

Summit Hill Borough Council
August 31, 2011, 7:00 p.m., Borough Hall

The special meeting of the Summit Hill Borough for general purposes was held at the above date and time with President Joseph Weber presiding.

Roll Call – President Joseph Weber, Harry Miller, Bill Chapman, Mike Kokinda and Solicitor Joseph Matika were in attendance. Vice President John O’Gurek, Mike Alabovitz, Ken Boyd and Mayor Paul McArdle were absent.

Council entered into Executive Session at 7:03 p.m. to discuss personnel issues.

Council entered back into Regular Session at 7:40 p.m.

1. Joe Weber said that they are looking for a motion to hire someone for the position of Borough Secretary/Treasurer for the Summit Hill Borough. **Motion was made by Mike Kokinda and second by Bill Chapman to hire Susan K. Gibiser for the position of Borough Secretary/Treasurer for the Summit Hill Borough at a salary of \$27,500.00.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council. Joe Weber opposed. Motion passed by 3-1 vote.
2. Joe Weber stated that it was discussed among Council to engage in the services of the previous Borough Secretary/Treasurer, Kira Michalik, as a consultant for the Borough for an undisclosed period of time to train Susan Gibiser at a rate of \$20.00 an hour. **Motion was made by Bill Chapman and second by Harry Miller to hire Kira Michalik as a consultant for the Borough for an undisclosed period of time to train the new Secretary/Treasurer at a rate of \$20.00 an hour.** The motion was opened to the floor for comment; none made. Motion carried unanimously by Council.
3. Bill Chapman said that Council should consider placing Susan Gibiser on probation for a period of 30 or 60 days. Atty. Matika stated that she would follow the Teamsters contract for any probationary period that would be required. Mike Kokinda said that he thought the position of Secretary/Treasurer was considered an at will employee. Atty. Matika explained that even though the Secretary/Treasurer is not part of the contract, she still follows the contract for probation, vacation, sick and personal days as well as the holidays. A brief discussion took place regarding the probationary period. Joe Weber said that we should consider conducting a background check on Susan to make sure there are no issues. Kira was instructed to talk with the Police Department to have a background check done on Susan Gibiser.
4. Joe Weber also mentioned that at last months meeting they discussed putting an advertisement in the paper to hire another Borough worker. Kira explained that we discussed having Kossie put together a job description before hiring another person and that still has not been done. A more in depth discussion took place regarding the advertising and the hiring process. Harry Miller asked if Joe Williams gave a letter of resignation from the position. Kira said that nothing was received as of yet. Atty. Matika said that nothing should be done to replace him until he turns in an official letter of resignation. Mike Kokinda asked the status of Joe Williams. Atty. Matika suggested discussing this personnel issue in Executive Session.

Council entered Executive Session to discuss personnel issues at 7:40 p.m.

Council entered back into regular session at 7:51 p.m.

Motion was made by Bill Chapman and second by Mike Kokinda to adjourn at 7:52 p.m. until the next regular scheduled meeting of the Summit Hill Borough on September 12, 2011. The motion was opened to the floor for comment, none made. Motion carried unanimously by Council.

Kira Michalik
Summit Hill Borough
Secretary/Treasurer

Joseph Weber
Summit Hill Borough
Council President