

AGENDA
CLINTONVILLE BOROUGH
COUNCIL MEETING
December 9, 2024 at 6:30 p.m.

Call to Order

Mayor Megan Weber __ **Becky Hedglin, President** __ **Sue Sandrock, Vice-President** __
Jim Bollinger __ **Wanda Jacobs** __ **Linda Kaylor** __ **Ashley Rayl** __ **Mike Sandrock** __ **Judy**
Stoops __ **Police** __

Pledge of Allegiance & Prayer

Public Comments:

Minutes - Motion to accept from Nov. 4, 2024 – 2nd motion
Motion to accept from Nov. 18, 2024 special 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:

- Motion to adopt budget on Resolution 2024-12
- Motion to set time for meetings
- Motion to set dates for meetings

Grants:

- Ben Porter - 6/10th of Porter Road - Intergovernmental Grant
- County Aid for Crack Sealing in 2025 for Boro Streets - received \$15,000 grant
- DCED Local Shares Account Grant - submitted on Nov. 19, 2024 for Fire Dept.

EMA: Megan Weber

Roads & Sidewalk: Becky Hedglin, Mayor Megan Weber –

Parks & Building: Jim Bollinger, Becky Hedglin, Wanda Jacob –

Oil Region COG Report: Becky Hedglin

Location –none

CVFD Report: Ashley Rayl, Linda Kaylor

Mayor's Report:

Cat Spay & Neuter Project

Planning Commission-

Mirror at intersection

Veterans' banners

Community Christmas Tree

CSWA Report: Mary Kelly, Becky Hedglin

- Construction is good and on time on with new water tank.
- Wastewater treatment plant will be out to bid in December

Motion to adjourn

Second Motion:

Time:

- **Next meeting:** Tuesday, Jan. 7, 2025 at 6:00 p.m.

Clintonville Borough, Venango County, PA
Meeting Minutes for November 4, 2024, 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 Mayor Megan Weber, (Absent), Becky Hedglin, President, Sue Sandrock, Vice-President, Wanda Jacobs, Mike Sandrock, Jim Bollinger, Ashley Rayl, Linda Kaylor, and Judy Stoops, Secretary/Treasurer. Also, present were Andy Stoops Aaron Kaylor, Grant Rea, John and Beth Sauer, Randall Stebbins, Earl Moore, Mary Kelly (Tax Collector), Rich Lenhart, (Engineer), and Chief Sharp.

Becky talked to Bruce Getsinger, Attorney, and he said you should vote on whether to have a silent prayer or a vocal prayer. Becky Hedglin asked for a vote whether we should have vocal prayer or silent prayer. Jim Bollinger asked for roll call vote. Becky - vocal, Sue - either way, Jim - silent, Wanda - vocal, Linda - silent, Ashley - Vocal, Mike - either way,. 5 to 3 - vocal it is.

Public Comment - none

Jim Bollinger made a motion to approve the minutes from meeting on Oct. 1, 2024, as presented. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Ashley Rayl made a motion to approve the minutes from special meeting on Oct. 21, 2024, as presented. 2nd motion by Jim Bollinger. All in favor, motion is carried and approved.

Financials - Linda Kaylor made a motion to approve payments and checks signed since the last meeting. 2nd motion Wanda Jacobs. All in favor, motion is carried and approved.

Police Report: Chief Sharp explained that police dept. received \$80,000 grant for new dog vehicle. Also asking for \$5.00 an hour raise for next year. Jim Bollinger made a motion to have police 16 hours per week for 2025 all year long at rate of \$45.00 per hour. 2nd motion by Ashley Rayl. Roll call vote was taken and all in favor except Mike Sandrock opposed.

Correspondence for the month: Liquid Fuels allotment for 2025 is \$14,919.70 and it is down \$299.84.

Old Business: Water Meter Reading 34583- 479 gallons

Fire Extinguisher check - good - they are getting inspected Wednesday.

Awning - 6 foot from Home Depot - \$464.15

Checking on price for bigger one.

Chairs will be shipping next week.

New Business: Budgets are handed out and will be advertised and adopted in December.

Grants:

- Ben Porter - 6/10th of Poter Road - Intergovernmental Grant
- County Aid for Crack Sealing in 2025 for Boro Streets - received \$15,000.00
- DCED Local Shares Account Grant - Due 11-30-24

EMA - Mayor Megan Weber -

11/13 Local EMC Training Meeting
11/20 Risk Assessment & Mitigations Solution Workshop
1/14-1/15 Community Mass Care and Emergency Assistance

Roads & Sidewalk: Becky Hedglin, Mayor Megan Weber -

Bids - Sauer - \$95.00 per hour

Jonathan Michel Contracting - \$100.00 per hour.

Jim Bollinger made a motion to accept the bid from Sauer. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Parks & Building: Jim Bollinger, Becky Hedglin, & Wanda Jacobs - Windows for medical center are ordered, ends of pavilion are painted, 2 cameras are working and one was shorted out with water. Approx. \$600.00 cost. ARPA can be used to pay for them. Ben Porter fixed the mirror and cleaned out garbage from in Medical Center. Linda and Wanda will get prices for professional cleaners.

OIL Region COG Report: Becky Hedglin - Becky attended last month. This month at Cranberry Township on November 19, 2024 at 7:00 p.m. Becky will attend.

CVFD Report: Ashley Rayl, Linda Kaylor - Sue Sandrock made a motion to have Megan apply for LSA Grant for the Fire Co.. and to pay the \$100.00 fee. 2nd motion by Mike Sandrock. All in favor, motion is carried and approved.

Wifi installed, locks installed, no response from Victory Twp., online raffles doing great, flags are taken down, Earl got a \$20,000.00 grant for debt reduction again.

Oct. 14 special meeting - Fire Dept. bought 2 used trucks - 2011 - Rescue, 2015 F550 brush truck - \$340,000 loan.

Mayor's Report: Megan Weber

Cat Spay & Neuter Project - end soon for winter

Planning Commission - meeting cancelled in October

Veterans Banners -

Community Christmas Tree - Dec. 7 at 3:00 p.m. in Megans Yard or back up date is Dec. 8.

CSWA Report: - Mary Kelly, Becky Hedglin -

Construction is good and done on time with the new water tank, 1 ring left to be installed.

Penn Vest was submitted on 7/31/2024 for a new wastewater treatment plant and received all grant.

Linda Kaylor made a motion to change the December Borough meeting to Dec. 9 at 6:30 because Judy will be on vacation and to advertise it. 2nd motion by Ashley Rayl. All in favor, motion is carried and approved. Christmas party at 6:00 p.m.

7:47 p.m. Wanda Jacobs motion to adjourn. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Judy Stoops

Secretary/ Treasurer

Clintonville Borough, Venango County, PA
Special Meeting Minutes for November 18, 2024, 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 as Becky Hedglin said a prayer. Council members present were Mayor Megan Weber, (absent) Becky Hedglin, President, Sue Sandrock, Vice-President, Wanda Jacobs, (Absent), Mike Sandrock, Jim Bollinger, (absent) Ashley Rayl, Linda Kaylor, Mary Kelly (Tax Collector), and Judy Stoops, Secretary/Treasurer.

Public Comment - none

Items to vote on tonight:

Ashley Rayl made a motion to adopt Resolution 2024-12 - to request a statewide local share assessment grant for Clintonville Fire Department and to reimbursement Judy the \$100.00 application fee.
2nd motion by Sue Sandrock. All in favor, motion is carried and approved.

Awning for front door -Tabled till spring

Cleaning of the Medical Center basement. - 2 quotes were received. Contempo Tech Cleaning Service, Inc. for \$800.00 and from Ada Marie's Services. This was tabled till we get more explanations writing from Ada. We also need copies of insurances.

6:25 p.m. Ashley Rayl motion to adjourn. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Judy Stoops
Secretary/ Treasurer

Clintonville Borough General Fund

Treasurer's Report

As of December 9, 2024

Date	Num	Name	Memo	Original Amount	Balance
100.02 · Mercer County State Bank - Curr					5,031.81
11/06/2024			Deposit - EIT Tax	651.39	5,683.20
11/06/2024			Deposit - EIT Tax	815.87	6,499.07
11/06/2024			Deposit - EIT Tax	744.35	7,243.42
11/06/2024			Deposit - EIT Tax	279.12	7,522.54
11/11/2024	1896	Sauer Snowplow...	lawn mowing	-600.00	6,922.54
11/11/2024			Deposit - Armstrong	319.85	7,242.39
11/13/2024			Deposit - Fines	40.58	7,282.97
11/13/2024	1897	The Progress Ne...	ads	-45.00	7,237.97
11/15/2024	EFT	Penelec	office	-66.11	7,171.86
11/16/2024	EFT	Armstrong	phone	-31.09	7,140.77
11/18/2024	1898	Fire Fighter Sale...	fire ext service	-132.15	7,008.62
11/18/2024			Deposit - transfer tax	784.04	7,792.66
11/18/2024			Deposit - rent	325.00	8,117.66
11/19/2024	1899	Judy Stoops	grant fee	-100.00	8,017.66
11/19/2024	1900	SWIF	SWIF payment	-6,432.00	1,585.66
11/27/2024	1901	Mary Kelly, 2	cleaning	-30.00	1,555.66
11/27/2024			Deposit - Water/Sewer	525.00	2,080.66
12/02/2024	EFT	Penelec	park	-59.68	2,020.98
12/02/2024	EFT	Commonwealth ...	state police fines	90.25	2,111.23
12/02/2024			Deposit - Refund Ins...	248.11	2,359.34
12/06/2024	EFT	Columbia Gas	Heat	-93.32	2,266.02
12/09/2024	1902	Stoops, Judith A	Payroll	-470.15	1,795.87
12/09/2024			Deposit - EIT tax	1,327.89	3,123.76
12/09/2024			Deposit - EIT Tax	816.11	3,939.87
12/09/2024			Deposit - EIT Tax	1,705.72	5,645.59
12/09/2024			Deposit - EIT tax	918.56	6,564.15
12/09/2024			Deposit - EIT Tax	976.42	7,540.57
12/09/2024			Deposit - EIT Tax	1,074.68	8,615.25
Total 100.02 · Mercer County State Bank - Curr					8,615.25

Borough American Rescue Plan Act

Treasurer's Report

As of December 9, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.03 · Borough ARPA					2,828.51
11/18/2024	9	Woodlands Elect...	repairs to c...	-1,422.96	1,405.55
11/19/2024	10	CVS	balance of ...	-1,109.50	296.05
Total 100.03 · Borough ARPA				-2,532.46	296.05

Clintonville Borough General Fund

PLGIT Savings

As of December 9, 2024

Type	Date	Num	Name	Memo	Paid Amount	Balance
100.04 · PLGIT						35,365.22
Total 100.04 · PLGIT						35,365.22

Clintonville Borough State Fund
PLGIT Savings - Treasurer's Report

As of December 9, 2024

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.002 · PLGIT Savings					34,929.39
Total 100.002 · PLGIT Savings					34,929.39

Clintonville Borough State Fund

Treasurer's Report

As of December 9, 2024

Date	Num	Name	Memo	Amount	Balance
100.01 · Mercer County State Bank - Curr					3,388.71
Total 100.01 · Mercer County State Bank - Curr					3,388.71
TOTAL					3,388.71

Clintonville Borough Council

P.O. Box 335
Clintonville, PA 6372
EIN: 23-7412517

Phone: 814-908-0002
Fax: 814-385-2050
email: clintonvilleboro@zoominternet.net

Mayor: Megan Weber
President: Becky Hedglin
Vice President: Sue Sandrock
Secretary/Treasurer: Judy Stoops

Council: Mike Sandrock
Linda Kaylor
Jim Bollinger
Ashley Rayl
Wanda Jacobs

Meeting Dates for 2025

TIME: 6:00 p.m.

January 7

February 4

March 4

April 1

May - Judy at PSATS convention 3-10

June 3

July 1

August 4- Monday

September 2

October 7

November 3— Monday because of election of Tuesday

December 2

CLINTONVILLE BOROUGH
VENANGO COUNTY
P.O. BOX 335, 109 FRANKLIN ST.
CLINTONVILLE, PA 16372

Annual Budget Resolution

Resolution 2024-12

RESOLUTION OF THE BOROUGH OF CLINTONVILLE, County of Venango, Commonwealth of Pennsylvania, adopting the annual budget for the year 2025.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Council of Borough of Clintonville, County of Venango, and Commonwealth of Pennsylvania:

	<u>General</u>	<u>Liquid Fuels</u>
Balances carried over	\$48,000.00	\$38,830.00
Total Revenues	\$108,925.00	\$16,420.00
Total Expenditures	\$108,145.00	\$26,450.00

Any resolution or part of resolution, conflicting with this resolution is hereby repealed insofar as the same affects this resolution.

Adopted, this 9th Day of December 2024.

Rebecca Hedglin, president

Judith A. Stoops, Secretary/Treasurer

Mayor

GENERAL FUND**CLINTONVILLE BOROUGH****2025**

	As of 12-8-24	2023	2024	2025
<u>BEGINNING BALANCE</u>	\$ 27,161.85	\$ 40,000.00	\$ 50,000.00	\$ 48,000.00
<u>Income</u>				
301.10 Real Estate Taxes-Current Year	\$ 26,963.99	\$ 31,000.00	\$ 31,000.00	\$ 28,000.00
310.01 Per Capita Taxes-Current Year	\$ 884.82	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00
310.10 Real Estate Transfer Tax	\$ 1,958.77	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
310.21 Earned Income Tax-Current Year	\$ 41,656.91	\$ 32,000.00	\$ 35,000.00	\$ 42,000.00
321.800 Franchise Fee	\$ 1,320.89	\$ 1,600.00	\$ 1,500.00	\$ 1,500.00
331.11 Vehicle Code Violations	\$ 599.81	\$ 1,000.00	\$ 1,000.00	\$ 650.00
331.12 State Police Fines	\$ 197.77	\$ 250.00	\$ 250.00	\$ 250.00
341 Interest Earnings	\$ 1,095.15	\$ 50.00	\$ 300.00	\$ 1,200.00
355.07 Foreign Fire Insurance Tax	\$ 1,981.79	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
355.09 Impact Fees - Gas Wells	\$ 11.98	\$ 10.00	\$ 25.00	\$ 25.00
361.30 No Lien Letters/ open records	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
361.60 Insurance Reimbursements	\$ 18,795.00	\$ 14,000.00	\$ 16,000.00	\$ 19,000.00
362.41 Building Permits/road bond	\$ 299.10	\$ 200.00	\$ 200.00	\$ 200.00
374.00 Rent	\$ 9,775.00	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00
367.00 Park Rental Income	\$ 750.00	\$ 500.00	\$ 850.00	\$ 850.00
<u>TOTAL INCOME</u>	\$ 106,340.98	\$ 96,360.00	\$ 101,875.00	\$ 108,925.00
	\$ 133,502.83	\$ 136,360.00	\$ 151,875.00	\$ 156,925.00
<u>EXPENSES:</u>				
400.11 Councilman Wages	\$ 1,680.00	\$ 1,920.00	\$ 1,920.00	\$ 1,920.00
402.11 Auditors - CPA	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00
403.05 Tax Collector-Salary	\$ 1,524.80	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
403.20 Tax Collector-Supplies	\$ -	\$ 150.00	\$ 150.00	\$ 150.00
404.31 Attorney	\$ 2,436.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
405.13 Secretary/Treasurer	\$ 6,600.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
405.35 Treasurer Bonding	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
406.21 Office Supplies	\$ 50.78	\$ 250.00	\$ 250.00	\$ 250.00
406.240 Dues/Memberships	\$ 505.45	\$ 600.00	\$ 800.00	\$ 500.00
406.34 Advertising	\$ 75.00	\$ 250.00	\$ 200.00	\$ 150.00
406.39 Bank Charges/ Checks	\$ -	\$ 300.00	\$ 300.00	\$ 300.00
406.50 Cleaning Lady	\$ 360.00	\$ 400.00	\$ 400.00	\$ 400.00
406.60 Garbage	\$ 510.00	\$ 800.00	\$ 800.00	\$ 600.00
409.25 Building-Repair & Maint	\$ 6,895.33	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
409.32 Telephone Expense	\$ 366.17	\$ 500.00	\$ 500.00	\$ 500.00
409.362 Electric - Park 820	\$ 817.03	\$ 800.00	\$ 650.00	\$ 700.00
409.363 Electric Franklin St 009	\$ 887.30	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00
409.364 Electric Headstart 274	\$ 1,660.62	\$ 1,800.00	\$ 1,800.00	\$ -
409.362 Heating Fuel Expense	\$ 1,405.83	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
410.000 Police wages	\$ 19,538.00	\$ 20,000.00	\$ 20,000.00	\$ 37,500.00
411.31 Foreign Fire InsuranceTax	\$ 1,981.79	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
411.54 Contributions to Fire Dept.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
454.100 Parks Mowing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

GENERAL FUND**CLINTONVILLE BOROUGH****2025**

454.200 Park Repairs & Maint	\$ 2,107.96	\$ 600.00	\$ 600.00	\$ 700.00
419.000 - SEO Expense	\$ -			
481.15 FICA-Employer	\$ 488.86	\$ 500.00	\$ 500.00	\$ 500.00
481.16 Medicare-Employer	\$ 114.33	\$ 125.00	\$ 125.00	\$ 125.00
481.30 PSAB Unemployment	\$ 188.10	\$ 200.00	\$ 200.00	\$ 200.00
484.354 Worker's Compensation	\$ 20,013.00	\$ 16,000.00	\$ 16,000.00	\$ 19,000.00
486.00 Insurance	\$ 6,996.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
<u>TOTAL EXPENSES</u>	<u>\$ 95,602.35</u>	<u>\$ 87,545.00</u>	<u>\$ 89,545.00</u>	<u>\$ 108,145.00</u>
<u>ENDING BALANCE</u>	<u>\$ 37,900.48</u>	<u>\$ 48,815.00</u>	<u>\$ 62,330.00</u>	<u>\$ 48,780.00</u>

LIQUID FUELS**CLINTONVILLE BOROUGH****2025**

	As of 10-14-24	2023	2024	2024
Beginning Balance	\$ 33,818.16	\$ 11,500.00	\$ 30,000.00	\$ 38,831.02
<u>Income</u>				
341 Interest Earnings	\$ 1,424.40	\$ 100.00	\$ 750.00	\$ 1,500.00
355.02 Liquid Fuel Tax Allocation	\$ 15,219.54	\$ 15,014.65	\$ 15,069.55	\$ 14,919.70
Total Income	\$ 16,643.94	\$ 15,114.65	\$ 15,819.55	\$ 16,419.70
	\$ 50,462.10	\$ 26,614.65	\$ 45,819.55	\$ 55,250.72
<u>Expenses</u>				
432.00 Snow & Ice Removal	\$ 4,835.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
433.25 Street Signs & Signals-Materials	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
434.361 - Electric Street lights 012	\$ 6,044.89	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00
438.00 Road Materials	\$ 610.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
TOTAL EXPENSES	\$ 11,489.89	\$ 26,450.00	\$ 26,450.00	\$ 26,450.00
<u>ENDING BALANCE</u>	<u>\$ 38,972.21</u>	<u>\$ 164.65</u>	<u>\$ 19,369.55</u>	<u>\$ 28,800.72</u>