

Administrative Process

March 11, 2026

5:00 pm

Meeting called to order: 5:00 PM

Committee: B. Robinette, J. Cline, C. Allerton, J. Schmeltzer

Business:

1. Need a seasonal job description in the employee handbook.

Seasonal Job Description:

- Keep all trash picked up in the park & streets daily.
- Empty trash cans in the park on a daily basis. Make sure to replace trash bags.
- Clean and wash all trash cans as needed.
- Mow grass in park, park island at Fort Street, park on Highland Blvd., mow both sides on North Broad Street to City Limits and water plants (North Broad Street & South Board Street).
- Mow one direction one week and the other opposite direction the next week.
- Do not blow grass clippings into street.
- Do the following checks prior to mowing:
 - a. Check oil
 - b. Check to see if it needs gas.
- After mowing clean the mower by using the blower, wash off afterwards.
- Use weed eater in the park and other areas that have been mowed to remove weeds.
- Keep restrooms in shop, and outside restrooms clean and stocked daily.
- Keep parking lot and drains clean of debris.
- Maintenance playground equipment.
- Paint Shelter House when needed.
- Power wash the concrete floor of the Shelter House when needed.
- Keep all equipment clean, greased and fueled up.
- Keep the shop area clean and swept.
- Paint curbs, catch basin lids on each street. Paint parking lines and hydrants as needed.
- Assists Street Workers with projects when needed.

2. Medical Insurance (Office Employees & possibly one Street Worker), redo application form.

Family Insurance affordable rates for employees:

1. Check with other municipalities for cost and insurance they use.
2. Check local businesses.
3. Possibly the Village pay a portion.

Village Application form for Employment - Billy would like to review and make possible changes.

Adjourn: 5:40 pm