandrock made a motion to approve the minutes from meeting November 1, 2022, as presented. 2nd motion by Jim Bollinger. All in favor, motion is carried and approved.

Financials - Jim Bollinger made a motion to approve payments and checks signed since last meeting. 2nd motion Ashley Rayl. All in favor, motion is carried and approved.

Sue Sandrock made a motion to open a PLGIT Savings account for \$2,500.00 and to put \$325.00 a month into this account. 2nd motion by Mike Sandrock. All in favor, motion is carried and approved.

Police Report: Chief Sharp presented his report. Ashley Rayl made a motion to approve the new rate for 2023 for \$38.00 an hour. 2nd motion by Mike Sandrock. All in favor, motion is carried and approved.

Correspondence for the month: None

Old Business: Water Meter Reading 7320 - 564 gallons
Fire Extinguisher check - good

New Business:

Sue Sandrock made a motion to adopt budget on Resolution 2022-13. 2nd motion by Wanda Jacobs. All in favor, motion is carried and approved.

Ashley Rayl made a motion to adopt meeting times for 2023 and to place ad to advertise them. 2nd motion by Sue Sandrock. All in favor, motion is carried and approved.

Jim Bollinger made a motion to give Judy's a \$150.00 Christmas Bonus. 2nd motion by Mike Sandrock. All in favor, motion is carried and approved.

Roads & Sidewalk: Mike Sandrock and Sue Sandrock

Signs are in and will be put up in spring. Jim will look to see about the no solicitation signs.

Parks & Building: Jim Bollinger, Becky Hedglin, & Wanda Jacobs - Ben Burd fixed leaking toilets and looked at furnace at Clinic. In February we will look to see about seal coating the parking lot at medical center.

OIL Region COG Report: Becky attended the meeting and no speaker, just round table. This month no meeting.

CVFD Report: Ashley Rayl - Mike and Sue Sandrock attended. \$19,680.50 profit from Drag Queen Bingo - they are buying new computer- leaking roof on truck bay - all trucks back in service.

Mayor's Report: Megan Weber -

Thank you to Becky, Wanda & Ashley for helping with tree.

Still working on getting poles removed.

Gaming machines at old restaurant for both children and adults

CSWA Report: - Cass Bollinger/Mary Kelly - Still working on installing meters and still working on Penn Vest grant applications.

7:15 p.m. Cass Bollinger made a motion to adjourn. 2nd motion by Wanda Jacobs. All in favor, motion is carried and approved.

Judy Stoops

Secretary/ Treasurer

Treasurer's Report

As of January 3, 2023

Date	Num	Name	Memo	Original Amount	Balance
100.02 · Mercer County State Bank - Curr					39,153.36
12/07/2022	EFT	Columbia Gas	office	-182.80	38,970.56
12/07/2022	EFT	Commonwealth of PA	state police fines	110.72	39,081.28
12/07/2022	1614	Clintonville General ...	toilet parts for clinic	-31.87	39,049.41
12/07/2022			Deposit - EIT Tax	1,116.78	40,166.19
12/07/2022			Deposit - EIT Tax	1,325.39	41,491.58
12/07/2022			Deposit - EIT Tax	1,101.21	42,592.79
12/07/2022			Deposit - EIT Tax	2,065.52	44,658.31
12/07/2022	1616	Polk Borough	34 hours - November	-1,224.00	43,434.31
12/07/2022	1617	Penelec	headstart	-256.83	43,177.48
12/07/2022			Deposit - Taxes	139.98	43,317.46
12/07/2022	1618	Kelly, Mary M	Taxes	-6.17	43,311.29
12/07/2022			Deposit - EIT Tax	506.61	43,817.90
12/07/2022			Deposit - EIT Tax	823.07	44,640.97
12/08/2022	1619	Stoops, Judith A	VOID:	0.00	44,640.97
12/08/2022	1620	Stoops, Judith A	Christmas Bonus	-122.33	44,518.64
12/08/2022	1621	Ashley Rayl	4th qtr 22	-60.00	44,458.64
12/08/2022	1622	Cass Bollinger	4th qtr 22	-60.00	44,398.64
12/08/2022	1623	Jim Bollinger	4th qtr 22	-60.00	44,338.64
12/08/2022	1624	Megan Weber	4th qtr 22	-60.00	44,278.64
12/08/2022	1625	Mike Sandrock	4th qtr 22	-60.00	44,218.64
12/08/2022	1626	Rebecca Hedglin	4th qtr 22	-60.00	44,158.64
12/08/2022	1627	Sue Sandrock	4th qtr 22	-60.00	44,098.64
12/08/2022	1628	Wanda Jacobs	4th qtr 22	-60.00	44,038.64
12/12/2022	1629	The Progress News	ad for budget	-15.00	44,023.64
12/12/2022			Deposit - Fines	86.07	44,109.71
12/13/2022	EFT	HAB-EIT - Berkheimer	4th qtr EIT Tax	-18.22	44,091.49
12/13/2022	E-pay	Pennsylvania Dept. ...	95455495 QB Tracking # ...	-55.95	44,035.54
12/13/2022	E-pay	United States Treas...	23-7412547 QB Tracking ...	-333.72	43,701.82
12/13/2022	EFT	PA UC Fund	4th qtr 2022	-1.08	43,700.74
12/13/2022	1631	PSAB UC Plann	4th qtr 2022	-51.30	43,649.44
12/15/2022	EFT	Penelec	Office	-66.08	43,583.36
12/16/2022	EFT	Armstrong	phone	-31.09	43,552.27
12/19/2022	1632	Bruce Getsinger, Esq.	attorney	-728.00	42,824.27
12/19/2022			Deposit - Transfer Tax	107.80	42,932.07
12/19/2022			Deposit - no lien	10.00	42,942.07
12/19/2022			Deposit - Rent	325.00	43,267.07
12/19/2022			Deposit - EIT Tax	862.74	44,129.81
12/27/2022			Deposit - Rent	525.00	44,654.81
12/30/2022	EFT	Penelec	Park	-40.96	44,613.85
01/03/2023	1632	Stoops, Judith A	Payroll	-470.14	44,143.71
Total 100.02 · Mercer County State Bank - Curr					44,143.71
TOTAL					44,143.71

Borough American Rescue Plan Act
Treasurer's Report

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.03 · Borough ARPA					48,934.45
Total 100.03 · Borough ARPA					48,934.45
TOTAL					48,934.45

Clintonville Borough State Fund
Treasurer's Report

As of January 3, 2023

Date	Num	Name	Memo	Amount	Balance
100.01 · Mercer County State Bank - Curr					3,606.82
12/07/2022	1028	Stephenson Equipm...	signs	-1,570.97	2,035.85
12/07/2022			Funds Transfer	1,500.00	3,535.85
12/12/2022	EFT	Penelec	street lights	-562.91	2,972.94
Total 100.01 · Mercer County State Bank - Curr					2,972.94
TOTAL					2,972.94

Clintonville Borough State Fund
PLGIT Savings - Treasurer's Report

As of January 3, 2023

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.002 · PLGIT Savings					8,689.04
12/07/2022			Funds Transfer	-1,500.00	7,189.04
Total 100.002 · PLGIT Savings					7,189.04
TOTAL					7,189.04

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-01**

**RESOLUTION TO APPOINT INDIVIDUAL TO SERVE AS
BOROUGH SECRETARY/TREASURER**

WHEREAS, Borough Council is desirous of appointing individual to serve as Borough Secretary/treasurer consistent with the statutorily imposed duties of said Secretary/Treasurer;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville hereby appoints Judy Stoops, to serve as Secretary/ Treasurer of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Secretary/ Treasurer as statutorily set forth pursuant to 8 P.S. §1111.

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-2**

RESOLUTION TO APPOINT OPEN RECORDS OFFICERS.

WHEREAS, Borough Council is desirous of appointing individual to serve as Borough Open Records Officer consistent with the statutorily imposed duties of said Open Records Officers;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby appoints Judy Stoops, to serve as Open Records Officer of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Open Records Officers as statutorily set forth pursuant to 65 P.S. §67.502.

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-3**

RESOLUTION TO APPOINT A SOLICITOR.

WHEREAS, Borough Council is desirous of appointing a law firm to serve as Borough Solicitor consistent with the statutorily imposed duties of said Solicitor;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby appoints Bruce Getsinger, to serve as Solicitor of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Solicitor as statutorily set forth pursuant to 8 P.S. §1116.

NOW, this 3rd day of January, 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-4**

**RESOLUTION TO NAME AND DESIGNATE A DEPOSITORY
FOR ALL MONIES DUE TO BOROUGH.**

WHEREAS, the Borough of Clintonville is desirous of designating a depository in the name of the Borough to receive all monies and funds due to the Borough; and

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby designates Mercer County State Bank and PLGIT as the officially designated depositories for the Borough of Clintonville to receive all monies due to Borough for deposit pursuant to 8 P.S. §1106.

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO 2023-5**

**RESOLUTION TO APPOINT AN INDIVIDUAL TO SERVE AS
BOROUGH AUDITOR.**

WHEREAS, Borough Council is desirous of appointing an individual to serve as Independent Auditor consistent with the statutorily imposed duties of said Independent Auditor;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby appoints Mattern CPA LLC to serve as Auditor of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Auditor as statutorily set forth pursuant to 8 P.S. §1005(7).

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-6**

**RESOLUTION TO DESIGNATE THE OFFICIAL NEWSPAPER
OF GENERAL CIRCULATION FOR ALL STATUTORILY
REQUIRED ADVERTISING REQUIREMENTS OF THE
BOROUGH.**

WHEREAS, the Borough's desirous of designating an official newspaper of general circulation to meet all statutorily defined advertising requirements of the Borough;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby designates Progress News as the official newspaper of general circulation for all statutorily designated advertising requirements of the Borough of Clintonville.

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF CLINTONVILLE
VENANGO COUNTY, PENNSYLVANIA
RESOLUTION NO. 2023-7**

**A RESOLUTION OF THE BOROUGH OF CLINTONVILLE, VENANGO COUNTY,
PENNSYLVANIA, AUTHORIZING THE ADOPTION OF LIMITS OF AUTHORITY POLICY IN
REGARD TO PURCHASES AND INVOICE APPROVAL.**

WHEREAS, the purpose of the following policy is the desire of the Borough Council of Clintonville Borough to set forth all fees, permit fees, license fees and to update and adopt them by resolution.

WHEREAS, the fee schedule is routinely revised from time to time to adjust fees and establish new fees.

NOW, THEREFORE, be it resolved, and it is hereby resolved by the Borough Council of Clintonville Borough hereby amends the Fee Schedule as follows:

CODE ENFORCEMENT: Fees associated with the following Code Enforcement activities will be charged in accordance with the 3rd party building inspector that you choose.

<u>Lien Letters</u>	\$10.00 Per Letter
<u>NSF Funds Fee</u> (Borough Checks and Tax Checks)	\$50.00 Per Check
<u>Soliciting Permits</u> (Door to Door) Pertains to Residential and Business (Permit Form Needs Completed and Signed by the Mayor)	\$50.00 per year (Per Person)
<u>Park Rental</u>	\$50.00 per day

RESOLVED AND ADOPTED, this 3rd day of January 2023.

ATTEST:

BOROUGH OF CLINTONVILLE

Secretary

President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2023-8**

RESOLUTION TO APPOINT A ENGINEER.

WHEREAS, Borough Council is desirous of appointing a law firm to serve as Borough Engineer consistent with the statutorily imposed duties of said Engineer;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby appoints Senate Engineering, to serve as Engineer of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Engineer.

NOW, this 3rd day of January 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____
President

Mayor

**BOROUGH OF PROSPECT
RESOLUTION NO 2023-9**

**RESOLUTION TO APPOINT AN INDIVIDUAL TO SERVE AS
BOROUGH SEWAGE ENFORCEMENT OFFICER.**

WHEREAS, Borough Council is desirous of appointing an individual to serve as Borough Sewage Enforcement Officer consistent with the statutorily imposed duties of said Sewage Enforcement Officer;

NOW, THEREFORE, be it RESOLVED, that the Borough Council of Clintonville Borough hereby appoints Patrick Kelly to serve as Sewage Enforcement Officer of Clintonville Borough to serve at Council's pleasure and to perform the duties of the Borough Sewage Enforcement Officer as statutorily set forth pursuant to 35 P.S. §750.6 (c) (6).

NOW, this 3rd day of January, 2023, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____

President

Mayor