

# RECORD OF PROCEEDINGS

## VILLAGE OF PLYMOUTH Service Committee Minutes

January 18, 2023

Service Committee on January 18, 2023, at 10:30am. The following were present:

**Committee Members:** Mr. Patrick, Mr. Brown were present. Mrs. Carter was absent.

**Employees and other Councilmembers:** Rich Hurles, Councilman; DiAnn Jamerson, Fiscal Officer; James Burton, Administrator; Rebekah Fearing, Tax/Court Clerk.

**Visitors:** Morgan Gayheart, Willard Times-Junction

Councilman Patrick opened the meeting stating Administrator Burton asked for the meeting. Mr. Patrick asked Burton to go over the items he had requested the meeting for.

Administrator Burton stated he would like to replace Jacob Fidler and would like to hire a part time employee and a fulltime employee. The people he would like to hire are prior employees one was summer help last year and the other worked as a part time employee. The reason the prior part employee left was he wanted a full-time job and at that time the Village had no openings. Burton stated he wanted to hire those employees but wanted to make sure he was doing it the correct way.

Burton advised we are short handed and need to hire as soon as possible. He knows we normally place an ad in the paper. The Solicitor was contacted and asked if we could hire the former employees with out going out to bid.

The Solicitor stated we should place the ad in the paper to show we are an equal opportunity employer but since time is of concern, and they are prior employees, we could hire based on emergency need. They are both prior employees.

Mr. Patrick stated the person wanted for full time was a part time employee prior but wanted full time and we were not hiring full time at that point. The other was summer part time last year and knows the job.

Mayor Fryman asked for clarification on the part time position. Is this for summer help or a year around part time position.

Mr. Patrick stated he would like to hire the part time position now.

Mayor Fryman asked are we taking applications for part-time.

Mr. Hurles stated we need to decided if it is an emergency. Hurles asked if full time was an emergency, Burton stated yes. Hurles asked if part-time was an emergency, it was stated not necessarily.

Mr. Patrick stated the full time is an emergency. He doesn't care who part time is, but years ago the Village used to hire the 17- and 18-year old's thru Pioneer.

Mayor Fryman stated several people have applied.

Mr. Patrick stated he feels we should go ahead and hire them. He and the Administrator wanted to hire him before but there was not a full-time position open.

Mayor Fryman stated the ultimate decision is the Administrators.

Mr. Patrick stated he did make the decision.

Administrator Burton stated the part-time person would be good and he would like to hire back the prior part-time employee as a full-time employee. Burton stated he will need more help in the summer.

Mr. Hurles asked if the money was in the budget. The Fiscal Officer stated the final appropriations are not yet set.

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The Fiscal Officer stated in the conversation with Solicitor Burton that he advised we should advertise but hearing that we are short handed and they were prior employees, we could probably hire without advertising but not to make a habit of hiring on an emergency basis.

Mr. Brown stated he understands bringing in the prior employee, but agrees that following procedure is important.

Mr. Patrick stated he understands the procedure, and like Jon said don't make it a habit.

Administrator Burton stated they would be on a six-month probation.

Mr. Patrick stated since Fidler left we have no one to do secondary electric. We paid approximately \$23,000.00 for primary work from Amp, Shelby and Galion in 2022. He feels we are better off handling the electric work this way.

Administrator Burton stated most electric people only want to do electric not all utilities. The secondary or house services are done by him and Theo.

Mr. Patrick stated he wanted the bases covered for primary and secondary. Burton to make a call to Scott at Amp.

Administrator Burton stated we need to start advertising for pool employees. Mr. Patrick stated Ms. Broderick will be getting things ready to hand out at the school when she gets back.

Burton brought up the mowers for the cemetery. Stated we need something with a 60" deck with mulching kit. It was asked if we are keeping the old one or trading it in and what kind of shape they are in.

Burton stated the rider at the park is not working, not keeping up. He would like to 2 zero turns and 1 with a 60" deck and a mulching kit to go between the head stones.

Mr. Patrick stated to get the quote and service could meet again to discuss.

Mr. Patrick stated the big tree that is down in the cemetery will be picked up but we need to wait until the ground dries up or freezes.

Mr. Patrick discussed the water/sewer situation at the hardware. He would like to give him \$1,200 for water and \$1,200 for sewer. The bill is about 100.00 per month times the 24-month statute of limitations. \$2,400.00 total.

Mr. Patrick plans to make the motion for \$2,400.00.

Mr. Patrick stated we have been mowing frontage on properties, and sending bills.

Mayor Fryman asked if there was a problem.

Administrator Burton stated we have the dates the properties were mowed. He is just following procedure.

Mr. Hurles stated if we are following procedure there is not really a problem.

Mr. Patrick would like the notices hand delivered not sent through the mail.

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The Fiscal Officer asked for a quick recap to clarify what is to be done.

The following was stated:

- legislation to hire the two new employees, the workers are needed.
- Run pool ad
- Legislation for the hardware
- Jamie to get quotes for the mowers
- Mowing is per the Administrator; however, he wants to handle it.
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Meeting adjourned at 11:30pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "DiAnn Jamerson", is written over a horizontal line.

DiAnn Jamerson, MMC, Fiscal Officer