



# Elkland Borough Council

MUNICIPAL HALL · 105 PARKHURST STREET · ELKLAND PA 16920

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## Special Meeting 1.11.20

The special meeting was called to order by President Wendy Graham at 6:30 pm. Present at the meeting were: President Wendy Graham, Vice President Tim Whitney, Councilwoman Deanna Sherman and Councilman Matt Sherman. Absent from meeting was Councilman Pete VanGorden, Councilman Aaron Smith and Mayor Bill Sherman.

The pledge of allegiance was led by Wendy Graham.

There were no comments on the agenda by the public.

President Graham proceeded to explain that although Amy Tulanowski was appointed as the new secretary/treasurer at the reorganizational meeting recently, she approached Wendy and told her that she decided she did not want the appointment and preferred to remain in the billing clerk position. A letter written by Ms. Tulanowski was presented stating the above. A motion was made by Councilwoman Sherman and seconded by Councilman Sherman to accept the letter as written with Ms Tulanowski remaining billing clerk for the borough. A roll call vote was called with results as follows: President Graham - yes, Vice President Whitney - yes, Councilwoman Sherman - yes and Councilman Sherman - yes. The motion carried.

An application for secretary/treasurer from Jill Hall of Lindley was reviewed and recommended for the position by the personnel committee. A proposal was made to appoint Jill Hall to the positions of Secretary/Treasurer at the rate of \$20 per hour on a part-time basis with no benefits. A motion was made by Councilwoman Sherman with a second by Vice President Whitney to appoint Jill Hall with the above terms. Roll call vote was called with the following results: President Graham - yes, Vice President Whitney - yes, Councilwoman Sherman - yes, and Councilman Sherman - yes. The motion carried.

A proposal was brought to the council by Councilwoman Sherman regarding adding a credit/debit machine for payment of water/sewer bills. Councilman Sherman asked if there were any costs other than the rates in the contract and suggested adding a per usage fee per swipe for use of the credit/debit machine. An amount of \$1.50 per swipe was brought up as a per swipe fee to cover the costs of the charges for the access fee. A motion was made by Councilwoman Sherman to accept the contract of the credit/debit card machine with the addition of \$1.50 per swipe to residents as an addition to their water/sewer bill with a second by Councilman Whitney. A roll call vote was called with the following results: President Graham - yes, Vice President Whitney - yes, Councilwoman Sherman - yes, Councilman Sherman - yes. The motion carried.

President Graham called and executive session for personnel reasons.



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A motion was made by Councilwoman Sherman and seconded by Councilman Sherman to adopt the recently written Employee handbooks and Secretary/Treasurer and Assistant Secretary job descriptions as written. A roll call vote was called with the following results: President Graham - yes, Vice President Whitney - yes, Councilwoman Sherman - yes and Councilman Sherman - yes. The motion carried.

President Graham invited Jill to the monthly borough dinner meeting to be held on Thursday, January 16<sup>th</sup> in Mansfield.

President Graham welcomed Jill to the Elkland borough and wished her luck. She stated that all council members are happy and excited for her to start her position and help to create a great office environment.

President Graham adjourned the meeting at 7:20 pm