

APPROVED

Borough of Alburtis
Meeting Minutes
January 18, 2024

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The January 18, 2024, meeting of Borough Council was called to order by Council President Ron DeIaco at 6:00 p.m. in the Borough Hall, 260 Franklin Street, Alburtis, PA and on Zoom.

Council members in attendance:

Ron DeIaco Steve Hill Hector Moss Chad Atkins Mehmet Birtek Ashlynn Rivera

Associates of Alburtis in attendance:

Dave Knerr, Solicitor Stephen Nemeth, Borough Manager Kathleen Palmer, Mayor
Donnie Derr, Maintenance Supervisor

Visitors in attendance: Gary DeRoner, Steve Werley, Mike Gerhart, Ian Windle,

Visitors on Zoom: Kate, Brooke, Tom,

PUBLIC COMMENT – No comment.

DISCUSS ADDING A FULL-TIME MAINTENANCE POSITION-

Donnie Derr mentioned we are looking to hire a full-time maintenance position. Currently one is out for about 3 months or more. The other is currently out for an unknown period. Currently down to two maintenance members. Ron DeIaco asked if there was somebody in mind. Donnie and Steve confirmed. Kathy Palmer mentioned she worries about these two with the upcoming storms can't have them going at the rate they are going its their safety at the moment. Hector mentioned would you like the current part timer to go full time; Donnie confirmed; hector mentioned we should look to fill the part time position also. Donnie mentioned part-timer would be nice like we used to, to help with the grass cutting or if somebody goes out again, we have no back up. Steve mentioned that ideally what we would like to have been a staff set up like the police where you can bring in somebody when needed and don't need to be reapproved this may allow for when you have a water main break you call them in, and they start to learn everything. Ron mentioned let's move forward with filling the full-time position first.

Hector Moss made the motion to hire Herbert Schumaker II as full-time maintenance staff member contingent upon passing physical. Motion was 2nd by Ashlynn Rivera.

DeIaco- yay	Hill-yay	Moss-yay	Atkins- yay	Birtek- yay	Rivera- yay
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Dave Knerr asked what level would you like him to be A, B, or C; C was mentioned by council.

Hector mentioned that the rate according to the ordinance since he has his CDL is \$23.55.

Mehmet mentioned that this is something that should have been foreseen. We didn't do this analysis in the next year. When we make budgets in the private companies, we always look at the future to see what hurdles we have and prepare for that. Ron mentioned that we knew eventually we would have to have because of staff getting older; we didn't anticipate two people getting sick at the same time. Mehmet mentioned when we do a budget, we can take a slight chance with someone being out and we have to factor that in the budget should be a lesson looking forward. What if something happens to our team, we didn't look at budget 100%, we didn't factor this into this year's budget now we are going to be out with project and new employee, we will be off budget. Ron mentioned that you can't always anticipate staff members being out.

REQUEST TO ADVERTISE FULL-TIME MAINTENANCE POSITION. – no longer needed, Dave Knerr mentioned that you never have to advertise job opportunities. As long as the process had no discrimination you are good with hiring whenever.

PART-TIME MAINTENANCE EMPLOYEE SALARY SCALE–Ron mentioned lets table for the first meeting in March when we look at hiring potential part timers.

REVIEW OF MAINTENANCE DUTIES AND RESPONSIBILITIES- Hector mentioned that this would be more so for Department heads to just provide a quarterly review, create their own metrics based on whatever their needs are and like performance based. Compensate the overachievers and make adjustments but also continue to give them something to look forward to and work towards if they need additional certs or training. Keeps them informed on what is going on. Mehmet mentioned we should have a scale of performance and scale of not performing and we should have a scale of where we track achievements. Will help us save taxpayers money in the future and help us run the office better. Ron mentioned that Donnie evaluates his staff, it becomes an issue and Steve cannot then it comes to our attention to do something. Steve Hill mentioned in his time maintenance and across the hall pretty much police themselves. If there is a problem, they let us know. Ron mentioned that Maintenance and office staff get evaluated and the evaluations go into file. Hector mentioned the idea of creating something like this is not to punish somebody; it is so we have some sort of foundation in place that allows department heads to monitor their staff and weigh performances; if somebody is out performing someone else they should be entitled to a little bit more of an increase provide report on a quarterly basis ; can we push them additional training or certs; budget standpoint helps us plan better. Ron asked if Steve Nemeth can put together his evaluating list and get it to council to review, that we can tweak it if needed. Ashlynn mentioned they do this at her job yearly; and how they tell us what our raise is going to be. Hector mentioned that one-year sharon did a phenomenal job; we all agreed based on what we collectively saw; but we don't see the behind the scenes of admin or maintenance, we only know of what they tell us and then when it comes to budget, forecasting and possible increases. Dave mentioned when we talk about percentage increases; maintenance does have tiers of a pay scale, which you have flexibility if that to make adjustments if you would wish.

DESIGNATION OF COMMITTEE CHAIRMAN AND MEMBERS: Ron mentioned that he adjusted these committees a bit, to reflect on who seem to have a stronger interest in what the engineers do. They only do what we ask them to do, and the engineers' meeting is once a month, if you are in the water, highway, or sewer department you all deal with the engineer the most. The meeting is normally held on the first Wednesday of the month from 10-12pm.

Designate Chairman and members of Highway Committee – Ron DeIaco appointed Chad Atkins as Chairman of the Highway Committee. John Aleszczyk and Hector Moss will serve on the Highway Committee.

Designate Chairman and members of the Sewer Committee - Ron DeIaco appointed John Aleszczyk as Chairman of the Sewer Committee. Hector Moss and Chad Atkins will serve on the Sewer Committee.

Designate Chairman and members of the Water Committee – Ron DeIaco appointed Hector Moss as Chairman of the Water Committee. Chad Atkins and John Aleszczyk will serve on the Water Committee.

Designate Chairman and members of Budget/Property/Insurance Committee – Ron DeIaco appointed Mehmet Birtek as Chairman of the Budget/Property/Insurance Committee. Ashlynn Rivera and Steve Hill will serve on the Budget/Property/Insurance Committee.

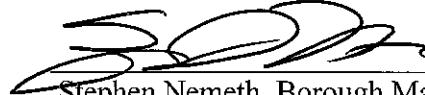
Designate Chairman and members of Public Health/Safety/Sanitation Committee – Ron DeIaco appointed Steve Hill as the Chairman of the Public Health/Safety/Sanitation Committee. Mehmet Birtek and Ashlynn Rivera will serve on the Public Health/Safety/Sanitation Committee.

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Designate Chairman and members of Policy/Personnel/Recycling Committee – Ron DeIaco appointed Ashlynn Rivera as the Chairman of the Policy/Personnel/Recycling Committee. Steve Hill and Mehmet Birtek will serve on the Policy/Personnel/Recycling Committee.

A motion to adjourn at 6:43 p.m. was made by Mehmet Birtek, 2nd by Ashlynn Rivera and a unanimous vote followed.

Meeting minutes were taken and submitted by:



Stephen Nemeth, Borough Manager.

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