

**BOROUGH OF CLARKS SUMMIT
BOROUGH COUNCIL MEETING
JANUARY 5, 2026**

MAGISTRATE KEELER performed the swearing in of Joshua Mitchell, Germaine Carey, Gene Hallinan, Susan Grady and Harry Kelly

The January Borough Meeting was conducted on Wednesday, January 5, 2026, 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. Gene Hallinan, Ms. Kathleen Simrell, Mr. Steve Guza, Mr. Josh Mitchell, Ms. Susan Grady, Chief Chris Yarns, Solicitor Andrew Krowiak, Mayor Harry Kelly, Borough Manager Ms. Jenn Basalyga, Jr. Councilperson James Mitchell and Jr. Councilperson Lauren Bartell. Mr. Robert Sheils was absent.

MEDITATION: **Mayor Kelly**

PLEDGE OF ALLEGIANCE: **Mayor Kelly**

NOMINATION AND ELECTION OF COUNCIL PRESIDENT: **Mayor Kelly**
Steve Guza made the first motion to nominate Josh Mitchell for Council President, Mr. Mitchell thanked Mr. Guza but politely declined. The motion did not receive a second. Kathleen Simrell nominated Gerrie Carey, seconded by Gene Hallinan, vote was 6-0.

NOMINATION AND ELECTION OF VICE PRESIDENT: **Mayor Kelly**
Gene Hallinan made the first motion to nominate Josh Mitchell as Vice President, seconded by Kathleen Simrell, vote was 6-0.

NOMINATION AND ELECTION OF PRESIDENT PRO TEM: **Mayor Kelly**
Gerrie Carey made the first motion to nominate Kathleen Simrell as the President Pro Tem, seconded by Gene Hallinan, vote was 6-0

APPOINTMENT OF VACANCY BOARD CHAIR: **President of Council**
Steve Guza made the first motion to nominate Bob Bennett; the nomination did not receive a second. Gene Hallinan made the first motion to appoint Roni Lopez to the Vacancy Board Chair, seconded by Kathleen Simrell, vote was 5-1 with Steve Guza voting no.

APPOINTMENT OF GENERAL SOLICITOR: – Josh Mitchell made the first motion to appoint Andrew Krowiak as the Borough’s General Solicitor, seconded by Steve Guza, vote was 6-0.

APPOINTMENT OF ONE SEAT ON ABINGTON AREA JOINT RECREATION BOARD : Steve Guza made the first motion to appoint Josh Mitchell to the AAJRB, seconded by Gene Hallinan, vote was 6-0.

APPOINTMENT OF TWO SEATS ON CIVIL SERVICE COMMISSION: Josh Mitchell made the first motion to appoint Gerald Seibert and Gene Hallinan to the two seats on the Civil Service Commission, seconded by Kathleen Simrall, vote was 6-0.

APPOINTMENT OF ONE SEAT ON PLANNING COMMISSION: Gene Hallinan made the first motion to appoint Bill Burnell to the Planning Commission, seconded by Steve Guza, vote was 6-0.

APPOINTMENT OF ONE SEAT ON THE ABINGTON REGIONAL WASTEWATER AUTHORITY: Steve Guza made the first motion to appoint John Pullo to ARWA, seconded by Josh Mitchell, vote was 6-0.

APPOINTMENT OF ONE SEAT ON THE IPMC APPEAL BOARD: Borough needs one member from Clarks Summit Borough.

APPOINTMENT OF ONE SEAT ON LACKAWANNA TCC: Bob Sheils volunteered to act as lead representative until a replacement is made, then he would be appointed alternate volunteer. Council can vote next month.

APPOINTMENT OF EMA DIRECTOR: Josh Mitchell made the first motion to appoint Michael Cox as EMA Director, seconded by Steve Guza, vote was 6-0.

LIAISON: ABINGTON C.O.G. Gerrie/Bob
LACKAWANNA C.O.G. Gerrie
ABPA (AB. BUS. & PROF. ASSOC.) Gerrie
Josh Mitchell made the first motion to nominate Gerrie Carey as the liaison, seconded by Kathleen Simrell, vote was 6-0.

APPOINTMENT OF MANAGER/SECRETARY: Gene Hallinan made the first motion to appoint Jenn Basalyga as the Borough Manager/Secretary, seconded by Kathleen Simrell, vote was 6-0.

APPOINTMENT OF ASSISTANT SECRETARY / SEWER BILLING/TRASH BILLING: Josh Mitchell made the first motion to appoint Nicole Kelly, seconded by Kathleen Simrell, vote was 6-0.

APPOINTMENT OF TREASURER: Gene Hallinan made the first motion to appoint Kevin Baumes as the Borough Treasurer, seconded by Steve Guza, vote was 6-0.

APPOINTMENT OF CODE ENFORCEMENT/ZONING OFFICER: Gene Hallinan made the first motion to appoint George Parker as the Code/Zoning Officer, seconded by Josh Mitchell, vote was 6-0.

APPOINTMENT OF POLICE CHIEF: Kathleen Simrell made the first motion to appoint Chris Yarns as the Borough Police Chief, seconded by Steve Guza, vote was 6-0.

APPOINTMENT OF SEWERAGE ENFORCEMENT OFFICER: Kathleen Simrell made the first motion to appoint Gary Wilding as the SEO, seconded by Josh Mitchell, vote was 6-0.

APPOINTMENT OF LABOR SOLICITOR: Gene Hallinan made the first motion to appoint Joe O'Brien as the Borough's Labor Solicitor, seconded by Kathleen Simrell, vote was 6-0.

APPOINTMENT OF ZONING HEARING BOARD SOLICITOR: Josh Mitchell made the first motion to appoint Bob Sheils, Jr. as ZHB Solicitor, seconded by Steve Guza, vote was 6-0.

APPOINTMENT OF PLANNING COMMISSION SOLICITOR: Gene Hallinan made the first motion to appoint Michael Cowley as the Planning Commission Solicitor, seconded by Kathleen Simrell, vote was 6-0.

APPOINTMENT OF BOROUGH AUDITOR: Sue Grady made the first motion to appoint Dougherty Murphy as the Borough Auditor, seconded by Josh Mitchell, vote was 6-0.

APPOINTMENT OF BOROUGH ENGINEER: Gene Hallinan made the first motion to appoint Colwell Naegele as the Borough Engineer, seconded by Josh Mitchell, vote was 6-0.

1. **APPROVAL OF AGENDA:** **President of Council**
Josh Mitchell suggested approving the agenda with the addition of the committee structure. Steve Guza agreed and made the first motion to approve the agenda with that change, seconded by Josh Mitchell, vote was 6-0.

2. **APPROVAL OF MINUTES:** **President of Council**

December 3, 2025 Council Meeting: Kathleen Simrell made the first motion to approve the minutes, seconded by Gene Hallinan, vote was 6-0.

3. **PUBLIC COMMENT & INPUT:** **President of Council**
Jess Colvin with the ABPA asked about a banner. Jenn Basalyga was the contact for the banner permit. Anne Armizanni was representing the ABPA concerning the Ice Festival. It is the weekend of January 30th.

4. **POLICE REPORT:** **Mayor Kelly**
Chief Yarns reported two part time police officers will be resigning. He is very concerned about staffing issues. He asked council to notify the Civil Service Commission that we need a new list. He would like to meet with the Personnel Committee also. Chief Yarns' last day is June 30th. We will advertise on the billboard, community page and the borough website for a part time police officer and the civil service test.

- **Civil Service Test:** Steve Guza made the first motion to approve of the Civil Service Commission to meet, seconded by Kathleen Simrell, vote was 6-0.

5. **BIDS & QUOTATIONS:** **President of Council**
N/A

6. **BOROUGH TREASURER'S REPORT:** **President of Council**
November 2025
December 2025
Steve Guza made the first motion to approve the Treasurer's Report, seconded by Josh Mitchell, vote was 6-0.

7. **VENDOR PAYMENTS TO BE RATIFIED:** **President of Council**
November 2025
December 2025
Steve Guza made the first motion to pay the bills, seconded by Josh Mitchell, vote was 6-0.

8. **OLD BUSINESS:** **President of Council**

9. **NEW BUSINESS:** **President of Council**
- **Sidewalk Snow Removal Responsibility:** Josh Mitchell will reach out to AHSD concerning the West Grove Street bridge sidewalks. The school district has been shoveling the south side of the bridge up until this year. Until there is an agreement with the school the DPW needs to shovel the walks. Jenn Basalyga will reach out to Bedford Tower to see if they would shovel the north side bridge sidewalks. This is a public safety issue, Josh Michell asked Officer Yetkowskas if it is possible for the police to keep an eye out for sidewalks that are not shoveled. The Solicitor can draft something very brief in writing if we reach an agreement.
 - **Special Event Application-ABPA Ice Festival:** Josh Mitchell stated council does not need to vote on this. The Borough Manager would receive this paperwork and approve it and council does not have to vote on it. The Solicitor will make sure this is the process. Josh Mitchell made the first motion to approve the Special Event, seconded by Kathleen Simrell, vote was 6-0.
 - **Resolution 2026-02-LSA Grant application-salt shed:** Steve Guza made the first motion to approve the resolution, seconded by Josh Mitchell, vote was 6-0.
 - **Resolution 2026-03 - Police Contribution 5.5%:** Gene Hallinan made the first motion to approve the resolution, seconded by Kathleen Simrell, vote was 6-0.

- **Resolution 2026-04-NEW MILLS:** Josh Mitchell made the first motion to approve the resolution, seconded by Gene Hallinan, vote was 6-0.
- **Resolution 2026-05 Police Pension COLA:** Josh Mitchell made the first motion to approve the resolution, seconded by Gene Hallinan, vote was 6-0.
- **Officer Seigler Letter of Condolence:** Council signed the letter.
- **Committee Structure:** Josh Mitchell stated in practice we have a lot of committees; most happens with the Personnel and Finance Committees. We should consider which committees are actually needed. Mr. Mitchell suggested Gerrie Carey make the appointments to the committees as she sees fit. Jenn Basalyga will send out the updated 2026 list.

10. CORRESPONDENCE:

11. SOLICITORS REPORT:

- **OLP-SRO Discussion:** Solicitor Krowiak stated he drafted the MOU for OLP and sent it to the diocese for their review; Joe O'Brien is the solicitor for the diocese. That is in review at this time. Once it is signed, there are many steps to follow. The officer would have to be certified to be an SRO, but everything is moving on that.

EXECUTIVE SESSIONS:

President of Council

- **Prior-**
- **During-** N/A
- **Subsequent-** N/A

ADJOURN:

President of Council

Sue Grady made the first motion to adjourn, seconded by Josh Mitchell.