

MILLVILLE BORO  
MINUTES

Date: August 15, 2023  
Time of meeting: 7:00 p.m.  
Place of meeting: Boro Hall

The stated meeting of the Millville Borough Council was called to order by President Bower at 7:00 p.m. Also attending the meeting were Council Members Michele Boone, Ron Girton, Jim Spangenberg, Vice-President Jeff Reese & Mayor Craig Omlor. Jen Bodnar and Wendy Wagner were absent.

Employees in attendance: Secretary Lutcavage, Superintendent Woolcock

Guests in Attendance: N/A

Officiating in Prayer – Mike Woolcock

The minutes of the regular meeting held July 18, 2023 were accepted and approved. The Treasurer's Report that includes the check register and the Profit and Loss Reports were accepted and approved.

Motion by Jim Spangenberg 2<sup>nd</sup> by Ron Girton. Motion Carried

**Motion:** To accept minutes and financial reports

Motion by Ron Girton 2<sup>nd</sup> by Michele Boone. Motion Carried

**Motion:** To authorize payment of bills as presented

Police – Report submitted and reviewed by Officer Dietrick

Street Committee – signs being ordered this week. Emailed HRI to get a start date for road project.

Sewer/Water Committee – Screen Project in motion need to update permit prior to putting out for bid. Turbidity meters are in need of calibrating and monitoring should be done by the end of week. Filters are on order waiting for PALL. Check valve is in, needs to be installed. Waiting on the mixer parts. Minnicks helping with airlock issue.

Finance Committee – Budget time,

Personnel – Personnel committee met to discuss continuing issues and resolutions. Revisited the Borough Manager position and appoint Beverly to the position. Reviewed job descriptions and created job description for Borough Manager. Discussed salary for new position. This would recognize service and help resolve current issues.

Motion by Jeff Reese 2<sup>nd</sup> by Jim Spangenberg. Motion carried.

**Motion:** Create Borough Manager position and adopt job description for this position.

Motion by Jeff Reese 2<sup>nd</sup> by Michele Boone. Motion carried.

**Motion:** Hire Beverly Lutcavage as Borough Manager.

Motion by Jeff Reese 2<sup>nd</sup> by Ron Girton. Motion carried.

**Motion:** Borough Manager salary \$40,000 with an evaluation in 90-120 days (end of year) with anticipated increase with new budget year.

Motion by Jeff Reese 2<sup>nd</sup> by Jim Spangenberg. Motion carried.

**Motion:** Updates to be made to all job descriptions reflected new chain of command.

Park Commission – Playground equipment purchased with the grant needs to be installed. Met with the guys and they will be going up this week to lay it out and work on getting it installed. New slides should be in the end of August.

Pool Commission – Pool closing August 20<sup>th</sup> for the season. Dents providing quote for repairs. Pool commission would like to have RENOSYS out to inspect liner to get an idea of lifespan of liner.

Secretary Report – Connie Crawford passed away in July. Tax law states that the estate is responsible for collecting taxes. The estate has appointed Tina Watts to complete tax collections for 2023. Tina is certified to be a tax collector and will be running in the November election for the position. Grants being offered for broadband expansion. Comcast plans to be involved in this process and in the future will be contacting us for the possibility of a franchise agreement to expand into the area.

Motion by Ron Girton 2<sup>nd</sup> by Jeff Reese. Motion carried.

**Motion:** Recognize Tina Watts as tax collector.

Time of Adjournment: at 7:30p.m. a motion was made to adjourn by Jim Spangenberg 2<sup>nd</sup> by Ron Girton  
- Motion carried.

Respectfully submitted,

Beverly Lutcavage,  
Secretary/Treasurer