

Millersburg Borough Council Employee Relations Committee

Special Meeting

Minutes

October 31, 2016

Millersburg Borough Council Chambers

Present: Committee Chair Kathy Wolfe and Council members Chris Dietz, Trudy Paden, Gary Ibberson, John Hoffman Jr. and Joy Breach. Council member Brent Boyer arrived at 7:25 p.m. Borough Manager Chris McGann and Crew Leader Steve Jones were present. Borough Secretary Ann Jackson arrived at 7:20 p.m.

The meeting came to order at 6:10 p.m.

Interviews

The Committee previously reviewed the applications received from people interested in the position of public works laborer and selected two individuals to interview this evening. Prior to the interviews, Council members, the Manager and the Crew Leader reviewed proposed interview questions as well as topics that cannot be broached in an employment interview. The Committee then interviewed candidates for the position.

A conditional offer of employment will be extended to one of the candidates.

Crew Leader Jones then left the meeting.

Budget

The Committee briefly recessed before reconvening to address budget items related to employee salaries and benefits. United Concordia's Option II for the dental plan and Davis Vision's Option D for the vision plan were selected. Secretary Jackson was directed to ask the insurance purchasing consortium if employees can be offered better vision and dental insurance options at the employee's cost and whether the health insurance premium includes a surcharge for tobacco use.

Raises for 2017 were also discussed. McGann reported that he has completed employee evaluations for the Public Works Department. Secretary Jackson and Manager McGann were excused briefly while Council members considered salaries for 2017. McGann and Jackson were later asked to rejoin the meeting. Salaries for non-uniform employees were established. McGann will review the evaluations with public works employees.

There was a discussion on overtime pay for the Manager. Barring Congressional and Presidential action or an intervention from the Courts, the Manager (at his current salary) will be eligible for overtime pay due to new rules from the US Department of Labor and Industry. Manager McGann provided members with a list of his usual overtime periods during the year and discussed how these hours could be cut and/or reimbursed by other organizations. Council would like to establish a policy where the Manager is paid no more than two hours overtime in a week with the balance awarded as flex time. McGann was directed to draft an update to the employee policy manual to reflect that policy.

Council also discussed the possibility of either replacing the current engineers and UCC inspector or appointing additional firms to perform these roles. It was also mentioned that there are third-party companies that offer zoning services. These services can be billed directly to zoning permit applicants rather than showing those expenses in the budget. McGann was directed to research whether these third party companies serve at the pleasure of Council or if they must be appointed only during reorganization meetings. McGann was directed to prepare requests for proposals in the event that Council decides to seek prices for these services.

The following action item will be on the agenda:

Employee Relations: New Public Works Hire

Employee Relations: Employee Manual Update – Manager Overtime

Employee Relations: Employee Vision and Dental Plans for 2017

There being no further business, the meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager