

STOCKERTOWN BOROUGH COUNCIL

MINUTES OF JANUARY 05, 2011

THE BOROUGH OF STOCKERTOWN HELD A MEETING ON MONDAY, JANUARY 5, 2011, AT 7:30 P.M. AT BOROUGH HALL.

Attendance

- Councilors present were: Council President Ms. Amy Richard, Vice President Mr. Paul Zaboy, Mr. Jack Fatzinger, Mr. Carl Zito, Ms. Cindy Hower, Mr. A. Joseph Gosnell, and Mrs. Rosemarie Wenzelberger.
- Also present was Mayor Sherman Metzger, Zoning Officer John Soloe, and Solicitor Gary Asteak.
- Patrolman Vrabel was on duty to preserve the meeting.

Meeting called to order at 7:45 PM by President Amy Richard followed by the pledge of allegiance.

Appointments

- **Motion** by Joe Gosnell, seconded by Jack Fatzinger to appoint **John Soloe as Chief of Police**. Motion carried unanimously.
- **Motion** by Carl Zito, seconded by Jack Fatzinger to appoint **Asteak Law Offices as the Borough Solicitor**. Motion carried unanimously.
- **Motion** by Jack Fatzinger, seconded by Paul Zaboy to appoint **Keystone Consulting Engineers as the Borough Engineer**. Motion carried unanimously.
- **Motion** by Carl Zito, seconded by Paul Zaboy to appoint **Vondercrone and Behrens as the Independent Accounting Firm** to perform the annual audit of the Borough records. Motion carried unanimously.
- **Motion** by Joe Gosnell, seconded by Carl Zito to appoint **Christopher Spadoni as the Zoning Hearing Board Solicitor**. Motion carried unanimously.
- **Motion** by Jack Fatzinger, seconded by Carl Zito to appoint **John Soloe as the Zoning Officer**. Motion carried unanimously.
- **Motion** by Ms. Richard to appoint **Charles Davis as Road Supervisor**. Mr. Fatzinger made a second to the motion. Motion carried unanimously with Ms. Davis abstaining.
- **Motion** by Paul Zaboy, seconded by Jack Fatzinger to appoint **Keystone Consulting Engineers as Sewage Enforcement Officer**. Motion carried unanimously.
- **Motion** by Jack Fatzinger, seconded by Paul Zaboy to appoint **Keystone Code Consulting as the Uniform Construction Code Inspector**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Jack Fatzinger to appoint **Charles Davis as Emergency Management Coordinator**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Carl Zito to appoint **Kevin L. Franks as the Wastewater Treatment Plant Operator**. Motion carried unanimously.
- **Motion** by Joe Gosnell, seconded by Carl Zito to appoint **Paul Zaboy as the Nazareth Council of Government Delegate**. Motion carried unanimously.

- **Motion** by Paul Zaboy, seconded by Jack Fatzinger to appoint **Sherman Metzger as the Nazareth Council of Government Delegate Alternate**. Motion carried unanimously.
- **Motion** by Carl Zito, seconded by Joe Gosnell to appoint **Amy Richard as Tax Collection Commission Delegate**. Motion carried unanimously.
- **Motion** by Carl Zito, seconded by Joe Gosnell to appoint **Paul Zaboy as Tax Collection Commission Delegate Alternate**. Motion carried unanimously.
- **Motion** by Joe Gosnell, seconded by Carl to appoint **CoCo Inc. as the IT Service Provider**. Motion carried with Paul Zaboy abstaining.
- **Motion** by Paul Zaboy, seconded by Jack Fatzinger to appoint **Sherman Metzger as Delegate to the Bushkill Conservancy**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Carl Zito to appoint **Rosemarie Wenzelberger as the Alternate Delegate to the Bushkill Conservancy**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Carl Zito to appoint **H.A. Berkheimer as the tax collector for Earned Income Tax (EIT) and Local Services Tax (LST) Tax**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Carl Zito to authorize the **Independent Auditors of Vondercrone and Behrens to proceed with the 2010 Audit** of the Borough records. Motion carried unanimously.
- **Motion** by Joe Gosnell, seconded by Paul Zaboy to accept the **Fees Schedule, Revision 26 for the year 2011**. Motion carried unanimously.
- **Motion** by Carl Zito, seconded by Jack Fatzinger to accept the **Fees for Service of the Asteak Law Firm, Keystone Engineers, and SC Engineers at the same rate as that of 2010**. Motion carried unanimously.
- **Motion** by Paul Zaboy, seconded by Carl Zito to accept the **Fees for Contracted services of WWTP Operator and IT Services at the same rate as that of 2010**. Motion carried unanimously.
- **Motion by Joe Gosnell, seconded by Paul Zaboy to retain Paychex, Inc as the Payroll Provider**. Motion carried unanimously.

Public Comment

- None

Council Comments

- None

Secretary/Treasurer Report

- Approval of the minutes from December 30, 2010.
- Motion by Paul Zaboy, seconded by Carl Zito to approve the minutes of December 30, 2010 as written. Motion carried unanimously

Mayor's Report

- Mayor Sherman Metzgar reported that his neighbor, Ryan Frey, has offered to help the Borough plow and salt the Borough roads if he is needed.

Public Works

- Charles Davis was not present and there was no report. It was noted however that Robin and Charlie Davis's daughter gave birth to a baby girl last night. Congratulations!

Waste Water Treatment Plant

- Paul Zaboy gave a brief report on the pilot project underway at the WWTP stating that one third of the inflow is being treated and the ammonia levels are holding around 3 to 4 and the chlorine is non-detectable.
- Paul Zaboy also suggested that PW purchase a kit or assortment package of stainless steel nuts and bolts for \$335.00 to be used at the WWTP because of corrosion from the chemicals.

Police Report

- Police Chief John Soloe presented an activity report. He expects the new officer, Robert Cope Jr. to be on the street in early February.

Zoning / Code Enforcement Officer's Report

- Zoning Officer John Soloe was present and stated he would have a complete year end report ready for the next meeting.

Solicitor's Report

- Solicitor Gary Asteak had nothing to report

Agenda Items

- Pick up truck repair proposal from Scotts Auto Body \$1,937.00 to repair the dent and replace the chrome step. Council agreed to have it fixed.
- Amy Richard presented a proposal from Merchants Bank outlining what they could offer as a comparison to Keystone Bank regarding the Borough's funds.
- Planning Commission has invited members of Council attend a Planning meeting and to submit any items that could be addressed by Planning.

Old or Unfinished Business

- Revision of the PERSONNEL/EMPLOYEE POLICY.
- On page 6 under XI PERFORMANCE APPRAISAL, NEW EMPLOYEES, add "or hired" after appointed.
- Under performance evaluation, change shall to "may" periodically. and remove "after three months.
- Under XVII. VACATION AND HOLIDAYS. reads: "Personal Time Off (PTO) – PTO shall be used to define both Personal Time Off and Vacation hours and/or days. Employees shall earn PTO according to the following schedule effective after completion of their probationary period. **There is no carryover of PTO days or hours from one year to the next.** Employees shall begin to accrue their PTO days (a day being equivalent to the employee's normal work day in hours) immediately upon initial start of their employment. However, the PTO allowance shall not be earned until the above completion requirement. The PTO accrual shall be calculated as the employee's normal work week in hours divided by 52 weeks times the years of employment including the current year but not more than five years, the product of which provides the number of hours per week of PTO hours accrued."
- Under the same heading the PTO days have been adjusted as follows:

First year	Five PTO days
Second year	Ten PTO days
Fifth or more years	Fifteen PTO days

- Sentences after PTO allotments read as follows:
- “Two employees in one department cannot have the same PTO without special circumstances and Borough Council approval.”
- “Employees who retire or who resign and provide at least two weeks notice prior to taking earned PTO will be paid for a prorated amount of that year’s earned PTO based on the portion of the year worked up to their final fully completed work week.”
- “Employees who are discharged shall not be paid for any accrued or earned PTO days not yet taken in the year of discharge.”
- Under Holidays; remove “and/or six months off” from the first sentence. That section reads as follows: Holidays – Employees who have completed their probationary period of employment shall be paid for the following holidays:

New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

Should a permitted holiday occur on a Saturday, then the immediately preceding Friday will be considered the holiday, and should a holiday occur on a Sunday, then the immediately following Monday shall be considered the holiday.

There shall be no retro-active payment for holidays occurring during the employee’s probationary employment period.

Employees required to work on holidays shall be compensated for any hours worked at one and one half their regular rate.

- On page 4, eliminate the whole probation paragraph.
- **Motion** by Paul Zaboy, seconded by Jack Fatzinger to approve the newly revised Personnel/Employee Policy with the above named changes. Motion carried unanimously.
- Earl Kocher requested a copy of approved minutes from December 15, and December 30.

Adjournment

- **Motion** by Paul Zaboy, seconded by Jack Fatzinger by to adjourn the meeting at 8:39 PM. Motion carried unanimously.

The next meeting of Borough Council will be held on Monday, January 17, 2011

Respectfully Submitted,

Amy J. Richard
Acting Secretary