

Personnel and Finance

Date: 9-20-2022

Time: 6:06pm

Members Present: Daniel Angel (Councilman and Chair), Laura Meyer (Councilwoman), Carol Bailey (Mayor), Robert Schacht (BPA) and Sarah Dyer (Fiscal Officer)

Guest: Sue Rahe (Council President) and Eric Campbell (Zoning Inspector; joined us after 6:30pm)

Topics:

1. Policy Procedures for paying subcontractors
 - a. Councilman Angel asked Councilwoman Rahe to speak about an incident that took place concerning a subcontractor working for the Village.
 - i. The work being performed concerned the new welcome to Pemberville sign.
 1. Patrick Luther is the contractor.
 2. The amount of money owed him was \$17,500.
 - ii. Councilwoman Rahe spoke about a confusion about when he would be paid for his work.
 - iii. Ms. Dyer joined the meeting and shared her experience.
 - iv. Councilman Angel asked if this confusion also contributed to a similar problem associated with the purchase of pool safety equipment. Councilwoman Rahe and Ms. Dyer both agreed it was.
 - v. The Committee decided to suggest to Council moving forward that each Councilmember will be responsible for the projects created under their committee.
 1. The individual Councilman will be responsibility to follow the proper process to ensure all expenditures are paid.
 - b. Ms. Dyer explained the current policy.

- i. Ms. Dyer stated she planned to share with the Council the policy and provide each member with a packet containing the proper documentation.

2. Handbook

- a. Councilman Angel asked the committee to detail what topics contained in the Village Handbook the committee wants to address this fall. Those topics include:
 - i. Comp-time
 - ii. Overtime
 - iii. Credit Card policy
 - iv. Holiday Pay
 - v. OPERS info added
 - 1. Looking to see if the lang. says required and adds the opt out. Retirement and wages
 - vi. Certain travel time
- b. The committee is going to divide the workload among the members.
- c. Councilman Angel will send out an email detailing what responsibility each member will undertake.
- d. Councilwoman Rahe asked about due dates to complete the Handbook update.
 - i. The committee decided the goal will be Oct. 18th with a hard date Nov. 1st.
 - ii. The committee hopes for the Council to vote on the Handbook by the end of the year.

- 3. Ms. Dyer stated payroll for Cowboy will need to be increased to \$36k to cover his overtime income.
 - a. Ms. Dyer also stated the Water Fund will also need to be increased by \$10-15k because of overtime.
 - b. Ms. Dyer does not have this ready for Council to approve but will have it done soon.

Adjourned: 6:57pm