

**BOROUGH OF CARROLL VALLEY
SPECIAL BOROUGH COUNCIL MEETING
THURSDAY, NOVEMBER 4, 2004 – 7:00 P.M.
BOROUGH OFFICE**

MINUTES

Council President Laura L. Scudder called the meeting to order at 7:00 P.M. She led the Pledge of Allegiance. The attendance was as follows:

BOROUGH COUNCIL MEMBERS

Present

Laura L. Scudder, President
Roger W. Butt, Vice President
Kristin S. Jones
Raymond F. Rabenold
Steven J. Semiatin
Thomas P. Wolf

BOROUGH OFFICIALS, ETC.

James R. Becraft, Mayor

Absent

N. Kenneth Lundberg

Resolution #21-04 to Appoint Richard L. Hileman, II as Acting Borough Manager

Ms. Scudder stated the resolution is to appoint an acting Borough Manager until someone is hired for the position. Also, Mr. Hileman is to receive an additional \$126 per pay period. ***R. Butt moved, R. Rabenold seconded, that Resolution #21-04 be adopted as presented. Motion carried unanimously.

Resolution #22-04 to Appoint Signatories for Checking Accounts

It was noted by Ms. Scudder that this is a change to add Richard Hileman as a signatory. ***R. Butt moved, S. Semiatin seconded, that Resolution #22-04 be adopted as presented. Motion carried unanimously.

Resolution #23-04 to Authorize Access to Safe Deposit Box

This resolution is to authorize Richard Hileman to access the Borough safe deposit boxes. ***K. Jones moved, R. Butt seconded, that Resolution #23-04 be adopted as presented. Motion carried unanimously.

Assistant Secretary/Bookkeeper Position

***R. Butt moved, R. Rabenold seconded, that Council establish the position of Assistant Secretary/Bookkeeper and approve the job description as presented. Motion carried unanimously.

After discussion regarding the advertisement, consensus was to make the following changes: that the advertisement for Assistant Secretary/Bookkeeper be changed to state

an Associate Degree or equivalent experience required, starting pay will be \$11 per hour, and excellent benefits.

EXECUTIVE SESSION

At 7:15 P.M. Council went into Executive Session to discuss personnel matters.

OPEN SESSION

At 8:32 P.M. Council reopened the meeting. There were no citizens in the audience and no further business was discussed.

ADJOURNMENT

The meeting was adjourned at 8:34 P.M.

These minutes were taken by Steven Semiatin and prepared by Barbara Hertz.

Barbara M. Hertz,
Borough Secretary

Steven Semiatin,
Assistant Borough Secretary