

Stewartstown Borough Council
Special Meeting Agenda, February 11th, 2025, 9am

1. **Call to Order/Roll Call**--President Almony called the meeting to order @ 9:00am. Roll call was taken. The following were present: Pamela Almony, Roy Burkins, Jason Roberts, Joshua Butler, Donna Bloom, Dave Elwell, Kim Carl, Atty. Craig Sharnetzka, Recording Secretary Stacy Myers.
2. **Executive Session**—Ms. Almony made a motion to recess to Executive Session @ 9:01am to discuss personnel matters; Mr. Butler seconded. All were in favor; motion carried.
3. **Reconvene**—Ms. Almony made a motion to reconvene the meeting @ 10:14am; Mr. Burkins seconded. All were in favor; motion carried.
4. **Action on employment of personnel**—Ms. Almony made a motion to terminate employment with Melissa Matthews having her health insurance paid through to the end of February 2025 and any accrued vacation and sick time compensated to her, per the old Employee Handbook. Mr. Elwell seconded. All were in favor; motion carried.
Ms. Almony stated she will send written correspondence to Ms. Matthews notifying her of this action.
5. **Extension of HR Contract**—Mr. Roberts made a motion to approve the extension of the agreement with B. Sheehan Consulting with clarification on Item #4, Compensation for “urgent” or “after hours” calls. Mrs. Carl seconded. All were in favor; motion carried.
6. **Approval of updated Employee Handbook**—Ms. Almony made a motion to approve the updated Employee Handbook; Mr. Elwell seconded. All were in favor; motion carried. The updated Shift Differential amount will be discussed by the Personnel Committee and acted on by Council at their March 3rd, 2025 meeting.
7. **Adjournment**—With no further business, Ms. Almony made a motion to adjourn the meeting @ 10:17am; Mr. Roberts seconded. Motion carried, meeting adjourned.

Respectfully submitted by:

Stacy Myers, Recording Secretary