

MINUTES FOR SPECIAL MEETING OF NESQUEHONING BOROUGH COUNCIL

Wednesday, September 12, 2018 at 6:00 p.m., Borough Office
114 W. Catawissa Street, Nesquehoning, PA 18240

ROLL CALL: COUNCILMEN JACOBS, RADOCHA, SABOL III; COUNCILWOMEN FOX, POREMBO; PRESIDENT HAWK; MAYOR KITCHKO & SOLICITOR YURCHAK

President Hawk called the meeting to order at 6:00 p.m.

Councilman DeMelfi was absent

PURPOSE: **General Purposes**

- **Letters of interest – Civil Service**
 - **Suzanne Smith**
 - **Marytheresa Hunsicker**
 - **John McArdle**

Councilman Jacobs moved and Councilman Sabol seconded to appoint John McArdle to the Civil Service Commission. All voted yes. Motion passed.

- **Resolution – Hauto Fire Company Grant Application**

Councilman Sabol stated how he thought that they had approved his request at the last meeting. Secretary/Treasurer Ahner stated how they have to adopt a resolution for the Grant Application, which states how much they were requesting and who the authorize signers were going to be. Councilman Radocha stated how it was not binding them to pay for anything. Councilman Sabol stated how he thought that they were saying that New Columbus was next in line for funding. President Hawk stated how that would be for funding if the Borough would be paying for a truck. Secretary/Treasurer Ahner stated that back in 2013 the Borough had given the New Columbus Fire Company \$9,000.00 towards the purchase of their new truck. Councilman Radocha asked if Hauto Fire Company was next in line then. Councilwoman Porembo stated how they were in a new deal now. She stated that when they were in a meeting, they were told that New Columbus had not received anything. Secretary/Treasurer Ahner stated how they were awarded a Grant for \$85,000.00 towards the purchase of a truck.

Councilwoman Fox asked what they were still paying on for Nesquehoning Hose Company. Councilman Jacobs stated how it was for the aerial truck and the pumper truck. Councilman Radocha asked why they purchased a second truck if the first one was not paid off. President Hawk stated how they were helping Nesquehoning Hose Company with the pumper and the aerial truck belongs to the Borough. Councilwoman Porembo asked if there was any amount of money that they usually give. President Hawk stated how it was not the traditional . . . helping the fire company purchase their rescue truck, because they received the grant.

Councilman Radocha stated how they know what has to happen sooner or later. He stated how it was eventually going to happen. Councilman Sabol stated how he was going to mention that as well. Councilman Radocha stated that it has happened in Quakake, Hometown and Jim Thorpe. Councilwoman Fox stated how they had tried it a few years ago. Councilman Radocha stated how it was going to be just like the churches. Councilman Jacobs stated that they were just going to have to play hard ball when it happens.

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Councilman Sabol asked what it took to dissolve and consolidate the three fire companies into one Fire Company. Solicitor Yurchak stated that they would need to pass an Ordinance. Councilman Sabol stated that they would be surprised the amount of residents that have told him to shut them down. Solicitor Yurchak stated that they should get the ball rolling with a meeting with the fire companies to let them know the direction they were heading. Councilman Radocha stated how the town could not afford it. Secretary/Treasurer Ahner asked if they could have one fire company with three locations. President Hawk stated "yes". Councilman Sabol stated that way they were not funding three fire companies trying to decide whose turn it was for a fire truck. Councilwoman Porembo stated that they should look at it with Public Safety, because Nesquehoning does not own the equipment. She asked about what would happen to all of the equipment if they would dissolve one of the Fire Companies. Councilman Radocha stated how the Borough was going to end up maintaining three buildings. Councilwoman Porembo stated how that was what she was asking, who owns the buildings, the equipment and the trucks. Solicitor Yurchak stated that the only thing the Borough owns was the aerial truck.

Councilman Sabol asked if they could put a referendum on the ballad to see what the people of Nesquehoning want. He stated that they could then say how it was what the people in town wanted. Solicitor Yurchak stated how it was too late for the fall election. Councilman Sabol asked if it was a possibility for the following year. Councilwoman Porembo stated how she thought it was a good idea to talk to all of the fire companies. She stated how she was approached by someone telling her that they should consolidate the fire companies. Councilman Sabol stated that if the fire companies give them a hard time about it, then they will put it on the ballad to ask the people what they think. He stated how they have to make a move on it because it was getting too expensive.

Councilman Jacobs stated about the rules and regulations that were drawn up for the fire companies and how whenever they wanted to purchase a fire truck they were supposed to come to Council first. He stated how Hauto Fire Company never came to Council and purchased a second hand pumper, which was 8 years ago. Councilman Jacobs stated how Council had agreed that the Borough would reimburse them for what they paid for it. He stated that he did not think that they were paid off yet. Solicitor Yurchak stated how there was a rotation schedule adopted because the fire companies were purchasing trucks whenever they wanted and then would come in to Council requesting payment. Councilman Jacobs stated how he thought that the engine blew on the pumper about a year after they purchase it and that they wanted Council to pay to have it fixed. He stated how they were not holding to the regulations that were established. Councilwoman Porembo stated how they should take a look at it and how Solicitor Yurchak had given her some items to ask the fire companies to provide. She stated that they were going to hold a Public Safety meeting on September 20th and she was going to try and get an email sent out requesting the information.

Councilwoman Porembo asked how many mills were set aside for the Fire Companies. Secretary/Treasurer Ahner stated how it was 1.75 mills. Councilman Sabol asked if they wanted to take a look into what it was costing them for each site. Councilwoman Porembo stated how they would take a look as to what was out there. Solicitor Yurchak stated how he had suggested about getting a current active-duty roster, profit and loss statement and a list of inventory/equipment.

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Councilman Jacobs stated how there was a lot out there and how it was more than what was needed in the Borough. He stated how one company was trying to outdo the other.

Councilwoman Poremba stated how it had been brought to her attention that certain companies have active or keep up with training and others do not. She stated that when there was a fire, they have people who were coming to help that have not been trained so they were now setting up an unsafe environment. She stated how they also have to look at the educational/training that has taken place. Councilwoman Fox stated how Robert Marouchoc had gone through all of that when he was on Council. President Hawk stated how they had discussed it several years ago about making one fire company with three houses. He stated how the same questions were brought up at that time; the difference in the standards in training, equipment, trucks, etc.

Councilman Sabol stated how the meeting was scheduled for the 20th; they should get all the cost and come to a decision. He stated about getting the Fire chiefs in from each company to let them know what they were looking at. Councilwoman Fox stated how she was concerned with a referendum on the ballad and how there might be an issue with the distance if they were to close down the Hauto Fire Company. Councilman Sabol stated how they do not have to put anything on the ballad. Councilwoman Fox stated how she thought that it was a good idea, that way they would get the public's input. Solicitor Yurchak stated that when McAdoo and Tresckow combined, Tresckow gave their engine to the McAdoo Fire Company with the agreement that the Tresckow fire house would remain open with a piece of equipment there.

Councilman Jacobs stated how Councilman Radocha had raised a question with the gentleman, who attended the meeting for the grant request, as to why the quote was from Virginia and not from KME. He stated how he had told them that they did not have the body that they were looking for. Councilman Jacobs stated how that was what happened with the second hand pumper. He stated how there was ill feelings between Hauto Fire Company and KME, because they had two or three second hand pieces of equipment at that time, but they would not consider them. Councilman Sabol stated about the meeting on the 20th. Councilwoman Poremba stated how it was just a Public Safety Committee Meeting. President Hawk stated how it was just a start and how it will take several years to complete. He stated how he did not think that they should go out and ask people if they want to close a fire company. President Hawk stated how they should start by bringing them in under one department. He stated that once they have them agree to one house with three locations, they can look at the financials to see what they can continue to support.

Councilman Radocha stated that since they were talking about combining things, they were going to have to shortly combine with the Water Authority. He stated how it was the same thing as the fire companies. Councilman Radocha stated about Joe and Mark and how they were going to have to start looking for someone to learn the job because they were approximately the same age. He stated how they do not have any qualified people in the valley. Councilwoman Poremba stated that she disagreed. She asked if they had put something out and if they know for sure. She stated how they might have to look and figure out what their goal was.

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Councilman Radocha stated how they need people who were going to work together.

Councilwoman Porembo stated that if they would throw them all in together with the streets department, who cannot always work together or throw them in with the sewer, who cannot work together either. Councilman Jacobs stated how they would all be listed under Public Works.

Councilwoman Porembo stated that they could call them anything they wanted, but it was not the answer. Councilman Radocha stated how they have people, vehicles, equipment, buildings, workers comp, etc. Councilwoman Fox stated that when they were negotiating the police contract, the police had brought up the concept of a regional police force. She stated how they have to look at everything.

Councilman Jacobs moved and Councilwoman Fox seconded to adopt the Resolution for the LSA Grant Application for Hauto Fire Company. All voted yes. Motion passed.

- **Purchase Police Vehicle**

Secretary/Treasurer Ahner stated how Chief Smith was requesting the Borough to purchase a 2013 Dodge Charger for a police transport vehicle. Councilman Jacobs stated how John Kovatch agreed to include a radio (installed) in the purchase price. He stated how they originally wanted over \$9,000.00 but he talked him down to \$6,500.00. Councilman Radocha asked how many police cars they had. Secretary/Treasurer Ahner stated “four”. Councilwoman Porembo asked if it was to replace one of the police vehicles. Secretary/Treasurer Ahner stated how they wanted something to use for the transports. Councilman Jacobs stated about the years of the vehicles. Secretary/Treasurer Ahner stated that they have a 2011, 2014 and two 2015s. Councilman Radocha asked if each police officer had their own vehicle. Secretary/Treasurer Ahner stated how that would not work, because they had five officers but only 4 vehicles. Councilman Radocha stated how he liked the idea of each officer having their own vehicle. He stated how they could not blame another officer for something wrong with the car. President Hawk stated how they would take better care of it.

Councilman Jacobs stated how he did not have a problem with purchasing the vehicle for \$6,500.00. He stated how they should get a few years out of it. Councilman Jacobs stated how both the Chief and Officer Wuttke test drove the vehicle. Councilman Radocha asked where it came from. Councilman Jacobs stated that he thought that it came from Mifflinburg. Councilwoman Porembo stated that she was game if it was tested and the officers feel that it was a good car to purchase. She asked if they had looked into the maintenance records of the vehicle. Councilman Jacobs stated how he did not know if they called the town to get the maintenance records. Mayor Kitchko stated how the camera was worth half that. Councilman Radocha stated that as long as they do not buy it to stick more money into it. Councilwoman Porembo asked how the tires were on the car. Councilman Jacobs stated how he stopped and looked at the car but did not check out the tires.

Councilman Jacobs moved and Councilwoman Porembo seconded to purchase the 2013 Dodge Charger from Kovatch Ford at a purchase price of \$6,500.00, which will include cage, light bar, radio and camera system and has 92,000 miles. All voted yes. Motion passed.

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1. STREETS

MICHAEL RADOCHA, CHAIRMAN; GEORGE SABOL III, CO-CHAIRMAN; FRANK JACOBS

Councilman Radocha stated how they have a sink hole that opened up on Angelini Avenue in New Columbus. He stated how they ran the camera down the hole and it did not look good.

Councilman Radocha stated that it will be a project in the Spring, because it was not something that they were able to tackle now. He stated how they were going to do a repair on it.

Councilman Radocha asked if they had advertised for part-time help. Secretary/Treasurer Ahner stated how they had talked about it, but she did not remember if they voted to advertise.

Councilman Jacobs moved and Councilwoman Porembo seconded to advertise for temporary workers (part-time as needed) plow drivers. All voted yes. Motion passed.

Secretary/Treasurer Ahner asked what the pay rates would be for the drivers. She stated that when Mr. Paul was working part-time, he had a CDL and they were paying him \$18.00 per hour and when Mr. Gogal was working part-time over the summer, he did not have a CDL and they were paying him \$12.00 per hour. President Hawk stated that a CDL driver would be paid at a rate of \$18.00 per hour and non-CDL driver would be paid at a rate of \$12.00 per hour. Councilwoman Fox stated that \$18.00 for CDL and \$12.00 for non-CDL would be fine. Councilman Radocha stated how they would start there to see what they would get. Mayor Kitchko asked what they would do if they did not have a CDL. Secretary/Treasurer Ahner stated that they could drive the pick-up truck, the F550 or they could shovel (sidewalks, around the parks, down at the bridge, around the Borough building, around the police department/recreation center).

Councilwoman Fox stated how she had talked to Solicitor Yurchak about a light duty policy. She stated that when someone was out on workers compensation, they would be released for light or modified duty, but the Borough does not have anything to allow them to come back to work under light duty. Councilman Jacobs stated that they usually say if light duty was available. President Hawk stated that basically other than streets, light duty was available. He stated how there would be light duty in the office and there would be light duty at the Sewer plant. Councilman Jacobs stated how they could have someone come back on light duty and hand him a paint brush and a gallon of paint to paint around the foundation at the Borough office. Councilwoman Porembo stated how it would be up to the doctor to release them for light duty. Solicitor Yurchak stated how he would work on a draft for the next meeting. Councilwoman Porembo asked Solicitor Yurchak if they could have light duty by department. Solicitor Yurchak stated that he would look into it, but usually it states "light duty if available". Councilwoman Fox stated how they could be brought back to do light duty, to do anything.

Councilman Jacobs stated about Chestnut Street in getting a load of black top on that street. He stated how the Borough workers could help to get it done. Councilman Jacobs stated how they talked about notifying the property owners to have curbing installed next year. President Hawk stated how they have to do something before winter. Councilman Radocha stated how he would say that they would put down approximately 16 ton of black top and wherever it went; it went. Councilman Jacobs stated about Councilman Radocha getting it done with two of his men and the Borough workers. Councilman Radocha stated how they have to get School Street done as well.

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President Hawk stated how the Water Authority had dug up 10th Avenue, which will need to be repaired.

Councilman Sabol stated about the \$10,000.00 that they were supposed to be getting from the Solar Park. He stated how they did not get their annual allotment yet. Councilman Sabol stated that it was supposed to be \$10,000.00 a year for 20 years. Secretary/Treasurer Ahner stated how she called John Labiak. Mayor Kitchko stated how he does not work there anymore. Secretary/Treasurer Ahner stated how Mr. Labiak had informed her that he had retired, but that he would get someone to give her a call, which was approximately 2 weeks ago. She stated that she tried to call John Curtis, who was involved in the first phase, but did receive a call back from him and how she also tried calling, David Lear, the engineer on the project, but he did not return her call either. Secretary/Treasurer Ahner stated how she did not know who else to contact. He stated how it was included in the developer's agreement; however, from her understanding, they were not completing the second phase. Mayor Kitchko gave Secretary/Treasurer Ahner the phone number for the maintenance man at the Solar Park. Secretary/Treasurer Ahner stated that according to the developer's agreement, once they finished installing the solar panels, they were supposed to build an O & M Building. She stated how the panels were up at the site at one point in time. President Hawk stated how they were gone. Councilman Sabol stated how he had mentioned it to President Hawk at the last meeting and he was aware that the panels were gone. He asked if anyone else knew that they were gone. Councilman Jacobs stated "no". Councilman Radocha stated how they were there in June cutting trees down, but they were only there for about three days. Councilman Sabol stated that the panels were paid for with grant money and he asked where they went.

Councilman Jacobs asked Solicitor Yurchak about the windmills. Solicitor Yurchak stated how there was a submission to Packer Township for 27 windmills over 7,000 acres, but they had already been denied.

2. SEWER

**MARY FOX, CHAIRWOMAN; FRANK JACOBS, CO- CHAIRMAN;
MICHAEL RADOCHA**

Councilman Radocha asked when they were going to come back to finish working at the plant. Councilman Jacobs stated that he had talked to Mr. Pilla last week and he was going to call Mike Tirpak. He stated how they had received the 45 day extension, but he did not know if that was from the date they approved it or from the date on the contract. Councilman Radocha stated that he did not know if they were even around since they approved the extension. He stated that when they received approval for the job, all the material should have been ordered. Councilman Jacobs stated that they should call Mike Tirpak because they were not going to give them another extension.

Councilman Jacobs stated how Mr. Pilla wants to have a meeting with the Sewer Committee in regards to purchasing new pumps. He stated how he wants to put the same pumps in down at Maple Shade as what they have in up at Lake Hauto. Councilman Jacobs stated that if one pump would go down, they would have a spare. Councilwoman Fox stated how they want to change them all to three phase. Councilman Jacobs stated that Martins told Mr. Pilla that the pump at Maple Shade was an undersized pump.

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3. BUILDINGS

**GEORGE SABOL, III, CHAIRMAN; DAVID DeMELFI,
CO-CHAIRMAN; MICHAEL RADOCHA**

Councilman Sabol stated how the contractor was going to be in within the next couple of weeks to tie up some loose ends. He stated that he was waiting on him for the molding, which he dropped off the other day.

Councilman Sabol stated how the tenants had moved out. He stated how he and Secretary/Treasurer Ahner had gone upstairs to see what the apartment looked like, which was pretty nasty. Councilman Radocha asked if they got a moving permit. Secretary/Treasurer Ahner stated "no". Councilwoman Fox stated how they did not return the key yet either. Councilman Sabol stated about the television that they left on the curb.

Councilman Sabol asked about picking a carpet color. Secretary/Treasurer Ahner stated about a dark grey. Councilwoman Fox stated how it should be a darker color. There was a discussion on what color carpet they were going to get. All Council decided to go with the dark grey.

4. PUBLIC SAFETY

**ROSEMARY POREMBO, CHAIRWOMAN; DAVID DeMELFI
CO-CHAIRMAN; DAVID HAWK**

Councilwoman Porembo stated how they were going to have a Public Safety Meeting on September 20th and the items on the agenda will be to discuss Act 172 and the hearing on the Avoidable Alarms for the Carbon County Housing Authority property located at 121 West High Street, which will be held on October 4th at 6:00 p.m.

Councilwoman Porembo asked if they could put under the Public Safety Committee report the police report, housing report, emergency management, and the Mayor's report. She stated how it would consolidate all those reports under one committee report.

Councilwoman Porembo stated how she had talked to Secretary/Treasurer Ahner about the police budget. She stated how she was hoping to meet with the police personnel on September 18th to discuss their budget for 2019.

Councilwoman Porembo stated how they will also discuss the consolidation of the three fire companies.

Councilman Radocha asked how they were doing with all of the citations for the code violations. Secretary/Treasurer Ahner stated how the citation should be filed for the vehicles on the property. She stated how there were in the process writing up a citation for 90 E. Catawissa Street for the hole in the sidewalk. She stated how Tim Dow was scheduled for a hearing for the junk that was on the property located on E. Catawissa Street, because there was a citation filed on the property. Secretary/Treasurer Ahner stated that she saw how the property was cutting the grass at 300 W. Coal Street. She stated how she sent an email to the property owner at 218 W. Catawissa Street and at a letter to the property owner at 222 W. Catawissa Street. Secretary/Treasurer Ahner stated how they have not been getting too many complaints, but she did send another letter to the property on E. Railroad Street again. Councilman Radocha asked if they could get the weeds by the Railroad tracks cut.

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President Hawk asked about the property on the corner of Coal and Allen Street with the trees and how they could not see to make the turn off of Rhume or Allen Street.

Mayor Kitchko stated how they were working on tagging the cars that were parking, blocking the sidewalks. He stated that they were keeping track of the cars that received the letters in order to place parking tickets on them for a second offence. Councilwoman Porembo stated how they also received a curb cut application that would need to be looked into for 118 W. Columbus Avenue.

5. SANITATION GEORGE SABOL III, CHAIRMAN; ROSEMARY POREMBO, CO-CHAIR, MARY FOX

Councilman Sabol stated how the collection company needs to stick to one pick-up schedule. He stated how they were starting in different areas each week and it was making it difficult for people to know when they could put their garbage out. Councilman Sabol stated that some residents wait to put their garbage out because of animals getting into their garbage. Councilwoman Fox stated how she agreed that they need to stick to a pick-up schedule. President Hawk stated that the new contract will have to have some kind of wording about a pick-up schedule.

6. RECREATION MARY FOX, CHAIRWOMAN; GEORGE SABOL III, CO- CHAIRMAN; DAVID HAWK

Councilwoman Fox stated that the Recreation Commission meeting was scheduled for October 1st at 7:00 p.m. at the Recreation Center. Councilman Radocha asked if the Little league ever moved up to the Sports Complex Field. Solicitor Yurchak stated that they did not sign the agreement. He stated that they will not sign the agreement because he had included in the agreement that there were supposed to be no alterations to the field. Councilwoman Fox stated how they were not able to because it was all considered wet lands. Solicitor Yurchak stated how that was what he had told them. He stated that they were able to line it off and cut the grass, but they were not able to place structures on the field.

Councilman Sabol asked Councilwoman Fox if she had asked Pam Zlock if he was able to use some of the banners for down by the creek. Councilwoman Fox stated that she did ask her but she never answered her.

7. BUDGET/ PURCHASING FRANK JACOBS, CHAIRMAN; ROSEMARY POREMBO, CO- CHAIRWOMAN; DAVID HAWK

Councilman Jacobs stated that they were going to try and set up a meeting sometime to go over the budget.

Councilwoman Porembo asked how the Christmas Lighting Committee was doing. She stated about wanting an amount in order to help them accomplish their goal in purchasing the additional lights and moving the outlets on the poles. Secretary/Treasurer Ahner stated how she had email PPL but had not had a response from them yet. She stated that she had talked to Sue Smith about ordering the remaining 5 lights, but did not know if she had ordered them.

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Councilman Sabol stated that he had talked to Sue Smith and they would need \$700.00 - \$800.00 yet. He stated about donating his earnings and Councilman Radocha donating his earnings to the Committee. Solicitor Yurchak stated that he had checked with the State and they were not able to do that. He stated that they would have to take their pay and turn around to donate it to the Borough.

8. PERSONNEL/ SAFETY ROSEMARY POREMBO, CHAIRWOMAN; MARY FOX, CO-CHAIRWOMAN; FRANK JACOBS

Councilwoman Porembo stated that they need to get a Personnel/Safety Meeting scheduled because there were a few things that they needed to discuss; light duty, part-time police secretary job description, and what they were going to do about a code enforcement officer. She stated that she would like to get one scheduled for sometime in October.

Councilman Jacobs stated that he read in the paper that Jim Thorpe Borough had voted to terminate the Heart & Lung for one of their officers. He stated how they never made any kind of motion when the Chief returned to work. Councilman Jacobs asked if he was going to be out on sick leave again. He stated that if he was, he should have to reapply for it. Solicitor Yurchak stated that he technically went off of Heart & Lung when he came back to work. He stated that he did not see a problem with making a motion to terminate his Heart & Lung when he came back to work.

Councilman Jacobs moved and Councilwoman Porembo seconded to terminate Chief Smith's Heart & Lung benefits as of the day he had returned to work. All voted yes. Motion passed.

Councilman Jacobs stated that because he was working with an injured elbow, he had some concerns that it might be placing a liability on the Borough. He stated about him being on duty and responding to a call but not able to perform his duties that he should be able to. Councilman Jacobs stated that he understood that he was trying to keep working until they hired another full time officer. Solicitor Yurchak stated that if they had questions about his ability to perform his duties, they should send him to get a medical evaluation. He stated that they were aware of his injury and if was unable to perform his job and somebody would get hurt because he was not able to perform his duties, it would through a liability back onto the Borough. Councilwoman Fox stated that he had already been seen by a doctor for his injury. Secretary/Treasurer Ahner stated how he had reinjured his elbow. Councilman Jacobs stated how he had still been going to the doctor for his elbow. Councilwoman Fox asked what the Workers Compensation doctor said about him working. Secretary/Treasurer Ahner stated how she does not get reports from them so she did not know what they told him. President Hawk stated how they could ask him for the information and then they can determine if it was sufficient enough or if they would have to send him for a medical evaluation.

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Mayor Kitchko stated that he would talk to the Chief and see about getting the information. President Hawk stated that they were basically looking to see what his limitations were. Solicitor Yurchak stated that they need to know what accommodations need to be made, if any. Mayor Kitchko stated that they should have something from the doctor stating that he was able to work. President Hawk stated that they should list if he has any limitations. He stated that they should let him know that if the doctor's report was not detailed enough, they were going to ask of an independent doctor's evaluation.

Councilwoman Poremba stated that if the Chief would have to go out on Workers Compensation again, can they have a part-timer working full-time hours. She stated that they would be part-time and not receive any benefits, but they would cover the shift of a full-time officer. Secretary/Treasurer Ahner stated that they had a part-timer working full-time hours a few years ago.

Councilman Jacobs moved and Councilwoman Fox seconded to accept the Committee Report. All voted yes. Motion passed.

ADJOURNMENT

Councilman Jacobs moved and Councilwoman Fox seconded to adjourn the meeting. All voted yes. Meeting adjourned at 7:43 p.m.

RoniSue Ahner
Secretary/Treasurer