

JOHNSTOWN CITY COUNCIL  
SPECIAL MEETING MINUTES  
Monday, September 22, 2014

City Council met in a stated session for the general transaction of business. Mayor Frank Janakovic called the meeting to order at 12:00 p.m. Acting City Manager, Carlos Gunby, offered the invocation, and the Pledge of Allegiance was recited.

The following members of Council were present for roll call:

Mr. Gentile, Mayor Janakovic, Mr. Johncola, Mr. Mickel, Mrs. Mock,  
Mr. Vitovich, Mr. Vizza (7).

City Solicitor Elizabeth Benjamin was also present.

**NEW BUSINESS**

With regard to a motion to expedite the hiring of the Johnstown City Manager with the following timeline: Recommendations made by October 7, 2014; interviews to be concluded by October 14, 2014; and the final decision made and voted on by Johnstown City Council October 22, 2014.

Mayor Janakovic called to order the Special Meeting to expedite the hiring of the Johnstown City Manager. He noted the following members of the Act 47 group were present: Dean Richardson, Eckert Seamans; Deborah Grass, Grass Root Solutions; Michael Foreman, Department of Community and Economic Development. Mr. Foreman summarized the application process noting that to date approximately 20 resumes have been received for consideration. He noted the essential facts and summary information with regard to the resumes have been placed onto a management resume matrix. Mr. Foreman stated the deadline for the resumes is Monday, September 29, 2014, after which the candidates will be interviewed for qualifications for the position.

Ms. Grass noted that at Council's request the advertisement was distributed very widely among local governments, townships, League of Cities, and ICMA. She referred Council members to a layout of the process used to determine the qualifications of each candidate.

Mayor Janakovic apologized for the oversight of not sending an invitation to the business person and to the citizens.

Mr. Mickel commented that with regard to the handout, step eight should be reached by October 1, 2014. Mr. Foreman noted that once the deadline has passed, that task can be completed. Mr. Foreman suggested further discussion of step eight at the next Council meeting in October. He noted that currently

there is a "handful" or 10 to 25 percent that minimally meet the qualifications of the city manager position. There was general discussion on qualifications of candidates and the interview process.

With regard to upcoming budget negotiations, Ms. Grass noted that Mr. Gunby "is a very competent person who's really facilitated the budget for a while" and she further noted that Council should not want to rush into a decision. Mrs. Mock also commented that Mr. Gunby is doing a "phenomenal job". Ms. Grass suggested that Council negotiate with their "ideal candidate" as others applying for the position may not be available until the 1st of the year. Mr. Vitovich was in agreement with Mrs. Mock regarding Mr. Gunby but he commented that wearing "two hats" can sometimes wear you down and he would not like to see that happen.

Mr. Foreman suggested that a Release of Information form be signed by the candidate to allow Council as the employer to talk to "anybody and everybody" about this candidate instead of pursuing reference names and numbers on a resume that are self-serving.

Mrs. Mock stated she does not see the extreme urgency here and suggested taking the time to hire the right candidate.

Mr. Foreman noted Child Abuse, State Police, FBI and background checks will be performed on all potential candidates, which is also part of the Release of Information form. He suggested the City's highest ranking police officer or a third party should be designated to perform the task. Ms. Grass recommended using an outside third-party firm.

Mr. Vizza is confident in the timetable suggested and noted it is important to "keep the ball rolling".

Mr. Foreman commented that interviews concluded by October 14 is a little too hurried. He suggested the third week in October would be more reasonable, followed by second round interviews in the beginning of November. He stated that by December or January, a new manager will be onboard. Ms. Grass requested scheduling the interviews after October 21, 2014, as she will be out of town.

Mr. Vitovich commented that the present situation with regard to hiring a City Manager is a learning process for him as he reaches out for all possible information.

Mayor Janakovic opined that a local candidate is preferable, but all candidates will be considered to make sure it's the "right person". He is against a rush decision to quickly get a new manager onboard.

Ms. Grass opined that November 19, 2014, is a reasonable timeframe to make a decision.

Attorney Benjamin agreed that the November 19, 2014, date could be reasonable relative to a decision, but she agreed that delays are inevitable. She noted that Council has to account for the fact that they are not the only ones controlling this process. The candidates are involved, as well as some of the outside people who are assisting with the investigations. Attorney Benjamin advised Council to discuss the dates as goals as opposed to hard and fast deadlines to allow for unforeseen circumstances.

Ms. Grass suggested that Council delineate that the employment offer is conditioned on background checks, et cetera.

Mayor Janakovic suggested a "target date" of November 19, 2014, for the hiring of a new City Manager with Mrs. Mock indicating no interim dates.

Mr. Gunby reiterated the motion that November 19, 2014, is the target date for making an offer for City Manager.

Mrs. Mock made a motion to approve. The motion was seconded by Mr. Johncola and passed by the following vote:

Yeas: Mr. Gentile, Mayor Janakovic, Mr. Johncola, Mr. Mickel,  
Mrs. Mock, Mr. Vitovich, Mr. Vizza (7).

Nays: None (0).

There was discussion with regard to the City Manager's salary as being up to \$85,000 depending on qualifications.

Further discussion will be held on Wednesday, October 8, 2014 at noon.

There being no further business, the meeting was adjourned at 12:51 p.m.