

AGENDA
CLINTONVILLE BOROUGH
COUNCIL MEETING
January 7, 2025

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

Sue Sandrock resignation - accept
Ashley Rayl – Vice President - Motion
Aaron Kaylor – Board Member – Motion
Aaron Kaylor – resignation accept

Public Comments:

Minutes - Motion to accept minutes from December 9, 2024, 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:

Left over toys from basement of medical center – Donation to Romania

New Resolutions to approve: 2025-1 Appoint Secretary, Treasurer – Judy Stoops

Judy's pay -

2025-2 Appoint Open Records Officer – Judy Stoops

2025-3 Appoint Solicitor - Bruce Getsinger

2025-4 Appoint Depository for All Monies – Mercer County State Bank, PLGIT

2025-5 Appoint Borough Auditor – Mattern CPA, LLC. – sign paperwork

2025-6 Appoint Newspaper of Circulation – Progress News

2025-7 Borough Fee Schedule

2025-8 Appoint SEO – Patrick Kelley

2025-9 – Appoint Borough Engineer – Senate Engineering

2025-10- Appoint a Water Operator

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

- 1/14-1/15 Community Mass Care & Emergency Assistance Training

Roads & Sidewalk: Becky Hedglin, Mayor Megan Weber

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

- Medical Center – Ada – Extra trash - \$75.00
- Medical Center – Electrical Work
- Medical Center – cement wall – get prices for repair

Oil Region COG Report: Becky Hedglin No meeting in December

CVFD Report: Ashley Rayl, Linda Kaylor

Mayor's Report: Megan Weber

- Cat Spay & Neuter Project – will resume in spring
- Planning Commission – Meeting cancelled in December due to no items on agenda. Emergency meeting possible being scheduled for 1/2/2025
- Mirror at Intersection – on hold till Polk Borough police decide on location
- Veteran's Banners- will submit all information and payment by end of March
- Community Christmas Tree

CSWA Report: Mary Kelly, Becky Hedglin

Motion to adjourn

Second Motion:

Time:

- **Next meeting:** Tuesday, February 4 at 6:30 p.m.

Clintonville Borough, Venango County, PA
Meeting Minutes for December 9, 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, Becky Hedglin, President, Sue Sandrock, Vice-President, (She presented a letter of resignation), Wanda Jacobs, Mike Sandrock, Jim Bollinger, Ashley Rayl, Linda Kaylor, and Judy Stoops, Secretary/Treasurer. Also, present were Aaron Kaylor, Mary Kelly (Tax Collector), Rich Lenhart, (Engineer), and Chief Sharp.

Mike Sandrock made a motion to accept Sue Sandrock resignation. 2nd motion by Ashley Rayl. All in favor, motion is carried and approved. Ashley Rayl made a motion to appoint Aaron Kaylor to fulfill Sue Sandrock last year. 2nd motion by Mike Sandrock. All in favor, except Linda Laylor abstained.

Jim Bollinger made a motion to make Ashley Rayl Vice-President and check signer. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Jim Bollinger said welcome to Aaron Kaylor and thank you to Sue Sandrock for her years on council.

Public Comment - none

Jim Bollinger made a motion to approve the minutes from meeting on Nov. 4, 2024, as presented. 2nd motion by Wanda Jacobs. All in favor, motion is carried and approved.

Ashley Rayl made a motion to approve the minutes from special meeting on Nov. 18, 2024, as presented. 2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Financials - Jim Bollinger 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: 5 citation and 9 calls this month

Correspondence for the month: nothing

Old Business: Water Meter Reading 35970- 514 gallons
Fire Extinguisher check - good - they are getting inspected Wednesday.

New Business:

Jim Bollinger made a motion to adopt Resolution 2024-12 to adopt budget. 2nd motion by Wanda Jacobs. All in favor, motion is carried and approved.

Wanda Jacobs made a motion to have times at 6:30 for meeting and dates as follows and to advertise them.

Jan. 7	Feb. 4	March 4	April 1	May 14	June 3	July 1
August 4	Sept. 2	Oct. 7	Nov. 3	Dec. 2		

2nd motion by Linda Kaylor. All in favor, motion is carried and approved.

Grants:

- Ben Porter - 6/10th of Poter Road - Intergovernmental Grant - Bids in Feb.

- 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 -

She is now certified in case of disasters to get funding

Roads & Sidewalk: Becky Hedglin, Mayor Megan Weber - Nothing

Parks & Building: Jim Bollinger, Becky Hedglin, & Wanda Jacobs - Windows for medical center are in and waiting on a date from them to install. Camera at park shorted out again. Ben Porter will look at blocks on building when taking out trash there.

Contempo Tech - \$450.00 Ada Marie's cleaning services - \$350.00.

Ashley Rayl made a motion to hire Ada Maries. Roll call vote - Jim - Ada, Mike - Contempo, Linda - abstained, Ashley - Ada, Wanda - Ada, Becky - Contempo.

2nd motion by Jim Bollinger - Ada Marie's won.

OIL Region COG Report: Becky Hedglin - Becky attended last month.

It was just round table - no meeting this month.

CVFD Report: Ashley Rayl, Linda Kaylor -Appreciation dinner is Jan. 20. Grant writing \$500.00 for \$200,000 and 1% of grant, \$1000.00 for \$200,000 and 1.5% of grant.

Sundays with Santa, escort with wreath across America, and received \$18,000 in solicitation letters.

Mayor's Report: Megan Weber

Cat Spay & Neuter Project - done for winter

Planning Commission - nothing

Veterans Banners - submit by end of March

Mirror at intersection - Sharp will talk to officer about it

CSWA Report: - Mary Kelly, Becky Hedglin -

Construction is good and done on time with the new water tank.

wastewater treatment plant will go out to bid in December.

7:40 p.m. Wanda Jacobs motion to adjourn. 2nd motion by Ashley Rayl. All in favor, motion is carried and approved.

Judy Stoops

Secretary/ Treasurer

**Clintonville Borough General Fund
Treasurer's Report
As of January 7, 2025**

Date	Num	Name	Memo	Original Amount	Balance
100.02 - Mercer County State Bank - Curr					8,565.39
12/10/2024			Deposit - Taxes	238.86	8,804.25
12/10/2024	1903	Kelly, Mary M	Payroll	-11.20	8,793.05
12/10/2024	1904	Hunsberger Sanit...	trash	-510.00	8,283.05
12/10/2024	1905	Ashley Rayl	4th qtr 2024	-60.00	8,223.05
12/10/2024	1906	Jim Bollinger	4th qtr 2024	-60.00	8,163.05
12/10/2024	1907	Linda Kaylor	4th qtr 2024	-60.00	8,103.05
12/10/2024	1908	Megan Weber	4th qtr 2024	-60.00	8,043.05
12/10/2024	1909	Mike Sandrock	4th qtr 2024	-60.00	7,983.05
12/10/2024	1910	Rebecca Hedglin	4th qtr 2024	-60.00	7,923.05
12/10/2024	1911	Sue Sandrock	VOID: 4th qtr 2024	0.00	7,923.05
12/10/2024	1912	Wanda Jacobs	4th qtr 2024	-60.00	7,863.05
12/10/2024	1913	Polk Borough	Nov. - 41.5 hours	-1,660.00	6,203.05
12/10/2024	1914	TJB Consulting	1/2 webpage	-310.00	5,893.05
12/10/2024	1915	Hunsberger Sanit...	trash	-85.00	5,808.05
12/10/2024	1917	Aaron Kaylor	VOID: 4th qtr 2024	0.00	5,808.05
12/10/2024	1918	Clinton Township	work	-180.00	5,628.05
12/10/2024	1919	Sue Sandrock	VOID: 4th qtr 2024	0.00	5,628.05
12/15/2024	E-pay	United States Tr...	23-7412547 QB Trac...	-301.88	5,326.17
12/15/2024	E-pay	Pennsylvania De...	95455495 QB Tracki...	-51.56	5,274.61
12/15/2024	EFT	HAB-EIT - Berkh...	EIT taes	-16.79	5,257.82
12/15/2024	EFT	PA UC Fund	PA UC Fund Taxes	-1.17	5,256.65
12/15/2024	1920	PSAB UC Piann	61-05686M	-47.03	5,209.62
12/15/2024	1921	Sue Sandrock	4th qtr 2024	-60.00	5,149.62
12/16/2024	EFT	Armstrong	phone	-31.09	5,118.53
12/17/2024			Deposit - Fines	333.95	5,452.48
12/17/2024			Deposit - Rent	325.00	5,777.48
12/17/2024			Funds Transfer	-325.00	5,452.48
12/17/2024	1922	County of Venan...	tax cards	-9.96	5,442.52
12/18/2024	EFT	Penelec	office	-75.34	5,367.18
12/23/2024			Deposit - rent	625.00	5,992.18
01/07/2025	1923	Stoops, Judith A		-470.14	5,522.04
01/07/2025	1924	Bruce Getsinger...	attorney	-630.00	4,892.04
Total 100.02 - Mercer County State Bank - Curr					4,892.04
TOTAL					4,892.04

**Clintonville Borough General Fund
PLGIT Savings
As of January 7, 2025**

Type	Date	Num	Name	Memo	Paid Amount	Balance
100.04 - PLGIT						35,505.23
Transfer	12/17/2024			Funds Tran...	325.00	35,830.23
Total 100.04 - PLGIT					325.00	35,830.23
TOTAL					325.00	35,830.23

**Borough American Rescue Plan Act
Treasurer's Report
As of January 7, 2025**

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.03 - Borough ARPA					296.48
Total 100.03 - Borough ARPA					296.48
TOTAL					296.48

**Clintonville Borough State Fund
PLGIT Savings - Treasurer's Report
As of January 7, 2025**

Cash Basis

Date	Num	Name	Memo	Paid Amount	Balance
100.002 - PLGIT Savings					35,067.67
Total 100.002 - PLGIT Savings					35,067.67
TOTAL					35,067.67

**Clintonville Borough State Fund
Treasurer's Report
As of January 7, 2025**

Date	Num	Name	Memo	Amount	Balance	
100.01 - Mercer County State Bank - Curr						
12/15/2024	EFT60	Penelec	street lights	-660.43	3,391.30	
Total 100.01 - Mercer County State Bank - Curr					-660.43	2,730.87
TOTAL					-660.43	2,730.87

**BOROUGH OF CLINTONVILLE
RESOLUTION NO. 2025-01**

**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 7th day of January 2025, 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. 2025-2**

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 7th day of January 2025, 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. 2025-3**

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 7th day of January 2025, 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. 2025-4**

**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 7th day of January 2025, 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 2025-5**

**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 7th day of January 2025, 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. 2025-6**

**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 7th day of January 2025, 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. 2025-7**

**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 7th day of January 2025.

ATTEST:

BOROUGH OF CLINTONVILLE

Secretary

President

Mayor

**BOROUGH OF CLINTONVILLE
RESOLUTION NO 2025-8**

**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 7th day of January, 2025, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE BOROUGH COUNCIL

Secretary

By: _____

President

Mayor

CLINTONVILLE WATER & SEWER AUTHORITY
RESOLUTION NO. 2025-9

RESOLUTION TO APPOINT AN ENGINEER.

WHEREAS, Clintonville Water & Sewer Authority is desirous of appointing an engineering firm to serve as Engineer consistent with the statutorily imposed duties of said Engineer;

NOW, THEREFORE, be it RESOLVED, that the Clintonville Water & Sewer Authority hereby appoints LSSE/ Senate Engineering, to serve as Engineer of Clintonville Water & Sewer Authority to serve at Authority's pleasure and to perform the duties of the engineer.

NOW, this 7th day of January 2025, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE WATER & SEWER
AUTHORITY COUNCIL

Secretary

By: _____
President

CLINTONVILLE WATER & SEWER AUTHORITY
RESOLUTION NO. 2025-10

RESOLUTION TO APPOINT AN WATER OPERATOR.

WHEREAS, Clintonville Water & Sewer Authority is desirous of appointing a Water Operator firm to serve as Water Operator consistent with the statutorily imposed duties of said Water Operator;

NOW, THEREFORE, be it RESOLVED, that the Clintonville Water & Sewer Authority hereby appoints Marvin McAfoose and Ryan Braatz, Book and Proch to serve as Water Operators of Clintonville Water & Sewer Authority to serve at Authority's pleasure and to perform the duties of the Water Operator.

NOW, this 7th day of January 2025, upon motion to be made and seconded, the foregoing Resolution is hereby adopted.

ATTEST:

CLINTONVILLE WATER & SEWER
AUTHORITY COUNCIL

Secretary

By: _____
President