

**PBOROUGH OF CLARKS SUMMIT  
BOROUGH COUNCIL MEETING  
November 5, 2025**

The November 2025 Borough Meeting was conducted on Wednesday, November 5, 2025, at 7:00 P.M. 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 Ms. Gerrie Carey, Mr. Josh Mitchell, Mr. Gene Hallinan, Mr. Robert Sheils, Mr. Steve Guza, Ms. Roni Lopez, Chief Chris Yarns, Solicitor Andrew Krowiak, Mayor Harry Kelly, Borough Manager Ms. Jenn Basalyga, Jr. Councilperson James Mitchell and Jr. Councilperson Lauren Bartell. Ms. Kathleen Simrell was absent.

**MEDITATION:**

**President Carey**

**PLEDGE OF ALLEGIANCE:**

**President Carey**

**1. APPROVAL OF AGENDA:**

**President Carey**

Roni Lopez made the first motion to approve the agenda, seconded by Gene Hallinan, vote was 6-0.

**2. APPROVAL OF MINUTES:**

**President Carey**

**October 1, 2025 Borough Council Meeting**

**October 29, 2025 Worksession**

Steve Guza made the first motion to approve the minutes, seconded by Roni Lopez, vote was 6-0.

**3. PUBLIC COMMENT & INPUT:**

**President Carey**

Susan Grady, new Councilperson elect, introduced herself to council.  
Leo Russo, the Director of Outreach with Congressman Bresnehan, spoke to council. He suggested meeting with the council after the meeting to speak more.  
Mark Cordelle, Lackawanna County Public Relations department presented many events happening in Lackawanna County.  
Janine Port congratulated Borough President Gerrie Carey and others in the state on the election.

**4. POLICE REPORT:**

**Mayor Kelly**

Chief Yarns discussed the aggressive driving program. We receive state funds through the D.A.'s office from this program. The new police car should arrive the next day.

- **OLP SRO:** They are in discussions. Solicitor Krowiak stated they had a meeting to discuss the police presence the school was interested in. The draft agreement is premature; there are items that need to be hashed out until all statewide standards are met. Bob Sheils asked Chief Yarns opinion. Chief stated he has some concerns, he wants to make it clear that

they would need a part time officer to be the SRO and it would be “as available.” There is an officer that applied to the borough that currently is an SRO. She has her certifications and has another job. Bob Sheils as about liability issues. Solicitor Krowiak stated there are certain procedures mandated by the state as this would be the first non-public school that is looking for a police presence. In order to have an armed officer as an SRO, they need to petition the court of common pleas and have concurrence with D.A.’s office. To ensure the school, the borough and the police department are covered, he suggests taking those steps. Once we have a short list of part-timers that are interested, that have the proper certifications, we can move forward. Chief Yarns stated there are online courses current officers could take to be qualified.

5. **BIDS & QUOTATIONS:** **President Carey**

6. **BOROUGH TREASURER’S REPORT:** **President Carey**

- **OCTOBER 2025:** Steve Guza made the first motion to approve the Treasurer’s Report, seconded by Roni Lopez, vote was 6-0.

7. **VENDOR PAYMENTS TO BE RATIFIED:**

- **OCTOBER 2025:** Josh Mitchell made the first motion to pay the bills, seconded by Steve Guza, vote was 6-0.

8. **OLD BUSINESS:** **President Carey**

- **Police Car-Fire Department:** Gene Hallinan made the first motion to give the police car to the fire department, seconded by Roni Lopez. Bob Sheils stated if someone is on council and you have a relationship with the fire company, that could be a conflict of interest. Roni Lopez asked Solicitor Krowiak if this is true. He did say it could be a conflict of interest. Gene Hallinan rescinded his motion. Roni Lopez made the motion to approve giving the police car to the fire department, seconded by Steve Guza. On the question Josh Mitchell stated that we are going to talk about the budgets next and this item, the police car possible revenue was removed from the budget to make it whole. The vote was 6-1 with Gene Hallinan abstaining.

- **Budgets: General Fund**  
**Sewer Fund**  
**Fire Fund**  
**Liquid Fuels Fund**

Jenn Basalyga stated all the funds are balanced and need to be voted on to be advertised. Josh Mitchell stated this was discussed at the last meeting. The options we had before us to balance these budgets. It seemed to be a majority opinion that reducing the

amount we are spending on paving was a good way to balance the budget. The paving budget was reduced to about \$317,000 which will allow us to finish the Clark Avenue project. He noted even if we had another \$100,000 in the budget, we would not be able to afford other projects. The fire fund was also balanced; therefore, council does not have to raise mills for that. There are no increases to any millage, no increases to any fees and it's a balanced budget. Josh Mitchell made the first motion to advertise the budgets as currently drafted, seconded by Roni Lopez, the vote was 6-0.

## 9. NEW BUSINESS:

**President Carey**

- **Jenn Basalyga's Contract:** Josh Mitchell asked where we stand with drafts and has the Personnel Committee met? Jenn Basalyga stated she emailed the Personnel Committee. Mr. Mitchell suggested the Personnel Committee meets and drafts be available for the worksession. Solicitor Krowiak stated there would be a vote in December relative to the terms. Bob Sheils stated that his understanding is a contract can only be with the borough manager, and it has to be either less than 2 years or the next election. Solicitor Krowiak stated last year was a 1-year contract due to the elections. The following contract could be for 2 years. Council decided to move the worksession to November 19<sup>th</sup>. Bob Sheils inquired about the assistant secretary and the ability to do a contract with them. Solicitor Krowiak stated that the borough does have the ability to contract. Drew Krowiak asked about the December worksession. Council decided to wait until December 3<sup>rd</sup> to decide. Josh Mitchell asked Solicitor Krowiak what day does council have to meet to reorganize? He would look into it.
- **Nicole Kelly's Contract**
- **Woodbridge Circle streetlight request:** Josh Mitchell asked if this has ever come up before, the answer was no. Mr. Mitchell asked if street lights are typically borne at our full financial responsibility? Jenn Basalyga will look into it with PPL and drive by the area to get a good feel. The request was sent on behalf of the HA.
- **November 26<sup>th</sup> December 31 Worksession**

## 10. SOLICITORS REPORT

- **OLP Contract:** This was already addressed.
- **Fire Department Contract:** Solicitor Krowiak is waiting for a draft copy of the contract so he can make the addendum addressing the millage. So next year council can go back and renegotiate the term of that contract. That will be ready to vote on in the December meeting. Bob Sheils asked if the rate will stay the same

for next year, Solicitor Krowiak said yes once the millage is determined they will be able to address it for 2027 and 2028. The addendum will make that clear.

**Josh Mitchell stated our two junior council people played in the opening round of the state playoffs and their soccer teams both won. They will be in the state quarter finals on Saturday.**

**11. CORRESPONDENCE:**

**EXECUTIVE SESSIONS:**

**President Carey**

- |               |     |
|---------------|-----|
| • Prior-      | N/A |
| • During-     | N/A |
| • Subsequent- | N/A |

**ADJOURN:**

**President Carey**

Roni Lopez made the first motion to adjourn, seconded by Steve Guza, vote was unanimous.