

## **Waterford Borough Special Council Meeting**

Waterford Borough Municipal Building

January 29, 2015

8:00 pm- 9:10 pm

A Special Meeting of the Waterford Borough Council was held in the Council Chambers of the Waterford Borough Municipal Building on Thursday, January 29, 2015, for the purpose of establishing the Secretary/Treasurer pay and hours 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 8:00 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, Kevin Gardner, Marian Burge, Jason Jack, Karen Molitor, and Steve Laskowski, and Borough Solicitor Ed Betza. Absent: Council member Barry Pugh and Mayor Justin Blose.

Members of the public attending the meeting were: Hazel Thomas and Doris Becker.

As the Council Secretary was unable to attend the meeting, Council member Molitor was asked to take notes and submit the minutes for the meeting.

**Public Comment.** Doris Becker commented on the Borough's not having shoveled sidewalks along South Park Row and High Streets along the Municipal building and Park causing unsafe conditions. Doris Becker also mentioned that she came to attend the Borough Planning Commission as published on the Borough website but no one showed up. Council will ask the Secretary to correct the website posting as the Planning Committee has stopped conducting their regular meetings some time ago.

**Minutes.** Councilmember Burge moved to accept the minutes of the January 2, 2015 Borough Council meeting. Councilmember Laskowski seconded. Following a discussion January 2, 2015 minutes were accepted. Vote: Ayes accept minutes as presented – Councilmembers Cline, Burge, Gardner, Molitor, and Laskowski. Vote Nay not to accept minutes – Council member Jack.

**Executive Session:** Council Chairwoman Cline called for and council members entered an executive session at 8:30 to discuss employee performance issues. The council went back to open session at 8:50 pm.

**New Business.** After a general discussion by council on Secretary/Treasurer position pay and hours, the following motions were made:

1. Motion to clarify that the Waterford Borough Secretary/Treasurer position is an at-will, part-time, non-exempt, hourly position, which hourly pay rate is \$11.00 an hour, to be paid no less frequently than monthly. The Secretary/Treasurer position is to be paid for actual hours worked and is not entitled to any additional holiday or vacation pay.

Motion by Councilmember Laskowski, seconded by councilmember Molitor

**Motion Passed:** Vote: AYES – Councilmembers Cline, Burge, Gardner, Molitor, and Laskowski. NAYS - Jack.

2. Motion to clarify that the Secretary/Treasurer's place of work is the Waterford Borough Municipal building located at 30 South Park Row, Waterford, PA 16441 with office hours as set by the Borough Council. All work is to be done exclusively from that location, unless the Council, due to unusual circumstances, approves by motion otherwise for the Secretary/Treasurer's attendance at training classes and/or other such unusual situations.

Motion by Councilmember Burge, seconded by councilmember Laskowski

**Motion Passed:** Vote: All AYES –

3. Motion to establish office hours for the Waterford Borough Secretary/Treasurer office effective February 1, 2015 shall be set at twenty-five (25) hours per week, which may be changed subject to approval of Waterford Borough Council. The Secretary/Treasurer is also required to attend and will be paid for his/her attendance at the Waterford Borough Council's regularly scheduled monthly meetings, as well as his/her attendance at any other required training and/or special meetings.

Motion by Councilmember Molitor, seconded by councilmember Laskowski

**Motion Passed:** Vote: AYES – Councilmembers Cline, Burge, Gardner, Molitor, and Laskowski. NAYS - Jack.

4. Motion that all Borough employees who are at-will, nonexempt, hourly positions are not to work unauthorized hours unless approved in advance by Council (or in the case of Street workers, the Council President or Street Committee Chair). All non-exempt employees are required to sign off on and present to the Council's designated co-signer of Borough checks a weekly timesheet designating his/her actual hours/partial hours worked.

Motion by Councilmember Gardner, seconded by councilmember Burge

**Motion Passed:** Vote: All AYES

5. Motion was made, since it is no longer necessary, to cancel the cell phone used by the Secretary. Motion by Councilmember Burge, seconded by councilmember Molitor

**Motion Passed:** Vote: All AYES

6. Motion was made to make all the foregoing motions 1-4 effective February 1, 2015.

Motion by Councilmember Molitor, seconded by councilmember Burge

**Motion Passed:** Vote: All AYES –

**Comments from the public.**

Council Chair Cline opened a second public comment. Doris Becker commented on some executive sessions in the middle of meetings and would prefer they all be at the end of the meeting sessions. Hearing no further comments, the public comment session of the meeting was closed.

On a motion made by Councilmember Molitor, seconded by Councilmember Laskowski, the Meeting was adjourned at 9:10 p.m.

Respectfully taken and submitted by

  
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Councilmember Molitor