

**BOROUGH OF WEST CONSHOHOCKEN
SPECIAL MEETING
SEPTEMBER 29, 2009
5:30 P.M.**

Pursuant to the provisions of the "Open Public Meeting Agenda/Sunshine Act" public notice was provided to the Times Herald Newspaper and posted on the bulletin board in the Borough Hall as required by law.

CALL TO ORDER

Joseph Pignoli, Council Vice President, called the meeting to order and led the Pledge of Allegiance.

ROLL CALL

Marcy Rogovin, President	Absent
Joseph Pignoli, Vice President	Present
John Cooper	Present
Bernie Couris	Present
Harry Griffiths	Present
Albert Kleinschmidt	Present
Joseph Costello	Present
Donna Frankenfield, Mayor	Present
Caren Andrews, Manager	Present

HIRING OF THE POLICE ADMINISTRATIVE ASSISTANT

Mr. Pignoli called on Harry Griffiths to summarize the selection process for the Police Administrative Assistant position. Mr. Griffiths stated that 120 resumes were received and reviewed. The list was narrowed down to ten candidates. Interviews were held by the Chief and Borough Manager. They narrowed the pool down to three finalists. The final three were interviewed by the Personnel Committee. The Personnel Committee rated the final three with Susan VanFossen having the highest rank. The Committee recommended hiring Susan Van Fossen at a starting salary of \$ 36,040 with a waiver of the ninety day health insurance waiting period to have the coverage begin on her first day of employment.

Mr. Costello questioned Ms. VanFossen's connections to the Borough, her FBI clearance, her background check, her starting salary, and the waiver to the health insurance activation date. No one on Council knew Ms. VanFossen. Keystone Intelligence Network performed a criminal record check, a driver's record check, and a credit record check. The Chief did a reference check. Ms. VanFossen successfully passed the background check.

Mr. Couris asked Chief Sinclair for his recommendation. Chief Sinclair said Ms. VanFossen is his number one choice.

Mr. Pignoli asked for a motion. Mr. Couris made the motion to hire Susan VanFossen as the new Police Administrative Assistant. Her starting salary will be \$ 36,040 and health insurance will commence on her first day of employment.

Motioned By: Bernie Couris
Seconded By: Albert Kleinschmidt
All in Favor, No.

Mr. Pignoli requested Council be polled.

Joseph Costello	No
Harry Griffiths	Yes
Joseph Pignoli	Yes
Albert Kleinschmidt	Yes
John Cooper	Yes
Bernie Couris	Yes

The motion passed 5 to 1.

ADJOURN

Mr. Pignoli asked for a motion to adjourn the meeting at 5:49 pm.

Motioned By: John Cooper
Seconded By: Albert Kleinschmidt
All in Favor, Yes.

The motion passed 6 to 0.

Respectfully Submitted,



Caren D. Andrews
Borough Manager/Secretary