

**Borough of Akron Council Meeting
March 25, 2019**

Council Members present- John Williamson, President; Thomas J. Murray, Sr., Vice-President; Justin Gehman, Nathan Imhoff, Monica Hersh, Keith Landis (Darryl Witmer not present)

Others present- Mayor John McBeth, Susan Davidson Borough Manager, Benjamin Craddock, Lancaster Civil Engineering, Police Chief Thomas Zell.

Meeting commenced at 6:30 p.m.

Engineering RFP's

John Williamson turned the meeting over to Thomas Murray, Sr.

John Williamson did not participate in any discussion in regards to engineering RFP's because of his employment with Land Studies which is listed as a subcontractor with one of the engineering RFPs.

Tom Murray, Sr. mentioned that he and the Borough Manager interviewed three engineering firms, Lancaster Civil Engineering Company, Hanover Engineering and Great Valley Consultants.

Benjamin Craddock of Lancaster Civil Engineering Company gave a brief presentation about his engineering firm. Lancaster Civil Engineering partners with other engineering firms and Craddock would serve as the point of contact and project manager.

The Borough Manager will put together a comparative spreadsheet on the engineering RFP's and in the meantime will e-mail the top three engineering picks to Council members and Mayor.

The meeting was turned back over to John Williamson, President of Council at 6:45 p.m.

Administrative Office Duties

The Borough Manager distributed copies of administrative job duties that are still being completed by the Borough Manager. The Personnel Committee will discuss this issue and how to move forward. Council also mentioned to itemize what job duties Faye Martin can complete. Council wants Faye to be trained on entering payables.

Permit Fees

Nothing at this time

Implementation Plan for the Comprehensive Plan

John Williamson distributed copies of Proposed Terms of Reference for Citizens Group to provide guidance to Borough Council for the implementation of the Comprehensive Plan. Nathan Imhoff mentioned quarterly meetings should be the minimum for the Citizens Group.

Information for the Citizens Group will be in the next Borough newsletter and Borough webpage.

Dodge Durango

The Borough Manager discussed with Council the idea of keeping the Dodge Durango and selling the current Borough Manager vehicle. The Durango would to be used by the Borough Manager and the Public Works Department. Borough Manager will make an appointment with Park Place Automotive to have both vehicles checked over.

Mayor McBeth mentioned the issue of cars parked on Oak Street. The Borough Manager will pull the zoning hearing decision on the Ehrhart property and contact the Borough Zoning Officer on how to resolve this issue.

The Borough Manager will advertise for summer help at \$10.00/hr. Money was budgeted in the 2019 budget for summer help.

The Borough Manager mentioned if anyone on Council is interested in attending the PA State Association of Borough's Annual Conference in June to please contact Faye Martin to get registered by May 1, 2019.

Exempt Employee Policy

Council and Mayor discussed the Exempt Employee Policy for the Borough Police Chief.

Chief Zell entered the meeting at this time.

Chief Zell mentioned when a shift needs to be covered(due to training, vacation sick time) the part-time officers get contacted first, then its opened up to the full-time officers for overtime then if nobody steps up the Chief covers the shift.

Council asked for copies of all agreements in regards to straight time and overtime pay for the Police Chief.

Tom Murray, Sr. left the meeting at this time.

Non-Uniform Employee Handbook

The Borough Manager mentioned she did not have any additional comments from Council in regards to the proposed Non-Uniform Employee Handbook. The only item that needs to be

included is a section on nepotism prohibiting the hiring of immediate family members; children, parents, siblings and spouses of employees.

Old Business/New Business

Keith Landis mentioned that the Borough Manager needs to keep a list of outstanding issues.

Keith also mentioned that his chair at the Council table needs repaired.

Monica Hersh asked for a paper copy of the proposed Non-Uniform Policy.

Meeting closed at 8:37 p.m.

Respectfully submitted,

Susan Davidson
Borough Manager/Secretary