

MILLVILLE BORO  
MINUTES

Date: November 19, 2013  
Time of meeting: 7:00 p.m.  
Place of meeting: Boro Hall

The stated meeting of the Millville Boro Council was called to order by President Bower at 7:05 p.m. Also attending the meeting were Council Members Marvin Fisk, Charlie Hartzel, Jen Rine, John McDonald, Vice-President John Henrie & Mayor Jerre Wright. Jeff Reese was absent.

Employees in attendance: Secretary Lutcavage, Superintendent Bower, OIC Yaskiewicz

Guest in attendance – Gene Phares, Christine Whitmier and Debra Carey.

The minutes of the regular meeting held October 15, 2013 were accepted and approved with corrections. The Treasurer's Report that includes the check register and the Profit and Loss Reports were accepted and approved.

Safety Committee – Discussion on outstanding equipment list. John McDonald suggests we check with Jack to see what our options are to further pursue getting the equipment back. Discussion on transfer of weapons. Jerre submitted a letter from Mark Farr regarding his estimated value of the Kimber 1911; Ted would like to purchase the weapon from the borough for \$500. OIC Yaskiewicz requested that the borough give the guns that were purchased from federal surplus under Madison Twp. to Madison as it would be too time consuming to change them over to Millville. Two new PT patrol officers were recommended for hire by OIC Yaskiewicz, they are Marc Forwood and Ryan Travepiece. OIC Yaskiewicz presented a new form for use by the Police Department. The destruction of property form will be completed for any borough property that is being disposed of.

Motion by Marvin Fisk 2<sup>nd</sup> by Charlie Hartzel, motion carried

**Motion:** No decision on selling the Kimber 1911 or any equipment at this time, return to borough no and a decision on what to do with the equipment will be made at a later date.

Motion by Charlie Hartzel 2<sup>nd</sup> by John McDonald, motion carried

**Motion:** Give the Federal surplus guns in Madison Township's name back to them and request reimbursement of the \$127.50 that was paid.

Motion by Marvin Fisk 2<sup>nd</sup> by John McDonald, motion carried

**Motion:** Adoption of the equipment/property destruction/disbursement order for all police property.

Motion by Charlie Hartzel 2<sup>nd</sup> by John McDonald, motion carried

**Motion:** Prior approval of council is required for the purchase, disbursement or destruction of any weapon.

Motion by Charlie Hartzel 2<sup>nd</sup> by John Henrie, motion carried

**Motion:** Approve the hiring of Marc Forwood and Ryan Travepiece pending the successful outcome of all background checks.

Sewer/Water Committee – Rob, Mike, Marvin & Skip met with Britt Bassett, Matt Meyer and Ryan Inch to discuss issues with White Pines. Ryan agreed to have Britt act as mediator for the determination of the \$5200 fine. Britt determined that White Pines is responsible for \$3087.50. Discussion on the new water line at Leighows. Rob to get proposal to complete the work.

Personnel – Jeff Hill recommended an attorney to handle the update of the employee manual. Karen Salvemini will update the existing handbook and add necessary policies at a cost of \$2500. Discussion on the status of Tori Harrison recommended by Jerre that she be asked to resign and if she does not she will be terminated. Ted UC appeal hearing was held and the borough won the appeal.

Motion by Charlie Hartzel 2<sup>nd</sup> by Marvin Fisk, motion carried

**Motion:** Hire Karen Salvemini to update the employee handbook.

Motion by Marvin Fisk 2<sup>nd</sup> by John Henrie, motion carried

**Motion:** Ask Tori for her resignation if she does not resign she will be terminated and all equipment and uniforms are to be returned.

Building Committee - New insurance quotes have been received and budget adjusted for these amounts. Liability insurance approximately \$19,000 and Workers Comp approximately \$34,000.

Secretary Report - Al Poff submitted his resignation as Health Inspector. Getting information from the Department of Agriculture to see what the boroughs options are for a replacement. If we can hire another person Marvin will talk to Doug Morris to see if he would be interested.

Finance Committee – Discussion on whether we should cash in one of the sewer cd's and set up a reserve fund to pay for some of the repairs or upgrades that will be needed at the plant. A lengthy discussion was had on the 2014 preliminary budget, the possibility of raising taxes and the future of the police department. Changes were made to line items on the preliminary budget.

Motion by Charlie Hartzel 2<sup>nd</sup> by Jen Rine, motion carried

**Motion:** Cash in CD #80753 and place in a Sewer Reserve account to be used when needed

Motion by John Henrie 2<sup>nd</sup> by John McDonald, motion carried

**Motion:** Raise Real Estate Tax by 1 mil.

Motion by John Henrie 2<sup>nd</sup> by Charlie Hartzel, motion carried. Roll Call Vote: Jen Rine – Yes, John McDonald – Yes, Marvin Fisk – No, Charlie Hartzel – Yes, John Henrie – Yes, Roy Bower – Yes

**Motion:** To accept proposed 2014 General Fund Budget option #4 (PT OIC for ½ year and FT OIC with benefits for ½ year) with line item changes

Motion by John Henrie 2<sup>nd</sup> by Charlie Hartzel, motion carried. Roll Call Vote: Jen Rine – Yes, John McDonald – Yes, Marvin Fisk – Yes, Charlie Hartzel – Yes, John Henrie – Yes, Roy Bower – Yes

**Motion:** To accept the proposed 2014 budgets for Sewer, Water and Liquid Fuels Funds with line item changes

Time of Adjournment: at 9:34 p.m. a motion was made to adjourn by Jen Rine - Motion carried

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Beverly Lutcavage, Secretary/Treasurer