

Joint Meeting

Building and Human Resources Committee

Minutes

09 October 2020

Attending:

Mayor Bill Koons (WK)

Building Department (BD)

Building Committee (BC)

Mark Porter (MP)

Cindy Nairn (CN)

Chris Berger (CB)

Meeting called to order by MP at 2:10PM.

MP immediately moved to go to executive session for the purpose of interviewing candidates for potential employment by the Village. CN seconded. All voted Aye.

MP moved to leave executive session at 4:40PM. CN seconded. All voted Aye.

MP moved to adjourn the meeting at 4:41PM. CN seconded. All voted Aye. Meeting Adjourned.

Minutes approved by:



Mark Porter, Chair



Administrative Assistant <adminassist@southrussell.com>

HR meeting follow up

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>

Thu, Sep 3, 2020 at 5:54 PM

To: "Porter, Mark" <mp@mporterlaw.com>, Mark Porter <mporter@southrussell.com>, Cindy Nairn <cnairn@southrussell.com>

Cc: William Koons <mayor@southrussell.com>, Administrative Assistant <adminassist@southrussell.com>

Mark and Cindy -

As a follow up to our HR meeting:

1) Attached are the motions: A) Hiring Leslie (this one does not specify the number of hours). B) Motion increasing the Adm Asst of the FO hours from 16 to 24 per week.

If you recall, in the meeting I was asking that as the Department Head, I manage the hours as needed as long as I operate within the budgeted amount for the year. I believe Mark said he would consider making a motion to that effect. In my Finance Committee meeting this week, I explained this to them and they seemed to be on board as well.

(For a discussion at a later date, but I just wanted to give you a heads up - Unfortunately, with the public records request I received today and forwarded to everyone affected, I will tell you up front, I may need to ask for more funding prior to year end as this is a voluminous request which will take a long time, and I just don't have the time to compile it all myself. We will work through it and I will keep you posted on our progress.)

2) At the HR meeting, I believe Mark was going to follow up with Bridey to prepare legislation allowing full-time employees to carryover one additional week of vacation (for a total of 2 weeks) for one year only due to the COVID pandemic. Below is the Vacation section taken from the employee handbook in case you need it for reference in writing legislation. If you get this complete before Wednesday, can you email it to Leslie so she can get it included in the Council packets?

3) Part-time Building Inspector - I believe there was going to be a motion to look for a part-time Building Inspector.

4) Has a decision been made about adding the drivers license and notary to the Adm Asst/Board Clerk/Asst Zoning Inspector job description? Below is the verbiage taken from my description. (FYI - Nancy is already currently bonded.)

"Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must be able to be bondable."

" must have the ability to obtain or be licensed as a Notary Public"

I am out of the office tomorrow and next week, but will be checking emails and touching base with Leslie when I can.

Thank you.

-Danielle

VACATIONS

All full-time employees of the Village are eligible for paid vacation.

Annual vacations are determined by length of service and are accrued as follows:

Length of Service

Accrued Annually

After twelve (12) months

40 hours

After twenty-four (24) months	80 hours
After eight (8) years	120 hours
After fifteen (15) years	160 hours
After twenty (20) years	200 hours

Department Heads are entitled to a minimum of 120 hours of vacation regardless of length of service. The prior service of employees of either the State of Ohio or any of its political subdivisions shall be counted for purposes of calculating the amount of an employee's vacation leave. A new employee with prior service with a private employer may, at the time of hire, be granted a credit for such prior service for purposes of calculating the amount of employee's vacation leave if said employee's supervisor and the Mayor approve.

Vacations may be taken at any time during the year, except that they must be scheduled to avoid busy periods of the year and conflicts with the vacations of other employees who are doing similar work. Normally, specific vacation dates should be requested in writing and approved by the employee's supervisor at least two weeks prior to the anticipated vacation.

A maximum total of 40 hours of vacation may be carried over to the next year with the approval of the employee's supervisor.

New employees will be eligible for vacation after their one-year anniversary date. The vacation earned for that first year must be taken between the anniversary date and December 31st. However, five vacation days may be carried over to the next year with the approval of the employee's supervisor.

After the first year of vacation schedule, the vacation schedule is run on a January 1 – December 31st calendar year.

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 **Adm Asst to FO - Hire and hour management.pdf**
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exhaust systems of trucks weighing more than 8,000 lbs and further prohibiting the use of engine retarders on such trucks and establishing penalties for the violation of such prohibitions.

Porter introduced an ordinance to amend the appropriations to permit the Fiscal Officer, Building Inspector and/or the Mayor to enter into a contract for the purposes of re-roofing Village Hall for an amount not to exceed \$7,500. Porter made a motion to waive further readings, seconded by Carroll. Roll call – ayes, Canton, Carroll, Galicki, Nairn and Porter. Abstain, Kostura. Motion carried. Porter made a motion to adopt, seconded by Carroll. Roll call – ayes, Canton, Carroll, Galicki, Nairn and Porter. Abstain, Kostura. Motion carried. **Ordinance 2018-38**

BILLS LIST: Porter made a motion to ratify the 8/30/18 Bills List in the amount of \$54,303.58, and approve the 9/11/18 Bills List for \$336,723.31, seconded by Nairn. Voice vote, ayes – all. Motion carried.

NEW/OTHER: Porter, Carroll, Galicki and Nairn had no new business.

Canton will not be at the next Council meeting.

Kostura wanted to let everyone know that as of October 9th, 2018, he will be resigning his position for the Village of South Russell as he is moving out of the Village. He will put in his resignation as of that date. In the meantime, he asked everyone to keep in mind that it is Council's responsibility to replace him within 30 days of his resignation. He also asked that Council keep in mind that there are several responsibilities that he has as Pro Tem and he would like to have that in place before he leaves. He also encouraged everyone to keep in mind that there are a lot of very qualified people out there and that Council should get something in place sooner than later. Kostura said serving on Council was one of his favorite jobs and it meant a lot to him but there are certain things people have to do for their family and this is one of them.

Carroll made a motion that the Village advertise for the open Council seat as it has done in the past, seconded by Nairn. Voice vote, ayes, all. Motion carried.

At 9:21, Kostura made a motion to discuss hiring personnel and for potential employee discipline, seconded by Carroll. Roll call – ayes, all. Motion carried.

Galicki was excused from Executive Session at 9:50 p.m. following the employee discipline discussion.

Fiscal Officer joined the Executive Session from 9:51-9:53 p.m. for the hiring personnel discussion.

Council reconvened at 10:15 p.m.

Mayor said he would like to appoint Leslie Galicki as the Assistant to the Fiscal Officer pending a successful drug test and provision of three reference checks to start employment on September

24, 2018. Carroll made a motion to accept the Mayor's appointment, seconded by Naim. Voice vote - ayes, Canton, Carroll, Kostura, Naim and Porter. Abstained - Galicki, not present. Motion carried.

ADJOURNMENT: Being that there was no further business before Council, Carroll made a motion to adjourn, seconded by Porter. Roll call - Canton, Carroll, Kostura, Naim and Porter. Abstained - Galicki, not present. Motion carried.



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

and the Interim Street Commissioner said they took the shredding downtown and shredded it there. The Interim Street Commissioner verified that the company utilizes extremely secure processes, and services hospitals. He added it is too time consuming to shred it on site. Carroll emphasized he would want to make it right, and the Mayor and Interim Street Commissioner stated that materials were left by residents on Saturday and for those who did not want to leave their documents, contact information was obtained. Porter again suggested contacting the company to see if they would come Saturday, if not it would stay on Friday.

Porter suggested using an eblast. The Mayor asked how effective this is. He said a sign would be put out. The Mayor thanked the Street Department staff for working Saturday morning.

Regarding the discussion about the Road Program during the Budget Word Session, the Fiscal Officer said it would be about \$600,000 to do both Kensington Circle and Sheerbrook Dr., which she confirmed with the Engineer. The Engineer advised that he would be pursuing a grant for about \$94,000 for Kensington Circle, so the Road Program may be closer to \$500,000 if the Village were to get the grant. The Fiscal Officer would still be putting the \$600,000 in Budget.

FISCAL AUDITOR'S REPORT: Fiscal Auditor distributed his report for the month ending September 30, 2019. The Fund Balances were \$3.1 million. He indicated that the interest rate had declined and continues to do so. The fund balances dropped, which was not unusual because the Village did not receive a lot of income in September. The notable items were the Cable Franchise Fee installment; the \$2,500 Walmart Grant for Shop with a Cop; the last of the Real Estate money; and Village Income Tax. The big drop was the result of cutting checks for the Road Program. For the year, the Village is positive by over \$400,000. He pointed out that the fund balances reflected on his report are identical to the penny to fund balances arrived at independently by the Fiscal Officer.

FINANCE COMMITTEE: Porter made a motion to accept the September 30, 2019 balances, seconded by Carroll. Voice vote – ayes, all. Motion carried. Porter advised that Finance Committee minutes were distributed to Council. One topic addressed was increasing the hours of the Administrative Assistant to the Fiscal Officer to 24 hours from 16 hours for the purpose of assisting the Fiscal Officer in the completion of various backlogged projects. Porter made a motion that Leslie Galicki's hours be increased from 16 to 24 hours per week on a part-time basis, seconded by Carroll. Galicki recused himself from the vote. Voice vote – ayes, all. Motion carried.

Carroll addressed the item in the Finance Committee minutes pertaining to having Lorraine Sevich assist in training the Building Department Secretary in Board Clerk responsibilities. The former Building Department Secretary had previously been offered 10 hours to assist in training, but she declined. Carroll thought it would be beneficial to have Sevich provide this training for up to the designated 10 hours at the same rate. The Fiscal Officer concurred that 10 hours could be required because of the details and legality involved with the position. She added that the Building Secretary is comfortable with most of Building Secretary responsibilities, but still has questions relating to the Board Secretary position. The Fiscal Officer spoke positively of Sevich's attention to detail in this position. Porter asked if 10 hours was enough. The Fiscal