

CLARION BOROUGH COUNCIL
WORK SESSION MINUTES
AUGUST 27, 2007

The Work Session of the Clarion Borough Council was held on August 27, 2007, at the Clarion Borough Office.

President Wilshire called the work session to order at 5:00 pm. Those present were Council Members: Zerfoss, Moore, Vavrek, Herman and Leonard and President Wilshire. Also present were Police Chief Hall, Bob Ragon, Housing and Zoning Officer and Nancy Freenock, Borough Manager. Councilman German joined the meeting at 5:20 pm.

There were no citizen comments.

ADMINISTRATION

Council discussed the format for meeting minutes. Concerns regarding incomplete summations of discussions at Council meetings were voiced. President Wilshire indicated that a former Borough Solicitor opined that minutes should not be a verbatim record but should rather be a summation of the meeting. Tapes of a meeting are destroyed once the minutes have been approved.

Mr. Herman indicated that any formal action taken either by motion or resolution should be transcribed verbatim. The other Councilmembers present concurred. More discussion will follow.

Council also discussed the proposed Records Retention Policy. Ms. Freenock stated that the policy is based on the Records Manual developed for the Local Government Records Committee by the Pennsylvania Historical and Museum Commission. This manual contains the recognized procedure for destroying public records. At this point, no one associated with the Borough has any authority to destroy public records. With this policy in place, an inventory of any records to be destroyed would be placed before Council to adopt a resolution authorizing the destruction. The policy would guide the manager and police chief as to the timeliness of any request for destruction.

The proposed Record Request Policy was also discussed. Without this policy, the Borough cannot charge for copies of documents. In addition, there is currently no procedure in place with timelines for production.

Resolutions concerning the Minimum Municipal Obligations for both the General Employees' and the Uniformed Pension Plans were discussed. The non-uniformed employees contribute to their plan; the police make no such contribution. It is anticipated that the state aid required to fund these plans in 2008 will be sufficient and no contribution by the Borough will be required; the amounts in the resolutions will be contained in the 2008 budget.

DOWNTOWN COMMITTEE

Ms. Moore clarified to whom letters should be sent regarding the negative impact of tolling Route 80.

PUBLIC WORKS COMMITTEE

Mr. Zerfoss stated that construction of the salt building is continuing; he also reported that the pool closed yesterday for the season. Work at Paul A. Weaver Park continues as fall ball will begin soon. Mr. Zerfoss further reminded everyone that the fire company will hose down the sidewalks on Main Street on Sunday, September 9, 2007.

Finally, Mr. Zerfoss stated that he will ask Council for permission to join Drug Free Pennsylvania at an annual cost of \$100.00. Mr. Zerfoss informed Council that all CDL drivers must be randomly tested for drug and alcohol use. This organization will assist in developing a policy. Mr. Zerfoss confirmed that such a policy will only apply to CDL drivers noting that all of the public works employees have commercial drivers' licenses.

PUBLIC SAFETY COMMITTEE & HOUSING & ZONING COMMITTEE

Nothing to report.

RECREATION COMMITTEE

Ms. Leonard stated that she will take questions and concerns voiced by Mayor Stroup and Vice President Moore to the PA Wilds Conference in September.

Ms. Leonard also informed Council of a planned meeting between the Recreation Committee, members of the Clarion Area School Board and representatives the Little League concerning the fields at Paul A. Weaver Park.

MAYOR and MANAGER

Nothing to report.

No further business came before the meeting. Upon a motion made by Mr. Zerfoss and seconded by Mr. Herman, the meeting was adjourned at 5:40 pm.

Respectfully submitted:

Nancy K. Freenock,
Borough Secretary