

Lake City Borough Council

2350 Main Street

April 10, 2017

Call to Order: President Nervo called the meeting to order at 7:01 p.m. with the Pledge of Allegiance.

Roll Call: Christopher Byers, Mary G. Gollmer, Douglas Harvey, Paul Nervo, Bettie Stephens, Douglas B. Straw, Karen E. Watson and Mayor Andrew J. Graves were present.

Appointed Officials Attending: Edward Betza/Solicitor and Stacy L. Kibler/Borough Secretary,

Visitors Attending: Ginger Cinti, Ray Fisher, Gregg Mitcho, Maryann Mook and Terry Warren.

Adjourn: President Nervo adjourned the meeting at 7:02 p.m. to executive session for personnel reasons.

Reconvened: President Nervo reconvened the meeting at 7:26 p.m

Tree Removal: Donald Adams of 9976 Martin Avenue requested permission to remove a dead tree within the curb lawn. Karen Watson motioned, Bettie Stephens seconded, to permit the tree removal. All agreed. Motion carried.

Minutes: Karen Watson motioned, Douglas Straw seconded, approving the March 13, and 27, 2017, minutes. All agreed. Motion carried.

Bills for Approval: Karen Watson motioned, Mary Gollmer seconded, approving the April Bills. All agreed. Motion carried.

2001 Dodge Truck: The following two bids were received for the 2001 Dodge Truck:

Nicole Bielher	\$625.00
Jack Dipolito	\$600.00

The bid from Mr. Dipolito did not include the required 10% deposit. Bettie Stephens motioned, Douglas Straw seconded, to accept the bid from Nicole Bielher. All agreed, except Karen Watson. Motion carried.

Salt Spreader: Manzi Services, Inc. bid \$400 for the salt spreader. Douglas Straw motioned, Douglas Harvey seconded, to accept the bid from Manzi Services, Inc. All agreed. Motion carried.

Manure Spreader: The following two bids were received for the manure spreader:

H2O Resources, Inc.	\$850.00
Paul Marcy	\$200.00

Douglas Straw motioned, Mary Gollmer seconded, to accept the bid from H2O Resources, Inc. All agreed. Motion carried.

Floodplain Ordinance: Karen Watson motioned, Mary Gollmer seconded, to accept the Floodplain Ordinance. Motion carried, after all agreed.

Streets Paving Project: The 2017 paving project will include the following streets:

Option 1

Elk/Elm/Lake Street Intersection,
Lake Street from Seeley Street to Borough Line, and
Martin Avenue from Rice Avenue to Maple Avenue.

Option 2

Sampson Avenue from 9966 to Maple Avenue, and
Hall Avenue from Cherry Street to Maple Avenue.

Douglas Straw motioned, Chris Byers seconded, to advertise the paving project. Motion carried after all agreed.

Employee Handbook: The following were changes made to the Employee Handbook on March 27, 2017:

Employees shall not accrue eligibility for any benefits, rights, or privileges beyond retirement or the last day worked.

Compensate all employees based on merit.

Review wages on Anniversary Date with merit pay. Review employee benefits and working conditions regularly with the objective of being competitive in those areas consistent with sound business practices.

Provide eligible employees with health and welfare benefits. Employee health care contributions will be determined yearly by Council.

Assure employees, after talking with their supervisor, an opportunity to discuss any issue or problem with the Borough Secretary and then the appropriate committee chairman.

Derogatory remarks about employees, residents or council is not acceptable.

Resign, verbally, at a Borough Council Meeting.

A criminal and driving record history will also be obtained.

The Borough will conduct a pre-employment criminal check.

Driver License and Driving Record – Updated yearly with the Borough Office.

The Borough will test employees, after a workplace accident, and after employee's return from leave of absence. The Borough may test employees after damage occurs to borough or taxpayers property. Snow plowing damage may be exempt unless determine to be negligent. The refusal to submit to a test will be treated as a positive test.

Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Borough's premises or within borough limits; fighting, or provoking a fight on Borough property.

Threatening, intimidating or coercing fellow employees, council members or borough residents, on or off the premises, at any time, for any purpose.

Absolutely no borough equipment shall be used for personal use at any time.

Leaving work before the end of a workday or not being ready to work at the start of a workday, without approval of your supervisor; stopping work before time specified for such purposes will not be tolerated.

Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness toward a customer or fellow employee; any disorderly/antagonistic conduct on Borough premises or within borough limits.

Failure to immediately (same day as the incident occurred) report damage to, or an accident involving Borough equipment, property or a tax payers property to the Borough Secretary.

Change timesheet to timecard.

Falsifying record or reports to any government agency, or council, will result in immediate termination.

The first day you report to work is your "official" anniversary date. Merit Pay maybe given on your anniversary date. However sick days, vacation time and personal days are calculated at the beginning of each calendar year.

At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either hourly or salaried. All new employees will be given a ninety (90) day probation period. All policies described in the Employee Manual, and communicated by the Borough apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

Remove Compensation Philosophy.

Change timesheet to timecard.

New employees shall be reviewed after their 90 days probation period.

The Borough's compensation reviews are usually given with performance reviews. Having your compensation reviewed does not necessarily mean that you will be given any merit pay, due to individual and/or Borough performance.

The Borough pays a portion of the cost of health insurance determined on a yearly basis, by Borough Council for employees and their eligible dependents.

Remove medical, dental, care coverages and add health care coverage.

For a dependent to be eligible under the Borough's insurance, an ineligibility letter must be obtained from dependents employer prior to coverage.

The following vacation schedule for employees hired after January, 2015:

One year but less than six (6) years	5 days (40 hours)
Six (6) years but less than eleven (11) years	10 days (80 hours)
Eleven (11) years but less than sixteen (16) years	15 days (120 hours)
Sixteen (16) years and up	20 days (160 hours)

Wage and Personnel will receive a copy of the form.

Remove the section regarding Borough Superintendent.

A check will be issued for unused vacation days, paid at the employee's hourly rate, when extenuating circumstances prevent the employee from making a scheduled vacation by the end of year.

Change 15 days of sick leave per year to 3 days.

Sick leave for employees hired after January, 2015 qualify for 3 sick days of sick per year and are allowed to accumulate 15 days.

Accumulation for employees hired after January, 2015, Sick leave may be carried over and accumulated from year to year, up to a maximum of fifteen (15) days. Any employee who fulfills the requirements for retirement after completion of twenty-five (25) years of continuous service to the Borough of Lake City shall receive, in addition to any other retirement benefits, cash payment for accumulated, unused days of sick leave. This payment to the retiring employee will be paid at the rate of thirty dollars (\$30) per day for accumulated sick days up to fifteen (15) days. This sum will be paid as a separate check issued with the final earned paycheck. (Revised 4-10-17)

Personal Leave for Employees Hired after January, 2015, are not eligible for personal leave

Funeral Leave for Employees hired after January, 2015, up to three (3) scheduled working days of leave with pay, (not charged to other leave time), shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, children (step), parent (in-law), brother (in-law), sister (in-law).

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday, or part of your vacation, occurs on any

of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Personal Protective Equipment Change to Always wear, or use, appropriate safety equipment is required. Wear appropriate personal protective equipment, OSHA approved safety shoes, hats, gloves, and hearing protectors, in designated areas or when working on an operation which is potentially hazardous.

Add an injury report must be completed and turned in to the Borough Secretary on the day the incident occurred.

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the Borough. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. All repairs, adjustments or routine maintenance must be documented in logbook. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

The Wastewater Treatment plant shall be properly locked and secured when no employees are present, and at the end of the day.

Employees will be supplied with an electronic mail address, to be used only for conducting Borough business.

Employees of the Streets and Wastewater Treatment Plant may receive up to \$250 safety allowance per year. All purchases must have preapproval from Borough Council. Proof of purchase must be presented for reimbursement. Clothing that may also be worn for personal activities may not be approved for reimbursement under this policy.

Violations of this policy by any individual on Borough property will lead to disciplinary action, up to and including termination, and/or legal action as appropriate.

Mary Gollmer motioned, Karen Watson seconded, to accept the revised Employee Handbook. Douglas Straw, Douglas Harvey and Paul Nervo cast "no" votes. Christopher Byers, Mary Gollmer, Bettie Stephens and Karen Watson cast "yes" votes, and the motion carried.

Superintendent: Karen Watson motioned, Douglas Straw seconded, to eliminate the Superintendent Position. Motion carried, after all agreed.

Public Works Employee: Wage and Personnel recommended hiring Ernest Robinson at \$16.00, per hour for the open position. Mary Gollmer motioned, Bettie Stephens seconded, to accept Wage and Personnel recommendation. All agreed and the motion carried.

Wage and Personnel will conduct interviews on April 17, 2017, beginning at 6:30 p.m., to fill the open public works position.

Special Meeting: Council will meet on April 24, 2017, to fill the open public works position.

Drying Bed Roof: Council agreed to purchase the materials to replace the roof of the drying beds, and have the Borough Crew complete the work. Council would like the engineer to determine if skylights should be installed in the roof.

Resolution 4/10/17: The County of Erie, Erie County Tax Claim Bureau, and MacDonald Illig Jones & Britton LLP, are requesting the Borough approve the agreement allowing MacDonald Illig Jones & Britton LLP, to conduct the Judicial Tax Sales. Karen Watson motioned, Mary Gollmer seconded, to accept resolution 4-10-17. All agreed. Motion carried.

Escrow Account: Maple Donuts is required to post a bond until their stormwater improvements are completed. The \$40,000 bond required to be held in an interest bearing account. Mary Gollmer motioned, Douglas Harvey seconded, to open an escrow account at Northwest Savings. All agreed, motioned carried.

Police Video: Mayor Graves viewed video from the Girard Borough Police Department's car camera of the incident mentioned in a complaint lodged with Council last month. After reviewing the video, Mayor Graves determined the complaint issue was not factual.

Gazebo: Council agreed the Gazebo could get repainted this year.

Community Center: Modern Building Supply will donate red cedar shakes for the Community Center. Mayor Graves has agreed to donate his time to install the shakes.

Growth and Development Committee: will advertise for community wide garage sales the weekend of the Lake City Firemen's Carnival.

Catch Basin: Council requested the catch basin behind Crowes on Rice Avenue be cleaned.

Adjourn: President Nervo adjourned the meeting at 9:04 p.m.

Respectfully Submitted,

Stacy L. Kibler

Borough Secretary