

Patterson Township Board of Commissioners
1600 19th Avenue, Beaver Falls PA 15010

Special Meeting

Thursday, December 1, 2011

The Patterson Township Board of Commissioners held a special meeting Thursday, December 1, 2011 at the Municipal Complex, 1600 19th Avenue. Roll call indicated all Commissioners present (Leiper, Bonomo, Bradow, Hoover and Policar). Mr. Mahosky and Mrs. Wagoner were also present. The purpose of the meeting was advertised as a personnel matter and any other general business.

Mr. Leiper reported that Kari Delmaster, Receptionist/Sewer Billing Clerk, is resigning to take another job. The part-time position needs to be filled. Past practice of the Board has been to have the President and the Secretary review applications, interview candidates, and present the choice to the Board for hiring. The Secretary brought three (3) applications to the Board for review at this meeting.

Mr. Policaro made reference to the section in the Personnel Policy (XI Selection Process for Employment) and advised that the open position should be advertised. The wording of paragraph #1 was reviewed. The Secretary noted that it references being advertised by whatever means necessary and practical to attract enough applicants. She reported contacting the Board by telephone to advise of Kari's resignation in an effort to spread the word of the vacancy. Over the years, both methods have been used to fill this position. Notice has been put in the BC Times and/or by word of mouth to gain enough applicants has also been done. In this case, it gives the opportunity for Township residents to apply and to fill the position as quickly as possible, since it is the busiest time of the year for the office (budgeting, year-end closeout, audit). The three applicants for review are made up of a former applicant on file (second choice) from when Kari was hired in February, 2010; an applicant that heard of the job from a current employee; and the third by word of mouth. It is unknown who provided the third applicant with this information. Mr. Policaro complained that he has not had the opportunity to review the applicants. The Secretary noted that she is not asking to hire at today's meeting and provided Mr. Policaro the applications for review. The request is to proceed with interviews, etc. to present a recommendation for hiring at next week's meeting. Mr. Policaro emphasized that he was hammered on following policy at last month's meeting and expects this hiring to follow policy. He is not against filling the position. The Secretary expressed she was not a part of last month's meeting's policy debate and requested not taking it out on her. Mr. Bradow advised Mr. Policaro that it was he who caused the spending policy debate.

Mr. Hoover questioned the need for filling this position at all. He reported contacting other First Class Township's to get a comparison on office staff positions. Harmony Township is

comparable to population as Patterson Township and Mr. Hoover advised they have two office staff including sewer billing. Hopewell Township is over 13,000 population and their office staff is approximately five (5) full-time. Additional discussion was held whereby the Secretary advised that the right questions need to be asked for comparisons. How many sewer bills; monthly or quarterly; descriptions of jobs done by the office staff. A history of where the Township is today was given by the Secretary. The billing was originally done by the City of Beaver Falls. It was taken in house approximately 10 years ago because of the lack of collecting sewer revenues/delinquents. The wages (salary) are paid originally from the General Fund; however, reimbursed in full by the Sewer Fund. The revenue taken in by the Sewer Fund is approximately \$550,000.00. The wages paid to process and oversee 1150 bills monthly is approximately \$18,000.00. The Secretary reiterated that the job position is necessary for the smooth operation of the Township office and that she has not in all of these years recommended the position become full-time. Job descriptions are done and are available (copy had previously been given to Mr. Hoover). The Secretary expressed that all municipalities are not the same and have different needs for operation.

Mr. Hoover expressed the need to pursue facts and figures from First Class Townships prior to filling this position. If the results provided indicate the position is needed, he will vote in favor of hiring. A motion was made by Mr. Hoover; seconded by Mr. Policaro to instruct the office staff to contact the Beaver County Townships of the First Class to compare staffing in conjunction with workload. Mr. Leiper noted that because it is a busy time for the office staff, he recommended Mr. Hoover to make those phone contacts himself and provide the results. The motion to have the office staff conduct this survey stayed the same and bring the results to the January meeting. Thus no hiring until then. Therefore, the motion was defeated 3 naves (Bradow, Bonomo, Leiper); 2 ayes (Hoover, Policaro).

At this time, Mr. Leiper made the motion to proceed with the President and Secretary conducting interviews of the three applicants and authorization to hire the best qualified. Seconded by Mrs. Bonomo; the motion passed 3 ayes (Bradow, Bonomo, Leiper) and 2 naves (Hoover, Policaro). Mr. Policaro wanted it known that his naye vote was due to his belief of not following policy and recommended reviewing the Personnel Policy in January.

Mr. Leiper noted being contacted by Mrs. Dee Hartman, Councilwoman from White Township regarding contracting police services to White Township. She was notified by West Mayfield that the City of Beaver Falls is planning to provide them (West Mayfield) with police services for 2012; thus causing a budget shortfall for White Township. Mr. Leiper noted that White Township's present budget is approximately \$177,000.00 with an estimate of \$120,000 being the police budget. Information was distributed by Chief Cindrigh indicating his opinion on what it would take to patrol White Township. A detailed discussion was held noting the short notice given by Mrs. Hartman since the Township is also working on the 2012 budget. Additionally, the Township officers are all Civil Service hired and White Township's are not. That would be, in the event of hiring any of their officers.

Mr. Policaro questioned whether Mrs. Hartman requested 24 hour coverage. Of course, the information provided by Chief Cindrich is to provide 24 hour coverage including patrol. It was discussed as to whether limited coverage can be offered. Additional questions arose regarding their police union and whether the officers would be agreeable to decertification. If not, a potential grievance could be filed.

In order to come to some decision as to whether providing police services to White Township is a good idea, it was suggested that this be revisited in 2012 once White Township talks to their officers, the number of police calls are known, and the number of road miles to patrol are known.

Motion was made by Mr. Leiper; seconded by Mr. Hoover authorizing to revisit this subject once reorganization is held in January. Motion passed unanimous. Mrs. Hartman requested an answer following this evenings meeting. Mr. Leiper will advise her of this decision.

Prior to adjournment, Mrs. Seery (Tina) entered the meeting and asked to address the Board. She expressed that she has done the sewer billing clerk's job (prior to being promoted to Administrative Assistant) and advised that it is too much work for one employee. She also reiterated the thoughts of the Secretary that hiring a part-time clerk/receptionist is definitely necessary.

There being no further business to be brought before the Board, motion was made by Mrs. Bonomo; seconded by Mr. Policaro to adjourn the meeting. The meeting adjourned at 5:00 p.m.

Respectfully submitted:

Paula J. Wagoner, CMC
Township Secretary

Copy: Board of Commissioners
Solicitor
Engineer