

March 2, 2017

A Special Meeting of the Mahoning Township Supervisors was held this evening at the Mahoning Township Municipal Building at 5:30 pm to discuss the hiring of an Administrative Secretary for the Water and Sewer Department:

Members of the Board present:

Ken Woodruff, Chairperson

Bill Lynn, Vice Chairman

T. S. Scott, Supervisor

Solicitor Ryan Tira

Labor Attorney Melissa Kelso

Secretary Joe Oberdorf

Also in attendance were:

Joe Sylvester, Danville News, and Chris Krepich, Press Enterprise.

Marlene Gunther, Glen and Sharon Wintersteen, Linda Weaver, Joe Diehl, Sue Kauwell, Rose and Bill Pursel, Robin Kessler, Molly Shultz, and Carl Appleman.

Chairman Woodruff opened with the Pledge of Allegiance to the Flag.

Supervisor Scott presented the Treasurer's report comparing the previous staffing with a single full time benefits Water/Sewer Secretary vs. the current staffing model of three part-time staff with no benefits. The report clearly demonstrates the current staffing model is a significant cost savings with improved results. The report shows the approximate cost of earning of the past secretary, including benefits and pension obligations to the township as being approximately \$103,468. The report shows the current employees (Treasurer Houck and Secretary Oberdorf) at \$25.00 per hour would have to work over 4,000 hours to reach the same cost. An average work year is 2,080 (40 hours per week x 52 weeks). Supervisor Scott noted these employees do not have any benefits other than an hourly rate. The report further shows the Secretary for the former Authority was paid \$28.00 per hour and had additional benefits including a "bonus", health care, and vacation pay. Note: a new full-time hire cost as much as \$31,000 a year for the family health plan, plus life insurance and a pension plan. The treasurer's report shows the annual figure to be between \$73,000 to \$80,000 per year. The rate for the new Secretary of Water and Sewer would be \$25.00 with no benefits.

A question was asked what happened to the last person that was voted to be the secretary? Vice Chairman Lynn reported when she could not accept the position and she didn't tell us why.

A question was asked having to do with the rescinding motions from the previous month regarding the person who was going to be hired. Solicitor Tira answered the question with a response that since she did not take the job, no legal changes would have to be made to the past supervisor's actions.

Another question was asked how many people were interviewed for the job. Scott reported that three people has been interviewed including the person being presented tonight. Supervisor Scott then presented the resume' of Carolyn J. Dragano showing here skills and abilities, job experience, and former employers. Scott also noted the three supervisors had interviewed her and agreed to hire her as the Secretary/Treasurer but because of a health issue with her father, she had to withdraw her name. Scott then noted the supervisors then hired Ken Houck to perform the duties of the Township Treasurer.

Another question was asked if the secretary reports to the Supervisors or to the Supervisor Levan of the Water and Sewer Department. Scott said she reports to him first and if there is any question about policy, she would contact the Supervisors.

Also presented was the Job Description for the Administrative Secretary of the Water and Sewer Department. The Administrative Secretary is expected to perform functions both within and outside the Water and Sewer Department so that the Township and its Departments can operate as a fully functional, integrated entity. The Administrative Secretary will work closely with all Department Heads, the Township Secretary, and Township Treasurer, and will have access to the Township's confidential information, including, but not limited to, financial information, the budgetary process and the formulation and effectuation of labor policy and maintain set hours each week. Attached to this document is the Employment Agreement showing the Nature of Employment, Responsibilities and Duties of the employee, and employer, the process to notify the employer of the need for unpaid leave, and the hours set for customer service. Scott noted these hours will be Tuesday, from 10:00 am to 1 pm, Wednesday 7am to 10 am and Thursday 10 am to 1 pm so the people of Mahoning Township should be able to speak to a person and receive answers to their questions.

Supervisor Scott also reported the total presented by Dallas Systems who maintains the billing service for water and sewer, to be \$145,000 in past due accounts. He noted that because of the lack of record keeping that figure may be lower but the Township will research to clarify the totals for each delinquent account. This list will then be turned over to the supervisors and then to the lawyers for processing. This was confirmed by Solicitor Tira. One person present reported that she was one of the first one that had a problem in the past with the Authority and it took time to get that resolved.

A question was asked about answering the "locked" door to the Zoning, Secretary, Treasurer, and Water/ Sewer Department and the "work" time being lost. Oberdorf did reply that it did take time but the Township provides "services" not a product and that he, Dean VonBlohn and Ken Houck at times answers the locked door but he felt the need to provide this service to the Township.

Chairman Woodruff asked if there were any more questions. There being none Vice Chairman Lynn made a motion to hire Carolyn Dragano as the Administrative Secretary for the Water and Sewer Department. This motion was seconded by Supervisor Scott and the motions passed.

Supervisor Scott then wanted to make one other statement and the supervisors that should have integrity, confidancy, and transparently change that all sought. He in the past has been advised by the solicitor that some (personnel matters) items must not be brought before the public, even though he wanted the public to know. Supervisors should have certain obligations and it has been published in the paper before that what can be said and what can't be said and this is a burden trying to be totally transparent. He reported that a group of residents have asked for a meeting with them outside the regular meeting and that is a violation of the "Sunshine Laws" and that is not going to happen.

Scott then asked the Solicitor regarding a "recusal" definition and the Solicitor said that an elected official abstain from voting on a personal matter and excusing yourself from that matter. Labor Attorney Melissa Kelso was asked for an example of this. She reported that an elected official must excuse themselves from a discussions or decisions primarily regarding themselves or a family member that benefits the person or family member financially, and any discussions or any decision which would show an impropriety. Attorney Tira reported nepotism was use of your position or power to benefit a family matter but also actively participates in discussions which would have enrichment for a family member. Scott said the when an individual does not excuse themselves from discussions regarding enrichment of a family, but actively participates in discussions regarding a member matter, this is nepotism. He reported that as long as he here, he would not allow that anyone receive more than a dime more unless it is owed or justified on his watch and that he will not be threatened or intimidated. He further said that this will not happen on my watch.

Questions from those attending wanted more answers but Chairman Woodruff reported it is him who they are discussing.

The meeting was then adjourned.

This meeting was recorded on tape.

Joe Oberdorf, Secretary