

Borough of Susquehanna Depot  
Minutes May 9, 2016

**Present:** Sue Crawford, John Hendrickson, Barbara Larsen, Roy Williams, Joseph Varsik and Deborah Zayas

**Absent:** Dana Rockwell

**Also Present:** Margaret Biegert, Mayor Nancy Hurley

**MOTION:** By Barbara Larsen seconded by Deborah Zayas to approve the agenda. All present voted yes. Motion carried.

**MOTION:** By John Hendrickson seconded by Roy Williams to rescind the motion of April 13, 2016 to purchase base infrastructure for an outdoor camera system. All present voted yes. Motion carried.

**MOTION:** By Sue Crawford seconded by Barbara Larsen to donate \$350.00 to the Hometown Day's 5K race. All present voted yes. Motion carried.

**MOTION:** By Roy Williams seconded by Deborah Zayas to pass resolution 050916 appointing the borough secretary to be the custodian of Employee Personnel records containing, applications, intake paperwork, payroll taxes, unemployment and garnishments.

**MOTION:** By John Hendrickson seconded by Deborah Zayas to pass resolution 050916A appointing the mayor and council president as the custodians of Employee Personnel files containing performance reviews, legal issues, letters of commendations and reprimands. All present voted yes. Motion carried.

**MOTION:** By Roy Williams seconded by Sue Crawford to rescind resolution # 050916A

**MOTION:** By Roy Williams seconded by Barbara Larsen to pass resolution 050916B appointing the council president and vice president as the custodians of Employee Personnel files containing performance reviews, legal issues, letters of commendations and reprimands. All present voted yes. Motion carried.

Joe Varsik opened the meeting at 5:00 PM. Council rescinded the motion of April 13, 2016 to purchase the base infrastructure for an outdoor camera system. Council agreed to donate \$350.00 to the Hometown Day's 5K race. Council discussed a recent visit from Susquehanna County Recreational Centers Board Members and the possibility of Susquehanna being considered as a site for their future facility. Council agreed to have the secretary investigate additional building revenue possibilities.

Council discussed the custodian of employee personnel files. Joe Varsik advised council that someone should formally be officially appointed. He recommended that separate files be kept for each employee. The first file to include intake paperwork, tax and wage information; the second would include all other records such as employee reviews, legal issues, letters of commendations and reprimands. He also recommended that the position of the custodians be put into a resolution in order to avoid confusion and establish future continuity. Sue Crawford felt the files should not be split and the secretary and president of council should be the custodians of the complete files as recommended. Deborah Zayas felt the secretary was already too busy to be involved with personnel issues beyond intake and payroll. Nancy Hurley felt she should be one of the custodians as she was in charge of the police department.

After much discussion council pass resolution 050916 designating the borough secretary to be the custodian of employment records dealing with basic employment and payroll and resolution 050916A appointing the mayor and council president as the custodians of Employee Personnel files containing performance reviews, legal issues, letters of commendations and reprimands.

With all of the employees being hired by council, there were questions raised about the mayor having access to all personnel records, particularly those employees not under her supervision. Mayor asked if the police could be separated out into another set of files. Council did not feel this was a good idea and rescinded the motion for resolution #050916A. A passed resolution 050916B appointing the council president and vice president as the custodians of employee personnel files containing the performance reviews, legal issues, letters of commendations and reprimands. It was agreed that files would remained locked in a common area.

Council discussed the police policy and the fact that it was never formally adopted. Council formed a committee including Mayor Hurley and council members John Hendrickson, Joe Varsik, Roy Williams and Chief Sweet.

**Meeting adjourned at 5:50PM**