

**WEST MIDDLESEX BOROUGH  
WORK SESSION MEETING  
MARCH 11, 2020  
6:00 p.m.**

**Call to Order**

**Pledge of Allegiance**

**Council Present:** President Cyndi Gilkey, Vice-President Eric Lucich and Robert Lark. Melissa Merchant-Calvert, Ron Preston and Mayor Debra LaRouche were absent.

**Others Present:** Secretary/Treasurer Sandra DeSantis, Street Department Senior Laborer Bobby Cochran, Fire Department President Adam Garrett, Assistant Fire Chief Rich Garrett, Ray Lucich, Maleia James and Herald Reporter Mike Rognick.

**Discussions:**

Mr. Cochran stated on March 6, 2020 he contracted a company to check out Pump Number One that was not working properly and found out that Pump Number Two was broken and needed repaired. Mr. Cochran scheduled for the replacement pump on Pump Number One with the new one that was previously purchased. Mr. Cochran said that at the time of replacement, the company did not install the packing so the pump had to be removed and installed again. Mr. Cochran said there is now no replacement pump, but that the company can repair it again in case of an emergency. Mr. Cochran said Eric Davis arrived and inspected the pumps. Mr. Lark questioned the amount of money that was spent so far. Mr. Cochran said at the most \$3,500.00. Mr. Lark advised to be aware of how much money is spent. Mr. Lark also asked if there were any more issues with Lillibridge Village Pump Station, Mr. Cochran said it was working properly.

Ms. Gilkey addressed a letter from Heather Mourtacos requesting the usage of Kiwanis Park at no charge and said Ms. Mourtacos is to attend the Regular Council Meeting on March 17, 2020 to speak with Council at that time for possible approval. Ms. Gilkey suggested that the parents of the students contribute for the preparation of the field.

Ms. Gilkey addressed a GPI Invoice in the amount of \$2,500.00 and said she would like to see a breakdown of services requested. Council also reviewed the Bills Register that will also be present at the Regular Council Meeting on March 17, 2020.

Mr. Lark explained the eight (8) street signs to be ordered that were previously approved. Ms. Gilkey said an update would be explained to Council Members that were not present at this meeting.

Council discussed the purchase of a Street Department Truck with two quotes presented. Ms. Gilkey said further discussion with possible approval will be at the Regular Council Meeting on March 17, 2020.

Mr. Lark explained the Braho hearing which is continued for ninety (90) days, which he said takes them into June.

Mr. Lark said the February 7, 2020 incident with the Fire Department still has to be addressed in an Executive Session with what needs to be done with those individuals that were involved in that. He said it was certainly not the proper action taken, that it left the Borough in great jeopardy as did the Fire Department. Mr. Lark said through discovery there has been more information on this issue and it will be shared with Council.

Mr. Lark and Mr. Lucich discussed an Employee Handbook for the Borough. Mr. Lark said Eric Lucich found an Employee Handbook that his father had worked on at one time when he was on Council but it was never finished or adopted. Mr. Lark said Mrs. DeSantis also pulled one up from online as a sample. Mr. Lark said the files in the past have been absolutely ludicrous for a Government not to have an Employee Handbook. Mr. Lark said he went to the Borough's Association and obtained a list of the five things you should have in a handbook, such as clocking in and out, properly dress attire, etc. which can be used as a guideline. Mr. Lark said of course legally it has to state employee's rights. Ms. Gilkey stated also in keeping with the employee's contract, Mr. Lark confirmed. Mr. Lark stated it will be a long process, Solicitor Tesone and the Borough's Association should also be involved, and that it should have been done years ago. Ms. Gilkey said she did not recall Council speaking about a handbook since she has been on Council.

Mr. Lucich questioned if the monies from the Insurance Company account for the water damage to the Municipal Building could be utilized for lights in the fire truck bay. Mr. Lark said he will have to check with the Insurance Company to stay in compliance with using said funds for anything other than what it was allotted for. Mr. Lark stated an inspection was recently done from the Insurance Company on monies provided for the water damage in the Municipal Hall.

**Adjourned: 6:30 p.m.**