

**RECORD OF PROCEEDINGS
VILLAGE OF PLYMOUTH
Service Committee Meeting**

Held July 7, 2021

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The Village of Plymouth convened in Service committee meeting on July 7, 2021 at 48 West Broadway Plymouth, Ohio 44865, at 1:00pm. Members and visitors present:

Mr. Matthew Patrick	Present	Mayor Cassaundra Fryman
Ms. Susan Broderick	Present	Tom Rusynyk, Administrator
Mrs. Elaine Root	Present	Rebekah Fearing, Admin Assistant
Mr. Dwayne Cassidy	WebEx	

VISITORS: None

DISCUSSION:

Councilman Patrick called the meeting to order stating the reason for Service Committee gathering is to discuss the resignation of Administrator Tom Rusynyk and to come up with a game plan in regards to filling his position.

Rusynyk stated his last day will be Thursday, July 15, 2021. Once Tom leaves, the Committee feels Jamie Burton, Assistant Village Administrator, will assume the position, at least for the time-being.

It was asked what the procedure was for accepting a resignation and then advertising for the position. Councilwoman Root believed the discussion to be premature without Rusynyk officially submitting his letter of resignation. Rusynyk said he served the Mayor with said letter on Thursday, July 1, and that date was to serve as his official two weeks notice. Root stated the next step would be for Council to accept his resignation.

The process of listing the job advertisement was discussed. It was asked to explore alternate avenues of job posting, not relying solely on the local newspaper to attract applicants. Different suggestions were indeed, Blackboard and OTCO.

Root believes an up to date job description should be put in place before the position is posted. She asked Rusynyk if he would be willing to sit down with her before he left and go over the description seeing what, if anything, needs to be changed; she is concerned about the clarity of it. Rusynyk said he believes it to be clear, but very long. Councilwoman Broderick said maybe Council would have a chance to look at it before the meeting on the 13th.

Patrick wanted to thank Tom for all he has done for the Village and hates to see him leave. Rusynyk said it was an opportunity he could not pass up because he will be making about the same amount of money without the responsibility and being on call.

Council is concerned with the track record and turnover rate of the Administrator position. They would like to figure out what is causing this and address the issue before filling the seat.

The immediate concern is getting a certified Operator of Record to serve over our water distribution. This has to be put in place before Tom's last day. The requirements for the position were discussed. It was also brought up if Council was going to require the Administrator himself carry the license or if the Operator of Record would be split back into it being a separate position from the Administrator.

Other items of concern discussed were:

- o CDBG Grant for West Broadway
- o Both the Park and Pool Grants
- o Purchase of the new dump truck
- o Electric setup for Showmobile at the Park

Rusynyk assured the Committee that his guys were all up to speed on everything currently being done. He stated that he passed along all necessary paperwork pertaining to the Park and Pool grants to Councilwoman Broderick. He also said as far as the CDBG grant is concerned, right now it is just a waiting game; we should hear something around October.

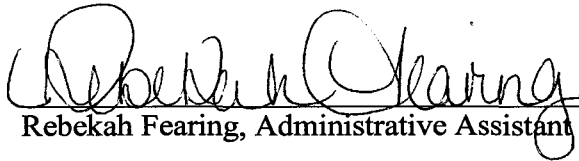
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At this time it was moved by Councilman Patrick to move into executive session per ORC 121.22 (G)(1) Personnel- Employment at 1:05pm

Meeting adjourned at 2:05pm.


Rebekah Fearing, Administrative Assistant

All formal actions of the Village of Plymouth concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.