

**VILLAGE OF COMMERCIAL POINT
SPECIAL COUNCIL MEETING MINUTES
February 16, 2015**

Mayor Hammond called the meeting to order and thanked everyone for coming tonight. Fiscal Officer Hastings took roll call with the following members present: Mr. Shelton, Mr. Sadler, Mr. Laxton, Mr. Geiger and Ms. Evans. Solicitor Hess was also in attendance. Mr. Wissinger, Engineer Grosse and Chief Jordan were absent.

Mr. Shelton made a motion, seconded by Mr. Geiger to suspend the procedural rules. All members were in favor. The motion passed.

Mayor Hammond said he sent out an email on February 8, 2015 regarding the changes to the Employee Guidelines and Administrative Employee Pay Schedule that he was proposing. He said to date, he had not received any correspondence from Council on the items he was proposing. Mr. Shelton asked Mayor Hammond to over the proposed changes. Mayor Hammond said there was no full time hourly plant operator position in the guideline book. He said there was only a full time salary plant operator position. He said Engineer Grosse, Superintendent Thompson, Village Administrator Shelton and himself sat down and had a discussion regarding this position. He said they didn't feel it was fair to not compensate an employee for the extra hours that needed to be worked at the plant. Mayor Hammond said the plant is in operation 24 hours a day, 7 days a week, 365 days a year. He said this discussion came on when Mr. Bert Cline was hired into the full time position. Mr. Cline accepted the position even though it was a salaried position. Mayor Hammond said he had thought about this position and had additional conversations with Engineer Grosse, Superintendent Thompson and Administrator Shelton, and they all felt the position needed to be changed to an hourly position. He said it was decided to use the salaried amount and divide it out by 2,080 hours to come up with an hourly rate. Mayor Hammond said he would like to get this change made before we hire the next employee. He said we have an applicant getting ready to be interviewed that has a class III license and it was suggested to make this change before this person is interviewed. Mayor Hammond said overtime will be controlled by the superintendent and only if there is a need or an emergency. Mayor Hammond feels the only person that should be in a salary position is the plant superintendent. Ms. Hastings said there is an adjustment that needed to be made in the proposed budget. There is a difference of \$ 15,500 in the Water Fund that needed to be reallocated as well as \$ 15,500 in the Sewer Fund that needed to be reallocated. She said in the proposed budget there was one full time position and two part time positions budgeted. These reallocations will cover the 3 full time positions. The only other change that Mayor Hammond would like to see changed is to put \$ 500 per employee in the uniform allowance account. Right now he said they are receiving \$ 250 each. Mr. Sadler said the utility employees could still have overtime. Mayor Hammond said that was correct. Mr. Sadler asked how it will be controlled. Mayor Hammond said it was up to the Superintendent to say whether it is needed or not. Mayor Hammond said all overtime will be paid at time and a half. Mr. Sadler asked if there was a separate "bucket" of money set aside for overtime. Ms. Hastings said there should be enough in the budgeted amounts to cover the overtime that might be needed. Mr. Shelton asked for a status on the licenses of the employees. Mayor Hammond said the superintendent is fully licensed. If we hire the applicant that is scheduled to be interviewed, he is also licensed. We then have one more employee that is working on getting his license. Mayor Hammond said he is working on getting the grass mowing for the Village as a contracted job so that way the utility employees won't have to do it.

Another suggestion Mayor Hammond had was for any part time salaried employee with 2 or more years of service could move to a full time salaried position if the need existed and with Council approval. He suggested the years of part time service would count towards all benefits. He continued and said Ms. Hastings has been a part time salary exempt employee since she was hired and she may want to stay at that title. He said that he feels Ms. Hastings always works many more than 40 hours per week and her job title should be full time salaried. He said Ms. Hastings time sheets reflected that before he got elected and has reflected since he took office. Mayor Hammond said that while he was campaigning, one of the complaints was that a part time employee was making too much money for 30 hours a week. He said when he came into office, he reviewed Ms. Hastings timesheets and saw how many hours were being worked. He said the only additional work Ms. Hastings is doing now that she didn't do before, contrary to what people have said, is Mayor's Court reporting. He said discussion on our current Mayor's Court can be held at another time. Mayor Hammond said the only change that will benefit Ms. Hastings with this change would be one additional vacation day per year and 2 personnel days per year. He said he was just trying to clean up the rules and guidelines for the future. Mayor Hammond said these were his suggestions and it was up to Council as to what they wanted to do with them.

At this time, Mr. Geiger asked what pay grade the new person would be coming in at. Mayor Hammond said he holds a class III wastewater license and would be coming in at the class II pay range since we are only a class II plant. He

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said his wages would be between \$ 18.75 - \$ 20.43 per hour. Mayor Hammond said these changes would need to be effective as of February 28, 2015 which is the start of a new pay period.

At this time, Ms. Hastings asked for clarification on the "on call" pay that the part time utility employees would receive if they were on weekend duty. She asked if this was for full time employees as well since the guidelines did not differentiate between the two positions. She asked if they would be receiving overtime wages for hours worked plus the \$ 75.00 for the weekend. Mr. Shelton asked if their weekly schedules could be adjusted to accommodate for the extra hours that are needed to be worked for the weekend. Mayor Hammond said he didn't feel we should pay overtime and \$75.00 for weekend hours. Mr. Shelton said with 2 employees working, he can understand having to count the hours as overtime, however with more people rotating in the mix the hours don't need to be overtime. Mayor Hammond said it would make sense if the person who was on call for the weekend would shorten their hours during the week to include 36 hours worked plus the 4 that they have to work on the weekend to equal 40 hours. There were different scenarios suggested on how to handle this. Mayor Hammond said the urgency of getting this figured out is due to wanting to bring on a new employee within the next few weeks. Mayor Hammond would like to speak with Superintendent Thompson regarding this issue. He asked if Council would approve the rest of the proposed changes and then come back to this section once more information on the weekend work could be gathered. Mr. Laxton said paying the \$ 75 for weekend duty was a decision that Council gets to make and asked why they needed to speak with Superintendent Thompson. Mayor Hammond said he didn't feel the \$ 75 fit in the equation at all. Mayor Hammond said he felt they could strike out the line on page 5 Section 11 – "The employee shall be compensated at a rate of seventy five dollars (\$75.00) for being on call plus their hourly wage rate for any hours physical worked" as well as on page 6 – "The employee shall be compensated at a rate of ten dollars (\$10.00) for being on call plus their hourly wage rate for any hours physically worked". Mayor Hammond said the worse-case scenario is paying someone for an extra 8 hours a month for being on call. Mr. Shelton said emergencies could happen which would cause more hours being worked. Mayor Hammond said he would speak with Superintendent Thompson regarding what was discussed tonight. He said the goal is to get to 3 full time licensed employees for the utility plant. He said the only part time position that he could see was someone to get the mowing done. Mr. Sadler asked if we used the utility employees to do the sign work in the Village. Mayor Hammond said occasionally one of the guys would help him out and that is why there is money in the General Fund to cover this type of maintenance work.

At this time Mr. Shelton made a motion, seconded by Mr. Sadler to adopt the Employee Guidelines and Administrative Employee Pay Schedule as amended tonight with an effective date of February 28, 2015. A roll call vote was taken: Mr. Laxton –Yes, Mr. Geiger – Yes, Mr. Sadler - Yes, Ms. Evans – Yes, Mr. Shelton – Yes. The motion passed.

Resolution 03-2015 – A RESOLUTION TO MAKE PERMANENT APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE VILLAGE OF COMMERCIAL POINT, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015. Mayor Hammond did the third and final reading tonight. Mr. Sadler made a motion to modify the proposed budget to add funding back in for the less than 30 hour police officer position. Mr. Sadler said this was budgeted in 2014 and is for the safety of our Village. This motion died for a lack of second. There was little discussion on the rest of the budget. Ms. Evans suggested leaving the money for the improvements to the Village as well as the Police Department open for discussion. She said in the event we need to add money to these funds, Council can discuss it when that time comes. Mr. Shelton agreed. He said once we have established a full 90 hours of coverage from the Police Department, at that point he would be open to discussing additional hours of coverage. Mr. Sadler feels we are decreasing the police budget by 15% from what was budgeted in 2014. He said everyone one of these positions was occupied at some time during 2014. Mayor Hammond said he disagreed with that. There was discussion on who filled what positions in the department. Mr. Shelton said we never had three officers in the 30-hour positions and one officer in the 16-hour position at the same time. We had two 30-hour officers and one 16-hour officer, but never a full staff of 106 hours of coverage. Mr. Sadler reiterated that all positions had been used at some time during 2014. Ms. Evans said we are still putting more police officer out on the streets than what we have ever had. Mr. Geiger said he would like to keep the discussion open as well. He would like to have a full 90 hours of coverage before we discuss 106 hours of coverage. Mr. Sadler said all he was doing was asking for the 16 hour position to be budgeted for. Mr. Laxton said if we could get to 90 hours of coverage consistently it would be great. He said he feels we could use the Sheriff Deputies if we feel we need more than 90 hours of coverage and not fund the 16 hour position. He said he feels the 16 hour position would be very hard to fill with a qualified person. He said he likes the budget as it stands now. Ms. Evans made a motion, seconded by Mr. Laxton to adopt Resolution 03-2015 as presented. A roll call vote was taken: Mr. Laxton –Yes, Mr. Geiger – Yes, Mr. Sadler - No, Ms. Evans – Yes, Mr. Shelton – Yes. The motion passed.

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Ms. Evans made a motion, seconded by Mr. Shelton to adjourn the meeting. All members were in favor. The meeting adjourned.

Joe Hammond, Mayor

Wendy Hastings, Fiscal Officer