

Administrative Process Committee – July 26, 2018

Present: Mayor Mike Henwood, Jeff White, Debbie Wolfe, Toni Harper, Todd Wesaw and Sherman Prince (Requested by Todd Wesaw).

- 6:00pm
- 6:03 pm Jeff White requested to move to Executive Session, Toni H. Called for move to Executive 2nd by Debbie W.
- 6:26 Move out of Executive Session 1st Toni H. 2nd Debbie W.

Jeff

- to discuss staffing

Justin Bell-Sharpe from Street Dept will be on a 90-day medical restriction from using any kind of equipment including power tools, driving, or working in standing water. He will only be able to perform manual labor CAN NOT OPERATE ANY EQUIPMENT

James D. will be gone the first week of August starting July 30, 2018 also October 11, 2018 – November 11, 2018.

Jeff suggested Caleb Russell be contracted to assist with mowing while James is absent the first week of August providing volunteers are not able to assist.

Crunch will be October leaves etc.

It was also agreed up on qualifying backup help will need drug screened and pre-screened

Todd suggested that we build an on-call list including temps or seasonal help.

Mike suggested qualified help

Toni suggested prisoners or nonviolent offenders

Casual labor was brought up to post on Village website and water bill newsletter

Administrative Process Committee - July 26, 2018 continued

- Discussed replacing the office entry door to secure and unauthorized entry including a possible window for bill payments. Jeff will look into and research pricing and estimates for options
- Confirmed that the next Administrative Process Committee will meet September 4, 2018 at 6pm and November 6 at 6pm.
- Jennifer Storey will need to advertise these dates
- Anthony Taylor filed a complaint on a Village Employee James Davis he requested that the issue between James and himself stop. Anthony requested that no discipline is necessary and feels that the two could be friends if the name calling would go away. The Mayor explained that there would be some sort of action taken for the record however the result would be documented after the employee James Davis was met with.
- Credit card payment 90day trial period is being tested for the Village Residents to have an option to pay water bill through a credit card so they don't have to mail or come into the office or Bremen Bank.

There is a rental option with a buyout of equipment for approx. \$280.00 and a fee of approx. \$30.00 annually

Eventually we can look at paying online depending on the success of the credit card trial.

Toni and Debbie were concerned they don't remember discussing this option however Mike, Jeff, Sherman and Todd recalled the test to move forward

Dan Rutherford moved his event to another out of the Village location and requested that it was updated in the newsletter all was in favor to allow it to be publicized

Jeff - concluded

Administrative Process Committee -July 26, 2018 Continued

Mayor

- Opened the suggestion for Council to discuss and consider the Office of Clerk Treasure with 2/3 Approval to make the position instead of elected to appoint.
- Toni Suggested offer a public meeting to allow the public to understand what we are considering in this matter of the Clerk position and or a Village Fiscal Officer options which will end April 1, 2020. And allow for public comments
- Also discussed Council considering reviewing and or changing the ordinance that the person in the Clerk position or Village Fiscal Officer if change takes place does not have to reside in the Village within 6 months or at all including amending salary do to consideration of the most qualified person for the job.
- This position would report to the Mayor and in the Mayor's absence would report to the Council President.
- This was also discussed about the Village Administrator
- These ordinance options will be discussed in the next Council meeting and a request that Council vote on these changes under new business this will all need to be investigated by the Mike
- ORC-733.262 Fiscal Officer Motion to explore Toni will investigate and bring back to Council
- Mayor concluded

Debbie -No new business

Sherman - New Business

- Discussed Absenteeism from Council Meetings, Roll Calls excusing each other what is considered excused or not and should Council members be paid or not for missing Council meetings

Administrative Process Committee July 26, 2018 continued

- Sherman stated that he was docked for missing a meeting earlier this year due to illness, Toni H. made a motion that he should be paid all Council present agreed.
- Toni H. will not be at the Council Meeting do to vacation

Mayor stated an Ordinance would need to be put into place and voted on by Council in January 2020 including any pay changes including Salary

- Open Village elected seats for the 2020 Election will include:
 - Mayor Mike Henwood,
 - Council Member Susan Henwood
 - Council President Sherman Prince.
 - Jennifer Storey April 1, 2020
 - Mayor Mike Henwood will not be seeking another term

Toni - No new business

Todd- No new business

Adjourn 7:55pm

Motion by: Toni Harper

Minutes by Todd Wesaw