

DRAFT COPY

Waterford Borough Special Council Meeting

Waterford Borough Municipal Building

February 10, 2015

7:00 pm

A Special Meeting of the Waterford Borough Council was held in the Council Chambers of the Waterford Borough Municipal Building on Tuesday, February 10, 2015, to discuss Borough office procedure issues, and any other new business. The Special Meeting was duly advertised and posted in accordance with the Borough Code.

Call To Order. The Meeting was called to order 7:00 p.m. by Council President/Chair Judy Cline followed by the Pledge of Allegiance to the Flag and prayer. Present were Council members, Judy Cline, Marian Burge, Jason Jack, Karen Molitor, and Steve Laskowski, Mayor Justin Blose, Borough's temporary payroll/office staff Wendy Yow, and Borough Solicitor Ed Betza. Absent: Council member Kevin Gardner.

Members of the public attending the meeting were: Patrick Monitor

Council members Laskowski and Burge were asked to take notes and submit the minutes for the meeting.

Public Comment. None

New Business. After an general discussion on recent audit follow-ups, security issues encountered with Borough computers; the actions taken to secure the Borough computer; difficulties Ms. Yow is encountering in reestablishing payroll due to missing records; the engaging of tech support to clean the Borough's computer and purchase of network security, anti-virus and anti-spyware; securing internet service through a wired DSL Ethernet cable connection through Verizon; the purchase of QuickBooks accounting software and Intuit full service payroll; PNC bank and safety deposit box access; and other office procedures, the following motions were made:

1. Motion for Council members Cline and Jack, and Secretary Yow to be on a Power of Attorney for the Borough giving them the ability to contacted and retrieve Borough tax information/tax filings/and payments made by Borough and other such information needed for Borough accounting from the IRS.

Motion by Council member Pugh; seconded by Council member Burge. Motion passed: Vote: All Ayes.

2. Motion to remove Cathy Wise's name on the Borough PNC bank debit card account, cancel the card and re-issue a new card under Waterford Borough's name with Council members Cline's and Jack's names as signatories.

Motion by Council member Pugh; seconded by Council member Burge. Motion passed: Vote: All Ayes.

3. Motion to remove Cathy Wise's and Eric Keiser's names from access to the Borough safe deposit box at PNC bank, and to authorize Council member Jack to close the Borough safe deposit box if empty.

Motion by Council member Molitor; seconded by Council member Pugh. Motion Passed: Vote: All Ayes.

4. Motion to approve the purchase of Online QuickBooks version 2015 accounting software and Intuit Full Payroll Services for the Borough.

Motion by Council member Burge; seconded by Council member Pugh. Motion Passed: Vote: All Ayes.

5. Motion to approve the purchase of McAfee Anti-Virus software and tech services used to clean the Borough computer remotely and install anti-virus and anti-spyware.

Motion by Council member Burge; seconded by Council member Pugh. Motion Passed: Vote: All Ayes.

6. Motion to change the Borough's temporary secretary/payroll person Wendy Yow's work hours to increase up to full-time status hours for 2 weeks, effective immediately.

Motion by Council Member Jack; seconded by Council member Pugh. Motion Passed: Vote: All Ayes.

7. Motion made to authorize Councilmember Molitor to sign-off on State Auditor's close-out report on behalf of Council with respect to the Borough's State Pension plan as there is no permanent Secretary/Treasurer appointed at this time.

Motion by Council member ; seconded by Council member Motion Passed: Vote All Ayes

8. Motion to accept the January 29, 2015 special meeting minutes as submitted by Council member Molitor.

Motion by Council member Burge; seconded by Council member Pugh. Motion Passed: Vote: All Ayes.

Executive Session: At Councilmember Jack's request, Chairwoman Cline called for and council members entered an executive session regarding missing accounting records. The council went back to open session and the Borough's Solicitor will follow-up on information provided him during executive session. Notification of potential exposure of public information due to prior security lapses will be posted on Borough Bulletin board.

Adjourn.

Motion to adjourn by Council member Pugh; seconded by Council member Burge.

Motion Passed: Vote: All Ayes.

Meeting was adjourned at 8.44 p.m.

Respectfully taken and submitted by




Councilmember Laskowski/Burge

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